



CITY OF CORCORAN
Corcoran City Council Agenda
April 8, 2021 - 7:00pm

**Meeting Held Via Telephone/Other
Electronic Means Call-in Instructions**

Call: +1 312 626 6799 US

Enter Meeting ID: 893 3631 1103

**Press *9 to speak during the Public Comment
Sections in the meeting.**

Video Link and Instructions:

<https://us02web.zoom.us/j/89336311103>

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

Meeting ID: 893 3631 1103

**Participants can utilize the Raise Hand
function to be recognized to speak during the
Public Comment sections in the meeting.
Participant video feeds will be muted.**

**For more information on options to provide
public comment visit:**

www.corcoranmn.gov

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Commission Representatives***
5. **Open Forum – Public Comment Opportunity**
6. **Presentations/Recognitions**
 - a. Fire Department Annual Reports
 - i. Hanover Fire Department
 - ii. Loretto Fire Department*
 - iii. Rogers Fire Department*
7. **Consent Agenda**
 - a. Draft Minutes of March 25, 2021 Council Work Session Meeting*
 - b. Draft Minutes of March 25, 2021 Council Meeting*
 - c. Financial Claims*
 - d. Assessment and Financing Agreement – NAPA*
 - e. Northwest Trails Sponsorship Resolution*
 - f. 2021 City Calendar Amendment*
 - g. City Hall Remodel – Pay Request #5; Change Order #4*
 - h. Resolution 2021-26 - Accepting Donation for the Memorial Garden*
 - i. Resolution 2021-27 Supporting Grant Application – Hennepin County Youth Sports Equipment Grant*
 - j. Request for City Council Acknowledgement Conditions of Resolution 85-5 Approving Final Plat of Meadow Trails Have Been Met*
8. **Planning Business – Public Comment Opportunity**
 - a. Final Plat and Final Planned Unit Development Plan for Tavera*
9. **Unfinished Business – Public Comment Opportunity**
 - a. Appaloosa Woods Street Improvements – Accept Feasibility Study, Order Improvement Hearing, & Authorize Plans and Specs*
10. **New Business – Public Comment Opportunity**
 - a. Code Enforcement Update*
 - b. Finance Manager Hiring Process*
 - c. Government Fee Analysis Proposal*
 - d. City Council and Commission Ordinance Discussion*
 - e. Charter Commission Application*
11. **Staff Reports**
 - a. Pandemic Response Update
12. **2021 City Council Schedule***
13. **Adjournment**

Due to the COVID-19 health pandemic, the City Council's regular meeting place is not available and is not open to the public. Pursuant to Minnesota Statute 13D.021 the one or more members of the City Council may participate by telephone or other electronic means.

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



CITY OF CORCORAN

MISSION

THE CITY OF CORCORAN WILL PROVIDE HIGH-QUALITY PUBLIC SERVICES IN A COST-EFFECTIVE, RESPONSIBLE, AND PROFESSIONAL MANNER IN ORDER TO CREATE A PREFERRED ENVIRONMENT TO LIVE, WORK, PLAY, AND CONDUCT BUSINESS.

VISION

THE CITY OF CORCORAN WILL BECOME A VIBRANT, CONNECTED COMMUNITY WHILE PRESERVING ITS NATURAL CHARACTER AND AGRICULTURAL ROOTS.

VALUES

The following values are fundamental to the City of Corcoran's success and the fulfillment of our mission:

Honesty, Ethics, Integrity

We believe that honesty, ethics, and integrity are the foundation blocks of public trust and confidence.

Community Pride and Partnership

We believe in creating a strong sense of community through partnerships with civic organizations, school districts, and local businesses.

Efficient and Effective Service Delivery

We believe providing services to residents and businesses in an efficient and effective manner makes government easier to work with and creates a business friendly environment.

Community Safety

We will protect the community by maintaining or improving safety through police and fire protection and by investing and maintaining the infrastructure of the City.

Fiscal Responsibility

We believe that the prudent stewardship and opportunistic investment of public funds is essential for confidence in government and to position the City for future success.

Transparency

We believe that open, honest, and proactive communication is essential for an informed and involved citizenry. Processes and decision making should include opportunities to educate citizens and receive feedback.

Responsible Decision Making

We believe it is the responsibility of the City to address difficult issues now in order to avoid larger more difficult issues in the future.

CORE STRATEGIES

- *Enhance Corcoran's sense of place and identity.*
- *Provide diverse community amenities and recreational opportunities.*
- *Maintain excellence in safety and security for our community.*
- *Ensure high-quality, market-driven growth.*
- *Provide high-quality, innovative municipal services.*

ADOPTED MARCH 11, 2021

STAFF REPORT

Agenda Item 4.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: Commission Representatives	Action Required: None – Informational

Summary:

The advisory commission representatives for the April 8th Council meeting are as follows:

- Planning Commission: Dean Jacobs
- Parks and Trails Commission: Sharon Meister

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A

Hanover Fire Department

2020 Annual Report



Community Involvement

- Pancake Breakfast
- National Night Out
- Drive By Birthday Celebration
- Fire Prevention at Hanover Elementary School and Salem Lutheran School Along with a Few Daycares
- Turkey Bingo

HANOVER FIRE STATION
369 LaBeaux Ave. N.E.





Fire Prevention

Call Volume

History

2013 – 166 Calls

2014 – 158 Calls

2015 – 153 Calls

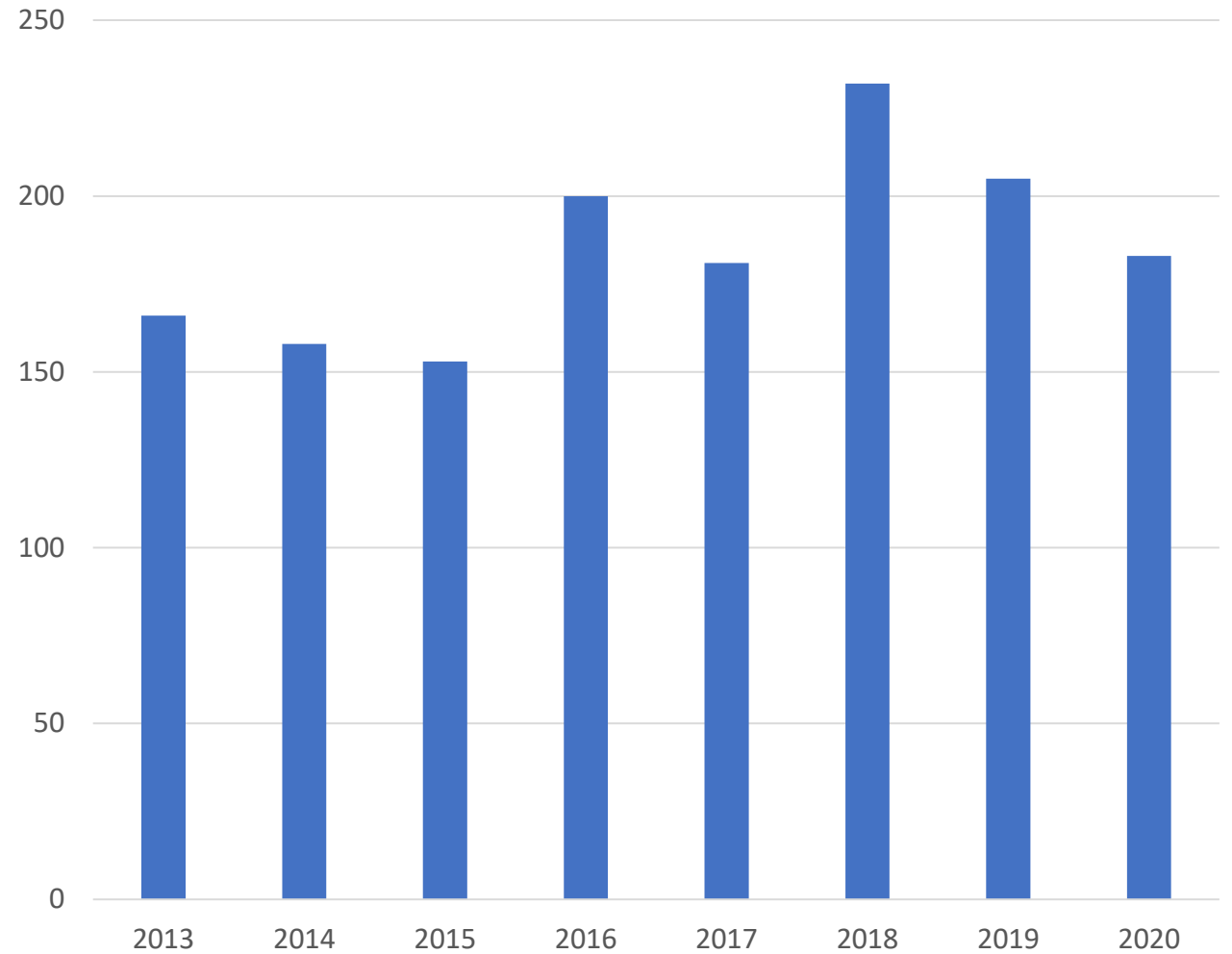
2016 – 200 Calls

2017 – 181 Calls

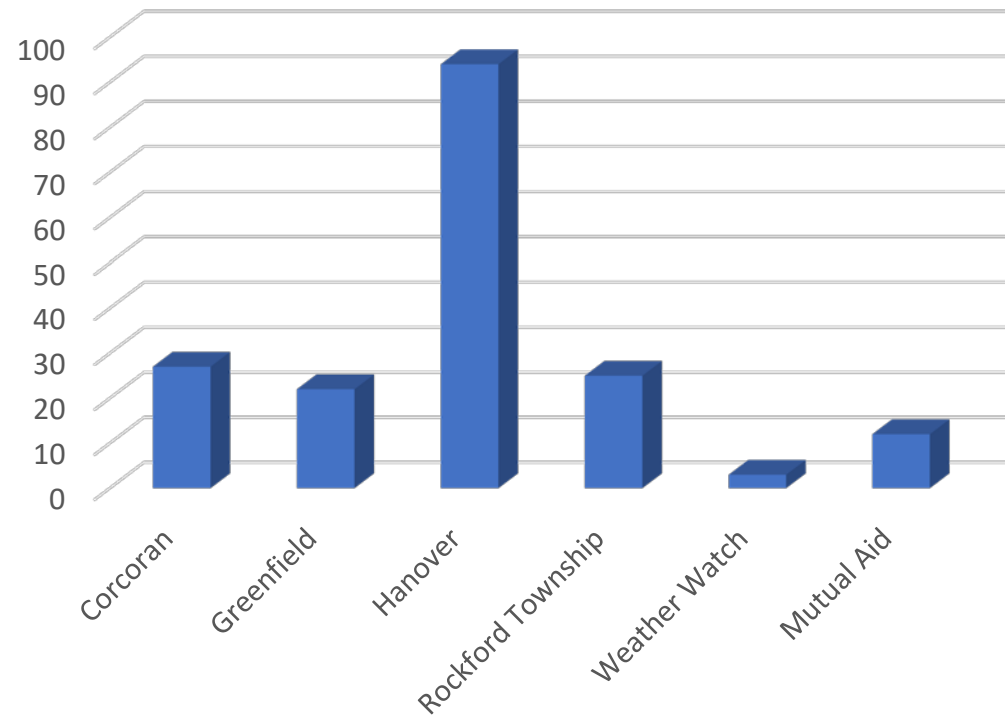
2018 – 232 Calls

2019 – 205 Calls

2020 – 183 Calls



2020 Call Volume By City



City	# of Calls	%
Corcoran	27	14.75
Greenfield	22	12.02
Hanover	94	51.39
Rockford Township	25	13.66
Weather Watch	3	1.63
Mutual Aid	12	6.55
Total	183	100.0

2020 Calls by Day of the Week

Sunday – 31 Calls

Monday – 25 Calls

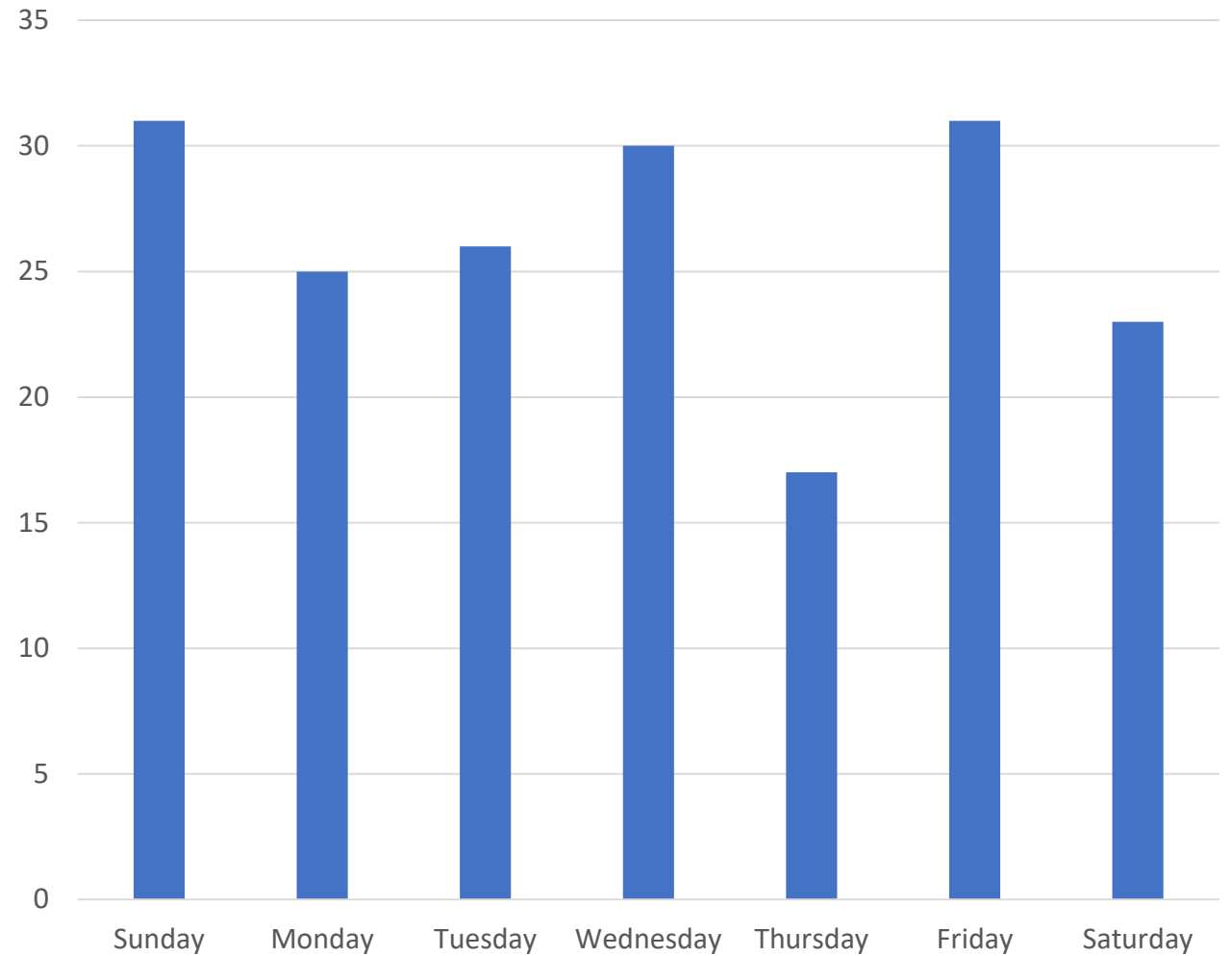
Tuesday – 26 Calls

Wednesday – 30 Calls

Thursday – 17 Calls

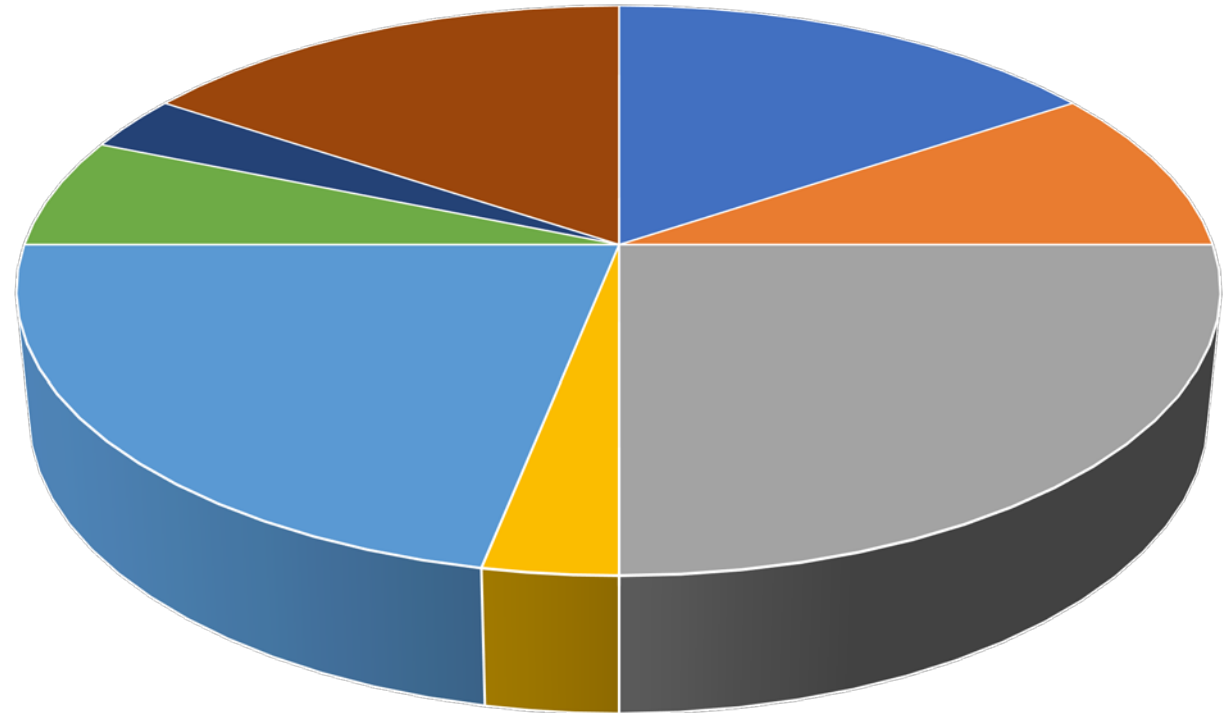
Friday – 31 Calls

Saturday – 23 Calls



Calls By Category in Corcoran

Fire	5	15.62%
Accident	3	9.37%
Medical	8	25.03%
Rescue	1	3.12%
Fire Alarm	7	21.87%
CO Alarm	2	6.25%
Grass Fire	1	3.12%
Cancelled Calls	<u>5</u>	<u>15.62%</u>
Total	32	100.0%

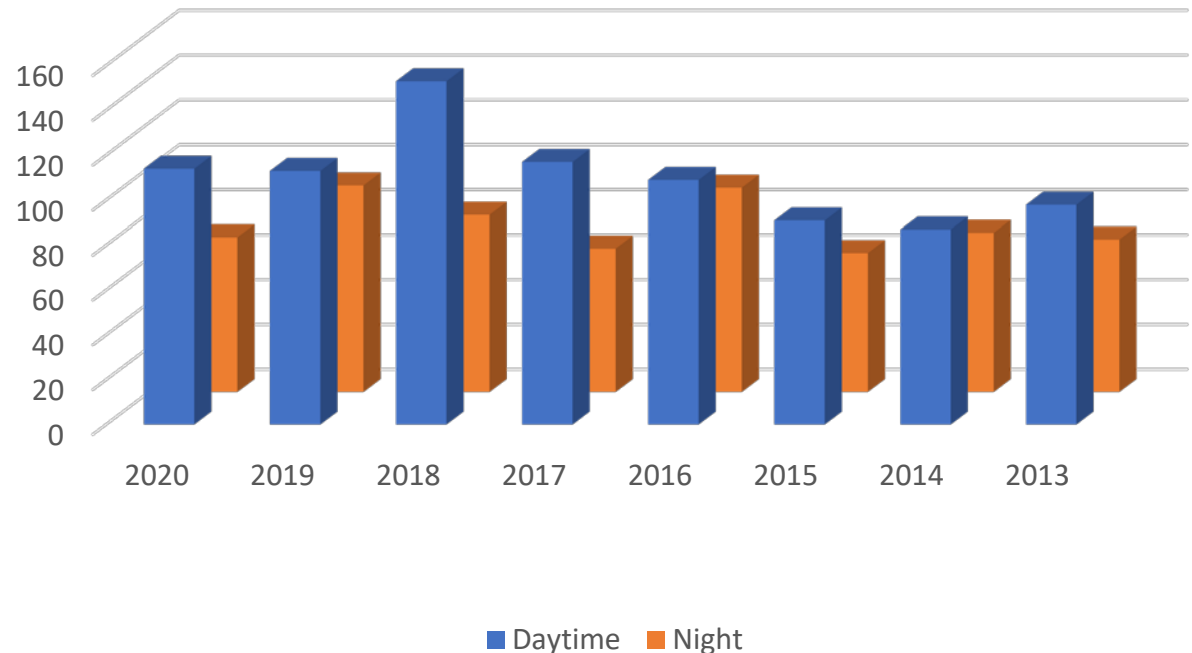


Yearly Recap

- Average Time from Page to In Service: 5 Minutes
- Mutual Aid Calls
 - Provided Mutual Aid 12 Calls – 22.0 Man Hours
 - Received Mutual Aid 4 Calls – 11.5 Man Hours
- All Call Summary
 - Total Time in Service – 161.68 Hours
 - Average Call Duration – 53 Minutes
 - Average # of Responders - 12
- Fire Call Summary
 - Total Time in Service – 43.8 Hours
 - Average Call Duration – 85 Minutes
 - Average # of Responders - 13
- Medical / Accident / Rescue Call Summary
 - Total Time in Service – 112.53 Hours
 - Average Call Duration – 46 Minutes
 - Average # of Responders - 12
- Total Number of Man Hours in Service – 2,199.22
- Total Number of Individual Responses – 2,168

- Calls by Time of Day
 - Daytime 6 am – 6 pm: 114
 - Night 6 pm – 6 am: 69

Calls by Daytime & Night



Yearly Recap



City / Township	2019 Runs	2020 Runs	2020 Fires	2020 Accident	2020 Medical	2020 Rescue	2020 FA	2020 CO	2020 Grass Fires	Cancelled calls	Average On Scene Response Time	Total Man Hours	Percent of Calls	Percent of Man Hours
Corcoran	23	27	5	3	8	1	7	2	1	5	0:10	297.55	14.8%	13.8%
Greenfield	17	22	6	2	12	1	1	0	0	0	0:10	272.97	12.0%	12.7%
Hanover	118	94	8	2	73	1	7	3	0	2	0:08	935.85	51.4%	43.5%
Rockford Township	19	25	3	1	17	0	1	3	0	4	0:11	395.55	13.7%	18.4%
Weather Watch	8	3											1.6%	
Mutual Aid / Other	20	12	9	1	0	0	0	0	2	1		247.83	6.6%	11.5%
Total Calls	205	183	31	9	110	3	16	8	3	12	0:09	2149.75	1	1



HANOVER

1927

Thank You!

Loretto Volunteer Fire Department Corcoran Data 2020



Medicals – 19
 Fires – 6
 Alarms – 7
 PI – 5
 Gas Odor – 3
 Good Intent Calls - 3

Time of Day

00:01- 08:00	08:01- 16:00	16:01- 23:59
6	20	17

43 Calls in Corcoran
 760 Firefighter Hours

Day of the Week

Sunday	8
Monday	2
Tuesday	7
Wednesday	4
Thursday	7
Friday	6
Saturday	9

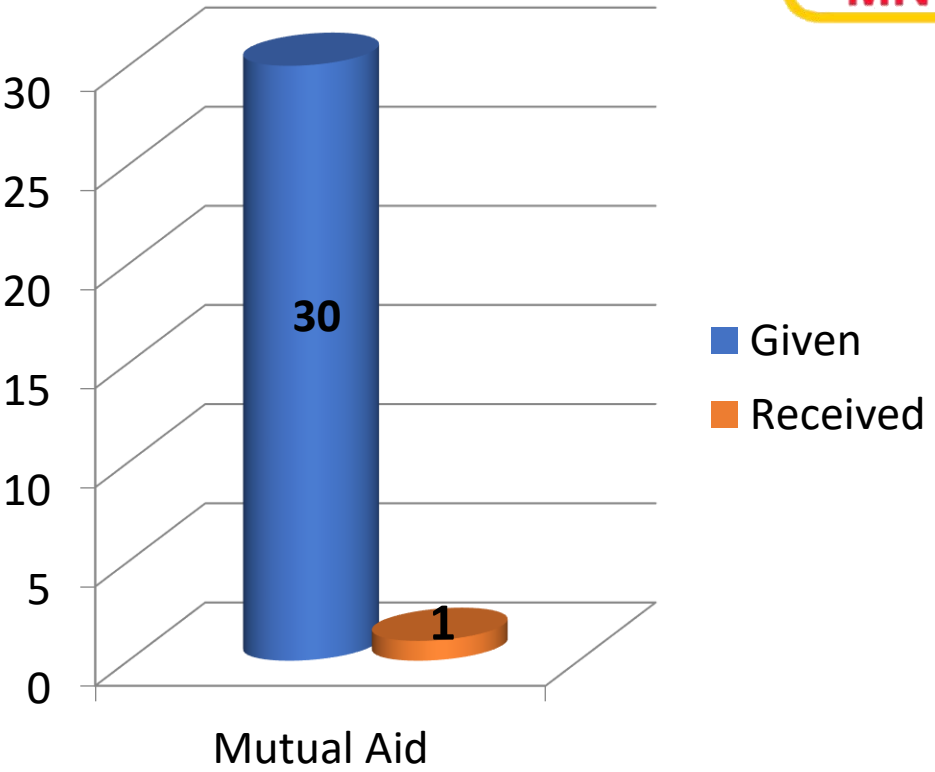
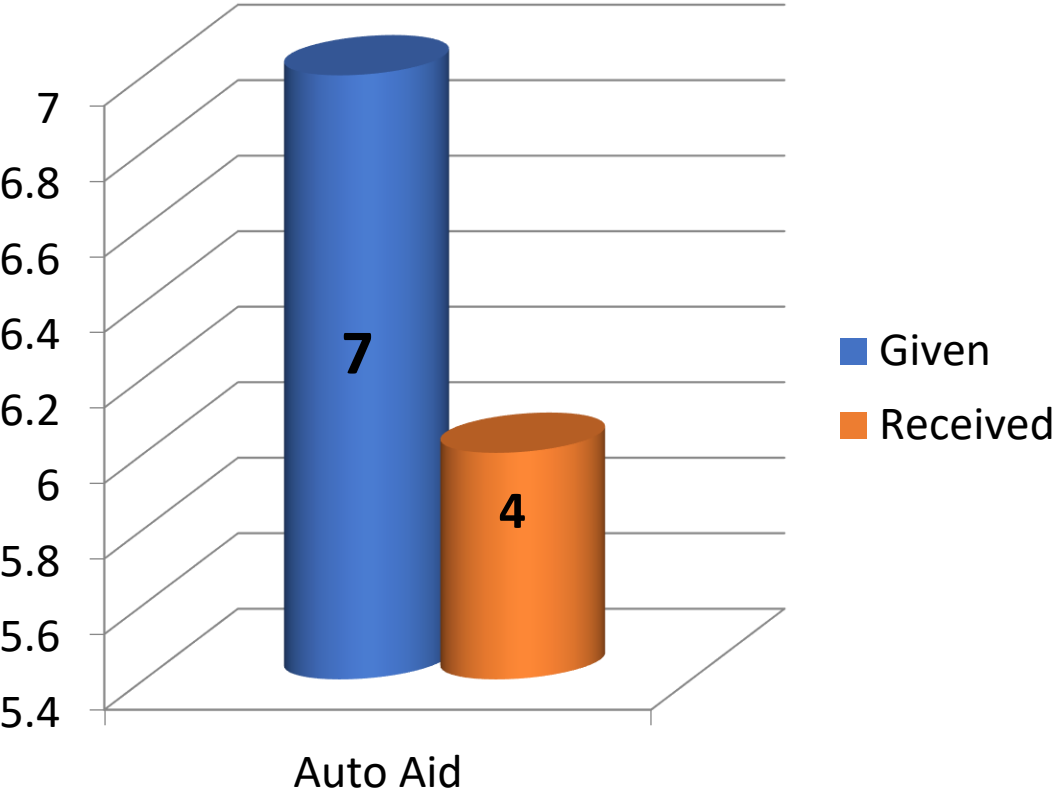
12.1 Average
 People Per Call

Average Response time with a full crew:

9 Min 24 Sec

Under 5	4
6-10 Min	11
>10 Min	11
Routine	7
Canceled	10

Mutual Aid – Given vs. Received





Firefighter Hours For Calls and Event

- Administration Hours – 2,028
 - Chief & Admin Staff (2 part time)
- Firefighter Training Hours – 1737
- Public Events - 484
- Station & Apparatus Maintenance - 618
- Firefighter Hours for Calls – 3055

Total Hours with Calls = 7,922

Highlights for 2020

- Received a grant for new gear washer
- Participated in several birthday drive bys
- Purchased 13 sets of new turnout gear with Cares Act Money from Loretto and Greenfield



2020 Annual Report

ROGERS FIRE DEPARTMENT





MISSION STATEMENT

To serve the community by extinguishing fires, responding to medical emergencies, fire prevention and minimize loss of life and property. We will achieve this through training, education, and teamwork among our members.



MESSAGE FROM THE CHIEF

On behalf of the members of the Rogers Fire Department (RFD), I am honored to present our Annual Report for 2020. This report illustrates our commitment to the residents, businesses, and visitors of our community and it highlights the exceptional work accomplished by our fire operations, EMS, fire prevention and administrative staff.

I am extremely proud of our Fire Department, and the high-level of quality service that we provide on a daily basis. Most notably, our Members ability to continue to provide care during the COVID Pandemic, while remaining safe with new protocols for FIRE/EMS response.

Our RFD Members go above and beyond in caring for our customers, while displaying respect and integrity.

Even though the State had multiple shut downs due to COVID19, our call volume did not decline. We ended 2020 with 569 calls for service and emergency responses, up 10% from 2019. As fire departments struggle to recruit new members, Rogers Fire Department staff continue to develop new strategies in recruitment and retention of paid on-call firefighters.

I would like to thank all of the RFD members for their professionalism and commitment at each level of our Department.

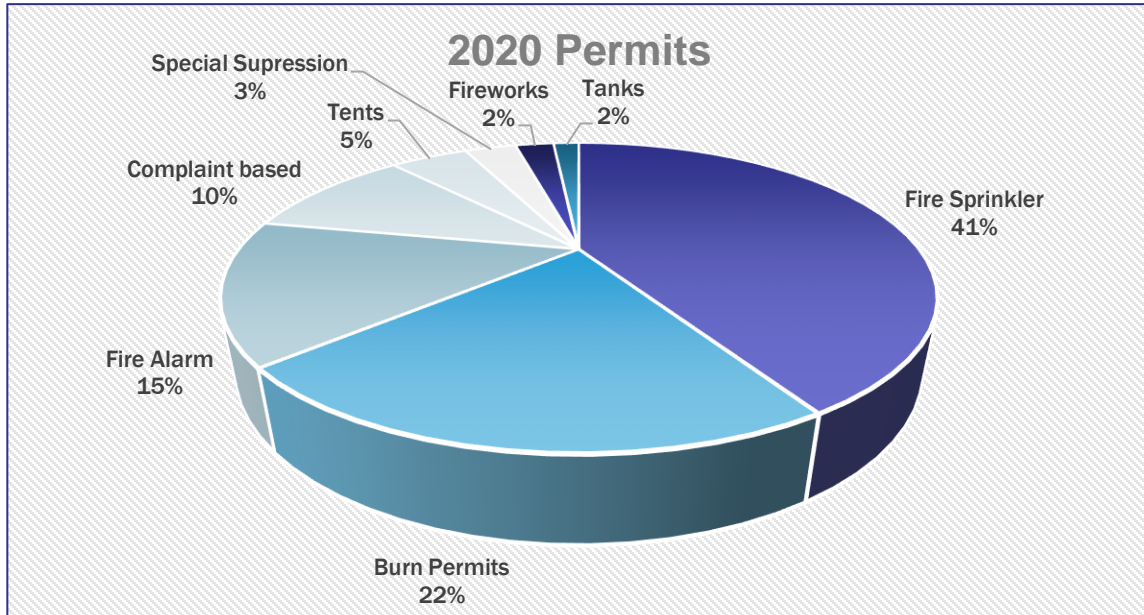
Respectfully Submitted,

Chief Brad Feist



**Striving for
excellence
with integrity
and respect
for our
community.**

PERMIT ACTIVITY



Type	2020 Permits
Fire Sprinkler	53
Burn Permits	28
Fire Alarm	19
Complaint based	13
Tents	6
Special Suppression	4
Fireworks	3
Tanks	2
Total	128

PREVENTION AND PUBLIC RELATIONS

In 2020, the Rogers Fire Department's prevention and public relations activities included coordinating, conducting and participating in the following activities:

- Virtual Station Tours
- Virtual training for the schools
- Fire Investigations
- Drive thru parade for National Night Out
- Shop with a Cop
- Rogers High School Drive Thru Graduation
- Virtual Birthday greetings
- Minnesota Homemade Mask Drive

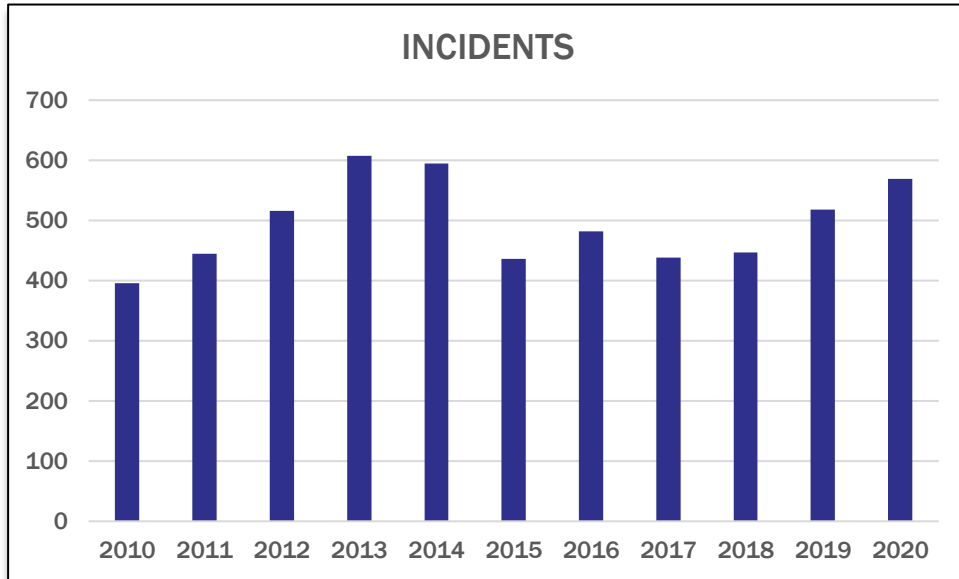


TRAINING

The Rogers Fire Department is committed to training in all areas of service. In 2020, it was no different, however we were required to pivot and change the way we conducted our training to keep our Members healthy and safe. Rogers Fire completed the following training events:

- Created and implemented virtual and in person training plans
- Conducted training on the first, third and potentially the fifth Tuesday of each month
- Emergency Medical Responder refresher training with North Memorial
- Hazmat and radiological emergency preparedness training
- Pump training
- Aerial device training
- Live house burn training
- Search and rescue training
- Auto extrication training
- Scene size up and radio operations training
- Water rescue training with ice rescue suits
- Conducted virtual fire alarm, 4 gas monitor, nozzles, wildland firefighting, basic fire dynamics, firefighter safety, positive pressure ventilation, vehicle fires through Central Lakes College
- Sexual Harassment Awareness, Bloodborne pathogens, Fire Extinguisher Safety, Lock-out Tag-out, and Employee Right to know training with Target Solutions
- Incident Command training for fire officers
- Relay pumping training
- Highway safety and cable barrier safety training
- Tanker drafting training for rural fire fighting
- Members certified in Fire Apparatus Operations
- Emergency Operation Center activation training

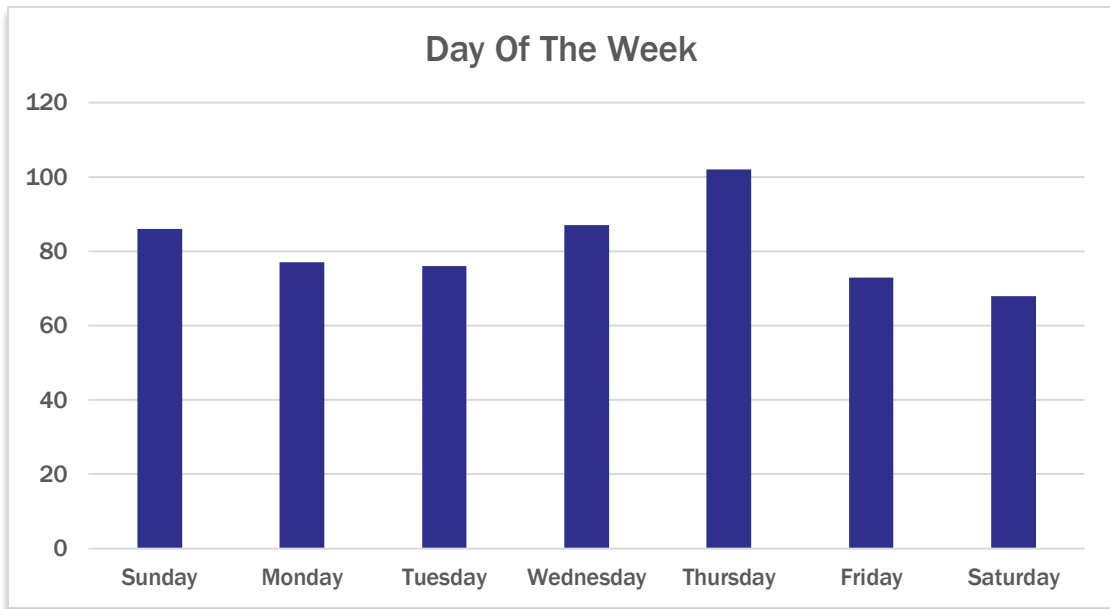
CALL VOLUME HISTORY



YEAR	INCIDENTS
2010	396
2011	445
2012	516
2013	607
2014	595
2015*	436
2016	482
2017	438
2018	447
2019	518
2020	569

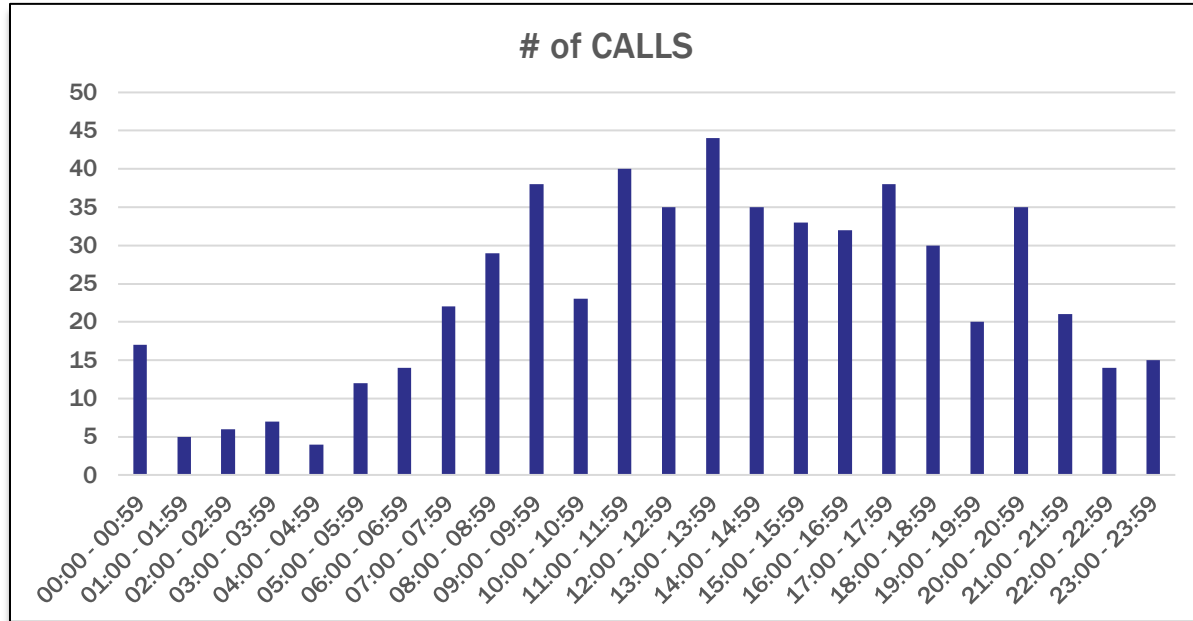
* It's important to note that in 2015 and going forward, RFD only responded to 7 CAD events for Medicals. Prior to 2015 it was 19 CAD events.

CALLS BY DAY OF THE WEEK



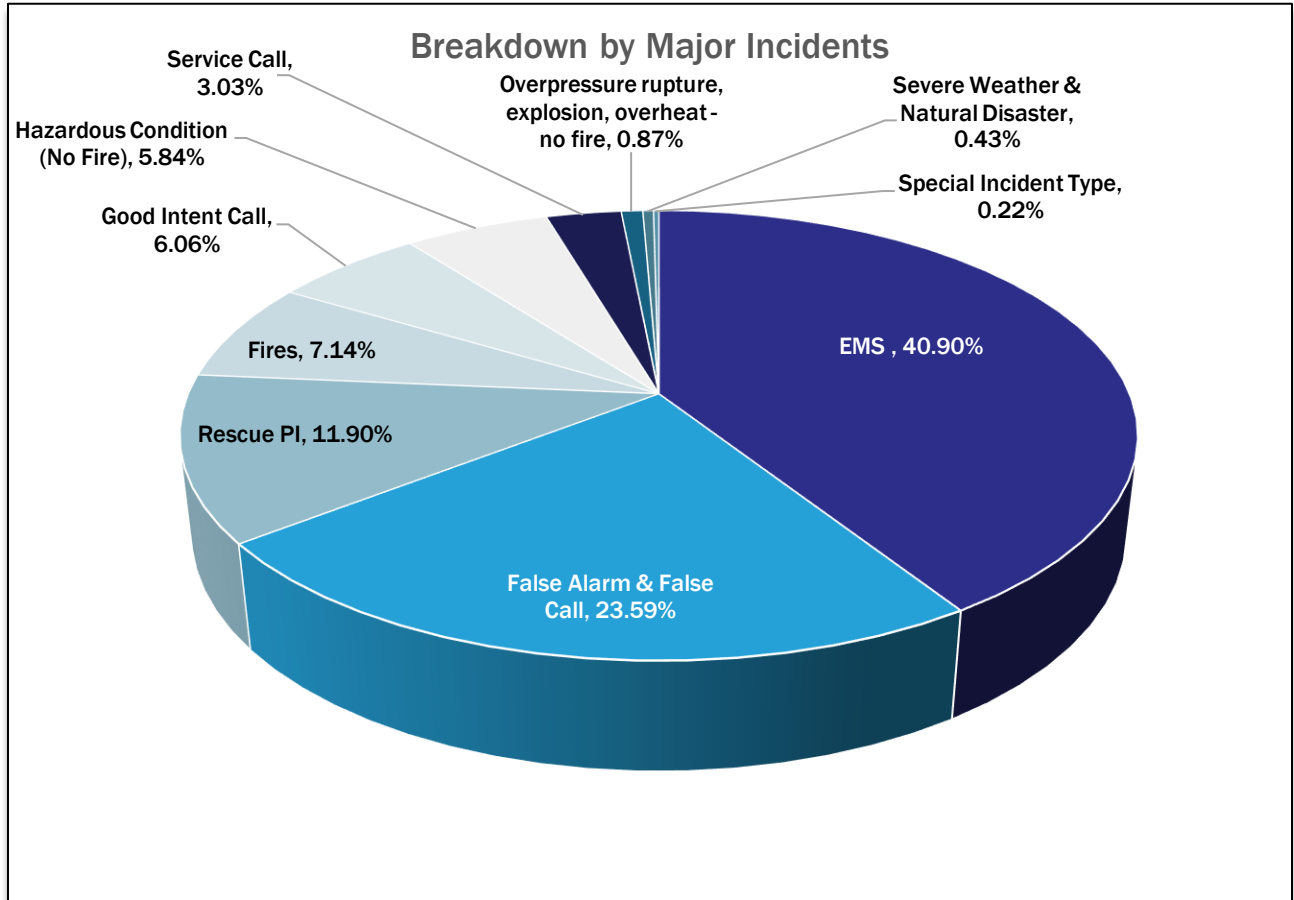
DAY OF THE WEEK	# INCIDENTS
Sunday	86
Monday	77
Tuesday	76
Wednesday	87
Thursday	102
Friday	73
Saturday	68
TOTAL	569

CALLS BY TIME OF DAY



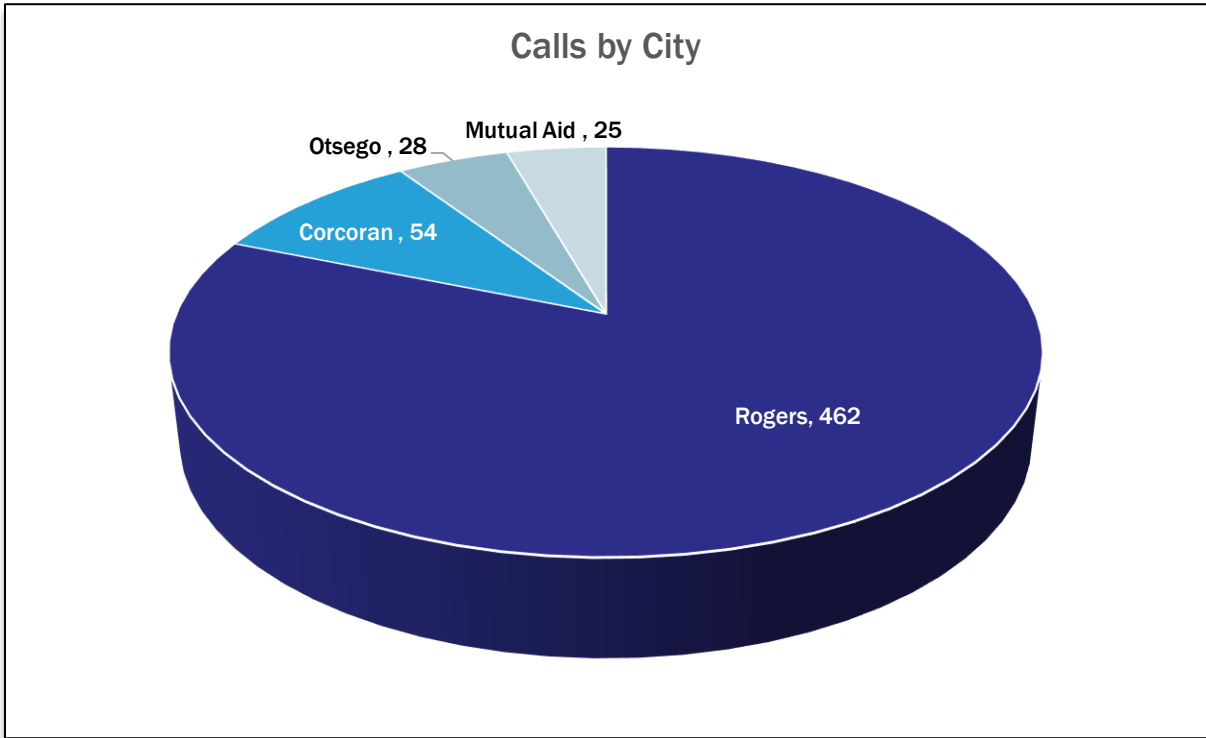
HOUR	# of CALLS
00:00 - 00:59	17
01:00 - 01:59	5
02:00 - 02:59	6
03:00 - 03:59	7
04:00 - 04:59	4
05:00 - 05:59	12
06:00 - 06:59	14
07:00 - 07:59	22
08:00 - 08:59	29
09:00 - 09:59	38
10:00 - 10:59	23
11:00 - 11:59	40
12:00 - 12:59	35
13:00 - 13:59	44
14:00 - 14:59	35
15:00 - 15:59	33
16:00 - 16:59	32
17:00 - 17:59	38
18:00 - 18:59	30
19:00 - 19:59	20
20:00 - 20:59	35
21:00 - 21:59	21
22:00 - 22:59	14
23:00 - 23:59	15

2020 Fire/EMS Call Activity



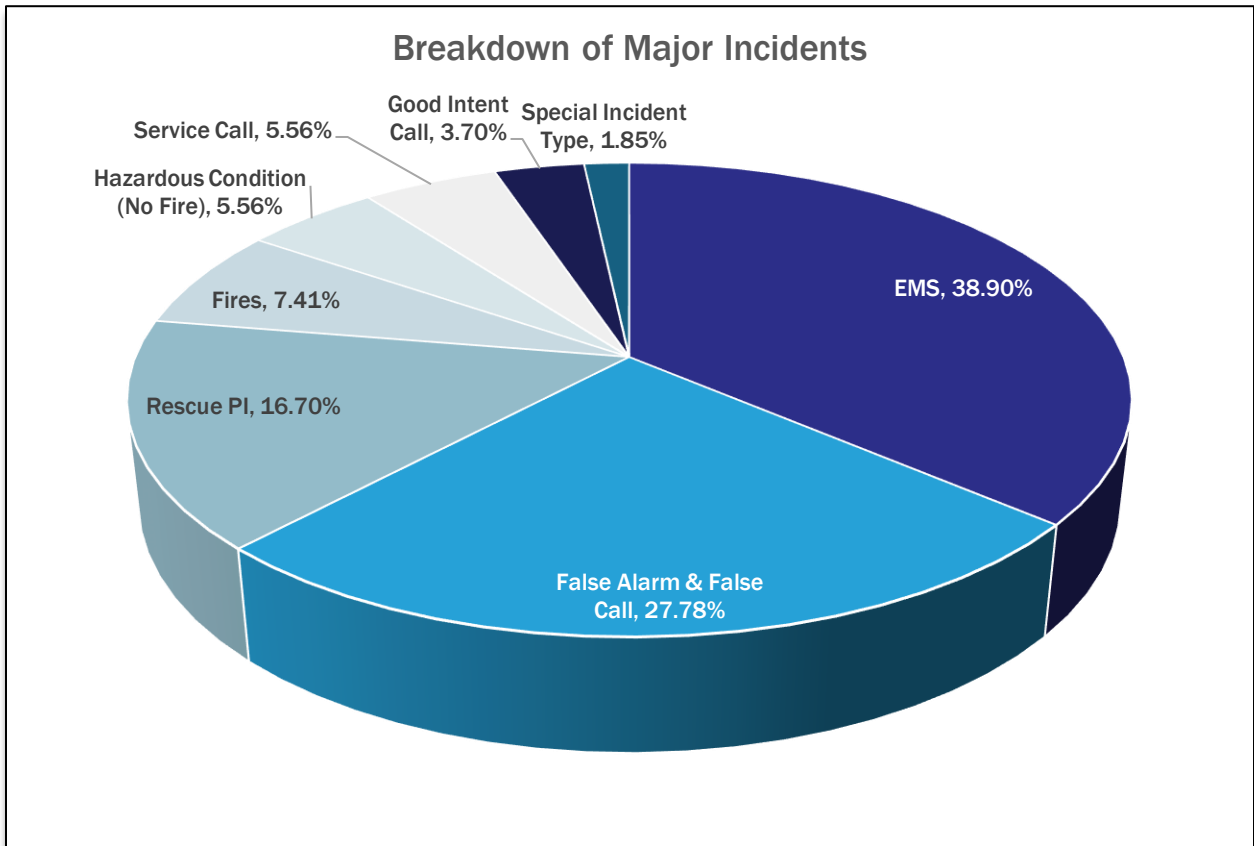
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
EMS	189	40.90%
False Alarm & False Call	109	23.59%
Rescue PI	55	11.90%
Fires	33	7.14%
Good Intent Call	28	6.06%
Hazardous Condition (No Fire)	27	5.84%
Service Call	14	3.03%
Overpressure rupture, explosion, overheating - no fire	4	0.87%
Severe Weather & Natural Disaster	2	0.43%
Special Incident Type	1	0.22%
Total	569	100%

CALLS BY CITY



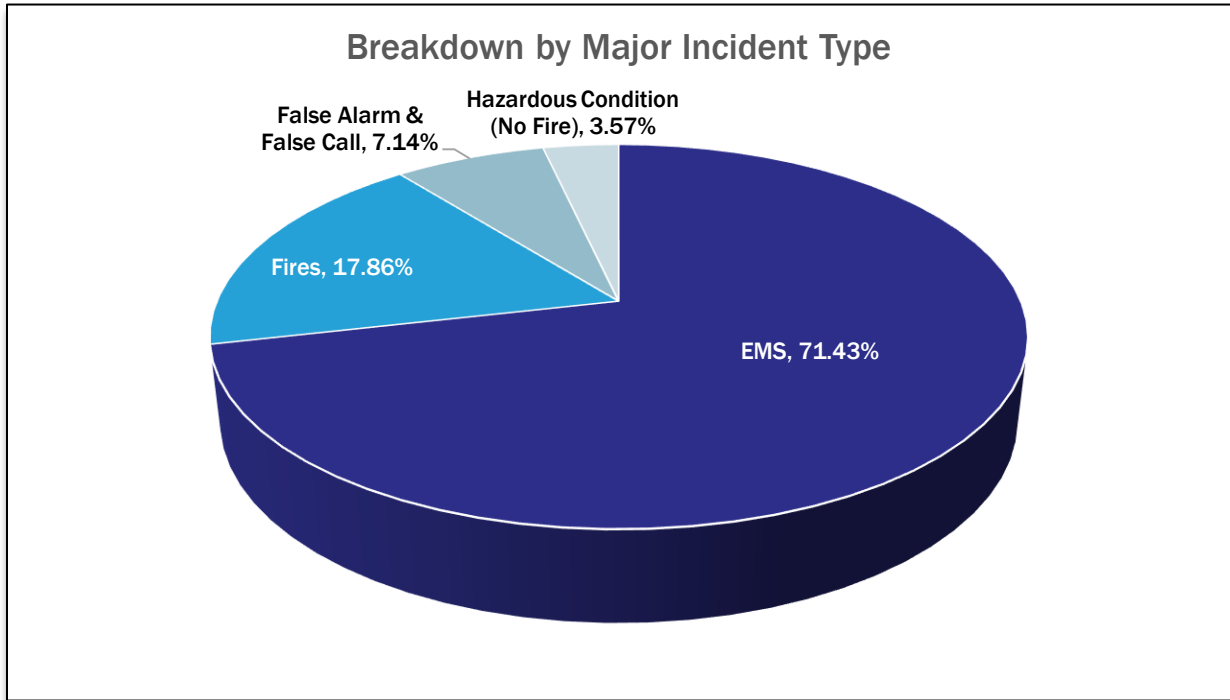
ZONE	NUMBER OF CALLS
Corcoran	54
Mutual Aid	25
Otsego	28
Rogers	462
TOTAL:	569

CALLS FOR CORCORAN



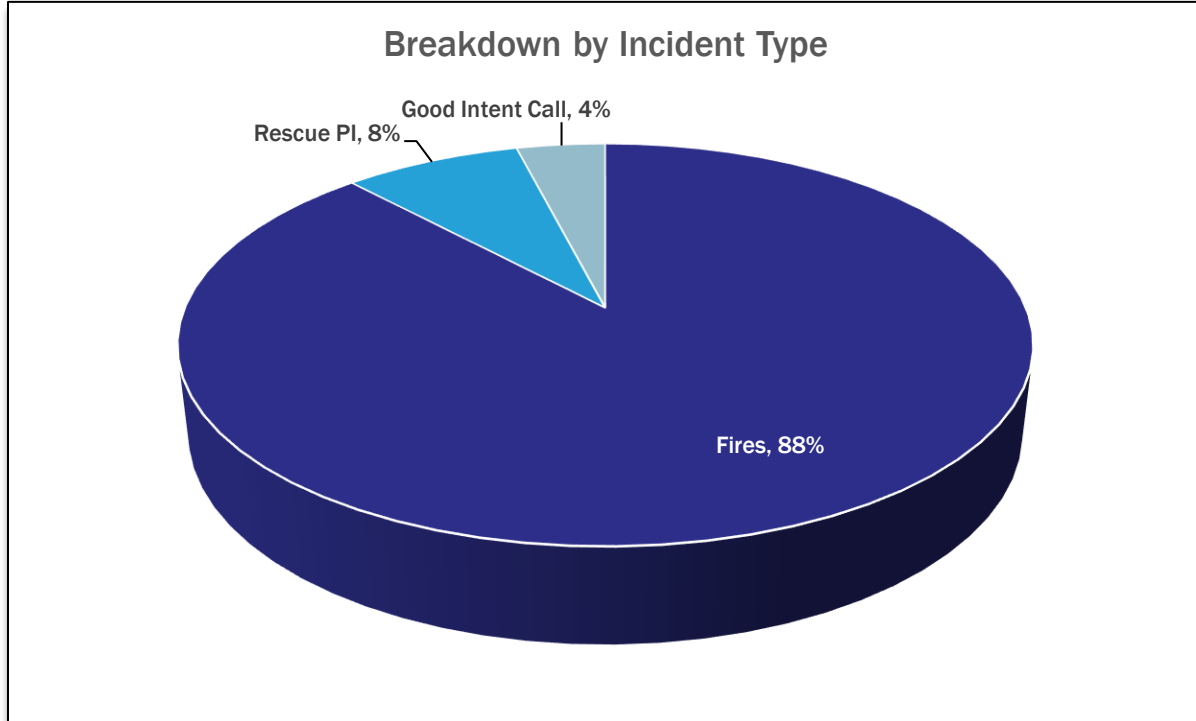
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	7.41%
Rescue PI	9	16.70%
EMS	21	38.90%
Hazardous Condition (No Fire)	3	5.56%
Service Call	3	5.56%
Good Intent Call	2	3.70%
False Alarm & False Call	15	27.78%
Special Incident Type	1	1.85%
TOTAL	54	100%

CALLS FOR OTSEGO



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	17.86%
EMS	20	71.43%
Hazardous Condition (No Fire)	1	3.57%
False Alarm & False Call	2	7.14%
TOTAL	28	100%

CALLS FOR MUTUAL AID



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	88%
Rescue PI	2	8%
Good Intent Call	1	4%
TOTAL	25	100%

Mutual Aid provided to Brooklyn Center, Brooklyn Park, Crystal, Dayton, Elk River, Greenfield, Maple Grove, Otsego and St. Michael.





CITY OF CORCORAN
City Council Work Session Minutes
March 25, 2021 – 5:30 pm

The Corcoran City Council met on March 25, 2021, in Corcoran, Minnesota. Pursuant to Minnesota Statute Section 13D.021 and due to the COVID-19 pandemic, the City Council meeting was held remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Bottema, Councilor Nichols, Councilor Schultz, and Councilor Thomas were present via telephonic or other electronic means.

Present at City Hall was Administrative Services Director Beise. City Administrator Martens, Public Works Director Mattson, and City Planner Lindahl were present via telephonic or other electronic means.

1. Call to Order / Roll Call

Mayor McKee called the work session to order at 5:31 pm.

2. Residential Zoning District Ordinance Update

City Planner Lindahl presented the Council-directed initiative to review the Residential Zoning District Ordinance and included Council priority items relating to the specific ordinance. Council discussed open space preservation and conservation within developments, conditional use permits (CUP), planned unit development (PUD), and buffer transitions between zoned districts. Council discussed the development rights program and how rights are shifted between parcels when subdivisions, touched on shared private drives, and conditional uses within non-residential and residential zoned areas and discussed size limits of structures within zoned areas. Council requested more information on specific changes within the current ordinance, reviewed exploring impacts of the specific changes to the ordinance with a Council sub-committee, presenting findings to Council, and then utilizing City resources to implement if ordinance changes are necessary. Council discussed initiating first-priority discussions with the proposed conservation ordinance and review of the buffer ordinance; with a secondary priority discussion of PUDs and removal of CUP uses. City Administrator Martens noted a preliminary outline of the first-priority discussions with solutions could be included at the April 22 Council meeting. Council discussed researching and summarizing examples of the top priorities of the residential zoning ordinance were necessary before committing to altering current ordinances. Council noted the PUD volunteer, sub-committee as Councilmember Nichols and Councilmember Thomas, with presentation of findings to Council at a future meeting.

3. Adjournment

MOTION: made by Nichols, seconded by Schultz to adjourn.

Voting Aye: McKee, Bottema, Nichols, Thomas, and Schultz

(Motion carried 5:0)

Meeting adjourned at 6:48 pm.

Michelle Friedrich – Deputy Clerk



CITY OF CORCORAN

**City Council Meeting Minutes
March 25, 2021 - 7:00 pm**

The Corcoran City Council met on March 25, 2021, in Corcoran, Minnesota. Pursuant to Minnesota Statute Section 13D.021 and due to the COVID-19 pandemic, the City Council meeting was held remotely through electronic means using the audio and video conferencing platform Zoom.

Present via telephonic or other electronic means were Mayor McKee, Councilor Bottema, Councilor Nichols, Councilor Schultz, and Councilor Thomas.

Present at City Hall was Administrative Services Director Beise. City Administrator Martens, Public Works Director Mattson, Director of Public Safety Gottschalk, and City Planner Lindahl were present via telephonic or other electronic means.

1. Call to Order/Roll Call

Mayor McKee called the meeting to order at 7:02 pm.

2. Pledge of Allegiance

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

3. Agenda Approval

City Administrator Martens noted removal of item 7c. NAPA Finance Agreement Amendment; and an applicant request to table item 8a. Final Plat and Final Planned Unit Development Plan to the April 8 meeting. City Administrator Martens reviewed the Open Forum comment opportunity for items not on the agenda, the addition of the public comment opportunity at the Planning Business section and noted the other public comment opportunities scheduled throughout the meeting. Council discussed removal or tabling of item 7e. City Administrator Martens noted the process of removing or tabling an item would occur at the time of Council review of each item.

MOTION: made by Bottema, seconded by Schultz to approve the agenda as modified.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas

(Motion carried 5:0)

4. Commission Representatives

Mayor McKee noted Planning Commissioner Wu and Parks and Trails Commissioner Anderson were present via telephonic or other electronic means. Mayor McKee invited Commissioner Wu and Commissioner Anderson to speak on relevant agenda items.

5. Open Forum (Public Comment Opportunity)

Mayor McKee invited residents to communicate telephonically during the Open Forum discussion for items not included on the agenda. Administrative Services Director Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the Open Forum.

6. Presentations/Recognitions

a. Years of Service Award – Clyde Bechtold, 30 Years

Director of Public Works Mattson congratulated Clyde for 30 years of service and noted the many positive service attributes Clyde has brought to the City of Corcoran. Council thanked Clyde for his years of service.

b. Resolution Honoring Jeff Dickman – Planning Commission

Mayor McKee read Resolution 2021-20 Honoring Planning Commissioner Jeff Dickman. Council thanked Mr. Dickman for his service on the Planning Commission.

MOTION: made by Schultz, seconded by Nichols to approve Resolution 2021-20 Honoring Planning Commission Jeff Dickman

Voting Aye by Roll Call Vote: McKee, Nichols, Schultz, and Thomas

Nay: Bottema

(Motion carried 4:1)

7. Consent Agenda

- a. Draft Minutes of March 11, 2021 Council Meeting
- b. Financial Claims
- c. ~~REMOVED: Finance Agreement Amendment — NAPA~~
- d. Interim Use Permit for Conditional Home Occupation License and Conditional Use Permit for Sidewall Height for a Detail Shop at 23405 County Road 30
- e. Request for City Council Acknowledgement Conditions of Resolution 85-5 Approving Final Plat of Meadow Trails Have Been Met

Council requested item 7e. be pulled for discussion.

MOTION: made by Nichols, seconded by Bottema to approve the consent agenda items 7a., 7b., and 7d. as presented.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas

(Motion carried 5:0)

Council asked for clarification of purpose of item 7e. City Planner Lindahl clarified the purpose of the item is to confirm a clear title of the Dempsey property, unrelated to the Tavera plat. City Planner Lindahl noted it is an acknowledgement the conditions from a 1985 plat have been met. Council inquired if the city attorney has reviewed item and asked if approval of Resolution impacts other landowners in the previous development in clearing those titles as well. City Planner Lindahl noted approval of the Resolution acknowledges all properties within the Meadow Trails subdivision which includes 9 lots, in addition to the Dempsey property. City Planner Lindahl noted item was reviewed by the city attorney. Council discussed tabling the item, administrative approval of the item, and the impacts of other title searches regarding the remaining properties. City Planner Lindahl noted this is the first request received for Council to confirm acknowledgement of conditions met from the original plat through a Resolution. Council discussed the additional properties involved, additional questions for the applicant regarding the Resolution, and tabling the item until the April 8, 2021 Council meeting.

MOTION: made by Nichols, seconded by Thomas to table 7e. Request for City Council Acknowledgement Conditions of Resolution 85-5 Approving Final Plat of Meadow Trails Have Been Met to the April 8, 2021 Council meeting.

Voting Aye by Roll Call Vote: McKee, Nichols, and Thomas Nay: Schultz Abstain: Bottema

(Motion carried 3:1:1)

8. Planning Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate telephonically during the public comment opportunity for Planning Business items included on the agenda. Administrative Services Director Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the public comment opportunity.

- a. Final Plat and Final Planned Unit Development for Tavera meeting.

Council noted concerns of the Tavera development. Council noted construction material and debris has been left on the parcel after the home is complete, sod has been left incomplete 30 days after house completion, and issues exist with how parcel surveys are illustrated. Council noted deck construction and the necessity of a variance on some parcels because of property setbacks on parcel, incorrect markers, trees dying and not being replaced, and dissatisfaction of the HOA chosen by the builder. Council discussed the responsibility of the City and civil disagreement regarding HOA's. Council discussed potential issues that may be placed in the Resolution regarding deck encroachments due to setbacks. City Administrator Martens clarified the City's scope and authority regarding the issues brought forth and will include a staff report at the April 8 Council meeting.

MOTION: made by Nichols, seconded by Bottema to table 8a. Final Plat and Final Planned Unit Development Plan for Tavera to April 8, 2021 Council meeting.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas

(Motion carried 5-0)

Council noted the deadline review date for the original application and City Administrator Martens clarified a 60-day extension has extended the due date on the application review. Council discussed Robert's Rules.

b. Public Hearing – Easement Vacation for Fehn Meadows

City Planner Lindahl outlined the Fehn Meadows request to vacate drainage and utility easements on Outlot A, and noted the new, larger easements to accommodate a wetland bank. City Planner Lindahl noted the City and State easement rights for the drainage corridor on the west side of the parcel and the flood plain on the south side of the parcel. City Planner Lindahl noted the proposed wetland bank will be overseen by the State of the Minnesota and the City through a separate easement to maintain the ditch area drainage corridor. City Planner Lindahl noted two comments were received, one comment by the City of Rogers, and one comment by a property owner to the east of the parcel. Public Works Director Mattson noted both parties questions were addressed.

Mayor McKee opened the Public Hearing.

Administrative Services Director Beise noted two participants and briefly discussed the instructions for participation in the meeting via the Zoom video format.

Sara and Mike Larson, 2280 109th Avenue North, questioned what the City of Rogers concern was regarding the easement vacation, and is concerned with the backup of water, and indicated it has been a consistent issue the last seven years. Mrs. Larson is concerned with how the water backup be prevented in the future from routing to their property. Mrs. Larson noted there are three other neighbors with the same concern. Council asked if the response from the City of Rogers was included in the packet. Council noted the location of the easement vacation and the impacts to surrounding properties and discussed the compromised drain tile issue, specifically the drain tile that runs from Rogers to Corcoran, causing flooding and continued water flow issues. Council noted the water flow issue to Corcoran residents surrounding the drain tile on the south side of the parcel in Corcoran. Council noted the State laws regarding drain tile and impacts to residents regarding rerouting the drain tile. Council noted the watershed district, and the State of Minnesota determine and approve the rerouted drain tile and would not approve anything that impacts local parcels. Council noted the City addresses the drainage corridor and the easement maintenance for the ditch and floodplain. City Administrator Martens noted the Public Hearing is addressing the easement vacation from a smaller easement to a larger easement. Mrs. Larson asked for clarification of what the vacation of an easement defines.

Bill Dalluge speaking on behalf of James Kallusa, 11055 Chilton Trail South, opined on the easement vacation being approved tonight, and if the easement vacation is approved, and with water draining into Rogers, what the impacts will be to the surrounding properties. Mr. Dalluge indicated the current information provided to impacted residents is vague and does not explain what the impacts will be to property owners. Mr. Dalluge noted concern in Council approval of the vacation of easement.

MOTION: made by Thomas, seconded by Schultz to close the Public Hearing.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas

(Motion carried 5:0)

City Administrator Martens outlined Council process regarding the vacation of the existing and smaller drainage easement and replacing it with a larger easement. Council addressed timeline of easement replacement. Public Works Director Mattson noted the State Board of Water and Soil Resources (BWSR) Wetland Bank's regulation on the wetland area and easement, and Corcoran's role with the existing easement. Public Works Director Mattson noted the drainage and utility easement over existing wetlands and the purpose of vacating the existing easement. Public Works Director Mattson noted additionally the City would have no participation in the easement vacation if the parcel had not been platted. Public Works Director Mattson noted the City of Rogers comment included making sure evaluations are completed ensuring no existing drainages are impacted adversely. Public Works Director Mattson noted the difficult process of receiving approvals for creating a new wetland bank, and highly scrutinized. Public Works Director Mattson noted the contingent approval by the City to confirm how the drainage is maintained in the future and any parcel that drains through the new easement would allow the City authority to intervene in the case of an emergency. Public Works

Director Mattson also indicated the contingent approval of vacating the existing easement allows for conversation to understand and clarify drainage responsibility after the wetland bank is in place. Public Works Director Mattson further noted if an agreement between all parties in how the drainage works is not reached, then the City does not vacate the original easement. Council questioned a wetland bank system and if it increases the wetland area or allows credit for present wetland that is promised to be preserved. Public Works Director Mattson noted a combination of wetland bank credits is usually the case, and the proposal is taking the tile free draining from Rogers and rerouting around any water that is being backed up. Public Works Director Mattson noted the existing pipe is free draining and the future pipe will also be free draining and explained BWSR reviews this process. Public Works Director Mattson expanded on wetland preservation and noted wetland in perpetuity in restoring may not be all wetland, but may include a lesser buffer credit, and is designed to increase habitat amenity and commitment by the landowner to implement the wetland preservation. Public Works Director Mattson reviewed the process with the easement vacation approval by Council, and then staff and city attorney, to make sure the requirements are met. Council thanked Public Works Director Mattson the wetland bank definition and addressed the prior approved plat by Council on the easement that originally included homes proposed, in what is currently being presented as wetland bank area and upland bank area as well; and with Council now vacating the easement, is Council terminating approval of the previous plat and will applicant have to bring forth a new plat for future development. Public Works Director Mattson noted the easement vacation being considered are for Fehn Meadows 1st Addition and are older easements. Public Works Director Mattson noted there was a recent Council approval for an OS&P preliminary plat designating new drainage easements, however the project never progressed to final plat, leaving the original easements. Public Works Director Mattson noted future responsibilities of wetland banks are managed by the State of Minnesota and approval of easements ensure and clarify responsibilities and layers of protection to make sure the new easement and wetland bank drain properly when implemented. Council noted the easement and wetland bank process is in place for water restoration into Rush Creek, with managed implementation of water inflows and outflows within the drainage on property. Council and staff addressed the home that sits on the center of parcel and is a separate property owner, and effects of the new easement on the individual property and home. City Planner Lindahl reiterated the City has final say, and contingencies are not released until the City possesses the documents required, and all conditions have been met within Resolution 2021-24. Council noted the City is not approving any water flow, piping, or planning for the future drainage on parcel. Public Works Director Mattson and staff discussed approval of the easement is a technical process and allows for clearing the original easement and allows the City to retain rights in the new easement. Council discussed the impacts of water flow both increasing and decreasing and effects to surrounding properties, with the goal for the water flow to remain consistent with past history. Council and staff discussed option of not vacating the existing easements, and the result of the wetland bank not being approved. Public Works Director Mattson noted approving the easement vacation gives the City a clear picture of authority of the drainage corridor and who is responsible for taking care of future maintenance and drainage for each property that drains through the pipe.

Chris Rains, applicant for the vacation and wetland bank, noted landowners on the north had water accumulating, but there was no clear answer where the water was coming from. It was discovered the drain trail was broken and was originally placed in the 1930's and dumps into a channel that was dug in the 1950's to drain site. Water started backing up because the drain tile was again failing. Mr. Rains explained the wetland bank idea came upon discovery that the area was originally a lake in 1855. Mr. Rains noted the last four years he has been working with the Army Corp of Engineers and an initial design was approved in January 2021. Mr. Rains explained the process of water flow on site, the water flow from the north in Rogers and the pipe that is routing, and the individual home that has been included in the process. Mr. Rains noted the homeowner to the north with the water backup is due to the failed drain tile, and if the wetland bank or the housing project moved forward, the piping will still need to be constructed allowing for proper filtering of the water into Rush Creek.

MOTION: made by Schultz, seconded by McKee to approve Resolution 2021-24 Approving Vacation of Drainage and Utility Easements on Outlot A, Fehn Meadows (PID 03-119-23-12-0002) (City File No. 21-005).

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas
(Motion carried 5-0)

Council requested staff follow up with residents who commented at the Public Hearing.

9. Unfinished Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate telephonically during the Public Comment opportunity for Unfinished Business items included on the agenda. Administrative Services Director Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the public comment opportunity.

a. Northeast Corcoran Water Supply Planning

Public Works Director Mattson outlined previous discussion of water supply planning in Corcoran and included the areas for further study including treatment alternatives, storage, controls and well analysis. City Engineer Torve noted the supplemental feasibility study information phase and processes by staff relating to water supply softening, filters, towers, wells, and water supply design. City Engineer Torve outlined the timeline and necessary components and steps in planning through the bidding stage. City Engineer Torve also noted trunk line access charges and rates are in line with expectations. City Engineer Torve reviewed scope of the different additional areas of study that could be included in the next phase of feasibility study. City Engineer Torve outlined the recommended supplemental analysis for T-1, S-1, S-2 and W-1 and the estimated amount of the supplemental analysis. Public Works Director Mattson noted \$125,000 is available in the adopted 2021 water fund budget for water supply planning. Council noted including T-3 and T-4 in the supplemental analysis and include capital and annual costs. Council asked if the additional costs could be accommodated in the water fund budget for 2021. Public Works Director Mattson indicated including the additional costs in 2021 is reasonable. Council referenced past meetings and indicated the softening system route needs a gravity fed filtration system versus a pressure tank, and with the gravity fed filtration system T-2 would not be necessary. Public Works Director Mattson explained a gravity fed system allows flexibility for expanding to softening, if not utilized immediately. Council and staff discussed including T-5 in the supplemental analysis and it was determined to include T-5 at the final refining stage. Council asked if control options are an optional feature given associated risks, and if controls are not online within a system, the need for intervention risks is applicable. Public Works Director Mattson noted controls can be deferred to future design, and are of great importance, but is not value added at this time because controls will apply to any system the City utilizes.

MOTION: made by Schultz, seconded by Thomas to approve supplemental analysis to the draft Feasibility Report for Water Treatment and Tower Design for T-1, S-1, S-2, and W-1 in the amount of \$15,000, with the addition of T-3 and T-4 in the amount not exceeding \$4,500.

Council inquired on including T-5 within the motion. Staff indicated T-5 could be addressed separately later.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas
(Motion carried 5-0)

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate telephonically during the Public Comment opportunity for New Business items included on the agenda. City Administrator Martens explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the Public Comment opportunity.

a. Full-Time Police Officer Job Offer

Director of Public Safety Gottschalk announced the full-time police officer position is recommended to be offered to part-time officer Clayton Decker. Director of Public Safety Gottschalk reviewed the process of interviews, background investigations, physical, and psychological examinations for Officer

Decker during the short-term full time appointment hiring process. Council noted Officer Decker's commitment to the City of Corcoran. Council requested an update on the remaining positions available. Director of Public Safety Gottschalk updated Council on the three remaining candidates and the final remaining two positions. Council inquired the about interest in the canine position by Officer Decker. Director of Public Safety Gottschalk indicated Officer Decker has expressed an interest in the canine office position and noted it is one of his career goals.

MOTION: made by Thomas, seconded by Nichols authorize staff to extend employment offer to Clayton Decker for the position of full-time police officer with a retroactive start date of September 19, 2020.

Council noted the retroactive start date of September 19, 2020 and asked for clarification of the retroactive date. Director of Public Safety Gottschalk noted Officer Decker is subject to the stipulations of the labor agreement for the current position, and has been employed as a short-term, full-time officer since September 19, 2020. Director of Public Safety Gottschalk noted extending the retroactive start date affects Officer Decker's probationary period and includes a small 6-month step increase. Director of Public Safety Gottschalk noted the probationary period for officers is one year can be extended if needed.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas
(Motion carried 5:0)

b. County Road Trail Feasibility Study

City Administrator Martens reviewed the County Road Feasibility Study and noted it is in line with the recently adopted core strategies, short-term goals, and action steps of Council. City Administrator Martens outlined the cost of \$30,500 for the study and reviewed with Council the high-priority corridors for the City. City Administrator Martens also noted the study area would encompass the Corcoran side of County Road 101, the northeast side would include the County Road 30 corridor down County Road 116, from City Hall to the Medina border at Hackamore, and County 10 on the north and County 50 on the south around City Park. City Administrator Martens noted the study will include cost and design implications, and corridor implications where trails could be constructed. City Administrator Martens noted conversations with Hennepin County to seek funding for project. City Administrator Martens reviewed the feasibility study is parks dedication eligible for planning for parks and trails systems and allocated from that specific fund. Council noted a participant wishing to speak outside of the public comment opportunity time. Mayor McKee addressed participant.

Ken Guenther, 6315 Butterworth Lane, noted collaboration between the City and with Three Rivers Park District on the long-term trail corridor process would be beneficial, as two different governmental units within a quarter mile of one another are planning similar trail systems, and opined it would be unfortunate if two branches of government were collecting taxes for parallel running trails. Mr. Guenther is in favor of a significant trails, however spending tax dollars duplicating efforts. City Administrator Martens noted the corridor is different as Three River Parks Diamond Lake Regional Trail offers an off-road trail experience, away from roads, through fields and neighborhoods, versus on-trail corridors with a small grass buffer between the road and trail and follows the roadway. City Administrator Martens noted coordination with Three River Parks is planned and taking place and would include potential crossings that could incorporate the on-road trails with the Diamond Lake Regional Trail off-road trails through under-passes or over-passes within Corcoran.

Council discussed the variables with the Diamond Lake Regional Trail and the City will be in control and move more quickly on on-road trails and brings people into the downtown area from fringes of the City. Council also addressed Three River projects are through legacy funding and is statewide sales tax funds and is an opportunity for amenities with outside revenue that is not originating from residents. Council noted the opportunity for a City trail as well as a regional trail.

MOTION: made by Schultz, seconded by Nichols to authorize staff to seek funding from Hennepin County then complete the study with items 1-10.

Voting Aye by Roll Call Vote: McKee, Bottema, Nichols, Schultz, and Thomas
(Motion carried 5:0)

c. Charter Commission Appointments

Mayor McKee and Councilmember Nichols noted they held meetings with the applicants for the open Charter Commission seats and the applicants were qualified for the position. Mayor McKee noted currently there are six filled seats on the commission.

MOTION: made by McKee, seconded by Nichols to recommend Jonathan Coots, Daniel Bucholtz, Randall Ferrian, Gerry Tucker, Scott Gilyard, David Hakensen, and Meaghan Hibbard to the Charter Commission for a four-year term.

Council noted an increase to 13 seats on the Charter Commission, from seven. Council encouraged residents to participate on other commissions within the City. Council discussed applicant process and the Charter Commission's role within the City. Council noted the Charter Commission ensures compliance with the City's Charter. Council referenced ensuring balance in values, integrity, and honesty on the commission. Council discussed the Charter Commission objectives in relation to the Council. Council addressed concerns of appointing all the applicants. Council discussed postponing vote for further public discussion regarding Charter Commission seats and applicants. Council discussed the processes and authorization of applicants and the commission size.

Ken Guenther, 6315 Butterworth Lane opined on the number of Charter Commission seats has never been established and suggested community input in determining and establishing Charter Commission seats. Mr. Guenther noted missing there were three missing applications from the Council packet for the Charter Commission applications and noted application materials do not specify what the appointment process entails. Mr. Guenther noted Planning Commission, and Parks and Trails Commissions are appointed by Council to assist in City decisions, while the Charter Commission is recommended by Council, or other Charter Commissioners, and directly appointed by a District Judge and do not need to apply for the Charter Commission through the City Council.

City Administrator Martens noted the process for the District Judge to appoint to the Charter Commissioners. Council requested changing all commission applications to reflect commission objectives and the process for becoming a commissioner on each commission. Council briefly discussed the merits of each applicant recommended by Council for the Charter Commission.

Voting Aye by Roll Call Vote: McKee, Nichols, and Thomas Nay: Bottema and Schultz
(Motion carried 3:2)

11. Staff Reports

a. Active Corcoran Planning Applications

Council received report.

b. Pandemic Response Update

Director of Public Safety Gottschalk updated Council on vaccinations and recent COVID numbers in Minnesota. Director of Public Safety Gottschalk noted continual improvements in vaccinations with vaccines available to people 16 and older on March 31. City Administrator Martens updated Council operationally staff is functioning with a normal schedule, baseball and soccer seasons are scheduled, and clean-up day is moving forward, and staff continues to normalize operations as much as possible. Council and staff discussed the different ways people are eligible for vaccinations.

12. 2021 City Council Schedule

City Administrator Martens reviewed upcoming Council items and noted the upcoming work sessions on April 8 and April 22. Council asked if the Recreational Vehicle item could be moved to the May 13 Council meeting.

13. Adjournment

MOTION: made by Schultz, seconded by Nichols to adjourn.

Voting Aye by Roll Call Vote: McKee, Bottema, and Schultz Nay: Thomas Abstain: Nichols
(Motion carried 3:1:1)

Meeting adjourned at 9:45 pm.

Agenda Item 7c.
Council Meeting Date: 4/8/2021
Prepared By: jrotz

FINANCIAL CLAIMS

CHECK RANGE

Agenda Item:	7c.	FUND #500 ESCROW CLAIMS		
	Paid to	Amount	Project name	
	500-20493	\$118.75	CARSON, CLELLAND & SCHREDER , COOK LAKE PUD	
	500-20221	\$190.00	CARSON, CLELLAND & SCHREDER , FRANZEN PLAT	
	500-20219	\$71.25	CARSON, CLELLAND & SCHREDER , KROMINGA VARIANCE	
	500-20335	\$106.88	CARSON, CLELLAND & SCHREDER , LENNAR ENCROACHMENT AGREEMENTS	
	500-20488	\$1,282.51	CARSON, CLELLAND & SCHREDER , Rush Creek Reserve	
	500-20332	\$510.63	CARSON, CLELLAND & SCHREDER , LENNAR - TAVERA	
	500-20390	\$14.16	WRIGHT HENNEPIN COOP ELECT , WILDFLOWER: 150-1694-4774	
	Total	\$2,294.18		
			Total Fund #500 =	\$ 2,294.18
			(See attached Payments Detail)	

Agenda Item:	7c.	ALL OTHER FINANCIAL CLAIMS	\$ 498,958.11	\$ 501,252.29	Total Checks
		(See attached Check Detail Register)			
		Total of Auto Deductions	\$ 142,756.70		

TOTAL EXPENDITURES FOR APPROVAL \$ 644,008.99

Auto Deductions / Electronic Fund Transfer / Other Disbursements					
Date	Paid to	Amount			
3/22/2021	MN DVS Wayzata	\$ 0.63	PW Vehicle registration		
3/22/2021	MN DVS Wayzata	\$ 25.29	PW Vehicle registration		
3/23/2021	Humanity.com	\$ 49.00	PD Shift Scheduling Software fee		
3/24/2021	American Planning Association	\$ 100.00	Planner membership		
3/25/2021	CDW Government	\$ 907.96	PD Supplies		
3/25/2021	Wabasha Implement Company - Plainview	\$ 87.98	PW Supplies		
3/29/2021	Zero9 Solutions LLC	\$ 54.95	PD Training		
4/1/2021	Dollar Tree - Maple Grove, MN	\$ 8.00	Parks & Recreation Supplies		
4/1/2021	Throwright	\$ 115.80	Parks & Recreation Supplies		
3/23/2021	MN DEPT OF REVEN, MN Rev pay	\$ 103.74	Monthly fuel tax		
3/25/2021	Payroll Taxes	\$ 19,925.19	Payroll taxes		
3/25/2021	Net Payroll PP06	\$ 53,997.93	Net payroll PP06		
3/29/2021	State of MN - Roth	\$ 2,339.82	Deferred compensation payment to State of MN		
3/29/2021	State of MN - MSRS	\$ 2,618.40	State of MN healthcare savings plan		
3/29/2021	Optum - H S A	\$ 3,674.82	Health savings account		
3/29/2021	MN PERA, PERA	\$ 15,378.75	Pension plan		
3/30/2021	Return item	\$ 19,256.00	NSF Check		
4/1/2021	HEALTHPARTNERS, PREMIUM	\$ 24,112.44	Health insurance		
Total		\$ 142,756.70			

CITY OF CORCORAN

04/02/21 9:42 AM

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*Check Detail Register©

April 2021

			Check Amt	Invoice	Comment
10100 Farmers State Bank					
Unpaid ACME TOOLS					
E 100-43100-210	Operating Supplies (GENERAL)		\$159.90	8554193	SUPPLIES
Total ACME TOOLS			\$159.90		
Unpaid ADP, LLC					
E 100-41941-300	Professional Srvs (GENERAL)		\$50.00	576713948	WORKFORCE NOW PAYROLL SOLUTIONS BUNDLE
E 100-41941-300	Professional Srvs (GENERAL)		\$247.71	577127534	WORKFORCE NOW PAYROLL SOLUTIONS BUNDLE
Total ADP, LLC			\$297.71		
Unpaid AMAZON CAPITAL SERVICES					
E 400-41951-207	Computer Supplies		\$330.88	139X-76KD-K	REMODEL IT SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)		\$53.96	17DH-KFTJ-6D	IPHONE CHARGER
E 400-41941-210	Operating Supplies (GENERAL)		\$622.67	1KWH-4K4D-F	REMODEL APPLIANCE
E 100-42100-210	Operating Supplies (GENERAL)		\$74.97	1KWH-4K4D-F	COFFEE SUPPLIES
E 100-42100-200	Office Supplies (GENERAL)		\$26.69	1MHD-1HKD-4	OFFICE SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)		\$168.55	1QN1-VMPM-L	REMODEL SUPPLIES
E 100-45200-261	Recreation Programming		\$230.16	JCB BASEBAL	BASEBALL SUPPLIES ORDER NUMBER 112-6580904-1736224
Total AMAZON CAPITAL SERVICES			\$1,507.88		
Unpaid AMERICAN LETTERING & DESIGN					
E 100-45200-261	Recreation Programming		\$1,775.25	040121	BASEBALL UNIFORMS
Total AMERICAN LETTERING & DESIGN			\$1,775.25		
Unpaid ARCHIVESOCIAL					
E 100-41130-354	Web Site		\$2,988.00	15590	SOCIAL MEDIA ARCHIVING SUBSCRIPTION
Total ARCHIVESOCIAL			\$2,988.00		
Unpaid BEAUDRY OIL COMPANY					
E 100-43100-212	Motor Fuels		\$868.70	1794853	DIESEL
E 100-42100-212	Motor Fuels		\$975.03	1794854	SQUAD FUEL
E 100-43100-212	Motor Fuels		\$38.49	1794854	GASOLINE
Total BEAUDRY OIL COMPANY			\$1,882.22		
Unpaid BENCHMARK SOLUTIONS, LLC					
E 100-42100-208	Training and Instruction		\$3,700.00	1008	BENCHMARK MANAGEMENT SYSTEM ANNUAL SUBSCRIPTION 03/25/2021-03/24/2022
Total BENCHMARK SOLUTIONS, LLC			\$3,700.00		
Unpaid BIFFS INC.					
E 400-41941-210	Operating Supplies (GENERAL)		\$62.50	W805061	PORTABLE TOILETS
Total BIFFS INC.			\$62.50		
Unpaid BLACKSTONE CONTRACTORS, LLC					
E 100-43170-300	Professional Srvs (GENERAL)		\$28,352.50	PAY 1	DOWNTOWN STORMWATER IMPROVEMENTS
Total BLACKSTONE CONTRACTORS, LLC			\$28,352.50		
Unpaid CARSON, CLELLAND & SCHREDER					

CITY OF CORCORAN

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April 2021

		Check Amt	Invoice	Comment
E 100-41600-300	Professional Srvs (GENERAL)	\$3,110.65	033121	CIVIL - LEGAL
E 427-43100-530	Improvements Other Than Bldgs	\$2,805.64	033121	66th AVENUE CORRIDOR EASEMENT ACQUISITION
G 500-20493	Cook Lake Corcoran Feasibility	\$118.75	033121	COOK LAKE PUD
G 500-20221	Franzen Minor Subd #20-049	\$190.00	033121	FRANZEN PLAT
G 500-20219	Krominga Variance 21-010	\$71.25	033121	KROMINGA VARIANCE
G 500-20335	Lennar Eng Plan Review/Modific	\$106.88	033121	LENNAR ENCROACHMENT AGREEMENTS
E 100-41600-300	Professional Srvs (GENERAL)	\$723.96	033121	LOTHER WELL SITE ACQUISITION
G 500-20488	Rush Creek Reserve	\$1,282.51	033121	Rush Creek Reserve
G 500-20332	Lennar Tavera Development	\$510.63	033121	LENNAR - TAVERA
E 100-42100-304	Legal Fees	\$3,715.68	033121	CRIMINAL
Total CARSON, CLELLAND & SCHREDER		\$12,635.95		

Unpaid		CENTRAL HYDRAULICS INC		
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$39.41	69304	SUPPLIES
Total CENTRAL HYDRAULICS INC		\$39.41		

Unpaid		CINTAS - 470		
E 100-41941-210	Operating Supplies (GENERAL)	\$121.33	4079515370	CITY HALL
E 100-41941-210	Operating Supplies (GENERAL)	\$10.00	4079515393	HAND SANITIZER
E 100-43100-417	Uniforms	\$138.60	4079515459	UNIFORMS
E 100-42100-223	Building Repair Supplies	\$24.10	4079515466	FLOOR MATS - POLICE
E 100-43100-210	Operating Supplies (GENERAL)	\$46.73	4079515467	PUBLIC WORKS
E 100-41941-210	Operating Supplies (GENERAL)	\$16.35	4080079679	HAND SANITIZER & MICROFIBER WIPES
E 100-41941-210	Operating Supplies (GENERAL)	\$121.33	4080079680	CITY HALL
E 100-42100-223	Building Repair Supplies	\$35.76	4080079757	FLOOR MATS - POLICE
E 100-43100-210	Operating Supplies (GENERAL)	\$79.05	4080079796	PUBLIC WORKS
E 100-43100-417	Uniforms	\$203.39	4080079894	UNIFORMS
Total CINTAS - 470		\$796.64		

Unpaid		COMCAST- 902943336		
E 100-41941-321	Telephone	\$114.57	118897240	LAND LINE
E 100-42100-321	Telephone	\$114.57	118897240	LAND LINE
E 100-43100-321	Telephone	\$114.59	118897240	LAND LINE
Total COMCAST- 902943336		\$343.73		

Unpaid		COMPUTER INTEGRATION TECH		
E 100-41951-300	Professional Srvs (GENERAL)	\$1,440.00	120816	IT MANAGED SERVICE - MTH
Total COMPUTER INTEGRATION TECH		\$1,440.00		

Unpaid		CORCORAN PET CARE CENTER, LLC		
E 202-42100-213	Police K9	\$441.10	30847	K9 VET CARE
Total CORCORAN PET CARE CENTER, LLC		\$441.10		

Unpaid		CUMMINS NPOWER LLC		
E 100-41941-400	Repairs & Maint Cont (GENERAL)	\$549.78	E4-27694	SERVICE ON GENERATOR
E 100-43100-223	Building Repair Supplies	\$1,083.06	E4-27729	SERVICE ON GENERATOR
E 602-49450-400	Repairs & Maint Cont (GENERAL)	\$754.06	E4-27836	SERVICE ON GENERATOR
E 100-45200-221	Maintenance Projects	\$1,898.00	E4-71133	SERVICE ON GENERATOR

CITY OF CORCORAN

***Check Detail Register©**

April 2021

		Check Amt	Invoice	Comment
Total CUMMINS NPOWER LLC		\$4,284.90		
Unpaid DEHMER FIRE PROTECTION				
E 100-42100-210	Operating Supplies (GENERAL)	\$90.70	01327	SERVICE
Total DEHMER FIRE PROTECTION		\$90.70		
Unpaid DELTA DENTAL				
E 100-42100-131	Employer Paid Health	\$122.80	RIS000339633	DENTAL INSURANCE APRIL 2021
E 100-41300-131	Employer Paid Health	\$30.70	RIS000339633	DENTAL INSURANCE APRIL 2021
E 100-42102-131	Employer Paid Health	\$101.35	RIS000339633	DENTAL INSURANCE APRIL 2021
E 100-43100-131	Employer Paid Health	\$156.70	RIS000339633	DENTAL INSURANCE APRIL 2021
E 100-45200-131	Employer Paid Health	\$30.70	RIS000339633	DENTAL INSURANCE APRIL 2021
E 100-41400-131	Employer Paid Health	\$162.75	RIS000339633	DENTAL INSURANCE APRIL 2021
G 100-20205	Reimbursements	\$63.00	RIS000339633	DENTAL INSURANCE APRIL 2021 HAMILTON
Total DELTA DENTAL		\$668.00		
Unpaid ECM PUBLISHERS INC				
E 100-41910-210	Operating Supplies (GENERAL)	\$55.62	825325	APRIL 1 PH-KINGHORN CONSTRUCTION
E 100-41910-210	Operating Supplies (GENERAL)	\$59.57	825326	APRIL 1 PH-TREK DEVELOPMENT/COOK LAKE
E 100-41910-210	Operating Supplies (GENERAL)	\$55.62	825327	APRIL 1 PH-FRANZEN/ 23020 STREHLER ROAD
E 100-41910-210	Operating Supplies (GENERAL)	\$55.62	825328	APRIL 1 PH T. SCHERBER - SITE PLAN
E 100-43100-210	Operating Supplies (GENERAL)	\$174.13	825329	AD FOR BID 66TH AVE/GLEASON
Total ECM PUBLISHERS INC		\$400.56		
Unpaid ENFORCEMENT LIGHTING, LLC				
E 416-42100-210	Operating Supplies (GENERAL)	\$600.00	033121	2021 FORD SUV #570
Total ENFORCEMENT LIGHTING, LLC		\$600.00		
Unpaid ESCH CONSTRUCTION SUPPLY				
E 100-43100-233	Asphalt Maint/Patching	\$916.00	640217	SUPPLIES
Total ESCH CONSTRUCTION SUPPLY		\$916.00		
Unpaid FERGUSON WATERWORKS				
E 601-49400-215	Water Meters	\$32,400.00	0470485	METERS
E 601-49400-215	Water Meters	\$487.38	0470700	METERS
Total FERGUSON WATERWORKS		\$32,887.38		
Unpaid GALL S INCORPORATED				
E 100-42100-810	Refunds/Reimbursements	\$948.78	17692427	ARMORVENT, VEST, & SPEED PLATE
Total GALL S INCORPORATED		\$948.78		
Unpaid GOPHER STATE ONE CALL				
E 601-49400-380	Utility & Services (GENERAL)	\$127.58	1030311	SERVICE
E 602-49450-380	Utility & Services (GENERAL)	\$127.57	1030311	SERVICE
Total GOPHER STATE ONE CALL		\$255.15		
Unpaid HAUGO GEOTECHNICAL SERVICES LL				
E 100-43170-300	Professional Srvs (GENERAL)	\$3,790.00	9795	CORCORAN TRAIL EAST/WEST FEASIBILITY STUDY

CITY OF CORCORAN

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April 2021

		Check Amt	Invoice	Comment
Total	HAUGO GEOTECHNICAL SERVICES LL	\$3,790.00		
Unpaid	HENNEPIN COUNTY TREASURER-A600			
E 100-45200-433	Dues and Memberships	\$20.00	032421	NOTARY COMMISSION UPDATE
Total	HENNEPIN COUNTY TREASURER-A600	\$20.00		
Unpaid	HIGHWAY 55 CORRIDOR COALITION			
E 100-43100-433	Dues and Memberships	\$250.00	033121	TH 55 COALITION
Total	HIGHWAY 55 CORRIDOR COALITION	\$250.00		
Unpaid	HOLIDAY STATION STORES			
E 100-42100-220	Repair/Maint Supply (GENERAL)	\$60.00	003401042100	PRE PAID CAR WASH
Total	HOLIDAY STATION STORES	\$60.00		
Unpaid	INTEGRATED PROTECTION SYSTEMS			
E 400-41941-520	Buildings and Structures	\$2,450.07	75081	CITY HALL SECURITY
E 400-41941-520	Buildings and Structures	\$16,000.00	75086	CITY HALL SECURITY
E 209-42100-520	Buildings and Structures	\$3,474.45	75087	CITY HALL SECURITY
E 416-42100-520	Buildings and Structures	\$1,525.55	75087	CITY HALL SECURITY
E 400-41941-520	Buildings and Structures	\$10,000.00	75088	CITY HALL SECURITY
Total	INTEGRATED PROTECTION SYSTEMS	\$33,450.07		
Unpaid	LMCIT			
E 100-41900-360	Insurance (GENERAL)	\$84,793.00	40004456 202	PROPERTY/CASUALTY
Total	LMCIT	\$84,793.00		
Unpaid	LORETTO FIRE DEPARTMENT			
E 100-42200-300	Professional Svcs (GENERAL)	\$45,925.98	2-2303	2021 FIRE PROTECTION - 2ND QTR
Total	LORETTO FIRE DEPARTMENT	\$45,925.98		
Unpaid	MARTENS, BRAD			
G 100-21709	Dependent Care FSA Withhold	\$337.00	032921	DEPENDENT CARE FSA
Total	MARTENS, BRAD	\$337.00		
Unpaid	MENARDS MAPLE GROVE			
E 100-43100-210	Operating Supplies (GENERAL)	\$29.17	79878	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$139.98	79884	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$18.39	80153	SUPPLIES
Total	MENARDS MAPLE GROVE	\$187.54		
Unpaid	METRO WEST INSPECTION SERVICES			
E 100-42400-300	Professional Svcs (GENERAL)	\$22,920.32	2784	FINALIZED INSPECTIONS
Total	METRO WEST INSPECTION SERVICES	\$22,920.32		
Unpaid	METROPOLITAN COUNCIL MCES			
E 602-49450-310	Other Professional Services	\$86,105.25	040221	SAC ACTIVITY
Total	METROPOLITAN COUNCIL MCES	\$86,105.25		
Unpaid	MN BCA			

CITY OF CORCORAN

***Check Detail Register©**

April 2021

		Check Amt	Invoice	Comment
E 100-45200-300	Professional Srvs (GENERAL)	\$615.00	032521	BACKGROUND CHECK
Total MN BCA		\$615.00		
Unpaid MOTLEY AUTO SERVICE				
E 100-42100-220	Repair/Maint Supply (GENERAL)	\$174.00	5694	2015 CHEVROLET TRAVERSE LT 1GNKVGKD8 FJ311916 AUTO SERVICE
Total MOTLEY AUTO SERVICE		\$174.00		
Unpaid M-R SIGN CO INC				
E 100-41900-210	Operating Supplies (GENERAL)	\$667.60	211434	DEVELOPMENT SIGNS
Total M-R SIGN CO INC		\$667.60		
Unpaid NAPA AUTO PARTS - CORCORAN				
E 100-43100-210	Operating Supplies (GENERAL)	\$46.36	334056	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$37.69	334058	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$7.39	335469	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$11.48	335984	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$7.69	336371	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$253.58	337199	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$19.99	337220	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$66.00	337654	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$37.16	337763	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$54.27	337865	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$29.79	338013	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$27.89	338546	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$25.16	339792	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$583.87	339923	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$71.81	340203	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$15.12	340802-	SUPPLIES
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$43.09	341994	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$5.44	342040	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$3.89	342516	SUPPLIES
Total NAPA AUTO PARTS - CORCORAN		\$1,347.67		
Unpaid NORTHERN TOOL & EQUIPMENT				
E 100-43100-227	Crack Filling	\$239.99	0191142896	SPOT/BCST SPRAYER
Total NORTHERN TOOL & EQUIPMENT		\$239.99		
Unpaid NUSS TRUCK & EQUIPMENT				
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$1,556.38	4027566	MACK GU713
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$581.14	4662457P	AIR COMPRESSOR CORE DEPOSIT & GEAR KIT
E 100-43100-220	Repair/Maint Supply (GENERAL)	(\$172.50)	CM4662457P	CORE RETURN
Total NUSS TRUCK & EQUIPMENT		\$1,965.02		
Unpaid OFFICE DEPOT				
E 100-41400-210	Operating Supplies (GENERAL)	\$52.44	156935432001	OFFICE SUPPLIES
E 100-41941-200	Office Supplies (GENERAL)	(\$11.98)	157462524001	OFFICE SUPPLIES
E 100-41941-210	Operating Supplies (GENERAL)	\$9.99	157934268001	OFFICE SUPPLIES
E 100-41941-210	Operating Supplies (GENERAL)	\$18.27	157934277001	OFFICE SUPPLIES

CITY OF CORCORAN

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April 2021

		Check Amt	Invoice	Comment
E 100-41941-200	Office Supplies (GENERAL)	(\$9.98)	159731572001	OFFICE SUPPLIES
E 100-41941-200	Office Supplies (GENERAL)	\$23.98	160449388001	OFFICE SUPPLIES
E 100-43100-200	Office Supplies (GENERAL)	\$44.11	160449388001	OFFICE SUPPLIES
E 100-41910-210	Operating Supplies (GENERAL)	\$192.73	160449388001	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$216.01	160449388001	OFFICE SUPPLIES
E 100-45200-210	Operating Supplies (GENERAL)	\$5.88	160449388001	OFFICE SUPPLIES
E 100-42100-200	Office Supplies (GENERAL)	\$36.07	160449388001	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$49.99	160449388002	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$34.99	160449388003	OFFICE SUPPLIES
E 100-45200-210	Operating Supplies (GENERAL)	\$34.99	160449388003	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$6.79	160452281001	OFFICE SUPPLIES
E 100-45200-210	Operating Supplies (GENERAL)	\$6.79	160452281001	OFFICE SUPPLIES
E 100-41910-210	Operating Supplies (GENERAL)	\$59.99	160452282001	OFFICE SUPPLIES
E 100-43100-200	Office Supplies (GENERAL)	\$59.99	160452282001	OFFICE SUPPLIES
E 100-45200-210	Operating Supplies (GENERAL)	\$59.99	160452282001	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$59.99	160452282001	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	\$100.00	160452287001	OFFICE SUPPLIES
E 100-42100-200	Office Supplies (GENERAL)	\$66.13	160452290001	OFFICE SUPPLIES
E 100-41400-210	Operating Supplies (GENERAL)	(\$3.03)	160657247001	OFFICE SUPPLIES
Total OFFICE DEPOT		\$1,114.13		
<hr/>				
Unpaid		PHILIP KERN		
E 100-41100-208	Training and Instruction	\$2,600.00	032221	STRATEGIC PLANNING AND GOAL SETTING
Total PHILIP KERN		\$2,600.00		
<hr/>				
Unpaid		PIRTEK PLYMOUTH		
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$187.76	PL-T00005631	BUILD HOSE PER CUSTOMER REQUEST
Total PIRTEK PLYMOUTH		\$187.76		
<hr/>				
Unpaid		RANDYS ENVIRONMENTAL SERVICES		
E 100-41941-380	Utility & Services (GENERAL)	\$308.32	032421	CITY HALL GARBAGE 1280351
E 100-43232-300	Professional Srvs (GENERAL)	\$664.61	032421	MONTHLY RECYCLING
E 100-45200-380	Utility & Services (GENERAL)	\$274.36	032421	PARKS GARBAGE 11039
Total RANDYS ENVIRONMENTAL SERVICES		\$1,247.29		
<hr/>				
Unpaid		ROGERS, CITY OF		
E 100-42200-300	Professional Srvs (GENERAL)	\$34,693.51	1ST QUARTE	FIRE PROTECTION - 1ST QUARTER 2021
Total ROGERS, CITY OF		\$34,693.51		
<hr/>				
Unpaid		RUSSELL SECURITY RESOURCE INC		
E 400-41941-520	Buildings and Structures	\$1,676.50	A39239	LOCK KEYING FOR REMODEL
Total RUSSELL SECURITY RESOURCE INC		\$1,676.50		
<hr/>				
Unpaid		RYAN AUTOMOTIVE		
E 100-43100-811	Storm Damage Insurance Refund	\$746.31	1150689	2015 GMC 3500 HAIL DAMAGE REPAIR
E 100-42100-811	Storm Damage Insurance Refund	\$746.31	1150689	2015 GMC 3500 HAIL DAMAGE REPAIR
E 100-41941-811	Storm Damage Insurance Refund	\$746.32	1150689	2015 GMC 3500 HAIL DAMAGE REPAIR
Total RYAN AUTOMOTIVE		\$2,238.94		

CITY OF CORCORAN

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April 2021

		Check Amt	Invoice	Comment
Unpaid SPRINT				
E 100-43100-321	Telephone	\$758.92	391283315-23	CELL SERVICE
Total SPRINT		\$758.92		
Unpaid STAR TRIBUNE				
E 100-42100-210	Operating Supplies (GENERAL)	\$55.77	12696390 2Q	STAR TRIBUNE 13 WEEK SUBSCRIPTION
Total STAR TRIBUNE		\$55.77		
Unpaid TEAMSTER LOCAL 320				
G 100-21707	Union Dues	\$336.20	APR21	UNION DUES/TLDF
Total TEAMSTER LOCAL 320		\$336.20		
Unpaid TIDE CLEANERS MAPLE GROVE				
E 100-42100-417	Uniforms	\$61.61	MARCH 2021	UNIFORMS
Total TIDE CLEANERS MAPLE GROVE		\$61.61		
Unpaid TOLL GAS AND WELDING SUPPLY				
E 100-43100-210	Operating Supplies (GENERAL)	\$118.28	10395878	SUPPLIES
Total TOLL GAS AND WELDING SUPPLY		\$118.28		
Unpaid VIKING AWARDS & RECOGNITION				
E 100-41900-210	Operating Supplies (GENERAL)	\$163.95	6305	EMPLOYEE RECOGNITION
Total VIKING AWARDS & RECOGNITION		\$163.95		
Unpaid WATCH GUARD VIDEO				
E 416-42100-580	Other Equipment	\$250.00	RMAINV00021	WIFI ACCESS POINT, MIKRO TIK
Total WATCH GUARD VIDEO		\$250.00		
Unpaid WEBER, INC.				
E 400-41941-520	Buildings and Structures	\$67,902.82	PAY 5	PAY REQUEST #5 89%
Total WEBER, INC.		\$67,902.82		
Unpaid WOLD ARCHITECTS AND ENGINEERS				
E 100-41941-300	Professional Srvs (GENERAL)	\$2,152.66	71677	ARCHITECT FEES
Total WOLD ARCHITECTS AND ENGINEERS		\$2,152.66		
Unpaid WRIGHT COUNTY SOIL & WATER				
E 100-45200-300	Professional Srvs (GENERAL)	\$768.00	032521	TREE GIVEAWAY
Total WRIGHT COUNTY SOIL & WATER		\$768.00		
Unpaid WRIGHT HENNEPIN COOP ELECT				
E 100-43100-381	Street/Signal Lights	\$130.82	031921	CTY RD10/116 000-0100-1469
E 100-45200-380	Utility & Services (GENERAL)	\$295.80	031921	Ballpark: 120-1246-7200
E 100-42100-380	Utility & Services (GENERAL)	\$7.76	031921	CIVIL DEFENSE: 120-1246-8000
E 100-42100-380	Utility & Services (GENERAL)	\$9.01	031921	Maple Hill Est: 120-1246-8100
E 100-41941-380	Utility & Services (GENERAL)	\$57.62	031921	School Property: 120-1247-9600
E 100-41941-380	Utility & Services (GENERAL)	\$2,196.40	031921	8200 Cty Rd 116: 120-1255-6300
E 601-49400-380	Utility & Services (GENERAL)	\$11.97	031921	19090 Bass Lk Rd: 150-1687-7510
E 100-43100-380	Utility & Services (GENERAL)	\$88.31	031921	9525 Cain Rd: 150-1689-5230

CITY OF CORCORAN

***Check Detail Register©**

April 2021

		Check Amt	Invoice	Comment
E 602-49450-380	Utility & Services (GENERAL)	\$473.99	031921	Brockton Ln: 150-1689-6871
E 602-49450-380	Utility & Services (GENERAL)	\$104.74	031921	20120 CTY 10 LIF:150-1691-6661
E 100-41941-380	Utility & Services (GENERAL)	\$88.62	031921	8200 CR116/SIGN: 150-1693-6612
E 100-45200-380	Utility & Services (GENERAL)	\$38.21	031921	BASEBALL FIELD: 150-1693-6855
G 500-20390	Ravinia Street Lights	\$14.16	031921	WILDFLOWER: 150-1694-4774
E 100-43100-381	Street/Signal Lights	\$14.54	031921	CTY 10/Treptaus: 120-1246-7400
E 100-43100-381	Street/Signal Lights	\$9.29	031921	CTY 10/St Thomas:120-1246-7500
E 100-43100-381	Street/Signal Lights	\$20.45	031921	Cty 10/Stanchion:120-1246-7600
E 100-43100-381	Street/Signal Lights	\$20.45	031921	Co Rd 10 & 50: 120-1246-7700
E 100-43100-380	Utility & Services (GENERAL)	\$55.90	031921	9100 Cty Rd 19: 150-1688-8463
Total WRIGHT HENNEPIN COOP ELECT		\$3,638.04		
<hr/>				
Unpaid	XCEL ENERGY			
E 100-43100-380	Utility & Services (GENERAL)	\$965.21	725185431	UTILITIES - 9100
Total XCEL ENERGY		\$965.21		
10100 Farmers State Bank		\$501,252.29		

Fund Summary

10100 Farmers State Bank	
100 GENERAL FUND	\$270,000.88
202 POLICE DONATION FUND	\$441.10
209 EMERGENCY SIRENS	\$3,474.45
400 CITY HALL REMODEL 2020-2021	\$99,267.95
416 CAPITAL-EQUIPMENT CERTS	\$2,375.55
427 GLEASON/66TH PARKWAY EXTENSION	\$2,805.64
500 ESCROW HOLDING FUND	\$2,294.18
601 WATER	\$33,026.93
602 SEWER	\$87,565.61
	<hr/>
	\$501,252.29

**City of Corcoran
Consultant Summary
4/8/2021**

<u>Name</u>	<u>Invoice Date</u>	<u>Amount Due</u>
Carson, Clelland & Schreder	03/31/21	12,635.95
Landform		
Metro West Inspection	03/25/21	22,920.32
Wenck Associates		
Total		\$ 35,556.27

Select Entry or Add Entry(F5)	Search Name	Refer	Invoice	Comments	Emo
Print Entry	HIGHWAY 55 COF	36776	033121	TH 55 COALITION	
Delete Entry	WRIGHT COUNTY	36777	032521	TREE GIVEAWAY	
Copy Entry	WRIGHT HENNEF	36778	031921		
Allocate Entry	CARSON, CLELLA	36779	033121		

Reset Screen Turn ON help window

Options

Pay To: CARSON, CLELLAND & SCHREDER Invoice: 033121 Inv Date: 3/31/2021

Vendor Customer: Copy Recur: See Transactions Copy Invoice/Date to below Invoice Total: Optional

Ref/Claim#: 36779 Claim Type: Direct

Comment: Project: Check#: Date:

Copy Comments to entries below Copy Project to entries below

Bank or AP: Famers State Bank Transaction Date: 3/31/2021

Italics fields are copied when lines are added below. 033121 Fixed Format

Account	Amnt	Comments	Invoice	Inv Date	PO	Final	Proj Nbr
E 100-41600-300 Professional Svcs (G)	\$3,110.65	CIVIL - LEGAL	033121	3/31/2021	0	<input type="checkbox"/>	20
E 427-43100-530 Improvements Other	\$2,805.64	66th AVENUE CORRII	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20493 Cook Lake Corpora	\$118.75	COOK LAKE PUJ	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20221 Franzen Minor Subc	\$190.00	FRANZEN PLAT	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20219 Krominga Variance	\$71.25	KROMINGA VARIANC	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20335 Lennar Eng Plan R	\$106.88	LENNAR ENCROACH	033121	3/31/2021	0	<input type="checkbox"/>	20
E 100-41600-300 Professional Svcs (G)	\$723.96	LOTHER WELL SITE	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20488 Rush Creek Reserv	\$1,282.51	Rush Creek Reserve	033121	3/31/2021	0	<input type="checkbox"/>	20
G 500-20332 Lennar Tavera Dev	\$510.63	LENNAR - TAVERA	033121	3/31/2021	0	<input type="checkbox"/>	20
E 100-42100-304 Legal Fees	\$3,715.68	CRIMINAL	033121	3/31/2021	0	<input type="checkbox"/>	20
*E						<input checked="" type="checkbox"/>	

Date: 4/1/2021

Code to Acct #: 100

Amount to Pay: _____

Comments: _____

Approval Initials: JB Dept. Head
City Admin
Treasurer

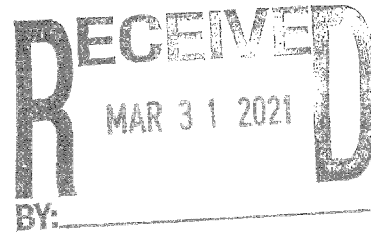


Carson, Clelland
& Schreder

ATTORNEYS AT LAW
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

March 31, 2021

CITY OF CORCORAN
8200 CO RD 116
CORCORAN, MN 55340



Professional Services

	<u>Amount</u>
<u>..Civil</u>	
2/24/2021 Review claim issue, conference with Administrator, conference with Dayton attorney regarding claim issues and mutual LMC counsel selection, correspondence with Planner regarding public hearing issue	178.13
2/25/2021 Conference with Planner regarding notice issue, zoning authority issue	35.63
Review City Council agenda packet, review LMC appointment letter, claim standing issue	190.00
3/1/2021 Correspondence with LMC attorney, review correspondence from property owner regarding closing, conference with Administrator regarding closing items, review purchase agreement, review property rights issue	95.00
3/2/2021 Review resolution attachment, correspondence with closer	35.63
Review code enforcement authority issue	71.25
3/3/2021 Correspondence with closer, correspondence with Administrator regarding nuisance abatement options	35.63
3/4/2021 Conference with Administrator regarding open files, update files, correspondence with attorney regarding claim data	71.25
3/5/2021 Review City Code regarding nuisance abatement issues, conference with Attorney Ross, conference with Planner, conference with Administrator regarding open files	95.00
3/8/2021 Review correspondence from special counsel, claimant, review claimant filings, review attorney-client privilege issue, review city liability issue, correspondence with Public Works Director regarding access issue	237.50
3/9/2021 Review City Council agenda packet	142.50
3/10/2021 Review/compare updated Benchmark contract, correspondence with Director of Public Safety	71.25
3/15/2021 Review property access issue, correspondence with Code Enforcement Official	71.25
3/16/2021 Forward title documents to Administrator, update file	11.67
3/19/2021 Conference with Administrator and Administrative Services Director regarding personnel matter, conference with Attorney Murphy	23.33
Conference with Becky regarding personnel question regarding staff complaint and attorney involvement	47.50

	<u>Amount</u>
3/22/2021 Correspondence with Administrative Services Director regarding finance agreement, review/revise draft agreement, review city liability issue, correspondence with Director of Public Safety regarding ordinance update	285.00
Review code, Council revisions, revise draft ordinance, review city authority and statutory preemption issues, conference with Attorney Ross regarding licensing data access issue	427.50
3/23/2021 Review City Council work session and business meeting agenda packets, review city authority issue, correspondence with Administrator, review HR issue	285.00
Conference with Administrator regarding HR matter, open files, agenda items, update files	71.25
3/24/2021 Correspondence with Administrator, review charter appointment process questions, review state law, review city authority issue, zoning code interpretation issue, correspondence with Planner	237.50
3/25/2021 Conference with Administrator regarding charter commission items, property acquisition, open files, correspondence with Administrative Services Director regarding finance agreement, review order in Housing First appeal, review city liability issue	178.13
3/26/2021 Conference with Administrative Services Director, review MGDPA issue, HR issue, research disclosure issue	213.75
SUBTOTAL:	[3,110.65]
<u>.66th Avenue Corridor Easement Acquisition</u>	
2/24/2021 Conference with Public Works Director regarding appeal right issue, project timelines, construction contract issues, review city right of entry authority issue, revise proposed Order, draft commissioner letter, Notice of Lis Pendens, Notice of Intent to Possess and respondent letter, review service issue, conference with Attorney Carson	534.38
2/24/2021-Review petition documents from Attorney Thames, conferences with Attorney Thames	356.25
2/25/2021	
2/25/2021 Conference with Attorney Carson regarding Petition, notices, easement exhibits, review statutory compliance issue, revise Petition, exhibits	285.00
2/26/2021 Conference with Attorney Thames regarding options for service of Petition on Mason, update file, phone call to nursing home	46.67
Review and edit exhibits to Petition, conferences with Attorney Thames regarding documents and service, begin review and assembly of documents for service and filing, follow up phone call to nursing home regarding service	99.17
Additional conference with Attorney Thames regarding Exhibit A to Petition, update exhibit and further discuss progress regarding service of documents	40.83
Conference with Becky regarding exhibits, service, revise Petition, review/update easement descriptions, correspondence with Administrative Services Director regarding resolutions, correspondence with Public Works Director, Administrator regarding drafts, review supplemental project data, prepare final draft documents	427.50
3/1/2021 Finish assembling documents for service on Mason, call nursing home regarding service protocols, prepare documents for e-filing, research recording fees for Notice of Lis Pendens, correspondence with recorder's office, conference with Attorney Thames, update file	151.67
Further conferences with Attorney Thames regarding conservatorship/guardianship court action and new plan of action, review public access court record, review process to request records from district court, share negotiation documents and appraisals with conservator	87.50
Conference with Public Works Director regarding temporary easement needs, Petition amendments, correspondence with property owners' representative, review court documents regarding conservatorship, conference with conservator, deliver appraisal documents, conference with Administrator, conference with Public Works Director	380.00

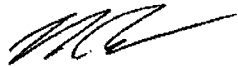
	<u>Amount</u>
3/4/2021 Conference with Attorney Carson regarding property acquisition issues, conservatorship requirements	47.50
3/11/2021 Conference with Attorney Thames regarding timelines and follow up, update calendar	11.67
Review project timelines issue, correspondence with conservator, review court authority issue	71.25
3/22/2021 Review notice issue, correspondence with conservator	71.25
3/23/2021 Correspondence with conservator, review appraisal data	71.25
3/25/2021 Correspondence with conservator, attorney regarding property acquisition, review notice	71.25
3/29/2021 Conference with Attorney Thames regarding title work needs, correspondence with title company regarding needed O&E reports	52.50
	<hr/>
SUBTOTAL:	[2,805.64]
<u>.Cook Lake PUD</u>	
3/10/2021 Review draft resolution, city authority issue	71.25
3/11/2021 Review public hearing issue, conference with Planner, review draft resolution and code standards	47.50
	<hr/>
SUBTOTAL:	[118.75]
<u>.Franzen Plat</u>	
3/15/2021 Review plat, easement documents, title documents, review easement use issue	142.50
3/16/2021 Correspondence with Planner, review title documents, easement issue	47.50
	<hr/>
SUBTOTAL:	[190.00]
<u>.Krominga Variance</u>	
3/24/2021 Review staff memo, variance application, revise resolution, conference with Planner	71.25
	<hr/>
SUBTOTAL:	[71.25]
<u>.Lennar Encroachment Agreements</u>	
3/22/2021 Review developer revisions to encroachment agreement	35.63
3/24/2021 Conference with Public Works Director regarding revised encroachment agreements, property descriptions, exhibits, City response	71.25
	<hr/>
SUBTOTAL:	[106.88]
<u>.Lother Well Site Acquisition</u>	
3/4/2021 Conference with closer regarding closing documents, plat filing	35.63
3/5/2021 Correspondence with Administrator regarding purchase agreement exhibits, conference with Planner regarding plat, easement documents, draft 1st Amendment to Purchase Agreement, Council closing resolution, correspondence with closer	237.50
3/8/2021 Conference with Public Works Director regarding well site transaction, plat, easements, correspondence with Planner regarding plat, review purchase agreement terms regarding purchase of easement	95.00

	<u>Amount</u>
3/9/2021 Conference with Attorney Thames, assemble documents and exhibits, update file	23.33
Correspondence with closer regarding closing documents, review recording issue, update resolution and purchase agreement amendment exhibits, correspondence with Public Works Director, Administrator, update resolution, assemble final drafts, review easement issue	285.00
3/15/2021 Correspondence with closer, review updated commitment, plat	47.50
SUBTOTAL:	[723.96]
<u>.Rush Creek Reserve</u>	
2/24/2021 Review/revise stormwater maintenance agreement, correspondence with Planner	71.25
3/10/2021 Review final plat approval resolutions, plat, review/revise HOA documents, easements, stormwater agreement, right-of-way agreement, conference with Planner	356.25
3/16/2021 Review correspondence from developer and developer's attorney, correspondence with Planner, correspondence with developer's attorney	47.50
3/17/2021 Conference with developer's attorney regarding declarations amendments, assemble sample language, review stormwater maintenance agreement terms, correspondence with Planner, update file	237.50
3/24/2021 Conference with Planner regarding HOA revisions	35.63
3/26/2021 Review correspondence from developer's attorney, updated declarations drafts, revise declarations, right-of-way agreement, review city liability issue, review state law, review assessment issue, conference with Planner, review stormwater management agreement and additional common element maintenance issue	534.38
SUBTOTAL:	[1,282.51]
<u>.Tavera</u>	
3/2/2021 Review developer request/correspondence, review exemption issue, review state law, conference with Planner	142.50
3/3/2021 Review correspondence from developer's attorney, review statutory exemption issue	47.50
3/8/2021 Review developer correspondence, review/revise easement document, conference with Planner regarding existing encroachment issue	178.13
3/9/2021 Review developer correspondence, revised easement, further revise easement, correspondence with Planner	47.50
3/24/2021 Review code, review PUD standards and draft resolution, review enforceability of additional conditions, conference with Planner	95.00
SUBTOTAL:	[510.63]
<u>Criminal</u>	
2/24/2021 Attend arraignments, pretrials, settlement conferences, and probation violations	48.75
2/25/2021 Review reports, email offer for cases tagging with a felony	65.00
2/26/2021 Review case disposition	16.25
Update case files following court appearances, provide updates to victim's advocate, provide follow up instructions to legal assistants, address case needs/issues	32.50
3/2/2021 Preparation of one complaint	40.00

	<u>Amount</u>
3/2/2021 Research nuisance and property ordinances	97.50
Review reports, criminal histories, and victim input in preparation for court appearances	32.50
3/3/2021 Review open code enforcement files, correspondence with witness	97.50
Discuss cases with Attorney Thames	32.50
Attend court appearances including arraignments, pretrials, settlement conferences, and sentencings	65.00
3/4/2021 Review email from Attorney Thames	24.38
3/5/2021 Review discovery, charging issues, disclosure issues, conference with Attorney Ross regarding open files	73.13
Review files, correspondence with defense attorney and courts	48.75
Discuss cases with Attorney Thames	48.75
Update cases following court, update victim's advocate, provide follow up instructions to legal assistants, and review case issues	65.00
3/7/2021 Preparation of one complaint	40.00
Preparation for jury trial	32.50
3/8/2021 Attend jury trial calendar	48.75
Preparation of one complaint	40.00
Review police reports, criminal histories, and victim input in preparation for court hearings	81.25
3/9/2021 Review Brookdale files, research contested hearing issue	97.50
Attend arraignments, pretrials, settlement conferences, probation violation hearings, and sentencings	97.50
3/10/2021 Handle Brookdale court calendar	97.50
Review files, correspondence with defense attorney and courts	73.13
Preparation of one complaint	40.00
Review reports, review and respond to emails	24.38
Update case files following court appearances, update victim advocate, provide follow-up instructions for legal assistants, follow up on cases	65.00
3/11/2021 Attend Brookdale stakeholder meeting	16.25
Email department, review reports	24.38
3/12/2021 Review email regarding nuisance properties, review files	32.50
3/15/2021 Preparation of one complaint	40.00
Review email and finalize complaints	40.63
Discuss cases with Attorney Thames	24.38
Review police reports, criminal histories, and victim input in preparation for court hearings	48.75
3/16/2021 Preparation of one complaint	40.00
Review Brookdale files	48.75
Preparation of five nuisance property complaints	200.00
Attend arraignments, pretrials, settlement conferences, sentencings, and probation violation hearings	97.50
3/17/2021 Handle Brookdale calendar	73.13
3/18/2021 Preparation of two complaints	80.00
Review police reports, issue dismissals on deceased defendant, revise and edit complaints	48.75
Attend arraignments for misdemeanor payable offenses, negotiate resolutions	16.25
Review reports, criminal history, prepare offer, correspondence with defense counsel	32.50
3/19/2021 Preparation of three complaints	120.00
Review reports, criminal histories, and victim input in preparation for court hearings	32.50
Review files, prepare dispositions	48.75
3/22/2021 Conference with Attorney Ross regarding ordinance enforcement issues	24.38

	<u>Amount</u>
3/22/2021 Preparation of one complaint	40.00
Discuss pending matters with Attorney Thames, update files	48.75
3/24/2021 Appear at arraignments, pretrials, settlement conferences, sentencings and probation violation hearings	48.75
Phone call with officer to discuss charges in a case where the defendant was left paralyzed following DWI accident	16.25
3/25/2021 Review charging issue, conference with Attorney Ross regarding nuisance files, correspondence with Code Enforcement Official	130.00
Email Attorney Thames regarding criminal cases	40.63
Phone call with Attorney Thames regarding nuisance cases and recreational vehicles	81.25
Review ordinances and statutes	32.50
3/26/2021 Review file	24.38
Preparation of one complaint	40.00
Review statutes/charging language for serious accident/charges	48.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	325.00
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	225.00
SUBTOTAL:	<u>[3,715.68]</u>
For professional services rendered	\$12,635.95
Previous balance	\$7,004.42
3/19/2021 Payment - thank you	(\$7,004.42)
Total payments and adjustments	(\$7,004.42)
Balance due	<u><u>\$12,635.95</u></u>

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.



John J. Thames, City Attorney

Select Entry or	Search Name	Refer	Invoice	Comments	Error
Add Entry(F3)	HOLIDAY STATIO	36790	003401042100	PRE PAID CAR WASH	
Print Entry	AMAZON CAPITAL	36791	JCB BASEBALL	BASEBALL SUPPLIES ORDE	
Delete Entry	GOPHER STATE C	36792	1030311		
Copy Entry	METRO WEST INS	36793	2784	FINALIZED INSPECTIONS	

Reset Screen Turn ON help window

Pay To METRO WEST INSPECTION SERVICES Invoice 2784 Inv Date 3/25/2021

Vendor Customer Copy Recur See Transactions Copy Invoice/Date to below Invoice Total

Ref/Claim# 36793 Claim Type Direct Comment FINALIZED INSPECTIONS Project

Bank or AP Farmers State Bank Transaction Date 4/1/2021

Account	Amount	Comments	Invoice	Inv Date	PD	Prnt	Proj Nbr
E 100-42400-300	\$22,920.32	Professional Svcs	FINALIZED INSPECTI	2784	3/25/2021	0	20
* E							

Date: 4/1/2021
 Code to Acct # 100-
 Amount to Pay
 Comments:

Approval initials: [Signature]
 Dept. Head
 City Admin
 Treasurer

\$22,920.32 Page Total
 Batch Entered So Far \$344,582.74 Your Total Zero

Metro West Inspection Services, Inc.
689 Medina St, Suite 250
Loretto, MN 55357 US



INVOICE

BILL TO

City of Corcoran
8200 County Rd 116
Corcoran, MN 55340

INVOICE # 2784

DATE 03/25/2021

ACTIVITY	HOURS	RATE	AMOUNT
Finaled Permits Finaled permits March 2021		22,920.32	22,920.32
BALANCE DUE			\$22,920.32

A handwritten signature in black ink, appearing to be 'MP', is located in the lower right quadrant of the page.

METRO WEST INSPECTION SERVICES, INC.

BOX 248
 LORETTO, MN 55357
 PH. 763-479-1720
 FAX 763-479-3090
 BILLED TO:

City of Corcoran

8200 County Rd 116
 Corcoran, MN 55340

Invoice Date
 March 25, 2021

Permit #	Permit Address	35% Eligible Fees, Mechanical, Plumbing, Plan Check, SEC	100% Investigation Copies	Total Fees
Hourly	Safety meeting 1/14,2/5- 2hr		\$120.00	\$120.00
2019-00002	6270 HUNTER RD	\$50.00		\$17.50
2019-00003	9003 BRANDYWINE RD	\$90.00		\$31.50
2019-00009	9003 BRANDYWINE RD	\$179.44		\$62.80
2019-00012	19240 101ST PLACE N	\$3,437.14		\$1,203.00
2019-00013	19077 101ST PLACE N	\$3,220.50		\$1,127.18
2019-00020	20037 CO RD 10	\$100.00		\$35.00
2019-00021	20037 CO RD 10	\$50.00		\$17.50
2019-00026	7426 FIR LN	\$294.94		\$103.23
2019-00038	19228 101ST PLACE N	\$4,711.02		\$1,648.86
2019-00027	7522 FIR LN	\$294.94		\$103.23
2019-00042	19264 101ST PLACE N	\$3,903.38		\$1,366.18
2019-00049	7501 FIR LN	\$314.00		\$109.90
2019-00059	6310 STEEPLE CHASE LN	\$433.54		\$151.74
2019-00065	7610 COMMERCE ST	\$50.00		\$17.50
2019-00096	9015 CO RD 116	\$90.00		\$31.50
2019-00098	7575 COMMERCE ST	\$50.00		\$17.50
2019-00103	19282 PADDOCK LN	\$318.04		\$111.31
2019-00111	20600 RUSH MEADOWS LA	\$619.04		\$216.66
2019-00129	20015 75TH AVE N	\$150.00		\$52.50
2019-00154	20010 75TH AVE N	\$50.00		\$17.50
2019-00164	6605 CO RD 19	\$11,995.58		\$4,198.45
2019-00166	21705 CO RD 50	\$1,708.66		\$598.03
2019-00172	9975 CO RD 101	\$554.25		\$193.99
2019-00173	19930 DASSEL LA	\$82.91		\$29.02
2019-00174	10355 HEATHER LA	\$190.00		\$66.50
2019-00184	9570 CO RD 116	\$90.00		\$31.50
2019-00185	19212 66TH AVE N	\$387.34		\$135.57
2019-00190	19951 OSWALD FARM RD	\$15.00		\$5.25
2019-00193	7650 ROLLING HILLS RD	\$100.00		\$35.00
2019-00197	7501 FIR LN	\$60.00		\$21.00
2019-00198	20000 HILLSIDE DR	\$90.00		\$31.50
2019-00200	9425 CO RD 101	\$90.00		\$31.50
2019-00202	20945 HIDDEN PONDS DR	\$90.00		\$31.50
2019-00203	7780 CORCORAN TR	\$90.00		\$31.50
2019-00204	7800 MAPLE HILL RD	\$180.00		\$63.00
2019-00209	21190 CO RD 30	\$15.00		\$5.25
2019-00213	7800 MAPLE HILL RD	\$75.00		\$26.25
2019-00231	21422 MEADOW LA	\$90.00		\$31.50
2019-00233	22408 SUNSET LA	\$90.00		\$31.50

Page Total \$12,159.90

Invoice Total \$22,920.32

METRO WEST INSPECTION SERVICES, INC.

**BOX 248
LORETTO, MN 55357
PH. 763-479-1720
FAX 763-479-3090**

BILLED TO:
**City of Corcoran
8200 County Rd 116
Corcoran, MN 55340**

Invoice Date	Permit #	Permit Address	35% Eligible Fees Mechanical, Plumbing, Plan Check	100 % Eligible Fees	Total Fees
March 25, 2021					
	2019-00234	6351 CO RD 101	\$150.00		\$52.50
	2019-00236	9808 LILY POND	\$90.00		\$31.50
	2019-00575	22125 HORSESHOE TR	\$90.00		\$31.50
	2019-00615	10325 HAGE DR	\$179.44		\$62.80
	2019-00653	7770 CORCORAN TR E	\$100.00		\$35.00
	2019-00232	10197 ELM LN	\$2,495.56		\$873.45
	2019-00285	9945 SUNDANCE RD	\$914.52		\$320.08
	2019-00277	22125 HORSESHOE TR	\$90.00		\$31.50
	2019-00498	6369 LARKSPUR LN	\$3,476.08		\$1,216.63
	2019-00503	19299 102ND PL	\$3,101.56		\$1,085.55
	2019-00504	19307 102ND PL	\$3,458.85		\$1,210.60
	2020-00514	6670 PRIMROSE CT	\$4,296.27		\$1,503.69
	2020-00515	6637 PRIMROSE CT	\$4,689.38	\$60.00	\$1,701.28
	2019-00564	19800 HACKMORE RD	\$150.00		\$52.50
	2020-00631	20602 MEISTER RD	\$90.00		\$31.50
	2020-00642	20602 MEISTER RD	\$90.00		\$31.50
	2020-00641	22125 HORSESHOE TR	\$90.00		\$31.50
	2020-00643	7477 FIR LN	\$3,890.66		\$1,361.73
	2020-00835	19379 BRIDLE PATH	\$368.04		\$128.81
	2020-00909	10125 HAGE DR	\$156.34		\$54.72
	2020-00917	6422 LARKSPUR CT	\$364.24		\$127.48
	2020-00959	20840 70TH AVE N	\$90.00		\$31.50
	2020-00971	9340 CHERRY LA	\$150.00		\$52.50
	2020-00976	6798 HORSESHOE BEND	\$150.00		\$52.50
	2020-00992	9965 ELM LN	\$318.04		\$111.31
	2020-00997	10390 ELM LN	\$225.64		\$78.97
	2020-01021	6702 OLDE STURBRIDGE DR	\$150.00		\$52.50
	2020-01023	6618 BRIDLE PATH	\$15.00		\$5.25
	2020-01025	8900 FOXLIN DR	\$150.00		\$52.50
	2020-00010	20945 HIDDEN PONDS PATH	\$90.00		\$31.50
	2021-00045	10213 ELM LN	\$100.00		\$35.00
	2021-00053	19620 63RD AVE N	\$758.00		\$265.30
	2021-00005	6439 PRAIRIE SAGE LN	\$15.00		\$5.25
	2021-00003	19409 SUNFLOWER CT	\$15.00		\$5.25
	2021-00004	19484 ANNABELLE LN	\$15.00		\$5.25

Page Total \$10,760.42

Invoice Total \$22,920.32

STAFF REPORT

Agenda Item 7d.

Council Meeting: April 8, 2021	Prepared By: Jessica Beise
Topic: Assessment and Financing Agreement Transfer - NAPA	Action Required: Approval

Summary:

As part of the 2016 Downtown Utility and Street Improvement Project, the City entered into fee agreements with several properties for the payment of the utility connection fees. NAPA is in the process of being sold and has such an agreement. The City has been approached by the seller and buyer to transfer the fee agreement into the buyer's name.

The City Attorney recommended a new agreement be created to transfer the contents of the current agreement. Under the current fee agreement, the City requires payment of fees at time of property sale. By allowing the assessment and financing agreement to transition to the new property owner, the City would continue to receive scheduled payments. If the City fee agreement did not exist, any assessments would typically transfer to the new owners, unless a requirement to be paid by existing owner is included as part of the property sale title work.

A draft of the assessment and financing agreement transfer is included in the packet and staff is working with the property owner to obtain the legal description of the property for the agreement.

Financial/Budget:

The assessed fees paid by fee agreement have a 2.72% interest rate.

Council Action:

Authorize staff to execute the Assessment and Financing Agreement for 19905 County Road 10 (PID 26-119-23-11-0022) after the legal description has been received and incorporated into the agreement.

Attachments:

1. Assessment and Financing Agreement Transfer

**ASSESSMENT AND FINANCING AGREEMENT FOR
19905 COUNTY ROAD 10; PID 26-119-23-11-0022**

This Assessment and Finance Agreement is for the property located at 19905 County Road 10, Corcoran, Minnesota; PID # 26-119-23-11-0022; legally described as follows:

(“Subject Property”).

WHEREAS, the City of Corcoran has implemented construction of the Downtown Utility and Street Improvement Project (“Project”); and

WHEREAS, the City of Corcoran separately assessed the street and trunk utility costs pursuant to Minn. Stat 429; and

WHEREAS, in 2016, the City offered a voluntary utility assessment to benefitted properties for the fees over a period of ten (10) years at an interest rate of 2.72%; and

WHEREAS, the City of Corcoran and the City of Maple Grove established Initial Fees associated with the Project as outlined below:

	Fee
City Water Connection:	\$1,030
City Sewer Connection:	\$1,030

City Water TLAC:	\$5,150
City Sewer TLAC:	\$3,110
Maple Grove Fee	\$7,335

Total: \$17,655 (“Initial Fees”)

These Initial Fees were to be paid at either the time of connection or pursuant to a City approved Assessment and Financing Agreement; in addition to these Initial Fees, additional usage fees and sewer access charges (SAC) will exist at time of connection (“Additional Costs”); and

WHEREAS, in 2016, the City offered to assess the Initial Fees for the benefitted properties over the same time period and at the same interest rate as the special assessments levied within said Project; and

WHEREAS, the current owner of the Subject Property, A&E Enterprises, LLC, entered into an approved Assessment and Financing Agreement with the City and agreed to an assessment of the Initial Fees, as contemplated above, on the Subject Property in the amount of \$17,655 over a period of ten (10) years commencing in 2017 and at the same interest rate charged by the City in the special assessment of the Project costs to the Subject Property; and

WHEREAS, the Assessment and Financing Agreement agreed to by A&E Enterprises, LLC and the City mandates that all Initial Fees and Additional Charges to the Subject Property become immediately due upon the sale of the Subject Property, absent an agreement to the contrary; and

WHEREAS, A&E Enterprises, LLC intends to sell the Subject Property to the new property owner _____, LLC (“New Property Owner”); and

WHEREAS, New Property Owner and the City desire to enter into this Assessment and Financing Agreement in which the New Property Owner agrees to be bound by all of the terms contained herein; and

WHEREAS, New Property Owner acknowledges that the Initial Fees have been capped, and contemplate only one sewer and water connection, Additional Costs may be due as outlined in this Agreement.

NOW, THEREFORE, it is agreed:

1. New Property Owner of Subject Property identified above hereby requests and the City agrees, in lieu of having the remaining Initial Fees and Additional Charges become immediately due upon New Property Owner's purchase of the Subject Property, to have the unassessed portion of the Initial Fees, originally totaling \$17,655, assessed to the Subject Property over the term specified herein. New Property Owner acknowledges and agrees that a total of \$9,418.85 remains to be assessed and will be assessed over the remaining term. In addition, an assessment of \$2,040.24 has been certified (but not yet paid) in 2020 for the year 2021. This amount will also be the responsibility of New Property Owner if it is not paid prior to New Property Owner's closing on the purchase of the Subject Property.
2. That the assessment of the Initial Fees shall be over the unexpired portion of the original ten (10) year term which commenced in 2017 and at the same interest rate charged by the City in the special assessment of the Project costs to the Subject Property.
3. The above assessment of Initial Fees is based on one sewer and water connection and is based on the present use of the property. Any additional sewer and water connections to the system, any land or building use that results in an increased number of fixtures, or any increase in Met Council Sewer Access Charges (SAC) from the initial review for connection may result in Additional Costs to the property which shall become due immediately at the rates in place at the time required.
4. Upon the sale or transfer of the Subject Property by New Property Owner to another party, all Initial Fees and Additional Costs to the Subject Property will become immediately due at the rates in place at the time of the sale.

[Signatures on following page]

RESOLUTION NO. 2021-28

Motion By:
Seconded By:

**RESOLUTION SPONSORING THE NORTHWEST TRAILS ASSOCIATION TO ACQUIRE
STATE OF MINNESOTA DNR FUNDING (2021-2020 SEASON)**

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

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

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

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

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

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

VOTING AYE

- McKee, Tom**
- Bottema, Jon**
- Nichols, Jeremy**
- Schultz, Alan**
- Thomas, Manoj**

VOTING NAY

- McKee, Tom**
- Bottema, Jon**
- Nichols, Jeremy**
- Schultz, Alan**
- Thomas, Manoj**

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 7f.

Council Meeting: April 8, 2021	Prepared By: Jessica Beise
Topic: 2021 City Calendar Amendment	Action Required: Approval

Summary:

On January 14, 2021 Council approved the 2021 City Calendar. Since its adoption, staff noticed the date for Memorial Day was incorrect and should be listed as May 31, 2021. Staff noted that the Veteran's Day holiday is the date of our first regularly scheduled Council meeting in November. City business cannot be conducted on a federal holiday. Staff is recommending a meeting date change to November 10, 2021.

Financial/Budget:

None.

Council Action:

Consider a motion to approve 2021 City Calendar as amended with the changes to the Memorial Day date and moving the first November Council meeting to November 10, 2021 due to the Veteran's Day holiday.

Attachments:

1. Draft 2021 City of Corcoran Calendar Meetings

2021 CITY OF CORCORAN

JANUARY						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

MARCH						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

MAY						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JUNE						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

JULY						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

AUGUST						
S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SEPTEMBER						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

OCTOBER						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

NOVEMBER						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

DECEMBER						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Meetings

- Council
- Planning Commission
- Parks & Trails Commissions
- City Holiday

Mayor

Tom McKee tmckee@corcoranmn.gov

Council Members

- Jonathan Bottema jbottema@ci.corcoran.mn.us
- Jeremy Nichols jnichols@corcoranmn.gov
- Alan Schultz aschultz@ci.corcoran.mn.us
- Manoj Thomas mthomas@corcoranmn.gov

Contracted Services

- Planning 612-638-0225
- Engineer 763-479-4209
- Building Inspector 763-479-1720
- City Assessor 612-348-2943
- Septic / Henn Co. 612-543-5200
- Randy's Sanitation 763-972-3335

STAFF REPORT

Agenda Item 7g.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: City Hall Remodel – Pay Request #5; Change Order #4	Action Required: Approval

Summary:

Work continues on the City Hall remodel project. Two action items are requested from the City Council as outlined below:

1. Pay request #5
 - a. The attached pay request is for \$67,902.82. This is for work completed thus far. Items have been reviewed by the architect for accuracy.
2. Change order #4
 - a. This fourth change order is to increase the overall contract by \$10,351.95 as outlined below:
 - i. New toilet paper holders: \$200.55
 1. Added replacement holders in restrooms
 - ii. Wall finishing: \$8,563.80
 1. Added wall finishing in rooms based upon further staff review of conditions
 - iii. Added framing: \$1,587.60
 1. Differing conditions found once the wall was opened up requiring additional framing

Financial/Budget:

The soft costs allocation included funds for potential project cost increases. The below budget is updated reducing soft costs and increasing the construction costs. The project is still anticipated to be on budget at this time.

Budget Category	Approved Amount	Projected Amount 4/8/21
Construction	\$396,500	\$421,256
Technology	\$120,000	\$88,500
Furniture	\$120,000	\$151,500
Soft Costs	\$90,000	\$65,244
Total	\$726, 500	\$726,500

Council Action:

Approve Pay Request #5 and Change Order #4 for the City Hall remodel project.

Attachments:

1. Pay Request #5
2. Change Order #4

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

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

PROJECT: CORCORAN CITY HALL AND PO
8200 County Road 116
Corcoran MN

APPLICATION NO: 00005
PERIOD TO: 3/31/2021
PROJECT NOS.: 20-001

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Weber, Inc.
2497 7th Avenue East
North St. Paul, MN 55109

VIA ARCHITECT: Wold Architects & Engineers
332 Minnesota Street
St. Paul, MN 55101

CONTRACT DATE: 8/27/2020

CONTRACT FOR: General Contractor/Construction Manager

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$396,500.00
2. Net change by Change Orders	\$22,135.51
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$418,635.51
4. TOTAL COMPLETED & STORED TO DATE	\$372,086.63
(Column G on G703)	
5. RETAINAGE:	
a. 5.000 % of Completed Work	\$18,604.33
(Columns D + E on G703)	
b. 5.000 % of Stored Material	\$0.00
(Columns F on G703)	
Total Retainage (Line 5a + 5b or	\$18,604.33
Total in Columns I on G703)	
6. TOTAL EARNED LESS RETAINAGE	\$353,482.30
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$285,579.48
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$67,902.82
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$65,153.21
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$11,783.56	\$0.00
Total approved this Month	\$10,351.95	\$0.00
TOTALS	\$22,135.51	\$0.00
NET CHANGES by Change Order	\$22,135.51	

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

CONTRACTOR: Weber, Inc.

By: [Signature] Date: 03-29-2021

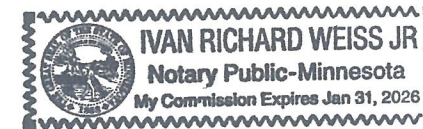
State of: Minnesota

County of: Ramsey

Subscribed and sworn to before me this 29th day of March, 2021

Notary Public: [Signature]

My Commission expires: 01-31-2026



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$67,902.82

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

ARCHITECT: Wold Architects & Engineers

By: [Signature] Date: 4/1/2021

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



CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE 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.: 00005

APPLICATION DATE:

PERIOD TO: 3/31/2021

ARCHITECT'S PROJECT NO.: 20-001

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G ÷ C)		
024119	Selective Demolition	\$16,400.00	\$16,400.00	\$0.00	\$0.00	\$16,400.00	100.000	\$0.00	\$820.00
042000-L	Non-Bearing Unit Masonry - Labor	\$4,300.00	\$3,500.00	\$800.00	\$0.00	\$4,300.00	100.000	\$0.00	\$215.00
042000-M	Non-Bearing Unit Masonry - Mate	\$700.00	\$600.00	\$100.00	\$0.00	\$700.00	100.000	\$0.00	\$35.00
055000-L	Metal Fabrications - Labor	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.000	\$0.00	\$15.00
055000-M	Metal Fabrications - Material	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.000	\$0.00	\$165.00
061000-L	Carpentry - Labor	\$10,600.00	\$7,950.00	\$2,650.00	\$0.00	\$10,600.00	100.000	\$0.00	\$530.00
073113-L	Asphalt Shingles - Labor	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.000	\$0.00	\$60.00
073113-M	Asphalt Shingles - Material	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.000	\$0.00	\$12.50
079200-L	Sealants - Labor	\$300.00	\$225.00	\$75.00	\$0.00	\$300.00	100.000	\$0.00	\$15.00
079200-M	Sealants - Material	\$100.00	\$75.00	\$25.00	\$0.00	\$100.00	100.000	\$0.00	\$5.00
081000-M	Steel Doors & Frames - Material	\$7,863.00	\$7,571.97	\$291.03	\$0.00	\$7,863.00	100.000	\$0.00	\$393.15
081400-M	Wood Doors - Material	\$5,995.00	\$2,250.93	\$3,744.07	\$0.00	\$5,995.00	100.000	\$0.00	\$299.75
087100-M	Finish Hardware - Material	\$28,102.00	\$10,000.00	\$18,102.00	\$0.00	\$28,102.00	100.000	\$0.00	\$1,405.10
088000-L	Glazing - Labor	\$4,689.00	\$318.00	\$0.00	\$0.00	\$318.00	6.782	\$4,371.00	\$15.90
088000-M	Glazing - Material	\$5,886.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,886.00	\$0.00
089100-L	Louvers - Labor	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00	100.000	\$0.00	\$15.00
089100-M	Louvers - Material	\$640.00	\$640.00	\$0.00	\$0.00	\$640.00	100.000	\$0.00	\$32.00
092116-L	Gypsum Board - Labor	\$17,850.00	\$17,136.00	\$714.00	\$0.00	\$17,850.00	100.000	\$0.00	\$892.50
092116-M	Gypsum Board - Material	\$7,650.00	\$7,650.00	\$0.00	\$0.00	\$7,650.00	100.000	\$0.00	\$382.50
093000-L	Tile - Labor	\$5,430.00	\$4,830.00	\$0.00	\$0.00	\$4,830.00	88.950	\$600.00	\$241.50
093000-M	Tile - Material	\$3,570.00	\$3,570.00	\$0.00	\$0.00	\$3,570.00	100.000	\$0.00	\$178.50
095100-L	Acoustical Ceiling - Labor	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,100.00	\$0.00
095100-M	Acoustical Ceiling - Material	\$5,058.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$5,058.00	\$0.00
096000-L	Soft Flooring - Labor	\$9,000.00	\$3,900.00	\$0.00	\$0.00	\$3,900.00	43.333	\$5,100.00	\$195.00
096000-M	Soft Flooring - Material	\$34,100.00	\$34,100.00	\$0.00	\$0.00	\$34,100.00	100.000	\$0.00	\$1,705.00
099100-L	Painting - Labor	\$8,370.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$8,370.00	\$0.00
099100-M	Painting - Material	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,000.00	\$0.00
101100-M	Visual Display Boards - Material	\$1,645.00	\$1,645.00	\$0.00	\$0.00	\$1,645.00	100.000	\$0.00	\$82.25
101413-L	Dimensional Characters - Labor	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$225.00	\$0.00
101413-M	Dimensional Characters - Material	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$560.00	\$0.00
102113-M	Solid Plastic Toilet Partitions - Mate	\$4,038.00	\$4,038.00	\$0.00	\$0.00	\$4,038.00	100.000	\$0.00	\$201.90
102813-M	Toilet Accessories - Material	\$1,458.00	\$1,458.00	\$0.00	\$0.00	\$1,458.00	100.000	\$0.00	\$72.90
123000-L	Cabinets & Solid Surfaces-Labor	\$2,160.00	\$2,160.00	\$0.00	\$0.00	\$2,160.00	100.000	\$0.00	\$108.00
123000-M	Cabinets & Solid Surfaces-Material	\$7,863.00	\$7,863.00	\$0.00	\$0.00	\$7,863.00	100.000	\$0.00	\$393.15

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE 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.: 00005
 APPLICATION DATE:
 PERIOD TO: 3/31/2021
 ARCHITECT'S PROJECT NO.: 20-001

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
220000-L	Plumbing - Labor	\$6,800.00	\$4,300.00	\$2,500.00	\$0.00	\$6,800.00	100.000	\$0.00	\$340.00
220000-M	Plumbing - Material	\$6,900.00	\$6,900.00	\$0.00	\$0.00	\$6,900.00	100.000	\$0.00	\$345.00
230000-C	Controls	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.000	\$0.00	\$70.00
230000-L	HVAC - Labor	\$18,700.00	\$15,000.00	\$2,500.00	\$0.00	\$17,500.00	93.583	\$1,200.00	\$875.00
230000-M	HVAC - Material	\$17,200.00	\$17,200.00	\$0.00	\$0.00	\$17,200.00	100.000	\$0.00	\$860.00
230000-T	Test & Balance	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,800.00	\$0.00
260000-L	Electrical - Labor	\$25,000.00	\$18,750.00	\$6,250.00	\$0.00	\$25,000.00	100.000	\$0.00	\$1,250.00
260000-M	Electrical - Material	\$43,500.00	\$32,625.00	\$10,875.00	\$0.00	\$43,500.00	100.000	\$0.00	\$2,175.00
270000-L	Communications - Labor	\$2,000.00	\$1,500.00	\$500.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
270000-M	Communications	\$3,000.00	\$2,250.00	\$750.00	\$0.00	\$3,000.00	100.000	\$0.00	\$150.00
280000-L	Electrical Safety & Security - Labor	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
280000-M	Electrical Safety & Security - Materi	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
350000	General Conditions	\$28,534.00	\$20,829.82	\$4,280.10	\$0.00	\$25,109.92	88.000	\$3,424.08	\$1,255.50
350001	Bond Costs	\$4,400.00	\$4,400.00	\$0.00	\$0.00	\$4,400.00	100.000	\$0.00	\$220.00
350002	Insurance Costs	\$2,474.00	\$2,474.00	\$0.00	\$0.00	\$2,474.00	100.000	\$0.00	\$123.70
350003	Contractors Fee	\$23,790.00	\$17,366.70	\$3,568.50	\$0.00	\$20,935.20	88.000	\$2,854.80	\$1,046.76
C00001	CHANGE ORDER NO. 001	\$9,095.03	\$9,095.03	\$0.00	\$0.00	\$9,095.03	100.000	\$0.00	\$454.75
C00002	CHANGE ORDER NO. 002	\$2,688.53	\$2,688.53	\$0.00	\$0.00	\$2,688.53	100.000	\$0.00	\$134.43
C00003	CHANGE ORDER NO. 004	\$10,351.95	\$0.00	\$10,351.95	\$0.00	\$10,351.95	100.000	\$0.00	\$517.60
		\$418,635.51	\$300,609.98	\$71,476.65	\$0.00	\$372,086.63	88.88%	\$46,548.88	\$18,604.33





AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Corcoran City Hall and Police Remodel
 (182292)
 8200 County Road 116
 Corcoran, Minnesota 55340

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: August 3, 2020

CHANGE ORDER INFORMATION:
 Change Order Number: Four (4)
 Date: March 23, 2021

OWNER: *(Name and address)*
 City of Corcoran
 8200 County Road 116
 Corcoran, Minnesota 55340

ARCHITECT: *(Name and address)*
 Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
 Weber, Inc.
 2497 Seventh Avenue East, #110
 North Saint Paul, Minnesota 55109

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- PR #010 – Toilet Paper Holders. Add \$200.55
- PR #011 – VWC Removal. Add \$8,563.80
- PCO #008 – Evidence Processing Soffit. Add \$1,587.60

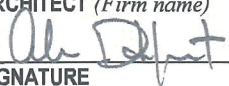
TOTAL CHANGE ORDER NO. 4 ADD \$10,351.95

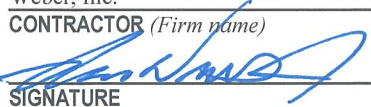
The original Contract Sum was	\$ 396,500.00
The net change by previously authorized Change Orders	\$ 14,403.84
The Contract Sum prior to this Change Order was	\$ 410,903.84
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,351.95
The new Contract Sum including this Change Order will be	\$ 421,255.79

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be May 7, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers
 ARCHITECT *(Firm name)*

 SIGNATURE
 Andrew Dahlquist, PM
 PRINTED NAME AND TITLE
 3/23/2021
 DATE

Weber, Inc.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Iran Weiss Vice President
 PRINTED NAME AND TITLE
 03/25/2021
 DATE

City of Corcoran
 OWNER *(Firm name)*
 SIGNATURE
 PRINTED NAME AND TITLE
 DATE

Date: 02/17/2021

Proposal Request #010

Project # 20-001



Corcoran City Hall & Police Remodel
8200 County Road 116
Corcoran, MN 55340

DESCRIPTION: Owner Requested Change. Provide And Install New Toilet Paper Holders At (6) Locations Indicated On Drawing F6/A2.0. Manufacturer: Bobrick. Product: B-274.

Proposal Request #010

6 New Toilet Paper Holders - Material Only		\$191.00 TST
<hr/>		
Subtotal		\$191.00
Commission	5.00%	\$9.55 Weber
<hr/>		
Total For Proposed Change		\$200.55

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager



Tri-State Specialties

MAILING ADDRESS: P.O. Box 1184

Moorhead, MN 56561-1184

PHYSICAL ADDRESS: 3345 Fourth Street East, #2
West Fargo, ND 58078

T701-540-6758

C701-306-1241

F701-552-7205

E-Mail: joey_tss@yahoo.com

DATE: 2/3/21

TO: All Contractors

ESTIMATE #4695

EXPIRATION DATE: 4/30/21

(See Terms Below for Conditions of Expiration Date)

CORCORAN CITY HALL & POLICE REMODEL

CORCORAN, MN

We Acknowledge Addendums: N/A

Proposal Request #010

Added (6) #B-274 Bobrick Toilet Tissue Dispensers

\$191.00

IMPORTANT: ALL QUOTE TOTALS EXCLUDE SALES TAX. THANK YOU.

Terms: This proposal is subject to the following terms and conditions: (1) Net 30 Days, No Retainage (2) We are a material supply only. Labor and field verification of dimensions & quantities is to be by general contractor. (3) Quote does NOT include sales tax. (4) Quote includes freight (1 shipment to 1 designation) unless otherwise stated. (5) Signature at time of delivery signifies that you received the material in fair and good condition. Any concealed or visible damage must be noted on the Bill of Lading at time of delivery, or the freight carrier will reject your claim. (6) The manufacturer's standard warranty will be apply in all cases. (7) Materials will be delivered as promptly as possible or per your requested delivery date, subject to delays occasioned by fire, accident, labor strikes or any other cause beyond our control. (8) No liquidated damages or backcharges are allowed. (9) Any change which necessitates alterations or extra material not included in our proposal shall be charged for accordingly. (10) In the event you accept this proposal, yet use your own contract form, it is understood that all terms and conditions of this proposal are to be incorporated and made a part thereof. (11) Acceptance of this quote must be made within 30 days to have it price protected through the above stated expiration date. The material must also ship on or before the expiration date. (12) Accounts past due shall bear interest at the rate of 1.5% per month,

Date: 02/18/2021

Proposal Request #011

Project # 20-001



Corcoran City Hall & Police Remodel
8200 County Road 116
Corcoran, MN 55340

DESCRIPTION: Remove Vinyl Wall Covering On Designated Walls In Rooms 122, 134, 136, 141 & 142. Patch, Skim Coat, Tape And Paint.

Proposal Request #011

Remove Wall Covering \$70/Room - Labor & Equip		\$350.00 Demo Unl
Gypsum Work - Labor & Material		\$6,040.00 SA Jordan
Painting - Labor & Material		\$1,666.00 Reinhardt
Site Review - 1 Hour - Labor Only		\$100.00 Weber
Subtotal		\$8,156.00
Commission	5.00%	\$407.80 Weber
Total For Proposed Change		\$8,563.80

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager



7373 – 120TH STREET NORTH
WHITE BEAR LAKE, MN 55110
PHONE/FAX: 651-305-0256
Small Business Enterprise (SBE)
WOMEN OWNED (W)



CHANGE ORDER PROPOSAL #2021-6-056

DATE: 2/17/2021

TO: WEBER INC. ATTN: GEORGE SINN

PROJECT: CORCORAN CITY HALL & POLICE REMODEL

REFERENCE: PR #011 / SITE VISIT TO CHECK EXISTING CONDITIONS ON 2/16/2021

DESCRIPTION: PATCHING & HEAVY SKIM COATING NEEDED TO PREP WALLS FOR PAINT.

11.1 ROOM A122. 24 TAPING HOURS @ \$90 PER HOUR = \$2,160
MATERIAL = \$78. TOTAL = \$2,238

11.2 ROOM A134. 12 TAPING HOURS @ \$90 PER HOUR = \$1,080
MATERIAL = \$32. TOTAL = \$1,112

11.3 ROOM A136. 6 TAPING HOURS @ \$90 PER HOUR = \$540
MATERIAL = \$24. TOTAL = \$564

11.4 ROOM A414. 12 TAPING HOURS @ \$90 PER HOUR = \$1,080
MATERIAL = \$32. TOTAL = \$1,112

11.5 ROOM A142. 11 TAPING HOURS @ \$90 PER HOUR = \$990
MATERIAL = \$24. TOTAL = \$1,014

PLEASE PROVIDE S.A. JORDAN CONSTRUCTION WITH WRITTEN AND SIGNED APPROVAL IF YOU WISH TO PROCEED WITH THIS WORK.

Please call if you have any questions.

Dave Gelhar
Project Manager
Cell: 651-491-5051
dave@sajordanconstruction.com

Bids may be withdrawn if not accepted within 30 days.

REINHARDT & SONS *Painting, Inc.*

P.O. Box 270287
Minneapolis, MN 55427-0287
phone: 612-760-2868
fax: 763-432-9031
dreinhardtandsons.com

February 18, 2021

Weber, Inc.

Attn: George Sinn

Re: Corcoran City Hall & Police Remodel PR #011
Corcoran, MN

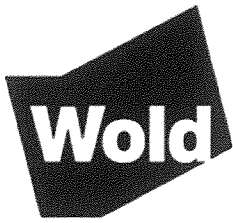
Please find the following as a breakdown of extra work for the above referenced project.

- | | |
|---|-------------|
| 1) Rooms A122 paint North & West walls
Labor: 5 hours x \$65 and \$135 materials | Add: \$ 460 |
| 2) Room A134 paint North & West walls
Labor: 3.4 hours X \$65 and \$92 materials | Add: \$ 313 |
| 3) Room A136 paint South wall
Labor: 1 hour x \$65 and \$30 materials | Add: \$ 95 |
| 4) Room A141 paint East & West walls
Labor 1.5 hours x \$65 and \$40 materials | Add: \$ 138 |
| 5) Room A142 paint all walls
Labor: 4.3 hours x \$65 and \$120 | Add: \$ 400 |
| 6) Rooms A134 and A135 reattach wallcovering at base | Add: \$ 260 |

Please do not hesitate to contact me at 612-760-2868 with any questions you might have regarding this matter.

Respectfully Submitted,

Mr. Duwaine Reinhardt
President
Reinhardt & Sons Painting, Inc.



PROPOSAL REQUEST

City of Corcoran	City Hall & Police Remodel
Weber Construction	Attn: George Sinn
2497 7 th Avenue East, Suite 110	
North Saint Paul, MN 55109	
Phone: 651.770.5350	Mobile: 651.755.0268
Email: gsinn@webercompanies.com	

Submit an itemized (labor and material) quotation for the proposed modifications to the contract documents as described herein within 21 days of receipt. If a cost is not submitted within 21 days, this Proposal Request can be accepted at no additional cost. Written approval is required prior to proceeding with this change. COST EXPECTATIONS: <input type="checkbox"/> DEDUCT <input type="checkbox"/> NO COST <input checked="" type="checkbox"/> ADD	PR: #011
	Comm: #182292
	Const. Pkg: N/A

Distribution:

- Brad Martens, City of Corcoran
- George Sinn, Weber
- Ivan Weiss, Weber
- Reide Weber, Weber
- Magnus Carlsson, BKBM
- Pat Jansen, Wold
- John Maust, Wold
- Steve Skarvan, Wold
- Jared Frazier, Wold
- Michelle Klein, Wold
- Andrew Dahlquist, Wold
- Derek Gallagher, Wold

Item	Description
	Provide separate pricing for each room below. Provide material and labor breakdown.
11.1	Room A122 a) Remove VWC from walls indicated on attached demolition plan and prepare surfaces for new finish. b) Provide paint on walls indicated in attached room finish schedule.
11.2	Room A134 a) Remove VWC from walls indicated on attached demolition plan and prepare surfaces for new finish. b) Provide paint on walls indicated in attached room finish schedule.
11.3	Room A136 a) Remove VWC from walls indicated on attached demolition plan and prepare surfaces for new finish. b) Provide paint on walls indicated in attached room finish schedule.
11.4	Room A141 a) Remove VWC from walls indicated on attached demolition plan and prepare surfaces for new finish. b) Provide paint on walls indicated in attached room finish schedule.
11.5	Room A142 a) Remove VWC from walls indicated on attached demolition plan and prepare surfaces for new finish.

Attachments: A1.1, A2.0

Issued By: Derek Gallagher Date: 02/15/2021

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, MN 55101
 woldae.com | 651 227 7773

**PLANNERS
 ARCHITECTS
 ENGINEERS**

Date: 02/18/2021

Proposed Change Order #008

Project # 20-001



Corcoran City Hall & Police Remodel
8200 County Road 116
Corcoran, MN 55340

DESCRIPTION: Build Gypsum Soffit To Enclose Existing Duct Work In Room A139.

Proposed Change Order #008

Gypsum & Framing - Labor & Material		\$1,412.00	SA Jordan
Site Consult with Framer 1 Hour - Labor Only		\$100.00	Weber
Subtotal		\$1,512.00	
Commission	5.00%	\$75.60	Weber
Total For Proposed Change		\$1,587.60	

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager



7373 – 120TH STREET NORTH
WHITE BEAR LAKE, MN 55110
PHONE/FAX: 651-305-0256
Small Business Enterprise (SBE)
WOMEN OWNED (W)



CHANGE ORDER PROPOSAL #2021-7-057

DATE: 2/17/2021

TO: WEBER INC. ATTN: GEORGE SINN

PROJECT: CORCORAN CITY HALL & POLICE REMODEL

REFERENCE: GEORGE SINN AND SITE VIST ON 2/16/2021

DESCRIPTION: INCLOSE EXISTING DUCT WORK IN ROOM A139 WITH A GYPSUM SOFFIT.
METAL FRAMING & GYPSUM BOARD 10 CARPENTRY HOURS @ \$90 PER HOUR
4 TAPING HOURS @ \$90 PER HOUR

LABOR: \$1,260

MATERIAL: \$152

TOTAL: \$1,412

PLEASE PROVIDE S.A. JORDAN CONSTRUCTION WITH WRITTEN AND SIGNED APPROVAL IF YOU WISH TO PROCEED WITH THIS WORK.

Please call if you have any questions.

Dave Gelhar
Project Manager
Cell: 651-491-5051
dave@sjordanconstruction.com

Bids may be withdrawn if not accepted within 30 days.

RESOLUTION NO. 2021-26

Motion By:
Seconded By:

**A RESOLUTION ACCEPTING THE DONATION FROM
HAZEL A LUTZ AND TOM ANDERSON**

WHEREAS, the City of Corcoran is authorized to accept donations of real or personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts or bequests for the benefit of recreational services pursuant to Minnesota Statutes 471.17; and

WHEREAS, Hazel A. Lutz and Tom Anderson made a financial donation to the City of Corcoran in the amount of \$2,500.00 for the Memorial Garden;

WHEREAS, The City Council finds that it is appropriate to accept the donations as offered for the benefit of the Memorial Garden, the City of Corcoran, and residents;

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges the generosity of Tom Anderson and graciously accepts the donations.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-27

Motion By:
Seconded By:

Supporting Grant Application – Hennepin County Youth Sports Equipment Grant

WHEREAS, the City of Corcoran supports the grant application made to the Hennepin County Youth Sports Program. The application is to assist with the purchasing of a TORO 96” mower to be used for parks and trails.; and

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

WHEREAS, benefits of the mower to the City of Corcoran include maintained parks, ballfields, and trail buffers; and

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

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal



From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

TO: Corcoran City Council

FROM: Kendra Lindahl, Landform

DATE: March 31, 2021 for the April 8, 2021 City Council Meeting

RE: Request for City Council Acknowledgement conditions of Resolution 85-5 approving the final plat of Meadow Trails have been met (PID 35-119-23-12-0002) (city file 20-042)

60-DAY REVIEW DEADLINE: N/A

1. Application Request

US Home Corporation dba Lennar (“the applicant”) has requested Council action to acknowledge that the conditions of Resolution 85-5 approving the final plat for Meadow Trails have been met.

This item was tabled at the March 25th City Council meeting.

2. Analysis of Request

The applicant has preliminary plat approval for “Tavera”, a multi-phase residential property that includes five parcels, one of which was platted in 1985 as Lot 10, Block 1, Meadow Trails. The approving resolutions for the Meadow Trails final plat (Resolution 85-5) included four conditions of approval. A review of the City files indicates that the conditions of approval were met and on December 12, 1985 the City Council adopted Resolution 1985-89 accepting the public street.

The applicant has asked the Council to acknowledge that the conditions of Resolution 85-5 have been met. It is our understanding that their attorney believes that the City action is needed to ensure a clear title to the property the applicant is acquiring. While staff has never received a similar request, we have reviewed the request with the City Attorney and have no objection to requested action.

3. Recommendation

Move to adopt Resolution 2021-25.

Attachments

1. Resolution 2021-25
2. Site Location Map
3. Resolution 85-5
4. Meadow Trails Development Contract dated March 16, 1985

RESOLUTION NO. 2021-25

Motion By:
Seconded By:

RESOLUTION ACKNOWLEDGING THAT THE CONDITIONS OF RESOLUTION 85-5 APPROVING THE FINAL PLAT OF MEADOW TRAILS HAVE BEEN MET (PID 35-119-23-12-0002) (CITY FILE 20-042)

WHEREAS, US Home Corporation dba Lennar (“the applicant”) has preliminary plat approval for “Tavera” a multi-phase subdivision that includes several parcels;

WHEREAS, one of the parcels was previously platted as part of Meadow Trails subdivision and is legally described as:

Lot 10, Block 1, Meadow Trails

WHEREAS, US Home Corporation dba Lennar (“the applicant”) has requested that that City of Corcoran take action to acknowledge that the conditions of Resolution 85-5 approving the final plat for Meadow Trails have been met;

WHEREAS, the City finds that those conditions have been met, and;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, that it should and hereby does acknowledge that the four conditions of approval have been addressed.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION 1985 - 89

A RESOLUTION ACCEPTING TRAIL LANE AS A PUBLIC STREET FOR
MAINTENANCE BY THE CITY OF CORCORAN.

BE IT RESOLVED that the City Council of the City of
Corcoran hereby accepts Trail Lane as a public street
for maintenance by the City of Corcoran with the
following stipulations:

- A. The developers submit a maintenance bond for
the one year warrantee of the road.
- B. A \$2000 retainage or letter of credit for
the seeding and mulching of the right-of-way
(as soon as practical in the spring of 1986)
and other work as recommended by the Road
Supervisor.

Moved by member Ruppert, seconded by member Gmach.

The following voted in favor of said resolution: Mayor
Schutte, Council members Cook, Gmach, Kluck and Ruppert.

The following voted against the same: None

Whereupon said resolution was declared carried.
Dated this 12th day of December, 1985.

Harold F. Schutte
Mayor

ATTEST:

Ribert T. De
Clerk/Administrator

DEVELOPMENT CONTRACT

This Agreement made this 16 day of ~~February~~ MARCH, 1985 by and between the City of Corcoran, Minnesota, hereinafter referred to as the "CITY" and ~~Richard L. Dempsey~~, hereinafter referred to as the "DEVELOPER". RICHARD DEMPSEY CONTR. CO. INC.

WHEREAS, the Developer has submitted plans for the platting of R-1 "Rural-Residential" zoned properties located in the North $\frac{1}{2}$ of Section 35 to be known as Meadow Trails; and

WHEREAS, the Planning Commission conducted public hearings on 7/5/84, 8/2/84, and 9/6/84 on this requested subdivision and recommended approval with conditions; and

WHEREAS, the City Council considered this request on September 23, 1984 and approved this Preliminary Plat known as Meadow Trails with the following conditions:

1. 66th Avenue access to Horseshoe Trail is changed from Trail Lane extension to a point approximately 500' west of Trail Lane.
2. Providing an easement for future road easements between lots 5 & 6.
3. Provide proof of septic system suitability on lot 6 with a perc test and soil borings as per City's requirement for home construction and so noted as to location on preliminary plat map.
4. Lot 5 is granted a 2+ acre variance from 3 acre maximum lot size (for bonus development) to allow a 5+ acre parcel, as the barns on the parcel would be too large for a 3 acre parcel.
5. The road into the development is blacktopped to City standards.
6. Lot 10, (approximately 98 acres) retains one development right.

WHEREAS, the City requires that street, drainage, grading, and landscaping improvement be constructed per the approved plans; and

WHEREAS, the Developer desires that the City accept and maintain the streets and drainage improvements; and

WHEREAS, Minnesota Statute 462.358 authorizes the City to require execution by the Developer of a contract secured by a cash deposit, certified check, bond or other securities satisfactory to the City that the above improvements will be constructed.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES OF THE PARTIES MADE HEREIN, It is agreed by and between the parties hereto that the Developer will employ at his expense a Contractor approved by the City who will construct the street, drainage, grading and landscaping improvements to serve Meadow Trails.

It is also agreed;

ARTICLE ONE

That the above-mentioned improvements shall be constructed according to City approved plans and specifications (such plans to include: grading, utilities, and streets). The City's consulting engineering firm, under the direction of the City Engineer will provide all as-built drawings of the improvements mentioned above. In case of any dispute as to what is meant by the plans and specifications, the decision of the City Engineer shall control. The Developer shall notify the City of the names and addresses of all engineers who assist the Developer in the project.

ARTICLE TWO

The Developer shall not cause to be filed any application for building permits for such construction until all contractors' bonds or security agreements required by this Development Contract have been filed and accepted by the City Clerk and all legal, administrative and engineering expenses incurred by the City to date have been paid, and the plat has been filed with Hennepin County.

ARTICLE THREE

The Developer shall notify the City Engineer of his intent to commence construction 48 hours prior to commencement of the

work. If, on the basis of the City Engineer's observations and review of the work during construction and his final inspection, he is satisfied that the work has been completed and the Developer has fulfilled all of his obligations under the plans and specifications, he will approve said improvements and recommend to the City that it accept such improvements. The Developer guarantees and agrees to maintain the stability of work and materials done, furnished and installed under this contract for a period of one year after the date of acceptance of said improvements by the City. A financial guarantee in the amount of 10 percent of the total estimated construction cost under Article Four shall be held as a warranty.

ARTICLE FOUR

This Agreement is conditioned upon and subject to the Developer posting with the City a financial guarantee in an amount equal to 125 percent of the total estimated construction cost for the improvements, which are determined by the City Engineer to be \$33,400. The financial guarantee may be in the form of a cash deposit, a bond issued by an insurance company approved by the City Council, a letter of credit issued by a financial institution approved by the City Council, or by another arrangement as approved by the City Council.

ARTICLE FIVE

The Developer shall, prior to the commencement of the work, deposit with the City a cash escrow in the total amount of \$2,800 such escrow to be held to insure payment of the costs and inspection services of the City as provided in Article Six in the amount of \$2,500; and an administrative charge to compensate the City for the cost of administrative and legal work performed by the City related to the improvement, such administrative charge amounting to one percent of the work to be performed, or \$300.00. If, as the work progresses, the cash escrow becomes depleted, then the Developer shall deposit additional funds in the escrow account as directed by the City.

ARTICLE SIX

The City shall inspect the improvements during the time the work is being performed. The City shall charge all its fees computed on an hourly basis at reasonable rates. These fees shall

include work for review of the plans and specifications, inspections, construction administration, as-builts.

ARTICLE SEVEN

The Developer shall cause the premises to be free from accumulation of waste materials, rubbish, and other debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials,

and will leave the site clean. The Developer will cause those portions of the site not designated for alteration to be restored to their original condition.

ARTICLE EIGHT

The Developer shall indemnify the City against any loss, including suit costs and reasonable attorney's fees, incurred on account of injury or death of persons that may have been related to the work mentioned in this Agreement, and on account of damage or destruction of property that may have been related to the work mentioned in this Agreement. The Developer agrees to repair or replace such damaged property if requested to do so by the City, if the loss occurred by reason of an act of negligence of the Developer, his contractor, his employees or agents, including sub-contractors, in connection with the performance of this contract.

ARTICLE TEN

The Developer shall cause construction of the street, grading, and drainage improvements to commence no later than November 1984. The Developer agrees upon commencement of construction of the street, drainage, and grading improvements to adequately serve Meadow Trails, within 360 consecutive days thereafter, time being the essence of this Agreement.

CITY OF CORCORAN

DEVELOPER

Harold F. Schutte Richard Dempsey pres.
Mayor

Robert T. Dem Dug E Gray
City Clerk/Administrator





From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

TO: Corcoran City Council

FROM: Kendra Lindahl, Landform

DATE: March 31, 2021 for the April 8, 2021 City Council Meeting

RE: Final Plat and Final Planned Unit Development (PUD) Plan for “Tavera” (PID 35-119-23-41-0002) (city file no. 20-042)

REVIEW DEADLINE: April 22, 2021

1. Application Request

The applicant, Lennar, has requested approval of the final plat and final PUD development plan for Tavera. This initial phase plats part of the former Wessel property for 33 single family home lots and three outlots. The new entrance off County Road 116 would be constructed with this initial phase.

2. Council Review

At the applicant’s request, this item was tabled from the March 25th to the April 8th meeting.

Council member Nichols emailed City Administrator Martens on March 23rd with the following questions/suggestions for additional conditions to the PUD Resolution (2021-22). At the Council meeting on March 23rd Administrator Martens said we would include these questions and a staff response in the new report for April 8th. Staff reviewed these questions with the City attorney and our response to the suggested conditions is in *italics* below:

17.) Property surveys shall be clearly marked with shading or clearly labeled colored lines showing the locations of any setback, easement, and right of way on each lot. The location of corner monuments will be similarly noted.

The plans provided to the City with the building permit clearly show all of this information. Building department does not believe any change to the survey drawings is required. If the intent is to make it easier for potential buyers to better understand their lot limitations, staff supports the idea. However, the City has no way to ensure that the information is being provided by the builder to the homeowner and could not enforce any requirement regarding what potential buyers see during the purchase process versus what is submitted with the building permit.

18.) HOA board representation must transition from builder members to residents on a proportional basis as permits are issued. For instance, for a 5 member board when 21% of building permits have issued 1 resident joins the board. At 41%, a second joins, etc.)





The City inserts itself into HOA documents only to protect the City interest, such as ensuring that mechanisms are in place to ensure maintenance of common open space, stormwater ponds, sidewalks, etc. Furthermore, it is in the City's interest for the developer to maintain control of the HOA while they complete the project and the items that the development contract requires them to construct. Without a compelling interest to protect the City's interests, the City Attorney does not believe the City has the authority to require these changes.

19.) Adjacent street trees must be of different genus and species. No more than 25% of street trees may be from one genus to encourage diversity and resilience of the neighborhood to disease. No more than 5% of street trees may be Linden varieties due to their tendency to attract invasive species. Trees planted near sidewalks and driveways must be slow growth varieties.

The City review authority is limited to whether the PUD final plan is in compliance with the approved preliminary plan conditions. A change to the approved landscape plan at this time would be outside of the City's review authority at this stage, but the City could ask the developer to consider a change. The plan as designed was intended to create a consistent tree canopy along each block, but if the Council wants to avoid that in future subdivisions it could be negotiated as part of a PUD preliminary plan or with an amendment to the landscape ordinance.

20.) Stockpile must be within an active phase of development. Grading may not extend more than 100' outside of an active phase area. The size of the stockpile shall not exceed XXX by XXX by XX. (I'd like Kevin's input on a more reasonable size that would have precedent.)

Staff supports a new condition requiring the phase 1 grading boundaries to be modified to include the stock pile area in the boundary. The proposed stockpile is 40,000 c.y and up to 20 feet high in in a 200 ft x 400 ft. area. The Public Works Director has no objection to the size or location of the stockpile given the scope of the project and notes that the stock pile is similar to those in other subdivisions and is approximately 6 feet lower than the homes on Elm Street and more than 300 feet from the nearest home.

21.) Issuance of certificate of occupancy will be contingent on inspection for the removal of debris from the property.

The Building Code requires the Building Official to issue a certificate of occupancy if they find "no violations of the code or other laws that are enforced" by the Building Official. A site inspection for debris is not part of the Building Code. Debris on a building lot prior to occupancy is an issue between the builder and buyer. However, if the Council wishes to provide this inspection, City staff could be directed to develop a new process to add this inspection to the process. There would be cost to the new inspection which would be passed onto the builder (and ultimately the homeowner) and would slow the time to issue the certificate of compliance due to the additional step. This is a larger issue than one development and staff does not recommend it be added to a Tavera final approval.



22.). Per city code, sidewalks and trails must be kept clear of materials and debris. Builder shall be responsible for cleanup of blown debris within 7 days of notification.

This is already in code (Section 82.04) and should be handled on a case by case basis rather than a condition on resolution. There are numerous code sections that apply to developments that are not listed as conditions, but are still applied to land in the City. Staff finds that it is not necessary to add this condition, but has no objection should the City wish to include it as condition applied to the developer until all work by the master developer is completed.

3. Planning Commission Review

The Planning Commission reviewed the Final PUD Plan at the March 4th meeting. There was no one present to speak on this item. The Commission voted 4-0 to recommend approval.

4. Background

On June 25, 2020, The City Council approved the Comprehensive Plan Amendment, Rezoning, Preliminary Plat and Preliminary PUD Development Plan for “Tavera”, a 549-unit a mix of single-family, villa, twinhome and townhome units.

On January 25, 2021, Hennepin County approved lot division for the Wessel property. The lot split did not require City Council approval because lot splits that create parcels a minimum of 20 acres with 500 feet of frontage on a public street are exempt from subdivision by MN Statute. The split created two parcels and the proposed phase 1 development is on the northern parcel.

5. Analysis of Request

Staff has reviewed the application for consistency with 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 City Discretion in Decision-Making

The City’s discretion in approving a final PUD is limited to whether the proposed plan is in substantial conformance with the preliminary PUD development plan. If it meets these standards, the City must approve the final PUD development plan.

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



B. Consistency with Ordinance Standards

Final PUD Development Plan

Staff has reviewed the application for consistency with the approved preliminary plans, as well as City policies. Staff finds that the final PUD development plan is generally consistent with the approved preliminary plans. However, there are a number of conditions that must be addressed prior to release of the final plat and authorization to begin construction.

The applicant has submitted a plan for the first phase of the development and is requesting approval to grade an expanded area outside of the phase 1 boundaries. The applicant is proposing to grade for construction of Horseshoe Trail and everything south to Hackamore. Historically, the City has not allowed grading outside of the limits of the plat. However, the City Engineer is willing to allow the expanded grading limits to balance the site provided all of the conditions in the approvals are addressed.

Staff has included a condition requiring them to obtain written landowner approval for the work before the grading permit is issued. The final plat/PUD is only for the north portion of the Wessel property (PID 35-119-23-41-0002). Lennar must provide landowner approval for early grading on the three other parcels that are in the master plan but are not part of the phase 1 plat (PID No. 35-119-23-44-0004, 35-119-23-43-0001 and 35-119-23-41-0001).

Phase 1 of the proposed development which includes 33 new single-family homes and three outlots. All the homes proposed in this development will be single-family homes on lots ranging from 7,215 – 18,058 sq. ft. There is a master association for maintain common areas (signs, boulevard irrigation and landscaping, etc.) and sub-associations for the villa, twinhome and townhome units.

Preliminary PUD Development Plan

The neighborhood will be built over eight years and we can expect that house plans offered by Lennar today may be modified with different options by the time the project is built out. Therefore, it is important to establish basic standards that will carry through development of the PUD rather than approve specific models. The developer has provided example products for discussion with the preliminary approvals and conditions were included to ensure compliance with those approvals, but other house plans could be approved by staff over time.

The plan includes a mix of the approved single family home lot sizes (55-, 65- and 75-foot wide lots).

Lot Dimensions and Setbacks

The preliminary plat approval granted some flexibility from the lot size and width standards and rear yard setbacks for decks and patios. The approved standards are included in the approving resolutions. However, since buyers will select their individual home for each lot, staff will review setbacks for compliance with these standards as part of the building permit application.



Design Standards

The applicant as granted flexibility from the garage standards in in Section 1040.040, Subd 8 of the Zoning Ordinance as part of the preliminary approvals. At this time, we do not have specific house plans approved and will need to work with the City to develop a palette of approved home plans that meet these standards prior to issuance of building permits.

Grading

The applicant is proposing to grade the site from Horseshoe Trail to Hackamore as part of this phase. The engineer's memo notes that Elm Creek Watershed Management Commission approval is required prior to beginning any site activity. Additionally, the grading plans must be approved but the City, the development contract executed and financial guarantees in place.

The grading plan shows a stockpile north of Horseshoe Trail, which is outside the boundaries of the phase 1 plat and phase 1 grading boundaries. This 40,000 cubic yard temporary stockpile is estimated at 20 feet tall. The final stockpile location must be approved by the City Engineer.

Utilities

The City Engineer's memo provides detailed utility comments. This project will extend municipal sewer and water to the site from the Ravinia development to serve this site.

The City ordinance requires developers to stub sanitary sewer, water and streets to the property line, which means development of this infrastructure makes development possible for adjacent properties. The city engineer's memo includes additional requirements that must be addressed.

Transportation

As part of this phase 1 plat, the developer will construct Horseshoe Trail, Tamarack Lane (shown as Tavera Lane), 64th Avenue (shown as Kiara Lane), 65th Avenue (shown as Honeysuckle Lane). The plat must be revised to comply with the street naming policy.

The City will design, bid and manage and the developer will fund the County Road 116 improvements at Horseshoe Trail. This project includes turn lanes. The plans must be updated to show these turn lanes to ensure layout and grading matches.

The developer is proposing a cul de sac on the north and a street with an island on the south portion of this plat. Where islands are proposed, the HOA shall be responsible for maintenance of these landscape islands.

The City Engineer's memo provides more detailed transportation comments. The draft resolution requires compliance with the engineer's memo.

Existing Easements



There is a large electrical Transmission line easement that runs east west through the southern portion of the site where grading is proposed. No home sites are being platted in this area in phase 1. Staff has included a condition that the applicant provide details of this easement and any restrictions to ensure there are no conflicts with the proposed plans.

There is another overhead powerline that extends across Horseshoe trail. Section 945.060, Subd. 1 of the City Code requires all utilities within a project to be located underground and where existing facilities exist they must be moved underground.

New standard drainage and utility easements will be provided with the plat around the perimeter of the lots, over stormwater management ponds and over the wetlands (over the wetland and buffer areas). The engineer's memo notes where revisions are required.

Stormwater

The plans show two stormwater ponds in phase 1 and some temporary basins proposed as part of the phase 1 grading plan. The plan must comply with City, Watershed and State requirements. Additional details are needed from the applicant to ensure compliance with regulations and manage drainage near adjacent properties during construction. Elm Creek Watershed Management Commission must also approve the plans and grant approval prior to beginning work on site.

Wetlands

Wetland permitting is still in process and that could result in changes to the development layout. The applicant is proposing nearly 3 acres of wetland impact on the site and intends to purchase off-site wetland credits to mitigate for the impact.

Section 1050.010 establishes standards for the wetland overlay district. This includes establishment of wetland buffer strips with an average buffer width of 25 feet plus a 15-foot structure setback from the buffer. Wetland buffer signs are required to be installed at each lot line where it crosses a wetland buffer, and where needed to indicate the contour of the buffer, with a maximum spacing of 200 feet of wetland edge. The wetland buffer planting and maintenance plan must be submitted for review and approval by the City. The plans must be revised to show compliance with these requirements.

Natural Resources

The Comprehensive Plan includes a Natural Resource Inventory Areas map (Map 1-7) that shows wetlands and woodland areas and an Ecologically Significant Natural Areas map (Map 1-12) that shows Oak Forest, Maple-basswood forest and lowland hardwood forest scattered throughout the site.

The City does not have a tree preservation ordinance. However, as part of the preliminary approvals, the applicant indicated that preservation of a significant portion of these areas is one of the PUD benefits. The plans showed preservation of 44% of the ecologically significant areas and



70% of the woodland areas outside of those boundaries, resulting in 52% of the woodland areas on site being preserved.

The final PUD plans show 42% preservation of the ecologically significant areas and 70% of the woodland areas outside of the boundaries. Although the applicant's narrative does not provide information about the change, it appears that the additional tree removal is in area 3 where the City required the trail to be moved west from the street to an off-road trail in the wooded area.

The applicant has generally been able to preserve the woodland areas on the perimeter of the site which will provide a buffer to adjacent properties. The plans must be revised to provide tree protection fencing on the grading plans. This fencing must be installed before any site work begins.

The preliminary approvals require submittal of a conservation easement for the tree protection areas. The applicant must submit the conservation easement for review and approval by the City. The HOA is responsible for maintenance of this area and the maintenance plan must be submitted with the HOA documents for City review and approval. This must be recorded before any site work is allowed.

Landscaping

The applicant is required to provide one tree for each dwelling unit. These trees are generally proposed to be evenly spaced in the front yard along the street to create a tree lined street canopy. There are several trees that appear to conflict with the proposed driveways in Block 4 and may require the driveway to be shifted to maintain the street tree spacing. Staff recommends all trees be planted when the street is completed, but these must be planted prior to issuance of a certificate of occupancy for the adjacent home.

A setback reduction from 100 feet to 60 feet is requested as allowed by Section 1060 of the Zoning ordinance, which allows the reduction by right if additional landscaping is required. The ordinance requires 1 overstory deciduous tree, 1 overstory coniferous tree, 2 ornamental trees, and 10 understory shrubs per 100 ft. of the project site where the reduction is requested. The applicant requested and received PUD approval to add additional trees in lieu of shrubs. The plan complies with the PUD approval.

There is a potential for a conflict with the utilities and landscaping along County Road 116. The applicant and staff will need to work to avoid conflicts and the plans will be revised as required.

The irrigation plan includes some potable water and stormwater reuse. The City requires a detailed irrigation operation and maintenance plan for the system as noted in the engineering memo. The irrigation system must have a rain detection device so as to prevent irrigation during rain events.

Lighting

Standard street lighting will be provided by Wright Hennepin Electric. Streetlights are generally located on the sidewalk side of the street but will be coordinated with the City and field located during construction.



Signage

Chapter 84 of the City Code regulates signage. The master plan showed signage in the following locations:

- At the NW corner of Hackamore and County Road 116. This indicated as a Corcoran gateway sign
- One monument sign at the entrance off Hackamore
- Two monument signs at Horseshoe Trail and Street A near the park
- One monument sign at the entrance off County Road 116

The phase one plat includes a new development sign at the southwest corner of Horseshoe Trail and County Road 116. The approvals allow one 32 sq. ft. sign at this location. The sign shown on the landscape plans show a sign that exceeds the allowed amount and must be revised.

The ordinance requires signs to be set back 10 feet from the property line and outside the sight visibility triangle. The applicant must show compliance with these setback requirements when the sign permit is requested.

Parks and Trails

The 2040 Parks and Trails Plan map shows On Road trails on County Road 116, Hackamore Road and Horseshoe Trail (66th Avenue/Gleason Parkway), which can be accommodated in the right-of-way. There is an Off Road trail running north to south in this area and this trail coincides with the regional trail planned by Three Rivers Park District.

The preliminary approvals included a 4.06-acre park and 1.8-miles of trails. Additionally, Outlot K (as noted in the preliminary plat) will be deeded to the City to provide access to the park. This will also preserve options for a future extension of Horseshoe Trail should the properties to the west redevelop in the future. No land dedication is provided with phase 1.

Trails and Sidewalks

A new trail will be constructed on the north side of Horseshoe Trail and a sidewalk on the south side. Sidewalks will be constructed on one side of each of the new streets.

There were a number of revisions required with the preliminary approvals that must be addressed for this phase:

- The sidewalk connection from Horseshoe Trail to Honeysuckle Lane must be revised to meet ADA standards.
- The sidewalk on Street A/Tavera Lane/ Tamarack Lane must be shifted to the east side of the street.
- Rather than the mid-block trail crossing from the outlot to the park, the trail in what was Outlot N in the preliminary approvals should be shifted east north of the wetland to connect at the intersection of Horseshoe Trail and Tamarack Lane.



Trails will be maintained by the City according to City trail policy and sidewalks will be maintained by the HOA or homeowners. The HOA documents will need to clearly define this responsibility.

Park Dedication

The City should accept park dedication in the form of land where shown on the maps. The City may accept cash-in-lieu of land if park dedication requirements are not met by the land dedication.

The plans show a gross land area of 273.57 acres and 192.53 pre-development net acres. The park dedication ordinance requires 15% of the land area (or the market value of that land). In this case, the developer would be required to dedicate:

- 15% of 192.53 acres = 28.88 acres

The park dedication requirements for this plat would be satisfied with a combination of park land dedication (park and trail easement) plus cash-in-lieu of fees. Park dedication will be based on the park dedication fee in place at the time the plat is released for filing.

Park dedication for the 33 lots included in phase 1 shall be cash-in-lieu of land. The current park dedication requirement would be \$152,924 (33 x \$4,628).

Final Plat

The applicant is requesting approval of a final plat for 33 single-family residential home lots and three outlots.

The final plat is consistent with the approved preliminary plat.

Development Phasing

The developer plans to develop this project in eight phases. Timing will be contingent upon extension of public infrastructure and market demand. The phasing plan may be modified at each stage to better correspond with public improvements.



Conclusion

Staff finds that the proposed plan is generally consistent with the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and preliminary PUD approvals. The staff report noted the outstanding issues that must be addressed and staff has included conditions in the attached resolution to address these issues.

6. Recommendation

Move to adopt:

- a. Resolution 2021-22 approving the final PUD development plan and
- b. Resolution 2021-23 approving the final plat and development contract

Attachments

- 1. Resolution 2021-22 approving final PUD development plan
- 2. Resolution 2021-23 approving final plat and development contract
- 3. City engineer's memo dated February 25, 2021
- 4. Development Contract
- 5. Location map
- 6. Applicant's narrative dated December 1, 2020
- 7. Wessel Lot Split Graphic dated December 17, 2020
- 8. Final PUD Development Plans dated January 29, 2021
- 9. Grading Plans dated January 29, 2021
- 10. Landscape Plans dated January 29, 2021
- 11. Final PUD Development Plans and exhibits dated January 29, 2021
- 12. Irrigation plan dated January 29, 2021
- 13. Final Plat Dated January 29, 2021
- 14. Preliminary Plan rendering dated June 6, 2020

RESOLUTION NO. 2021-22

Motion By:
Seconded By:

APPROVING FINAL PLANNED UNIT DEVELOPMENT (PUD) PLAN FOR “TAVERA 1ST ADDITION” FOR LENNAR (PID 35-119-23-41-0002) (CITY FILE NO. 20-042)

WHEREAS, US Home Corporation LLC dba Lennar (“the applicant”) has requested approval of a final PUD (planned unit development) plan for “Tavera 1st Addition” for 33 new residential lots and three outlots on property legally described as:

See Attachment A

WHEREAS, the Planning Commission has reviewed the plan at a public meeting and recommends approval, and;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA, that it should and hereby does approve the request for a final PUD development plan, subject to the following conditions:

1. A final PUD development plan is approved to create 33 lots and three outlots for “Tavera 1st Addition”, in accordance with the plans and application received by the City on November 19 2020 and revision received on December 1, 2020, December 23, 2020, December 30, 2020 and January 6, 2021, except as amended by this resolution.
2. Approval is subject to the preliminary approvals (Resolutions 2020-50 and 2020-51).
3. The applicant shall comply with all requirements of the City Engineer’s memo, dated February 25, 2021.
4. City landscape details must be shown on the plans.
5. Lawn sprinklers/irrigation systems (if provided) shall all have rain sensors to limit unnecessary watering.
6. The irrigation operation and maintenance plan must be approved by the City Engineer.
7. The HOA shall be responsible for maintenance of:
 - a. Landscaping and any irrigation in the cul de sac islands
 - b. Landscaping and any irrigation in the common areas
 - c. Wetland/pond buffer areas
 - d. Sidewalks
 - e. All common areas, including signage, lighting and landscaping in those areas.
8. The following documents must be approved by the City Attorney and recorded at Hennepin County:
 - a. Stormwater Maintenance Agreement
 - b. Temporary Turnaround Easements

RESOLUTION NO. 2021-22

- c. Maintenance and Encroachment agreements for landscaping in the public right-of-way.
- d. Conservation easement over tree preservation areas.
- e. Homeowners Association documents.

9. PUD flexibility is granted to establish the following lot standards for this development:

	75-foot lots (58 homes)	65-foot lots (165 homes)	55-foot lots (51 homes)
Minimum Lot Area	9,000 sq. ft.	7,800 sq. ft.	6,600 sq. ft.
Minimum lot width	75 feet	65 feet	55 feet
Front, From Major Roadways*	60 feet	60 feet	60 feet
Front, From all other streets	25 feet /20 feet side street	25 feet /20 feet side street	25 feet /20 feet side street
Front Porch (≤ 120 square feet)	15 feet	15 feet	15 feet
Side (living)	7.5 feet	7.5 feet	7.5 feet
Side (garage)**	7.5 feet	7.5 feet	7.5 feet
Rear+	30 feet / 20 feet for deck/patios	30 feet / 20 feet for deck/patios	30 feet / 20 feet for deck/patios
Maximum Principal Building Height	35 feet	35 feet	35 feet

**Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 2030 Roadway Functional Classification map in the 2030 Comprehensive Plan. (reduction from 100 feet to 60 feet per Section 1060.070, Subd.K)*

***Minimum separation between structures on adjacent parcels shall be 15 feet.*

+Homes on Lots 226-228, 375-380 and 490-501 shall be required to meet the 30-foot rear yard setback for structures, including patios and decks.

- 10. All garages must have a minimum 22-foot wide parking area between the garage and right-of-way that does not overlap into sidewalks, drives or streets.
- 11. Mechanical equipment (including air conditioning units) must be located in the side or rear yard.
- 12. Driveways may not encroach in the drainage and utility easements on the side yards
- 13. The following items must be completed and approved by the City prior to release of the final plat:
 - a. The developer must update the lot tabulation to reference product type for each lot.
 - b. The plans show centralized mailbox locations. These mailbox locations shall be approved by the US Postal Service and proof of the approved locations provided to the City.
 - c. Woodland areas shown as preserved on the plans must be protected.
 - i. Tree preservation fencing must be shown on the grading plan.
 - ii. Tree protection fencing must be installed on site prior to beginning work.

RESOLUTION NO. 2021-22

- iii. Tree preservation areas must be protected by a permanent conservation easement.
 - iv. The conservation easement boundary must be shown on the grading plan.
 - v. The applicant must submit a new plan sheet that shows tree preservation and disturbed areas (grading, utilities and landscaping etc.).
- d. The wetland mitigation plan must be approved.
- e. Wetland buffers, setbacks and monuments must be shown grading and site plan sheets.
- f. The wetland buffers monuments are missing in several locations for the Tavera 1st Addition. The plan must be revised to comply with City standards.
- g. Street names on all sheets shall be revised to comply with the City naming policy.
- h. Park Dedication will be satisfied by dedication of neighborhood park land, off road trail and cash-in-lieu of land for this project. Park dedication will be required at each phase. This phase requires the following:
- i. The applicant shall provide a final calculation of the net and gross acreage of project, park and trail easement to staff prior to final plan and final PUD plan submittal.
 - ii. The developer shall construct all trails and sidewalks shown on the plan, except the on-road trails on County Road 101 and Hackamore Road.
 - iii. The developer shall adjust trail and sidewalk alignment and provide connections as recommended by staff in the June 25, 2020 staff report.
 - iv. Park dedication shall be cash-in-lieu for the 33 lots in this phase. Park dedication shall be subject to park dedication fees in place when the final plat is released for recording.
- i. The transmission line easement documents must be submitted to the City for review. The plans must comply with any easement restrictions.
- j. The applicant shall provide copies of the final HOA documents/covenants for City review and approval. These documents must be recorded with the final plat.
- k. The applicant shall provide the approved preliminary and final plan drawings to the City in an electronic (AutoCAD) format.
14. Prior to beginning any site work, the applicant must obtain written approval from all landowner owners in the Phase 1 grading area.
15. The following items must be addressed prior to issuance of building permits:
- a. The applicant shall provide proof of recording the final plat and related documents at Hennepin County.

RESOLUTION NO. 2021-22

- b. The developer shall draft a conservation easement for review and approval by the City.
- c. The conservation easement areas shall be managed by the HOA. A maintenance plan must be submitted for review and approval by the City.
- d. A wetland buffer planting plan and maintenance plan must be submitted for review and approval by the City.
- e. The site plan must show the wetland buffers and setbacks with the house pads.
- f. The single family homes must comply with the standards in Section 1040.040, Subd. 8, except as specifically modified by this resolution.
- g. PUD flexibility is provided to allow the face of the garage to exceed 55% of the building face for the single family homes. In exchange for this flexibility:
 - i. Garage door colors shall be compatible with the building colors.
 - ii. Garage doors shall be architecturally styled (this includes details such as raised panels, accent color, windows, etc.) to match the exterior of the home.
 - iii. The garage must not extend in front of the home (including the front porch) on homes that exceed 55% garage face.
- h. In exchange for the PUD flexibility for the single family homes:
 - i. A color or texture change shall be provided on all sides of the homes such as but not limited to lap siding changes, band boards, board and batten, or shake or scale textures. Variations to exterior siding textures or colors may be horizontal or vertical.
 - ii. A 4" LP trim on all windows on all elevations.
 - iii. Optional window grids or optional shutters on some homes. The developer shall work with staff to better define this application.
- i. Building plans must provide elevations with colors, material details and percentages on the elevations to confirm compliance with ordinance standards.
- j. The City and developer shall develop a palette of approved home plans for Tavera 1st Addition.
- k. Trees should be planted in the right-of-way for the 80-foot and the 60-foot streets (where there is room for the public infrastructure and the trees) but be placed outside of the right-of-way in the 50-foot wide streets.
 - i. Trees must be planted prior to issuance of a certificate of occupancy for the adjacent home.
 - ii. The driveways in Block 4 appear to conflict with the tree location and will need to be shifted to accommodate the street tree.
- l. Signage is approved for the following to allow a 32 sq. ft. project sign at the County Road 116 entrance with this phase.
 - i. The plans must be revised to comply with city standards.

RESOLUTION NO. 2021-22

- ii. Details about materials, lighting and dimensions must be provided.
 - iii. Sign permits will be required prior to construction of any signs.
- m. Section 1050.010 requires a 15-foot structure setback, but allows patios and decks to encroach a maximum of 6 feet into required structure setback.
- n. All permanent wetland buffer monument signs must be erected along the wetland buffer line as required by Section 1050.010, Subd. 7 of the Zoning Ordinance.
- i. Wetland signs shall be purchased from the City.
 - ii. The final locations must be inspected and approved by City staff.
 - iii. Monuments and signs shall be installed prior to approval of the building permit.
- o. The development shall comply with the City's requirements regarding fire access, fire protection and fire flow calculations, the location of fire hydrants, fire department connections and fire lane signage.
- p. Parking shall be permitted on one side of the local streets and shall be signed in accordance with city standards.
- q. All utility facilities shall be located underground.
- r. Barricades and signage indicating future extension shall be installed, consistent with Section 945.010, Subd. 19 of the Subdivision Ordinance.
16. Any request to for the City to inspect the required landscaping in order to reduce financial guarantees must be accompanied by recertification/verification of field inspection by the project Landscape Architect. A letter signed by the project Landscape Architect verifying plantings (including wetland and pond buffers) have been correctly installed in compliance with the plans and specifications will suffice.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-22

Attachment A

All that part of the East Half of the Southeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota lying west of the east 40.00 feet thereof.

EXCEPT: The East 16 rods of the north 20 rods of the south 29.8 rods of the Northeast Quarter of the Southeast Quarter of said Section 35.

AND EXCEPT: The south 1250.00 feet thereof.

Together with:

All that part of the East Half of the Northeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota. EXCEPT the east 40.00 feet thereof.

RESOLUTION NO. 2021-23

Motion By:
Seconded By:

APPROVING FINAL PLAT AND DEVELOPMENT CONTRACT FOR “TAVERA 1ST ADDITION” FOR LENNAR (PID 35-119-23-41-0002) (CITY FILE NO. 20-042)

WHEREAS, US Home Corporation LLC dba Lennar (“the applicant”) has requested approval of a final plat for “Tavera 1st Addition” for 33 new residential lots and three outlots on property legally described as:

See Attachment A

FURTHER, that the development contract for said plat shall be completed by city staff and the Mayor and that the City Administrator be authorized to execute the development contract on behalf of the City; and

NOW, THEREFORE, BE IT RESOLVED that it should and hereby does approve the request for a final plat for Tavera 1st Addition, subject to the following conditions:

1. A final plat is approved to allow the creation of 33 lots and three outlots, in accordance with the plans and application received by the City on November 19 2020 and revision received on December 1, 2020, December 23, 2020, December 30, 2020 and January 6, 2021, except as amended by this resolution.
2. Approval is contingent upon City Council approval of the final PUD development plan and development contract.
3. The development contract must be executed by the developer and the City and must be filed with the final plat.
4. Development is subject to all conditions of the “Tavera” preliminary plat and preliminary PUD approvals.
5. The developer must submit a final plat for each future phase of development. No final approvals are granted at this time for phases of development.
6. Park dedication is based on the development of the entire Bellwether site approved under the preliminary PUD and shall be the equivalent of approximately 5.86 acres. Park dedication in this phase shall be as follows:
 - a. Cash-in-lieu for the 33 single family lots based on the park dedication fee in place at the time the plat is released for filing. Current fee is \$152,924 (33 x \$4,628).
7. The applicant shall comply with all requirements of the City Engineer’s memo, dated February 25, 2021.

RESOLUTION NO. 2021-23

8. Drainage and utility easements must be provided over all wetlands, wetland buffers and ponds.

FURTHER, that the following conditions be met prior to issuance of building permits:

9. All permanent wetland buffer monument signs must be erected along the wetland buffer line as required by Section 1050.010, Subd. 7 of the Zoning Ordinance.
 - a. Wetland signs shall be purchased from the City.
 - b. The final locations must be inspected and approved by City staff.
 - c. Monuments and signs shall be installed prior to approval of the building permit.
10. The applicant must file the final plat at Hennepin County within 2 years of the date of approval or the approval shall expire.
11. The following documents must be approved by the City Attorney and recorded at Hennepin County:
 - a. Stormwater Maintenance Agreement
 - b. Temporary Turnaround Easements
 - c. Maintenance and Encroachment agreements for landscaping in the public right-of-way.
 - d. Homeowners association documents
 - e. Conservation easement for tree preservation
12. Record the approving resolutions and associated documents at Hennepin County and provide proof of recording to the City.
13. The applicant shall provide proof of recording the final plat and related documents at Hennepin County.
14. The applicant shall provide the approved preliminary and final plat drawings to the City in an electronic (AutoCAD) format.

FURTHER, that the following conditions be met prior to release of remaining escrow:

15. Lot corner monuments shall be installed as required by the Subdivision Ordinance. A financial guarantee shall be required to ensure installation per city requirements.

RESOLUTION NO. 2021-23

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Thomas, Manoj
- Nichols, Jeremy
- Schultz, Alan

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-23

Attachment A

All that part of the East Half of the Southeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota lying west of the east 40.00 feet thereof.

EXCEPT: The East 16 rods of the north 20 rods of the south 29.8 rods of the Northeast Quarter of the Southeast Quarter of said Section 35.

AND EXCEPT: The south 1250.00 feet thereof.

Together with:

All that part of the East Half of the Northeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota. EXCEPT the east 40.00 feet thereof.

To:	Kevin Mattson, PE, PW Director	From:	Kent Torve, City Engineer Steve Hegland, PE Todd Shoemaker, PE
File:	B002294-20-500	Date:	February 25, 2021

Reference: Tavera – Plan Review Comments

Draft for DRC

Exhibits:

This Memorandum is based on a review of the following documents (1/29/21) by Pioneer Engineering:

- Tavera Phase I Grading Plan,
- Tavera PUD & Master Utility Plan Set,
- Tavera Phase I Utility Plan,
- Tavera 1st Addition, (no date), and
- Tavera Phase 1 Storm Water Management Plan.

General:

1. A written response shall be provided for each of the following comments.
2. In addition to engineering related comments per these plans, the proposed plans are subject to additional planning, zoning, land-use, and other applicable codes of the City of Corcoran.
3. Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.

Plat:

1. Provide easement for sidewalk north of Honeysuckle Lane cul-de-sac to Horseshoe Trail.
2. Additional Drainage and Utility (D&U) Easement shall be provided over Lots 10 and 11, Block 4 for the sanitary sewer and watermain.
3. Easements shall be provided over all public utilities such that they provide sufficient access for the City to access, repair and maintain all infrastructure.
4. Separate easements for trail purposes shall be provided when the trail or sidewalk is outside of the ROW.
5. Label the HWL of wetlands to ensure that D&U easements fully cover the surface.

February 25, 2021

Kevin Mattson, City of Corcoran

Page 2 of 11

Reference: Tavera – Plan Review Comments

Transportation:

1. The turn lanes for County Road County Road 116 into the site should be shown on the plans to ensure the layout and grading matches the proposed. Drawing files can be provided by City.
2. All 28' roads shall be signed "No Parking" on one side of the roadway with No Parking signs also required within all cul-de-sacs. Final sign location to be coordinated with City.
3. Radii within development to be 30' off Horseshoe Trail and 25' on all internal streets. See City detail STR-8. Verify all radii are to back of curb.
4. Verify/modify that all streets are designed with 2.5% crown. Road profile at Tavera Drive and Horseshoe Trail indicates roads were designed with 2% crown.
5. Revise the intersection of Horseshoe Trail and Tavera Drive to make Tavera Drive be the primary roadway crown.

Site Plans:

1. The existing and proposed drainage and utility easements shown shall be clearly labeled on all plan drawings. The wetland buffers shall also be clearly identified and labeled.
2. Street lighting locations shall be reviewed by Public Safety and final lighting locations shall be determined by City.
 - Place streetlight at intersection of Horseshoe Trail and County Road 116.
3. At the time of future street and utility connections to the property boundaries, ghost platting may be necessary to ensure connection locations are appropriate.

Watermain/Sanitary Sewer

1. In the Master PUD plans, several 8" sewer runs are identified at less than 0.4% (minimum) slope, notably at MH1101 and MH 1102. These shall be adjusted.
2. The applicant shall show a cross connection of the watermain into City of Medina at Medina Lake Road.
3. Water stubs to east and west on Hackamore Road are shown within the roadway. The actual stubs shall be shifted outside the roadway and the city will review and adjust final stub locations.
4. Plan and profiles for all utilities shall be provided.
5. Hydrant spacing to be reviewed by Public Safety.

February 25, 2021

Kevin Mattson, City of Corcoran

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Reference: Tavera – Plan Review Comments

6. Valve locations to be further reviewed. Generally, valves shall be located at all intersection and number required are 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.
 - Relocate valve at intersection of Tavera Drive and Horseshoe Trail to south end radius on Tavera Drive.
7. Show storm sewer STMH-3007 to CB-3041B on profile. Lower and insulate water services as needed.
8. Hydrant located at station 5+87.5 on Horseshoe Trail to be relocated west of watermain lowering to avoid hydrant riser.
9. Removal and replacement of watermain connection on Horseshoe Trail does not appear to be necessary and adds additional fittings. Connect to the existing watermain or provide additional justification for need to replace watermain.
10. Sanitary sewer station 18+50 to 19+50 to be insulated with minimum 4" insulation
11. Sanitary Sewer from MH-1002 to MH-1003 should be placed at a minimum slope per the 10 States Standards Guidance
12. All sanitary sewer services shall comply with sanitary sewer detail SAN-6. Sanitary services shall be PVC Schedule 40. Revise notes accordingly. Contact Sam.Butler@wenck.com.
13. The City has used PVC pipe for directional drilling including the recently completed SE Corcoran 2020 Trunk Watermain project that extended watermain to Tavera. The plans show directional drilling is identified as HDPE but City may be require PVC.
14. A water stub should be extended through the future park (Outlot C) for future looping of Elm St. The stub should be left at the northern property line between 6511 Elm St and 6510 Elm St.

Wetlands and Permits

1. Wetland permitting is in process, therefore the potential exists that wetland impacts could result in the loss of lots or modifications of the development layout.
 - If offsite impacts are necessary, the applicant shall ensure adjacent property owners have agreed to all impacts or shall work with the City to ensure all impacts are agreed to prior to permitting.
2. Show updated wetland buffer signs on overall grading plans.
3. The City shall receive any/all communication with the DNR on the permitting and impacts to the Wetland in Outlot V.

February 25, 2021

Kevin Mattson, City of Corcoran

Page 4 of 11

Reference: Tavera – Plan Review Comments

Grading and Stormsewer

1. All pedestrian ramps shall be ADA compliant and detailed designs shall be provided for all landings showing elevations in compliance with those requirements. Cross slopes were provided in the gutter line but the applicant should provide additional spot elevations along sidewalk to confirm ADA compliance
2. The sidewalk connection between Honeysuckle Lane and Horseshoe Trail should be adjusted to be less than a 5% slope for ADA compliance.
3. Sumps will be required in the last accessible structure prior to stormwater basins and all storm structures with vertical drops of 18" or greater.
 - There are several structures within the 1st Addition which will require sumps.
4. Label the EOFs where water will be collected including low areas in roadways and greenspaces.
5. All drainage swales shall maintain a minimum of 2% slope and all side slopes should be 4:1 or flatter unless approved by the City.
6. All walls higher than 4' shall be designed by a certified engineer and the design and certification of those walls shall be provided to the City.
7. Drantile west of CBMH-4001 and CBMH-4002 to tie into CB-3504 and CBMH-3503.
8. A significant amount of runoff is routed to the inlets behind Lots 150 and 151. Label the HWL in this area and show the extents of the ponding.
9. A review of separation requirements was completed, however adjustments to the grading and storm sewer system may be required based on further review.
10. Revise the overland and culvert EOF elevations such that the elevations are one foot above basin and wetland HWLs. Additionally, there should be no backflow through an EOF. Revise SWMM model accordingly.
11. Raise top of berm elevations to be a minimum of 1-foot above the EOF for the following basins:
 - 100P, 150P, 180P, and 400P
12. Revise CBMH 3041 and 3042 catchments (or add inlets) to reduce inlet flows to below 2.5 CFS. The inlet flow is 3.91 to CBMH 3041 and 3.59 CFS to CBMH 3042 as currently designed.
13. Revise Time of Concentration (Tc) values in the storm sewer design calculations to match the values provided in the Tc column of Table 4.6. Resubmit storm sewer design calculations.

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Reference: Tavera – Plan Review Comments

14. Label the NWL (to one hundredth of a foot) of all wetlands and basins on Utility Master Plan. The NWL elevation should match the starting water elevation in SWMM which is calculated as the node invert plus the initial depth. The outlet elevations do not always correspond to the NWL.
15. Revise the wetlands and basins outlet elevation labels on Utility Master Plan to match the invert elevations shown on Utility Master Plan. There are several Wetlands and Basins with outlet elevation labels that do not match the elevation of the designed or existing outlet. Two examples are Wetland L and Wetland P.
16. Show Wetland E EOF on Utility and Grading Plan.
17. Show and label outlet(s) for Wetland F on Utility and Grading Plan. Elevations shown on Grading Plan do not correspond with elevations modeled in SWMM. Grade a contour of 1001.0 along east edge of Wetland G to ensure use of the EOF at 1000.5.
18. Basin 300P shows a NWL elevation (974.5') line on the grading plan. Update this line location to be the low outlet elevation (975.75').
19. Provide the following elevations on Sheet 6.01, Storm Sewer Construction Master Plan:
 - STMH 12 S Pipe Invert
 - CBMH-3098 NW Pipe Invert
 - Wetland 21 Outlet Invert and Size
 - STMH_L2 W Pipe Invert
 - Overland EOF from Wetland K to Wetland M (Show on Plans)
 - Overland EOF inverts and dimensions from Wetland Q to Wetland P (Show on Plans)
 - Overland EOF inverts and dimensions from Wetland P to Wetland N (Show on Plans)
 - STMH-N4 SW Pipe Invert
20. Provide structure details for OCS O, L, K, 1022 and STMH-12.
21. Clarify proposed pipes connecting to and from STMH-12.
 - Model indicates a 30" to a 42" arch to STMH-12 to a 48" RCP pipe.
 - Utility plan indicates 30" to a 42" arch (material not specified) to STMH-12 to a 45" CMP. The change/upgrade from CMP to RCP is not proposed on the plan and 45" CMP is an atypical of pipe size.

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Reference: Tavera – Plan Review Comments

22. A temporary stormwater plan is identified to show the interim conditions for the site once grading is completed. Elevations should be added along with a typical cross section for all temporary ditches.
23. Trails should be located 1' above HWL or adjacent ponds or wetlands. This includes specifically trail in backyard of Lots 212-217.
24. Flared end sections should not discharge across filter benches.

End of Comments

Attachment A

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Kevin Mattson, City of Corcoran

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Reference: Tavera – Plan Review Comments

To:	Kevin Mattson, City of Corcoran	From:	Kent Torve, City Engineer Todd Shoemaker, PE Alec Dix
Project:	Tavera Grading and Stormwater Review	Date:	February 22, 2021

Introduction

This attachment was created as standalone stormwater modeling/grading memorandum as supplement to Plan Review memo.

General

1. The City of Corcoran Stormwater Guidelines for Development Review were referenced for basic framework of stormwater management.
2. A stormwater network is provided with the overall PUD plans for the northern portion of the project, however overall grading and stormwater management plans were not provided.
 - a. Prior to performing any work in this area, a complete grading and stormwater management plan shall be approved by the City for review.
 - b. During the review of those plans, additional modifications to the infrastructure system including water main, sanitary sewer, storm sewer, street system and ponding may be required. This may result in impacting lot counts or layouts within this area or may result in modifications to the infrastructure system. The developer shall be responsible for all future adjustments in this area that result from future review.
3. The applicant should be aware that several of the homes do not meet Elm Creek WMO freeboard requirements. The low floor elevations of the following lots are less than 2' above the corresponding basin or wetland HWL.
 - Lots 1-3 and 5-7, Block 4 and Basin 300P HWL;
 - Lot 234, Block 3 and Wetland O HWL.
 - Lot 207, Block 3 and Wetland M HWL.
 - Lot 215, Block 3 and Wetland P HWL.
4. The FEMA process will be followed for modifying the floodplain within the property boundaries. Generally, this involves a Letter of Map Revision (LOMR) process and final documentation after all structures are built.

Reference: Tavera – Plan Review Comments

- a. LOMR-F (Fill) permitting can be executed prior to the full map revision, so the individual houses are not temporarily identified as in the floodplain for mortgage/insurance companies. However, this permitting is based on a robust and detailed model to set the 100-year floodplain.
 - b. The City has attached the Ravinia development model to the Tavera model to create a baseline for existing conditions. The 100-year elevations for existing conditions are;
 - 973.4 for Wetland Z (east side of CR 116)
 - 973.4 for Wetland E (west side of CR 116, north of Phase 1)
 - 978.0 for Wetland L (west side of CR 116, within Phase 1)
 - c. Development model and plans need more refinement before proposed conditions 100-year elevation is known.
5. Stormwater Improvements to accommodate full Hackamore Lane improvements shall be incorporated into the stormwater management plan.

Irrigation and Water Quality

1. A detailed irrigation operation and maintenance plan is required. Metering is required and City will identify the types of meters and data recorders.
2. Additional City coordination is necessary for irrigation in City ROW, trails easements, parks, etc. Provide a figure and short summary of the WMO submittal for City Public Works and staff review.
3. The design incorporates removal of 2.1 lb/yr total phosphorus from the 66th Ave N. Project (east of CSAH 116). The pending 66th Ave N. reconstruction was also a developer project and saves costs to provide the required treatment within the Tavera development. Overall water quality management approval is performed by the WMO.

Modeling

1. Verify the 2-, 10-, and 100-year peak discharges rates to the Wetland E Outlet. It appears to be an anomaly that there is no increase in peak discharge between existing and proposed conditions for the 50-year and 100-year event and yet both of these event flows are less than the 10-year peak discharge.
2. Justify sheet flow lengths more than 100 feet in the following subcatchments; otherwise, the maximum sheet flow length is 100' due to the tendency for flow to channelize beyond 100'. The list includes:
 - CB-1092, CB-1105, CB-1212, CB-1213, CB-1263, CB-1264, CB-1288, CB-3041, CB-3042, and Wetland I
3. Clarify the discrepancy for the proposed increase in impervious surface. Table 4.5 has an increase of 46 acres from existing to proposed conditions. However, Section 4.2.3 states 65.6 acres of new impervious.

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Reference: Tavera – Plan Review Comments

4. Revise the composite CN and total area for subcatchment CB-1022 listed in Table 4.6 of the Drainage Report. Both values are listed as 0.
5. Revise the SWMP such that the proposed HWL is equal to or less than the existing HWL for the following wetlands. These wetlands are partially located offsite and are not allowed to have an increase in HWL.
 - G (1001.94 E, 1002.14 P) and F (1001.94 E, 1002.15 P)
6. The EOF for Wetland E is modeled as a weir across County Road No. 116 and should be modified to channel flow.
7. The EOF/outlet for Wetland F is modeled as a trapezoidal channel in SWMM; however, this is not represented on the plans.
8. Revise proposed grading between Wetland G and Tavera Drive or revise how the outlet of Wetland G is modeled in SWMM. The HWL of Wetland G overtops Tavera drive along the 1000 elevation contour spanning the length of the wetland/road boundary. The 1000.5' EOF shown on plans therefore serves no purpose because it is higher than the adjacent grade. A few options include:
 - a. Revise model to include a 210-foot long weir at elevation 1000 per grading plan, or
 - b. If SWMM model isn't modified, revise grading plan to include spot elevations at 1001 along east edge of Wetland G to ensure use of the EOF at elevation 1000.5.
9. Revise the NWL elevations listed in Table 4.9 of the SWMP to the low outlet elevation of 976.00' for the reuse basins.
10. Remove one overland EOF between Wetland I and Wetland L1. The EOF is modeled twice in SWMM. Once under Link 373 and once under Link 228.
11. Clarify the flow direction through the EOF culvert between Wetland L1 and Wetland I.
 - a. It appears the EOF culvert for Wetland L1 also functions as a standard outlet for Wetland I, however a standard outlet cannot also be utilized as an EOF.
 - b. Clarify flow on the plan sets, since the SWMM model routes flow from Wetland L1 to Wetland I but Master Utility Plan routes flow from Wetland I to Wetland L1.
12. Verify Wetland N and P stage-storage curves, particularly the modeled area at elevation 984' and above. Wetland N appears to have additional storage in the model when compared to the contours of the Grading Plan. Submit documentation.
13. Verify proposed Wetland F and G stage-storage curves modeled in SWMM. The proposed total storage for Wetland F and G in SWMM model significantly exceeds the existing storage even though the wetlands fall outside grading limits. The proposed SWMM model separates Wetland F in the existing model into Wetland F and G.

Reference: Tavera – Plan Review Comments

14. Revise the following stormwater conveyance structures in SWMM or Phase 1 Utility Plans to be consistent:

- Link 238 (D/S)
- Link 238 (D/S)
- Link 238 (Pipe Size)
- Link 37 (EOF)
- Link 391 (U/S, D/S)
- Link 247 (EOF Width)
- 300P Weir Invert
- Basin 300P Overland EOF
- Wetland G (EOF)
- Link 231 (EOF)
- P3099 (D/S)
- Link 373 (Crest)
- Link 249
- Link 33 (weir and channel)
- Link 39 (Weir and channel)
- Link 38 (Weir and channel)
- Link 317 (EOF Weir)
- Link 224 (D/S)
- Link 376 (orifice (NWL))
- Link 226 (EOF Weir)
- Link 227 (EOF Weir)
- Link 379 (orifice (NWL))
- Link 400 (Overland EOF)
- Link 401 (Weir Crest)
- Link 390 (D/S)
- Link 13 (Weir)
- Link 36 (U/S, D/S)

15. Revise Node 6700 Olde Sturbridge starting elevation. Node 6700 Olde Sturbridge in the existing model has a starting elevation 968.06. Wetland Z is at 967.08 and Link90 is a reverse pipe from 968.81 to 969.08.

(reserved for recording information)

DEVELOPMENT CONTRACT

(Developer Installed Improvements)

TAVERA 1ST ADDITION

CONTRACT dated _____, 2021, by and between the **CITY OF CORCORAN**, a Minnesota municipal corporation (“City”), and **U.S. HOME CORPORATION (DBA LENNAR)** (the “Developer”).

- 1. REQUEST FOR PLAT APPROVAL.** The Developer has asked the City to approve a plat for Tavera 1st Addition (referred to in this Contract as the "plat"). The land is situated in the County of Hennepin, State of Minnesota, and is legally described in Exhibit A.
- 2. CONDITIONS OF PLAT APPROVAL.** The Developer shall enter into this Contract, furnish the security required by it, and record the plat upon City approval with the County Recorder or Registrar of Titles.
- 3. RIGHT TO PROCEED.** Unless separate written approval has been given by the City, within the plat or land to be platted, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this agreement has been fully executed by both parties and filed with the City Clerk, 2) the necessary security has been received by the City, 3) the plat, development contract and other associated documents have been recorded with the Hennepin County Recorder's Office and proof of recording has been provided to the City, and 4) the City has issued written notice that all conditions have been satisfied and that the Developer may proceed. However, the Developer may be allowed to begin grading the site when items 1, 2 and 4 of the previous sentence have been satisfied.
- 4. PHASED DEVELOPMENT.** If the plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has failed to fulfill all obligations in this Contract and the failure has not been remedied. Development of subsequent phases may not proceed until Development Contracts for such phases are approved by the City. Park charges and area charges for sewer and water referred to in this Contract are not being imposed on outlots, if any, in the plat that are designated in an approved preliminary plat for future subdivision into lots and blocks. Such charges will be calculated and imposed when the outlots are final platted into lots and blocks.

5. **PRELIMINARY PLAT STATUS.** If the plat is a phase of a multi-phased preliminary plat, the preliminary plat approval for all phases not final platted shall lapse and be void unless final platted into lots and blocks, not outlots, within two (2) years after preliminary plat approval.
6. **CHANGES IN OFFICIAL CONTROLS.** For two (2) years from the date of this Contract, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved final plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Contract to the contrary, to the full extent permitted by state law, the City may require compliance with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Contract.
7. **DEVELOPMENT PLANS.** The plat shall be developed in accordance with the following plans. The plans shall not be attached to this Contract. If the plans vary from the written terms of this Contract, the written terms shall control. The plans are:
- Exhibit A – Legal Description
 - Plan A – Final Plat, dated December 30, 2021
 - Plan B – Final Grading, Drainage, and Erosion Control Plan, received January 29, 2021
 - Plan C – Final Tree Preservation and Reforestation Plan, dated January 29, 2021
 - Plan D – Plans and Specifications for Public Improvements, dated January 6, 2021
 - Plan F – Final Landscape Plan, dated January 29, 2020
 - Plan G – Final Utility and Street Construction Plan, dated January 29, 2021
 - Plan H – Final PUD and Master Utility Plan, dated January 29, 2021
 - Plan I – Revised Preliminary Plat, dated _____
 - Plan J – Phasing Plan, dated xx
8. **IMPROVEMENTS.** The Developer shall install and pay for all of the following improvements:
- Streets
 - Sanitary Sewer
 - Watermain
 - Surface Water Facilities (pipe, ponds, rain gardens, etc.)
 - Grading and Erosion Control
 - Sidewalks/Trails
 - Street Lighting
 - Underground Utilities
 - Street Signs and Traffic Control Signs
 - Landscaping Required by Section 1060 of the Zoning Ordinance
 - Tree Preservation
 - Wetland Mitigation and Buffers
 - Monuments Required by Minnesota Statutes
 - Miscellaneous Facilities

The Developer shall submit plans and specifications which have been prepared by a competent registered professional engineer to the City for approval by the city engineer or designee. The Developer shall instruct its engineer to provide full-time field inspection personnel in order for the

Developer's engineer to be able to certify that the construction work meets the approved City standards as a condition of City acceptance. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer and/or the Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or his or her engineer shall schedule a pre-construction meeting at a mutually agreeable time at City Hall with all parties concerned, including the City staff, to review the program for the construction work.

All labor and work shall be done and performed in the best and most workmanlike manner and in strict conformance with the approved plans and specifications. No deviations from the approved plans and specifications will be permitted unless approved in writing by the city engineer or designee. The Developer agrees to furnish to the City a list of contractors being considered for retention by the Developer for the performance of the work required by the contract. The Developer shall not do any work or furnish any materials not covered by the plans and specifications and special conditions of this contract, for which reimbursement is expected from the City, unless such work is first approved in writing by the city engineer or designee.

The Developer shall be responsible for construction of all improvements in conformance with the approved plans and specs.

9. OFF-SITE PUBLIC IMPROVEMENTS. The City intends to make improvements to County Road 116 at the intersection of the future Horseshoe Trail providing access to the site, improve Hackamore Road, improve existing Horseshoe Trail and Old Settlers Road, extend municipal sanitary sewer to the site and complete stormwater improvements. The public improvements are more fully detailed in the Feasibility Study dated November 21, 2019, prepared by Wenck Associates, Inc. the developer agrees to fund off-site improvements as noted in this agreement.

a. The City shall design, bid and manage the projects and the developer shall pay for the following improvement, which shall be paid at the time the final plat for the 1st Addition is released for recording unless otherwise noted:

- The developer shall provide a financial guarantee to the City for the cost of the County Road 116 and Horseshoe Trail intersection improvements (estimated at \$430,000). The development contract will include \$380,000 in the letter of credit and a cash escrow of \$50,000. When the City bids the project, the City will reduce the letter of credit by \$380,000 and require the developer to provide cash escrow based on the final bid amount.
- The developer shall provide a financial guarantee to the City for the cost of the Sanitary Sewer trunk extension improvements (estimated at \$1,100,000). The development contract will include \$1,050,000 in the letter of credit and a cash escrow of \$50,000. When the City bids the project, the City will reduce the letter of credit by \$1,050,000 and require the developer to provide cash escrow based on the final bid amount.
- The developer shall provide a financial guarantee to the City for the cost of the Water Quality project (estimated at \$100,000). The development contract will include \$100,000 in the letter of credit. When the City bids the project, the City will reduce the letter of credit by

\$100,000 and require the developer to provide cash escrow based on the final bid amount. Should the City enact a stormwater utility structure and accompanying fees, future phases will pay the current fee and the \$100,000 fee will be credited for phases already platted.

-

The following improvements will be funded by the developer with future phases as noted below:

- The City believes that a traffic signal will be required at County Road 116 and Horseshoe Trail. The developer shall be responsible for half of the cost of this signal. The City estimates that the signal will be required when 75% of the lots are platted.
- The developer shall provide a financial guarantee to the City for the cost of the Hackamore Road improvements, including County Road 116 intersection improvements and improvements at the Tavera entrance (estimated at \$2,350,000). The development contract will include \$2,350,000 in the letter of credit. When the City bids the project, the City will reduce the letter of credit by \$2,350,000 and require the developer to provide cash escrow based on the final bid amount. If the City of Medina or Hennepin County financially participates in the project, the financial guarantee from the developer would be offset by these other funds. The financial guarantee shall be provided when 50% of the lots south of Horseshoe Trail are platted or the Hackamore Road connection is made, whichever occurs first.
- The developer shall provide a financial guarantee to the City for the cost to shape and pave Old Settlers Road and Horseshoe Trail (estimated at \$375,000). The development contract will include \$375,000 in the letter of credit. When the City bids the project, the City will reduce the letter of credit by \$375,000 and require the developer to provide cash escrow based on the final bid amount. The financial guarantee shall be provided when 75% of the lots north of Horseshoe Trail are platted or the Horseshoe Trail connection is made, whichever occurs first.
- The developer shall provide a financial guarantee for the Horseshoe Trail west watermain loop (estimated at \$225,000). The development contract will include \$225,000 in the letter of credit. When the City bids the project, the City will reduce the letter of credit by \$225,000 and require the developer to provide cash escrow based on the final bid amount. The financial guarantee shall be provided when 75% of the lots north of Horseshoe Trail are platted or the Horseshoe Trail connection is made, whichever occurs first. The final route shall be determined by the City.
 - The current plan (Plan G) eliminates the need for watermain looping along Hackamore Road as originally anticipated in the EAW/feasibility study.
- The developer shall provide a financial guarantee to the City for the cost of the FEMA Map Amendment for the northeast part of the site (estimated at \$25,000). The development contract will include \$25,000 in the letter of credit. When 100% of the lots south of Horseshoe Trail are platted, the City will reduce the letter of credit by \$25,000 and require the developer to provide cash escrow based on the updated engineering estimate for the FEMA process and due with the final plat for that phase.

- The developer shall provide a financial guarantee to the City for the cost of the FEMA Map Amendment for the northwest part of the site (estimated at \$25,000). The development contract will include \$25,000 in the letter of credit. When 100% of the lots north of Horseshoe Trail are platted, the City will reduce the letter of credit by \$25,000 and require the developer to provide cash escrow based on the updated engineering estimate for the FEMA process and due with the final plat for that phase.
- b. The developer agrees to pay the City the cost of these improvements as outlined above. The City will notify the developer of required reimbursement under this paragraph for design and construction of such improvements. The costs to be reimbursed include the actual cost to the City for construction of the improvements plus the allocation of the engineering, legal, administrative and other similar costs of the project based on the relative construction costs of the improvements. The developer reserves the right to be refunded for any unused portion of the estimated cost versus the actual cost of each improvement.
- 10. CONTRACTORS/SUBCONTRACTORS.** City Council members, City employees, and City Planning Commission members, and corporations, partnerships, and other entities in which such individuals have greater than a 25% ownership interest or in which they are an officer or director may not act as contractors or subcontractors for the public improvements identified in Paragraph 8 above.
- 11. PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, including but not limited to:
- *Hennepin County for County Road Access and Work in County Rights-of-Way*
 - *Minnesota Department of Health for Watermains/Wells*
 - *NPDES Permits*
 - *MPCA for Sanitary Sewer and Hazardous Material Removal and Disposal*
 - *Hennepin County for Septic System Permits and/or Abandonment*
 - *DNR for Dewatering and Work in Protected Waters*
 - *City of Corcoran for Building Permits and Building Demolition*
 - *Watershed Permits*
- 12. TIME OF PERFORMANCE.** The Developer shall install all required public improvements in this phase by October 31, 2022, with the exception of the final wear course of asphalt on streets. The City will not accept new public streets in Phase I until 80% of the homes in Phase I have received a certificate of occupancy and the streets have weathered a full winter season. Final wear course placement outside of this time frame must have the written approval of the City Engineer. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date.
- 13. LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the plat to perform all work and inspections deemed appropriate by the City in conjunction with plat development.
- 14. CONSTRUCTION ACCESS.** Construction traffic access and egress for grading, public utility construction, and street construction is restricted to access the subdivision via Horseshoe Trail at

County Road 116. The City Engineer may allow access to Hackamore Road for limited access. No construction traffic is permitted on other adjacent local streets.

15. **GRADING PLAN.** The plat shall be graded in accordance with the approved grading drainage and erosion control plan, Plan "B". The plan shall conform to City of Corcoran Engineering Design Standards.
16. **EROSION CONTROL.** Prior to initiating site grading, the erosion control plan, Plan B, shall be implemented by the Developer and inspected and approved by the City. Erosion control practices must comply with the Minnesota Pollution Control Agency's Best Management Practices. The City may impose additional erosion control requirements if they would be beneficial. All erosion control shall comply with Section 950 (Erosion Control) of the Corcoran City Code and the Corcoran Engineering Design Standards. No development, utility or street construction will be allowed and no building permits will be issued unless the plat is in full compliance with the approved erosion control plan.
17. **STREET MAINTENANCE DURING CONSTRUCTION.** The Developer shall be responsible for all street maintenance until the streets are accepted by the City. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on the same and to direct attention to detours. If and when streets become impassable, such streets shall be barricaded and closed. In the event residences are occupied prior to completing streets, the Developer shall maintain a smooth surface and provide proper surface drainage to ensure that the streets are passable to traffic and emergency vehicles. The Developer shall be responsible for keeping streets within and without the subdivision swept clean of dirt and debris that may spill, track, or wash onto the street from Developer's operation.
18. **OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Contract and acceptance of the work by the City, the improvements lying within public easements or right-of-way shall become City property. Prior to acceptance of the improvements by the City, the Developer must furnish the following affidavits:
 - Contractor's Certificate
 - Engineer's Certificate
 - Land Surveyor's Certificate
19. **PARK DEDICATION.** The Developer shall dedicate to the City the park as shown on the preliminary plat. The Developer shall also dedicate to the City the trail easements identified on the preliminary plat, except as modified by the approving resolutions and construct all trails as shown on the plans. The developer shall construct the bituminous trails in the subdivision and shall work with the city on the final location within the public park. No credit shall be given for trail construction. Credit shall be given for the net area of the park land and trail easement area. The remainder of the required park dedication shall be satisfied with cash-in-lieu of land. Park dedication shall be obtained based on the phase being platted.

The is no land dedication or trail easement proposed in this phase. Prior to release of the final plat, the Developer shall satisfy the park dedication requirements by a cash contribution of \$152,924.00

(33 lots x \$4,628.00). The charge was calculated in accordance with Section 955 of the City's Subdivision Ordinance.

20. WATERMAIN / STORAGE TRUNK LINE AREA CHARGE (TLAC). This plat is subject to a watermain/storage trunk line area charge (TLAC). The charge is calculated as follows: 13.48 net acres (based on pre-developable area) \$7,475.00 per acre = **\$100,763.00**. Future phases shall be cash with the final plat for each future phase subject to the then-current rates.

21. WATER CONNECTION CHARGE. This plat is subject to a water connection charge calculated as follows: 33 units x \$1,219.00 per unit = **\$40,227.00**. The fees shall be paid at the time of building permit. Future development shall be cash at the time of issuance of each building permit at the then-current rates.

The developer will be responsible for payment of the then-current water connection charge set by the City of Maple Grove.

22. SANITARY SEWER TRUNK LINE AREA CHARGE (TLAC). This plat is subject to a sanitary sewer trunk line area charge (TLAC). The charge is calculated as follows: The charge is calculated as follows: 13.48 net acres (based on pre-developable area) x \$7,189.00 per acre = **\$96,9007.72**. Future phases shall be cash with the final plat for each future phase subject to the then-current rates.

The developer will also be responsible for payment of the then-current SAC fee set by the Metropolitan Council.

23. SANITARY SEWER CONNECTION CHARGE. This plat is subject to a sanitary sewer connection charge calculated as follows: 33 units x \$1,219.00 per unit = **\$40,227.00**. The fees shall be paid at the time of building permit. Future development shall be cash at the time of issuance of each building permit at the then-current rates.

24. BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.

- A. Curbing, and one lift of asphalt shall be installed on all public and private streets prior to issuance of any certificate of occupancy, except two model homes on lots acceptable to the City Planner may be issued a certificate of occupancy if needed for the Parade of Homes.
- B. The Developer shall comply with the City of Corcoran Engineering Design Standards.
- C. Prior to issuance of building permits, wetland buffer monuments shall be placed in accordance with the City's zoning ordinance. Specifications for the monuments are available from the City Planner.
- D. Failure to fulfill any of the terms of this Contract by the Developer, including nonpayment of billings from the City, shall be grounds for denial of building permits, including lots sold to third parties, and the halting of all work in the plat.
- E. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, their contractors, subcontractors, materialmen, employees, agents, or third parties. No sewer and water

connection permits may be issued until the streets needed for access have been paved with a bituminous surface and the utilities are tested and approved by the City Engineer.

25. **STREET REGULATORY SIGNS/TRAFFIC CONTROL SIGNS.** Street name signs shall be installed by the Developer in accordance with the City of Corcoran Engineering Design Standards.

The Developer shall install traffic control signs in accordance with the plan approved by the City Engineer and Minnesota Manual on Uniform Traffic Control Devices. All signs must be installed prior to final building inspection approval or earlier if necessary as determined by the City Engineer.

26. **STREET LIGHT INSTALLATION AND OPERATION COSTS.** The developer shall pay for and install all street lights. The street light shall be of a design approved by the City. The developer shall be responsible for street light operation and maintenance costs until such time as the City accepts the public street where the streetlights are located. After the acceptance the City shall be responsible for all costs, subject to the street lighting policy. The costs of operation are dependent upon the operation costs for Wright Hennepin Electric under contract franchise with the City of Corcoran.

27. **RESPONSIBILITY FOR COSTS.**

- A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat. The City may require Developer to post funds in an escrow account, at its discretion. In the event the cash escrow amount is insufficient, Developer shall post additional escrow funds as determined by the City Planner within ten (10) days of written demand. Failure to make payment of the additional escrow amount shall permit the City to supplement those amounts from any other sureties posted by Developer.
- B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.
- C. The Developer shall reimburse the City for costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.
- D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this contract. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.
- E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. Bills not paid within thirty (30) days shall accrue interest at the rate of eight percent (8%) per year.

- F. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City water connection charges, City sewer connection charges, and building permit fees.

28. SPECIAL PROVISIONS. The following special provisions shall apply to plat development:

- A. Compliance with the conditions of the original approvals (Resolution 2020-50 and Resolution 2020-51), including the PUD Final Development Plan (Resolution 2021-22) and Final Plat approval (Resolution 2021-23).
- B. Before the City signs the final plat, the Developer shall convey the Park to the City by warranty deed, free and clear of any and all encumbrances. Before the City signs the final plat, the developer shall convey the required trail easements to the City in a form satisfactory to the City
- C. The Developer shall install a temporary turnaround on the *south* end of *Tamarack Lane (shown as Tavera Lane)* until it is extended to the south with the adjacent phase of the *Tavera* development. Before the City signs the final plat, the Developer shall furnish the City an appropriately executed temporary turnaround easement, in recordable form.
- D. The Developer shall post a **\$3,300.00** security for the final placement of interior subdivision iron monuments at property corners. The security was calculated as follows: **33** lots at \$100.00 per lot. The security will be held by the City until the Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a building permit for that lot.
- E. The Developer must obtain a sign permit from the City Building Official prior to installation of any subdivision identification signs.
- F. The Developer shall supply a complete set of the approved construction plans in an AutoCAD electronic file format before the preconstruction conference.
- G. The Developer shall include the "City of Corcoran's Standard Detail Specifications" (all applicable sections) in the contract documents of their improvement project.

29. MISCELLANEOUS.

- A. The Developer may not assign this Contract without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it. Notwithstanding anything herein to the contrary, in conjunction with a sale of the entire land, the Developer may, without the consent of the City, assign this Contract to a limited liability company or other entity in which the Developer or an affiliate thereof has a controlling membership or other controlling ownership interest, provided that such assignee assumes in writing the obligations of Developer under this Contract.
- B. Certain retaining walls will require a Building Permit. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a

structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the Building Official evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans or by special conditions referred to in this Contract shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

- C. Appropriate legal documents including, but not limited to, those regarding Homeowner Association documents, conservation easements, covenants and restrictions, as approved by the City Attorney, shall be filed with the Final Plat.
- D. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$500,000 for one person and \$1,000,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance. The insurance shall be primary and non-contributory as to any policy maintained by the City.
- E. Third parties shall have no recourse against the City under this Contract.
- F. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.
- G. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.
- H. This Contract shall run with the land and may be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that the Developer has fee title to the property being final platted and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interests in the property being final platted; and that the Developer will indemnify and hold the City harmless for failure to fulfill any of the foregoing covenants.
- I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

J. The Developer represents to the City that the plat complies with all city, county, metropolitan, state, and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

30. DEVELOPER'S DEFAULT. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than 48 hours in advance. This contract is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

31. WARRANTY/PERFORMANCE GUARANTEE. The Developer warrants all improvements required to be constructed by it pursuant to this Contract against poor material and faulty workmanship. The Developer shall submit either 1) a warranty/maintenance bond for 100% of the cost of the improvement, or 2) a letter of credit or performance bond for twenty-five percent (25%) of the amount of the original cost of the improvements.

A. The required warranty period for materials and workmanship for the utility contractor installing public sewer and water mains shall be two (2) years from the date of final written City acceptance of the work.

B. The required warranty period for all work relating to street construction, including concrete curb and gutter, sidewalks and trails, materials and equipment shall be subject to one (1) year from the date of final written acceptance, unless the wearing course is placed during the same construction season as the bituminous base course. In those instances, the subdivider shall guarantee all work, including street construction, concrete curb and gutter, sidewalks and trails, material and equipment for a period of two (2) years from the date of final written City acceptance of the work.

C. The required warranty period for sod, trees, and landscaping is one full growing season following installation. Following construction, a certification signed by the design landscape architect shall be filed with the City evidencing that the sod, trees, and landscaping was installed in accordance with the approved plans and specifications.

32. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this contract, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City with a letter of credit, in a form acceptable to the City, from a bank, cash escrow or a combination cash escrow and Letter of Credit ("security") for **\$\$4,867,093.73**, which represents 100 percent of the estimated cost of the Improvements. The letter of credit shall include an automatic renewal clause.

The letter of credit shall guarantee to the City the construction and satisfactory completion of all items to be completed by the developer; that the letter of credit shall be reduced from time to time as work is performed and accepted in a satisfactory manner; that the city engineer may reduce the letter of credit

to the amount reasonably estimated by the City engineer to be necessary to cover the remaining construction obligations; however, the letter of credit shall not be reduced below the amount estimated by the City to cover all obligations of development including payment of costs and expenses incurred by the City for legal, engineering, planning and any other costs until a maintenance bond for period of one year, satisfactory to the city attorney and the city engineer has been provided by the developer or its subcontractor.

The amount of the security was calculated as follows:

ITEM	ESTIMATED COSTS		Private (3)	Total
	City Project No. _____ (1)	Developer Installed (2)		
Street Construction*	\$380,000.00	\$731,469.30		\$1,111,469.30
Sanitary Sewer System	\$1,050,000.00	\$203,577.60		\$1,253,577.60
Watermain System		\$203,093.60		\$203,093.60
Storm Sewer System	\$100,000.00	\$488,831.40		\$588,831.40
Boulevard and Drainage Swale Sod		\$0		\$0.00
Pond Construction		\$0		\$0.00
Rain Garden		\$0		\$0.00
Street and Traffic Control Signs		\$0		\$0.00
Sidewalk Improvements		\$0		\$0.00
Trail Improvements		\$0		\$0.00
Landscaping		\$30,000.00		\$30,000.00
Street Lighting		\$0		\$0.00
Site Grading & Drainage Imp.**		\$1,432,929.70		\$1,432,929.70
Setting Iron Monuments		\$0		\$0.00
Tree Preservation and Reforestation		\$0		\$0.00
Wetland Buffer Monuments*		\$0		\$0.00
SUB-TOTAL:	\$1,530,000.00	\$3,089,901.60		\$4,619,901.60
Design, Admin, Insp, As-Built (8%)		\$247,192.00		\$247,192.13
Total:	\$1,530,000.00	\$3,337,093.73		\$4,867,093.73
Total Project Cost	\$4,867,093.73			

- (1) Public Improvement/City Project. City to own and maintain after development complete.
- (2) Developer Installed Public Improvements. City to own and maintain after development complete.
- (3) Private - Property owner and/or property owners' association to maintain after development completed.

*Street Construction includes costs for wetland signs, sidewalk and trail improvements

**Note: If a grading permit was issued and the financial guarantee released and/or expired, these monies may be used for the required maintenance of the erosion and sediment control plan.

33. This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the approval of the City Administrator. The City may draw down the security,

without notice, for any violation of the terms of this contract or if the security is allowed to lapse prior to the end of the required term. If the required public improvements are not completed at least 30 days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the city engineer or designee that work has been completed and financial obligations to the City have been satisfied, with city engineer or designee approval the security may be reduced from time to time by 75% of the financial obligations that have been satisfied. Twenty-five percent (25%) of the amounts certified by the Developer's engineer shall be retained as security until: (1) all improvements have been completed; (2) iron monuments for lot corners have been installed; (3) all financial obligations to the City satisfied; (4) the required "record" plans have been received by the City; (5) a warranty security is provided; and (6) the public improvements are accepted by the City.

34. SUMMARY OF CASH REQUIREMENTS. The following is a summary of the cash requirements under this Contract which must be furnished to the City at the time of final plat approval:

Water Supply Trunk line area charge (TLAC)	\$	<i>\$100,763.00</i>
Sanitary Sewer Trunk line area charge (TLAC)		<i>\$96,9007.72</i>
Park Dedication		<i>\$152,924.00</i>
Engineering Design Escrow for CR 116		<i>\$50,000.00</i>
Engineering Design Escrow for Sanitary Sewer		<i>\$50,000.00</i>
Engineering Escrow		<i>\$50,000.00</i>
Wessel Assessment		<i>\$38,958.02</i>
TOTAL CASH REQUIREMENTS LEVIED:	\$	<i>\$1,411,652.74</i>

35. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address:

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Corcoran City Hall, 8200 County Road 116, Corcoran, MN 55340.

The Developer shall notify the City within five (5) days of change of address.

CITY OF CORCORAN:

BY: _____
Tom McKee, Mayor

(SEAL)

AND _____
Brad Martens, City Administrator

STATE OF MINNESOTA)
(ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Tom McKee and by Brad Martens, the mayor and city administrator of the City of Corcoran, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

DEVELOPER:

By: _____

Its: _____

STATE OF MINNESOTA)
(ss.
COUNTY OF HENNEPIN)

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

NOTARY PUBLIC

DRAFTED BY: CITY OF CORCORAN
8200 County Road 116
Corcoran, MN 55340

**FEE OWNER CONSENT
TO
DEVELOPMENT CONTRACT**

_____, fee owners of all or part of the subject property, the development of which is governed by the foregoing Development Contract, affirm and consent to the provisions thereof and agree to be bound by the provisions as the same may apply to that portion of the subject property owned by them.

Dated this ____ day of _____, 2____.

STATE OF MINNESOTA)
 (ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2____, by
_____.

NOTARY PUBLIC

DRAFTED BY: CITY OF CORCORAN
8200 County Road 116
Corcoran, MN 55340

**MORTGAGE CONSENT
TO
DEVELOPMENT CONTRACT**

_____, which holds a mortgage on the subject property, the development of which is governed by the foregoing Development Contract, agrees that the Development Contract shall remain in full force and effect even if it forecloses on its mortgage.

Dated this ____ day of _____, 2_____.

STATE OF MINNESOTA)
 (ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2_____,
by _____.

NOTARY PUBLIC

DRAFTED BY: CITY OF CORCORAN
8200 County Road 116
Corcoran, MN 55340

**CONTRACT PURCHASER CONSENT
TO
DEVELOPMENT CONTRACT**

_____, which/who has a contract purchaser's interest in all or part of the subject property, the development of which is governed by the foregoing Development Contract, hereby affirms and consents to the provisions thereof and agrees to be bound by the provisions as the same may apply to that portion of the subject property in which there is a contract purchaser's interest.

Dated this ____ day of _____, 2_____.

STATE OF MINNESOTA)
 (ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of _____, 2_____,
by _____.

NOTARY PUBLIC

DRAFTED BY: CITY OF CORCORAN
8200 County Road 116
Corcoran, MN 55340

**EXHIBIT “A”
TO
DEVELOPMENT CONTRACT**

Legal Description of Property Being Final Platted as Tavera 1st Addition:

All that part of the East Half of the Southeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota lying west of the east 40.00 feet thereof.

EXCEPT: The East 16 rods of the north 20 rods of the south 29.8 rods of the Northeast Quarter of the Southeast Quarter of said Section 35.

AND EXCEPT: The south 1250.00 feet thereof.

Together with:

All that part of the East Half of the Northeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota. EXCEPT the east 40.00 feet thereof.



Hennepin County Property Map

Date: 3/2/2021



PARCEL ID: 3511923440001

OWNER NAME: Sharon E Wessel

PARCEL ADDRESS: 20020 Hackamore Rd, Corcoran MN 55340

PARCEL AREA: 75.99 acres, 3,310,285 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2019, PAYABLE 2020

PROPERTY TYPE: Farm
HOMESTEAD: Homestead
MARKET VALUE: \$605,300
TAX TOTAL: \$4,882.02

ASSESSED 2020, PAYABLE 2021

PROPERTY TYPE: Farm
HOMESTEAD: Homestead
MARKET VALUE: \$617,800

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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COUNTY 2021



11.30.2020

Kendra Lindahl, AICP
City Planner
City of Corcoran
8200 County Road 116
Corcoran MN 55340

RE: Tavera Final Plat & Final PUD

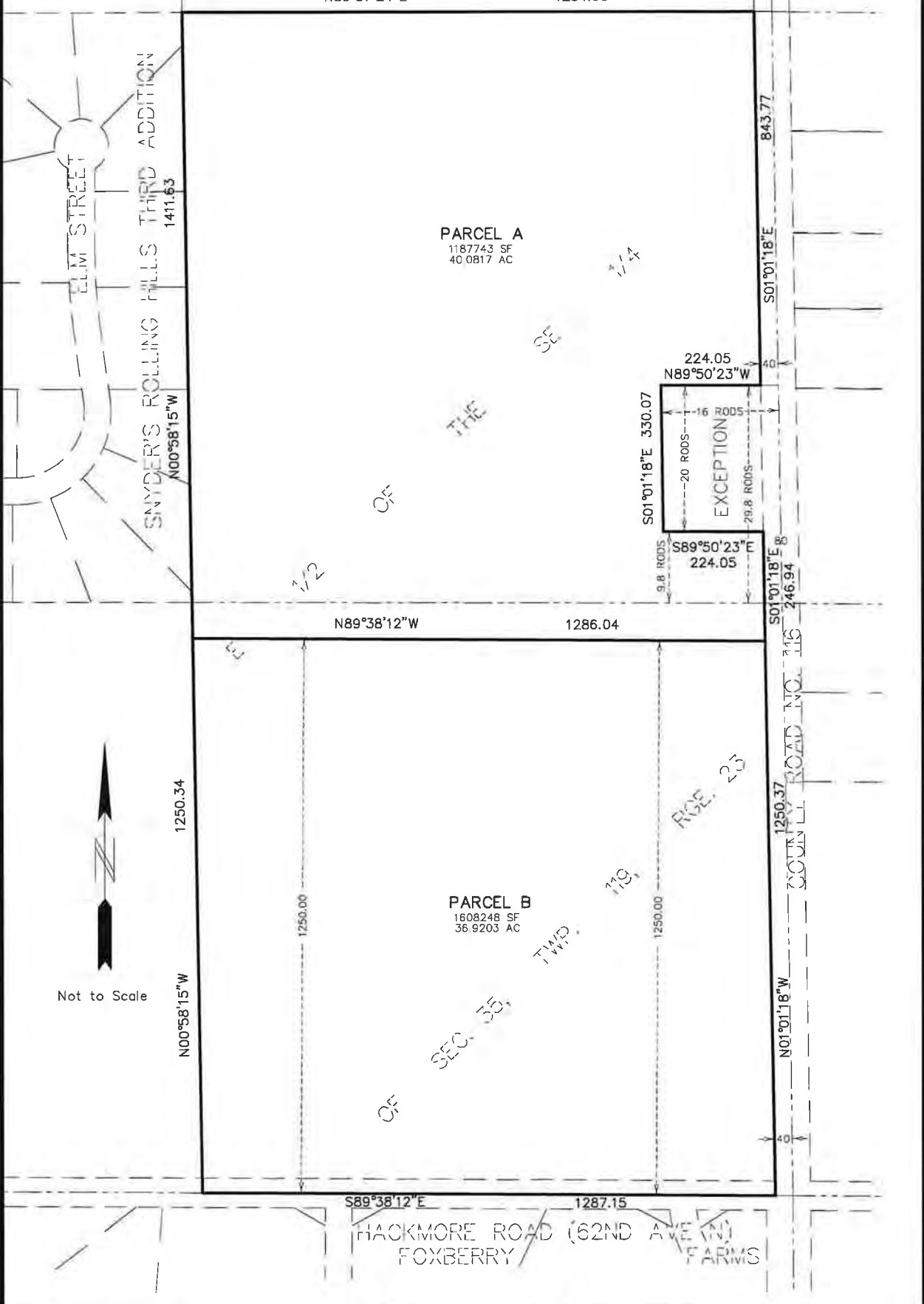
Dear Kendra:

Lennar is pleased to submit this final plat and PUD application package for the Final Plat & PUD of Tavera. and final addition of Ravinia. This first addition consists of 33 single family detached homesites with associated improvement plans for grading, utilities, and streets. A final landscape plan is also included that is in conformance with the preliminary approvals from June of 2020. The proposed grading plan encompasses areas south of the 33 homesites in anticipation of future townhome development and necessary earthwork balancing. The intention is to have this addition on the January meeting agendas as we work towards a construction start for spring of 2021.

Please contact me with questions as staff continues its review.

Thank you,

Paul J. Tabone
Land Entitlement Mgr
Lennar Minnesota



Not to Scale

PARCEL A
1187743 SF
40.0817 AC

PARCEL B
1608248 SF
36.9203 AC

224.05
N89°50'23\"W

S01°01'18\"E 330.07

16 RODS

20 RODS

EXCEPTION

29.8 RODS

S89°50'23\"E

224.05

N89°38'12\"W

1286.04

1250.34

N00°58'15\"W

1250.00

1250.00

1250.37

N01°01'18\"W

S89°38'12\"E

1287.15

HACKMORE ROAD (62ND AVE (N))
FOX BERRY FARMS

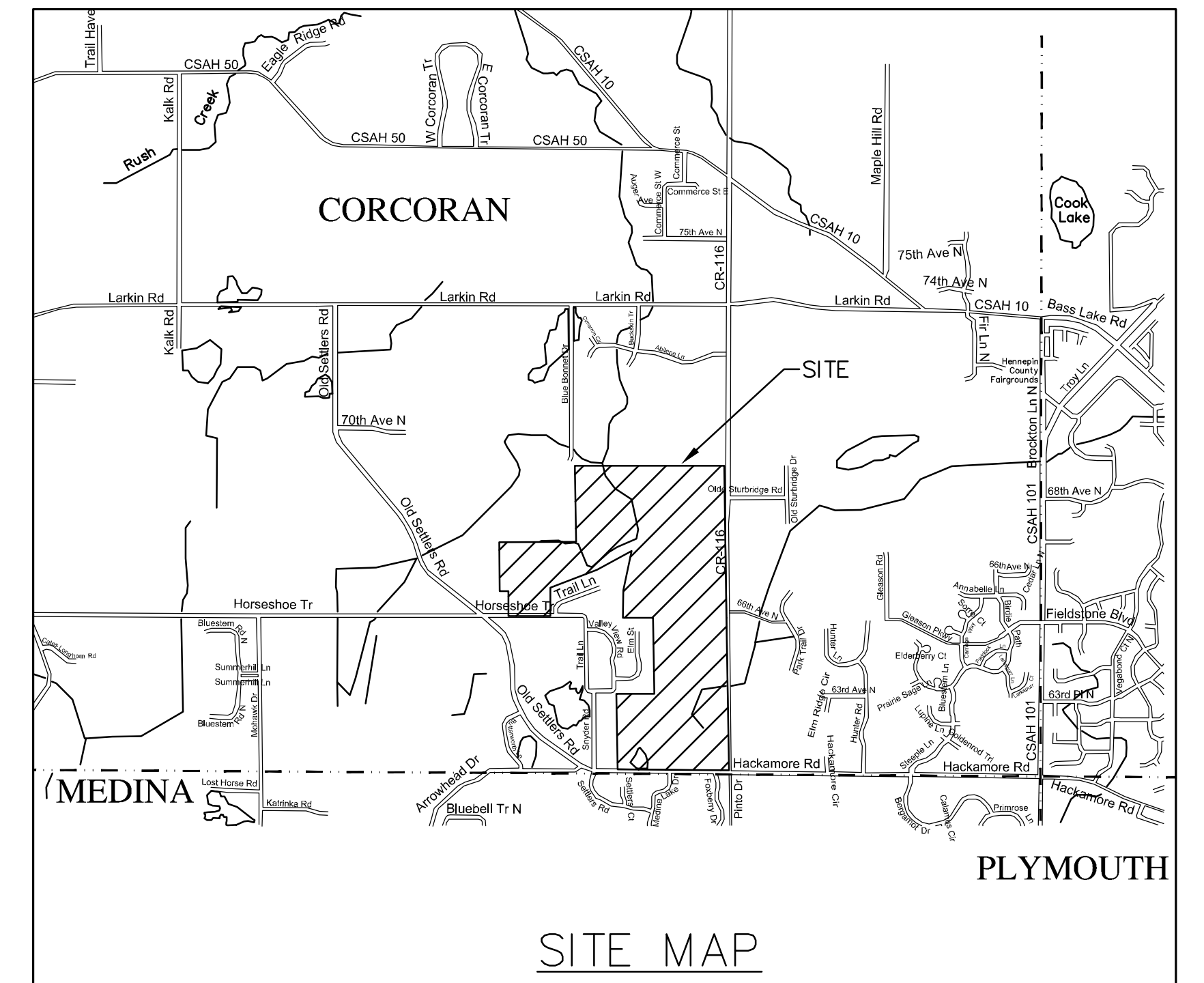
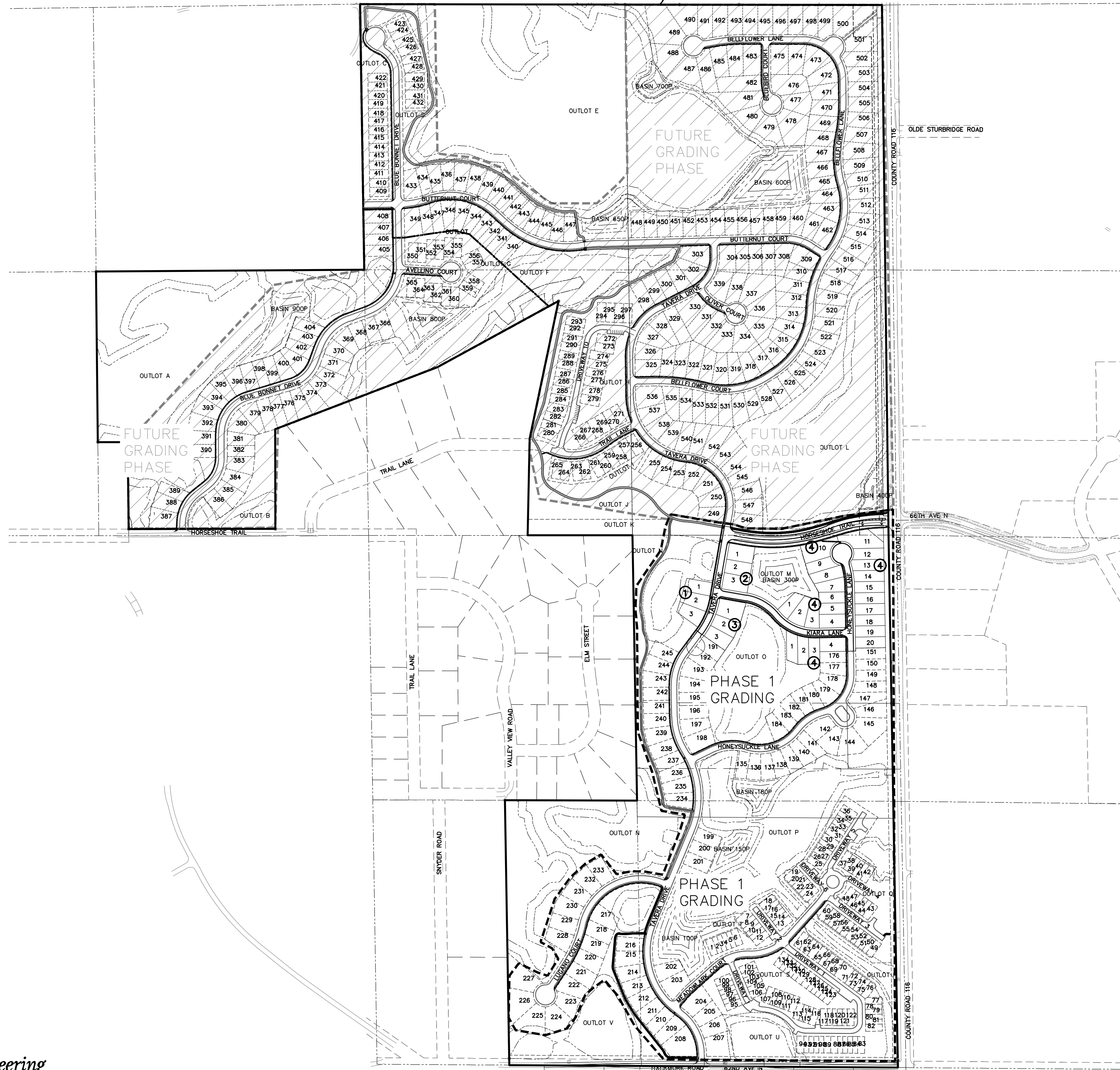
Sheet
1 of 2

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioncreng.com

Cad File:
119128-PARCEL SPLIT 2.dwg
Date: 9/21/20
Revised: 11/23/20
Folder #: 8393
Drawn by: BJM

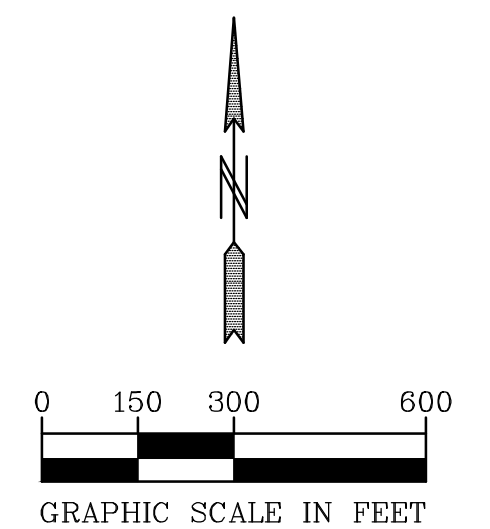
Description Sketch for:
LENNAR CORPORATION

TAVERA PHASE 1 GRADING PLAN CORCORAN, MINNESOTA



SHEET INDEX

- 0.01 COVER SHEET
- 0.02 LEGEND SHEET
- 1.01-1.02 DEMOLITION PLAN
- 2.01-2.10 GRADING PLAN
- 3.01-3.02 EROSION CONTROL PLAN
- 4.01-4.02 SEEDING PLAN
- 4.20 WETLAND MITIGATION PLAN
- 5.01-5.04 GRADING & EROSION CONTROL DETAILS



Know what's below.
Call before you dig.

BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

01-ENG-119128-SHEET-COV#

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan 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.

Name: *Paul J. Chene*
Paul J. Chene
Reg. No.: 19860 Date: 9-11-2020

Revisions:
1. 10-8-2020 Pad Type Change
2. 11-9-2020 Add Demo Plan
3. 01-29-2021 City Comments

Date: 9-11-2020
Designed: PIC/BNM
Drawn: MPC

COVER SHEET

LENNAR
16305 36TH AVENUE NORTH
PLYMOUTH, MINNESOTA 55446

TAVERA PHASE 1 GRADING
CORCORAN, MINNESOTA

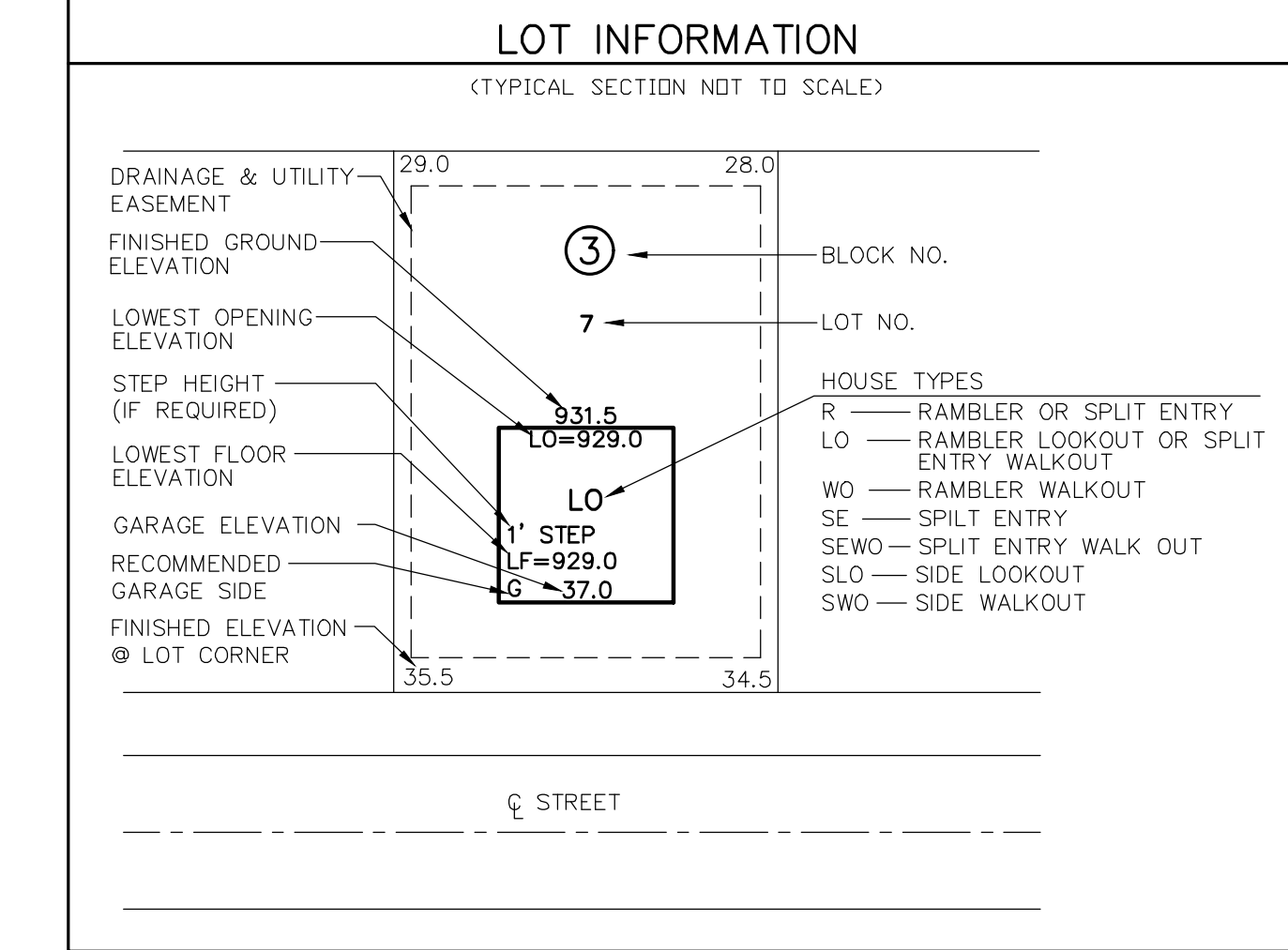
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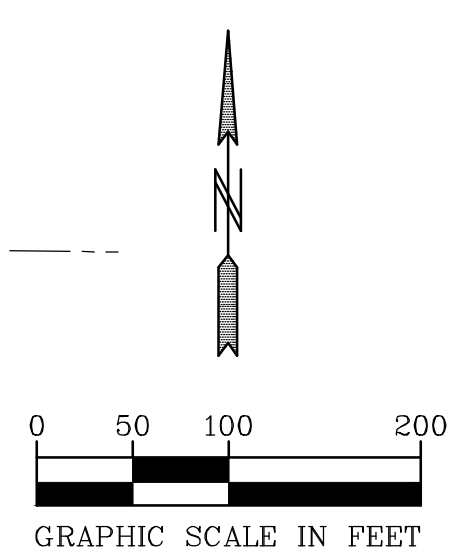
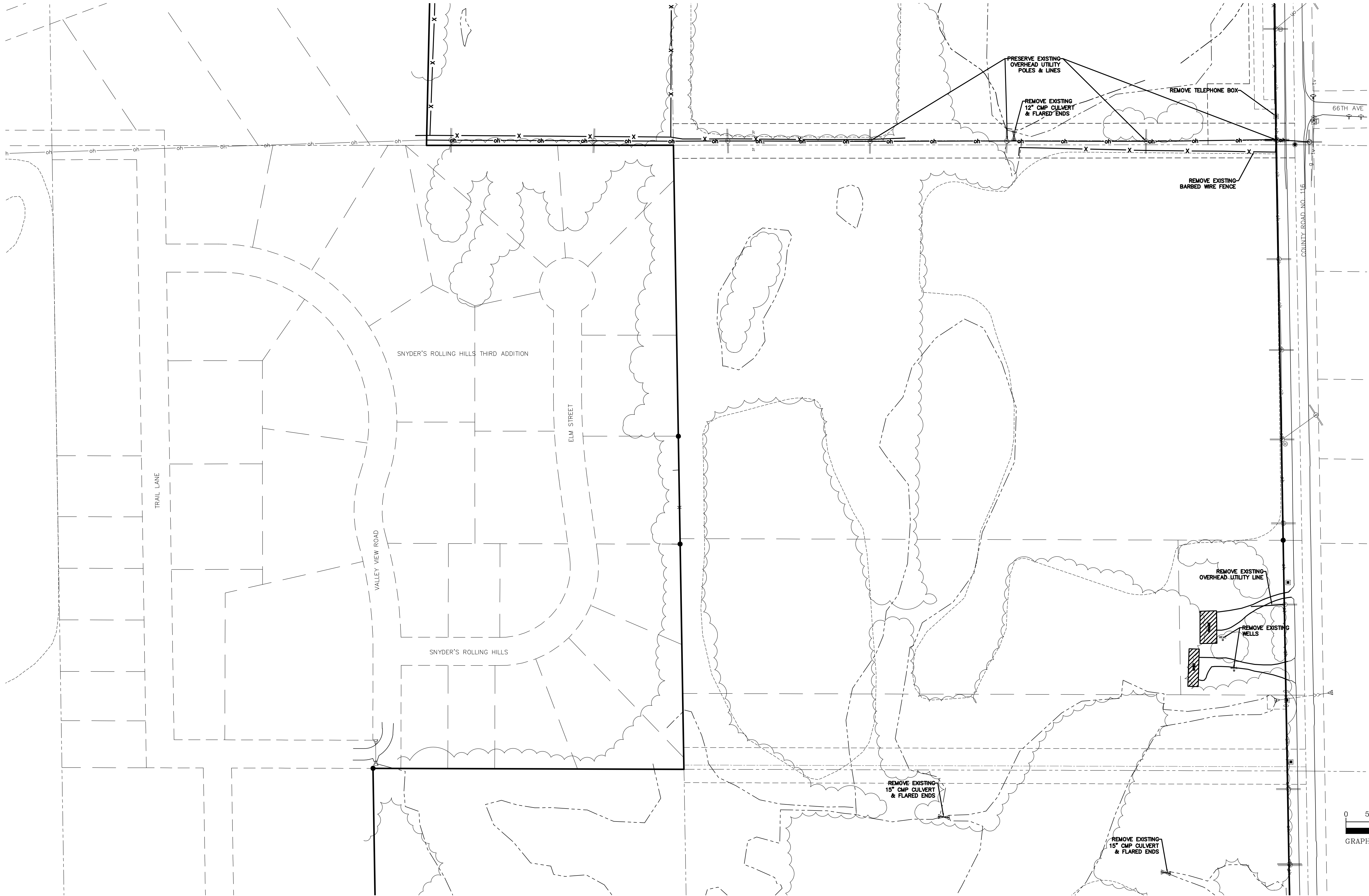
LEGEND			
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SANITARY MANHOLE
			SANITARY SEWER (SANITARY & WATERMAIN PLANS)
			SANITARY SEWER (STORM SEWER PLANS)
			FORCE MAIN
			HYDRANT
			GATE VALVE
			REDUCER
			CURB STOP
			WATERMAIN (SANITARY & WATERMAIN PLANS)
			WATERMAIN (STORM SEWER PLANS)
			CATCH BASIN
			BEEHIVE
			STORM MANHOLE
			FLARED END SECTION
			CONTROL STRUCTURE
			STORM SEWER (SANITARY & WATERMAIN PLANS)
			STORM SEWER (STORM SEWER PLANS)
			CULVERT
			PERFORATED DRAINTILE
			SOLID DRAINTILE SERVICE
			CASING
			UNDERGROUND ELECTRIC LINE
			UNDERGROUND FIBER OPTIC LINE
			UNDERGROUND GAS PIPELINE
			UNDERGROUND PETROLEUM PIPELINE
			UNDERGROUND TELEPHONE LINES
			UNDERGROUND TELEVISION LINE
			OVERHEAD UTILITY LINES
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SURMOUNTABLE CURB & GUTTER
			B-STYLE CURB & GUTTER
			RIBBON CURB & GUTTER
			EDGE OF BITUMINOUS
			YELLOW PAVEMENT STRIPING (SINGLE/DOUBLE)
			WHITE PAVEMENT STRIPING (SINGLE/DOUBLE)
			PHASE LINE
			CENTERLINE
			2' CONTOUR LINE
			10' CONTOUR LINE
			BASIN OUTLET LINE
			BASIN HIGH WATER LINE
			PROPOSED SPOT ELEVATION
			EMERGENCY OVERFLOW
			DRAINAGE FLOW ARROW
			DELINEATED / PROPOSED WETLAND LINE
			WETLAND BUFFER
			WETLAND SETBACK
			TREE LINE
			FEMA FLOODPLAIN BOUNDARY
			RETAINING WALL
			FENCE (BARBED WIRE)
			FENCE (CHAIN LINK)
			FENCE (WOOD)
			CONSERVATION AREA SIGN
			WETLAND BUFFER SIGN
			TYPE III BARRICADE
			LIGHT POLE
			STREET SIGNS
			PEDESTRIAN RAMP
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			BOUNDARY
			RIGHT OF WAY
			LOT LINE
			EASEMENT
			SET BACK LINE
			SECTION LINE
			RESTRICTED ACCESS
HATCH PATTERNS			
	GRAVEL SURFACE		WETLAND
	BITUMINOUS SURFACE		WETLAND UPLAND BUFFER
	CONCRETE SURFACE		WETLAND MITIGATION
	RIP RAP		PERMANENT TURF RESTORATION
	SELECT BACKFILL MATERIAL		PERMANENT WET BASIN SEEDING
	EROSION CONTROL BLANKET MNDOT CATEGORY PER PLAN		UPLAND/NATURAL AREA SEEDING

TOPOGRAPHIC SYMBOLS	
	CATCH BASIN
	CATCH BASIN BEEHIVE
	FLARED END SECTION
	GATE VALVE
	HYDRANT
	WATER SERVICE
	WATER WELL
	MONITORING WELL
	CLEANOUT
	HAND HOLE
	MANHOLE OTHER THAN SANITARY OR STORM
	SANITARY OR STORM MANHOLE
	LAWN SPRINKLER VALVE
	LAWN SPRINKLER HEAD
	UTILITY POLE
	TRANSFORMER BOX
	FIBER OPTIC BOX
	ELECTRIC BOX
	NATURAL GAS METER
	LIGHT POLE
	SEMAPHORE
	TELEPHONE BOX
	CABLE BOX
	CAST IRON MONUMENT
	FOUND IRON PIPE
	JUDICIAL LAND MARK
	PK NAIL
	CONTROL POINT
	SPIKE
	FLAG POLE
	TEST HOLE
	MAILBOX
	SIGN
	BOLLARD
	CONSERVATION POST
	DECIDUOUS TREE
	CONIFEROUS TREE
	SHRUB / BUSH

EROSION & SEDIMENT CONTROL	
	ROCK CONSTRUCTION ENTRANCE INSTALL BEFORE START OF GRADING
	PERIMETER EROSION CONTROL FENCE. INSTALL BEFORE START OF GRADING
	SECONDARY EROSION CONTROL FENCE. TO BE INSTALLED 48 HOURS AFTER COMPLETION OF GRADING.
	EROSION CONTROL AT BACK OF CURB. TO BE INSTALLED AFTER COMPLETION OF CURB CONSTRUCTION.
	SUMPED RIP RAP PERMANENT ENERGY DISSIPATER, INSTALL WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
	STABILIZED EMERGENCY OVERFLOW (FLEXAMAT-SEE SHEET 23)
	MNDOT CAT 3 EROSION CONTROL BLANKET. INSTALL WITHIN 7 DAYS OF GRADING COMPLETION
	CATCH BASIN INLET PROTECTION TO BE INSTALLED BEFORE GRADING BEGINS.
	CATCH BASIN INLET PROTECTION TO BE INSTALLED AFTER 1ST LIFT OF BITUMINOUS.
	CATCH BASIN INLET PROTECTION TO BE INSTALLED WITH CATCH BASIN GRATE.
	STRAW BIO ROLLS, INSTALL WITHIN 7 DAYS OF GRADING COMPLETION OR BEFORE 1ST RAINFALL EVENT WHICHEVER IS FIRST
	ROCK DITCH CHECK, INSTALL WITHIN 7 DAYS OF GRADING COMPLETION OR BEFORE 1ST RAINFALL EVENT WHICHEVER IS FIRST
	TREE FENCE

ABBREVIATIONS	
A	ALGEBRAIC DIFFERENCE
B-B	BACK TO BACK
BV	BUTTERFLY VALVE
BOC	BACK OF CURB
BFE	BASE FLOOD ELEVATION
BMP	BEST MANAGEMENT PRACTICE
CL	CENTER LINE
CB	CATCHBASIN
CBMH	CATCHBASIN MANHOLE
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CS	CURB STOP
DIP	DUCTILE IRON PIPE
DT	DRAINTILE
EL/ELEV	ELEVATION
EOF	EMERGENCY OVERFLOW
EX	EXISTING
FES	FLARED END SECTION
F-F	FACE TO FACE
FM	FORCEMAIN
GB	GRADE BREAK
GND	GROUND
GV	GATE VALVE
HP	HIGH POINT
HYD	HYDRANT
HWL	HIGH WATER LEVEL
INV	INVERT
K	CURVE COEFFICIENT
L	LENGTH
LF	LOWEST FLOOR
LO	LOOKOUT
LO	LOWEST OPENING
LP	LIQUID PETROLEUM
LP	LOW POINT
MH	MANHOLE
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PL	PROPERTY LINE
PRC	POINT OF REVERSE CURVATURE
PVT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVC	POLYVINYL CHLORIDE PIPE
PVI	POINT OF VERTICAL INTERSECTION
R	RADIUS
R	RAMBLER
RCP	REINFORCED CONCRETE PIPE
ROW	RIGHT OF WAY
SSWR	SANITARY SEWER
STA	STATION
STRM	STORM SEWER
SWPPP	STORM WATER POLLUTION PROTECTION PLAN
TNH	TOP NUT HYDRANT
TYP	TYPICAL
WM	WATER MAIN
WO	WALKOUT





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 Reg. No. 19860 Date 9-11-2020

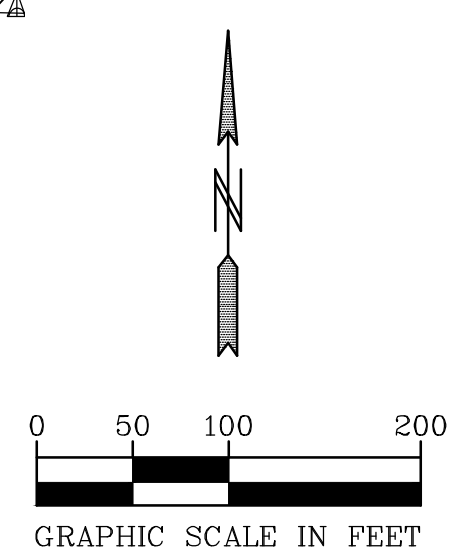
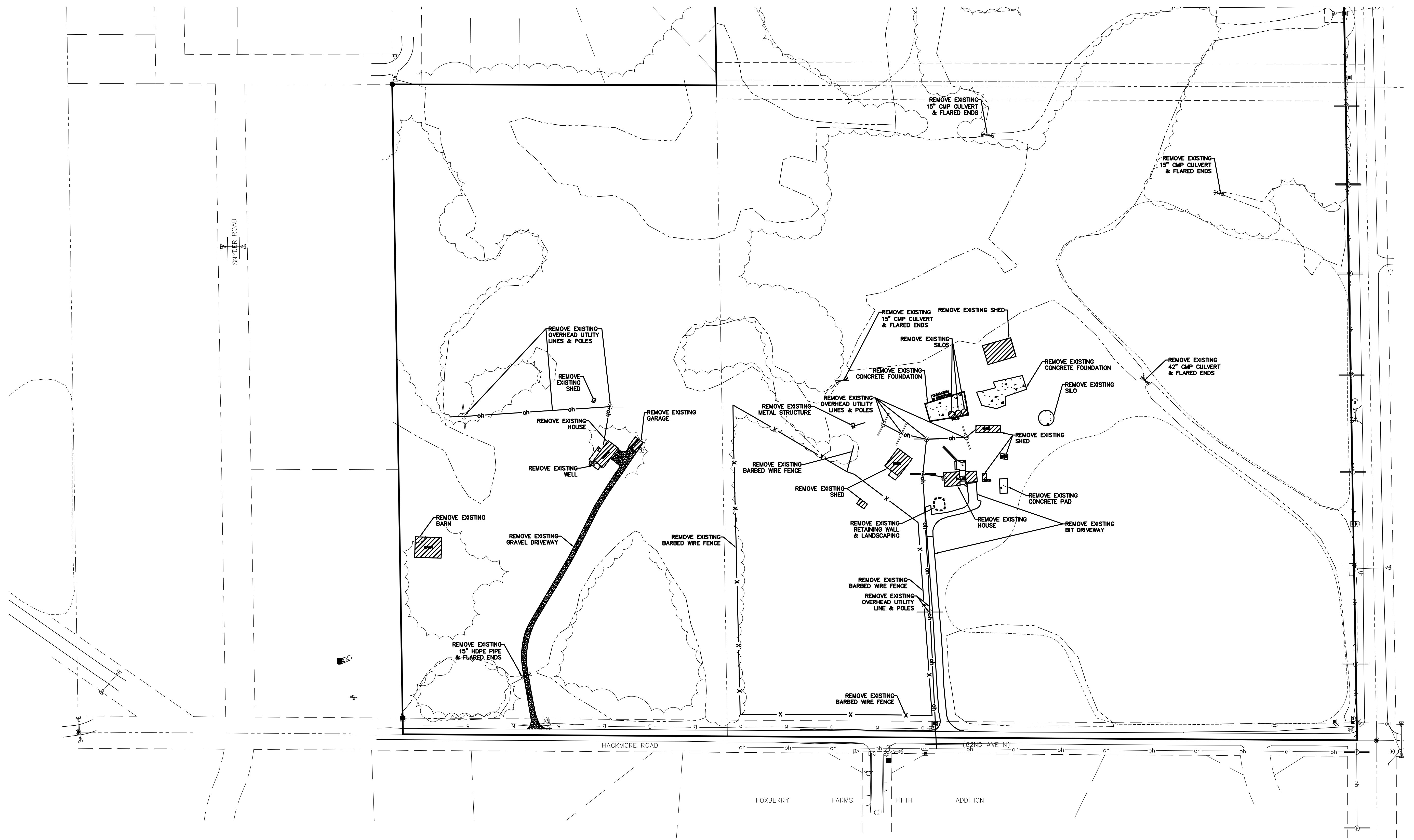
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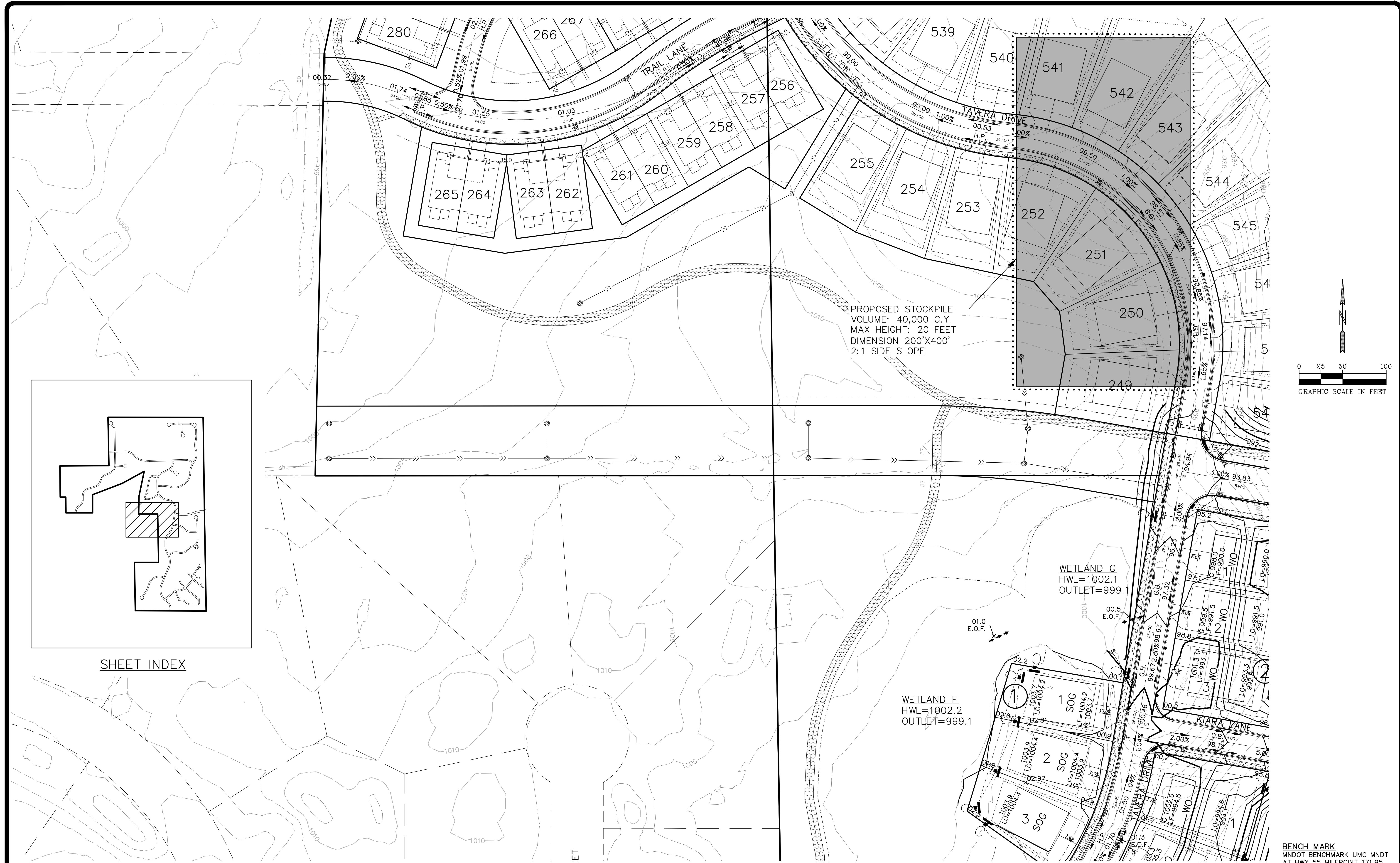
Date: 9-11-2020
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DEMOLITION PLAN

LENNAR
 16305 36TH AVENUE NORTH
 PLYMOUTH, MINNESOTA 55446

TAVERA PHASE 1 GRADING
 CORCORAN, MINNESOTA

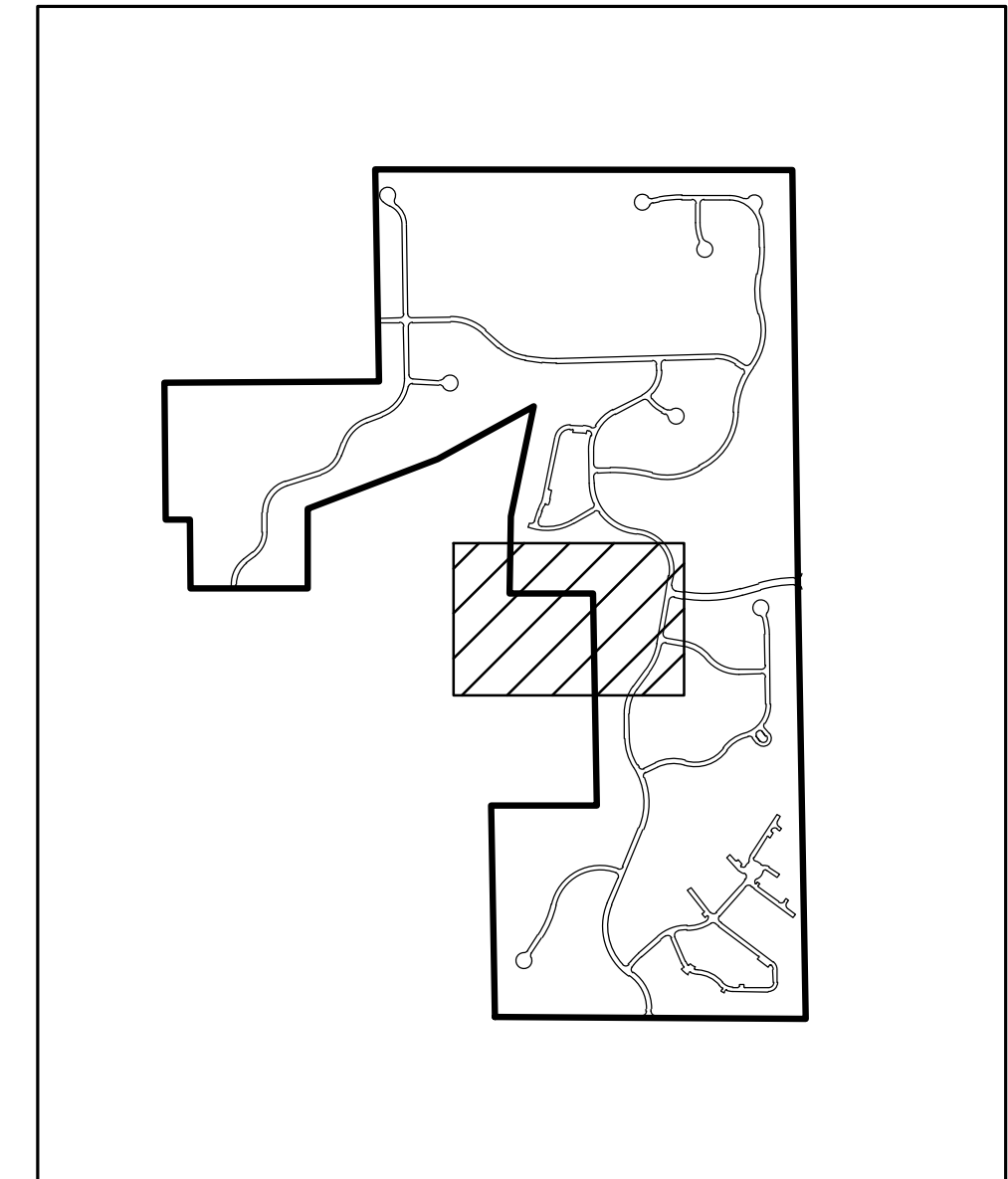
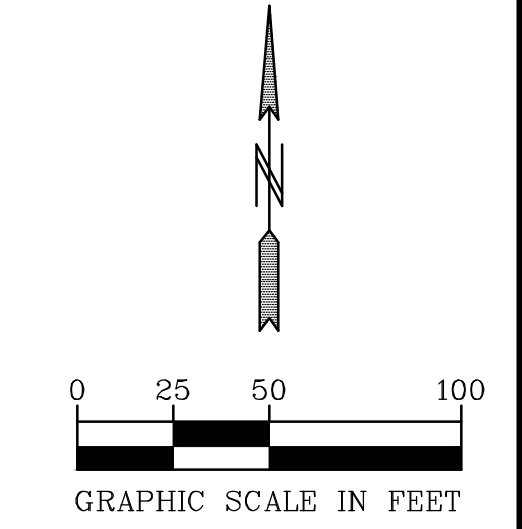




PROPOSED STOCKPILE
 VOLUME: 40,000 C.Y.
 MAX HEIGHT: 20 FEET
 DIMENSION 200'X400'
 2:1 SIDE SLOPE

WETLAND G
 HWL=1002.1
 OUTLET=999.1

WETLAND F
 HWL=1002.2
 OUTLET=999.1



SHEET INDEX

BENCH MARK
 MNDOT BENCHMARK UMC MNDT
 AT HWY 55 MILEPOINT 171.95
 ELEV=1046.48 (NAVD88)

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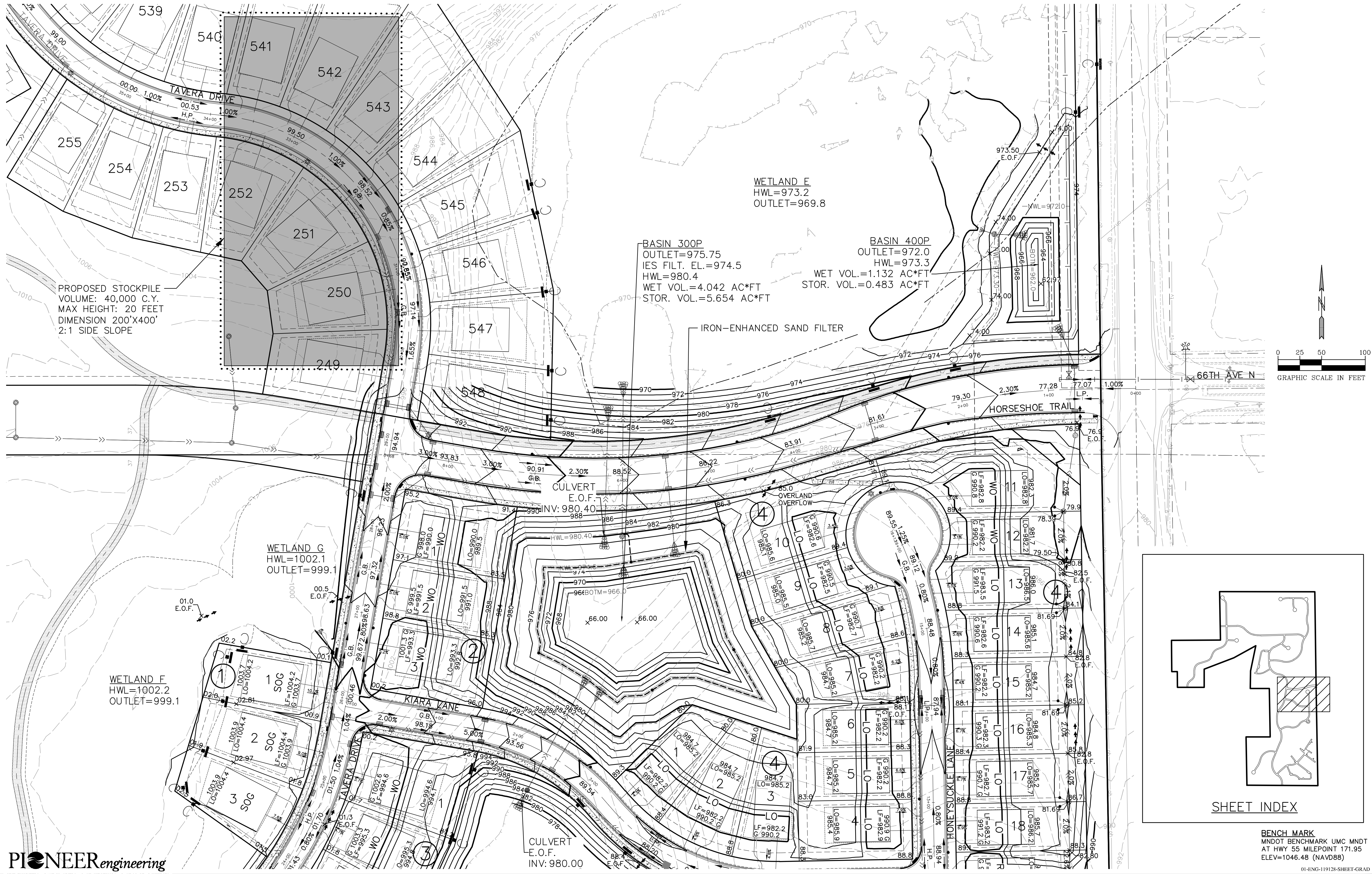
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GRADING PLAN

LENNAR
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TAVERA PHASE 1 GRADING
 CORCORAN, MINNESOTA

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 MAX HEIGHT: 20 FEET
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 2:1 SIDE SLOPE

WETLAND E
 HWL=973.2
 OUTLET=969.8

BASIN 300P
 OUTLET=975.75
 IES FILT. EL.=974.5
 HWL=980.4
 WET VOL.=4.042 AC*FT
 STOR. VOL.=5.654 AC*FT

BASIN 400P
 OUTLET=972.0
 HWL=973.3
 WET VOL.=1.132 AC*FT
 STOR. VOL.=0.483 AC*FT

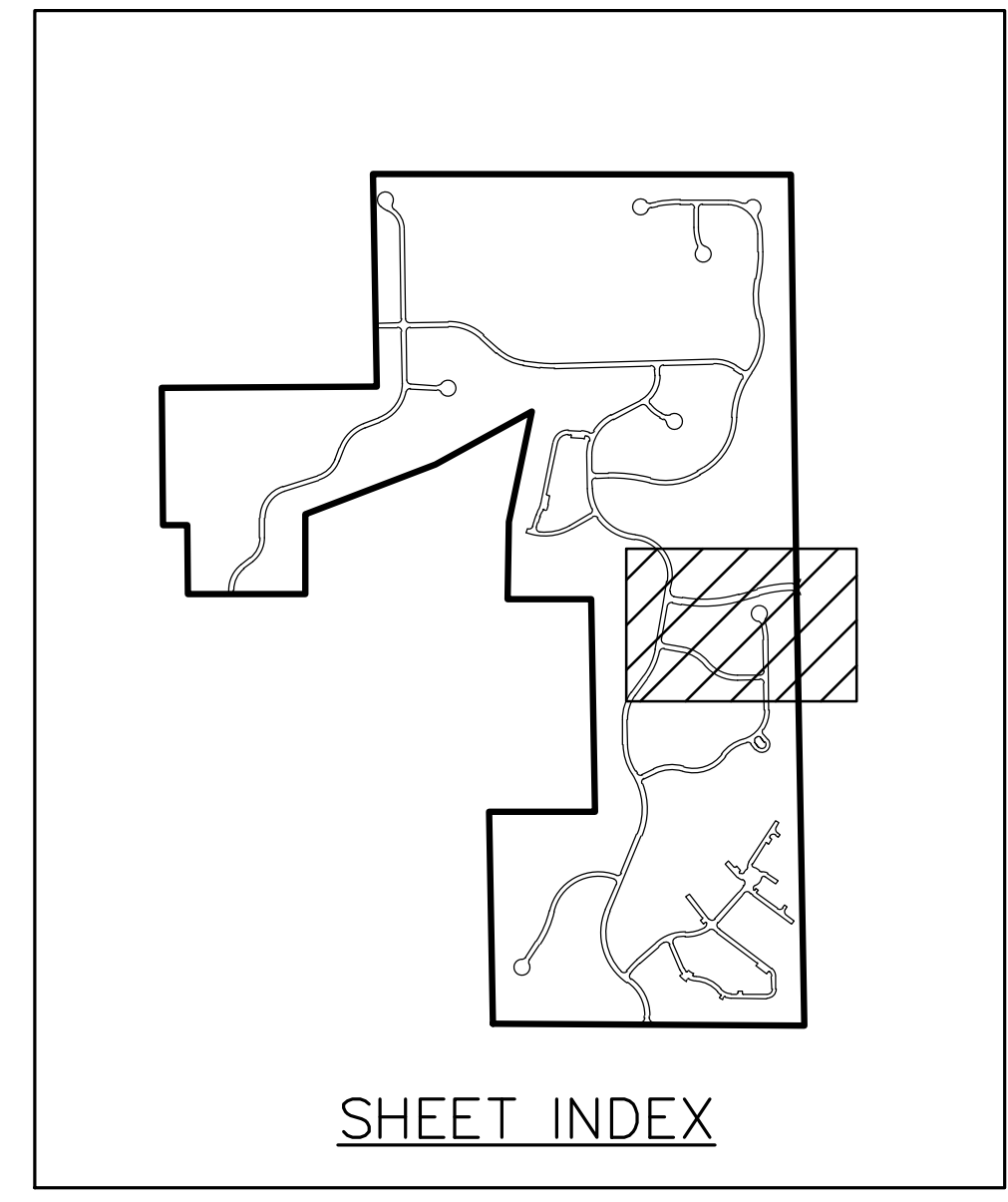
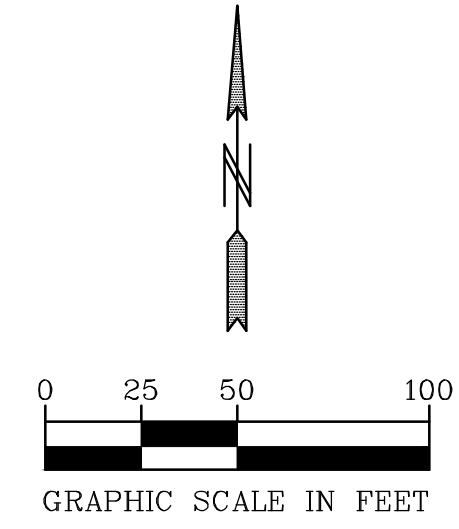
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 OUTLET=999.1

WETLAND F
 HWL=1002.2
 OUTLET=999.1

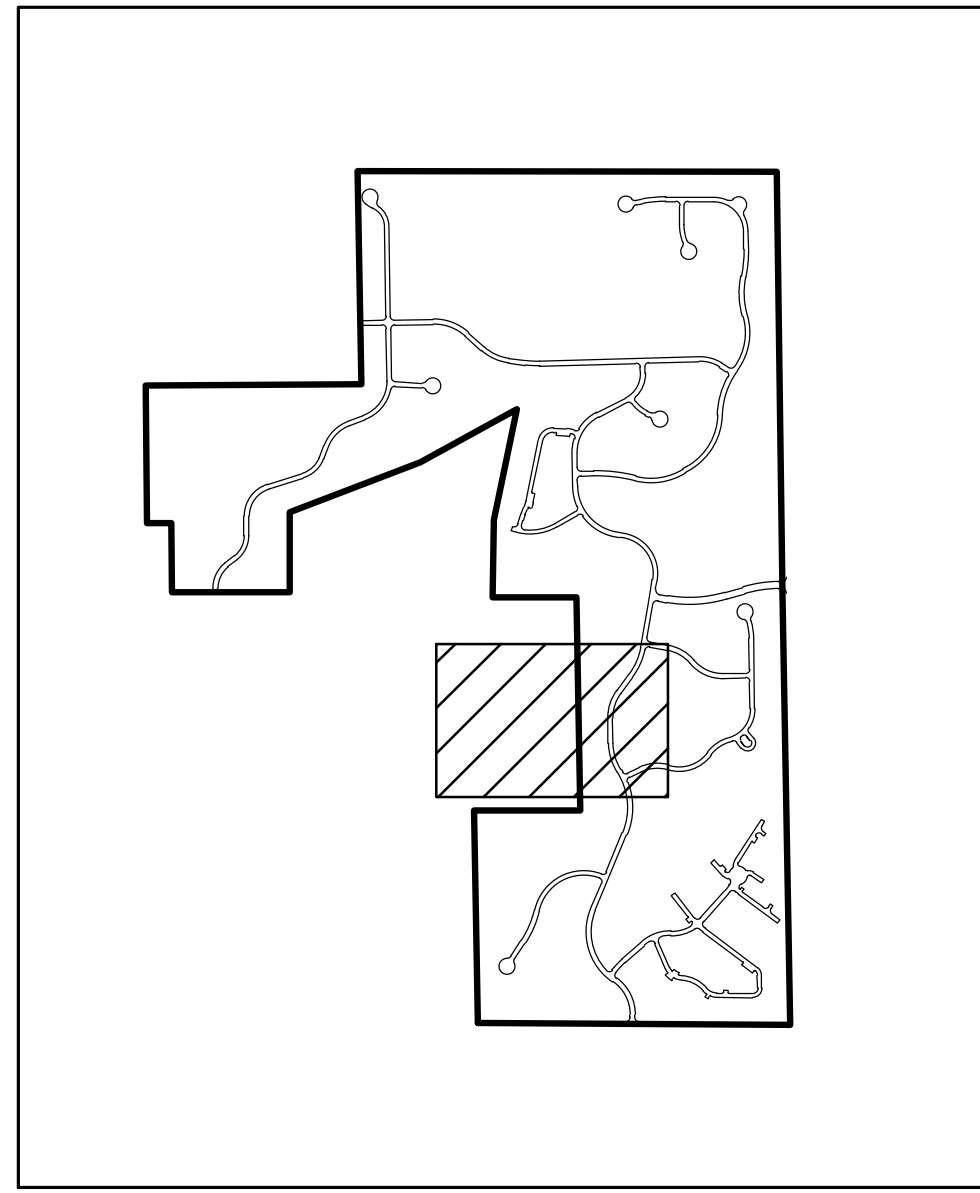
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CULVERT
 E.O.F.
 INV: 980.00

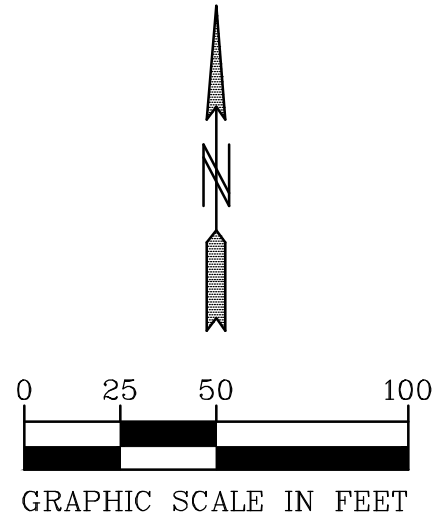
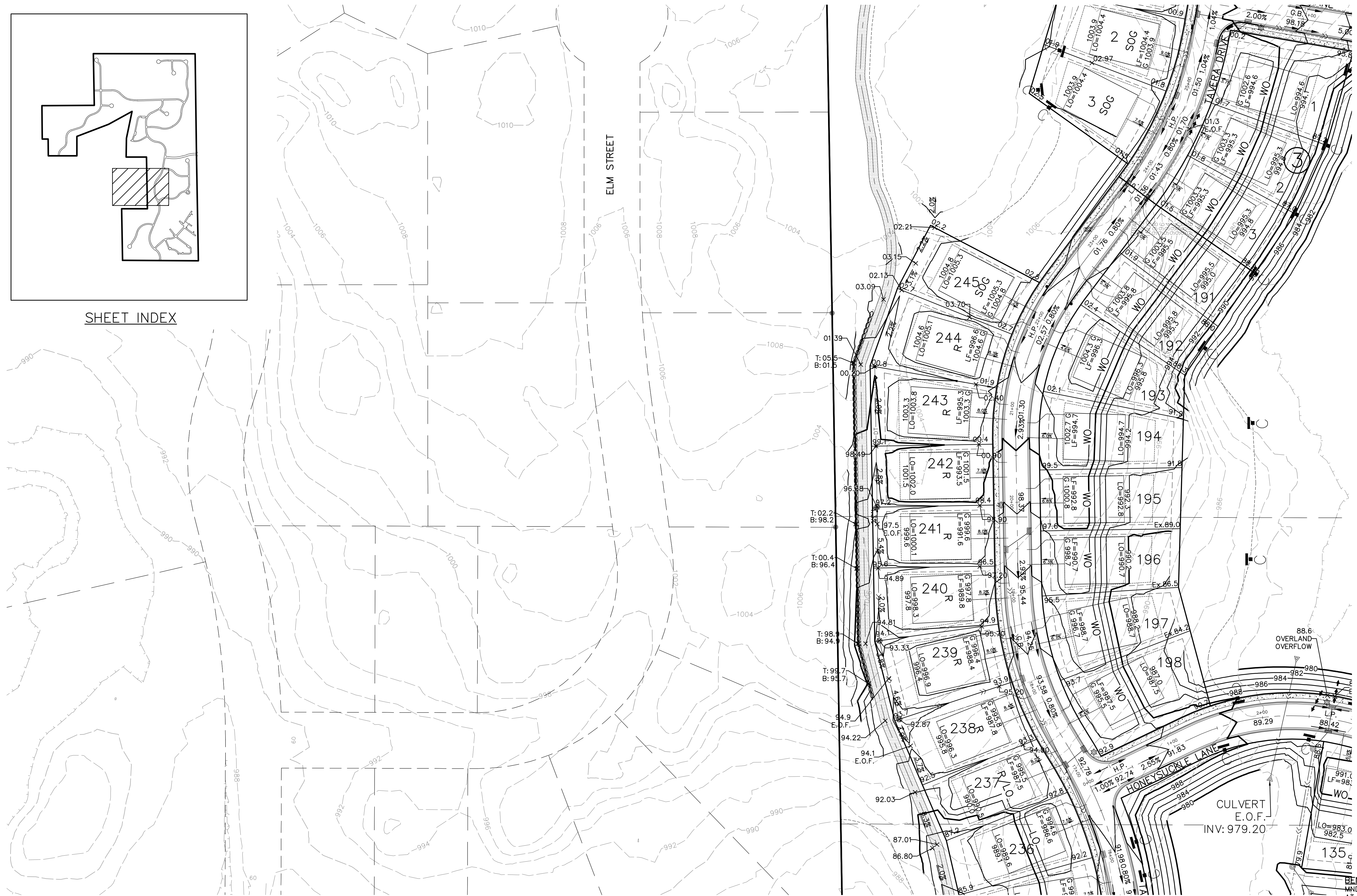


SHEET INDEX

BENCH MARK
 MNDOT BENCHMARK UMC MNDT
 AT HWY 55 MILEPOINT 171.95
 ELEV=1046.48 (NAVD88)



SHEET INDEX



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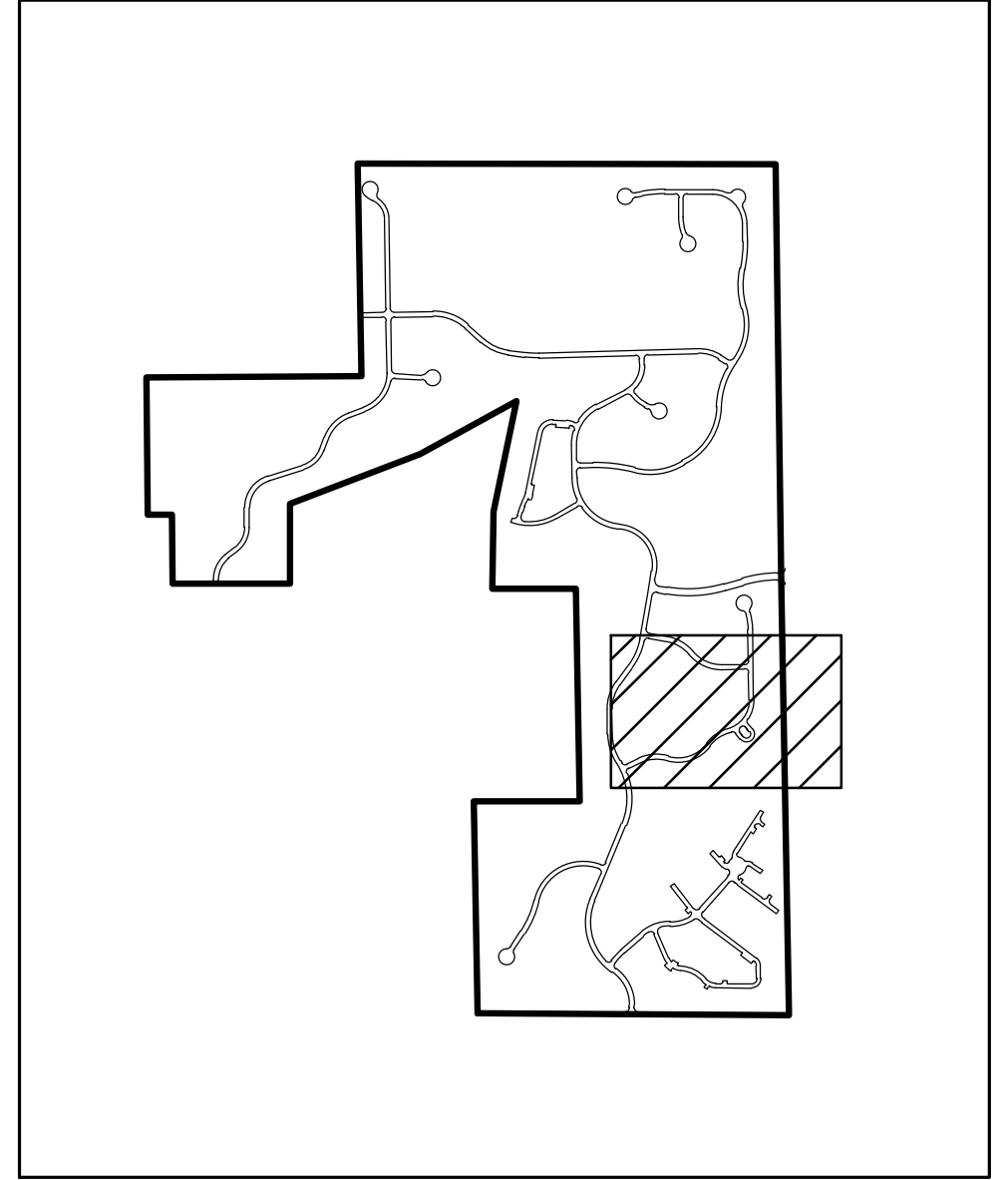
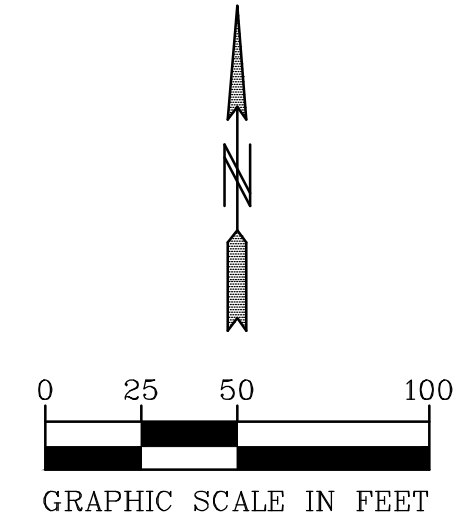
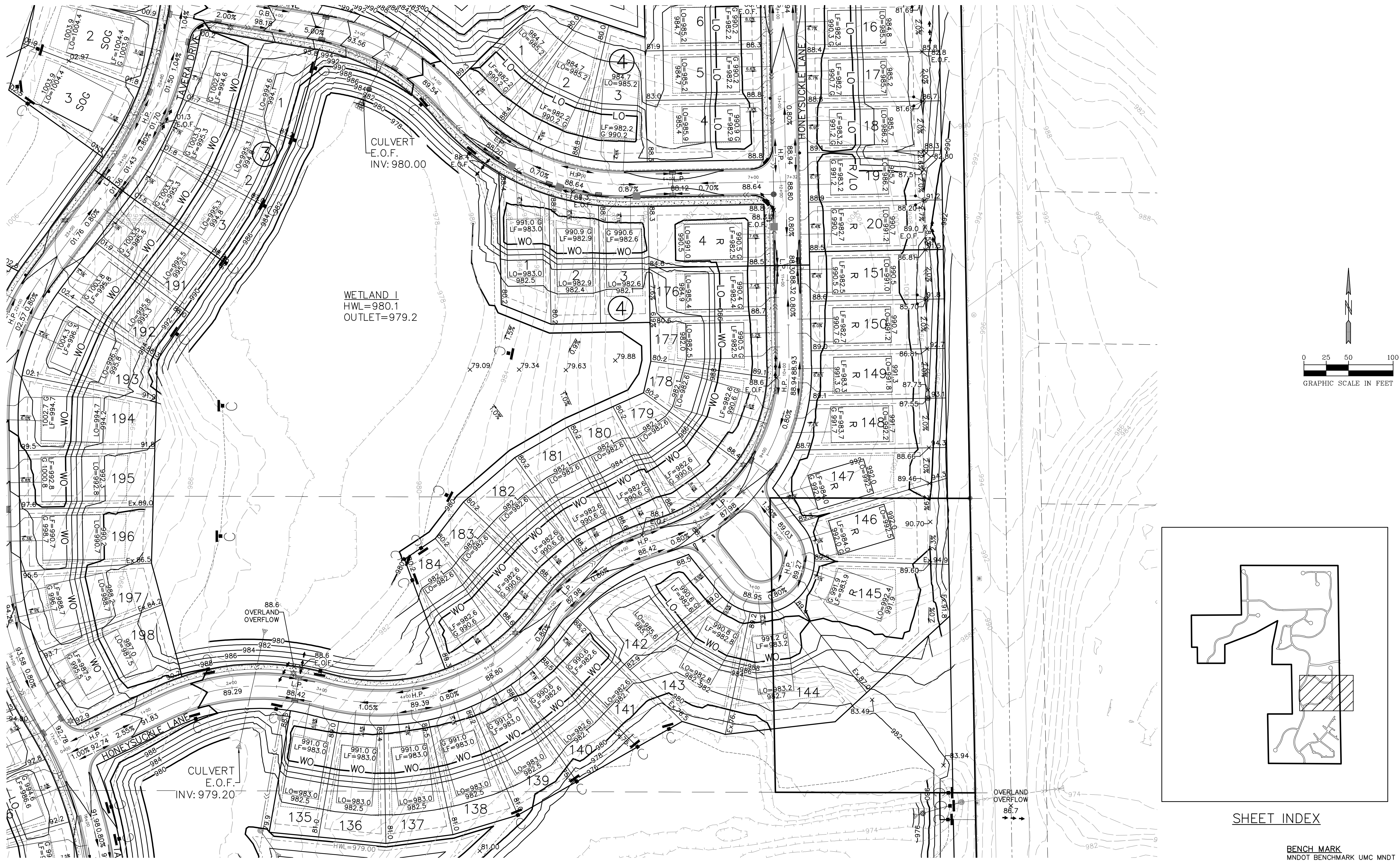
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TAVERA PHASE I GRADING
 CORCORAN, MINNESOTA

2.03 OF 23

BENCH MARK
 MNDOT BENCHMARK UMC MNDT
 AT HWY 55 MILEPOINT 171.95
 ELEV=1046.48 (NAVD88)

01-ENG-119128-SHEET-GRAD



SHEET INDEX

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 MNDOT BENCHMARK UMC MNDT
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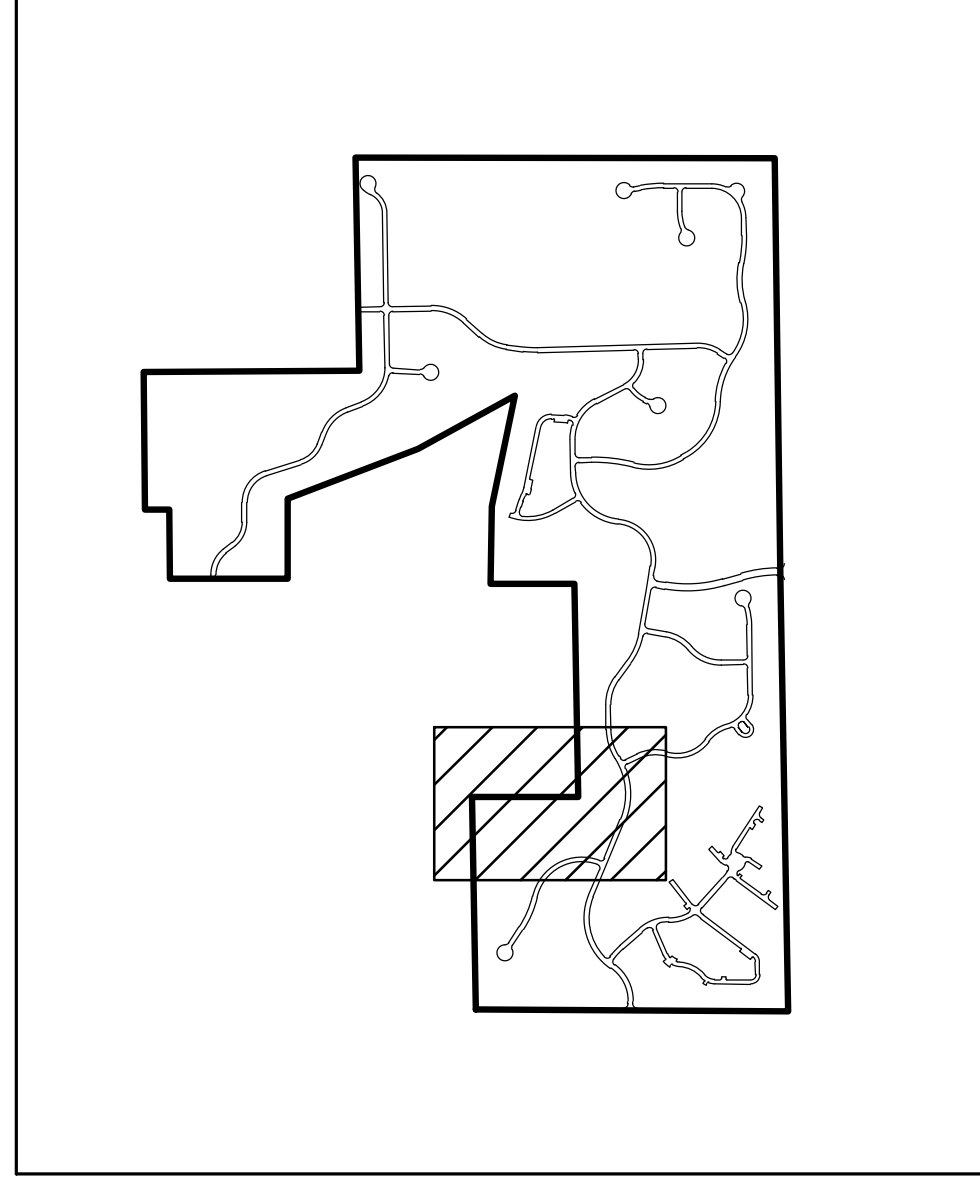
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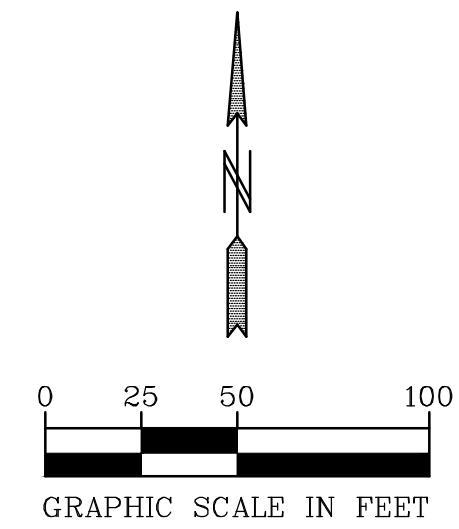


SHEET INDEX

WETLAND R
HWL=984.0
OUTLET=982.3

WETLAND O
HWL=983.6
OUTLET=981.1

REUSE BASIN 100P
OUTLET=976.0
DRAWDOWN EL.=973.0
HWI=980.2



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MNDOT BENCHMARK UMC MNDT
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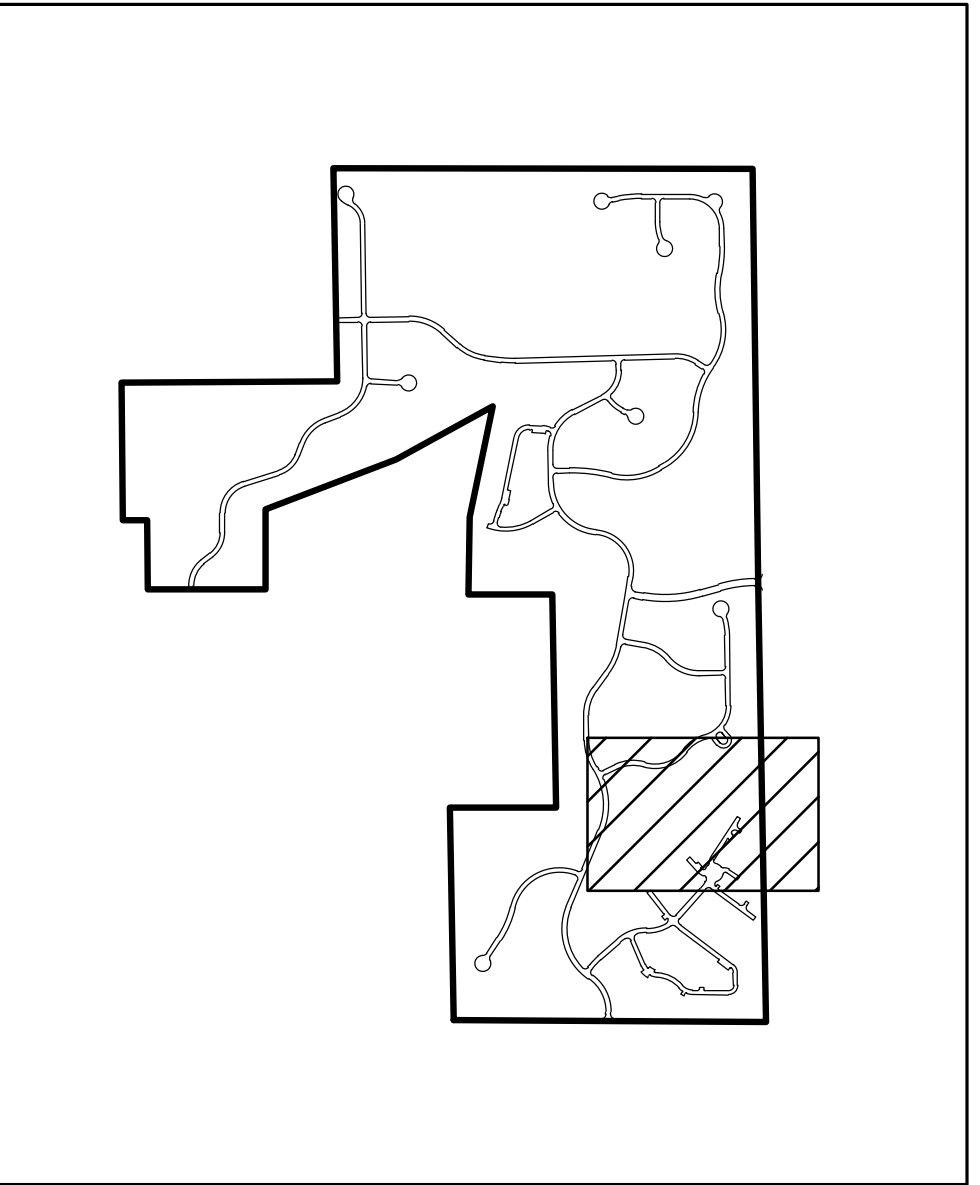
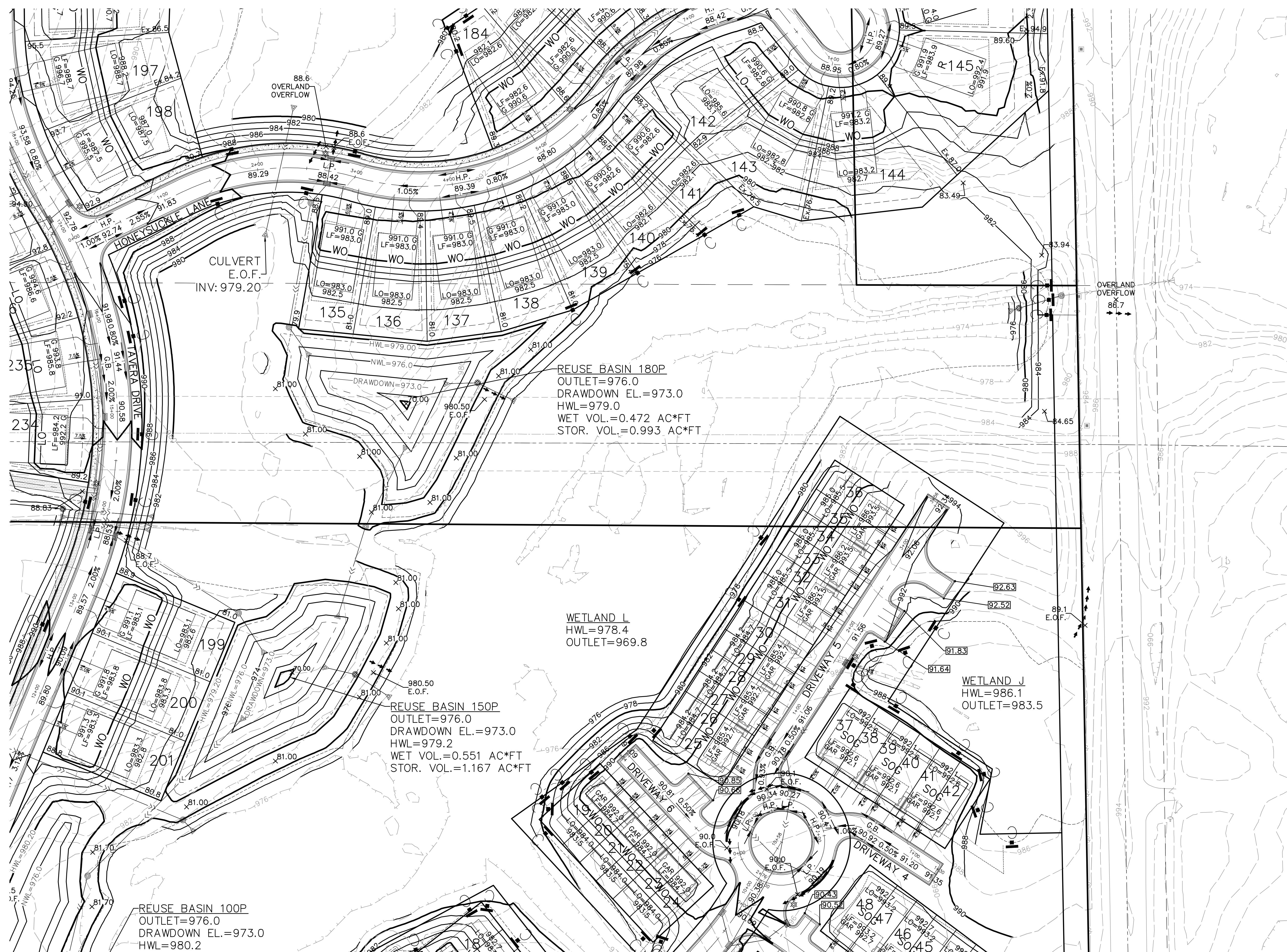
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CORCORAN, MINNESOTA



SHEET INDEX

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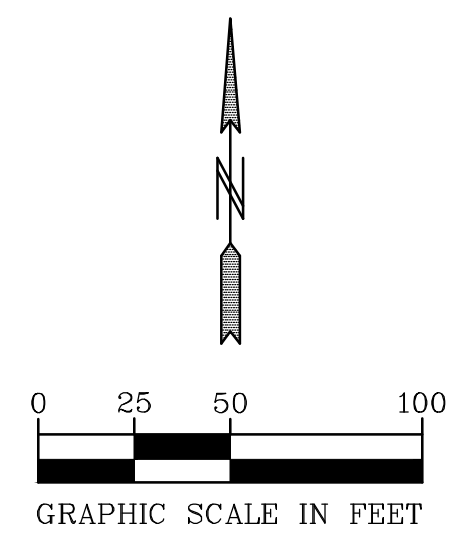
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STOR. VOL.=0.993 AC*FT

WETLAND L
HWL=978.4
OUTLET=969.8

REUSE BASIN 150P
OUTLET=976.0
DRAWDOWN EL.=973.0
HWL=979.2
WET VOL.=0.551 AC*FT
STOR. VOL.=1.167 AC*FT

WETLAND J
HWL=986.1
OUTLET=983.5

REUSE BASIN 100P
OUTLET=976.0
DRAWDOWN EL.=973.0
HWL=980.2



BENCH MARK
MNDOT BENCHMARK UMC MNDT
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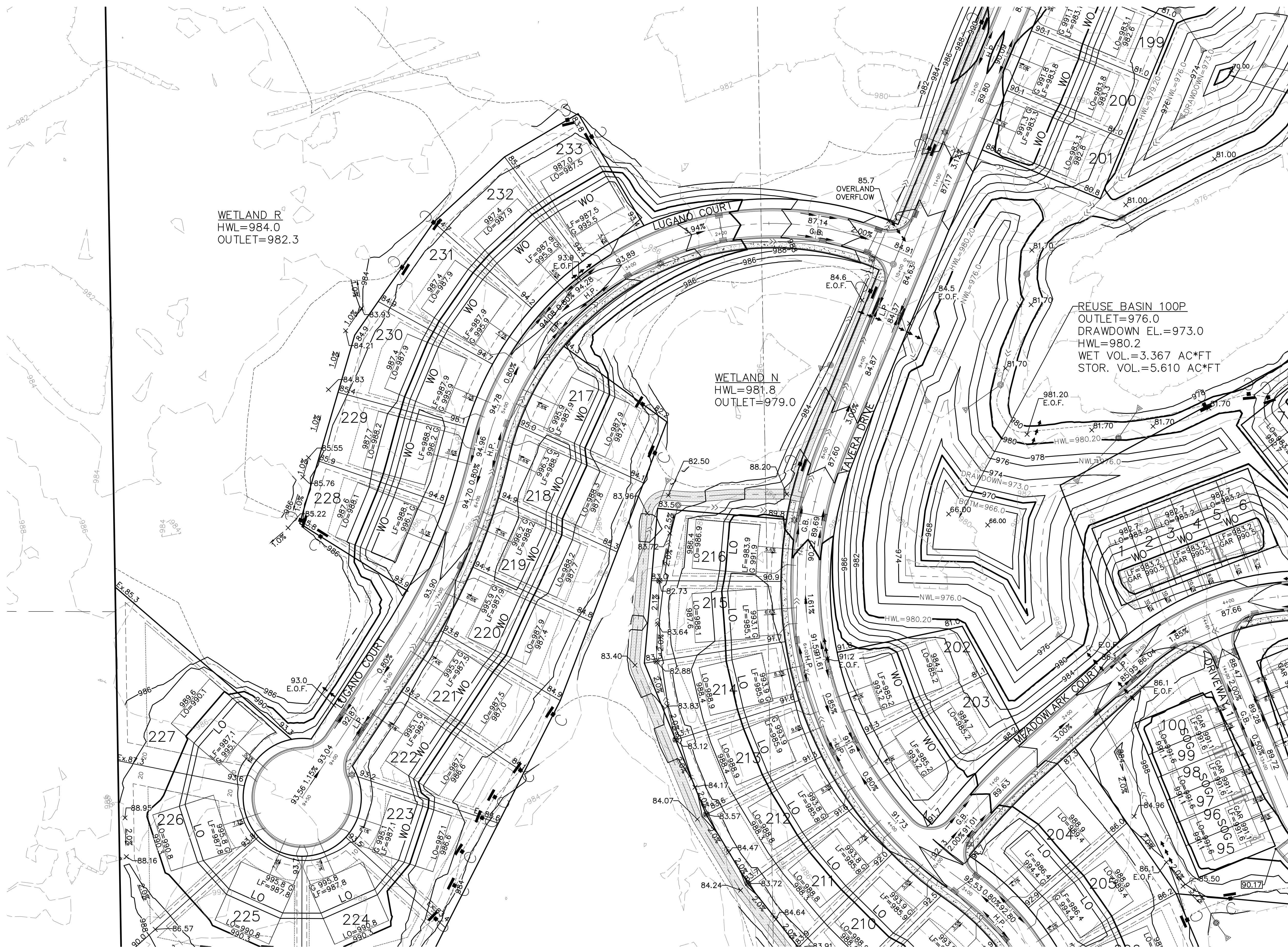
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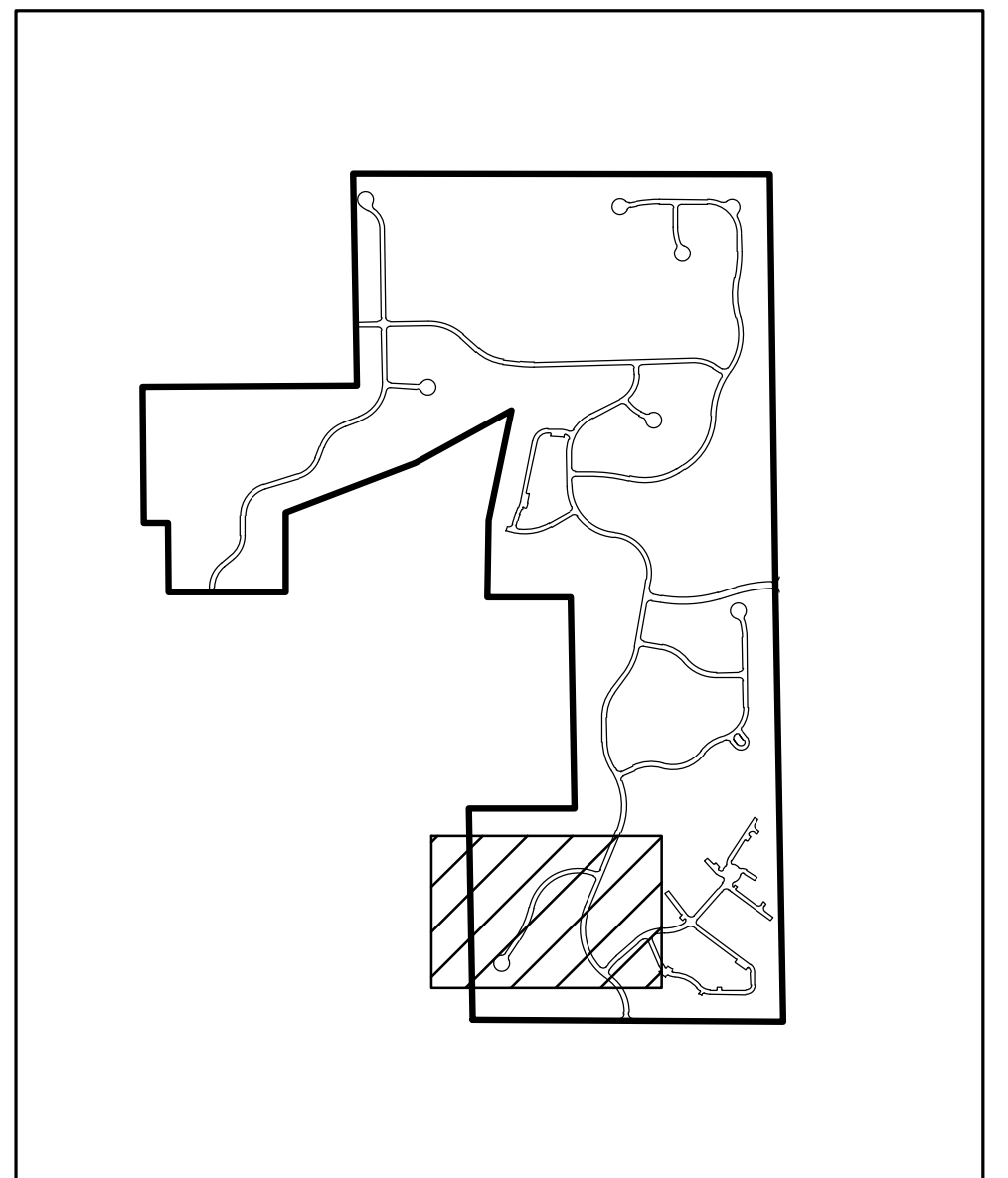
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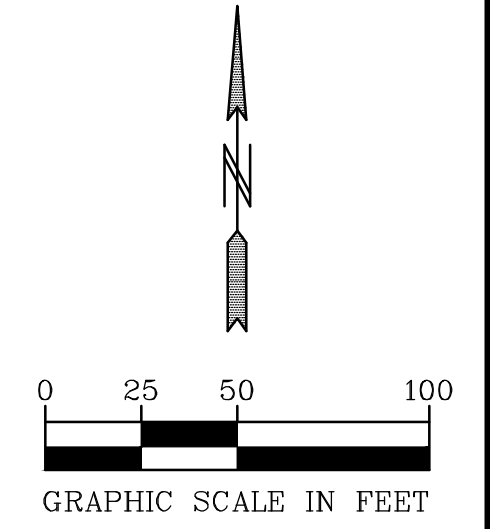
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OUTLET=982.3

WETLAND N
HWL=981.8
OUTLET=979.0

REUSE BASIN 100P
OUTLET=976.0
DRAWDOWN EL.=973.0
HWL=980.2
WET VOL.=3.367 AC*FT
STOR. VOL.=5.610 AC*FT



SHEET INDEX



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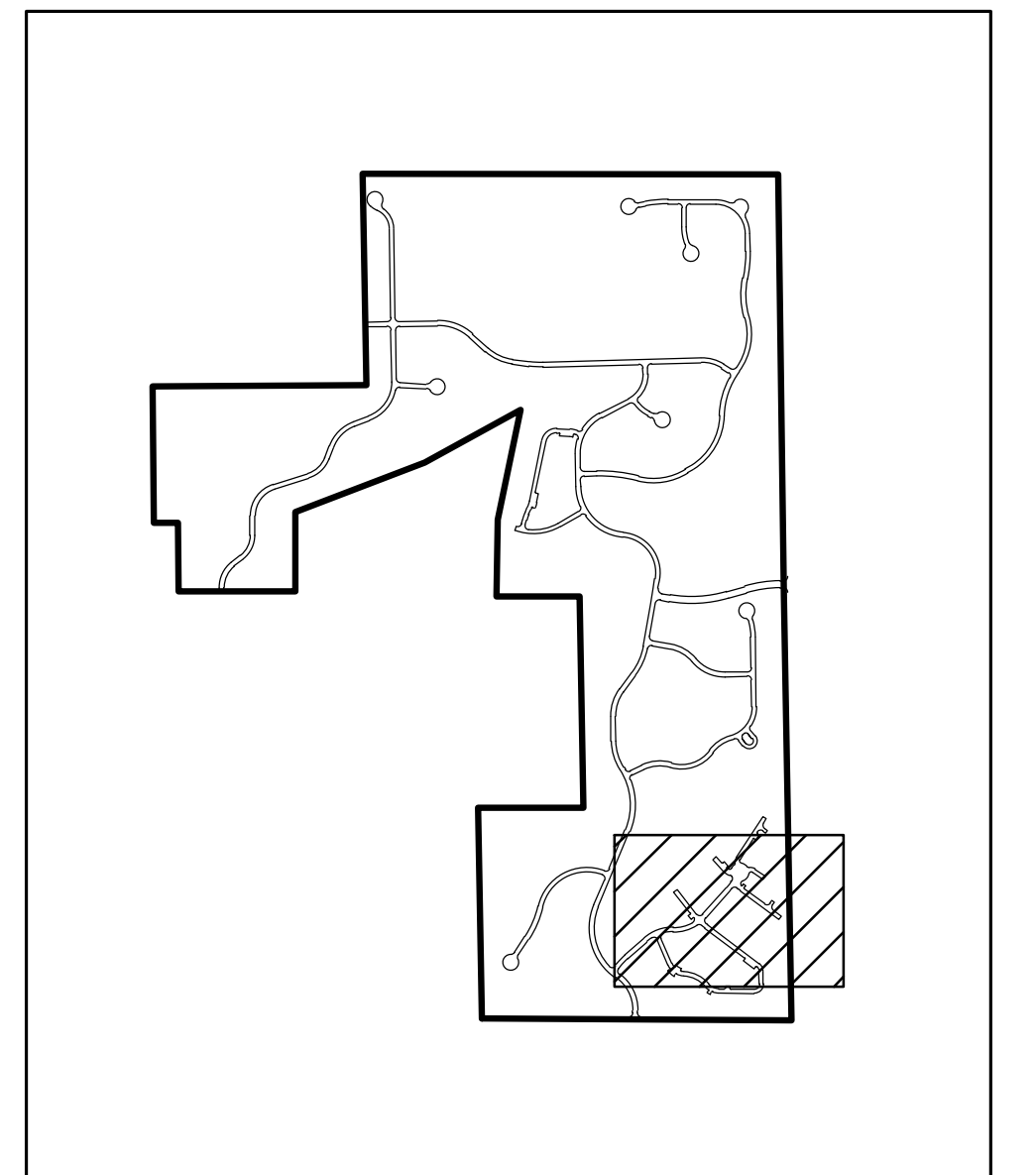
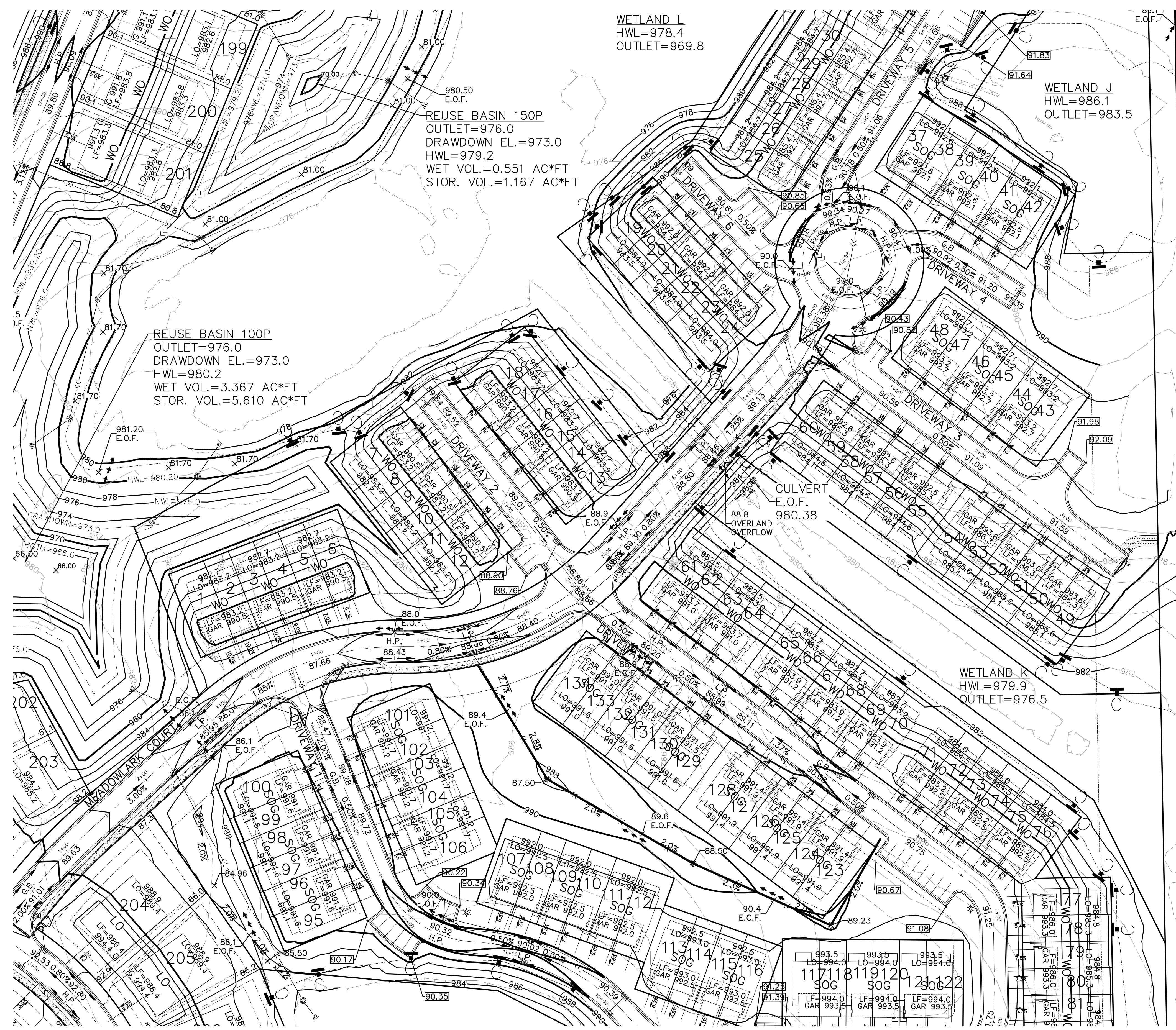
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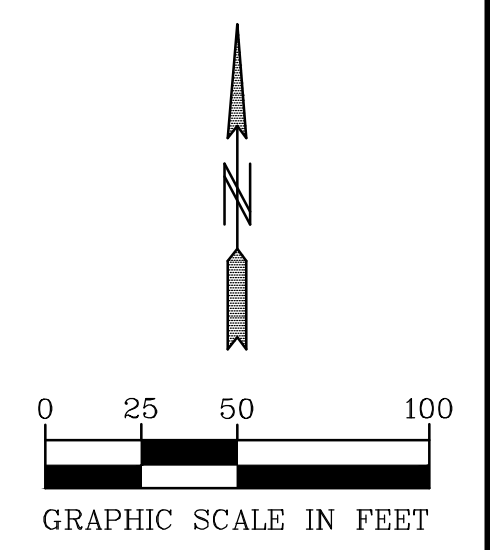
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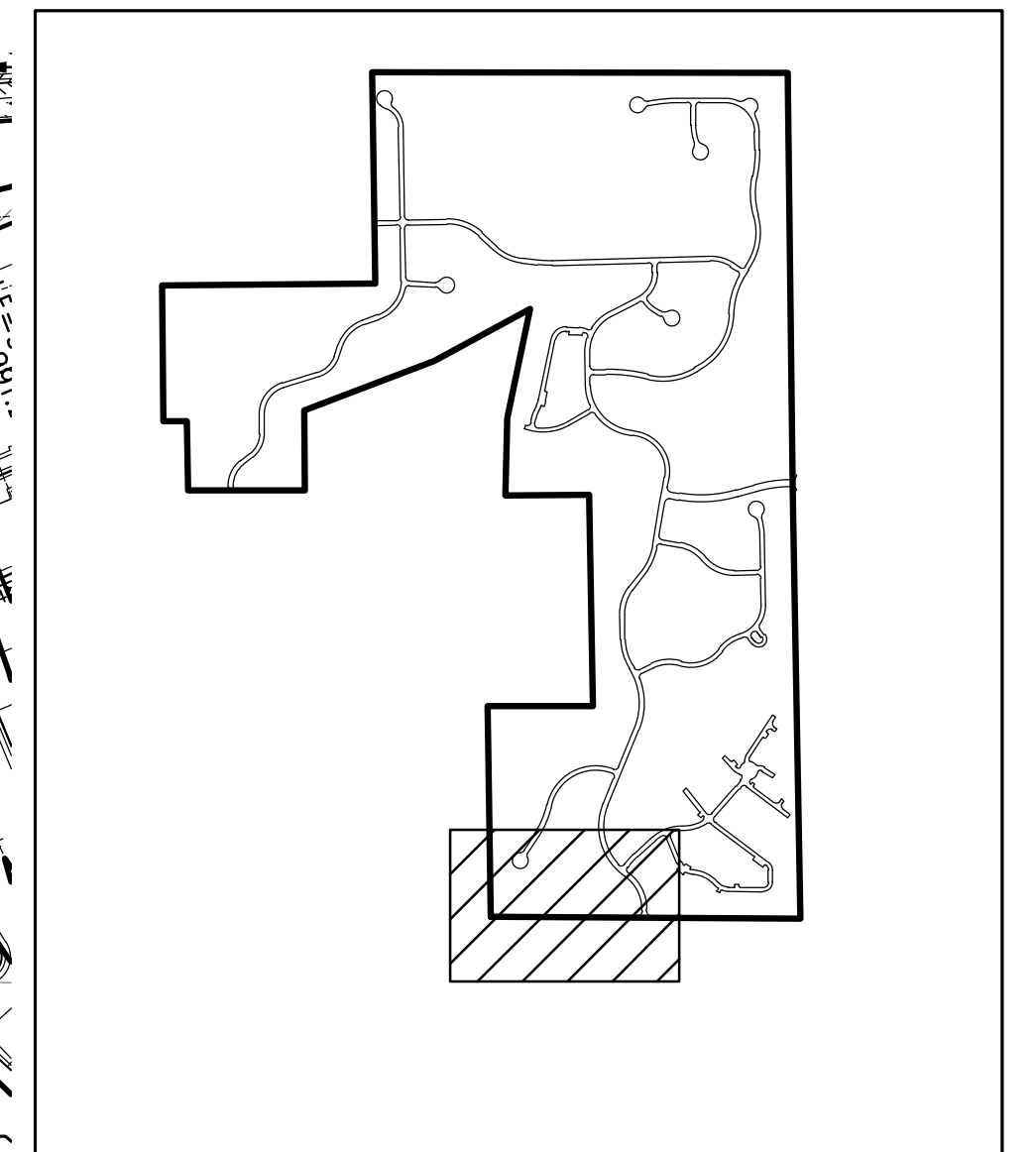
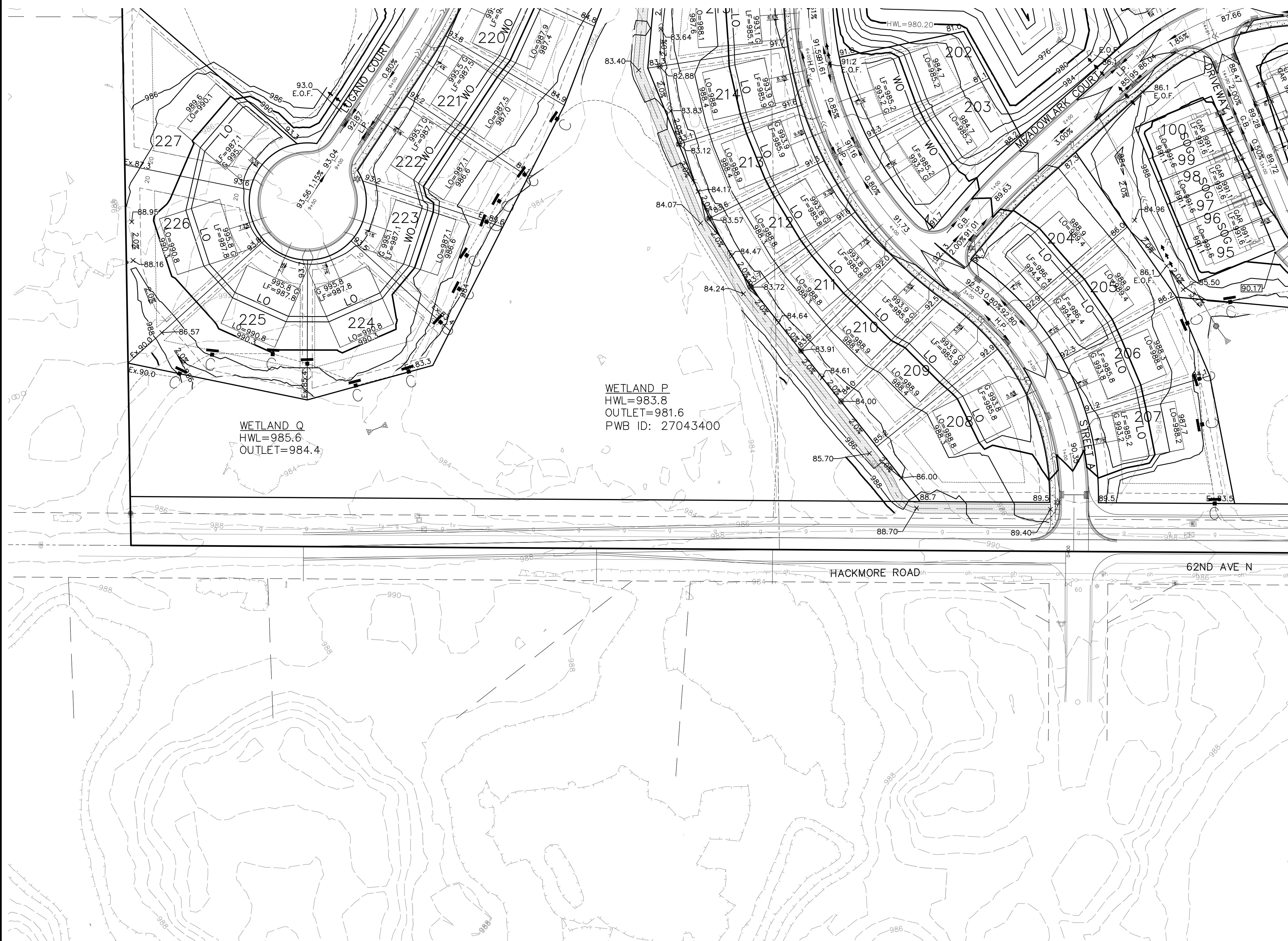
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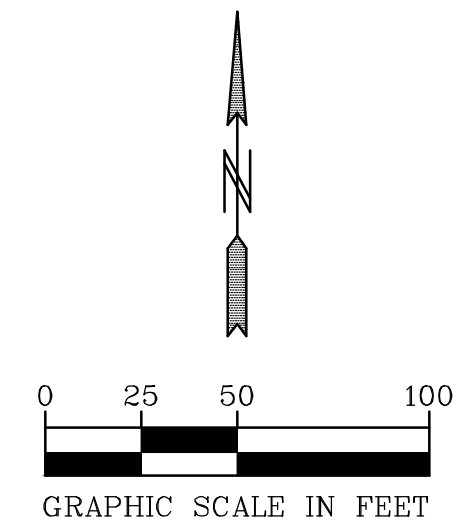
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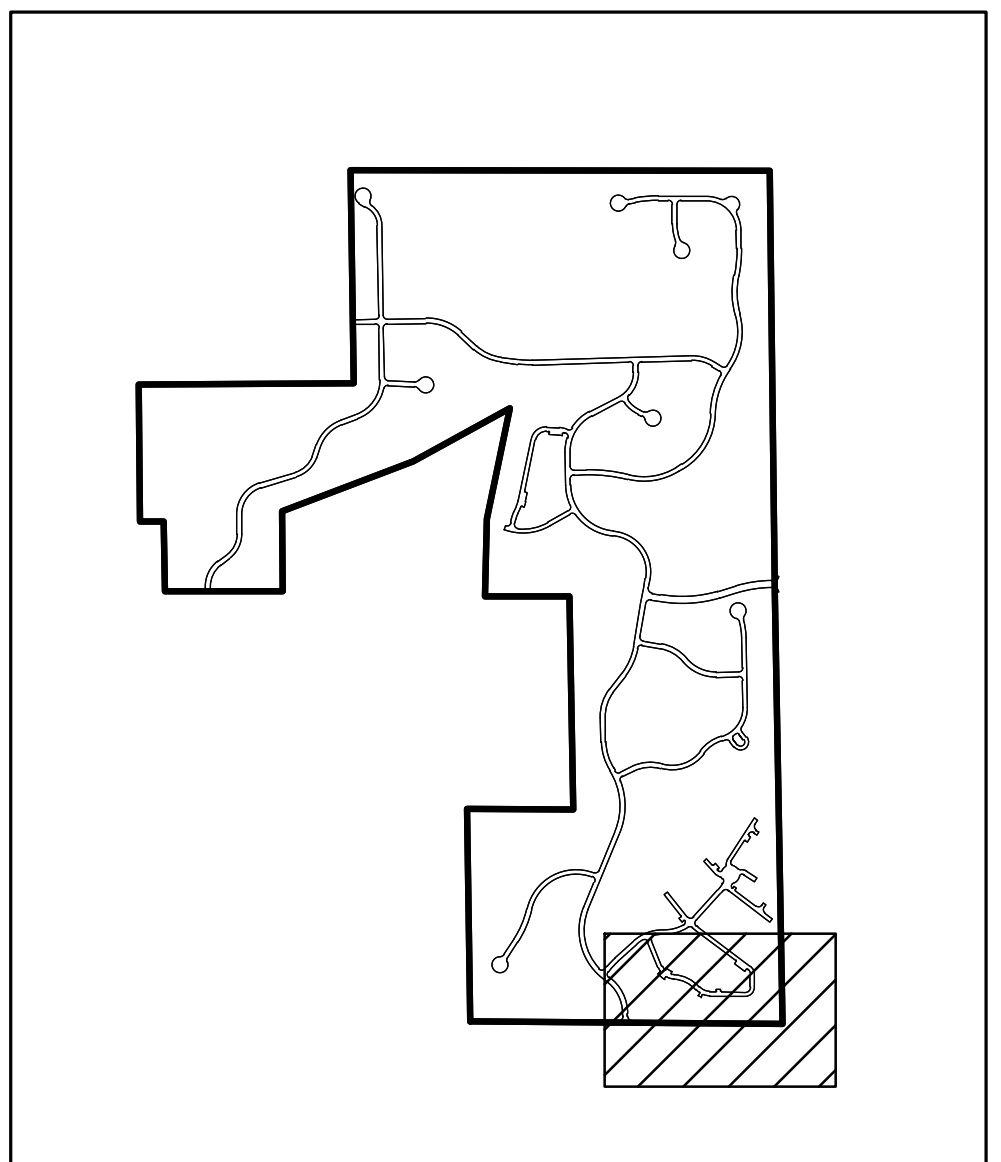
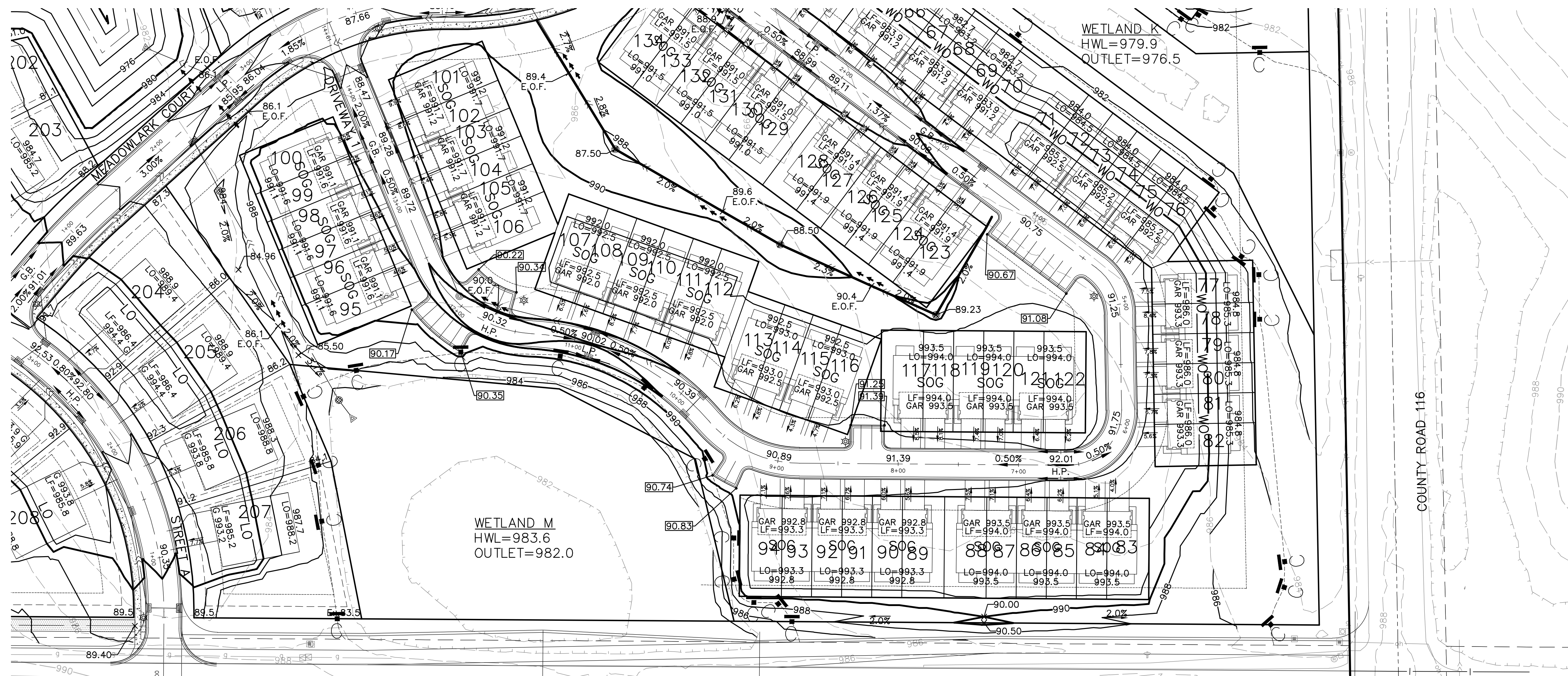
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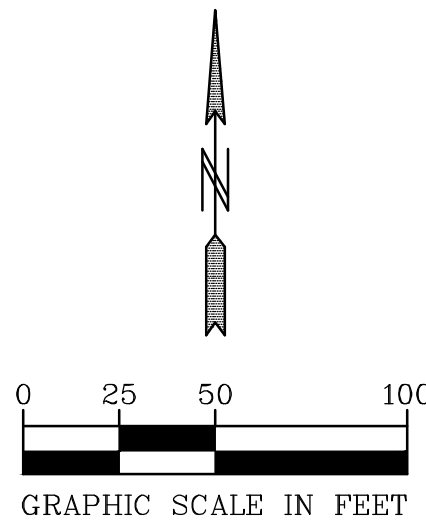
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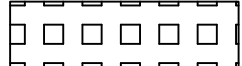






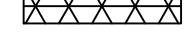


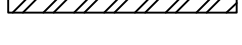

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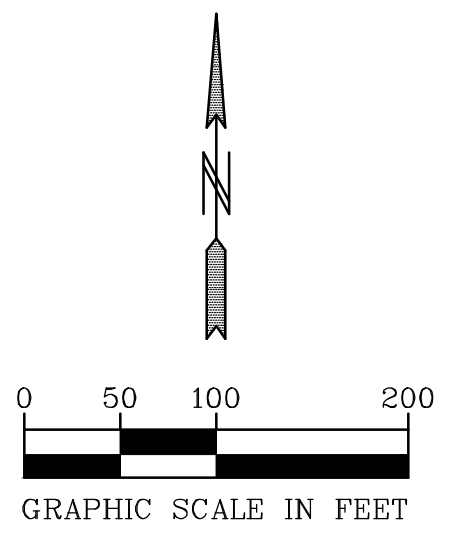
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TAVERA PHASE I GRADING
CORCORAN, MINNESOTA

2.10 OF 23

LEGEND

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-  PERIMETER EROSION CONTROL FENCE.
INSTALL BEFORE START OF GRADING
-  SECONDARY EROSION CONTROL FENCE.
TO BE INSTALLED 48 HOURS AFTER
COMPLETION OF GRADING.
-  SUMPED RIP RAP PERMANENT ENERGY
DISSIPATER, INSTALL WITHIN 24 HOURS
AFTER CONNECTION TO A SURFACE WATER.
-  CATCH BASIN INLET PROTECTION
TO BE INSTALLED AFTER 1ST LIFT
OF BITUMINOUS.
-  CATCH BASIN INLET PROTECTION
TO BE INSTALLED WITH CATCH
BASIN GRATE.
-  STRAW BIO ROLLS. INSTALL WITHIN 7 DAYS
OF GRADING COMPLETION OR BEFORE 1ST
RAINFALL EVENT WHICHEVER IS FIRST
-  STABILIZED EMERGENCY OVERFLOW (SEE DETAIL)
-  MNDOT CAT 20 EROSION CONTROL
BLANKET. INSTALL WITHIN 7 DAYS OF
GRADING COMPLETION
-  ROCK BERM
-  BASIN ACCESS 8% SLOPE MAX.
-  TEMPORARY DIVERSION DITCH



BENCH MARK
MNDOT BENCHMARK UMC MNDT
AT HWY 55 MILEPOINT 171.95
ELEV=1046.48 (NAVD88)

01-ENG-19128-SHEET-EROS



2422 Enterprise Drive
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Name: *Paul J. Chene*
Paul J. Chene
Reg. No.: 19860 Date: 9-11-2020

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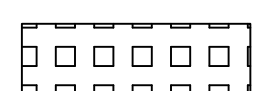






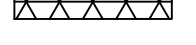


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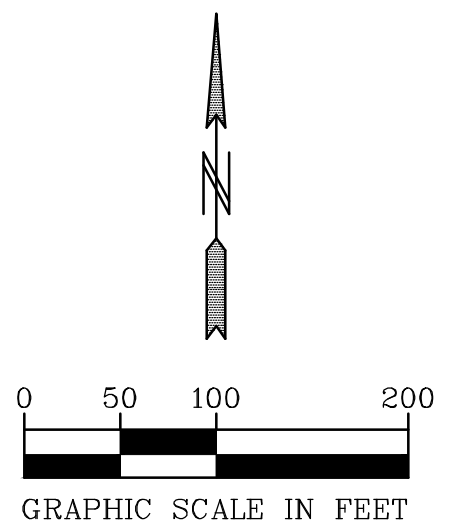
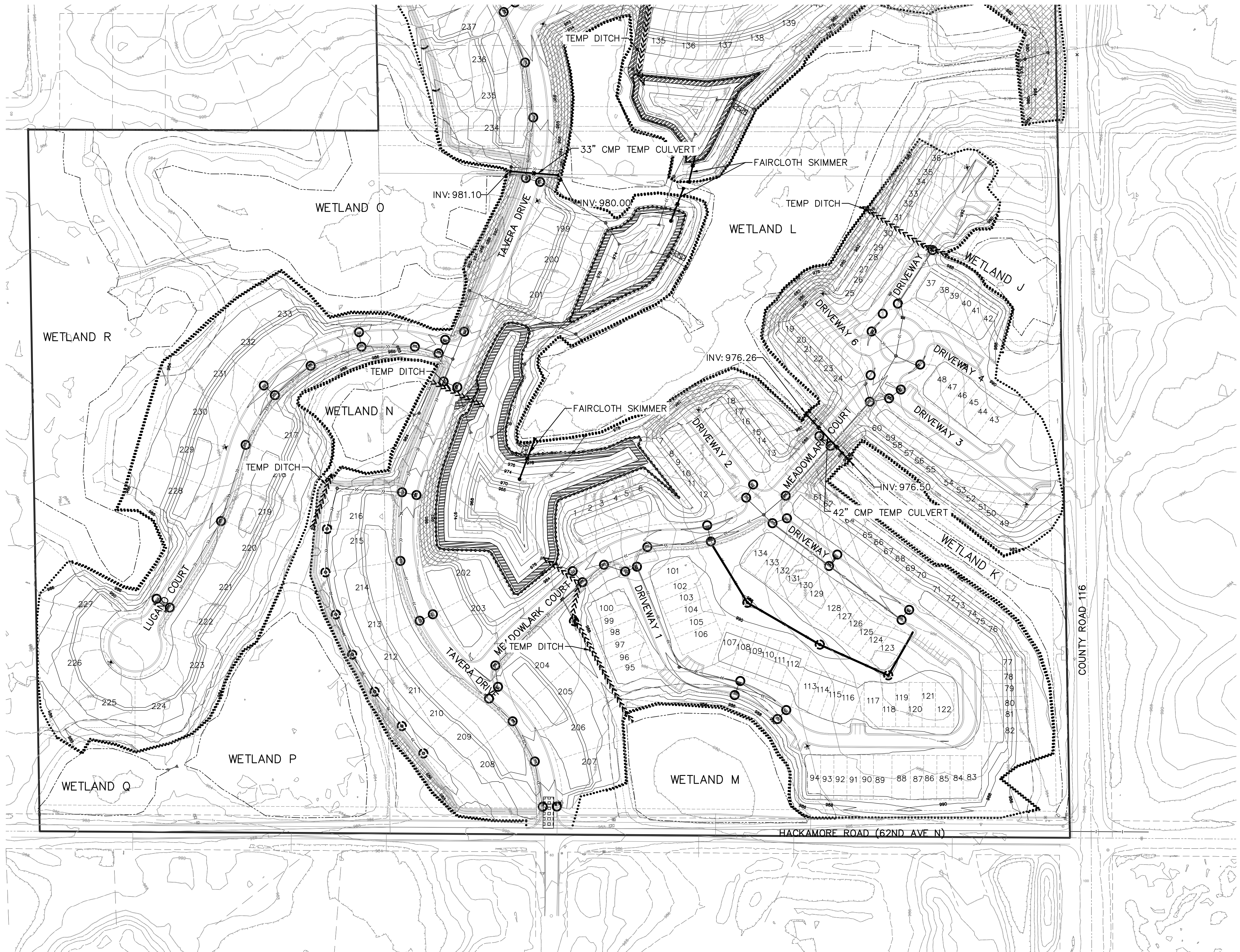
EROSION CONTROL PLAN

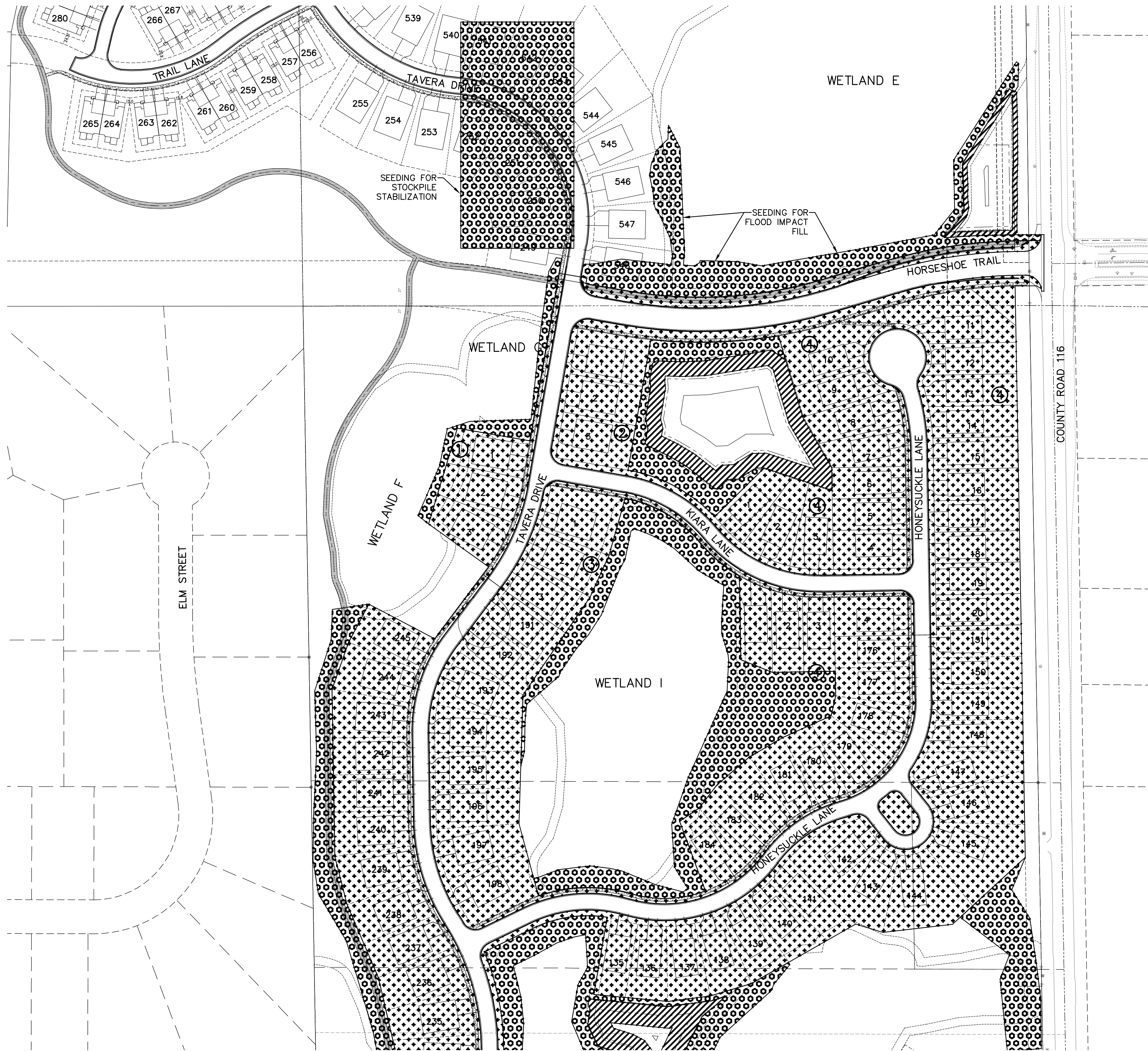
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TAVERA PHASE 1 GRADING
CORCORAN, MINNESOTA

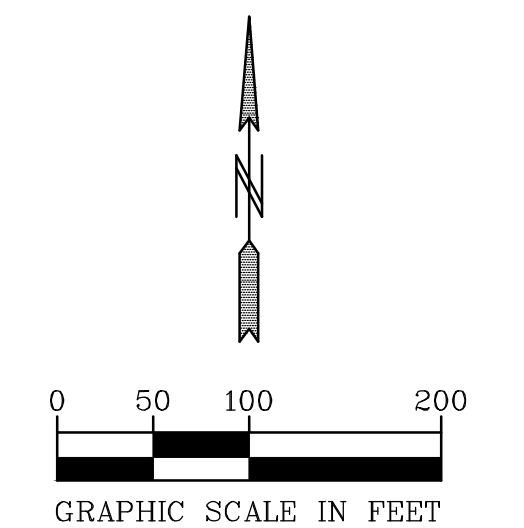
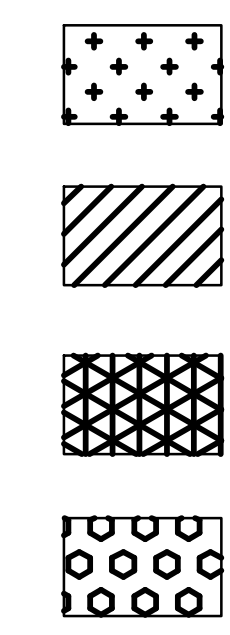
LEGEND

-  ROCK CONSTRUCTION ENTRANCE
INSTALL BEFORE START OF GRADING
-  PERIMETER EROSION CONTROL FENCE.
INSTALL BEFORE START OF GRADING
-  SECONDARY EROSION CONTROL FENCE.
TO BE INSTALLED 48 HOURS AFTER
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-  STABILIZED EMERGENCY OVERFLOW (SEE DETAIL)
-  MNDOT CAT 20 EROSION CONTROL
BLANKET. INSTALL WITHIN 7 DAYS OF
GRADING COMPLETION
-  ROCK BERM





- TEMPORARY SEED SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:
- MAY 1 - AUGUST 1: MINNESOTA STATE SEED MIXTURE 21-111 (OATS COVER CROP) @ 100.0 LBS PER ACRE OR APPROVED EQUAL.
 - AUGUST 1 - OCTOBER 1: MINNESOTA STATE SEED MIXTURE 21-112 (WINTER WHEAT COVER CROP) @ 100.0 LBS PER ACRE OR APPROVED EQUAL.
 - MULCH SHALL BE MNDOT 3882, TYPE 1 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - MNDOT 3881, TYPE 1 FERTILIZER, 10-10-20 @ 200 LBS PER ACRE.
- PERMANENT TURF RESTORATION SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:
- MINNESOTA STATE SEED MIXTURE 25-131 (COMMERCIAL/LOW MAINTENANCE TURF) AT 220 POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT 3882, TYPE 1 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - MNDOT 3881, TYPE 3 SLOW-RELEASE FERTILIZER, 22-5-10, MINIMUM 70% WATER-INSOLUBLE NITROGEN @ 350 LBS PER ACRE.
- PERMANENT BASIN SEEDING SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876 CONSISTING OF:
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- WETLAND RESTORATION
- RESTORE DISTURBED AREA TO WITHIN 1 FOOT OF EXISTING GRADE
 - SEED: MIX 34-262 (WET PRAIRIE) AT 14.50 LBS/ACRE
 - FERTILIZER: 0-10-20 AT 60 LBS/ACRE
 - INSTALL TYPE 1 MULCHING AT 2 TONS PER ACRE
 - SIDE SLOPES, 3:1 AND STEEPER, SHALL BE COVERED WITH MNDOT CATEGORY 3 EROSION CONTROL BIODEGRADABLE BLANKET
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BENCH MARK
 MNDOT BENCHMARK UMC MNDT
 AT HWY 55 MILEPOINT 171.95
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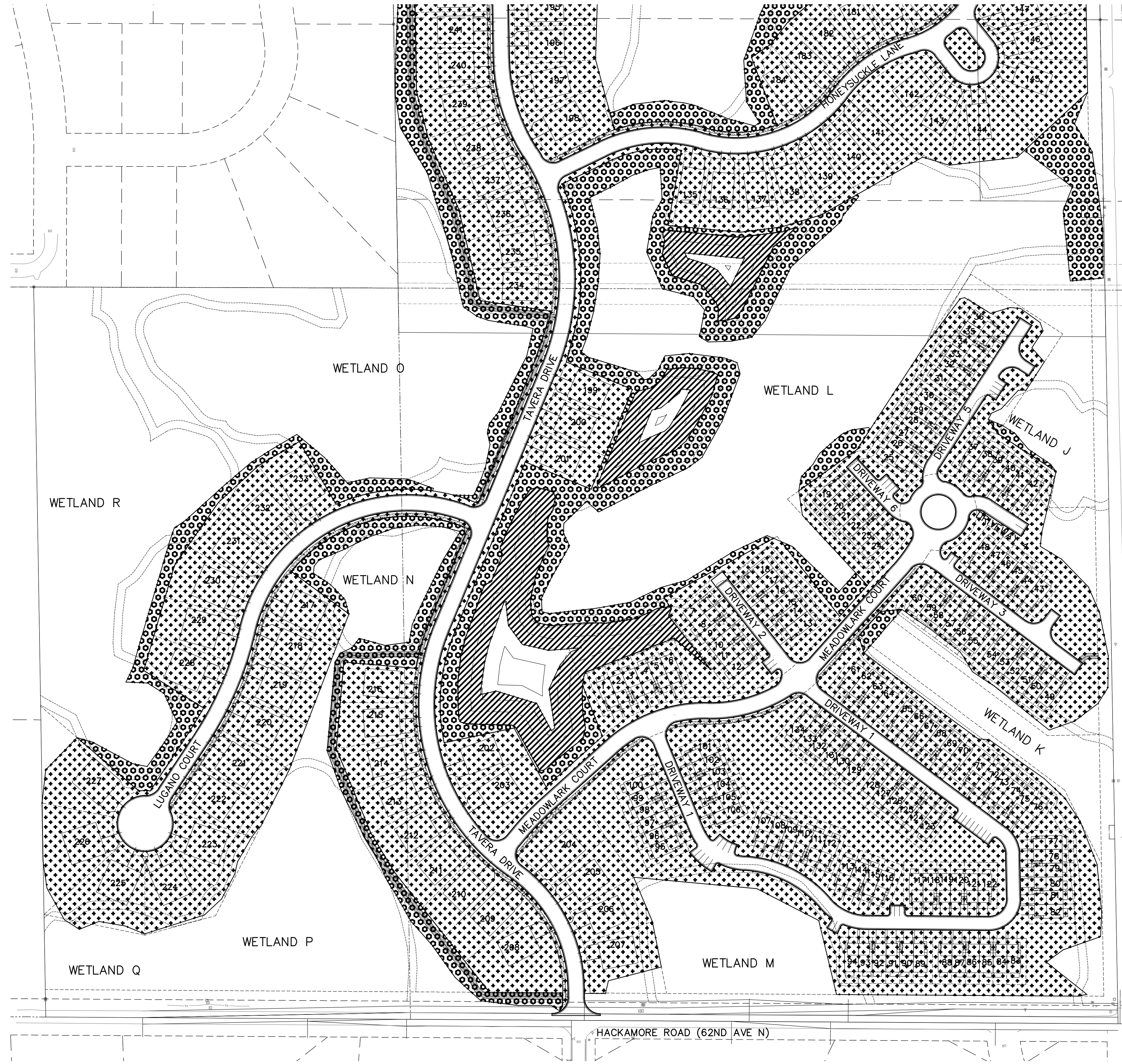
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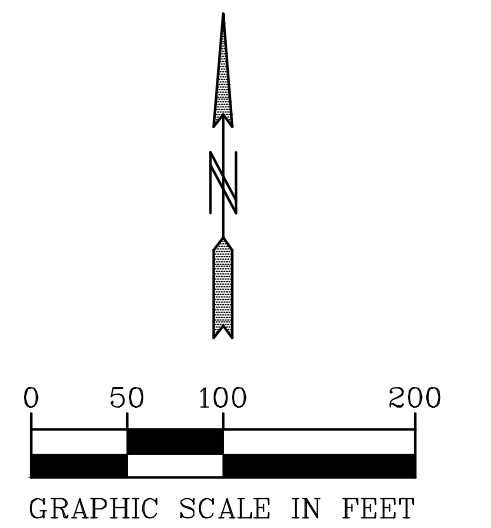
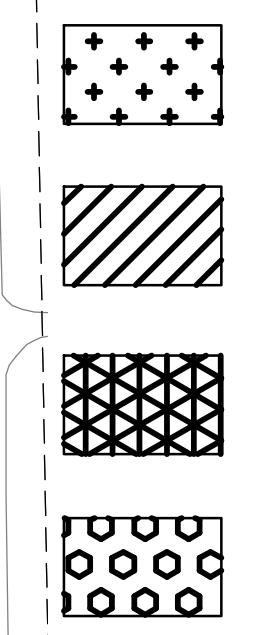
SEEDING PLAN

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TAVERA PHASE I GRADING
 CORCORAN, MINNESOTA



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 - RESTORE DISTURBED AREA TO WITHIN 1 FOOT OF EXISTING GRADE
 - SEED: MIX 34-262 (WET PRAIRIE) AT 14.50 LBS/ACRE
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BENCH MARK
 MNDOT BENCHMARK UMC MNDT
 AT HWY 55 MILEPOINT 171.95
 ELEV=1046.48 (NAVD88)

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 Paul J. Chene
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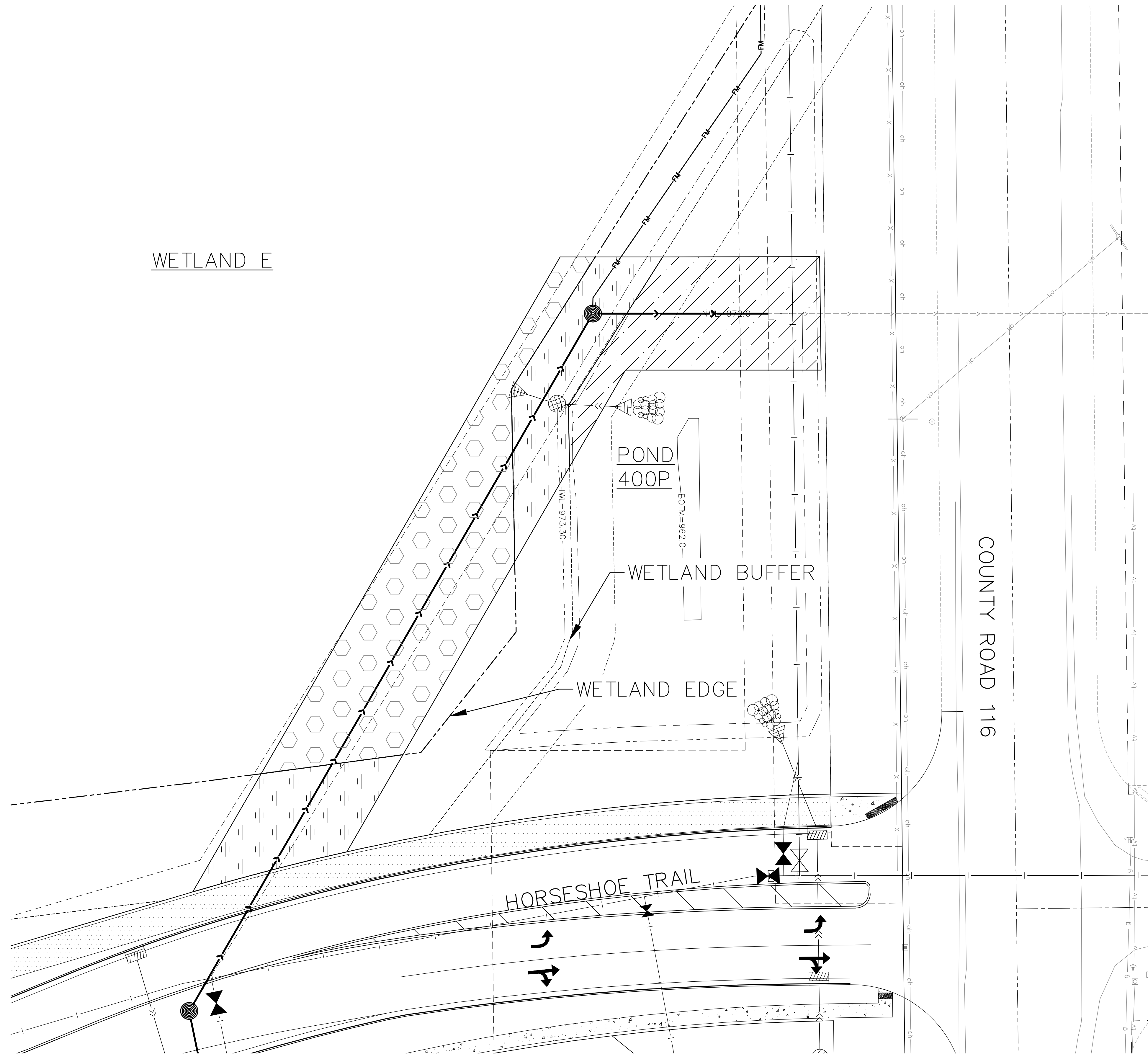
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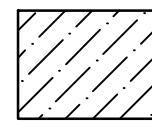
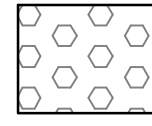
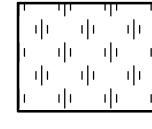
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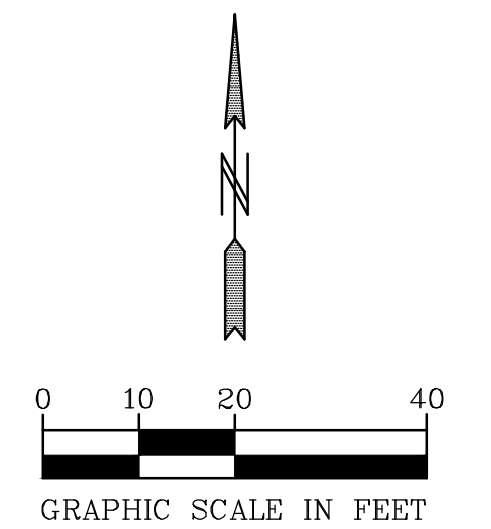
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TAVERA PHASE I GRADING
 CORCORAN, MINNESOTA

WETLAND E



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BENCH MARK
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WETLAND SEEDING

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TAVERA PHASE 1 GRADING
CORCORAN, MINNESOTA

4.20 OF 23

GRADING SEQUENCE

1. INSTALL ROCK CONSTRUCTION ENTRANCE
2. INSTALL PERIMETER SEDIMENT CONTROL DEVICES (SILT FENCE).
3. STRIP TOPSOIL, STOCKPILE AND STABILIZE IN BERM FOR FUTURE SPREADING.
4. DIG TEMPORARY SEDIMENT BASIN, BASIN TO BE 1800 CF/ACRE OF AREA STRIPPED. CLEAN TEMP BASIN ONCE 50% FULL.
5. ALL SOILS WILL BE COMPACTED PER SPECIFICATIONS.
6. MAINTAIN DRAINAGE DURING GRADING OPERATION TO TEMPORARY SEDIMENT BASIN.
7. COMPLETE SITE GRADING PER PLAN.
8. RESURFACE TOPSOIL MAINTAIN A MINIMUM OF 4" DEPTH.
9. MAINTAIN DRAINAGE TO TEMP SEDIMENT BASIN UNTIL NEXT PHASE BEGINS.
10. STABILIZE DENuded AREAS AND STOCKPILES WITHIN TIME FRAME LISTED IN EROSION PREVENTION PRACTICES

GENERAL NOTES

1. THE STORM WATER POLLUTION PREVENTION MANAGER SHALL BE A PERSON TRAINED, KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPs WHO WILL OVER SEE THE IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPs BEFORE AND DURING CONSTRUCTION.
2. CONTRACTOR TO ADHERE TO ALL REQUIREMENTS OF THE MINNESOTA POLLUTION CONTROL AGENCY N.P.D.E.S. PERMIT, INCLUDING THE REQUIREMENT TO MINIMIZE THE AREA DISTURBED BY GRADING AT ANY GIVEN TIME AND TO COMPLETE TURF RESTORATION WITHIN THE TIME REQUIRED BY THE PERMIT AFTER TEMPORARILY CEASING GRADING OR COMPLETION OF GRADING.
3. A COPY OF THESE PLANS MUST BE ON THE JOB SITE WHENEVER CONSTRUCTION IS IN PROGRESS.
4. BMP'S REFER TO EROSION AND SEDIMENT CONTROL PRACTICES DEFINED IN THE MPCA PROTECTING WATER QUALITY IN URBAN AREAS AND THE MINNESOTA CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL PLANNING HANDBOOK.
5. ALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) SHALL BE INSTALLED AND IN OPERATION PRIOR TO LAND DISTURBANCE ACTIVITIES. SOME EROSION CONTROLS SUCH AS CHECK DAMS AND TEMPORARY SILT PONDS MAY BE INSTALLED AS GRADING OCCURS IN THE SPECIFIC AREA. THEY SHALL BE MAINTAINED UNTIL CONSTRUCTION IS COMPLETED AND THE POTENTIAL FOR EROSION HAS PASSED.
6. THE BMP'S SHOWN ON THE PLANS ARE THE MINIMUM REQUIREMENTS FOR THE ANTICIPATED SITE CONDITIONS. AS CONSTRUCTION PROGRESSES AND UNEXPECTED OR SEASONAL CONDITIONS DICTATE, THE PERMITTEE SHALL ANTICIPATE THAT MORE BMP'S WILL BE NECESSARY TO ENSURE EROSION AND SEDIMENT CONTROL ON THE SITE. DURING THE COURSE OF CONSTRUCTION, IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY CONSTRUCTION ACTIVITIES AND/OR CLIMATIC EVENTS AND TO PROVIDE ADDITIONAL BMP'S OVER AND ABOVE THE MINIMUM REQUIREMENTS SHOWN ON THE PLANS THAT MAY BE NEEDED TO PROVIDE EFFECTIVE PROTECTION OF WATER AND SOIL RESOURCES.
7. ALL TREES NOT LISTED FOR REMOVAL SHALL BE PROTECTED. DO NOT OPERATE EQUIPMENT WITHIN THE DRIP LINE, ROOT ZONES OR WITHIN TREE PROTECTION FENCE AREAS.
8. WHEREVER POSSIBLE, PRESERVE THE EXISTING TREES, GRASS AND OTHER VEGETATIVE COVER TO HELP FILTER RUNOFF.
9. OPERATE TRACK EQUIPMENT (DOZER) UP AND DOWN EXPOSED SOIL SLOPES ON FINAL PASS, LEAVING TRACK GROOVES PERPENDICULAR TO THE SLOPE. DO NOT BACK-BLADE. LEAVE A SURFACE ROUGH TO MINIMIZE EROSION.
10. TEMPORARY SEED SHALL BE DONE IN ACCORDANCE TO MNDOT 2575 & 3876. CONSISTING OF:
 - MN SEED MIX 22-111 @ 40 LBS. PER ACRE OR APPROVED EQUAL.
 - MULCH SHALL BE MNDOT TYPE 1 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - TYPE 1 FERTILIZER, 10-10-10 @ 200 LBS. PER ACRE
11. PERMANENT TURF RESTORATION SHALL BE DONE IN ACCORDANCE WITH MNDOT 2575 & 3876. CONSISTING OF:
 - MN SEED MIX 25-141 AT 59 POUNDS PER ACRE.
 - MULCH SHALL BE MNDOT TYPE 1 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL, INSTALLED TO MINIMUM 90% COVERAGE OF THE SURFACE AREA DISTURBED.
 - TYPE 1 FERTILIZER, 10-10-10 @ 200 LBS. PER ACRE.
12. SLOPES AT 3:1 OR STEEPER, AND/OR WHERE INDICATED ON THE PLANS SHALL BE SEEDED AND HAVE AN EROSION CONTROL BLANKET TYPE 3 INSTALLED OR MAY BE HYDROSEEDED WITH TACKIFIER MULCH.
13. THE CONTRACTOR SHALL REMOVE ALL SOILS AND SEDIMENT TRACKED ONTO EXISTING STREETS AND PAVED AREAS.
14. IF BLOWING DUST BECOMES A NUISANCE, THE CONTRACTOR SHALL APPLY WATER FROM A TANK TRUCK TO ALL CONSTRUCTION AREAS.
15. WITHIN 7 DAYS OF COMPLETION OF THE SITE GRADING OPERATIONS THE ENTIRE SITE (EXCEPT ROADWAYS) SHALL HAVE BEEN SEEDED AND MULCHED AND SILT FENCE SHALL BE INSTALLED AROUND ALL PONDS.
16. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF WITHIN THIRTY (30) DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.
17. THE MINIMIZATION OF SOIL COMPACTION MUST BE USED ON AREAS OUTSIDE OF SPECIFIC COMPACTION REQUIRED AREAS. THESE PRACTICES INCLUDE: PREVENTING HEAVY EQUIPMENT TRAFFIC AND CONSTRUCTION TRAFFIC FROM AREAS, USING PRACTICES TO PREVENT CONCENTRATED FLOW OCCURRING OVER THE SOIL, PROVIDE LIGHT TRACKED EQUIPMENT TO CONSTRUCT AREA TO FINAL GRADE. THE AREAS REQUIRING LOOSE SOIL INCLUDE ALL TOPSOIL PLACEMENT AND INFILTRATION/FILTRATION BASINS.

CONSTRUCTION ACTIVITY REQUIREMENTS

A. EROSION PREVENTION PRACTICES

1. THE CONTRACTOR SHALL IMPLEMENT CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING, AND OTHER CONSTRUCTION PRACTICES THAT MINIMIZE EROSION. THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE DELINEATED (E.G. WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC.) ON THE DEVELOPMENT SITE BEFORE WORK BEGINS.
2. TEMPORARY STABILIZATION MUST BE INITIATED IMMEDIATELY WHENEVER ANY CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 7 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS TEMPORARILY OR PERMANENTLY CEASED.
3. ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF A SURFACE WATER OR ANY STORMWATER CONVEYANCE SYSTEM WHICH IS CONNECTED TO A SURFACE WATER MUST BE STABILIZED WITHIN 7 DAYS. THESE AREAS INCLUDE POND SIDE SLOPES, EXPOSED SOIL AREAS WITH A POSITIVE SLOPE TO A CURB AND GUTTER SYSTEM, STORM SEWER INLET, DRAINAGE DITCH, OR OTHER SYSTEM THAT DISCHARGES TO A SURFACE WATER.
4. THE NORMAL WETTED PERIMETER OF ANY DRAINAGE DITCH MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE TO ANY SURFACE WATER (WITHIN 24 HOURS OF CONNECTING TO A SURFACE WATER).
5. PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS OF CONNECTION TO A SURFACE WATER.

B. SEDIMENT CONTROL PRACTICES

1. SEDIMENT CONTROL PRACTICES MUST MINIMIZE SEDIMENT ENTERING SURFACE WATERS. DITCHES AND SEDIMENT BASINS REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS. IF DOWN GRADE SYSTEM IS OVERLOADED, ADDITIONAL UPGRADE PRACTICES MUST BE INSTALLED, AND THE SWPPP MUST BE AMENDED. THERE SHALL BE NO UNBROKEN SLOPE LENGTH OF GREATER THAN 75 FEET FOR SLOPES WITH A GRADE OF 3:1 OR STEEPER. SLOPES MAY BE BROKEN WITH SILT FENCE, ROCK CHECK DAMS, COMPOST SNAKES, OR OTHER APPROVED METHODS AND/OR AS SHOWN ON THE EROSION CONTROL PLAN.
2. SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON DOWNGRADE PERIMETERS BEFORE UPGRADE LAND DISTURBING ACTIVITIES BEGIN.
3. THE TIMING OF SEDIMENT CONTROL PRACTICES MAY BE ADJUSTED TO ACCOMMODATE SHORT TERM ACTIVITIES. HOWEVER, THESE PRACTICES MUST BE INSTALLED BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE ACTIVITY IS NOT COMPLETE.
4. CONTRACTOR MUST PROTECT ALL STORM DRAIN INLETS BY APPROPRIATE BMP'S DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED.
5. TEMPORARY STOCKPILES MUST HAVE SILT FENCE AROUND THE PERIMETER OF THE BASE OF THE STOCKPILE AND CANNOT BE PLACED IN SURFACE WATERS, INCLUDING STORM WATER CONVEYANCES SUCH AS CURBS AND GUTTER SYSTEMS, OR CONDUITS OR DITCHES.
6. CONTRACTOR MUST INSTALL TEMPORARY (OR PERMANENT) SEDIMENTATION BASINS WHERE TEN OR MORE ACRES OF DISTURBED SOIL DRAIN TO A COMMON LOCATION AND/OR AS SHOWN ON THE EROSION CONTROL PLAN.

C. DEWATERING AND SURFACE DRAINAGE

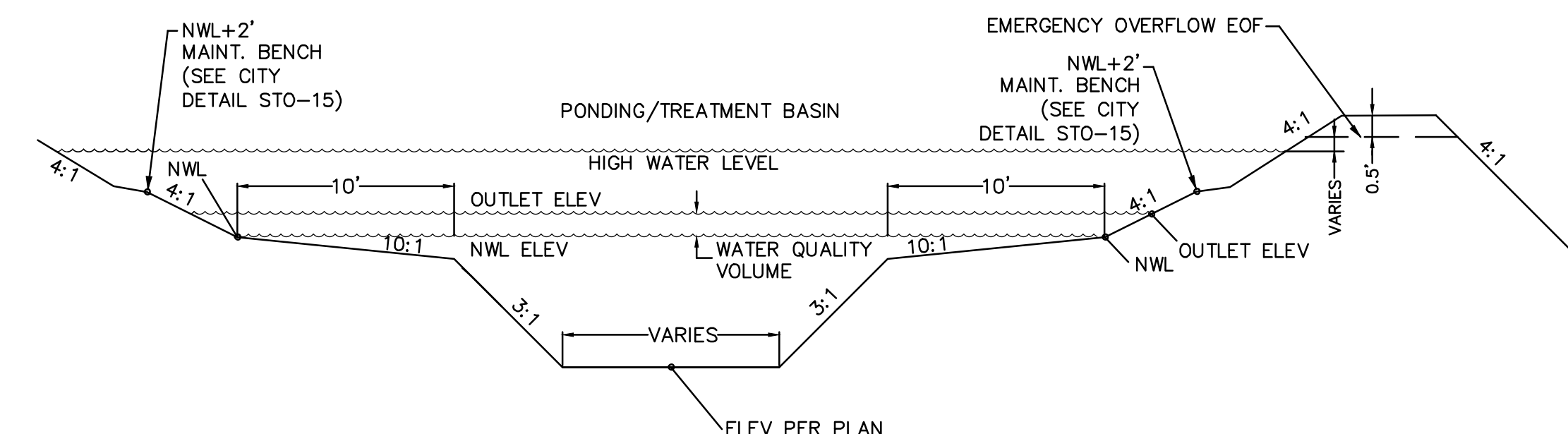
1. DEWATERING OR ANY TYPE OF SURFACE DRAINAGE THAT MAY HAVE TURBID OR SEDIMENT LADEN DISCHARGE WATER MUST BE DISCHARGED TO AN APPROVED SEDIMENT BASIN ON THE PROJECT SITE WHENEVER POSSIBLE. IF THE WATER CANNOT BE DISCHARGED TO A BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMP'S SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM LANDOWNERS. THE CONTRACTOR MUST ENSURE THAT DISCHARGE POINTS ARE ADEQUATELY PROTECTED FROM EROSION AND SCOUR. THE DISCHARGE MUST BE DISPERSED OVER NATURAL ROCK RIP RAP, SAND BAGS, PLASTIC SHEETING, OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES.
2. ALL WATER FROM DEWATERING MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION, OR INUNDATION OF WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.

D. INSPECTIONS AND MAINTENANCE

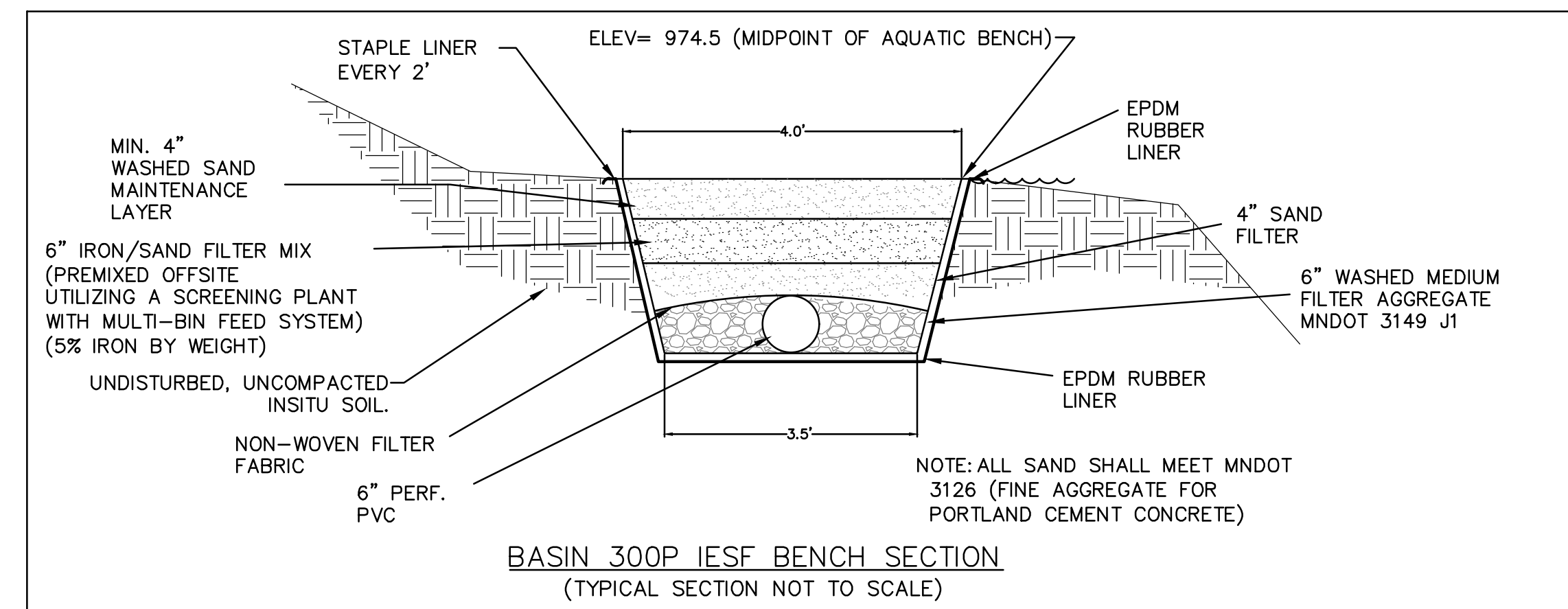
1. THE CONTRACTOR MUST APPOINT SOMEONE TO INSPECT THE CONSTRUCTION SITE ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF GREATER THAN 0.5 INCHES IN 24 HOURS. ALL INSPECTIONS MUST BE RECORDED IN WRITING AND RETAINED PER M.P.C.A. N.P.D.E.S. REQUIREMENTS. (NOTE: LOCAL JURISDICTION MAY REQUIRE A MORE FREQUENT INTERVAL OF INSPECTION.)
2. ALL NONFUNCTIONAL BMP'S MUST BE REPAIRED, REPLACED OR SUPPLEMENTED WITH FUNCTIONAL BMP'S BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED. (SEE MPCA NPDES PERMIT I.V.E.S.)

E. POLLUTION PREVENTION MANAGEMENT MEASURES

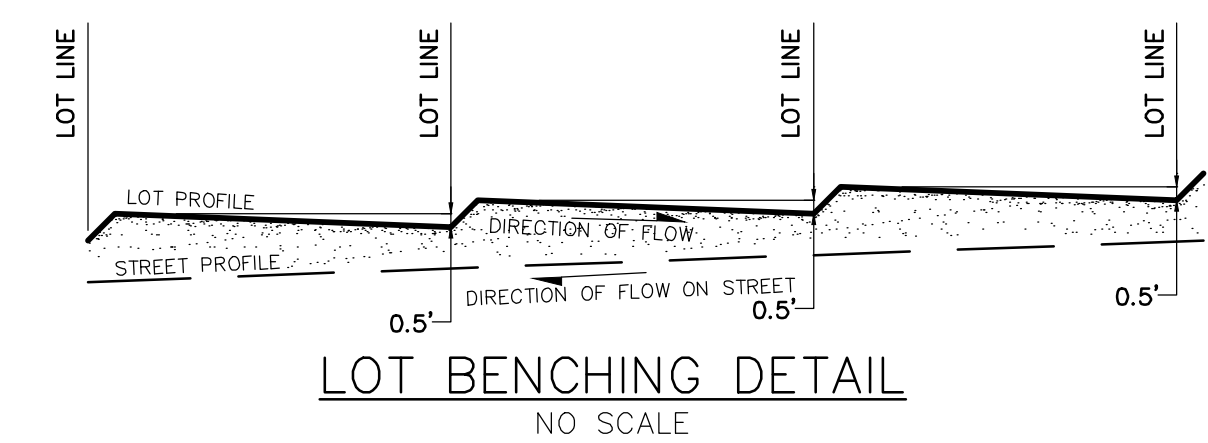
1. SOLID WASTE MUST BE DISPOSED OF PER M.P.C.A. REQUIREMENTS.
2. HAZARDOUS MATERIALS MUST BE STORED AND DISPOSED OF PER M.P.C.A. REGULATIONS.
3. EXTERNAL WASHING OF CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE CONTAINED AND WASTE PROPERLY DISPOSED OF. NO ENGINE DECREASING IS ALLOWED ON SITE.



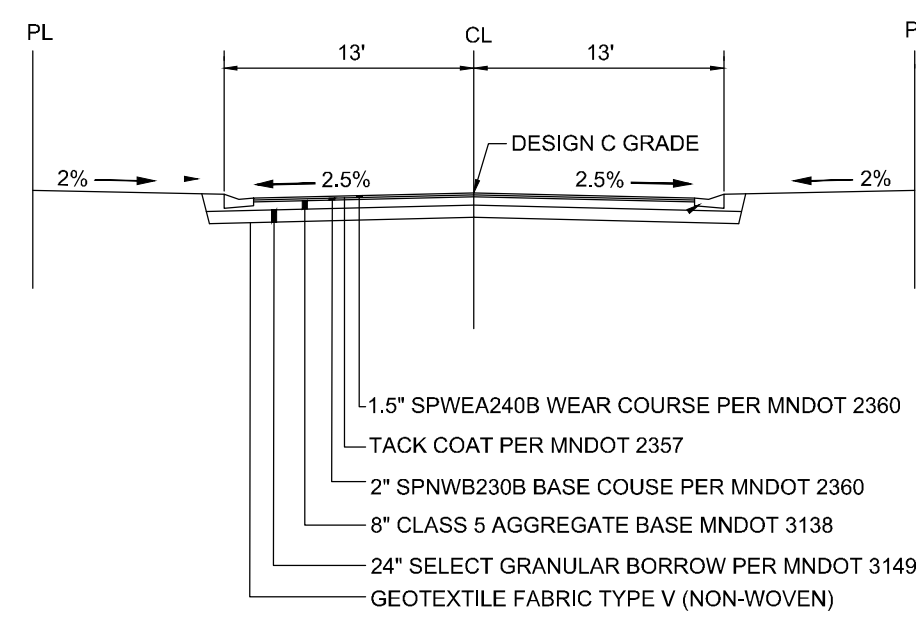
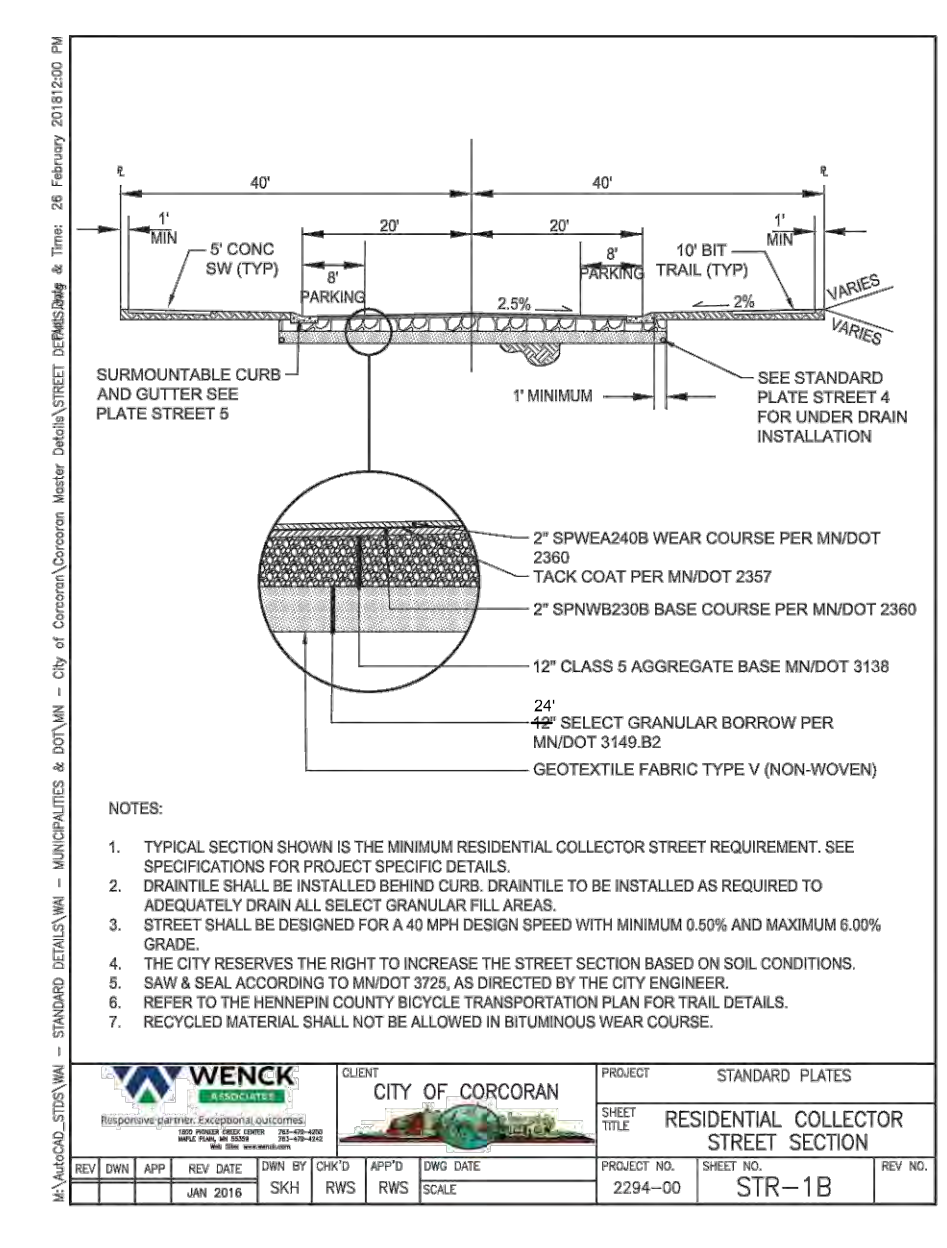
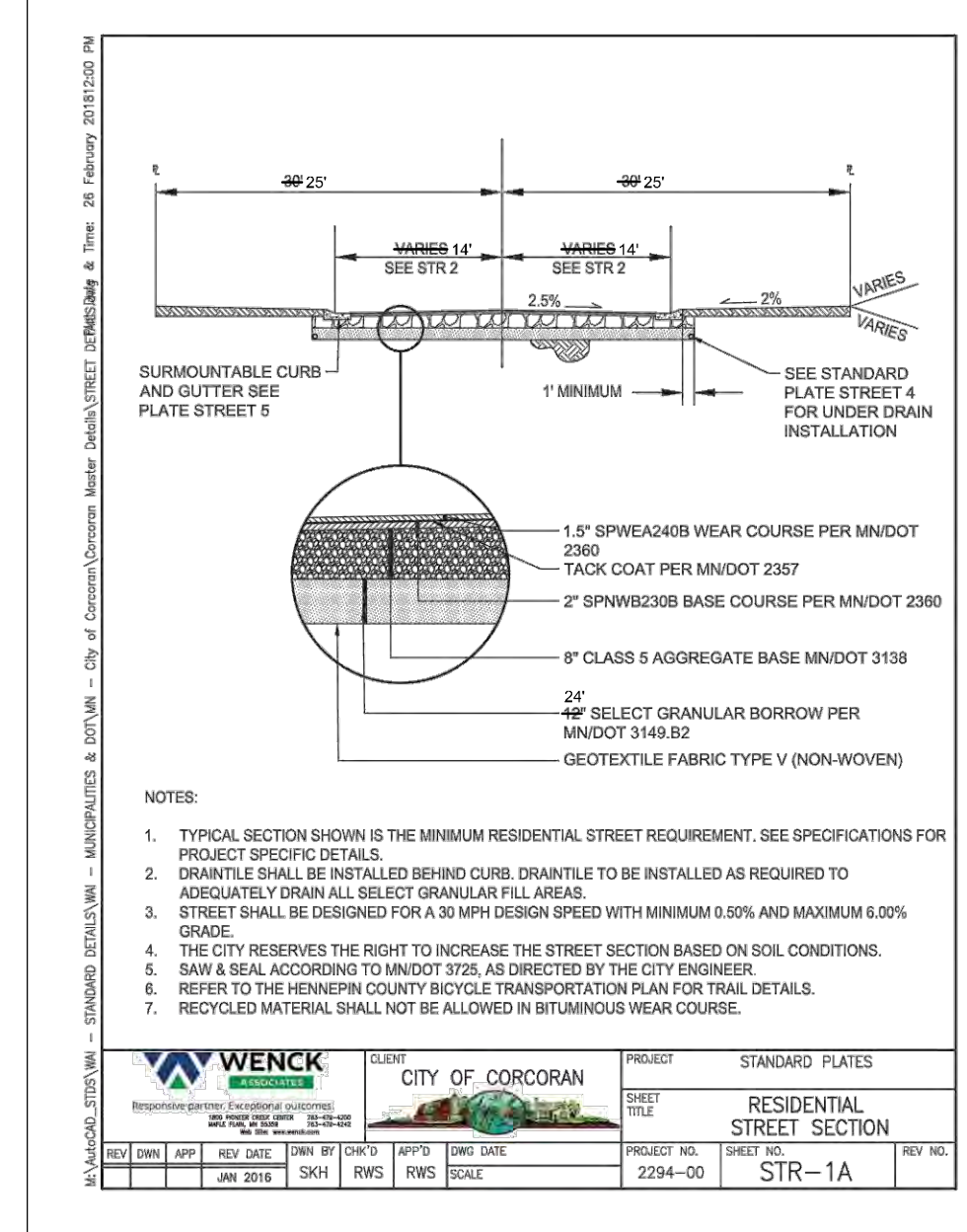
STORM WATER BASIN SECTION
(TYPICAL SECTION NOT TO SCALE)



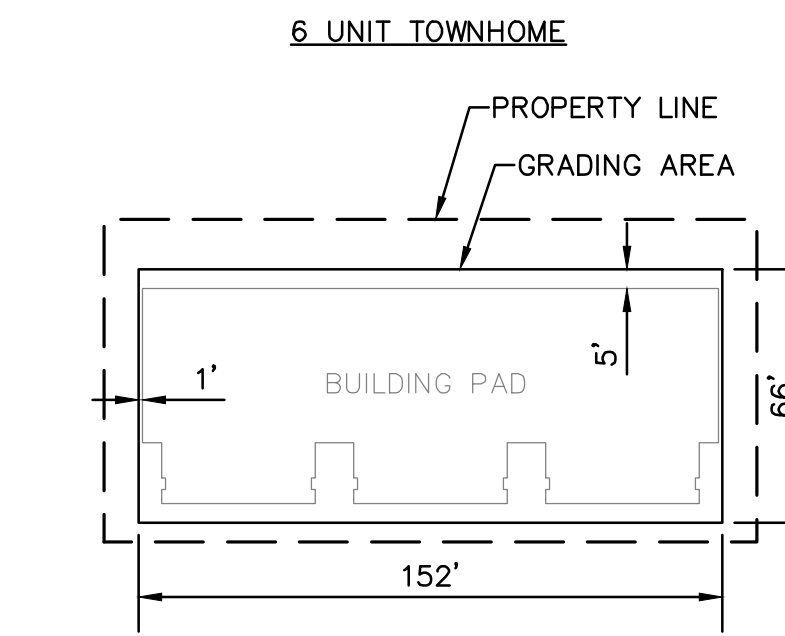
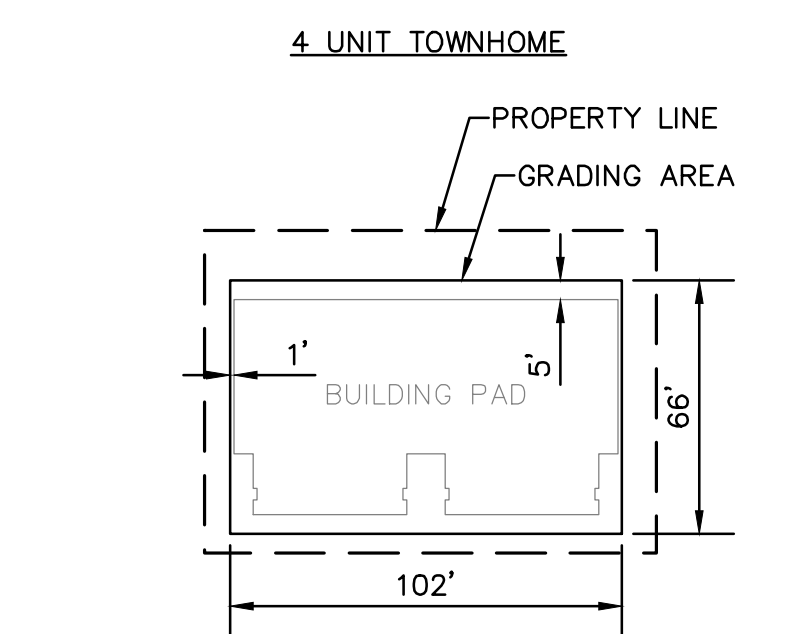
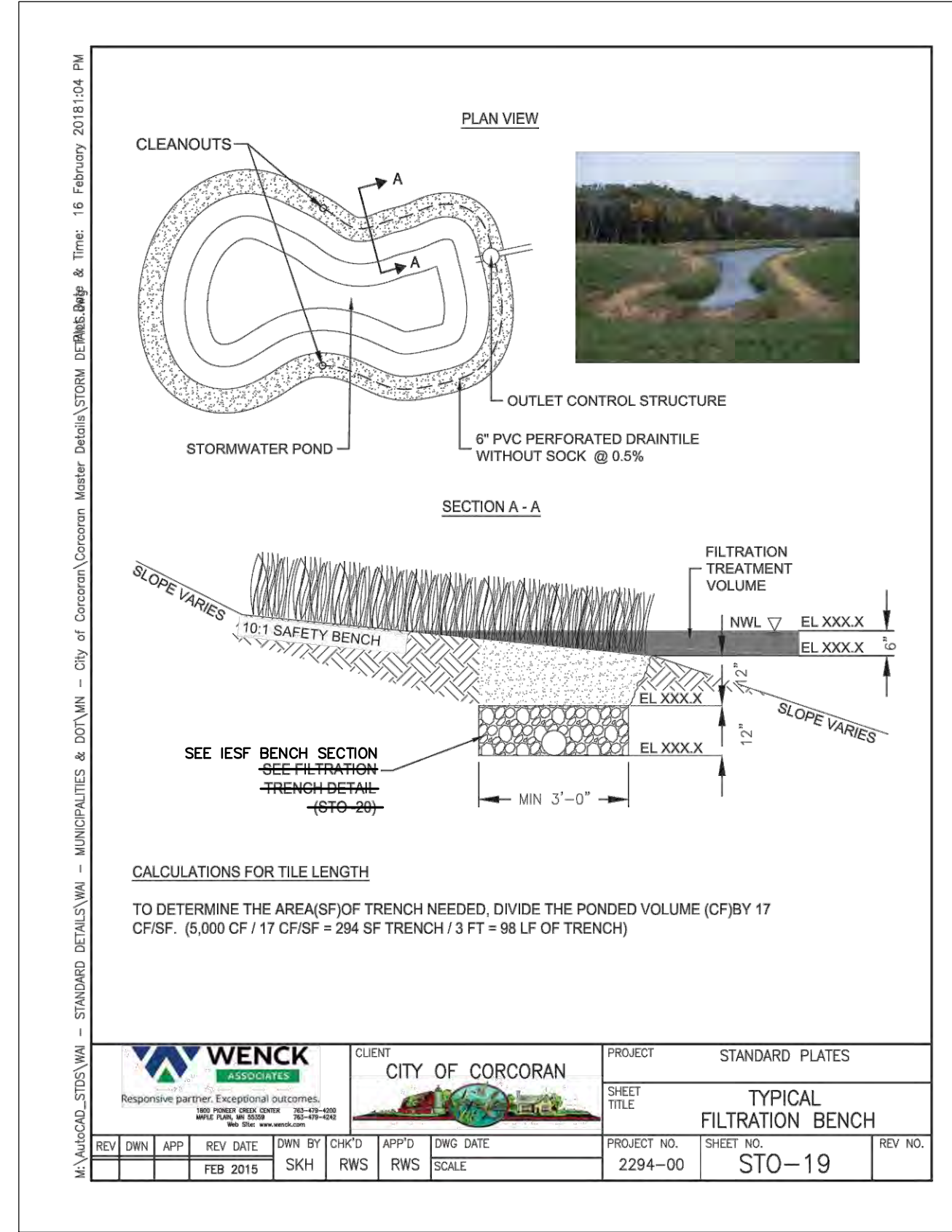
BASIN 300P IESF BENCH SECTION
(TYPICAL SECTION NOT TO SCALE)



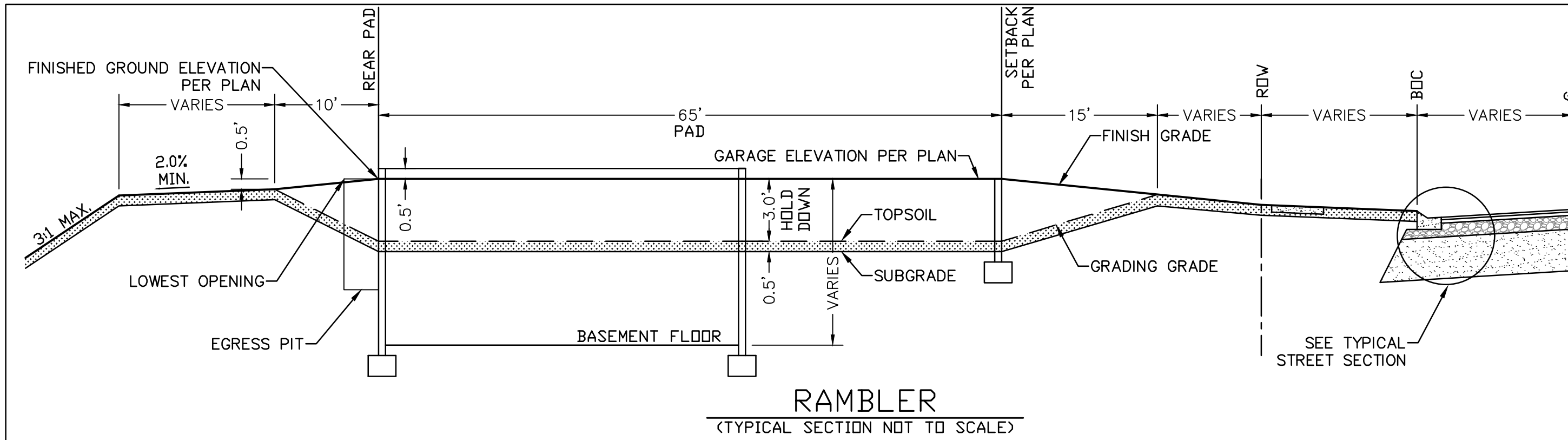
LOT BENCHING DETAIL
NO SCALE



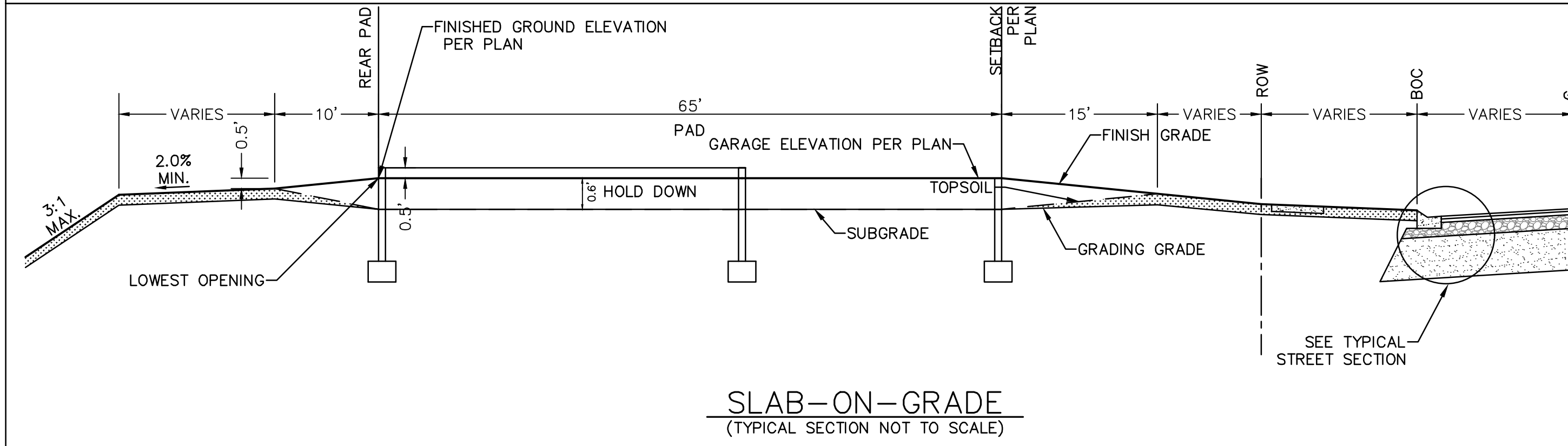
TYPICAL PRIVATE STREET SECTION
TYPICAL SECTION (N.T.S.)



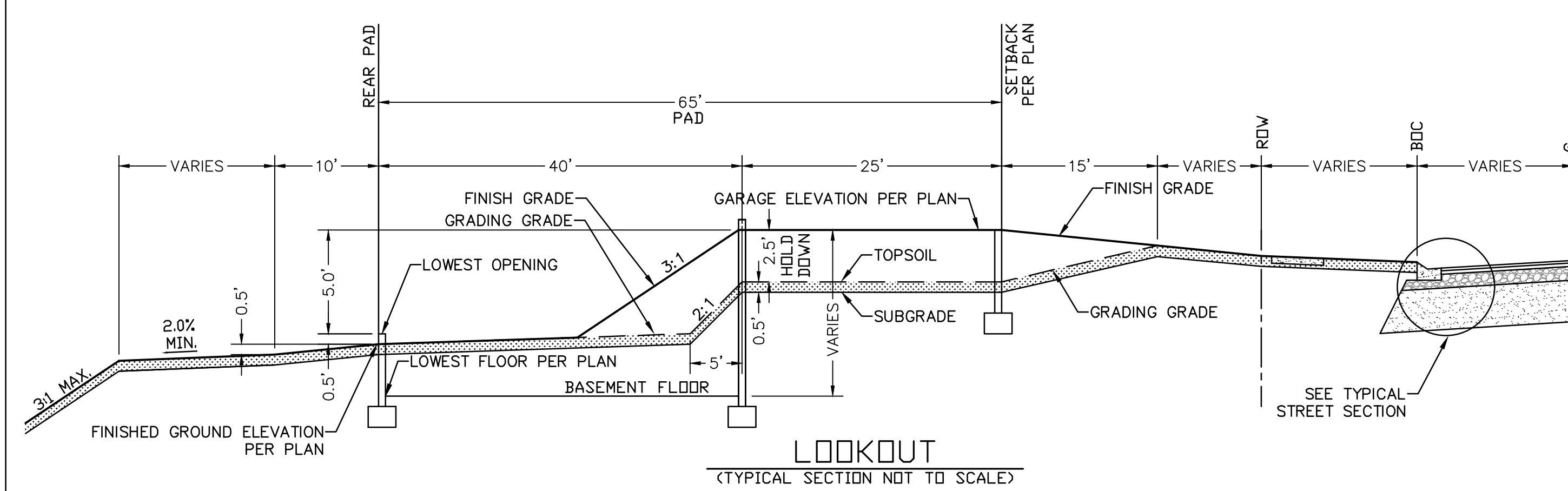
SINGLE FAMILY HOLD-DOWNS



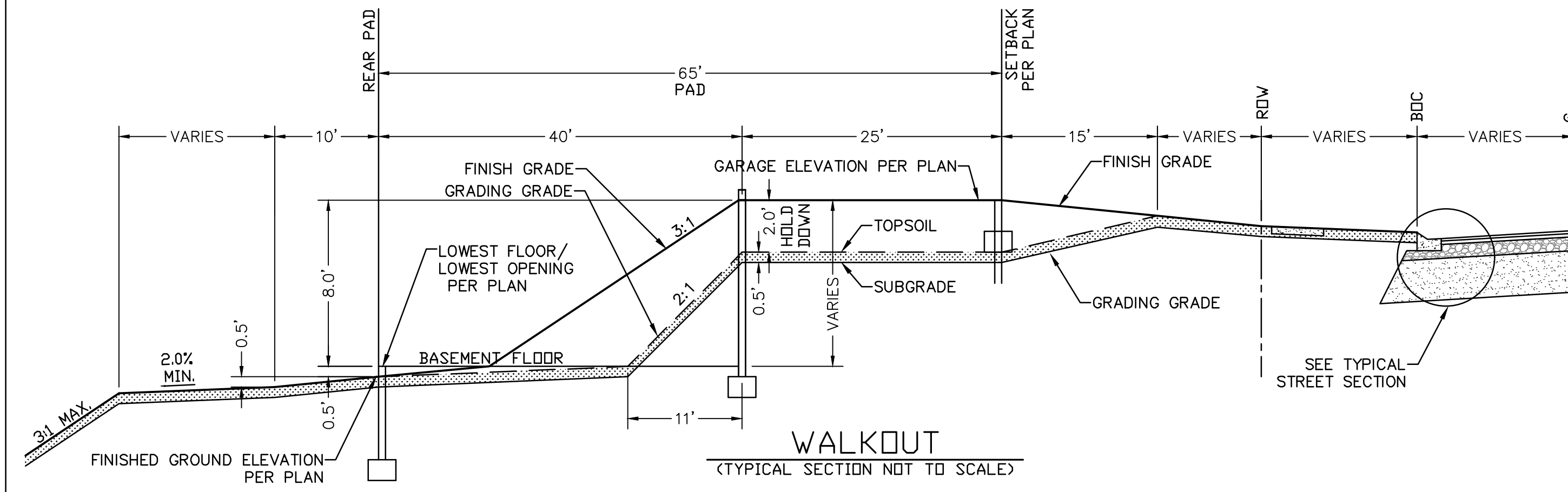
RAMBLER
(TYPICAL SECTION NOT TO SCALE)



SLAB-ON-GRADE
(TYPICAL SECTION NOT TO SCALE)

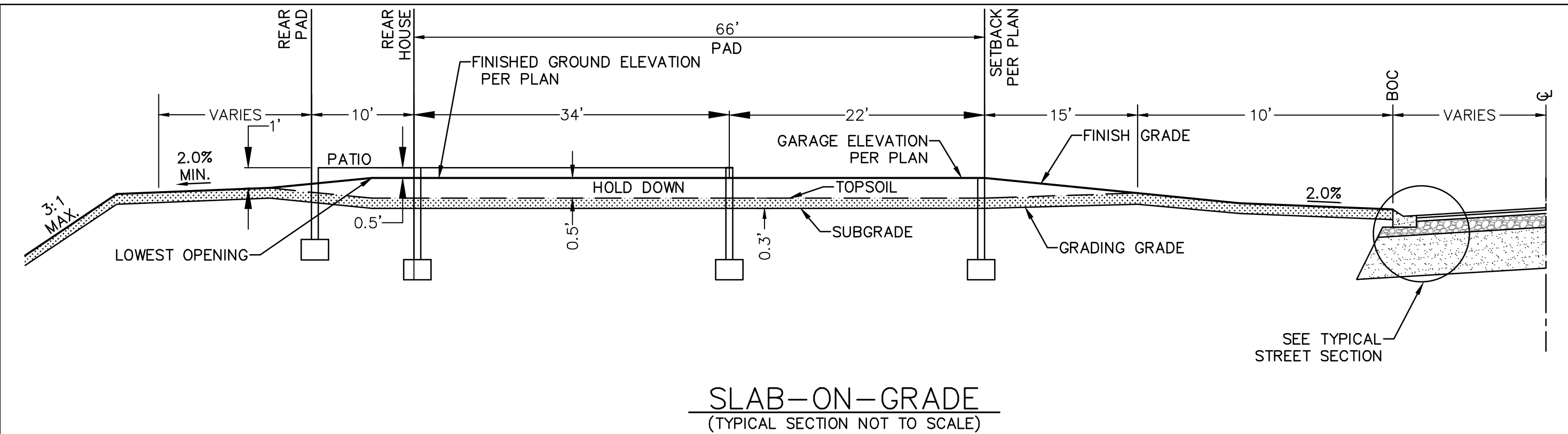


LOOKOUT
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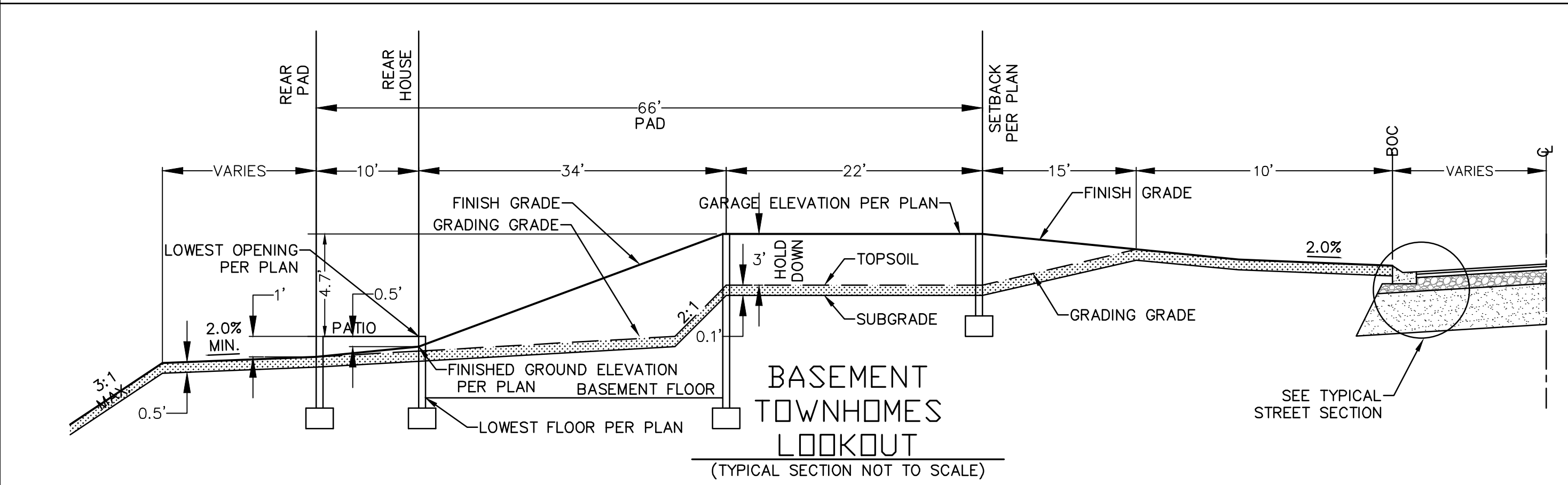


WALKOUT
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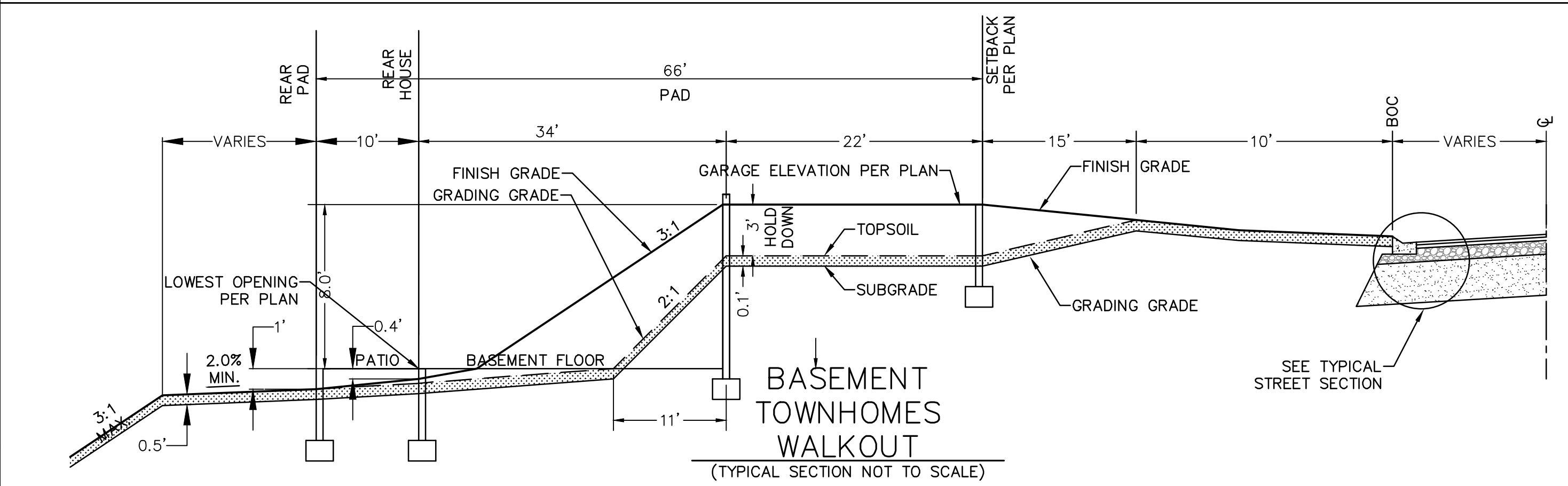
TOWNHOMES



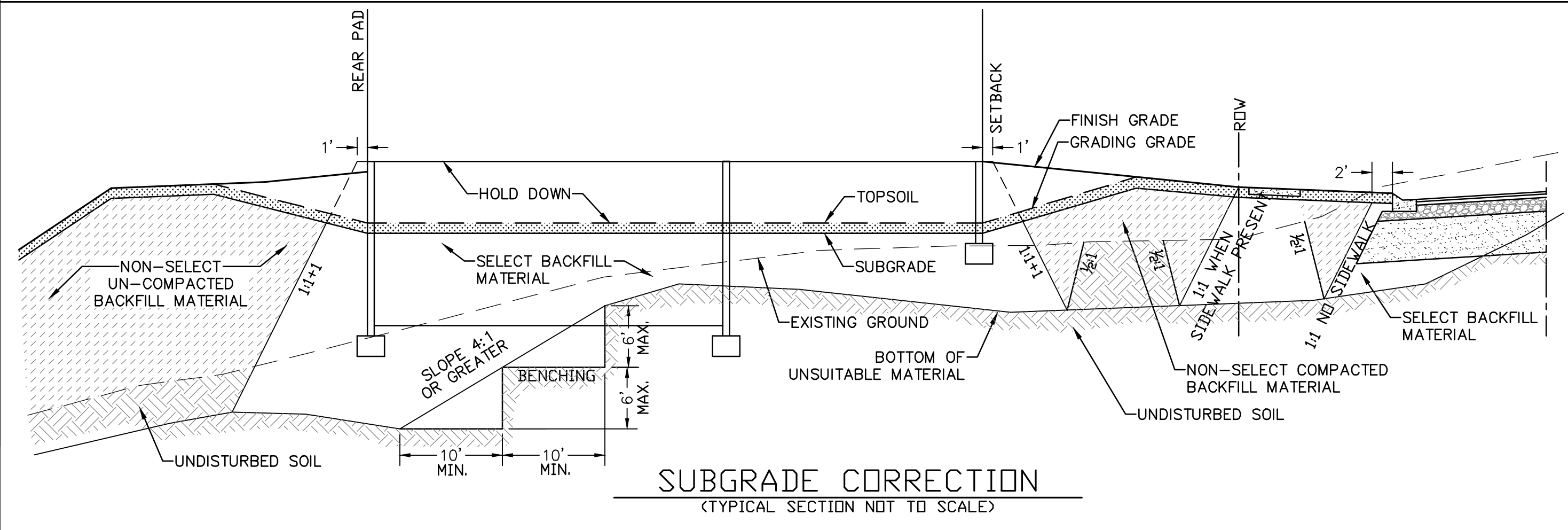
SLAB-ON-GRADE
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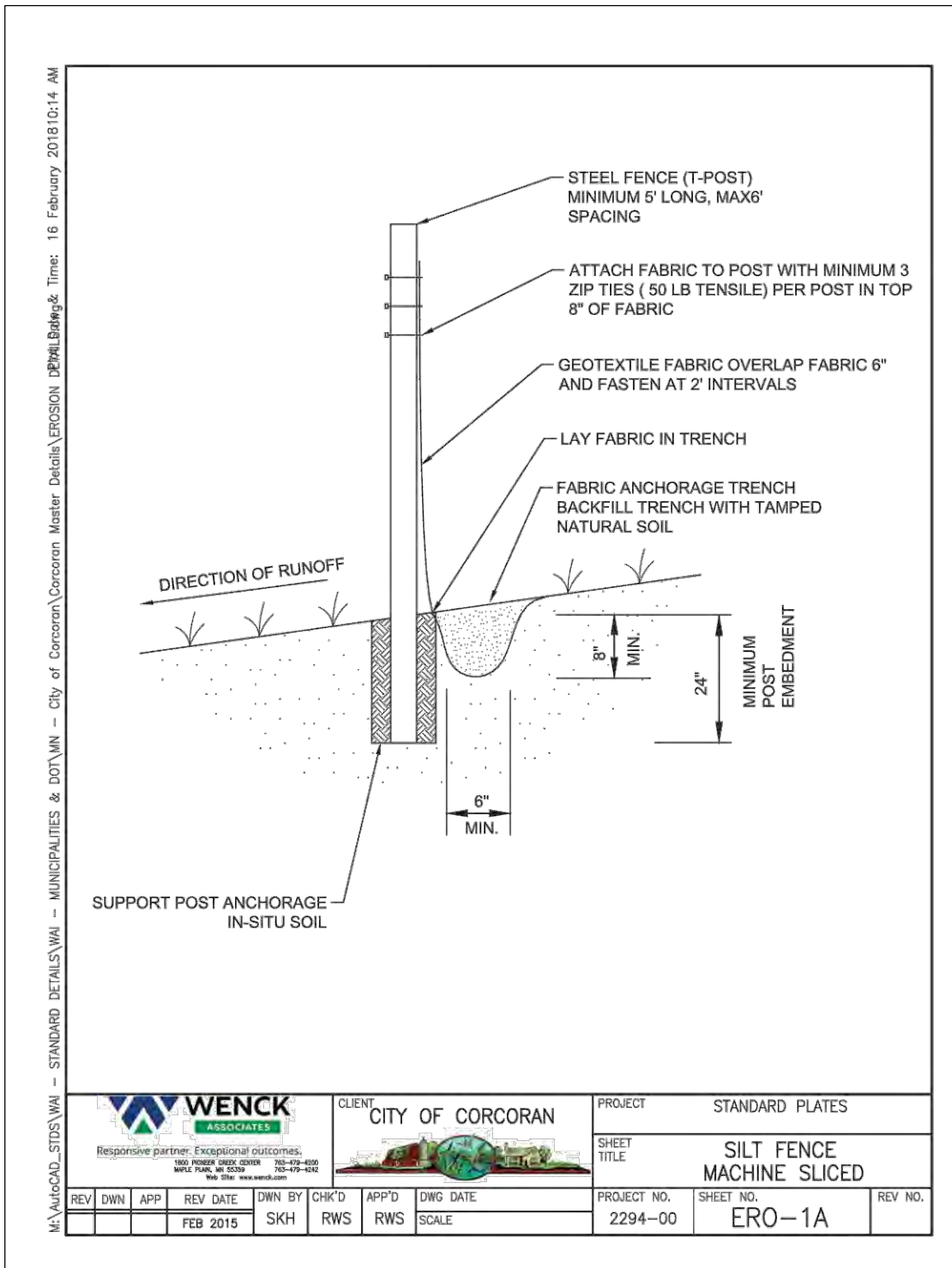
BASEMENT TOWNHOMES LOOKOUT
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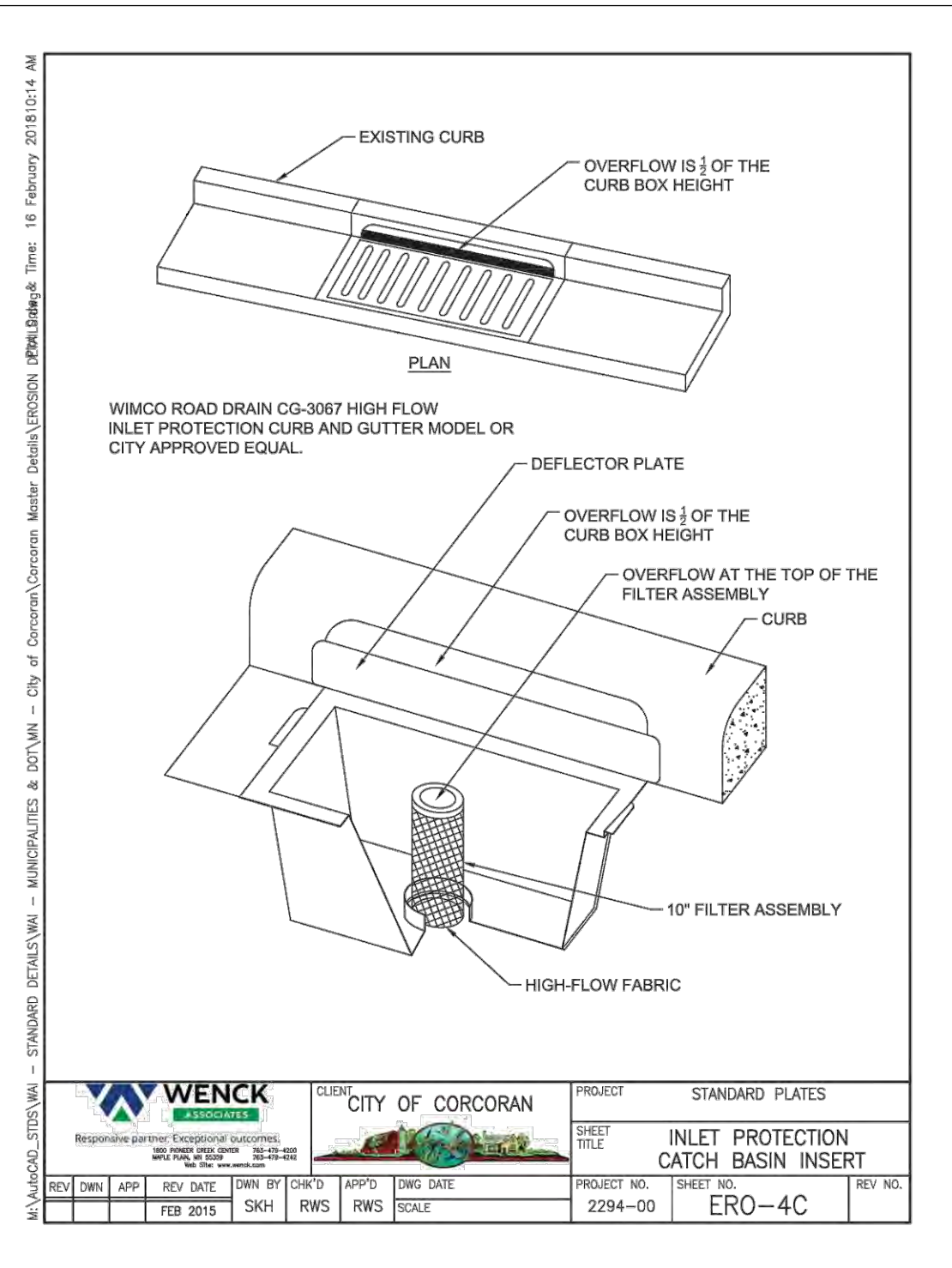
BASEMENT TOWNHOMES WALKOUT
(TYPICAL SECTION NOT TO SCALE)



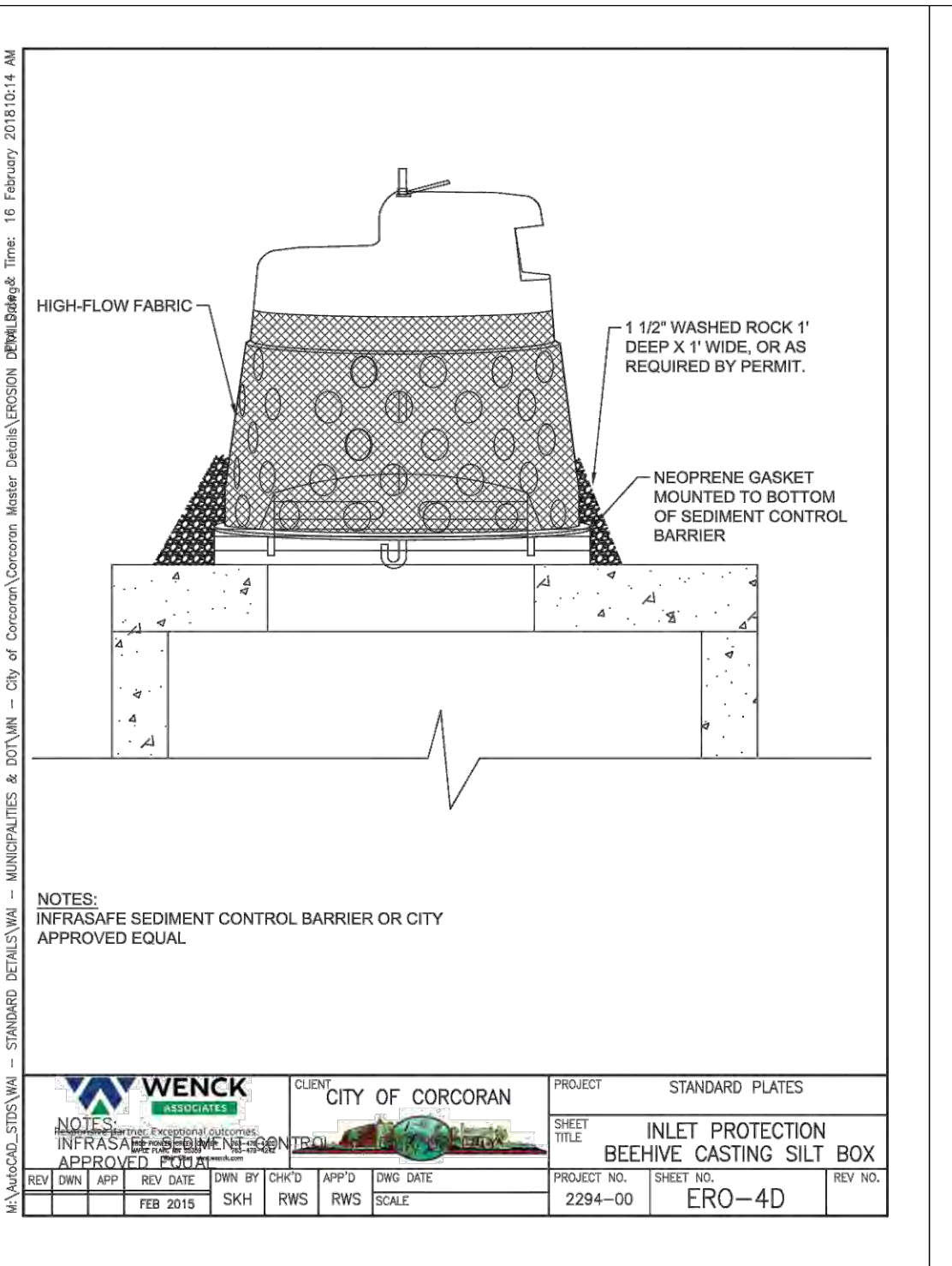
SUBGRADE CORRECTION
(TYPICAL SECTION NOT TO SCALE)



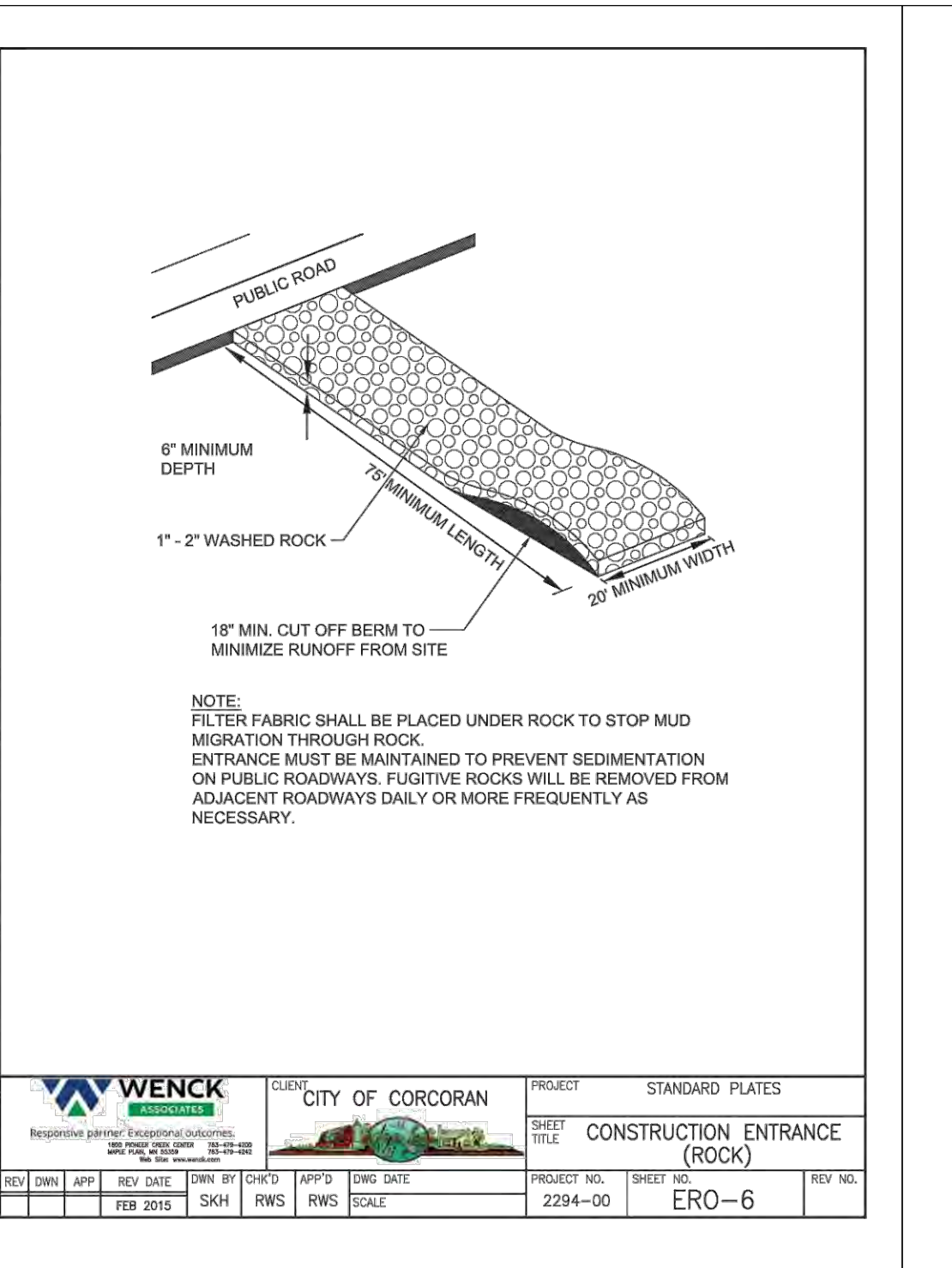
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SILT FENCE		MACHINE SLICED	
REV	DATE	BY	CHK'D
1	FEB 2015	SKH	RWS
PROJECT NO. 2294-00		SHEET NO. ERO-1A	



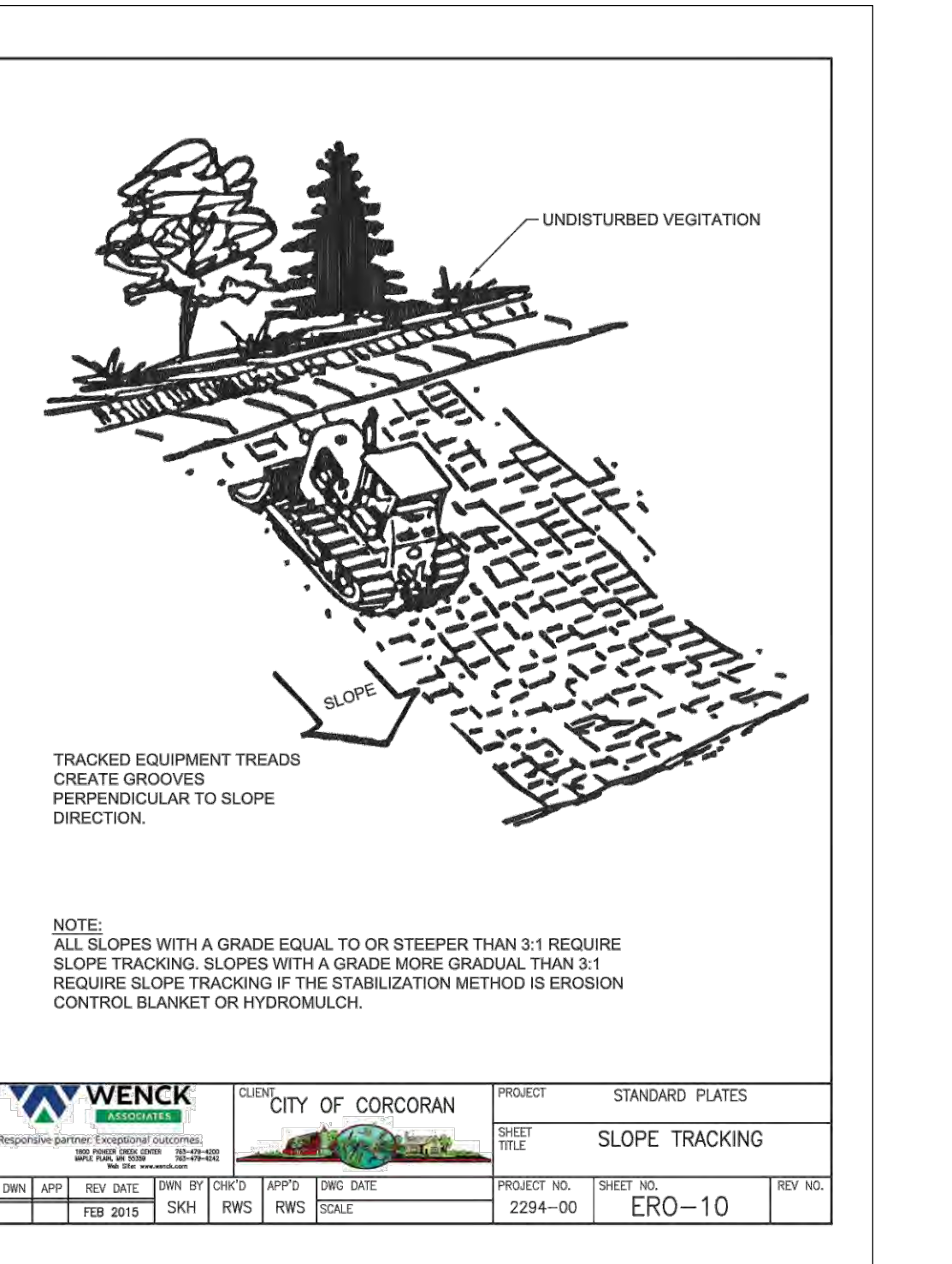
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INLET PROTECTION		CATCH BASIN INSERT	
REV	DATE	BY	CHK'D
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PROJECT NO. 2294-00		SHEET NO. ERO-4C	



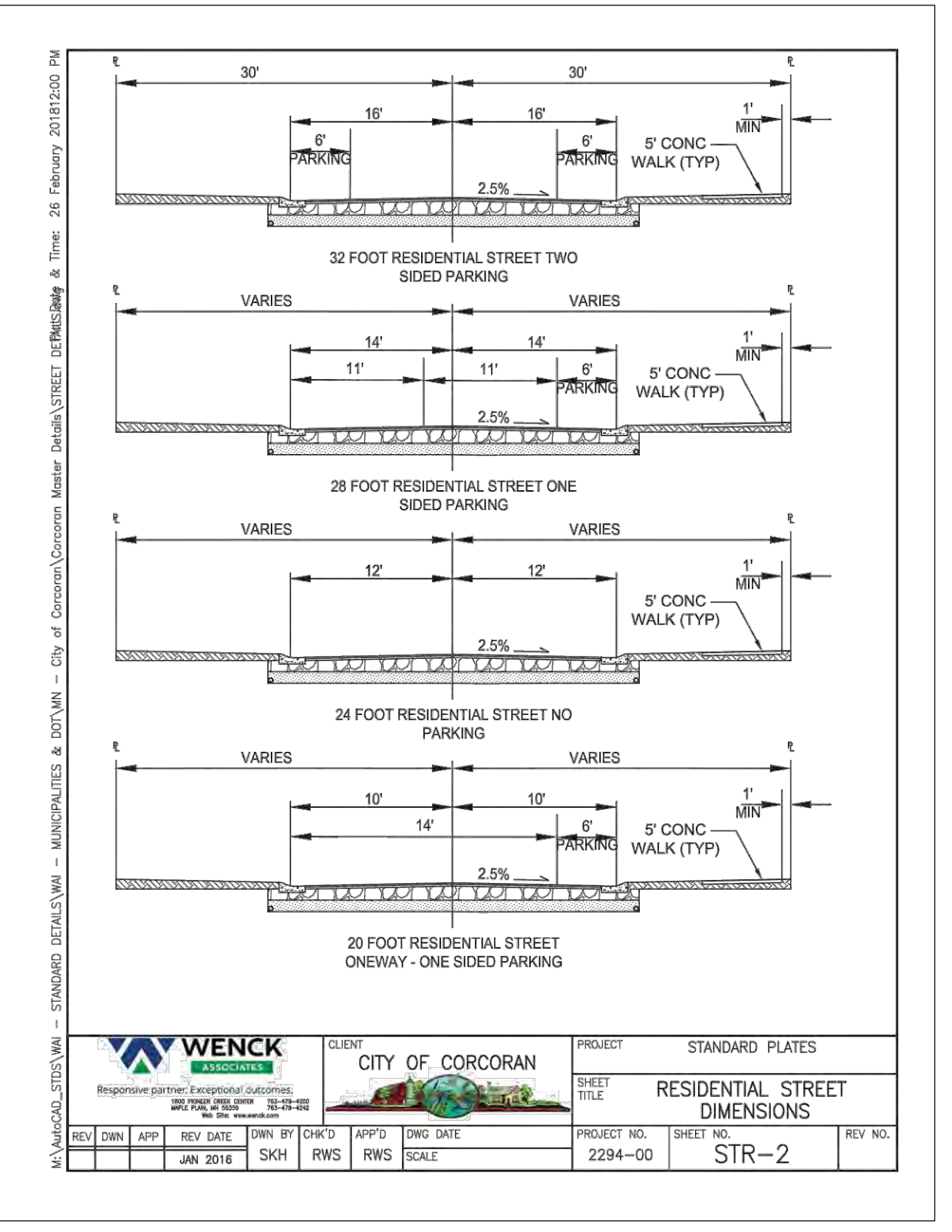
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INLET PROTECTION		BEEHIVE CASTING SILT BOX	
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PROJECT NO. 2294-00		SHEET NO. ERO-4D	



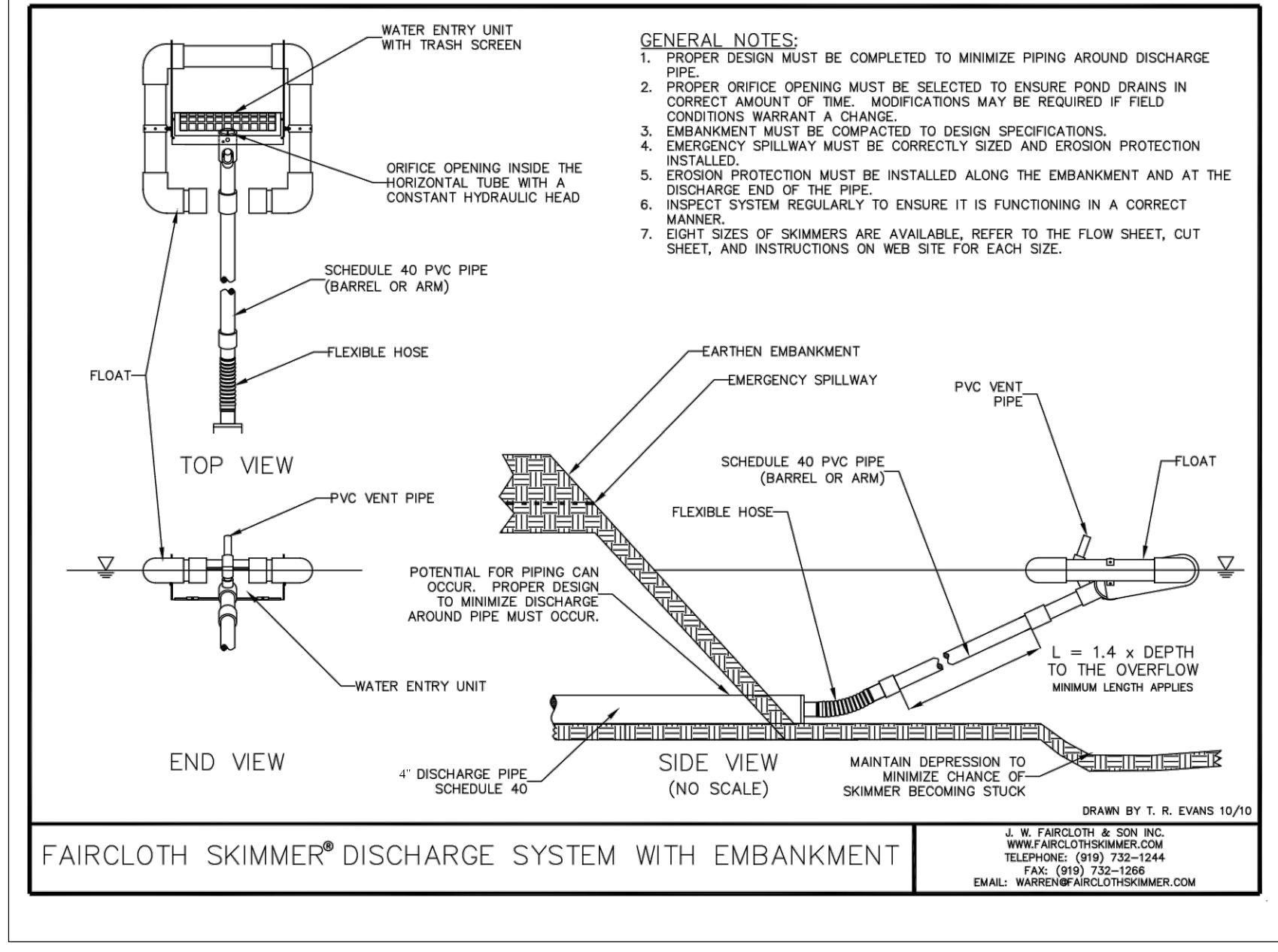
WENCK ASSOCIATES		CITY OF CORCORAN	STANDARD PLATES
CONSTRUCTION ENTRANCE		(ROCK)	
REV	DATE	BY	CHK'D
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PROJECT NO. 2294-00		SHEET NO. ERO-6	



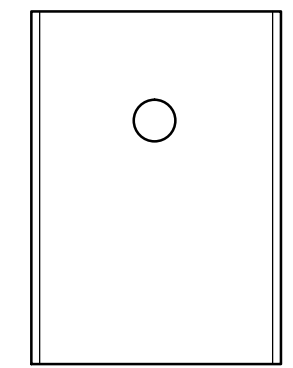
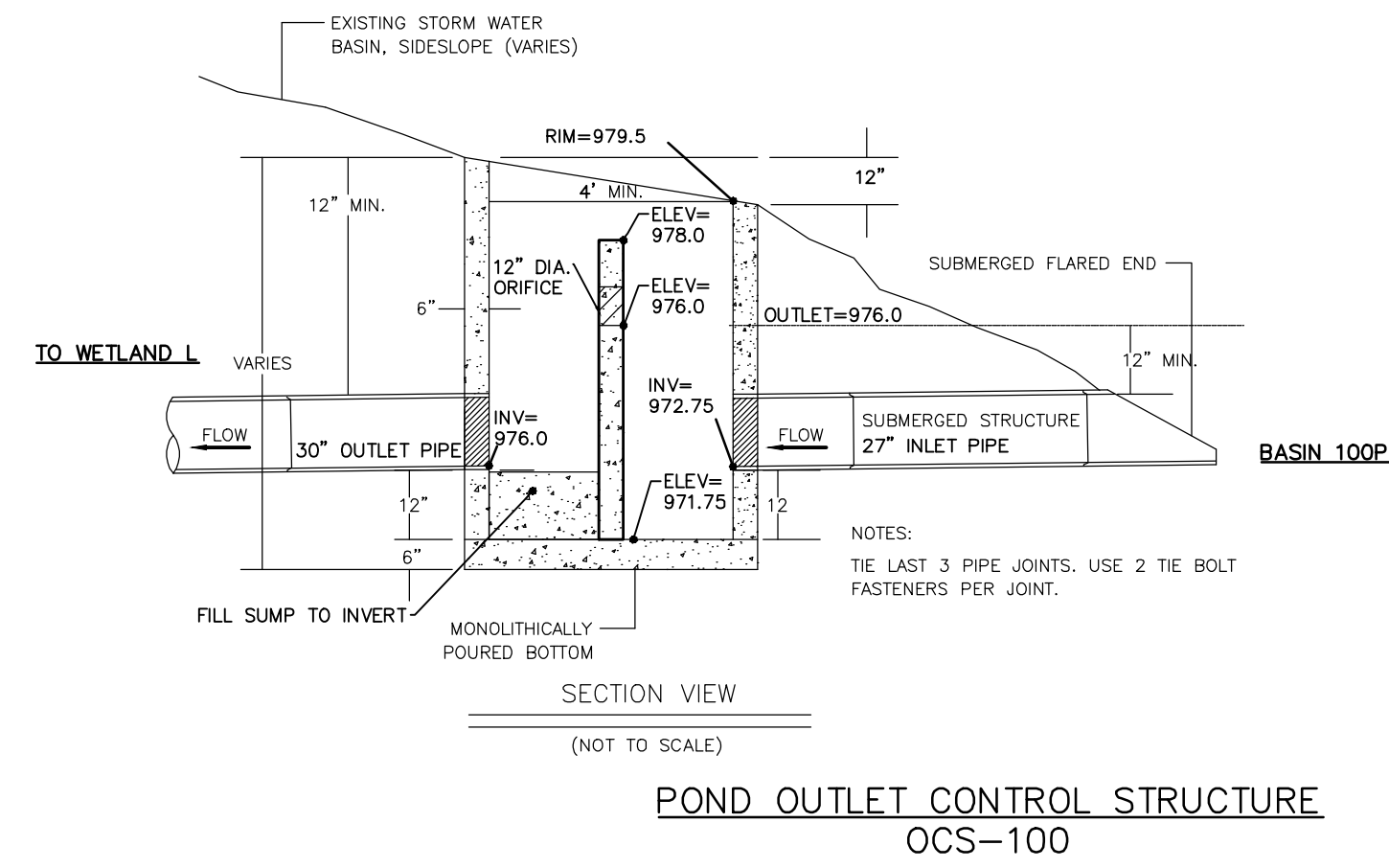
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SLOPE TRACKING		SLOPE TRACKING	
REV	DATE	BY	CHK'D
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PROJECT NO. 2294-00		SHEET NO. ERO-10	



WENCK ASSOCIATES		CITY OF CORCORAN	STANDARD PLATES
RESIDENTIAL STREET		DIMENSIONS	
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1	JAN 2016	SKH	RWS
PROJECT NO. 2294-00		SHEET NO. STR-2	

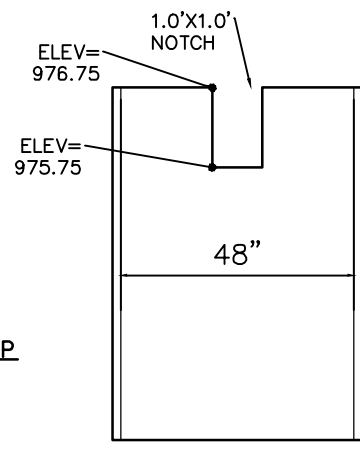
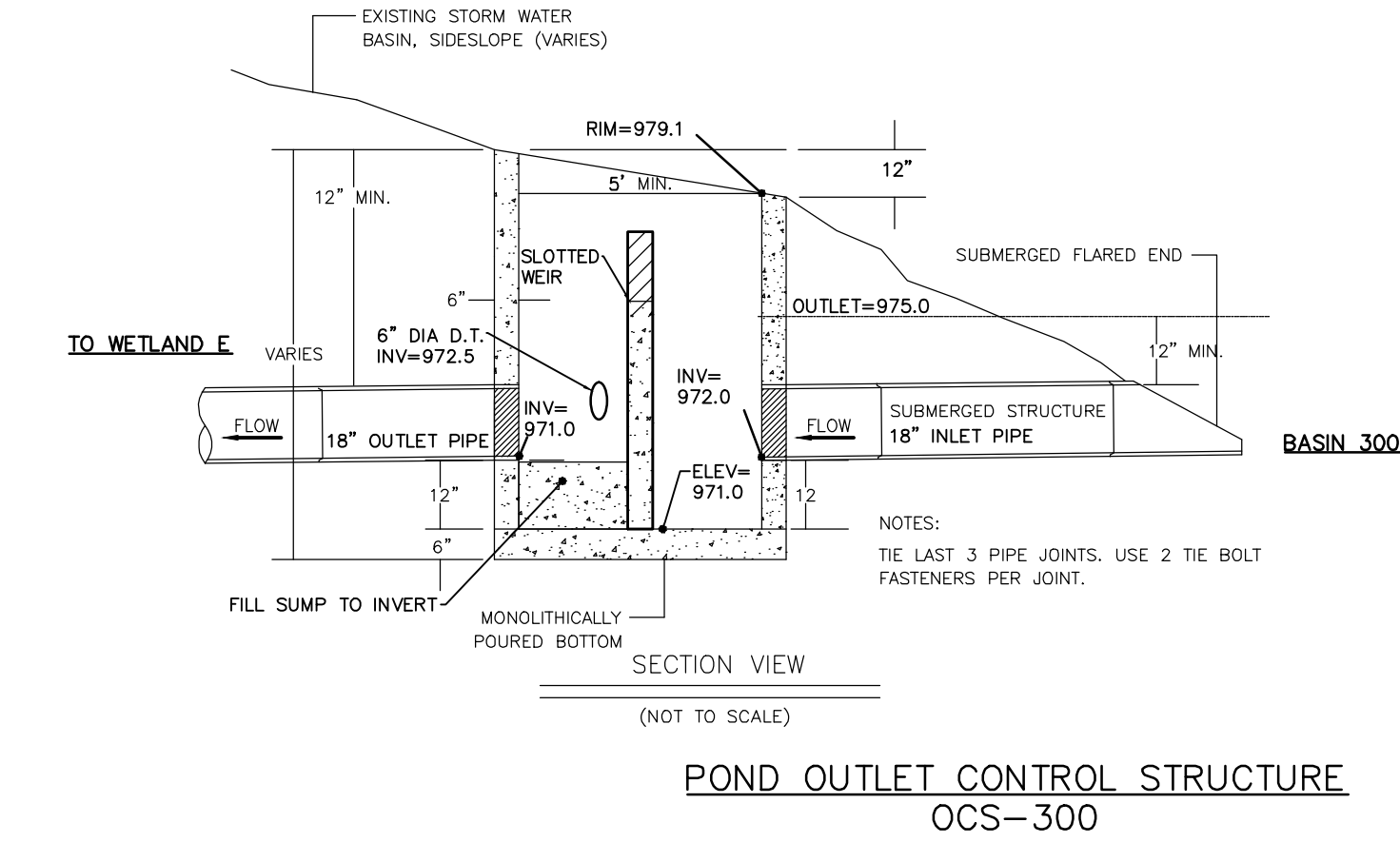


FAIRCLOTH SKIMMER® DISCHARGE SYSTEM WITH EMBANKMENT	
J. W. FAIRCLOTH & SON, INC. WWW.FAIRCLOTHSKIMMER.COM TELEPHONE: (919) 732-1244 FAX: (919) 732-1266 EMAIL: WARREN@FAIRCLOTHSKIMMER.COM	



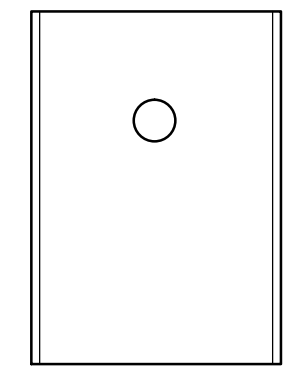
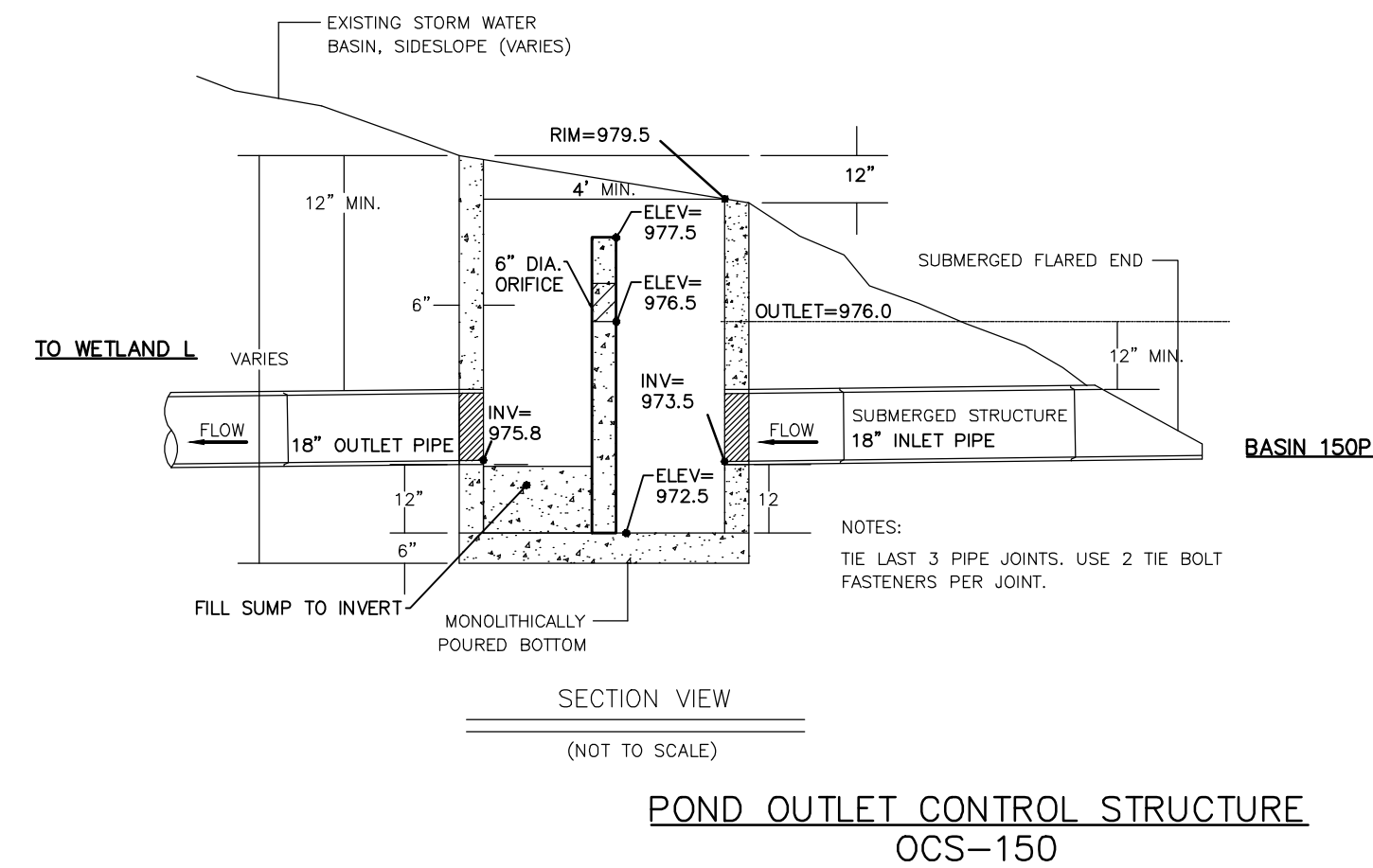
WEIR WALL SHALL BE INSTALLED WATERTIGHT W/STRUCTURE

NOTE:
SEE CITY DETAILS STO-16, STO-17,
AND STO-18 FOR STRUCTURE
CONSTRUCTION REQUIREMENTS.



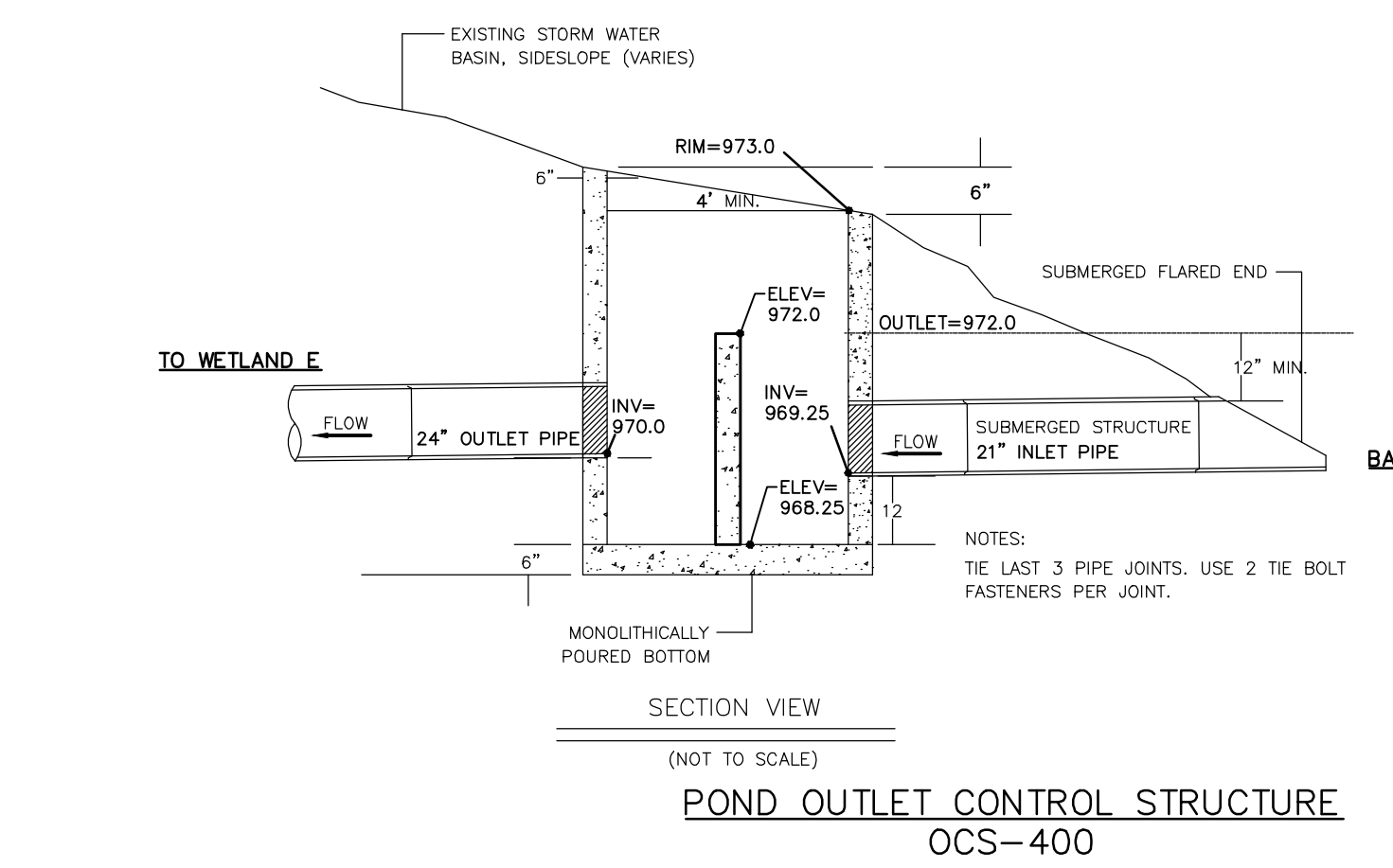
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AND STO-18 FOR STRUCTURE
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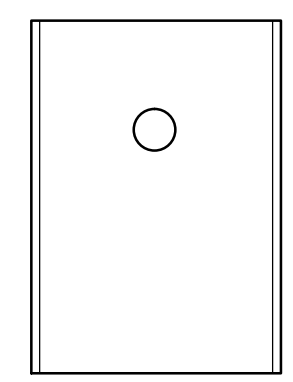
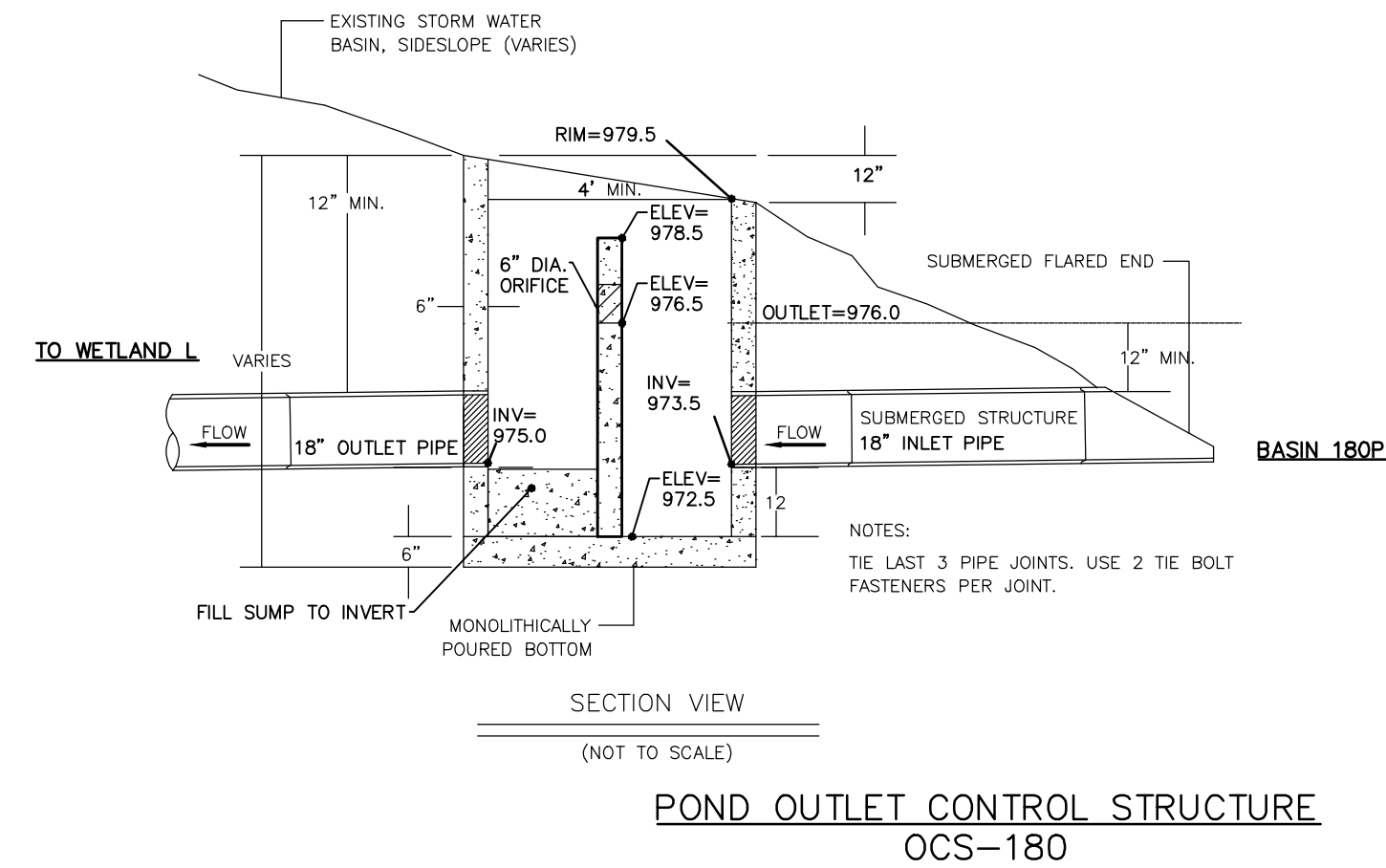
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CONSTRUCTION REQUIREMENTS.



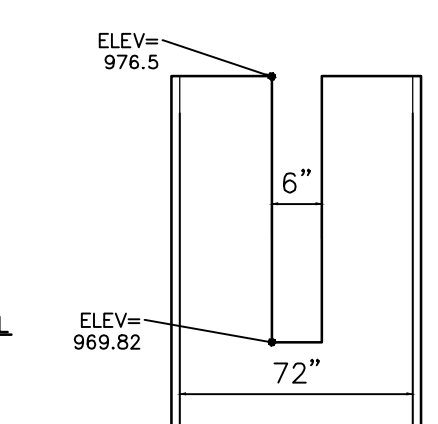
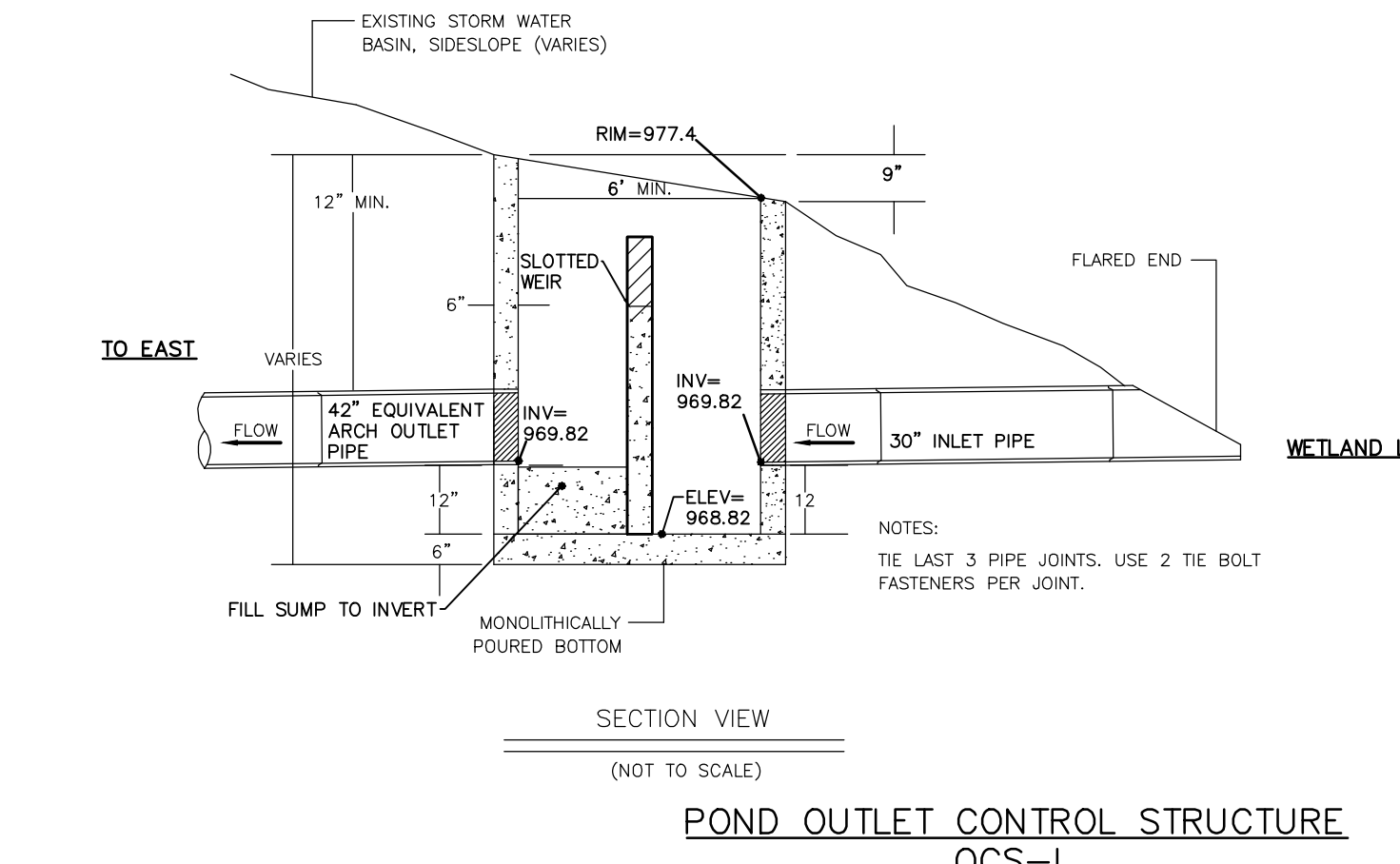
WEIR WALL SHALL BE INSTALLED WATERTIGHT W/STRUCTURE

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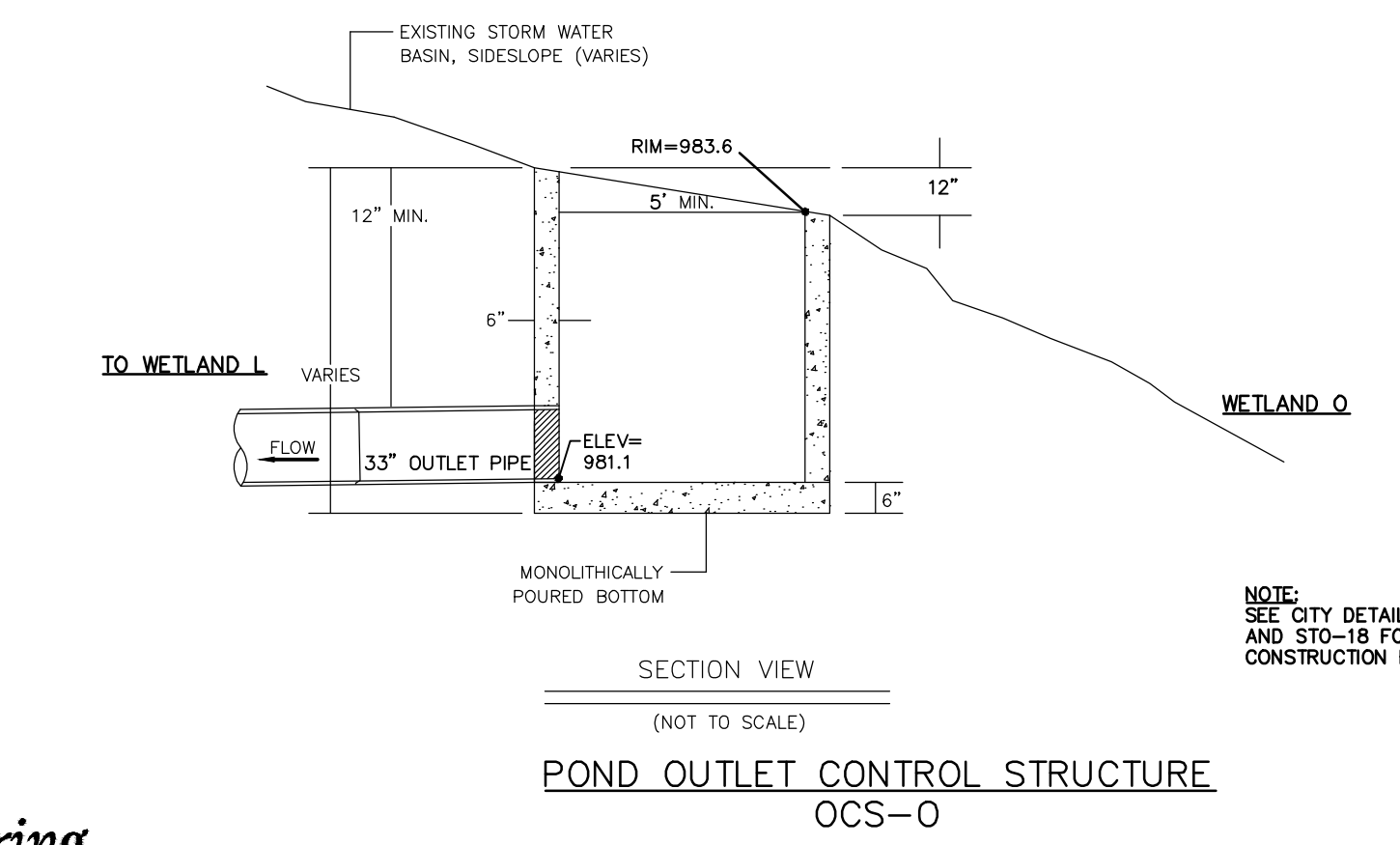
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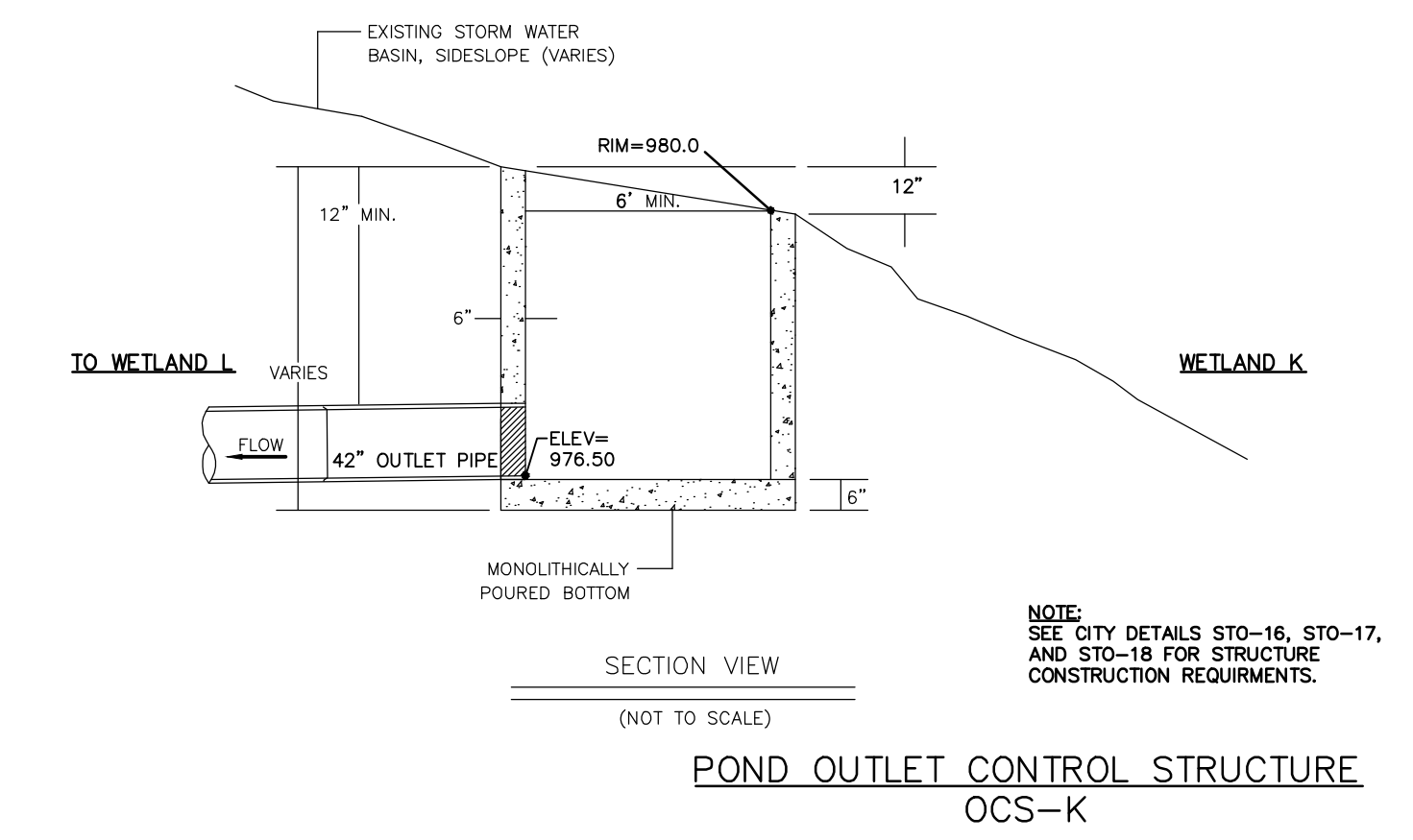
WEIR WALL SHALL BE INSTALLED WATERTIGHT W/STRUCTURE

NOTE:
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CONSTRUCTION REQUIREMENTS.



WEIR WALL SHALL BE INSTALLED WATERTIGHT W/STRUCTURE

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CONSTRUCTION REQUIREMENTS.



WEIR WALL SHALL BE INSTALLED WATERTIGHT W/STRUCTURE

NOTE:
SEE CITY DETAILS STO-16, STO-17,
AND STO-18 FOR STRUCTURE
CONSTRUCTION REQUIREMENTS.



PLANTING SCHEDULE (1ST ADDITION)

KEY	COMMON NAME/SCIENTIFIC NAME	ROOT	QUANTITY
OVERSTORY TREES			
	SIENNA GLEN MAPLE/ACER FREEMANII 'SIENNA GLEN'	2.5" B&B	9
	AUTUMN BLAZE MAPLE/ACER X FREEMANII	2.5" B&B	10
	HACKBERRY/CELTIS OCCIDENTALIS	2.5" B&B	2
	SENTRY LINDEN/TILIA AMERICANA 'SENTRY'	2.5" B&B	3
	RED OAK/QUERCUS RUBRA	2.5" B&B	14
	THORNLESS HONEYLOCUST/GLEDITSIA TRIACANTHOS VAR INEMIS	2.5" B&B	10
	RIVER BIRCH/BETULA NIGRA 'HERITAGE' (CLUMP)	10-12" B&B	2
	NORTHWOOD MAPLE/ACER RUBRUM 'NORTHWOOD'	2.5" B&B	9
	KENTUCKY COFFEETREE/GYMNOCALDUS DIOICUS	2.5" B&B	9
	SWAMP WHITE OAK/QUERCUS BICOLOR	2.5" B&B	2
EVERGREEN TREES			
	WHITE PINE/PINUS STROBUS	6" B&B	5
	NORWAY SPRUCE/PICEA ABIES	6" B&B	8
	BLACK HILLS SPRUCE/PICEA GLUACA VAR DENSATA	6" B&B	7
ORNAMENTAL TREES			
	JAPANESE TREE LILAC/SYRINGA RETICULATA	1.5" B&B	9
	SERVICEBERRY/AMELANCHIER LAEVIS	1.5" B&B	4

CITY LANDSCAPE REQUIREMENTS (OVERALL SITE)

ONE TREE/DWELLING UNIT (549 UNITS): 549 TREES

LANDSCAPE BUFFER ALONG COUNTY ROAD 116 (FOR SETBACK REDUCTION AREAS ENTIRE PROJECT):

A MINIMUM OF 1 OVERSTORY TREE, 1 CONIFEROUS TREE, 2 ORNAMENTAL TREES, AND 10 SHRUBS PER 100'. 2,900 LF OF BUFFER PROPOSED ALONG COUNTY ROAD 116

REQUIRED TREES:

- 29 OVERSTORY TREES
- 29 CONIFER TREES
- 58 ORNAMENTAL TREES
- 290 SHRUBS

PROPOSED TREES:

- 47 OVERSTORY TREES
- 96 CONIFER TREES
- 48 ORNAMENTAL TREES

TOTAL REQUIRED TREES: 665
 TOTAL PROPOSED TREES: 1,060
 TOTAL PROPOSED TREES FIRST ADDITION: 103

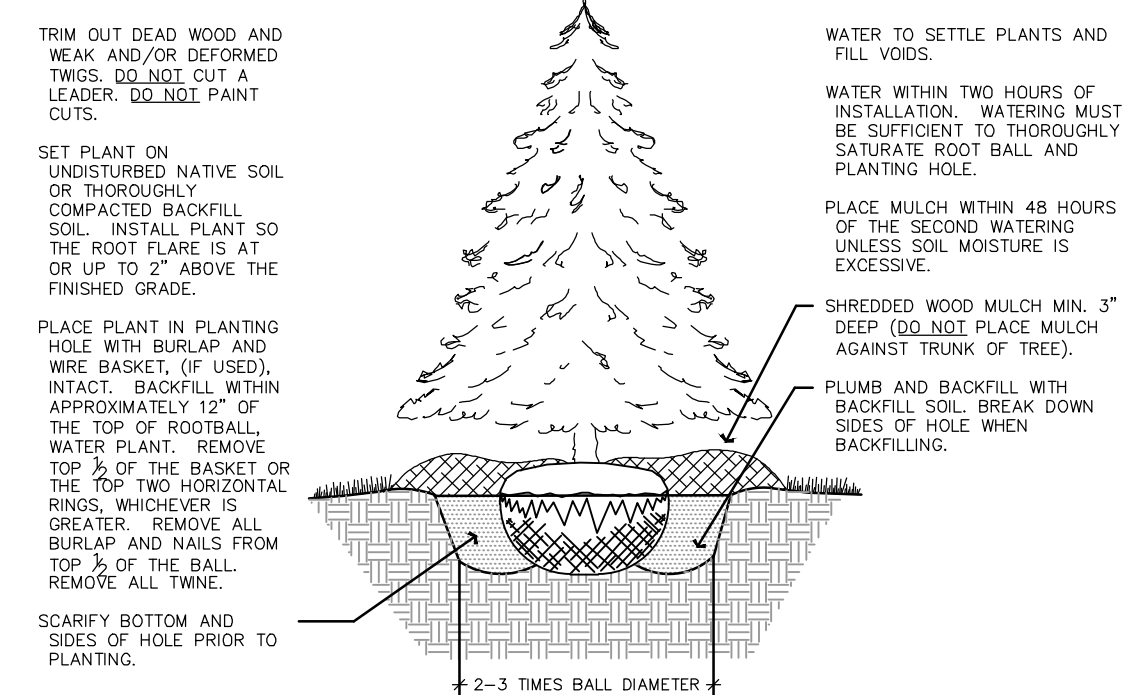
TREE LOCATIONS MAY BE ADJUSTED TO TO ACCOMMODATE FINAL HOME DESIGNS AND DRIVEWAY LOCATIONS.

IRRIGATION AND LANDSCAPING MAINTENANCE IS THE RESPONSIBILITY OF THE HOA INCLUDING CUL SAC ISLANDS, COMMON AREAS, SIDEWALKS, AND WETLAND/POND BUFFER AREAS.

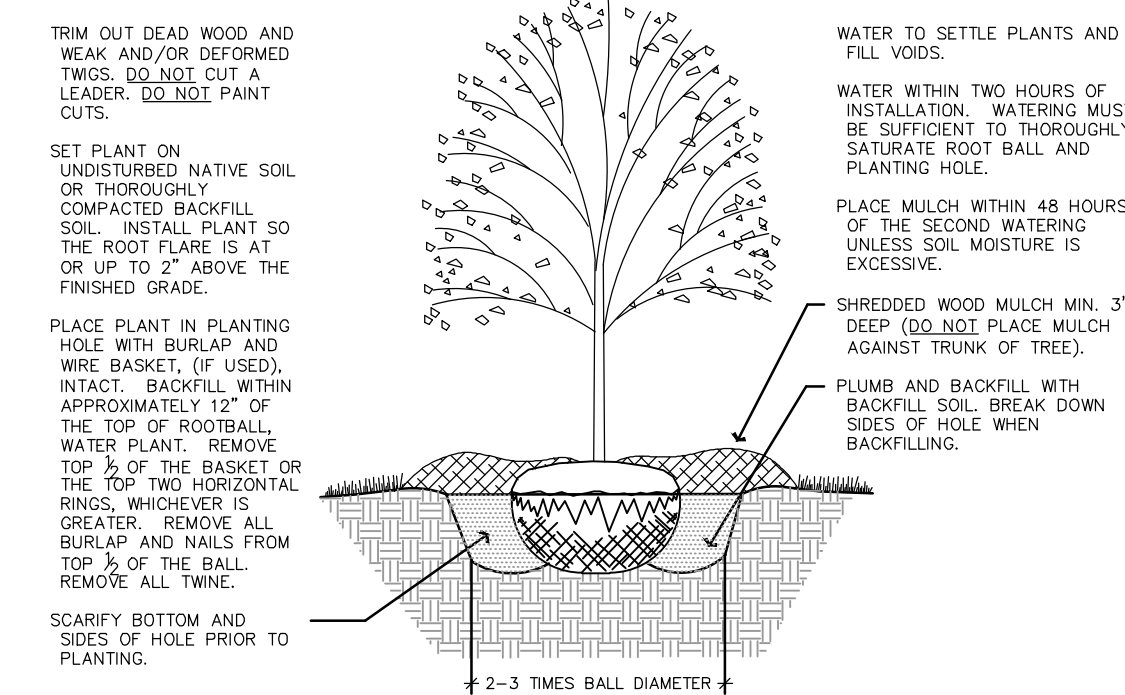
LANDSCAPE NOTES

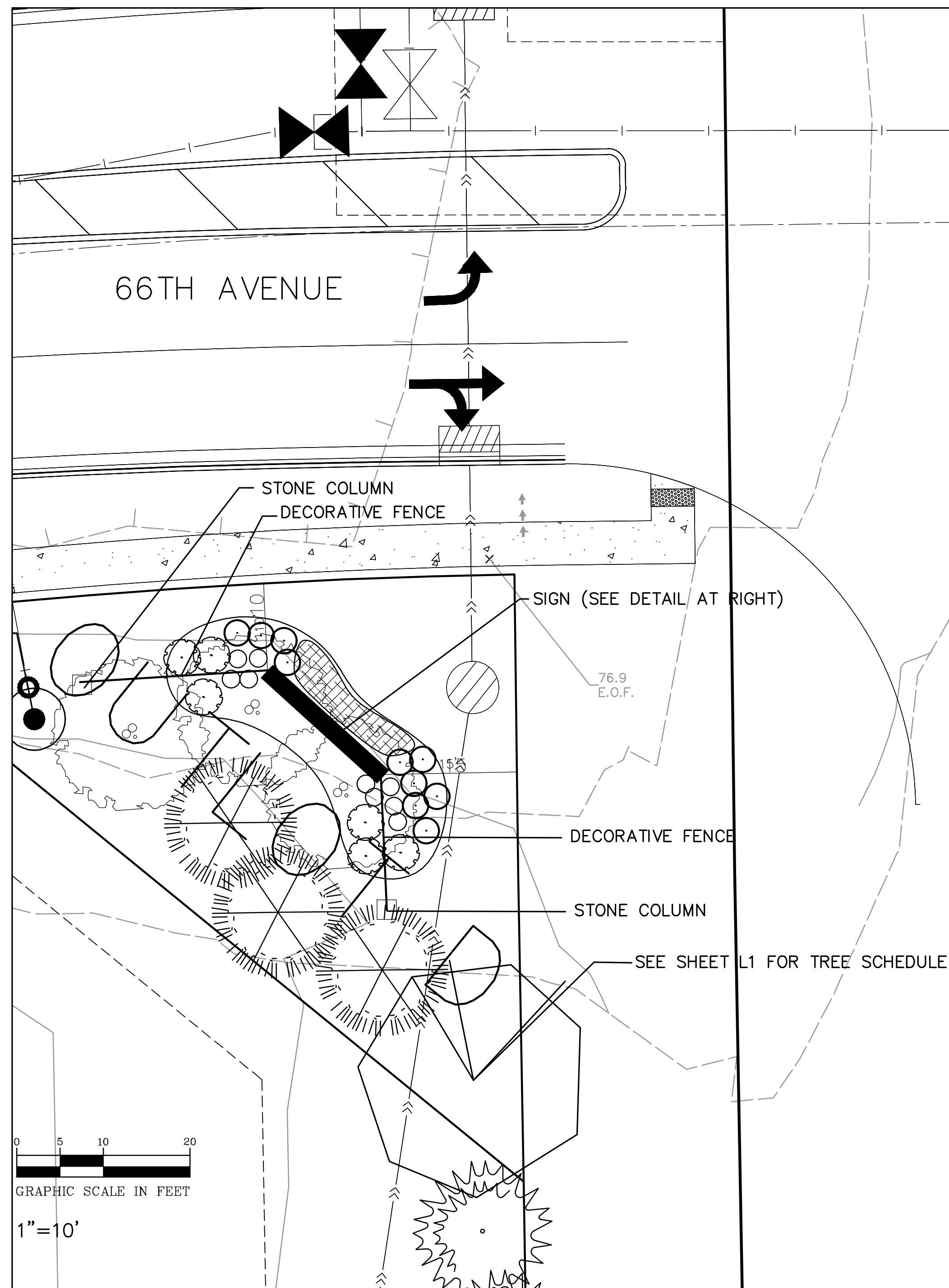
- THE LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID.
- THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF PROPOSED PHYSICAL START DATE AT LEAST 7 DAYS IN ADVANCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FIELD VERIFICATION OF ALL EXISTING UTILITY LOCATIONS ON THE PROJECT SITE WITH GOPHER STATE ONE CALL 1-800-252-1166 PRIOR TO COMMENCING WORK. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF EXISTING UTILITIES DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- GRADING TO BE PERFORMED BY OTHERS.
- NO PLANT MATERIAL SHALL BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL PLANT MATERIAL SHALL MEET THE STANDARDS FOUND IN THE AMERICAN ASSOCIATION OF NURSERYMEN-AMERICAN STANDARD FOR NURSERY STOCK.
- ALL CONTAINER MATERIAL TO BE GROWN IN THE CONTAINER A MINIMUM OF SIX (6) MONTHS PRIOR TO PLANTING ON SITE.
- DECIDUOUS AND CONIFEROUS TREES SHALL NOT BE STAKED, BUT THE LANDSCAPE CONTRACTOR MUST GUARANTEE STABILITY TO A WIND SPEED OF 80 M.P.H.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE A MINIMUM GUARANTEE OF ONE YEAR ONE TIME REPLACEMENT ON NEW PLANT MATERIALS. GUARANTEE SHALL BE AGREED UPON BY DEVELOPER/BUILDER AND LANDSCAPE CONTRACTOR.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING OR AFTER INSTALLATION.
- IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE WORK SHOWN ON THE PLAN. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
- COMMERCIAL GRADE POLY LAWN EDGING SHALL BE INSTALLED WHERE NOTED.
- THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.
- THE LANDSCAPE CONTRACTOR SHALL KEEP PAVEMENTS CLEAN UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS AND PERMITS GOVERNING THE WORK.
- STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.

CONIFEROUS TREE PLANTING DETAIL

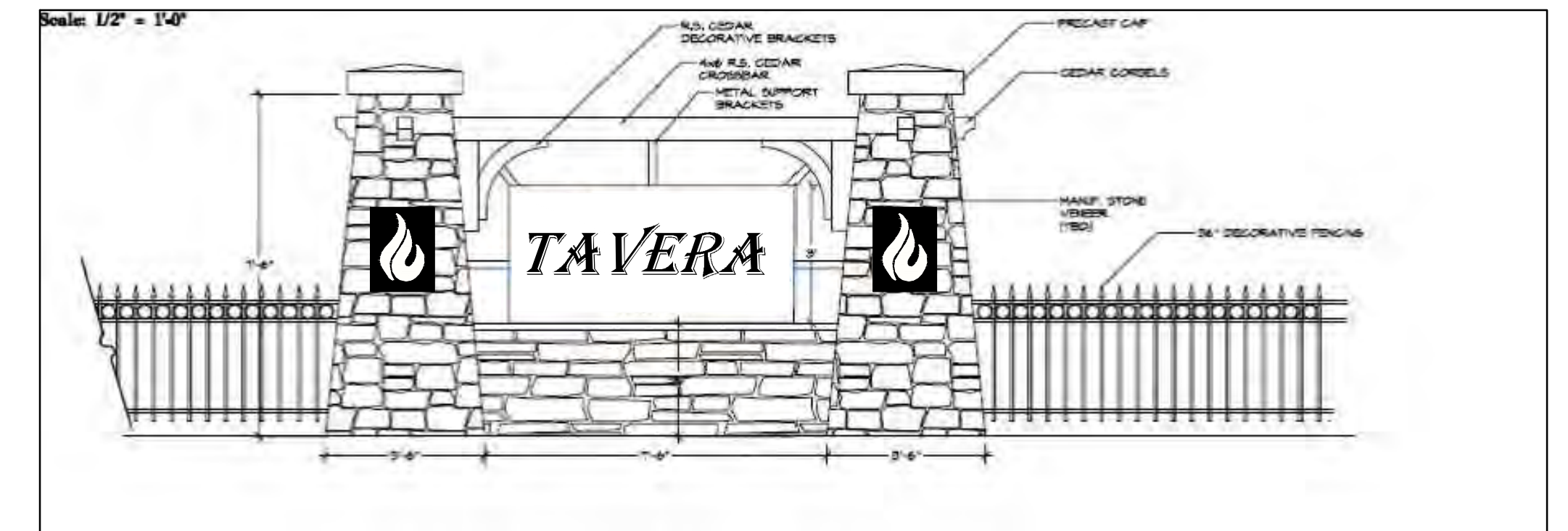


DECIDUOUS TREE PLANTING DETAIL

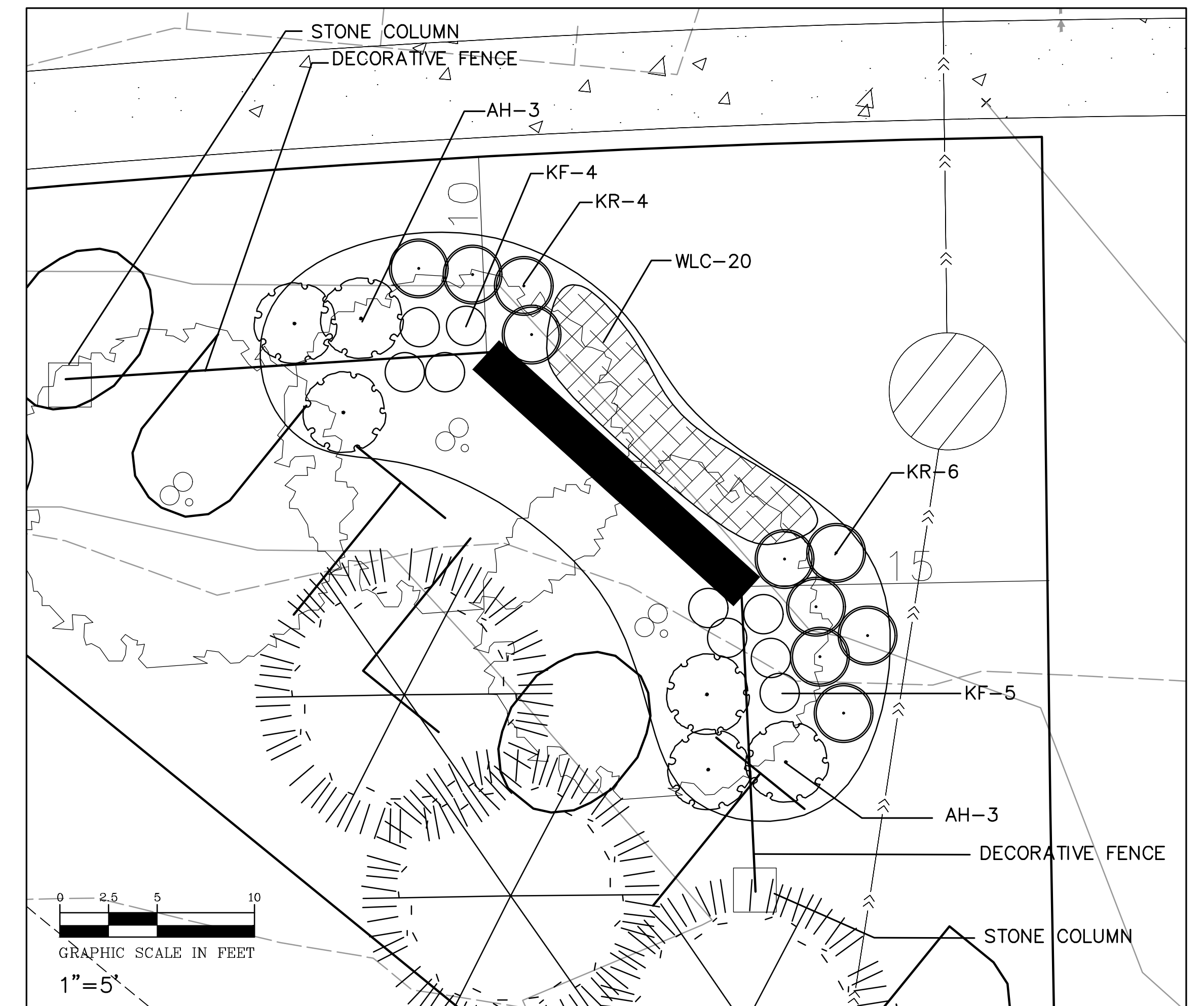




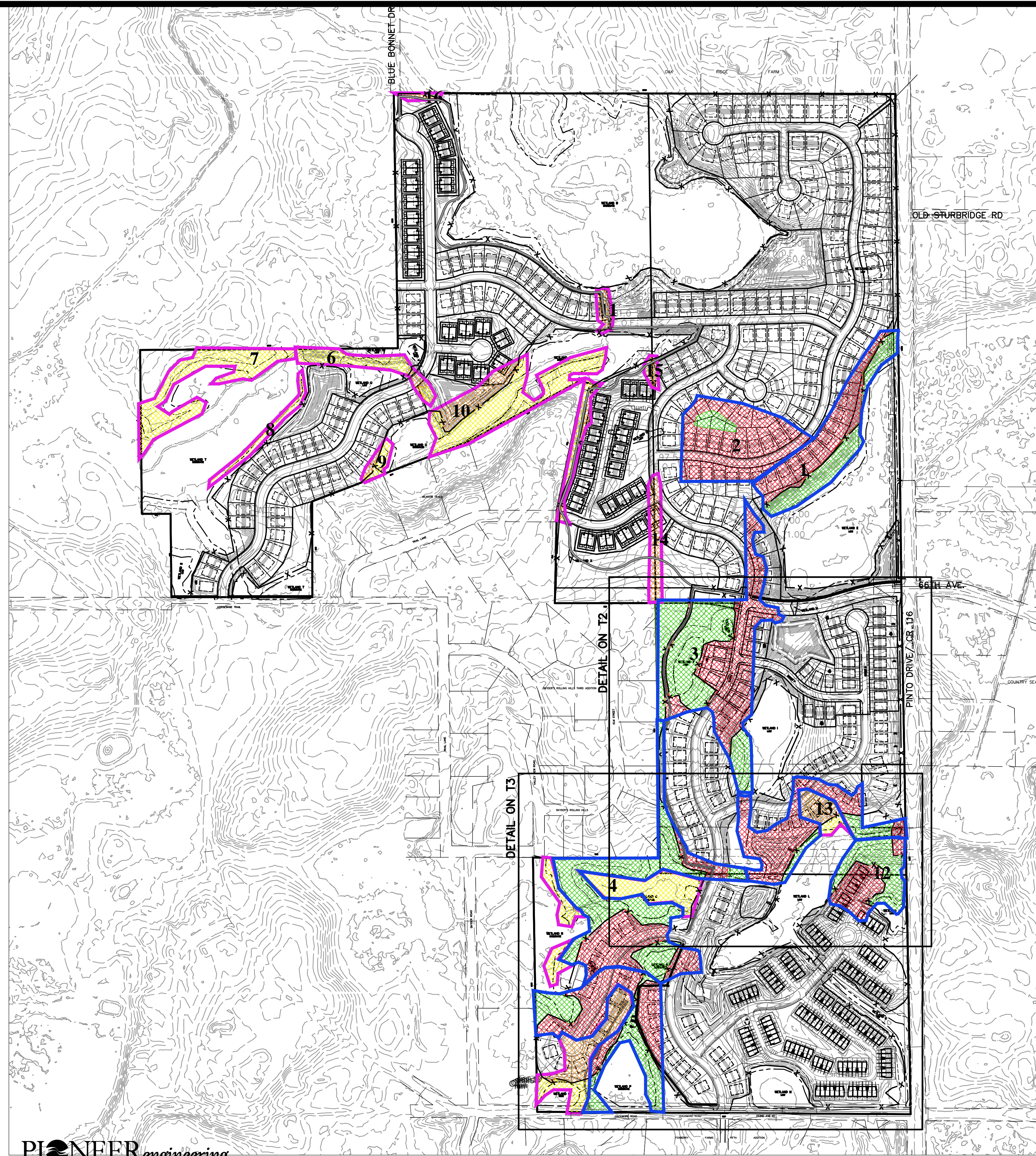
ENTRY MONUMENT DETAIL



MONUMENT DESIGNED BY OTHERS
DETAILS ARE SUBJECT TO CHANGE.
ALL REQUIRED DESIGN DETAILS WILL BE SUBMITTED AT TIME OF SIGN PERMIT APPLICATION.


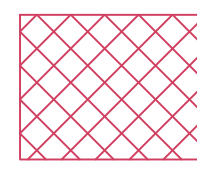
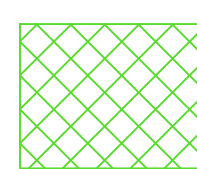

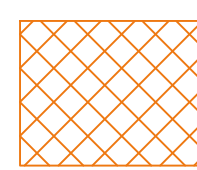
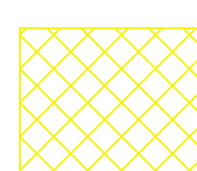
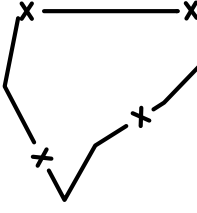


SHRUBS			
AH	ANNABELLE HYDRANGEA/HYDRANGEA ARBORESCENS 'ANNABELLE'	#3 POT	6
KR	KNOCKOUT ROSE/ROSA X 'KNOCKOUT'	#3 POT	10
PERENNIAL			
KF	KARL FOERSTER GRASS/CALAMGROSTIS ACUTIFLORA	#1 POT	9
WLC	WALKERS LOW CATMINT/NEPETA X FAASSENII 'WALKERS LOW'	#1 POT	20

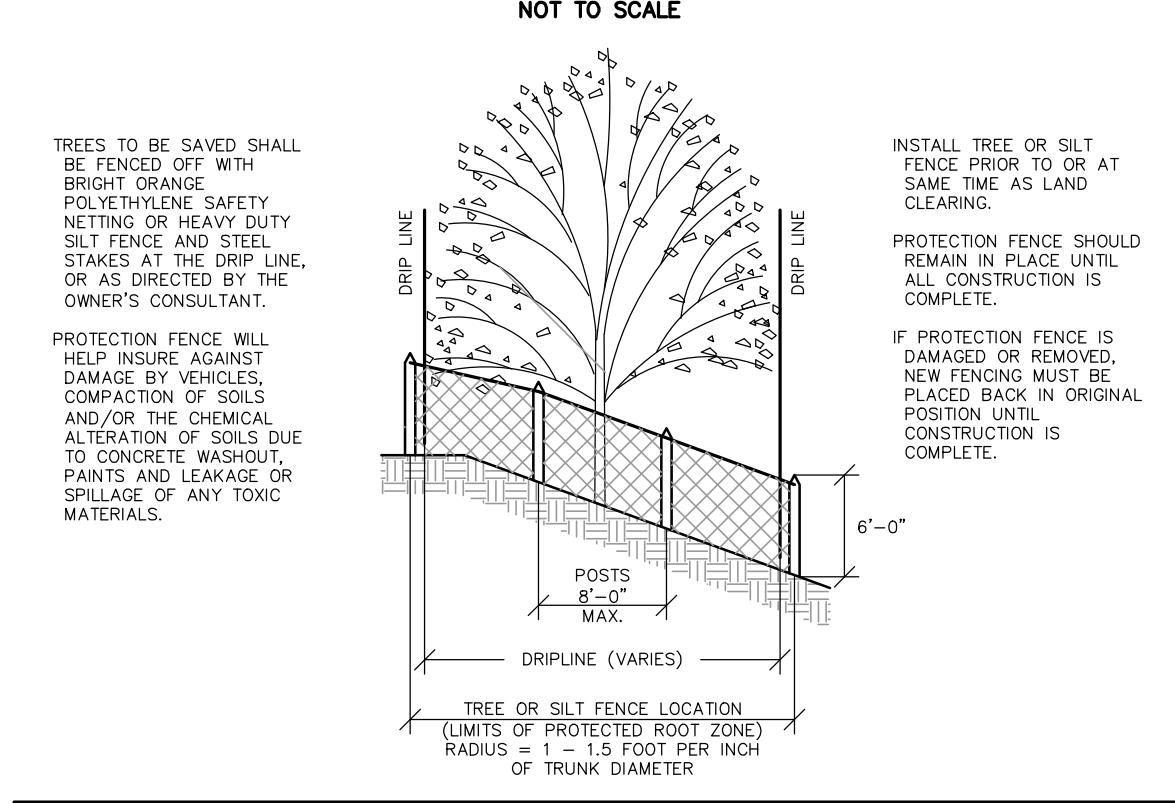


TOTAL TREE AREAS OUTLINED IN BLUE AND PINK: 57.5 ACRES
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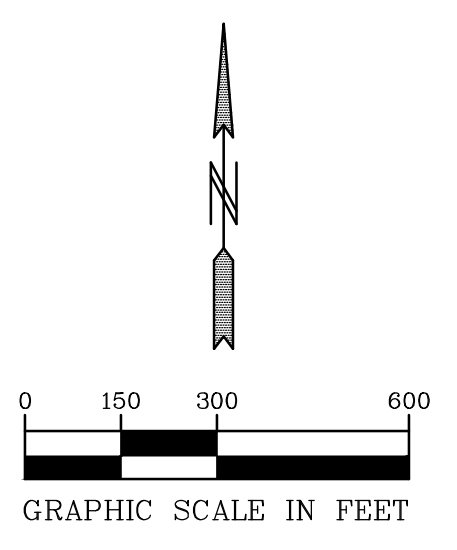
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-  SAVED ECOLOGICALLY SIGNIFICANT AREAS (POST DEVELOPMENT AS PROPOSED)
16.4 ACRES (42%)
-  ADDITIONAL WOODLAND AREAS (NOT NOTED IN COMP PLAN)
18 ACRES
-  REMOVED ADDITIONAL WOODLAND AREAS (POST DEVELOPMENT AS PROPOSED)
5.4 ACRES (30%)
-  SAVED ADDITIONAL WOODLAND AREAS (POST DEVELOPMENT AS PROPOSED)
12.6 ACRES (70%)
-  EROSION CONTROL/TREE PRESERVATION FENCING
- 2** WOODLAND AREA NUMBER AS PER WOODLAND ASSESSMENT DOCUMENT

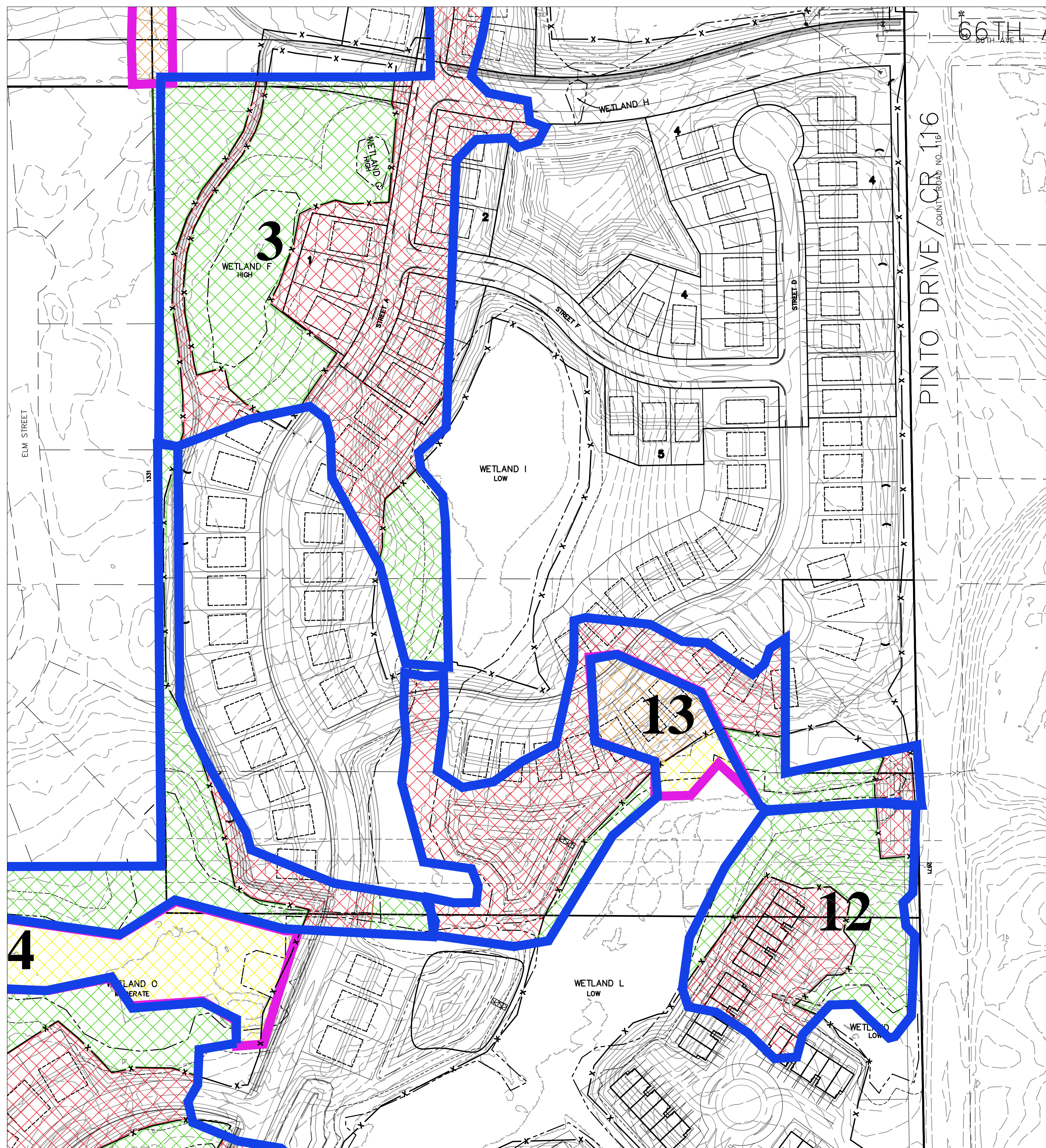
TREE PROTECTION DETAIL



TREE PRESERVATION NOTES


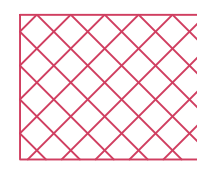

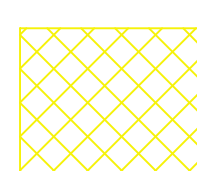
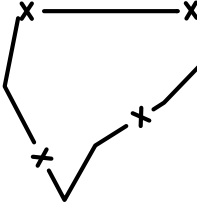
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- IF WOUNDING OF OAK TREES OCCUR ANYTIME BETWEEN APRIL TO AUGUST, A NON-TOXIC WOUND DRESSING MUST BE APPLIED IMMEDIATELY; (EXCAVATORS MUST HAVE A NON-TOXIC TREE WOUND DRESSING WITH THEM ON DEVELOPMENT SITES).





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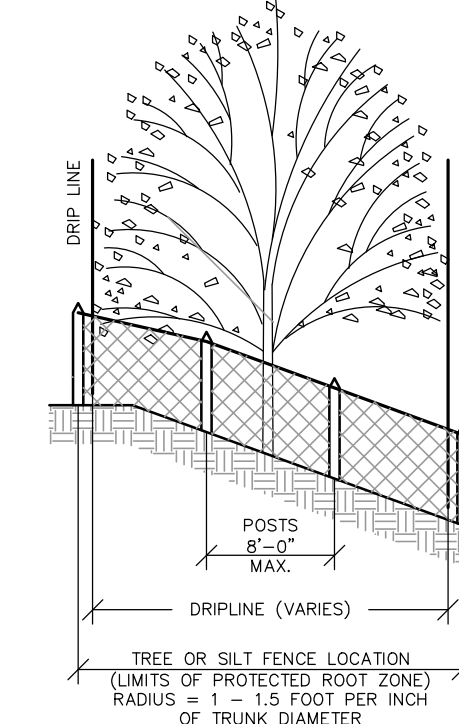
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TREE PROTECTION DETAIL

NOT TO SCALE

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PROTECTION FENCE WILL HELP INSURE AGAINST DAMAGE BY VEHICLES, COMPACTION OF SOILS AND/OR THE CHEMICAL ALTERATION OF SOILS DUE TO CONCRETE WASHOUT, PAINTS AND LEAKAGE OR SPILLAGE OF ANY TOXIC MATERIALS.



INSTALL TREE OR SILT FENCE PRIOR TO OR AT SAME TIME AS LAND CLEARING.

PROTECTION FENCE SHOULD REMAIN IN PLACE UNTIL ALL CONSTRUCTION IS COMPLETE.

IF PROTECTION FENCE IS DAMAGED OR REMOVED, NEW FENCING MUST BE PLACED BACK IN ORIGINAL POSITION UNTIL CONSTRUCTION IS COMPLETE.

TREE OR SILT FENCE LOCATION (LIMITS OF PROTECTED ROOT ZONE) RADIUS = 1 - 1.5 FOOT PER INCH OF TRUNK DIAMETER

TREE PRESERVATION NOTES

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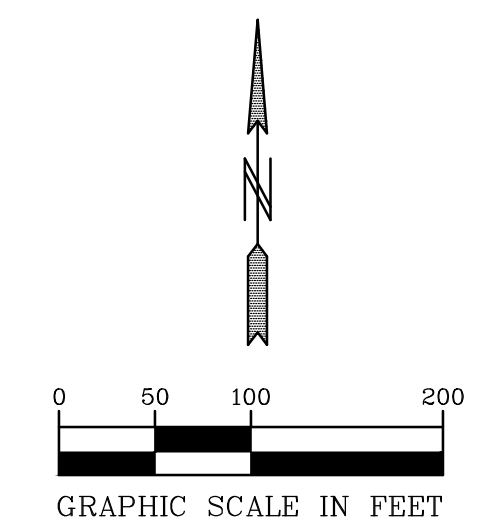
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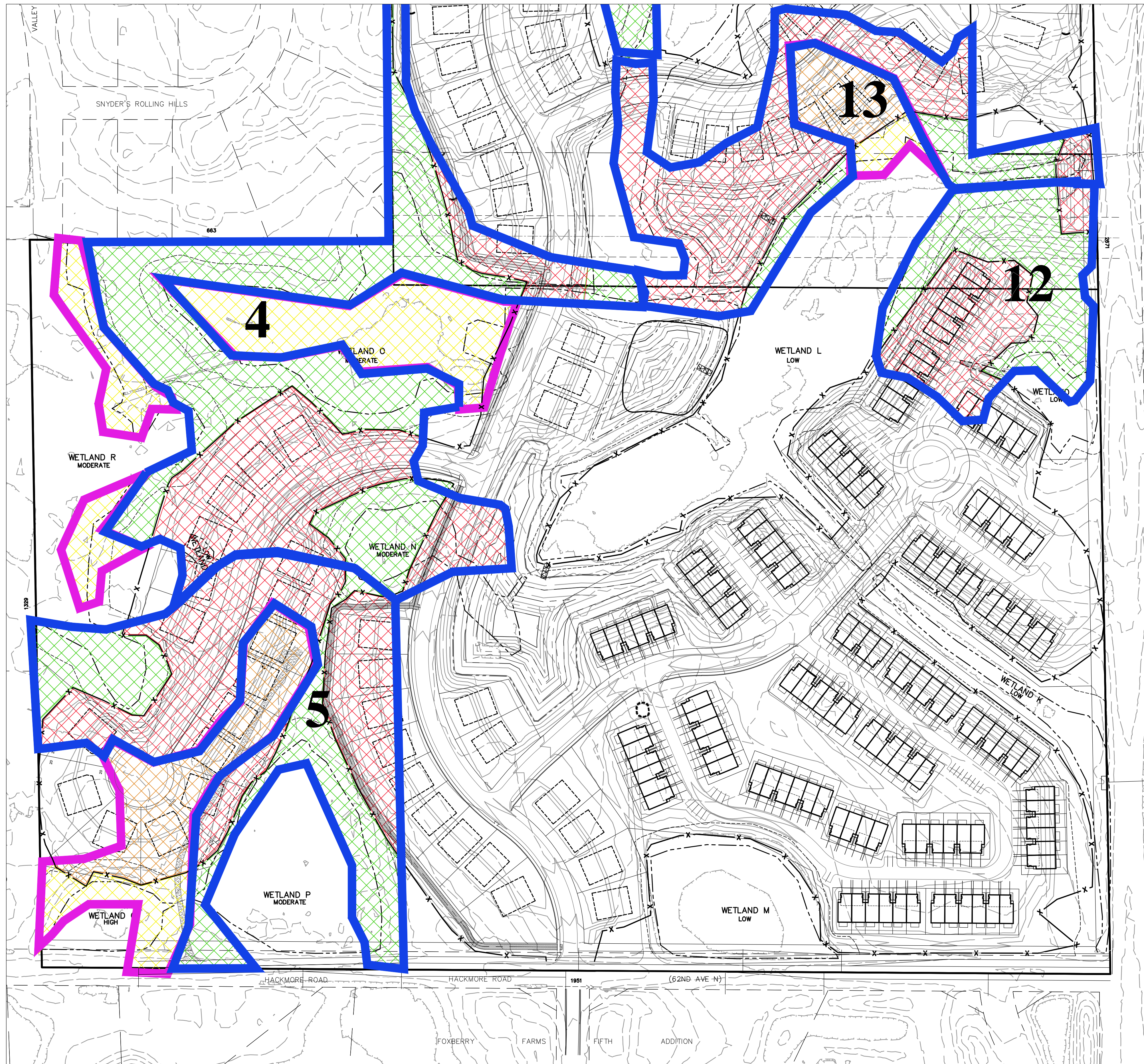
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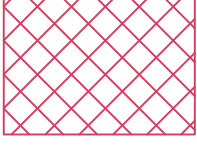
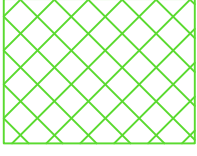

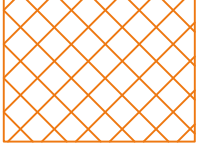
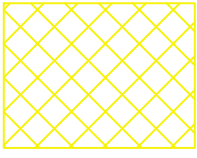
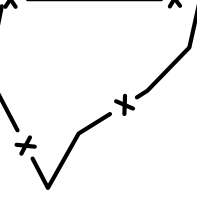
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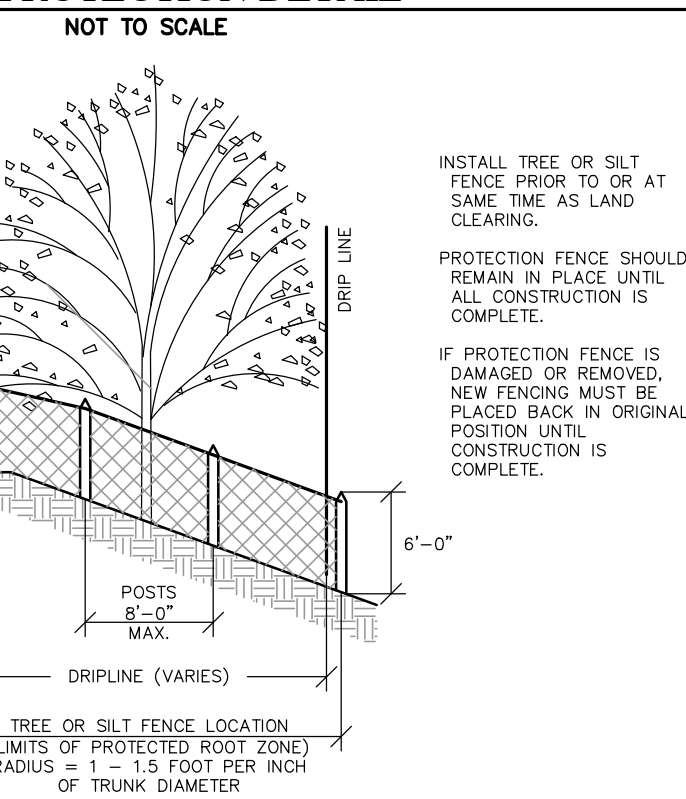


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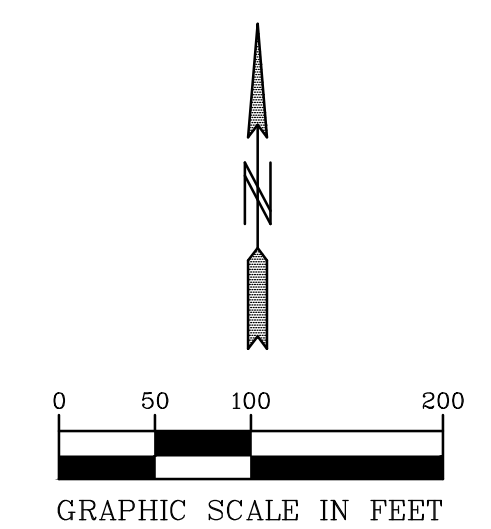
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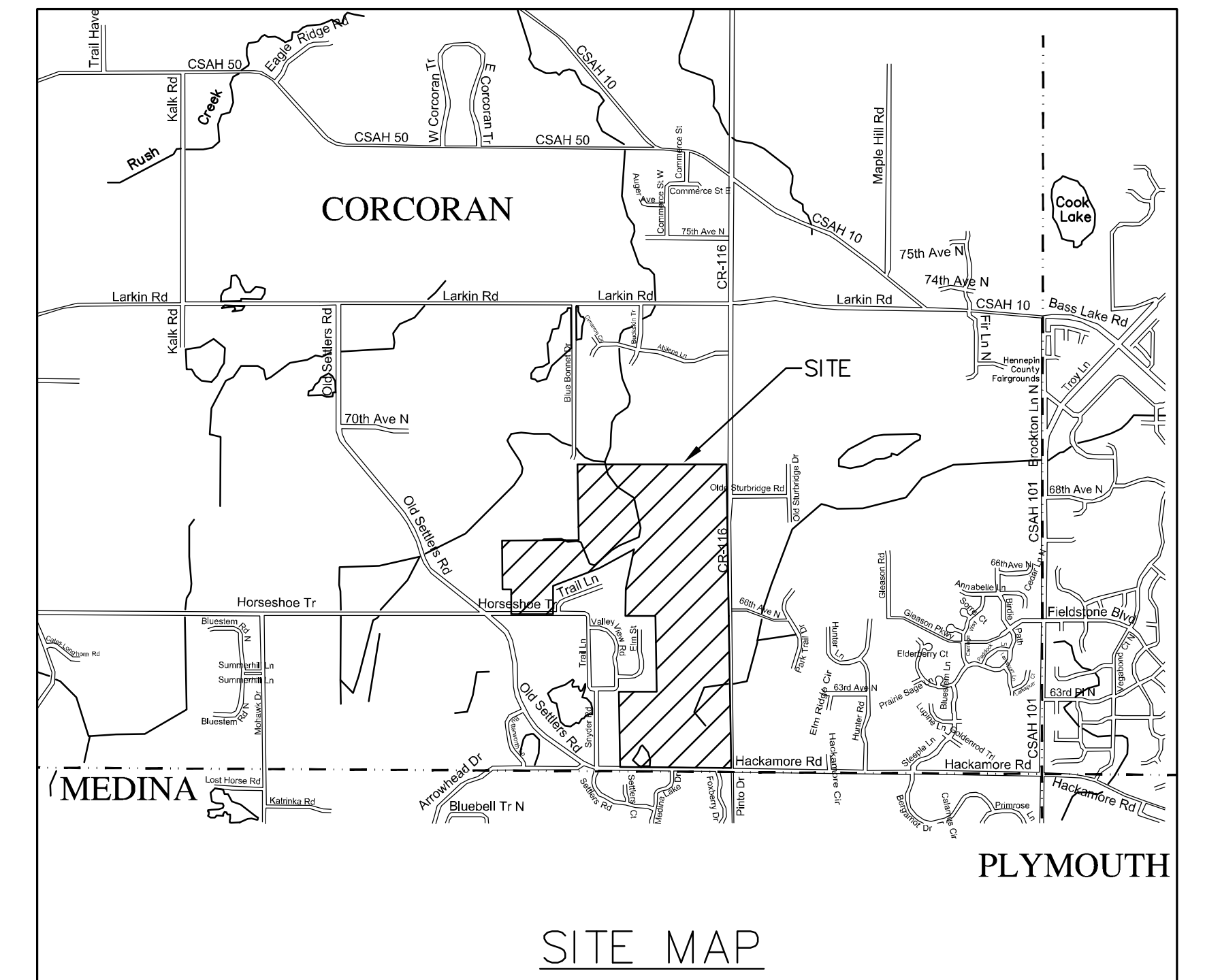
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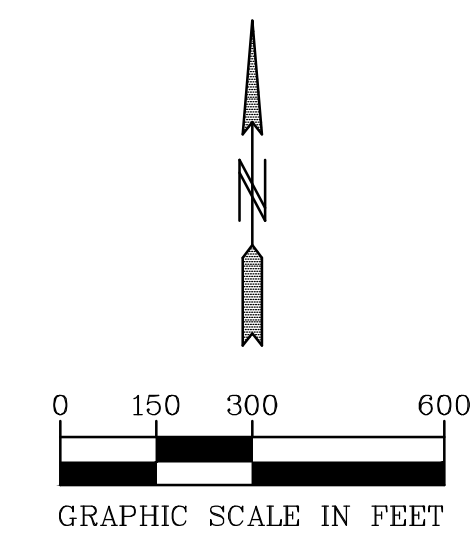


TAVERA PUD & MASTER UTILITY PLAN SET CORCORAN, MINNESOTA



SHEET INDEX

- 0.01 COVER SHEET
- 0.02 LEGEND SHEET
- 1.01-1.02 EXISTING CONDITIONS
- 2.01-2.02 SITE PLAN
- 3.01-3.02 WETLAND IMPACT
- 4.01-4.06 WETLAND BUFFER PLAN
- 5.01-5.06 OVERALL SANITARY & WATERMAIN PLAN
- 6.01-6.02 OVERALL STORM SEWER PLAN - SOUTH



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Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan 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.

Name: *Paul J. Chene*
Paul J. Chene
Reg. No.: 19860 Date: 9-11-2020

Revisions:
1. 10-8-2020 Pad Type Change
2. 11-9-2020 Add Demo Plan
3. 01-29-2021 City Comments

Date: 9-11-2020
Designed: PIC/BNM
Drawn: MPC

COVER SHEET

LENNAR
16305 36TH AVENUE NORTH
PLYMOUTH, MINNESOTA 55446

TAVERA
CORCORAN, MINNESOTA

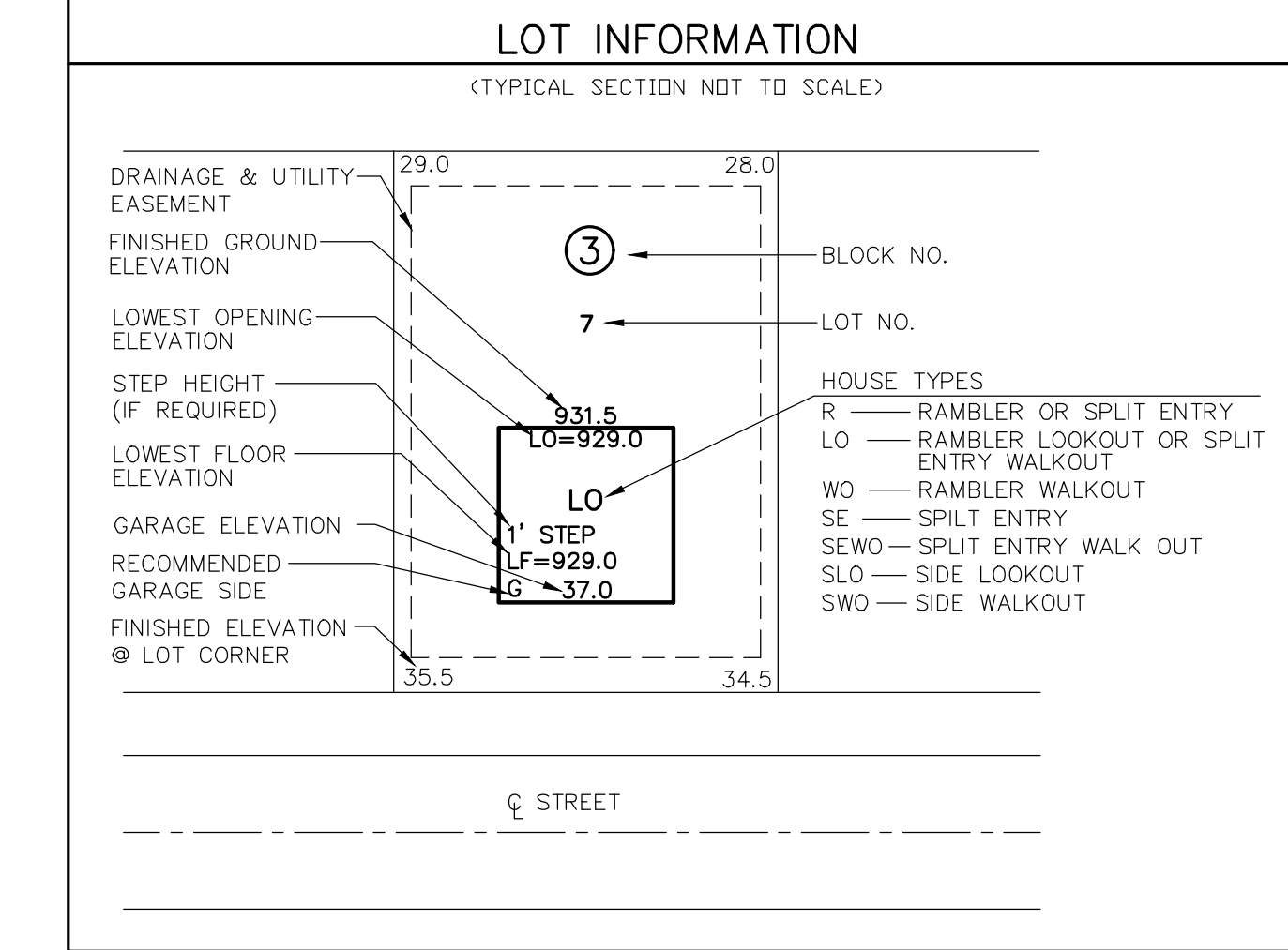
0.01 OF 22

LEGEND			
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SANITARY MANHOLE
			SANITARY SEWER (SANITARY & WATERMAIN PLANS)
			SANITARY SEWER (STORM SEWER PLANS)
			FORCE MAIN
			HYDRANT
			GATE VALVE
			REDUCER
			CURB STOP
			WATERMAIN (SANITARY & WATERMAIN PLANS)
			WATERMAIN (STORM SEWER PLANS)
			CATCH BASIN
			BEEHIVE
			STORM MANHOLE
			FLARED END SECTION
			CONTROL STRUCTURE
			STORM SEWER (SANITARY & WATERMAIN PLANS)
			STORM SEWER (STORM SEWER PLANS)
			CULVERT
			PERFORATED DRAINTILE
			SOLID DRAINTILE SERVICE
			CASING
			UNDERGROUND ELECTRIC LINE
			UNDERGROUND FIBER OPTIC LINE
			UNDERGROUND GAS PIPELINE
			UNDERGROUND PETROLEUM PIPELINE
			UNDERGROUND TELEPHONE LINES
			UNDERGROUND TELEVISION LINE
			OVERHEAD UTILITY LINES
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			SURMOUNTABLE CURB & GUTTER
			B-STYLE CURB & GUTTER
			RIBBON CURB & GUTTER
			EDGE OF BITUMINOUS
			YELLOW PAVEMENT STRIPING (SINGLE/DOUBLE)
			WHITE PAVEMENT STRIPING (SINGLE/DOUBLE)
			PHASE LINE
			CENTERLINE
			2' CONTOUR LINE
			10' CONTOUR LINE
			BASIN OUTLET LINE
			BASIN HIGH WATER LINE
			PROPOSED SPOT ELEVATION
			EMERGENCY OVERFLOW
			DRAINAGE FLOW ARROW
			DELINEATED / PROPOSED WETLAND LINE
			WETLAND BUFFER
			WETLAND SETBACK
			TREE LINE
			FEMA FLOODPLAIN BOUNDARY
			RETAINING WALL
			FENCE (BARBED WIRE)
			FENCE (CHAIN LINK)
			FENCE (WOOD)
			CONSERVATION AREA SIGN
			WETLAND BUFFER SIGN
			TYPE III BARRICADE
			LIGHT POLE
			STREET SIGNS
			PEDESTRIAN RAMP
EXISTING	PROPOSED	FUTURE	DESCRIPTION
			BOUNDARY
			RIGHT OF WAY
			LOT LINE
			EASEMENT
			SET BACK LINE
			SECTION LINE
			RESTRICTED ACCESS
HATCH PATTERNS			
	GRAVEL SURFACE		WETLAND
	BITUMINOUS SURFACE		WETLAND UPLAND BUFFER
	CONCRETE SURFACE		WETLAND MITIGATION
	RIP RAP		PERMANENT TURF RESTORATION
	SELECT BACKFILL MATERIAL		PERMANENT WET BASIN SEEDING
	EROSION CONTROL BLANKET MNDOT CATEGORY PER PLAN		UPLAND/NATURAL AREA SEEDING

TOPOGRAPHIC SYMBOLS	
	CATCH BASIN
	CATCH BASIN BEEHIVE
	FLARED END SECTION
	GATE VALVE
	HYDRANT
	WATER SERVICE
	WATER WELL
	MONITORING WELL
	CLEANOUT
	HAND HOLE
	MANHOLE OTHER THAN SANITARY OR STORM
	SANITARY OR STORM MANHOLE
	LAWN SPRINKLER VALVE
	LAWN SPRINKLER HEAD
	UTILITY POLE
	TRANSFORMER BOX
	FIBER OPTIC BOX
	ELECTRIC BOX
	NATURAL GAS METER
	LIGHT POLE
	SEMAPHORE
	TELEPHONE BOX
	CABLE BOX
	CAST IRON MONUMENT
	FOUND IRON PIPE
	JUDICIAL LAND MARK
	PK NAIL
	CONTROL POINT
	SPIKE
	FLAG POLE
	TEST HOLE
	MAILBOX
	SIGN
	BOLLARD
	CONSERVATION POST
	DECIDUOUS TREE
	CONIFEROUS TREE
	SHRUB / BUSH

EROSION & SEDIMENT CONTROL	
	ROCK CONSTRUCTION ENTRANCE INSTALL BEFORE START OF GRADING
	PERIMETER EROSION CONTROL FENCE. INSTALL BEFORE START OF GRADING
	SECONDARY EROSION CONTROL FENCE. TO BE INSTALLED 48 HOURS AFTER COMPLETION OF GRADING.
	EROSION CONTROL AT BACK OF CURB. TO BE INSTALLED AFTER COMPLETION OF CURB CONSTRUCTION.
	SUMPED RIP RAP PERMANENT ENERGY DISSIPATER, INSTALL WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER.
	STABILIZED EMERGENCY OVERFLOW (FLEXAMAT-SEE SHEET 23)
	MNDOT CAT 3 EROSION CONTROL BLANKET. INSTALL WITHIN 7 DAYS OF GRADING COMPLETION
	CATCH BASIN INLET PROTECTION TO BE INSTALLED BEFORE GRADING BEGINS.
	CATCH BASIN INLET PROTECTION TO BE INSTALLED AFTER 1ST LIFT OF BITUMINOUS.
	CATCH BASIN INLET PROTECTION TO BE INSTALLED WITH CATCH BASIN GRATE.
	STRAW BIO ROLLS, INSTALL WITHIN 7 DAYS OF GRADING COMPLETION OR BEFORE 1ST RAINFALL EVENT WHICHEVER IS FIRST
	ROCK DITCH CHECK, INSTALL WITHIN 7 DAYS OF GRADING COMPLETION OR BEFORE 1ST RAINFALL EVENT WHICHEVER IS FIRST
	TREE FENCE

ABBREVIATIONS	
A	ALGEBRAIC DIFFERENCE
B-B	BACK TO BACK
BV	BUTTERFLY VALVE
BOC	BACK OF CURB
BFE	BASE FLOOD ELEVATION
BMP	BEST MANAGEMENT PRACTICE
CL	CENTER LINE
CB	CATCHBASIN
CBMH	CATCHBASIN MANHOLE
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CS	CURB STOP
DIP	DUCTILE IRON PIPE
DT	DRAINTILE
EL/ELEV	ELEVATION
EOF	EMERGENCY OVERFLOW
EX	EXISTING
FES	FLARED END SECTION
F-F	FACE TO FACE
FM	FORCEMAIN
GB	GRADE BREAK
GND	GROUND
GV	GATE VALVE
HP	HIGH POINT
HYD	HYDRANT
HWL	HIGH WATER LEVEL
INV	INVERT
K	CURVE COEFFICIENT
L	LENGTH
LF	LOWEST FLOOR
LO	LOOKOUT
LO	LOWEST OPENING
LP	LIQUID PETROLEUM
LP	LOW POINT
MH	MANHOLE
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PL	PROPERTY LINE
PRC	POINT OF REVERSE CURVATURE
PVT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVC	POLYVINYL CHLORIDE PIPE
PVI	POINT OF VERTICAL INTERSECTION
R	RADIUS
R	RAMBLER
RCP	REINFORCED CONCRETE PIPE
ROW	RIGHT OF WAY
SSWR	SANITARY SEWER
STA	STATION
STRM	STORM SEWER
SWPPP	STORM WATER POLLUTION PROTECTION PLAN
TNH	TOP NUT HYDRANT
TYP	TYPICAL
WM	WATER MAIN
WO	WALKOUT



PROPOSED LEGAL FOR PRELIMINARY PLAT PURPOSES ONLY:

East 1/2 of the Southwest Quarter of the Southeast Quarter, Section 35, Township 119, Range 23, Hennepin County, Minnesota.

Together with:

Lot 10, Block 1, Meadow Trails, Hennepin County, Minnesota.

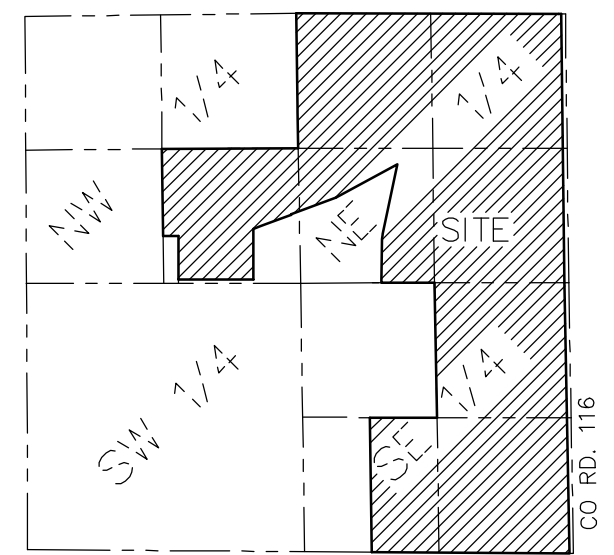
Together with:

The East 1/2 of the Northeast Quarter except that part which lies East of a line parallel with and distant 40 feet West of the East line, Section 35, Township 119, Range 23, Hennepin County, Minnesota.

Together with:

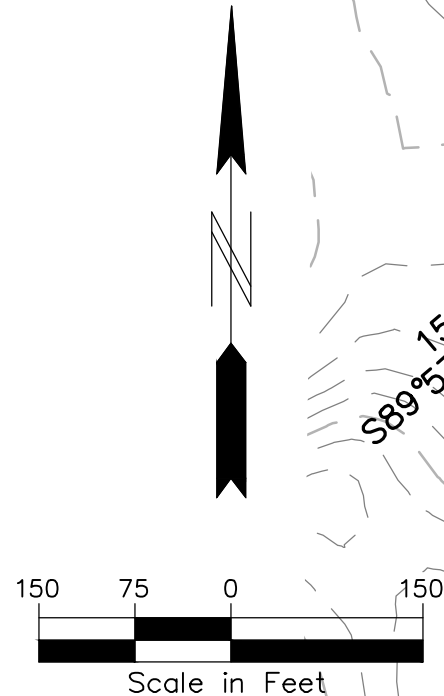
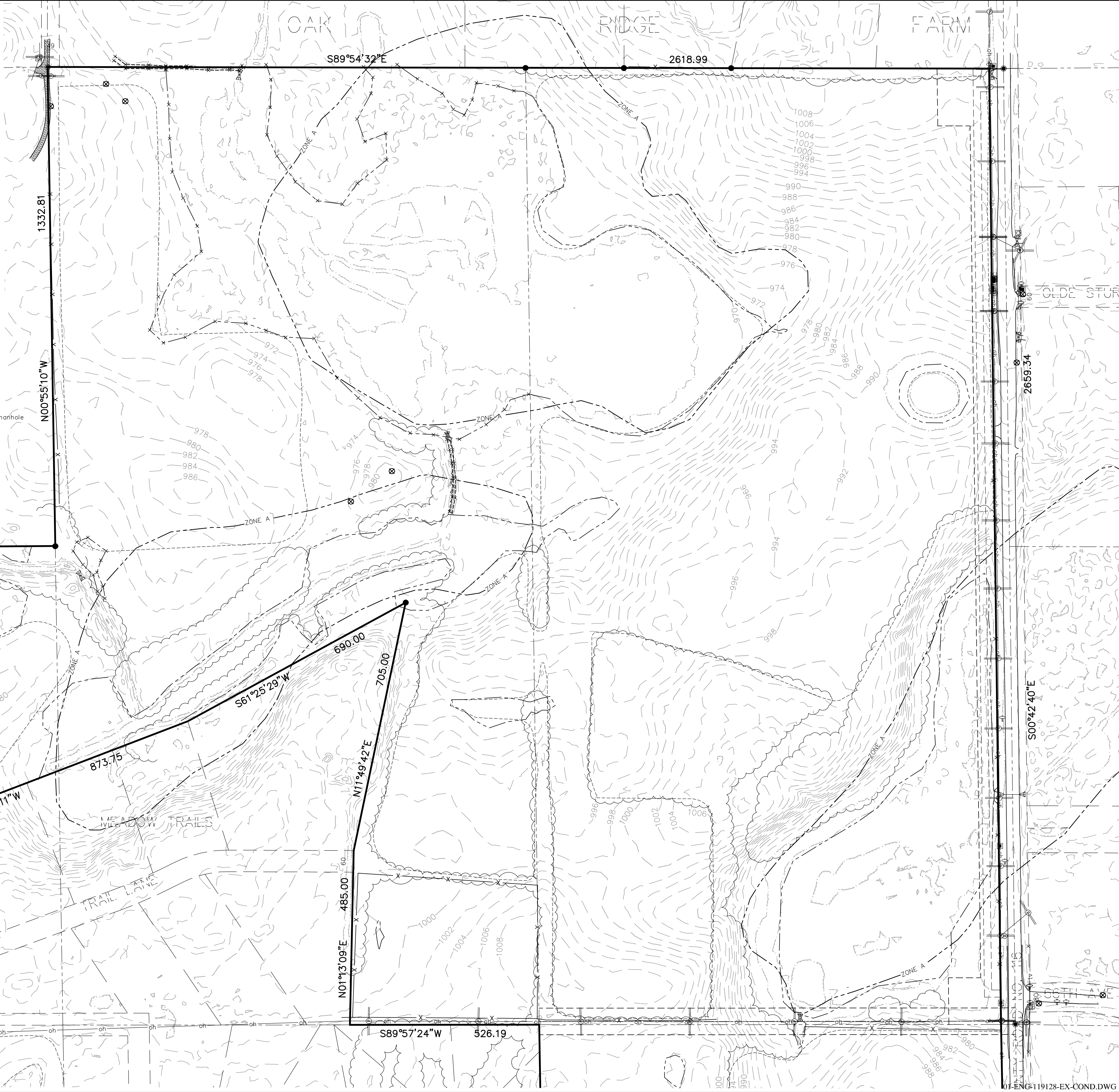
The East 1/2 of the Southeast 1/4 of Section 35, Township 119, Range 23, Hennepin County, Minnesota. EXCEPT:

All that part of the following described tract:
 Southeast 1/4 of the Southeast 1/4 and the South 9 8/10 rods of Northeast 1/4 of Southeast 1/4 also that part of North 20 rods of South 29 8/10 rods of the Northeast 1/4 of Southeast 1/4 lying West of East 18 rods thereof and that part of the Northeast 1/4 of Southeast 1/4 lying North of South 29 8/10 rods thereof, all lying in Section 35, Township 119 North, Range 23 West, except roads; which lies East of a line parallel with and distant 40 feet West of the East line of said section.



SECTION 35, TWP. 119 RGE. 23
 LOCATION MAP
 NO SCALE

LEGEND	
	Denotes concrete
	Denotes gravel
	Denotes bituminous
	Denotes riprap
	Denotes field edge
	Denotes tree line
	Denotes storm sewer line
	Denotes sanitary sewer line
	Denotes water line
	Denotes overhead utility lines
	Denotes underground television line
	Denotes underground telephone line
	Denotes underground fiber optic line
	Denotes underground electric line
	Denotes underground gas line
	Denotes fence (barbed wire)
	Denotes fence (chain link)
	Denotes fence (wood)
	Denotes catch basin
	Denotes catch basin beehive
	Denotes flared end section
	Denotes gate valve
	Denotes hydrant
	Denotes service
	Denotes water well
	Denotes cleanout
	Denotes manhole other than sanitary or storm
	Denotes sanitary or storm manhole
	Denotes utility pole
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	Denotes found iron pipe
	Denotes mailbox
	Denotes sign



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 Fax: 681-9488
 www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Surveyor under the laws of the State of Minnesota.
 Name: Peter J. Hawkinson
 Reg. No.: 42299
 Date: 9-11-2020

Revisions:
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 3. 01-29-2021 City Comments

Date: 9-11-2020
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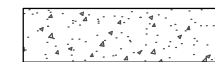

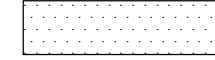
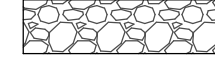
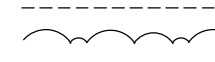
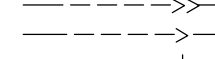
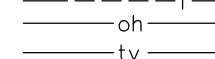
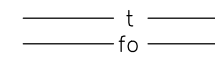
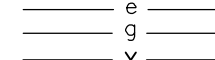
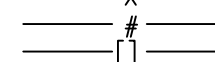


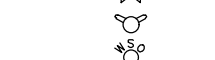
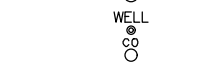
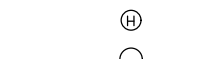


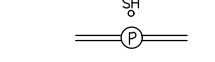
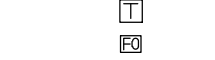
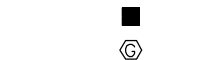
















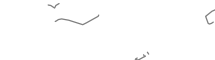








EXISTING CONDITIONS

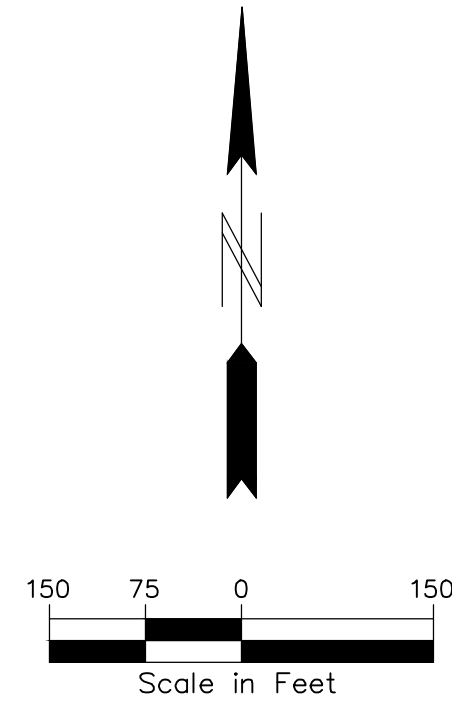
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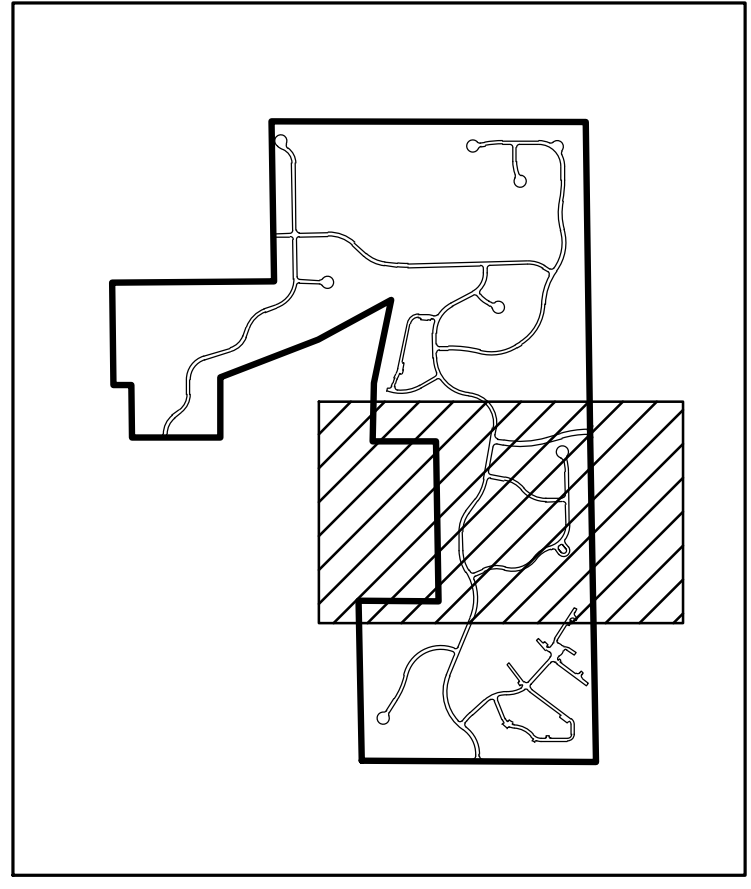
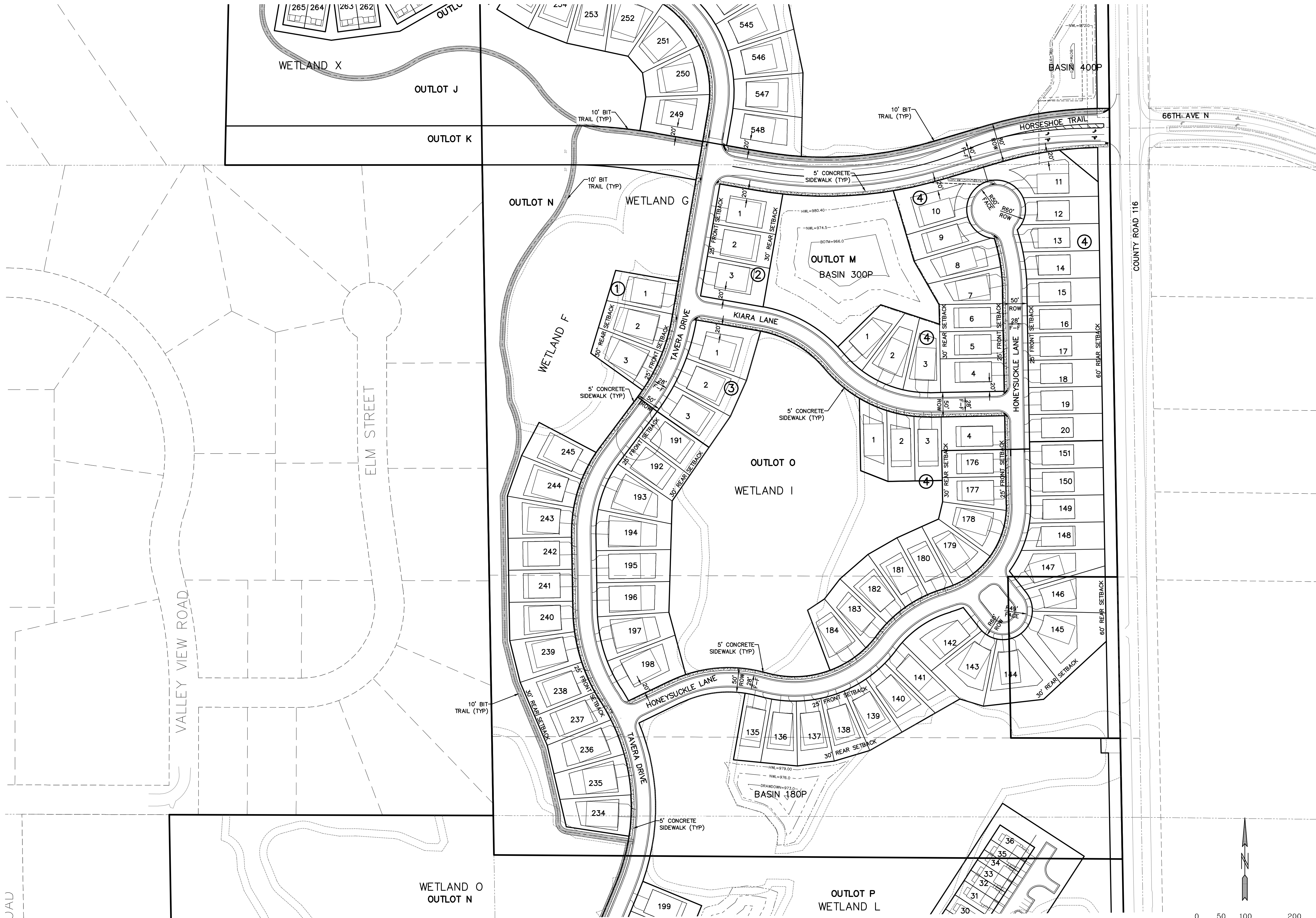
TAVERA
 CORCORAN, MINNESOTA

1.01 OF 22

LEGEND

-  Denotes concrete
-  Denotes gravel
-  Denotes bituminous
-  Denotes riprap
-  Denotes field edge
-  Denotes tree line
-  Denotes storm sewer line
-  Denotes sanitary sewer line
-  Denotes water line
-  Denotes overhead utility lines
-  Denotes underground television line
-  Denotes underground telephone line
-  Denotes underground fiber optic line
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-  Denotes hydrant
-  Denotes service
-  Denotes water well
-  Denotes cleanout
-  Denotes hand hole
-  Denotes manhole other than sanitary or storm
-  Denotes sanitary or storm manhole
-  Denotes lawn sprinkler valve
-  Denotes lawn sprinkler head
-  Denotes utility pole
-  Denotes transformer box
-  Denotes fiber optic box
-  Denotes electric box
-  Denotes natural gas meter
-  Denotes light pole
-  Denotes telephone box
-  Denotes television box
-  Denotes cast iron monument
-  Denotes found iron pipe
-  Denotes flag pole
-  Denotes test hole
-  Denotes mailbox
-  Denotes sign



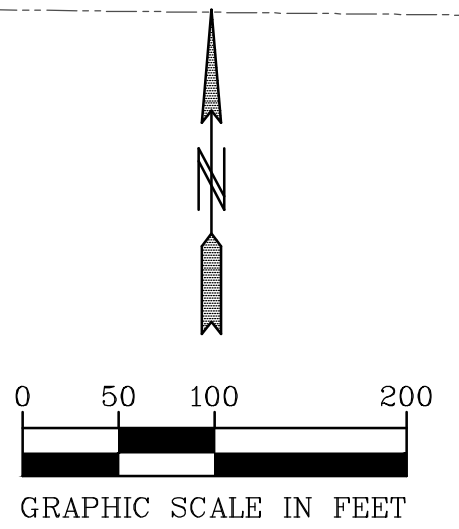


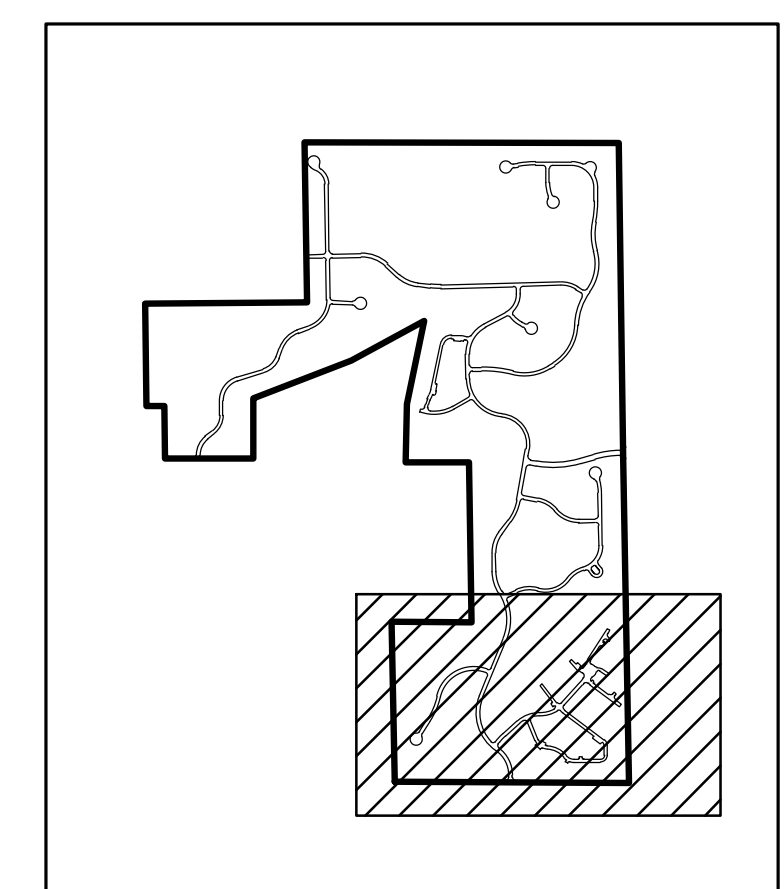
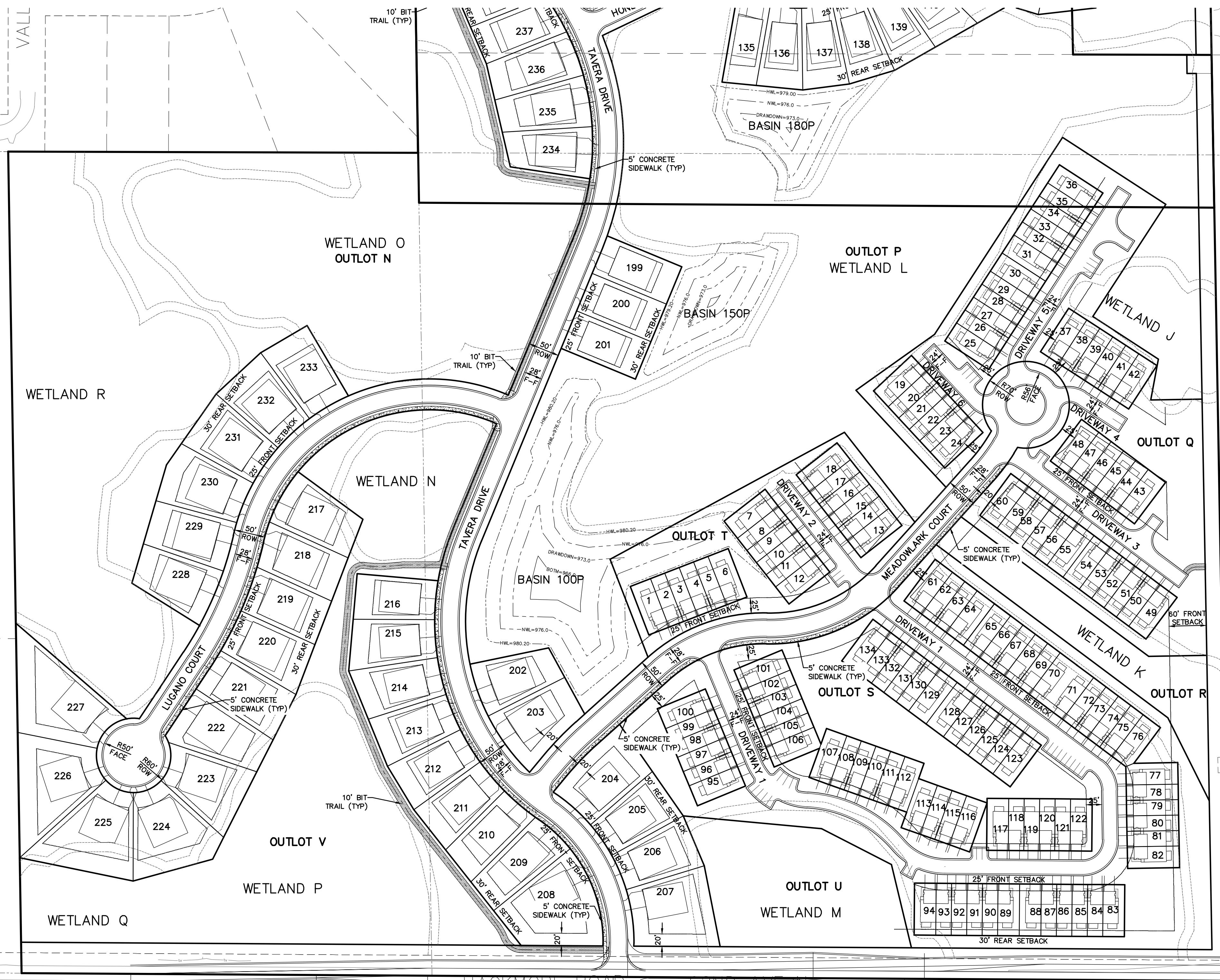
INDEX

PROPOSED UNITS: 549
 55-65' VILLAS: 70 (44-55', 29-65')
 55' SF: 51
 65' SF: 156
 75' SF: 58
 TWIN UNITS: 80
 ROW TOWNHOME UNITS: 134

PROPOSED SETBACKS:
VILLAS:
 AREA: 7,000 SF
 WIDTH: 55' TO 65'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'
75' WIDE SINGLE FAMILY LOTS:
 AREA: 9,000 SF
 WIDTH: 75'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'
65' WIDE SINGLE FAMILY LOTS:
 AREA: 7,800 SF
 WIDTH: 65'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'
55' WIDE SINGLE FAMILY LOTS:
 AREA: 6,600 SF
 WIDTH: 55'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'
TOWNHOME LOTS:
 FRONT: 25' TO CURB(PRIVATE STREET)
 FRONT: 25' TO RIGHT OF WAY(PUBLIC STREET)
 SIDE: 15' BUILDING TO BUILDING
 SIDE STREET: 25' TO RIGHT OF WAY
TOWNHOME LOTS:
 FRONT: 25' TO CURB(PRIVATE STREET)
 FRONT: 25' TO RIGHT OF WAY(PUBLIC STREET)
 SIDE: 15' BUILDING TO BUILDING
 SIDE STREET: 25' TO CURB(PRIVATE STREET)
 SIDE STREET: 25' TO RIGHT OF WAY(PUBLIC STREET)

WETLAND REQUIREMENTS (AVERAGING ALLOWED):
HIGH:
 AVERAGE WIDTH: 50'
 MINIMUM WIDTH: 40'
 MAXIMUM WIDTH: 60'
 SETBACK FROM BUFFER: 15'
MEDIUM:
 AVERAGE WIDTH: 25'
 MINIMUM WIDTH: 20'
 MAXIMUM WIDTH: 40'
 SETBACK FROM BUFFER: 15'
LOW:
 AVERAGE WIDTH: 25' (WATERSHED STANDARD)
 MINIMUM WIDTH: 10'
 MAXIMUM WIDTH: 20'
 SETBACK FROM BUFFER: 15'





INDEX

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 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'

75' WIDE SINGLE FAMILY LOTS:
 AREA: 9,000 SF
 WIDTH: 75'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'

65' WIDE SINGLE FAMILY LOTS:
 AREA: 7,800 SF
 WIDTH: 65'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
 CO. RD. 116: 60'

55' WIDE SINGLE FAMILY LOTS:
 AREA: 6,600 SF
 WIDTH: 55'
 FRONT: 25'
 REAR: 30'(BUILDING)
 REAR: 20'(PATIO, DECKS)
 SIDE: 7.5'
 SIDE STREET: 20'
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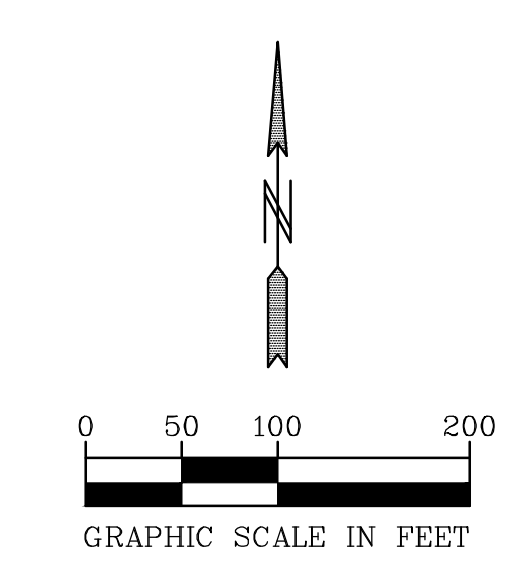
TOWNHOME LOTS:
 FRONT: 25' TO CURB(PRIVATE STREET)
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 SIDE STREET: 25' TO RIGHT OF WAY

TOWNHOME LOTS:
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 FRONT: 25' TO RIGHT OF WAY(PUBLIC STREET)
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 SETBACK FROM BUFFER: 15'
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 MINIMUM WIDTH: 20'
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 SETBACK FROM BUFFER: 15'
 LOW:
 AVERAGE WIDTH: 25' (WATERSHED STANDARD)
 MINIMUM WIDTH: 10'
 MAXIMUM WIDTH: 20'
 SETBACK FROM BUFFER: 15'





TOWNHOME PARKING SUMMARY
 UNITS: 134
 OFF STREET: 38
 ON STREET: 20

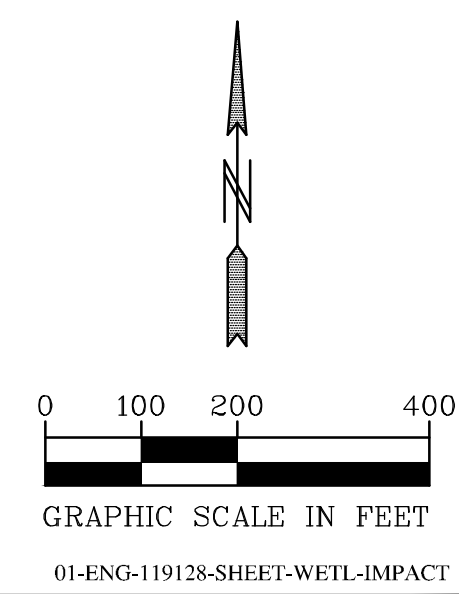
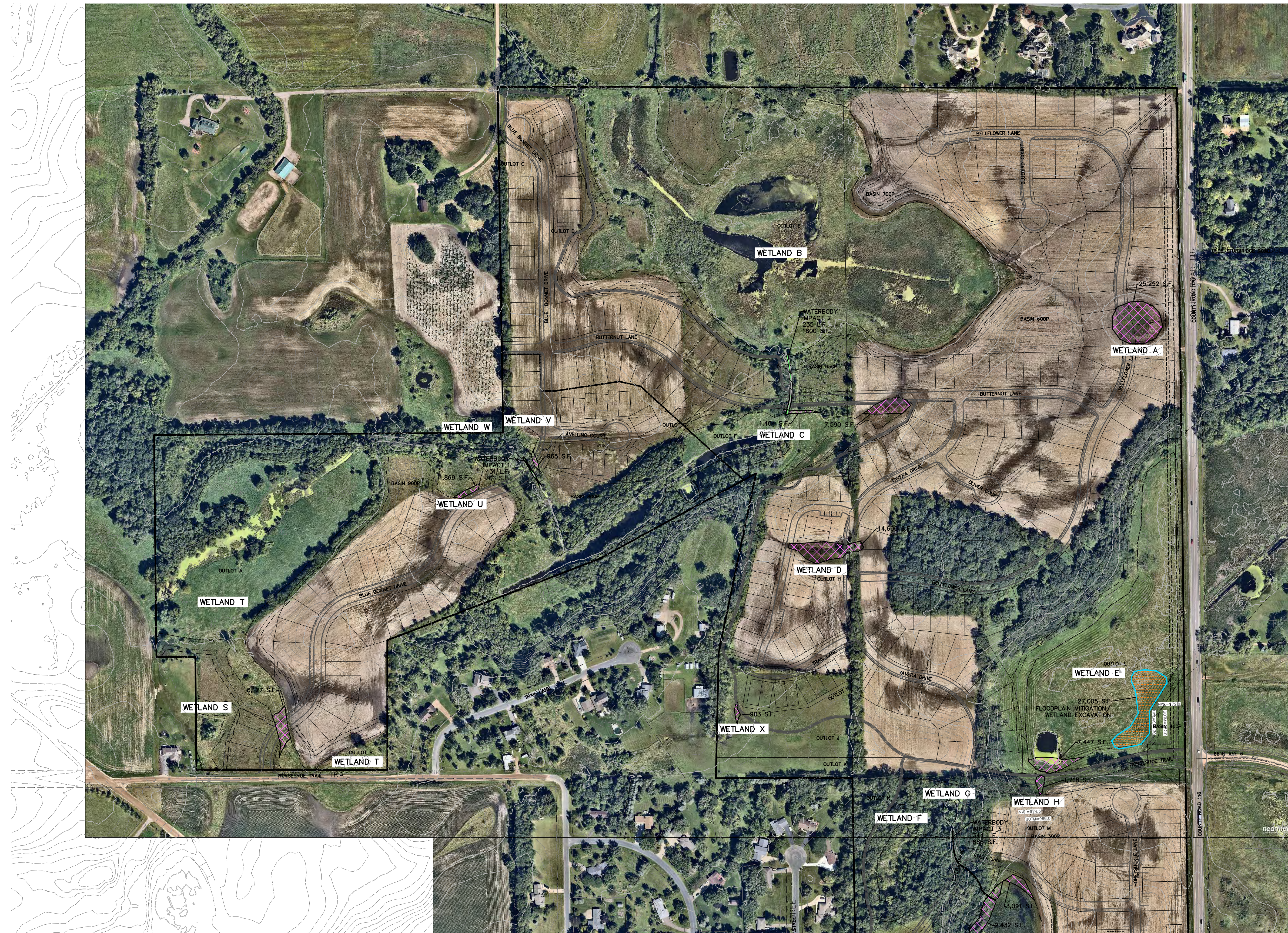
COUNTY ROAD 116 ROAD 116



WATERBODY IMPACT NAME	IMPACT AREA (SF)	IMPACT LENGTH (LF)
1	701	131
2	1,800	235
3	688	344
4	396	198
5	212	106
TOTAL	3,797	1,014

WETLAND NAME	SITE IMPACT AREA (SF)	HACKAMORE IMPACT AREA (SF)
WETLAND A	25,252	NA
WETLAND C	8,994	NA
WETLAND D	14,600	NA
WETLAND E	7,447	NA
WETLAND H	1,718	NA
WETLAND I	25,710	NA
WETLAND J	397	NA
WETLAND K	230	268
WETLAND L	5,283	NA
WETLAND M	NA	11,175
WETLAND N	15,411	NA
WETLAND O	2,818	NA
WETLAND P	NA	3,168
WETLAND T	6,127	NA
WETLAND U	1,869	NA
WETLAND V	965	NA
WETLAND X	903	NA
WETLAND Y	2,666	NA
TOTAL	121,639	14,641

-  WATERBODY IMPACT
-  FLOODPLAIN MITIGATION/WETLAND EXCAVATION
-  WETLAND IMPACT
-  BUFFER SIGN



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 Mendota Heights, MN 55120
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 Fax: 681-9488
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I hereby certify that this plan 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.
 Name: *Paul J. Cheme*
 Paul J. Cheme
 Reg. No. 19860 Date 9-11-2020

Revisions:
 1. 10-8-2020 Pad Type Change
 2. 11-9-2020 Add Demo Plan
 3. 01-20-2021 City Comments

Date: 9-11-2020
 Designed: PIC/BNM
 Drawn: MPC





WETLAND IMPACT

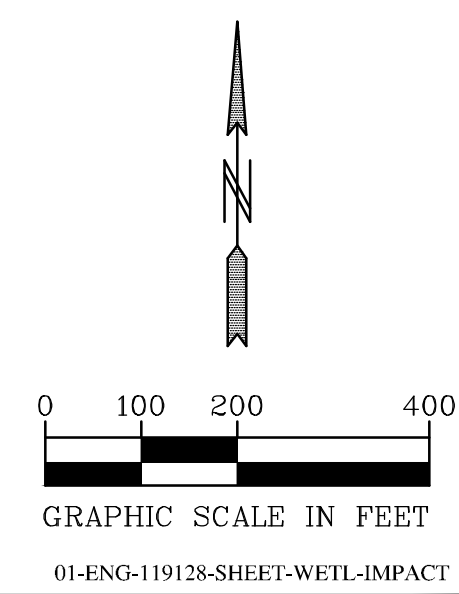
LENNAR
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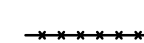

WETLAND IMPACT

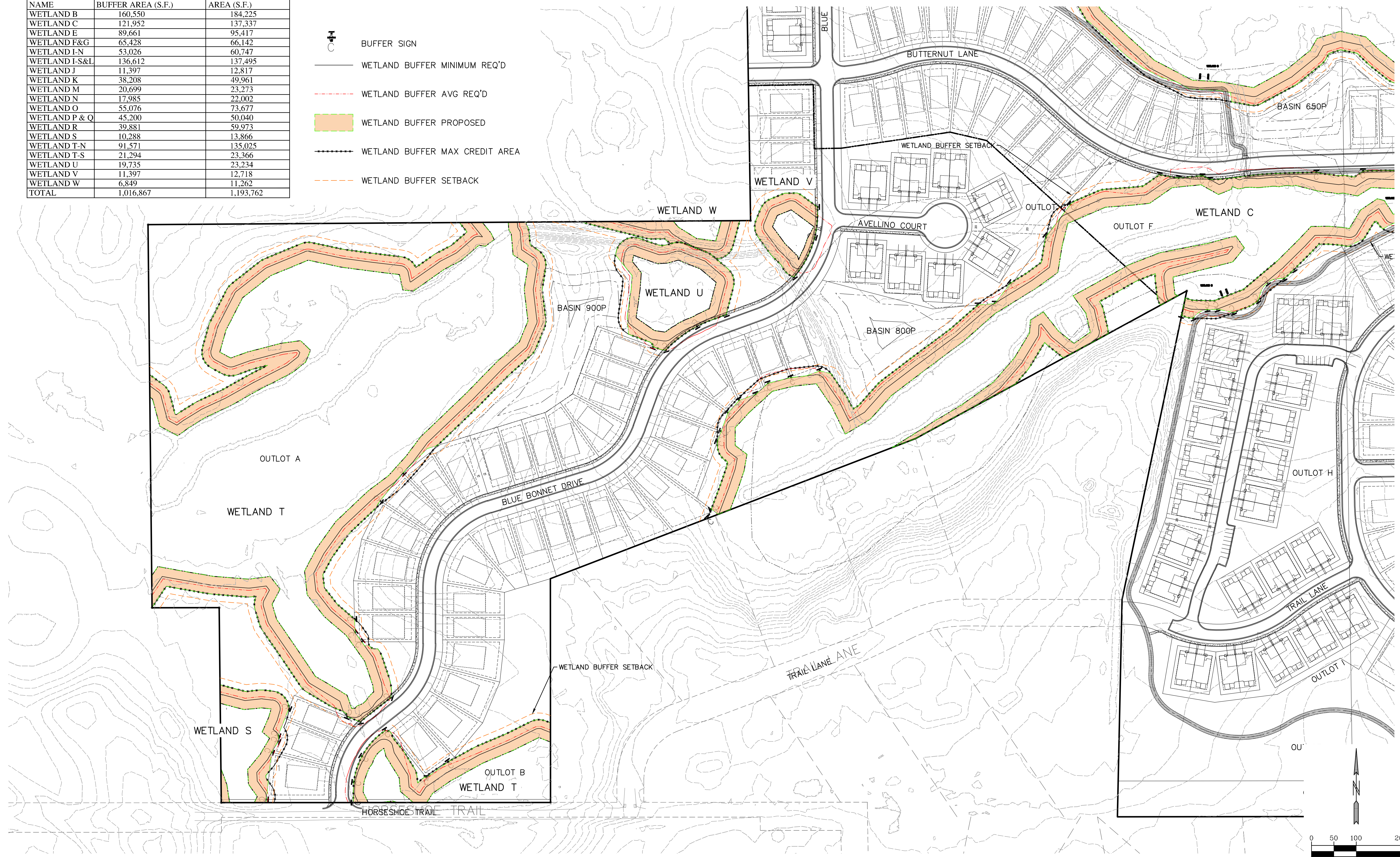
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




3.02 OF 22

WETLAND NAME	REQUIRED AVERAGE BUFFER AREA (S.F.)	PROVIDED BUFFER AREA (S.F.)
WETLAND B	160,550	184,225
WETLAND C	121,952	137,337
WETLAND E	89,661	95,417
WETLAND F&G	65,428	66,142
WETLAND I-N	53,026	60,747
WETLAND I-S&L	136,612	137,495
WETLAND J	11,397	12,817
WETLAND K	38,208	49,961
WETLAND M	20,699	23,273
WETLAND N	17,985	22,002
WETLAND O	55,076	73,677
WETLAND P & Q	45,200	50,040
WETLAND R	39,881	59,973
WETLAND S	10,288	13,866
WETLAND T-N	91,571	135,025
WETLAND T-S	21,294	23,366
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WETLAND V	11,397	12,718
WETLAND W	6,849	11,262
TOTAL	1,016,867	1,193,762

-  BUFFER SIGN
-  WETLAND BUFFER MINIMUM REQ'D
-  WETLAND BUFFER AVG REQ'D
-  WETLAND BUFFER PROPOSED
-  WETLAND BUFFER MAX CREDIT AREA
-  WETLAND BUFFER SETBACK









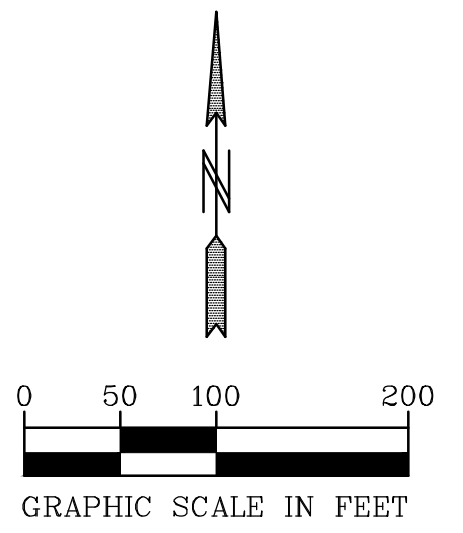
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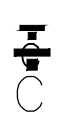


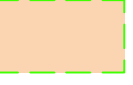


Date: 9-11-2020
 Designed: PIC/BNM
 Drawn: MPC

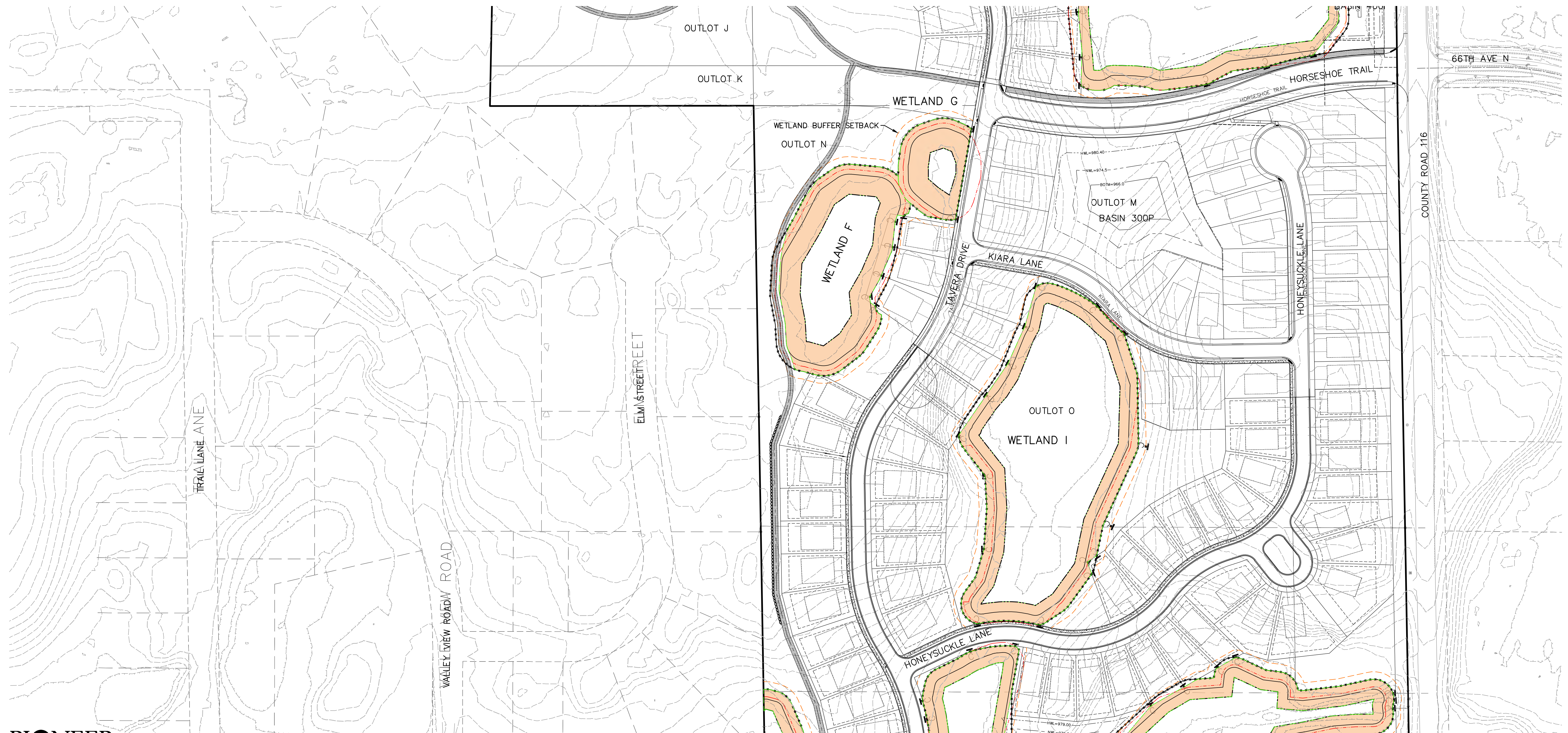
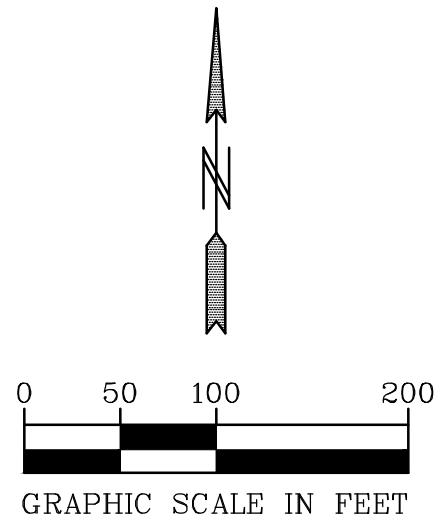
WETLAND BUFFER PLAN

LENNAR
 16305 36TH AVENUE NORTH
 PLYMOUTH, MINNESOTA 55446

TAVERA
 CORCORAN, MINNESOTA

WETLAND NAME	REQUIRED AVERAGE BUFFER AREA (S.F.)	PROVIDED BUFFER AREA (S.F.)
WETLAND B	160,550	184,225
WETLAND C	121,952	137,337
WETLAND E	89,661	95,417
WETLAND F&G	65,428	66,142
WETLAND I-N	53,026	60,747
WETLAND I-S&L	136,612	137,495
WETLAND J	11,397	12,817
WETLAND K	38,208	49,961
WETLAND M	20,699	23,273
WETLAND N	17,985	22,002
WETLAND O	55,076	73,677
WETLAND P & Q	45,200	50,040
WETLAND R	39,881	59,973
WETLAND S	10,288	13,866
WETLAND T-N	91,571	135,025
WETLAND T-S	21,294	23,366
WETLAND U	19,735	23,234
WETLAND V	11,397	12,718
WETLAND W	6,849	11,262
TOTAL	1,016,867	1,193,762

-  BUFFER SIGN
-  WETLAND BUFFER MINIMUM REQ'D
-  WETLAND BUFFER AVG REQ'D
-  WETLAND BUFFER PROPOSED
-  WETLAND BUFFER MAX CREDIT AREA
-  WETLAND BUFFER SETBACK



2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan 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.
Name: *Paul J. Chene*
Reg. No.: 19860
Date: 9-11-2020

Revisions:
1. 10-8-2020 Pad Type Change
2. 11-9-2020 Add Demo Plan
3. 01-29-2021 City Comments

Date: 9-11-2020
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




WETLAND BUFFER PLAN

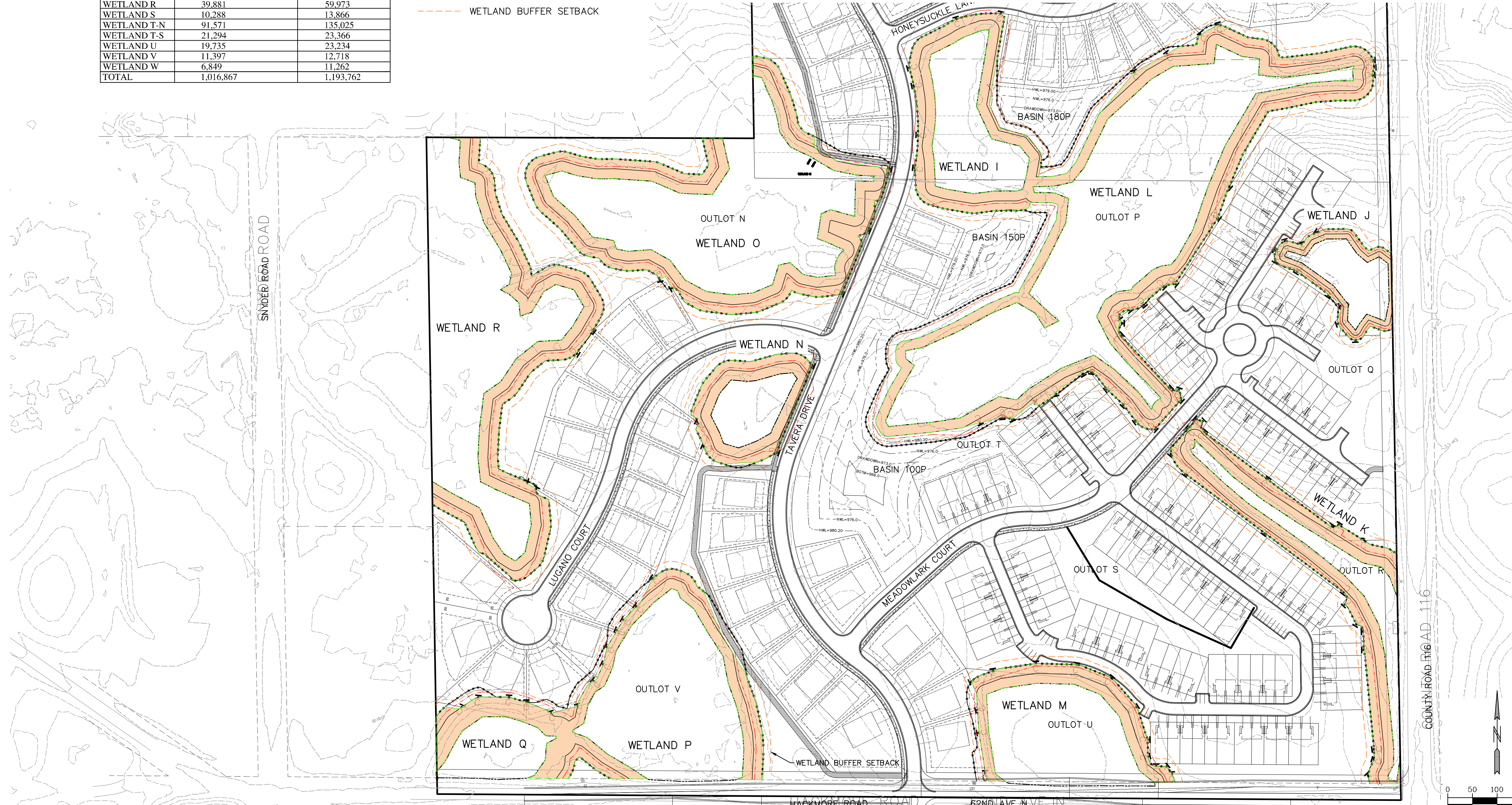
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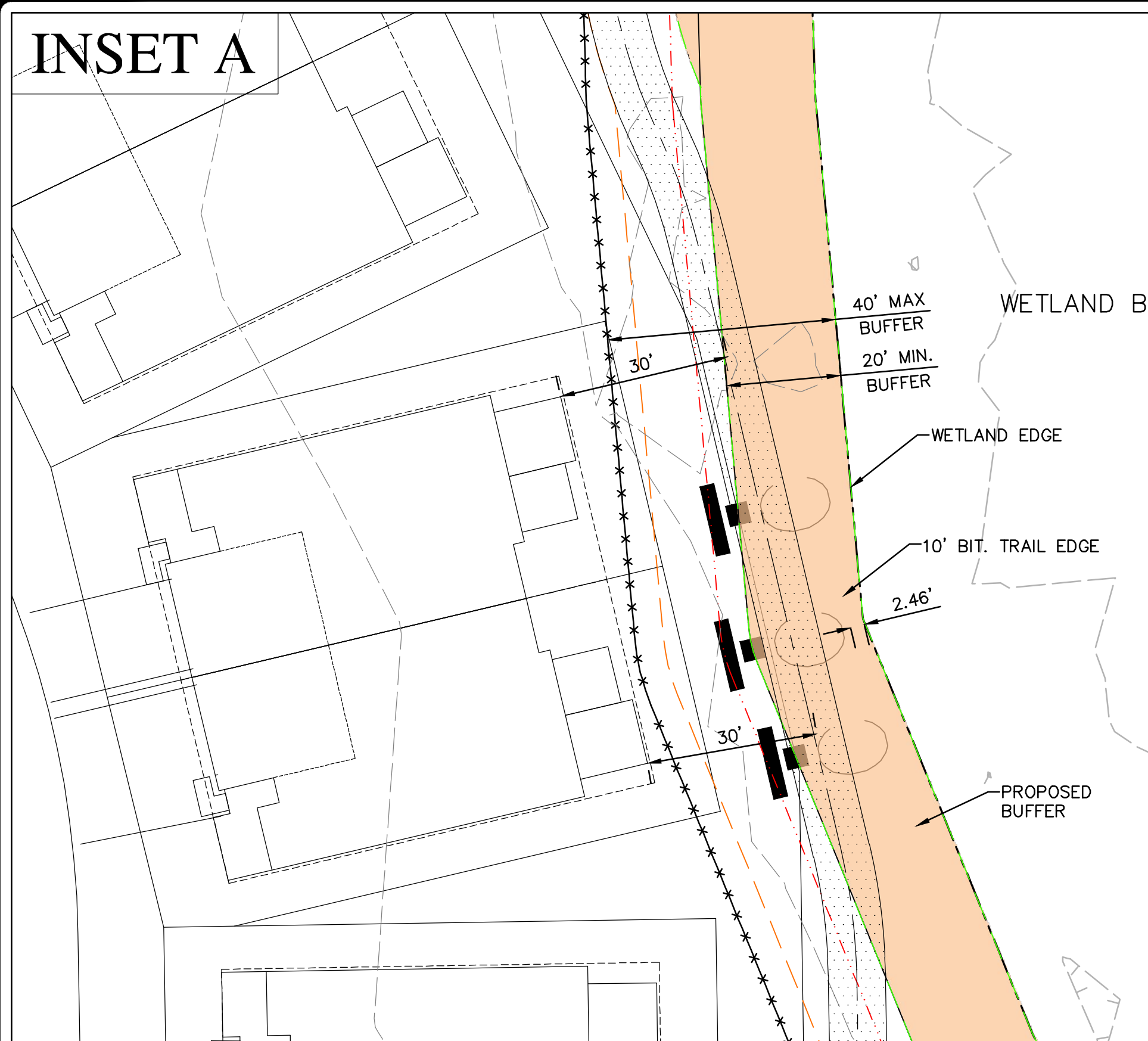
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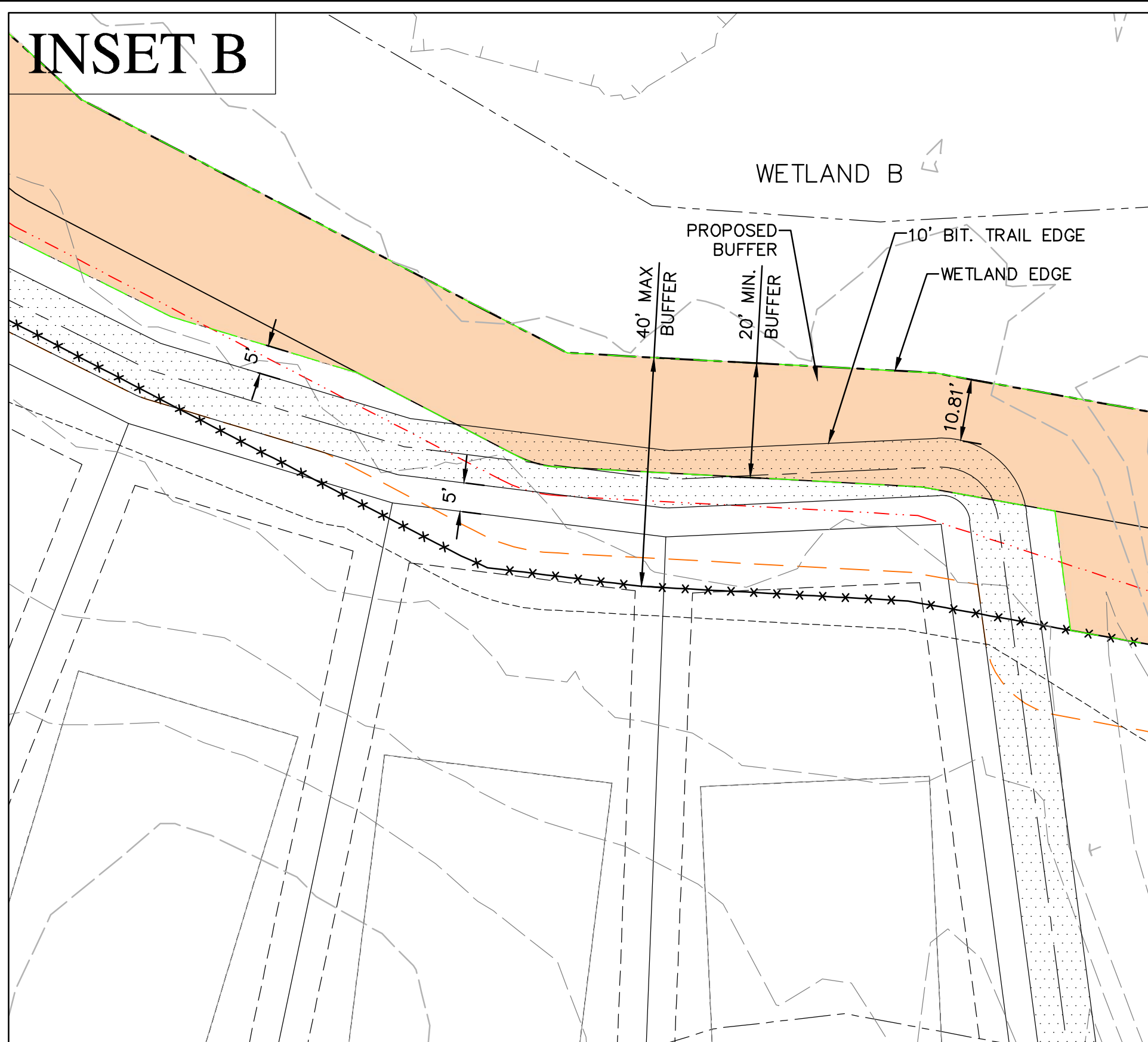
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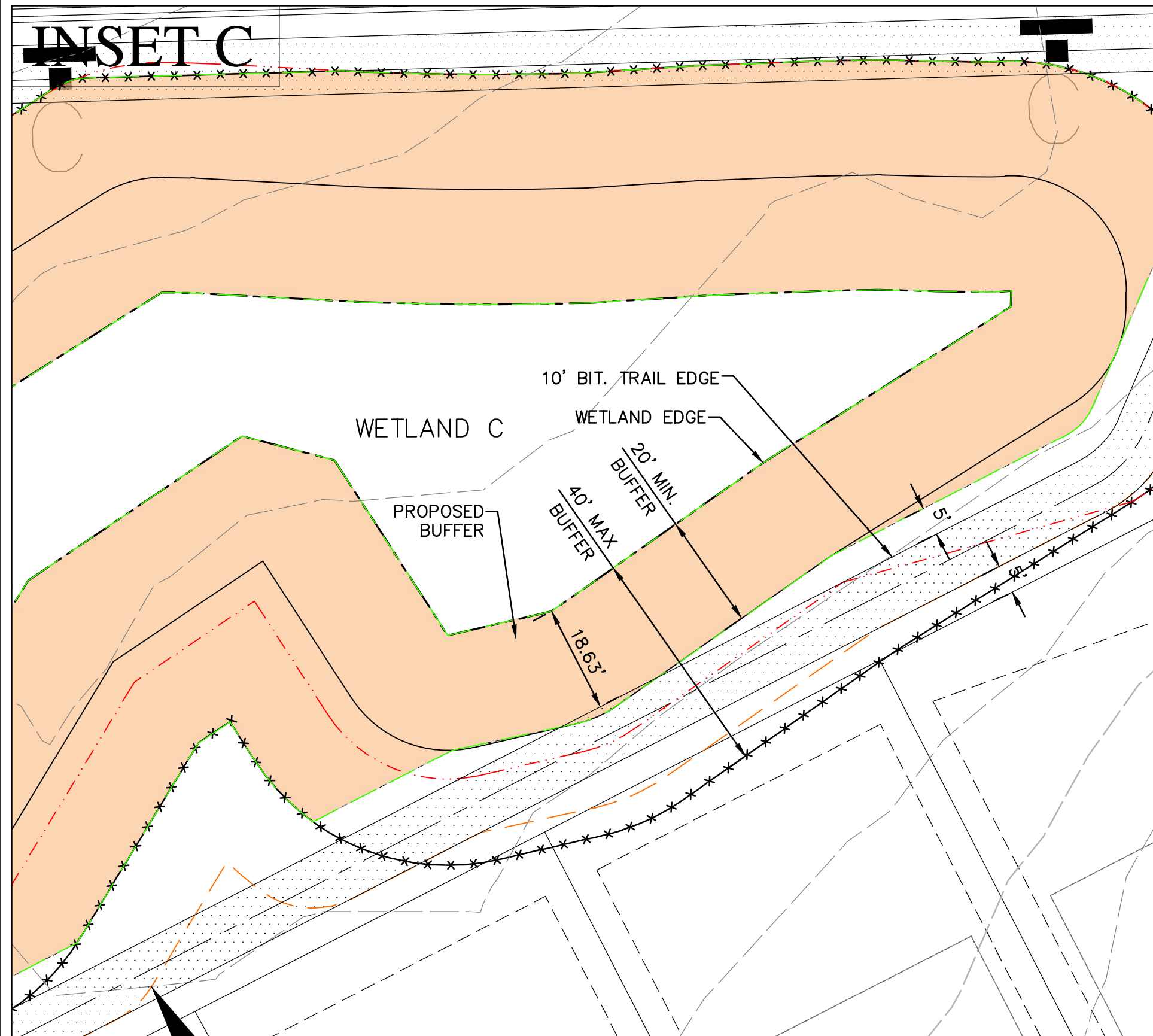
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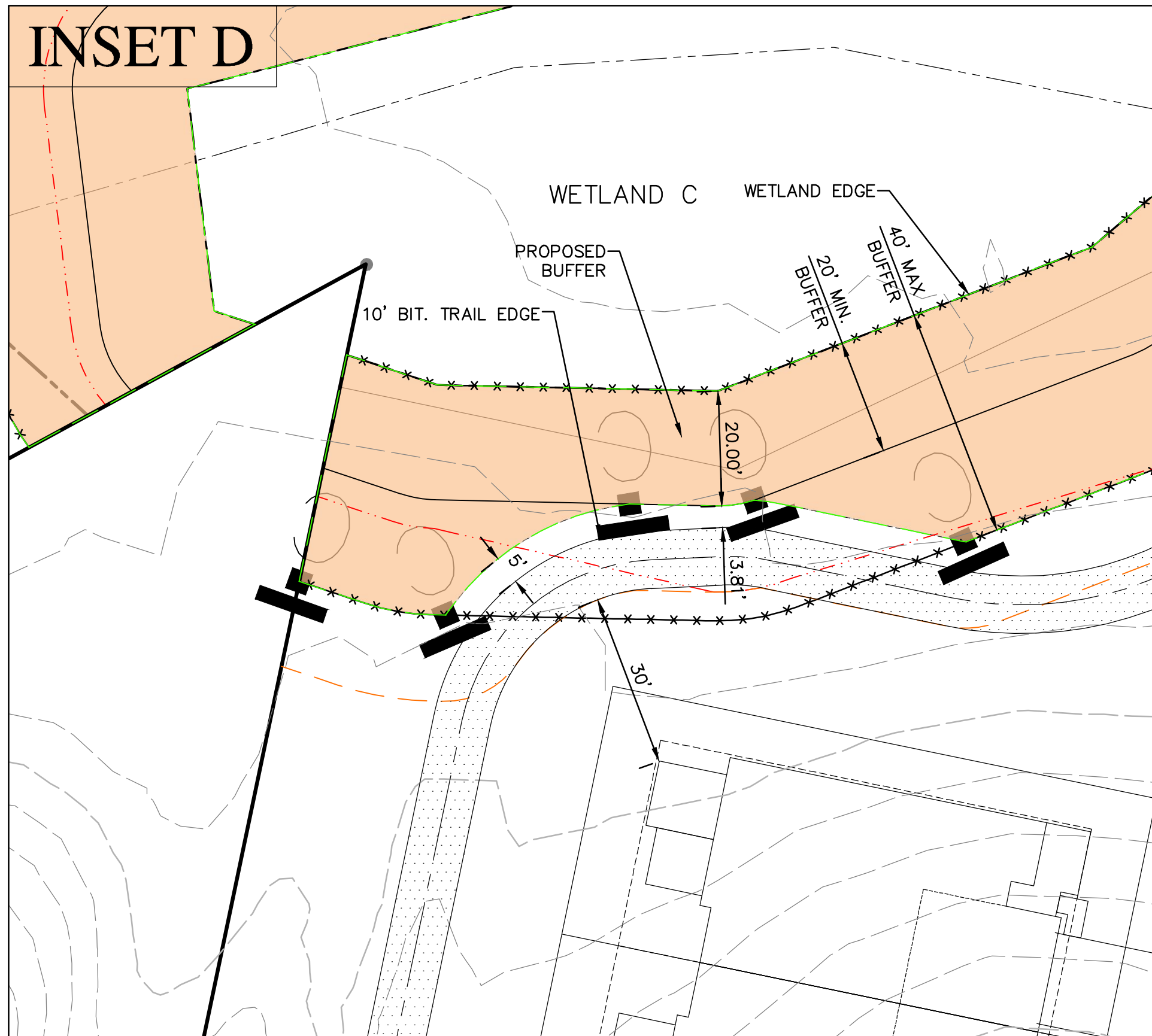
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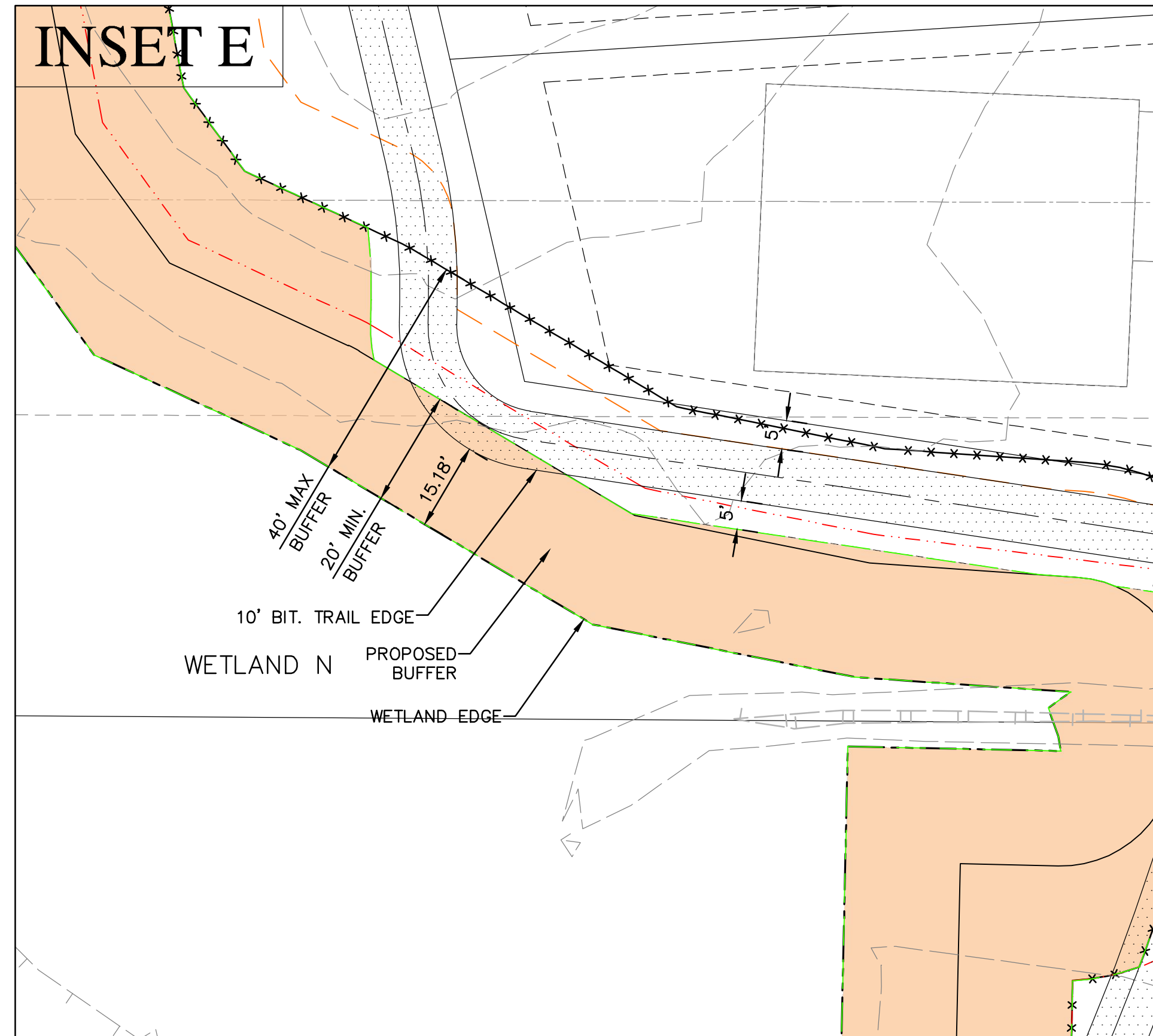
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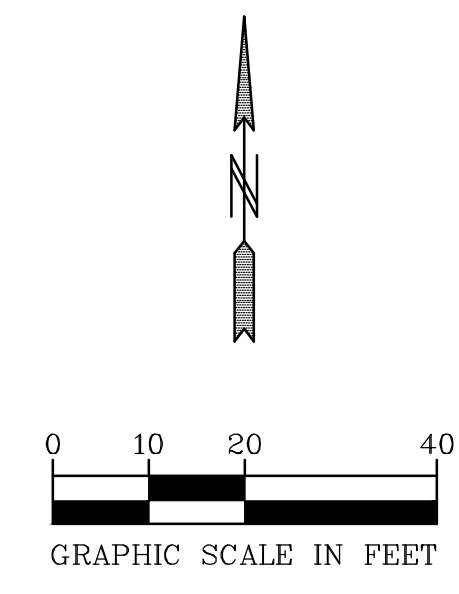
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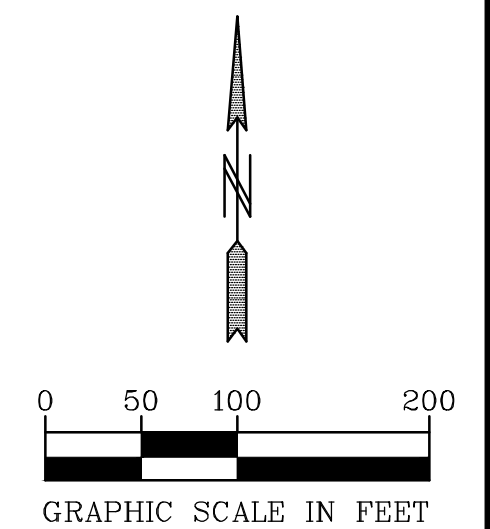
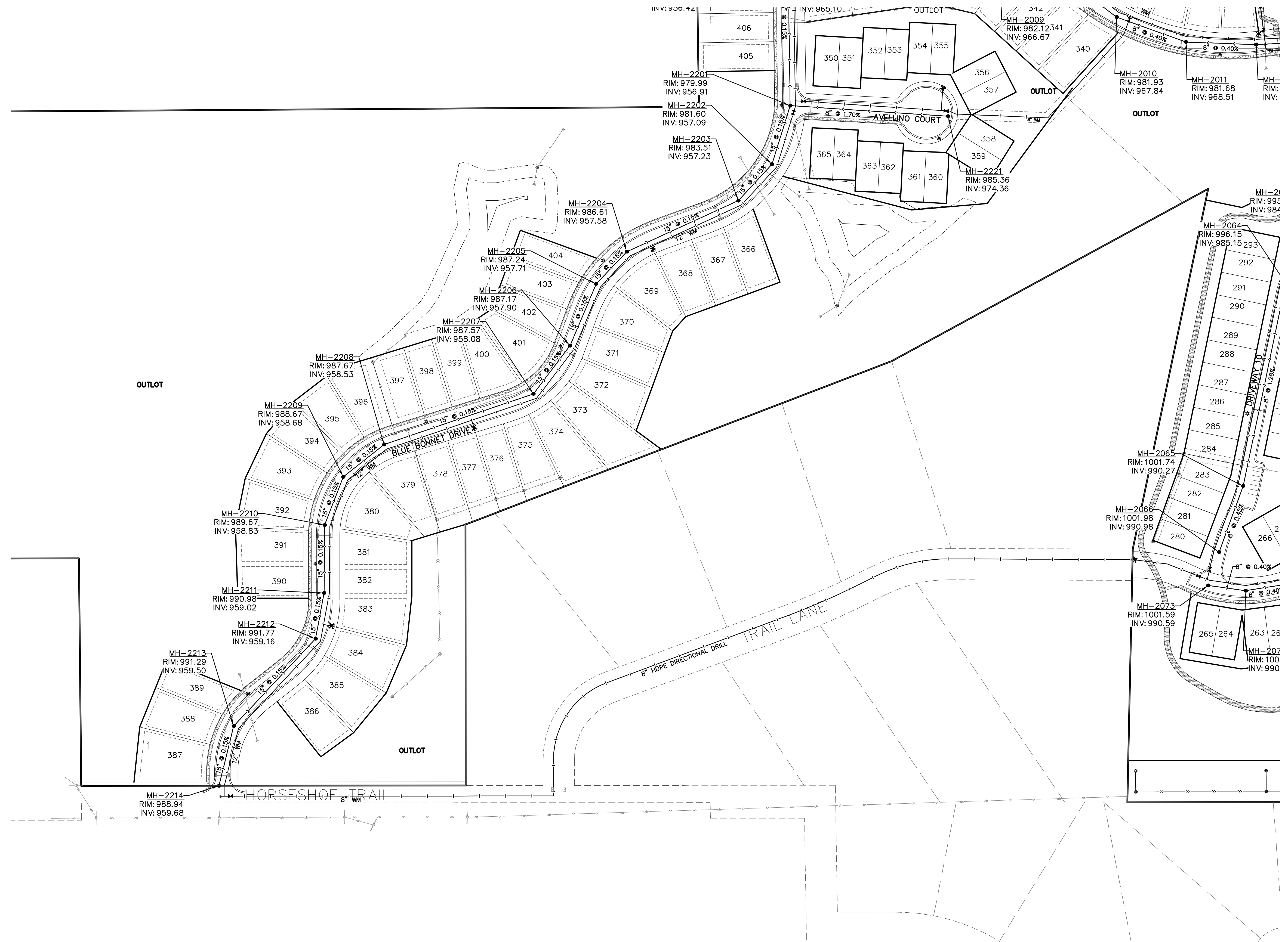


INSET E



- WETLAND BUFFER MINIMUM REQ'D
- WETLAND BUFFER AVG REQ'D
- WETLAND BUFFER PROPOSED
- WETLAND BUFFER MAX CREDIT AREA
- WETLAND BUFFER SETBACK





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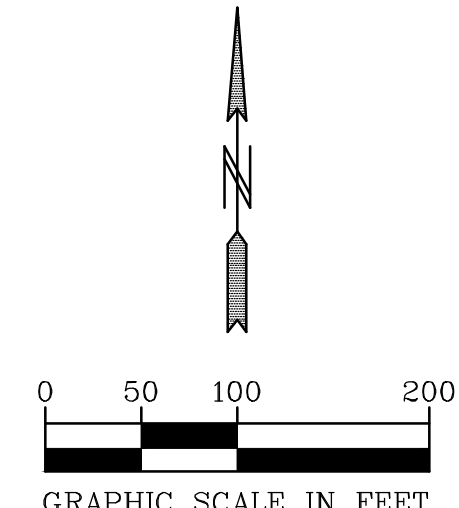
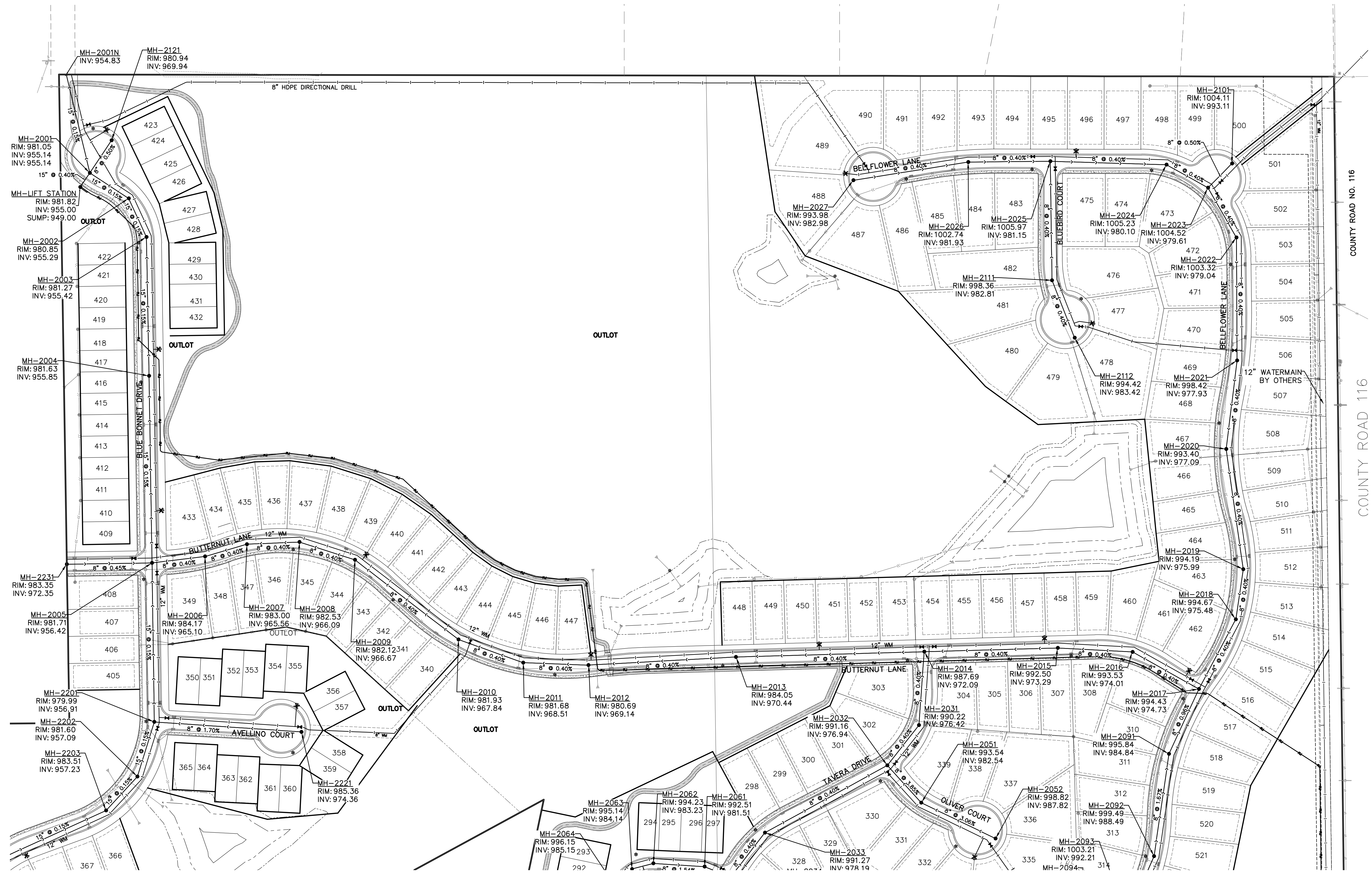
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**SANITARY SEWER & WATERMAIN
 MASTER PLAN**

LENNAR
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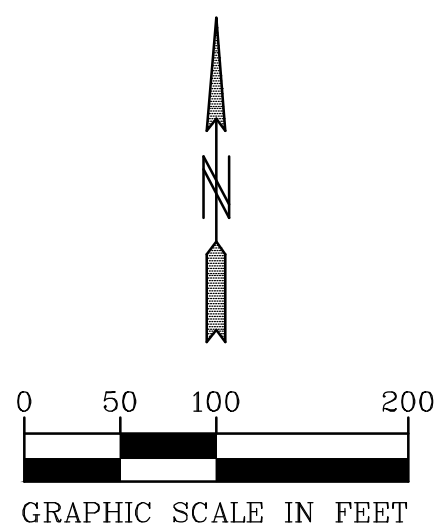
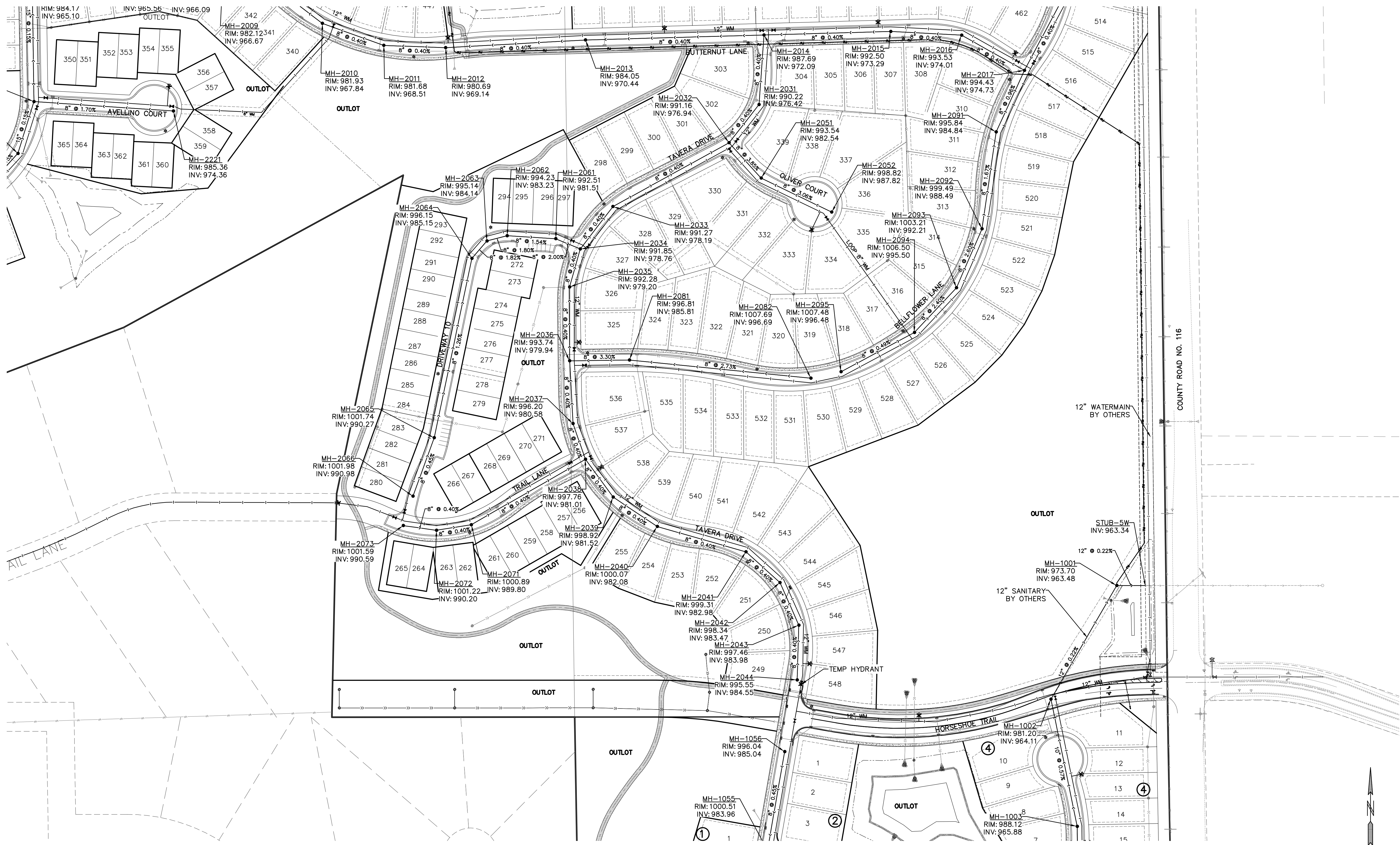
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SANITARY SEWER & WATERMAIN MASTER PLAN

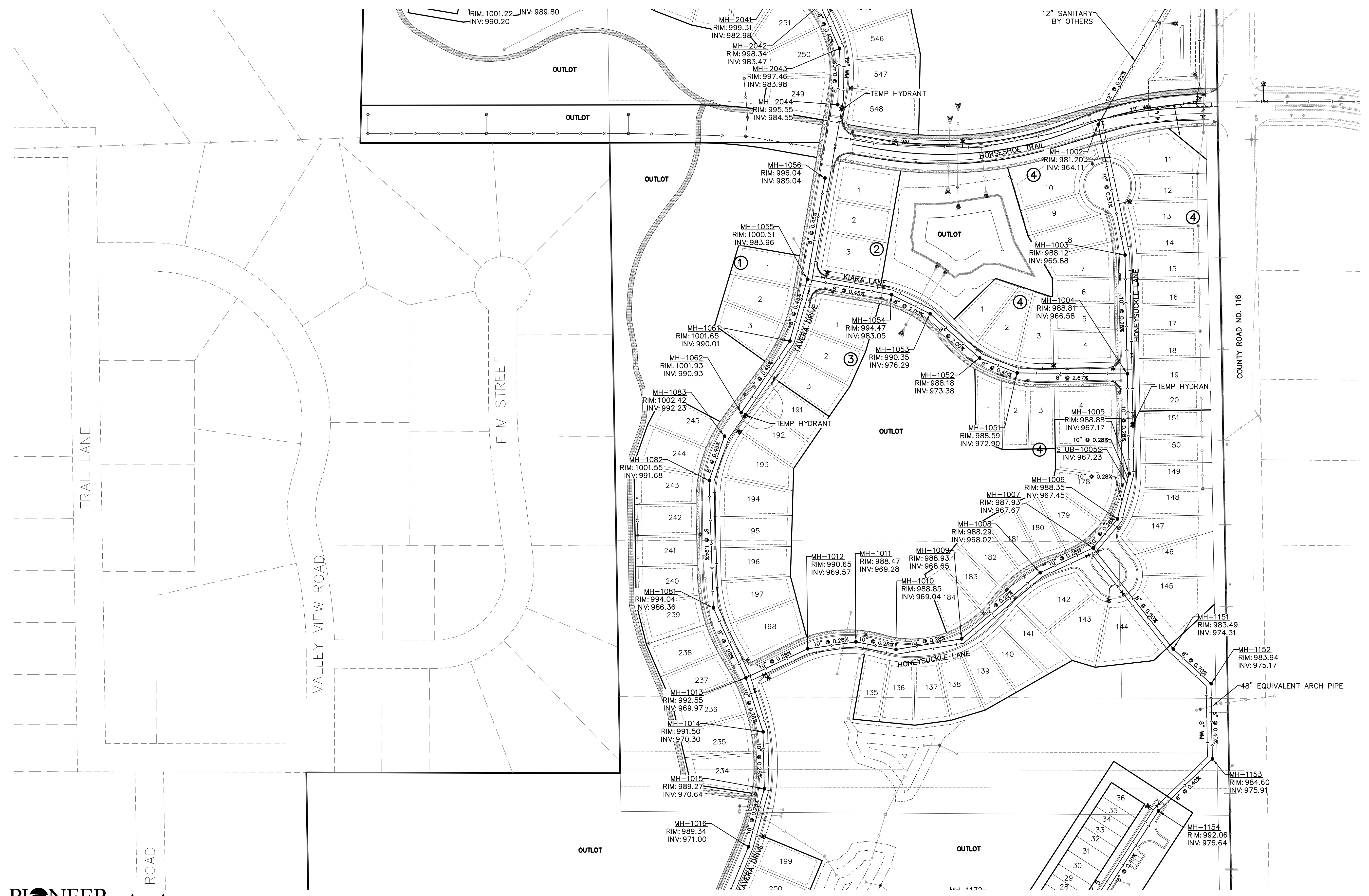
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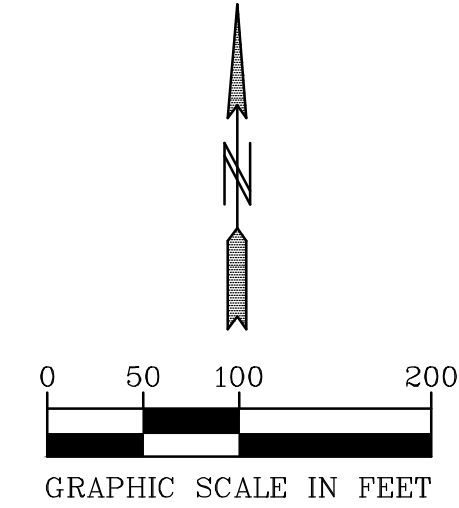
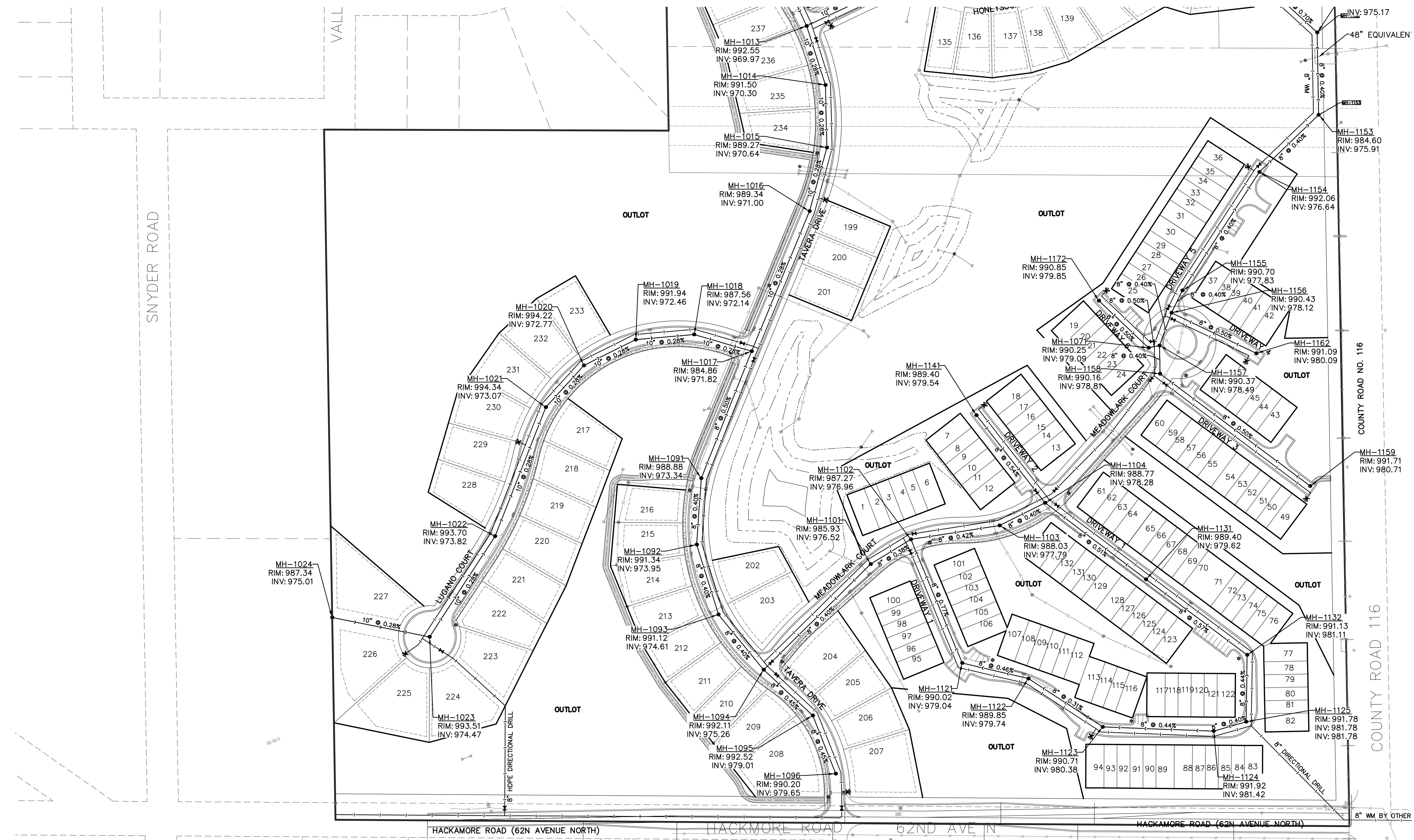
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OA-ENG-119128-SHEET-SSWR





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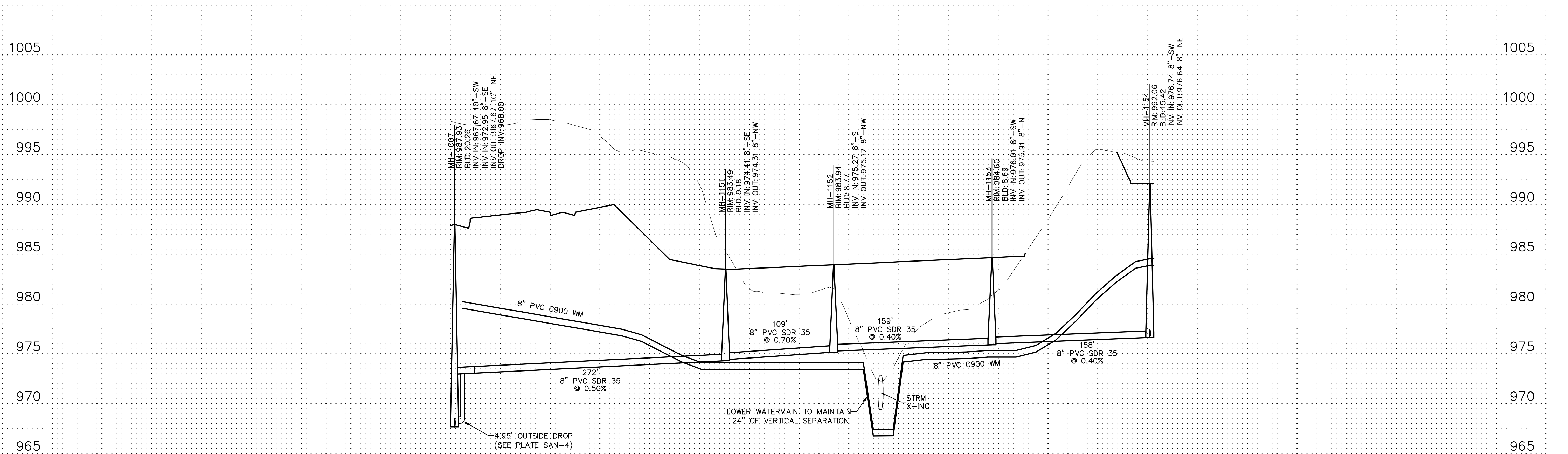
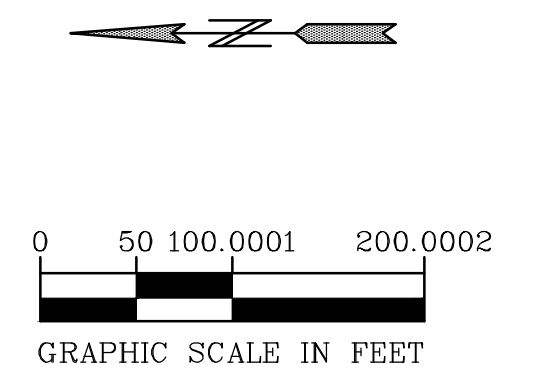
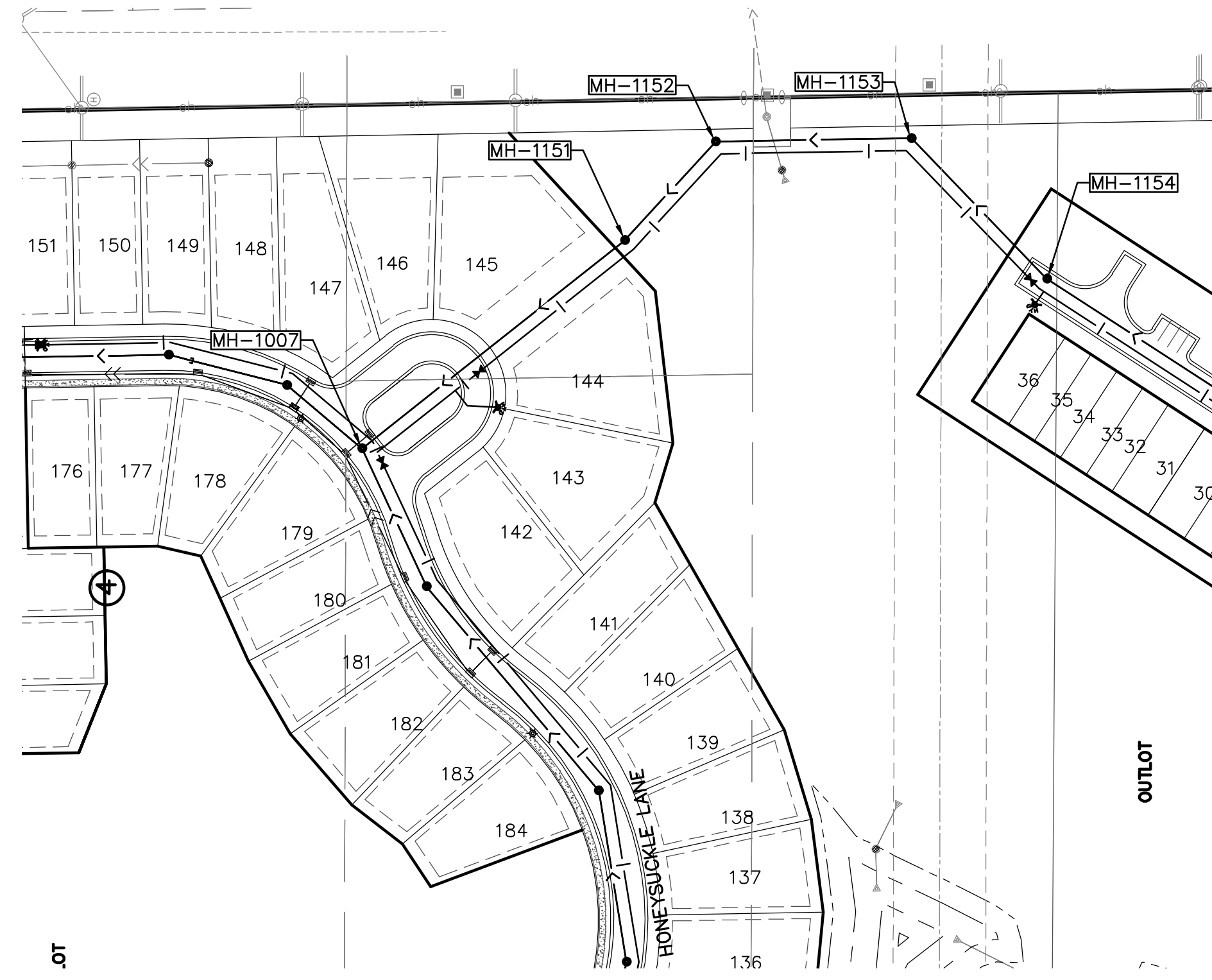
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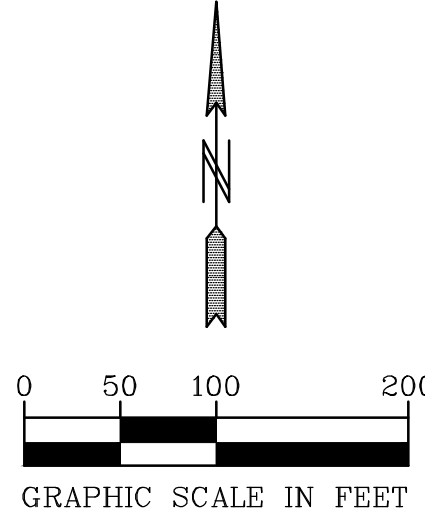
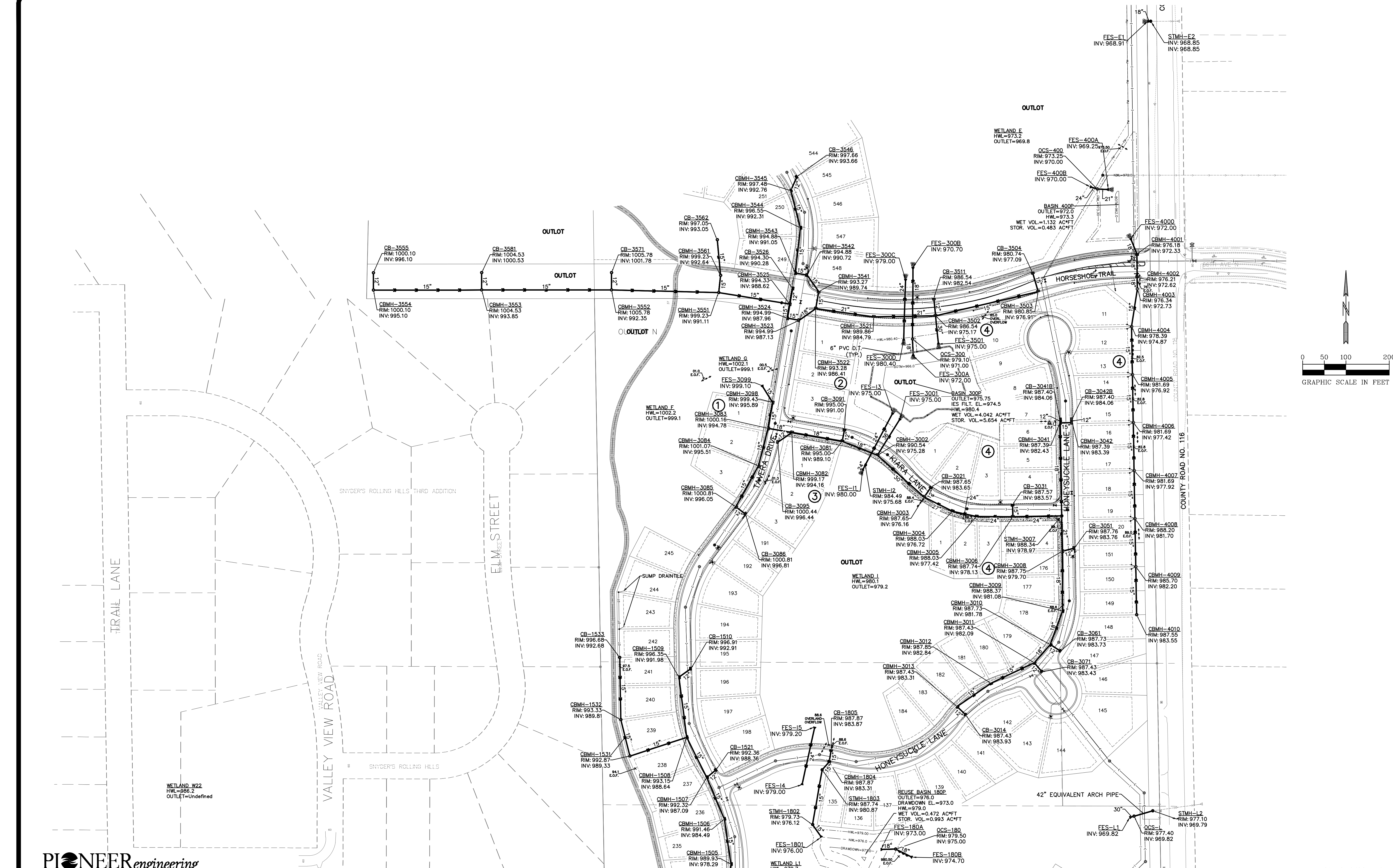
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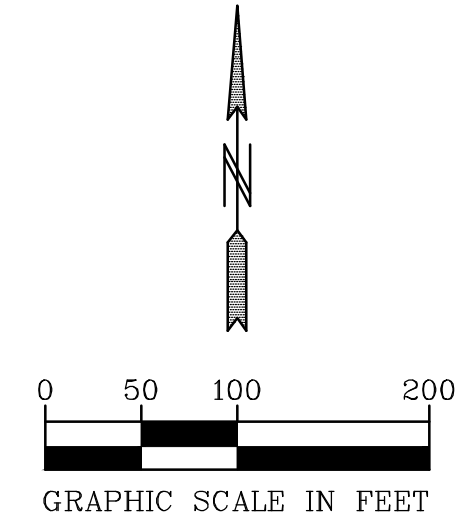
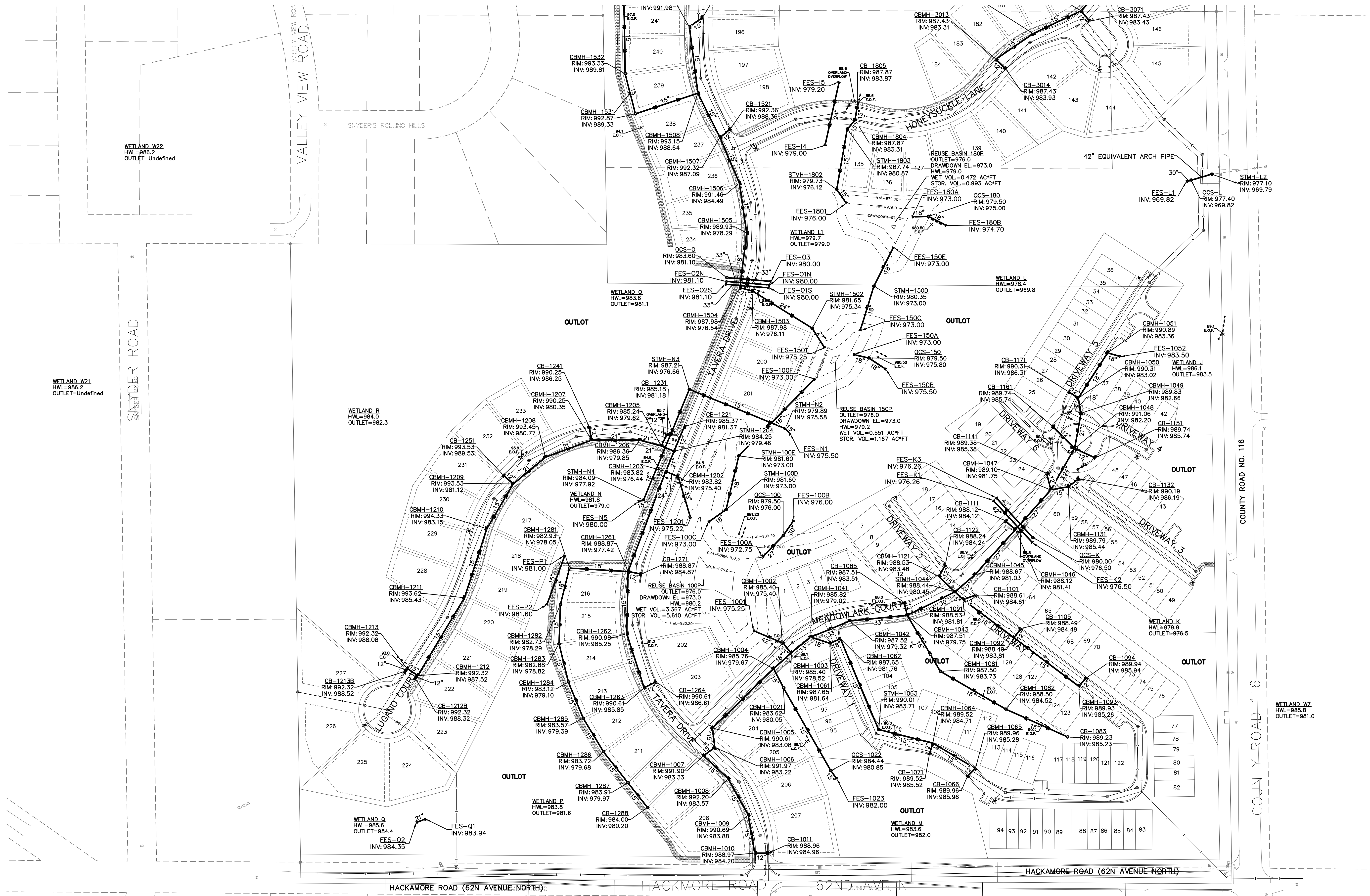
LENNAR
 16305 36TH AVENUE NORTH
 PLYMOUTH, MINNESOTA 55446

TAVERA
 CORCORAN, MINNESOTA

5.05 OF 22









IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
⊙ T H F	Rain Bird 1804 8 Series MPR Turf Spray 4.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. 1/2" NPT Female Threaded Inlet.	23
⊙ T H F	Rain Bird 1804 10 Series MPR Turf Spray 4.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. 1/2" NPT Female Threaded Inlet.	59
⊙ T H F	Rain Bird 1804 12 Series MPR Turf Spray 4.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. 1/2" NPT Female Threaded Inlet.	4
⊙ T H F	Rain Bird 1804 15 Series MPR Turf Spray 4.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. 1/2" NPT Female Threaded Inlet.	97
⊙ 10HE-VAN 12HE-VAN 15HE-VAN	Rain Bird 1804 ADJ Turf Spray 4.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. 1/2" NPT Female Threaded Inlet.	4

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
●	Rain Bird 5004-PC, FC Turf Rotor, 4.0" Pop-Up, Plastic Riser. Adjustable and Full Circle. Standard Angle Nozzle.	40

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
⊕	Rain Bird PGA Globe 1", 1-1/2", 2" Electric Remote Control Valve, Globe.	13
⊖	Febco 825Y 2" Reduced Pressure Backflow Preventer	1
⊖	Rain Bird ESP-LXD-LXMPED Flow sensing Two-Wire Decoder Commercial Controller. 50 Stations. UV-Resistant, Outdoor-Rated, Powder-Coated Metal Pedestal Case.	1
⊖	Rain Bird FD-101TURF Field Decoder for Two-Wire system. Install in valve box for valve. Operates one valve/solenoid. Use line surge protection as per manufacturer's directions.	13
⊖	Rain Bird LSP-1TURF Line surge protection decoder directly to the ground rod or ground plate	3
⊖	Rain Bird WR2-RFC Wireless Rain and Freeze Sensor Combo, includes 1 receiver and 1 rain/freeze sensor transmitter.	1
—	Irrigation Lateral Line: 100# Polyethylene Pipe 1-1/4" and smaller shall be poly pipe	3,241 l.f.
—	Irrigation Lateral Line: PVC Class 200 SDR 21 1-1/2" and larger shall be PVC pipe.	98.8 l.f.
—	Irrigation Mainline: PVC Class 200 SDR 21	1,483 l.f.
—	Pipe Sleeve: PVC Schedule 40	41.6 l.f.

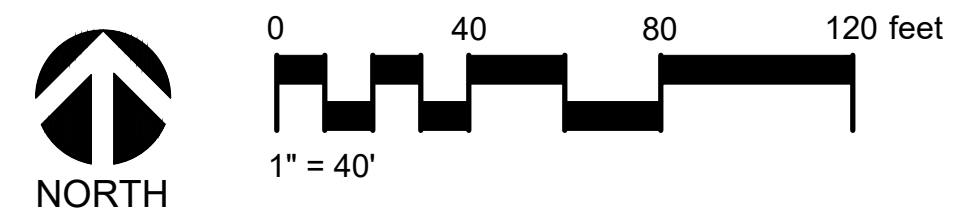
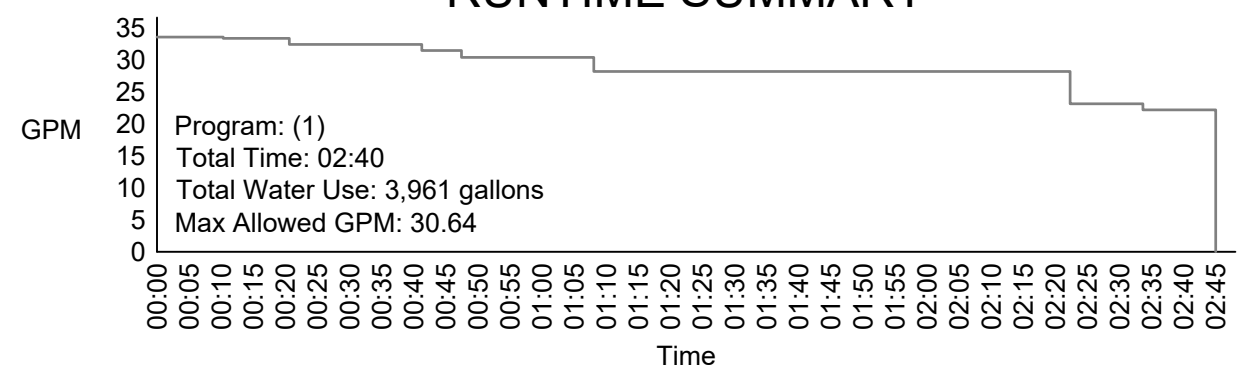
VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM
1	Rain Bird PGA Globe	1"	Turf Spray	21.13
2	Rain Bird PGA Globe	1"	Turf Spray	20.25
3	Rain Bird PGA Globe	1"	Turf Spray	30.64
4	Rain Bird PGA Globe	1"	Turf Spray	30.45
5	Rain Bird PGA Globe	1"	Turf Spray	29.90
6	Rain Bird PGA Globe	1"	Turf Spray	29.60
7	Rain Bird PGA Globe	1"	Turf Spray	27.75
8	Rain Bird PGA Globe	1"	Turf Spray	27.75
9	Rain Bird PGA Globe	1"	Turf Spray	28.73
10	Rain Bird PGA Globe	1"	Turf Rotor	25.74
11	Rain Bird PGA Globe	1"	Turf Rotor	25.74
12	Rain Bird PGA Globe	1"	Turf Rotor	25.74
13	Rain Bird PGA Globe	1"	Turf Rotor	25.74

WATERING SCHEDULE

NUMBER	MODEL	TYPE	PRECIP	IN/WEEK	MIN/WEEK	GAL/WEEK	GAL/DAY
1	Rain Bird PGA Globe	Turf Spray	0.78 in/h	1	78	1,648	411.9
2	Rain Bird PGA Globe	Turf Spray	0.78 in/h	1	78	1,580	394.9
3	Rain Bird PGA Globe	Turf Spray	0.87 in/h	1	69	2,114	528.6
4	Rain Bird PGA Globe	Turf Spray	0.88 in/h	1	68	2,071	517.7
5	Rain Bird PGA Globe	Turf Spray	0.87 in/h	1	70	2,072	518
6	Rain Bird PGA Globe	Turf Spray	0.86 in/h	1	70	2,072	518
7	Rain Bird PGA Globe	Turf Spray	0.87 in/h	1	70	1,943	485.6
8	Rain Bird PGA Globe	Turf Spray	0.86 in/h	1	70	1,943	485.6
9	Rain Bird PGA Globe	Turf Spray	1.46 in/h	1	42	1,207	301.7
10	Rain Bird PGA Globe	Turf Rotor	0.46 in/h	1	131	3,372	843.0
11	Rain Bird PGA Globe	Turf Rotor	0.47 in/h	1	128	3,295	823.7
12	Rain Bird PGA Globe	Turf Rotor	0.47 in/h	1	128	3,295	823.7
13	Rain Bird PGA Globe	Turf Rotor	0.47 in/h	1	128	3,295	823.7
TOTALS:					1,130	29,904	7,476

RUNTIME SUMMARY



PAGE: **1**
SCALE: 1"=40'

Taverra Boulevards
Corcoran, MN

EPA WaterSense PARTNER

mti
MUNICIPALITY TECHNICAL INSTITUTE

Certified Irrigation Designer
CID

DATE: January 26, 2021
DESIGN BY: KMM
DRAWN BY: KMM
DESIGN #: taverra012521

TAVERA 1ST ADDITION

R.T. DOC. NO. _____

C.R. DOC. NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That U.S. Home Corporation, a Delaware Corporation, fee owner of the following described property situated in the County of Hennepin, State of Minnesota to wit:

All that part of the East Half of the Southeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota lying west of the east 40.00 feet thereof.

EXCEPT: The east 16 rods of the north 20 rods of the south 29.8 rods of the Northeast Quarter of the Southeast Quarter of said Section 35.

AND EXCEPT: The south 1250.00 feet thereof.
(Abstract)

And that Sharon E. Wessel, _____, fee owner of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

All that part of the East Half of the Northeast Quarter of Section 35, Township 119, Range 23, Hennepin County, Minnesota. EXCEPT the east 40.00 feet thereof (Torrens).

Have caused the same to be surveyed and platted as TAVERA 1ST ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said U.S. Home Corporation, a Delaware Corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

U.S. Home Corporation
By: _____, its _____.

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by _____, the _____ of U.S. Home Corporation, a Delaware Corporation, on behalf of said corporation.

(Print Notary's name)
Notary Public _____ County, Minnesota
My Commission Expires _____

In witness whereof said Sharon E. Wessel, _____, has hereunto set her hand this _____ day of _____, 20____.

Sharon E. Wessel

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Sharon E. Wessel.

(Print Notary's name)
Notary Public _____ County, Minnesota
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Peter J. Hawkinson 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____.

Peter J. Hawkinson, Licensed Land Surveyor
Minnesota License No. 42299

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Peter J. Hawkinson.

(Print Notary's name)
Notary Public _____ County, Minnesota
My Commission Expires _____

CITY COUNCIL, CITY OF CORCORAN, MINNESOTA

This plat of TAVERA 1ST 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: _____, Deputy City Clerk

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota

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

By: _____, Deputy
Mark V. Chapin, Hennepin County Auditor

SURVEY DIVISION, Hennepin County, Minnesota

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

By: _____
Chris F. Mavis, Hennepin County Surveyor

REGISTRAR OF TITLES, Hennepin County, Minnesota

I hereby certify that the within plat of TAVERA 1ST ADDITION was filed in this office this _____ day of _____, 20____, at _____ o'clock _____ .M.

By: _____, Deputy
Martin McCormick, Registrar of Titles

COUNTY RECORDER, Hennepin County, Minnesota

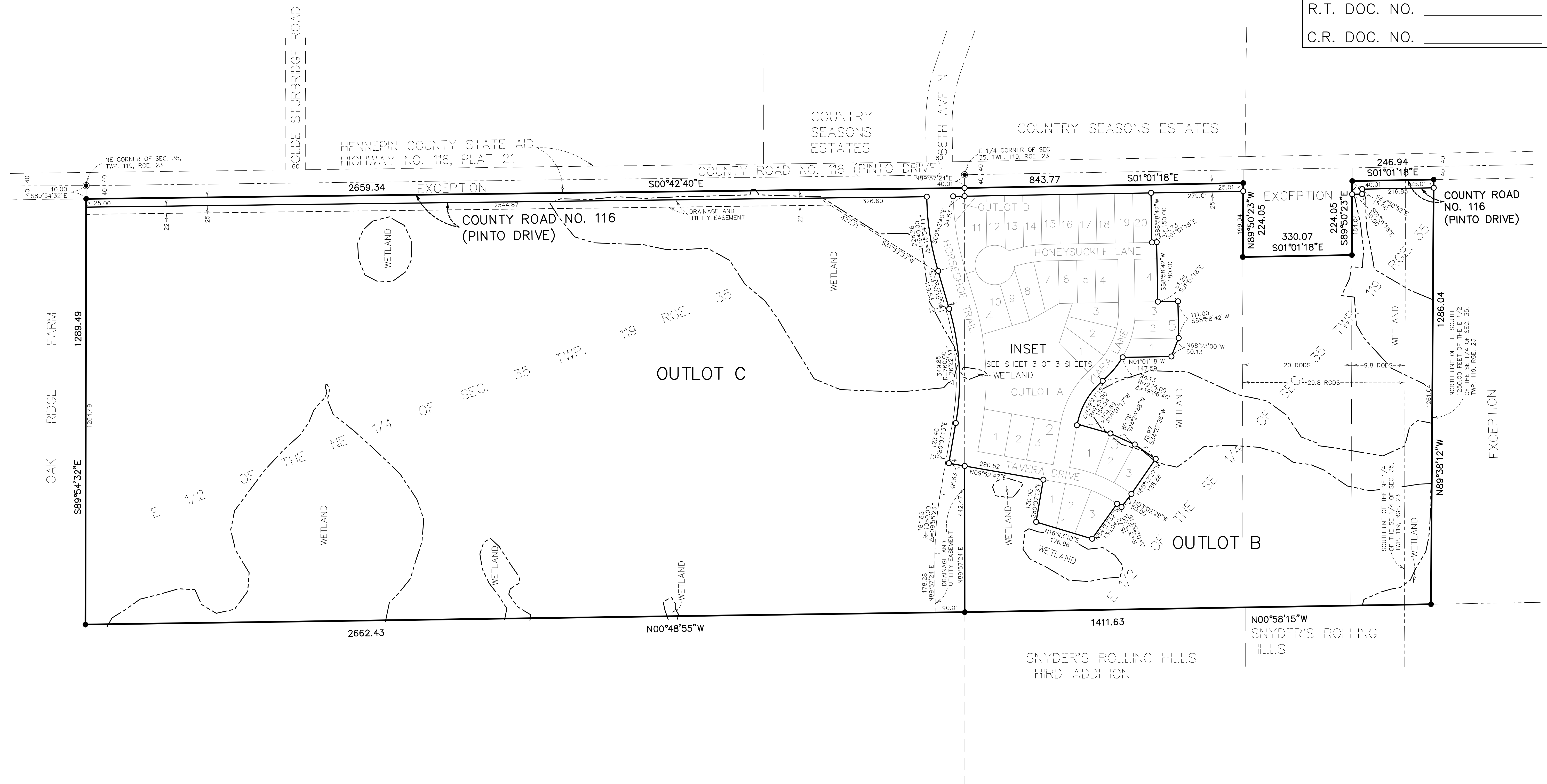
I hereby certify that the within plat of TAVERA 1ST ADDITION was recorded in this office this _____ day of _____, 20____, at _____ o'clock _____ .M.

By: _____, Deputy
Martin McCormick, Hennepin County Recorder

TAVERA 1ST ADDITION

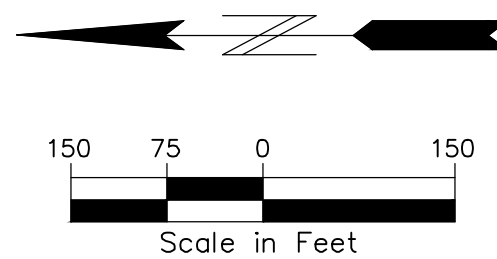
R.T. DOC. NO. _____

C.R. DOC. NO. _____



THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 36, TOWNSHIP 120, RANGE 23, WHICH IS ASSUMED TO HAVE A BEARING OF SOUTH 01°09'19" WEST.

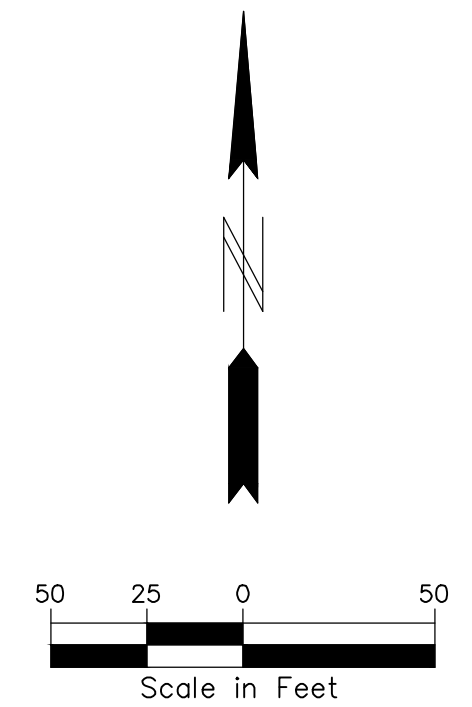
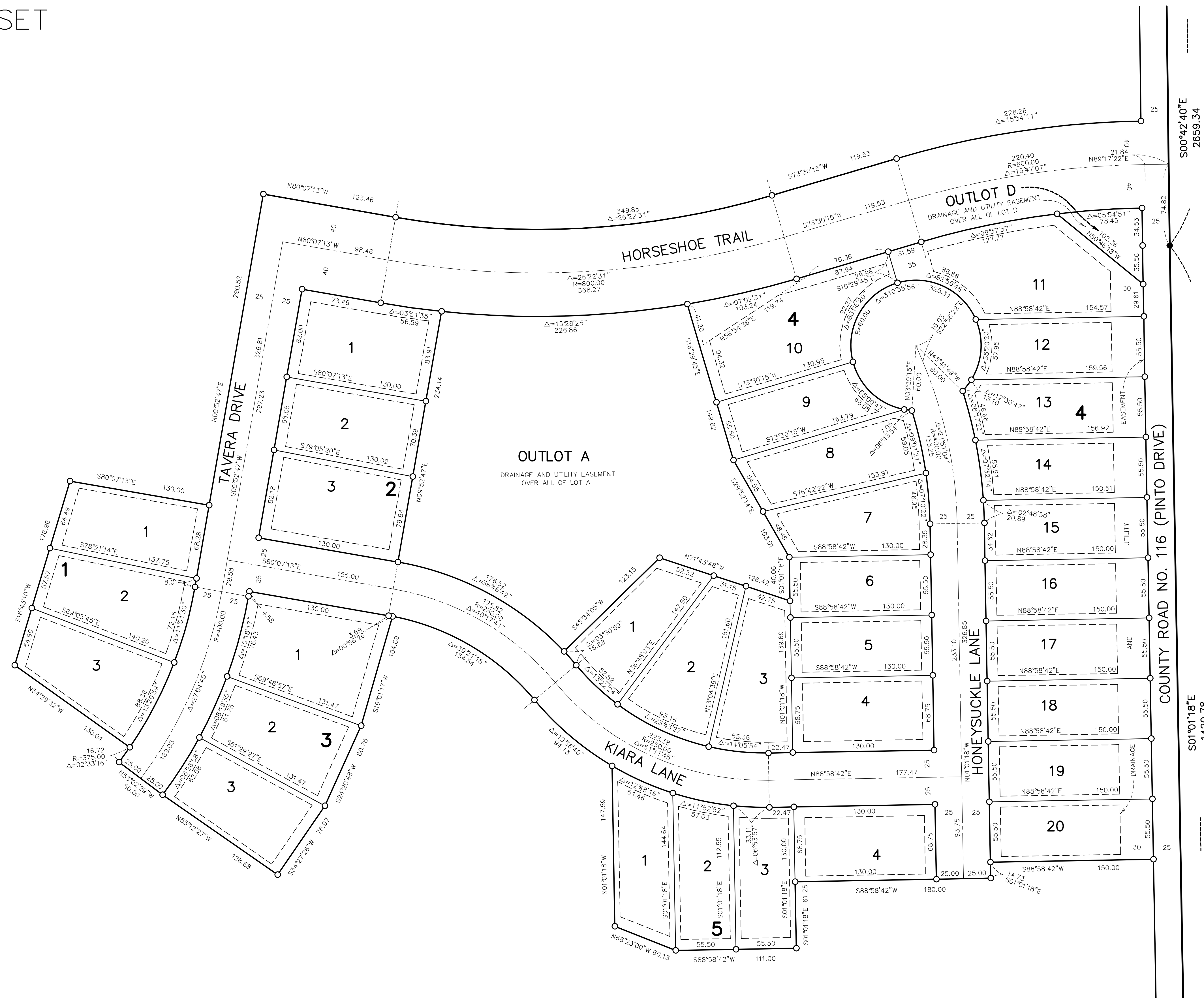
- DENOTES 1/2 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 42299, OR WILL BE SET IN ACCORDANCE WITH MS SECTION 505.021, SUBD. 10.
- DENOTES FOUND CAST IRON MONUMENT
- DENOTES FOUND 1/2 INCH IRON MONUMENT MARKED BY LICENSE NUMBER 42299 UNLESS OTHERWISE NOTED.



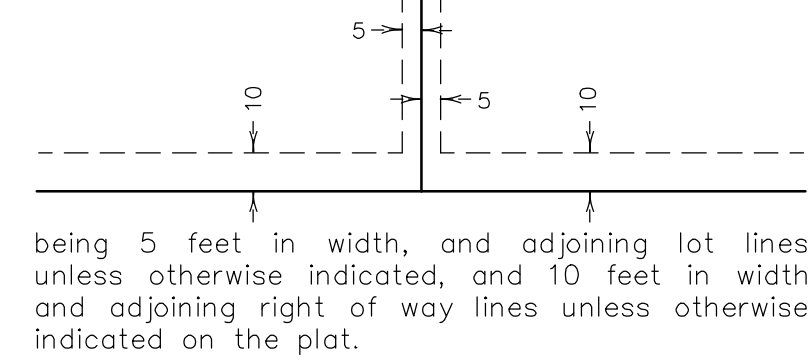
TAVERA 1ST ADDITION

INSET

R.T. DOC. NO. _____
C.R. DOC. NO. _____



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THIS:

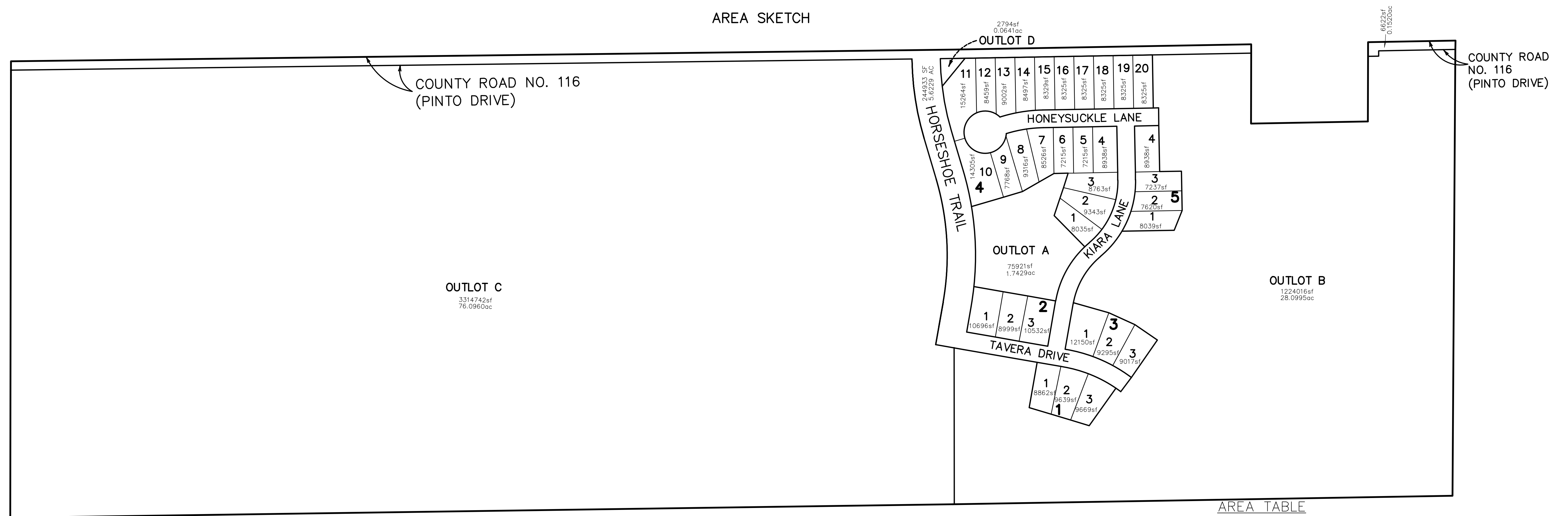


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TAVERA 1ST ADDITION

AREA SKETCH

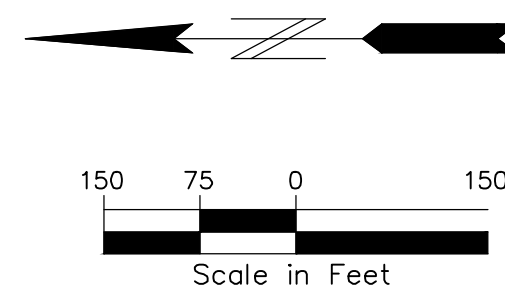


AREA TABLE

LOT	BLOCK	SF	AC
1	1	8,862	0.2034
2	1	9,639	0.2213
3	1	9,669	0.2220
1	2	10,696	0.2455
2	2	8,999	0.2066
3	2	10,532	0.2418
1	3	12,150	0.2789
2	3	9,295	0.2134
3	3	9,017	0.2070
1	4	8,035	0.1845
2	4	9,343	0.2145
3	4	8,763	0.2012
4	4	8,938	0.2052
5	4	7,215	0.1656
6	4	7,215	0.1656
7	4	8,526	0.1957
8	4	9,316	0.2139
9	4	7,768	0.1783
10	4	14,305	0.3284
11	4	15,264	0.3504
12	4	8,459	0.1942
13	4	9,002	0.2067
14	4	8,497	0.1951
15	4	8,329	0.1912
16	4	8,325	0.1911
17	4	8,325	0.1911
18	4	8,325	0.1911
19	4	8,325	0.1911
20	4	8,325	0.1911
1	5	8,039	0.1846
2	5	7,620	0.1749
3	5	7,237	0.1661
4	5	8,938	0.2052
OUTLOT A		75,921	1.7429
OUTLOT B		1,224,016	28.0995
OUTLOT C		3,314,742	76.0960
OUTLOT D		2,794	0.0641

AREA SUMMARY

BLOCK 1 =	28,170 SF.	0.6467 AC.
BLOCK 2 =	30,277 SF.	0.6951 AC.
BLOCK 3 =	30,462 SF.	0.6993 AC.
BLOCK 4 =	180,600 SF.	4.1460 AC.
BLOCK 5 =	31,834 SF.	0.7306 AC.
TOTAL LOT AREA =	304,137 SF.	6.9820 AC.
TOTAL OUTLOT AREA =	4,617,473 SF.	106.0025 AC.
TOTAL R/W AREA =	251,555 SF.	5.7749 AC.
TOTAL AREA =	5,170,371 SF.	118.6953 AC.





-  Villa Lots
-  55' Lots
-  65' Lots
-  75' Lots
-  Multi-Family
-  Twin Homes



TAVERA
Corcoran, Minnesota

LENNAR[®]

STAFF REPORT

Agenda Item 9a.

Council Meeting: April 8, 2021	Prepared By: Kevin Mattson
Topic: Appaloosa Woods Street Improvements - Accept Feasibility Study, Order Improvement Hearing, & Authorize Plans and Specs	Action Required: Approval

Summary:

On April 13, 2020, the City authorized staff to complete a feasibility study related to proposed street improvements in the Appaloosa Woods neighborhood.

Attached is the feasibility report outlining the recommended street improvements, preliminary assessment roll, estimated project costs, schedule, and overall feasibility. The feasibility report is consistent with the city's adopted Special Assessment Policy.

It is recommended that City Council discuss the feasibility study presented and direct staff on additional information or changes, or if consensus occurs on information presented here, accept the report, then order the Improvement Hearing by Resolution.

Maple Grove is also planning a street improvement project immediately surrounding the Corcoran properties in 2021. To be most cost effective, staff recommends pursuing a cost share agreement with Maple Grove assuming there is support for the proposed improvements.

To align bidding processes and coordinate schedules with Maple Grove, it is necessary to proceed with the authorization of plans and specifications.

Financial/Budget:

The improvements could be funded through a combination of special assessments and local participation from the Asphalt Fund.

Improvement costs would be updated after the bids are received and reviewed at the Improvement Hearing prior to consideration of award.

The cost to design the plans and specifications is estimated at \$5,000.

Options:

1. Accept the Appaloosa Woods Street Improvements Feasibility Study, Order Improvement Hearing, and Authorize Plans and Specifications.
2. Accept the Appaloosa Woods Street Improvements Feasibility Study and Order Improvement Hearing.
3. Decline.

Recommendation:

Staff recommends approving the Appaloosa Woods Street Improvements Feasibility Study, Ordering Improvement Hearing, and Authorizing Plans and Specifications in the amount of \$5,000.

Council Action:

Consider a motion to accept the Appaloosa Woods Street Improvements Feasibility Study, Order Improvement Hearing, and Authorize Plans and Specifications in the amount of \$5,000.

Attachments:

1. Appaloosa Woods Street Improvements Feasibility Study
2. Resolution 2021-29 Receiving Feasibility Report and Calling Improvement Hearing for Appaloosa Woods Street Improvements Project



Appaloosa Woods Street Improvement

Feasibility Report

Project No. 227702426 Ph 101

April 2, 2021

Prepared for:

City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Prepared by:

Stantec Consulting Services Inc.
1800 Pioneer Creek Center
Maple Plain, MN 55359



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3.0 ASSESSMENTS 3

4.0 PROJECT FINANCIALS 4

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FIGURE 1 — IMPROVEMENT AREA

LIST OF APPENDICES

- APPENDIX A GEOTECH REPORT
- APPENDIX B PRELIMINARY COST ESTIMATE
- APPENDIX C APPRAISAL REPORT
- APPENDIX D PRELIMINARY ASSESSMENT ROLL



1.0 INTRODUCTION

The City of Corcoran has ordered the preparation of this report to provide an initial analysis of the feasibility, cost effectiveness, and necessity of paving improvements for the Appaloosa Woods neighborhood. This report analyzes the existing conditions of this area, the proposed improvements, cost, and the feasibility of those improvements.

The City of Corcoran is considering an improvement project for the Appaloosa Woods development that may be considered with (or separate from) an adjacent City of Maple Grove Improvement Project. The City of Maple Grove is moving forward with a project in 2021 for that portion of Appaloosa Woods development within their own city to reconstruct the local street system. Maple Grove is not anticipating updates to the sewer and water utilities. The Corcoran residents are all on private utility systems and are not affected by the status of the adjacent utility system.

The streets included in this project are 81st Place North, including the cul-de-sac and a portion of Ridge Court. See attached Figure 1 for the limits of the Corcoran improvement area. The neighborhood is unique in that some parcels were annexed into Maple Grove for utilities, while some parcels remained in Corcoran. Ridge Court is a public street for the very initial portion and then transitions to a privately owned street to the south. It is assumed for the scope of this project that only the public street will be upgraded. If the affected properties wish to upgrade the private road section, that can be coordinated outside the scope of the Ch. 429 process.

1.1 EXISTING CONDITIONS

A majority of 81st Place within Corcoran is a gravel roadway approximately 26' wide with no curb and gutter except the very northern and eastern portions of 81st Place within the City of Corcoran Boundary, are bituminous with select portions of curb and gutter to facilitate drainage. The pavement is showing significant signs of distress.

The City of Corcoran had shallow borings performed in August of 2020 to investigate the existing conditions underneath the gravel portion of the roadway. A copy of the Geotechnical Report is included in Appendix A. The soil borings show approximately 16" of weathered aggregate base material that overlays approximately 2' of imported fill over the native soils.



2.0 PROPOSED IMPROVEMENTS

2.1 APPALOOSA WOODS IMPROVEMENTS

2.1.1 Roadway Options and Costs

The City considered multiple methods to improve the roadway from its current deteriorated condition. These included a) complete reconstruction, b) improving the aggregate using a Portland stabilized base prior to paving, as well as c) the shaping of the existing aggregate prior to paving, that can be referred to as a “Shape and Pave”.

The construction cost for the complete reconstruction was estimated to be approximately \$280,000 and the costs to install the stabilized base with Portland cement was estimated to be approximately \$230,000. The project cost with a “shape and pave” of the existing roadway section within Corcoran was approximately \$185,000. These costs are the estimated construction cost for the improvements within the City of Corcoran (Appendix B).

The proposed improvements will be completed within the existing Right-of Way and/or easements. No additional easements or Right of Way is anticipated to be necessary with this project.

2.1.1.1 Recommendation

Based on the cost comparison of the different alternatives along with a review of the geotechnical report, the “shape and pave” alternative with spot subgrade improvements is the recommended improvement for this roadway section. The following items were considered when making this recommendation:

- The existing roadway section has adequate aggregate base.
- The standard geotechnical test called “blow counts” for the subgrade materials indicates they would be sufficient to support residential traffic, and
- The other two alternatives considered are not anticipated to increase the life of the roadway significantly to justify the additional costs.



3.0 ASSESSMENTS

3.1 ASSESSMENTS

The City of Corcoran has the authority to levy special assessments under the State Local Improvement Code, commonly known as Chapter 429, to parcels based upon the special benefit a parcel receives from an improvement project. The City can assess any or all project cost to the benefitting properties, provided that the assessed cost is not greater than the benefit the improvement provides to the property.

A City of Corcoran Assessment Policy exists with the goal of ensuring that the cost for improvements levied through special assessments are distributed in a fair and equitable manner which is implemented over different project locations and conditions. In accordance with the City policy, the improvements proposed are a Type I Improvement, and costs were assigned using the Unit Method. Using the unit method, the assessed project costs are assigned the same for all units within the project area.

The City of Corcoran had an appraisal report done for these properties to determine what the anticipated benefit would be for the properties that are abutting the improvements. In the appraisal report (see Appendix C) two categories were used to determine the benefit; a) existing gravel roads reconstructed to pavement and b) existing pavement reconstructed to pavement.

The City's assessment policy notes that roadway improvements are to be assessed up to 90% of the low end of the appraisal for the improvements. For this project, that would place the maximum assessment for a property going from existing gravel to new pavement would be \$13,500 and the maximum assessment for existing pavement to proposed pavement would be \$7,200. For this report, 100% of the project costs were assigned to be assessed to the benefitting properties up to the maximum amounts previously identified. This is consistent with the City of Corcoran policy, but can be adjusted at the Council's discretion. See Appendix D for the Preliminary Assessment Roll.



4.0 PROJECT FINANCIALS

4.1 ESTIMATED COSTS AND ASSESSMENTS

It is estimated that assessments will be used to fund the complete project. Special assessments will be used to fund the majority of the project with local funds being used to cover any costs above those paid through the special assessments.

The estimated total project cost for the improvements as described in this report is \$185,798.20.

A breakdown of the anticipated cost share is provided below.

Project Cost	Paid through Special Assessments	Paid from Local Funds
\$185,798.20	\$185,400.00	\$398.20

The assessment amounts provided are preliminary and the final assessment amount will be adjusted based on final project costs. If the project costs are higher than estimated, the local funds would be used to pay those costs.

Through discussions with the City of Maple Grove, it is anticipated that they will charge the City of Corcoran \$32,640 for the two properties who are surrounded by the Maple Grove boundary as they are located within their construction project limits. The cost for those improvements would be passed along to the benefitting properties for the City of Corcoran and are included in the cost estimates for the project.

5.0 SUMMARY

5.1 PROJECT FEASIBILITY

The project is feasible as it relates to general engineering principles, road standards and construction procedures and is described in accordance with the City's assessment policy.

The project is necessary to make required street improvements to maintain the quality and function of the current street system.

The project is cost effective based on the existing conditions, public bidding, and acceptable construction standards for street improvements and overall, the project is financially feasible.



APPALOOSA WOODS STREET IMPROVEMENT FEASIBILITY REPORT

5.1.1 Project Schedule

A proposed schedule for the Appaloosa Woods Street Improvements is as follows.

Accept Feasibility Report	April 8
Order Improvement Hearing	April 8
Authorize Plans and Specifications	April 8
Approve Plans and Specifications/Authorize Bidding	April 22
Open Bids (Maple Grove project)	May 4
Hold Improvement Hearing	May 13
Award Bid**	May 13
Assessment Hearing	TBD
Substantial Completion	Fall 2021
Final Completion (Grass and Punch List)	Spring 2022

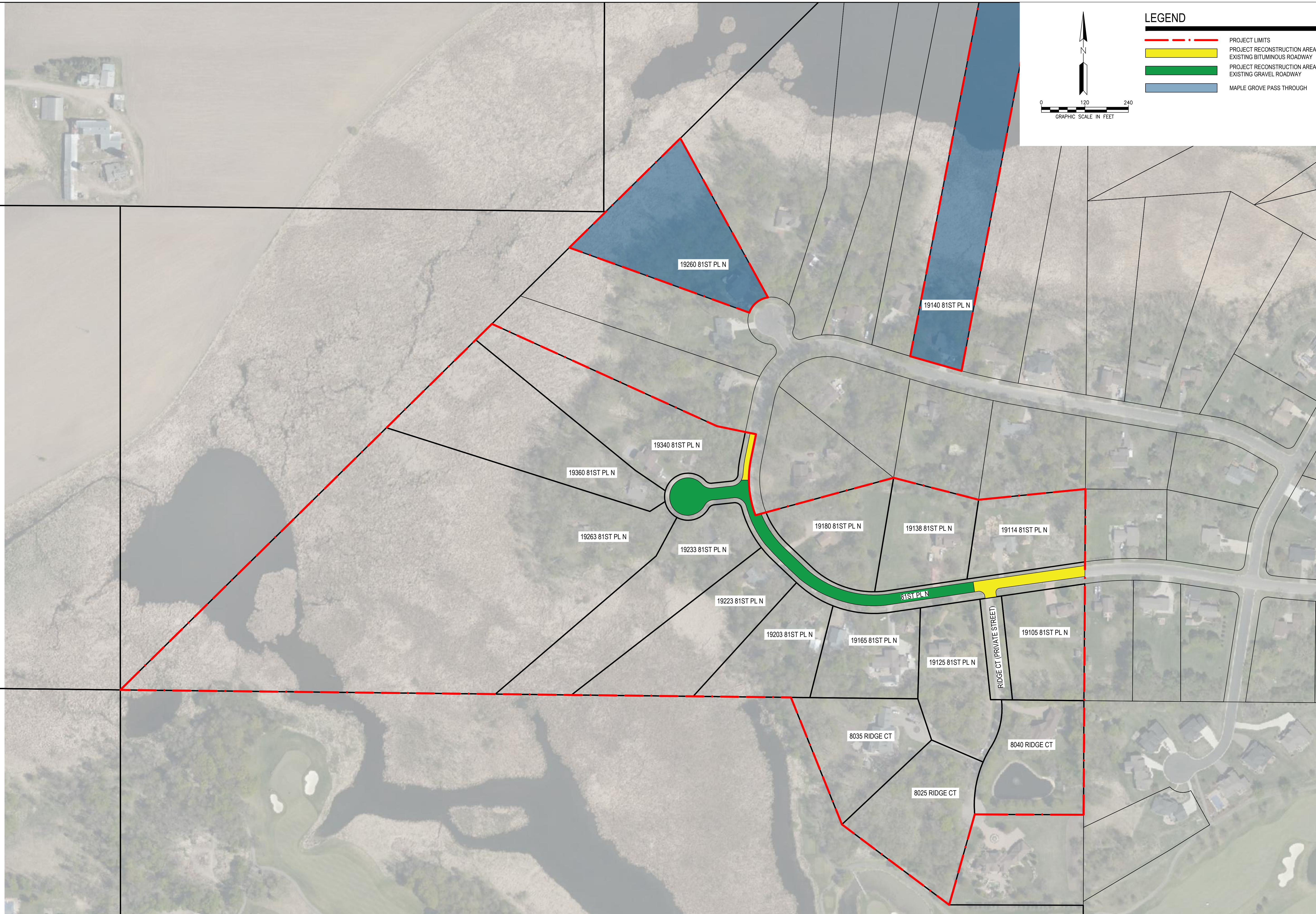
**Contingent upon review and approval of a Maple Grove cooperative agreement.

5.1.1.1 Recommendation

It is recommended that City Council discuss the Feasibility Report presented and direct staff on additional information or changes, or if consensus occurs on information presented here, accept the report, then order the Improvement Hearing by Resolution and approve Stantec to prepare Plans and Specifications for the Project.



Figure



LEGEND

- - - PROJECT LIMITS
- PROJECT RECONSTRUCTION AREA - EXISTING BITUMINOUS ROADWAY
- PROJECT RECONSTRUCTION AREA - EXISTING GRAVEL ROADWAY
- MAPLE GROVE PASS THROUGH

1800 PIONEER CREEK CENTER
 MAPLE PLAIN, MN 55359
 PHONE: 763-479-4200
 FAX: 763-479-4242
 WWW.WENCK.COM

CLIENT:
CITY OF CORCORAN
 8200 COUNTY ROAD 116
 CORCORAN, MN 55340

**APPALOOSA WOODS
 FEASIBILITY STUDY**
 CORCORAN, MN

ISSUE NO.	ISSUE #	DESCRIPTION	DATE

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

LICENSURE NO.: _____
 DATE: _____

PROJECT NO.: 2294-0000

DWN BY: GRM	CHKD BY: GRM	APP'D BY: SKH
ISSUE DATE:	DATE	
ISSUE NO.:	ISSUE #	

SHEET TITLE:
IMPROVEMENT AREA

SHEET NO.: **FIGURE 1**

APPENDIX A

Geotech Report



Element Materials Technology
662 Cromwell Avenue
St Paul, MN
55114-1720 USA

P 651 645 3601
F 651 659 7348
T 888 786 7555
info.stpaul@element.com
element.com

Geotechnical Exploration Program
Appaloosa Woods Street Improvements
Corcoran, Minnesota
Element Materials Technology St. Paul Inc. Project No. ESP034001P

Prepared for:

City of Corcoran
c/o Wenck Associates

August 3, 2020

Professional Certification:

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.

A handwritten signature in blue ink that reads 'John Starke'.

John Starke, P.E.
Senior Geotechnical Engineer
MN Reg. No. 23546

This report shall not be reproduced, except in full, without prior permission of Element Materials Technology.

EAR Controlled Data: This document contains technical data whose export and re-export/retransfer is subject to control by the U.S. Department of Commerce under the Export Administration Act and the Export Administration Regulations. The Department of Commerce's prior written approval is required for the export or re-export/retransfer of such technical data to any foreign person, foreign entity or foreign organization whether in the United States or abroad.

August 3, 2020

City of Corcoran c/o Wenck Associates
Attn: Mr. Nick Wyers, P.E.
1800 Pioneer Creek Ctr.
P.O. Box 249
Maple Plain, MN 55359

RE: Geotechnical Exploration Program
Appaloosa Woods Street Improvements
Corcoran, Minnesota
Element Materials Technology St. Paul Inc. Project No. ESP034001P

Dear Mr. Wyers:

We have completed the geotechnical exploration and engineering analysis for the above referenced project. This report presents the results of our field and laboratory testing programs, and provides recommendations concerning the soil and groundwater conditions as they relate to the proposed construction.

The soil samples will be retained in our laboratory for 30 days, at which time we will dispose of them. If you desire Element Materials Technology St. Paul Inc. to retain the samples longer than 30 days, please notify us.

We are pleased to be of service to you in this important phase of the project. If there are any questions regarding the information contained in this report or if we can be of further service to you, please contact Brian Nehring at 651-797-9503, e-mail at brian.nehring@element.com or John Starke at (651) 746-4079, e-mail at john.starke@element.com.

ELEMENT MATERIALS TECHNOLOGY ST. PAUL INC.



Brian Nehring, E.I.T.
Staff Geotechnical Engineer
MN E.I.T. No. 150749



John Starke, P.E.
Senior Geotechnical Engineer
MN Reg. No. 23546

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1.0 INTRODUCTION

This report presents our geotechnical exploration program for the proposed reconstruction and extension of 81st Place N from the intersection with Brockton Lane N. extending approximately ¼ of a mile east to Timberglade Ct. in Corcoran, Minnesota. We understand a geotechnical exploration program was required to depict the subsurface conditions within the proposed road reconstruction and road extension areas and provide pertinent recommendations for the planned construction. This report presents the results of the field exploration, laboratory analysis, and our geotechnical review and recommendations.

1.1 Scope of Work

We recently performed a geotechnical exploration program in accordance with our proposal dated July 7, 2020. The scope of our work for the project was as follows:

1. Arrange to have buried public utilities marked through the Gopher-State-One-Call System.
2. Explore the subsurface soil and groundwater conditions by drilling three (3) Standard Penetration Test (SPT) borings to approximate unit depths of 10' each, at locations marked by the City c/o Wenck. The City c/o Wenck would also provide ground surface elevations at the boring locations.
3. Perform laboratory review of soil samples to check soil classification. Selected samples would be submitted to the laboratory for moisture content and atterberg limit tests to aid in soil classification and identifying soil engineering properties.
4. Prepare a geotechnical report which includes the following information:
 - a. Logs of the soil test borings showing the soil and groundwater data.
 - b. A site plan showing the approximate boring locations.
 - c. Written description of encountered soil and groundwater conditions.
 - d. Recommendations for roadway reconstruction with estimated subgrade R-values.

The scope of our work is intended for geotechnical purposes only. This scope is not intended to explore for the presence or extent of environmental contamination at the site.

2.0 FIELD TESTING PROGRAM

2.1 Soil Borings

Three (3) Standard Penetration Test (SPT) borings were drilled within the project area on July 28, 2020. Two (2) borings were drilled on 81st Place N. and one (1) boring was drilled east of the bend in the road of 81st Place N. on Timberglade Court. The number, location, and depths of the soil borings were determined by the City of Corcoran c/o Wenck. City of Corcoran c/o Wenck also marked the boring locations along the road centerline and measured the ground surface elevation at each location. Borings B1, B2 and B3 were offset from the marked locations as noted on the attached soil boring logs. The ground surface elevations measured at the marked locations are also noted on the boring logs. The approximate soil boring locations are shown on the attached soil boring location plan provided by Wenck.

The SPT borings were extended using a truck mounted rotary drill rig with split-barrel sampling conducted at 2½' intervals. Water level observations were made in the boreholes during and upon completion of the drilling and sampling operations. During the field operations, the drill crew maintained logs of the subsurface conditions including changes in stratigraphy and the observed groundwater levels. The boring logs are attached.

After completion of the drilling operations, the boreholes were backfilled and/or grouted per the Minnesota Department of Health (MDH) guidelines.

Sampling and classification of soils were performed in general accordance with American Standards for Testing and Materials (ASTM) procedures, and are described on an attached sheet.

2.2 Surface Conditions

We understand the Appaloosa Woods Street Improvements project consists of approximately ¼ mile of reconstruction of 81st Place N from approximately 100' north Brockton Lane N to Timberglade Court. The existing road surface is gravel from the intersection with Brockton Lane N through Timberglade Court and bituminous surfaced throughout the rest of the neighborhood. Topographically this area is relatively flat with slight inclines and declines. The ground surface at the road section generally slopes downward toward the west. The surrounding land use is predominantly private residential homes and outbuildings located near the soil boring locations. Based on aerial maps this area forms a peninsula as there is a large wetland/marsh area located on the north, south and western sides surrounding the adjacent properties.

2.3 Subsurface Conditions

The subsurface conditions encountered at the test boring locations are shown on the soil boring logs. The boring logs also indicate the possible geologic origin of the materials encountered. We wish to point out that the subsurface conditions at other times and locations on the site may differ from those found at our test locations. If different conditions are encountered during construction, it is necessary that you contact us so that our recommendations can be reviewed.

The borings indicated the project roadway is mantled by fill at the surface underlain by glacial till deposits to the exploration limit of the borings (approximately 10½').

The existing gravel road surface at the boring locations B2 and B3 consisted of approximately 16" of sand with silt and gravel base course material. Underlying the sand and gravel aggregate base and extending to a depth of approximately 2' is fill soil consisting predominantly of lean clay with gravel. The existing sand with silt and gravel base course material in its existing condition may not meet current Mn/DOT Specifications for aggregate base material that supports pavements.

At Boring B1 the ground surface is mantled by approximately 4” of bituminous pavement supported by approximately 12” of silty sand and gravel aggregate base beneath the bituminous pavement section. Fill soil consisting of lean clay was present to an approximate depth of 2’.

Beneath the existing road sections and fill soils, extending to the maximum depth of the borings was glacial till consisting of lean clay (CL) with varying amounts of gravel. Based upon SPT blow counts (N-values), the consistency of the lean clay stratum was present in a very soft to firm state.

2.4 Water Level Conditions

Water level observations were made during and after completion of the drilling operations. Groundwater was not encountered in borings at the time of drilling activities. Furthermore, we noted iron oxide staining/mottling was observed in some of the soil samples collected in the field suggesting periodic fluctuation of the groundwater through these soils.

The natural silty and clayey soils which are present at depth are somewhat impervious or slow draining and may take several days for groundwater to stabilize. If more accurate water level determinations are required, piezometers should be installed and the water level monitored over a period of time.

In general, water levels may fluctuate throughout the year depending on variations in the amount of precipitation, degree of evaporation, surface run-off characteristics and other related hydrogeological factors.

3.0 LABORATORY REVIEW AND TESTING

The soil samples obtained during the drilling operations were logged, labeled, sealed and delivered to our laboratory for further review. An Element Materials Technology St. Paul Inc. geotechnical engineer classified the soil samples in general conformance with ASTM standards. Soil samples were selected for laboratory grain size distribution analysis and natural moisture content determination. The test results are noted on the associated soil boring logs and/or attached to this report.

4.0 ENGINEERING REVIEW

The engineering recommendations made in this report are based on our understanding of the project as described in the following paragraphs. The recommendations are valid for a specific set of project conditions. If the characteristics of the project change from those indicated in this section, it is necessary that we be notified so we may determine whether the new conditions affect our recommendations.

4.1 Project Data

The project consists of reconstruction of approximately 100 feet of 81st Place N and construction of approximately ¼ mile of new light duty residential 5-ton road from the intersection with Brockton Lane N. to Timberglade Ct. in Corcoran, Minnesota. We understand the extent of the roadway reconstruction and extension project will be determined by the City available project budget, informed by subsurface conditions present within the project area. The project scope may include reclaiming portions of the existing gravel road aggregate base, placing new aggregate base where needed, and placing a new bituminous pavement section. We understand the existing gravel road profile grades would be maintained for the project with only slight variations in elevation as needed to maintain proper surface water drainage.

4.2 Discussion - Site Preparation

Provided below is an overview of roadway reconstruction options that could be considered by the City. In light duty bituminous pavement design, the critical portion of the subgrade is the upper 2-foot zone. This zone provides the primary strength and stability needed for flexible pavement materials. In our opinion, based on the soil composition and apparent in-place density, the existing fill soil is not suitable for pavement support if a long term, robust road profile is desired. We recommend excavating this material to the underlying native soil strata then reconstructing the road subgrade to the pavement subbase elevation using engineered fill as described below. The following table lists recommended excavation depth and subgrade elevation at the boring locations with estimated R values of the native emplace subgrade soils at the recommended excavation depth.

Boring No.	Recommended Approximate Excavation Depth to Competent Subgrade (ft.)⁽¹⁾	Soil Type at Excavated Subgrade	Estimated R-value at excavated subgrade
B1	2	CL	20
B2	2	CL	20
B3	2	CL	20

⁽¹⁾ Further subcutting may be required to remove soft/loose soils if encountered at the subgrade.

⁽²⁾ R-value derived from Mn/DOT pavement manual.

However, if the City should desire a less robust pavement section, a limited excavation with removal of the upper 1' to 2' of the existing subgrade material could be performed. Partial excavation will result in a less than optimum pavement performance over time with possible early pavement deterioration due to subgrade settlement and displacement. The City should recognize the cost of maintenance with the selection of the reconstruction program. Higher long term road surface maintenance cost would be expected if the lesser subgrade correction option is selected.

Reclaiming existing gravel aggregate road base to produce aggregate base meeting Mn/DOT Specifications may not be achievable due to the lack of coarse fraction present in the existing material. If this approach is pursued additional evaluation of the quality/thickness of the existing aggregate base should be performed. Samples should be collected and tested for mechanical analysis (gradations) to aid in qualifying and/or improving existing in-place aggregates.

New pavement areas that extend beyond the existing constructed embankment for the roadway should be reviewed by the project soils engineer to determine cut depths prior to fill placement. We recommend at a minimum that any encountered surface organics (topsoil) and underlying very soft clays be excavated prior to constructing new pavement areas. Geotextiles may need to be incorporated into the design to provide additional stability over very weak subgrade areas especially where high groundwater or perched water is present. Dewatering may be required to facilitate earthwork activities depending on final roadway design, excavation depths and seasonal factors.

The actual depth of excavation may vary away from our boring locations and should be determined in the field at the time of construction. We recommend that for best performance that a relatively uniform excavation is performed. Some contingency should be provided in the project budgeting for excavation that extends below the average subcut depth shown in the above table. The geotechnical engineer should be retained to observe the exposed soils and document the condition of the excavation bottoms prior to fill placement.

We recommend that the excavation be laterally oversized at least two foot for each foot (i.e., 2H:1V lateral oversizing) it extends below subgrade elevation. This lateral oversizing is necessary to properly distribute the anticipated vehicle loads through the new fill.

4.3 Pavement Subgrade Preparation

We were not provided with design elevations for the proposed road grades however, we expect similar road profiles to current conditions. Based on the borings, we recommend the subgrade preparation should consist of removing the existing roadway section and performing additional excavations where applicable to allow for placement of the new pavement section.

We recommend the subgrade be prepared by surface compacting with a large self-propelled roller. The surface compaction should be completed by making at least four passes. The subgrade surface should be compacted to a minimum of 100% of the Standard Proctor density (ASTM D698). Density tests should be performed at the time of construction to verify compaction requirements have been met. We caution that over compacting clayey type soils, which may be present at the excavation subgrade may result in pumping and softening of the subgrade soils resulting in additional excavation/sub cutting corrective work. Care should be used by the contractor during this operation to prevent this occurrence. We recommend a geotechnical engineer or qualified technician be present to observe the excavated subgrade conditions prior to subgrade compaction operations.

Upon completion of the thorough surface compaction, the subgrade should be evaluated by test rolling at the surface. The test roll should be performed as specified in Mn/DOT Specification 2111. In areas where the subgrade deflects or ruts, the subgrade should be reworked prior to aggregate base and new pavement placement. We recommend reworking the soils by scarification, aeration or moisture conditioning, and recompaction, or replacing with engineered fill.

We recommend any imported fill used to attain designed grades in the upper 2' of subgrade should be relatively clean material meeting Mn/DOT Specification 3149.2B (Select Granular Borrow) to improve the subgrade R-value. The fill should be placed in thin lifts not exceeding 12 inches in thickness and be compacted to at least 100 percent of the Standard Proctor (ASTM D698) maximum dry density. The moisture content of the fill should be maintained

within +/- 3% of the optimum as determined by the Standard Proctor test. The subgrade surface, as well as the pavement surface, should be uniformly sloped to facilitate drainage of the base and granular sandy subgrade material within the pavement system, and to avoid any ponding of water beneath the pavement. If the above recommended soil correction procedures are applied a pavement design R-value of 50 can be used. If a less correction is performed we should be contacted to assist the City with additional R-value guidance.

Proper draitile systems would need to be incorporated into the design where more granular fill was placed/encountered at the surface underlain by relatively impervious clayey soil types. The draitile should be placed at the bottom of the sand section, encapsulated with pea-gravel surrounded by geotextile fabric and properly connected to the storm sewer system and/or suitable outfalls. Any contaminated soils encountered during construction should be properly tested and disposed of under standard construction practices per the Minnesota Department of Health (MDH) and Minnesota Pollution Control Agency (MPCA) guidelines.

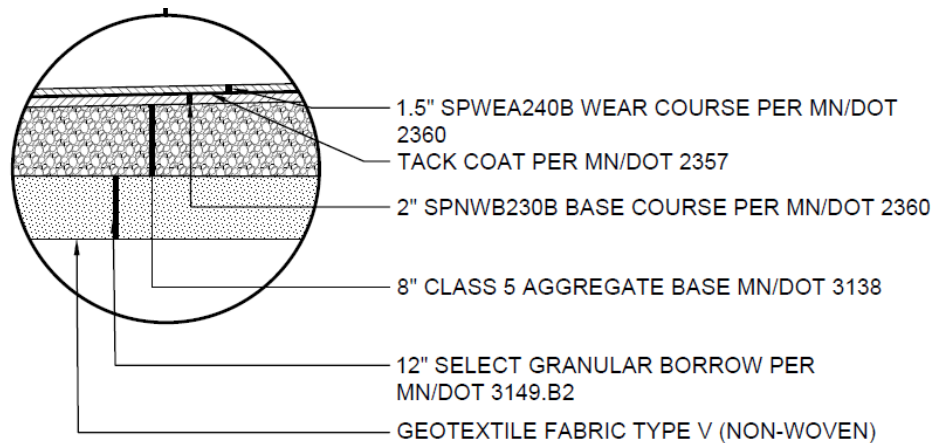
4.3.1 Bituminous Surfaced Road Section

Assuming the pavement subgrade preparation is performed as recommended in the preceding section and the subgrade soils are determined suitable based on a proofroll test, we recommend the following pavement design be used:

City Bituminous Pavement Road Section Profile	Pavement Thickness
Mn/DOT Spec. 2360 Type SPWEA240B Bituminous Wear Course	1½"
Mn/DOT Spec. 2360 Type SPNWB230B Bituminous Non-wear Base Course	2"
Mn/DOT Spec. 3138 Class 5 Aggregate Base	8"
Mn/DOT Spec. 3149.2B (Select Granular Borrow)	Min 12"
Mn/DOT Spec. 3733 Type 5 Geotextile Fabric	-
Approved Subgrade Per Mn/DOT Specifications 2111 Test Rolling and 2112 Subgrade Preparation	Required

⁽¹⁾Minimum design provided by City.

Figure1: Typical Light Duty City of Corcoran Residential Pavement Section Provided by Wenck.



The recommended thickness is based on the subgrade being corrected as stated previously. Recycled aggregate base may be substituted for Class 5 provided the proper gradation is obtained and the material is properly compacted. For superior pavement performance we recommend that a crushed limestone aggregate base meeting Mn/DOT Specification 3138 be used. The pavement design also assumes that a regular, conscientious maintenance program is performed. It is possible that seal coating may extend the pavement life somewhat. We caution that reduced pavement thickness may result in a reduced service life and increased maintenance.

The thicknesses recommended are assumed a minimum for construction. The design also assumed the aggregate base will be compacted to a minimum of 100% of the Standard Proctor density and the bituminous pavement placed and compacted to 92% of the maximum theoretical density. The subgrade fill within the upper 3' should also be compacted to 100% of the Standard Proctor density.

4.4 General Comments

We recommend that all geotechnical-related work, including subgrade preparation, and engineered fill placement, be observed by the project geotechnical engineer or their representatives. The geotechnical engineer will perform appropriate testing to verify the geotechnical conditions that have been anticipated during preparation of this report.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Excavation Safety

All excavations should comply with applicable O.S.H.A. standards including O.S.H.A. 29 CFR, Part 1926, Subpart P, "Excavations and Trenches". Excavation safety is the responsibility of the contractor. Reference to these O.S.H.A. requirements should be included in the project specifications.

5.2 Cold Weather Construction

Construction during cold weather should be exercised with care. We have included a sheet entitled "Precautions for Excavating and Refilling During Cold Weather".

5.3 Field Observations and Testing

As variations in soil conditions may exist at locations and elevations other than those encountered at our borings, we recommend the geotechnical engineer be retained to observe the soil conditions during site preparation. We recommend in-place field compaction tests be performed in the compacted fill.

5.4 Soil Sensitivity

Clayey and silty soils are susceptible to disturbance from construction traffic, especially in wet conditions. If the soils become disturbed, additional excavation may be required. Therefore, proper excavation equipment should be used to minimize the potential for disturbance.

The moisture content of the clayey and silty soils should be monitored closely during the earthwork procedures. If these soils are compacted with moisture contents significantly higher than the optimum (12 to 14%), some yielding of the pavement may occur even if the specified compaction levels have been achieved. Because the moisture-sensitive nature of the soils, use caution to maintain moisture contents near optimum.

6.0 REMARKS

This report is for the exclusive use of the parties to which it is addressed. The soil testing and geotechnical engineering services performed by Element Materials Technology St. Paul Inc. for this project have been conducted in a manner with the level of skill and care ordinarily exercised by other members of the profession currently practicing in this area under similar budgetary and time constraints. No warranty, express or implied, is made.

Attachments:

- Boring Location Plan (1 page)
- Soil Boring Logs #B1-#B3 (3 pages)
- Particle Size Distribution Reports (3 pages)
- Atterberg Limit Report (1 page)
- Symbols and Terminology on Test Boring Logs (1 page)
- Classification of Soils for Engineering Purposes (1 page)
- Field Exploration Procedures (1 page)
- Construction Observations and Testing (1 page)
- Cold Weather Precautions (1 page)

Project No. ESP034001P

LOG OF BORING NO. B1

Sheet 1 of 1

CLIENT **City of Corcoran co Wenck** ARCHITECT/ENGINEER **Wenck**

SITE **81st Place N Corcoran, MN** PROJECT **Appaloosa Woods Street Improvements Project**

DEPTH (FT.)	BLOWS/12" N - VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	TESTS	
							ADDITIONAL DATA/REMARKS	
Surface Elev.: 958.7 ft.								
2.0	AS	1	AUGER	24			p200= 11.6%	
956.7								
7.0	8	2	SS	18				
951.7	8	3	SS	18				
5								
10.5	4	4	SS	18				
948.2	5	5	SS	18				
10								
End of Boring								

ELEMENT LOG ESP034001P - APPALOOSA WOODS STREET IMPROVEMENTS PROJECT CORCORAN, MN.GPJ LOG A.GNIN08.GDT. 8/3/20

WATER LEVEL OBSERVATIONS	 <p>element[™] materials technology 662 Cromwell Ave. St. Paul, MN 55114 Telephone: 651-645-3601</p>	STARTED	7/28/20	FINISHED	7/28/20
None		DRILL CO.	Element	DRILL RIG	367
		DRILLER	KK	ASST DRILLER	MM
		LOGGED BY	MM	APPROVED	JOS

CLIENT **City of Corcoran co Wenck** ARCHITECT/ENGINEER **Wenck**

SITE **81st Place N Corcoran, MN** PROJECT **Appaloosa Woods Street Improvements Project**

GRAPHIC LOG	GEOLOGY	DEPTH (FT.)	SAMPLES				TESTS	
			BLOWS/12" N - VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF
Surface Elev.: 958.4 ft.								
FILL, 16" of silty sand and gravel aggregate base at the surface, underlain by a mixture of clayey sand and lean clay with gravel, with trace organics, brown (FILL)	FILL	0 - 2.0	AS	1	AUGER	24		p200= 9.8%
LEAN CLAY, with a little gravel, moist, brown, mottled, firm to soft (CL)	GLACIAL TILL	2.0 - 7.0	9	2	SS	18		
			7	3	SS	18		
			10	4	SS	18		
			11	5	SS	18		
LEAN CLAY, with a little gravel, moist, brown to gray, mottled, firm (CL)		7.0 - 10.5						
End of Boring		10.5						

ELEMENT LOG ESP034001P - APPALOOSA WOODS STREET IMPROVEMENTS PROJECT CORCORAN, MN.GPJ LOG A.GNIN08.GDT. 8/3/20

WATER LEVEL OBSERVATIONS	 <p>element[™] materials technology 662 Cromwell Ave. St. Paul, MN 55114 Telephone: 651-645-3601</p>	STARTED	7/28/20	FINISHED	7/28/20
None		DRILL CO.	Element	DRILL RIG	367
		DRILLER	KK	ASST DRILLER	MM
		LOGGED BY	MM	APPROVED	JOS

Project No. ESP034001P

LOG OF BORING NO. B3

Sheet 1 of 1

CLIENT
City of Corcoran co Wenck

ARCHITECT/ENGINEER
Wenck

SITE
**81st Place N
Corcoran, MN**

PROJECT
Appaloosa Woods Street Improvements Project

GRAPHIC LOG	GEOLOGY	DEPTH (FT.)	SAMPLES				TESTS		ADDITIONAL DATA/REMARKS
			BLOWS/12" N-VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	
Surface Elev.: 946.2 ft.									
FILL, 16" of silty sand and gravel aggregate base at the surface, underlain by lean clay with gravel, moist, brown to gray (FILL)	FILL	0 - 2.0	AS	1	AUGER	24			
LEAN CLAY, with a little gravel, moist, brown, soft (CL)	GLACIAL TILL	2.0 - 3.5	5	2	SS	18			
(Possible Fill) LEAN CLAY, with a little gravel, moist, brown, mottled, soft (CL)		3.5 - 10.5	8	3	SS	18	19	LL= 30, PL=19	
			6	4	SS	18			
			6	5	SS	18			
End of Boring		10.5							

ELEMENT LOG ESP034001P - APPALOOSA WOODS STREET IMPROVEMENTS PROJECT CORCORAN, MN.GPJ LOG A.GNIN08.GDT. 8/3/20

WATER LEVEL OBSERVATIONS

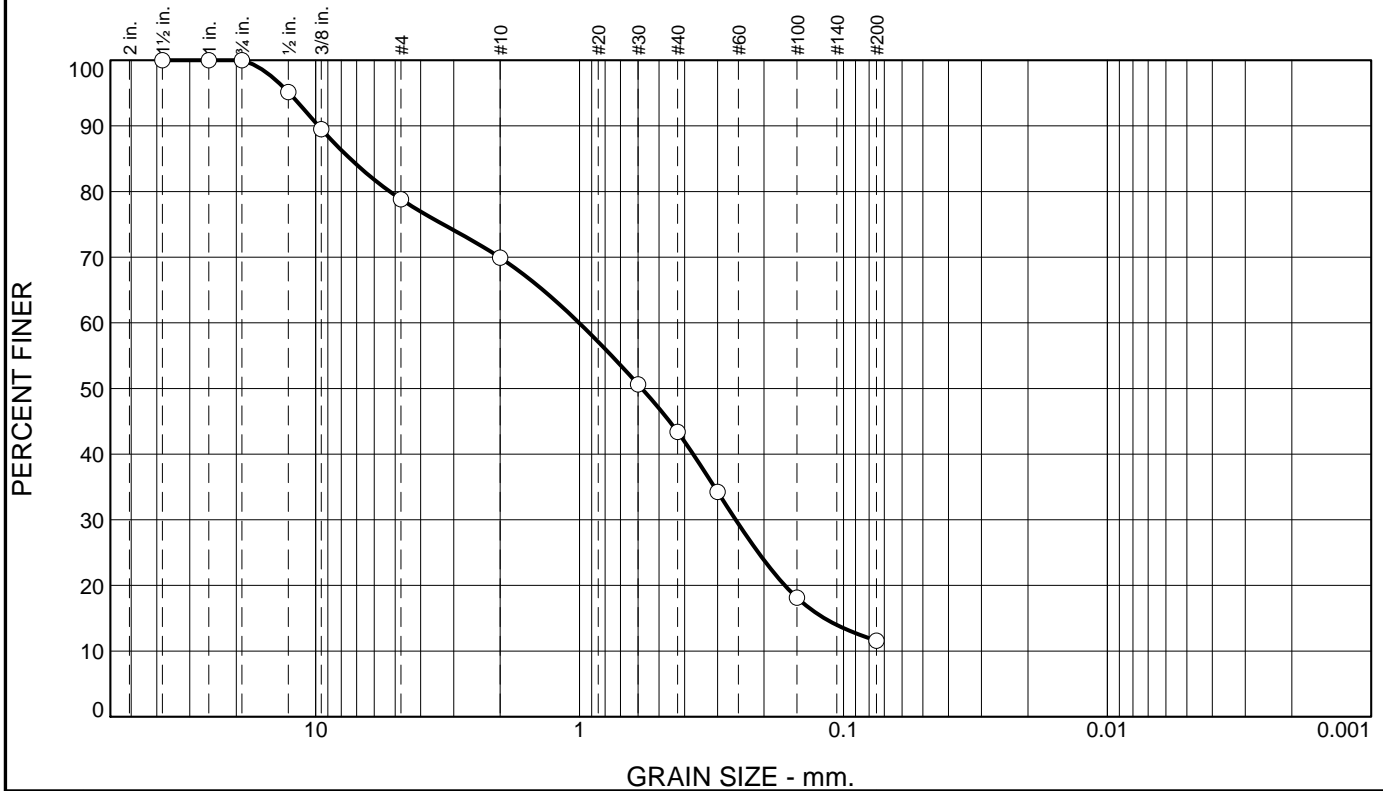
None



element™
materials technology
662 Cromwell Ave.
St. Paul, MN 55114
Telephone: 651-645-3601

STARTED	7/28/20	FINISHED	7/28/20
DRILL CO.	Element	DRILL RIG	367
DRILLER	KK	ASST DRILLER	MM
LOGGED BY	MM	APPROVED	JOS

Particle Size Distribution Report



% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	21.2	8.9	26.5	31.8	11.6	

Test Results (C136 & C117)			
Opening Size	Percent Finer	Spec.* (Percent)	Pass? (X=Fail)
1-1/2"	100.0		
1"	100.0		
3/4"	100.0		
1/2"	95.2		
3/8"	89.5		
#4	78.8		
#10	69.9		
#30	50.6		
#40	43.4		
#50	34.3		
#100	18.1		
#200	11.6		

* (no specification provided)

Material Description

SILTY SAND with gravel aggregate base, fine to medium grained, light brown to brown (Aggregate Base)

Atterberg Limits (ASTM D 4318)

PL= LL= PI=

Classification

USCS (D 2487)= AASHTO (M 145)=

Coefficients

D₉₀= 9.7687 D₈₅= 7.4017 D₆₀= 1.0040
D₅₀= 0.5809 D₃₀= 0.2560 D₁₅= 0.1182
D₁₀= C_u= C_c=

Remarks

Sample was discarded after testing.

Date Received: 7-28-2020 Date Tested: 7-31-2020
Tested By: K. Zander
Checked By: B. Nehring
Title: Staff Engineer

Location: SB1 Date Sampled: 7-28-2020
Sample Number: Aggregate Base Depth: 4"-12"

**Element Materials
Technology
St. Paul, MN**

Client: City of Corcoran co Wenck
Project: Appaloosa Woods Street Improvments Project
Corcoran, MN
Project No: ESP034001P Figure

EAR-CONTROLLED DATA

Particle Size Distribution Report



% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	5.8	22.8	10.5	30.8	20.3	9.8	

Test Results (C136 & C117)			
Opening Size	Percent Finer	Spec.* (Percent)	Pass? (X=Fail)
1-1/2"	100.0		
1"	100.0		
3/4"	94.2		
1/2"	86.1		
3/8"	82.0		
#4	71.4		
#10	60.9		
#30	37.4		
#40	30.1		
#50	23.8		
#100	14.5		
#200	9.8		

* (no specification provided)

Material Description

SAND with SILT with gravel aggregate base, fine to medium grained, light brown to brown (Aggregate Base)

Atterberg Limits (ASTM D 4318)

PL= LL= PI=

Classification

USCS (D 2487)= AASHTO (M 145)=

Coefficients

D₉₀= 15.7344 D₈₅= 11.8422 D₆₀= 1.8830
D₅₀= 1.0762 D₃₀= 0.4239 D₁₅= 0.1584
D₁₀= 0.0777 C_u= 24.22 C_c= 1.23

Remarks

Sample was discarded after testing.

Date Received: 7-28-2020 Date Tested: 7-30-2020
Tested By: K. Zander
Checked By: B. Nehring
Title: Staff Engineer

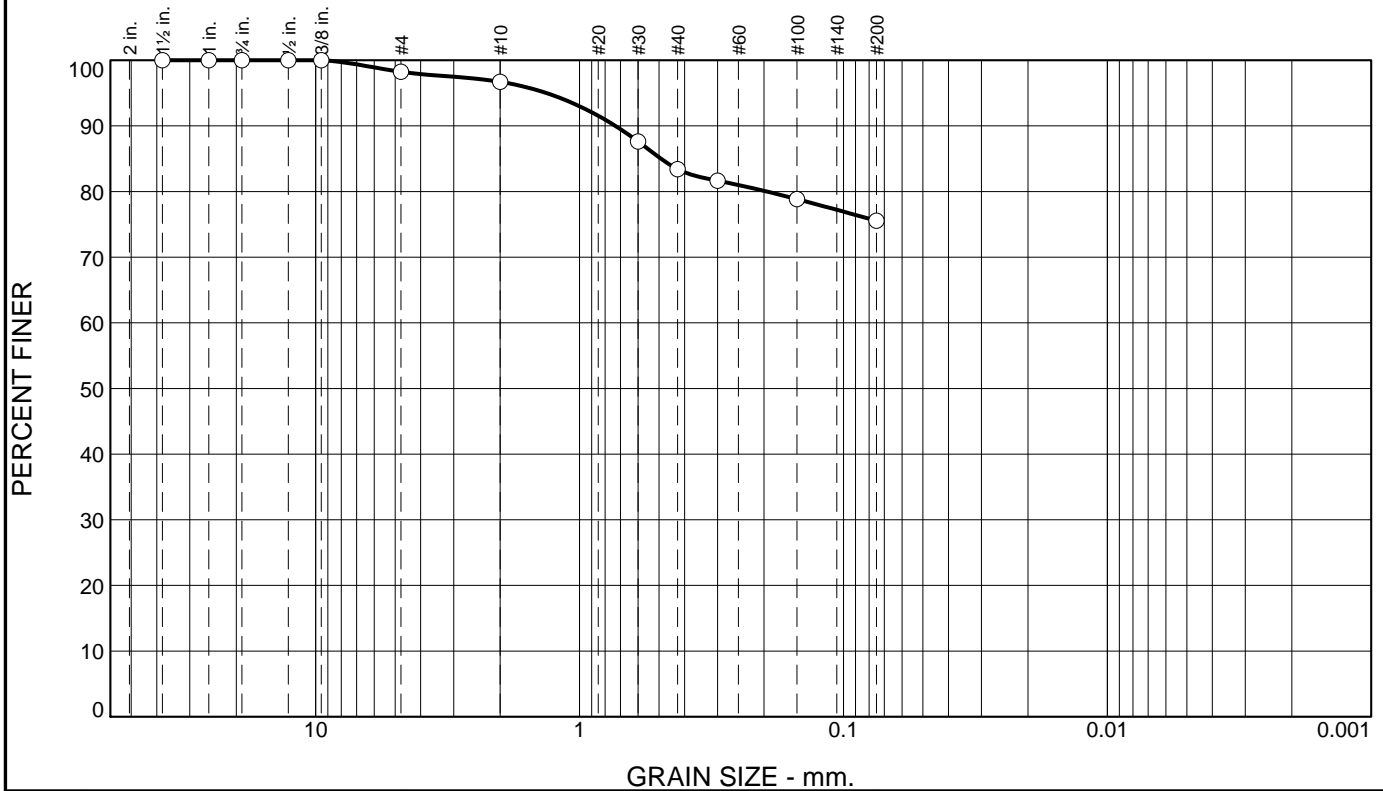
Location: SB2 Date Sampled: 7-28-2020
Sample Number: Surface Gravel Depth: 0"-16"

**Element Materials
Technology
St. Paul, MN**

Client: City of Corcoran co Wenck
Project: Appaloosa Woods Street Improvments Project
Corcoran, MN
Project No: ESP034001P **Figure**

EAR-CONTROLLED DATA

Particle Size Distribution Report



% +3"	% Gravel		% Sand			% Fines	
	Coarse	Fine	Coarse	Medium	Fine	Silt	Clay
0.0	0.0	1.8	1.5	13.3	7.8	75.6	

Test Results (C136 & C117)			
Opening Size	Percent Finer	Spec.* (Percent)	Pass? (X=Fail)
1-1/2"	100.0		
1"	100.0		
3/4"	100.0		
1/2"	100.0		
3/8"	100.0		
#4	98.2		
#10	96.7		
#30	87.6		
#40	83.4		
#50	81.7		
#100	78.8		
#200	75.6		

* (no specification provided)

Material Description

LEAN CLAY, with sand, trace of gravel, brown (CL)

Atterberg Limits (ASTM D 4318)

PL= 19 LL= 30 PI= 11

Classification

USCS (D 2487)= CL AASHTO (M 145)= A-6(7)

Coefficients

D₉₀= 0.7307 D₈₅= 0.4915 D₆₀=
D₅₀= D₃₀= D₁₅=
D₁₀= C_u= C_c=

Remarks

The sample was retained in a sample jar after testing.
Moisture Content= 18.75%

Date Received: 7-28-2020 **Date Tested:** 7-30-2020

Tested By: K. Zander

Checked By: B. Nehring

Title: Staff Engineer

EAR-CONTROLLED DATA

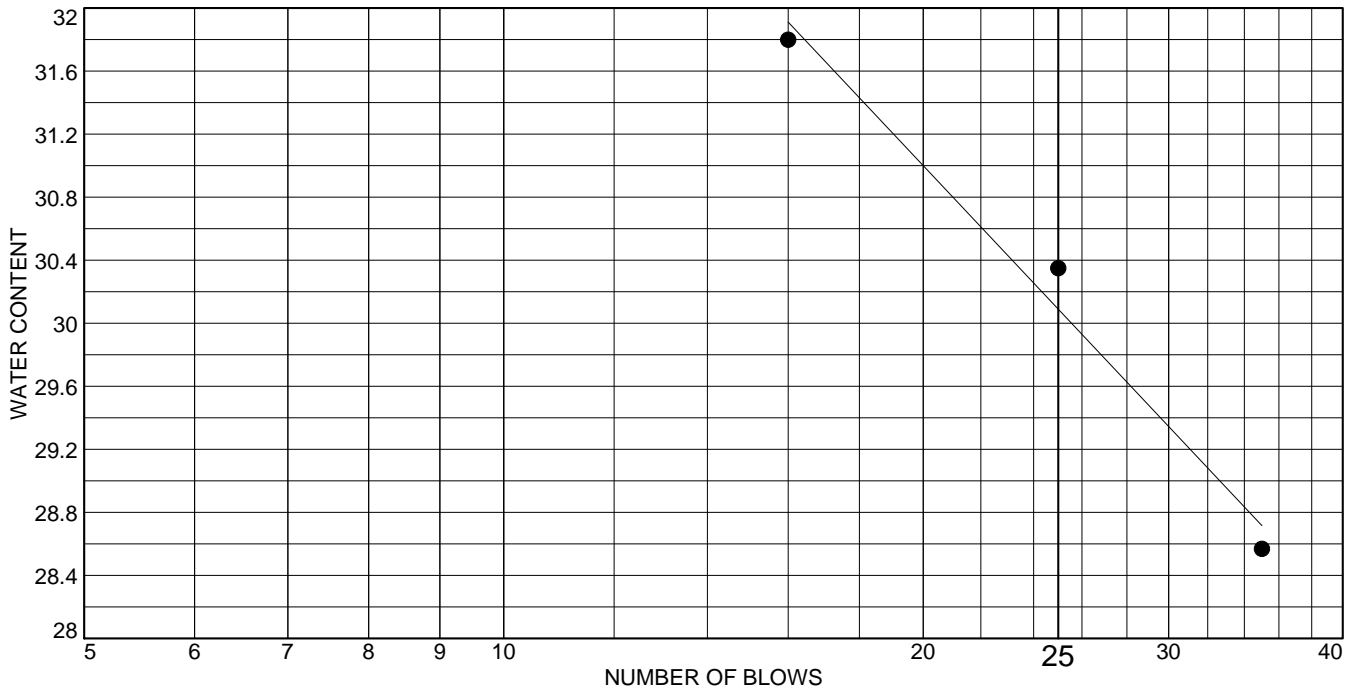
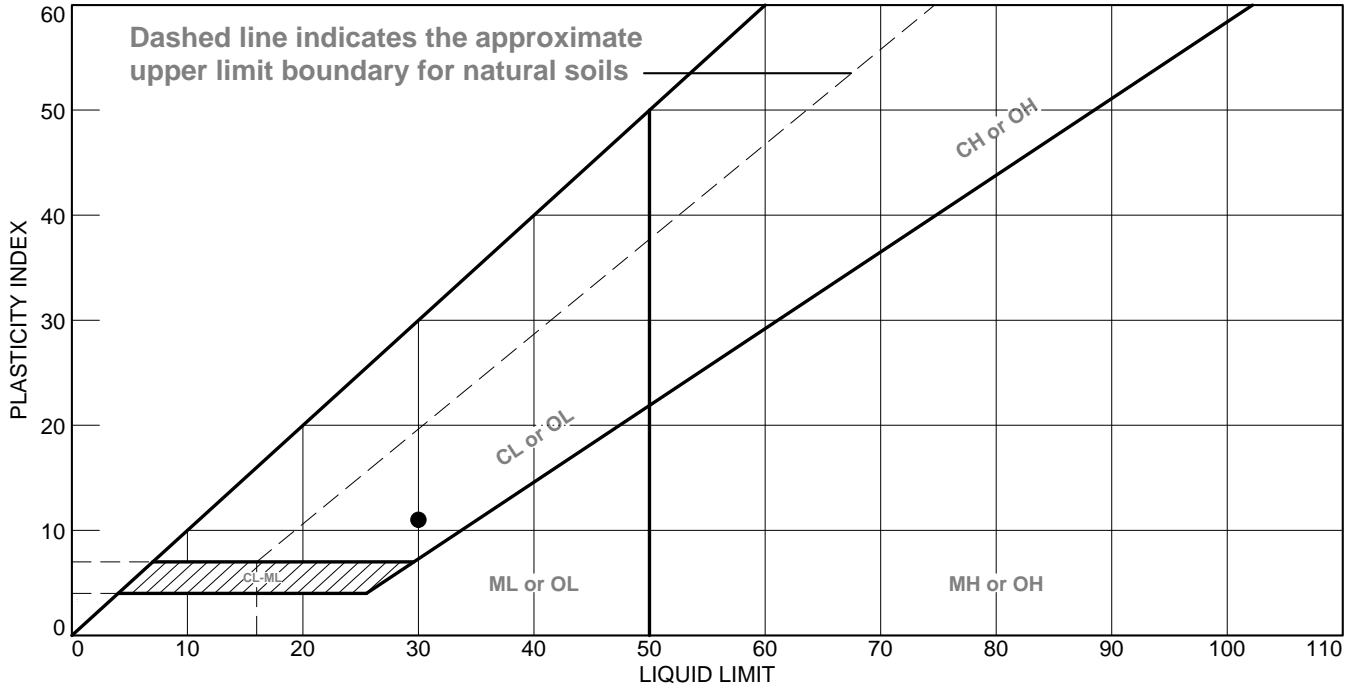
Location: SB3 **Depth:** 2-3.5'

Date Sampled: 7-28-2020

**Element Materials
Technology
St. Paul, MN**

Client: City of Corcoran co Wenck
Project: Appaloosa Woods Street Improvments Project
Corcoran, MN
Project No: ESP034001P **Figure**

LIQUID AND PLASTIC LIMITS TEST REPORT



MATERIAL DESCRIPTION	LL	PL	PI	%<#40	%<#200	USCS
● LEAN CLAY, with sand, trace of gravel, brown (CL)	30	19	11	83.4	75.6	CL

EAR-CONTROLLED DATA

Project No. ESP034001P **Client:** City of Corcoran co Wenck
Project: Appaloosa Woods Street Improvments Project
 Corcoran, MN
Location: SB3
Sample Number: 3 **Depth:** 2-3.5'
Element Materials Technology
St. Paul, MN

Remarks:
 ● Sample was retained in jar after testing.

Figure

Tested By: B. Nehring

Checked By: B. Nehring

SYMBOLS AND TERMINOLOGY ON TEST BORING LOGS

SYMBOLS							
Drilling and Sampling				Laboratory Testing			
<u>Symbol</u>	<u>Description</u>			<u>Symbol</u>	<u>Description</u>		
HSA	3-1/4" I.D. hollow stem auger			W	Water content, % (ASTM:D2216)**		
_FA	4", 6" or 10" diameter flight auger			D	Dry density, pcf		
_HA	2", 4" or 6" hand auger			LL	Liquid limit (ASTM:D4318)		
_DC	2-1/2", 4", 5" or 6" steel drive casing			PL	Plastic limit (ASTM:D4318)		
_RC	Size A, B or N rotary casing			--- Inserts in Last Column (Qu or RQD) ---			
PD	Pipe drill or cleanout tube			Qu	Unconfined compressive strength, psf (ASTM:D2166)		
CS	Continuous split barrel sampling			Pq	Penetrometer reading, tsf (ASTM:D1558)		
DM	Drilling mud			Ts	Torvane reading, tsf		
JW	Jetting water			G	Specific gravity (ASTM:D854)		
SB	2" O.D. split barrel sampling			SL	Shrinkage limits (ASTM:D427)		
_L	2-1/2" or 3-1/2" O.D. SB liner sample			OC	Organic content – Combustion method (ASTM:D2974)		
_T	2" or 3" thin walled tube sample			SP	Swell pressure, tsf (ASTM:D4546)		
3TP	3" thin walled tube using pitcher sampler			PS	Percent swell under pressure (ASTM:D4546)		
_TO	2" or 3" thin walled tube using Osterberg sampler			FS	Free swell, % (ASTM:D4546)		
W	Wash sample			SS	Shrink swell, % (ASTM:D4546)		
B	Bag sample			pH	Hydrogen ion content – Meter Method (ASTM:D4972)		
P	Test pit sample			SC	Sulfate content, parts/million or mg/l		
_Q	BQ, NQ, or PQ wireline system			CC	Chloride content, parts/million, or mg/l		
_X	AX, BX, or NX double tube barrel			C*	One dimensional consolidation (ASTM:D2435)		
N	Standard penetration test, blows per foot			Qc*	Triaxial compression (ASTM:D2850 and D4767)		
CR	Core recovery, percent			D.S.*	Direct shear (ASTM:D3080)		
WL	Water level			K*	Coefficient of permeability, cm/sec (ASTM:D2434)		
≡	Water level			P*	Pinhole test (ASTM:D4647)		
NMR	No measurement recorded, primarily due to the presence of drilling or coring fluid			DH*	Double hydrometer (ASTM:D4221)		
				MA*	Particle size analysis (ASTM:D422)		
				R	Laboratory electrical resistivity, ohm-cm (ASTM:G57)		
				E*	Pressuremeter deformation modulus, tsf (ASTM:D4719)		
				PM*	Pressuremeter test (ASTM:D4719)		
				VS*	Field vane shear (ASTM:D2573)		
				IR*	Infiltrometer test (ASTM:D3385)		
				RQD	Rock quality designation, percent		
				* Results shown on attached data sheet or graph			
				** ASTM designates American Society for Testing and Materials			
TERMINOLOGY							
Particle Sizes				Soil Layering and Moisture			
<u>Type</u>	<u>Size Range</u>			<u>Term</u>	<u>Visual Observation</u>		
Boulders	> 12"			Lamination	Up to 1/4" thick stratum		
Cobbles	3" – 12"			Varved	Alternating laminations of any combination of clay, silt, fine sand, or colors		
Coarse gravel	3/4" – 3"			Lenses	Small pockets of different soils in a soil mass		
Fine gravel	#4 sieve – 3/4"			Stratified	Alternating layers of varying materials or colors		
Coarse sand	#4 - #10 sieve			Layer	1/4" to 12" thick stratum		
Medium sand	#10 - #40 sieve			Dry	Powdery, no noticeable water		
Fine sand	#40 - #200 sieve			Moist	Damp, below saturation		
Silt	100% passing #200 sieve and > 0.005 mm			Waterbearing	Pervious soil below water		
Clay	100% passing #200 sieve and < 0.005 mm			Wet	Saturated, above liquid limit		
Gravel Content				Standard Penetration Resistance			
Coarse-Grained Soils		Fine-Grained Soils		Cohesionless Soils		Cohesive Soils	
<u>% Gravel</u>	<u>Description</u>	<u>% Gravel</u>	<u>Description</u>	<u>N-Value</u>	<u>Relative Density</u>	<u>N-Value</u>	<u>Consistency</u>
2 – 15	A little gravel	< 5	Trace of gravel	0 – 4	Very loose	0 – 4	Very soft
16 – 49	With gravel	5 – 15	A little gravel	5 – 10	Loose	5 – 8	Soft
		16 – 30	With gravel	11 – 30	Medium dense	9 – 15	Firm
		31 – 49	Gravelly	31 – 50	Dense	16 – 30	Hard
				> 50	Very dense	> 30	Very hard

CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES

ASTM D2487 (Unified Soil Classification System)

Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A				Soil Classification		
				Group Symbol	Group Name ^B	
COARSE-GRAINED SOILS	Gravels (More than 50 % of coarse fraction retained on No. 4 sieve)	Clean Gravels (Less than 5 % fines ^C)	$Cu \geq 4$ and $1 \leq Cc \leq 3^D$	GW	Well-graded gravel ^E	
			$Cu < 4$ and/or $[Cc < 1 \text{ or } Cc > 3]^D$	GP	Poorly graded gravel ^E	
	More than 50 % retained on No. 200 sieve	Gravels with Fines (More than 12 % fines ^C)	Fines classify as ML or MH	GM	Silty gravel ^{E,F,G}	
			Fines classify as CL or CH	GC	Clayey gravel ^{E,F,G}	
		Sands (50 % or more of coarse fraction passes No. 4 sieve)	Clean Sands (Less than 5 % fines ^H)	$Cu \geq 6$ and $1 \leq Cc \leq 3^D$	SW	Well-graded sand ^I
			$Cu < 6$ and/or $[Cc < 1 \text{ or } Cc > 3]^D$	SP	Poorly graded sand ^I	
FINE-GRAINED SOILS	Silt and Clays Liquid limit less than 50	inorganic	$PI > 7$ and plots on or above "A" line ^J	CL	Lean clay ^{K,L,M}	
			$PI < 4$ or plots below "A" line ^J	ML	Silt ^{K,L,M}	
	50 % or more passes the No. 200 sieve	organic	$\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OL	Organic clay ^{K,L,M,N} Organic silt ^{K,L,M,O}	
		Silt and Clays Liquid limit 50 or more	inorganic	PI plots on or above "A" line	CH	Fat clay ^{K,L,M}
				PI plots below "A" line	MH	Elastic silt ^{K,L,M}
		organic	$\frac{\text{Liquid limit} - \text{oven dried}}{\text{Liquid limit} - \text{not dried}} < 0.75$	OH	Organic clay ^{K,L,M,P} Organic silt ^{K,L,M,O}	
HIGHLY ORGANIC SOILS	Primarily organic matter, dark in color, and organic odor		PT	Peat		

^A Based on the material passing the 3-in. (75-mm) sieve.

^B If field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.

^C Gravels with 5 to 12 % fines require dual symbols:
 GW-GM well-graded gravel with silt
 GW-GC well-graded gravel with clay
 GP-GM poorly graded gravel with silt
 GP-GC poorly graded gravel with clay

^D $Cu = D_{60}/D_{10}$ $Cc = (D_{30})^2 / D_{10} \times D_{60}$

^E If soil contains ≥ 15 % sand, add "with sand" to group name.

^F If fines classify as CL-ML, use dual symbol GC-GM, or SC-SM.

^G If fines are organic, add "with organic fines" to group name.

^H Sands with 5 to 12 % fines require dual symbols:

SW-SM well-graded sand with silt
 SW-SC well-graded sand with clay
 SP-SM poorly graded sand with silt
 SP-SC poorly graded sand with clay

^I If soil contains ≥ 15 % gravel, add "with gravel" to group name.

^J If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.

^K If soil contains 15 to < 30 % plus No. 200, add "with sand" or "with gravel," whichever is predominant.

^L If soil contains ≥ 30 % plus No. 200, predominantly sand, add "sand" to group name.

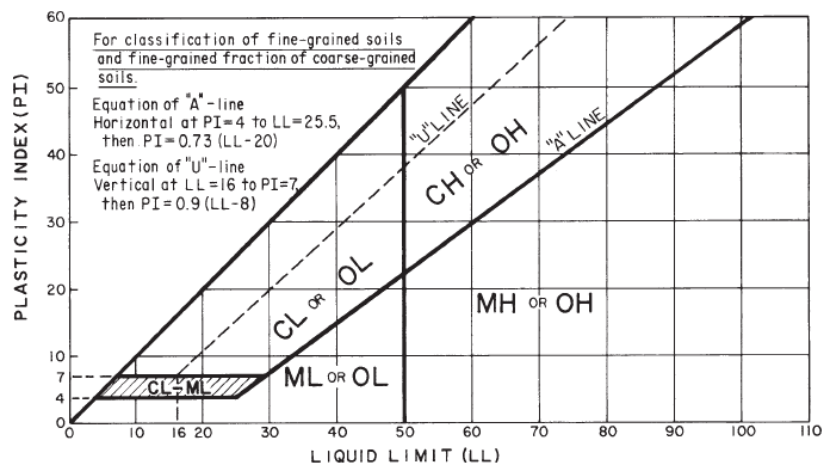
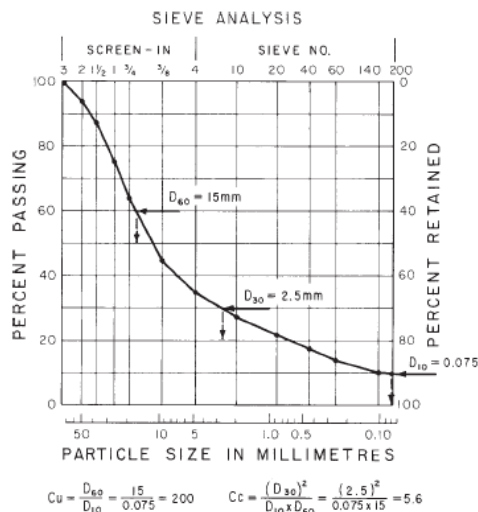
^M If soil contains ≥ 30 % plus No. 200, predominantly gravel, add "gravelly" to group name.

^N $PI \geq 4$ and plots on or above "A" line.

^O $PI < 4$ or plots below "A" line.

^P PI plots on or above "A" line.

^Q PI plots below "A" line.



FIELD EXPLORATION PROCEDURES

Soil Sampling

Soil sampling was performed in accordance with ASTM D 1586. Using this procedure, a 2" O.D. split barrel sampler is driven into the soil by a 140 pound weight falling 30". After an initial set of 6", the number of blows required to drive the sampler an additional 12" is known as the penetration resistance, or N value. The N value is an index of the relative density of cohesionless soils and the consistency of cohesive soils. Thin wall tube samples were obtained according to ASTM D 1587 where indicated by the appropriate symbol on the boring logs. Rock core samples, if taken, were obtained by rotary drilling in accordance with ASTM D 2113. Power auger borings, if performed, were done in general accordance with ASTM D 1452.

Soil Classification

As the samples were obtained in the field, they were visually and manually classified by the crew chief in accordance with ASTM D 2488. Representative portions of the samples were then returned to the laboratory for further examination and for verification of the field classification. Logs of the borings indicating the depth and identification of the various strata, the N value, the laboratory test data, water level information and pertinent information regarding the method of maintaining and advancing the drill holes are attached. The descriptive terminology and symbols used on the boring logs are also attached.

CONSTRUCTION OBSERVATIONS AND TESTING

The recommendations made in this report have been made based on the subsurface conditions found in the borings. It is possible that there are soil and water conditions on site that were not represented by the borings. Consequently, on-site observation during construction is considered integral to the successful implementation of the recommendations. We believe that qualified field personnel need to be on site at the times outlined below to observe the site conditions and effectiveness of the construction.

We recommend that the completed excavation and prepared subgrade be observed and tested by a soils engineer/technician prior to fill placement or construction of any foundation elements. These observations would be necessary to judge if all unsuitable materials have been removed from within the planned construction area and that an appropriate degree of lateral oversize has been provided for in those areas where fill will be placed below the bottom of foundation grade.

We recommend a representative number of field density tests be taken in all engineered fill placed to aid in judging its suitability. We suggest that at least one density test be performed for at least every 2,500 square feet of engineered fill placed for every 2' of fill depth. Additional tests should be taken where confined areas are compacted. Any proposed fill material should be submitted to the laboratory for tests to check compliance with our recommendations and project specifications.

PRECAUTIONS FOR EXCAVATING AND REFILLING DURING COLD WEATHER

The winter season in this area presents specific problems for foundation construction. Soils that are allowed to freeze undergo a moisture volume expansion, resulting in loss of density. These frost-expanded soils will consolidate upon thawing, causing settlement of any structure supported on them. To prevent this settlement, frost should not be allowed to penetrate into the soils below any proposed structure.

Ideally, winter excavation should be limited to areas small enough to be refilled to grade higher than footing grade on the same day. Typically, these areas should be filled to floor grade. Trenching back down to unfrozen soils for foundation construction can then be performed just prior to footing placement. The excavated trenches should be protected from freezing by means of insulating or heating during foundation construction. Backfilling of the foundation trenches should be performed immediately after the below-grade foundation construction is finished. In addition, any interior footings or footings designed without frost protection should be extended below frost depth, unless adequate precautions are taken to prevent frost intrusion until the building can be enclosed and heated.

In many cases, final grade cannot be attained in one day's time, even though small areas are worked. In the event final grade cannot be attained in one day's time, frost can be expected to develop overnight. Leaving a layer of loose soil on top of the compacted material overnight can minimize the depth of frost penetration. However, any frost that forms in this loose layer, or snow that accumulates, should be completely removed from the fill area prior to compaction and additional soil placement. Frozen soils or soils containing frozen material or snow should never be used as fill material.

After the structure has been enclosed, all floor slab areas should be subjected to ample periods of heating to allow thawing of the soil system. Alternatively, the frozen soil can be completely removed and be replaced with an engineered fill. The floor slab areas should be checked at random and representative locations for remnant areas of frost and density tests should be performed to document fill compaction to slab placement.

Due to the potential problems associated with fill placement during cold weather, a full-time, on-site soils technician should monitor any filling operations. Full-time monitoring aids in detecting areas of frozen material, or potential problems with frozen material within the fill, so the appropriate measures can be taken. The choice of fill material is particularly important during cold weather, since clean granular fill material can be placed and compacted more efficiently than silty and clayey soils. In addition, greater magnitudes of heaving can be expected with freezing of the more frost susceptible silts and clays.

If more specific frost information or cold weather data concerning other construction materials is required, please contact us.

Appendix B

Preliminary Cost Estimate

OPINION OF PROBABLE COST (SHAPE & PAVE)
CITY OF CORCORAN
APPALOOSA WOODS STREET IMPROVEMENTS
002294-01
FEASIBILITY STUDY
April 2, 2021

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
BASE BID SCHEDULE					
1	MOBILIZATION	LS	1	\$ 8,000.00	\$ 8,000.00
2	TRAFFIC CONTROL	LS	1	\$ 1,000.00	\$ 1,000.00
3	EROSION CONTROL	LS	1	\$ 1,000.00	\$ 1,000.00
4	RESTORATION	LS	1	\$ 5,000.00	\$ 5,000.00
5	RECLAIM BITUMINOUS PAVEMENT	SY	1329	\$ 5.00	\$ 6,645.00
6	COMMON EXCAVATION (OFFSITE)	CY	474	\$ 20.00	\$ 9,480.00
7	SUBGRADE PREPARATION	LF	1610	\$ 5.00	\$ 8,050.00
8	BITUMINOUS TACK COAT MATERIAL	GAL	244	\$ 3.50	\$ 854.00
9	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	421	\$ 85.00	\$ 35,785.00
10	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,C)	TON	560	\$ 75.00	\$ 42,000.00
				SUBTOTAL	\$ 117,814.00
				CONTINGENCY (15%)	\$ 17,672.10
				LEGAL,ENGINEERING, ADMIN (15%)	\$ 17,672.10
				MAPLE GROVE PROJECT COSTS	\$ 32,640.00
				TOTAL PROJECT COSTS	\$ 185,798.20

Appendix C

Appraisal Report

Report Type

Real Estate Consulting
Letter Report (Restricted Appraisal)

Effective Date

November 23, 2020

Client

City of Corcoran
Attn: Brad Martens, City Administrator
8200 County Road 116
Corcoran, MN 55340

Subject Property

Street Improvement Project
81st Place North and Ridge Court
Corcoran, MN 55340



File # V2011001 – Appaloosa Woods

Prepared By:

Ethan Waytas, MAI, Appraiser
William R. Waytas, SRA, Appraiser

Nagell Appraisal Incorporated

12805 Highway 55, Suite 300
Plymouth, Minnesota 55441
Tel: 952.544.8966 | Fax: 952.544.8969

NAGELL APPRAISAL INCORPORATED

12805 Highway 55 #300
Plymouth, MN 55441
Established in 1968

Phone 952-544-8966
Fax 952-544-8969

City of Corcoran
Attn: Brad Martens, City Administrator
8200 County Road 116
Corcoran, MN 55340

November 23, 2020

To Brad Martens:

Per your request, this is a letter report to assist the city for guidance regarding a street improvement project within Corcoran (see attached map for the location of the streets in the project). The project is a street improvement of 81st Place North and Ridge Court.

This report is not an appraisal of a specific property, but rather provides a preliminary opinion of a general range of market benefit, if any, for similar properties. Relevant information, including USPAP, is retained in the workfile. If an appraisal of a specific property was performed, the findings of that report are considered likely to be consistent with the findings in this document (but could vary). The letter can function as a test of reasonableness for the proposed assessments.

SCOPE OF ASSIGNMENT

In accordance with your request, a drive-by viewing of the properties has been made along with some general market comments regarding benefit (if any) for the street and utility improvement project as it relates to the subject market. As noted in the engagement letter, no specific sales data has been collected for this assignment. The general market comments are based on past appraisals, experience, and market information.

Pictures of the streets were taken on November 23, 2020 by William R. Waytas. The appraiser also viewed aerial/satellite image on the county GIS website and Google street view images. Project information and documents were provided; the conclusions and information from the report were a part of the overall consulting letter analysis. The preliminary engineering report is retained in the appraiser's workfile.

PROJECT

The City of Corcoran is proposing to update existing paved and gravel roads within the project area. The project would be a "shape and pave", which appears to be grading of the existing road base and then 3 inches of new asphalt paving.

Per request, you desire to know the benefit (if any) as it impacts properties in the project area.

Motivation for the road improvement project stemmed from deteriorating road surface and/or base, along with paving existing gravel roads.

AREA DESCRIPTION

The City of Corcoran is a western outlying suburban community located approximately 35 minutes northwest of Downtown Minneapolis. The population was 5,500 as of 2010 census (a decrease of 2.3% from the 2000 census).

The commercial portion of the city is located at the intersection of County Roads 10 & 116. The remainder of the city is mostly made up of rural residential, large estate-sized residential and newer scattered single-family residential developments. Corcoran has a reputation as a stable community. Access to most shopping and surrounding communities is within 15 minutes. Most existing buildings in the area range from average to good quality. No apparent adverse influences.

The population for Corcoran in 2010 was 5,379, down from 5,630 in 2000—a 4.5% decrease. The 2019 estimated population is 6,250, a 16.2% increase.

Single family homes generally range in value between \$195,000 and \$575,000+ in the City Limits with an average of about \$500,000 (MLS statistics). The city is a mixture of residential, industrial, and commercial. Most homes are average quality.

SUBJECT PROPERTIES

The project area consists of single-family residential. An exact number of properties being assessed was not available at this time.

EXISTING STREETS & UTILITIES

Physical Condition of the Existing Road: The existing road improvements are a mixture of gravel or asphalt. The road condition, based on the visual inspection of the streets, is rated to range from poor to fair+, with a majority of the project being fair in condition. There are signs of transverse, longitudinal, and alligator cracking on the paved road. There are also areas of raveling.

Physical Condition of Existing Utilities: The utilities in the area are a mixture private well and septic and public water and public sanitary sewer (public electricity and gas are available for all properties).

Functional Design of the Road: The existing road is dated, in poor to fair condition, and does have substantial large cracks, heaving, raveling, etc. The road condition is rated to be poor to fair, with a majority of streets fair.

Road and utility infrastructure in poor to fair condition do not meet the expectations of typical market participants in this suburban market for re-development, resale price, and/or updating the current uses. Overall, the existing street improvements are in poor to fair + condition, are beginning to look dated (or function) and reflect likewise on the adjoining and side street properties.

PROPOSED IMPROVEMENTS

The city is proposing to pave portions of the gravel road and then re-pave existing paved areas.

There are no proposed updates to the utility infrastructure.

Given the existing condition of the road, the proposed project is logical.

If any of the above descriptions change, the benefit due to the project could differ.

HIGHEST AND BEST USE

The subject project area is located in the eastern portion of the city in an area of residential uses.

Owners in the subject area appear to update their property as needed when site and building components wear out or become dated. Owners in the overall area commonly pave their driveways or maintain parking lots as needed, recognizing it adds value when done. Therefore, it is logical to update the road and/or utility infrastructure to the subject properties as needed, as these are essential property characteristics that are expected in this market.

An informed buyer would consider the condition of the road, traffic flow/management, and utilities. A well-constructed and good condition road provides aesthetic appeal to a property and efficient/safe traffic flow. Given a choice, a potential informed buyer would likely prefer a newer road with good traffic flow over a deteriorating road with fair traffic flow. Additionally, a potential informed buyer would likely prefer newer utility infrastructure as compared to older, dated and inferior utility infrastructure.

If replacement of components of real estate near the end of their economic life in a home or building is postponed, it can be costlier in the long run; delays in replacing components can result in incurring higher interim maintenance costs and potential difficulty in marketing the property. Also, it is typical for the cost of the replacement of an improvement to increase over time. That said it is logical and prudent for market participants to update/replace dated components when needed. Therefore, the highest and best use of the surrounding properties in the project area is for the continued various uses with the proposed infrastructure improvements.

DISCUSSION OF MARKET BENEFIT

Listed below are the factors that will be taken into consideration concerning the potential benefit to the properties.

<u>Description</u>	<u>Existing Improvements</u>	<u>Change</u>
1) Road Surface	Poor to fair, gravel	New, asphalt
2) Base Condition	Dated to average	Graded, improved
3) Curb	Concrete in portions	Concrete in portions, unchanged
4) Drainage	n/a	n/a
5) Storm Sewer	Surface	Surface
6) City water	n/a	n/a
7) City sewer	n/a	n/a
8) Sidewalk	None	None
9) Street Lights	Average	Average
10) Functional Design of Road	Dated	Good, new
11) Traffic Management	Average	Average
12) Pedestrian Use (biking, walking, etc.)	Fair to Poor	Good
13) Median	n/a	n/a
14) Road Proximity to Properties	n/a	n/a
15) Dust	n/a	n/a
16) Visual Impact on Properties	Fair to Poor	Good

Based on the preceding grid, the subject properties will improve in 5 of the 16 categories. Market participants generally recognize that roads and utilities need replacing when nearing the end of a long economic life. A typical buyer in the subject market commonly prefers a good condition paved road surface versus an inferior condition paved road surface. Similarly for utilities, market participants prefer new or newer utilities versus older utilities. In addition to visual benefit, new street improvements provide better and safer use for pedestrians (biking, walking, stroller, rollerblading, etc.) and drivers. The new streets and utilities will enhance potential for re-development and/or updating the current properties. Properties that indirectly/directly abut or have driveways/access that exit on the new street will benefit.

Based on past appraisals, experience, and general market information, it is not uncommon for properties similar to those in the subject market to realize an increase in price for new street improvements.

Discussion of Market Benefit – Continued

Given the scope of the project, the age/quality/condition of houses, properties in the area with newer street improvements could see an average price benefit of:

- **Single-Family Residential – Existing gravel to new pavement** \$15,000 to \$23,000 per buildable lot
- **Single-Family Residential – Existing paved to new pavement** \$8,000 to \$13,000 per buildable lot

Note: The above benefit considers only the scope of the project. Higher value buildings/homes or larger lots are on the upper end of the range. Properties on corners, with one street being improved and the other not, might receive less than the above ranges (for example 50% of the benefit).

CONCLUSION

The benefit amounts noted above should not be construed or relied on as being an appraisal of a specific property, but are general observations based on the overall market. If an appraisal were made on the individual properties, the actual benefit amount could vary from market observations above.

If you have additional questions, please do not hesitate to contact us.

Sincerely,



Ethan Waytas, MAI
Certified General MN 40368613



William R. Waytas, SRA
Certified General MN 4000813

Enclosures: Location Map, Aerial Map View of Project, Subject Photos, Qualifications

www.nagellmn.com

AERIAL VIEW OF PROJECT MAP



*Red line reflects the project area

SUBJECT PHOTOGRAPHS



Street view



Street view



Street view



Street view

Subject Photographs – continued



Street view



Street view



Street view



Street view

Subject Photographs – continued



Street view



Street view



Street view



Street view

QUALIFICATIONS

Appraisal Experience

Presently and since 2006, **Ethan Waytas, MAI** has been employed as an employee of Nagell Appraisal Incorporated, an independent appraisal firm (11 employees) who annually prepare 1,500 +/- appraisal reports of all types. He is currently a full time licensed certified general real estate appraiser, partner, and director of the company's IT department.

Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, cinema, numerous special use properties, golf courses, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

Testimony

-- Court, commission, mediation testimony, etc. has been given

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #40368613

Holds the MAI designation from the Appraisal Institute

Education

-- Graduate of the University of Minnesota: College of Science and Engineering, Twin Cities Campus
Bachelor of Science in Computer Science, with distinction, 3.86 GPA.

General & Professional Practice Courses & Seminars

-- Basic Appraisal Procedures
-- Basic Appraisal Principles
-- 2012-2013 15-Hour National Uniform Standards of Professional Appraisal Practice
-- General Appraiser Sales Comparison Approach
-- General Appraiser Income Approach – Part 1
-- General Appraiser Income Approach – Part 2
-- Advanced Income Capitalization
-- General Appraiser Report Writing and Case Studies
-- Real Estate Finance, Statistics and Valuation Modeling
-- 2014-2015 7-hour National USPAP Update Course
-- General Appraiser Site Valuation & Cost Approach
-- Advanced Market Analysis and Highest & Best Use
-- Advanced Concepts & Case Studies
-- Quantitative Analysis

Curriculum Vitae -- continued

Appraisal Experience

Presently and since 1985, **William R. Waytas** has been employed as a full time real estate appraiser. Currently a partner and President of the Nagell Appraisal & Consulting, an independent appraisal firm (11 employees) who annually prepare 1,500 +/- appraisal reports of all types. Mr. Waytas was employed with Iver C. Johnson & Company, Ltd., Phoenix, AZ from 1985 to 1987.

Properties appraised:

- **Commercial** - low and high-density multi-family, retail, office, industrial, restaurant, church, strip-mall, fast-food, convenience stores, auto-service and repair, hotel, hotel water park, bed & breakfast, cinema, marina, numerous special use properties, and subdivision analysis.
- **Residential** – single-family residences, hobby farms, lakeshore, condominiums, townhouses, REO and land.
- **Eminent Domain** – extensive partial and total acquisition appraisal services provided to numerous governmental agencies and private owners.
- **Special Assessment** – numerous street improvement and utilities projects for both governmental and private owners.
- **Review** – residential, commercial and land development.
- **Clients** - served include banks, savings and loan associations, trust companies, corporations, governmental bodies, relocation companies, attorneys, REO companies, accountants and private individuals.
- **Area of Service** - most appraisal experience is in the greater Twin Cities Metro Area (typically an hour from downtown metro). Numerous assignments throughout Minnesota.

Professional Membership, Associations & Affiliations

License: Certified General Real Property Appraiser, MN License #4000813.
Appraisal Institute: SRA, Senior Residential Appraiser Designation,
General Associate Member
Employee Relocation Council: CRP Certified Relocation Professional Designation.
International Right-Of-Way Association: Member
HUD/FHA: On Lender Selection Roster and Review Appraiser
DNR: Approved appraiser for Department of Natural Resources

Testimony

-- Court, deposition, commission, arbitration & administrative testimony given.

Mediator

-- Court appointed in Wright County.

Committees

-- President of Metro/Minnesota Chapter, 2002, Appraisal Institute.
-- Chairman of Residential Admissions, Metro/MN Chapter, AI.
-- Chairman Residential Candidate Guidance, Metro/Minnesota Chapter, AI.
-- Elm Creek Watershed Commission, Medina representative 3 years.
-- Medina Park Commission, 3 years.

Curriculum Vitae -- continued

Education

- Graduate of Bemidji State University, Minnesota. B.S. degree in Bus. Ad.
- During college, summer employment in building trades (residential and commercial).
- Graduate of Cecil Lawter Real Estate School. Past Arizona Real Estate License.

- **General & Professional Practice Courses & Seminars**
- Course 101-Introduction to Appraising Real Property.
- Numerous Standards of Professional Practice Seminar.
- Fair Lending Seminar.
- Eminent Domain & Condemnation Appraising.
- Eminent Domain (An In-Depth Analysis)
- Property Tax Appeal
- Eminent Domain
- Business Practices and Ethics
- Scope of Work
- Construction Disturbances and Temporary Loss of Going Concern
- Uniform Standards for Federal Land Acquisitions (Yellow Book Seminar)
- Partial Interest Valuation Divided (conservation easements, historic preservation easements, life estates, subsurface rights, access easements, air rights, water rights, transferable development rights)

- **Commercial/Industrial/Subdivision Courses & Seminars**
- Capitalization Theory & Techniques
- Highest & Best Use Seminar
- General & Residential State Certification Review Seminar
- Subdivision Analysis Seminar.
- Narrative Report Writing Seminar (general)
- Advanced Income Capitalization Seminar
- Advanced Industrial Valuation
- Appraisal of Local Retail Properties
- Appraising Convenience Stores
- Analyzing Distressed Real Estate
- Evaluating Commercial Construction
- Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets

- **Residential Courses & Seminars**
- Course 102-Applied Residential Appraising
- Narrative Report Writing Seminar (residential)
- HUD Training session local office for FHA appraisals
- Familiar with HUD Handbook 4150.1 REV-1 & other material from local FHA office.
- Appraiser/Underwriter FHA Training
- Residential Property Construction and Inspection
- Numerous other continuing education seminars for state licensing & AI

Speaking Engagements

- Bankers
- Auditors
- Assessors
- Relocation (Panel Discussion)

Publications

- Real Estate Appraisal Practice (book): Acknowledgement
- Articles for Finance & Commerce and Minnesota Real Estate Journal

Appendix D


**Preliminary
Assessment Roll**

**Appaloosa Woods - Street Improvements
Preliminary Assessment Roll**

Estimated Project Cost \$ 185,798.20

Lot Equivalency

PID	PROPERTY ADDRESS	TAX PAYER ADDRESS	TAXPAYER NAME	Units	Estimated Assessment Amount
2411923130002	19340 81st Place N	19340 81st Place N	J R Laxen & M L Simon	1	\$ 13,500.00
2411923130003	19360 81st Place N	19360 81st Place N	Shelby Ann Burgess	1	\$ 13,500.00
2411923130004	19263 81st Place N	19263 81st Place N	S J Fraasch & N J S Fraasch	1	\$ 13,500.00
2411923140015	19233 81st Place N	19233 81st Place N	Sulaine Marie Pedersen	1	\$ 13,500.00
2411923140016	19223 81st Place N	19223 81st Place N	Dale M Hiebert	1	\$ 13,500.00
2411923140017	19203 81st Place N	19203 81st Place N	D & R Arntson	1	\$ 13,500.00
2411923140018	19165 81st Place N	19165 81st Place N	P J Dorn & A A Dorn	1	\$ 13,500.00
2411923140031	19125 81st Place N	19125 81st Place N	A M Gadalla/I E Siebenschuh	1	\$ 13,500.00
2411923410003	8035 Ridge Court N	8035 Ridge Court N	Steve Powers & Carrie Powers	1	\$ 7,200.00
2411923410004	8025 Ridge Court N	16369 69th Place N	Jonathan T Friese Et Al	1	\$ 7,200.00
2411923410006	8040 Ridge Court N	8040 Ridge Court N	David Mcstott & Judy Mcstott	1	\$ 7,200.00
2411923140020	19105 81st Place N	19105 81st Place N	Leon M & Maria S Ramminger	1	\$ 7,200.00
2411923140004	19140 81st Place N	19140 81st Place N	J & P Peterson	1	\$ 7,200.00
2411923140027	19114 81st Place N	19114 81st Place N	R A & M A M Riemer	1	\$ 7,200.00
2411923140026	19138 81st Place N	19138 81st Place N	Roman Svistun	1	\$ 13,500.00
2411923140025	19180 81st Place N	19180 81st Place N	Mary Judith Phillips	1	\$ 13,500.00
2411923140009	19260 81st Place N	19260 81st Place N	J D & B A Armbruster	1	\$ 7,200.00

 Denotes properties from existing pavement to existing pavement

RESOLUTION NO. 2021-xx

Motion By:
Seconded By:

A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING A HEARING ON IMPROVEMENT FOR THE APPALOOSA WOODS STREET IMPROVEMENT PROJECT

WHEREAS, on April 13, 2020 the City Council of the City of Corcoran authorized the preparation of a report by Wenck Associates, Inc. with reference to the proposed Appaloosa Woods Street Improvement Project (the "Project"), the improvement by reconstruction of the existing roadways of the following:

- 81st Place from City of Corcoran Eastern Boundary to City of Corcoran Northern Boundary
- 81st Place turnaround from 81st Place to End
- Ridge Court from 81st Road to end of public roadway, approximately 30 feet; and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, it is proposed to assess the benefited property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429.

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

1. The recitals set forth above are hereby incorporated as if fully stated herein.
2. The City Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$185,798.20.
3. A public hearing shall be held on such proposed improvement (improvement hearing) on the 13th day of May 2021, in the council chambers of the City Hall at 7 p.m., attendance at said hearing shall occur virtually, and the Administrative Services Director shall provide mailed and published notice of such hearing and improvement, including directions for virtual participation, as required by law.

RESOLUTION NO. 2021-xx

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Thomas, Manoj

Whereupon, said Resolution is hereby declared adopted on this 8th day of April 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

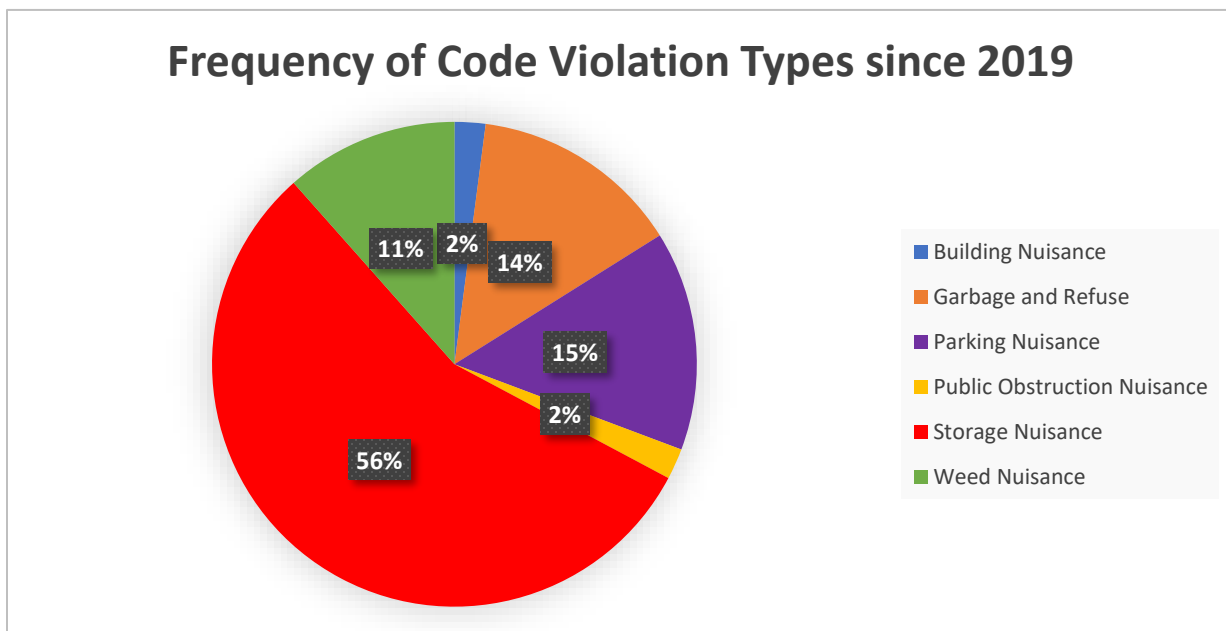
STAFF REPORT

Agenda Item 10a.

Council Meeting: April 8, 2021	Prepared By: Natalie Davis
Topic: Code Enforcement Update	Action Required: Direction

Summary:

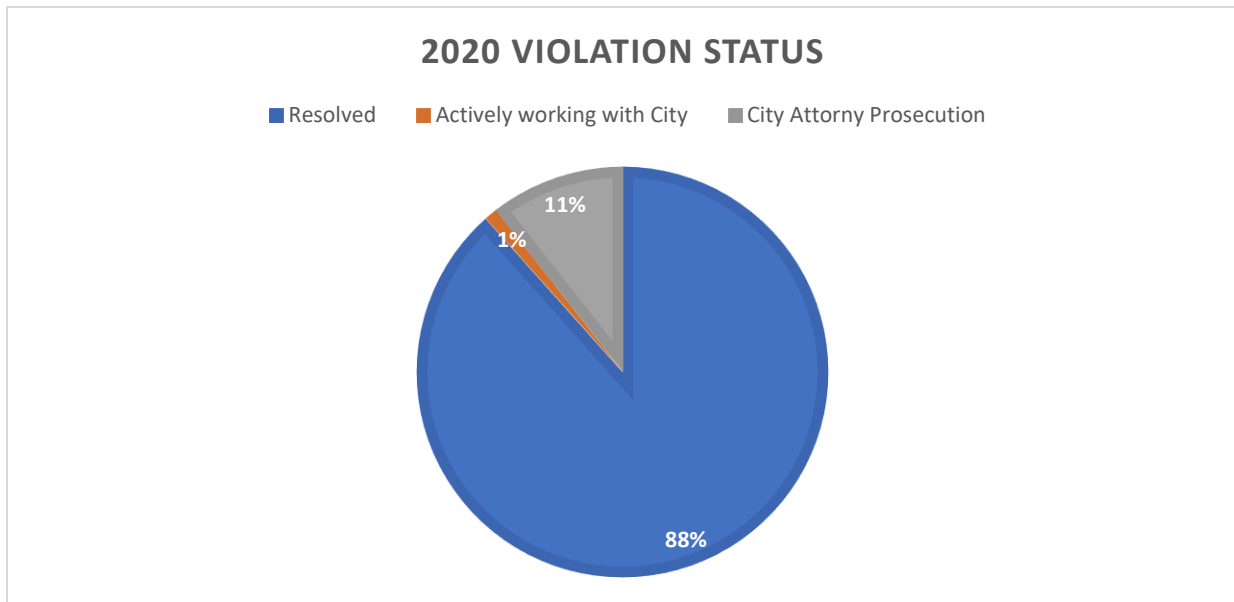
The City began proactive Code Enforcement efforts in 2019 utilizing Landform's Code Enforcement Officers. Proactive Code Enforcement involves sweeps of the City to find obvious violations in addition to following up on complaints from residents. The active Code Enforcement activities begin as early as April and are completed as late as October. Violations in the last two-years all fall in one of five categories: building nuisance, garbage and refuse, parking nuisance, public obstruction nuisance, storage nuisance, and weed nuisance. Storage nuisances are the most common code violation.



In 2019, Landform spent a total of 449 hours on Code Enforcement efforts. A total of 204 violations were cited on 170 different properties as a result of a city-wide sweep in addition to complaints submitted to the City. Currently, 99% of violations originating in 2019 are now resolved.

In 2020, a total of 279 violations were cited at 190 different properties. These violations were a result of complaints submitted to the City as well as a residential sweep searching for properties with multiple violations. A total of 20 properties with outstanding violations were sent to the City Attorney for prosecution; however, the timeline for

prosecution has been significantly delayed due to the court system's COVID-19 restrictions. The hearing dates for 2020 violations have been pushed out as far as 13 months from the date the complaint was originally submitted to the City Attorney's office. In addition to the typical code violations, a considerable amount of time was spent on enforcing sign rules during the 2020 election. The number of sign violations were not documented. In total, Landform spent 470 hours on Code Enforcement activities in 2020 with sign violations accounting for an estimated 25-50% of these hours.



In 2021, the City has received resident complaints on two properties with building nuisance, garbage and refuse, parking nuisance, and storage nuisance violations. These properties are still within the initial time frame to address the concerns. Proactive Code Enforcement activities for 2021 will begin in April. The City will also be carrying out Conditional Home Occupation License inspections later this autumn as is done every three years.

Financial/Budget:

The 2021 budget includes funds to continue proactive Code Enforcement through Landform.

Options:

1. Direct staff to continue proactive code enforcement activities.
2. Direct staff to make changes to code enforcement activities.

Recommendation:

Staff recommends continuing with proactive Code Enforcement activities with prioritization placed on properties with obvious and multiple violations. Deteriorating properties contribute to poor community conditions, may increase crime rates, and decrease property values. Often, community members voluntarily comply with code enforcement efforts after they are notified of existing violations. However, the timeline to reach resolution of particularly complicated properties can be long even without delays related to COVID restrictions. Sometimes residents do not submit complaints until they are selling their home and/or a neighboring property has accumulated extensive violations. It can be frustrating for code-abiding residents to learn violations may not be resolved swiftly. This frustration can be at least partially mitigated with proactive action that aims to work with community members and get ahead of resident-driven complaints.

Council Action:

Direct staff on action relating to the City's Code Enforcement strategy in 2021.

Attachments:

1. Code Enforcement Summary for 2019, 2020, and 2021 from Landform

MEMO



105 South Fifth Avenue Tel: 612-252-9070
Suite 513 Web: landform.net
Minneapolis, MN 55401

DATE March 16, 2021
TO Natalie Davis and Brad Martens
CC Kendra Lindahl, AICP
FROM T.J. Hofer
RE Code Enforcement Summary for 2019, 2020 and 2021

Landform has been providing additional code enforcement services since 2019 for the City of Corcoran. In that time Code Enforcement officers have performed one full sweep (in 2019) of the City and one residential only sweep (in 2020) by driving street by street, section by section and proactively searching for code violations. During the 2020 sweep, the City sought out residential properties with obvious and multiple violations. In the past two years, Landform staff spent one day per week in the City performing code enforcement duties and another day responding to emails and voicemails and preparing for or following up on code enforcement issues during the code enforcement season. Our code enforcement time was 449 hours in 2019 and 470 hours in 2020. Staff continues to follow-up on ongoing violations where residents are working to resolve the issue and new complaints as they are reported to the City.

2019 Code Enforcement

In 2019, 170 different properties in Corcoran were sent notices for code violations. Single properties can be subject to multiple violations. The total number of each kind of violation is listed below.

Building Nuisance (82.04 Subd. 6)	4
Garbage and Refuse (82.04 Subd. 8)	34
Parking Nuisance (82.04 Subd. 4)	18
Public Obstruction Nuisance (82.04 Subd. 2)	6
Storage Nuisance (82.04 Subd. 3)	112
Weed Nuisance (82.04 Subd. 7)	30

Four weed nuisance violations were sent to abatement and 23 were sent to the City Attorney for prosecution. All but one of these violations have been resolved. The resident with the unresolved violation has shown improvement, but the issue remains at this time and the resident continues to work on the violations.

2020 Code Enforcement

In 2020, 190 different properties in Corcoran were sent notices for code violations. Single properties can be subject to multiple violations. The total number of each kind of violation is listed below.

Building Nuisance (82.04 Subd. 6)	4
Garbage and Refuse (82.04 Subd. 8)	34
Parking Nuisance (82.04 Subd. 4)	53
Public Obstruction Nuisance (82.04 Subd. 2)	4
Storage Nuisance (82.04 Subd. 3)	158
Weed Nuisance (82.04 Subd. 7)	26



Of the total 190 notices, 168 of the violations were resolved, 20 of the notices were sent to the City Attorney and are awaiting prosecution and two of the residents are working with the City to resolve the violations on their property. Prosecutions for violations in 2020 have been slowed tremendously by the court's restrictions due to the ongoing pandemic. Cases have been pushed as far forward as 13 months from the date they were forwarded to the City Attorney.

2020 was also an election year and the City was required to enforce the sign rules for campaign signs. During the 46 days before the state primary and ten days after the election, all noncommercial signs of any size may be posted. The City only enforced the placement of signs during the election according to the Sign regulations adopted by the City.

Staff did not document the number of signs that were removed as part of the code enforcement effort. We estimate that approximately 25% - 50% of the time code enforcement was in the field during election season was dedicated to identifying sign placement issues and removing the offending signs or issuing letters to the residences with violations. Signs were kept at City Hall for residents to reclaim until after the election. Two full sweeps were made during the noncommercial sign exemption period one shortly after the beginning of the 46-day period and one after the exemption period ended. Additionally, code enforcement responded to resident concerns and spent a large amount of time addressing code violations that resulted after the first sweep.

2021 Code Enforcement

Active code enforcement activities usually start in April/May and wrap up in September/October, therefore, the 2021 code enforcement activity has not started. However, staff has been responding to resident complaints and two notices have been sent in 2021. Both properties are still within the allotted amount of time to address the issues. The total number of each kind of violation is listed below.

Building Nuisance (82.04 Subd. 6)	2
Garbage and Refuse (82.04 Subd. 8)	2
Parking Nuisance (82.04 Subd. 4)	2
Public Obstruction Nuisance (82.04 Subd. 2)	0
Storage Nuisance (82.04 Subd. 3)	2
Weed Nuisance (82.04 Subd. 7)	0

STAFF REPORT

Agenda Item 10b.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: Finance Manager Hiring Process	Action Required: Approval

Summary:

At the February 11, 2021 City Council meeting, staff presented a plan to re-allocate funds from the approved 2021 budget from contract finance planning towards hiring a finance lead position. Council supported the plan and directed staff to proceed.

Attached to this report is the recommended job description for the position titled "Finance Manager". This position would supervise the existing accountant position and report to the Administrative Services Director. The position grades at a 13 which places the salary range at \$73,008 - \$89,044.

It is requested that the Council approve the job description and authorize staff to begin the recruitment process as outlined below:

- April 8, 2021: Approve job description; authorize staff to recruit the position with an external posting.
- May 10, 2021: Applications due
- Week of May 24th: First round interviews
- Week of May 31st: Second round interviews
- June 10, 2021: Potential job offer
- Late June/early July 2021: Potential start date

Financial/Budget:

The adopted 2021 budget included \$75,000 for additional finance support. Assuming a July 1, 2021 start date, the overall costs would likely be \$20,000 less than the budgeted amount for the year.

Options:

1. Approve the job description and authorize to begin the recruitment process as presented.
2. Send back to staff for further review.

Recommendation:

The need for additional finance support is significant due to the fast pace of growth taking place in the city and the complex nature of its finances. Staff strongly recommends proceeding forward with the job description and hiring process as outlined.

Council Action:

Consider a motion to approve the job description and authorize to begin the recruitment process as presented.

Attachments:

1. Job Description – Finance Manager

FINANCE MANAGER

*City of
Corcoran*

Department:	Administration
Reports To:	Administrative Services Director
Points:	358
Grade:	13
FLSA:	Exempt
Bargaining Unit:	Confidential Employee
Revision Date:	April, 2021

Job Summary:

The Finance Manager provides assistance to the City Administrator, Administrative Services Director, and City Council on financial planning and related matters. Responsibilities include accurately accounting for financial transactions and funds; managing financial assets; managing all accounting functions including payroll; the management of investments and the purchase of insurance coverage.

Scope of Impact:

The Finance Manager works under the supervision of the Administrative Services Director and is expected to perform assigned duties without a need for significant work direction on daily tasks. The Finance Manager has supervisory duties over the Accountant position and is responsible for the oversight of accounting and financial planning activities for the City and performs high level accounting functions.

Essential Duties and Responsibilities:

- Maintains, evaluates, and improves as necessary, an accounting system in accordance with the City's needs and all applicable standards.
 - Applies knowledge of Generally Accepted Accounting Principles and State Auditors guidelines;
 - Applies principles of prudent financial management to ensure that all resources are properly safeguarded;
 - Ensures that resources are received and expended per policy;
 - Maintain a system of internal control that provides reasonable assurance that the City's assets are clearly identified for purposes of decision making and management
- Cooperates with the Administrative Services Director to maintain a purchasing system in compliance with State Law and Generally Accepted Accounting Principles
- Supervises the payroll, benefits payments, and utility billing functions.
 - Supervises the administration of the city's workers' compensation insurance policies;
 - Remains current with changes in law that may affect worker's compensation insurance and employee benefit programs;
 - Performs periodic analysis of utility rates to assure that receipts adequately cover costs of the utility and that financial stability is maintained;

FINANCE MANAGER

- Prepares the annual budget under direction of the City Administrator.
 - Supervises the preparation of all required budget work papers including those submitted by departments;
 - Reviews department requests with the City Administrator and leadership team;
 - Coordinates the Capital Improvement Plan with department heads;
 - Formulates revenue projections for all funds within the constraints of applicable laws and matches income with expenditure requests for various departments;
 - Assists in presenting the proposed budget to the City Council;
 - Incorporates all City Council directed changes into the proposed budget;
 - Manages the preparation of the final adopted budget;
 - Files all necessary documents with the State and County regarding tax levies, levy limits, etc.;
 - Provides a quarterly budget report to the City Council and monthly budget reports to departments and City Administrator.

- Maintains a system of financial control and debt management to protect the finance condition of the city and its various operations.
 - Ensures that all debt instruments issued by the City are adequately funded by tax levies, special assessments or other sources of revenue;
 - Advises the City Administrator and City Council, as necessary, on various financial matters;
 - Reviews all construction projects being proposed for their impact on available resources, bonded debt rating and the City's ability to provide future resources for those purposes;
 - Reviews fund balances for adequacy and recommended adjustments when necessary;
 - Identifies financing mechanisms for unusual or unanticipated financial needs;
 - Maintains files, monitors impact and advises as necessary regarding the collections of special assessments, including delinquencies, various deferral programs and tax forfeiture.

- Supervises the preparation of various reports.
 - Manages preparation of the Comprehensive Annual Financial Report and the Financial Management plan, as well as long range revenue and expenditure plans;
 - Prepares financial reports as required by the various state and federal regulations;
 - Prepares survey responses as requested by outside agencies or organizations;
 - Prepares special reports and analysis, determines scope, prepare reports and makes recommendations on special issues as necessary.

- Designs and supervise a system of investments that assures all idle cash is invested in a manner to protect investment principal and maximize investment yields in compliance with statutes and policy.

- Coordinate and supervise the issuance of bonds as directed by the City Council or as required by projects.
 - Reviews the requirements prepared for various construction projects and presents initial bonding proposals to the City Council;
 - Works with the city's financial consultant in issuing required debt and preparing rating presentations;
 - Review bids received on bonds and recommends action to the City Council.

FINANCE MANAGER

- Supervises maintenance of a fixed asset system that ensures that all City property is properly controlled and insured.
- Supervises the administration of the City's insurance policies and programs, including liability, workers compensation, and property.
 - Reviews bid specifications, oversee the analysis of bids and recommends action;
 - Administers policies, claims, renewals and policy changes;
 - Remains current with changes in law that may affect insurance policies;
 - Recognizes potential legal liability for the city resulting from city policies or practices and recommends actions to control or minimize the potential liability of such activities.
- Oversees the data processing operation to assure the proper coordination with other departments and to evaluate the informational services being provided.
- Manages and supervises assigned operations to achieve goals within available resources.
 - Plans and organizes workloads and staff assignments; trains, develops, motivates, and evaluates assigned staff; reviews progress and directs changes as needed;
 - Determines work procedures, prepares work schedules and expedites workflow studies and standardizes procedures to improve efficiency and effectiveness of operations;
 - Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures;
 - Maintains harmony among workers and resolves grievances; assists subordinates in performing duties; corrects errors and complaints;
 - Periodically reviews the position description of finance and administration employees to ensure accuracy;
 - Performs timely performance evaluations of finance employees.
- Performs other duties and activities as apparent or assigned.

Minimum Qualifications:

Bachelor's degree in accounting, business administration, or public administration with an emphasis in accounting and/or public finance. Three years of experience in government and accounting operations, working with and/or supervising data processing operations.

Desired Qualifications:

Master's degree in accounting, business administration, or public administration with an emphasis in accounting and public finance. Certified Public Accountant. Supervisory experience.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of Generally Accepted Accounting Principles as defined by GASB
- Knowledge of governmental accounting procedures as defined by the GFOA
- Knowledge of city operations and practices related to finance, budgeting, and accounting
- Knowledge of laws, practices and regulations applicable to City government finances
- Knowledge of investment options and banking activities
- Knowledge of the functions and responsibilities of city departments, staff, and key community members

FINANCE MANAGER

- Knowledge and understanding of the application of Minnesota Real Estate tax laws and other tax laws regarding municipal finance
- Knowledge of and ability to operate accounting software and standard office software, including strong Excel skills sufficient to manipulate data, draft reports and maintain records
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Customer service skills including demonstrated ability to build positive relationships with employees and managers
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials
- Ability to train department staff in the use of software
- Ability to perform research, assemble information, and prepare reports and studies
- Ability to exercise initiative, discretion, and independence of judgment
- Ability to work effectively under pressure and to competently handle numerous diverse tasks in a single time-period
- The ability to work independently and to prioritize work requests; ability to plan coordinate and prioritize workload to meet project deadlines
- Ability to prepare and administer an annual budget
- Ability to analyze and interpret financial information and accurately prepare financial statements and reports

Physical and Mental Requirements:

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

Working Conditions:

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

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

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

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

Employee: _____

Date: _____

STAFF REPORT

Agenda Item 10c.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: Governmental Fee Analysis Proposal	Action Required: Approval

Summary:

Staff has requested and received the attached proposal from Abdo, Eick & Meyers, LLP to complete a governmental fee analysis related to costs and processes to review building permit applications. Reporting requirements continue to increase for these types of fees including a department of labor and industry report due each year by June 30th. This analysis will assist in the city completing reporting requirements and provide information that the City may use in reviewing any future fee amendments.

Abdo, Eick & Meyers, LLP has completed this work for the cities of Dayton and Carver. Staff has requested additional information and is working to reduce fees in the proposal. An update will be provided at the meeting.

Financial/Budget:

The proposal is in the amount of \$17,500. This is an unbudgeted expenditure however staff feels it is necessary in order to assist with reporting requirements.

Options:

1. Authorize staff to proceed with the Governmental Fee Analysis Proposal.
2. Send back to staff for further review.

Recommendation:

Staff recommends proceeding with the proposal as the reporting is mandatory and assistance is needed. Additionally, this work will result in a step by step "how to" for future reporting so it will not be needed annually.

Council Action:

Consider a motion to authorize staff to proceed with the Governmental Fee Analysis Proposal.

Attachments:

1. Governmental Fee Analysis Proposal

Governmental Fee Analysis Proposal

City of Corcoran

March 30, 2021



AEM Financial Solutions™

5201 Eden Avenue Suite 250 Edina, MN 55436
P: (952) 835.9090 • F: (952) 835.3261

100 Warren Street Suite 600 Mankato, MN 56001
P: (507) 625.2727 • F: (507) 389.9139
www.aemcpas.com



AEM Financial Solutions™

March 30, 2021

LETTER OF TRANSMITTAL

We are pleased to submit our proposal to the City of Corcoran (the City) and are confident the City will find AEM Financial Solutions, LLC (AEMFS) to have the experience and expertise to exceed your expectations.

The primary contact for this engagement will be Victoria Holthaus, CPA, Partner. Victoria's contact information is listed below.

Victoria Holthaus, CPA
5201 Eden Ave
Suite 250
Edina, MN 55436
victoria.holthaus@aemfs.com
952.715.3069

In the event the City selects AEMFS proposal, AEMFS is prepared to enter into an agreement with the City to provide services outlined in the proposal.

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Appendix B	
(Agreement for the Provision of Professional Services)	
Appendix B	
(Sample Governmental Fee Analysis)	





Executive Summary

Brad Martens, City Administrator
City of Corcoran
8200 County Road 116
Corcoran, Minnesota 55340

Dear Brad,

Thank you for the opportunity to submit this proposal to the City of Corcoran (the City) for partnering with the City on a Governmental Fee Analysis. We appreciate the opportunity to have met with you to learn more about the City of Corcoran's cost allocation needs. Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to exceed your expectations. Our proposal will demonstrate to you that AEM Financial Solutions, LLC. (AEMFS) will be the service provider of choice for your City.

Our success has been driven by utilizing staff that is experienced and well trained in governmental planning and operations. We understand attention to detail, project approach, management plan and quality work product are important factors in your selection process. We are confident in our ability to demonstrate we are the firm to select.

Our approach to this project is to engage with City staff to ensure we have an exceptional understanding of the project, each individual's role in the project, overall expectations and desires as well as exceptions to standard operations. Throughout the project there will be periodic meetings with City staff to share information, solicit input and provide updates.

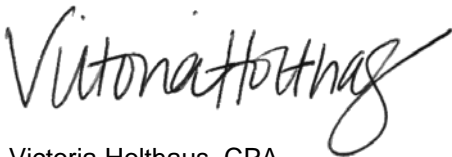
- **Ability to successfully complete all requirements** - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential by open communications and teamwork. This means we will do the following for you:
 - ✓ Present to you a clear project plan
 - ✓ Use portal technology to share and collaborate documents
 - ✓ Provide an environment that solicits and welcomes ideas and strategies from the City team
 - ✓ Present recommendations in clear, concise and non-technical terms to all members of the City team
 - ✓ Collaborate with City team to ensure alignment
 - ✓ Return phone calls and emails promptly
- **Experience with similar projects** - We believe our experience with similar projects and our expertise in governmental accounting, operational effectiveness, analysis, process and planning is greater than any other CPA or financial advisory Firm in Minnesota.

- **Understanding of the project and ability of the firm to complete the expected scope or work on schedule and within budget** - AEMFS is committed to providing a team environment that gives us the ability to complete projects on time and on budget. We leverage our staff to ensure the work is being completed by the appropriate individuals, and reviewed by the President of AEMFS. We understand the parameters and expectations of this project and will complete the expected scope of work on schedule and within budget.
- **Accomplishing project objectives** - Our approach to a project is heavily dependent on communication and technology. We believe that listening to our clients' needs, concerns and challenges is of utmost importance for a successful project. Our experience in internal operations, processes, procedures, analysis of outputs and knowledge of Federal indirect cost allocation systems allows us to partner with the City to implement a comprehensive cost allocation system. We use portal technology to share and collaborate on documents. This allows us to expedite our work product, provide answers to staff questions quickly and communicate instantaneously with City staff.

We look forward to meeting with you to discuss our proposal, and appreciate this opportunity to present AEMFS for your consideration. We will contact you within two weeks to discuss your interest in our services and provide any further information you may need.

Sincerely,

AEM Financial Solutions, LLC



Victoria Holthaus, CPA

Partner



Why AEM?

Abdo, Eick & Meyers, LLP, established in 1963, has a professional staff of more than 150 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries. Our services include audits, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services and HR Outsourcing, to name a few. In addition, Abdo, Eick & Meyers, LLP is recognized as one of the Top 150 firms in the United States and the 13th largest firm in Minnesota.

We're here because our clients need solutions to their challenges--not a commodity product. Through our dedication to teamwork, development and relationships, we will help our clients thrive. The investments into our People + Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leave you assured in the value of our deliverable.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review. Our Peer Review, which included nonprofit, was completed in 2020 and resulted in a pass rating. A copy of this can be provided upon request.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our nonprofit clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.



We Listen

You will know you're in the right hands well before delivery, but be assured that we will get you a great value for the investment of your time.



We Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your City.



We Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Government Experience

You can have confidence in our 10 years of consulting services, over 55 years of quality accounting services and partnership in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city consulting and auditing.

Out of our 160-strong, talented staff, over 40 team members are 100% focused on government clients, including services for over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city.

Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

Our Process

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

Our Focus

Through continuous training and growth opportunities, we've established an environment with a focus on serving city governments. We spend more than 100 hours training and onboarding to ensure success for our clients.

We truly hope that you allow us to be your partner. Together, we'll go beyond the numbers to best support your city.

Our Financial Management and Consulting Services Include:

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

Our Qualifications

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



Fee Analysis

AEM's Financial Solutions Team expertly manages governmental fee analysis - empowering you to make sound decisions regarding municipal fees and cost recovery. We'll perform a comprehensive evaluation of your existing fee structure and cost allocation system to understanding what opportunities may exist for streamlining processes to provide for more efficient cost allocation. Ultimately our recommended changes to your methods of tracking, accounting for, and recovering costs will ensure that your municipal fees are structured in a fiscally prudent and defensible manner.

Our People

In Financial Solutions, we're proud to have over 50 years of experience in government operations and government auditing.

This experience affords us a rich understanding of government services and related cost drivers. Our staff members are experts in designing rate structures and cost recovery systems for local governments. Our team will make experience-based recommendations around your current systems and processes for tracking and allocating costs as and provide a system that will lead to increased transparency in rate setting.

Our staff's experience in government, operations, auditing, and financial management gives us a distinctive perspective to stand apart from other available options. We can bring you value in an environment where you're being asked to do more with less and look forward to supporting you.

Notable Memberships: Government Finance Officers of United States and Canada, Minnesota Society of CPAs, American Institute of Certified Public Accountants AICPA, and Minnesota Government Finance Officers Association.

Our Process

Time and time again, we've successfully supported organizations following a this three-phase process. Each step will be tailored to best support your organization and give you the right recommendations.

1. Kick-off

2. Analysis

3. Outcomes





Fee Analysis

1. Kick-off

During phase 1, we will meet with the project stakeholders. We believe that a kick-off meeting with the project stakeholders is critical to ensure that the project expectations, timelines and key objectives are well communicated so that participants feel informed from the very beginning.

2. Analysis

The second phase of the our process includes the gathering of financial and time study information. This phase is comprised of data collection from the City team. Our techniques will include a point-in-time, time study using ADP or another tool to analyze personnel budget allocations, along with a time study survey for charges assessed on the City's fee schedule. The goal will be to gather adequate data to establish an indirect cost allocation system for the City's fees. Throughout our analysis, we will evaluate the processes used to track information and make recommendations to streamline future fee evaluations.

3. Outcomes

In Phase 3, we will make cost allocation and fee structure recommendations using Federal indirect cost allocation standards. We will also provide the City with easy to use instructions for utilizing the indirect cost allocation method to future fee schedule updates and / or program reporting.

City Expectations

As part of the Governmental Fee and Cost Allocation Analysis, the City agrees to:

- Devote uninterrupted time to working with us as needed
- Make candid representations about your plans and expectations
- Make all management decisions and perform all management functions
- Provide an individual responsible to review and accept our work



Technology

AEM Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and keep everyone's data more secure. Our use of technology in consulting engagements enables us to streamline our work. It also helps us to automate certain functions of our analysis so we are free to spend more time analyzing our results and working directly with you.

AEM takes the security of our data and our clients data very seriously. A number of systems are in place to ensure the safety of your organization's data with us. We operate in a completely remote hosted environment. This not only allows us to work from any computer, anywhere, any time, but also provides large scale, cutting edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers.

It also means:

- ✓ All firm staff use dual authentication for every login to our remote environment
- ✓ Our data is saved on redundant servers so if one server fails, another server immediately takes over
- ✓ Our data is backed up continually
- ✓ All email and embedded links are scanned for viruses prior to landing in our inbox

Our remote host vendor works exclusively with public accounting firms. Their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available if you'd like to review it.





Your Team

In assembling our team to serve the City of Corcoran, we have assigned experienced individuals who know and understand your unique financial accounting needs. Our proposed delivery team has substantial experience working with cities similar to Corcoran. Our team members and their respective experience are briefly profiled below. Full biographies for the team are located on the following pages.



Vicki Holthaus

TITLE

Partner

YEARS OF EXPERIENCE

15



Aaron Gilbert

Senior Associate

7





Team Bios

Team Member

Background & Expertise



Victoria Holthaus, CPA

Partner

Registered Municipal Advisor

victoria.holthaus@aemfs.com

Direct Line (952) 715.3069

Victoria joined the firm in 2013. Her past experience includes service to Minnesota municipalities and joint ventures where she held finance and administrative roles. Victoria is licensed to practice as a CPA in Minnesota. Ms. Holthaus works for the Financial Solutions group providing financial management services and customized solutions for local governments and nonprofit agencies.

Education

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

Professional Memberships

- Government Finance Officers Association of the United States and Canada
- Minnesota Government Finance Officers Association
- Minnesota Society of Certified Public Accountants
- American Institute of Certified Public Accountants (AICPA)

Affiliations

- Hamline School of Business, Accounting Board Member

Qualifications

- 15 years of experience working with local governments in finance and administration
- MSRB Municipal Advisor Qualified Representation (Series 50)
- Experience with budgeting, capital planning and debt management
- Process evaluation and process improvement engagement lead





Team Bios

Team Member

Background & Expertise



Aaron Gilbert

Senior Associate

aaron.gilbert@aemfs.com

Direct Line (952) 449.6218

Aaron joined the Firm in 2019 as a Senior Associate. Prior to joining AEMFS, Aaron worked for Hennepin County. She has 7 years of experience in county and local government finance, specializing in audit preparation, budgeting, financial reporting and other various aspects of municipal finance.

Education

- Bachelor of Administration in Accounting, University of St. Thomas
- Master of Art in Leadership, Augsburg University
 - ✓ Concentrated in organizational leadership and change management
- Continuing professional education

Professional Memberships

- Minnesota Government Financial Officers Association
- Association of Certified Fraud Examiners

Qualifications

- 7 years of experience working in county and local government finance, internal audit, tax and administration
- Experience with audit coordination and preparation, budgeting, financial reporting, cost allocation and project management
- Other services including utility rate studies, capital improvement plans, and debt management studies





Value

We at AEM help cities achieve their financial goals.

Fees are based on the assumption and limitations outlined in the scope of work that is contained in this proposal. Below are the fees for our service.

<u>Service</u>	<u>One-time Fee</u>
Governmental Fee Analysis	\$ 17,500
Contract Execution	50% of contract price
Project Completion	Remaining 50% of contract price

We do not believe in charging for phone calls or emails during the year. When our communications identify additional service needs we will provide you with an expected fee range.





What Our Clients Say

Client References

We have long-term relationships with many cities in Minnesota. We have recently completed a Governmental Fee Analysis for the City of Carver. The contact reference details are listed below.

City of Carver

Brent Mareck | 952.448.5353

Engagement partner – Jean McGann





Appendix A



Agreement for Financial Services

THIS AGREEMENT, is made and entered into on March 30, 2021 by and between the City of Corcoran, Minnesota (hereinafter referred to as the "City"), and AEM Financial Solutions LLC (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

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

WHEREAS, the Contractor understands and agrees that:

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

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

ARTICLE I

INCORPORATION OF RECITALS

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

ARTICLE II

LIABILITY INSURANCE

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

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until June 30, 2021 unless earlier terminated as provided in Sections 2 and 3.

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

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

ARTICLE IV

GENERAL

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

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

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

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE IV - CONTINUED

GENERAL - CONTINUED

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

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

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

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

Section 8 City Employment of Contractors Employees; Should the City desire to employ the Contractor's employee that is assigned to the City during the term of this Agreement, it must have the written consent of the Contractor to enter into a City employee contract with the Contractor's employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this agreement.

AGREEMENT FOR FINANCIAL SERVICES - CONTINUED

ARTICLE IV - CONTINUED

GENERAL - CONTINUED

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated in Table 1 and under the attached scope of services. Additional fees will not be incurred without prior approval of the City.

Table 1

<u>Service</u>	<u>One-time Fee</u>
Governmental Fee Analysis	\$ 17,500
Contract Execution	50% of contract price
Project Completion	Remaining 50% of contract price

Section 10 Additional Services: Should the City request additional services in addition to the Contracted Services, the Contractor will provide the City with proposed fees for the services to be provided. The City shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.



Appendix B



Agreement for the Provision of Professional Services

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

City of Corcoran
8200 County Road 116
Corcoran, Minnesota 55340

Name _____

Title _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name Vitona Hottel

Title Partner

Date March 30, 2021



AEM Financial Solutions™



Appendix C

Governmental Fee Analysis

City of Sample
City, Minnesota

Date

Sample

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City of Sample, Minnesota
20XX Governmental Fund Fee Study
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INTRODUCTORY SECTION

CITY OF SAMPLE
CITY, MINNESOTA

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City of Sample, Minnesota
20XX Governmental Fund Fee Study

I. Introduction

This study analyzes the fees charged by the City of Sample (City) for regulated activities and services as set out by City ordinance, along with the related cost for the year ended December 31, 20XX. It includes only the fees related to governmental activities, business-type activities (enterprise funds) are excluded.

II. Methodology, Procedures and Assumptions

The fee analysis model utilizes direct salaries based on a time study conducted by City staff, along with the 2018 personnel budget, as the basis for allocating indirect costs. Indirect costs include salaries, indirect depreciation and other expenses not considered a direct cost for providing the service.

The City's governmental fees were grouped by department and the indirect costs were allocated across the various City fee types based on the direct salary cost for providing the service. Due to the nature of the services performed by the City's administrative employees, any costs not considered direct costs to the Administrative Department (indirect costs) were allocated to all of the governmental departments in our analysis.

Direct salaries that could not be associated with the provision of a specific City service, were considered direct salary allocations to that department. For example, the time study indicates that fire department personnel are not directly involved in delivering most of the services listed on the City's fee schedule. Further, their wages are not considered an indirect costs to other City departments. Therefore, their wages are considered direct wages for the Fire Department and are not allocated to any other City department or service.

The fees, direct salary, indirect salary, direct depreciation, indirect depreciation, other direct costs, and other indirect costs were analyzed as part of the fee study. Following are specifics regarding each item:

Fees

The revenues generated from fees were provided by the City's finance department, categorized by type with the number of estimated incidents for 20XX.

Salary

Direct Salary - The position allocations in the City's 20XX personnel budget provide the basis for the direct wage allocations to the City departments in our study. For example, the total compensation (wages, plus benefits) for the Building Department, as defined in the 20XX personnel budget, represent the total direct wages for the Building Department in the governmental fee analysis. The direct wages are further allocated to the City services outlined on the 20XX Fee Schedule, based on the results of a time study. The time study asked City staff to estimate the amount of time spent, per incident, for each service denoted on the fee schedule. The per incident estimate was multiplied by the number of incidents that occurred in 20XX to arrive at a direct salary estimate for providing the City service. Any unallocated direct salary remained a direct allocation to that Department.

Indirect Salary - The remainder of the salaries were considered indirect and allocated to the City fees or programs based on direct salaries, which is an appropriate allocation method contained in the U.S. Office of Management and Budget Circular A-87, Cost Principles for State, Local and Indian Tribal Governments for federal programs.

Depreciation

Direct Depreciation - The 20XX depreciation schedule was reviewed and all items that could be identified to a specific fee or program were considered direct costs.

Indirect Depreciation - The remainder of the depreciation was considered indirect and allocated based on direct salaries, which is consistent with the allocation of the indirect salaries.

The construction of a new City Hall facility will increase the governmental depreciation. This increase was not yet captured in the 20XX depreciation report and will impact cost recovery in future analysis. The growth in indirect depreciation expense is estimated at \$96,000 for a \$4.8M construction amortized over 50 years.

City of Sample, Minnesota
20XX Governmental Fund Fee
Study

II. Methodology, Procedures and Assumptions (Continued)

Other Costs

Other Indirect Costs - The remainder of the costs were considered indirect and allocated based on direct salaries, which is consistent with the allocation of the indirect salaries.

III. Summary of Results

The following graph summarizes the results of the fee study by program and some of the more significant items of difference are discussed below:

	Revenues	Direct Costs	Indirect Costs	Total Costs	Net
Administration Total	\$ 8,840	\$ 1,181	\$ 56,992	\$ 58,173	\$ (49,333)
Building Totals	\$ 225,940	\$ 157,407	\$ 157,087	\$ 314,494	\$ (88,555)
Planning and Zoning Totals	\$ 18,370	\$ 64,803	\$ 58,440	\$ 123,242	\$ (104,872)
Liquor Totals	\$ 9,295	\$ 5,758	\$ 4,283	\$ 10,041	\$ (746)

- The majority of the net deficit under administration is caused by sexually oriented business licenses and assessment searches.
- Building inspections costs were higher than the permit revenue when including indirect costs.
- The planning department fees are not covering the costs for planning and zoning.
- Liquor licensing fees may not be adequately recovering costs when factoring the cost of compliance monitoring.

IV. Conclusion

The analysis indicates that City fees are either breaking even or not fully recovering the cost of providing City services. It is unclear whether past rate determination included all costs to provide services, including an allocation of indirect costs. We recommend the City utilize an Indirect Cost Allocation Rate when setting fees in the future.

Furthermore, upon review of the City's 20XX Municipal Construction and Development Fee Revenue and Expenses Annual Report (DOLI report) it does not appear that the City utilized an Indirect Cost Allocation Rate in the calculation of expenses when preparing this report. As a result, the profit reported may not consider all of the costs incurred in performing the services necessary to sustain development. The City should consider utilizing an Indirect Cost Allocation Rate when completing the DOLI report in future periods.

The following indirect cost allocation rates were determined by Department.

Administration Total	48.27
Building Totals	1.00
Planning and Zoning Totals	0.90
Liquor Totals	0.74

IV. Conclusion (Continued)

To apply the Rate, apply the following formula:

$$\text{Direct Wages} \times \text{Indirect Cost Allocation Rate} = \text{Indirect Costs}$$

The formula will provide you with the indirect costs that should be added to direct wages and other direct costs, when setting rates or determining cost recovery for a department or service.

The Rates are based on the data from 20XX that was provided for this study. The following events may warrant a recalculation of the Rates.

- Significant changes in personnel budget allocations;
- Significant changes in compensation or benefits paid to governmental employees;
- Changes in total full-time equivalent counts for governmental employees;
- Significant changes in direct or indirect costs of a Department, including depreciation;
- Periodically, to capture changes in the City's governmental budget or cost inflation

If the City determines that a recalculation is necessary, the following formula may be used. It is important to note, however; that a government-wide analysis should be completed periodically as changes to the assumptions for one department may affect the integrity of the rate in another department.

$$\text{Indirect Cost Rate} = \text{Indirect Costs} / \text{Direct Wages}$$

In summary we recommend that the City analyze the results of the study and apply the Indirect Cost Allocation Rates when determining changes to City fees schedule and calculating profitability of providing city services. This will help to ensure that the true cost of service delivery is being captured. When updated annually, the City will be able to monitor trends year-over-year and work toward cost recovery.

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SUPPLEMENTAL INFORMATION

CITY OF SAMPLE
CITY, MINNESOTA

Sample

City of Sample , Minnesota
20XX Governmental Fund Fee Study
Schedule of Fees and Direct/Indirect Costs

	Revenues	Other Direct Costs	Other Indirect Costs
Administration			
Administration Dangerous Dog Designation	\$ -	\$ -	\$ -
Administration Dangerous Dog Registration	-	-	-
Administration Kennel License	-	-	-
Administration Potentially Dangerous Dog	-	-	-
Administration Redemption of Dog or Cat from Pound	32	-	649
Administration BUSINESS PERMITS/SERVICE CHARGES	-	-	-
Administration Hawker or Peddler	-	-	-
Administration Investigation Fee - Pawn	-	-	-
Administration Massage Therapy Background Investigation	-	-	-
Administration Massage Therapy License	-	-	-
Administration Pawnbrokers License Fee	-	-	-
Administration Per Transaction Fee	-	-	-
Administration Reporting Penalty Fee	945	-	4,362
Administration Sanitation License	-	-	-
Administration Sexually Oriented Business Annual License Fee	-	-	-
Administration Sexually Oriented Business Application and Investigation Fee	1,045	-	12,326
Administration Solicitors	-	-	-
Administration Transient Merchants	-	-	-
Administration CEMETERY	-	-	-
Administration Grave/Monument/Marker Locate Fee	240	-	-
Administration Non-Residents-Grave site	-	-	-
Administration Residents - Grave Site	550	-	-
Administration FIRE DEPARTMENT SERVICES	-	-	-
Administration Address Signs	-	-	-
Administration Alarm Responses (Business)	-	-	-
Administration Grass Rig/6 Wheeler w/crew 4	-	-	-
Administration Hazmat Response	-	-	-
Administration Foam Usage	-	-	-
Administration LIQUOR LICENSE	-	-	-
Administration Licenses Background Check	750	-	2,595
Administration Brewer Taproom License	-	-	-
Administration MISCELLANEOUS	-	-	-
Administration Assessment Certification	-	-	-
Administration Assessment Search	1,075	-	25,106
Administration Block Event Permit	-	-	-
Administration Copies	-	-	-
Administration Copy - 8 1/2 x 11	2	-	2,076
Administration Color Copy - 8 1/2 x 11	-	-	-
Administration Copy - 11 x 17	1	-	519
Administration Color Copy - 11 x 17	-	-	-
Administration Reclaim Abandoned Vehicle	-	-	-
Administration Returned Check	-	-	-
Administration Installation of Utilities Permit	4,000	-	6,487
Administration Right of Way Obstruction Permit	200	-	1,816
Administration Shooting Permit	-	-	-
Administration Sidewalk - Snow, Ice, Dirt and Rubbish Removal	-	-	470
Administration Snowbound Vehicle	-	-	-
Administration If not paid by the 16th day after fine is issued	-	-	-
Administration Each following 30 days	-	-	-
Administration Special Meetings	-	-	-
Administration Alternative Urban Areawide Review or Environmental Impact Statement	-	-	-
Administration Stormwater Management Plan	-	-	-
Administration Third Party Consultants	-	-	-
Administration Vacation of streets, alleys, or other public land	-	-	-
Administration Variances	-	-	-
Administration Ballfield Rental - Resident	-	-	-
Administration Ballfield - Non-Resident	-	-	-
Administration City Place Class #1	-	-	-
Administration City Place Class #2	-	-	-
Administration City Place Class #2	-	-	-
Administration City Place Class #3 Resident	-	-	-
Administration City Place Class #3 Resident Damage Deposit	-	-	-
Administration City Place Class #3 Resident	-	-	-
Administration City Place Class #3 Resident Damage Deposit	-	-	-
Administration City Place Class #4 Non-Resident (NR)	-	-	-
Administration City Place #4 NR Damage Deposit	-	-	-
Administration City Place Class #4 Non-Resident	-	-	-
Administration City Place Class #4 NR Damage Deposit	-	-	-
Administration Total	8,840	-	56,407

City of Sample , Minnesota
20XX Governmental Fund Fee Study
Schedule of Fees and Direct/Indirect Costs

		Revenues	Other Direct Costs	Other Indirect Costs
Building	Building Permit Fee Calculation	\$ -	\$ -	\$ 37,516
Building	Valuation	-	-	-
Building	\$1 to \$500	-	-	-
Building	\$501 - \$2000	519	-	2,100
Building	\$2001 - \$25000	10,545	-	16,776
Building	\$25,001 to \$50,000	1,807	-	747
Building	\$50,001 to \$100,000	696	-	293
Building	\$100,001 to \$500,000	195,174	-	12,756
Building	\$500,001 to \$1,000,000	-	-	487
Building	\$1,000,001 and up	-	-	2,748
Building	Building Permit Administrative Fee	-	-	-
Building	Valuation	-	-	-
Building	\$0 - \$2000 valuation	-	-	-
Building	\$2,001 - \$5,000 valuation	-	-	-
Building	\$5,001 - \$15,000 valuation	-	-	-
Building	\$15,001-\$25,000	-	-	-
Building	\$25,001 and up	-	-	-
Building	Deck Permit Fees	-	-	-
Building	Fire Suppression System Permit Fees	3,515	-	-
Building	Valuation	535	-	-
Building	\$0-\$2000	-	-	-
Building	\$2001-\$5000	-	-	-
Building	\$5001-\$15000	-	-	-
Building	\$15001-\$25,000	-	-	-
Building	\$25,001 and up	-	-	-
Building	Gas Line Fees	-	-	-
Building	Late Payment of Fees	-	-	-
Building	Mechanical Fee	3,410	-	2,104
Building	Other Inspection Fees	94	-	-
Building	Plumbing Fee	2,798	-	1,503
Building	Roofing, Siding and Window Replacement Fees	6,847	-	1,809
Building	Site Inspection Fees	-	-	-
Building	State Building Permit Surcharge Fees	-	-	-
Building	Motor Vehicle Accident	-	-	-
Building	Truck Deployment Charges	-	-	-
Building	Engine with crew	-	-	-
Building	Engine/Tanker with crew	-	-	-
Building	Light Rescue with crew	-	-	-
Building	Heavy Rescue with Crew	-	-	-
Building	Tanker with crew of 2	-	-	-
	Building Totals	225,940	-	78,841
Planning	Planning Department	-	-	25,595
Planning	Permit Fee Limitation on Minor Residential Improvements	-	-	-
Planning	Plan Review Fee	-	-	-
Planning	Annexation	650	-	326
Planning	Zoning Compliance Inspection	380	-	-
Planning	Base Map Updating	16,725	-	-
Planning	Civil Defense Siren Fee	-	-	-
Planning	Comprehensive Plan Amendment	-	-	-
Planning	Conditional Use Permits	-	-	-
Planning	Environmental Assessment Worksheet	-	-	-
Planning	Land Excavation and Filling	-	-	-
Planning	Major Subdivision -- Final Plat	-	-	159
Planning	Major Subdivision -- Preliminary Plat	-	-	-
Planning	Minor Subdivision -- Final Plat	-	-	-
Planning	Minor Subdivision -- Preliminary Plat	-	-	-
Planning	Planned Residential Developments and Planned Commercial Development	-	-	28
Planning	Rezoning (Map Change)	-	-	32
Planning	Rezoning (Text Change)	-	-	-
Zoning	City Council Chambers at Church By The River Class #1	-	-	-
Zoning	City Council Chambers at Church By The River Class #2	-	-	-
Zoning	City Council Chambers at Church By The River Class #2	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident Damage Deposit	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident Damage Deposit	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 Non-Resident (NR)	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 NR Damage Deposit	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 Non-Resident (NR)	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 NR Damage Deposit	-	-	-
Zoning	Key/Card Deposit	-	-	-
Zoning	Park Shelter Rental - Resident	200	-	31
Zoning	Park Shelter Rental - Non-Resident	200	-	15
Zoning	Riverside Campsite Rental	210	-	38
Zoning	Riverside Campsite Cancellation Fee	5	-	3
	Planning and Zoning Totals	18,370	-	26,228

City of Sample , Minnesota
 20XX Governmental Fund Fee Study
 Schedule of Fees and Direct/Indirect Costs

		Revenues	Other Direct Costs	Other Indirect Costs
Fire	Fire Department	\$ -	\$ -	\$ 198,461
Fire	Fire Protection & Rescue	-	-	-
Fire	Illegal/Intentional Fires	-	-	-
	Fire Totals	<u>-</u>	<u>-</u>	<u>198,461</u>
Liquor	Brew Pub License	-	-	-
Liquor	Brewer Off-Sale License	-	-	-
Liquor	Brew Pub Off-Sale License	-	-	-
Liquor	Off-Sale License - Intoxicating Liquor	100	-	17
Liquor	On-Sale License - Intoxicating Liquor	9,105	-	1,369
Liquor	On-Sale Wine License Intoxicating Liquor	-	-	-
Liquor	Special Club License Intoxicating Liquor	-	-	-
Liquor	Special License for Sunday On-Sale Intoxicating Liquor	-	-	-
Liquor	Temporary On-Sale Intoxicating Liquor	60	-	29
Liquor	Temporary On-Sale Nonintoxicating Liquor	30	-	5
	Liquor Totals	<u>9,295</u>	<u>-</u>	<u>1,420</u>
Park	Park Department	-	-	54,239
Park	Park Dedication Fees -- Commercial/Industrial -- Community Parks	-	-	-
Park	Park Dedication Fees - Residential -- Community Parks	-	-	12
Park	Park Dedication Fees -- Residential -- In lieu of Neighborhood Park	-	-	15
	Parks Totals	<u>-</u>	<u>-</u>	<u>54,266</u>
Police		-	-	178,124
		<u>-</u>	<u>-</u>	<u>178,124</u>
Public Works		-	-	317,744
		<u>-</u>	<u>-</u>	<u>317,744</u>
	All Governmental Fees	<u>\$ 262,445</u>	<u>\$ -</u>	<u>\$ 911,492</u>

Sample

Direct Salary and Contracted	Indirect Salary and Contracted	Direct Depreciation	Indirect Depreciation	Total Costs	Net
\$ 117,379	\$ 54,688	\$ 77,424	\$ 3,660	\$ 451,613	\$ (451,613)
-	-	-	-	-	-
-	-	-	-	-	-
117,379	54,688	77,424	3,660	451,613	(451,613)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
71	33	-	2	123	(23)
5,551	2,586	-	173	9,680	(575)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
118	55	-	4	206	(146)
18	9	-	1	32	(2)
5,758	2,683	-	180	10,041	(746)
-	-	-	-	54,239	(54,239)
-	-	45,052	-	45,052	(45,052)
49	23	-	2	86	(86)
59	27	-	2	103	(103)
108	50	45,052	4	99,480	(99,480)
-	-	70,319	-	248,443	(248,443)
-	-	70,319	-	248,443	(248,443)
402,956	187,742	375,151	12,564	1,296,158	(1,296,158)
402,956	187,742	375,151	12,564	1,296,158	(1,296,158)
\$ 749,593	\$ 349,245	\$ 567,946	\$ 23,370	\$ 2,601,645	\$ (2,339,200)

Sample

City of Sample, Minnesota
20XX Governmental Fund Fee Study
Allocation of Personnel Worksheet

		Mayor/Council	City Manager	City Clerk/Treasurer	Accountant	Administrative Assistant
Annual Salary		<u>\$ 20,454</u>	<u>\$ 150,673</u>	<u>\$ 97,004</u>	<u>\$ 74,692</u>	<u>\$ 84,743</u>
Indirect Costs		<u>\$ 20,454</u>	<u>\$ 119,840</u>	<u>\$ 77,604</u>	<u>\$ 52,284</u>	<u>\$ 73,540</u>
Administration	Dangerous Dog Designation	\$ -	\$ -	\$ -	\$ -	\$ -
Administration	Dangerous Dog Registration	-	-	-	-	-
Administration	Kennel License	-	-	-	-	-
Administration	Potentially Dangerous Dog	-	-	-	-	-
Administration	Redemption of Dog or Cat from Pound	-	-	-	-	14
Building	Building Permit Fee Calculation	-	-	-	-	-
Building	Valuation	-	-	-	-	-
Building	\$1 to \$500	-	-	-	-	-
Building	\$501 - \$2000	-	-	-	-	475
Building	\$2001 - \$25000	-	-	-	-	1,630
Building	\$25,001 to \$50,000	-	-	-	-	217
Building	\$50,001 to \$100,000	-	-	-	-	54
Building	\$100,001 to \$500,000	-	-	-	-	4,325
Building	\$500,001 to \$1,000,000	-	-	-	-	177
Building	\$1,000,001 and up	-	-	-	-	177
Building	Building Permit Administrative Fee	-	-	-	-	-
Building	Valuation	-	-	-	-	-
Building	\$0 - \$2000 valuation	-	-	-	-	-
Building	\$2,001 - \$5,000 valuation	-	-	-	-	-
Building	\$5,001 - \$15,000 valuation	-	-	-	-	-
Building	\$15,001-\$25,000	-	-	-	-	-
Building	\$25,001 and up	-	-	-	-	-
Building	Deck Permit Fees	-	-	-	-	-
Building	Fire Suppression System Permit Fees	-	-	-	-	-
Building	Valuation	-	-	-	-	-
Building	\$0-\$2000	-	-	-	-	-
Building	\$2001-\$5000	-	-	-	-	-
Building	\$5001-\$15000	-	-	-	-	-
Building	\$15001-\$25,000	-	-	-	-	-
Building	\$25,001 and up	-	-	-	-	-
Building	Gas Line Fees	-	-	-	-	-
Building	Late Payment of Fees	-	-	-	-	-
Building	Mechanical Fee	-	-	-	-	-
Building	Mechanical Fee	-	-	-	-	856
Building	Other Inspection Fees	-	-	-	-	-
Planning	Permit Fee Limitation on Minor Residential Improvements	-	-	-	-	-
Planning	Plan Review Fee	-	-	-	-	-
Building	Plumbing Fee	-	-	-	-	611
Building	Plumbing Fee	-	-	-	-	-
Building	Roofing, Siding and Window Replacement Fees	-	-	-	-	1,222
Building	Site Inspection Fees	-	-	-	-	-
Building	State Building Permit Surcharge Fees	-	-	-	-	-
Planning	Zoning Compliance Inspection	-	-	-	-	-
Administration	BUSINESS PERMITS/SERVICE CHARGES	-	-	-	-	-
Administration	Hawker or Peddler	-	-	-	-	-
Administration	Investigation Fee - Pawn	-	-	-	-	-
Administration	Massage Therapy Background Investigation	-	-	-	-	-
Administration	Massage Therapy License	-	-	-	-	-
Administration	Pawnbrokers License Fee	-	-	-	-	-
Administration	Per Transaction Fee	-	-	-	-	-
Administration	Reporting Penalty Fee	-	-	-	-	-
Administration	Sanitation License	-	10	-	-	81
Administration	Sexually Oriented Business Annual License Fee	-	-	-	-	-
Administration	Sexually Oriented Business Application and Investigation Fee	-	-	-	-	-
Administration	Solicitors	-	-	-	-	258
Administration	Transient Merchants	-	-	-	-	-
Administration	Grave/Monument/Marker Locate Fee	-	-	-	-	-
Administration	Non-Residents-Grave site	-	-	-	-	-
Administration	Residents - Grave Site	-	-	-	-	-
Administration	Address Signs	-	-	-	-	-
Administration	Alarm Responses (Business)	-	-	-	-	-

City of Sample, Minnesota 20XX
 Governmental Fund Fee Study
 Allocation of Personnel Worksheet

	Mayor/Council	City Manager	City Clerk/Treasurer	Accountant	Administrative Assistant
Annual Salary	<u>\$ 20,454</u>	<u>\$ 150,673</u>	<u>\$ 97,004</u>	<u>\$ 74,692</u>	<u>\$ 84,743</u>
Indirect Costs	<u>\$ 20,454</u>	<u>\$ 119,840</u>	<u>\$ 77,604</u>	<u>\$ 52,284</u>	<u>\$ 73,540</u>
Fire Protection & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Illegal/Intentional Fires	-	-	-	-
Building	Motor Vehicle Accident	-	-	-	-
Building	Truck Deployment Charges	-	-	-	-
Building	Engine with crew	-	-	-	-
Building	Engine/Tanker with crew	-	-	-	-
Building	Light Rescue with crew	-	-	-	-
Building	Heavy Rescue with Crew	-	-	-	-
Building	Tanker with crew of 2	-	-	-	-
Administration	Grass Rig/6 Wheeler w/crew 4	-	-	-	-
Administration	Hazmat Response	-	-	-	-
Administration	Foam Usage	-	-	-	-
Administration	LIQUOR LICENSE	-	-	-	-
Administration	Licenses Background Check	-	-	-	54
Administration	Brewer Taproom License	-	-	-	-
Liquor	Brew Pub License	-	-	-	-
Liquor	Brewer Off-Sale License	-	-	-	-
Liquor	Brew Pub Off-Sale License	-	-	-	-
Liquor	Off-Sale License - Intoxicating Liquor	-	10	-	-
Liquor	On-Sale License - Intoxicating Liquor	-	10	-	-
Liquor	On-Sale Wine License Intoxicating Liquor	-	-	-	-
Liquor	Special Club License Intoxicating Liquor	-	-	-	-
Liquor	Special License for Sunday On-Sale Intoxicating Liquor	-	-	-	-
Liquor	Temporary On-Sale Intoxicating Liquor	-	-	-	81
Liquor	Temporary On-Sale Nonintoxicating Liquor	-	-	-	-
Administration	Assessment Certification	-	-	-	-
Administration	Assessment Search	-	-	-	526
Administration	Block Event Permit	-	-	-	-
Administration	Copies	-	-	-	-
Administration	Copy - 8 1/2 x 11	-	-	-	43
Administration	Color Copy - 8 1/2 x 11	-	-	-	-
Administration	Copy - 11 x 17	-	-	-	11
Administration	Color Copy - 11 x 17	-	-	-	-
Administration	Reclaim Abandoned Vehicle	-	-	-	-
Administration	Returned Check	-	-	-	-
Administration	Installation of Utilities Permit	-	-	-	136
Administration	Right of Way Obstruction Permit	-	-	-	38
Administration	Shooting Permit	-	-	-	-
Administration	Sidewalk - Snow, Ice, Dirt and Rubbish Removal	-	10	-	-
Administration	Snowbound Vehicle	-	-	-	-
Administration	If not paid by the 16th day after fine is issued	-	-	-	-
Administration	Each following 30 days	-	-	-	-
Administration	Special Meetings	-	-	-	-
Administration	PLANNING & ZONING	-	-	-	-
Administration	Alternative Urban Areawide Review or Environmental Impact Statement	-	-	-	-
Administration		-	-	-	-
Planning	Annexation	-	10	-	-
Planning	Base Map Updating	-	-	-	-
Planning	Civil Defense Siren Fee	-	-	-	-
Planning	Comprehensive Plan Amendment	-	-	-	-
Planning	Conditional Use Permits	-	-	-	-
Planning	Environmental Assessment Worksheet	-	-	-	-
Planning	Land Excavation and Filling	-	-	-	-
Planning	Major Subdivision -- Final Plat	-	-	-	-
Planning	Major Subdivision -- Preliminary Plat	-	393	-	-
Planning	Minor Subdivision -- Final Plat	-	-	-	-
Planning	Minor Subdivision -- Preliminary Plat	-	-	-	-
Planning	Park Dedication Fees -- Commercial/Industrial -- Community Parks	-	-	-	-
Park		-	-	-	-
Park	Park Dedication Fees - Residential -- Community Parks	-	49	-	-
Park	Park Dedication Fees -- Residential -- In lieu of Neighborhood Park	-	59	-	-

Building Official	Utility Billing Clerk	City Planner	Public Services Director	Public Services Supt	Public Services Technicians/ Assistant/ Seasonal and Cleaning	Fire Protection	Totals
\$ 123,440	\$ 55,230	\$ 88,259	\$ 132,590	\$ 104,928	\$ 495,814	\$ 117,379	\$ 1,545,207
\$ -	\$ 5,523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349,245
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	54
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	10
-	-	-	-	-	-	-	10
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	81
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	526
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	43
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	11
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	136
-	-	-	-	-	-	-	38
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	10
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	797	-	-	-	-	806
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	393
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	49
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	59

Sample

City of Sample, Minnesota 20XX
 Governmental Fund Fee Study
 Allocation of Personnel Worksheet

		Mayor/Council	City Manager	City Clerk/Treasurer	Accountant	Administrative Assistant
Annual Salary		<u>\$ 20,454</u>	<u>\$ 150,673</u>	<u>\$ 97,004</u>	<u>\$ 74,692</u>	<u>\$ 84,743</u>
Indirect Costs		<u>\$ 20,454</u>	<u>\$ 119,840</u>	<u>\$ 77,604</u>	<u>\$ 52,284</u>	<u>\$ 73,540</u>
Planning	Planned Residential Developments and Planned Commercial Development	\$ -	\$ 69	\$ -	\$ -	\$ -
Planning	Rezoning (Map Change)	-	79	-	-	-
Planning	Rezoning (Text Change)	-	-	-	-	-
Administration	Stormwater Management Plan	-	-	-	-	-
Administration	Third Party Consultants	-	-	-	-	-
Administration	Vacation of streets, alleys, or other public land	-	-	-	-	-
Administration	Variances	-	-	-	-	-
Administration	Ballfield Rental - Resident	-	-	-	-	-
Administration	Ballfield - Non-Resident	-	-	-	-	-
Administration	City Place Class #1	-	-	-	-	-
Administration	City Place Class #2	-	-	-	-	-
Administration	City Place Class #2	-	-	-	-	-
Administration	City Place Class #3 Resident	-	-	-	-	-
Administration	City Place Class #3 Resident Damage Deposit	-	-	-	-	-
Administration	City Place Class #3 Resident	-	-	-	-	-
Administration	City Place Class #3 Resident Damage Deposit	-	-	-	-	-
Administration	City Place Class #4 Non-Resident (NR)	-	-	-	-	-
Administration	City Place #4 NR Damage Deposit	-	-	-	-	-
Administration	City Place Class #4 Non-Resident	-	-	-	-	-
Administration	City Place Class #4 NR Damage Deposit	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #1	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #2	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #2	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident Damage Deposit	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #3 Resident Damage Deposit	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 Non-Resident (NR)	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 NR Damage Deposit	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 Non-Resident (NR)	-	-	-	-	-
Zoning	City Council Chambers at Church By The River Class #4 NR Damage Deposit	-	-	-	-	-
Zoning	Key/Card Deposit	-	-	-	-	-
Zoning	Park Shelter Rental - Resident	-	-	-	-	76
Zoning	Park Shelter Rental - Non-Resident	-	-	-	-	38
Zoning	Riverside Campsite Rental	-	-	-	-	95
Zoning	Riverside Campsite Cancellation Fee	-	-	-	-	7
Zoning		-	-	-	-	-
Direct Allocations to Department:						
Administration	Administration	-	-	-	-	-
Building	Building	-	-	-	-	-
Planning	Planning	-	-	-	-	-
Liquor	Liquor	-	-	-	-	-
Public Service	Public Service	-	-	-	-	-
Utilities	Utilities	-	30,135	19,401	22,408	-
Fire	Fire	-	-	-	-	-
Total Direct Costs		<u>\$ -</u>	<u>\$ 30,833</u>	<u>\$ 19,401</u>	<u>\$ 22,408</u>	<u>\$ 11,203</u>

STAFF REPORT

Agenda Item 10d.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: City Council and Commission Ordinance Discussion	Action Required: Direction

Summary:

Councilmember Thomas has asked for an opportunity to discuss the following items at the meeting:

- Potential ordinance amendment to not allow for an individual to be on a commission and the City Council simultaneously.
- Potential ordinance amendment to require a member to resign from one position prior to applying to be in another position.
- Potential ordinance amendment to initiate term limits for City Council and commissions.
- Potential ordinance amendment to define the number of members on the Charter Commission.

Financial/Budget:

Drafting ordinance amendments will result in some costs related to staff time, attorney review, and required publication.

Options:

1. Direct staff to draft ordinance amendments.
2. Take no action.

Recommendation:

None.

Council Action:

Provide staff direction as appropriate.

Attachments:

None

STAFF REPORT

Agenda Item 10e.

Council Meeting: April 8, 2021	Prepared By: Brad Martens
Topic: Charter Commission Application	Action Required: Direction

Summary:

The City has received the attached Charter Commission application from Jon Bottema. Council should review the application and consider taking action.

The Charter Commission is currently comprised of six members, with an additional seven members recommended for appointment currently in process which would bring the number of members to 13 if approved by the District Judge. The Charter Commission can have a maximum of 15 members per Minnesota Statute 410.05 Subdivision 1.

Financial/Budget:

Charter Commission members serve without compensation.

Options:

1. Recommend appointment of Jon Bottema to the Charter Commission
2. Take no action.

Recommendation:

None.

Council Action:

Take action on the Charter Commission application.

Attachments:

1. Charter Commission Application – Jon Bottema



CITY OF CORCORAN

A Hidden Gem Waiting To Be Discovered

www.ci.corcoran.mn.us

Please complete the information below:

Name: Jon Bottema		
Address: 10500 Trail Haven Rd		
Phone: (h) 6122477328	(w)	(c)
Fax:	E-mail: Bott12@RocketMail.com	

Please answer the following questions (use the back side if more space is needed):

1) How long have you been a Corcoran resident?

8 years

2) Please list any city committees/ commissions you have served on in the past, either for the City of Corcoran or another community. Please include the dates of service and if you held any positions such as Chair or Secretary.

Corcoran City Council 2016 - Present
 Elm Creek Water Commission 2013-2016
 Met Council Land Use Advisory Committee 2019 - Present

3) Please describe why you feel qualified to serve on the Commission for which you are applying, including any other relevant experience with the issues faced by the Commission.

I have served in similar capacity in other roles in our city government.

I also run and am an executive with 25 years business experience

Continued on the next page...

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

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

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



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COMMISSIONS APPLICATION

Please indicate by order which of the following you are interested in (1, 2, 3 etc.):

- _____ **Parks and Trails Commission**
Meets the 3rd Thursday of the month at 7:00 pm at Corcoran City Hall
- _____ **Planning Commission**
Meets the 1st Thursday of the month at 7:00 pm at Corcoran City Hall
- _____ **Watershed Commission**
Meets the 2nd Wednesday of the month, 11:30 am at Maple Grove City Hall
- X _____ **Charter Commission**
Meets once yearly at Corcoran City Hall
- _____

The City welcomes you as an applicant for consideration for one of the City's commissions. Residents of Corcoran are eligible to apply for appointment to any of the City's commissions as established by the City Council. Please complete the following information, attach extra sheets if necessary, and return in the enclosed envelope. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process.

DATA PRACTICES ADVISORY

The City is required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a commission, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the Commissioners, and the City Council in determining qualification for appointment to a commission. Therefore, all of the information will be provided to the Commissioners and City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in forfeiture of a Commission appointment.

Continued on the next page...

Administrative Offices
8200 County Road 116
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9100 County Road 19
Corcoran, MN 55357
Phone: 763-420-2652



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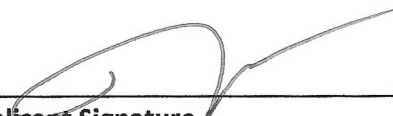
4) Why are you interested in serving on this Commission?

I am a passionate volunteer in Corcoran
I have served and will continue to serve our community
I can facilitate and continue our city goals

If appointed, I agree to disclose any conflict of interest I might have in reviewing or approving any contract, license, permit, application, appointment, land use decision, public improvement, or other matter that comes before me.

Please sign and date this application and return to:

City of Corcoran
8200 County Road 116
Corcoran MN 55340



Applicant Signature

3-26-2021

Date

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

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

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

**City of Corcoran
2021 City Council Schedule**

Agenda Item 12.

April 22, 2021 Work Session – 5:30 pm

- Residential District Zoning Updates

April 22, 2021

- Active Corcoran Planning Applications
- Recruitment process – Maintenance Worker
- NAPA CUP, VAR and SP (city 21-004)
- Scherber Roll Off Conditional Use Permit and Site Plan
- Krominga Variance – 6433 Blue Stem
- Preliminary Plat, Variance, and Administrative Permit for Wright Hennepin Cooperative Electric Association
- Franzen Preliminary Plat and Variance
- Cook Lake Highlands rezoning, preliminary plat, and PUD
- Planning Commission Appointment
- 66th Avenue/Gleason Parkway Corridor Improvements – Review bids
- 2021 Dust Control Program
- Assessment Policy Review – Corcoran Trail East/West
- Work Session schedule review

May 13, 2021 Work Session – 5:30 pm

- To be determined

May 13, 2021

- Employee Handbook Update
- 2020 Budget Transfers
- Water Fee Feasibility Study Discussion – Trunk Stormwater Fee
- Commissioner appointment process
- Discussion on Open Book meeting vs. Local Board of Appeals and Equalization (December 1 deadline)
- Financial Performance report
- Resolution Supporting Hennepin County Bridge Project
- Recreational Vehicle Ordinance