



CITY OF CORCORAN
Corcoran City Council Agenda
May 13, 2021 - 7:00pm

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

Call: +1 312 626 6799 US

Enter Meeting ID: 820 2501 1179

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

Video Link and Instructions:

<https://us02web.zoom.us/j/82025011179>

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

Meeting ID: 820 2501 1179

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
7. Consent Agenda
 - a. Financial Claims*
 - b. Waiver Request for Amplified Sound – Corcoran Lions Summer Events*
 - c. Waiver Request for Amplified Sound – Hamel Rodeo*
 - d. Temporary Liquor License – Hamel Rodeo*
 - e. Temporary Liquor License – Corcoran Lions*
 - f. Cropland Rental Agreement, Amendment to Land Purchase Agreement – 8200 County Road 116*
 - g. Rear Setback Variance at 6433 Bluestem Circle*
 - h. CSAH 101 & Stieg Road Turn Lanes – Pay Request 3 & Final*
 - i. Job Description Update – Administrative Services Director*
 - j. City Hall Remodel – Pay Request #6, Change Order #5*
8. Planning Business
 - a. Conditional Uses in Zoning Districts*
9. Unfinished Business – Public Comment Opportunity
 - a. Corcoran Trail East/West Feasibility Study*
10. New Business – Public Comment Opportunity
 - a. Improvement Hearing – Appaloosa Woods Street Improvement Project*
 - b. 2020 Budget Transfers*
 - c. Bridge Replacements – Accept Feasibility Study & Authorize Plans and Specifications*
 - d. Recreational Vehicle Ordinance Update*
 - e. Employee Handbook Update*
 - f. Charter Commission Application*
 - g. Recycling Contract RFP*
 - h. Embedded Social Worker*
11. Closed Session
 - a. Easement Agreement for 66th Avenue/Gleason Parkway Corridor Improvements
12. Staff Reports
 - a. Financial Performance Report*
 - b. Pandemic Response Update
13. 2021 City Council Schedule*
14. 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: May 13, 2021	Prepared By: Brad Martens
Topic: Commission Representatives	Action Required: None – Informational

Summary:

The advisory commission representatives for the May 13th Council meeting are as follows:

- Planning Commission: Dean Vehrenkamp
- Parks and Trails Commission: John Dugan

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A

Agenda Item 7a.
Council Meeting Date: 5/13/2021
Prepared By: jrotz

FINANCIAL CLAIMS

CHECK RANGE

Agenda Item:

7a.
Paid to
 500-20204
 500-20488
 500-20471
 500-20215
 500-20390

FUND #500 ESCROW CLAIMS

Amount	Project name
\$760.01	CARSON, CLELLAND & SCHREDER - APPALOOSA WOODS
\$653.14	CARSON, CLELLAND & SCHREDER - RUSH CREEK RESERVE
\$711.46	CARSON, CLELLAND & SCHREDER - ST. THERESE LAND PURCHASE
\$1,142.25	HENN, KEVIN - ESCROW REFUND
\$33.75	WRIGHT HENNEPIN - Ravinia Street Lights

Total

\$3,300.61

Total Fund #500 = \$ 3,300.61
 (See attached Payments Detail)

Agenda Item:

7a.

ALL OTHER FINANCIAL CLAIMS

\$ 291,062.67

\$ 294,363.28 Total Checks

(See attached Check Detail Register)

Total of Auto Deductions \$ 334,963.95

TOTAL EXPENDITURES FOR APPROVAL \$ 629,327.23

Auto Deductions / Electronic Fund Transfer / Other Disbursements

Date	Paid to	Amount	
4/19/2021	Walmart Grocery	\$ 25.33	Remodel supplies
4/22/2021	Humanity.com	\$ 80.00	PD Shift Scheduling Software fee
4/22/2021	VRBO Fee	\$ 229.00	PD Training
4/22/2021	DELTA.COM	\$ 437.80	PD Training
4/22/2021	Nola Luxury Rentals - New Orleans, LA	\$ 1,117.14	PD Training
4/23/2021	Menards - Buffalo, MN	\$ 612.93	Remodel supplies
4/26/2021	Hardware Hank - St. Michael, MN	\$ 21.37	Remodel supplies
4/27/2021	Menards - Brooklyn Park, MN	\$ 194.80	Remodel supplies
4/27/2021	Countryside Café - Medina, MN	\$ 115.45	Firearms safety
4/29/2021	Hy-Vee - Maple Grove, MN	\$ 23.98	Remodel moving day
5/3/2021	Hy-Vee - Maple Grove, MN	\$ 43.91	Clean up day
5/3/2021	Canvas - Camden, DE	\$ 119.99	Parks & Rec. subscription
5/6/2021	The Corner Guard Store	\$ 86.39	PD Supplies
4/22/2021	Payroll Taxes	\$ 20,462.94	Payroll taxes
4/22/2021	Net Payroll PP08	\$ 54,885.93	Net payroll PP08
4/23/2021	MN DEPT OF REVEN, MN Rev pay	\$ 34.20	Monthly fuel tax
4/27/2021	Optum - H S A	\$ 3,513.29	Health savings account
4/27/2021	MN PERA, PERA	\$ 15,883.51	Pension plan
4/28/2021	SUN LIFE	\$ 2,107.33	SunLife Life Insurance, STD, and LTD
4/28/2021	State of MN - Roth	\$ 2,339.61	Deferred compensation payment to State of MN
4/28/2021	State of MN - MSRS	\$ 2,591.64	State of MN healthcare savings plan
5/3/2021	SUN LIFE	\$ 2,107.33	SunLife Life Insurance, STD, and LTD
5/3/2021	HEALTHPARTNERS, PREMIUM	\$ 24,383.24	Health insurance
5/5/2021	Outgoing Wire Fee	\$ 20.00	Well site land purchase wire fee
5/5/2021	Outgoing Wire	\$ 131,021.67	Well site land purchase
5/5/2021	ACH FILE FEE	\$ 15.00	Automatic sewer/water payment ACH fee
5/6/2021	Payroll Taxes	\$ 19,847.99	Payroll taxes
5/6/2021	Net Payroll PP09	\$ 52,642.18	Net payroll PP09
Total		<u>\$ 334,963.95</u>	

CITY OF CORCORAN

***Check Detail Register©**

May 2021

Check Amt Invoice Comment

10100 Farmers State Bank

Unpaid		ABDO, EICK & MEYERS, LLP		
E 100-42400-300	Professional Srvs (GENERAL)	\$8,750.00	442685	GOVERNMENTAL FEE ANALYSIS
E 100-41540-300	Professional Srvs (GENERAL)	\$13,000.00	442867	AUDIT SERVICES
Total ABDO, EICK & MEYERS, LLP		\$21,750.00		

Unpaid		ACME TOOLS		
E 100-43100-210	Operating Supplies (GENERAL)	(\$134.99)	8359869	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	(\$119.95)	8365456	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	(\$132.00)	8425015	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$239.90	8604462	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$51.80	8605591	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$119.76	8668372	SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$189.00	8669257	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$60.00	8700546	RATCHET TIE DOWNS
Total ACME TOOLS		\$273.52		

Unpaid		ADP, LLC		
E 100-41941-300	Professional Srvs (GENERAL)	\$247.71	578996457	WORKFORCE NOW PAYROLL SOLUTIONS BUNDLE
Total ADP, LLC		\$247.71		

Unpaid		AMAZON CAPITAL SERVICES		
E 400-41941-210	Operating Supplies (GENERAL)	\$186.75	17MC-KQ7R-T	IT CABLES
E 400-41941-210	Operating Supplies (GENERAL)	\$712.05	1G3N-G3XP-M	TVS CITY HALL
E 400-41941-210	Operating Supplies (GENERAL)	\$309.00	1GDL-HXHQ-D	BREAKROOM KITCHEN SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$279.75	1GDX-4X63-6V	IT CABLES
E 100-41951-207	Computer Supplies	\$335.62	1HQQ-43FF-T	HID FARGO PRINTER
E 400-41941-210	Operating Supplies (GENERAL)	\$228.81	1T9G-QVT4-4	BREAKROOM KITCHEN SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$69.12	1Y91-TNQK-G	IT CABLES
Total AMAZON CAPITAL SERVICES		\$2,121.10		

Unpaid		ASPEN MILLS		
E 100-42100-417	Uniforms	\$1,099.14	273356	UNIFORM SUPPLIES
E 100-42100-417	Uniforms	\$69.84	273572	UNIFORM SUPPLIES
Total ASPEN MILLS		\$1,168.98		

Unpaid		AXON ENTERPRISE, INC.		
E 100-42100-210	Operating Supplies (GENERAL)	\$608.00	SI-1733161	TASER 7 CARTRIDGE AND HOLSTER
E 100-42100-210	Operating Supplies (GENERAL)	\$4,400.00	SI-1733337	TASER 7 LICENSING AND WARRANTY
Total AXON ENTERPRISE, INC.		\$5,008.00		

Unpaid		BEAUDRY OIL COMPANY		
E 100-43100-212	Motor Fuels	\$1,388.97	1812706	DIESEL
E 100-42100-212	Motor Fuels	\$1,444.46	1812707	SQUAD FUEL
E 100-43100-212	Motor Fuels	\$24.96	1812707	GASOLINE
E 100-43100-212	Motor Fuels	\$624.60	1817499	PROPANE
E 100-43100-212	Motor Fuels	\$145.00	1818251	PROPANE
Total BEAUDRY OIL COMPANY		\$3,627.99		

CITY OF CORCORAN

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May 2021

		Check Amt	Invoice	Comment
Unpaid BIFFS INC.				
E 100-45200-210	Operating Supplies (GENERAL)	\$75.71	W808567	PORTABLE TOILETS
E 100-45200-210	Operating Supplies (GENERAL)	\$64.73	W808568	PORTABLE TOILETS
E 100-45200-210	Operating Supplies (GENERAL)	\$63.56	W808569	PORTABLE TOILETS
E 100-45200-210	Operating Supplies (GENERAL)	\$17.85	W808570	PORTABLE TOILETS
E 100-45200-210	Operating Supplies (GENERAL)	\$45.71	W808571	PORTABLE TOILETS
	Total BIFFS INC.	\$267.56		
Unpaid BLUE LAKE PLASTICS LLC				
E 100-43125-210	Operating Supplies (GENERAL)	\$370.00	26154	HI TEC SILAGE SHEETING 6 MIL 50X100
	Total BLUE LAKE PLASTICS LLC	\$370.00		
Unpaid CARGILL INC				
E 100-43125-210	Operating Supplies (GENERAL)	\$2,304.27	2906157270	CLEARLANE DEICER
E 100-43125-210	Operating Supplies (GENERAL)	\$4,670.82	2906163515	CLEARLANE DEICER
	Total CARGILL INC	\$6,975.09		
Unpaid CARSON, CLELLAND & SCHREDER				
E 100-41600-300	Professional Srvs (GENERAL)	\$3,595.04	050321	CIVIL - LEGAL
E 427-43100-530	Improvements Other Than Bldgs	\$2,885.25	050321	66th AVENUE CORRIDOR EASEMENT ACQUISITION
G 500-20204	Appaloosa Woods Feasibility	\$760.01	050321	APPALOOSA WOODS
G 500-20488	Rush Creek Reserve	\$653.14	050321	RUSH CREEK RESERVE
G 500-20471	St. Therese Sketch Plan 19-006	\$711.46	050321	ST. THERESE LAND PURCHASE
E 100-41600-300	Professional Srvs (GENERAL)	\$154.38	050321	WELL SITE ACQUISITION
E 100-42100-304	Legal Fees	\$1,720.56	050321	CRIMINAL
	Total CARSON, CLELLAND & SCHREDER	\$10,479.84		
Unpaid CENTURY LINK				
E 100-45200-321	Telephone	\$66.07	042821	LAND LINE 763-420-4061
E 100-43100-321	Telephone	\$140.74	050521	LAND LINE/FIRE MONITORING-9100 763-498-7515
	Total CENTURY LINK	\$206.81		
Unpaid CINTAS - 470				
E 100-41941-210	Operating Supplies (GENERAL)	\$10.00	4082133891	HAND SANITIZER
E 100-41941-210	Operating Supplies (GENERAL)	\$121.33	4082133948	CITY HALL
E 100-42100-223	Building Repair Supplies	\$24.10	4082134026	FLOOR MATS - POLICE
E 100-43100-210	Operating Supplies (GENERAL)	\$46.73	4082134033	PUBLIC WORKS
E 100-43100-417	Uniforms	\$335.22	4082134135	UNIFORMS
E 100-43100-210	Operating Supplies (GENERAL)	\$16.35	4082687645	TOWELS
E 100-43100-417	Uniforms	\$143.26	4082687720	UNIFORMS
E 100-43100-210	Operating Supplies (GENERAL)	\$79.05	4082687729	PUBLIC WORKS
E 100-41941-210	Operating Supplies (GENERAL)	\$121.33	4082687733	CITY HALL
E 100-42100-223	Building Repair Supplies	\$35.76	4082687737	FLOOR MATS - POLICE
E 100-41941-210	Operating Supplies (GENERAL)	\$10.00	4083388125	CITY HALL
E 100-42100-223	Building Repair Supplies	\$24.10	4083388136	FLOOR MATS - POLICE
E 100-41941-210	Operating Supplies (GENERAL)	\$121.33	4083388194	CITY HALL
E 100-43100-210	Operating Supplies (GENERAL)	\$46.73	4083388195	PUBLIC WORKS
E 100-43100-417	Uniforms	\$143.26	4083388335	UNIFORMS

CITY OF CORCORAN

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May 2021

		Check Amt	Invoice	Comment
Total CINTAS - 470		\$1,278.55		
Unpaid COMMERCIAL ASPHALT COMPANY				
E 100-43100-233	Asphalt Maint/Patching	\$1,094.38	210430	ASPHALT MIX
Total COMMERCIAL ASPHALT COMPANY		\$1,094.38		
Unpaid COMPASS MINERALS				
E 100-43125-210	Operating Supplies (GENERAL)	\$15,381.70	799657	SALT SUPPLIES
Total COMPASS MINERALS		\$15,381.70		
Unpaid COMPUTER INTEGRATION TECH				
E 400-41951-207	Computer Supplies	\$1,145.00	120935	LENOVO MONITORS
E 416-42100-210	Operating Supplies (GENERAL)	\$2,175.00	121096	LENOVO THINKSTATION COMPUTERS
E 601-49400-210	Operating Supplies (GENERAL)	\$625.00	121096	LENOVO THINKSTATION COMPUTERS
E 100-41951-207	Computer Supplies	\$3,430.00	121133	HP ELITEDESK COMPUTERS
E 100-41951-300	Professional Srvs (GENERAL)	\$595.00	308366	IT MANAGED SERVICE - MTH
E 100-41951-300	Professional Srvs (GENERAL)	\$69.00	308723	IT MANAGED SERVICE - MTH
E 100-41951-300	Professional Srvs (GENERAL)	\$42.75	308951	IT MANAGED SERVICE - MTH
Total COMPUTER INTEGRATION TECH		\$8,081.75		
Unpaid DELTA DENTAL				
E 100-42100-131	Employer Paid Health	\$122.80	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-41300-131	Employer Paid Health	\$30.70	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-42102-131	Employer Paid Health	\$101.35	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-43100-131	Employer Paid Health	\$156.70	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-45200-131	Employer Paid Health	\$30.70	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-41400-131	Employer Paid Health	\$162.75	CNS00006775	DENTAL INSURANCE MAY 2021
E 100-42100-131	Employer Paid Health	\$63.00	CNS00006775	DENTAL INSURANCE MAY 2021 - HAMILTON
Total DELTA DENTAL		\$668.00		
Unpaid DIAMOND MOWERS				
E 100-43100-225	Landscape/Ditch Materials	\$2,015.68	0195591-IN	SUPPLIES
Total DIAMOND MOWERS		\$2,015.68		
Unpaid ECM PUBLISHERS INC				
E 100-41910-210	Operating Supplies (GENERAL)	\$35.62	831136	MAY 6 PH KMM LAND DEVELOPMENT
E 100-41910-210	Operating Supplies (GENERAL)	\$75.21	832382	MAY 13 APPALOOSA WOODS IMPROVEMENT
Total ECM PUBLISHERS INC		\$110.83		
Unpaid EMPLOYEE RELATIONS				
E 100-42100-300	Professional Srvs (GENERAL)	\$83.44	90148	BACKGROUND CHECK
Total EMPLOYEE RELATIONS		\$83.44		
Unpaid FOREST LAKE CHEVROLET CADILLAC				
E 416-42100-550	Motor Vehicles	\$41,566.00	509906	2021 CHEVROLET SILVERADO 1500CREW CAB
Total FOREST LAKE CHEVROLET CADILLAC		\$41,566.00		
Unpaid GOPHER STATE ONE CALL				
E 601-49400-380	Utility & Services (GENERAL)	\$163.35	1040310	SERVICE

CITY OF CORCORAN

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May 2021

		Check Amt	Invoice	Comment
E 602-49450-380	Utility & Services (GENERAL)	\$163.35	1040310	SERVICE
Total GOPHER STATE ONE CALL		\$326.70		
Unpaid GRAINGER				
E 100-41941-210	Operating Supplies (GENERAL)	\$140.30	9890973655	SUPPLIES
Total GRAINGER		\$140.30		
Unpaid GREEN LIGHTS RECYCLING, INC.				
E 100-43232-210	Operating Supplies (GENERAL)	\$559.00	21-3316	CLEAN UP DAY MATTRESS DISPOSAL
Total GREEN LIGHTS RECYCLING, INC.		\$559.00		
Unpaid HENN, KEVIN				
G 500-20215	Henn ADU IUP 20-045	\$1,142.25	ESCROW REF	ESCROW REFUND
Total HENN, KEVIN		\$1,142.25		
Unpaid HENNEPIN COUNTY AR				
E 100-43100-210	Operating Supplies (GENERAL)	\$20.00	1000165795	RECORDED DOCUMENTS
Total HENNEPIN COUNTY AR		\$20.00		
Unpaid HENNEPIN COUNTY MISC				
E 100-41410-210	Operating Supplies (GENERAL)	\$2,223.82	2020-1	SUPPLIES
Total HENNEPIN COUNTY MISC		\$2,223.82		
Unpaid HENNEPIN COUNTY TREASURER-A600				
E 100-41900-210	Operating Supplies (GENERAL)	\$1,142.10	CROPLAND T	13-119-23-32-0001 CROPLAND RENTAL
E 100-41900-210	Operating Supplies (GENERAL)	\$930.60	CROPLAND T	23-119-23-34-0001 CROPLAND RENTAL
E 100-41900-210	Operating Supplies (GENERAL)	\$888.30	CROPLAND T	24-119-23-23-0001 CROPLAND RENTAL
Total HENNEPIN COUNTY TREASURER-A600		\$2,961.00		
Unpaid J&J ATHLETICS				
E 100-45200-210	Operating Supplies (GENERAL)	\$844.00	13016	T-SHIRT SUPPLIES
Total J&J ATHLETICS		\$844.00		
Unpaid LITTLE FALLS MACHINE				
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$427.77	361279	EATON SPINNER MOTOR
Total LITTLE FALLS MACHINE		\$427.77		
Unpaid M/I HOMES OF MINNEAPOLIS, LLC				
R 601-49400-37150	Water Access Charges (WAC)	\$1,195.00	042321	7411 HICKORY LANE REFUND
R 601-49400-37190	Maple Grove Connection	\$2,591.00	042321	7411 HICKORY LANE REFUND
R 602-49450-37230	Sewer Trunk Charges	\$1,195.00	042321	7411 HICKORY LANE REFUND
R 602-49450-37270	Sewer Access Charges-Met Co	\$2,485.00	042321	7411 HICKORY LANE REFUND
R 601-49400-37170	Water Meters	\$365.00	042321	7411 HICKORY LANE REFUND
R 209-42100-34206	Emergency Communication Sir	\$100.00	042321	7411 HICKORY LANE REFUND
R 100-42400-32210	Bldg/Plan Review Fees	\$3,336.27	042321	7411 HICKORY LANE REFUND
Total M/I HOMES OF MINNEAPOLIS, LLC		\$11,267.27		
Unpaid MARTENS, BRAD				
E 100-41300-210	Operating Supplies (GENERAL)	\$50.00	042821	CELL PHONE REIMBURSEMENT MAR21

CITY OF CORCORAN

***Check Detail Register©**

May 2021

		Check Amt	Invoice	Comment
G 100-21709	Dependent Care FSA Withhold	\$320.00	042821	DEPENDENT CARE FSA APR21
Total MARTENS, BRAD		\$370.00		
Unpaid MARTIN-MCALLISTER				
E 100-42100-300	Professional Svcs (GENERAL)	\$550.00	13856	PUBLIC SAFETY ASSESSMENT
Total MARTIN-MCALLISTER		\$550.00		
Unpaid MENARDS BUFFALO				
E 400-41941-210	Operating Supplies (GENERAL)	\$801.61	39196	SUPPLIES
Total MENARDS BUFFALO		\$801.61		
Unpaid MENARDS MAPLE GROVE				
E 100-43100-210	Operating Supplies (GENERAL)	\$114.54	81197	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$143.67	81288	SUPPLIES
E 100-43100-210	Operating Supplies (GENERAL)	\$114.71	81508	SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$400.05	81760	SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$4.88	81778	SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	\$116.42	81822	SUPPLIES
E 400-41941-210	Operating Supplies (GENERAL)	(\$67.96)	81908	SUPPLIES
E 100-42100-210	Operating Supplies (GENERAL)	\$155.52	81912	SUPPLIES
Total MENARDS MAPLE GROVE		\$981.83		
Unpaid METRO SALES INC				
E 100-41941-200	Office Supplies (GENERAL)	\$1,049.04	INV1797254	CONTRACT
E 100-41951-207	Computer Supplies	\$1,104.75	INV1797254	CONTRACT
E 100-41951-210	Operating Supplies (GENERAL)	\$110.00	INV1808307	SERVICE
Total METRO SALES INC		\$2,263.79		
Unpaid METRO WEST INSPECTION SERVICES				
E 100-42400-300	Professional Svcs (GENERAL)	\$27,676.52	2819	FINALIZED INSPECTIONS
Total METRO WEST INSPECTION SERVICES		\$27,676.52		
Unpaid METROPOLITAN COUNCIL ENVIRO				
E 602-49450-312	MCES Sewage Treatment	\$6,213.01	0001124280	MATERIAL TREATMENT
Total METROPOLITAN COUNCIL ENVIRO		\$6,213.01		
Unpaid METROPOLITAN COUNCIL MCES				
E 602-49450-310	Other Professional Services	\$44,282.70	050621	SAC ACTIVITY
Total METROPOLITAN COUNCIL MCES		\$44,282.70		
Unpaid MIDWEST MACHINERY CO.				
E 100-45200-210	Operating Supplies (GENERAL)	\$103.39	2375951	REPAIR PARTS
Total MIDWEST MACHINERY CO.		\$103.39		
Unpaid MIMBACH FLEET SUPPLY INC				
E 100-45200-210	Operating Supplies (GENERAL)	\$209.65	174776	HARROW TEETH
E 100-45200-210	Operating Supplies (GENERAL)	\$179.70	175126	HARROW TEETH
Total MIMBACH FLEET SUPPLY INC		\$389.35		

CITY OF CORCORAN

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***Check Detail Register©**

May 2021

		Check Amt	Invoice	Comment
Unpaid MINNESOTA OCCUPATIONAL HEALTH				
E 100-42100-300	Professional Srvs (GENERAL)	\$542.00	368049	SERVICE
Total MINNESOTA OCCUPATIONAL HEALTH		\$542.00		
Unpaid MN DELIVERY SOLUTIONS				
E 100-41910-300	Professional Srvs (GENERAL)	\$54.75	126930	DELIVERY FEE
E 100-41910-300	Professional Srvs (GENERAL)	\$48.00	66023	Hunters Place 2nd Addition PP and FP 20-044
Total MN DELIVERY SOLUTIONS		\$102.75		
Unpaid NAGELL APPRAISAL & CONSULTING				
E 100-41941-300	Professional Srvs (GENERAL)	\$250.00	29212	CORCORAN TRAIL EAST & WEST UPDATE
Total NAGELL APPRAISAL & CONSULTING		\$250.00		
Unpaid NEW LOOK CONTRACTING				
E 425-43100-530	Improvements Other Than Bldgs	\$3,059.53	PAY 3	CSAH 101 & STIEG ROAD TURN LANE IMPROVEMENTS 100% COMPLETE
Total NEW LOOK CONTRACTING		\$3,059.53		
Unpaid NUTRIEN AG SOLUTIONS, INC.				
E 100-45200-221	Maintenance Projects	\$1,680.00	44806576	SUPPLIES
Total NUTRIEN AG SOLUTIONS, INC.		\$1,680.00		
Unpaid NW TRAILS ASSOCIATION				
E 100-45200-530	Improvements Other Than Bldgs	\$9,702.60	2021-3	2021 3RD QUARTER BENCHMARK
Total NW TRAILS ASSOCIATION		\$9,702.60		
Unpaid OFFICE DEPOT				
E 100-41941-200	Office Supplies (GENERAL)	\$229.14	164321945001	OFFICE SUPPLIES
Total OFFICE DEPOT		\$229.14		
Unpaid OPTUM				
E 100-41941-300	Professional Srvs (GENERAL)	\$88.50	9413573	H.S.A. Maintenance Fees
Total OPTUM		\$88.50		
Unpaid PATNODE ELECTRIC				
E 100-42100-223	Building Repair Supplies	\$320.00	2495	REPLACED 4 GFI RECEPTACLES IN PD GARAGE
Total PATNODE ELECTRIC		\$320.00		
Unpaid RANDYS ENVIRONMENTAL SERVICES				
E 100-41941-380	Utility & Services (GENERAL)	\$1,595.20	042321	CITY HALL GARBAGE 1280351
E 100-43232-300	Professional Srvs (GENERAL)	\$667.89	042321	MONTHLY RECYCLING
E 100-45200-380	Utility & Services (GENERAL)	\$272.54	042321	PARKS GARBAGE 11039
Total RANDYS ENVIRONMENTAL SERVICES		\$2,535.63		
Unpaid RICK RADECKI-SNAP ON TOOLS				
E 100-43100-210	Operating Supplies (GENERAL)	\$454.00	03252135518	TOOLS
E 100-43100-210	Operating Supplies (GENERAL)	\$678.50	03252135519	TOOLS
Total RICK RADECKI-SNAP ON TOOLS		\$1,132.50		

CITY OF CORCORAN

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***Check Detail Register©**

May 2021

		Check Amt	Invoice	Comment
Unpaid SANDIS SCREEN PRINTING				
E 100-45200-261	Recreation Programming	\$2,100.00	050621	YOUTH SOCCER SHIRTS
Total SANDIS SCREEN PRINTING		\$2,100.00		
Unpaid STREICHER S POLICE EQUIPMENT				
E 100-42100-210	Operating Supplies (GENERAL)	\$358.50	I1496869	12GA PROJECTILE: DRAG STABILIZED
E 100-42100-210	Operating Supplies (GENERAL)	\$722.07	I1497419	PRACTICE AMMO
E 100-42100-417	Uniforms	\$32.00	I1497964	SHIRT ALTERATIONS
E 100-42100-417	Uniforms	\$72.98	I1501034	UNIFORMS
E 100-42100-417	Uniforms	\$56.99	I1501127	UNIFORMS
Total STREICHER S POLICE EQUIPMENT		\$1,242.54		
Unpaid TEAMSTER LOCAL 320				
G 100-21707	Union Dues	\$278.96	MAY21	UNION DUES/TLDF
Total TEAMSTER LOCAL 320		\$278.96		
Unpaid TEGRETE				
E 100-41941-400	Repairs & Maint Cont (GENERAL)	\$380.00	95400	MONTHLY CITY HALL CLEANING
Total TEGRETE		\$380.00		
Unpaid TRANSUNION RISK & ALTERNATIVE				
E 100-42100-300	Professional Srvs (GENERAL)	\$75.00	3609221-0421	SERVICE
Total TRANSUNION RISK & ALTERNATIVE		\$75.00		
Unpaid ULINE				
E 100-41941-210	Operating Supplies (GENERAL)	\$350.01	132554255	DIGITAL WALL CLOCKS
Total ULINE		\$350.01		
Unpaid US BANKCORP EQUIPMENT FINANCE				
E 100-41951-210	Operating Supplies (GENERAL)	\$317.00	442262614	COPIER LEASE
Total US BANKCORP EQUIPMENT FINANCE		\$317.00		
Unpaid VERIZON WIRELESS				
E 100-41951-210	Operating Supplies (GENERAL)	\$40.01	9878501519	CELL PHONES
E 100-41400-219	Covid-19 Coronavirus	\$167.16	9878501519	CELL PHONES
E 100-41920-219	Covid-19 Coronavirus	\$41.79	9878501519	CELL PHONES
E 100-42100-321	Telephone	\$349.30	9878501519	CELL PHONES
E 100-45200-219	Covid-19 Coronavirus	\$46.79	9878501519	CELL PHONES
E 100-42100-323	Radio Units	\$568.57	9878501519	CELL PHONES
Total VERIZON WIRELESS		\$1,213.62		
Unpaid WEBER, INC.				
E 400-41941-520	Buildings and Structures	\$32,262.47	PAY 6	PAY REQUEST #6 97%
Total WEBER, INC.		\$32,262.47		
Unpaid WESTSIDE WHOLESALE TIRE				
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$830.00	873950	TIRE SERVICE
E 100-43232-210	Operating Supplies (GENERAL)	\$294.00	881233	CLEAN UP DAY

CITY OF CORCORAN

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May 2021

		Check Amt	Invoice	Comment
Total WESTSIDE WHOLESALE TIRE		\$1,124.00		
Unpaid WOLD ARCHITECTS AND ENGINEERS				
E 400-41941-300	Professional Srvs (GENERAL)	\$2,115.58	72105	ARCHITECT FEES
Total WOLD ARCHITECTS AND ENGINEERS		\$2,115.58		
Unpaid WRIGHT HENNEPIN COOP ELECT				
E 100-43100-381	Street/Signal Lights	\$121.17	041921	CTY RD10/116 000-0100-1469
E 100-45200-380	Utility & Services (GENERAL)	\$265.80	041921	Ballpark: 120-1246-7200
E 100-42100-380	Utility & Services (GENERAL)	\$25.66	041921	CIVIL DEFENSE: 120-1246-8000
E 100-42100-380	Utility & Services (GENERAL)	\$27.14	041921	Maple Hill Est: 120-1246-8100
E 100-41941-380	Utility & Services (GENERAL)	\$57.62	041921	School Property: 120-1247-9600
E 100-41941-380	Utility & Services (GENERAL)	\$2,702.24	041921	8200 Cty Rd 116: 120-1255-6300
E 601-49400-380	Utility & Services (GENERAL)	\$30.79	041921	19090 Bass Lk Rd:150-1687-7510
E 100-43100-380	Utility & Services (GENERAL)	\$84.40	041921	9525 Cain Rd: 150-1689-5230
E 602-49450-380	Utility & Services (GENERAL)	\$456.98	041921	Brockton Ln: 150-1689-6871
E 602-49450-380	Utility & Services (GENERAL)	\$93.25	041921	20120 CTY 10 LIF:150-1691-6661
E 100-41941-380	Utility & Services (GENERAL)	\$98.71	041921	8200 CR116/SIGN: 150-1693-6612
E 100-45200-380	Utility & Services (GENERAL)	\$39.30	041921	BASEBALL FIELD: 150-1693-6855
G 500-20390	Ravinia Street Lights	\$33.75	041921	WILDFLOWER: 150-1694-4774
E 100-43100-381	Street/Signal Lights	\$32.81	041921	CTY 10/Treptaus: 120-1246-7400
E 100-43100-381	Street/Signal Lights	\$27.56	041921	CTY 10/St Thomas:120-1246-7500
E 100-43100-381	Street/Signal Lights	\$40.48	041921	Cty 10/Stanchion:120-1246-7600
E 100-43100-381	Street/Signal Lights	\$40.48	041921	Co Rd 10 & 50: 120-1246-7700
E 100-41941-380	Utility & Services (GENERAL)	\$167.70	041921	8200 Cty Rd 116: 150-1684-2033
E 100-43100-380	Utility & Services (GENERAL)	\$55.90	041921	9100 Cty Rd 19: 150-1688-8463
Total WRIGHT HENNEPIN COOP ELECT		\$4,401.74		
Unpaid XCEL ENERGY				
E 100-43100-380	Utility & Services (GENERAL)	\$955.30	729125074	UTILITIES - 9100
Total XCEL ENERGY		\$955.30		
Unpaid Z SYSTEMS, INC				
E 400-41941-210	Operating Supplies (GENERAL)	\$961.84	81505	AV SYSTEM
Total Z SYSTEMS, INC		\$961.84		
Unpaid ZEP SALES & SERVICE				
E 100-41941-210	Operating Supplies (GENERAL)	\$261.58	9006167070	SUPPLIES
Total ZEP SALES & SERVICE		\$261.58		
Unpaid ZIEGLER INC				
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$359.75	IN000070377	EXTENSION ASSEMBLY
Total ZIEGLER INC		\$359.75		
10100 Farmers State Bank		\$294,363.28		

CITY OF CORCORAN

***Check Detail Register©**

May 2021

Check Amt Invoice Comment

Fund Summary

10100 Farmers State Bank

100 GENERAL FUND	\$141,703.09
209 EMERGENCY SIRENS	\$100.00
400 CITY HALL REMODEL 2020-2021	\$39,714.37
416 CAPITAL-EQUIPMENT CERTS	\$43,741.00
425 PULTE ENCORE/BELLWETHER PROJEC	\$3,059.53
427 GLEASON/66TH PARKWAY EXTENSION	\$2,885.25
500 ESCROW HOLDING FUND	\$3,300.61
601 WATER	\$4,970.14
602 SEWER	\$54,889.29
	<hr/>
	\$294,363.28

**City of Corcoran
Consultant Summary
5/13/2021**

<u>Name</u>	<u>Invoice Date</u>	<u>Amount Due</u>
Carson, Clelland & Schreder	05/03/21	10,479.84
Landform		
Metro West Inspection	04/26/21	27,676.52
Wenck Associates		
Total		\$ 38,156.36

Select Entry or Add Entry(F5)	Search Name	Refer	Invoice	Comments	Erro ^		Turn ON help window
Print Entry	BIFFS INC.	36871		PORTABLE TOILETS			
Delete Entry	BLUE LAKE PLAS	36872	26154	HI TEC SILAGE SHEETING			
Copy Entry	CARGILL INC	36873		CLEARLANE DEICER			
Allocate Entry	CARSON, CLELLA	36874	050321				
Fixed Assets							

Pay To **CARSON, CLELLAND & SCHREDER** V#53 Invoice: 050321 Inv Date: 5/3/2021
 Vendor Customer Copy Recur See Transactions Copy Invoice/Date to below Invoice Total Optional

Ref/Claim# 36874 Claim Type Direct
 Comment Project Check# Date

Copy Comments to entries below Copy Project to entries below

Bank or AP Farmers State Bank Transaction Date 5/5/2021

Italic fields are copied when lines are added below.. **050321 Fixed Format**

Account	Ant	Comments	Invoice	Inv Date	PO	Final	Proj Nbr
E 100-41600-300	Professional Svcs (G)	\$3,595.04 CIVIL - LEGAL	050321	5/3/2021	0	<input type="checkbox"/>	20
E 427-43100-530	Improvements Other	\$2,885.25 66h AVENUE CORR	050321	5/3/2021	0	<input type="checkbox"/>	20
G 500-20204	Appaloosa Woods	\$760.01 APPALOOSA WOODS	050321	5/3/2021	0	<input type="checkbox"/>	20
G 500-20488	Rush Creek Reserv	\$653.14 RUSH CREEK RESEF	050321	5/3/2021	0	<input type="checkbox"/>	20
G 500-20471	St. Therese Sketch	\$711.46 ST. THERESE LAND	050321	5/3/2021	0	<input type="checkbox"/>	20
E 100-41600-300	Professional Svcs (G)	\$154.38 WELL SITE ACQUISIT	050321	5/3/2021	0	<input type="checkbox"/>	20
E 100-42100-304	Legal Fees	\$1,720.56 CRIMINAL	050321	5/3/2021	0	<input type="checkbox"/>	20

City Project

Date: 5/7/2021
 Code to Acct # 100-
 Amount to Pay _____
 Comments: _____

Approval Initials: [Signature] Dept. Head
 City Admin

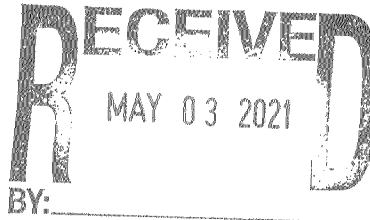
\$10,479.84 Page Total Treasurer
 Batch Entered So Far \$48,266.18 Your Total Zero



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

April 30, 2021

CITY OF CORCORAN
 8200 CO RD 116
 CORCORAN, MN 55340



Professional Services

	<u>Amount</u>
..Civil	
3/28/2021 Review recreational vehicle statutes and ordinances, comment on draft	142.50
3/31/2021 Conference with Administrative Services Director, review MGDPA issues, city policy issue, review/revise draft ordinance and statutory references, review right of way vacation issues, notice issue	320.63
Revise/draft recreational vehicles ordinance, review preemption issues, enforcement issues, property rights issue, conference with Attorney Ross, conference with Director of Public Safety, further revise ordinance, research city authority issue	427.50
4/1/2021 Conference with Administrative Services Director, Planner regarding street vacation issues, review state law, correspondence with Director of Public Safety regarding ordinance updates, update draft, review 429 notice issue	285.00
4/2/2021 Review draft ordinance re-formatting request from Attorney Thames, review existing city code, state statutes	23.33
Re-format and re-number draft recreational vehicles ordinance, conference with Attorney Thames	151.67
Correspondence with Becky regarding codification, review publication issue, correspondence with Director of Public Safety, conference with Public Works Director, Administrator regarding open files, agenda items, correspondence with mediator regarding former employee benefits issue	178.13
4/8/2021 Conference with Planner regarding city authority issue, review right of way issue	47.50
Review City Council agenda packet, conference with Administrative Services Director regarding finance agreement, agenda items	178.13
4/13/2021 Correspondence with Administrator, review charter, city code, state law regarding conflict and term limit amendments, review city authority issue and potential claim, conference with Attorney Carson regarding charter amendment issue	237.50
4/14/2021 Conference with Administrator regarding open files, Maple Grove agreement, HR issues, correspondence with Public Works Director regarding project authority issue, update files	95.00
4/16/2021 Correspondence with Planner, Administrative Services Director regarding city authority issues, review conflict issue	178.13

	<u>Amount</u>
4/16/2021 Review city liability issue, review city code, review constitutional issue regarding conflict policy, conference with Attorney Ross, draft memo on term limits, conflict protocols, review property rights issue	320.63
4/20/2021 Revise conflict memo, review city authority issues, 429 issue	178.13
4/21/2021 Review City Council work session and business meeting agenda packets, review MGDPA issues, background check protocols, conference with Administrative Services Director	249.38
Review MGDPA issue, correspondence with Recreation Coordinator regarding BCA notice, review federal law requirements	95.00
4/22/2021 Review background check authorization requirements per federal law, conference with Attorney Larkin	47.50
4/23/2021 Correspondence with Planner, review code compliance issue	35.63
4/26/2021 Review Bureau of Criminal Apprehension criminal history requirements, compare Bureau of Criminal Apprehension informed consent, Corcoran informed consent, and St. Paul informed consent, correspondence with Attorney Thames	95.00
4/27/2021 Review federal law and BCA requirements regarding city background check protocols	71.25
Review MGDPA issue and response, review city authority regarding code enforcement protocols, correspondence with Landform	95.00
Follow-up on background checks, phone call with BCA regarding background check forms and expedited process, phone call/email with Attorney Thames to discuss, edit BCA background forms for City	142.50
SUBTOTAL:	[3,595.04]
<u>.66th Avenue Corridor Easement Acquisition</u>	
3/29/2021 Review existing title work, order supplemental O&E's, draft easement agreement, review/revise exhibits for Theis properties	285.00
Conference with conservator, attorney for conservator regarding acquisition, right of entry agreement, draft right of entry agreement, assemble exhibits, conference with Attorney Carson regarding temporary easement issues, update file	498.75
3/30/2021 Revise/update right of entry agreement, exhibit, easement purchase agreement, review access issue, revise exhibits, correspondence with Public Works Director	391.88
4/1/2021 Update right of entry exhibit, correspondence with Public Works Director, conservator	35.63
4/5/2021 Correspondence with conservator regarding right of entry, correspondence with staff regarding Theis agreement	35.63
4/6/2021 Follow up on O&E reports, assemble Exhibit C for Theis easement agreement, conference with Attorney Thames, update file	23.33
Finalize exhibits and agreement for Theis purchase, correspondence with Public Works Director, correspondence with Mason appraiser, review/revise legal descriptions, correspondence with title company, review O&E report	320.63
4/7/2021 Conference with conservator, attorney, appraiser regarding right of entry, valuation issues	142.50
4/13/2021 Correspondence with attorney for conservator, review/revise proposed right of entry agreement, correspondence with Public Works Director, Administrator, update file, correspondence with Attorney Carson regarding title issue	142.50
4/14/2021 Correspondence with staff, revise right of entry agreement, correspondence with conservator's attorney	35.63
4/20/2021 Conference with Public Works Director regarding Mason appraiser questions and City responses	47.50

	<u>Amount</u>
4/21/2021 Correspondence with owner's appraiser, conservator's attorney regarding valuation and right of entry issues	35.63
4/22/2021 Correspondence with conservator, attorney, revise/finalize right of entry draft and exhibit, correspondence with Public Works Director, Administrator	178.13
4/23/2021 Correspondence with attorney for conservator, conservator regarding right of entry agreement, review additional easement acquisition issues, project timeline effects, review city authority issue, correspondence with Administrator	213.75
4/26/2021 Correspondence with City staff, conservator, attorney regarding right of entry agreement and execution, review/revise This easement agreement, draft separate right of entry agreement, revise exhibits, review property use issue	178.13
4/27/2021 Correspondence with conservator regarding right of entry, finalize This right of entry and exhibits, conference with Administrator, revise easement agreement, review encroachment issue, further revise easement, exhibits, review city authority issue	320.63
SUBTOTAL:	[2,885.25]
<u>.Appaloosa Woods</u>	
3/30/2021 Conference with Public Works Director regarding 429 procedures related to the project, project timelines, supplemental agreement with Maple Grove, review public hearing issue	95.00
4/1/2021 Conference with Public Works Director regarding Maple Grove response and adjustments to timeline, notice and publication issues, review competitive bidding issue	71.25
4/2/2021 Correspondence with Public Works Director, review feasibility report, draft resolution, review financing disclosure issue	106.88
4/6/2021 Review Maple Grove JPA, maintenance agreement, review 429 issues, revise agreements, conference with Public Works Director	320.63
4/15/2021 Conference with Public Works Director regarding project memos, project timeline issues, revise Maple Grove agreement	71.25
4/16/2021 Conference with Administrative Services Director regarding public notice, conference with Public Works Director regarding resolution	47.50
4/21/2021 Conference with Public Works Director regarding bidding issues, review 429 issue	47.50
SUBTOTAL:	[760.01]
<u>.Rush Creek Reserve</u>	
4/1/2021 Review developer HOA declarations revisions, review city liability issue, revise declarations, conference with Planner regarding follow up	190.00
4/2/2021 Conference with Planner regarding declarations amendments, developer response	47.50
4/7/2021 Review updated HOA declarations drafts, conference with Planner	95.00
4/15/2021 Review easement draft, revise/re-draft easement, correspondence with Planner, review city liability issue	178.13
4/22/2021 Review/revise LOC draft, correspondence with developer, bank, correspondence with Planner	106.88
4/23/2021 Conference with Planner regarding LOC revisions, review policy	35.63
SUBTOTAL:	[653.14]

Amount.St. Therese Land Purchase

4/1/2021	Review subdivision, draft easement, legal descriptions, conference with Planner regarding revisions	71.25
4/2/2021	Review easement descriptions, correspondence with Planner regarding developer request	35.63
4/5/2021	Review easement descriptions, subdivision, correspondence with Planner, begin drafting easements	142.50
4/6/2021	Review/revise parcel and easement legal descriptions, City easement rights issue, draft easement	95.00
4/7/2021	Label and assemble exhibits for Saint Therese easement documents, conference with Attorney Thames	35.00
	Review survey and legal description issues, revise easement, review right of way acquisition issue, subdivision compliance issue, review purchase agreement, conference with Administrator and Planner regarding development agreement terms, update file	213.75
4/8/2021	Conference with Attorney Thames, re-assemble, label exhibit for Saint Therese drainage and utility easement, update file	23.33
	Correspondence with Planner regarding right of way deed and easement language, revise easement, exhibits	95.00
	SUBTOTAL:	[711.46]

.Well Site Acquisition

4/7/2021	Correspondence with closer, Planner regarding closing documents	35.63
4/14/2021	Conference with closer regarding closing documents, plat, resolutions	47.50
4/15/2021	Conference with closer, review title issue, review lender release commitment, closing documents, correspondence with Planner	71.25
	SUBTOTAL:	[154.38]

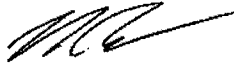
Criminal

3/29/2021	Preparation of one complaint	40.00
	Review 2006 cases and warrant and instruct legal assistant on handling	32.50
	Review police reports, criminal histories, and victim input in preparation for court	32.50
	Review files, prepare dispositions	32.50
3/30/2021	Appear in court for arraignments, pretrials, sentencings, motion hearings and probation violations	48.75
	Prepare agreement to forfeit weapon and letter to defendant, email department	81.25
	Review Brookdale files	32.50
3/31/2021	Discuss cases with Attorney Thames	48.75
	Update case files following court appearances, update the victim's advocate, provide follow-up instructions for legal assistants, follow up on cases	48.75
	Review traffic history, criminal history, and reports in preparation for payable calendar	32.50
	Handle Brookdale court calendar	73.13
4/1/2021	Attend arraignments for misdemeanor payable offenses, negotiate resolutions	32.50
	Phone call with defense attorney	16.25
4/2/2021	Review code enforcement issues, witness availability issue, supplemental discovery, conference with Becky regarding file updates	48.75

	<u>Amount</u>
4/2/2021 Review emails, respond to voicemails	48.75
4/10/2021 Preparation of one complaint	40.00
4/12/2021 Review reports, criminal histories, and victim input in preparation for court hearings	48.75
4/13/2021 Appear at arraignments, pretrials, sentencings, and probation violation hearings	48.75
4/14/2021 Correspondence related to service calls for one defendant	16.25
4/16/2021 Discuss cases with Attorney Thames	40.63
Review reports, email offer for cases tagging with a felony	65.00
Preparation of one complaint	40.00
4/19/2021 Follow up from 4/14 court, note files	16.25
Review Brookdale files	32.50
4/20/2021 Handle Brookdale court calendar	73.13
4/21/2021 Attend Brookdale zoom hearings	48.75
Discuss cases with Attorney Thames	32.50
4/22/2021 Respond to voicemails	32.50
4/23/2021 Review reports and note files	24.38
4/26/2021 Preparation for upcoming court cases	24.38
4/27/2021 Attend Brookdale zoom court hearings, follow up instructions to assistants, note files	48.75
Review reports, criminal histories, and victim input in preparation for court hearings	65.00
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	206.25
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	156.25
SUBTOTAL:	<u>[1,709.40]</u>
For professional services rendered	\$10,468.68
Client Expense Charges :	
<u>Criminal Expenses:</u>	
Monthly support fee for March	11.16
SUBTOTAL:	<u>[11.16]</u>
Total Client Expense Charges	\$11.16
Total amount of this bill	\$10,479.84
Previous balance	\$12,635.95
4/15/2021 Payment - thank you	(\$12,635.95)
Total payments and adjustments	(\$12,635.95)

	<u>Amount</u>
Balance due	<u><u>\$10,479.84</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 Add Entry (F5)	Search Name	Refer	Invoice	Comments	Erro
Print Entry	MARTENS, BRAD	36888	042821	REIMBURSEMENTS	
Delete Entry	MENARDS MAPLE	36889		SUPPLIES	
Copy Entry	METRO SALES IN	36890	INV1797254	CONTRACT	
Allocate Entry	METRO WEST IN	36891	2819	FINALIZED INSPECTIONS	

Reset Screen
Turn ON help window
B# 3424
E# 23835

Pay To: METRO WEST INSPECTION SERVICES V#117 Invoice: 2819 Inv Date: 4/26/2021
Vendor Customer Copy Recur See Transactions Copy Invoice/Date to below Invoice Total Optional

Ref/Claim# 36891 Claim Type Direct
Comment: FINALIZED INSPECTIONS Project Check# Date
Copy Comments to entries below Copy Project to entries below

Bank or AP: Farmers State Bank Transaction Date: 5/5/2021 2819 Fixed Format
Italics fields are copied when lines are added below.

Account	Amt	Comments	Invoice	Inv Date	PO	Final	Proj Nbr
100-42400-300	\$27,676.52	Professional Svcs (G) FINALIZED INSPECTI	2819	4/26/2021	0	<input type="checkbox"/>	20
						<input checked="" type="checkbox"/>	

Date: 5/7/2021
Code to Acct #: 100
Amount to Pay: _____
Comments: _____

Approval Initials: JB Dept. Head
City Admin
Treasurer

\$27,676.52 Page Total
Batch Entered So Far \$126,177.78 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 # 2819

DATE 04/26/2021

ACTIVITY	HOURS	RATE	AMOUNT
Finaled Permits Finaled permits for April 2021	1	27,676.52	27,676.52

BALANCE DUE

\$27,676.52

A handwritten signature in black ink, appearing to be 'AWT'.

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
 April 26, 2021

Permit #	Permit Address	35% Eligible Fees, Mechanical, Plumbing, Plan Check, SEC	100% Investigation	Total Fees
2017-00311	20411 RUSH MEADOWS LA	\$1,014.51		\$355.08
2019-00053	9600 RIDGE DR	\$371.84		\$130.14
2019-00060	19261 PADDOCK LN	\$747.86		\$261.75
2019-00097	7575 COMMERCE ST	\$200.00		\$70.00
2019-00123	20010 75TH AVE N	\$200.00		\$70.00
2019-00133	19945 75TH AVE N	\$200.00		\$70.00
2019-00136	9940 CHISHOLM TR	\$691.44		\$242.00
2019-00304	23811 MEADOW CREEK DR	\$1,903.66		\$666.28
2019-00320	19315 PRIMROSE LN	\$318.04		\$111.31
2019-00343	6223 ELM RIDGE CR	\$100.00		\$35.00
2019-00544	20420 RUSH MEADOWS LA	\$4,990.60		\$1,746.71
2019-00699	23250 OAKDALE DR	\$90.00		\$31.50
2020-00210	7268 FIR LN	\$3,732.06		\$1,306.22
2020-00451	6357 LARKSPUR LN	\$3,868.70	\$56.00	\$1,410.05
2020-00459	23650 PIONEER TR	\$90.00		\$31.50
2020-00698	23650 PIONEER TR	\$341.14		\$119.40
2020-0467	10363 ELM LN	\$3,448.85		\$1,207.10
2020-0506	19139 63RD AVE N	\$3,846.38	\$52.00	\$1,398.23
2020-0530	6618 BIRDLE PATH	\$4,228.73	\$120.00	\$1,600.06
2020-00531	6622 PRIMROSE CT	\$4,891.19		\$1,711.92
2020-00544	19799 JACKIE LA	\$318.04		\$111.31
2020-00555	6750 BLACK OAK CT	\$3,538.78	\$52.00	\$1,290.57
2020-00556	19251 102ND PL	\$3,776.21		\$1,321.67
2020-00559	6439 PRAIRIE SAGE LN	\$4,796.56		\$1,678.80
2020-00572	7435 HICKORY LN	\$3,905.66	\$56.00	\$1,422.98
2020-00578	10266 ELM LN	\$2,495.56		\$873.45
2020-00579	10282 ELM LN	\$2,615.56		\$915.45
2020-00580	10387 ELM LN	\$3,798.82		\$1,329.59
2020-00600	19409 SUNFLOWER CT	\$3,701.38		\$1,295.48
2020-00601	6634 PRIMROSE CT	\$3,906.16		\$1,367.16
2020-00602	10298 ELM LN	\$2,226.56		\$779.30
2020-00688	9715 TAMIAME TR	\$90.00		\$31.50
2020-00696	9940 HIGH BLUFF	\$180.00		\$63.00
2020-00736	6403 HORSESHOE BEND	\$90.00		\$31.50
2020-00775	20503 CO RD 50	\$90.00		\$31.50
2020-00808	22290 OAKDALE DR	\$90.00		\$31.50
2020-00833	19800 STEIG RD	\$881.19		\$308.42
2020-00839	10221 IRONWOOD LN	\$2,662.56		\$931.90
2020-00947	6225 PIONEER TR	\$90.00		\$31.50
2020-00950	22835 WAGON WHEEL LA	\$90.00		\$31.50

Page Total \$26,452.31

Invoice Total \$27,676.52

STAFF REPORT

Agenda Item 7b.

Council Meeting: May 13, 2021	Prepared By: Lieutenant Burns
Topic: Waiver Request for Amplified Sound – Corcoran Lions Summer Events 20121 County Road 10, Lions Park. June 5 th , August 28 th , September 11 th , 2021	Action Required: Approval

Summary:

Corcoran Lions is requesting a Wavier for amplified sound at Corcoran Lions Park 20121 County Road 10 on Saturday June 5th, 2021, Saturday August 28th, 2021 and September 11th, 2021. Request is for amplified sound until 12:00A.M. on Saturday June 5th, 2021 (Tractor Pull), Saturday August 28th, 2021 (NTPA Tractor Pull), and September 11th, 2021 (Demo Derby).

Anticipated event completions are around 10:00 P.M. but applicant is asking for exemption until 12:00 A.M. for unforeseen weather or mechanical delays. If an event is cancelled due to weather, waiver would apply to the scheduled makeup date.

These are long standing public events used for community fundraising for the Corcoran Lions. If approved, gathering may be shut down for public safety reasons or exceeding past the approved time.

Financial/Budget:

None

Council Action:

Authorize a waiver for amplified sound until 12:00 A.M. on Saturday June 5th, 2021, Saturday August 28th, 2021, and September 11th, 2021.

Attachments:

1. Event Request



Corcoran Police Department

8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8965



EVENT REQUEST

Public Event Private Event

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: *Corcoran Lions tractor pull* Location of Event: *Corcoran Lions Park*
Date(s) of Event: *June 5* Event Sponsor: *Corcoran Lions*

Event Website:

Main Contact Name: *Russ Poppler* Cell Phone No. [REDACTED]

Main Contact Email Address:

Event Day on site contact: *Russ Poppler* Cell Phone No. *[arrow]*

Expected Attendance: *2,000*

Event Starting Time: *7:00 pm* Event Ending Time: *10: pm*

Officers Requested: Yes No

Security Starting Time: *6:00* Security Ending Time: *11:00*

Number of Officers Requested: Licensed Officers: *1* Reserve Officers: *4*

Security Provided by: Corcoran Police Private Both CPD / Private

Private Security Info. Name:

Contact Person: Phone No.

POLICE DEPARTMENT

- YES NO
1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.
2. Do you anticipate any medical support, security or traffic control services will be required?
3. Will this event affect traffic in the area? If YES, explain how traffic will be affected? *Exiting after*
4. Does this event involve a **moving route** (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.
5. Will this event involve outdoor music? If YES, please describe:
6. Will this event involve any noise requiring exception to the noise ordinance? If YES, please describe:
7. Will this event be on or adjacent to any body of water? If YES, has Water Patrol been notified?

FIRE DEPARTMENT

- YES NO
8. Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event
9. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, estimate number of tents and sizes:
10. Does the proposed event plan to use propane? If YES, for what and where? *Grills in Kitchen*

CITY AND BUILDING CODES

11. Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State MN Labor / Industry 763-241-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)
12. Will there be a need for portable toilet facilities?
13. Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall
14. Does this event involve animals? If YES, please describe:
15. Does this event involve amusement attractions (carnival rides, inflatable's, dunk tanks, etc.) If YES, please describe:
16. Will any food or beverages be available or sold at the event? If YES, provide a Hennepin County food permit
17. Will any part of this event be held on city of public property? If YES, please describe:

All requests for contractual police services are subject to approval by the Chief of Police or his/her designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

Applicant Signature R. Pol (Corcoran Living) Date 4-12-21

Mayor

City Administrator

Police Chief

OFFICE USE ONLY

- Application Approved as Submitted Approved See Below Denied See Below
- Corcoran Police Fire Department Building Inspector
- Road Closure Granted Noise Ordinance Exception Granted
- Off-Premise Alcohol Allowed ___ Police Officers Required ___ Other City Staff

Comments



Corcoran Police Department

8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8965



EVENT REQUEST


Public Event Private Event

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: *Corcoran Lions Nationals* Location of Event: *Corcoran Lions Park*

Date(s) of Event: *Aug. 28* Event Sponsor: *Corcoran Lions*

Event Website:

Main Contact Name: *Russ Popper* Cell Phone No. 

Main Contact Email Address:  Cell Phone No. 

Event Day on site contact:  Cell Phone No. 

Expected Attendance: *2000*

Event Starting Time: *7:00* Event Ending Time: *10:00*

Officers Requested: Yes No

Security Starting Time: *6:00* Security Ending Time: *11:00*

Number of Officers Requested: _____ Licensed Officers: *1* Reserve Officers: *4*

Security Provided by: Corcoran Police Private Both CPD / Private

Private Security Info. Name:

Contact Person: _____ Phone No. _____

POLICE DEPARTMENT

- YES NO
1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.
2. Do you anticipate any medical support, security or traffic control services will be required?
3. Will this event affect traffic in the area? If YES, explain how traffic will be affected? *Exiting After*
4. Does this event involve a **moving route** (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.
5. Will this event involve outdoor music? If YES, please describe:
6. Will this event involve any noise requiring exception to the noise ordinance? If YES, please describe:
7. Will this event be on or adjacent to any body of water? If YES, has Water Patrol been notified?

FIRE DEPARTMENT

- YES NO
8. Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event
9. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, estimate number of tents and sizes:
10. Does the proposed event plan to use propane? If YES, for what and where? *Grills in Kitchen*

CITY AND BUILDING CODES

11. Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State MN Labor / Industry 763-241-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)
12. Will there be a need for portable toilet facilities?
13. Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall
14. Does this event involve animals? If YES, please describe:
15. Does this event involve amusement attractions (carnival rides, inflatable's, dunk tanks, etc.) If YES, please describe:
16. Will any food or beverages be available or sold at the event? If YES, provide a Hennepin County food permit
17. Will any part of this event be held on city of public property? If YES, please describe:



Corcoran Police Department

8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8965



EVENT REQUEST

Public Event Private Event

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: *Corcoran Lions Demo Derby* Location of Event: *Corcoran Lions Park*
Date(s) of Event: *Sept. 11* Event Sponsor: *Corcoran Lions*

Event Website:

Main Contact Name: *Russ Popper* Cell Phone No. [REDACTED]

Main Contact Email Address: *[Arrow pointing to right]*

Event Day on site contact: *[Arrow pointing to right]* Cell Phone No. *[Arrow pointing to right]*

Expected Attendance: *2000*

Event Starting Time: *7:00* Event Ending Time: *10:00*

Officers Requested: Yes No

Security Starting Time: *6:00* Security Ending Time: *11:00*

Number of Officers Requested: Licensed Officers: *1* Reserve Officers: *4*

Security Provided by: Corcoran Police Private Both CPD / Private

Private Security Info. Name:

Contact Person: Phone No.

POLICE DEPARTMENT

- YES NO
1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.
2. Do you anticipate any medical support, security or traffic control services will be required?
3. Will this event affect traffic in the area? If YES, explain how traffic will be affected? *Exiting After*
4. Does this event involve a **moving route** (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.
5. Will this event involve outdoor music? If YES, please describe:
6. Will this event involve any noise requiring exception to the noise ordinance? If YES, please describe:
7. Will this event be on or adjacent to any body of water? If YES, has Water Patrol been notified?

FIRE DEPARTMENT

- YES NO
8. Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event
9. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.? If YES, estimate number of tents and sizes:
10. Does the proposed event plan to use propane? If YES, for what and where? *Grills in Kitchen*

CITY AND BUILDING CODES

11. Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State MN Labor / Industry 763-241-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)
12. Will there be a need for portable toilet facilities?
13. Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall
14. Does this event involve animals? If YES, please describe:
15. Does this event involve amusement attractions (carnival rides, inflatable's, dunk tanks, etc.) If YES, please describe:
16. Will any food or beverages be available or sold at the event? If YES, provide a Hennepin County food permit
17. Will any part of this event be held on city of public property? If YES, please describe:

All requests for contractual police services are subject to approval by the Chief of Police or his/her designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

Applicant Signature R Popl (Corcoran Lions) Date 4-12-21

Mayor

City Administrator

Police Chief

Application	<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Approved See Below	<input type="checkbox"/> Denied See Below
	<input type="checkbox"/> Corcoran Police	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Building Inspector
	<input type="checkbox"/> Road Closure Granted	<input type="checkbox"/> Noise Ordinance Exception Granted	
	<input type="checkbox"/> Off-Premise Alcohol Allowed	<input type="checkbox"/> ___ Police Officers Required	<input type="checkbox"/> ___ Other City Staff

Comments

STAFF REPORT

Agenda Item 7c.

Council Meeting: May 13, 2021	Prepared By: Lieutenant Burns
Topic: Waiver Request for Amplified Sound - 20121 County Road 10, Lions Park. 2021 Hamel Rodeo	Action Required: Approval

Summary:

Hamel Rodeo is requesting a Wavier for amplified sound at Corcoran Lions Park, 20121 County Road 10 on Thursday July 8th, Friday July 9th, Saturday July 10th, Sunday July 11th.

Request is for amplified sound until 12:00A.M. on Thursday July 8th, Friday July 9th, Saturday July 10th, and Sunday July 11th. Anticipated event completions are around 10:00 P.M. but applicant is asking for exemption until 12:00 A.M. for unforeseen weather or mechanical delays. If an event is cancelled due to weather, waiver would apply to the scheduled makeup date.

Hamel Rodeo was established in 1981 and is run by five local non-profit groups with 100 percent of the proceeds shared among these organizations to better the local community. If approved, gathering may be shut down for public safety reasons or exceeding past the approved time.

Financial/Budget:

None

Council Action:

Authorize a waiver for amplified sound until 12:00 A.M. on Thursday July 8th 2021, Friday July 9th 2021, Saturday July 10th, 2021 Sunday July 11th 2021.

Attachments:

1. Event Request



Corcoran Police Department

8200 County Road 116
Corcoran, MN 55340
Phone (763) 420-8966 Fax (763) 420-8965



EVENT REQUEST

Public Event Private Event

In an effort to meet your security needs, we ask that you read the attached City of Corcoran Event Policy. Then fully complete and submit the application at least sixty (60) days prior to your event.

Name of Event: **Hamel Rodeo** Location of Event: **Corcoran Lion's Park**

Date(s) of Event: **July 8,9,10,&11, 2021** Event Sponsor: **Hamel Rodeo Committee**

Event Website: **HamelRodeo.org**

Main Contact Name: **Tom Dykhoff** Cell Phone No. [REDACTED]

Main Contact Email Address: [REDACTED]

Event Day on site contact: **Tom Dykhoff** Cell Phone No. [REDACTED]

Expected Attendance: **Capacity for each performance will be established based on the Governor's Mandate for outside events, effective July 5, 2021.**

Event Starting Time: **7:30PM Thursday - Sunday, with Matinee at 1:00PM Saturday** Event Ending Time: **10:00PM nightly**

Officers Requested: Yes No

Security Starting Time: **6:30PM nightly, 12:30PM Saturday** Security Ending Time: **10:15PM nightly**

Number of Officers Requested: **3** Licensed Officers: **1** Reserve Officers: **2**

Security Provided by: Corcoran Police Private Both CPD / Private

Private Security Info. Name:

Contact Person: Phone No.

POLICE DEPARTMENT

- YES NO
1. Does this event involve the sale or availability of alcoholic beverages to the public? If YES you must obtain a temporary liquor license through City Hall.
 2. Do you anticipate any medical support, security or traffic control services will be required?
 3. Will this event affect traffic in the area? If YES, explain how traffic will be affected?
At the conclusion of each performance, traffic control for exiting vehicles.
 4. Does this event involve a **moving route** (parade, race, run/walk, etc.) of any kind, along streets, trails or sidewalks? If YES, attach a map or sketch of your proposed route, indicate the direction of travel and/or provide a written narrative to explain your route.
 5. Will this event involve outdoor music? If YES, please describe:
 6. Will this event involve any noise requiring exception to the noise ordinance? If YES, please describe:
 7. Will this event be on or adjacent to any body of water? If YES, has Water Patrol been notified?

FIRE DEPARTMENT

- YES NO
8. Will there be a pyrotechnics (fireworks) display? If yes, you must apply for a permit from City Hall 30 days prior to the event
 9. Is this event likely to involve a tent more than 200 sq. ft. or a canopy more than 400 sq. ft.?
If YES, estimate number of tents and sizes:
 10. Does the proposed event plan to use propane? If YES, for what and where?
1-100 lbs. cylinder at each of 2 food preparation locations.

CITY AND BUILDING CODES

11. Will there be any temporary electrical wiring or generators used? If yes, you must apply for an electrical permit from the State MN Labor / Industry 763-241-2102 (Generators must be surrounded by barriers with a fire extinguisher readily available.)
12. Will there be a need for portable toilet facilities?
13. Does this event involve any hanging banners or signage? If yes, you must apply for a sign permit from City Hall
14. Does this event involve animals? If YES, please describe: **Livestock associated with a typical Rodeo performance, provided by both Contractor and Contestants. Horses, Calves, Steers, and Bulls.**
15. Does this event involve amusement attractions (carnival rides, inflatable's, dunk tanks, etc.)
If YES, please describe:
16. Will any food or beverages be available or sold at the event? If YES, provide a Hennepin County food permit
17. Will any part of this event be held on city of public property?
If YES, please describe:

All requests for contractual police services are subject to approval by the Chief of Police or his/her designee. Request must be a minimum of two (2) hours per officer and cancellation with less than twenty-four (24) hours notice will require a charge of two (2) hours per scheduled officer payable by the requesting business or organization. The requesting business will be billed by the City of Corcoran payable within fifteen (15) days of receipt of invoice. Any charges for future court proceedings that result from the requested service will be billed to the requesting business. It is understood that the services requested are in addition to police services normally provided and not in lieu thereof, and that officers assigned are not subject to direct supervision or control by the requestor, but will coordinate with the event organizers.

THE REQUESTING BUSINESS FURTHER AGREES TO WAIVE ANY AND ALL CLAIMS AGAINST THE CITY OF CORCORAN, ITS POLICE DEPARTMENT AND OFFICERS FOR ANY FORM OF DAMAGE OR INJURY RESULTING OUT OF THE SERVICES PROVIDED OR REQUESTED HEREIN.

Applicant Signature Thomas F. Dykhoff **Date** April 20, 2021

Mayor

City Administrator

Police Chief

OFFICE USE ONLY

- Application Approved as Submitted Approved See Below Denied See Below
 Corcoran Police Fire Department Building Inspector
 Road Closure Granted Noise Ordinance Exception Granted
 Off-Premise Alcohol Allowed ___ Police Officers Required ___ Other City Staff

Comments

Corcoran Police

Event Policy

The Corcoran Police Chief will authorize security for all City, Public and Private Events based on the number of expected people, type of activity, and experience as described below.

Type of Events	City Event – An event fully or partially sponsored by the City of Corcoran Public Event – An event open to the public Private / Other Event – An event closed to the public or outside of normal business
When Security is Required	City Event – When requested by City Officials Public events – anytime alcohol is served - or crowds exceeding or expecting to exceed 500 - or where public safety or health is concerned Private Events / Other – Outside of normal business when alcohol is served. (This policy does not affect private residents.)
Level of Security Required	The Chief of Police will determine the number of uniformed officers working at each event - If alcohol is served a minimum of: One (1) licensed police officer and two (2) reserve police officers Sponsor may request additional officers to be supplied upon availability Sponsor may hire qualified private security subject to the Chief of Police approval, requires thirty (30) days notice Or other levels of security as determined by the Chief of Police
Sponsor's Requirements	Submission of completed application form to the Chief of Police sixty (60) prior to the event Receive approved application from Chief of Police Any other requirements determined by the Chief of Police
Police Department Requirements	Promptly notify sponsor of approval or denial of application Notify sponsor of any additional requirement(s) Attempt to meet all the needs of the applicant
Rates of Compensation	City Events – No Cost Public and Private Events – Licensed Police Officer \$90.00 per hour Reserve Police Officer \$30.00 per hour City Holidays \$115.00 per hour
Payment	Payment for Corcoran Officers made directly to: City of Corcoran within fifteen (15) days of invoice. City of Corcoran may require an escrow account as part of the application. Funds paid for Reserve Police Officers go to the fund for training and equipment of the Reserve Program and not the individual reserve officer
Officers Duties	Attempts will be made to accommodate sponsor's special requests; however, responsibility for duty assignments remain with the officer-in-charge of the event
Special Notes	Only uniformed police and fire personnel are to direct traffic on City, County and State roads
Policy Approval	Passed by the Council of the City of Corcoran, Hennepin County, Minnesota, the 27 th day of April, 2000, updated the 26 th day of October, 2006.

RESOLUTION NO. 2021-38

Motion By:
Seconded By:

**A RESOLUTION APPROVING 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE
IN THE CITY OF CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Liquor License is granted effective for the dates as indicated, to the following Licensee, provided appropriate application and insurance documents.

<u>LICENSEE</u>	<u>LICENSE</u>	<u>LICENSE EFFECTIVE DATE</u>
Hamel Rodeo, Inc.*	1 Day to 4 Day Temporary On-Sale Liquor License	July 8, 2021 – July 11, 2021

*Restricted use (purchasing and consuming) in fenced off "Beer Gardens" area only at Lions

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 13th day of May 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-39

Motion By: Bottema
Seconded By: Schultz

**A RESOLUTION APPROVING TEMPORARY ON-SALE LIQUOR LICENSE IN THE
CITY OF CORCORAN, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Corcoran that the following Liquor License is granted effective for the dates as indicated, to the following Licensee, provided appropriate application and insurance documents are submitted and satisfactory background check completed by the Corcoran Police Department.

<u>LICENSEE</u>	<u>LICENSE</u>	<u>LICENSE EFFECTIVE DATE</u>
Corcoran Lions	On-sale	June 5, 2021 <i>Tractor Pull at Corcoran Lions Park</i>

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 13th day of May 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise –Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 7f.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: Cropland Rental Agreement, Amendment to Land Purchase Agreement – 8200 County Road 116	Action Required: Approval

Summary:

The cropland south of City Hall continues to be owned by the City until the formal purchase by St. Therese which is anticipated to take place this summer. It is likely that application materials will be submitted this summer as well, and if approved, grading will not take place until September.

Due to the length of time until grading will take place, there is a need to manage the field for weeds. The options available to the City are to spray chemicals at intervals or to work with an individual to plant a crop which is preferred and less expensive.

Due to the urgent timing of planting a crop, the City Administrator has provided a verbal commitment to the attached crop rental agreement which outlines payment to the City if the crop is harvested and payment to the individual for costs incurred if the field is needed prior to harvest.

In addition to a cropland rental agreement, an amendment to the purchase agreement with St. Therese is also required to facilitate the planting. An agreement has been drafted and is also attached to this report which outlines a sharing of the revenue or costs between the two entities if the sale takes place this summer. St. Therese has verbally agreed to the arrangement.

Financial/Budget:

Costs to write the agreements have been incurred by the City. Future revenue or expenditures are outlined in the agreements.

Council Action:

Authorize the Mayor and City Administrator to execute the Crop Rental Agreement and First Amendment to Land Purchase Agreement.

Attachments:

1. Crop Rental Agreement
2. First Amendment to Land Purchase Agreement

**CITY OF CORCORAN, MINNESOTA
CROP RENTAL AGREEMENT
SOUTH PARCEL
24-119-23-23-0001
2021 CROP YEAR**

This Crop Rental Agreement (hereinafter this "Agreement") is entered into this _____ day of May, 2021, between the City of Corcoran (hereinafter the "City") and Steve Leuer, 3312 Red Fox Drive, Medina MN, 55340 (hereinafter "Leuer"), for the purpose of outlining the terms by which Leuer, may plant, maintain and harvest a wheat crop on the City owned land legally described as:

The Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ and that part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ lying South of the North 152 feet thereof, also that part of the North 152 feet of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ lying East of the West 161 feet thereof, except road, Section 24, Township 119, Range 23, Hennepin County Minnesota, lying South of the City Hall/Civic Center site, and not including existing tree nursery and turf on the property (approximately 21 tillable acres).

(hereinafter the "Property")

The City and Leuer agree as follows:

1. The City agrees to conditionally make available to Leuer, the use of the Property to plant and harvest a crop of wheat during the 2021 wheat growing season, as defined herein.
2. Leuer will be responsible for the control and removal of weeds on the tillable land on the above-described Property until the conclusion of the 2021 wheat growing season as defined in paragraph 8 below, or until such time as this Agreement is cancelled.
3. The City agrees to allow Leuer, to use any herbicide but atrazine.
4. The City agrees to allow Leuer the use of the Property for a charge of \$100.00/acre or \$2,100.00 (tillable acreage being approximately 21 acres) for the crop year 2021.
5. The full lease amount shall be paid by Leuer to the City no later than 30 days after the conclusion of the 2021 wheat growing season, as defined in paragraph 8 below.
6. The City shall retain the right to cancel this Agreement, re-enter and re-take possession of the Property upon 3 days' written notice from the City to Leuer. In

such event, Leuer shall immediately vacate the Property and shall not retain any rights to the Property or any crops planted thereon. Should the City exercise its right under this paragraph 6, the City shall reimburse the full rental payment made by Leuer pursuant to paragraph 4 herein. Further, in such event, the City shall reimburse Leuer for the listed costs below on a per acre basis and at the listed rates, provided they have been actually incurred by Leuer at the time the City provides notice of cancellation. The reimbursement provided for herein along with the refunding of Leuer's rental payment shall be Leuer's sole and complete reimbursement due to the City's cancellation and Leuer shall not be entitled to any additional compensation due to such action by the City.

Reimbursement Schedule upon Early Cancellation by the City (absent material breach)

- | | |
|----------------------------|--|
| a. Tillage | \$15.75/acre (up to two applications per acre) |
| b. Planting | \$17.75/acre |
| c. Fertilizer Application | \$8.00/acre |
| d. Fertilizer | \$133.50/acre |
| e. Wheat Seed | \$40.75/acre |
| f. Post-Emergent Herbicide | \$31.50/acre |
| g. Spray Application | \$8.00/acre |
| h. Pre-Harvest Spray | \$14.50/acre |
7. Upon early cancellation, which shall be defined as cancellation prior to the conclusion of the 2021 wheat growing season as defined in paragraph 8 below, the City shall not be responsible for reimbursement of the costs contemplated in paragraph 6 herein if Leuer has materially breached his obligations herein.
8. If cancellation is not initiated prior, this Agreement shall expire at the conclusion of the 2021 wheat growing season. For the purposes of this Agreement, conclusion of the 2021 wheat growing season shall be the earlier of: 1) 3 days after the wheat crops on the Property are harvested; or 2) September 1, 2021.

9. The City retains the authority to transfer the City's rights and obligations contemplated in this Agreement to another party in whole or in part.

Dated: _____

by: _____
Brad Martens, City Administrator

Dated: _____

by: _____
Steve Leuer

FIRST AMENDMENT TO LAND PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO LAND PURCHASE AGREEMENT (this “**First Amendment**”) is made and entered into as of May ____, 2021 (the “**Effective Date**”) by and between **THE CITY OF CORCORAN**, a Minnesota municipal corporation (“**Seller**”), and **SAINT THERESE COMMUNITIES**, a Minnesota nonprofit corporation (“**Buyer**”).

WHEREAS, on December 12, 2019, Buyer and Seller entered into a Land Purchase Agreement for the purchase the Property, as defined therein; and

WHEREAS, Buyer and Seller intend to close on the transaction contemplated in the Land Purchase Agreement during the summer of 2021; and

WHEREAS, Buyer does not intend to commence development activities on the Property until the fall of 2021 and both Buyer and Seller desire that weed control be implemented on the Property until that time; and

WHEREAS, in the past, the Seller has leased the Property for farming activities contingent upon the implementation of weed control on the Property; and

WHEREAS, Buyer and Seller desire to permit the City to enter into a new crop rental agreement with a farmer for the 2021 growing season to so that the Property can be optimally utilized during the growing season and so that weed control measures are implemented without cost to Buyer or Seller; and

WHEREAS, as a part of the due diligence process related to the sale of the Property, Seller has previously certified, and is obligated to certify again at closing, that there are no unrecorded leases on the Property beyond the disclosures previously made by Seller; and

WHEREAS, Buyer and Seller desire to amend the Land Purchase Agreement to memorialize their mutual agreement to permit Seller to lease the Property for farming purposes during the 2021 growing season, subject to certain conditions; and

WHEREAS, Seller has disclosed the proposed terms of the 2021 crop rental agreement (form attached as **Exhibit A**) to Buyer and Buyer has found the terms to be acceptable; and

WHEREAS, Buyer and Seller agree to share the obligations and revenues produced by the proposed 2021 crop rental agreement, subject to certain conditions.

NOW, THEREFORE, in consideration of the mutual covenants, representations, warranties and agreements and the conditions set forth in this First Amendment, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Section 1. Waiver of Buyer's Contingency and Seller's Indemnification Obligation Related to Crop Rental Agreement.

1.1 2021 Crop Rental Agreement Permitted. Buyer and Seller mutually agree that Seller may enter into a crop rental agreement for the Property for farming rights during the 2021 growing season. Such agreement shall be in a form substantially similar to that contained in Exhibit A. Seller's act of leasing the Property in this manner shall not constitute a violation of any Seller warranty, representation, obligation or covenant contemplated within the Land Purchase Agreement. Further, entry into this lease shall not trigger Seller's obligation to indemnify Buyer pursuant to Section 9 of the Land Purchase Agreement.

1.2 Existence of 2021 Crop Rental Agreement Not a Release of Closing Obligation. The parties mutually desire for Seller to enter into the contemplated crop rental agreement and neither party may use such agreement as justification of a refusal to close on the sale of the Property.

1.3 Limitation. Buyer and Seller mutually agree to permit Seller to enter into a 2021 crop rental agreement as contemplated herein as an independent and limited exception to the terms of the Land Purchase Agreement. This First Amendment shall not permit Seller to enter into other agreements which encumber the Property.

Section 2. Buyer and Seller to Share Benefits and Obligations of Crop Rental Agreement.

2.1 Summer 2021 Closing a Condition Precedent. No obligations of Seller, nor benefits due to Seller pursuant to a 2021 crop rental agreement related to the Property shall transfer to Buyer unless Buyer and Seller close on the sale of the Property by _____ (the "**Closing Deadline**"). If Buyer and Seller do not close on the sale of the Property by the Closing Deadline, then all obligations and benefits of the crop rental agreement shall belong to Seller exclusively. The Closing Deadline contemplated herein shall be used exclusively to determine rights and obligations related to the crop rental agreement and in no way alters the Closing timelines contemplated in the Land Purchase Agreement.

2.2 Equal Revenue and Liabilities Share. If Buyer and Seller successfully close on the sale of the Property by the Closing Deadline, then they shall equally share in all revenues generated by the 2021 crop rental agreement and also equally share in any and all obligations and liabilities related thereto. This obligation shall attach upon closing, regardless of when such revenues are received from the lessor, and such obligation to equally share such revenues shall survive closing. Upon a successful closing on or before the Closing Deadline, the party that receives (or has already received) revenues contemplated by the crop rental agreement shall split those revenues with the other party. In the event the lease is pre-maturely terminated and landlord liabilities attach, these liabilities shall be equally shared by Buyer and Seller and such obligation shall also survive closing.

Section 3. Effect of First Amendment.

3.1 Remaining Terms Unaffected. This First Amendment to Land Purchase Agreement shall only amend the specific terms of the Land Purchase Agreement as contemplated herein, and all other terms of the Land Purchase Agreement shall remain in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Land Purchase Agreement by their duly authorized representatives effective as of the day and year first above written.

SELLER:

BUYER:

CITY OF CORCORAN

SAINT THERESE COMMUNITIES

By: _____

By: _____

Its: _____

Its: _____

EXHIBIT A

(Crop Rental Agreement)



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: May 4, 2021 for the May 13, 2021 City Council Meeting
RE: Rear Setback Variance for the Property located at 6433 Bluestem Circle (PID 36-119-23-42-0032) (city file no. 21-010)

120-DAY REVIEW DEADLINE: June 12, 2021

1. Application Request

Andrew and Pamela Krominga, the applicants, have requested approval of a variance to allow construction of a deck and four-season porch which would encroach into the rear setback. The porch and deck would be constructed with a varying setback from 15 to 22.4 feet from the lot line where 25 feet is required.

2. Planning Commission Review

The Planning Commission reviewed this item at the April 1st meeting. In addition to the applicant, one resident was present to speak on this item. The Commission found that the variance standards have not been met for the patio and deck variance and recommended denial of the request, but felt that some relief was needed to address this issue. The Commission voted unanimously (4-0) recommended approval to allow a 6-foot encroachment into the 25-foot rear setback for the deck/patio but not for the porch.

3. City Council Action

The City Council reviewed this item at the April 22nd meeting and voted 3-2 to recommend approval. The Council directed staff to prepare findings of fact for approval with the City Attorney.

6. Recommendation

Move to adopt Resolution 2021-31 approving the variance.

Attachments

1. Resolution 2021-31

RESOLUTION NO. 2021-31

Motion By:
Seconded By:

**A RESOLUTION TO APPROVE A VARIANCE FOR THE PROPERTY LOCATED AT 6433
BLUESTEM CIRCLE (PID 36-119-23-42-0032) (CITY FILE 21-010)**

WHEREAS, Andrew and Pamela Krominga (“the applicants”) have requested approval of a variance to allow for a rear yard setback encroachment has been proposed for the property legally described as:

Lot 2, Block 3, Ravinia 3rd Addition, Hennepin County, Minnesota.

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

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

1. The applicants have requested a variance for a four-season porch and deck to encroach into the required rear yard setback as shown on the application received by the City on January 26, 2021.
2. The City Council finds that the variance standards have been met, based on the following findings:
 - a. There are practical difficulties in complying with the Zoning Ordinance due to the shape of the lot and the location of the home on the lot.
 - b. That the conditions upon which a petition for a variation is based are unique to the parcel of land for which the variance is sought due to the wedge shape of the lot.
 - c. That the granting of the variation will not alter the essential character of the locality.
 - d. The proposed variance would be in harmony with the general purposes and intent of the Ordinance, which allows residential uses.
 - e. The variance is consistent with the Comprehensive Plan, which anticipates residential uses on this parcel.
3. A building permit is required prior to construction.
4. The approving resolution must be filed at Hennepin County prior to issuance of a building permit.

RESOLUTION NO. 2021-31

VOTING AYE

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

VOTING NAY

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

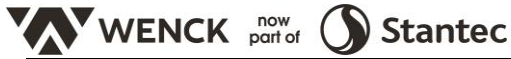
Whereupon, said Resolution is hereby declared adopted on this 13th day of May 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal



To: Kevin Mattson, City of Corcoran From: Kent Torve, PE City Engineer
Nick Wyers, PE

File: B002294-19-052 Date: April 15, 2021

Subject: CSAH 101 & Stieg Road Turn Lane Improvements – Pay Request #3 & Final

Reference: CSAH 101 & Stieg Road Turn Lane Improvements – Pay Request #3 & Final

Council Action Requested

We recommend approval of the Third and Final Payment Request to New Look Contracting in the amount of \$3,059.53 on the CSAH 101 & Stieg Road Turn Lane Improvements Project.

Background

The CSAH 101 & Stieg Road Turn Lane Project was a City project to construct the northbound left and southbound right turn lanes onto Stieg Road from County State Aid Highway 101 (CSAH 101). This project was required by the County to support the adjacent Bellwether development, and the project is financed entirely from the developer.

Work on the project was substantially completed in June of 2020 with final vegetation establishment verified this spring. New Look Contracting has completed all punch list work on the project, provided the necessary project closeout documentation and no work is remaining on the project. The contract does include a two-year warranty which will carry forward until June 9, 2022.

The total constructed project cost came in under the contract amount related to reductions due to the existing subgrade being in better condition than anticipated. This resulted in less material excavated and hauled offsite.

Financing

The total project cost is \$305,952.76 as compared to the contract amount of the project of \$343,535.00. Currently the City has withheld 1% retainage for final closeout of the project. Now that all closeout work has been completed, we are recommending making the third and final payment in the amount of \$3,059.53. Attached to this memo is the final pay application, as well as the IC-134's (lien releases) from the subcontractors on the project which certify they were paid for their work.

As noted previously, this project was financed entirely by the developer with the City utilizing the funds placed in an escrow account.

Attachments

Pay Request #3 & Final
IC-134 documents

PAY REQUEST #2
CITY OF CORCORAN
CSAH 101 & Stieg Road Turn Lane Improvements
Project Number: 2294-0052
8/31/2020

LINE NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE	PAY REQUEST #3 & FINAL APRIL 2021		COMPLETED TO DATE	
						QUANTITY	COST	QUANTITY	COST
BASE BID: CSAH 101 & Stieg Road Turn Lane Improvements									
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$ 30,000.00	\$ 30,000.00	0.0	\$ -	1.0	\$ 30,000.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 4,150.00	\$ 4,150.00	0.0	\$ -	1.0	\$ 4,150.00
3	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 1.00	\$ 1.00	0.0	\$ -	0.0	\$ -
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1885	\$ 2.00	\$ 3,770.00	0.0	\$ -	1,852.0	\$ 3,704.00
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	970	\$ 9.00	\$ 8,730.00	0.0	\$ -	887.0	\$ 7,983.00
6	REMOVE STORM SEWER PIPE	LIN FT	3	\$ 50.00	\$ 150.00	0.0	\$ -	16.0	\$ 800.00
7	REMOVE CMP FLARED-END SECTION	EACH	1	\$ 400.00	\$ 400.00	0.0	\$ -	0.0	\$ -
8	REMOVE SIGN AND POST	EACH	1	\$ 150.00	\$ 150.00	0.0	\$ -	1.0	\$ 150.00
9	PAVEMENT MARKING REMOVAL	LUMP SUM	1	\$ 3,000.00	\$ 3,000.00	0.0	\$ -	1.0	\$ 3,000.00
10	CONNECT TO EXISTING 30" CMP	EACH	1	\$ 1,000.00	\$ 1,000.00	0.0	\$ -	1.0	\$ 1,000.00
11	30" CMP STORM SEWER PIPE	LF	16	\$ 225.00	\$ 3,600.00	0.0	\$ -	10.0	\$ 2,250.00
12	30" CMP FLARED-END SECTION	EACH	1	\$ 1,225.00	\$ 1,225.00	0.0	\$ -	1.0	\$ 1,225.00
13	SALVAGE & RESPREAD EXISTING TOPSOIL	LUMP SUM	1	\$ 4,500.00	\$ 4,500.00	0.0	\$ -	1.0	\$ 4,500.00
14	COMMON EXCAVATION - ONSITE (EV) (P)	CU YD	1260	\$ 8.00	\$ 10,080.00	0.0	\$ -	1,260.0	\$ 10,080.00
15	COMMON EXCAVATION - OFFSITE (LV)	CU YD	905	\$ 20.00	\$ 18,100.00	0.0	\$ -	382.0	\$ 7,640.00
16	COMMON BORROW (CV)	CU YD	50	\$ 20.00	\$ 1,000.00	0.0	\$ -	0.0	\$ -
17	SUBGRADE CORRECTION EXCAVATION - OFFSITE (LV)	CU YD	560	\$ 25.00	\$ 14,000.00	0.0	\$ -	0.0	\$ -
18	GEOTEXTILE FABRIC, TYPE V WOVEN	SQ YD	3100	\$ 2.00	\$ 6,200.00	0.0	\$ -	3,100.0	\$ 6,200.00
19	GRANULAR BORROW (SUBGRADE CORRECTION OVER UTILITIES)	TON	25	\$ 50.00	\$ 1,250.00	0.0	\$ -	0.0	\$ -
20	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	1550	\$ 20.00	\$ 31,000.00	0.0	\$ -	1,681.0	\$ 33,620.00
21	AGGREGATE SURFACING CLASS 2, 100 % CRUSHED LIMESTONE	TON	150	\$ 50.00	\$ 7,500.00	0.0	\$ -	165.3	\$ 8,265.00
22	STABILIZING AGGREGATE, 3" MINUS	TON	818	\$ 28.00	\$ 22,904.00	0.0	\$ -	355.9	\$ 9,965.20
23	BITUMINOUS TACK COAT MATERIAL	GAL	175	\$ 6.00	\$ 1,050.00	0.0	\$ -	170.0	\$ 1,020.00
24	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	750	\$ 88.00	\$ 66,000.00	0.0	\$ -	355.8	\$ 31,312.16
25	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	750.00	\$ 86.00	\$ 64,500.00	0.0	\$ -	1,242.9	\$ 106,889.40
26	SIGN PANELS TYPE C	SQ FT	15	\$ 50.00	\$ 750.00	0.0	\$ -	15.0	\$ 750.00
27	INSTALL SIGN TYPE C AND POST	EACH	2	\$ 260.00	\$ 520.00	0.0	\$ -	2.0	\$ 520.00
28	SEED MIXTURE 25-141	SQ YD	1770	\$ 1.00	\$ 1,770.00	0.0	\$ -	1,569.0	\$ 1,569.00
29	SEED MIXTURE 34-171	SQ YD	250	\$ 2.00	\$ 500.00	0.0	\$ -	250.0	\$ 500.00
30	SILT FENCE, TYPE MS - MAINTAINED	LIN FT	1200	\$ 3.50	\$ 4,200.00	0.0	\$ -	1,197.0	\$ 4,189.50
31	BALE BARRIERS - MAINTAINED	LIN FT	1155	\$ 11.00	\$ 12,705.00	0.0	\$ -	934.0	\$ 10,274.00
32	CULVERT PROTECTION - MAINTAINED	EACH	3	\$ 350.00	\$ 1,050.00	0.0	\$ -	0.0	\$ -
33	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	30	\$ 1.00	\$ 30.00	0.0	\$ -	16.0	\$ 16.00
34	WATER FOR DUST CONTROL	MGAL	30	\$ 1.00	\$ 30.00	0.0	\$ -	0.0	\$ -
35	EROSION CONTROL BLANKET CATEGORY 3N STRAW 2S	SQ YD	2020	\$ 2.50	\$ 5,050.00	0.0	\$ -	1,145.0	\$ 2,862.50
36	PAVEMENT MESSAGE (RT ARROW) THERMOPLASTIC (GROUND-IN)	EACH	2	\$ 650.00	\$ 1,300.00	0.0	\$ -	2.0	\$ 1,300.00
37	PAVEMENT MESSAGE (LT ARROW) THERMOPLASTIC (GROUND-IN)	EACH	2	\$ 650.00	\$ 1,300.00	0.0	\$ -	2.0	\$ 1,300.00
38	4" DOUBLE SOLID LINE YELLOW - MULTI-COMPONENT (GROUND-IN)	LIN FT	3080	\$ 1.00	\$ 3,080.00	0.0	\$ -	2,921.0	\$ 2,921.00
39	6" SOLID LINE WHITE - MULTI-COMPONENT (GROUND-IN)	LIN FT	1690	\$ 1.00	\$ 1,690.00	0.0	\$ -	1,757.0	\$ 1,757.00
40	4" SOLID LINE WHITE - MULTI-COMPONENT (GROUND-IN)	LIN FT	600	\$ 2.00	\$ 1,200.00	0.0	\$ -	600.0	\$ 1,200.00
41	24" SOLID LINE YELLOW - MULTI-COMPONENT (GROUND-IN)	LIN FT	205	\$ 20.00	\$ 4,100.00	0.0	\$ -	152.0	\$ 3,040.00

TOTAL BASE BID: \$ 343,535.00 \$ - \$ 305,952.76

TOTAL ORIGINAL CONTRACT: \$ 343,535.00 \$ - \$ 305,952.76

CONTRACT SUMMARY			
ORIGINAL CONTRACT AWARD AMOUNT	\$ 343,535.00	THIS PAY REQUEST	COMPLETE TO DATE
		TOTAL ORIGINAL CONTRACT	\$ -
CURRENT RETAINAGE (0%)	\$ -	\$ -	
TOTAL CURRENT PAY REQUEST	\$ -	\$ 305,952.76	

SECTION 00 62 76
APPLICATION FOR PAYMENT FORM

OWNER: City of Corcoran
PROJECT: CSAH 101 and Stieg Road Turn Lane Improvements
CONTRACTOR: New Look Contracting, Inc.

PAY ESTIMATE NO. 3 & FINAL

Original Contract Amount:	<u>\$ 343,535.00</u>
Contract Changes approved to Date (List Change Order Numbers):	<u>N/A</u>
Revised Contract Price :	<u>\$ 343,535.00</u>
Work Completed to Date (attached):	<u>\$ 305,952.76</u>
Retainage to Date, 1%:	<u>\$ -</u>
Work Completed to Date Less Retainage to Date:	<u>\$ 305,952.76</u>
Total Amount Previously Certified:	<u>\$ 302,893.23</u>
Payment Request This Estimate:	<u>\$ 3,059.53</u>

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

Eric Stratford

CONTRACTOR

CERTIFICATE OF CONTRACTOR

I hereby certify that the work and the materials supplied to date, as shown on the request for payment, represents the actual value of accomplishment under the terms of the contract dated 03/05/2020 between between the City of Corcoran (OWNER) and New Look Contracting, Inc. (CONTRACTOR) and all authorized changes therto:

Eric Stratford

By

Eric Stratford

Title

Director of Business Operations

Approval:

(CONTRACTOR)

Eric Stratford

Date

04/15/2021

WENCK ASSOCIATES, INC

Kent Tolve

Date

4/15/2021

Kent Tolve, P.E.

CITY OF CORCORAN

Date

END OF SECTION



Your Contractor Affidavit request is Approved. A copy of this page MUST be provided to the contractor or government agency that hired you.

Submitted Date and Time: 26-Mar-2021 4:14:20 PM
 Confirmation Number: 0-792-131-360
 Name: NEW LOOK CONTRACTING INC
 ID: 2321133
Affidavit Number: 2027163648
 Project Owner: CITY OF CORCORAN
 Project Number: 2294-0052
 Project Begin Date: 5/5/2020
 Project End Date: 6/22/2020
 Project Location: CSAH 101 & STEIG RD, CORCORAN
 Project Amount: \$305,952.76
 Subcontractors:

Name	ID	Affidavit Number
MCCROSSAN CS CONSTRUCTION INC	4759194	1562599424
WARNING LITES OF MINNESOTA INC	3086922	882991104

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Completed

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-357-502-752
Submitted Date and Time:	20-Aug-2020 9:15:57 AM
Legal Name:	MCCROSSAN C S CONSTRUCTION INC
Federal Employer ID:	41-1455413
User Who Submitted:	mccrossan
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1562599424
Minnesota ID:	4759194
Project Owner:	CITY OF CORCORAN
Project Number:	20-4819
Project Begin Date:	12-May-2020
Project End Date:	26-May-2020
Project Location:	CSAH 101 & STEIG RD
Project Amount:	\$118,278.45
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number: 1-366-481-184
Submitted Date and Time: 13-Aug-2020 3:32:43 PM
Legal Name: WARNING LITES OF MINNESOTA INC
Federal Employer ID: 36-4762529
User Who Submitted: jjjewels
Type of Request Submitted: Contractor Affidavit

Affidavit Summary

Affidavit Number: 882991104
Minnesota ID: 3086922
Project Owner: CITY OF CORCORAN
Project Number: 2294-0052
Project Begin Date: 16-Apr-2020
Project End Date: 23-Jun-2020
Project Location: CSAH 101 & STEIG RD TURN LN IMPROVEMENTS
Project Amount: \$16,411.20
Subcontractors: No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



14045 Northdale Blvd Rogers, MN 55374 763-241-1596 MAIN 763-241-9196 FAX

Subcontractor:

Warning Lites of MN
 4700 Lyndale Ave North
 Minneapolis, MN 55430

Project: CSAH 101 & Steig Rd Turn Ln Improvements
Project #: _____
NLC #: 20-4819

Pay Estimate # _____ **Final**
Date _____

Item #	Description	Estimated Quantity	Unit	Unit Price:	Contract Total	Current Quantity:	Current Amount:	Quantity to Date:	Amount Payable to Date:
1	Mobilization	1	LS	\$ 860.00	\$ 860.00		\$ -	1	\$ 860.00
2	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -	1	\$ 2,500.00
8	Remove Sign & Post	1	EA	\$ 50.00	\$ 50.00		\$ -	1	\$ 50.00
9	Pavement Marking Removal	1	LS	\$ 2,500.00	\$ 2,500.00		\$ -	1	\$ 2,500.00
26	Sign Panels Type C	15	SF	\$ 27.50	\$ 412.50		\$ -	15	\$ 412.50
27	Install Sign Type C & Post	2	EA	\$ 157.50	\$ 315.00		\$ -	2	\$ 315.00
36	RT Thermo Grooved	2	EA	\$ 531.00	\$ 1,062.00		\$ -	2	\$ 1,062.00
37	LT Thermo Grooved	2	EA	\$ 531.00	\$ 1,062.00		\$ -	2	\$ 1,062.00
38	4" Double Yellow Multi Grooved	3,080	LF	\$ 0.80	\$ 2,464.00		\$ -	2921	\$ 2,336.80
39	6" Solid White Multi Grooved	1,690	LF	\$ 0.64	\$ 1,081.60		\$ -	1757	\$ 1,124.48
40	4" Solid White Multi Grooved	600	LF	\$ 0.40	\$ 240.00		\$ -	600	\$ 240.00
41	24" Solid Yellow Multi Grooved	205	LF	\$ 12.02	\$ 2,464.10		\$ -	152	\$ 1,827.04
	Salvage & Reinstall Sign	4	EA	\$ 350.00	\$ 1,400.00		\$ -	4	\$ 1,400.00
					Total:		\$ -		\$ -
							\$ -		\$ 15,689.82

EXTRAS/Change Order	Estimated Quantity	Unit	Unit Price:	EXTRAS C/O Total:	Current Quantity:	Current Amount:	Quantity to Date:	Extras Payable to Date:
Total:					\$ -	\$ -		\$ -

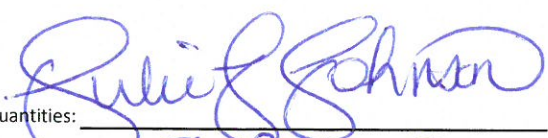
PAY APPLICATION #1 CK # 52321 \$ 14,748.43
 PAY APPLICATION # CK #

\$ 14,748.43

Contract Total: \$ 16,411.20
EXTRAS/CO Total: \$ -
Total Amount Payable to Date: \$ 15,689.82

Less: Retainage
Less: Previous Payment \$ 14,748.43
Less: Share of Bond \$ 156.90

Net Amount Due: \$ 784.49

Agree to final quantities: 
 Date: 8-13-2020

Please submit your IC-134 to lmazzitello@newlookcontracting.net

STAFF REPORT

Agenda Item 7i.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: Job Description Update – Administrative Services Director	Action Required: Approval

Summary:

In April, staff outlined a 2021 and 2022 staff planning which included updating the job duties of the Administrative Services Director position. An updated job description is attached to this report. It is requested that the City Council approve the changes to the job description and appointment to the grade 15, 2 Years step as recommended in the attached resolution.

Financial/Budget:

The updated job description was graded by George Gmach which shows a higher difficulty resulting in a change of grade from 12 to 15. The current wage is \$40.81/hour. Jessica Beise has been undertaking most of all of the duties in the updated job description for quite some time. Due to this circumstance, the recommended appointment is to the wage of \$42.46/hour at the 2 Years step. Due to a variety of positions being vacant this year, the 2021 budget has sufficient compensation resources to accommodate this wage increase.

Grade	Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
12	\$33.47	\$34.69	\$35.92	\$37.14	\$38.37	\$39.59	\$40.81
15	\$38.26	\$39.66	\$41.06	\$42.46	\$43.86	\$45.26	\$46.66

Council Action:

Approve resolution 2021-40 Amending the Job Description of Administrative Services Director

Attachments:

1. Job Description – Administrative Services Director
2. Resolution 2021-40 Amending the Job Description of Administrative Services Director

ADMINISTRATIVE SERVICES DIRECTOR

City of
Corcoran

Department:	Administration
Reports To:	City Administrator
Points:	332 433
Grade:	15 2
FLSA:	Exempt
Bargaining Unit:	Confidential Employee
Revision Date:	June May , 2021 18

Job Summary:

The Administrative Services Director is the department head for the Administration Department and is responsible to coordinate and execute administrative duties of the City Clerk as required by State Statute and City Code. The Administrative Services Director is also responsible for the areas of elections, finance, accounting, ~~city planning~~, information technology, human resources, data practices, City Council operations, and other functions as assigned.

Scope of Impact:

The Administrative Services Director is responsible for the operations of the administration department which includes supervision of the ~~Accountant~~ Finance Manager, ~~Code Compliance Official~~ Planning Associate, Deputy Clerk, Administrative Assistant, ~~contract~~ City Planner, and contract information technology services. The position oversees the functions of human resource management including recruitment and file management. [The Administrative Services Director works in partnership with the City Administrator to develop organizational policies, processes and systems and to assist in carrying out city objectives.](#)

Essential Duties and Responsibilities:

- Performs statutory and City functions as City Clerk
 - Maintains files and appropriate documentation of bookkeeping and administrative functions, in order to satisfy legal requirements;
 - Performs duties delegated by the City Administrator including attendance at public meetings, legal notices, preparation of public meeting minutes, resolutions, ordinances, bid openings and other duties as assigned;
 - Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal; acts as notary providing certified copies of proceedings and records of the City upon request;
 - Attends meetings and seminars, in order to remain current with administrative duties and informs City Administrator/City Council of new developments;
 - Assists various departments with ordinance amendment requests (researches issue, prepares Council packet information, coordinates with City Attorney on the City's behalf to draft the amendment);
 - Delegates responsibilities to the Deputy Clerk as appropriate.
- [Serves as Acting City Administrator in the absence of the City Administrator.](#)

ADMINISTRATIVE SERVICES DIRECTOR

- [Serves on the leadership team for the City of Corcoran](#)
 - [Demonstrates by example the service excellence and integrity expected from all City staff](#)
 - [Develops respectful and cooperative work relationships with co-workers, the public and outside contacts /constituencies in a manner that helps establish, maintain, and enhance Corcoran's reputation as a well-managed City.](#)
- Supervises the Administration Department
 - Coordinates and supervises the ~~Accountant~~[Finance Manager](#), ~~Code Compliance Official~~, Deputy Clerk, and Administrative Assistant and their activities;
 - Performs a variety of supervisory tasks including interviewing candidates, recommending person(s) to be hired, determines work assignments, scheduling, conducts performance appraisals and disciplinary matters;
 - [Establishes a team environment that encourages open communication and empowers staff to take ownership in position and organization in a manner that supports the vision and direction of the City and enhances employee satisfaction.](#)
 - ~~Oversees day to day planning operations and directs the work of the Contract City Planner;~~
 - Oversees contract information technology services.
- Oversees accounting activities of the City
 - Oversees the accounting [and finance](#) function of the City and ensures proper maintenance of all official accounting records so they conform to generally accepted government accounting principles and provide an accurate and current statement of the City financial condition;
 - [Provides direction to the Finance Manager on financial planning, budgeting, and investment strategies;](#)
 - Oversees the annual audit;
 - Prepares and manages the Administration Department budget;
 - ~~Monitors the overall City budget and calls attention to variances as they occur;~~
 - Keeps the Administrator and City Council informed of all financial activities and concerns.
- Serves as the human resource director
 - Oversees all aspects of human resource management including workers compensation and FMLA coordination, benefits program coordination, drug and alcohol testing, and other human resource programs ;
 - [Coordinate with departments the City's performance evaluation programs and human resource records retention program;](#)
 - Assists the City Administrator in personnel policy development, recruitment, and selection of employees;
 - Ensures compliance with all applicable local, State, and Federal laws affecting human resources;
 - Participates in labor negotiations by preparing impact analysis and recommends the City position on contract matters;
 - [Oversees the employee recognition program](#)
 - Coordinates the City's Safety Committee.
- [Coordinates key City contracts including information technology, recycling, and insurance.](#)
- Serves as Treasurer

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ADMINISTRATIVE SERVICES DIRECTOR

- Manages idle monies, in keeping with legally approved investment policies and practices, and acts in a direct leadership role in debt management and bond issuance to ensure the most efficient utilization of monies available.
- Oversees data practices duties
 - Acts as the City's Data Compliance Official and performs duties relating to records management, ensuring compliance with the State Records Retention Schedule and Minnesota Government Data Practices Act;
 - Delegates responsibilities to the Deputy Clerk as appropriate.
- Coordinates elections
 - Oversees the function of public elections and all related processes;
 - Hires, trains, and supervises election judges and makes determinations on the proper staffing allocations to meet the City's election needs.
- Serves as liaison for the Charter Commission.
 - Coordinates meetings, correspondence and staffs the Charter Commission meetings.
- Implements the City's Communications strategies
 - Works with the City Administrator to compose and execute a communications strategy and guides the creation of City's digital and non-digital communication;
 - Coordinates the City's official Social Media efforts.
- Performs other duties and activities as assigned.

Minimum Qualifications:

Bachelor's degree in business, accounting, public administration or closely related field; ~~two years~~four or more progressively responsible years of related experience or equivalent in a responsible accounting or administrative position; ability to receive certification by the Minnesota Clerks and Finance Officers Association as a Minnesota Certified Clerk within three years.

Desired Qualifications:

Two years of experience as a city clerk or deputy city clerk; two years of experience working for a municipal government, a Master's degree in business, accounting, public administrator or closely related field, certification by the Minnesota Clerks and Finance Officers Association as a Minnesota Certified Municipal Clerk, experience managing or assisting with the management of federal, state, and local elections, experience supervising full-time employees.

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Customer service skills including demonstrated ability to build positive relationships with employees and managers;
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members;

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ADMINISTRATIVE SERVICES DIRECTOR

- Knowledge of public information laws, rules, and regulations applicable to City government;
- 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;
- Ability to analyze and resolve problems;
- 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;
- Ability to plan and perform duties with minimal supervision;
- The ability to work independently and to prioritize work requests; ability to plan coordinate and prioritize workload to meet project deadlines;
- 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;
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

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. The Administrative Services Director must be able to use judgment to respond to situations occurring during the absence of the Administrator.

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 Signature and Date: _____

ADMINISTRATIVE SERVICES DIRECTOR

Supervisor and / or Department Head Signature and Date: _____

RESOLUTION NO. 2021-40

Motion By:
Seconded By:

AMENDING THE JOB DESCRIPTION OF ADMINISTRATIVE SERVICES DIRECTOR

WHEREAS, the City Council discussed a staffing plan for 2021 and 2022 in order to meet the needs of the City as growth occurs; and

WHEREAS, the job description of the Administrative Services Director should be updated to accurately reflect the duties of the position and its impact to the organization.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The Administrative Services Director position is updated as presented in the Council report.
2. Jessica Beise is appointed to the Grade 15, 2 Years Step effective May 15, 2021.

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 13th day of May, 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 7j.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: City Hall Remodel – Pay Request #6; Change Order #5	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 #6
 - a. The attached pay request is for \$32,262.47. This is for work completed thus far. Items have been reviewed by the architect for accuracy.
2. Change order #5
 - a. This fifth change order is to increase the overall contract by \$10,397.25 as outlined below:
 - i. Wall move: \$945.74
 1. Remove existing wing wall to improve flow in EOC area.
 - ii. Thermostat: \$821.95
 1. Replaced one thermostat that was not working and added another one.
 - iii. Door work: \$1,344.00
 1. Variety of door work needed outside scope of contract
 - iv. Police Department modifications: \$6,113.76
 1. Variety of mechanical, construction, painting, and electrical items required outside of project scope
 - v. Additional painting: \$582.75
 1. Additional painting outside of scope as wall paper was unable to be saved.
 - vi. Toilet: \$589.05
 1. Replace residential toilet for commercial grade

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 5/7/21
Construction	\$396,500	\$431,653
Technology	\$120,000	\$88,500
Furniture	\$120,000	\$151,500
Soft Costs	\$90,000	\$54,847
Total	\$726,500	\$726,500

Council Action:

Approve Pay Request #6 and Change Order #5 for the City Hall remodel project.

Attachments:

1. Pay Request #6
2. Change Order #5

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: 00006
PERIOD TO: 4/30/2021
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	\$24,755.79
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$421,255.79
4. TOTAL COMPLETED & STORED TO DATE	\$406,047.13
(Column G on G703)	
5. RETAINAGE:	
a. 5.000 % of Completed Work	\$20,302.36
(Columns D + E on G703)	
b. 5.000 % of Stored Material	\$0.00
(Columns F on G703)	
Total Retainage (Line 5a + 5b or	\$20,302.36
Total in Columns I on G703)	
6. TOTAL EARNED LESS RETAINAGE	\$385,744.77
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$353,482.30
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$32,262.47
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$35,511.02
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$24,755.79	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$24,755.79	\$0.00
NET CHANGES by Change Order	\$24,755.79	

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: 05/06/2021

State of: Minnesota

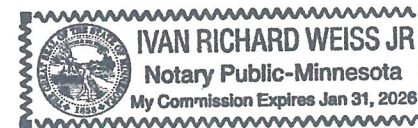
County of: Ramsay

Subscribed and sworn to before

me this 6th day of May, 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 \$32,262.47

(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: 5/6/2021

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.: 00006
 APPLICATION DATE:
 PERIOD TO: 4/30/2021
 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)	% (G÷C)		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
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	\$4,300.00	\$0.00	\$0.00	\$4,300.00	100.000	\$0.00	\$215.00
042000-M	Non-Bearing Unit Masonry - Mate	\$700.00	\$700.00	\$0.00	\$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	\$10,600.00	\$0.00	\$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	\$300.00	\$0.00	\$0.00	\$300.00	100.000	\$0.00	\$15.00
079200-M	Sealants - Material	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	100.000	\$0.00	\$5.00
081000-M	Steel Doors & Frames - Material	\$7,863.00	\$7,863.00	\$0.00	\$0.00	\$7,863.00	100.000	\$0.00	\$393.15
081400-M	Wood Doors - Material	\$5,995.00	\$5,995.00	\$0.00	\$0.00	\$5,995.00	100.000	\$0.00	\$299.75
087100-M	Finish Hardware - Material	\$28,102.00	\$28,102.00	\$0.00	\$0.00	\$28,102.00	100.000	\$0.00	\$1,405.10
088000-L	Glazing - Labor	\$4,689.00	\$318.00	\$3,933.90	\$0.00	\$4,251.90	90.678	\$437.10	\$212.60
088000-M	Glazing - Material	\$5,886.00	\$0.00	\$5,297.40	\$0.00	\$5,297.40	90.000	\$588.60	\$264.87
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	\$17,850.00	\$0.00	\$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	\$600.00	\$0.00	\$5,430.00	100.000	\$0.00	\$271.50
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	\$2,100.00	\$0.00	\$2,100.00	100.000	\$0.00	\$105.00
095100-M	Acoustical Ceiling - Material	\$5,058.00	\$0.00	\$5,058.00	\$0.00	\$5,058.00	100.000	\$0.00	\$252.90
096000-L	Soft Flooring - Labor	\$9,000.00	\$3,900.00	\$5,100.00	\$0.00	\$9,000.00	100.000	\$0.00	\$450.00
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	\$225.00	\$0.00	\$225.00	100.000	\$0.00	\$11.25
101413-M	Dimensional Characters - Material	\$560.00	\$0.00	\$560.00	\$0.00	\$560.00	100.000	\$0.00	\$28.00
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.: 00006
 APPLICATION DATE:
 PERIOD TO: 4/30/2021
 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)	% (G ÷ C)		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
220000-L	Plumbing - Labor	\$6,800.00	\$6,800.00	\$0.00	\$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	\$1,400.00	\$0.00	\$0.00	\$1,400.00	100.000	\$0.00	\$70.00
230000-L	HVAC - Labor	\$18,700.00	\$17,500.00	\$200.00	\$0.00	\$17,700.00	94.652	\$1,000.00	\$885.00
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	\$4,080.00	\$0.00	\$4,080.00	85.000	\$720.00	\$204.00
260000-L	Electrical - Labor	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.000	\$0.00	\$1,250.00
260000-M	Electrical - Material	\$43,500.00	\$43,500.00	\$0.00	\$0.00	\$43,500.00	100.000	\$0.00	\$2,175.00
270000-L	Communications - Labor	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
270000-M	Communications	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.000	\$0.00	\$150.00
280000-L	Electrical Safety & Security - Labor	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
280000-M	Electrical Safety & Security - Materi	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.000	\$0.00	\$100.00
350000	General Conditions	\$28,534.00	\$25,109.92	\$2,282.72	\$0.00	\$27,392.64	96.000	\$1,141.36	\$1,369.63
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	\$20,935.20	\$1,903.20	\$0.00	\$22,838.40	96.000	\$951.60	\$1,141.92
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. 003	\$2,620.28	\$0.00	\$2,620.28	\$0.00	\$2,620.28	100.000	\$0.00	\$131.01
C00004	CHANGE ORDER NO. 004	\$10,351.95	\$10,351.95	\$0.00	\$0.00	\$10,351.95	100.000	\$0.00	\$517.60
		\$421,255.79	\$372,086.63	\$33,960.50	\$0.00	\$406,047.13	96.39%	\$15,208.66	\$20,302.36





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: Five (5)
Date: May 6, 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.)

- PCO #006 – Remove Wing Wall in A122. Add \$945.74
- PCO #009 – HP6 and HP7 Thermostats. Add \$821.95
- PCO #012 – Owner-Requested Door Modifications. Add \$1,344.00
- PR #012 – Owner Requests and PD Reception Counter. Add \$6,113.76
- PR #013 – Painting. Add \$582.75
- PR #015 – Locker Room Plumbing Fixture. Add \$589.05

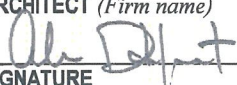
TOTAL CHANGE ORDER NO. 5 ADD \$10,397.25

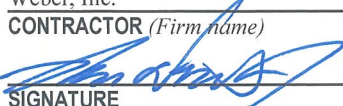
The original Contract Sum was	\$	396,500.00
The net change by previously authorized Change Orders	\$	24,755.79
The Contract Sum prior to this Change Order was	\$	421,255.79
The Contract Sum will be increased by this Change Order in the amount of	\$	10,397.25
The new Contract Sum including this Change Order will be	\$	431,653.04

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
 5/6/2021
 DATE

Weber, Inc.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Ivan Weiss, Jr. - VP
 PRINTED NAME AND TITLE
 05/07/2021
 DATE

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

Date: 05/06/21

Proposed Change Order #006

Revised

Project # 20-001



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

DESCRIPTION: Extra - Room A122 - Remove Wing Wall At South Wall. Move Strobe & Thermostat. Repair Wall End And Ceiling And Paint.

Proposed Change Order #006

Extra Painting - Labor & Material		\$259.20 Reinhardt
Electrical - Labor & Material		\$321.50 Liberty
Wall Repair - Labor & Material		\$220.00 SA Jordan
Demolition - Labor		\$100.00 Demo Unl
<hr/>		
Subtotal		\$900.70
Commission	5.00%	\$45.04 Weber
<hr/>		
Total For Proposed Change		\$945.74

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager

Liberty Electric Co. Inc.

27582 246th Avenue
Albany, MN 56307
Phone: 320.548.3775
Fax: 320.548.3776

E-mail: libertyelectric@hotmail.com

To: Weber Construction
Attn: George Sinn
Subject: Remove Wall/ Relocate Wiring

Quote includes the following:

- Remove and relocate fire strobe
- Remove and relocate T-stat
- Remove and relocate volume switch

Material=\$185.00
4 Hours LaborX\$95/hour=\$380.00
10 % Mark up=\$56.50
TOTAL=\$621.50

Liberty Electric Co. Inc.
Josh Linn 1/18/2021

George Sinn

From: Josh Linn <josh.libertyelectric@hotmail.com>
Sent: Thursday, May 06, 2021 7:14 AM
To: Ivan Weiss
Cc: George Sinn
Subject: I am sharing 'PR 16 Corcoran' with you
Attachments: PR 16 Corcoran.docx

Ivan

Please see attached for PR 16. I also looked into a deduct for us running our MC cable instead of the wire mold for our feeder cable across the entry way. The most I can allow for a deduct on that is \$300.00. Please let me know if I can help or contact me with any questions. Thanks.

Josh Linn
Project Manager
Liberty Electric Co. Inc.
27582 246th Ave
Albany, MN 56307

josh.libertyelectric@hotmail.com
Office:(320)548-3775
Cell:(320)470-0094
Fax:(320)548-3776



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



CHANGE ORDER PROPOSAL #2020-5-379

DATE: 12/22/2020

TO: WEBER INC. ATTN: GEORGE SINN

PROJECT: CORCORAN CITY HALL

REFERENCE: GEORGE SINN HIGHLIGHTED DRAWINGS OF ADDED DEMO

DESCRIPTION: REPLACE GYPSUM BOARD & CORNER BEAD (TAPED & SANDED)
1 HR FOR GYPSUM BOARD @ \$90 PER HOUR
1 HR FOR TAPING @ \$90 PER HOUR
MATERIAL = \$40

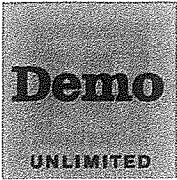
LABOR: \$180
MATERIAL: \$40
TOTAL: \$220

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.



Demo Unlimited
 1636 Gervais Avenue
 Suite 3
 Maplewood, MN 55109

Estimate

Date Estimate #
 6/18/2020 20-615

Name / Address
Weber, Inc. 2497 7th Avenue E North St. Paul MN 55109

Rep	Project
EP	20-615 Corcoran City Hall and P...

Description	Total
Corcoran City Hall and Police 8200 Country Rd 116 Corcoran, MN 55340	0.00
Demo to include the following:	16,400.00
Demo per plans and scope on sheet A1.1 Dumpsters Hepa filters for dust control Phases Acknowledge addendums	
***includes the following scope also 1. sawcut and remove concrete floor 2. concrete pour back 3. cutting brick and toothing for exterior louvers	
***excludes Xray of floor. Add\$600 for Xray of floor	
Remove 130 feet of Soffit: ADD \$1,300 - DECLINED includes lift - Dumpster By GC	
Sawcut, remove and patchback approximately 34 square feet of concrete: ADD \$2,200	2,200.00
12/18/2020: request to remove 4 feet of wall	100.00

Phone #	Fax #
651-777-5454	651-777-5959

Total \$18,700.00

Date: 03/22/2021

Proposed Change Order #009

Project # 20-001



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

DESCRIPTION: Additional Work Regarding HP6 & HP7 Thermostats. Replaced Bad Thermostat & Installed Another New One Where One Was Missing. This Is Additional Work Related To Work In PCO #003.

Proposed Change Order #009

Additional Electrical Work - Labor & Material		\$782.81 Foster
Subtotal		\$782.81
Commission	5.00%	\$39.14 Weber
Total For Proposed Change		\$821.95

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager



945 5th Avenue SE #12
Hutchinson, MN 55350

Phone # 3205874003 Fax # (866)-203-3156

Invoice

Date 1/18/2021	Invoice # 14290
-------------------	--------------------

Due Date 1/18/2021	P.O. No.
-----------------------	----------

Terms

Due on receipt

Bill To:

Weber, Inc.
2497 7th Avenue Suite #110
North St. Paul, MN 55109

Project Description:

Serviced	Description	Quantity	Rate	Amount
1/18/2021	HVAC-C SYSTEM/EQUIPMENT REPAIR	3.5	116.00	406.00
	TRUCK CHARGE	1	7.50	7.50
	HONEYWELL VISION PRO 8000 THERMOSTAT	1	252.59	252.59
	HONEYWELL T6 PRO THERMOSTAT	1	116.72	116.72
	FOUND ONE EXISTING THERMOSTAT TO BE BAD / REPLACED THE BAD THERMOSTAT WITH SAME MODEL AND INSTALLED ANOTHER ONE TO CONTROL THE OTHER HEAT PUMP WORK RELATED TO PREVIOUS PCO#3			0.00

Thank you for your business.

Subtotal	\$782.81
Sales Tax (6.875%)	\$0.00
Total	\$782.81
Payments/Credits	\$0.00
Balance Due	\$782.81

Date: 05/05/2021

Proposed Change Order #012R2

Project # 20-001



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

DESCRIPTION: Add Door Silencers To Doors In Rooms A-133 & A-134. New Door For E-128; Too Many Holes In Existing Door From Old Hardware.

Proposed Change Order #012R2

New Door For E128 - Material Only		\$545.00	Wheeler
Door Silencers \$95/each Qty = 3 - Material Only		\$285.00	Wheeler
Install Door Silencers Qty = 3		\$150.00	Weber
Demo Existing & Install New Door - Labor Only		\$300.00	Weber
Subtotal		\$1,280.00	
Commission	5.00%	\$64.00	Weber
Total For Proposed Change		\$1,344.00	

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager

E-128

I can't take prefinished wood doors back for credit/swap...the extra door I think you received was the manufacturers error, they shipped that door twice.

Cost for new LH door which I assume would be 3070 flush door and non-rated would be around \$545 includes tax and delivery. Lead-times are very bad right now running about 8 weeks. As far as the silencers, I assume you mean stick on bumpers for metal frames. Have Gary stop by our shop and I will get him a dozen N/C. Also, I haven't seen any photos from Gary about door E141? I sent him a text last week but nothing from him yet.

Let me know, Thank you.

Regards,

Jesse J. Erickson, Project Manager



Dedicated To Flexible, Customized Service!

Wheeler Hardware Company
2645 Fairview Ave No
Roseville, MN 55113

Phone: 651.645.4501 / Fax: 651.645.9943 / Website: www.wheelerhardware.com
Direct Dial: 651.255.0185 / Cell: 763.355.0388 / E-mail: Jesse.Erickson@wheelerhardware.com

From: George Sinn [<mailto:gsinn@webercompanies.com>]
Sent: Friday, April 09, 2021 3:28 PM
To: Jesse Erickson <Jesse.Erickson@wheelerhardware.com>
Subject: Corcoran

Jesse, Would you take the extra right hand door we have on site and trade for a left hand ? I have attached pictures of 2 doors one is the A131 toilet and the other is e 128 . We could use the toilet door in E 128 and get a new door for the toilet mortised for the latch set. If we can't trade the right for a left how much is 1 new left hand door? I also need the cost for 3 surface mounted silencers for A133 and A134.Please provide pricing for them.

Thank you, George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com



George Sinn

From: Jesse Erickson <Jesse.Erickson@wheelerhardware.com>
Sent: Monday, April 12, 2021 1:42 PM
To: George Sinn
Subject: RE: Corcoran

George-
Cost for surface mounted door bottom for a 36" door is:
\$95.00 each. (includes tax and freight)
*Currently I have 3 in stock...let me know what you want to do.
-Width of each door should be confirmed before ordering in case you have wider doors.

Thank you.

Regards,

Jesse J. Erickson, Project Manager



Dedicated To Flexible, Customized Service!

Wheeler Hardware Company
2645 Fairview Ave No
Roseville, MN 55113

Phone: 651.645.4501 / Fax: 651.645.9943 / Website: www.wheelerhardware.com
Direct Dial: 651.255.0185 / Cell: 763.355.0388 / E-mail: Jesse.Erickson@wheelerhardware.com

A-133
A-134

From: George Sinn [mailto:gsinn@webercompanies.com]
Sent: Monday, April 12, 2021 11:46 AM
To: Jesse Erickson <Jesse.Erickson@wheelerhardware.com>
Subject: RE: Corcoran

Jesse, I need to close the gap at the bottom of the door . There are 3 doors we need to do We are learning to use new phones but I will get the picture of E141.

Thanks , George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com



From: Jesse Erickson
<Jesse.Erickson@wheelerhardware.com>
Sent: Monday, April 12, 2021 10:33 AM

To: George Sinn <gsinn@webercompanies.com>
Subject: RE: Corcoran

George-

RECAPITULATION

JOB Corcoran Pd
 LOCATION Corcoran
 ARCH.-ENGR. Wald
 SUBJECT Door Silencers



ESTIMATE NO. _____
 SHEET NO. _____ OF _____
 ESTIMATOR George
 BONDSMAN _____
 DATE 4-12-2021

ITEM	QUANTITY	UNIT	UNIT PRICE	Total Estimated Material	UNIT PRICE	Total Estimated Labor	Total Estimated Sub Contract
INSTALL	3	.5	100			150	
E 128 demo	1	.5	100			50-	
INSTALL	1	1	100			100-	
5-5-21 E 128 demo	1	.5	100			50-	
INSTALL	1	1	100			100-	

Date: 03/02/2021

Proposal Request #012

Project # 20-001



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

DESCRIPTION: Police Department Owner Requests, Reception Counter, Mechanical & Electrical Modifications.

Proposal Request #012

Electrical Items - Labor & Material		\$3,041.50	Liberty
New Louver + 7.525% Tax, Quick Ship - Material Only		\$344.08	AP Produc
Skim Floor Room #143 - Labor & Material		\$765.00	Grazzini
Gypsum - Labor & Material - Includes Credits		\$550.00	SA Jordan
Mechanical Changes - Labor & Material		\$0.00	Foster
Painting - Labor & Material Not To Exceed		\$260.00	Reinhardt
Countertop - Labor & Material		\$225.00	ICG
Acoustical - Labor & Material		\$327.00	Mad Dog
Floor Infill Where Boxes Were - Labor & Material		\$310.05	Weber
Subtotal		\$5,822.63	
Commission	5.00%	\$291.13	Weber
Total For Proposed Change		\$6,113.76	

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager

Liberty Electric Co. Inc.

27582 246th Avenue
Albany, MN 56307
Phone: 320.548.3775
Fax: 320.548.3776

E-mail: libertyelectric@hotmail.com

To: Weber Construction
Attn: George Sinn
Subject: PR#12

Quote includes the following:

Item # 12.16- Add (1) quad recep and (1) D4 on south wall in A138

-20' 12-2 MC AP
2-MC AP connectors
4-MC straps
1-Quad remodel box
2-20A duplex receptacles
2-Ground tails
1-Quad plate
Cat 6 cable
1-Data plate

Material=\$185.00
Labor=\$220.00
10 % Mark up=\$40.50
TOTAL=\$445.50

Item # 12.17- Add (1) duplex receptacle and (1) D2 at 7' on north wall in A139

-15' 12-2 MC AP
2-MC AP connectors
4-MC straps
1-20A duplex receptacles
1-P-8 plate
1-Remodel box
1-Ground tail
Cat 6 cable
1-Data plate

Material=\$115.00
Labor =\$110.00
10 % Mark up=\$22.50
TOTAL=\$247.50

Item # 12.18- Convert (3) existing data openings to Cat 6

Cat 6 cable
3-Data plates

Material=\$120.00
Labor=\$110.00
10 % Mark up=\$23.00
TOTAL=\$253.00

Item # 12.19- Relocate light switch in A122

-30' 12-2-2 MC AP
-20' 12-3 MC AP
4-MC AP connectors
8-MC straps
1-4 square bracket box
1-Mud ring
1-ground tail

Material=\$205.00
Labor=\$220.00
10 % Mark up=\$42.50
TOTAL=\$467.50

Item # 12.20 Blank off existing projector controls in A137

3- Blanks

Material=\$40.00
Labor=\$110.00
10 % Mark up=\$15.00
TOTAL=\$165.00

Item # 12.21- Remove existing floor boxes in A137

Material=\$0.00
Labor=\$110.00
10 % Mark up=\$11.00

Item # 12.22- Relocate existing light switches to outside of room A133, Add new light switch in A142

-50' 12-2-2 MC AP
-20' 12-3 MC AP
8-MC AP connectors
12-MC straps
2-Remodel boxes
1-switch
1-P-1

Material=\$235.00
Labor=\$330.00
10 % Mark up=\$56.50
TOTAL=\$621.50

Item # 12.24- Provide necessary wiring to convert wireless handicap buttons to hardwired buttons

2-Hardwired handicap buttons
Wiremold raceways

Material=\$325.00
Labor=\$330.00
10 % Mark up=\$65.50
TOTAL=\$720.50

George Sinn

From: Ron Wilcox <approducts@prtrel.com>
Sent: Monday, March 01, 2021 12:32 PM
To: George Sinn
Subject: Re: PR #12 Corcoran

Your net add for one louver 8" wide x 24" high shipped to job site. net add is \$255.00 (with an add of \$65.00 if needed for a rush order 4 day fab time) both are plus sales tax.

Thank You

Ron Wilcox

Ron Wilcox,

Architectural Products
23700 324th Ave
Underwood, Minnesota 56586
Phone: 218-589-7801
Fax: 218-747-2837
Cell: 763-370-3036
Email: approducts@prtrel.com

On 3/1/2021 11:03 AM, George Sinn wrote:

Ron , plan page M3 new louver is 8" wide x 24" tall.

Thanks, George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com

--
Ron Wilcox,

Architectural Products
23700 324th Ave
Underwood, Minnesota 56586
Phone: 218-589-7801
Fax: 218-747-2837
Cell: 763-370-3036
Email: approducts@prtrel.com

7.525% tax = \$19.19

~~279.19~~

320 ≠ tax = 24.08 = 344.08

INTERVIEW

A134

SEC INT

A133

Raise/Level
Floor

A142

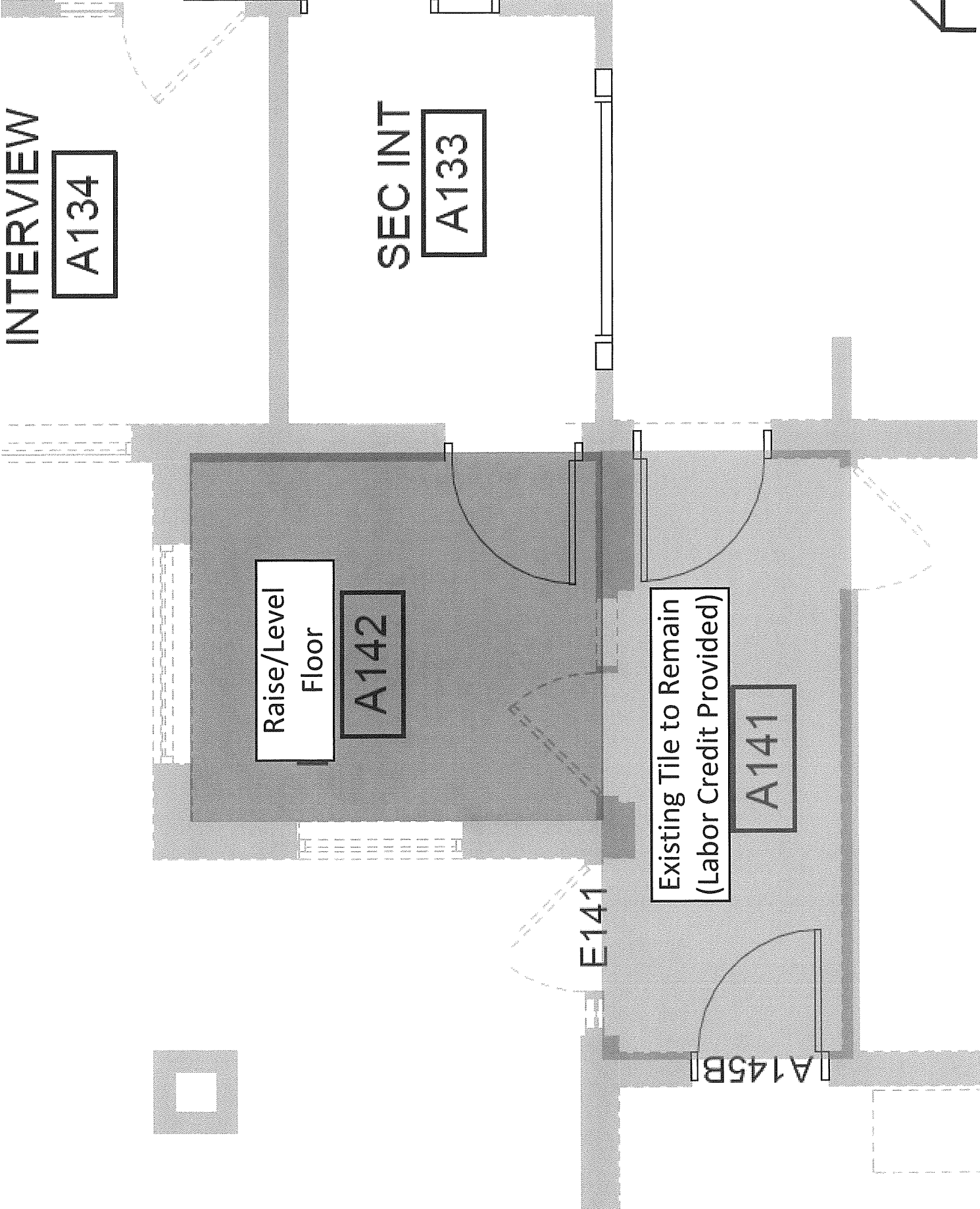
Existing Tile to Remain
(Labor Credit Provided)

A141

E141

A145B

Cl
A





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



CHANGE ORDER PROPOSAL #2021-8-075

DATE: 3/4/2021

TO: WEBER INC.

PROJECT: CORCORAN CITY HALL & POLICE REMODEL

REFERENCE: PR#12

DESCRIPTION: 12:5 CHASE WALL LABOR 6 HOURS @ \$90 PER HOUR ADD: \$540
MATERIAL = \$180
12:5 MINUS SOFFIT 4 HOURS @ \$90 PER HOUR CREDIT (\$360)
MATERIAL = CREDIT (\$110)
12:5 TOTAL ADD = \$250

12:11 CREDIT FOR BULKHEAD 4 HOURS @ \$90 PER HOUR ADD: (\$360)
MATERIAL = (\$200)
12:11 CREDIT (\$560)

12:12 PATCH WALLS ABOVE CEILING 4 HOURS @ \$90 ADD: \$360
MATERIAL = \$60
12:12 TOTAL ADD: \$420

12:2 SERVICE COUNTER ADD GYPSUM BOARD TO FLUSH OUT WITH FRAME L-BEAD
4 TOTAL HOURS @ \$90 PER HOUR = \$360
MATERIAL = \$80
12:2 TOTAL ADD = \$440

COMBINED ADDED PRICING FROM 12.2 12:5 & 12:12 = \$1,110
CREDIT FROM 12:11 = (\$560)

TOTAL ADDED PRICING FOR PR# 12 = \$550

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/Cell: 651-491-5051

Project Manager

dave@sajordanconstruction.com

Bids may be withdrawn if not accepted within 30 days.

Ivan Weiss

From: Seth Neumann <seth@fostermech.com>
Sent: Wednesday, March 03, 2021 6:49 AM
To: Ivan Weiss
Subject: Re: FW: 182292 CCHPD - PR #012 - PD Owner Requests, Reception Counter, Mech & Elec Modifications

Ivan, no change for us on this one, Thanks Seth

On Wed, Feb 24, 2021 at 4:14 PM Ivan Weiss <iweiss@webercompanies.com> wrote:

Hello Everyone!

Attached you will find Proposal Request #12 (02/24/2021) for the Corcoran City Hall & Police Remodel.

Please review PR #12. Upon review, if a contract adjustment is required for the work detailed, submit detailed/broken outpricing by 03/03/2021; adds and/or credits should be explained. If this change requires an adjustment to the time needed to do your work, please notate that on your proposal response with a story as to why time is increasing.

No claim for contract adjustment will be accepted after the due date. Weber, Inc. reserves the right to negotiate credits for work, reduced or eliminated, after the due date.

Thank you!

Ivan



Ivan Weiss
Vice President
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-472-5077
fax: 651-770-5385
www.webercompanies.com



George Sinn

From: Duwaine Reinhardt <dreinhardt@reinhardtandsons.com>
Sent: Wednesday, May 05, 2021 7:02 AM
To: George Sinn
Subject: RE: PR #12 Pricing

4 hours x \$65= \$260

Mr. Duwaine Reinhardt

President

Reinhardt & Sons Painting, Inc.
P.O. Box 270287
Minneapolis, MN 55427-0287
Phone: 612-760-2868
Fax: 763-432-9031
DReinhardt@ReinhardtandSons.com

From: George Sinn <gsinn@webercompanies.com>
Sent: Wednesday, May 5, 2021 7:00 AM
To: Duwaine Reinhardt <dreinhardt@reinhardtandsons.com>
Subject: FW: PR #12 Pricing

Duwaine, Can you provide the break down for the PR 12 painting ?

Thank you, George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com



From: Derek Gallagher
<dgalagher@woldae.com>
Sent: Tuesday, May 04, 2021 6:02 PM

To: George Sinn <gsinn@webercompanies.com>
Cc: Matt Gottschalk <mgottschalk@ci.corcoran.mn.us>; Andrew Dahlquist <adahquist@woldae.com>; Reide Weber <rweber@webercompanies.com>; Gary Kirkeby <gkirkeby77@gmail.com>; Ivan Weiss <iweiss@webercompanies.com>; Brad Martens <bmartens@ci.corcoran.mn.us>
Subject: Re: PR #12 Pricing

George,
Do you have the final painting number for this PR so we can include it on a change order?

Wold Architects and Engineers

Derek Gallagher

REINHARDT & SONS *Painting, Inc.*

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

March 4, 2021

Weber, Inc.

Attn: Ivan Weiss

Re: Corcoran City Hall & Police Remodel PR #012
Corcoran, MN

Ivan,

There is nothing specifically calling for paint or touch-up. We will be happy to repaint any area in need at a rate of \$65 per hour + materials not to exceed \$800. We will supply time daily to your superintendent.

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.

George Sinn

From: Matt Barden <Estimating@icg365.com>
Sent: Thursday, March 04, 2021 1:19 PM
To: George Sinn
Subject: RE: Corcoran

Hi George – It looks like they are adding an additional plastic laminate pass-thru top at Police Reception A129 on PR #12. The add for this would be \$225.00 and assumes the existing deal tray will be re-used per the detail. If you need anything else just let me know, thanks!

From: George Sinn [mailto:gsinn@webercompanies.com]
Sent: Thursday, March 04, 2021 10:47 AM
To: Matt Barden
Subject: Corcoran

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Matt, see the attached.

Thanks, George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com



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: #12
	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
12	PD Owner Requests, Reception Counter, Mech & Elec Modifications
12.1	Remove remainder of counter at PD service counter.
12.2	Remove, salvage, and reinstall glazing at PD service counter window.
12.3	Provide replacement countertop at PD service counter. Coordinate with existing conditions and install in two pieces if necessary. Weber to coordinate.
12.4	Provide enlarged Louver in Room A137.
12.5	Provide chase wall in lieu of soffit at enlarged louver in Room A137 from structure above to existing countertop below.
12.6	Patch slab at demolished floor boxes in Room A137.
12.7	CREDIT: Deleted flooring removal in Room A141.
12.8	CREDIT: Deleted new flooring in Room A141.
12.9	Added self-leveling topping at connection between Rooms A143 and A133.
12.10	Remove ceiling from circulation north of Room A137. Replace grid and tie in to existing grid to the south. Reinstall salvaged ceiling tiles.
12.11	CREDIT: Provide credit for bulkhead modification and finishing related to above ceiling modification.
12.12	Patch abandoned above-ceiling penetrations in Rooms A139 and A140.
12.13	Deduct: In response to RFI, exhaust duct serving A143 shall be installed through mechanical room A146 in lieu passing through A141. Omit demolition of existing 12"x10" serving Booking A142 and installation of new 12"x10"x13'. 6"x6" exhaust duct serving A143 is reduced by 14 feet. Refer to attached sheets M1.0 and M3.0.

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

**PLANNERS
 ARCHITECTS
 ENGINEERS**



PROPOSAL REQUEST

PR: #12
Comm: #182292
Const. Pkg: N/A
Page 2

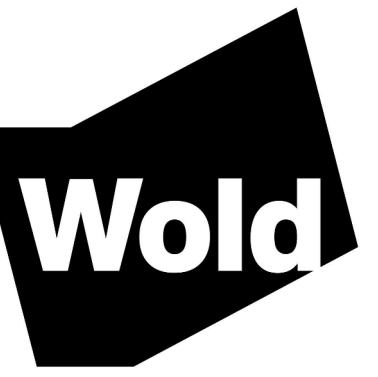
Item	Description
12.14	No Cost: Balance return grille in room A143 to 0 CFM and balance return grille in soffit of A137 to 80 CFM. Increase OA volume to existing heat pump # 1 to 290 CFM. Balance submitted/purchased fan EF-2 to 450 CFM. New fan not required. Balance exhaust grilles in room A140 to 150 CFM. Install transfer grilles in wall in room A140 in lieu of parallel with floor. Refer to attached sheets M3.0 and M5.0.
12.15	Add: Provide 8"x8" exhaust duct serving A139 and 10"x10" transfer duct between A139 and A140. Provide new type 'E' diffuser in A140 in lieu salvaged square diffuser. Refer to attached sheet M3.0.
12.16	Add: (1) Quadplex receptacle and (1) D4 above the counter on the south wall of A138. Refer to attached sheet E2.0.
12.17	Add: (1) Duplex receptacle and (1) D2, both at 7', on the north wall of A139. Refer to attached sheet E2.0.
12.18	Add: Convert existing data outlets in A120, A128, and A137 to new CAT 6 cables. Refer to attached sheet E2.0.
12.19	Add: Relocate light switch serving fixtures in A122 so that it's in the correct location. Refer to attached sheet E1.0.
12.20	Add: Remove and blank off existing motorized projector controls located in A137. Refer to attached sheet E0.1.
12.21	Add: Remove existing floor boxes in A137. Refer to attached sheet E0.1.
12.22	Add: Relocate existing light switch controlling light fixtures in A133 to outside room (A132). Add new light switch in A142 that also controls lights in A133. Refer to attached sheets E0.1 and E1.0.
12.23	No Cost: Added details that shows electrical wall grommet at the reception desk at A118. Refer to attached sheets E2.0 and E6.0.
12.24	Add: Provide relays and necessary wiring to convert (2) existing handicap actuators from wireless to hardwired. Refer to attached sheet E2.0.

Attachments: A1.1, A2.0, A4.0, A6.2, A6.4, M1.0, M3.0, M5.0, E0.1, E1.0, E2.0, E6.0

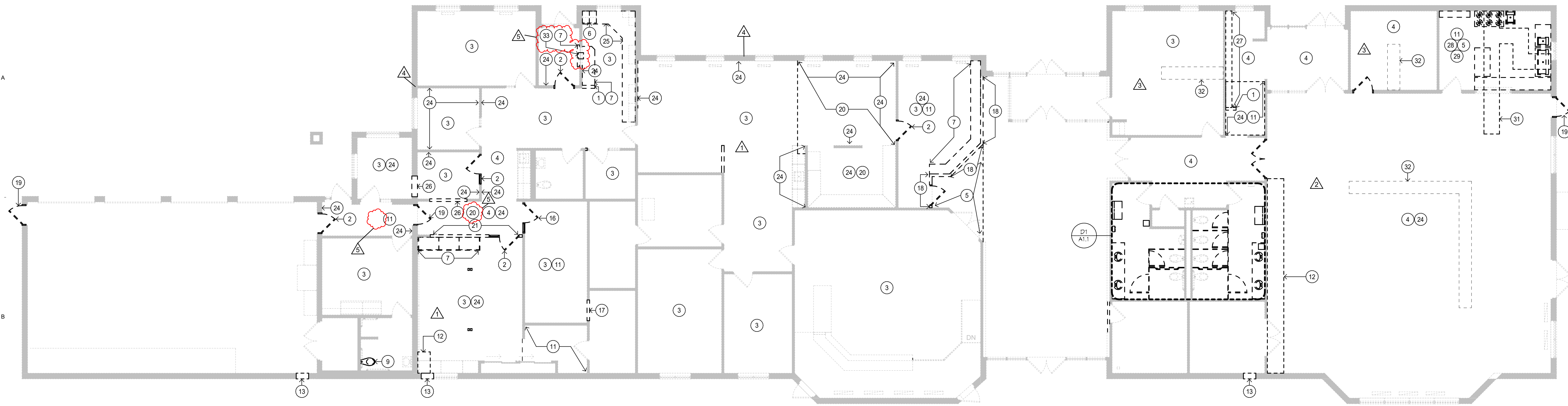
Issued By: Derek Gallagher Date: 02/24/2021

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

**PLANNERS
 ARCHITECTS
 ENGINEERS**



MN



C1 DEMOLITION PLAN
1/8" = 1'-0"

DEMOLITION LEGEND

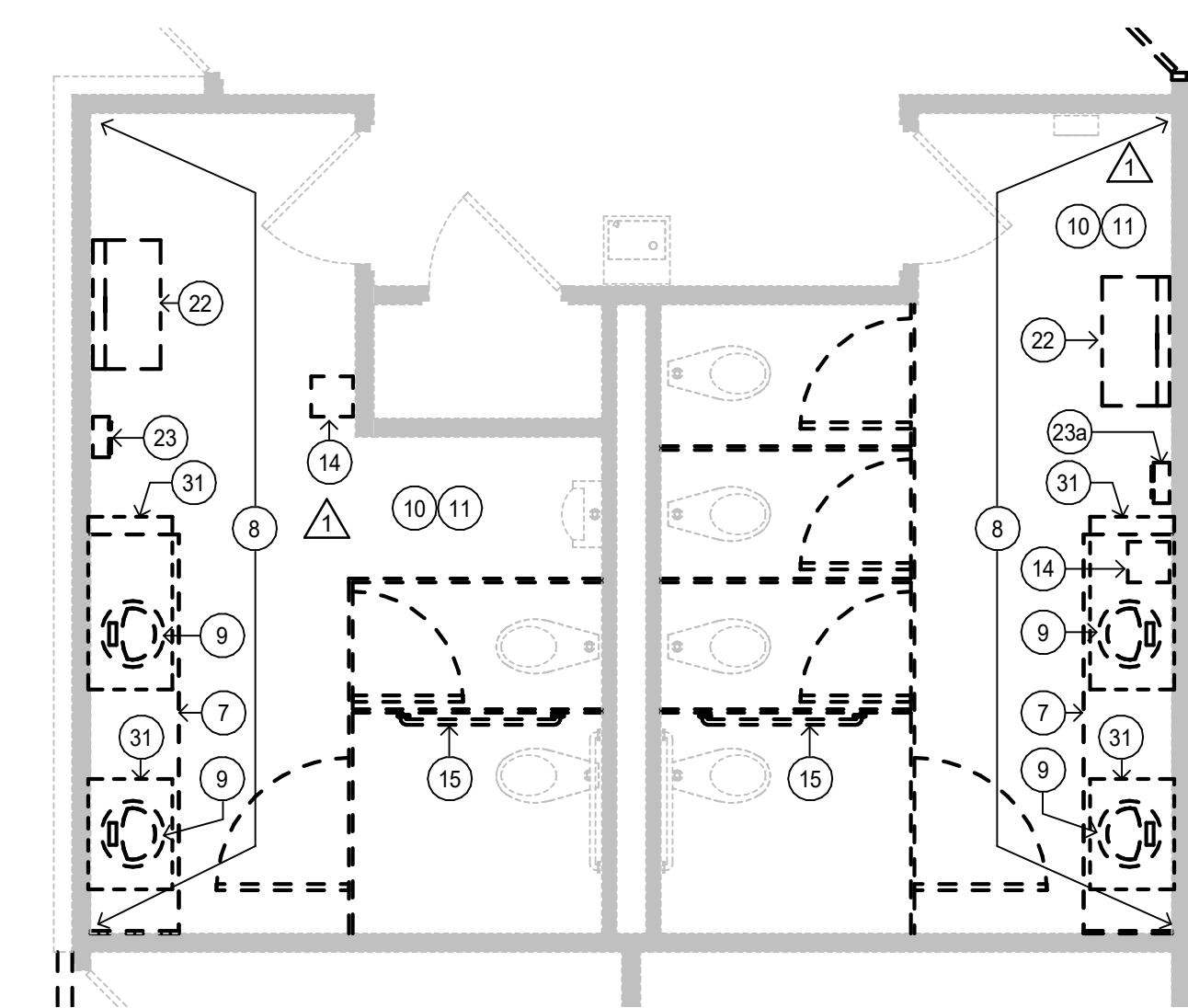
- WALL TO REMAIN
- - - WALL TO BE REMOVED
- DOOR TO REMAIN
- DOOR, FRAME, AND HARDWARE TO BE REMOVED UNLESS NOTED OTHERWISE
- DESIGNATED ITEM TO REMAIN
- - - DESIGNATED ITEM TO BE REMOVED
- ▨ EXTENTS OF SLAB ON GRADE REMOVAL

DEMOLITION GENERAL NOTES

1. DEMOLITION NOTES AND PLANS ARE PROVIDED AS A GUIDE ONLY. CONTRACTOR TO VERIFY EXISTING CONDITIONS AND EXAMINE DRAWINGS AND DETAILS TO DETERMINE EXTENT AND LIMITS OF DEMOLITION REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
2. CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL ASPECTS OF DEMOLITION. CONTRACTOR TO REVIEW ALL DRAWINGS FOR ADDITIONAL DETAILS AND CONSTRUCTION SEQUENCING NOTES. MECHANICAL AND ELECTRICAL DEMOLITIONS ARE SHOWN ON MECHANICAL AND ELECTRICAL DRAWINGS.
3. REFER TO MECHANICAL AND ELECTRICAL FOR ADDITIONAL DEMOLITION NOTES.
4. CONTRACTOR TO COORDINATE DEMOLITION WITH DETAILS AND STRUCTURAL DRAWINGS TO INSTALL NEW LINTELS OR STRUCTURAL COMPONENTS TO SUPPORT EXISTING STRUCTURE.
5. PROVIDE AND COORDINATE ALL DEMOLITION AND RECONSTRUCTION WITH NEW WORK PLAN DIMENSIONS AND INSTALLATION OF NEW MATERIALS AND FINISHES, AS REQUIRED, WHETHER INDICATED ON DRAWINGS OR NOT.
6. PROVIDE SMOOTH AND CLEAN SUBSTRATE TO ALL AREAS RECEIVING NEW FINISHES. COORDINATE WORK WITH PLANS AND THE ROOM FINISH SCHEDULE.
7. ALL RELATED WOOD BLOCKING SUPPORT STRUCTURE, HARDWARE CONNECTION DEVICES, ADHESIVES, AND/OR MASTIC SHALL BE REMOVED FROM SURFACES AT ITEMS NOTED FOR REMOVAL. PROVIDE SURFACES ACCEPTABLE FOR PATCHING AND/OR NEW WORK.
8. DEMOLITION NOTES WITHOUT ARROWS INDICATE THAT THE NOTE APPLIES TO THE ENTIRE ROOM.

DEMOLITION PLAN KEY NOTES:

- 1 REMOVE EXISTING GYP BD WALL ASSEMBLY FROM FLOOR TO STRUCTURE ABOVE. REMOVE ENTIRE LENGTH OF WALL OR TO EXTENTS INDICATED ON PLAN.
- 2 REMOVE EXISTING HOLLOW METAL FRAME AND WOOD DOOR.
- 3 REMOVE CARPET, BASE, AND ASSOCIATED ADHESIVE THROUGHOUT INDICATED SPACE OR TO APPROXIMATE EXTENTS INDICATED ON PLAN.
- 4 REMOVE EXISTING RESILIENT FLOORING, BASE, AND ASSOCIATED ADHESIVE THROUGHOUT INDICATED SPACE OR TO APPROXIMATE EXTENTS INDICATED ON PLAN.
- 5 REMOVE QUARRY TILE, GROUT, BASE AND THINSET AS NEEDED FOR INSTALLATION OF NEW FINISH. REMOVE THROUGHOUT ROOM OR TO APPROX. EXTENTS INDICATED ON DEMO PLAN. COORDINATE EXTENTS WITH FLOOR PLAN.
- 6 REMOVE BASE CABINETS.
- 7 REMOVE EXISTING CASEWORK IN ITS ENTIRETY INCLUDING ALL COUNTERTOPS, UPPERS, LOWERS, AND HARDWARE AS OCCURS.
- 8 REMOVE CERAMIC TILE AND GYP BD FROM WALL FROM FLOOR TO CEILING TO ACCOMMODATE NEW MECHANICAL AND ELECTRICAL WORK.
- 9 SEE MECHANICAL FOR REMOVAL OF EXISTING PLUMBING FIXTURES, SEALANT, HARDWARE, ETC.
- 10 REMOVE TOILET PARTITIONS THROUGHOUT.
- 11 REMOVE ACT CEILING SYSTEM THROUGHOUT OR TO APPROXIMATE EXTENTS INDICATED INCLUDING ALL TIES, GRID SYSTEM, ANCHORS, HANGERS ETC. SEE MECH/ELEC FOR DEVICE REMOVAL.
- 12 REMOVE GYP BOARD CEILING OR SOFFIT INCLUDING ALL SUPPORTS IN ROOM INDICATED OR TO APPROXIMATE EXTENTS INDICATED ON PLAN. SEE MECH/ELEC FOR DEVICE REMOVAL.
- 13 DEMOLISH PORTION OF EXISTING WOOD STUD AND BRICK WALL AS REQUIRED FOR NEW MECHANICAL LOUVER. COORDINATE EXTENTS WITH NEW CONSTRUCTION. REMOVE ADDITIONAL FACE BRICK AS REQUIRED, AND SALVAGE REMOVED BRICK FOR REINSTALLATION. COORDINATE WITH DETAILS OF CONSTRUCTION. SEE STRUCTURAL FOR SHORING REQUIREMENTS.
- 14 REMOVE EXISTING PAPER TOWEL DISPENSER, AND SALVAGE FOR REINSTALLATION AS DOOR #122.
- 15 REMOVE EXISTING GRAB BARS AND SALVAGE FOR REINSTALLATION.
- 16 REMOVE HOLLOW METAL DOOR FRAME AND SALVAGE FOR REINSTALLATION AS DOOR #122. REMOVE GLAZING FROM SIDELIGHT. PREPARE FRAME FOR REINSTALLATION AND REGLAZING. ALSO SALVAGE EXISTING WOOD DOOR PANEL FOR REINSTALLATION.
- 17 REMOVE PORTION OF EXISTING GYP BOARD WALL ASSEMBLY TO EXTENTS REQUIRED FOR NEW DOOR OR BORROWED LIGHT. COORDINATE WITH NEW CONSTRUCTION.
- 18 COMPLETELY REMOVE PARTIAL HEIGHT WALL AND GATE.
- 19 REMOVE EXISTING HOLLOW METAL FRAME AND SALVAGE DOOR PANEL FOR REINSTALLATION IN NEW FRAME.
- 20 REMOVE ACT CEILING THROUGHOUT ROOM OR TO EXTENTS INDICATED ON PLAN. SALVAGE WHOLE TILES FOR REINSTALLATION. SEE NOTES ON REFLECTED CEILING PLAN.
- 21 REMOVE PORTION OF EXISTING WALL. COORDINATE EXTENTS WITH FINISHED DIMENSIONS INDICATED ON FLOOR PLAN AND INTERIOR ELEVATIONS.
- 22 REMOVE EXISTING CHANGING STATION AND SALVAGE FOR REINSTALLATION.
- 23a-23c REMOVE EXISTING HAND DRYER. SEE ELEC. AT 23a, 23b, 23c FOR REINSTALLATION.
- 24 REMOVE VINYL WALL COVERING THROUGHOUT ROOM OR AT WALLS INDICATED AND PREPARE WALLS FOR NEW FINISH. COORDINATE EXTENTS WITH NEW CONSTRUCTION.
- 25 REMOVE EXISTING PLASTIC LAMINATE COUNTERTOP. PROTECT IN PLACE WOOD CASEWORK TO REMAIN.
- 26 REMOVE PORTION OF EXISTING WOOD STUD BEARING WALL ASSEMBLY TO EXTENTS REQUIRED FOR NEW DOOR OR BORROWED LIGHT. COORDINATE WITH NEW CONSTRUCTION. SEE STRUCTURAL FOR SHORING REQUIREMENTS.
- 27 REMOVE EXISTING COAT RACK AND SHELF AND SALVAGE FOR REINSTALLATION.
- 28 REMOVE FRP WALL PANELS THROUGHOUT ENTIRE ROOM.
- 29 REMOVE ALL KITCHEN EQUIPMENT THROUGHOUT ENTIRE ROOM INCLUDING OVEN, DISHWASHER, COUNTERTOPS, SHELVES, ETC. SEE MECHANICAL FOR REMOVAL OF SINKS, OVEN HOOD, AND OTHER EQUIPMENT.
- 30 SAWCUT AND REMOVE PORTION OF CONCRETE SLAB AS REQUIRED FOR ELECTRICAL WORK. COORD WITH MECH DRAWINGS.
- 31 SAWCUT AND REMOVE PORTION OF CONCRETE SLAB AS REQUIRED FOR MECHANICAL WORK. COORD WITH MECH DRAWINGS.
- 32 SAWCUT AND REMOVE PORTION OF CONCRETE SLAB AS REQUIRED FOR ELECTRICAL WORK. COORD WITH MECH DRAWINGS.
- 33 SALVAGE EXISTING DEAL TRAY FOR REINSTALLATION.



D1 ENLARGED TOILET DEMOLITION PLAN
1/4" = 1'-0"

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 ARCHITECT MINNESOTA

under the laws of the State of MINNESOTA
Joel Dunning
JOEL DUNNING
License Number: 41467 Date: NA

Revisions		
Description	Date	Num
Addendum #01	06/09/2020	1
Addendum #02	06/12/2020	2
PR #04	11/18/2020	3
PR #011	02/15/2021	4
PR #012	02/24/2021	5

Comm: 182292
Date: 05/22/2020
Drawn: DG
Check: AD
PLAN NORTH
TRUE NORTH
North

DEMOLITION PLAN

Scale: As indicated



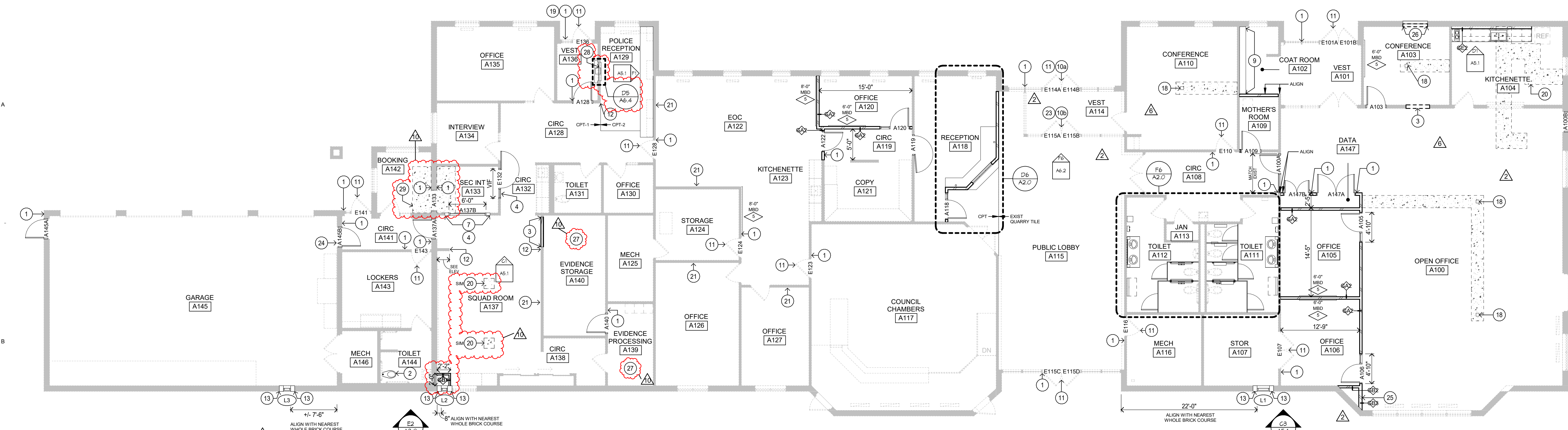
FLOOR PLAN GENERAL NOTES:

- REFER TO DETAILS OF CONSTRUCTION FOR:
A. ABBREVIATIONS, MATERIAL SYMBOLS
B. MOUNTING HEIGHTS
C. LINTEL SCHEDULE
D. MATERIAL FINISH/COLOR SCHEDULE
E. WALL TYPES
F. MARKER BD TYPES AND MOUNTING HTS
THE ABOVE SECTIONS ARE LISTED FOR REFERENCE ONLY, AND ARE NOT EXCLUSIVE TO AREAS OF WORK. ALL DETAILS SHALL BE REVIEWED FOR SCOPE OF WORK.
- ALL PLAN DIMENSIONS ARE NOMINAL TO FACE OF WALL. WALL THICKNESSES ARE SHOWN NOMINAL. SEE WALL TYPES FOR ACTUAL THICKNESS.
- ALL GYP WALLS ARE TO BE 5 INCHES THICK UNLESS OTHERWISE NOTED.
- ALL CONCRETE BLOCK WALLS ARE TO BE 8 INCHES THICK UNLESS OTHERWISE NOTED.
- COORDINATE SIZE AND LOCATION OF ALL DUCT AND SHAF OPENINGS IN WALLS AND FLOORS WITH MECH. AND ELEC. PROVIDE ALL REQUIRED LINTELS FOR OPENINGS. SEE LINTEL SCHEDULE.
- FIELD VERIFY ALL MILLWORK OPENINGS.
- SET FLOOR DRAINS 3/4" BELOW FINISHED CONCRETE FLOORS UNLESS OTHERWISE NOTED. PROVIDE CONSISTENT SLOPE FROM WALL TO DRAIN BY SLOPING CONCRETE, MIN. 1/4" PER FOOT.
- VERIFY LOCATION, SIZE AND QUANTITY OF ALL MECHANICAL AND ELECTRICAL EQUIPMENT PADS.
- ALL DOORS/SLIDE OPENINGS TO BEGIN 4" FROM ADJACENT WALL UNLESS OTHERWISE NOTED.
- ALL GYP WALLS ARE CENTERED ON GRID UNLESS OTHERWISE NOTED.
- FIRE RATED WALLS ARE INDICATED ON CODE PLANS.

FLOOR PLAN KEY NOTES:

- CARD READER. SEE ELEC.
- SEE MECH FOR FIXTURE REPLACEMENT.
- INFILL EXISTING WOOD STUD AND GYP BD WALL TO MATCH EXISTING.
- PROVIDE LOUVER BLINDS AT BORROWED LIGHT.
- REINSTALL EXISTING CHANGING STATION.
- PATCH GYP BD REMOVED FOR MECHANICAL WORK.
- SEE STRUCTURAL FOR INSTALLATION OF WOOD POSTS AND STEEL BEAM.
- REPLACE GLAZING AT EXISTING HOLLOW METAL SIDELIGHT WITH SECURITY GLAZING. VERIFY DIMENSIONS IN FIELD.
- CUT DOWN EXISTING COAT RACK AND SHELF TO FIT NEW ROOM DIMENSIONS AND REINSTALL.
- REMOVE EXTERIOR DOOR PANELS AND REINSTALL IN INTERIOR FRAME.
- REMOVE INTERIOR DOOR PANELS AND REINSTALL IN EXTERIOR FRAME.
- REMOVE HARDWARE FROM EXISTING DOOR TO REMAIN AS REQUIRED AND INSTALL NEW HARDWARE PER DOOR/HARDWARE REPLACEMENT SCHEDULE.
- PATCH WALL AT REMOVED WALL ITEM.
- SEE STRUCTURAL FOR INSTALLATION OF WOOD POSTS PATCH MASONRY WALL WITH SALVAGED FACE BRICK AS REQUIRED AT NEW LOUVER. COORDINATE WITH LOUVER DETAILS.
- REINSTALL EXISTING PAPER TOWEL DISPENSER.
- REINSTALL EXISTING HAND DRYER. SEE ELEC.
- PROVIDE P TILE BASE AS SCHED.
- REINSTALL EXISTING GRAB BARS. SEE TYPICAL MOUNTING DETAILS FOR LOCATIONS.
- FLOOR BOX. SEE ELECTRICAL. COORDINATE EXACT LOCATION WITH OWNER'S FURNITURE VENDOR.
- DOOR ACTUATOR. SEE ELEC.
- PATCH SLAB AT LOCATIONS SAW-CUT FOR MECHANICAL OR ELECTRICAL WORK. APPROXIMATE EXTENTS INDICATED BY CONCRETE HATCH PATTERN. COORDINATE WITH MECHANICAL WORK.
- MONITOR LOCATION. SEE ELEC. PROVIDE 3/4" PL WOOD BLOCKING ATTACHED TO THREE STUDS MINIMUM AND PAINT TO MATCH WALL. PROVIDE BLOCKING FOR 60" MONITOR. COORDINATE EXACT DIMENSIONS/ MOUNTING HEIGHT WITH OWNER AND ARCHITECT.
- PROVIDE NEW TOILET PARTITIONS THROUGHOUT PER LAYOUT INDICATED ON PLAN.
- REMOVE HARDWARE FROM THE EXISTING DOOR AND SALVAGE FOR REINSTALLATION IN THE DOOR PANEL BEING INSTALLED IN THIS ALUMINUM FRAME.
- REMOVE PORTION OF EXISTING CONC BLOCK BEARING WALL ABOVE DOOR. REMOVE ONLY AS MUCH BLOCK AS IS REQUIRED FOR NEW DUCTWORK. SEE MECH DRAWINGS.
- ELECTRICAL PANEL. SEE ELEC.
- INFILL WALL AT ABANDONED LOUVER. SEE MECHANICAL FOR BLANK OFF PANEL. SEE ALSO DETAIL E1A2.0.
- PATCH ABANDONED ABOVE-CEILING PENETRATIONS.
- REINSTALL SALVAGED GLAZING.
- PATCH FLOOR AT DEMOLISHED BEARING WALL AND PROVIDE SELF-LEVELING TOPPING AS REQUIRED TO ACHIEVE SMOOTH TRANSITION BETWEEN SLAB ELEVATIONS.

MN



B1 FLOOR PLAN
1/8" = 1'-0"

ROOM FINISH SCHEDULE GENERAL NOTES

- WALLS ARE SCHEDULED BASED ON PLAN NORTH.
- SEE DETAILS OF CONSTRUCTION FOR ABBREVIATIONS.
- IF ALL WALLS IN ROOM HAVE THE SAME FINISH, THE "N" WALL-TYP" COLUMN WILL BE USED.
- DISCREPANCIES BETWEEN THE ROOM FINISH SCHEDULE AND DRAWINGS SHALL BE REPORTED TO THE ARCHITECT FOR FINISH DETERMINATION.
- ON WALLS WHICH ARE COVERED WITH MILLWORK AND TACK SURFACES, A FINISH SHALL NOT BE APPLIED TO THE WALL BEHIND EXCEPT FOR LOCATIONS WHICH MAY BE EXPOSED (I.E. SPACE BETWEEN MILLWORK AND TACK SURFACE). CONCRETE BLOCK BEHIND MILLWORK AND MARKERS SHOULD BE TOOLED.
- REFER TO MATERIAL FINISH/COLOR SCHEDULE FOR SPECIFIC FINISH TYPES AND COLORS.
- SEE B5/A6.1 FOR CARPET INSTALLATION PATTERNS.

ROOM FINISH SCHEDULE REMARKS

- SEE INTERIOR ELEVATIONS FOR LOCATIONS AND EXTENT OF WALL TO RECEIVE MULTIPLE FINISHES.
- PROVIDE CARPET TO EXTENTS INDICATED ON FLOOR PLAN.
- PROVIDE FINISH AT NEW WALLS ONLY. SEE INTERIOR ELEVATIONS FOR MORE INFORMATION.
- PROVIDE P TILE BASE AT NEW WALLS ONLY. SEE INTERIOR ELEVATIONS FOR MORE INFORMATION.
- PROVIDE P TILE FLOOR TILE ONLY AS REQUIRED FOR FLOOR PATCHING RELATED TO MECHANICAL WORK. SEE FLOOR PLAN FOR APPROXIMATE EXTENTS, AND COORDINATE WITH MECHANICAL.

DOOR SCHEDULE GENERAL NOTES

- ALL DOORS ARE 1 3/4" THICK UNLESS OTHERWISE NOTED.
- FOR FRAME DEPTH, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:
MASONRY PARTITIONS:
GYPSUM BOARD PARTITIONS: THROAT OF FRAME TO MATCH WALL THICKNESS.
4" WALL: 3 3/4" FRAME
6" WALL: 3 3/4" FRAME
8" AND GREATER WALL: 7 3/4" FRAME
FRAME DEPTHS ARE SCHEDULED IN NOMINAL DIMENSIONS. SEE FRAME/DOOR TYPES FOR CORRESPONDING ACTUAL DIMENSIONS.
- FOR GLASS TYPES, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:
INTERIOR NON RATED:
CLEAR (SAFETY WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)
INTERIOR AND EXTERIOR RATED:
FIRE RATED:
EXTERIOR NON-RATED:
CLEAR INSULATED (SAFETY INSULATED WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)
- SEE SHEET A3.0 FOR FRAME AND DOOR TYPES.

DOOR SCHEDULE REMARKS

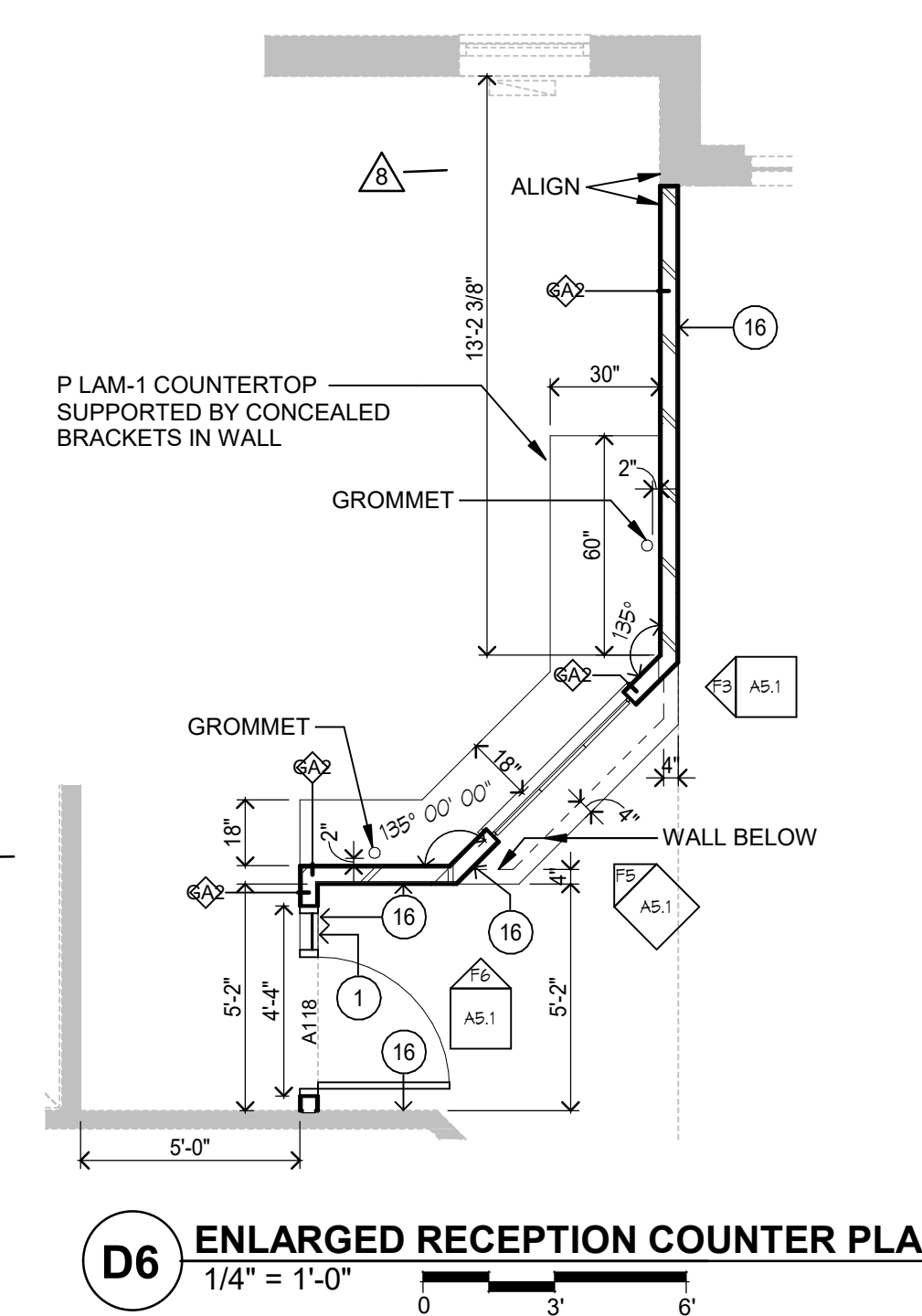
- PROVIDE SECURITY GLAZING.
- PROVIDE HORIZONTAL LOUVER BLINDS AT BORROWED LIGHT.
- REINSTALL SALVAGED DOOR PANEL IN NEW FRAME. VERIFY ALL DIMENSIONS IN FIELD AND COORDINATE WITH EXISTING OPENING AND DOOR PANEL DIMENSIONS.
- VERIFY EXISTING OPENING DIMENSIONS.

DOOR/HARDWARE REPLACEMENT SCHEDULE GENERAL NOTES

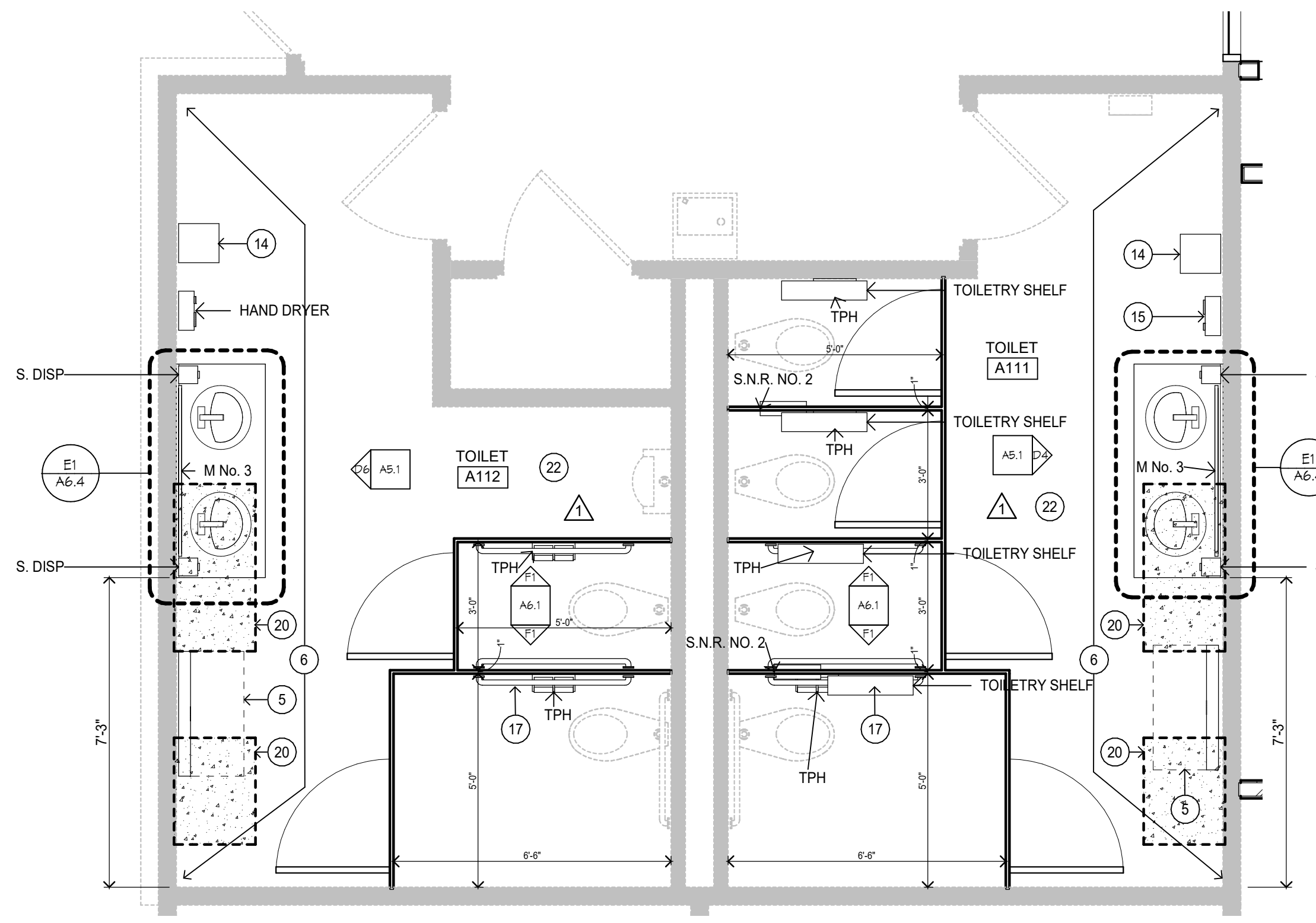
- ALL FRAMES AND DOOR PANELS ARE EXISTING UNLESS NOTED SPECIFICALLY BY REMARKS.
- FRAMES AND PANEL MATERIAL AND DIMENSIONS ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. ALL EXISTING FRAMES AND PANELS TO BE VERIFIED IN FIELD BY CONTRACTOR.

DOOR/HARDWARE REPLACEMENT SCHEDULE REMARKS

- REINSTALL EXISTING HARDWARE.
- REINSTALL EXISTING HOLLOW METAL FRAME AND WOOD DOOR SALVAGED FROM ROOM A140 IN EXISTING OPENING. REPLACE EXISTING GLAZING WITH SECURITY GLAZING. SEE ELEVATION C/A3.0 FOR MORE INFORMATION. INSTALL HARDWARE PER SCHEDULE.
- REINSTALL THE EXISTING HARDWARE REMOVED FROM THE DOOR PREVIOUSLY MOUNTED IN THIS INTERIOR ALUMINUM FRAME.



D6 ENLARGED RECEPTION COUNTER PLAN
1/4" = 1'-0"

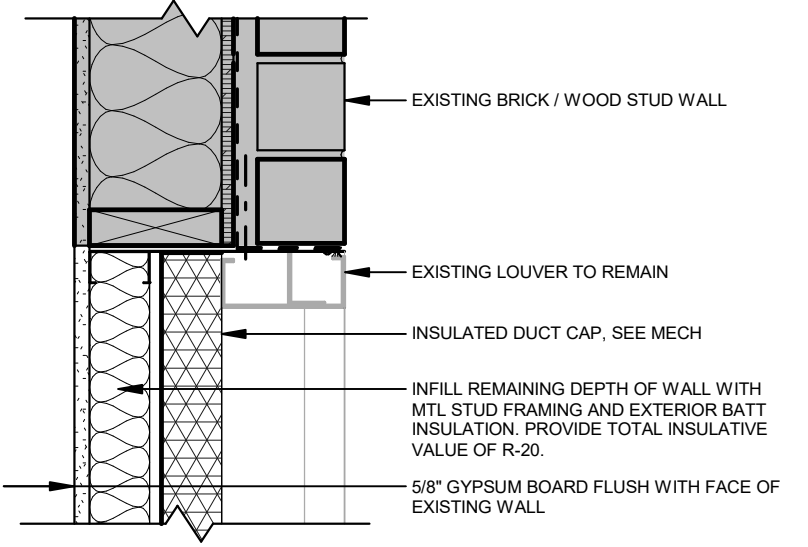


F6 ENLARGED TOILET ROOM PLAN
3/8" = 1'-0"

ROOM NO	ROOM NAME	FLOOR	BASE	ROOM FINISH SCHEDULE						REMARKS		
				N WALL - TYP	E WALL	S WALL	W WALL					
				MATL	FIN	MATL	FIN	MATL	FIN	MATL	FIN	
A100	OPEN OFFICE	CPT-2	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	GYP BD	PT-6A	
A101	VEST	CPT-1	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A102	COAT ROOM	CPT-1	VB-1	EXIST	EXIST	EXIST	EXIST	GYP BD	PT-6A	EXIST	EXIST	
A103	CONFERENCE	CPT-2	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A104	KITCHENETTE	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A105	OFFICE	CPT-2	VB-1	EXIST	GYP BD	PT-6A	EXIST	GYP BD	PT-6A	EXIST	PT-6A	
A106	OFFICE	CPT-2	VB-1	EXIST	GYP BD	PT-6A	EXIST	GYP BD	PT-6A	EXIST	PT-6A	
A107	STOR	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A108	CIRC	CPT-1	VB-1	EXIST / GYP BD	PT-6A	EXIST / GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A109	MOTHERS ROOM	CPT-2	VB-1	EXIST	GYP BD	PT-6A	EXIST	GYP BD	PT-6A	EXIST	PT-6A	
A110	CONFERENCE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A111	TOILET	EXIST / P TILE-4	EXIST / C TILE-2	EXIST	EXIST	GYP BD	C TILE-1, C TILE-2	EXIST	EXIST	EXIST	EXIST	1, 5
A112	TOILET	EXIST / P TILE-4	EXIST / C TILE-2	EXIST	EXIST	EXIST	EXIST	EXIST	GYP BD	C TILE-1, C TILE-2	1, 5	
A115	PUBLIC LOBBY	EXIST / CPT-1	EXIST / P TILE-3	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST / GYP BD	EXIST / PT-6A	2, 3, 4	
A117	COUNCIL CHAMBERS	CPT-3	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A118	RECEPTION	CPT-2	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A119	CIRC	CPT-2	VB-1	EXIST	GYP BD	PT-6A	EXIST	PT-6A	GYP BD	PT-6A	PT-6A	
A120	OFFICE	CPT-2	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	GYP BD	PT-6A	PT-6A	
A121	COPY	CPT-2	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A122	EOC	CPT-2	VB-2	EXIST	PT-6B	GYP BD	PT-6B	EXIST	PT-6B	EXIST	PT-6B	
A123	KITCHENETTE	CPT-2	VB-2	EXIST	EXIST / GYP BD	PT-6B	EXIST	EXIST	EXIST	EXIST	EXIST	
A126	OFFICE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A127	OFFICE	CPT-2	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A128	CIRC	CPT-1	VB-2	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A129	POLICE RECEPTION	CPT-2	VB-2	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A130	OFFICE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A132	CIRC	CPT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A133	SEC INT	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST / GYP BD	PT-6A	EXIST	PT-6A	
A134	INTERVIEW	CPT-2	VB-2	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B	
A135	OFFICE	CPT-2	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A136	VEST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A137	SQUAD ROOM	CPT-1	VB-1	EXIST	PT-6A	EXIST / GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A138	CIRC	CPT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A139	EVIDENCE PROCESSING	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A140	EVIDENCE STORAGE	PT CONC	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A141	CIRC	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A142	BOOKING	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	
A143	LOCKERS	CPT-1	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	
A147	DATA	PT CONC	VB-1	EXIST	GYP BD	PT-6A	GYP BD	GYP BD	GYP BD	GYP BD	PT-6A	

DOOR NO	TYPE	QTY	DOOR / OPENING			FRAME			MOUNTING CONDITIONS			HDW GRP	REMARKS			
			WIDT	HEIGHT	MATL	LABEL	DEPTH	MATL	GL	HEAD	JAMB			SILL		
A100A	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	B3/A6.3	B3/A6.3	--	09		
A100B	EXIST	1	3'-0"	7'-0"	HM	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	B1/A6.3	21	3, 4	
A103	N	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	--	08	4	
A105	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	--	08	2	
A106	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	--	08	2	
A109	F	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	F7/A6.3	F7/A6.3	--	07		
A118	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	--	11		
A119	G	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	--	06	4	
A120	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	--	08	2	
A122	F	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	F7/A6.3	F7/A6.3	--	09		
A128	N	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	SEC GL	B3/A6.3	B3/A6.3	--	05	4
A133	F	1	3'-0"	7'-0"	WD	--	FR 1B	--	HM	--	E4/A6.3	E5/A6.3	--	25	3, 4	
A137A	EXIST	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	E4/A6.3	E5/A6.3	--	04	1, 2	
A137B	--	0	6'-0"	7'-2"	--	--	FR 5A	--	HM	--	SEC GL	E1/A6.3	E2/A6.3	--	--	--
A140	F	1	3'-0"	7'-0"	HM	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	--	09		
A145A	EXIST	1	3'-0"	7'-0"	HM	--	FR 1B	--	HM	--	B5/A6.3	E7/A6.3	B1/A6.3	04	3, 4	
A145B	F	1	3'-0"	7'-0"	HM	--	FR 1B	--	HM	--	E4/A6.3	E5/A6.3	--	10	4	
A147A	F	2	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	F7/A6.3	F7/A6.3	--	22		
A147B	F	2	2'-0"	7'-0"	WD	--	FR 1	--	HM	--	F7/A6.3	F7/A6.3	--	22		

DOOR NO	TYPE	QTY	DOOR / OPENING			FRAME			HDW GRP	REMARKS	
			WIDT	HEIGHT	MATL	LABEL	DEPTH	MATL			GL
E101A	AL	1	AL	--	AL	--	AL	--	AL	02	
E101B	AL	1	AL	--	AL	--	AL	--	AL	15	
E107	F	2	WD	--	WD	--	HM	--	HM	20	
E110	F	1	WD	--	WD	--	HM	--	HM	18	
E114A	AL	1	AL	--	AL	--	AL	--	AL	01	
E114B	AL	1	AL	--	AL	--	AL	--	AL	14	
E115A	AL	1	AL	--	AL	--	AL	--	AL	--	3
E115B	AL	1	AL	--	AL	--	AL	--	AL	--	3
E115C	AL	1	AL	--	AL	--	AL	--	AL	19	
E115D	AL	1	AL	--	AL	--	AL	--	AL	19	
E116	F	1	WD	--	WD	--	HM	--	HM	18	
E123	F	1	WD	--	WD	--	HM	--	HM	16	
E124	F	1	WD	--	WD	--	HM	--	HM	18	
E128	F	1	WD	--	WD	--	HM	--	HM	17	
E132	EXIST	1	WD	--	WD	--	HM	--	HM	24	1, 2
E136	AL	1	AL	--	AL	--	AL	--	AL	03	
E141	AL	1	AL	--	AL	--	AL	--	AL	23	
E143	F	1	WD	--	WD	--	HM	--	HM	12	



F1 INFILL AT ABANDONED LOUVER
1 1/2" = 1'-0"

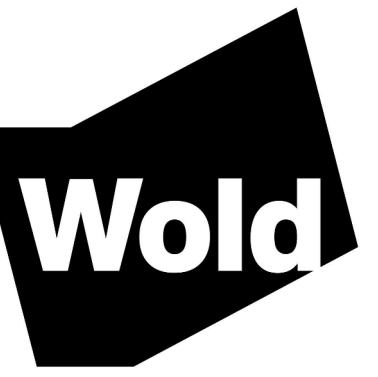
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed ARCHITECT MINNESOTA

Joel Dunning
JOEL DUNNING
DIN NA

Description	Date	Num
Addendum #01	06/09/2020	1
PR #01	10/16/2020	3
PR #02	10/21/2020	4
PR #03	11/09/2020	5
PR #04	11/18/2020	6
PR #05	12/07/2020	7
SI #02	02/01/2021	8
PR #011	02/15/2021	9
PR #012	02/24/2021	10

PLAN NORTH
TRUE NORTH
North

Comm: 182292
Date: 05/22/2020
Drawn: DG
Check: AD



MN

RCP LEGEND

- CANLIGHT
- 1 X 4 LIGHT FIXTURE
- ▬ 4' STRIP LIGHT FIXTURE
- ▬ 8' STRIP LIGHT FIXTURE
- 2 X 2 LIGHT FIXTURE (IN CEILING GRID)
- 2 X 4 LIGHT FIXTURE (IN CEILING GRID)
- CEILING MOUNTED LIGHT FIXTURE
- SPEAKER
- AIR DIFFUSER (IN CEILING GRID)
- RETURN AIR GRILLE (IN CEILING GRID)
- AIR DIFFUSER
- EXHAUST GRILLE
- ACCESS PANEL
- ▬ LINEAR DIFFUSER (IN CEILING GRID)
- ▬ PTD GYPSUM BOARD CEILING / SOFFIT
- ▬ PENDANT LIGHT FIXTURE

RCP GENERAL NOTES

1. FOR WALLS THAT PENETRATE CEILINGS SEE WALL TYPES SHOWN ON THE FLOOR PLAN.
2. FOR DIFFUSER AND RETURN GRILLE SIZES, SEE MECHANICAL PLANS.
3. FOR LIGHT FIXTURE TYPES, SEE ELECTRICAL LIGHTING PLANS.
4. CEILING HEIGHTS INDICATED ON PLAN (E.G. 9'-0") ARE FROM FINISHED FLOOR OF LEVEL OF PLAN SHOWN OR INDICATED AS 10'-0".
5. ACOUSTICAL TILE CEILING GRID IS TO BE CENTERED IN RECTANGULAR ROOM OR CENTERED BETWEEN LONGEST WALLS OF IRREGULARLY SHAPED ROOMS UNLESS OTHERWISE NOTED.
6. VERIFY GYP. BD. CONTROL JOINT LOCATIONS WITH ARCHITECT PRIOR TO INSTALLATION.

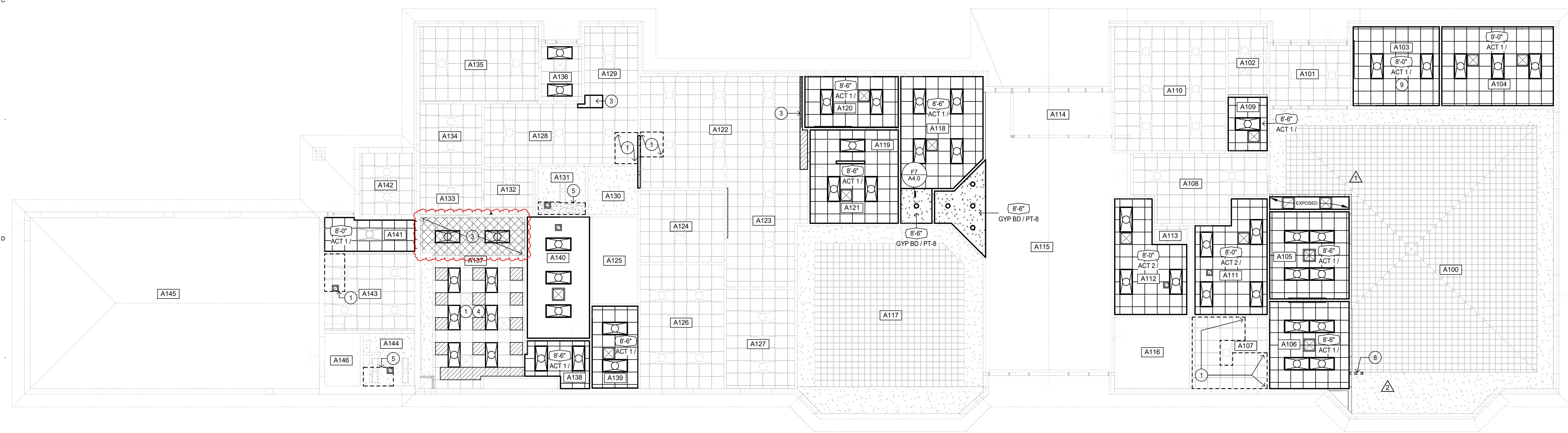
REFLECTED CEILING PLAN KEY NOTES:

1. REMOVE AND REPLACE EXISTING CEILING TILES AS REQUIRED FOR MECHANICAL WORK.
2. SEE ELECTRICAL FOR CEILING MOUNTED MICROPHONE.
3. AT HATCHED AREA, PATCH ACT CEILING WITH NEW GRID AND INSTALL SALVAGED CEILING TILE.
4. AT HATCHED AREA, REINSTALL SALVAGED ACT IN EXISTING GRID.
5. REMOVE AND PATCH PORTION OF GYP BD CEILING AS REQUIRED FOR NEW MECHANICAL WORK. PAINT TO MATCH EXISTING.
6. PAINT BULKHEAD PT-7.
7. PAINT BULKHEAD TO MATCH WALL AS SCHEDULED.
8. PATCH GYPSUM BOARD SOFFIT AT DEMOLISHED DIFFUSER AND PAINT TO MATCH ADJACENT.
9. INSTALL CEILINGS AS HIGH AS POSSIBLE. COORDINATE WITH DUCTWORK.

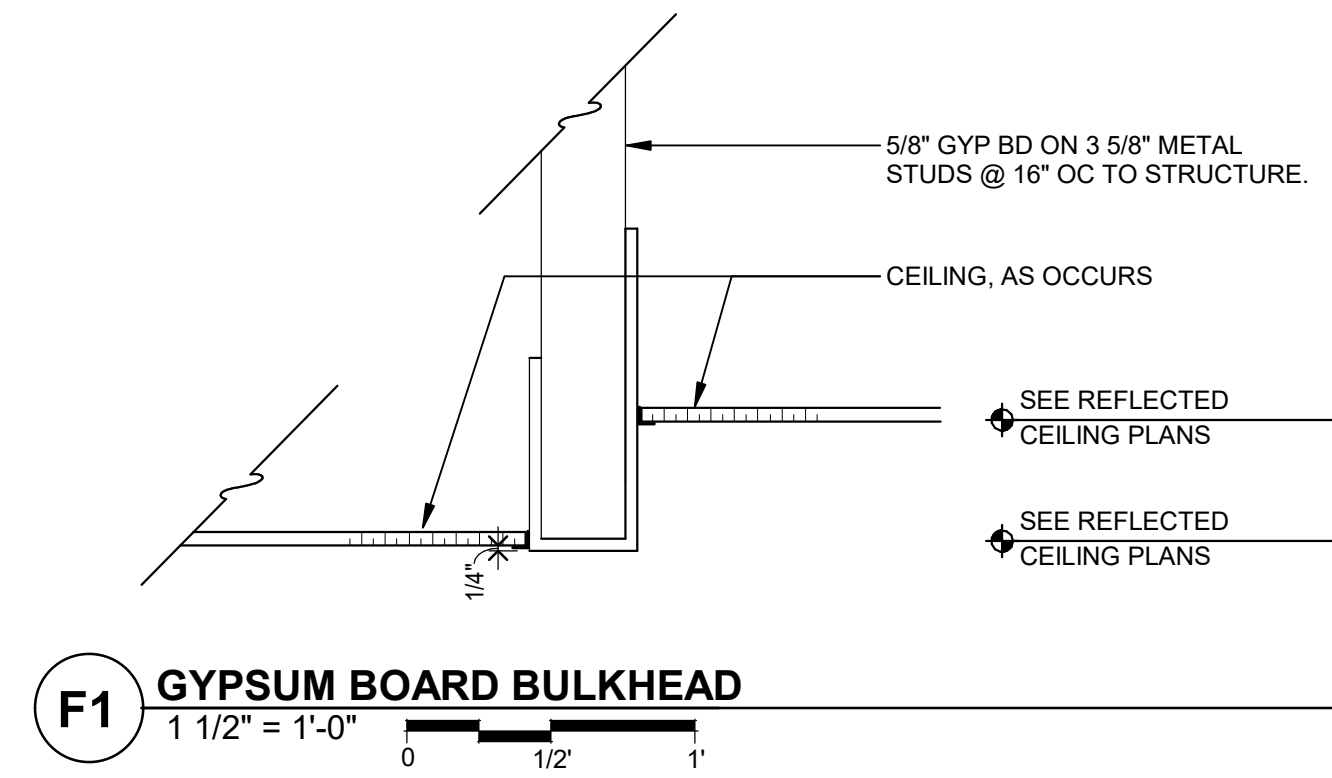
ROOF PLAN KEY NOTES:

1. PATCH PLYWOOD AND ASPHALT SHINGLE ROOF AT REMOVED PLUMBING VENT.
2. PROVIDE AND INSTALL SHEET METAL FLASHING AND BASE FLASH AT NEW EXHAUST FAN TO BE INSTALLED AT EXISTING MECHANICAL CURB. SEE MECH FOR MORE INFORMATION.

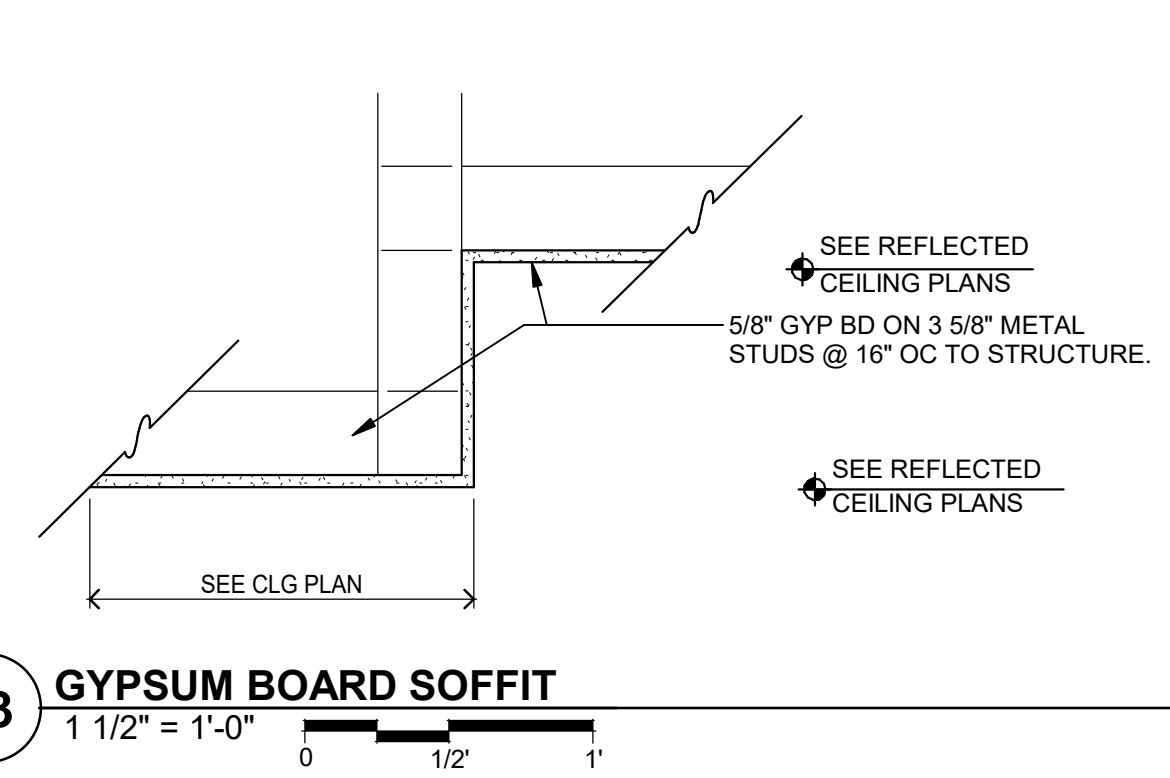
C6 PARTIAL ROOF PLAN
1/8" = 1'-0" 0 6 12'



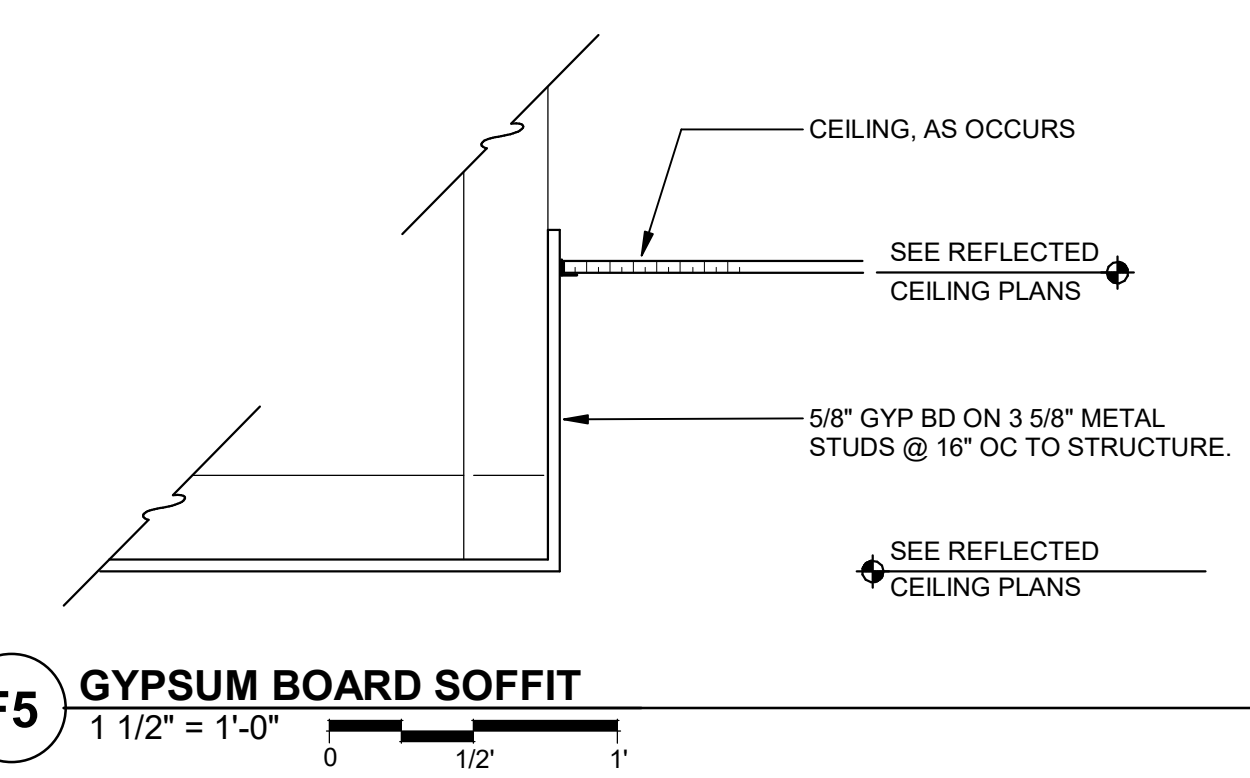
E1 REFLECTED CEILING PLAN
1/8" = 1'-0" 0 6 12'



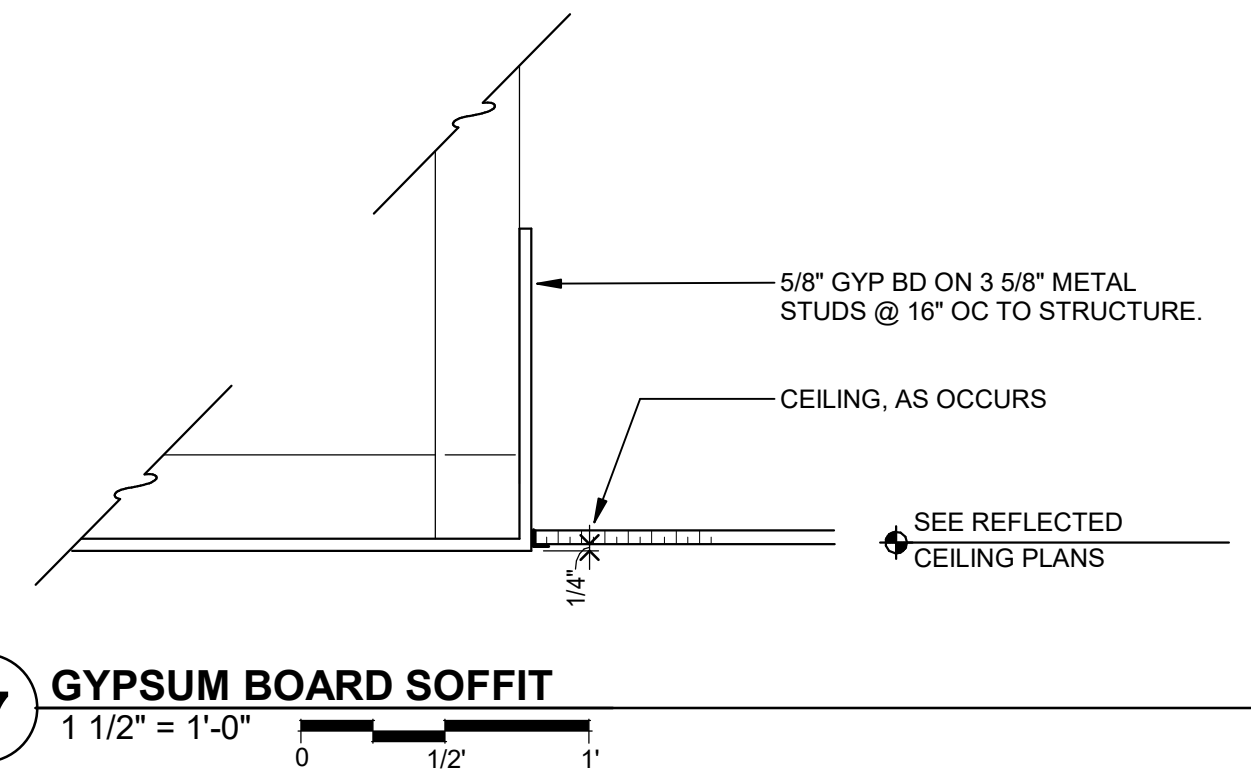
F1 GYPSUM BOARD BULKHEAD
1 1/2" = 1'-0" 0 1/2 1'



F3 GYPSUM BOARD SOFFIT
1 1/2" = 1'-0" 0 1/2 1'



F5 GYPSUM BOARD SOFFIT
1 1/2" = 1'-0" 0 1/2 1'



F7 GYPSUM BOARD SOFFIT
1 1/2" = 1'-0" 0 1/2 1'

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 ARCHITECT under the laws of the State of MINNESOTA.

Joel Dunning
JOEL DUNNING
41467 DNE NA

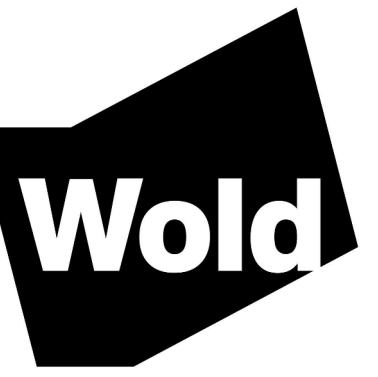
Description	Revisions	
	Date	Num
Addendum #01	06/09/2020	1
PR #05	12/07/2020	2
PR #12	02/24/2021	3

Comm: 182292
Date: 05/22/2020
Drawn: DG
Check: AD
PLAN NORTH
TRUE NORTH
North

ROOF PLAN & REFLECTED CEILING PLAN

Scale: As Indicated

A4.0



WOLD ARCHITECTS AND ENGINEERS
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

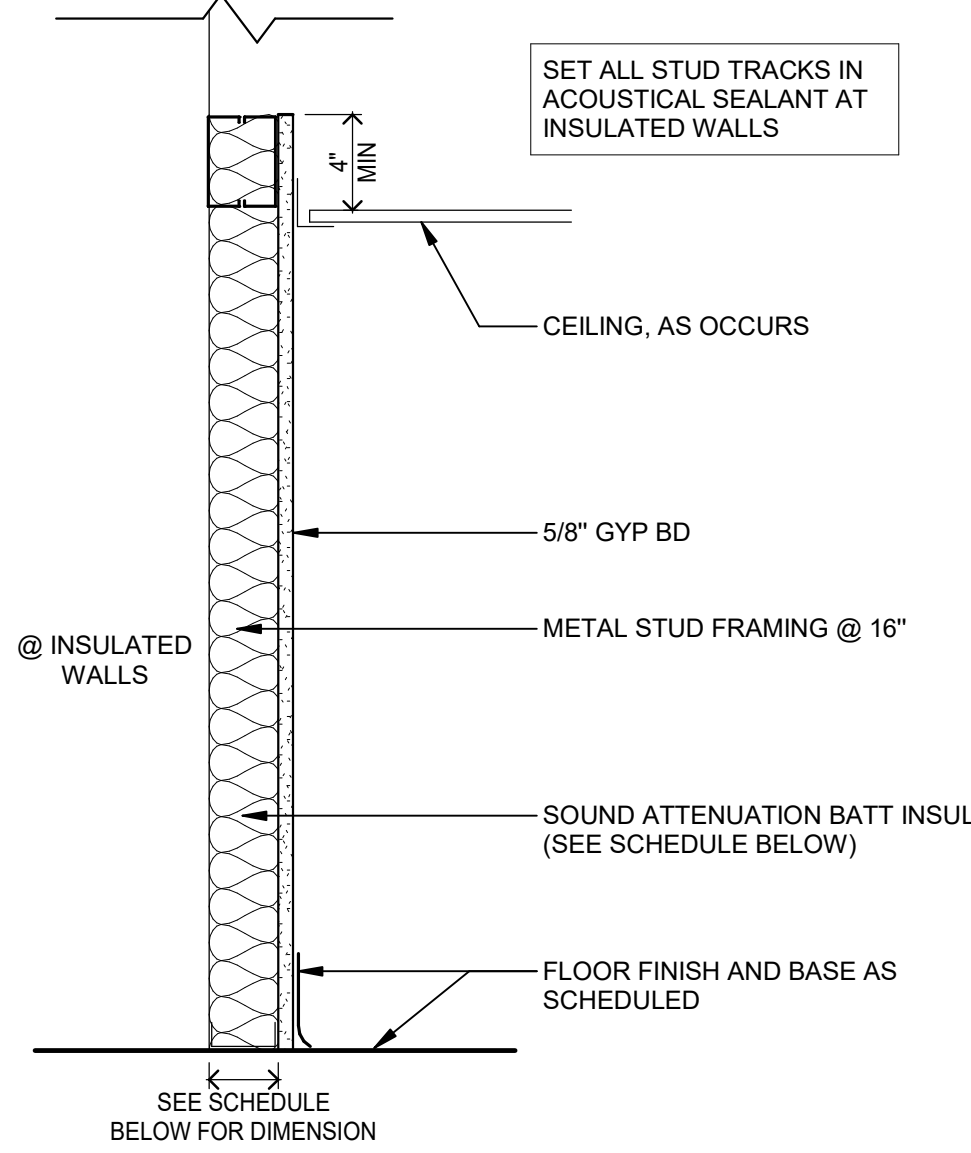
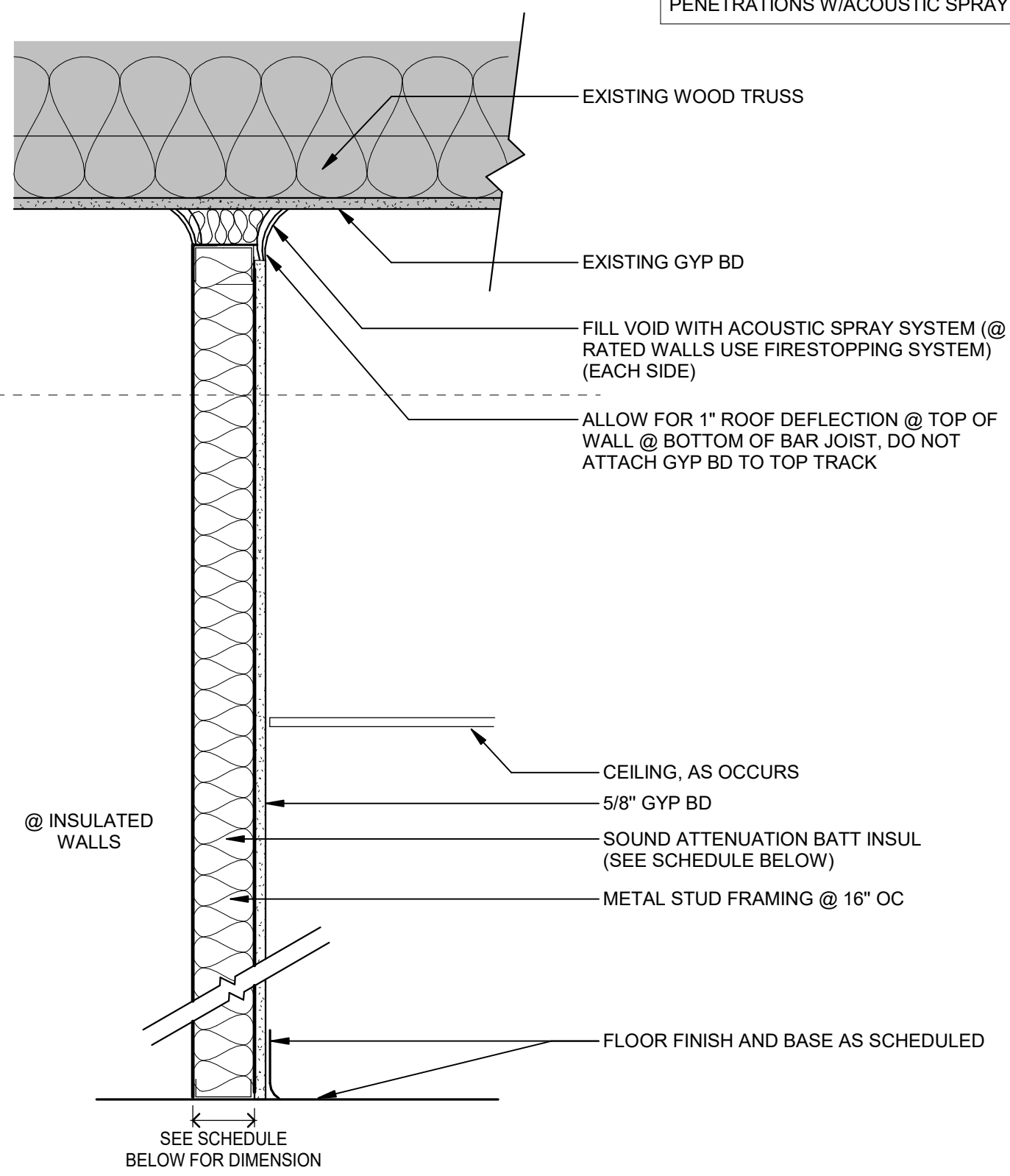
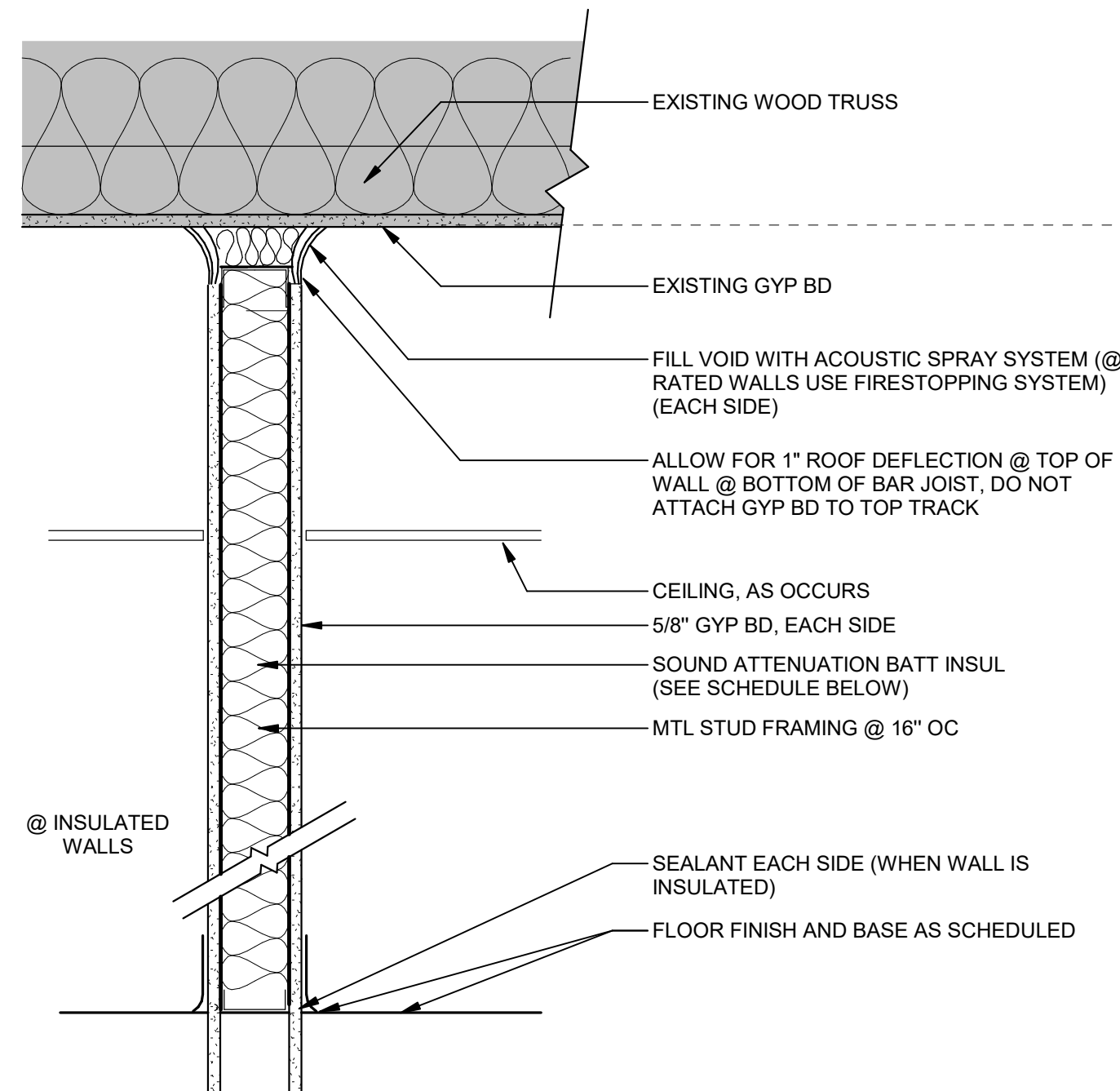
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MN

SET ALL STUD TRACKS IN ACOUSTICAL SEALANT AT INSULATED WALLS
SEAL ALL MECHANICAL/ELECTRICAL PENETRATIONS W/ACOUSTIC SPRAY OR FIRESTOPPING SYSTEM
1 HR WALL ASSEMBLY TO COMPLY WITH UL DESIGN W415, W409, U465, ITS DESIGN NSGWA 60-01

SET ALL STUD TRACKS IN ACOUSTICAL SEALANT AT INSULATED WALLS
SEAL ALL MECHANICAL/ELECTRICAL PENETRATIONS W/ACOUSTIC SPRAY

SET ALL STUD TRACKS IN ACOUSTICAL SEALANT AT INSULATED WALLS



C1 WALL TYPE GA
1 1/2" = 1'-0"
SEE SCHEDULE BELOW FOR DIMENSION

C2 WALL TYPE GB
1 1/2" = 1'-0"
SEE SCHEDULE BELOW FOR DIMENSION

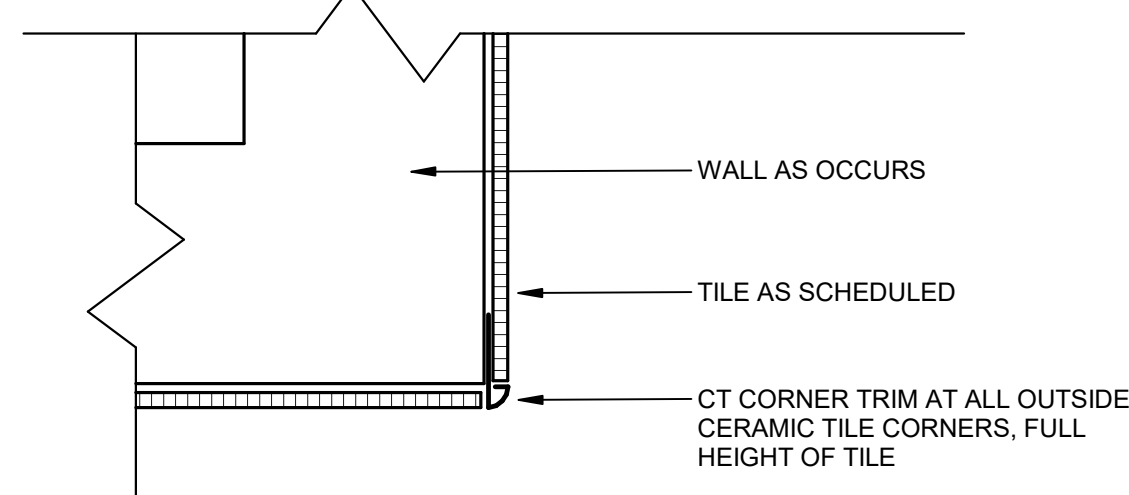
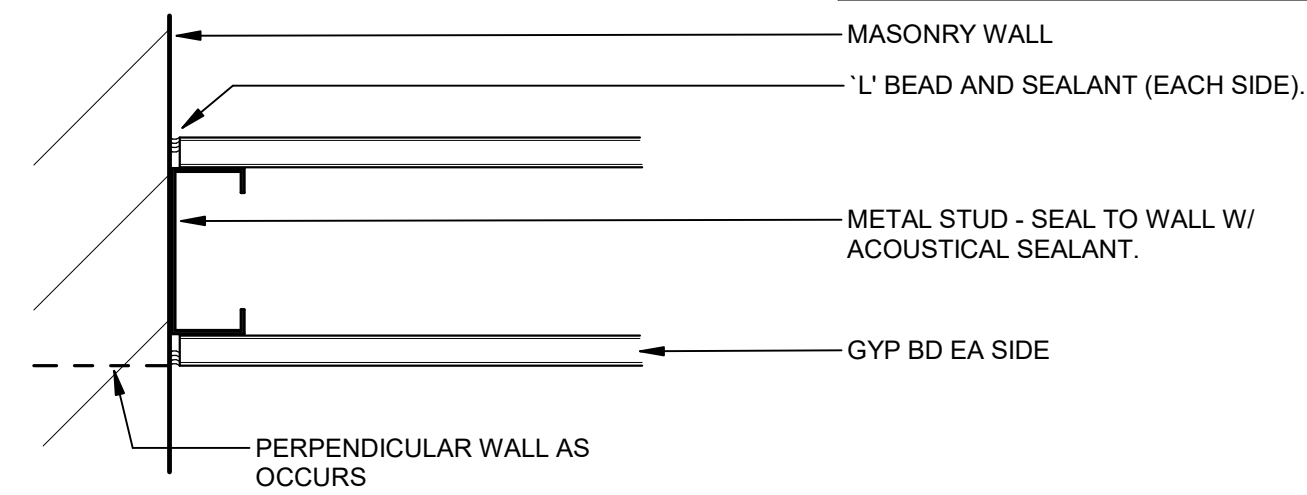
C4 WALL TYPE GE
1 1/2" = 1'-0"
SEE SCHEDULE BELOW FOR DIMENSION

TYPE	STUD SIZE	INSULATION	MIN STC	NOTES
GA2	3 5/8"	SOUND BATT	48	

TYPE	STUD SIZE	INSULATION	MIN STC	NOTES
GB1	2 1/2"	NONE	48	
GB2	3 5/8"	SOUND BATT	48	
GB3	6"	NONE		

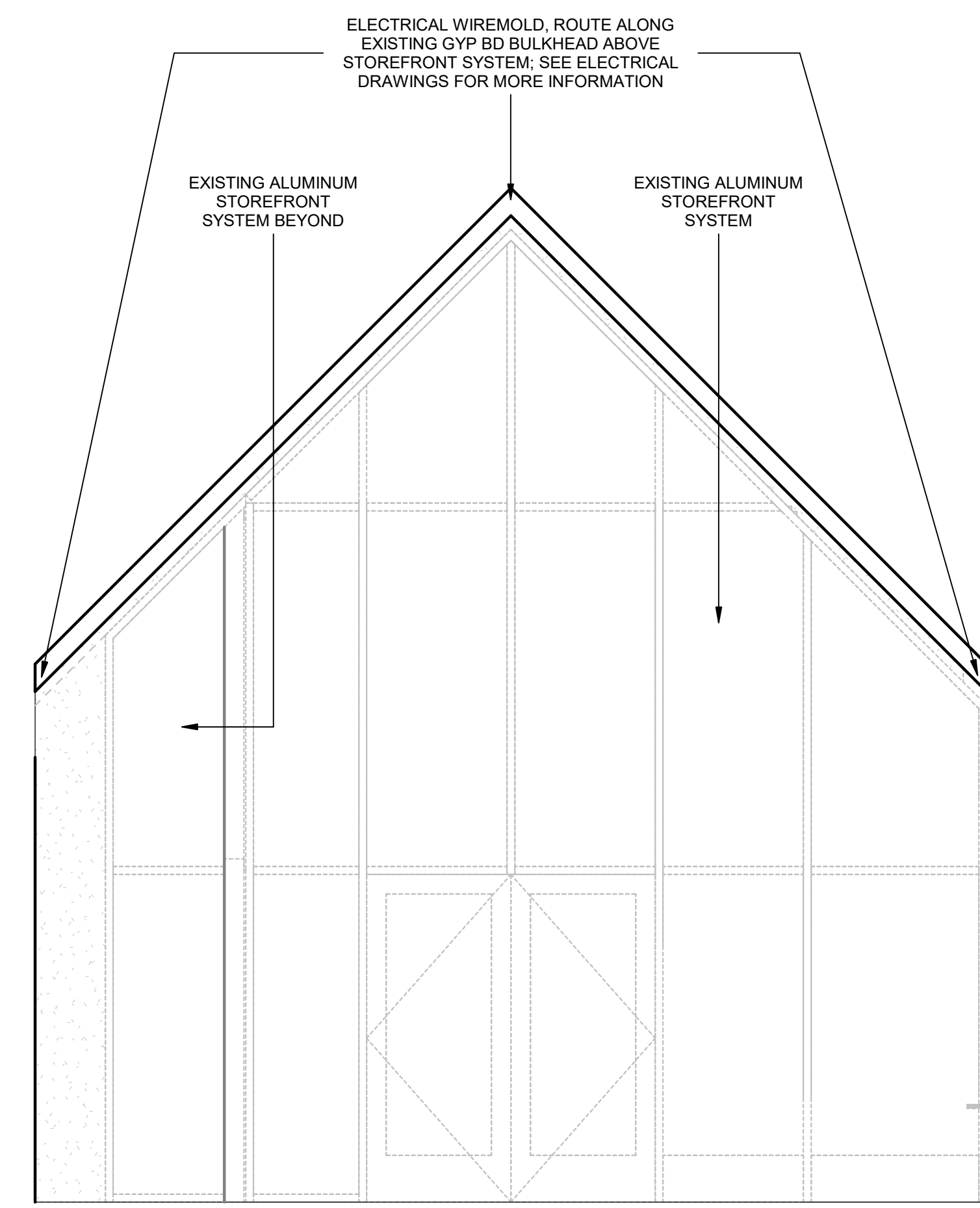
TYPE	STUD SIZE	INSULATION	MIN STC	NOTES
GE2	3 5/8"	SOUND BATT	48	

NOTE: DETAIL TYPICAL AT ALL CONCRETE/MASONRY JUNCTIONS U/O.N.



E1 GYP. BD. WALL JUNCTION
3" = 1'-0"

E3 PLAN AT CORNER TRIM
3" = 1'-0"



F6 ELEVATION AT ELECTRICAL WIREMOLD
3/8" = 1'-0"

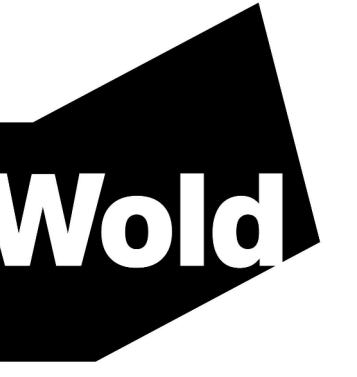
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed ARCHITECT under the laws of the State of MINNESOTA
Joel Dunning
JOEL DUNNING
License Number: 41467 DNR NA

Description	Revisions	
	Date	Num
Addendum #02	06/12/2020	1
PR #012	02/24/2021	2

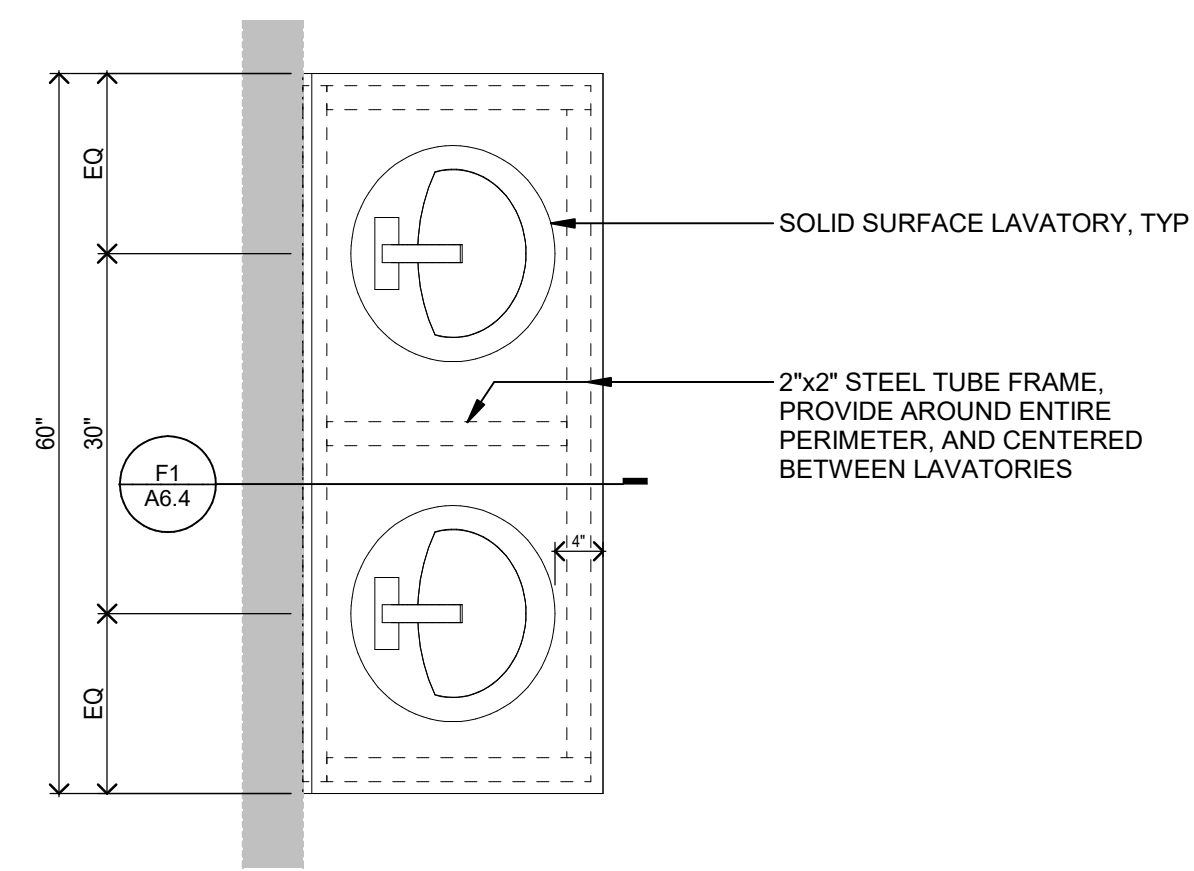
Comm: 182292
Date: 05/22/2020
Drawn: DG
Check: AD

DETAILS - INTERIOR WALL TYPES & TYP DETAILS

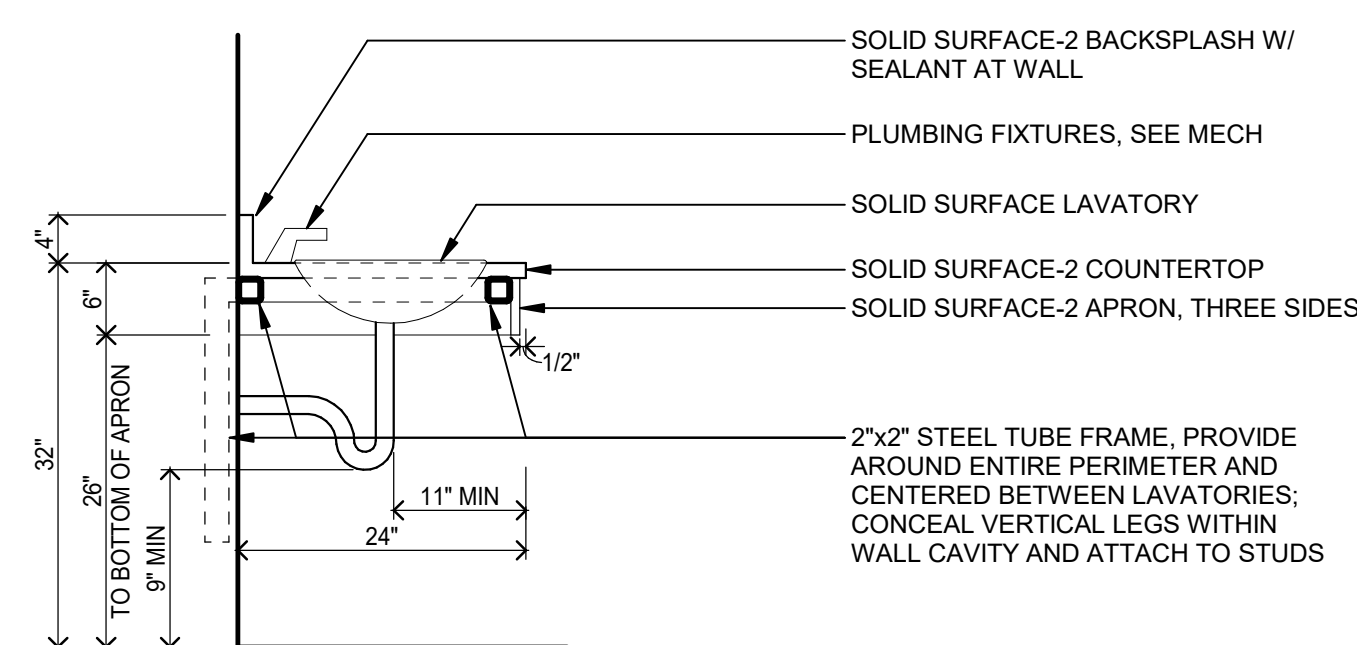
Scale: As indicated



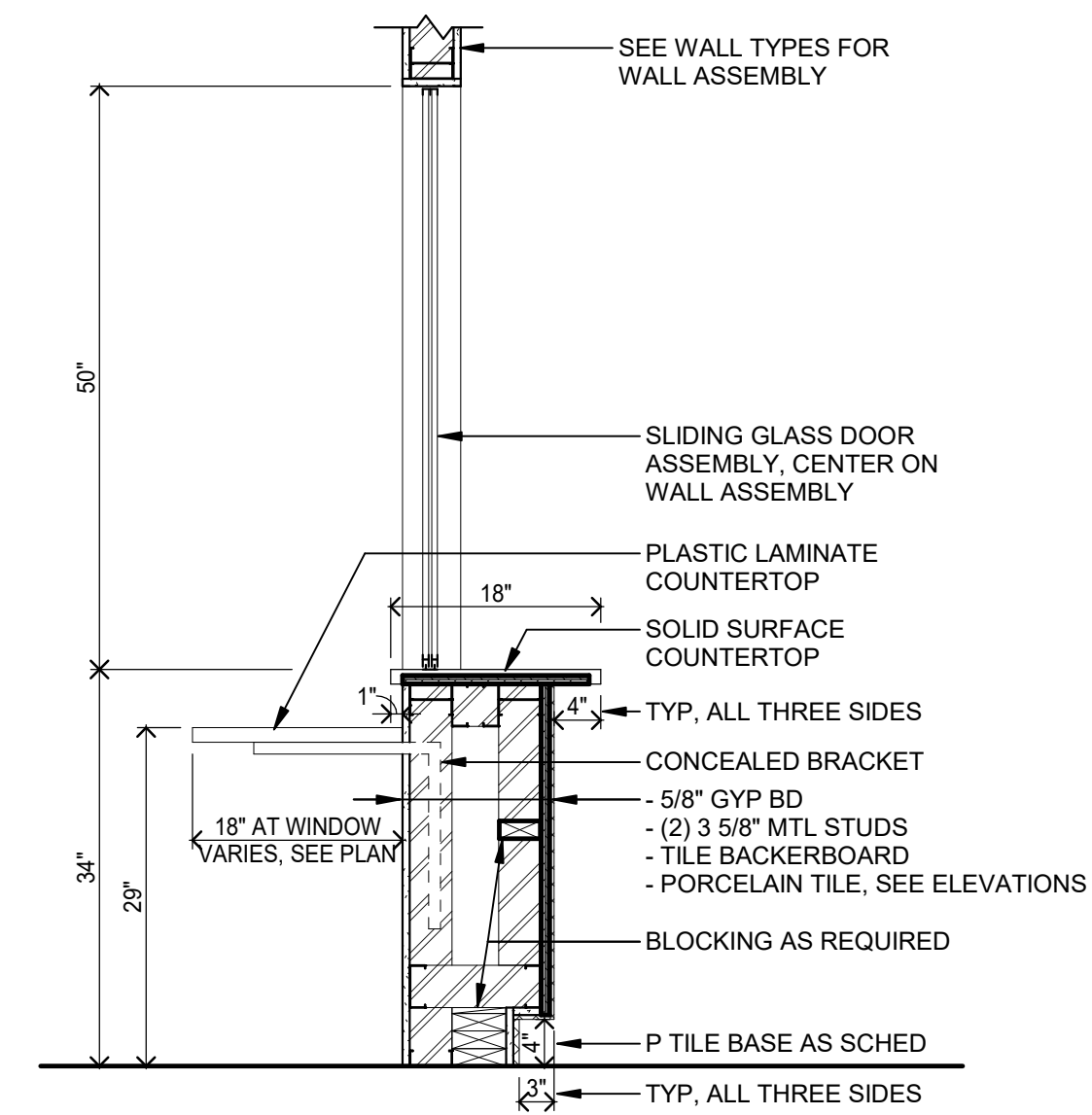
MN



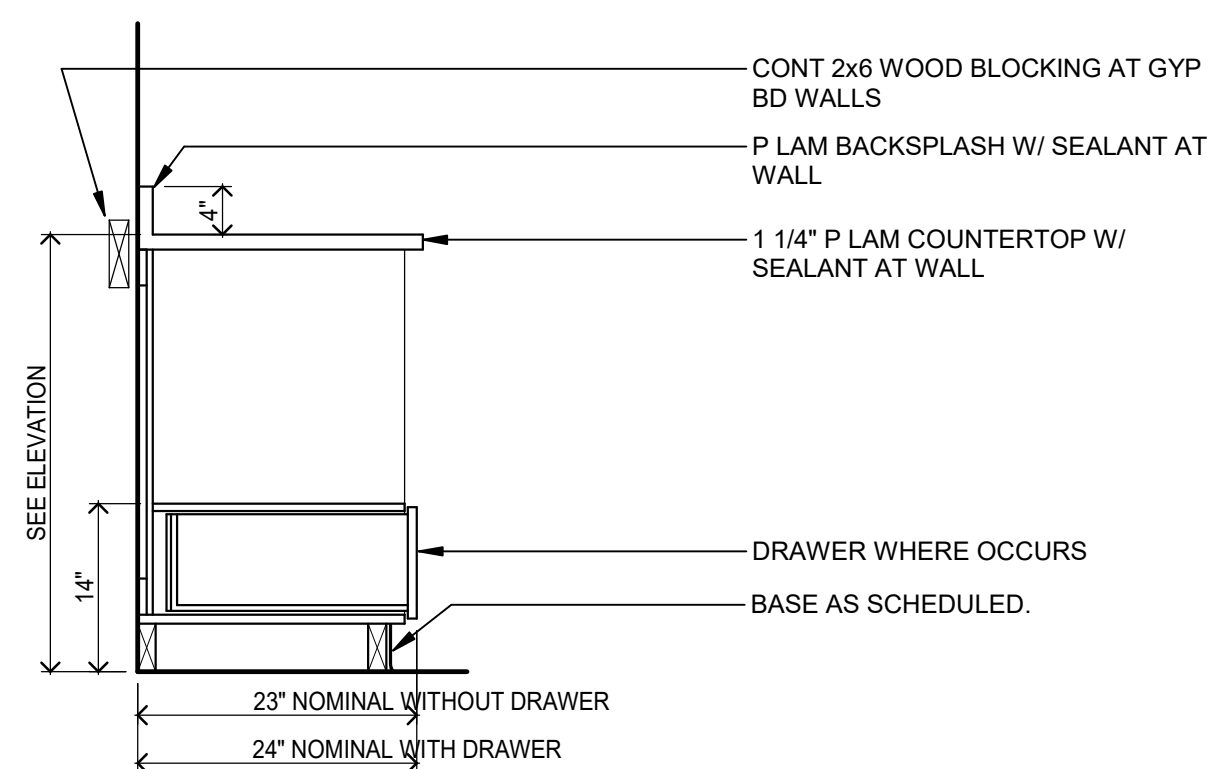
E1 ENLARGED PLAN AT LAVATORY COUNTER
3/4" = 1'-0"



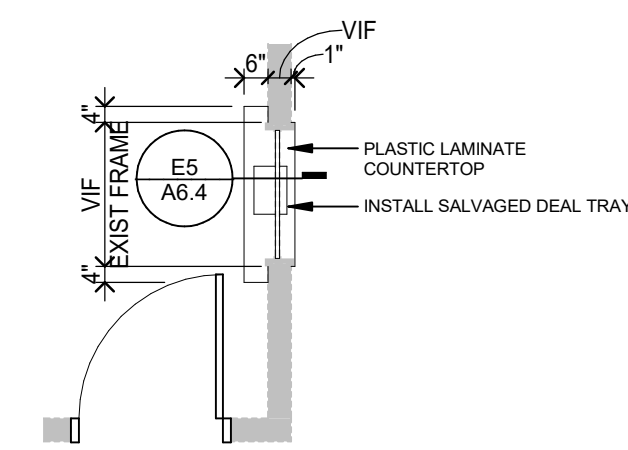
F1 SECTION AT TOILET ROOM LAVATORIES
3/4" = 1'-0"



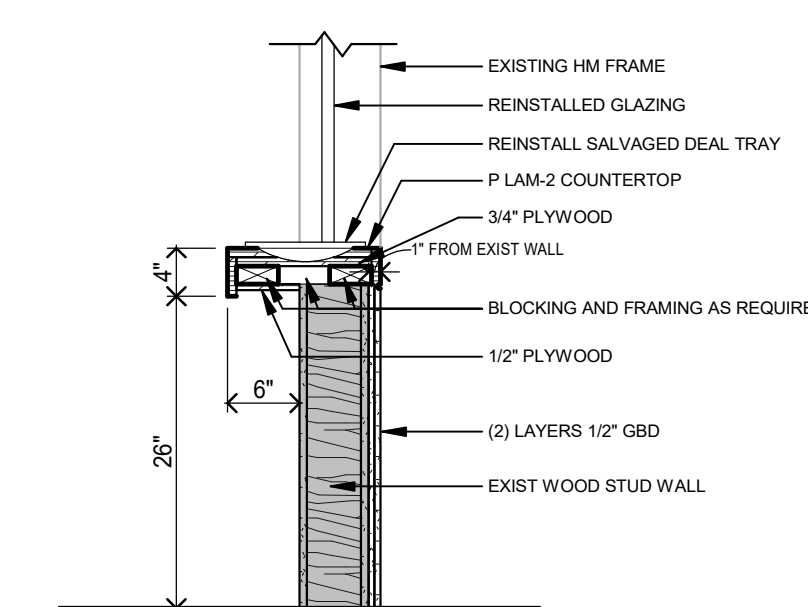
E3 SECTION AT SERVICE COUNTER
3/4" = 1'-0"



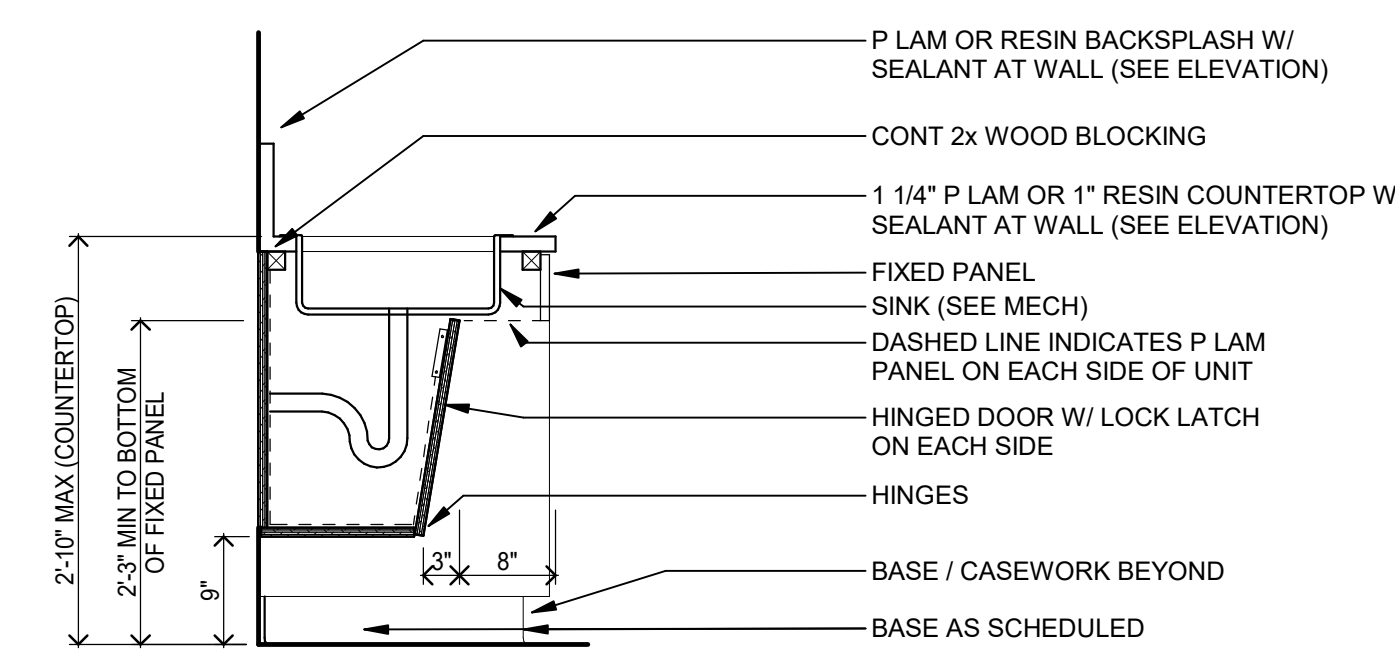
F3 SECTION AT MICROWAVE CABINET
3/4" = 1'-0"



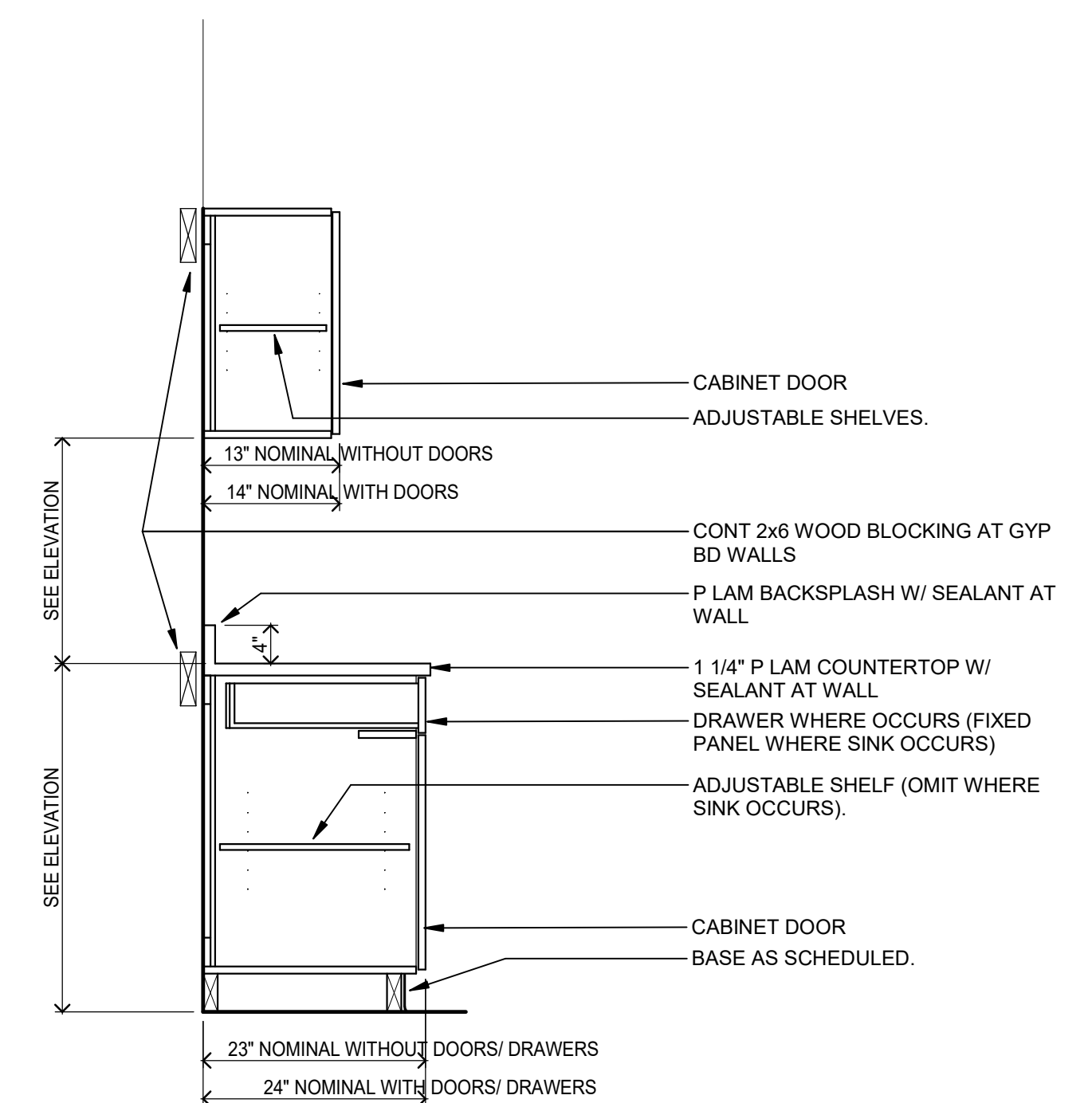
D5 ENLARGED PLAN AT PD SERVICE COUNTER
1/4" = 1'-0"



E5 SECTION AT PD SERVICE COUNTER
3/4" = 1'-0"



F5 SECTION AT ACCESSIBLE SINK
3/4" = 1'-0"



F7 TYPICAL CASEWORK SECTION
3/4" = 1'-0"

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JOEL DUNNING
License Number: 41467 Date: NA

Description	Revisions	
	Date	Num
PR #012	02/24/2021	1

Comm: 182292
Date: 05/22/2020
Drawn: DG
Check: AD

DETAILS - INTERIOR

Scale: As indicated

A6.4

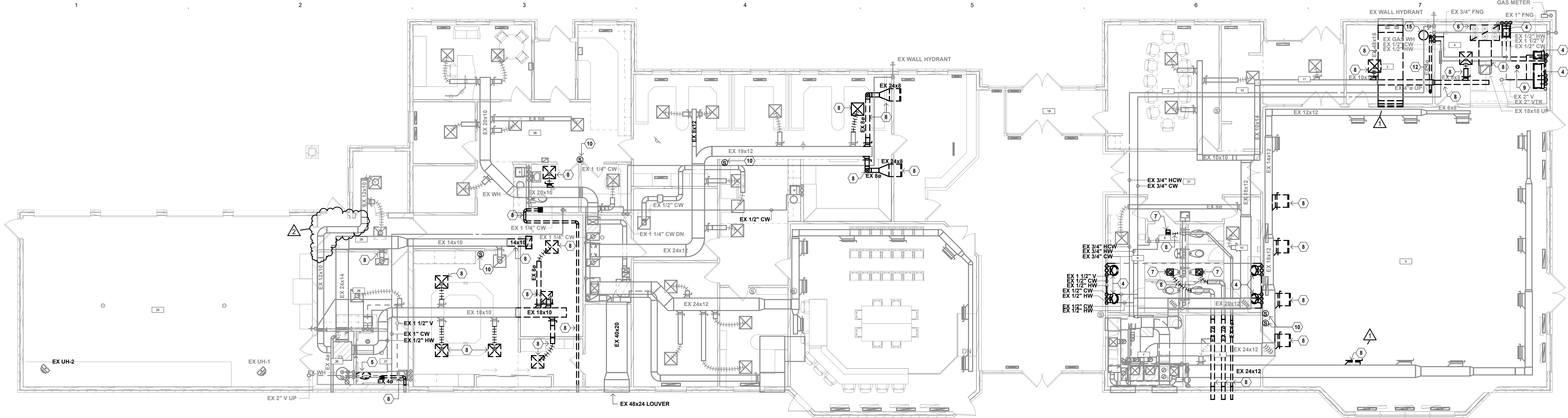


DEMOLITION PLAN GENERAL NOTES:

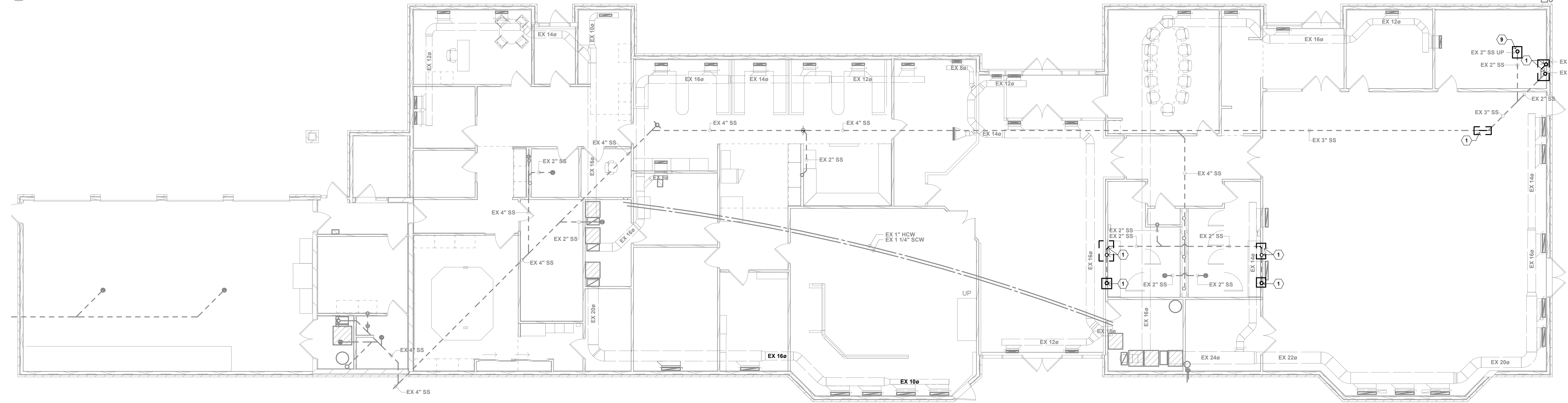
1. MECHANICAL CONTRACTOR SHALL DETERMINE LIMITATIONS AND/OR CONFLICTS RELATIVE TO THE EXECUTION OF HIS WORK PRIOR TO BID. VERIFY EXACT DETAIL OF INSTALLATION REQUIRED TO PROVIDE SYSTEMS SHOWN WITHIN SPACE INTENDED.
2. ALL EXISTING SERVICES SHALL BE MAINTAINED AT ALL TIMES, UNLESS OTHERWISE INDICATED ON THE PLANS. COORDINATE DISRUPTION OF SERVICES WITH OWNER TO PROVIDE AN ACCEPTABLE TIME FOR DOWNTIME.
3. MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR CUTTING AND PATCHING OF EXISTING CONSTRUCTION UNLESS OTHERWISE NOTED ON PLANS. NO CUTTING OF STRUCTURAL MEMBERS OR STRUCTURE WHICH WILL DETERIORATE THE INTEGRITY AND STRENGTH OF THE BUILDING WILL BE ALLOWED WITH OUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.
4. THE MECHANICAL CONTRACTOR SHALL REMOVE ALL EXISTING CEILING TILES AND GRIDS AS REQUIRED FOR INSTALLATION OF NEW WORK. ANY DAMAGED TILES AND OR GRIDS SHALL BE REPLACED WITH NEW TO MATCH AT THE CONTRACTORS EXPENSE.
5. THE MECHANICAL CONTRACTOR SHALL REMOVE ALL SYSTEMS SHOWN BOLD AND DASHED. ALL SYSTEMS NOT SHOWN BOLD AND DASHED SHALL REMAIN.
6. PATCH AND REPAIR OPENINGS THROUGH WALLS AND FLOORS WHERE MECHANICAL SYSTEMS WERE REMOVED TO MATCH EXISTING AND TO MAINTAIN FIRE RATING, WALL FINISHED BY OTHERS.

DEMOLITION PLAN KEYED NOTES:

- 1 REMOVE EXISTING UNDERGROUND PIPING SHOWN. FLOOR SAW CUTTING AND PATCHING BY OTHERS. CAP PIPING BELOW FLOOR IF NOT TO BE REUSED.
- 2 REMOVE EXISTING WASTE/VENT SHOWN AND ALL ASSOCIATED HANGERS AND SUPPORTS. CAP PIPING AT MAIN IF NOT TO BE REUSED.
- 3 REMOVE EXISTING DOMESTIC COLD AND HOT WATER PIPING SHOWN AND ALL ASSOCIATED HANGERS AND SUPPORTS. CAP PIPING AT MAIN IF NOT TO BE REUSED. CAPPED PIPING SHALL BE NO LONGER THAN 3 TIMES THE PIPE DIAMETER.
- 4 REMOVE EXISTING PLUMBING FIXTURE INDICATED AND ALL ASSOCIATED SUPPLY, WASTE, AND VENT PIPING AND HANGERS AND SUPPORTS.
- 5 REMOVE EXISTING PLUMBING FIXTURE. PIPING TO REMAIN FOR REINSTALLATION OF NEW FIXTURE. REFER TO NEW WORK PLAN.
- 6 REMOVE EXISTING RANGE HOOD AND ALL ASSOCIATED HANGERS, SUPPORTS, WIRING AND CONTROLS. DUCT RISE THROUGH ROOF SHALL REMAIN FOR INSTALLATION OF NEW EXHAUST FAN AND DUCTWORK. REFER TO NEW WORK PLAN.
- 7 REMOVE EXISTING EXHAUST FAN AND ALL ASSOCIATED CONTROLS, HANGERS, AND SUPPORTS.
- 8 REMOVE EXISTING DUCTWORK INDICATED AND ALL ASSOCIATED GRILLES/OFFUSERS, DAMPERS, HANGERS AND SUPPORTS.
- 9 REMOVE EXISTING FLOOR DRAIN AND PIPING TO BELOW FLOOR. FLOOR REMOVAL AND PATCH BY OTHERS.
- 10 SALVAGE EXISTING THERMOSTAT AND REMOVE ALL ASSOCIATED WIRING. PROVIDE STAINLESS COVER PLATE TO CONCEAL ALL OPENINGS IF OPENING IS NOT TO BE REUSED OR WALL IS NOT SHOWN TO BE PATCHED BY OTHERS. REFER TO NEW WORK PLAN FOR REINSTALLATION LOCATION.
- 11 CAP EXISTING EXHAUST DUCT THROUGH WALL.
- 12 REMOVE WATER HEATER VENTING UP THROUGH ROOF. ROOF PATCH BY OTHERS.
- 13 REMOVE EXISTING WALL HYDRANT AND INDICATED HARD COLD WATER PIPING AND SUPPORTS. WALL PATCH BY OTHERS.
- 14 REMOVE EXISTING KITCHEN HOOD AND ASSOCIATED EXHAUST FAN, DUCTWORK, CONTROLS, WIRING, CURBS, AND SUPPORTS. ROOF PATCHING BY OTHERS.
- 15 REMOVE GAS WATER HEATER AND ALL ASSOCIATED PIPING, SUPPORTS, VENTING AND WIRING.



B1 DEMOLITION PLAN - MAIN LEVEL
1/8" = 1'-0"



D1 DEMOLITION PLAN - UNDERGROUND LEVEL
1/8" = 1'-0"

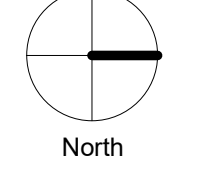
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Kevin Marshall

License Number: **23989** Date: **06/26/2020**

Description	Revisions	
	Date	Num
PR #05	12/03/2020	1
PR #12	02/23/2021	2

Comm: **182292**
Date: **05/22/2020**
Drawn: **JM**
Check: **PJ**



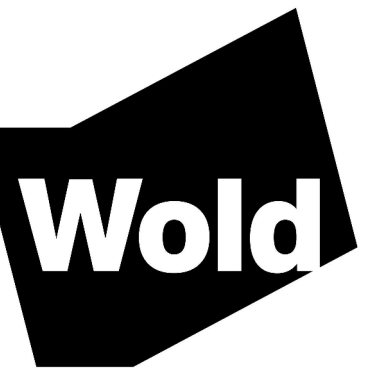
**UNDERGROUND
AND MAIN LEVEL
DEMOLITION
PLANS**

Scale: 1/8" = 1'-0"

M1.0

MN

M

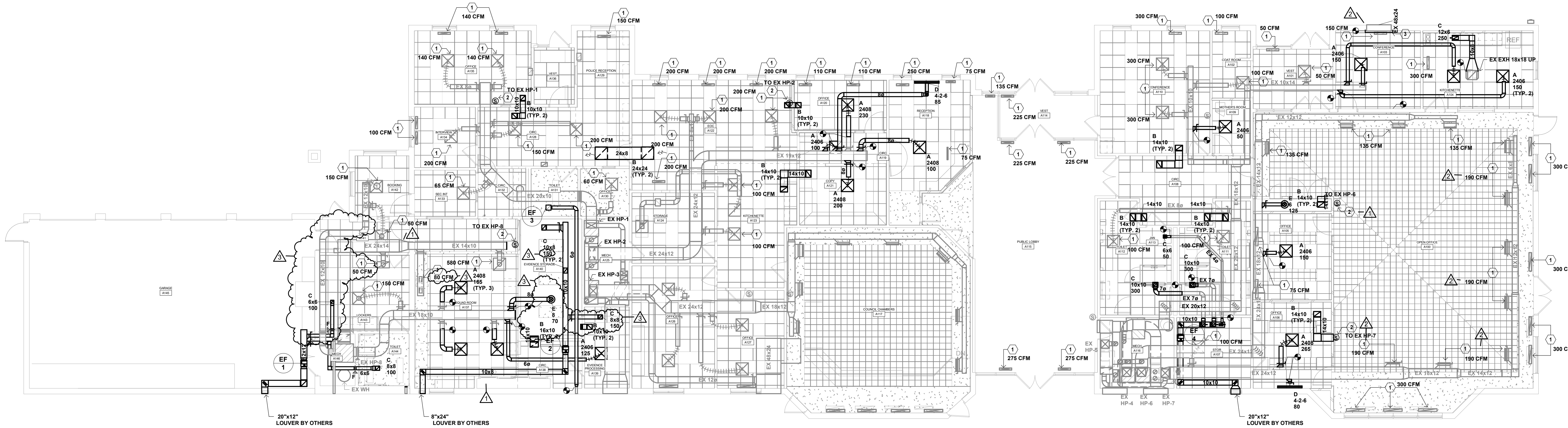


HVAC PLAN GENERAL NOTES:

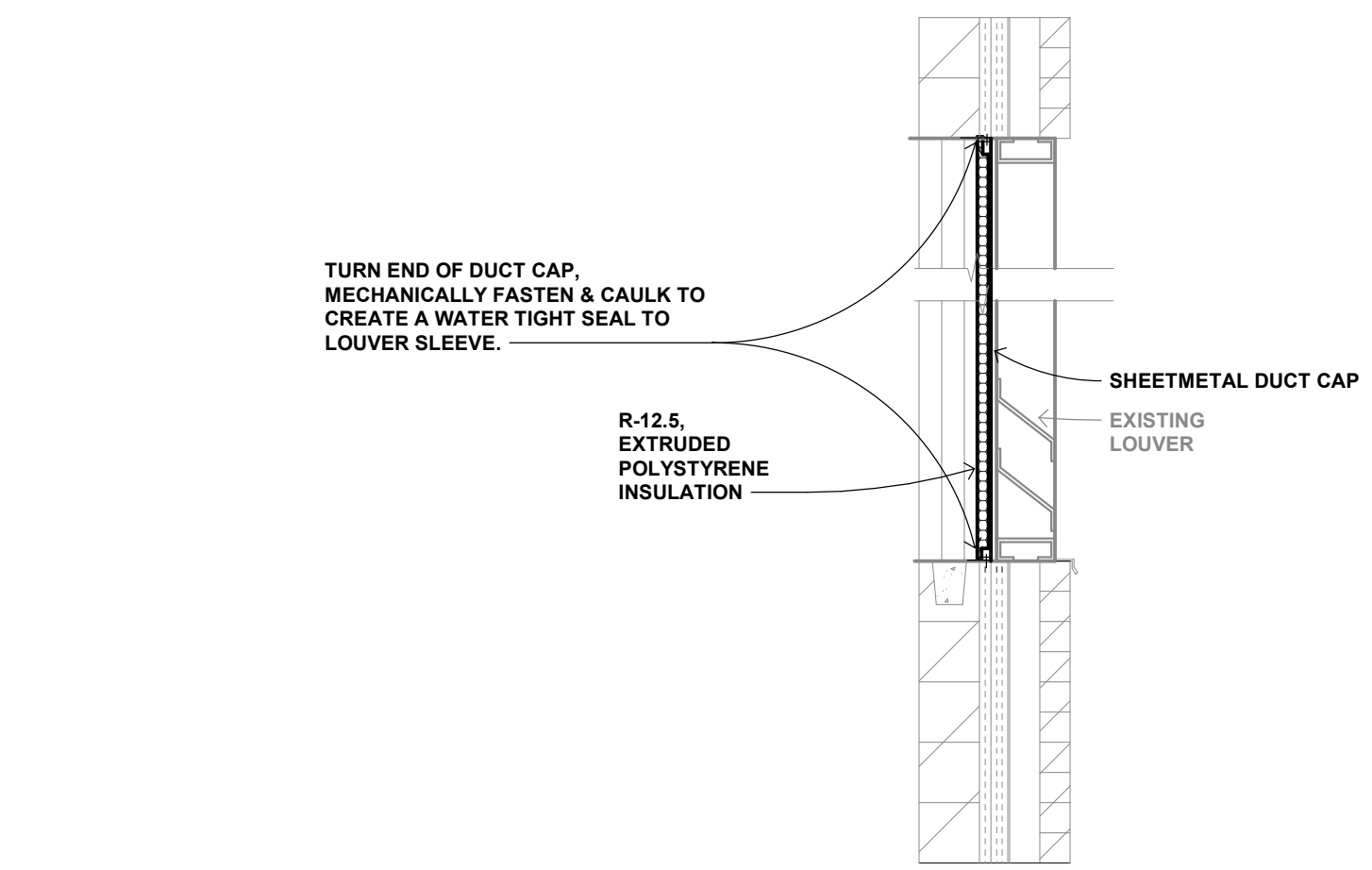
1. TRANSFER DUCTS AND DUCTS CONNECTED TO TRANSFER FANS SHALL HAVE 1" INTERNAL SOUND ATTENUATING LINER
2. DO NOT INSTALL FLEXIBLE DUCT CONNECTIONS ABOVE INACCESSIBLE CEILINGS
3. DIFFUSER DUCT RUNOUTS AND FLEXIBLE DUCT CONNECTIONS SHALL BE THE SAME SIZE AS THE DIFFUSER NECK.
5. LOCATE BALANCING DAMPERS ABOVE ACCESSIBLE CEILINGS WHERE POSSIBLE.
6. COORDINATE LOCATIONS OF ANY ACCESS PANELS REQUIRED IN WALLS OR CEILINGS WITH GENERAL CONTRACTOR.
6. ROUTE DUCTS BETWEEN JOISTS AND THROUGH JOIST WEBS WHERE REQUIRED TO COORDINATE WITH THE INSTALLATION OF OTHER TRADES AND TO MAINTAIN CEILING HEIGHTS. COORDINATE LOCATIONS PRIOR TO CROSS BRACING TO ENSURE THERE ARE NO CONFLICTS. AREAS KEYNOTED ARE MINIMUM REQUIRED.
7. DIFFUSER AND REGISTER LOCATIONS SHALL BE COORDINATED WITH LIGHT FIXTURE LOCATIONS AND SHALL BE IN ACCORDANCE WITH CEILING PATTERNS AS SHOWN ON THE ARCHITECTURAL REFLECTED CEILING PLANS.
8. ALL RISES AND DROPS IN DUCTWORK ARE NOT NECESSARILY SHOWN. LAYOUT ROUTING AND COORDINATE WORK WITH OTHER TRADES BEFORE CONSTRUCTION.
9. MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR CUTTING AND PATCHING OF CONSTRUCTION UNLESS OTHERWISE NOTED ON THE PLANS. NO CUTTING OF STRUCTURAL MEMBERS OR STRUCTURE WHICH WILL DETERIORATE THE INTEGRITY AND STRENGTH OF THE BUILDING WILL BE ALLOWED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.
11. MECHANICAL CONTRACTOR SHALL DETERMINE LIMITATIONS AND/OR CONFLICTS RELATIVE TO THE EXECUTION OF HIS WORK PRIOR TO BID. VERIFY EXACT DETAIL OF INSTALLATION REQUIRED TO PROVIDE SYSTEMS SHOWN WITHIN SPACE INTENDED.
12. THE MECHANICAL CONTRACTOR SHALL REMOVE ALL EXISTING CEILING TILES AND GRIDS AS REQUIRED FOR INSTALLATION OF NEW WORK. ANY DAMAGED TILES AND GRIDS SHALL BE REPLACED WITH NEW TO MATCH AT THE CONTRACTORS EXPENSE.

HVAC PLAN KEYED NOTES:

1. BALANCE INDICATED DIFFUSER TO NOTED CFM.
2. REINSTALL SALVAGED THERMOSTAT AT LOCATION INDICATED. PROVIDE NEW CONTROL WIRING TO UNIT AS REQUIRED.
3. CAP DUCT/LOUVER PER DETAIL E6 / M3.0 AND SEAL TO BE WATER TIGHT AND INSULATE.



D1 HVAC PLAN - MAIN LEVEL
1/8" = 1'-0"



E6 LOUVER DUCT PATCH DETAIL
NOT TO SCALE

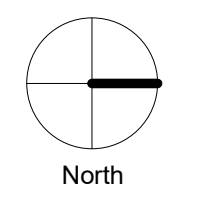
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Kevin Marshall

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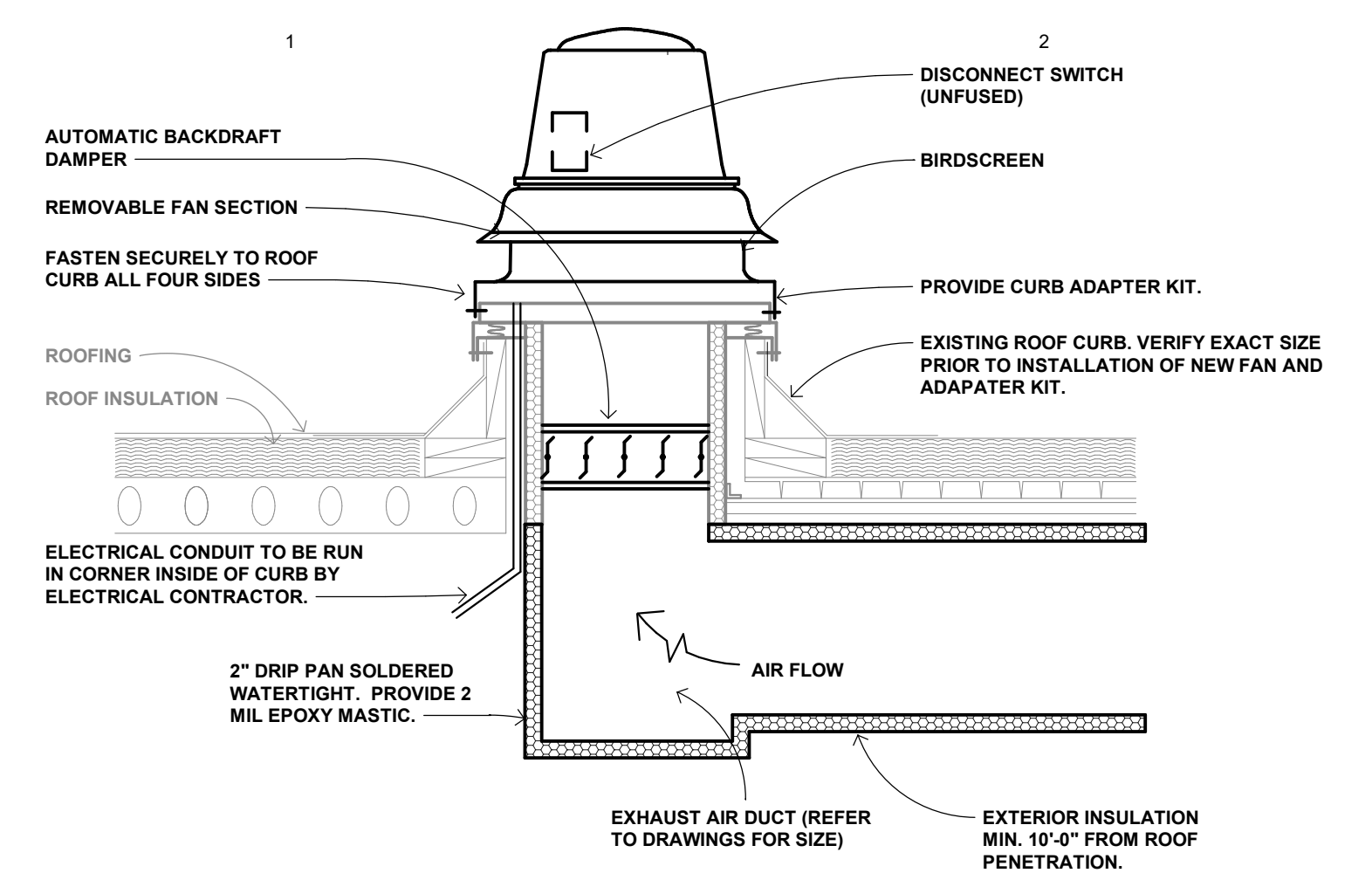
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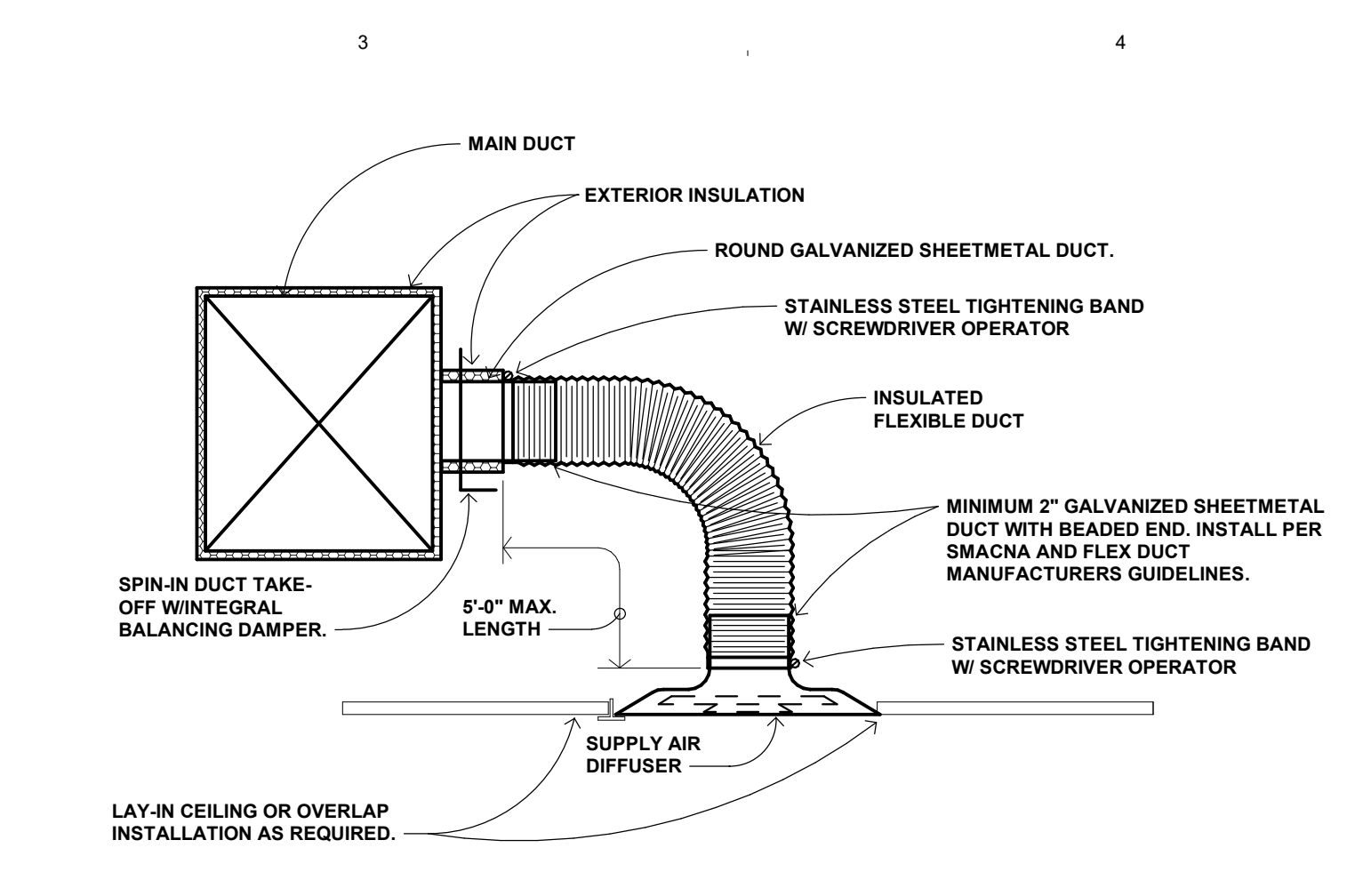
MAIN LEVEL HVAC PLAN

Scale: 1/8" = 1'-0"

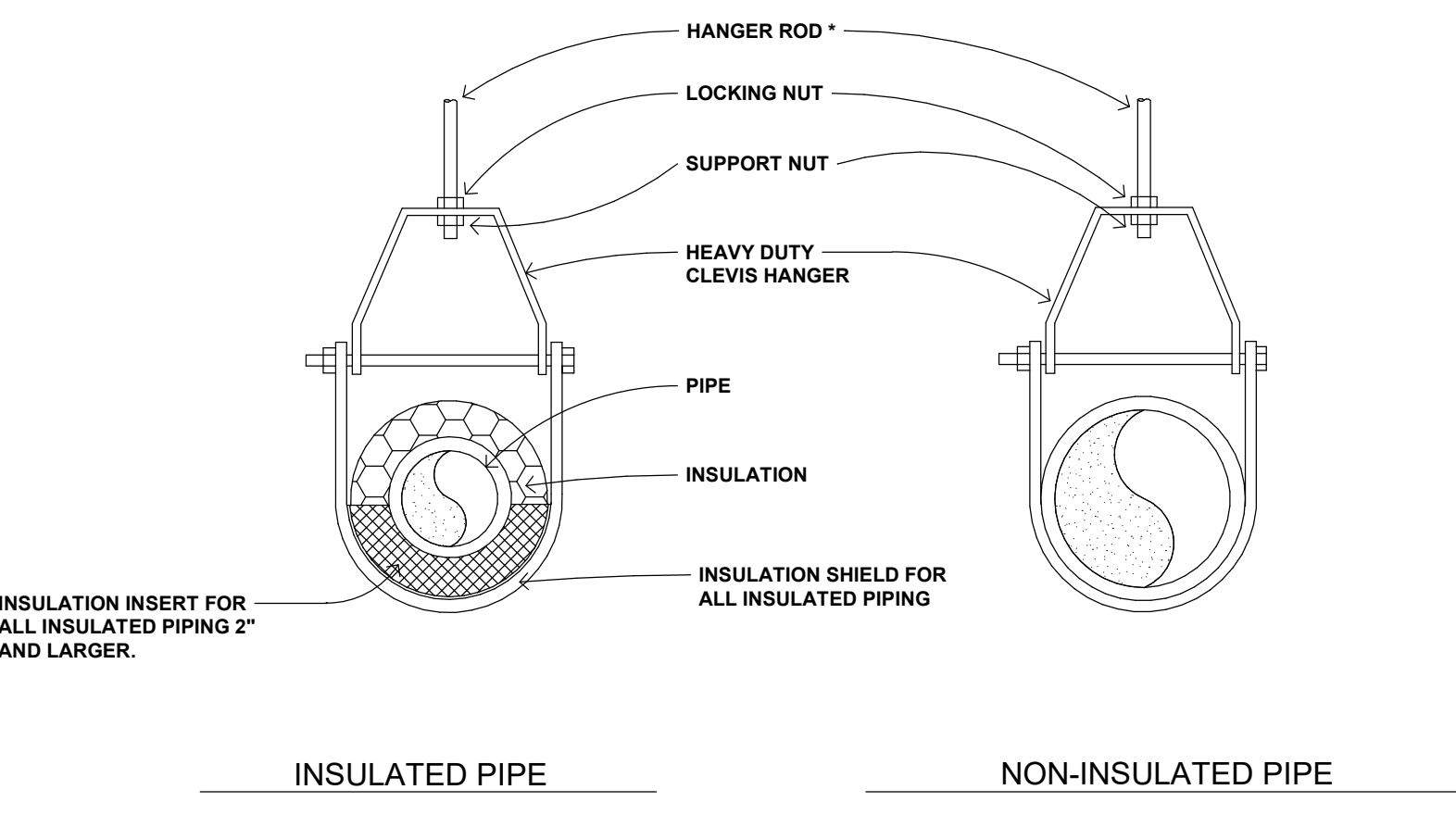
M3.0



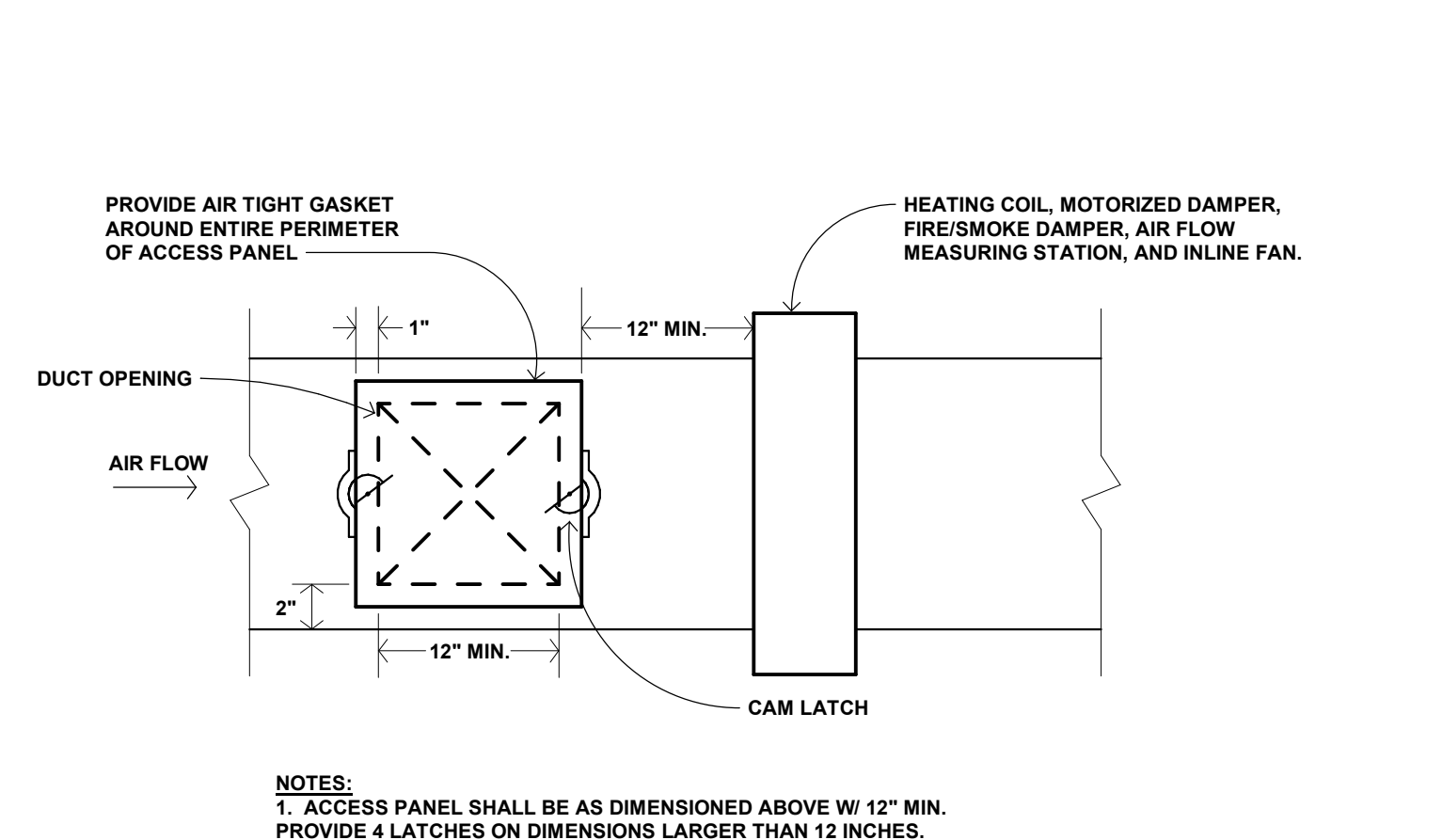
B1 TYPICAL P.R.V. EXHAUST FAN DETAIL NOT TO SCALE



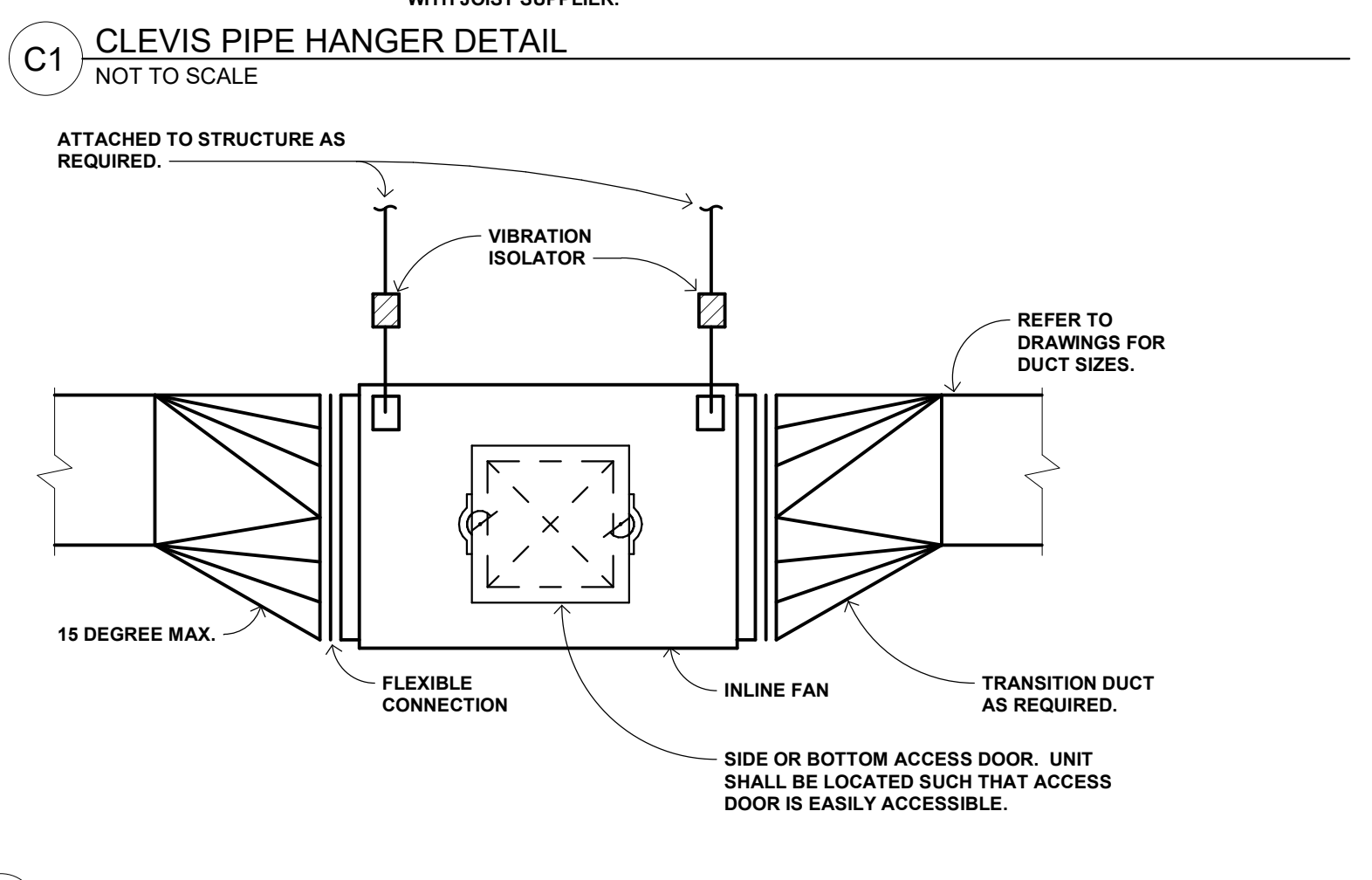
B3 FLEXIBLE DUCT CONNECTION DETAIL NOT TO SCALE



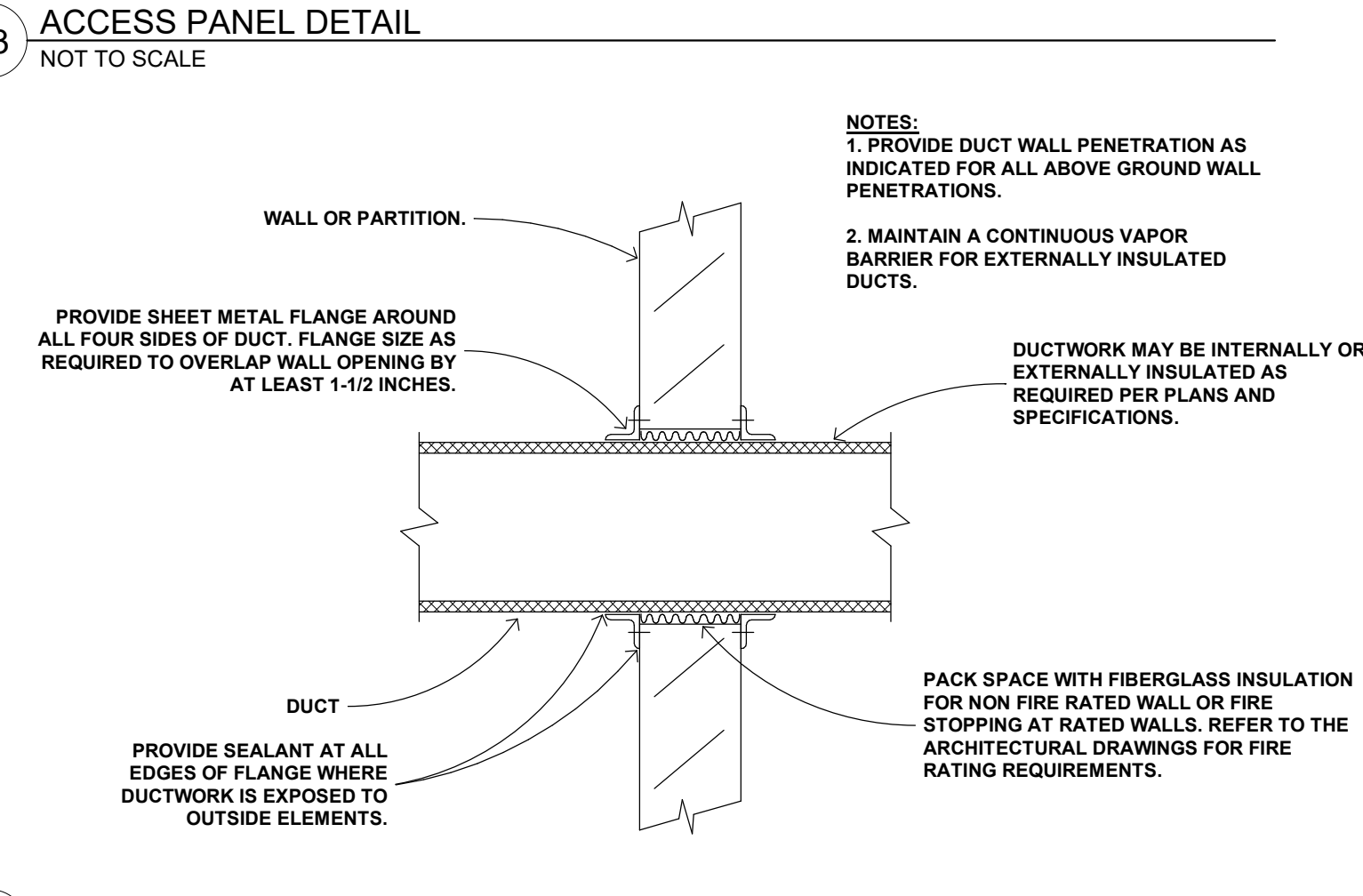
C1 CLEVIS PIPE HANGER DETAIL NOT TO SCALE



C3 ACCESS PANEL DETAIL NOT TO SCALE



D1 INLINE FAN DETAIL NOT TO SCALE



D3 DUCT WALL PENETRATION DETAIL NOT TO SCALE

UNIT NO.	SERVES	MANUFACTURER	MODEL NO.	SUPPLY CFM	OA	HEATING MBH	COOLING MBH	HP	VOLTS	PHASE	FLA	MCA	REMARKS
EX HP-1	EX HP-1	GEOCOMFORT	GT048B01LT1CC	1415	345	52.4	60	1.0	208	1	32.6	39.0	1
EX HP-2	EX HP-2	GEOCOMFORT	GT048B01LT1CC	1415	345	52.4	60	1.0	208	1	32.6	39.0	1
EX HP-3	EX HP-3	GEOCOMFORT	GT048B01LT1CC	1415	345	52.4	60	1.0	208	1	32.6	39.0	1
EX HP-4	EX HP-4	GEOCOMFORT	GT072B01LT1CC	1450	348	68.6	75.9	1.0	208	1	34.2	41.0	1
EX HP-5	EX HP-5	GEOCOMFORT	GT066B01LT1CC	1380	337	60.0	68.6	1.0	208	1	34.2	41.0	1
EX HP-6	EX HP-6	GEOCOMFORT	GT066B01LT1CC	900	146	60.0	68.6	1.0	208	1	34.2	41.0	1
EX HP-7	EX HP-7	GEOCOMFORT	GT066B01LT1CC	1380	169	60.0	68.6	1.0	208	1	34.2	41.0	1
EX HP-8	EX HP-8	GEOCOMFORT	GT048B01LT1CC	1040	185	52.4	60	1.0	208	1	32.6	39.0	1

NOTES:
1. GEOTHERMAL HEAT PUMP IS EXISTING. REBALANCE SUPPLY FAN AND OUTSIDE AIR TO SCHEDULED VALUE.

UNIT NO.	SERVES	MANUFACTURER	MODEL NUMBER	TYPE (GAS OR ELEC)	MAX WATTAGE	# OF HTG ELEMENTS	STORAGE CAP. (GALLONS)	GPH RECOVERY @ 100' RISE	WATER TEMP.	VOLTS	PHASE	REMARKS
WH-1	A104-KITCHENETTE	A.O. SMITH	E4C18SV	ELEC	1500	1	6 GAL		120°	120	1	1,2,3

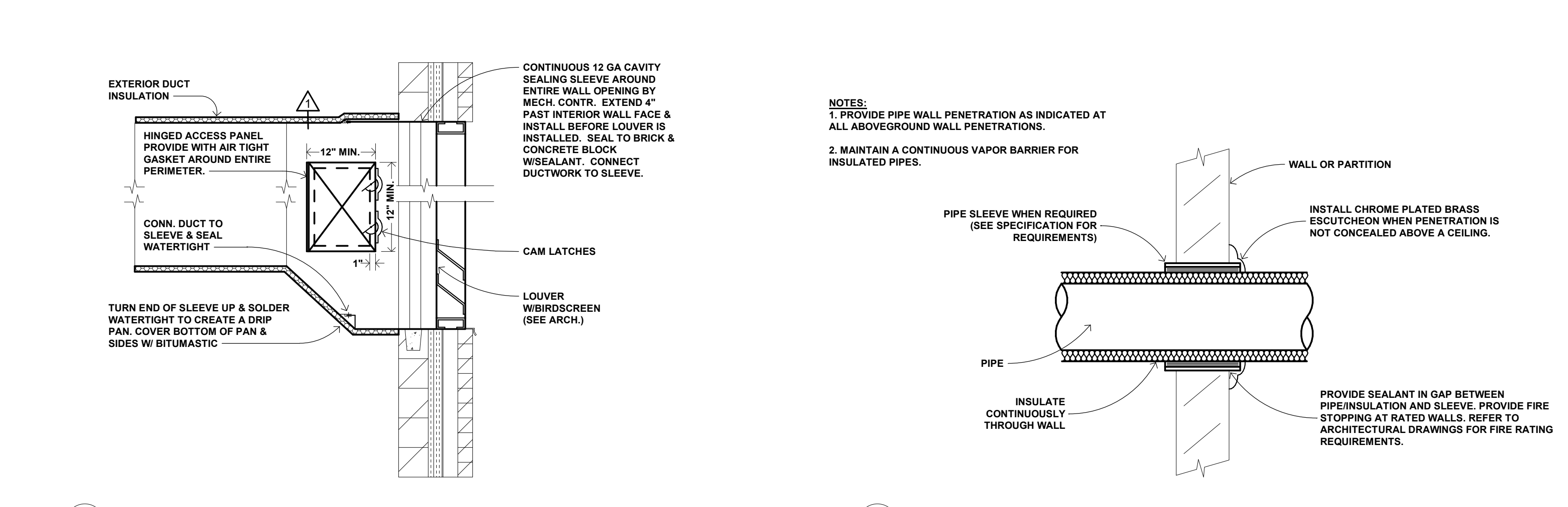
NOTES:
1. INSTALL IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
2. PROVIDE WITH ASME RATED PRESSURIZED TEMPERATURE RELIEF VALVE.
3. PROVIDE WITH SINGLE POINT ELECTRICAL CONNECTION.
4. WATER HEATER SHALL BE INSTALLED IN CASEWORK PROVIDED BY OTHERS. PROVIDE WATER TIGHT DRIP PAN BENEATH WATER HEATER AND STAINLESS STEEL SUPPORT LEGS.

UNIT NO.	SERVES	MANUFACTURER	MODEL	TYPE	CFM	TOTAL S.P. W.C.	RPM	HP	VOLTS	PH	DAMPER	DRIVE	COMPONENTS AND ACCESSORIES				REMARKS
													SPEED SWITCH	MOT. DAMPER	GRAVITY DAMPER	DISCONNECT SWITCH	
EF-1	POLICE LOCKER ROOM	COOK	100SQDWTDL (VF)	INLINE	200	0.75	1725	1/4	120	1	12x12	DIRECT	YES	NO	YES	YES	1,2,3
EF-2	A143-EVIDENCE STORAGE	COOK	120SQN2SD(VF)	INLINE	450	0.75	2900	1/3	120	1	16x16	DIRECT	YES	NO	YES	YES	1,2,3
EF-3	A131-TOILET	COOK	GC-168	CEILING	100	0.75	1160	50.1 W	120	1	6x6	DIRECT	YES	NO	YES	YES	1,2,3
EF-4	CITY HALL TOILET ROOMS	COOK	100SQN2SD (VF)	INLINE	650	0.75	2900	1/3	120	1	12x12	DIRECT	YES	NO	YES	YES	1,2,3
EF-5	A104-KITCHENETTE	COOK	90C16DL	PRV	250	0.6	1550	1/8	120	1	12x12	DIRECT	YES	NO	YES	YES	1,2,4

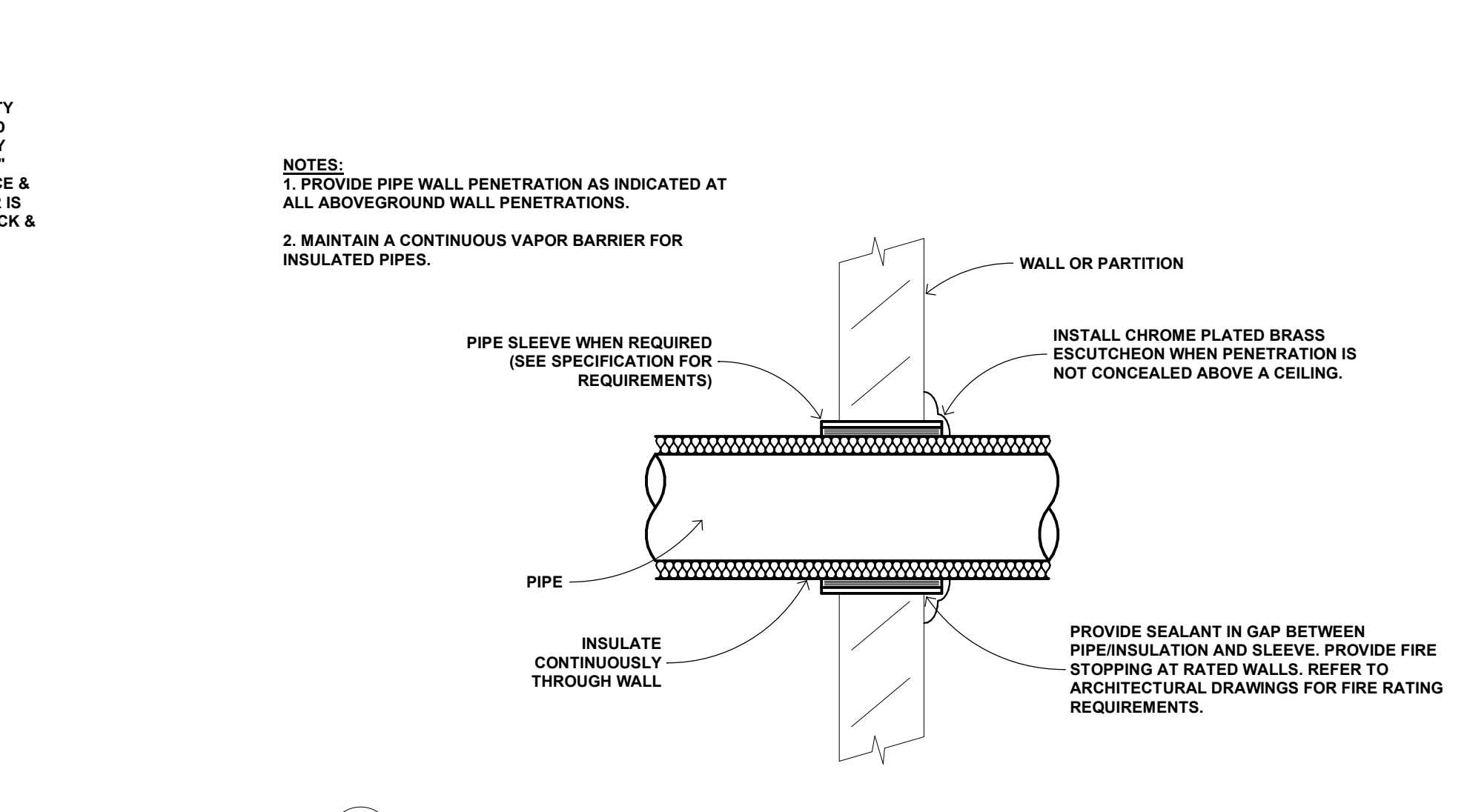
NOTES:
1. INSTALL IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
2. PROVIDE WITH GRAVITY DAMPER WHERE INDICATED AND BIRDSCREEN. THE TEMPERATURE CONTROL CONTRACTOR SHALL PROVIDE ALL MOTORIZED DAMPERS.
3. PROVIDE WITH HANGER TYPE VIBRATION ISOLATORS.
4. PROVIDE CURB ADAPTER KIT FOR INSTALL ON EXISTING CURB. VERIFY DIMENSION OF EXISTING CURB PRIOR TO INSTALL.

TYPE	SERVICE	MANUF. & MODEL NO.	DESCRIPTION	REMARKS
A	SUPPLY AIR DIFFUSER (LAY-IN CEILING MOUNT)	TITUS MODEL TMS BORDER TYPE 3	24" x 24" STEEL 3 CONE LOUVERED FACE SUPPLY AIR DIFFUSER WITH ROUND INLET NECK, HEAVY GAUGE STEEL BACK PAN, AND FACTORY BAKED WHITE ENAMEL FINISH.	
B	RETURN EXHAUST, TRANSFER GRILLE (SURFACE MOUNT)	TITUS MODEL 350RL	ALL STEEL EXHAUST REGISTER OF THE SIZE AS INDICATED ON THE PLANS. PROVIDE WITH SINGLE DEFLECTION HORIZONTAL BLADES AT A FIXED 35° PATTERN AT 1/2" SPACING, AND FACTORY BAKED WHITE ENAMEL FINISH.	
C	EXHAUST REGISTER (SURFACE MOUNT)	TITUS MODEL 350RL	ALL STEEL EXHAUST REGISTER OF THE SIZE AS INDICATED ON THE PLANS. PROVIDE WITH SINGLE DEFLECTION HORIZONTAL BLADES AT A FIXED 35° PATTERN AT 1/2" SPACING, OPPOSED BLADE DAMPER, AND FACTORY BAKED WHITE ENAMEL FINISH.	
D	LINEAR SUPPLY DIFFUSER (LAY-IN CEILING MOUNT)	TITUS MODEL ML-38 BORDER TYPE 9A	EXTRUDED ALUMINUM 3/4" SLAT WITH LENGTH AND NUMBER OF SLOTS AS INDICATED ON THE PLANS. PROVIDE WITH END PLATES. OPTIONAL PLENUM WITH INLET AS INDICATED ON DRAWINGS. BLANK-OFF PLATES AS REQUIRED. STEEL PATTERN CONTROLLERS (PAINTED BLACK) CAPABLE OF 180° AIR FLOW ADJUSTMENT, AND FACTORY BAKED WHITE ENAMEL FINISH.	
E	ROUND SUPPLY AIR DIFFUSER (SURFACE MOUNT)	TITUS MODEL TMR	STEEL ROUND LOUVERED FACE SUPPLY AIR DIFFUSER OF THE SIZE AS INDICATED ON THE PLANS. PROVIDE WITH REMOVABLE INNER CORE. GASKETING AROUND EDGE WHEN CEILING MOUNTED, AND WHITE ENAMEL FINISH. PROVIDE WITH SAFETY CABLES TO SECURE DIFFUSER TO THE DUCT IN GYM OR SIMILAR AREAS WHERE DIFFUSER IS SUBJECT TO ABUSE.	

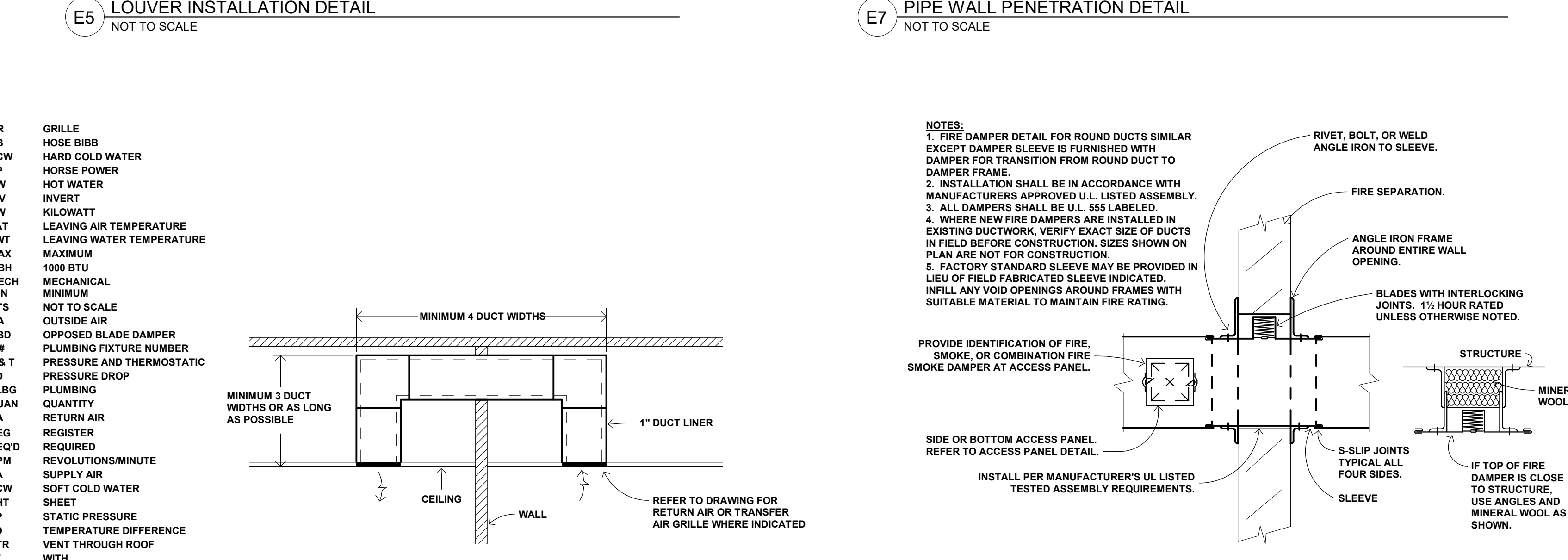
FIX. NO.	FIXTURE TYPE	MINIMUM TRAP SIZE	MINIMUM DRAIN SIZE	VENT SIZE	CW SIZE	HW SIZE	REMARKS
P-1H	WATER CLOSET (ADA)	3"	4"	2"	1/2"	-	ADA COMPLIANT TANK TYPE
P-2HA	LAVATORY (ADA)	1 1/2"	1 1/2"	1 1/2"	1/2"	1/2"	ADA COMPLIANT BASIN PROVIDED BY OTHERS
P-3H	TWO COMPARTMENT SINK (ADA)	1 1/2"	2"	1 1/2"	1/2"	1/2"	ADA COMPLIANT



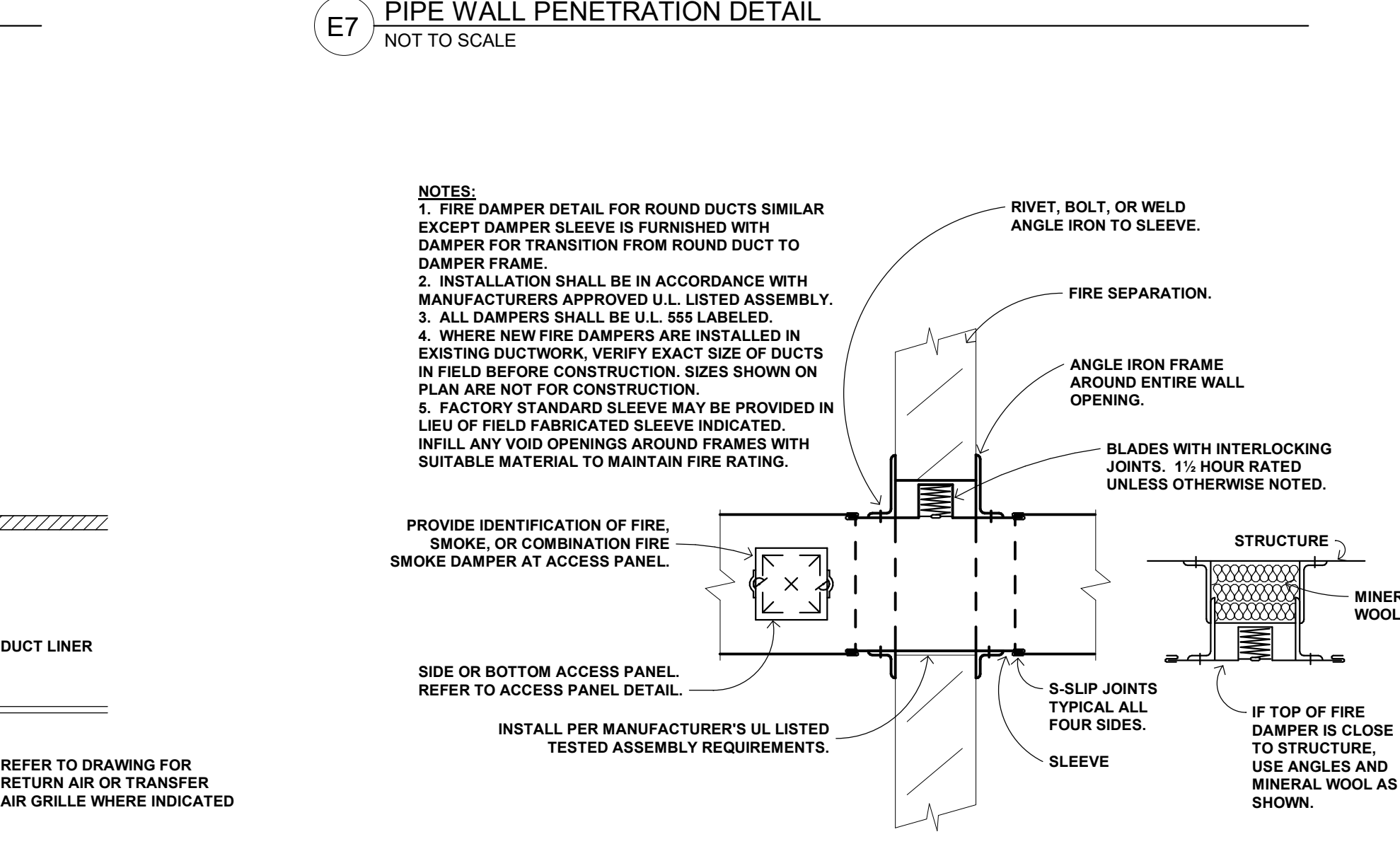
E5 LOUVER INSTALLATION DETAIL NOT TO SCALE



E7 PIPE WALL PENETRATION DETAIL NOT TO SCALE

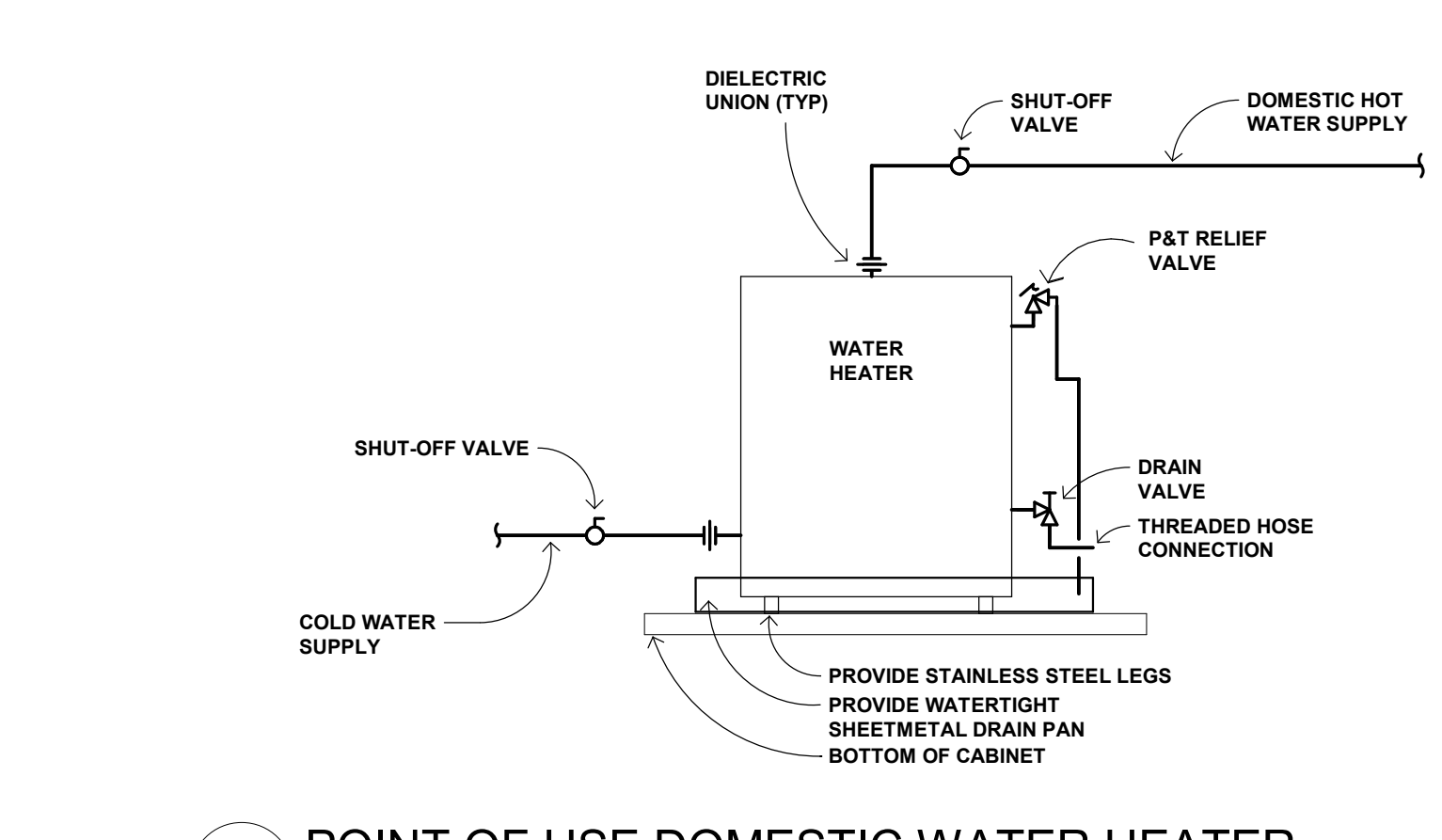


F5 TRANSFER AIR DUCT DETAIL NOT TO SCALE



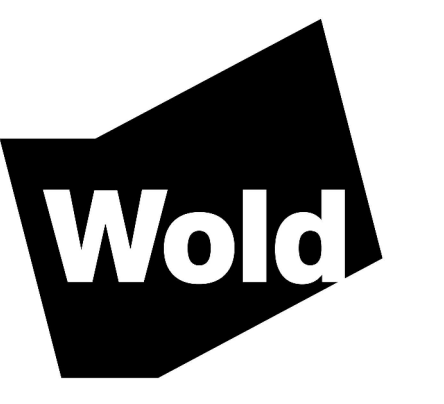
F7 FIRE DAMPER AT WALL DETAIL NOT TO SCALE

MECHANICAL SYMBOLS	
	PRESSURE GAGE
	AIR VENT
	FLOW MEASURING DEVICE
	STRAINER
	PIPING GUIDE
	PIPING ANCHOR
	EXPANSION JOINT
	FLEXIBLE CONNECTION
	DIRECTION OF FLOW
	CONCENTRIC REDUCER
	ECCENTRIC REDUCER
	STEAM TRAP ASSEMBLY
	ELBOW DOWN
	ELBOW UP
	TEE CONNECTION DOWN
	TEE CONNECTION UP
	PIPING CONNECTION
	CAPPED PIPE
	FINNED TUBE RADIATION
	FLOOR DRAIN
	SHOCK ABSORBER
	SUPPLY DUCT ELBOW DOWN
	SUPPLY DUCT ELBOW UP
	RETURN/EXHAUST ELBOW DOWN
	RETURN/EXHAUST ELBOW UP
	OUTSIDE AIR ELBOW DOWN
	OUTSIDE AIR ELBOW UP
	SUPPLY AIR FLOW
	RETURN AIR FLOW
	FIRE DAMPER
	FIRE/SMOKE DAMPER
	SMOKE DAMPER
	RADIATION DAMPER
	MANUAL VOLUME DAMPER
	CONNECT TO EXISTING



E3 POINT OF USE DOMESTIC WATER HEATER 1/8" = 1'-0"

MECHANICAL ABBREVIATIONS	
AFF	ABOVE FINISHED FLOOR
AHAP	AS HIGH AS POSSIBLE
BFF	BELOW FINISHED FLOOR
BLDG	BUILDING
BTWN	BETWEEN
CFM	CUBIC FEET/MINUTE
CHW	CIRCULATING HOT WATER
CLG	CEILING
CO	CLEANOUT
CONCR	CONCRETE
CW	COLD WATER
DB	DRY BULB
DISCH	DISCHARGE
DIAM	DIAMETER
DIFF	DIFFUSER
EAT	ENTERING AIR TEMPERATURE
EDR	CONTRACTOR SQUARE FEET RADIATION
EFF	EFFICIENCY
EL	ELBOW
ENG	ELECTRICAL
ELEV	ELEVATION
EWI	ENTERING WATER TEMPERATURE
EXH	EXHAUST
EXIST	EXISTING
F & T	DEGREES FAHRENHEIT FLOAT AND THERMOSTATIC
FD	FLOOR DRAIN
FLA	FULL LOAD AMPS
FLOOR	FLOOR
GEN	GENERAL
GPM	GALLONS/MINUTE
GR	GRILLE
HB	HOSE BIBB
HCW	HARD COLD WATER
HP	HORSE POWER
HW	HOT WATER
INVERT	INVERT
KW	KILOWATT
LAT	LEAVING AIR TEMPERATURE
LWT	LEAVING WATER TEMPERATURE
MAX	MAXIMUM
MBH	1000 BTU
MECH	MECHANICAL
MIN	MINIMUM
NTS	NOT TO SCALE
OA	OUTSIDE AIR
OPD	OPPOSED BLADE DAMPER
P#	PLUMBING FIXTURE NUMBER
P & T	PRESSURE AND THERMOSTATIC
PD	PRESSURE DROP
PLBG	PLUMBING QUANTITY
QUAN	QUANTITY
RA	RETURN AIR
REG	REGISTER
REQD	REQUIRED
REQD	REQUIRED
RM	REVOLUTIONS/MINUTE
SA	SUPPLY AIR
SCW	SOFT COLD WATER
SHT	SHEET
SP	STATIC PRESSURE
TD	TEMPERATURE DIFFERENCE
VENT	VENT THROUGH ROOF
W	WITH
WB	WET BULB
WH	WALL HYDRANT



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Kevin Marshall
KEVIN MARSHALL
License Number: 23989 Date: 06/26/2020

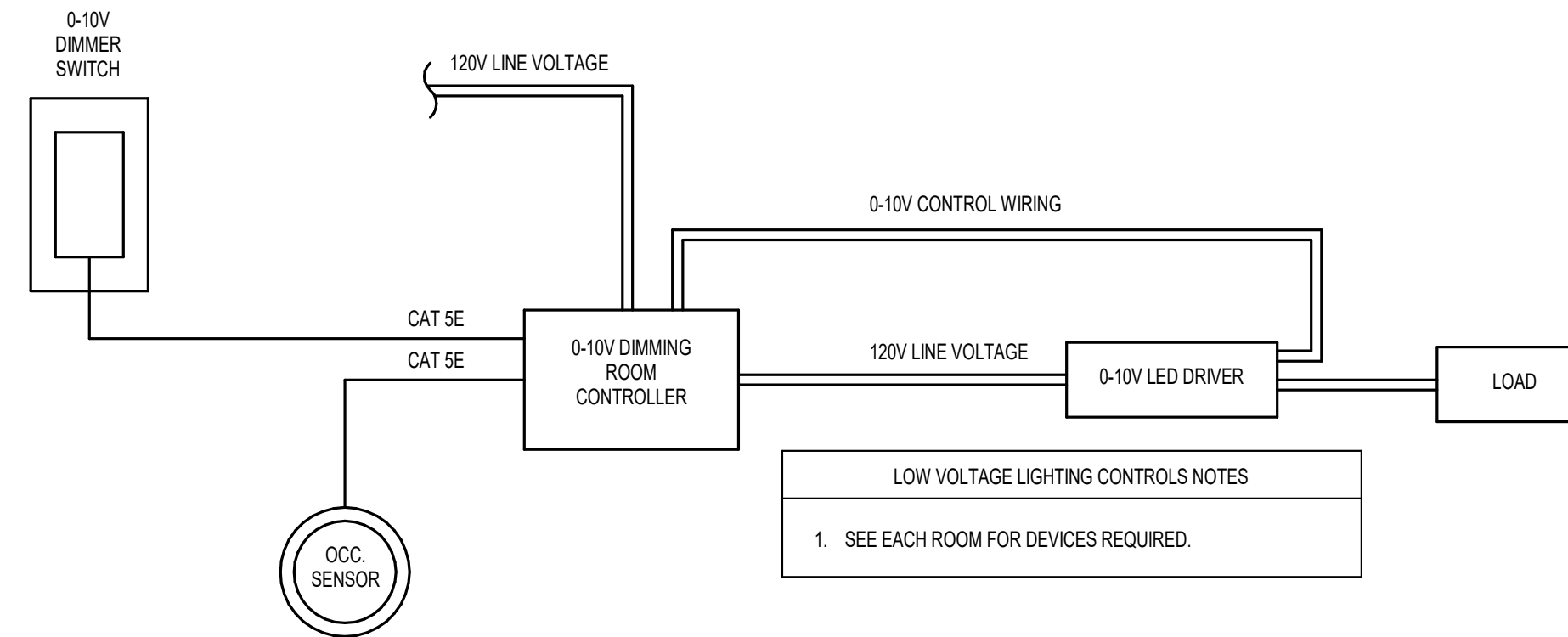
Revisions	Date	Num
ADDENDUM #2	06/12/2020	1
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Comm: 182292
Date: 05/22/2020
Drawn: JM
Check: Checker
North

SYMBOLS, LINETYPES, DETAILS, AND SCHEDULES

MN

EDIT VOLTAGE AS REQUIRED



1 GENERAL LOW VOLTAGE LIGHTING CONTROLS
N.T.S.

- KEYED SHEET NOTES**
- CONNECT NEW LIGHTING TO NEW SWITCH IN THIS ROOM. UTILIZE EXISTING RACEWAY SYSTEM.
 - EXISTING LIGHTING AND CONTROLS TO REMAIN IN THIS ROOM.
 - CONNECT NEW LIGHTING TO LOBBY LIGHTING CONTROLS.
 - REINSTALL ALL LIGHT FIXTURES IN THIS ROOM. RECONNECT TO EXISTING CONTROLS. RECONNECT TO UNSWITCHED LEG OF ROOM LIGHTING CIRCUIT.

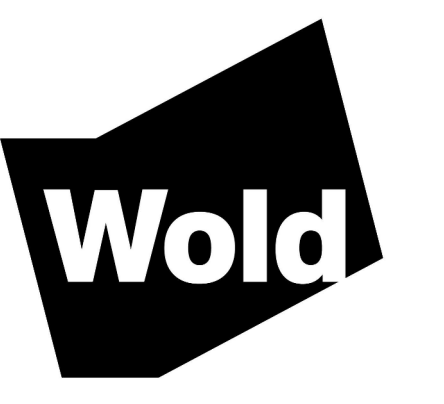
- GENERAL SHEET NOTES**
- SOME NOTES MAY NOT APPLY TO THIS SHEET.
 - ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR WIRING ALL ELECTRICAL ITEMS SHOWN ON THIS DRAWING.
 - ALL RECESSED LIGHTING FIXTURES IN LAY-IN CEILINGS SHALL BE INSTALLED WITH 6' LONG FLEXIBLE METAL CONDUIT.
 - ALL MOUNTING HEIGHTS FOR LIGHTING FIXTURES ARE TO THE BOTTOM OF THE FIXTURES UNLESS INDICATED OTHERWISE.
 - SEE ARCHITECTURAL EXTERIOR ELEVATIONS FOR MOUNTING HEIGHTS OF EXTERIOR LIGHTING FIXTURES.
 - CIRCUIT WIRING IS NOT SHOWN EXCEPT FOR SWITCHING INTENT OF FIXTURES AND CONTROL OF DEVICES.
 - PROVIDE PROPER NUMBER OF CONDUCTORS TO ACHIEVE CIRCUITING AND SWITCHING SHOWN.
 - CIRCUIT NUMBERS AT DEVICES CIRCUIT NUMBERS SHOWN ARE FOR SCHEMATIC PURPOSES AND ARE FOR DISTINGUISHING CIRCUITS. RECORD AS-BUILT CIRCUITING IN A TYPED AND DATED PANELBOARD SCHEDULE. BRANCH CIRCUITS SHALL BE SIZED ACCORDING TO THE CIRCUIT BREAKER RATING, UNLESS INDICATED OTHERWISE ON THE ELECTRICAL EQUIPMENT SCHEDULE.
 - CONNECT EXIT/EMERGENCY LIGHTS TO UNSWITCHED LEG OF ROOM LIGHTING CIRCUIT.
 - EXTEND EXISTING ROOM LIGHTING CIRCUIT TO NEW LIGHTING IN EACH ROOM.
- LEGEND:**
- NORMAL OPERATING LIGHT FIXTURE. FEED FIXTURE USING EXISTING LIGHTING CIRCUITRY FROM NORMAL PANEL.
 - SWITCHED EMERGENCY LIGHT. FEED FIXTURE FROM EMERGENCY PANEL xx-x VIA EMERGENCY RELAY AS INDICATED ON PLAN.
 - UNSWITCHED EMERGENCY LIGHT (NIGHT LIGHT). FEED FIXTURE FROM UNSWITCHED CIRCUIT IN EMERGENCY PANEL EHH1.
 - EMERGENCY LIGHTING UNIT AND EXIT LIGHT. FEED FROM UNSWITCHED CIRCUIT IN EMERGENCY PANEL xx-x.
 - FIXTURE TYPE
 - FIXTURE NOTES
 - RELAY #/
PANEL CIRCUIT #
 - SWITCHING SCHEME
1. MAXIMUM ALLOWABLE WATTAGE FOR A LIGHTING CIRCUIT WILL NOT EXCEED 3500 (277V) OR 1600 (120V) WATTS.



E1 MAIN LEVEL LIGHTING PLAN
1/8" = 1'-0"

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

City of Corcoran
8200 County Road 116
Corcoran, Minnesota 55340



WOLD ARCHITECTS AND ENGINEERS
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woldae.com | 651 227 7773

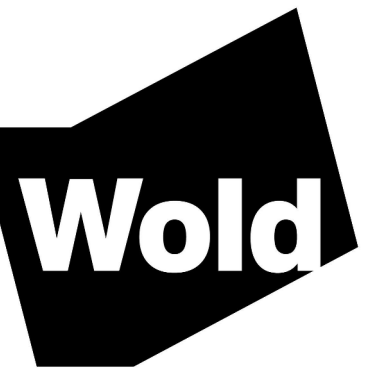
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Bradley R. Johannsen
License Number: BRADLEY R. JOHANNSEN 43936 Date: 5/26/2020

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Comm: 182292
Date: 5/26/2020
Drawn: J. FRAZIER
Check: S. SKARVAN
North

MAIN LEVEL LIGHTING PLAN

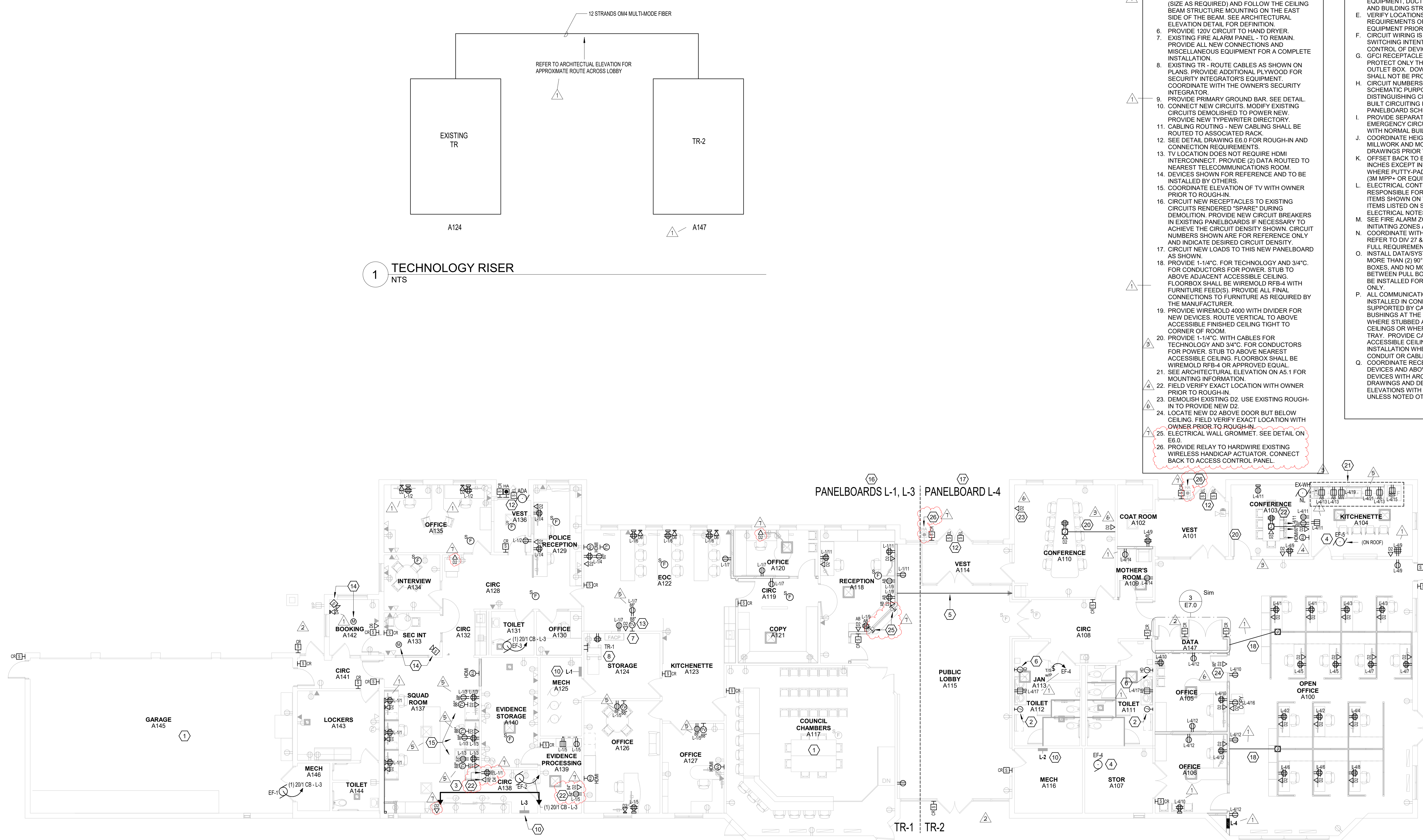
Scale: As indicated
E1.0



- KEYED SHEET NOTES**
- ROOM TO REMAIN AS IS. NO WORK REQUIRED UNLESS NOTED OTHERWISE.
 - PROVIDE 120V CONNECTION FROM NEAREST CIRCUIT WITH AMPLE CAPACITY.
 - ELECTRICAL SERVICE - SEE ELEVATION ON SHEET E6.0.
 - PROVIDE EXTENSION OF EXISTING CIRCUITRY AND CONNECTION TO REPLACEMENT EXHAUST FAN.
 - ROUTE NEW FEEDER AND FIBER OPTIC IN SMR (SIZE AS REQUIRED) AND FOLLOW THE CEILING BEAM STRUCTURE MOUNTING ON THE EAST SIDE OF THE BEAM. SEE ARCHITECTURAL ELEVATION DETAIL FOR DEFINITION.
 - PROVIDE 120V CIRCUIT TO HAND DRYER.
 - EXISTING FIRE ALARM PANEL - TO REMAIN. PROVIDE ALL NEW CONNECTIONS AND MISCELLANEOUS EQUIPMENT FOR A COMPLETE INSTALLATION.
 - EXISTING TR - ROUTE CABLES AS SHOWN ON PLANS. PROVIDE ADDITIONAL PLYWOOD FOR SECURITY INTEGRATOR'S EQUIPMENT. COORDINATE WITH THE OWNER'S SECURITY INTEGRATOR.
 - PROVIDE PRIMARY GROUND BAR. SEE DETAIL. CONNECT NEW CIRCUITS. MODIFY EXISTING CIRCUITS DEMOLISHED TO POWER NEW.
 - PROVIDE NEW TYPEWRITER DIRECTORY. CABLING ROUTING - NEW CABLING SHALL BE ROUTED TO ASSOCIATED RACK.
 - SEE DETAIL DRAWING E6.0 FOR ROUGH-IN AND CONNECTION REQUIREMENTS.
 - TV LOCATION DOES NOT REQUIRE HDMI INTERCONNECT. PROVIDE (2) DATA ROUTED TO NEAREST TELECOMMUNICATIONS ROOM.
 - DEVICES SHOWN FOR REFERENCE AND TO BE INSTALLED BY OTHERS.
 - COORDINATE ELEVATION OF TV WITH OWNER PRIOR TO ROUGH-IN.
 - CIRCUIT NEW RECEPTACLES TO EXISTING CIRCUITS RENDERED "SPARE" DURING DEMOLITION. PROVIDE NEW CIRCUIT BREAKERS IN EXISTING PANELBOARDS IF NECESSARY TO ACHIEVE THE CIRCUIT DENSITY SHOWN. CIRCUIT NUMBERS SHOWN ARE FOR REFERENCE ONLY AND INDICATE DESIRED CIRCUIT DENSITY.
 - CIRCUIT NEW LOADS TO THIS NEW PANELBOARD AS SHOWN.
 - PROVIDE 1-1/4" FOR TECHNOLOGY AND 3/4" FOR CONDUCTORS FOR POWER. STUB TO ABOVE ADJACENT ACCESSIBLE CEILING. FLOORBOX SHALL BE WIREMOLD RFB-4 WITH FURNITURE FEED(S). PROVIDE ALL FINAL CONNECTIONS TO FURNITURE AS REQUIRED BY THE MANUFACTURER.
 - PROVIDE WIREMOLD 4000 WITH DIVIDER FOR NEW DEVICES. ROUTE VERTICAL TO ABOVE ACCESSIBLE FINISHED CEILING TIGHT TO CORNER OF ROOM.
 - PROVIDE 1-1/4" WITH CABLES FOR TECHNOLOGY AND 3/4" FOR CONDUCTORS FOR POWER. STUB TO ABOVE NEAREST ACCESSIBLE CEILING. FLOORBOX SHALL BE WIREMOLD RFB-4 OR APPROVED EQUAL.
 - SEE ARCHITECTURAL ELEVATION ON A5.1 FOR MOUNTING INFORMATION.
 - FIELD VERIFY EXACT LOCATION WITH OWNER PRIOR TO ROUGH-IN.
 - DEMOLISH EXISTING D2. USE EXISTING ROUGH-IN TO PROVIDE NEW D2.
 - LOCATE NEW D2 ABOVE DOOR BUT BELOW CEILING. FIELD VERIFY EXACT LOCATION WITH OWNER PRIOR TO ROUGH-IN.
 - ELECTRICAL WALL GROMMET. SEE DETAIL ON E6.0.
 - PROVIDE RELAY TO HARDWIRE EXISTING WIRELESS HANDICAP ACTUATOR. CONNECT BACK TO ACCESS CONTROL PANEL.

- GENERAL SHEET NOTES**
- SOME NOTES MAY NOT APPLY TO THIS SHEET.
 - SOME NOTES MAY NOT APPLY TO THIS SHEETS.
 - ALL BOXES, CONDUIT AND WIRING TO BE CONCEALED. NO EXPOSED BOXES, CONDUIT AND WIRING SHALL BE ALLOWED UNLESS NOTED OTHERWISE.
 - COORDINATE DEVICE LOCATIONS WITH OTHER TRADES INCLUDING HVAC EQUIPMENT, DUCTWORK, SPRINKLER PIPING AND BUILDING STRUCTURAL MEMBERS.
 - VERIFY LOCATIONS AND ROUGH-IN REQUIREMENTS OF ALL OWNER FURNISHED EQUIPMENT PRIOR TO ROUGH-IN.
 - CIRCUIT WIRING IS NOT SHOWN EXCEPT FOR SWITCHING INTENT OF FIXTURES AND CONTROL OF DEVICES.
 - GFCI RECEPTACLES SHALL BE WIRED TO PROTECT ONLY THE DEVICES IN THAT OUTLET BOX. DOWNSTREAM DEVICES SHALL NOT BE PROTECTED BY GFCI.
 - CIRCUIT NUMBERS SHOWN ARE FOR SCHEMATIC PURPOSES AND ARE FOR DISTINGUISHING CIRCUITS. RECORD AS-BUILT CIRCUITING IN A TYPED AND DATED PANELBOARD SCHEDULE.
 - PROVIDE SEPARATED CONDUITS FOR ALL EMERGENCY CIRCUITS. DO NOT COMBINE WITH NORMAL BUILDING WIRING.
 - COORDINATE HEIGHTS OF ALL DEVICES WITH MILLWORK AND MODULAR FURNITURE SHOP DRAWINGS PRIOR TO ROUGH-IN.
 - OFFSET BACK TO BACK BOXES AT LEAST 12 INCHES EXCEPT IN RESIDENT ROOMS WHERE PUTTY PADS SHALL BE PROVIDED (3M MPP+ OR EQUIVALENT).
 - ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR WIRING ALL ELECTRICAL ITEMS SHOWN ON THE DRAWINGS, EXCEPT ITEMS LISTED ON SHEET E0.01 GENERAL ELECTRICAL NOTES.
 - SEE FIRE ALARM ZONE SCHEDULE FOR INITIATING ZONES AND SIGNAL CIRCUITS.
 - COORDINATE WITH OTHER TRADES AND REFER TO DIV 27 & 28 SPECIFICATIONS FOR FULL REQUIREMENTS.
 - INSTALL DATA SYSTEMS CONDUIT WITH NO MORE THAN (2) 90° BENDS BETWEEN PULL BOXES, AND NO MORE THAN 100'-0" BETWEEN PULL BOXES. PULL BOXES SHALL BE INSTALLED FOR STRAIGHT THRU PULLS ONLY.
 - ALL COMMUNICATIONS CABLES SHALL BE INSTALLED IN CONDUIT, CABLE TRAY, OR SUPPORTED BY CABLE HOOKS. PROVIDE BUSHINGS AT THE ENDS OF ALL CONDUIT WHERE STUBBED ABOVE ACCESSIBLE CEILING OR WHERE DROPPED INTO CABLE TRAY. PROVIDE CABLE HOOKS ABOVE ACCESSIBLE CEILING FOR CABLE TRAY INSTALLATION WHERE NOT INSTALLED IN CONDUIT OR CABLE TRAY.
 - COORDINATE RECESSED CASEWORK DEVICES AND ABOVE COUNTER (AB) DEVICES WITH ARCHITECTURAL ELEVATION DRAWINGS AND DETAILS. MATCH ELEVATIONS WITH DIVISION 26 DEVICES UNLESS NOTED OTHERWISE.

1 TECHNOLOGY RISER
NTS



E1 MAIN LEVEL POWER AND SYSTEMS PLAN
1/8" = 1'-0"

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 MINNESOTA

Bradley R. Johannsen

License Number: **BRADLEY R. JOHANNSEN** 43936 Date: **5/26/2020**

Description	Revisions	
	Date	Num
Addendum #2	6/12/2020	1
PR #1	10/12/2020	2
PR #4	11/18/2020	3
PR #6	12/3/2020	4
PR #8	1/14/2021	5
PR #9	2/1/2021	6
PR #12	2/16/2020	7

Comm: 182292
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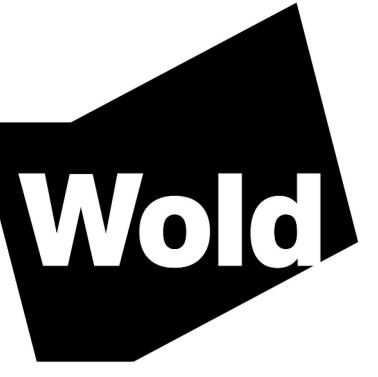
North

MAIN LEVEL POWER AND SYSTEMS PLANS

Corcoran City Hall & Police Remodel

8200 County Road 116
Corcoran, Minnesota 55340

City of Corcoran
8200 County Road 116
Corcoran, Minnesota 55340



WOLD ARCHITECTS AND ENGINEERS
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldcae.com | 651 227 7773

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

Bradley R. Johannsen
BRADLEY R. JOHANNSEN
License Number: 43936 Date: 5/26/2020

Revisions		
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Comm: 182292
Date: 5/26/2020
Drawn: J.FRAZIER
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ELECTRICAL SCHEDULES AND DRAWINGS

Scale: As indicated

E6.0

PANELBOARD: L-4

LOCATION: MOUNTING: SURFACE VOLTAGE: 208/120 1-Ph V, 1 @ 3 W.
A.I.C... SEE SHORT CIRCUIT STUDY
SPECIAL:

MAINS TYPE:
MAINS AMPS:
BUS AMPS: 100
FED FROM:

#	LOAD DESCRIPTION	LT	BKR	P	PHASE A KVA	PHASE B KVA	P	BKR	LT	LOAD DESCRIPTION	#
1	OFF A100	RCPT	20 A	1	0.7	0.7		1	20 A	RCPT	2
3	OFF A100	RCPT	20 A	1		0.7	0.4	1	20 A	RCPT	4
5	OFF A100	RCPT	20 A	1	0.7	0.7		1	20 A	RCPT	6
7	OFF A100	RCPT	20 A	1		0.7	0.4	1	20 A	RCPT	8
9	A102, A103, A104	RCPT	20 A	1	1.3	1.3		1	20 A	RCPT	10
11	OFF A103, KITCH A104	RCPT	20 A	1		0.7	1.1	1	20 A	RCPT	12
13	KITCH A104	RCPT	20 A	1	0.5	0.4		1	20 A	RCPT	14
15	REF - KITCH A104	RCPT	20 A	1		0.2	0.2	1	20 A	RCPT	16
17	TOILET A111, A112	RCPT	20 A	1	0.4	0.7		1	20 A	RCPT	18
19	MICROWAVE - A104	RCPT	20 A	1		0.2	0.0	1	20 A	--	20
21	DISHWASHER - A104	RCPT	20 A	1	0.2	0.0		1	20 A	--	22
23	SPARE	--	20 A	1		0.0	0.0	1	20 A	--	24
25	SPARE	--	20 A	1	0.0	0.0		2	20 A	--	26
27	SPARE	--	20 A	1		0.0	0.0	--	--	--	28
29											30
31											32
33											34
35											36
37											38
39											40
41											42
TOTAL LOAD:					7560 VA		5 kVA				
TOTAL AMPS:					69 A		43 A				
LOAD CLASSIFICATION	CONNECTED	DEMAND	ESTIMATED	PANEL TOTALS							
RCPT	12060 VA	91.46%	11030 VA								
				CONNECTED LOAD: 12060 VA							
				ESTIMATED DEMAND: 11030 VA							
				CONNECTED CURRENT: 58 A							
				EST. DEMAND CURRENT: 53 A							

Load Types: COOL - Summer Cooling, ELEV- Elevator, EQ - Equipment, EX - Existing, GND - Grounding, HEAT - Winter Heating, KITCH- Kitchen, L MTR - Largest Motor, LTG - Lighting, MTR - Motor, RCPT - Receptacle

NOTES:

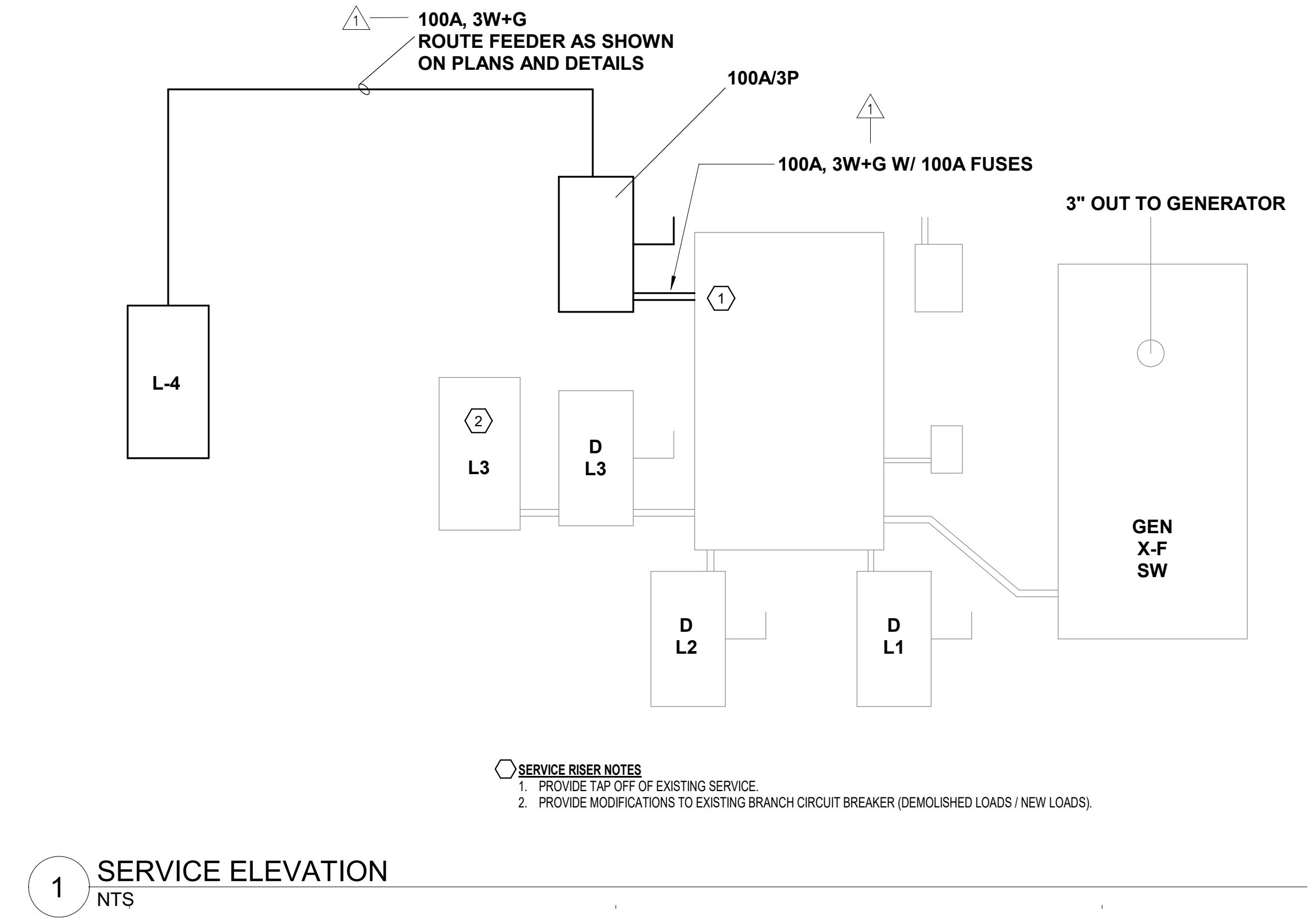
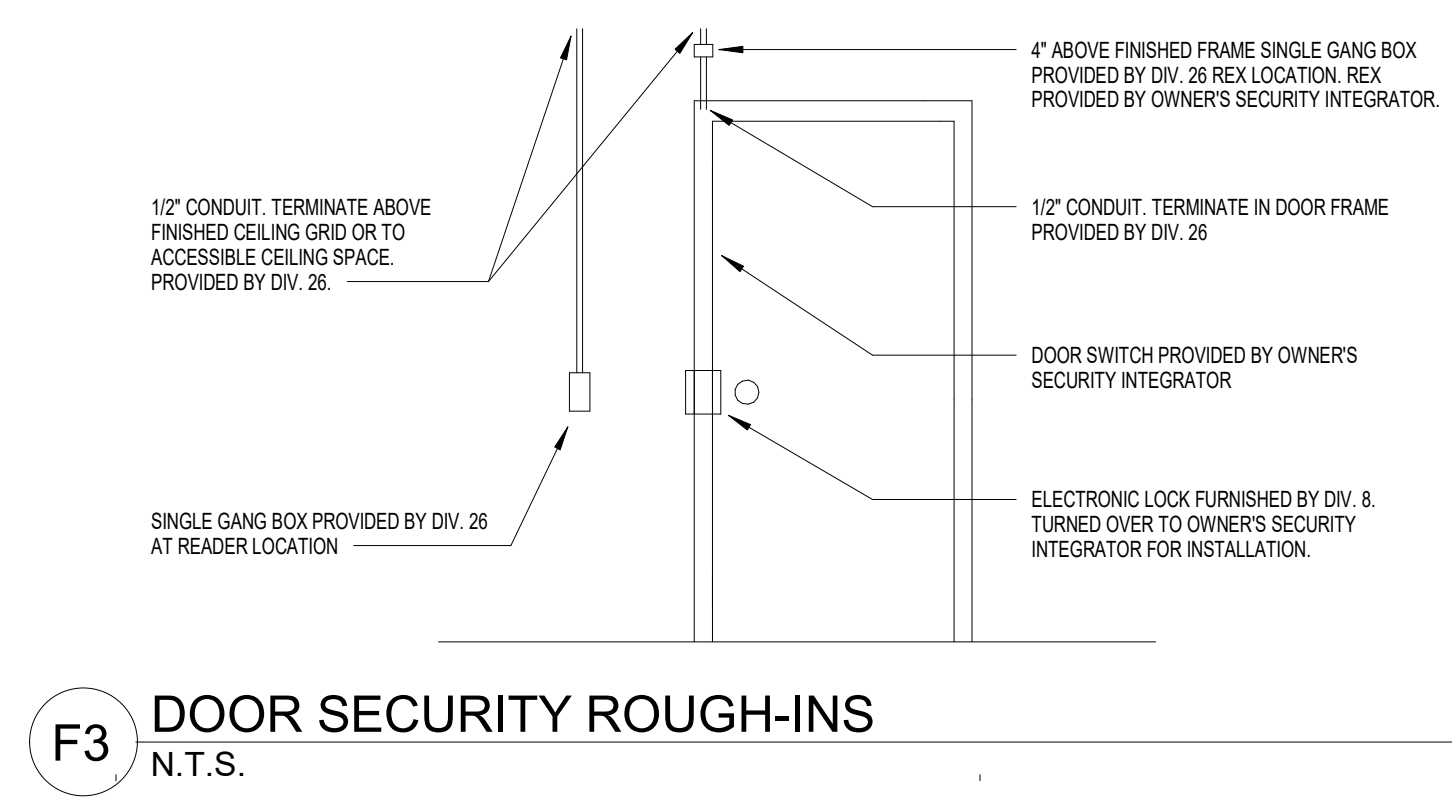
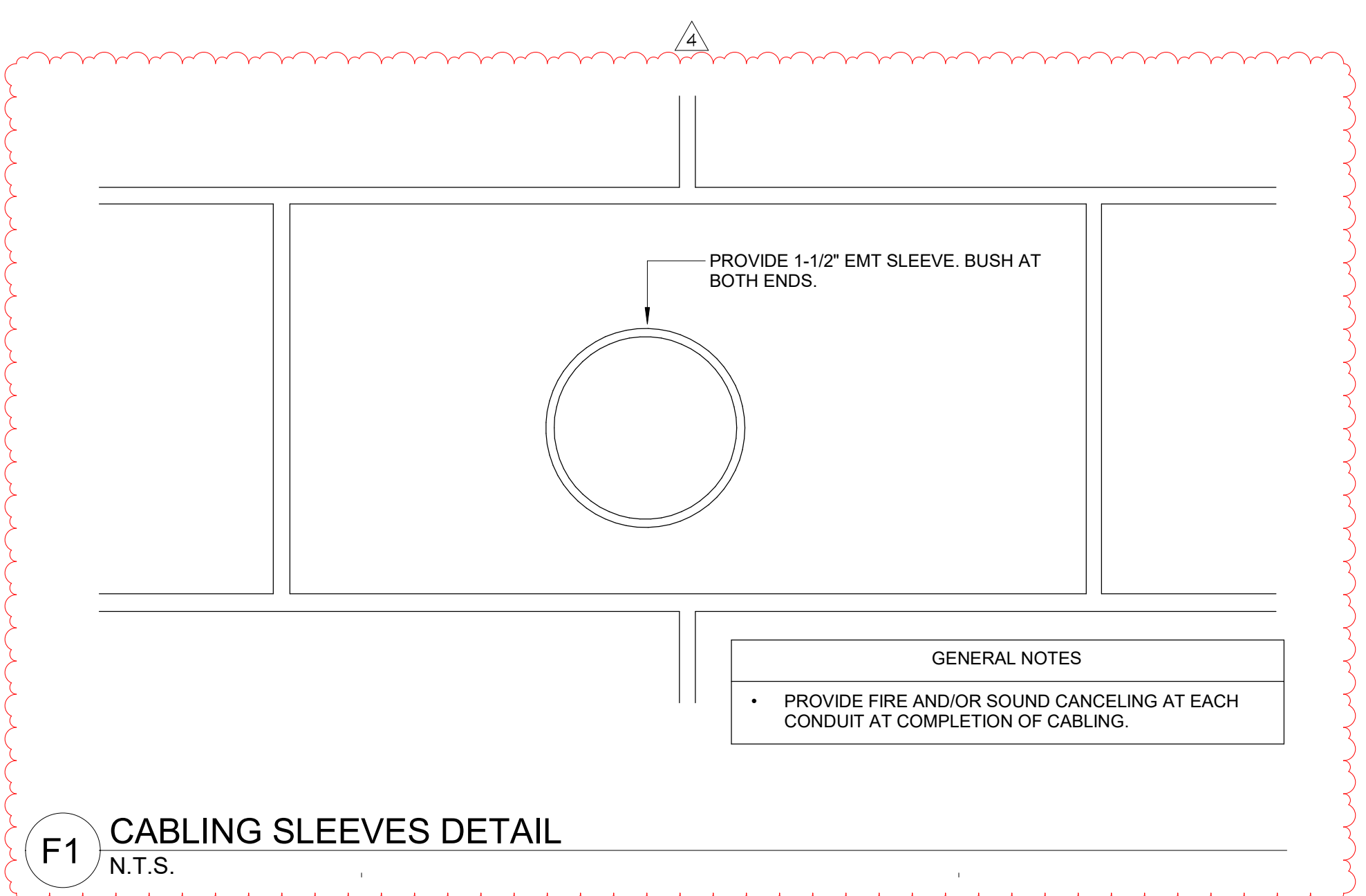
LUMINAIRE SCHEDULE

MARK	LUMINAIRE TYPE	LUMEN/WATTS	VOLTAGE	MOUNTING	LENS/LOUVER	OTHER REQUIREMENTS	MANUFACTURERS' SERIES	NOTES	MARK	SPARE
A1	RECESSED 2X4 VOLUMETRIC TROFFER	LED 4000+ LUMENS 4000K 40W	120V	RECESSED GRID CEILING	SMOOTH ACRYLIC DIFFUSING LENS	MATTE WHITE FINISH PAINTED AFTER FABRICATION 0-10V LED DIMMING MIN 5 YEAR WARRANTY DLC CERTIFIED 80+ CRI	COLUMBIA LCAT24-40LWG-EDU LITHONIA 2BLT4 SERIES H.E. WILLIAMS LT SERIES METALUX 24CZ SERIES DAY-BRITE 2EVG SERIES OR APPROVED EQUAL		A1	
A2	RECESSED 2X4 VOLUMETRIC TROFFER	LED 3000+ LUMENS 4000K 40W	120V	RECESSED GRID CEILING	SMOOTH ACRYLIC DIFFUSING LENS	MATTE WHITE FINISH PAINTED AFTER FABRICATION 0-10V LED DIMMING MIN 5 YEAR WARRANTY DLC CERTIFIED 80+ CRI	COLUMBIA LCAT24-40VWG-EDU LITHONIA 2BLT4 SERIES H.E. WILLIAMS LT SERIES METALUX 24CZ SERIES DAY-BRITE 2EVG SERIES OR APPROVED EQUAL		A2	
C	LED UNDERCABINET LIGHT	LED 400+ LUMENS 9W	120V	SURFACE MOUNT	FROSTED ACRYLIC OR POLYCARBONATE LENS	STREAMLINED NARROW BODY 24" IN LENGTH INTEGRAL ON/OFF SWITCH PROVIDE HARDWARE BOX	JUNO PRO-SERIES UPLD TECH LIGHTING UNILUM LED SLIMLINE 700UCF CONTECH LPU2 PRIMUS ALX7-LED SERIES GM LIGHTING UCTUN SERIES AFX KNLU22WH OR APPROVED EQUAL		C	
D1	RECESSED LED DOWNLIGHT 6" DIAMETER	LED 1500+ LUMENS 4000K 12W	120V	RECESSED	OPEN	MATTE WHITE FINISH PAINTED AFTER FABRICATION 0-10V LED DIMMING MIN 5 YEAR WARRANTY DLC CERTIFIED 80+ CRI	LITHONIA LDN6 SERIES HE WILLIAMS 6DR SERIES PRESCOLITE LC6LED SERIES HALO PD610 SERIES LIGHTOLIER Z6RDL SERIES OR APPROVED EQUAL		D1	
E1	LED EXIT SIGN SINGLE FACED RED STENCIL LETTERING	LED <2W	120V	UNIVERSAL MOUNT	RED OPTICAL DIFFUSER	MATTE WHITE THERMOELASTIC HOUSING STENCIL FACE LETTERS INVISIBLE CHEVRON ARROW KNOCKOUTS	DUAL-LITE EVE-U-R-W LITHONIA LQM SERIES ISOLITE RL SERIES LIGHTALARMS QLXN500 SERIES PHILIPS CXL SERIES EMERGH-LITE ELXN400 SERIES OR APPROVED EQUAL		E1	
E2	LED EXIT SIGN DOUBLE FACED RED STENCIL LETTERING	LED <2W	120V	UNIVERSAL MOUNT	RED OPTICAL DIFFUSER	MATTE WHITE THERMOELASTIC HOUSING STENCIL FACE LETTERS INVISIBLE CHEVRON ARROW KNOCKOUTS	DUAL-LITE EVE-U-R-W LITHONIA LQM SERIES ISOLITE RL SERIES LIGHTALARMS QLXN500 SERIES PHILIPS CXL SERIES EMERGH-LITE ELXN400 SERIES OR APPROVED EQUAL		E2	
F	6" NARROW SUSPENDED LED 4' LENGTHS	LED 2500+ LUMENS 4000K	120V	SUSPENDED CHAIN HUNG	FROSTED LENS	MATTE WHITE FINISH PAINTED AFTER FABRICATION 0-10V LED DIMMING MIN 5 YEAR WARRANTY DLC CERTIFIED 80+ CRI	LITHONIA ZL1N SERIES COLUMBIA MPS SERIES HE WILLIAMS LX4 SERIES DAYBRITE FSS SERIES METALUX 2SLSTP204DD-UNV OR APPROVED EQUAL		F	

MOTOR AND EQUIPMENT SCHEDULE

MTR	DESCRIPTION	LOCATION	LOAD	UNIT	VOLTAGE/PHASE	PANEL	SET(S)	SIZE	CONDUIT				WIRE QUANTITY AND SIZE				STARTER				DISCONNECT				CTRL'S BY	NOTES	MTR		
									TYPE	P+N	PHASE	NEUT	GND	TYPE	INSUL	SUPPLIED	INSTALLED	TYPE/SIZE	LOC	SUPPLIED	INSTALLED	TYPE	SIZE	LOC					
EF-1	EXHAUST FAN	A145	1/4	HP	120/1	L-3	1	3/4"	EMT	3	12		12	CU	THHN	W/ UNIT						MECH	MECH	MMS	15A	MTR	MECH		EF-1
EF-2	EXHAUST FAN	A138	1/3	HP	120/1	L-3	1	3/4"	EMT	3	12		12	CU	THHN	W/ UNIT						MECH	MECH	MMS	15A	MTR	MECH		EF-2
EF-3	EXHAUST FAN	A131	50.1	W	120/1	L-3	1	3/4"	EMT	3	12		12	CU	THHN	W/ UNIT						ELEC	ELEC	MMS	15A	MTR	ELEC	1	EF-3
EF-4	EXHAUST FAN	A107	1/3	HP	120/1	EXISTING	1	3/4"	EMT	3	12		12	CU	THHN	W/ UNIT						ELEC	ELEC	MMS	15A	MTR	ELEC	2	EF-4
EF-5	EXHAUST FAN	ROOF	1/8	HP	120/1	EXISTING	1	3/4"	EMT	3	12		12	CU	THHN	W/ UNIT						ELEC	ELEC	MMS	15A	MTR	ELEC	3	EF-5

NOTES:
1. PROVIDE 30 MIN ROTARY TIME SWITCH FOR EF-3.
2. PROVIDE ASTRONOMICAL TIME SWITCH FOR CONTROL OF EF-4.
3. PROVIDE A TIME SWITCH WITH PILOT LIGHT TO CONTROL EF-5.



MN

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Date: 03/24/2021

Proposal Request #013

Project # 20-001



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

DESCRIPTION: Added Painting To South Wall Of Room A123. Added Painting To All Walls In Room A127.

Proposal Request #013

Painting - Labor & Material Not To Exceed		\$555.00 Reinhardt
<hr/>		
Subtotal		\$555.00
Commission	5.00%	\$27.75 Weber
<hr/>		
Total For Proposed Change		\$582.75

If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager

REINHARDT & SONS *Painting, Inc.*

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

March 23, 2021

Weber, Inc.

Attn: George Sinn

Re: Corcoran City Hall & Police Remodel PR #013
Corcoran, MN

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

- | | |
|--|-------------|
| 1) Rooms A123 painting South wall
Labor 1.5 hours x \$65 and \$40 materials | Add: \$123 |
| 2) Room A127 painting all walls
Labor: 4.5 hours x \$65 and \$140 materials | Add: \$ 432 |

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.



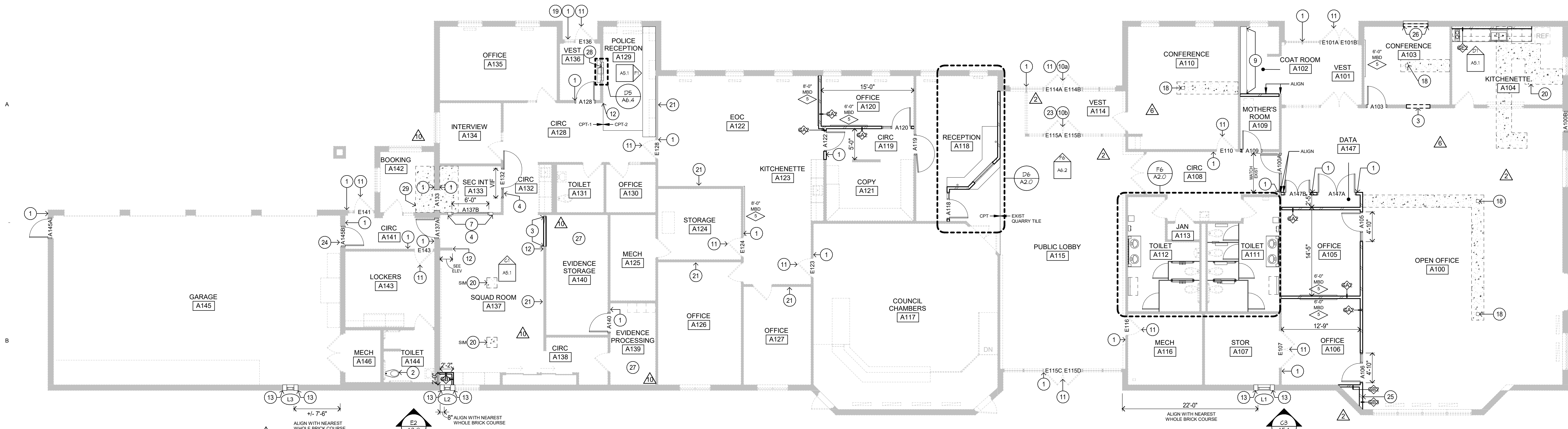
FLOOR PLAN GENERAL NOTES:

- REFER TO DETAILS OF CONSTRUCTION FOR:
A. ABBREVIATIONS, MATERIAL SYMBOLS
B. MOUNTING HEIGHTS
C. LINTEL SCHEDULE
D. MATERIAL FINISH/COLOR SCHEDULE
E. WALL TYPES
F. MARKER BD TYPES AND MOUNTING HTS
THE ABOVE SECTIONS ARE LISTED FOR REFERENCE ONLY, AND ARE NOT EXCLUSIVE TO AREAS OF WORK. ALL DETAILS SHALL BE REVIEWED FOR SCOPE OF WORK.
- ALL PLAN DIMENSIONS ARE NOMINAL TO FACE OF WALL. WALL THICKNESSES ARE SHOWN NOMINAL. SEE WALL TYPES FOR ACTUAL THICKNESS.
- ALL GYP WALLS ARE TO BE 5 INCHES THICK UNLESS OTHERWISE NOTED.
- ALL CONCRETE BLOCK WALLS ARE TO BE 8 INCHES THICK UNLESS OTHERWISE NOTED.
- COORDINATE SIZE AND LOCATION OF ALL DUCT AND SHAF T OPENINGS IN WALLS AND FLOORS W/ MECH. AND ELEC. PROVIDE ALL REQUIRED LINTELS FOR OPENINGS. SEE LINTEL SCHEDULE.
- FIELD VERIFY ALL MILLWORK OPENINGS.
- SET FLOOR DRAINS 3/4" BELOW FINISHED CONCRETE FLOORS UNLESS OTHERWISE NOTED. PROVIDE CONSISTENT SLOPE FROM WALL TO DRAIN BY SLOPING CONCRETE, MIN. 1/4" PER FOOT.
- VERIFY LOCATION, SIZE AND QUANTITY OF ALL MECHANICAL AND ELECTRICAL EQUIPMENT PADS.
- ALL DOORS/SLIDE OPENINGS TO BEGIN 4" FROM ADJACENT WALL UNLESS OTHERWISE NOTED.
- ALL GYP WALLS ARE CENTERED ON GRID UNLESS OTHERWISE NOTED.
- FIRE RATED WALLS ARE INDICATED ON CODE PLANS.

FLOOR PLAN KEY NOTES:

- CARD READER. SEE ELEC.
- SEE MECH FOR FIXTURE REPLACEMENT.
- INFILL EXISTING WOOD STUD AND GYP BD WALL TO MATCH EXISTING.
- PROVIDE LOUVER BLINDS AT BORROWED LIGHT.
- REINSTALL EXISTING CHANGING STATION.
- PATCH GYP BD REMOVED FOR MECHANICAL WORK.
- SEE STRUCTURAL FOR INSTALLATION OF WOOD POSTS AND STEEL BEAM.
- REPLACE GLAZING AT EXISTING HOLLOW METAL SIDELIGHT WITH SECURITY GLAZING. VERIFY DIMENSIONS IN FIELD.
- CUT DOWN EXISTING COAT RACK AND SHELF TO FIT NEW ROOM DIMENSIONS AND REINSTALL.
- REMOVE EXTERIOR DOOR PANELS AND REINSTALL IN INTERIOR FRAME.
- REMOVE INTERIOR DOOR PANELS AND REINSTALL IN EXTERIOR FRAME.
- REMOVE HARDWARE FROM EXISTING DOOR TO REMAIN AS REQUIRED AND INSTALL NEW HARDWARE PER DOOR/HARDWARE REPLACEMENT SCHEDULE.
- PATCH WALL AT REMOVED WALL ITEM.
- SEE STRUCTURAL FOR INSTALLATION OF WOOD POSTS PATCH MASONRY WALL WITH SALVAGED FACE BRICK AS REQUIRED AT NEW LOUVER. COORDINATE WITH LOUVER DETAILS.
- REINSTALL EXISTING PAPER TOWEL DISPENSER.
- REINSTALL EXISTING HAND DRYER. SEE ELEC.
- PROVIDE P TILE BASE AS SCHED.
- REINSTALL EXISTING GRAB BARS. SEE TYPICAL MOUNTING DETAILS FOR LOCATIONS.
- FLOOR BOX. SEE ELECTRICAL. COORDINATE EXACT LOCATION WITH OWNER'S FURNITURE VENDOR.
- DOOR ACTUATOR. SEE ELEC.
- PATCH SLAB AT LOCATIONS SAW-CUT FOR MECHANICAL OR ELECTRICAL WORK. APPROXIMATE EXTENTS INDICATED BY CONCRETE HATCH PATTERN. COORDINATE WITH MECHANICAL WORK.
- MONITOR LOCATION. SEE ELEC. PROVIDE 3/4" PL WOOD BLOCKING ATTACHED TO THREE STUDS MINIMUM AND PAINT TO MATCH WALL. PROVIDE BLOCKING FOR 60" MONITOR; COORDINATE EXACT DIMENSIONS/ MOUNTING HEIGHT WITH OWNER AND ARCHITECT.
- PROVIDE NEW TOILET PARTITIONS THROUGHOUT PER LAYOUT INDICATED ON PLAN.
- REMOVE HARDWARE FROM THE EXISTING DOOR AND SALVAGE FOR REINSTALLATION IN THE DOOR PANEL BEING INSTALLED IN THIS ALUMINUM FRAME.
- REMOVE PORTION OF EXISTING CONC BLOCK BEARING WALL ABOVE DOOR. REMOVE ONLY AS MUCH BLOCK AS IS REQUIRED FOR NEW DUCTWORK. SEE MECH DRAWINGS.
- ELECTRICAL PANEL. SEE ELEC.
- INFILL WALL AT ABANDONED LOUVER. SEE MECHANICAL FOR BLANK-OFF PANEL. SEE ALSO DETAIL F1A2.0
- PATCH ABANDONED ABOVE-CEILING PENETRATIONS.
- REINSTALL SALVAGED GLAZING
- PROVIDE SELF-LEVELING TOPPING AS REQUIRED TO ACHIEVE SMOOTH TRANSITION BETWEEN SLAB ELEVATIONS.

MN



B1 FLOOR PLAN
1/8" = 1'-0"

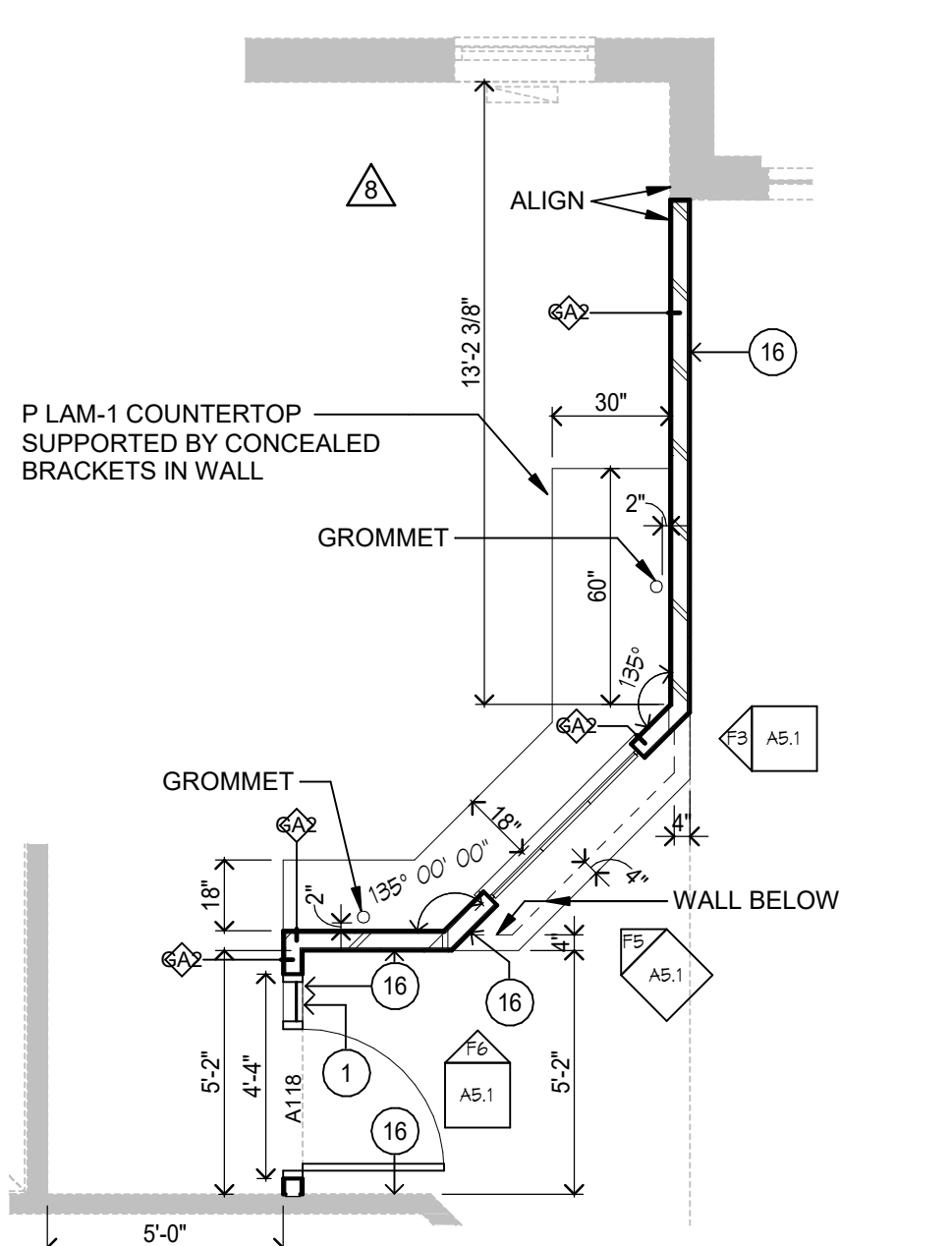
ROOM NO	ROOM NAME	FLOOR	BASE	ROOM FINISH SCHEDULE						REMARKS			
				N WALL - TYP	E WALL	S WALL	W WALL	FIN	MATL				
A100	OPEN OFFICE	CPT-2	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	GYP BD	PT-6A		
A101	VEST	CPT-1	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A102	COAT ROOM	CPT-1	VB-1	EXIST	EXIST	EXIST	EXIST	GYP BD	PT-6A	EXIST	EXIST		
A103	CONFERENCE	CPT-2	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A104	KITCHENETTE	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A105	OFFICE	CPT-2	VB-1	EXIST	GYP BD	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST		
A106	OFFICE	CPT-2	VB-1	EXIST	GYP BD	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST		
A107	STOR	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A108	CIRC	CPT-1	VB-1	EXIST / GYP BD	PT-6A	EXIST / GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A109	MOTHERS ROOM	CPT-2	VB-1	GYP BD	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A110	CONFERENCE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A111	TOILET	EXIST / P TILE-4	EXIST / C TILE-2	EXIST	EXIST	GYP BD	C TILE-1, C TILE-2	EXIST	EXIST	EXIST	EXIST	1.5	
A112	TOILET	EXIST / P TILE-4	EXIST / C TILE-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	GYP BD	C TILE-1, C TILE-2	1.5	
A115	PUBLIC LOBBY	EXIST / CPT-1	EXIST / P TILE-3	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST / GYP BD	EXIST / PT-6A	2, 3, 4	
A117	COUNCIL CHAMBERS	CPT-3	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A118	RECEPTION	CPT-2	VB-1	EXIST	EXIST	GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A119	CIRC	CPT-2	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	GYP BD	PT-6A		
A120	OFFICE	CPT-2	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	GYP BD	PT-6A		
A121	COPY	CPT-2	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A122	EOC	CPT-2	VB-2	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A123	KITCHENETTE	CPT-2	VB-2	EXIST	EXIST / GYP BD	PT-6A	EXIST	EXIST	PT-6B	EXIST	PT-6B		
A126	OFFICE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A127	OFFICE	CPT-2	VB-2	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B		
A128	CIRC	CPT-1	VB-1	EXIST	PT-6A	GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A129	POLICE RECEPTION	CPT-2	VB-2	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A130	OFFICE	CPT-2	VB-1	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A132	CIRC	CPT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A133	SEC INT	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	EXIST / GYP BD	PT-6A	EXIST		
A134	INTERVIEW	CPT-2	VB-2	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B	EXIST	PT-6B		
A135	OFFICE	CPT-2	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A136	VEST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A137	SQUAD ROOM	CPT-1	VB-1	EXIST	PT-6A	EXIST / GYP BD	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A138	CIRC	CPT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A139	EVIDENCE PROCESSING	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A140	EVIDENCE STORAGE	PT CONC	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A141	CIRC	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A142	BOOKING	VCT-1	VB-1	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A	EXIST	PT-6A		
A143	LOCKERS	CPT-1	VB-2	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST		
A147	DATA	PT CONC	VB-1	GYP BD	PT-6A	GYP BD	PT-6A	GYP BD	GYP BD	GYP BD	PT-6A		

ROOM FINISH SCHEDULE GENERAL NOTES

- WALLS ARE SCHEDULED BASED ON PLAN NORTH.
- SEE DETAILS OF CONSTRUCTION FOR ABBREVIATIONS.
- IF ALL WALLS IN ROOM HAVE THE SAME FINISH, THE "N" WALL-TYP COLUMN WILL BE USED.
- DISCREPANCIES BETWEEN THE ROOM FINISH SCHEDULE AND DRAWINGS SHALL BE REPORTED TO THE ARCHITECT FOR FINISH DETERMINATION.
- ON WALLS WHICH ARE COVERED WITH MILLWORK AND TACK SURFACES, A FINISH SHALL NOT BE APPLIED TO THE WALL BEHIND EXCEPT FOR LOCATIONS WHICH MAY BE EXPOSED (I.E. SPACE BETWEEN MILLWORK AND TACK SURFACE). CONCRETE BLOCK BEHIND MILLWORK AND MARKERS SHOULD BE TOOK.
- REFER TO MATERIAL FINISH/COLOR SCHEDULE FOR SPECIFIC FINISH TYPES AND COLORS.
- SEE BS/AB.1 FOR CARPET INSTALLATION PATTERNS.

ROOM FINISH SCHEDULE REMARKS

- SEE INTERIOR ELEVATIONS FOR LOCATIONS AND EXTENT OF WALL TO RECEIVE MULTIPLE FINISHES.
- PROVIDE CARPET TO EXTENTS INDICATED ON FLOOR PLAN.
- PROVIDE FINISH AT NEW WALLS ONLY. SEE INTERIOR ELEVATIONS FOR MORE INFORMATION.
- PROVIDE P TILE BASE AT NEW WALLS ONLY. SEE INTERIOR ELEVATIONS FOR MORE INFORMATION.
- PROVIDE P TILE FLOOR TILE ONLY AS REQUIRED FOR FLOOR PATCHING RELATED TO MECHANICAL WORK. SEE FLOOR PLAN FOR APPROXIMATE EXTENTS, AND COORDINATE WITH MECHANICAL.



D6 ENLARGED RECEPTION COUNTER PLAN
1/4" = 1'-0"

DOOR SCHEDULE GENERAL NOTES

- ALL DOORS ARE 1 3/4" THICK UNLESS OTHERWISE NOTED.
- FOR FRAME DEPTH, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:
GYPSUM BOARD PARTITIONS: THROAT OF FRAME TO MATCH WALL THICKNESS.
MASONRY PARTITIONS:
4" WALL: 3 3/4" FRAME
6" WALL: 3 3/4" FRAME
8" AND GREATER WALL: 7 3/4" FRAME
FRAME DEPTHS ARE SCHEDULED IN NOMINAL DIMENSIONS. SEE FRAME/DOOR TYPES FOR CORRESPONDING ACTUAL DIMENSIONS.
- FOR GLASS TYPES, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:
INTERIOR NON RATED:
CLEAR (SAFETY WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)
INTERIOR AND EXTERIOR RATED:
FIRE RATED:
EXTERIOR NON-RATED:
CLEAR INSULATED (SAFETY INSULATED WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)
- SEE SHEET A3.0 FOR FRAME AND DOOR TYPES.

DOOR SCHEDULE REMARKS

- PROVIDE SECURITY GLAZING.
- PROVIDE HORIZONTAL LOUVER BLINDS AT BORROWED LIGHT.
- REINSTALL SALVAGED DOOR PANEL IN NEW FRAME. VERIFY ALL DIMENSIONS IN FIELD AND COORDINATE WITH ARCHITECT. VERIFY EXISTING OPENING AND DOOR PANEL DIMENSIONS.
- VERIFY EXISTING OPENING DIMENSIONS.

DOOR/HARDWARE REPLACEMENT SCHEDULE

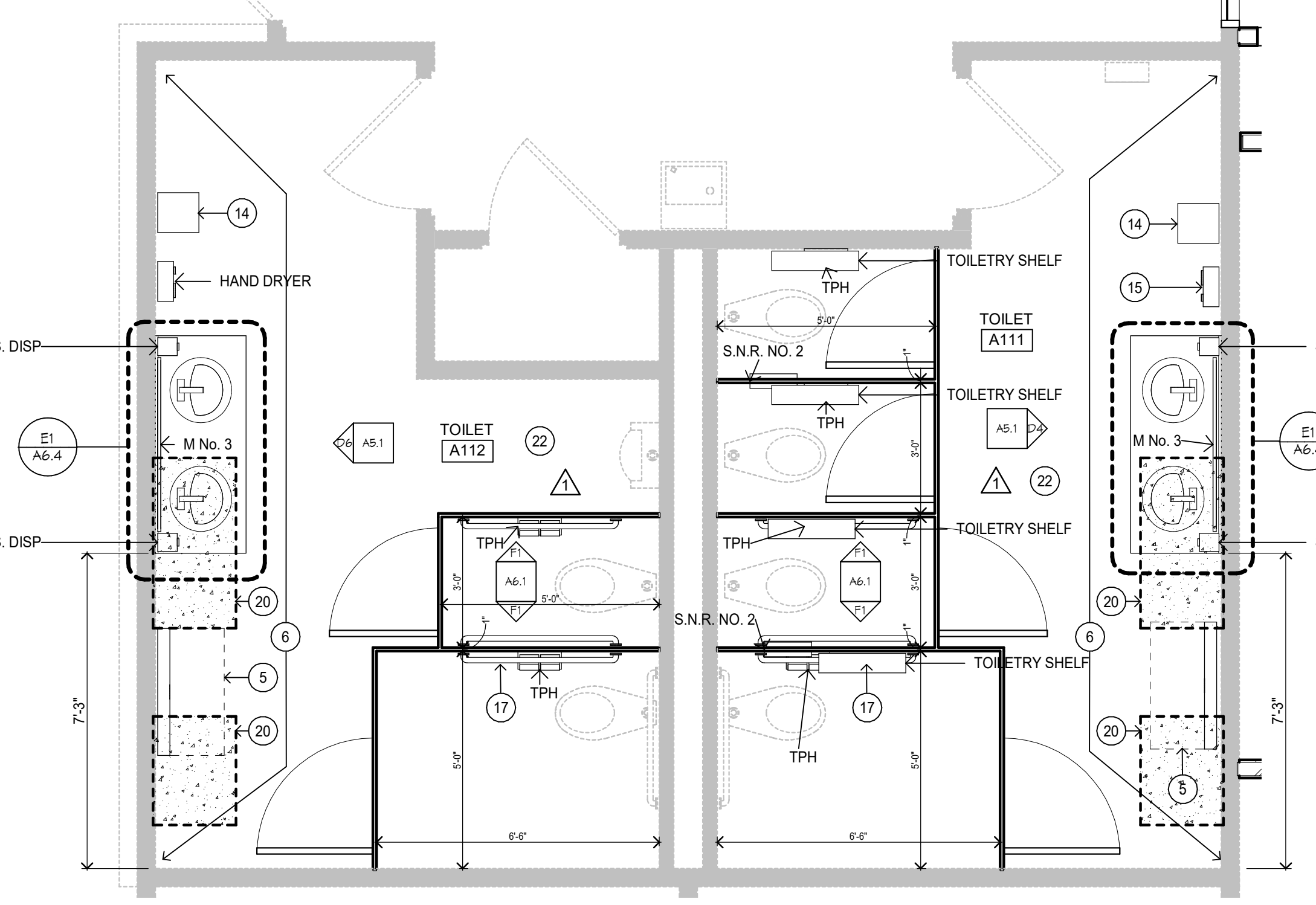
DOOR NO	TYPE	QTY	MATL	LABEL	FRAME	MATL	GL	HDW GRP	REMARKS
E101A	AL	1	AL	--	AL	--	AL	02	
E101B	AL	1	AL	--	AL	--	AL	15	
E107	F	2	WD	--	HM	--	HM	20	
E110	F	1	WD	--	HM	--	HM	18	
E114A	AL	1	AL	--	AL	--	AL	01	
E114B	AL	1	AL	--	AL	--	AL	14	
E115A	AL	1	AL	--	AL	--	AL	--	3
E115B	AL	1	AL	--	AL	--	AL	--	3
E115C	AL	1	AL	--	AL	--	AL	19	
E115D	AL	1	AL	--	AL	--	AL	19	
E116	F	1	WD	--	HM	--	HM	18	
E123	F	1	WD	--	HM	--	HM	16	
E124	F	1	WD	--	HM	--	HM	18	
E128	F	1	WD	--	HM	--	HM	17	
E132	EXIST	1	WD	--	HM	--	HM	24	1, 2
E136	AL	1	AL	--	AL	--	AL	03	
E141	AL	1	AL	--	AL	--	AL	23	
E143	F	1	WD	--	HM	--	HM	12	

DOOR/HARDWARE REPLACEMENT SCHEDULE GENERAL NOTES

- ALL FRAMES AND DOOR PANELS ARE EXISTING UNLESS NOTED SPECIFICALLY BY REMARKS.
- FRAMES AND PANEL MATERIAL AND DIMENSIONS ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. ALL EXISTING FRAMES AND PANELS TO BE VERIFIED IN FIELD BY CONTRACTOR.

DOOR/HARDWARE REPLACEMENT SCHEDULE REMARKS

- REINSTALL EXISTING HARDWARE.
- REINSTALL EXISTING HOLLOW METAL FRAME AND WOOD DOOR SALVAGED FROM ROOM A140 IN EXISTING OPENING. REPLACE EXISTING GLAZING WITH SECURITY GLAZING. SEE ELEVATION C/A3.0 FOR MORE INFORMATION. INSTALL HARDWARE PER SCHEDULE.
- REINSTALL THE EXISTING HARDWARE REMOVED FROM THE DOOR PREVIOUSLY MOUNTED IN THIS INTERIOR ALUMINUM FRAME.



F6 ENLARGED TOILET ROOM PLAN
3/8" = 1'-0"

DOOR / OPENING SCHEDULE

DOOR NO	DOOR / OPENING		FRAME				MOUNTING CONDITIONS			HDW GRP	REMARKS				
	TYPE	QTY	WIDTH	HEIGHT	MATL	LABEL	DEPTH	MATL	GL			HEAD	JAMB	SILL	
A100A	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	B3/A6.3	B3/A6.3	09		
A100B	EXIST	1	3'-0"	7'-0"	HM	--	FR 1	--	HM	--	B3/A6.3	E7/A6.3	21	3, 4	
A103	N	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	08	4	
A105	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	08	2	
A106	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	08	2	
A109	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	07		
A118	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	11		
A119	G	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	06	4	
A120	F	1	3'-0"	7'-0"	WD	--	FR 3A	--	HM	--	F7/A6.3	F7/A6.3	08	2	
A122	F	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	F7/A6.3	F7/A6.3	09		
A128	N	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	SEC GL	B3/A6.3	B3/A6.3	05	4
A133	F	1	3'-0"	7'-0"	WD	--	FR 1B	--	HM	--	E4/A6.3	E5/A6.3	25	3, 4	
A137A	EXIST	1	3'-0"	7'-0"	WD	--	FR 1	--	HM	--	E4/A6.3	E5/A6.3	04		
A137B	--	0	6'-0"	7'-2"	WD	--	FR 5A	--	HM	--	SEC GL	E1/A6.3	E2/A6.3	--	1, 2
A140	F	1	3'-0"	7'-0"	HM	--	FR 1	--	HM	--	B3/A6.3	B3/A6.3	09		
A145A	EXIST	1	3'-0"	7'-0"	HM	--	FR 1B	--	HM	--	B5/A6.3	E7/A6.3	B1/A6.3	04	3, 4
A145B	F	1	3'-0"	7'-0"	HM	--	FR 1B	--	HM	--	E4/A6.3	E5/A6.3	10	4	
A14															

Date: 04/12/2021

Proposal Request #015

Project # 20-001



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

DESCRIPTION: Provide An American Standard Pressure Assisted Toilet Elongated Cadet, Right Height With Closed Front Seat. Seat Shall Match Color Of Fixture. Remove Existing Fixture & Coordinate With Owner For Salvaging Of Fixture.

Proposal Request #015

Plumbing - Labor & Material		\$561.00 Foster
<hr/>		
Subtotal		\$561.00
Commission	5.00%	\$28.05 Weber
<hr/>		
Total For Proposed Change		\$589.05

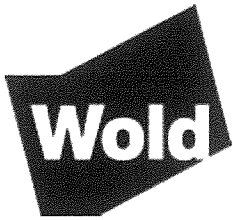
If you have any questions, please call.

Sincerely,

WEBER, INC.

George Sinn

George Sinn
Project Manager



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.	PR: #015
	Comm: #182292
	Const. Pkg: N/A
COST EXPECTATIONS: <input type="checkbox"/> DEDUCT <input type="checkbox"/> NO COST <input checked="" type="checkbox"/> ADD	

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
15.1	Provide American Standard pressure assisted toilet Elongated Cadet Right Height. See attached. Provide with closed front seat. Seat shall match color of fixture. Refer to attached floor plan for fixture location.
15.2	Remove existing fixture. Coordinate with owner for salvaging of fixture.

Attachments: Toilet spec sheet
M2.0

Issued By: John Maust Date: 04/01/2021

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

**PLANNERS
ARCHITECTS
ENGINEERS**

Ivan Weiss

From: Seth Neumann <seth@fostermech.com>
Sent: Friday, April 09, 2021 8:57 AM
To: George Sinn
Cc: Reide Weber; Ivan Weiss
Subject: Re: FW: CI-Corcoran Police PR-15 Toilet

Follow Up Flag: Follow up
Flag Status: Flagged

George, Cost for American Standard pressure assisted toilet Elongated Cadet, with seat is \$381.00 Labor is \$180.00 Total cost \$561.00

On Fri, Apr 2, 2021 at 10:05 AM George Sinn <gsinn@webercompanies.com> wrote:

Seth, They want a different toilet in the police side . See the attached PR . Please provide the cost changes .

Thank you, George



George Sinn
Project Manager/Estimator
Weber, Inc. ■ Weber Consulting Associates, Inc.



phone: 651-770-5350
cell: 651-755-0268
fax: 651-770-5385
www.webercompanies.com

From: John Maust <jmaust@woldae.com>
Sent: Friday, April 02, 2021 9:37 AM

To: George Sinn <gsinn@webercompanies.com>; Ivan Weiss <iweiss@webercompanies.com>; Derek Gallagher <dgallagher@woldae.com>; Pat Jansen <pjansen@woldae.com>; Andrew Dahlquist <adahquist@woldae.com>; mgottschalk@ci.corcoran.mn.us; Brad Martens <bmartens@ci.corcoran.mn.us>
Subject: CI-Corcoran Police PR-15 Toilet

George and Ivan,

See attached for PR-15 Locker Room Toilet.

Sincerely,

**CADET RIGHT HEIGHT™ ELONGATED
PRESSURE-ASSISTED TOILET
1.6 gpf / 6.0 Lpf**

- 2467.016**
 - Vitreous china
 - Low-consumption (1.6 gpf/6.0 Lpf)
 - EverClean® surface inhibits the growth of stain- and odor-causing bacteria, mold, and mildew on the surface
 - Bowl rim at 16-1/2" for accessible applications
 - Elongated bowl
 - Pressure-assisted siphon jet flush action
 - Fully-glazed 2-1/8" trapway
 - 10 x 12" water surface area
 - Close-coupled Flushometer tank*
 - Metal chrome trip lever
 - Speed Connect® tank/bowl coupling system
 - Sanitary dam on bowl
 - Two bolt caps
 - 100% factory flush tested
 - 12" Rough-in
- 2467.164** Same as above except with slotted rim bowl for bed pan holding (white only)
- 3483.016** Bowl with two bolt caps
- 3483.001** Same as above, Universal Bowl
- 3484.001** Bowl with slotted rim for bed pan holding with two bolt caps (white only)
- 4142.016** Tank complete with coupling components

Nominal Dimensions:

768 x 521 x 781mm
(30-1/4" x 20-1/2" x 30-3/4")

Fixture only, seat and supply by others

Recommended working pressure range
25 psi - 80 psi

Alternate Configurations Available:

- 4142.600** Tank and tank cover only with tank cover locking device
- 4142.800** Tank and tank cover only with right hand trip lever
- 4142.900** Tank complete with right hand trip lever and tank cover locking device

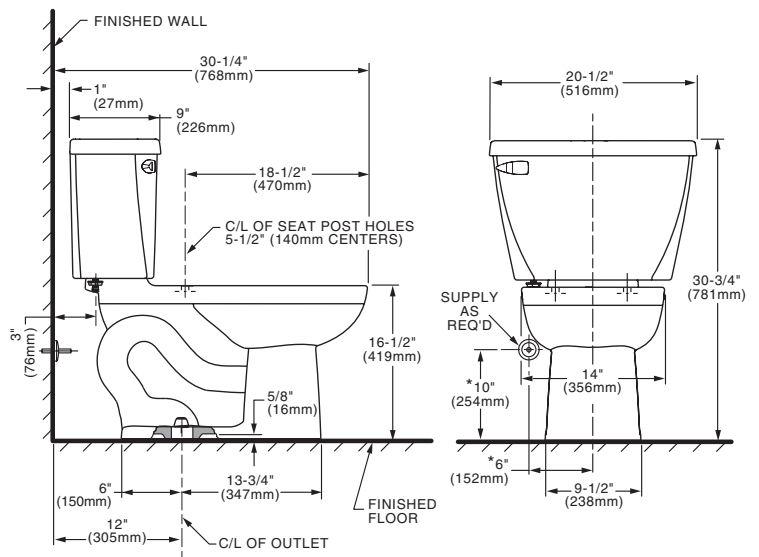
Compliance Certifications -

Meets or Exceeds the Following Specifications:

- ASME A112.19.2-2008 / CSA B45.1-08 for Vitreous China Fixtures

To Be Specified:

- Color: White Bone Linen Black
- Seat: American Standard #5324.019 "Rise and Shine" (with easy to clean lift-off hinge system) solid plastic closed front seat with cover.
- American Standard #5321.110 EverClean® seat with Slow Close snap-off hinges.
- Alternate Seat:
- Supply with Stop:



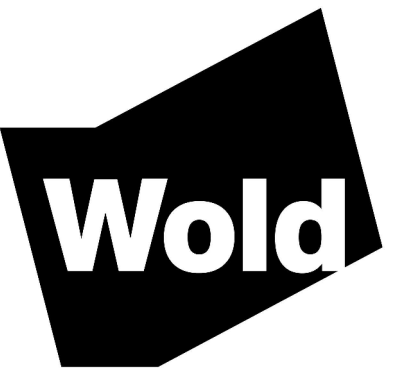
NOTES:

THIS TOILET IS DESIGNED TO ROUGH-IN AT A MINIMUM DIMENSION OF 305mm (12") FROM FINISHED WALL TO C/L OF OUTLET. SUPPLY NOT INCLUDED WITH FIXTURE AND MUST BE ORDERED SEPARATELY. * DIMENSION SHOWN FOR LOCATION OF SUPPLY IS SUGGESTED.

IMPORTANT: Dimensions of fixtures are nominal and may vary within the range of tolerances established by ASME A112.19.2-2008 / CSH B45.1-08. These measurements are subject to change or cancellation. No responsibility is assumed for use of superseded or voided pages.



MEETS THE AMERICANS WITH DISABILITIES ACT GUIDELINES AND ANSI A117.1 REQUIREMENTS FOR ACCESSIBLE AND USABLE BUILDING FACILITIES - CHECK LOCAL CODES.



PLUMBING PLAN GENERAL NOTES:

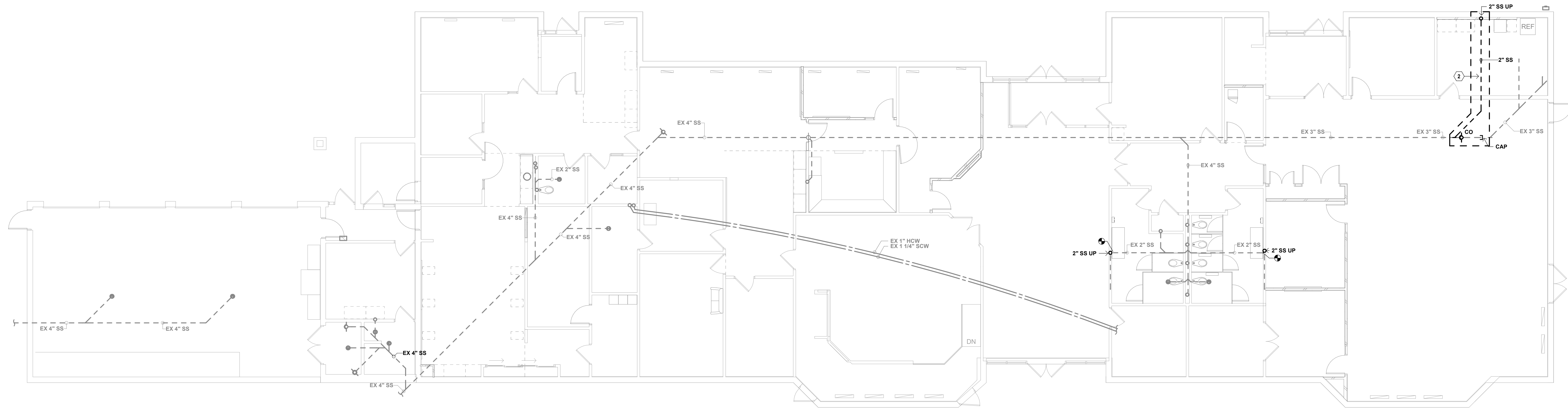
- MECHANICAL CONTRACTOR SHALL DETERMINE LIMITATIONS AND/OR CONFLICTS RELATIVE TO THE EXECUTION OF HIS WORK PRIOR TO BID. VERIFY EXACT DETAIL OF INSTALLATION REQUIRED TO PROVIDE SYSTEMS SHOWN WITHIN SPACE INTENDED.
- ALL RISES AND DROPS IN PIPING ARE NOT NECESSARILY SHOWN. LAYOUT ROUTING AND COORDINATE WORK WITH OTHER TRADES BEFORE CONSTRUCTION.
- MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR CUTTING AND PATCHING OF CONSTRUCTION UNLESS OTHERWISE NOTED ON THE PLANS. NO CUTTING OF STRUCTURAL MEMBERS OR STRUCTURE WHICH WILL DETERIORATE THE INTEGRITY AND STRENGTH OF THE BUILDING WILL BE ALLOWED WITHOUT WRITTEN APPROVAL FROM THE STRUCTURAL ENGINEER.
- INSTALL WALL HYDRANTS AT 2'-0" ABOVE FINISHED GRADE. FIELD VERIFY EXACT LOCATION.
- THE MECHANICAL CONTRACTOR SHALL REMOVE ALL EXISTING CEILING TILES AND GRIDS AS REQUIRED FOR INSTALLATION OF NEW WORK. ANY DAMAGED TILES AND OR GRIDS SHALL BE REPLACED WITH NEW TO MATCH AT THE CONTRACTORS EXPENSE.
- REFER TO PLUMBING RISER DIAGRAMS FOR ADDITIONAL PIPE SIZES NOT SHOWN ON DRAWING.
- PROVIDE AND INSTALL ALL LOW VOLTAGE WIRING TO A CONTINUOUS RACEWAY SYSTEM TO CONFORM TO ALL DIVISION 26 REQUIREMENTS. WORK TO INCLUDE TRANSFORMERS AS NECESSARY FOR THE CONNECTED QUANTITY OF FIXTURES, WIRING, CONDUIT, JUNCTION BOXES, AND FINAL CONNECTIONS. THE ELECTRICAL CONTRACTOR WILL PROVIDE 120V 1 PHASE POWER AND CONNECTIONS TO LINE VOLTAGE SIDE OF THE TRANSFORMER. REFER TO THE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.

PLUMBING PLAN KEYED NOTES:

- PROVIDE FIXTURE INDICATED AND NEW ANGLE STOPS AND SUPPLIES. CONNECT TO EXISTING HOT WATER, COLD WATER, SANITARY SEWER, AND VENT PIPING. MODIFY EXISTING SUPPLY PIPING, VENTING AND SANITARY SEWER PIPING AS REQUIRED.
- FLOOR SAW CUTTING AND PATCHING BY OTHERS. COORDINATE EXACT LOCATION AND SIZE OF CUTTING REQUIRED.
- PROVIDE NEW WATER HEATER UNDER COUNTER. CONNECT TO EXISTING SOFT COLD WATER AND HOT WATER PIPING. MODIFY PIPING AS REQUIRED TO MAKE CONNECTION.
- CONNECT NEW TANK TYPE TOILET TO EXISTING WASTE AND COLD WATER PIPING. PROVIDE NEW FLOOR FLANGE AT CONNECTION TO EXISTING WASTE PIPING. MODIFY PIPING AS REQUIRED TO MAKE CONNECTION.



C1 PLUMBING PLAN - MAIN LEVEL
1/8" = 1'-0"



E1 PLUMBING PLAN - UNDERGROUND LEVEL
1/8" = 1'-0"

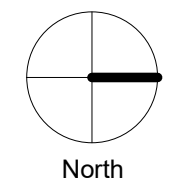
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER MINNESOTA

Kevin Marshall

License Number: **KEVIN MARSHALL** 23989 Date: 06/26/2020

Description	Revisions	
	Date	Num
PR #15	04/01/2021	1

Comm: 182292
Date: 05/22/2020
Drawn: JM
Check: PJ



UNDERGROUND AND MAIN LEVEL PLUMBING PLANS

Scale: 1/8" = 1'-0"

STAFF REPORT

Agenda Item 8a.

Council Meeting: May 13, 2020	Prepared By: Brad Martens
Topic: Conditional Uses in Zoning Districts	Action Required: Direction

Summary:

Councilmember Nichols has requested staff place the discussion of conditional uses on zoning districts on this meeting and proceed with a zoning update. Staff has attached the recommended changes, a table showing an overview of the changes, and the zoning map.

If the City Council directs staff to proceed forward with the change, a public hearing could be held at the June 3rd Planning Commission meeting with Council approval at the June 24th meeting. Conditional uses were discussed at a recent work session and the Council directed staff to focus on other updates prior to focusing on conditional uses. This would be a change to that direction.

Staff is concerned of the potential for legal implications as well as planning and tax base implications with the changes as presented. These items were discussed at an October 22, 2020 work session. A portion of that packet is attached to this report as well.

Financial/Budget:

If no additional staff review or recommendation is requested, there are minimal costs to the update. Staff however feels there are ramifications that should be discussed.

Due to the significant amount of land use updates already taking place this year, 60% of the dedicated budget has already been spent in the first quarter of 2021. If this is a priority of the Council, with sufficient review, this will have budget implications.

Options:

1. Direct staff to schedule a public hearing at the June 3, 2021 Planning Commission meeting
2. Send back to staff for further review.
3. Take no action at this time.

Recommendation:

If the Council is in support of the changes as recommended by Councilmember Nichols, staff recommends a staff review be completed so the Council can fully understand the outcome of the potential action.

Council Action:

Direct staff on action for the recommended zoning changes from Councilmember Nichols.

Attachments:

1. Councilmember Nichols Recommended Zoning Changes
2. Zoning Change Table
3. Zoning Map
4. Partial Memo from October 22, 2020 Work Session

1040.040 – RSF-1 (SINGLE FAMILY RESIDENTIAL) ZONING DISTRICT

- Subd. 1. Purpose. The purpose of the RSF-1 district is to provide large, urban lots for single family homes and directly related complementary uses. The district includes existing neighborhoods that are currently served by private wells and septic systems. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities in areas served by public utilities. Areas zoned RSF-1 are guided Low Density Residential on the City's 2030 Comprehensive Plan.
- Subd. 2. Permitted Uses.
- A. Day Care Facilities, State licensed, as defined by statute.
 - B. Dwelling, Single Family Detached.
 - C. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
 - D. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.
- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Day Care Facilities, County licensed, 12 or fewer individuals.
 - D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
 - E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
 - F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
 - G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
 - H. Signs as regulated by the City Code.

I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.

Subd. 4. Conditional Uses. ~~The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use. No conditional uses are permitted.~~

~~A. Educational facilities, K-12.~~

~~B. Places of Worship/Assembly.~~

~~C. Residential Facility with seven to sixteen individuals, licensed by the State.~~

Commented [JN1]: Removed conditional uses from low density residential.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Accessory Dwelling Unit, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a single-family detached lot.
2. An accessory dwelling unit shall be located in an existing single family home or above an attached or detached garage that is accessory to a single-family detached home.
3. An attached or detached accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
4. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 800 square feet, whichever is less.
5. Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under Section 1030 of this Chapter.
6. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot.

7. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
 8. There shall be no separate ownership of the accessory dwelling unit.
 9. In addition to the parking spaces required for the principal dwelling unit on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces, and shall comply with the requirements of this Chapter.
 10. An accessory dwelling unit shall have a separate address from the principal dwelling unit on the lot, and shall be identified with address numbers.
 11. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
 12. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Greenhouses and Nurseries, subject to the following:
1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.
 2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.
 3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
 4. Adequate parking, loading and maneuvering areas shall be provided.

5. Loading areas are screened from adjacent residential uses.
 6. Not more than 30 percent of the site area shall be covered with buildings or other structures.
 7. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
 8. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
 9. The site complies with the minimum lot area standards for the district.
 10. Sale of accessory items shall be permitted, provided they do not generate more than 20 percent of the sales (measured by retail value or sales volume) for the business nor cover more than 10 percent of the site area.
 11. At least 50 percent of the nursery stock to be sold on site must be grown on site.
 12. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.
- C. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.
- D. Seasonal Produce Stands.
- E. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
 - B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
 - C. Temporary real estate offices.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RSF-1 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum Lot Area	20,000 square feet
Minimum lot width	100 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	40 feet
Front Porch (≤ 120 square feet)	30 feet
Side (living)	10 feet
Side (garage)**	5 feet
Rear	30 feet
Maximum Principal Building Height	35 feet

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 20430 Roadway Functional Classification map in the 20430 Comprehensive Plan.

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

Subd. 8 Design Requirements. Newly constructed single family homes shall be constructed with the following design elements:

A. Front Elevation:

1. Definition:

- i. For the purpose of this Section, front elevation shall be the elevation facing the front lot line on the street of the mailing address for the property when the property has more than one front lot line.

2. Materials used:

- i. The front elevation shall have material consisting of brick, stone, stucco, fiber cement board, redwood, cedar or other similar materials. A minimum of two different materials is required, except that brick may be used on the entire elevation
- ii. Vinyl siding is permitted when combined with the materials listed in Subd. 8.A.2.i of this Section. A minimum of 3 different variations in color, style and/or material is required. For example, if vinyl siding is used, the home shall have combination of each lap, shake or board and batten plus brick or stone. The percentage of each used material/style of materials used shall be shown on the plans.

- iii. Except for brick, stucco and/or natural or artificial stone, the front elevation shall have no more than 75% of one type of exterior finish. The percentage of materials used shall be shown on the plans.

3. Architectural Elements:

- i. The front elevation façade shall consist of doors, windows and variations of the wall face with the use of pilasters or columns, wainscots, canopies or other architectural elements.

4. Design:

- i. Front elevations shall be varied with a minimum of five different styles provided in the development.
- ii. Homes in proximity to each other shall not look alike in terms of the combination of color of siding, accent and roofing materials. The home under consideration will be compared to the two homes on each side and to the three homes directly facing it.

B. Garages:

- 1. The garage shall not comprise more than 55 percent of the viewable ground floor street-facing linear building frontage. This standard is based on the measurement of the entire garage structure and not on a measurement of the garage door or doors only. Corner lots are exempt from this requirement on one street elevation.
- 2. Garage doors shall be architecturally styled (this includes details such as raised panels, accent color, windows, etc.) to match the exterior design of the home.

C. Roof:

- 1. Roofing materials including asphalt shingles, wood shingles (including shake), concrete, clay, ceramic tile roofs or residential steel roofing material (with hidden fasteners) are required on all roofs.
- 2. Overhangs must be a minimum of 12 inches.

D. Other Elevations:

1. Equal architectural treatment on all sides of the building (materials, articulation, etc.) shall be used for all new residential construction when located on or visible from a street or public park. Each elevation facing a street or public park should use a minimum of 2 different materials and/or styles compatible with the front elevation as described in this Section. All other elevations shall make a good faith effort to demonstrate that elements of the front elevation have been considered for incorporation on these elevations.
2. Each side elevation shall have at least one window or door opening.
3. A maximum of 18 inches of the foundation wall may be exposed on any elevation.

(Ord. 338, passed 11-21-16, Ord. 348, passed 05-25-17)

1040.045 – RSF-2 (SINGLE FAMILY RESIDENTIAL) DISTRICT

Subd. 1. Purpose. The purpose of the RSF-2 district is to provide urban sized lots for single family homes and directly related complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas in moderate lot sizes to meet overall density requirements and provide greater variety in the housing choices. Areas zoned RSF-2 are guided Low Density of the City's 20~~13~~²⁰ Comprehensive Plan.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, State licensed, as defined by statute.
- B. Dwelling, Single Family Detached.
- C. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- D. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
- E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
- H. Signs as regulated by the City Code.

I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.

Subd. 4. Conditional Uses. ~~The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use. No conditional uses are permitted.~~

~~A. Educational facilities, K-12.~~

~~B. Places of Worship/Assembly.~~

~~C. Residential Facility with seven to sixteen individuals, licensed by the State.~~

Commented [JN2]: Removed conditional uses from low density residential.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Accessory Dwelling Unit, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a single-family detached lot.
2. An accessory dwelling unit shall be located in an existing single family home or above an attached or detached garage that is accessory to a single-family detached home.
3. An attached or detached accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
4. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 800 square feet, whichever is less.
5. Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under Section 1030 of this Chapter.
6. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot.

7. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
 8. There shall be no separate ownership of the accessory dwelling unit.
 9. In addition to the parking spaces required for the principal dwelling unit on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces, and shall comply with the requirements of this Chapter.
 10. An accessory dwelling unit shall have a separate address from the principal dwelling unit on the lot, and shall be identified with address numbers.
 11. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
 12. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Greenhouses and Nurseries, subject to the following:
1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.
 2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.
 3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
 4. Adequate parking, loading and maneuvering areas shall be provided.
 5. Loading areas are screened from adjacent residential uses.

6. Not more than 30 percent of the site area shall be covered with buildings or other structures.
 7. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
 8. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
 9. The site complies with the minimum lot area standards for the district.
 10. Sale of accessory items shall be permitted, provided they do not generate more than 20 percent of the sales (measured by retail value or sales volume) for the business nor cover more than 10 percent of the site area.
 11. At least 50 percent of the nursery stock to be sold on site must be grown on site.
 12. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.
- C. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.
 - D. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
 - E. Seasonal Produce Stands.
- Subd. 6. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
 - B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
 - C. Temporary real estate offices.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RSF-2 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum Lot Area	11,000 sq. ft.
Minimum lot width	80 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	20 feet
Front Porch (≤ 120 square feet)	15 feet
Side (living)	10 feet
Side (garage)**	5 feet
Rear	30 feet
Maximum Principal Building Height	35 feet

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 20340 Roadway Functional Classification map in the 20430 Comprehensive Plan.
 †*Minimum separation between structures on adjacent parcels shall be 15 feet.

Subd. 8. Design Requirements. All developments in RSF-2 shall follow the same Design Requirements as listed in 1040.040, Subd 8.

(Ord 348, passed 05-25-17)

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1040.050 – RSF-3 (SINGLE AND TWO-FAMILY) DISTRICT

Subd. 1. Purpose. The RSF-3 district is intended to provide for new single-family neighborhoods with a lot area that is smaller than the City’s traditional single-family lot as well as directly related, complementary uses. This zoning district is intended to be the primary single-family zoning district for future residential developments. The smaller lot area will make efficient use of the City’s land supply and investment in public utilities and allow the City to efficiently protect and preserve its natural resources such as wetlands and woodlands. In addition, the smaller lot area will help the City meet its density goal for new single-family homes. Single family homes, as well as two-family dwellings are allowed in this district. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. Areas zoned RSF-3 are guided Low Density on the City’s 20340 Comprehensive plan. Development within this district is required at a minimum density of 3.0 units per net acre up to a maximum of 5.0 units per acre.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, State licensed, as defined by statute.
- B. Dwelling, Single Family Detached.
- C. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- D. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
- E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.

- G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
- H. Signs as regulated by the City Code.
- I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

~~A. Day Care facilities accessory to educational facilities or Places of Worship/Assembly.~~

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~~B.A. Dwelling, Two Family.~~

~~C. Educational facilities, K-12.~~

~~D. Places of Worship/Assembly.~~

~~E. Residential Facility with seven to sixteen individuals, licensed by the State.~~

Commented [JN3]: Removed all conditional uses not permitted in the purpose of the district.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Accessory Dwelling Unit, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a single-family detached lot.
2. An accessory dwelling unit shall be located in an existing single family home or above an attached or detached garage that is accessory to a single-family detached home.
3. An attached or detached accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
4. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 800 square feet, whichever is less.

5. Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under Section 1030 of this Chapter.
 6. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot.
 7. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
 8. There shall be no separate ownership of the accessory dwelling unit.
 9. In addition to the parking spaces required for the principal dwelling unit on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces, and shall comply with the requirements of this Chapter.
 10. An accessory dwelling unit shall have a separate address from the principal dwelling unit on the lot, and shall be identified with address numbers.
 11. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
 12. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.

- B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
- C. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- D. Temporary real estate offices.

Subd. 7. Area Requirements: The following minimum requirements shall be met in the RSF-3 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

	Single Family	Two-Family dwellings and other uses
Minimum Lot Area	7,500 square feet	15,000 square feet
Minimum lot width	65 feet	100 feet
Minimum Principal Structure Setbacks:		
Front, From Major Roadways*	100 feet	100 feet
Front, From all other streets	20 feet	25 feet
Front Porch (≤ 120 square feet)	15 feet	N/A
Side (living)	10 feet	10 feet
Side (garage)**	5 feet	5 feet
Rear	30 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 20430 Roadway Functional Classification map in the 20430 Comprehensive Plan.
 **Minimum separation between structures on adjacent parcels shall be 15 feet.

Subd. 8. Design Requirements. All developments in RSF-3 shall follow the same Design Requirements as listed in 1040.040, Subd 8.

(Ord 348, passed 05-25-17)

1040.060 – RMF-1 (MEDIUM DENSITY RESIDENTIAL) DISTRICT

Subd. 1 Purpose. The purpose of the RMF-1, Medium Density Residential District is to allow a variety of housing types including single-family attached and detached dwelling and multi-family to expand life cycle housing options with a minimum net density of 6 units per acre and maximum net density of 8 units per acre. All lot areas in this district are intended to reflect the City’s objective of promoting efficient use of land and public utilities. Areas zoned RMF-1 are guided Medium Density Residential on the 20340 Comprehensive Plan.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, State licensed, as defined by statute.
- B. Dwelling, Single Family Detached.
- C. Dwelling, Two Family.
- D. Dwelling, Single-Family Attached with no more than six (6) dwelling units per structure in a row (and no back to back townhome units)
- E. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- F. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.

Subd. 3 Accessory uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals
- D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
- E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.

- G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
- H. Signs as regulated by the City Code.
- I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.

Subd 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

~~A. Day Care facilities accessory to educational facilities or Places of Worship/Assembly.~~

~~B.A. Dwelling, Senior (age-restricted).~~

~~C.B. Dwelling, Multiple Family.~~

~~D. Educational facilities, K-12.~~

~~E. Places of Worship/Assembly.~~

~~F.C. Residential Facility with seven to sixteen individuals, licensed by the State.~~

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Accessory Dwelling Unit for Single Family Detached Homes, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a single-family detached lot.
2. An accessory dwelling unit shall be located in an existing single family home or above an attached or detached garage that is accessory to a single-family detached home.
3. An attached or detached accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.

Commented [JN4]: Removed large, commercial scale facilities from conditional uses.

4. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 800 square feet, whichever is less.
 5. Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under Section 1030 of this Chapter.
 6. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot.
 7. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
 8. There shall be no separate ownership of the accessory dwelling unit.
 9. In addition to the parking spaces required for the principal dwelling unit on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces, and shall comply with the requirements of this Chapter.
 10. An accessory dwelling unit shall have a separate address from the principal dwelling unit on the lot, and shall be identified with address numbers.
 11. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
 12. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.
- B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
- C. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- D. Temporary real estate offices.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RMF-1 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

	Single Family Detached/Two Family	Townhome	Apartment/Condominium
Minimum Lot area	7,000 square feet/7,500 square feet	5,400 square feet per unit	1 acre
Minimum lot width	70 feet/150 feet	n/a	100 feet
Minimum Principal Structure Setbacks:			
Front, From Major Roadways*	100 feet	100 feet	100 feet
Front, From all other streets	25 feet	25 feet	25 feet
Side (living)**	10 feet	10 feet	30 feet
Rear	25 feet	25 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet	35 feet or three stories

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 20340 Roadway Functional Classification map in the 20430 Comprehensive Plan.

** Internal: 20 feet between attached or multi-family principal structures separated by common area.

Subd. 8. Single and Two Family Design Requirements. All single and two family developments in RMF-1 shall follow the same Design Requirements as listed in 1040.040, Subd 8.

Subd. 9. Special Minimum Requirements for Attached Dwelling Units.

A. Unit Size: The following unit size shall apply:

1. Floor Area: Five hundred (500) square foot minimum floor area for efficiency apartment units. Minimum eight hundred (800) square feet for a one-bedroom unit plus one hundred (100) square feet for

each additional bedroom. Seven hundred (700) square foot minimum floor area for one-bedroom apartment dwelling units in retirement housing developments, plus one hundred (100) square feet for each additional bedroom. Garages, breezeways and porch floor spaces shall not be credited in determining the required floor area of units.

B. Unit Construction:

1. Subdivision Requests: Building elevations and floor plans shall be furnished with subdivision requests illustrating exterior building material and colors to demonstrate compliance of this title. Building floor plans shall identify the interior storage space within each unit.
2. Decks or Porches: Provision shall be made for possible decks, porches or additions as part of the initial dwelling unit building plans. The unit lot shall be configured and sized to include decks or porches.
3. Exterior Building Finish: The exterior of attached/townhome dwelling units shall include a variation in building materials which are to be distributed throughout the building facades and coordinated into the architectural design of the structure to create an architecturally balanced appearance. In addition, attached/townhome dwelling structures shall comply with the following requirements:
 - a. A minimum of twenty five percent (25%) of the combined area of all building facades of a structure shall have an exterior finish of brick, stucco and/or natural or artificial stone.
 - b. Except for brick, stucco, and/or natural or artificial stone, no single building facade shall have more than seventy five percent (75%) of one type of exterior finish.
 - c. Except for brick, stucco, and/or natural or artificial stone, no townhome dwelling structure shall have more than sixty percent (60%) of all building facades of one type of exterior finish.
 - d. For the purpose of this Section and material calculations:
 - i. The area of the building facade shall not include area devoted to windows, entrance doors, garage doors, or roof areas.

- ii. Variations in texture or style (i.e., lap siding versus shake shingle siding) shall be considered as different materials meeting the requirements of this Section.
 - iii. Integral colored split face (rock face) concrete block or plain concrete block shall not qualify for meeting the brick, stucco and/or natural or artificial stone material requirements.
- 4. Color. Each attached/townhome building shall feature a broad array of colors, including earth tones, muted natural colors found in surrounding landscape or other colors consistent with the adjacent neighborhood. Buildings in proximity to each other shall not look alike in terms of the combination of color siding, accent and roofing materials. The home or townhome building under consideration will be compared to two homes or townhome buildings on each side of it and to the three homes or town home buildings directly facing it.
- 5. Facades and walls: Each attached/townhome dwelling unit shall be articulated with projections, recesses, covered doorways, balconies, covered box or bay windows or other similar features, dividing large facades and walls into human scaled proportions similar to adjacent single-family dwellings.
- 6. Roofs. Each attached/townhome building shall feature a combination of primary and secondary roofs. Primary roofs shall be articulated by at least one of the following elements:
 - a. Changes in place and elevation
 - b. Dormers or gables
 - c. Transitions to secondary roofs over entrances, garages, porches, bay windows.
- 7. Garages:
 - a. Each dwelling unit shall include an attached garage.
 - b. Garages shall comply with the following minimum size standards:
 - i. For dwellings with basements: Four hundred forty (440) square feet.

- ii. For dwellings without basements: Five hundred forty (540) square feet.
- iii. Garages shall be a minimum of twenty feet (20') in width.

(Ord. 308, passed 07-23-15, Ord 348, passed 05-25-17)

1040.065 – RMF-2 (MIXED RESIDENTIAL) DISTRICT.

Subd.1 Purpose. The purpose of the RMF-2, Mixed Residential District is intended to provide areas offering a variety of housing types, including single-family small lot detached and attached dwellings and multi-family structures to retain the environment and character of less intensive styles of higher density multiple-family residence areas by establishing building and lot area requirements; to broaden the choice of residential living styles and create opportunity for more affordable homes and homes that address the needs of an aging population in a more compact development pattern that makes the most efficient use of the City's land supply and investment in public utilities. Areas zoned RMF-2 are guided Mixed Residential Density on the City's 20430 Comprehensive Plan. Development within this district is required at a minimum density of 8.0 units per net acre up to a maximum of 10 units per acre.

Subd. 2 Permitted uses.

- A. Day Care Facilities, State licensed, as defined by statute.
- B. Dwelling, Single Family Detached
- C. Dwelling, Two Family;
- D. Dwelling, Single-Family Attached - 8 units per building maximum with each unit having a separate entrance;
- E. Dwelling, Senior (age restricted)
- F. Dwellings, Multiple Family
- G. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- H. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.

Subd. 3 Accessory uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer

- D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
- E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
- H. Signs as regulated by the City Code.
- I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.

Subd 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

- A. Day Care facilities accessory to educational facilities or Places of Worship/Assembly.
- B. Educational facilities, K-12.
- C. Places of Worship/Assembly.
- D. Residential Facility with seven to sixteen individuals, licensed by the State.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

- A. Accessory Dwelling Unit for Single Family Detached Homes, subject to the following:
 1. Not more than one accessory dwelling unit shall be allowed on a single-family detached lot.
 2. An accessory dwelling unit shall be located in an existing single family home or above an attached or detached garage that is accessory to a single-family detached home.

3. An attached or detached accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
4. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 800 square feet, whichever is less.
5. Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided for under Section 1030 of this Chapter.
6. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot.
7. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
8. There shall be no separate ownership of the accessory dwelling unit.
9. In addition to the parking spaces required for the principal dwelling unit on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces, and shall comply with the requirements of this Chapter.
10. An accessory dwelling unit shall have a separate address from the principal dwelling unit on the lot, and shall be identified with address numbers.
11. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
12. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.

B. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.
- B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
- C. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- D. Temporary real estate offices.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RMF-2 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

	Single Family Detached/Two Family	Townhome	Apartment/Condominium
Minimum Lot area	6,000 square feet/7,000 square feet	5,000 square feet per unit	1 acre
Minimum lot width	60 feet/120 feet	n/a	100 feet
Minimum Principal Structure Setbacks:			
Front, From Major Roadways*	100 feet	100 feet	100 feet
Front, From all other streets	25 feet	25 feet	25 feet
Front Porch (≤ 120 square feet)			
Side**	10 feet	10 feet	30 feet
Rear	25 feet	25 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet	35 feet or three stories

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the 20430 Roadway Functional Classification map in the 20430 Comprehensive Plan.
 ** Internal: 20 feet between attached or multi-family principal structures separated by common area.

Subd. 8. Single and Two Family Design Requirements. All single and two family developments in RMF-2 shall follow the same Design Requirements as listed in 1040.040, Subd 8.

Subd. 9. Special Minimum Requirements for Attached Dwelling Units. All attached dwelling unit developments in RMF-2 shall follow the same Design Requirements as listed in 1040.060, Subd 9 (RMF-1 Design Requirements).

(Ord 348, passed 05-25-17)

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1040.070 – RMF-3 (HIGH DENSITY RESIDENTIAL) DISTRICT

Subd. 1. Purpose. The RMF-3 district allows for the development of high density multiple-family uses such as townhomes and apartments where municipal sewer and water is available. This district addresses the need for life cycle housing by offering an alternative to single family detached housing with a required minimum density of 10 units per net acre or greater. Areas zoned RMF-3 are guided High Density Residential on the 20340 Comprehensive Plan.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, State licensed, as defined by statute.
- B. Dwelling, Senior (age-restricted)
- C. Dwelling, Single-Family Attached - 8 units per building maximum with each unit having a separate entrance;
- D. Dwelling, Multiple Family
- E. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- F. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
- E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.

- H. Signs as regulated by the City Code.
 - I. Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:
- A. Day Care facilities accessory to educational facilities or Places of Worship/Assembly.
 - B. Educational facilities, K-12.
 - C. Places of Worship/Assembly.
 - D. Residential Facility with seven to sixteen individuals, licensed by the State.
- Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:
- A. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
 - B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.
 - C. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
 - D. Temporary real estate offices.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RMF-3 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum Base Lot Area	1 acre
Minimum Base Lot Width	150 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	25 feet
Rear	25 feet
Maximum Principal Building Height	35 feet or three stories

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification](#) map in the [20302040 Comprehensive Plan](#).

Subd. 8. Special Minimum Requirements for Multi-Family Residential Developments.

- A. Unit Size: Floor Area: Five hundred (500) square foot minimum floor area for efficiency apartment units. Minimum eight hundred (800) square feet for a one-bedroom unit plus one hundred (100) square feet for each additional bedroom. Seven hundred (700) square foot minimum floor area for one-bedroom apartment dwelling units in retirement housing developments, plus one hundred (100) square feet for each additional bedroom. Garages, breezeways and porch floor spaces shall not be credited in determining the required floor area of units
- B. Parking: The design and maintenance of off street parking areas and the required number of parking spaces shall be in accordance with Section 1060.060 of this title. Private driveways for garages in townhouse developments shall be a minimum of twenty feet (20') in length to allow vehicle parking on the driveway.
- C. Trash Handling and Recycling: All trash, recyclable materials, and trash and recyclable materials handling equipment shall be stored within the principal structure, totally screened from public view by the principal building, or stored within an accessory structure constructed of building materials compatible with the principal structure, enclosed by a roof, and readily served through swinging doors.
- D. On Site Screening: All mechanical equipment, utility meters, storage and service areas and similar features shall be completely screened from the eye level view from adjacent properties and public streets, or

designed to be compatible with the architectural treatment of the principal structure.

- E. Building Design and Materials-Multi-family (stacked): All buildings shall be designed to accomplish the goals and policies of the comprehensive plan. Building materials shall be attractive in appearance, durable, and of a quality which is both compatible with adjacent structures and consistent with the City's standards for the district in which it is located. All buildings shall be of good aesthetic and architectural quality, as demonstrated by the inclusion of elements such as accent materials, entrance and window treatments, contrasting colors, irregular building shapes and rooflines, or other architectural features in the overall architectural concept.
- a. Major exterior surfaces on all walls facing a public street, park or open space shall include a minimum of fifty percent (50%) of the combined area of all building facades of a structure shall contain following permitted major exterior materials: face brick (glazed or unglazed), clay faced tile, stone masonry (granite, limestone, marble, slate, sandstone, or quartzite).
 2. Accent materials may include: finished texture stucco (cement or synthetic), natural or cultured stone, exterior finished wood siding (painted, stained, or weather sealed), exterior finished metal siding (factory finished), exterior finished vinyl siding or fiber cement siding in lap or panel design (color impregnated or painted). Panel seam lines shall be architecturally integrated into the building design so that they are not visible. Seam lines can either be filled, covered with accent material or some other method to make seam lines invisible. Accenting materials and design shall be included on all facades.
 3. All building and roofing materials shall meet current accepted industry standards, and tolerances, and shall be subject to review and approval by the City for quality, durability, and aesthetic appeal. The applicant shall submit to the City product samples, color building elevations, and associated drawings which illustrate the construction techniques to be used in the installation of such materials.
 4. If complementary building styles, materials, and color schemes are proposed for a development, the developer shall submit to the City a plan showing the distribution of the styles, materials, and colors throughout the development.

5. All townhome designs shall comply with the standards in Section 1040, Subd. 9 (RMF-1 Design Requirements).

F. Parking Lot Screening:

1. The light from automobile headlights and other sources shall be screened whenever it may be directed onto residential windows.
2. When required parking areas abut any residential district, the edge nearest the lot line shall be completely screened to a height of at least three and one-half feet (3¹/₂') above the parking grade. Such screening shall either be constructed of durable building materials designed in harmony with the principal structure or accomplished through use of earth mounds and/or landscape materials as approved.
3. When the design of the site is such that parking occurs in the front yard, a minimum of ten feet (10') landscaped area shall be provided between parking and building, in addition to the required setbacks.

G. Recreational Facilities: On site recreational facilities, such as swimming pools, tennis courts, play equipment, walking trails, gardens, and basketball courts, that are suitable for the projected population of the development shall be provided when the nearest public park is more than one-half (1/2) mile or across a thoroughfare or arterial roadway from the development.

H. Common Areas. The following minimum requirements shall be observed in the RMF-3 district governing common areas:

1. Ownership: All common areas within an RMF-3 development not dedicated to the public including, but not limited to, open space, driveways, private drives, parking areas, play areas, etc., shall be owned in one of the following manners:
 - a. Condominium ownership pursuant to Minnesota statutes 515A.1-106.
 - b. Twinhome or townhome subdivision common areas shall be owned by the owners of each unit lot, with each owner of a unit having an equal and undivided interest in the common area.
2. Homeowners' Association: A homeowners' association shall be established for all townhome developments within the RMF district, subject to review and approval of the City attorney, and shall be responsible for all exterior building maintenance, approval

of any exterior architectural modifications, landscaping, snow clearing and regular maintenance of private driveways and other areas owned in common when there is more than one individual property owner having interest within the development.

(Ord 348, passed 05-25-17)

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1040.080 – MP (MANUFACTURED HOME PARK)

- Subd. 1. Purpose. The MP District provides for manufactured home parks including manufactured single family housing units, offices for administration of the park, recreational buildings and structures, storm shelters, and other directly related complementary uses are allowed in accordance with the performance standards outlined in this Section.
- Subd. 2. Permitted Uses.
- A. Manufactured homes.
 - B. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Day Care Facilities, County licensed, 12 or fewer individuals.
 - D. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
 - E. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
 - F. Private recreational facilities.
 - G. Signs as regulated by the City Code.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:
- A. None.
- Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:
- A. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.
- B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the MP district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum Park Area	30 acres
Minimum Park Width	600 feet
Minimum Individual Lot Area	7,200 square feet
Minimum Lot Width	65 feet
Minimum Lot Depth	110 feet
Maximum Density	4 units per acre
Minimum/Maximum Number of Lots	100/300
Minimum Setbacks:	
Front	25 feet
Side	10 feet
Rear	10 feet
Minimum Setback from Perimeter of Park	25 feet
Maximum Building Height	25 feet or one story, whichever is less
Maximum Building Coverage	25 percent

Subd. 8. Performance Standards.

- A. A central community building shall be provided and shall include the following features:
 1. Laundry facilities with washers and dryers.
 2. Public toilets and lavatories.
 3. Heating and cooling equipment must be maintained in good operating order.
 4. The building shall be maintained in a safe, sanitary and clean condition.
- B. Tornado shelter facilities must be provided and adequately sized to safely accommodate all occupants.

- C. At least 10 percent of the total manufactured home park shall be dedicated as private recreational space. Such space shall be provided and maintained at the owner's expense.
- D. Sidewalks must be provided on both sides of all streets.
- E. Upgrading. Prior to locating a manufactured home housing unit constructed prior to July 1, 1972, on a lot within a manufactured home park within the City, said unit shall be upgraded to current life safety codes and subject to the approval of the Building Official.
- F. Maintenance. All land within the park shall be adequately drained, landscaped to control dust and kept free from refuse, garbage, rubbish or debris.
- G. Outdoor Camping. There shall not be outdoor camping anywhere in a manufactured home park.
- H. Public Access. Public access to manufactured housing parks shall be as approved by the City.
- I. Foundation Enclosure. The area beneath a manufactured home shall be enclosed except that such enclosure must have access for inspection.
- J. Building Permit.
 - 1. All structures (fences, storage, decks, etc.) shall require a building permit from the Building Official. Fences shall be prohibited on individual manufactured home lots.
 - 2. Prior to a manufactured home being moved into a lot, the owner shall apply for and obtain a building permit for the (foundation) blocking to State Code and a permit for connection to public sewer and water. The application for permits shall be accompanied by a site plan, drawn to scale, detailing the unit placement, accessory structures and setbacks.
- K. Building Requirements.
 - 1. Each manufactured home site must be provided with anchors and tie downs, such as cast in place concrete foundations, screw augers, arrowhead anchors or other devices to provide stability for the home.

2. Anchors and tie downs shall be placed at each corner of the home and each anchor shall be able to sustain a minimum tensile force of 2,800 pounds.
3. Building Type and Construction. Any building addition shall either be manufactured or custom built of materials that are consistent or compatible to the design of the principal building. "Compatible" means that the exterior appearance of an accessory building is not at variance with the principal building from an aesthetic and architectural standpoint to cause:
 - a. A difference to a degree to cause incongruity with the principal building.
 - b. A deviation from the general character of the neighborhood.
 - c. A depreciation of neighborhood values or adjacent property values.
 - d. A nuisance. Types of nuisance characteristics include, but are not limited to noise, dust, odors, glare and unsightly building exterior.

L. Parking.

1. Each manufactured home site shall have off-street parking spaces for two passenger vehicles.
2. Parking must be located at least 15 feet from any home.
3. All parking spaces shall be hard surfaced according to specifications established by the City.

M. Utilities.

1. Homes must be served by both central or individual water and on-site sanitary sewer system approved by the State.
2. If municipal sewer and water is available, the Manufactured home Park may connect to the municipal system. The owner shall pay any required sewer and water connection fees to the City.
3. The City must approve surface water and storm water management plans.
4. The City must approve all utility systems and connections.

5. The source of fuel for cooking, heating or other purposes at each manufactured home site shall be as approved by the City.
6. All utilities shall be underground; there shall be no overhead wires or supporting poles except those essential for street or other lighting purposes.
7. No obstruction shall be permitted that impedes the inspection of plumbing, electrical facilities, and related manufactured home equipment.
8. The City must approve the method of garbage, waste, and trash disposal.
9. The owner shall pay inspection and testing fees for utility service to the City.

N. Internal Roads and Streets

1. Roads shall be hard surfaced as approved by the City.
2. All streets shall be private streets and shall be developed with a roadbed of not less than 60 feet in width and shall meet City design specifications.
3. Curb and gutter shall be provided on all streets to direct drainage away from homes.
4. The park shall have a street lighting plan approved by the City.

O. Landscaping. A landscape screen meeting the requirements of Section 1060.060 of this Chapter shall be installed and maintained around the entire perimeter of each manufactured home park.

P. Lighting. Lights must be maintained in all community buildings during all hours of darkness. The manufactured home park grounds shall be lighted as approved by the City from sunset to sunrise.

Q. Storage.

1. Enclosed storage lockers containing a minimum of 40 square feet shall be located adjacent to each home.

2. Each Manufactured home Park shall have a minimum of 5,000 square feet of dead storage for each 50 home sites. Such areas shall be conveniently located and equipped with security fencing.
3. No more than two vehicles may be stored on site for a period of more than 48 hours. No vehicles without a current license shall be allowed within the park.
4. All boats, trailers, snowmobiles, recreational vehicles and other equipment not stored within the manufactured home, storage locker or dead storage area and shall not be stored on the site or on streets within the Manufactured Home Park.

R. Fire Protection.

1. Cooking shelters, barbeque pits, fireplaces, wood-burning stoves and incinerators shall be located, constructed, maintained and used to minimize fire hazards and smoke. No open fire shall be left unattended. No fuel shall be used and no material burned which emits dense smoke or objectionable odors.
2. Manufactured home parks shall be kept free of litter, rubbish and other flammable materials.
3. Portable fire extinguishers rated for Class A, B and C fires shall be kept visible in community buildings and public spaces. The extinguishers shall be readily accessible for use by all occupants and shall be maintained in good operating condition. Capacity shall be not less than 2.5 gallons or 5 pounds of carbon dioxide for Class A and 10 pounds of dry powder for Class B and C extinguishers.
4. Design and placement of fire hydrants throughout the Park shall be as approved by the Fire Chief to ensure adequate fire protection.

S. Registration. It shall be the duty of the operator of the Park to maintain a current record of all manufactured homeowners and occupants located within the park. The register shall be available for inspection at all times by authorized City, County or State officials whose duty requires acquisition of the information contained in the register. The records must be maintained at least 3 years after the date of departure of a registrant from the park. The register shall contain the following information:

1. The name and address of each manufactured home occupant.
2. The name and address of the owner of each manufactured home.

3. The make, model, year and license number of each manufactured home.
 4. The state, territory or county issuing such license.
 5. The date of arrival and departure of each manufactured home.
 6. The number and type of motor vehicles of residents in the park.
- T. Maintenance. The operator of any manufactured home park, or a duly authorized attendance and/or caretaker shall be responsible at all times for keeping the manufactured home park, its facilities and equipment, in a clean, orderly, operable, and sanitary condition. The attendant or caretaker shall be answerable, along with said operator, for the violation of any provisions of these regulations to which said operator is subject.

1040.090 – CR (RURAL COMMERCIAL)

- Subd. 1. Purpose. This district is the existing Burschville area located at the intersection of County Road 19 and County Road 10. The intent of this district to provide a mix of neighborhood commercial uses and rural industrial, such as contractor's yards and similar uses that do not require municipal water or sanitary sewer services. Municipal sewer and water will not be provided in this area.
- Subd. 2. Permitted Uses.
- A. Automobile Retail (tires, batteries, etc. No body work or repair work).
 - B. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - C. Day Care Facilities, State licensed, as defined by statute.
 - D. Day Care, Commercial.
 - E. Offices, medical and professional.
 - F. Retail goods and service uses of a similar nature.
- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Adult Entertainment Business, subject to Chapter 113 of the City Code.
 - B. Commercial Kennels, subject to Chapter 81 of the City Code.
 - C. Commercial recreation and entertainment (not to exceed 5,000 square feet).
 - D. Contractors Operations, including accessory outside storage.
 - E. Greenhouses and Nurseries, subject to the following:

1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.
2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.
3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
4. Adequate parking, loading and maneuvering areas shall be provided.
5. Loading areas are screened from adjacent residential uses.
6. Well and Septic Systems can be accommodated on site to serve the proposed facility.
7. Not more than 30 percent of the site area shall be covered with buildings or other structures.
8. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
9. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
10. The site complies with the minimum lot area standards for the district.
11. Sale of accessory items shall be permitted, provided they do not generate more than 20 percent of the sales (measured by retail value or sales volume) for the business nor cover more than 10 percent of the site area.
12. At least 50 percent of the nursery stock to be sold on site must be grown on site.
13. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.

- F. Laboratories/research facilities.
- G. Lumber Yards/building material sales.
- H. Mini Storage/Self Storage Facilities.
 - 1. Units are to be used for dead storage only. Units are not to be used for retailing, auto repair, human habitation, or any commercial activity, except as allowed by this Section.
 - 2. Combining office and /or retail space with a self-service storage facility may be allowed by Conditional Use Permit.
 - 3. Storage of hazardous or flammable materials is prohibited.
 - 4. No exterior storage is allowed.
 - 5. The facility shall be secured by either the walls of the structure and/or fencing. All doors on the units shall face inward and away from the street and property lines.
 - 6. An on-site manager is allowed only where adequate sanitary facilities are provided, either through use of a septic system or through connection to the public sanitary sewer system. Use of portable sanitary facilities does not fulfill this requirement.
- I. Motor Fuel Stations.
 - 1. That the proximate area and location of space devoted to non-automotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be only as allowed by the conditional use permit.
 - 2. The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.
 - 3. Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

4. All buildings, canopies, and pump islands shall be located to comply with the minimum setback requirements of the zoning district in which they are located.
5. All canopy lighting for motor fuel station pump islands shall be recessed or shielded to provide a 90-degree cutoff. Illumination levels for pump islands shall not exceed 30-foot candles.
6. Litter Control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

J. Motor Vehicle, Boat or Equipment Repair.

1. All servicing of vehicles and equipment shall occur entirely within the principal structure.
2. To the extent required by State law and regulations, painting shall be conducted in an approved paint booth, which thoroughly controls the emission of fumes, dust, or other particulated matter.
3. Storage and use of all flammable materials, including liquid and rags, shall conform with applicable provisions of the Minnesota Uniform Fire Code.
4. Parking, driveway, and circulation standards and requirements shall be subject to the review and approval of the City and shall be based upon the specific needs of the operation and shall accommodate large vehicle equipment and semi-trailer/tractor trucks.
5. The storage of damaged vehicles and vehicle parts and accessory equipment must be completely inside a principal or accessory building.
6. The sale of products other than those specifically mentioned in this Section shall be subject to a separate conditional use permit

K. Motor Vehicle, Boats and Equipment Sales.

1. All sales shall occur on one lot.
2. Parking areas for the outside storage and sale of vehicles, boats and trailers, shall be on impervious surface, either bituminous, concrete, or approved equivalent.

3. Interior concrete or asphalt curbs shall be constructed within the property to separate driving and parking areas from landscaped areas. Interior curbs shall be a nominal 6- inches in height or greater.
4. All areas of the property not devoted to buildings or parking areas shall be landscaped in accordance with this Ordinance.
5. Off-street parking shall be provided for customers and employees in accordance with this Ordinance.
6. Parking for sales display shall not be less than 9 feet wide by 18.5 feet in length.
7. Display of motor vehicles, boats, and trailers for sale off the property of their owner is prohibited unless authorized by Conditional Use Permit.

L. Open or outdoor services, sales and equipment rental.

M. Places of Worship/Assembly.

~~M.~~

N. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.

O. Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

A. Accessory Dwelling Unit, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a lot.
2. An accessory dwelling unit shall comply with the same minimum building setback requirements as required for the principal structure and shall be attached to the principal structure.
3. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the

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gross floor area of the principal use or 800 square feet, whichever is less.

4. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot,
 5. The owner of the property or the property caretaker shall reside in the principal dwelling unit or in the accessory dwelling unit.
 6. There shall be no separate ownership of the accessory dwelling unit.
 7. Rental of the accessory dwelling unit separate from the principal use is prohibited.
 8. In addition to the parking spaces required for the principal use on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal use parking spaces, and shall comply with the requirements of this Chapter.
 9. An accessory dwelling unit shall have a separate address from the principal use on the lot, and shall be identified with address numbers.
 10. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
 11. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Accessory buildings and structures for a use accessory to the principal commercial or business use provided such structure does not exceed 30 percent of the gross floor space of the principal use.

B. Essential Services, as allowed by Section 1030.090.

C. Seasonal Outdoor Retail Sales.

1. Seasonal outdoor retail sales shall not exceed a combined total of 120 days in any 12-month period. Outdoor retail sales shall not occupy an area exceeding 10 percent of a lot's area, and shall meet all yard setback requirements.
2. Where seasonal outdoor retail sales are conducted in a parking lot, they shall be confined to a defined area, and not be allowed to obstruct access of emergency vehicles or pose a traffic safety problem. Temporary fencing or other suitable mechanisms shall be used to delineate the sales area and provide for pedestrian safety.
3. Where tents, temporary green houses, or similar structures are used to store, and/or display merchandise, they shall be anchored to provide a wind-load resistance of 40 miles per hour.

D. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

E. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the CR district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	2.5 acres
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	35 feet
Maximum Impervious Surface Coverage	50%

**Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification map](#) in the [20302040 Comprehensive Plan](#).*

(Ord 348, passed 05-25-17, Ord. 389, passed 02-28-19)

1040.095 – TCR (TRANSITIONAL RURAL COMMERCIAL)

- Subd. 1. Purpose. The Transitional Rural Commercial District (TCR) represents transition areas that have been identified as practical and generally suitable for future development as part of the Rural Commercial District. The purpose of the TCR District is to provide a holding zone until a landowner makes application for development, at which time the City may rezone the affected property to CR, consistent with the land use plan. Residential land uses will be allowed to continue pending future redevelopment consistent with the City's Comprehensive Plan.
- Subd. 2. Permitted Uses.
- A. Day Care Facilities, State licensed, as defined by statute.
 - B. Dwelling, Single Family Detached.
 - C. Seasonal Produce Stands.
 - D. Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.
- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Day Care Facilities, County licensed, 12 or fewer individuals.
 - D. Fences as regulated by Section 1060 (Performance Standards) of this Chapter.
 - E. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
 - F. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
 - G. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
 - H. Signs as regulated by the City Code.

Subd. 4. Conditional Uses: The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Accessory Dwelling Unit, subject to the following:

1. Not more than one accessory dwelling unit shall be allowed on a lot.
2. An accessory dwelling unit shall comply with the same minimum building setback requirements as required for the principal structure and shall be attached to the principal structure.
3. An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal use or 800 square feet, whichever is less.
4. The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, roof pitch, colors, and materials as the principal building on the lot,
5. The owner of the property or the property caretaker shall reside in the principal dwelling unit or in the accessory dwelling unit.
6. There shall be no separate ownership of the accessory dwelling unit.
7. Rental of the accessory dwelling unit separate from the principal use is prohibited.
8. In addition to the parking spaces required for the principal use on the lot, 2 off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal use parking spaces, and shall comply with the requirements of this Chapter.

- 9. An accessory dwelling unit shall have a separate address from the principal use on the lot, and shall be identified with address numbers.
- 10. The interim use permit shall expire if the principal use of the property changes or the ownership of either the property or the principal use changes.
- 11. The interim use permit shall be issued for 3 years in accordance with the procedures outlined in Section 1070.030 of the Zoning Ordinance. Such permits will be administratively reviewed every 3 years to ensure compliance with conditions of approval and ordinance requirements for accessory dwelling units. Interim uses found to be in compliance may be extended by the Zoning Administrator for periods of up to 3 years each.
- B. Conditional Home Occupation License (CHOL) as allowed by Section 1030.100 (Home Occupations) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.
- B. Special Home Occupations as allowed by Section 1030.100 of this Chapter.

Subd. 7. Area Requirements: The following minimum requirements shall be met in the TCR district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	2.5 acres
Minimum lot width	200 feet
Minimum lot depth	300 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	25 feet
Rear	25 feet
Maximum Principal Building Height	35 feet

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification](#) map in the [20302040 Comprehensive Plan](#).

(Ord 348, passed 05-25-17)

1040.100 – C-1 (NEIGHBORHOOD COMMERCIAL)

Subd. 1. Purpose. The purpose of the Neighborhood Commercial (C-1) District is to allow single and multi-use commercial buildings containing convenience retail and service commercial uses at major intersections on small neighborhood scale sites where public sewer is available and sites are designated in the ~~2030~~2040 Comprehensive Plan. The district is intended to accommodate the basic needs of neighborhoods that would not otherwise have convenient access to retail areas in the City. Due to the proximity to residential neighborhoods new buildings shall appear to have similar scale and design elements as the neighboring buildings. Businesses requiring exterior storage for processing retail sales or wholesale activities are not permitted in this district. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

Subd. 2. Permitted Uses.

- A. Bakery, retail
- B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc..
- E. Copy/print shop
- F. Day Care Facilities, State licensed, as defined by statute.
- G. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
- H. Offices, medical and professional.
- I. Public and Private Clubs and Lodges.
- J. Restaurants and cafes (without drive-through).
- K. Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through and not to exceed 50,000 square feet).
- L. Taverns

- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Day Care Facilities, County licensed, 12 or fewer individuals.
 - D. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Automobile Retail (tires, batteries, etc. No body work or repair work).
 - B. Car Washes.
 - 1. The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.
 - 2. The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.
 - 3. Hours of operation shall be limited to between 7:00 a.m. and 10:00 p.m. daily.
 - C. Commercial Kennel, subject to Chapter 81 of the City Code.
 - D. Commercial recreation and entertainment.
 - E. Drive-through businesses, subject to the standards outlined in Section 1060.060, Subd. 12.
 - F. Greenhouses and Nurseries, subject to the following:
 - 1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.

2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.
 3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
 4. Adequate parking, loading and maneuvering areas shall be provided.
 5. Loading areas are fully screened from adjacent residential uses.
 6. Not more than 30 percent of the site area shall contain outdoor storage of plants, accessory items and landscaping materials. All other sales and product storage areas must be within an approved building or structure. .
 7. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
 8. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
 9. The site complies with the minimum lot area standards for the district.
 10. Sale of accessory items shall be permitted for the business as long as they cover no more than 10 percent of the outside site area.
 11. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.
- G. Health clubs and fitness centers less than 5,000 square feet in size.
- H. Hospitals, nursing home and similar care facilities.
- I. Hotel, inns and bed and breakfast establishments
- J. Motor Fuel Stations.
1. That the proximate area and location of space devoted to non-automotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be only as allowed by the conditional use permit.

2. The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.
 3. Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.
 4. All buildings, canopies, and pump islands shall be located to comply with the minimum setback requirements of the zoning district in which they are located.
 5. All canopy lighting for motor fuel station pump islands shall be recessed or shielded to provide a 90-degree cutoff. Illumination levels for pump islands shall not exceed 30-foot candles.
 6. Litter Control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.
- K. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.
- L. Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.
- Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
 - B. Seasonal Outdoor Retail Sales.

1. Seasonal outdoor retail sales shall not exceed a combined total of 120 days in any 12-month period. Outdoor retail sales shall not occupy an area exceeding 10 percent of a lot's area, and shall meet all yard setback requirements.
 2. Where seasonal outdoor retail sales are conducted in a parking lot, they shall be confined to a defined area, and not be allowed to obstruct access of emergency vehicles or pose a traffic safety problem. Temporary fencing or other suitable mechanisms shall be used to delineate the sales area and provide for pedestrian safety.
 3. Where tents, temporary green houses, or similar structures are used to store, and/or display merchandise, they shall be anchored to provide a wind-load resistance of 40 miles per hour.
- C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the C-1 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area:	
Single-tenant building	25,000 square feet
Multi-tenant building	1 acre
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	25 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	35 feet
Maximum Building Size	50,000 square feet
Maximum Impervious Surface Coverage	80%

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification map](#) in the [20302040 Comprehensive Plan](#).

(Ord 348, passed 05-25-17, Ord. 365, passed 06-28-18, Ord. 389 passed 02-28-2019)

1040.110 – C-2 (COMMUNITY COMMERCIAL)

Subd. 1. Purpose. This district is intended to provide for a variety of retail and service businesses serving the region, which are oriented towards motorists and require high volumes of traffic and visibility from major roads. The service area for this area will extend beyond the boundaries of Corcoran. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

Subd. 2. Permitted Uses.

- A. Bakery, retail.
- B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc..
- E. Day Care Facilities, State licensed, as defined by statute.
- F. Department Stores.
- G. Drug Stores, Variety Stores, etc.
- H. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
- I. Funeral Homes and Mortuaries.
- J. Grocery Stores (not to exceed 50,000 square feet).
- K. Hardware Stores.
- L. Hobby and Craft Stores.
- M. Home Furniture and Home Furnishing Stores.
- N. Household Appliance Stores.
- O. Laundromats.
- P. Liquor—Off-sale/On-sale.

- Q. Offices, medical and professional.
- R. Public and Private Clubs and Lodges.
- S. Retail goods and service uses of a similar nature.
- T. Restaurants and cafes (without drive-through).
- U. Retail goods and service uses of a similar nature
- V. Sporting Goods and similar retail sales.
- W. Tailoring services, shoe repair and similar services.
- X. Taverns

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.
- E. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

- A. Assisted Living Facility.
- B. Automobile Retail (tires, batteries, etc. No body work or repair work).
- C. Car Washes.
 - 1. The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

2. The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.
- D. Commercial Kennel, subject to Chapter 81 of City Code
- E. Commercial recreation and entertainment.
- F. Drive-through businesses, subject to the standards outlined in Section 1060.060, Subd. 12.
- G. Dwelling, Multiple Family
- H. Greenhouses and Nurseries, subject to the following:
1. When abutting a residential use or district, the property shall be screened and landscaped in accordance with this Chapter. All structures shall be set back at least 100 feet from any residential property line.
 2. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.
 3. Adequate off-street parking is provided on an improved surface as required by this Ordinance.
 4. Adequate parking, loading and maneuvering areas shall be provided.
 5. Loading areas are screened from adjacent residential uses.
 6. Not more than 30 percent of the site area shall be covered with buildings or other structures.
 7. Hours for retail sale of product to customers shall be limited to 7:00 a.m. to 9:00 p.m.
 8. Lighting shall comply with all ordinance requirements. If more than 25 percent of the greenhouse spaces are to be lit at night, they shall be screened from residential properties by use of a retractable curtain, landscaping, buildings or other methods to prevent light pollution, including sky glow.
 9. The site complies with the minimum lot area standards for the district.

10. Sale of accessory items shall be permitted for the business as long as they cover no more than 10 percent of the outside site area.
 11. The provisions of Section 1070.020 of this Ordinance are considered and satisfactorily met.
- I. Hospitals, nursing home and similar care facilities.
 - J. Hotel, inns and bed and breakfast establishments.
 - K. Motor Fuel Stations.
 1. That the proximate area and location of space devoted to non-automotive merchandise sales shall be specified in the application and in the conditional use permit. Exterior sales or storage shall be only as allowed by the conditional use permit.
 2. The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.
 3. Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.
 4. All buildings, canopies, and pump islands shall be located to comply with the minimum setback requirements of the zoning district in which they are located.
 5. All canopy lighting for motor fuel station pump islands shall be recessed or shielded to provide a 90-degree cutoff. Illumination levels for pump islands shall not exceed 30-foot candles.
 6. Litter Control. The operation shall be responsible for litter control within 300 feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.
 - L. Places of Worship/Assembly.

- M. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.
 - N. Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.
- Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
 - B. Seasonal Outdoor Retail Sales.
 - 1. Seasonal outdoor retail sales shall not exceed a combined total of 120 days in any 12-month period. Outdoor retail sales shall not occupy an area exceeding 10 percent of a lot's area, and shall meet all yard setback requirements.
 - 2. Where seasonal outdoor retail sales are conducted in a parking lot, they shall be confined to a defined area, and not be allowed to obstruct access of emergency vehicles or pose a traffic safety problem. Temporary fencing or other suitable mechanisms shall be used to delineate the sales area and provide for pedestrian safety.
 - 3. Where tents, temporary green houses, or similar structures are used to store, and/or display merchandise, they shall be anchored to provide a wind-load resistance of 40 miles per hour.
 - C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the C-2 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	1 acre
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	25 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	35 feet
Maximum Impervious Surface Coverage	80%

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the ~~2030~~2040 Roadway Functional Classification map in the ~~2030~~2040 Comprehensive Plan.

(Ord 348, passed 05-25-17, Ord 365 passed 06-28-18, Ord. 389, passed 02-28-19)

1040.120 – BP (BUSINESS PARK)

Subd. 1. Purpose. The intent of this district is to provide for the establishment of campus developments with a variety of office, low-impact manufacturing or assembly of a variety of products that create no exterior noise, glare or fumes. Uses allowed in this district are limited to those that are compatible with lower intensity residential and business uses and which have limited amounts of outside storage. Developments in this district will provide a number of amenities, including architectural controls, landscaping, preservation of natural features, etc. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

Subd. 2. Permitted Uses.

- A. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- B. Civic Buildings, such as City Hall, libraries, fire stations, etc.
- C. Commercial printing establishments.
- D. Conference centers and reception halls.
- E. Essential services and structures.
- F. Laboratories/research facilities..
- G. Manufacturing or assembly of products that produce no exterior noise, glare, fumes, obnoxious products, byproducts or wastes or creates other objectionable impact on the environment.
- H. Offices, medical and professional.
- I. Office/Warehouse.
- J. Radio and television stations or studios.
- K. Technical, vocational, business and college/university satellite facilities/schools.
- L. Warehousing and indoor storage used in conjunction with offices or manufacturing facilities.
- M. Wholesale Showrooms.

- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
 - D. Tenant restaurants, cafeterias, and retail service limited to tenants of the building, provided that they be essentially limited to providing service to the users of the permitted use, and that no signs or other evidence of these uses are visible from the exterior of the building.
 - E. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Day Care, Commercial.
 - B. Hotel, inns and bed and breakfast establishments.
 - C. Retail Uses accessory to permitted development limited to 10 percent of the gross floor area of the building.
 - D. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.
- Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. School facility, leasing space.
 - B. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.
- Subd. 6. Uses by Administrative Permit.
- A. Accessory buildings and structures for a use accessory to the principal commercial or business use provided such structure does not exceed 30 percent of the gross floor space of the principal use.

B. Essential Services, as allowed by Section 1030.090.

C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the BP district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	1 acre
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	45 feet
Maximum Impervious Surface Coverage	70%

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification](#) map in the [20302040 Comprehensive Plan](#).

(Ord 348, passed 05-25-17, Ord. 389, passed 02-28-19)

1040.125 – I-1 (LIGHT INDUSTRIAL)

Subd. 1. Purpose. The purpose of the I-1, Light Industrial District is providing for the establishment of warehousing and light industrial development. The overall character of the I-1 District is intended to have a low impact manufacturing/warehouse character. Industrial uses allowed in this district shall be limited to those which can compatibly exist adjacent to both lower intensity business uses and high intensity manufacturing uses and which have limited amounts of truck traffic. Because I-1 may abut residential uses the I-1 uses are regulated in height, lot coverage, setbacks, landscaping, loading and use type so as to facilitate compatibility between these uses and residential development. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

Subd. 2. Permitted Uses.

- A. Automotive detailing shops.
- B. Civic Buildings, such as City Hall, libraries, fire stations, etc..
- C. Commercial printing establishments.
- D. Contractors operations
- E. Equipment rental
- F. Indoor sports and recreation (commercial) provided the structure and use is located at least one hundred feet (100') from any residential zoning district.
- G. Laboratories/research facilities.
- H. Manufacturing or assembly of products that produce no exterior noise, glare, fumes, obnoxious products, byproducts or wastes or creates other objectionable impact on the environment.
- I. Lumber yards/building material sales.
- J. Offices, medical and professional.
- K. Office/Warehouse
- L. Printing and publishing.
- M. Radio and television stations or studios

- N. Recycling facility-indoor
- O. Warehousing/distribution and indoor storage.
- P. Wholesale Showrooms.

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- D. Retail sales related to the processing of product on site so long as it does not exceed thirty percent (30%) of the floor space of the principal building.
- E. Tenant restaurants, cafeterias, and retail service limited to tenants of the building, provided that they be essentially limited to providing service to the users of the permitted use, and that no signs or other evidence of these uses are visible from the exterior of the building.

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

A. Day Care, Commercial.

B. Educational facilities, K-12.

C. Places of Worship/Assembly.

~~A.~~

B-D. Mini Storage/Self Storage Facilities.

1. Units are to be used for dead storage only. Units are not to be used for retailing, auto repair, human habitation, or any commercial activity, except as allowed by this Section.
2. Combining office and /or retail space with a self-service storage facility may be allowed by Conditional Use Permit.
3. Storage of hazardous or flammable materials is prohibited.

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4. No exterior storage is allowed.
5. The facility shall be secured by either the walls of the structure and/or fencing. All doors on the units shall face inward and away from the street and property lines.
6. An on-site manager is allowed only where adequate sanitary facilities are provided, either through use of a septic system or through connection to the public sanitary sewer system. Use of portable sanitary facilities does not fulfill this requirement.

C.E. Motor Vehicle, Boat or Equipment Repair.

1. All servicing of vehicles and equipment shall occur entirely within the principal structure.
2. To the extent required by State law and regulations, painting shall be conducted in an approved paint booth, which thoroughly controls the emission of fumes, dust, or other particulated matter.
3. Storage and use of all flammable materials, including liquid and rags, shall conform with applicable provisions of the Minnesota Uniform Fire Code.
4. Parking, driveway, and circulation standards and requirements shall be subject to the review and approval of the City and shall be based upon the specific needs of the operation and shall accommodate large vehicle equipment and semi-trailer/tractor trucks.
5. The storage of damaged vehicles and vehicle parts and accessory equipment must be completely inside a principal or accessory building.
6. The sale of products other than those specifically mentioned in this Section shall be subject to a separate conditional use permit

D.F. Motor Vehicle, Boats and Equipment Sales.

1. All sales shall occur on one lot.
2. Parking areas for the outside storage and sale of vehicles, boats and trailers, shall be on impervious surface, either bituminous, concrete, or approved equivalent.

3. Interior concrete or asphalt curbs shall be constructed within the property to separate driving and parking areas from landscaped areas.
4. All areas of the property not devoted to buildings or parking areas shall be landscaped in accordance with this Ordinance.
5. Off-street parking shall be provided for customers and employees in accordance with this Ordinance.
6. Parking for a motor vehicle, boat, or trailer sales shall not be less than 9 feet wide by 18.5 feet in length.

F.G. Outside Storage, accessory to an allowed use provided that:

1. Storage area is blacktop or concrete surfaced unless specifically approved by the City Council.
2. The storage area does not take up parking space or loading space as required for conformity to this Chapter.
3. The storage area is screened from public streets and surrounding properties.

F.H. Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.

G.I. Trade Schools, Seminaries and other Higher Education Facilities.

H.J. Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

- A. Land reclamation, mining and soil processing
- B. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Essential Services, as allowed by Section 1030.090.

- B. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the I-1 district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	1 acre
Minimum lot width	100 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	20 feet
Rear	20 feet
Adjacent to Residential	50 feet
Maximum Principal Building Height	45 feet
Maximum Impervious Surface Coverage	70%

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the ~~2030~~2040 Roadway Functional Classification map in the ~~2030~~2040 Comprehensive Plan.

(Ord 348, passed 05-25-17, Ord. 389, passed 02-28-19)

1040.130 – DOWNTOWN MIXED USE (DMU) DISTRICT

Subd. 1. Purpose. The purpose of the Downtown Mixed Use District is to provide for the orderly and integrated development of a high quality downtown. The Downtown Mixed Use District applies to those properties classified as Mixed Use on the ~~2030~~2040 Future Land Use Plan and located on the east side of County Road 116 on both sides of County Road 10. The Downtown Mixed Use District will provide for the establishment of a community focal point which is a blend of cultural, civic, entertainment, commercial, retail, residential and office uses as defined and guided by the ~~2030~~2040 Comprehensive Plan. Residential multi-family uses shall be developed at a minimum of ten units per acre or greater. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

(Ord. 319, passed 05-26-17)

Subd. 2. Intent. The intent of this district is to:

- A. Establish a strong identity for the City of Corcoran downtown.
- B. Create an orderly and integrated mix of high-quality uses for downtown Corcoran that includes a mix of shops, restaurants, offices, housing, recreation, community facilities, parks and open space, all within a walkable area designed to be both pedestrian-friendly and auto-accessible.
- C. Promote high-quality architectural and site design.

Subd. 3. Application and Reference Materials.

The Downtown Mixed Use District is where development will be most concentrated, and where controls are needed to produce the traditional “Main Street” qualities that Corcoran is seeking. In addition to the requirements of this Section, development in this area should comply with the spirit and intent of the City’s Design Guidelines, (Appendix A and B).

(Ord. 319, passed 05-26-16)

Subd. 4. Permitted Uses.

- A. Bakery, retail.
- B. Banks, savings and loans, credit unions and other financial institutions without drive-through.

- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc.
- E. Copy/print shop.
- F. Day Care Facilities, State licensed, as defined by statute.
- G. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
- H. Dwelling, Attached.
- I. Dwelling, Detached.
- J. Dwelling, Multiple Family with a minimum density of 10 units per net acre, which may include units combining living and working space within the unit, if all units on the same floor of a building are the same.
- K. Dwelling, Senior.
- L. Hotel, inns and bed and breakfast establishments.
- M. Offices, medical and professional.
- N. Public parking ramp.
- O. Restaurants and cafes (without drive-through).
- P. Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through).
- Q. Taverns.

(Ord. 319, passed 05-26-16)

Subd. 5. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.

D. Outdoor seating within the public right of way or public open space for a permitted or conditional use, provided that:

1. A sidewalk area at least six feet (6') wide is maintained free of seating in the area.
2. An outdoor seating plan is prepared and approved by the City Council on the recommendation of the planning commission, on finding that the plan will not compromise public health, safety, or welfare. The plan may also include seasonal temporary landscaping and features such as planter boxes, hanging baskets, low partitions, roped off areas, and other approved elements.

E. Public open space plaza, square or other related uses.

Subd. 6. Conditional Uses.

A. Assisted living facility

B. Drive-through lanes serving permitted or conditional uses, except for restaurants, for which drive-through lanes are not allowed in the Downtown Mixed Use District, provided lanes comply with Section 1060.60, Subd. 12 of this Ordinance and meet the following criteria:

1. Drive-Through Lanes: Drive-through or drive-in lanes are not allowed within the build-to line or in front of any building; they must be located to the side or rear of a building. This does not pertain to driveways.
2. Adequate stacking distance shall be provided, as determined by the City Engineer, which does not interfere with other driving areas, parking spaces, or sidewalks.
3. Electronic speaker devices, if used, shall not be audible beyond the property being served and shall not be operated between the hours of ten (10:00) P.M. and seven (7:00) A.M.
4. Screening shall be provided of automobile headlights in the drive-through lane to adjacent properties. Such screening shall be at least three feet (3') in height and fully opaque, consisting of a wall, fence, dense vegetation, berm, or grade change.
5. A bypass lane shall be provided for each drive-through use, allowing cars to leave the drive-through lane from the stacking area.

- C. Funeral Homes and Mortuaries
 - D. Health clubs and fitness centers less than 5,000 square feet in size.
 - E. Museum
 - F. Nursing Home
 - G. Theatre
- Subd. 7. Interim Uses
- A. Farmers Market
 - B. Street Vendors
 - C. Other uses as approved by the City Council
- Subd. 8. Uses by Administrative Permit.
- A. Essential Services, as allowed by Section 1030.090.
- Subd. 9. Area Requirements. The following minimum requirements shall be met in the DMU district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts) and the Design Guidelines (Appendix A and B):

Minimum lot area	20,000 sq. ft.
Minimum lot width	NA
Minimum lot depth	NA
Principal Structure build-to lines:	
From County Road 116	100 feet (minimum)
Front, From all other streets	15 feet (maximum)
Side	None
Rear	None
Adjacent to Residential	10 feet (minimum)

(Ord. 319, passed 05-26-16, Ord. 389, passed 02-28-19)

1040.135 – GENERAL MIXED USE (GMU) DISTRICT

Subd. 1. Purpose. The purpose of the General Mixed Use District (GMU) is to provide an area for compact, inter-connected, walkable, mixed-use development along key community corridors and to support high quality development and site flexibility due to the unique site conditions in these areas. The mixture of land uses within the district is essential to establishing the level of vitality and intensity needed to support retail and service uses. A combination of retail, office, service and residential uses are encouraged although not required. Buildings may also be entirely one use. The placement of the building and the relationship of the building, parking, landscaping, and pedestrian spaces is essential to creating the pedestrian-friendly environment envisioned for the GMU District. The standards in this Section are reinforced within the Design Guidelines contained in Appendix A. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

The General Mixed Use District applies to those properties classified as Mixed Use on the 2034 Future Land Use Plan and adjacent to County Road 30. The character of the General Mixed Use District shall reflect high quality design due to the high visibility of these areas at the gateway to the City at County 30. Although development in this mixed-use district will be more auto-oriented in design than the Downtown Mixed Use District, pedestrian connections and amenities will still be required to provide connections to existing and future planned areas, sidewalks and trails and to provide for safe pedestrian circulation within the site. Landscaping, and architectural details shall be used to unify sites within the General Mixed Use District.

- Subd. 2. Permitted Uses.
- A. Bakery, retail.
 - B. Banks, savings and loans, credit unions and other financial institutions without drive-through.
 - C. Barbers, Beauty Shops and similar personal service uses.
 - D. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - E. Copy/print shop.
 - F. Day Care Facilities, State licensed, as defined by statute.

- G. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
- H. Dwelling, Multiple Family with a minimum density of 10 units per net acre, which may include units combining living and working space within the unit, if all units on the same floor of a building are the same.
- I. Hotel, inns and bed and breakfast establishments.
- J. Offices, medical and professional.
- K. Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through).
- L. Restaurants and cafes (without drive-through).
- M. Taverns.

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.
- C. Day Care Facilities, County licensed, 12 or fewer individuals.
- D. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
- E. Outdoor seating accessory to a restaurant.
- F. Public open space plaza, square or other related uses.
- G. Structured parking.

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

- A. Assisted living facility
- B. Drive-through businesses, subject to the standards outlined in Section 1060.060, Subd. 12.
- C. Funeral Homes and Mortuaries.

D. Health clubs and fitness centers

E. Motor Fuel Stations.

F. Museum.

G. Nursing Home.

H. Places of Worship/Assembly.

I. Schools, Private.

J. Educational facilities, K-12.

L.

J-K. Theatre.

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

A. Farmers Market

B. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

A. Essential Services, as allowed by Section 1030.090.

B. Seasonal Outdoor Retail Sales.

1. Seasonal outdoor retail sales shall not exceed a combined total of 120 days in any 12-month period. Outdoor retail sales shall not occupy an area exceeding 10 percent of a lot's area, and shall meet all yard setback requirements.
2. Where seasonal outdoor retail sales are conducted in a parking lot, they shall be confined to a defined area, and not be allowed to obstruct access of emergency vehicles or pose a traffic safety problem. Temporary fencing or other suitable mechanisms shall be used to delineate the sales area and provide for pedestrian safety.

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3. Where tents, temporary green houses, or similar structures are used to store, and/or display merchandise, they shall be anchored to provide a wind-load resistance of 40 miles per hour.
- C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Site Design.

- A. Structures shall be oriented and consolidated to complement existing, adjacent development to create a coordinated and visually attractive mixed use setting throughout the district.
- B. Site planning shall respect the relationship of the site to the existing and proposed buildings and streets and major roadways.
- C. Commercial parking lot design shall include provisions for cross easements and stubbed access drives to the property line for the use of adjacent properties so that residents and customers do not need to return to the public street system to access adjacent developments.
- D. Buildings shall have a clearly defined primary pedestrian entrance at street level.
- E. Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge, or a combination of these elements to a minimum height of 2 ½ feet and a maximum height of 3 ½ feet above the level of the parking lot at the build to line.
- F. Drive-through or drive-in lanes are not allowed within the front of any buildings. They must be located to the side or rear of a building.
- G. Maximum impervious coverage. The total lot coverage shall not exceed 80% impervious.

Subd. 8. Parking Requirements

- A. At least 50% of the required parking for residential units in the GMU district shall be provided in structured parking or in enclosed garages. The residential parking spaces shall be specifically reserved for the use of residents and visitors only, separate from any commercial, office or other uses on-site or nearby and shall not be counted as part of any shared parking or joint parking arrangement.
- B. Parking for non-residential uses shall meet with requirements in Section 1060.060 but may include reductions for shared parking arrangements, if appropriate, as determined by the City Council. Any shared parking arrangements must be fully connected and in reasonable proximity to each use.

Subd. 9. Building Design Requirements. To maintain the character of the GMU District, any construction is subject to the following standards to reflect

the character of the District. The design standards are explained in further detail and illustrated in the City Design Guidelines in Appendix A.

- A. All new building fronts (single story or multi-story) shall include a minimum of four (4) of the following elements:
 - 1. Architectural detailing, such as cornice, awning, parapet, or columns;
 - 2. A visually pleasing primary front entrance that, in addition to doors, shall be accented a minimum of one hundred fifty (150) square feet around the door entrance for single occupancy buildings and a minimum of three hundred (300) square feet total for the front of multi-tenant buildings (this area shall be counted as one element). Entrances shall be clearly articulated and obvious from the street;
 - 3. A minimum of thirty (30) percent window coverage on each front that faces a street;
 - 4. Contrasting, yet complementary material colors;
 - 5. A combination of horizontal and vertical design features;
 - 6. Irregular building shapes;
 - 7. Other architectural features in the overall architectural concept.
- B. Multi-story buildings shall have the ground floor distinguished from the upper floors by having one or more the following:
 - 1. Awning
 - 2. Trellis
 - 3. Arcade
 - 4. Window lintels
 - 5. Intermediate cornice line
 - 6. Brick detailing such as quoins or corbels
- C. Residential Uses on First Floors: Whenever residential uses are included on the first floor of a building the first floor elevation shall be raised above the sidewalk elevations immediately adjacent to the front

of the residential unit to ensure the residential unit is separated from the public space. In addition, each first floor unit must have an individual private entrance at the street level with private courtyard enclosure.

- D. Façade Articulation. Any exterior building wall adjacent to or visible from a public street, public open space, or abutting property may not exceed forty feet (40') in length without significant visual relief consisting of one or more of the following:
1. The facade shall be divided architecturally by means of significantly different materials or textures, or
 2. Horizontal offsets of at least four feet (4') in depth, or
 3. Vertical offsets in the roofline of at least four feet (4'),
 4. Fenestration at the first floor level which is recessed horizontally at least one foot (1') into the facade.
- E. Accent Materials: Accent materials shall be wrapped around walls. Accent material shall consist of materials comparable in grade and quality to the primary exterior material. Such materials may include glass, prefinished decorative metal and fiber cement trim within soffit and fascia areas.
- F. Major exterior materials of all walls including face brick, stone (natural or cultured), glass, stucco, synthetic stucco (EIFS), fiber cement vertical panel siding, architectural concrete and precast panels shall be acceptable as the major exterior wall surface when they are incorporated into an overall design of the building. Major materials must cover at least 60% of the exterior.
- G. Restricted Exterior Materials: Unadorned pre-stressed concrete panels, whether smooth or raked, non-decorative concrete block, sheet metal, unfinished metal and/or galvanized and unfinished aluminum surfaces (walls or roofs) shall not be used as exterior materials. This restriction shall apply to all principal structures and to all accessory buildings except those accessory buildings not visible from any property line. No more than twenty five percent (25%) of any exterior wall on a building shall be fiber cement siding, wood or metal accent material.
- H. Building Roofs. Mansard or mansard style roofs are not permitted except for mansard style cornices. Acceptable designs include flat,

pitched or curved. Building roof styling shall incorporate a minimum of one (1) of the following elements:

1. Parapets or cornices;
2. Varying building height and variety of roof lines.

Subd. 10. Screening

- A. Rooftop mechanical equipment. The view of all rooftop equipment and related piping, ducting, electrical and mechanical utilities abutting a street on buildings shall be screened from the ground level view. Screening may include parapet walls, penthouses, or other architecturally integrated elements. Wood fencing or chain link with slats shall not be used for screening. A cross-sectional drawing shall be provided that illustrates the sight lines from the ground level view.
- B. Screening adjoining residential use. Wherever a GMU District abuts, or is across the street from an Residential District, a berm, fence or screening consisting of compact evergreen trees or hedge or a combination thereof, not less than eighty percent (80%) opaque at time of installation, nor less than six feet (6') in height, except adjacent to a street where it shall be not less than three feet (3') nor more than four feet (4') in height shall be erected or installed and maintained. All screening shall comply with this Chapter.
- C. Ground Mechanical Equipment. Ground mechanical equipment shall be one hundred percent (100%) screened from contiguous properties and adjacent streets by opaque landscaping, or screen wall compatible with the architectural treatment of the principal structure.
- D. Trash enclosure service structure: All exterior trash enclosures or other accessory structures shall be constructed of the same materials and colors as the principal building.

Subd. 11. Exterior storage.

- A. All exterior storage of material and equipment related to, located on, and used by any business or other nonresidential use shall be stored within a building or fully screened so as not to be visible from streets, highways, or neighboring property.

Subd. 12. Landscape Design.

- A. In addition to the landscape requirements in Section 1030.16 of this Chapter, plant materials shall be used to create a unified and attractive mixed use environment.
- B. Planting areas should be located and designed to avoid visual interference with public signage and private commercial communication.
- C. Plant materials shall be arranged to provide focal points on the site, and concentrated to signify key site locations such as the primary building entrance, site entrance, around signage, along pedestrian walkways, and along the perimeter of the building.

Subd. 13. Area Requirements. The following minimum requirements shall be met in the GMU district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	25,000 square feet
Minimum lot width	150 feet
Minimum lot depth	NA
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	25 feet
Side	None
Rear	None
Adjacent to Residential	35 feet
Maximum Principal Building Height	35 feet at the minimum setbacks but may be increased up to a maximum of 50 feet with increased setbacks at a rate of 1 foot additional height for every 5 feet in additional setback.
Maximum Impervious Surface Coverage	80%

*Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification map](#) in the [20302040 Comprehensive Plan](#).

(Ord 348, passed 05-25-17, Ord. 389, passed 02-28-19)

1040.140 – PUD (PLANNED UNIT DEVELOPMENT)

- Subd. 1. Purpose. The purpose of the PUD, Planned Unit Development District, is to promote creative and efficient use of land by providing design flexibility in the development of residential neighborhoods and/or nonresidential areas that would not be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity.
- Subd. 2. Intent. The intent of this district is to:
- A. Provide for the establishment of PUD districts in appropriate settings and situations to create or maintain a development pattern that is consistent with the City’s Comprehensive Plan.
 - B. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under the existing zoning and subdivision regulations.
 - C. Provide for variations to the strict application of the land use regulations to improve site design and operation, while at the same time incorporating design elements, e.g. construction materials, landscaping, lighting, etc., that exceed the City’s standards to offset the effect of any variations.
 - D. Promote more creative and efficient approach to land use within the City, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the City.
 - E. Preserve and enhance natural features and open spaces.
 - F. Maintain or improve the efficiency of public streets and utilities.
 - G. Ensure appropriate transitions between differing land uses.
- Subd. 3. Application. A PUD district shall not be established for parcels guided in the Comprehensive Plan for Rural/Ag Residential and Rural Service/Commercial, except where allowed for an Open Space Preservation Plat. It will be used in areas guided Mixed Use or Mixed Residential on the Land Use Plan and in other areas where the City finds that the proposal meets the intent of this district.
- Subd. 4. Allowed Uses. All permitted uses, permitted accessory uses, conditional uses, and interim uses contained in the underlying zoning districts shall be treated as potentially allowable uses within a PUD district.

Subd. 5. Lot Dimensions, Setbacks and Building Heights. The various lot width, lot area, setback and height regulations of the underlying zoning district shall be considered presumptively appropriate, but may be departed from to accomplish the purposes described in this Section.

Subd. 6. Processing Procedures. The general sequence for application, review and action on a PUD shall be according to the following procedures:

A. Pre-application Conference

Prior to filing of an application or submittal of a sketch plan the applicant shall arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area and its conformity to the provisions of this district prior to incurring substantial expenditures in the preparation of plans, surveys, and other data.

B. PUD Sketch Plan

Prior to filing a preliminary PUD development plan application, the applicant shall submit a sketch plan of the project to the Zoning Administrator prior to submission of a formal application. The Zoning Administrator shall refer the sketch plan to the City Council for discussion, review and informal comment. Any opinions or comments provided to the applicant shall be considered advisory only and shall not constitute a binding decision on the request.

The purpose of the sketch plan is to inform the City of the applicant's intentions and to inform the applicant as to the general acceptability of the proposal before extensive costs are incurred.

The PUD Sketch Plan shall be conceptual in nature but shall be drawn to scale and shall contain at a minimum the following:

1. Location map showing the location within the City and more detailed locations on half-section plat maps showing all perimeter property lines.
2. Aerial photograph of the area.
3. General location of all identified natural resources and wetland inventories on and abutting the premise.
4. General location of existing and proposed structures.

5. Tentative access, circulation and street arrangements, both public and private.
6. Amenities to be provided such as recreational areas, open space, walkways, parking, landscaping, etc.
7. A representative example of the style of structures to be constructed.
8. Proposed public sanitary sewer, water and storm drainage.
9. A general statement of concept, identifying the intent of the project and compatibility with the surrounding area.
10. Extent of and any proposed modifications to land within the Overlay Districts as described and regulated in Section 1050.
11. Any other items as may be deemed necessary by City staff.

(Ord. 286, passed 9-25-14)

C. Preliminary PUD Development Plan

The purpose of the preliminary PUD development plan is to establish the intent, density, and intensity of the proposed development. Upon receipt of the complete application for rezoning to PUD and the preliminary PUD development plan, the item shall be scheduled for a public hearing at the Planning Commission. The Planning Commission shall conduct a public hearing in accordance with the provisions of the City's Code. Upon due consideration, the Planning Commission shall make a recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the rezoning request and preliminary PUD development plan. At this meeting the City Council shall receive the recommendation from the Planning Commission and a report from the City Staff. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If a preliminary development plan has been denied by the City Council, the owner or applicant may not reapply for the same or similar on the same property for a six (6) month period following the date of the denial.

D. Final PUD Development Plan

The applicant shall submit a final PUD development plan to the City. The Planning Commission shall review the final plan in accordance with the provisions of this Section. The Planning Commission shall review the application to ensure that the proposed final PUD development plan is in substantial conformance with the approved preliminary PUD development plan. Upon due consideration the Planning Commission shall make their recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the final development plan. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If the applicant desires, and the City Council concurs, the preliminary and final development plans may be processed concurrently, provided all items required for both applications are submitted.

The rezoning of the property defined in the development plan shall not become effective until such time as the City Council approves an ordinance reflecting said amendment, which shall take place at the time that the City Council approves the final development plan.

Subd. 7. Required Findings. The Planning Commission and the City Council shall find the following prior to the approval of a preliminary development plan or final development plan:

- A. The planned development is not in conflict with the Comprehensive Plan.
- B. The planned development is not in conflict with the intent of the underlying zoning district.
- C. The planned development is not in conflict with other applicable provisions of the City's Zoning Ordinance.
- D. The planned development or unit thereof is of sufficient size, composition, and arrangement that its construction, marketing, and/or operation is feasible as a complete unit without dependence upon any other subsequent unit or phase.
- E. The planned development will not create an excessive burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the planned development.
- F. The planned development will not have an undue and adverse impact on the reasonable enjoyment of the neighborhood property.

G. The quality of the building and site design proposed by the PUD plan shall substantially enhance the aesthetics of the site, shall demonstrate higher standards, more efficient and effective uses of streets, utilities and public facilities, it shall maintain and enhance any natural resources within the development, and create a public benefit that is greater than what would be achieved through the strict application of the primary zoning regulations.

Subd. 8. Preliminary Development Plan Content. The intent of the preliminary development plan is to allow City review of site plan and general development issues, without the need for detailed architectural plans. The applicant shall submit preliminary development plans which include the following:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1" = 100' scale which indicates topography in two-foot contours; building outlines; location of significant vegetation; water bodies and wetlands; location of streets, drives and parking areas; and other significant features.
- C. A site plan showing all proposed structure and building locations including signs. Plans shall note structure height, general architectural design features and anticipated exterior materials.
- D. A preliminary circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access and screening for receiving material and trash removal.
- E. Preliminary drainage, grading, utility and erosion control plans.
- F. A concept landscaping plan illustrating preservation of existing vegetation, and new landscaping and buffer areas.
- G. A written report which describes the proposed uses, indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, and statement of which primary zoning district provisions are being modified by the planned development.
- H. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of "Commercial" guiding and three acres of "Medium Density Residential" guiding could be developed with 70

percent of the land area commercial and 30 percent of the land area at the Medium Residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.

- I. Any other information deemed necessary by the City Staff in order to evaluate plans.
- J. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- K. Five copies of the above information shall be submitted on 24 x 36 inch sheets.
- L. For City initiated rezonings to Planned Unit Development District, the preliminary development plan may consist of any information deemed necessary to identify and protect the public interest.

Subd. 9. Final Development Plan Content. The final development plan shall include all of the information required for submission of the preliminary development plan plus architectural plans, detailed site, landscaping, grading and utility plans and all additional information which was requested by the planning commission as a result of its review of the preliminary plan. The final plan shall incorporate all recommendations of the planning commission and City Council, or shall indicate how the final plan fails to incorporate the commission's recommendations. The final plan shall also include and reflect all changes in preliminary plan data since the submission of the preliminary plan. The applicant shall submit final development plans which include the following information:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1"=100' scale which indicate topography in two-foot contours; building outlines; location of significant vegetation; location of streets, drives and parking areas; and other significant features.
- C. Detailed drawings of all proposed structure elevations, including scaled elevations and exterior building materials of all buildings and signs. Samples of all proposed materials which will be used on the exterior of structures may be required with the elevation drawings.
- D. Proposed floor plans for all floor levels of multi-family and non-residential buildings, including locations of electrical, mechanical and

gas metering equipment, and storage areas for trash and recyclable materials.

- E. A landscape plan indicating tree, shrub and ground cover species, size, provisions for plant material watering.
- F. A final circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access for receiving and trash/recycling removal.
- G. A lighting plan showing foot-candle levels, luminaire location, fixture type and height.
- H. Rooftop equipment and screening plan and elevation drawings of rooftop equipment and screening of views from adjacent streets and property.
- I. A final drainage, grading, utility, and erosion and sedimentation control plan. Such plans shall comply with the requirements of this Ordinance.
- J. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- K. A written report which completely describes the proposal and indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, describes any changes from the approved preliminary development plan, and statement of which primary zoning district provisions are being modified by the planned development.
- L. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of "Commercial" guiding and three acres of "Urban Residential" guiding could be developed with 70 percent of the land area commercial and 30 percent of the land area at the urban residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.
- M. Any other information deemed necessary by the City Staff in order to evaluate plans.

- N. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- O. Five copies of the above information shall be submitted on 24 x 36 inch sheets.

Subd. 10. Performance Guarantees

- A. The City Council shall require the owner and developer of a PUD to execute a development agreement which may include, but not be limited to, the approved development plan, conditions of approval, association and maintenance agreements, and a time table for construction.
- B. The City Council shall require an applicant for PUD rezoning/development plan to provide a financial guarantee in accordance with Section 1070.050 of this Chapter to insure that the development will be executed in performance with the approved final PUD development plan.
- C. The City Council is empowered to require that all required improvements be constructed and completed prior to the issuance of any occupancy permits.
- D. Construction of each PUD development shall be commenced within one year after the effective date of the PUD rezoning by the City Council. Upon good cause shown, the City Council may extend the time for one additional year. If construction is not commenced within these time periods, any building permits issued for the PUD shall be void and the Planning Commission may initiate proceeding to rezone the subject property.
- E. Any building permit issued for construction pursuant to PUD rezoning shall be valid only so long as there is compliance with the final development plan as accepted by the City Council.

Subd. 11. Changes To Final Development Plans. Minor changes to final development plans adopted by the City Council may be approved by the City Administrator, provided that the changes do not involve the following:

- A. Increase in floor area of structures or number of dwelling units.
- B. Change in exterior building material.
- C. Alteration of any condition attached or modification to the final development plan made by the City Council.

D. A major change to a final development plan which is at variance with any standards of the City Code or is less restrictive than any conditions of approval for the initial final development plan, shall require approval by a majority vote of all members of the City Council.

(Ord 348, passed 05-25-17, Ord. 378, passed 09-13-18)

1040.145 – PI (PUBLIC/INSTITUTIONAL)

- Subd. 1. Purpose. The purpose of the PI district is to provide a zoning district specifically for uses oriented to the general public and semi-public uses. This district is unique in that it generally provides services to the public rather than a sale of goods. Uses within this district will generally be compatible with adjacent uses and will have access from an arterial or collector road. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.
- Subd. 2. Permitted Uses.
- A. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - B. Day Care Facilities, State licensed, as defined by statute.
 - C. Educational facilities, K-12.
 - D. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
 - E. Places of Worship/Assembly.
- Subd. 3. Accessory Uses.
- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.
 - D. Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.
- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
- A. Cemeteries and Memorial Gardens.
 - B. Community Centers.
 - C. Day Care, Commercial, accessory to permitted uses in this district.

- D. Funeral Homes and Mortuaries.
- E. Golf Courses and other outdoor recreational facilities of a commercial nature.
- F. Hospitals, nursing home and similar care facilities.
- G. Offices, medical and professional.
- H. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.
- I. Trade Schools, Seminaries and other Higher Education Facilities

Subd. 5. Interim Uses. The following are interim uses, subject to the conditions outlined in Section 1070.030 of this Ordinance and the specific standards and criteria that may be cited for a specific use:

- A. Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.

Subd. 6. Uses by Administrative Permit.

- A. Accessory buildings and structures for a use accessory to the principal commercial or business use provided such structure does not exceed 30 percent of the gross floor space of the principal use.
- B. Essential Services, as allowed by Section 1030.090.
- C. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.

Subd. 7. Area Requirements. The following minimum requirements shall be met in the PI district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area:	10 acres
Minimum lot width	200 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	50 feet
Rear	50 feet

Maximum Principal Building Height	45 feet
Maximum Impervious Surface Coverage	70%

**Major Roadways are Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways as shown on the [20302040 Roadway Functional Classification](#) map in the [20302040 Comprehensive Plan](#).
(Ord 348, passed 05-25-17, Ord. 365, passed 06-28-18, Ord. 389, passed 02-28-19)*

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	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Educational facilities K-12			X	X	X	X	X	X							X		X		
Places of worship/assembly		X	X	X	X	X	X	X		X			X		X				
Residential facility 7-16 license by state			X	X	X		X	X											
Daycare facilities accessory to educational facilities or places of worship/assembly	X				X	X	X	X											

Allowed but recommended for removal

X

Allowed, recommended to continue

X

Not allowed, recommended to allow





























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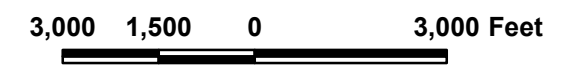


CITY OF CORCORAN

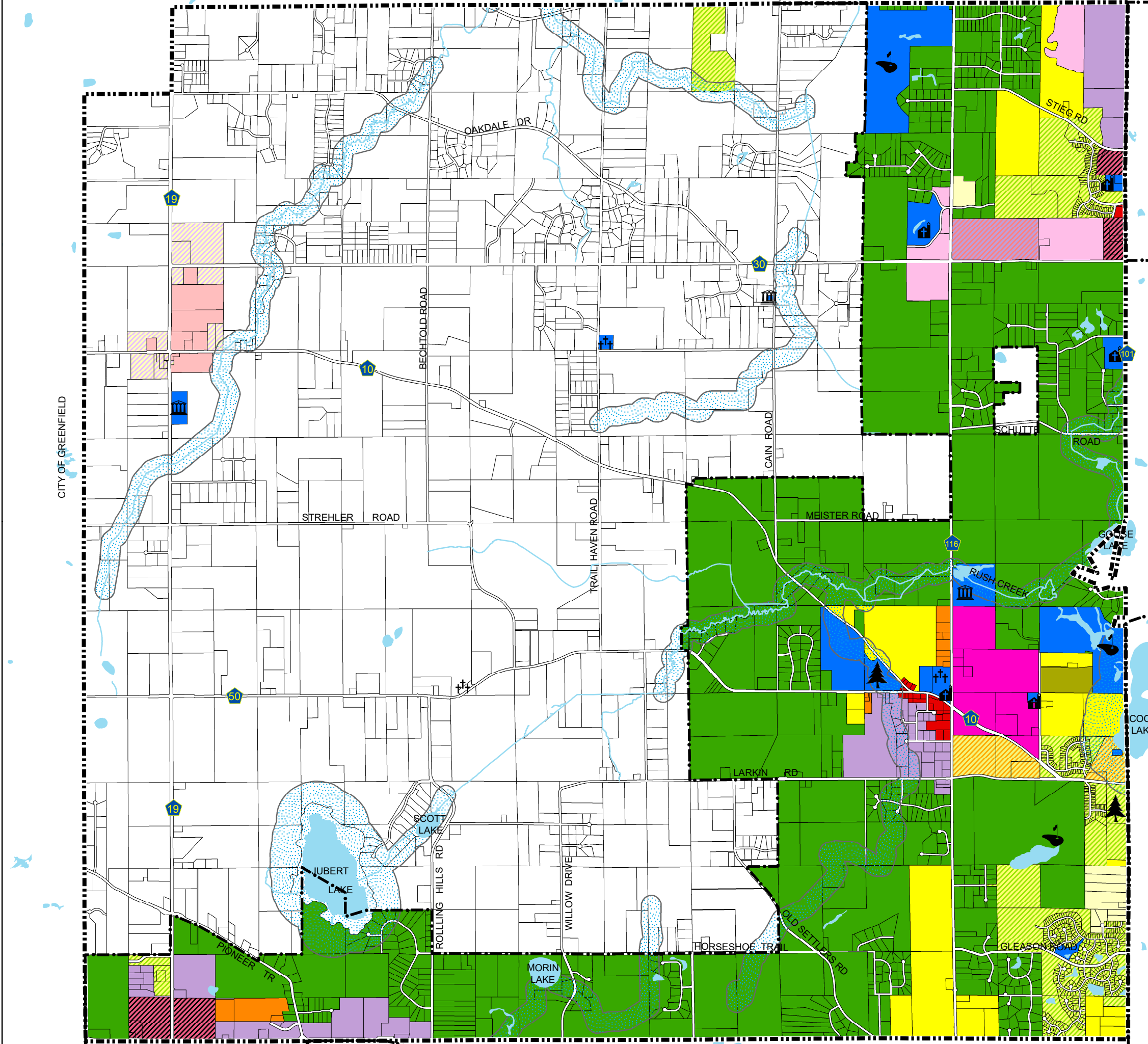
Official Zoning Map

Zoning Districts:

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



Updated September 2020
Adopted June 2011



CITY OF GREENFIELD



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TO: Corcoran City Council
FROM: Kendra Lindahl, Landform
DATE: October 15, 2020 for the October 22, 2020 City Council Work Session
RE: Consideration of an Ordinance Amendment to Address Non-Residential Uses in the Residential Zoning Districts
REVIEW DEADLINE: NA

1. Request

The Council asked staff to prepare information for consideration of an ordinance amendment to limit structure size in the residential zoning districts.

2. Background

Council asked staff to present options for possible changes to the City Code to address non-residential uses in residential zoning districts. At the July 23, 2020 City Council meeting, staff provided preliminary research on how different cities address these types of uses and provided options for how the Council could continue to allow a full range of appropriate uses in residential districts.

There were public comments asking that the Council only allow places of worship/assembly in the Public/Institutional district and require a rezoning for each application.

The Council discussed the possibility of considering different standards for these types of uses in the urban and rural areas. Council members also discussed a desire to use performance standards to manage the impact of these types of uses in residential districts. These issues are discussed in this staff report.

3. Analysis

Staff prepared a table summarizing the uses allowed in each district. This Use Matrix is attached to the staff report. The analysis was valuable as it showed which uses are allowed in each district and identified some inconsistencies in how the different assembly uses are treated.

What are Places of Assembly?

The current ordinance defines Places of Worship/Assembly as “*Any place of worship, including any church, synagogue, temple, mosque, or other building or facility, primarily engaged in religious worship. The term does not include uses, such as schools, recreational facilities, day care or child care facilities, kindergartens, dormitories, or other facilities, for temporary or permanent residences, which are connected or related to the worship facility or the principal buildings on the site, or are located on the*

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same site, even if the curriculum or services offered as part of such use includes religious services and/or training.” This definition specifically excludes certain assembly uses like schools.

While staff believes it may be valuable to separate some types of assembly in the definitions if the Council wishes to adopt performance standards that vary for the types of assembly, there is case law to suggest that anywhere places of assembly for things like schools, private clubs, etc. are allowed, places of worship must also be allowed.

The first 10 items on the use matrix are all different types of places of assembly:

1. Places of Worship/Assembly.
2. Community Centers
3. Conference centers and reception halls.
4. Educational facilities, K-12.
5. Public and Private Clubs and Lodges.
6. Schools, Private
7. Schools, leasing space
8. Technical, vocational, business and college/university satellite facilities/schools.
9. Theatre
10. Trade Schools, Seminaries and other Higher Education Facilities

As part of the comprehensive Zoning Ordinance updated identified as a Comprehensive Plan implementation goal, staff recommends that this list of assembly uses be updated and refined along with the other uses identified in the ordinance.

Can the City permit Places of Assembly only in the Public/Institutional district?

It was suggested that places of worship/assembly only be allowed in the P-I zoning district. Staff has consulted with the City Attorney on this issue and we do not recommend limiting Places of Worship to the Public Institutional (P-I) district only. We believe that this would be inconsistent with the Religious Land Use and Institutionalized Persons Act (RLUIPA), which requires places of worship to be treated similar to other institutional and assembly uses. RLUIPA is founded on the Constitutional principal that “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof ...” and adopted protections for places of worship. Limiting places of worship to the P-I district raises two primary issues:

1. If places of worship are only allowed in the P-I district and no vacant land is currently zoned P-I, it could be argued that this places a substantial burden on these uses by requiring every application to rezone property, which is something that is not required for other similar uses.
2. The ordinance allows other types of assembly uses in a variety of other zoning districts and it could be argued that treating this type of assembly use differently than other uses that are permitted is discriminatory and in violation of the "equal terms" provision of RLUIPA, which provides that: "No government shall impose or implement a land use regulation in a manner that treats a religious assembly or institution on less than equal terms with a nonreligious assembly or institution.



Staff recommends that the Council identify zoning districts that are appropriate for assembly uses and consider adopting additional performance standards to address potential conflicts with adjacent uses.

Where should Places of Assembly be Allowed?

The City Code allows different types of places of assembly in different districts. As noted earlier, some effort to better align like uses in the districts for consistency should be part of an ordinance update (this goes beyond just the assembly uses—our use matrix shows a few other areas where some consistency updates are needed), but for the purposes of this discussion, staff focused on the non-residential uses allowed in residential districts.

The City allows places of worship/assembly in all residential districts except UR (Urban Reserve), MP (Manufactured Home Park) and TCR (Transitional Rural Commercial). Education facilities (K-12) are permitted in all residential districts except UR, RR (Rural Residential), MP and TCR. Staff notes that there are some assembly uses that are allowed in C-1, BP, I-1 and DMU, but where places of worship are excluded. This could be problematic unless the City establishes specific defensible standards for why places of worship cannot be allowed in areas where other assembly uses are permitted. As noted earlier, we recommend addressing this with the larger ordinance update.

Most cities surveyed do allow places of worship/assembly in residential areas and these non-residential uses frequently come into cities after homes are built because the new homes drive demand for these services. It is true that churches and schools today are often larger than they were 50 years ago. Originally, churches and schools were built to serve the immediately adjacent neighborhoods and many people walked to the facility. While school districts still locate schools to serve a geographic area, that area is significantly larger and most students do not walk to school. Similarly, with easy transportation access, churches serve a much larger geographic area.

Can we limit the Size of Places of Assembly?

While it is difficult to find any empirical data regarding the size of new churches and schools, staff did evaluate some facilities in the area simply as a point of reference. It is important to understand the size of typical facilities when considering performance standards.

Places of Worship/Assembly

Staff was unable to identify a central data source for places of worship/assembly like MDE provides for schools. Places of worship/assembly have been evaluated based on information that is available online and approximate building area calculated using tools available on County GIS websites and CAD.

School	Building Footprint*	Built	Surrounding Uses
Church of the Open Door	61,557 sq. ft.	2001	Residential
Grace Free Lutheran Church	58,797 sq. ft.	2004	Commercial, Places of Assembly, Residential
Plymouth Covenant Church	36,669 sq. ft.	Unknown	Commercial, Places of Assembly, Residential, School
Advent Lutheran Church	32,368 sq. ft.	1968	Commercial, Places of Assembly, Residential, School



Hindi Temple of Minnesota	36,653 sq. ft.	2005	Agricultural, Residential
<i>*Exact data is not available for churches. Square footage estimated from GIS measuring tools and only includes the building footprint.</i>			

The average square footage of the places of worship/assembly listed above is 45,209 sq. ft.

Schools

School size was gathered from data the Minnesota Department of Education (MDE) has available on their website. Data was gathered based on the 2020 fiscal year. The following schools were specifically included because they are part of one of the five school districts in Corcoran or because they are near Corcoran and would be familiar to City Council members. The table below summarizes the data for each of these schools:

School	Square Footage	Built	Expansions	Surrounding Uses
Rockford Magnet Elementary School	147,000 sq. ft.	2002	-	Agricultural, Place of Assembly, Residential
Rockford Middle School	110,500 sq. ft.	1959	1979, 1992	Commercial, Park, Place of Assembly, Residential
Rockford High School	215,000 sq. ft.	1975	1992, 2002, 2014	Agricultural, Place of Assembly, Residential
Rogers Elementary	88,839 sq. ft.	1968	1973, 2000, 2004, 2017	Place of Assembly, Residential
Rogers Middle School	143,727 sq. ft.	1998	2004	Commercial, Park, Residential, School
Rogers High School	301,258 sq. ft.	2003	2016, 2017	Commercial, Park, Residential, School
Providence Academy	119,943* sq. ft.	Unknown	Unknown	Industrial, Parks, Residential
Ave Maria Academy	34,547* sq. ft.	2013	Unknown	Public, Residential
Heritage Christian Academy	58,797* sq. ft.	2003	Unknown	Commercial, Places of Assembly, Residential
Basswood Elementary	102,648 sq. ft.	1995	2002	Commercial, Places of Assembly, Residential
Rush Creek Elementary	102,648 sq. ft.	1995	2002	Parks, Residential
Woodland Elementary	101,555 sq. ft.	2002	-	Commercial, Parks, Places of Assembly, Residential
<i>*MDE does not provide data for private schools. Square footage estimated from GIS measuring tools and only includes the building footprint.</i>				

The data for the size of elementary, middle and high schools was compiled from the table above and averaged in the table below:



School Types*	Average Square Footage
Elementary Schools	108,538 sq. ft.
Middle Schools	127,114 sq. ft.
High Schools	258,129 sq. ft.
<i>*Schools that were combinations of elementary middle or high schools were not included in the calculations of average school size.</i>	

Limitations on building size would likely need to apply to all non-residential uses in these districts in order to comply with the Religious Land Use and Institutionalized Persons Act (RLUIPA), which requires places of worship to be treated similar to other institutional and assembly uses. Any restriction on places of worship would require similar conditions on schools in these districts. The Council should consider whether size limits on churches and schools would further a compelling government interest that could not be addressed in a less burdensome manner. If the Council has specific concerns, it may be possible to address them with performance standards other than building size.

While there are a few commercial districts in Corcoran where the size of a building is limited, staff believes that those relate to very specific types of uses and are consistent with the district purpose. However, the numbers are somewhat arbitrary and staff generally recommends the use of performance standards (such as setbacks, architectural treatment, landscaping) to address the size concerns:

1. In the CR (Rural Commercial) District, “Commercial recreation and entertainment (not to exceed 5,000 square feet)” is a conditional use.
2. In the C-1 (Neighborhood Commercial) District, “Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through and not to exceed 50,000 square feet)” is a conditional use.
3. In the C-2 (Community Commercial) District, “Grocery Stores (not to exceed 50,000 square feet)” is a permitted use.

The 2040 Comprehensive Plan includes a number of implementation steps and staff recommends review these commercial building limits as part of the Land Use implementation item #6 to “*Review and update zoning districts with associated uses and all site and design requirements.*”

Overall, places of worship/assembly appear to have been increasing in size since the mid-20th century. However, to select a maximum building size limit for places of worship/assembly and schools is difficult to do using empirical data. For example, if a 50,000 sq. ft. size limit were to be established, you would need to provide data to show that a 49,999 sq. ft. building is appropriate but a 50,000 sq. ft. building is not. Staff does believe that an arbitrary size limit really addresses concerns raised by the Council and the public.

Performance Standards

Staff recommends continuing to allow places of worship/assembly and education facilities in the residential districts, but consider adding performance standards to ensure appropriate transitions to adjacent homes.



It is unusual for cities to limit the size of non-residential buildings in residential districts. A preliminary review several Minnesota communities and some other cities that were noted for establishing good performance standards found that none restrict the square footage of structures to a maximum size. Many of the cities had no specific performance standards for either schools or places of worship/assembly. Those that did generally said access needed to be on a collector or arterial street and sometimes increased the setback (50 foot minimum setback was typical) or limited impervious surface (60-70% of the lot area typical).

The table below provides a summary of how different cities process applications for places of worship/assembly in residential districts:

City	Permitted Use	Conditional Use	
			With Specific CUP Use Standards
Blaine		x	no
Brooklyn Center		x	no
Brooklyn Park		x	yes
Duluth	x (50,000 sq. ft. or less)	x (50,000 sq. ft. or more)	yes
Greenfield		X	no
Hugo		x	yes
Maple Grove		x	yes
Maplewood		x	no
Medina		X	yes
Minnetonka		x	yes
Otsego		x	yes
Plymouth		x	no
Rogers	x		no
White Bear Lake		x	yes
Charlotte, NC	x		yes

The City of Corcoran typically manages building massing through a combination of setback and height requirements. The required parking, landscaping and stormwater ponds also limit developable area on parcels to help manage building size.

We did not find any examples that limited building size, but we did find cities that adopted performance standards. As noted in the table above, nine of the 15 cities surveyed allows places of worship/assembly in the residential districts with adopted performance standards.

Any Zoning Ordinance amendment needs to be reasonably related to the purpose and intent of the Code. Any change should be based on an identified problem preventing us from meeting the purpose of the Code and amendment made to resolve the identified problem.



Suggested Performance Standards

For example, Medina allows churches as a conditional use in the Suburban Residential district, the Urban Residential district and the Multi-Family Residential districts, subject to the following standards (and similar standards for schools):

1. *located with direct access to a collector or arterial roadway as identified in the comprehensive plan;*
2. *buildings set back a minimum of 50 feet from all property lines;*
3. *parking areas set back a minimum of 50 feet from all property lines;*
4. *no more than 50 percent of the site to be covered with impervious surface and the remainder to be landscaped or left in a natural state;*
5. *exterior lighting must be designed and installed so that the globe is recessed and enclosed on all sides except the bottom and no direct light is cast on adjacent residential property or rights-of-way;*
6. *roof top or outside mechanical equipment must be screened from view from adjacent properties and rights-of-way;*
7. *any exterior storage must be screened from view with an opaque material architecturally compatible with the building;*
8. *no exterior bells or loudspeakers; and*
9. *the city council may require compliance with any other conditions, restrictions or limitations it deems to be reasonably necessary to protect the residential character of the neighborhood.*

Minnnetonka has the following standards for places of worship (and similar standards for schools):

1. *direct access limited to a collector or arterial roadway as identified in the comprehensive plan or otherwise located so that access can be provided without conducting significant traffic on local residential streets;*
2. *buildings set back 50 feet from all property lines;*
3. *parking spaces and parking setbacks subject to section 300.28 of this ordinance;*
4. *no more than 70 percent of the site to be covered with impervious surface and the remainder to be suitably landscaped; and*
5. *site and building plan subject to review pursuant to section 300.27 of this ordinance.*

The standards from these two cities reflect typical standards for communities that do adopt standards and are reasonable conditions to attach to a non-residential use in a residential district. If the Council wishes to adopt additional performance standards, staff recommends the following standards for Council consideration:

1. Access. Direct access onto a major roadway (this is defined elsewhere in the Zoning Ordinance as “Principal Arterial, A Minor Reliever, A Minor Expander and A Minor Connector Roadways”).
 - a. Council could discuss whether that means that only access to one of those streets would be allowed or that access could also be allowed on Collector or local streets. Major roadways are the roads where a 100 foot setback is required by the Zoning Ordinance, but should these types of uses also be allowed to access Collector streets like Larkin, Stieg and Hackamore? The major roadways are State and County roads, where access



is very limited; therefore staff recommends that Minor Collectors also be allowed to provide access.

2. Setbacks. Structures and parking lots shall be setback a minimum of 100 feet from all property lines.
3. Impervious Surface Coverage. A maximum impervious surface coverage of 70% shall be permitted. All other areas shall be landscaped or left in a natural state.
 - a. The Code does not currently provide impervious surface coverage limits in the residential districts, but does limit impervious surface coverage to 50% in the CR district, 70% in the BP, I-1 and P-I districts and 80% in the C-1, C-2 and GMU districts.
4. The project shall comply with all conditional use permit standards in Section 1070.020 of the Zoning Ordinance.

If performance standards are adopted for places of worship/assembly, staff recommends that similar standards be adopted for educational facilities and other assembly uses in the residential districts as well.

Conclusion

Staff believes that allowing non-residential uses in Corcoran’s residential districts is appropriate, but that the creation of more specific performance standards for individual uses may be warranted. One could argue that the Eagle Brook Church review showed that the conditional use permit standards adopted as part of the Zoning Ordinance provided the Council with the tools needed to review a request to allow a place of assembly/worship and denying such a request if the CUP standards are not met. However, providing more specific performance standards would provide residents and developers a clearer preliminary understanding of the development expectations.

A review of the options with the City Attorney leads staff to recommend adoption of performance standards to better define development expectations for non-residential uses in residential districts rather than eliminating them from residential districts or allowing them only in the P-I district.

4. Recommendation

The Council should provide direction to staff on the proposed performance standards and direct staff to prepare an update for a public hearing in January 2021.

Attachments

- a. Use Matrix
- b. Future Land Use Map
- c. Zoning Map
- d. 2040 Roadway Functional Classification Map
- e. “Zoning for Religious Institutions” article dated Fall 2009
- f. Places of Worship/Assembly and School location exhibits

City of Corcoran Zoning Ordinance Use Matrix

USE	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Places of Worship/Assembly.		C	C	C	C	C	C	C		C			C				C		P
Community Centers																			C
Conference centers and reception halls.														P					
Educational facilities, K-12.			C	C	C	C	C	C											P
Public and Private Clubs and Lodges.												P	P						
Schools, Private																	C		
Schools, leasing space														AP					
Technical, vocational, business and college/university satellite facilities/schools.														P					
Theatre																C	C		
Trade Schools, Seminaries and other Higher Education Facilities															C				C
Accessory buildings and structures for a use accessory to the principal commercial or business use provided such structure does not exceed 30 percent of the gross floor space of the principal use.										AP				AP					AP
Accessory Dwelling Unit	I	I	I	I	I	I	I			I	I								
Accessory structures as regulated by Section 1030.020 of this Chapter.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Accessory uses incidental and customary to uses allowed in this Section.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Adult Entertainment Business, subject to Chapter 113 of the City Code.										C									
Agriculture and Tree Farms.	P	P	P																
Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.	A	A	A	A	A	A	A	A	A		A		A						
Assisted Living Facility.													C			C	C		
Automobile Retail (tires, batteries, etc. No body work or repair work).										P		C	C						
Automotive detailing shops.															P				
Bakery, retail												P	P			P	P		
Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.												P	P	P					
Banks, savings and loan, credit unions and other financial institutions, Without drive-through.																P	P		
Barbers, Beauty Shops and similar personal service uses.												P	P			P	P		
Car Washes.												C	C						
Cemeteries and Memorial Gardens.		C																	C
Civic Buildings, such as City Hall, libraries, fire stations, etc.										P		P	P	P	P	P	P		P
Commercial Feedlots, subject to MPCA (Minnesota Pollution Control Agency) requirements.		C																	
Commercial Kennel, subject to Chapter 81 of the City Code.										C		C	C						
Commercial printing establishments.														P	P				
Commercial recreation and entertainment (not to exceed 5,000 square feet).										C									
Commercial recreation and entertainment.												C	C						
Commercial Riding Stables, subject to Chapter 81 of the City Code.		C	C																
Conditional Home Occupation License (CHOL)	I	I	I	I	I	I	I	I	I		I								
Contractors Operations															P				
Contractors Operations, including accessory outside storage.										C									

City of Corcoran Zoning Ordinance Use Matrix

USE	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Copy/print shop												P				P	P		
Day Care facilities accessory to educational facilities or Places of Worship/Assembly.	C				C	C	C	C			A								
Day Care Facilities, County licensed, 12 or fewer individuals.	A	A	A	A	A	A	A	A	A			A	A				A		
Day Care Facilities, State licensed, as defined by statute.	P	P	P	P	P	P	P	P		P	P	P	P			P	P		P
Day Care, Commercial, accessory to permitted uses in this district																			C
Day Care, Commercial.										P				C	C				
Department Stores													P						
Development in the MUSA prior to availability of municipal sewer and water	I																		
Drive-through businesses, subject to the standards outlined in Section 1060.060, Subd. 12.												C	C				C		
Drive-through lanes serving permitted or conditional uses, except for restaurants, for which drive-through lanes are not allowed in the Downtown Mixed Use District,																C			
Drug Stores, Variety Stores, etc.													P						
Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.												P	P			P	P		
Dwelling, Attached																P			
Dwelling, Detached																P			
Dwelling, Multiple Family with a minimum density of 10 units per net acre, which may include units combining living and working space within the unit, if all units on the same floor of a building are the same																P	P		
Dwelling, Multiple Family.						C	P	P					C						
Dwelling, Senior (age-restricted).						C	P	P								P			
Dwelling, Single Family Detached.	P	P		P	P	P	P				P								
Dwelling, Single-Family Attached - 8 units per building maximum with each unit having a separate entrance;							P	P											
Dwelling, Single-Family Attached with no more than six (6) dwelling units per structure in a row (and no back to back townhome units)						P													
Dwelling, Two Family.				C		P	P												
Equipment rental															P				
Essential services and structures.														P					
Essential Services, as allowed by Section 1030.090.	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP		AP
Event Centers	I	C																	
Farmers Market																I	I		
Fences as regulated by Section 1060 (Performance Standards) of this Chapter.	A	A	A	A	A	A	A	A			A								
Funeral Homes and Mortuaries.													P			C	C		C
Golf Courses and other outdoor recreational facilities of a commercial nature.	C																		C
Greenhouses and Nurseries, subject to the following:	C	C	I	I						C		C	C						
Grocery Stores (not to exceed 50,000 square feet).													P						
Hardware Stores.													P						
Health clubs and fitness centers																	C		

City of Corcoran Zoning Ordinance Use Matrix

USE	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Health clubs and fitness centers less than 5,000 square feet in size.												C				C			
Hobby and Craft Stores.													P						
Home Furniture and Home Furnishing Stores.													P						
Hospitals, nursing home and similar care facilities.												C	C						C
Hotel, inns and bed and breakfast establishments												C	C	C		P	P		
Household Appliance Stores.													P						
Indoor sports and recreation (commercial) provided the structure and use is located at least one hundred feet (100') from any residential zoning district.															P				
Keeping of Animals, subject to Chapter 81 (Animals) of the City Code.	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		A
Laboratories/research facilities.										C				P	P				
Land reclamation, mining and soil processing															I				
Laundromats.													P						
Liquor—Off-sale/On-sale.													P						
Living quarters, which are provided accessory to a principal agricultural use	C	C																	
Lumber Yards/building material sales.										C					P				
Manufactured homes									P										
Manufacturing or assembly of products that produce no exterior noise, glare, fumes, obnoxious products, byproducts or wastes or creates other objectionable impact on the environment.														P	P				
Mini Storage/Self Storage Facilities.										C					C				
Mining and Soil Processing.	I																		
Motor Fuel Stations.										C		C	C				C		
Motor Vehicle, Boat or Equipment Repair.										C					C				
Motor Vehicle, Boats and Equipment Sales.										C					C				
Museum																C	C		
Nursing Home																C	C		
Office/Warehouse.														P	P				
Offices, medical and professional.										P		P	P	P	P	P	P		C
Open or outdoor services, sales and equipment rental.										C									
Other uses as approved by the City Council																I			
Outdoor seating accessory to a restaurant																	A		
Outdoor seating within the public right of way or public open space for a permitted or conditional use,																A			
Outside Storage, accessory to an allowed use															C				
Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.		P	P	P	P	P	P	P	P										P
Play and recreational facilities, including swimming pools and tennis courts, for use of the property owner and guests.	A	A	A	A	A	A	A	A			A								A
Printing and publishing															P				
Private Recreational Facilities									A										
Public open space plaza, square or other related uses																A	A		
Public Parking Ramp																P			
Radio and television stations or studios.														P	P				
Recycling facility-indoor															P				

City of Corcoran Zoning Ordinance Use Matrix

USE	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Residential Facility in a single family detached dwelling, serving 6 or fewer individuals and licensed by the State.	P	P	P	P	P	P	P	P			P								
Residential Facility with seven to sixteen individuals, licensed by the State.			C	C	C	C	C	C											
Restaurants and cafes (without drive-through).												P	P			P	P		
Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through and not to exceed 50,000 square feet).												P							
Retail goods and service uses of a similar nature within a fully enclosed building (without drive-through).																P	P		
Retail goods and service uses of a similar nature.										P		P							
Retail sales related to the processing of product on site so long as it does not exceed thirty percent (30%) of the floor space of the principal building.															P				
Retail Uses accessory to permitted development limited to 10 percent of the gross floor area of the building.														C					
Seasonal Outdoor Retail Sales.										AP		AP	AP					AP	
Seasonal Produce Stands.	P	P	I	I							P								
Signs as regulated by the City Code.	A	A	A	A	A	A	A	A	A		A								
Special Home Occupations as allowed by Section 1030.100 of this Chapter.	AP	AP	AP	AP	AP	AP	AP	AP	AP		AP								
Sporting Goods and similar retail sales.													P						
Street Vendors																I			
Structured parking																		A	
Tailoring services, shoe repair and similar services.													P						
Taverns												P	P			P	P		
Temporary living quarters	I	I																	
Temporary real estate offices.			AP	AP	AP	AP	AP	AP											
Temporary structures, subject to the standards in Section 1030.040 (Temporary Structures) of the Zoning Ordinance.			I	I	AP	AP	AP	AP		I		I	I	I	I		I		I
Temporary trailers and construction equipment for the duration of construction only where temporary lavatories are provided in compliance with City and State requirements.	A	A	A	A	A	A	A	A											
Tenant restaurants, cafeterias, and retail service limited to tenants of the building, provided that they be essentially limited to providing service to the users of the permitted use, and that no signs or other evidence of these uses are visible from the exterior of the building.														A	A				
Towers and Antennas (freestanding) as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.		C								C	C	C	C	C	C				C
Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance, only when co-located on an existing structure.										AP		AP	AP	AP	AP		AP		AP
Veterinary clinic, Animal Hospital and related indoor kennel; and pet grooming.										C		C	C		C				
Warehousing and indoor storage used in conjunction with offices or manufacturing facilities.														P					

City of Corcoran Zoning Ordinance Use Matrix

USE	UR	RR	RSF-1	RSF-2	RSF-3	RMF-1	RMF-2	RMF-3	MP	CR	TCR	C-1	C-2	BP	I-1	DMU	GMU	PUD	PI
Warehousing/distribution and indoor storage.															P				
Wholesale Showrooms.														P	P				

STAFF REPORT

Agenda Item 9a.

Council Meeting: May 13, 2021	Prepared By: Kevin Mattson
Topic: Corcoran Trail Street Improvements - Accept Feasibility Study & Order Improvement Hearing	Action Required: Approval

Summary:

On February 11, 2021, the City authorized staff to complete a feasibility study related to proposed street improvements in the Corcoran Trail East & West neighborhood.

A virtual neighborhood meeting was held on April 21, 2021.

Attached is the feasibility report outlining the recommended street and drainage improvements, preliminary assessment rolls, 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, review and discuss the two alternate preliminary assessment rolls provided, accept the report, then order the Improvement Hearing by Resolution.

Financial/Budget:

The improvements could be funded through a combination of special assessments and local participation. The local participation options include the 2021 General Budget Asphalt Maintenance/Patching line item, Asphalt Fund, and Stormwater Fund.

Options:

1. Accept the Corcoran Trail Street Improvements Feasibility Study and Order Improvement Hearing
2. Decline.

Recommendation:

Staff recommends approving the Corcoran Trail Street Improvements Feasibility Study and Ordering Improvement Hearing.

Council Action:

Consider a motion to accept the Corcoran Trail Street Improvements Feasibility Study and Order Improvement Hearing.

Attachments:

1. Corcoran Trail Street Improvements Feasibility Study
2. Resolution 2021-41 Receiving Feasibility Report and Calling Improvement Hearing for Corcoran Trail Street Improvements Project



**Corcoran Trail Street
Improvements Project**

Feasibility Report

Project No. 227702426 Ph 101

May 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





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

May 7, 2021

Attention: Kevin Mattson
Public Works Director
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Dear Mr. Mattson:

Reference: Feasibility Report for Corcoran Trail Street Improvements Project

Please see the enclosed Feasibility Report for the Corcoran Trail Street Improvements Project. We would be pleased to discuss this report in detail and answer any questions that may come forth.

Sincerely,

Stantec Consulting Services Inc.

Kent Torve P.E.
City Engineer

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INTRODUCTION

May 7, 2021

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 proposed improvements for the local roadways identified as Corcoran Trail East and Corcoran Trail West. This report investigates the existing conditions of the roadways, options for proposed improvements, estimated costs, proposed assessments, stormwater, a recommended schedule, and overall feasibility of the project.

1.1 PROJECT LOCATION

The project location is just west of Corcoran Community Park along County Road 50 and the streets essentially form a loop just over 0.75 miles in length. Figure 1 provides an illustration of the project location.

Formally, the streets and project area are within the boundaries of two platted areas: Corcoran Estates and Corcoran Estates 2nd Addition. Corcoran Estates includes the properties accessing approximately the first 700 feet along Corcoran Trail West and the first 600 feet along Corcoran Trail East from the centerline of the County Road 50 right of way. Corcoran Estates 2nd Addition includes the remainder of the street and homes along Corcoran Trail East and Corcoran Trail West.

1.2 HISTORY

Corcoran Estates was platted in July 1978. The parcels in the project area are generally 1.5 - 2.0 acres in size and are all comprised of existing single-family homes except for two vacant parcels on the west side of Corcoran Trail West. Generally, homes were constructed in this addition between 1980 and 1983. During this time, the roadway was not a loop, but rather two separate dead-end streets. The roadways within Corcoran Estates (for both Corcoran Trail East and Corcoran Trail West) have always been a gravel roadway surface.

Corcoran Estates 2nd Addition was platted in April 1982. Generally, homes were constructed in this addition from 1988 to 1995. The roadway within Corcoran Estates 2nd Addition was paved with asphalt in the late 1980's.

1.3 EXISTING CONDITIONS

1.3.1 Roadway

Corcoran Trail East and Corcoran Trail West are both approximately 26 feet wide and generally centered within a 60-foot right of way. The streets are of a rural type of construction, meaning no curb and gutter and the street surfaces draining to side swales and ditches. The streets over time have settled and deteriorated and, in most locations, have no defined center roadway crown to divert runoff to the sides.



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This has contributed to ponding of water in the roadways, contributing to the deterioration of both the paved and non-paved surfaces.

The first 700 feet of Corcoran Trail West and the first 600 feet of Corcoran Trail East from County Road 50 are unpaved, gravel surfaces. The remaining roadways connecting the “loop” is paved asphalt in poor condition with significant signs of distress. In summary, the length of gravel surface in the project area is approximately 1,360 feet (0.25 mi.) and the paved surface length is approximately 2,640 feet (0.5 mi.).

Soil borings within the roadway were conducted in early March. Appendix A includes a copy of the geotechnical report provided by Haugo Geotechnical Services. The borings indicate the paved portion of the project area having a 2-inch bituminous surface, supported by an aggregate base, ranging in thickness from 6 inches to 11 inches. This aggregate base is underlaid by a subgrade consisting generally of combinations of silty, clayey, and silty sandy soils. Similarly, the non-paved portions of the project area consist of similar subgrade with generally a thicker aggregate section (12 inches) that also serves as the roadway surface.

1.3.2 Sewer and Water

There is no existing sanitary sewer or water in Corcoran Trail East and Corcoran Trail West. The residents are all on private septic and well systems.

Under the City’s 2040 Comprehensive plan, the project area is anticipated to be within the projected boundaries of the Metropolitan Urban Service Area (MUSA) boundary. Currently, the closest sanitary sewer and water availability to the project area is just west of the intersection of County Road and 10 and County Road 50, almost 0.5 miles to the east of Corcoran Trail East. There have been no discussions or plans for extending these utilities to the project area in the foreseeable future, and current City policy does not require residents to connect if services become available.

1.3.3 Driveways

There are 21 bituminous driveways, 2 concrete driveways, and 11 gravel driveways serving properties along Corcoran Trail East and Corcoran Trail West.

1.3.4 Private Utilities

Private utilities run underground adjacent to the roadway within the Right of Way. These include electric, gas, and communications.

1.3.5 Stormwater

The existing roadways are of a rural type of construction with drainage to road swales that can also be described as shallow ditches. Several culverts and small pipes cross driveways and under Corcoran Trail East and Corcoran Trail West as a method of conveying stormwater. Due to years of settling and pavement deterioration, there is a lack of road crown to shed water off the roadway, as well as localized areas of depressions in the roadways where water pools.



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North Drainage Route

Drainage from southwest of the development is routed under County Road 50 via two 24" RCP culverts. Water is then routed north through a ditch along the west side of the development where it collects runoff from the adjacent farm field. The drainage is then routed to the north side of 7815 Corcoran Trail West and crosses the road through a single 24" culvert. Drainage continues in a swale interior to the circle (with buried small draitile also) and conveyed under Corcoran Trail East through a single 24" culvert. Outflow from this culvert is eventually conveyed to City property via road swales and drainage ditch.

North Drainage Area

The total drainage area is large and total area routed to the Corcoran Trail East culvert crossing is approximately 127 acres, of which, 113 acres are routed from the Corcoran Trail West culvert. The remaining 14 acres of internal drainage area make up three sub-watersheds routed via overland flow from the residential lots within the interior of the Corcoran Trail loop. Citizen concerns of localized road flooding and inundation upstream of Corcoran Trail West have been documented by the City. Particularly, two vacant parcels along Corcoran Trail West (7795 and 7815 Corcoran Trail West) were constructed low and remain undeveloped due to frequent flooding and saturated conditions which is challenging for septic, low floors, and wetland regulations. In conjunction with street improvements, alternatives to improve drainage management were investigated. Figure 2 is attached to this report that shows the northern and southern drainage areas for the development.

South Drainage

The southern lots along Corcoran Trail West drain to the east with trapped drainage in rear yards utilizing an old draitile within several lots that daylight to the east. This is noticeable due to the significant ponding that occurs after rainfall events and during spring melt. This report focused on the north drainage area due to road flooding and also the City would have access to drainageways for improvements. Future analysis would need to be performed for the private tile system along with cooperation from landowners .



PROPOSED IMPROVEMENTS

May 7, 2021

2.0 PROPOSED IMPROVEMENTS

Improvements as proposed consist of the following:

1. Installation of a bituminous asphalt pavement surface on the existing gravel/non-paved portions of Corcoran Trail East and Corcoran Trail West
2. Reclaiming and repaving of the bituminous surfaces on Corcoran Trail East and Corcoran Trail West.
3. Drainage improvements consistent with typical City infrastructure.

2.1 ROADWAY IMPROVEMENTS

The intent of the proposed roadway improvements is to provide a new asphalt street surface constructed in accordance with the design standards required by the City of Corcoran for a rural residential designated roadway. This will consist of 4 inches of asphalt pavement over a suitable aggregate base and subgrade.

2.1.1 Road Improvements to Existing Paved Surfaces

The existing asphalt surface portion of the project is generally 2 inches thick in poor condition, with 6 -11 inches of underlying aggregate, and a subgrade base of essentially silty and clayey soils. Because of the generally thin asphalt surface and relatively weak subgrade, a conventional mill and overlay is not recommended. The excessive cracking and pavement distresses would likely reflect through the new pavement in short time.

As a result of the existing conditions, the roadway is a good candidate for reclamation and paving, also referred to as full depth reclamation (FDR). This process essentially consists of removing and reclaiming the existing asphalt pavement section and a predetermined thickness of underlying materials in place to produce a stabilized base course. Different types of additives, such as asphalt emulsions or other materials can be added to strengthen the and improve the base, if determined necessary through the final design process. The main steps in this process are pulverization, shaping of the mixed material, compaction, and application of a new bituminous surface or wearing course. Prior to paving, the recycled base is shaped and compacted to allow the final asphalt surface to have a sufficient crown for drainage, as well as match existing driveway elevations. Excess aggregate base is removed from the site

Based on the poor condition of the existing pavement surface and availability of aggregate base underneath, full depth reclamation and repaving of the existing bituminous pavement is recommended for Corcoran Trail East and Corcoran Trail West north of the existing gravel sections of the roadway. A recycled aggregate base of 8 inches, topped with a 2 inches of asphalt base course and 2 inches of asphalt surface wear will provide a street section meeting the City's design criteria.



PROPOSED IMPROVEMENTS

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2.1.2 Road Improvements to Existing Gravel Surfaces

Similar to the existing paved streets, grading and shaping the existing gravel roadway provides an adequate base for a new asphalt surfaced street. The geotechnical borings show approximately 12 inches of aggregate base. Two inches of the existing aggregate base will need to be removed and reshaped to reestablish the crown of the roadway, along with approximately 1" of material along the edges shifted to the crown of the road. The roadway can then be paved with the 2 inches of asphalt base course and 2 inches of asphalt surface wear to provide a street section meeting the City's design criteria.

Similarly, the final paved surface will need to match the existing surface elevations to match existing driveways and natural features accordingly. The underlying subgrade and aggregate base will also be compacted and shaped to provide an adequate surface crown for drainage upon final paving.

2.2 DRIVEWAY IMPROVEMENTS

Due to the nature of pavement reclamation and shaping and paving, limiting the length of driveways back from the roadway that is removed is recommended. This will allow existing driveway culverts to remain as they are, reducing inconvenience to residents and reducing costs.

2.3 RIGHT OF WAY AND EASEMENTS

No additional right of way or easements (temporary or permanent) are required to complete the improvements proposed roadway improvements along Corcoran Trail East and Corcoran Trail West.

If the stormwater improvements are implemented for the project, additional temporary and permanent drainage and utility easements may be necessary for the storm sewer system.

2.4 STORMWATER AND DRAINAGE

The feasibility study utilized a common stormwater hydrology and hydraulics design method with input parameters that include precipitation dept, intensity, soil characteristics, land cover etc. In order to verify and calibrate the analysis, a field survey was conducted that included culvert inverts and sizes, overland swale cross sections and existing water elevations. The culvert replacements, ditch improvements, etc. are the only differences from existing to proposed conditions.

The existing conditions model results were calibrated to the observed neighborhood flooding due to limited flow capacity of the existing culverts and internal swale system. As modeled, the drainage overtops Corcoran Trail West during the 100-year rainfall event.

Neighborhood input has been received throughout the process with residents providing photos during flooding events of the roadway. Copies of those photos are provided in Figure 3.

Several neighbors expressed concerns related to the private draintile systems and how well they were conveying stormwater. These concerns were recognized however, because this is a public infrastructure



PROPOSED IMPROVEMENTS

May 7, 2021

improvement project focused on the roadway, we are not proposing any modifications to these private systems at this time.

2.5 STORMWATER IMPROVEMENTS

Two alternatives were analyzed to improve capacity and conveyance of the existing 24" CMPs under Corcoran Trail West and Corcoran Trail East. The objectives of the proposed alternatives were to reduce road flooding and improve conveyance within the development.

Alternative 1—Typical Municipal Infrastructure

Alternative 1 proposes to increase the Corcoran Trail West culvert to a 27" RCP and increase the Corcoran Trail East culvert to two 21" RCPs. The 27-inch Corcoran Trail West culvert is sized to convey enough flow to reduce the 10-year HWL below the edge of Corcoran Trail West pavement. The Corcoran Trail East pipes are designed to convey the peak 10-year inflow including the Corcoran Trail West pipe discharge and interior overland flow. This analysis (10-year event) is typical design of current municipal infrastructure.

Alternative 2—Eliminate Road Flooding for 100-year Event

Alternative 2 proposes to replace the Corcoran Trail West culvert with three 27" RCPs and the Corcoran Trail East culvert with four 27" RCPs. The proposed culverts under Corcoran Trail West are sized to convey enough flow to reduce the 100-year HWL below the edge of Corcoran Trail West pavement. The additional 27-inch at Corcoran Trail East would provide capacity to also convey the interior drainage from Corcoran Trail parcels.

Fill

The proposed conditions model assumes the two vacant lots upstream of the Corcoran Trail West culvert crossing will have approximately 1-acre of fill as a result of houses and driveways which decreases storage. This was performed in the event the properties are eventually developed, and the City (and residents) has an understanding of the effects on storage.

Ditch Improvements

Both alternatives require ditch grading a total length of 1,000 feet to improve drainage and convey flow.

Modeling Results

Alternative 1

Table 1 below shows the existing and proposed 2-, 10-, and 100-year HWLs upstream of the Corcoran Trail West and East culverts for Alternative 1. The 2- and 10-year HWL upstream of Corcoran Trail West is reduced by 0.1 feet while the 100-year HWL remains at 953.8 feet from existing to proposed. The 2-, 10-, and 100-year HWL upstream of Corcoran Trail East is reduced by 0.6, 0.5, and 0.0 feet, respectively.



PROPOSED IMPROVEMENTS

May 7, 2021

For context, the road crest elevation of Corcoran Trail West is approximately 953.50 feet and Corcoran Trail East is 949.00. Corcoran Trail East analysis may be conservative based on this preliminary analysis however shows that improvements are needed also.



PROPOSED IMPROVEMENTS

May 7, 2021

Table 1. Existing and Proposed Elevations

		2-year	10-year	100-year
Corcoran Trail West	Existing	951.8	952.9	953.8
	Proposed	951.7	952.8	953.8
	Change	-0.1	-0.1	0.0
Corcoran Trail East	Existing	948.3	949.0	949.3
	Proposed	947.7	948.5	949.3
	Change	-0.6	-0.5	0.0

Alternative 2

Table 2 shows the existing and proposed 2-, 10-, and 100-year HWLs upstream of the Corcoran Trail West and East culverts for Alternative 2. The 2-, 10-, and 100-year HWL upstream of Corcoran Trail West is reduced by 1.2, 1.5, and 1.0 feet, respectively.

Table 2. Existing and Proposed Elevations

		2-year	10-year	100-year
Corcoran Trail West	Existing	951.8	952.9	953.8
	Proposed	950.6	951.4	952.8
	Change	-1.2	-1.5	-1.0
Corcoran Trail East	Existing	948.3	949.0	949.3
	Proposed	947.1	947.5	948.3
	Change	-1.2	-1.5	-1.0

Summary

The replacements of culverts at Corcoran Trail West and East, along with internal ditching for the 10-year event will upgrade the system to current municipal standards.



ESTIMATED PROJECT COSTS

May 7, 2021

3.0 ESTIMATED PROJECT COSTS

Costs for the proposed project were estimated based on the improvements as described in this report. A copy of the cost estimate for this project is provided in Appendix B.

The proposed improvements were separated into the proposed roadway costs and the proposed stormwater improvements. For this project, the total estimated project cost for the roadway improvements is estimated to be \$482,658.80, and the total estimated project cost for the proposed stormwater improvements is estimated to be \$51,870.

Because a portion of the roadway improvement costs will be assessed to the benefiting properties while the stormwater costs will be a city cost, the costs were provided separately.



ASSESSMENTS

May 7, 2021

4.0 ASSESSMENTS

Under the State Local Improvement Code, known as chapter 429, the City of Corcoran has the authority to levy special assessments to parcels based upon the special benefit a parcel received from an improvement project. The City of Corcoran has a policy in place to ensure that the costs for improvements levied through special assessments are distributed in a fair and equitable manner.

An appraisal report (Letter of Benefit) was created for the properties affected by roadway improvements along Corcoran Trail East and Corcoran Trail West to determine the anticipated benefit for the properties abutting the improvements. Appendix C contains the Letter of Benefit dated May 5th, 2021 by Nagell Appraisal Incorporated. The benefit due to paving/repaving the length Corcoran Trail East and Corcoran Trail West for those properties directly accessing the existing gravel portion of the roadway is greater than the benefit for those properties with direct access to the existing asphalt portion of the roadway.

In accordance with the Nagell Appraisal, the Single Family Residential Properties going from existing gravel to new pavement would see an average benefit of \$12,000 - \$20,000 per buildable lot. Single Family Residential Properties with existing pavement going to new pavement would see an average benefit of \$6,000-\$10,000 per buildable lot.

Corcoran's assessment policy states that for reconstruction and rehabilitation street improvements, the assessable cost is 90% of the low end of the range of the benefit. Corcoran's assessment policy states that for mill and overlays, the assessable cost is 90% of the median value of the benefit range.

For this project, that means that the maximum assessment for a property with direct access to the gravel portion of either Corcoran Trail East or Corcoran Trail West (properties within Corcoran Estates) is $(0.9 * \$12,000) = \$10,800.00$. The maximum assessment for a property with direct access to the paved portion of either Corcoran Trail East or Corcoran Trail West (properties within Corcoran Estates 2nd Addition) is $(0.9 * \$6,000) = \$5,400.00$.

At the April 22nd City Council meeting, it was discussed the previous city policy of providing a free bituminous overlay to residents within the community in the past. Staff have provided two separate Preliminary Assessment Rolls for the City Council to review and consider. Both of the Preliminary Assessment Rolls are provided in Appendix D. Staff had estimated the current day construction costs for an overlay for the paved portion of this development to be \$150,000.

The preliminary Assessment Roll Alternate 1 calculates the total project cost and distributes it amongst the benefiting properties up to the maximum assessment amount as provided in the City of Corcoran Assessment Policy. In this assessment roll, no additional credit is provided for the overlay as the city's contribution to the project exceeds the projected project cost of an overlay.

The Preliminary Assessment Roll Alternate 2 calculates the proposed assessments in the same way as Alternate 1 but also calculates a credit for the overlay using the mill and overlay assessment calculations identified in the City Assessment Policy as a basis. In the policy, assessments amounts are based on 90% of the average benefit to the properties. In the Nagell report, the benefit to the properties was estimated to be \$1,000-\$3,000 with the average being \$2,000. Therefore a \$1,800 credit was applied to the homes with direct access to the paved portions as a credit for the overlay project.

The stormwater costs for the project are not being assessed for this project as there is little benefit identified in the report.



PROJECT FINANCIALS

May 7, 2021

5.0 PROJECT FINANCIALS

Table 5.1 shows the project revenues and expenses for the recommended improvements.

Table 5.1 ESTIMATED COSTS AND ASSESSMENTS

Project	Local Funds	Special Assessments	Total
Corcoran Trail Street Improvements Assessment Roll Alternate 1	\$318,528.80	\$216,000.00	\$534,528.80
Corcoran Trail Street Improvements Assessment Roll Alternate 2	\$334,728.80	\$199,800.00	\$534,528.80

Cost estimates for the project are provided in Appendix B.



SUMMARY

May 7, 2021

6.0 SUMMARY

This report discussed the existing conditions of Corcoran Trail East and Corcoran Trail West and proposed improvements to those conditions.

6.1 PROJECT FEASIBILITY

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

The project is necessary to make the 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.

The project is financially feasible.

6.2 PROJECT SCHEDULE

A proposed schedule for the Corcoran Trail Street Improvements Project is presented here.

Accept Feasibility Report		May 13, 2021	
Order Improvement Hearing		May 13, 2021	
Improvement Hearing		June 10, 2021	
Authorize Plans and Specifications		June 10, 2021	
Approve Plans and Specifications		July, 2021	
Authorize Bidding		July, 2021	
Advertise for Bid		July, 2021	
Open Bids		August, 2021	
Present Bids to Council		August, 2021	
Construction		Sept-Nov, 2021	
Assessment Hearing		November, 2021	

The required public notices as required for the Minnesota Statue 429 process are not included in the schedule below but will be provided as required by City Staff.

6.3 RECOMMENDATION

It is recommended that City Council discuss the feasibility report presented, review and discuss the two alternate preliminary assessment rolls provided, accept the report, then order the Improvement Hearing.



FIGURES

Figure 1 Improvement Area

Figure 2 Corcoran Trail Drainage Areas

Figure 3 Historical Flooding Photos



WENCK
 now part of
Stantec
 1800 PIONEER CREEK CENTER
 MAPLE PLAIN, MN 55359
 PHONE: 763-478-4200
 FAX: 763-478-4242
 WWW.WENCK.COM

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

PROJECT TITLE:
CORCORAN TRAIL STREET IMPROVEMENTS
 CORCORAN, MN

DATE	DESCRIPTION	ISSUE NO.
04/09/2021	PRELIMINARY DESIGN	0

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.:
 DWN BY: SJB CHK'D BY: SJB APP'D BY: SKH
 ISSUE DATE: 04/09/2021
 ISSUE NO.: 0
 SHEET TITLE:
STREET IMPROVEMENTS
 SHEET NO.:
FIGURE-1



CITY OF CORCORAN

Corcoran Trail Drainage Areas



MAY 2021

Figure 2



Path: L:\2950\Proj\CorcoranTrail\CorcoranTrail.aprx
5/7/2021 10:26 AM ShuJC0243 Layout: Historical Flooding Photos

CITY OF CORCORAN

Historical Flooding Photos

 WENCK now part of  Stantec

MAY 2021

Figure 3

APPENDIX A

Geotechnical Report

March 17, 2021

HGTS Project Number: 21-0171

Ms. Lauren Pierce
Wenck Associates, Inc.
1800 Pioneer Creek Center
Maple Plain, MN 55359

**Re: Geotechnical Exploration Report, Corcoran Trail Street Improvements Project,
Corcoran, Minnesota**

Dear Ms. Pierce:

We have completed the geotechnical exploration report for the Corcoran Trail Street Improvements Project in Corcoran, Minnesota. Very briefly, we advanced 8 soil borings along the roadway alignment to characterize subsurface soil and groundwater conditions. Corcoran Trail is not paved the entire length of the alignment and six of the borings encountered a pavement section at the surface consisting of about 2 inches of bituminous over 6 to 11 inches of aggregate base and two of the borings encountered about 12 inches of aggregate base. Below the pavement section or aggregate base, the borings encountered predominantly clayey soils composed of sandy lean clay, silty clay, lean clay and clayey sand with lesser amounts of silty sand and poorly graded sand with silt.

The soils encountered below the pavement or aggregate base are generally suitable for pavement and/or utility support. Specific details regarding our procedures, results and recommendations follow in the attached geotechnical exploration report.

Thank you for the opportunity to assist you on this project. If you have any questions or need additional information, please contact Paul Gionfriddo at 612-729-2959.

Sincerely,

Haugo GeoTechnical Services



Jesse Miller, E.I.T.
Staff Engineer



Paul Gionfriddo, P.E.
Senior Engineer

GEOTECHNICAL EXPLORATION REPORT

PROJECT:

Corcoran Trail Street Improvements Project
City of Corcoran
Corcoran, MN

PREPARED FOR:

Wenck Associates, Inc.
1800 Pioneer Creek Center
Maple Plain, MN 55359

PREPARED BY:

Haugo GeoTechnical Services
2825 Cedar Avenue South
Minneapolis, Minnesota 55407

Haugo GeoTechnical Services Project: 21-0171

March 17, 2021

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.



Paul Gionfriddo, P.E.
Senior Engineer
License Number: 23093



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APPENDIX

Boring Location Sketch, Figure 1

GPS Coordinates, Figure 2

Soil Boring Logs, SB-1 thru SB-8

Descriptive Terminology

1.0 INTRODUCTION

1.1 Project Description

On behalf of the City of Corcoran, Wenck Associates, Inc. (Wenck) requested a price quote for a subsurface exploration and geotechnical engineering recommendations for the Corcoran Trail Street Improvements project. The project is located along Corcoran Trail just north of CSAH 50 and the proposed improvements include pavement reclamation, asphalt paving and could potentially include storm sewer utility installations .

Haugo Geotechnical Services, the successful bidder, on the project was retained to complete the subsurface exploration and provided the geotechnical engineering recommendations. The specific scope of services and street(s) slated for improvements, were described in a "Request for Quotes" dated February 18, 2021 that was prepared by Wenck.

1.2 Purpose

The purpose of this exploration was to determine existing bituminous pavement thicknesses, provide estimated subgrade R-Value(s) and provide recommendations for pavement design and utility installations. We understand that the information obtained from the soil borings would then be used by Wenck to prepare design and construction documents.

1.3 Site Description

Eight (8) soil borings were completed for this project and were taken along Corcoran Trail (East and West) which extends from CSAH 50 (Rebecca Park Trail) and forms a continuous loop back to CSAH 50. Most of Corcoran Trail is a 2-lane bituminous paved surface however, portions of the road(s) were gravel/aggregate surfaced with no existing bituminous layer. The gravel surfaced portions of the roadway extended from CASH 50 northward about 750 feet along W Corcoran Trail, and extended northward about 650 feet along E Corcoran Trail. The street(s) slated for improvements and the soil boring locations were shown on Attachment A that was included in the RFQ.

1.4 Scope of Services

Our services were performed in accordance with the Scope of Services presented in the RFQ and under the terms of our General Conditions. Our scope of services was limited to the following tasks:

- Completing eight (8) standard penetration test soil borings and extending each to a nominal depth of 10 feet.
- Obtaining GPS coordinates and ground surface elevations at the soil boring locations.
- Visually/manually classifying samples recovered from the soil borings.
- Performing laboratory moisture content and Atterberg Limit tests on selected samples.
- Preparing soil boring logs describing the materials encountered and the results of groundwater level measurements.
- Preparing an engineering report describing soil and groundwater conditions, providing recommendations for pavement design and construction including estimated subgrade R-Values.

1.5 Documents Provided

We were provided with a 7-page RFQ dated February 18, 2021 that provided a Project Description, Scope of work, Project Schedule, Quote Form and Attachments A, B and C, which specified insurance requirements.

1.6 Locations and Elevations

The soil boring locations were selected and staked in the field by Wenck in advance of our field work. The approximate locations of the soil borings are shown on Figure 1 in the Appendix.

HGTS obtained the GPS coordinates and ground surface elevations at the soil boring locations using GPS technology based on the Minnesota County Coordinate System. GPS coordinates and the ground surface elevations are shown on Figure 2 in the Appendix.

2.0 FIELD PROCEDURES

Eight (8) standard penetration test borings were advanced on March 5, 2021 by HGTS with a rotary drilling rig, using continuous flight augers to advance the boreholes. Representative samples were obtained from the borings, using the split-barrel sampling procedures in general accordance with ASTM Specification D-1586. In the split-barrel sampling procedure, a 2-inch O.D. split-barrel spoon is driven into the ground with a 140-pound hammer falling 30 inches. The number of blows required to drive the sampling spoon the last 12 inches of an 18-inch penetration is recorded as the standard penetration resistance value, or "N" value. The results of the standard penetration tests are indicated on the boring log. The samples were sealed in containers and provided to HGTS for testing and soil classification.

A field log of each boring was prepared by HGTS. The logs contain visual classifications of the soil materials encountered during drilling, as well as the driller's interpretation of the subsurface conditions between samples and water observation notes. The final boring logs included with this report represent an interpretation of the field logs and include modifications based on visual/manual method observation of the samples.

The soil boring logs, general terminology for soil description and identification, and classification of soils for engineering purposes are also included in the appendix. The soil boring logs identify and describe the materials encountered, the relative density or consistency based on the Standard Penetration resistance (N-value, "blows per foot") and groundwater observations.

The strata changes were inferred from the changes in the samples and auger cuttings. The depths shown as changes between strata are only approximate. The changes are likely transitions, variations can occur beyond the location of the boring.

3.0 RESULTS

3.1 Pavements

The pavement sections consisted of varying thicknesses of bituminous and aggregate base and are summarized in Table 1 below. The underlying subgrade soil types are also presented in the table below.

Table 1. Summary of Existing Roadway Section

Soil Boring	Approximate Bituminous Thickness (inches)	Approximate Aggregate Base Thickness (inches)	Subgrade Soil Type (ASTM)
W Corcoran Trail			
SB-1	None	12	CL-ML
SB-2	2	8	CL (Fill)
SB-3	2	11	CL (Fill)
SB-4	2	6	SM
E Corcoran Trail			
SB-5	2	10	CL
SB-6	2	8	CL
SB-7	2	11	SC
SB-8	None	12	CL (Fill)

NE = Not Encountered

3.2 Soil Conditions

Underlying the pavement section, soil borings SB-2, SB-3, and SB-8 encountered varying thicknesses of Fill that extended to depths ranging from about 6 to 8 feet below the ground surface. The Fill consisted of lean clay and sandy lean clay that was dark brown, black, gray, and brown in color.

The penetration resistance values (N-Values), shown as blows per foot (bpf) on the boring logs within the clayey Fill ranged from 5 to 36 bpf indicating a rather soft to hard consistency.

Underlying the pavement section and Fill, the soil borings encountered a variety of native glacial till soils that extended to the termination depths of the borings at nominal depths of 10 feet below the ground surface. The glacial till soils consisted of silty clay, lean clay, silty sand, poorly graded sand with silt, clayey sand, and sandy lean clay.

N-Values within the sandy (SC, SP-SM, and SM) glacial till soils ranged from 5 to 20 bpf, indicating a loose to medium dense relative density. N-Values within the clayey (CL-ML and CL) glacial till soils ranged from 2 to 32 bpf indicating a soft to hard consistency.

It must be noted that the soil borings were completed on March 5, 2021 and the ground was frozen or partially frozen to a depth about 2 to 3 feet below the surface. The higher N-Values, generally greater than 20 bpf, recorded in the borings within the upper to 2 to 3 feet of the soil stratum may have been influenced by frozen soil conditions.

3.3 Groundwater

Groundwater was not encountered in the soil borings while drilling and sampling or after removal of the auger from the boreholes. Groundwater appears to be below the depths explored by our borings. We do not anticipate that groundwater will be encountered during construction.

Water levels were measured on the dates as noted on the boring logs and the period of water level observations was relatively short. Given the cohesive nature of soils encountered, it is possible that insufficient time was available for groundwater to seep into the borings and rise to its hydrostatic level. Groundwater monitoring wells or piezometers would be required to more accurately determine water levels. Seasonal and annual fluctuations in the groundwater levels should be expected.

3.4 Laboratory Testing

Laboratory moisture content tests were performed on selected samples recovered from the soil borings. Moisture contents within the silty and clayey soils ranged from about 14 ½ to 32 percent, indicating the soils were likely near or above their assumed optimum soil moisture contents based on the standard Proctor test. Table 2 below summarizes the results of the laboratory tests. Results of the moisture content tests are also shown on the boring logs adjacent to the sample tested.

Table 2. Summary of Laboratory Tests

Boring Number	Sample Number	Depth (feet)	Moisture Content (%) *	Atterberg Limits (LL/PI)
SB-1	SS-3	5	19	-
SB-2	SS-8	5	17 ½	-
SB-2	SS-10	10	23 ½	-
SB-3	SS-12	2 ½	15	-
SB-3	SS-14	7 ½	23	-
SB-3	SS-15	10	32	-
SB-4	SS-19	2 ½	14 ½	-
SB-4	SS-21	7 ½	17 ½	-
SB-5	SS-24	2 ½	23 ½	32.4/18.7
SB-5	SS-25	5	20 ½	-
SB-6	SS-29	2 ½	27	-
SB-7	SS-35	5	19 ½	-
SB-8	SS-39	2 ½	21 ½	-
SB-8	SS-41	7 ½	22 ½	-

*Moisture content values rounded to the nearest ½ percent.

3.5 OSHA Soil Classification

The soils encountered in the borings consisted of both cohesive (clay) soils consisting of lean clay, sandy lean clay, silty clay and granular (sand) soil consisting of clayey sand, silty sand and poorly graded sand with silt corresponding to the ASTM Classifications of CL, CL-ML, SC, SM and SP-SM, respectively. The clayey soils will generally be Type B soils under

Department of Labor Occupational Safety and Health Administration (OSHA) guidelines, while the granular soils will generally be Type C soils under OSHA guidelines.

An OSHA-approved qualified person should review the soil classification in the field. Excavations must comply with the requirements of OSHA 29 CFR, Part 1926, Subpart P, "Excavations and Trenches." This document states excavation safety is the responsibility of the contractor. The project specifications should reference these OSHA requirements.

4.0 DISCUSSION AND RECOMMENDATIONS

4.1 Proposed Construction

The project will include improving Corcoran Trail (East and West) which we understand will include pavement reclamation within the existing paved areas along the alignments and new asphalt paving where there is only aggregate surfacing. We anticipate that site grading will consist of earthwork necessary for roadway improvements and we do not anticipate any significant changes in the roadway alignment or roadway grades. Cuts or fill involving permanent grade changes, if any, are assumed to be less than 2 feet.

We understand the project could also include storm sewer utility installations. We were not provided specific information regarding pipe invert elevations, pipe sizes or pipe materials but assume that the storm sewer inverts will be constructed within about 5 feet of the ground. We further anticipate that storm sewer pipe will likely consist of reinforced concrete or PVC materials.

The Corcoran Trail provides access to single family residences. We therefore assume the roadways will be utilities predominantly by automobiles and light trucks, school buses, and heavier single unit vehicles such as garbage trucks and delivery vans (i.e., FEDEX, UPS, etc.). We were not provided any traffic information such as Average Annual Daily Traffic (AADT) and AADT data was not available on the Minnesota Department of Transportation website for these streets. Based on the number of homes within the development we estimate the pavements will be subjected to less than 50,000 Equivalent Single Axle Loads (ESAL's) over a 20-year design life.

Changes in the nature, design or location of all or parts of this project may occur. Likewise, if the proposed traffic volumes exceed these values we should be informed. Additional analysis and revised recommendations may be necessary.

4.2 Discussion

Bituminous The bituminous pavement at the boring locations (SB-2 thru SB-7) was about 2 inches thick. The pavements appear to have generally performed as design but we observed numerous patches and cracking of the pavement surfaces. We were not provided any information on the age of the existing pavement section but based on the numerous patches and cracks observed it is likely the roadway is approaching or has exceeded its design life.

Aggregate Base An apparent aggregate base section was observed at each boring location that ranged in thickness from 6 to 12 inches. We anticipate that it may be desired to salvage and

reuse the existing Class 5 aggregate base to the greatest extent possible. We assume that the aggregate base may have initially been placed as virgin aggregate base but has likely degraded over time, possibly due to frost action and vehicle traffic or possibly due to the infiltration of “fines” through surface cracks in the pavements. Because of that we do not anticipate that the existing aggregate base will meet MN/DOT gradation specifications for virgin Class 5 aggregate base and therefore may not be suitable for reuse as Class 5. It may be appropriate to perform grain size analyses of the existing aggregate base material to evaluate its suitability for use as Class 5 aggregate base.

A portion of the street improvements will include “reclaiming” the existing bituminous pavement and the underlying aggregate and then paving a new bituminous mat. That being the case we do not anticipate that new aggregate base will be required for those portions of the project. It may be appropriate to perform grain size analyses of the reclaimed materials prior to placing it as aggregate base.

Fill Below the pavement section, soil borings SB-2, SB-3, and SB-8 encountered varying thicknesses of Fill, that extended to depths ranging from 6 to 8 feet below the ground surface. The origin of the Fill is unknown but is likely fill or backfill associated with construction of Corcoran Trail and existing underground utilities, if any.

We anticipate that the soil excavated for utility removal and replacement will be reused to the greatest extent possible. The existing Fill appears to be generally suitable for reuse provided it is free of organic soils such as topsoil, buried topsoil, peat or other organic soils or other unsuitable materials.

Moisture contents of the clayey soils ranged from about 14 ½ to 32 percent, indicating the soils were likely near or above their assumed optimum soil moisture contents based on the standard Proctor test. Clayey soils that will be reused as fill or backfill will likely need to be dried to meet the recommended compaction levels. Summer months are typically more favorable for drying wet clays.

Native Glacial Till The native glacial till soils encountered in the borings, in our opinion, are generally suitable for pipe or roadway support but some of the clayey soils had a soft consistency. Soft, wet clays, if encountered, will need to be removed and replaced with suitable compacted engineered fill or excavated dried and recompacted.

Groundwater Groundwater was not encountered in the soil borings while drilling and sampling or after removal of the auger from the boreholes. Groundwater appears to be below the depths explored by our borings. We do not anticipate that groundwater will be encountered during construction.

4.3 Dewatering

Groundwater was not encountered in the soil borings while drilling and sampling or after removal of the auger from the boreholes. We do not anticipate that groundwater will be encountered and do not anticipate that dewatering will be required.

4.4 Utility and Pavement Subgrade Preparation

Excavation The project could include installing new storm sewer utilities and the associated catch basins. We anticipate that new utilities will be supported on engineered fill and/or the native soils which in our opinion are suitable for pipe support. We recommend removing any vegetation, topsoil, organic soils or otherwise unsuitable materials, if encountered, from below the pipe inverts, manholes, pavement and oversize areas and replacing them with suitable compacted engineered fill. Some of the native clays and existing Fill soils had a soft consistency. Soft, wet clays, if encountered, will need to be removed and replaced with suitable compacted engineered fill or excavated dried and recompacted.

Oversizing In areas where the excavations extend below the proposed pavement or utility elevations, the excavations require oversizing. We recommend the perimeter of the excavation be extended a foot outside the proposed footprint for every foot below footing grade (1H:1V oversizing). The purpose of the oversizing is to provide lateral support of the pavement or utility.

Fill Material We anticipate that the soil excavated for utility construction will likely be re-used as fill and backfill to the greatest extent possible. It is our opinion that the existing Fill encountered in the borings is generally suitable for re-use as fill and backfill provided it is free of debris, topsoil, organic soils or other unsuitable materials. Likewise, the on-site native glacial till soils appear generally suitable for reuse as fill or backfill provided they are free of organic matter or other deleterious material.

Soil moisture contents ranged from about 14 ½ to 32 percent, indicating the soils were likely near or above their assumed optimum soil moisture contents based on the standard Proctor test. Clayey soil that will be reused as fill or backfill will likely require significant moisture conditioning (drying) to meet the recommended compaction levels. Summer months are typically more favorable for drying wet clays.

Additional backfill above the groundwater table, if needed, to attain pavement subgrade elevation can consist of any mineral soil provided it is free of organic material or other deleterious materials. We recommend that fill or backfill placed in wet excavations or within 2 feet of the groundwater table, if encountered, consist of granular soil (sand) with less than 5 percent passing the number 200 sieve and at least 50 percent retained on the number 40 sieve, such as a MN/DOT Select Granular Borrow.

Topsoil, buried topsoil, organic soils or soils that are black in color are not suitable for use as fill or backfill.

Backfilling We recommend bedding material be thoroughly compacted around the pipes. We recommend that engineered fill placed to establish pavement grades be compacted to a minimum of 95 percent of its standard Proctor density (ASTM D 698), the exception being within 3 feet of the proposed pavement subgrade, where 100 percent of standard Proctor density is required. In landscaped areas, if any, we recommend a minimum compaction of 90 percent.

Granular fill classified as SP or SP-SM should be placed within 65 percent to 105 percent of its optimum moisture content as determined by the standard Proctor. Other fill soils should be

placed within 3 percentage points above and 1 percentage point below its optimum moisture content as determined by the standard Proctor. All fill should be placed in thin lifts and be compacted with a large self-propelled vibratory compactor operating in vibratory mode.

4.5 Pavement Recommendations

The City of Corcoran may have standard plates that dictate bituminous pavement design. We recommend that the pavements be designed in accordance with the appropriate standard plates. The following paragraphs provide general pavement recommendations in the absence of City of Corcoran standard plates.

Full Depth Reclamation We understand the roadway could be reconstructed/rehabilitated via full depth reclamation methods. Full depth reclamation (FDR) is the process of pulverizing and blending all layers of an asphalt pavement *in-situ*, as well as part or all of the underlying base materials to provide a homogenous material upon which to place a new surface course.

The existing subgrade soils in our opinion are generally suitable for pavement support and because of that it is our opinion that a full depth reclamation of the existing pavement surfaces is a viable option for pavement reconstruction/rehabilitation.

With the FDR option all layers of the asphalt pavements will be pulverized and blended. That being the case we do not anticipate that new aggregate base will be required for this project. As discussed in Section 4.2, above, the existing aggregate base may have degraded over time and may not meet MN/DOT gradation specifications for virgin Class 5 aggregate base. It may be appropriate to perform grain size analyses of the reclaimed materials prior to placing it as aggregate base or placing the new bituminous surfacing.

We recommend that care be taken to avoid reclaiming too deeply in order to avoid mixing the clayey subgrade soils with the reclaimed bituminous.

New Pavements We recommend the pavement subgrade be prepared as recommended in Section 4.4 above. Prior to placing the aggregate base (Class 5) we recommend proof-rolling and/or compaction tests or dynamic cone penetrometer tests on the subgrade soil to aid in identifying soft, weak, loose or unstable areas that may require additional subcuts.

R-Values Laboratory tests to determine the soils Hveem Stabilometer R-Value (R-Value) was beyond the scope of this project. Based on the soil borings we anticipate the pavement subgrade soils will predominantly consist of sandy lean clay, lean clay, silty clay or clayey sand. Information provided in the State of Minnesota Department of Transportation Pavement Manual indicates that R-Values for these materials typically range from about 10 to 30. It is our opinion that a subgrade R-Value of 20 can be used for pavement design.

Sand Subbase-Optional Because of the poor frost/drainage properties of the clayey subgrade soils on the site you may wish to consider placing a minimum 1 ½ foot thick drained sand sub-base below the aggregate base course in the new pavement areas. We recommend using sand with less than 12% passing the #200 sieve, such as MN/DOT 3149.2B2 (Select Granular Borrow). If the sand sub-base is used, we recommend the sub-base extend beneath the curbs and to 2 feet beyond the outside edges of the curbs for frost and drainage uniformity. Sand

layers outside the curbs should be capped with slow draining soil to reduce surface water infiltration.

If a sand sub-base is used in the pavement areas, drainpipes (finger drains) should be installed to remove infiltrating water. The finger drains should be connected to the catch basins or daylight in ditches. The slope of the bottom of the sub-cut should be such that water is directed to the drainage areas. The sub-cut bottom should not include depressions that can act as reservoirs for water collection.

Pavement Section Corcoran Trail (East and West) provides access to 31 residential lots and based on that we estimate that 20-year design ESAL's will be significantly less than 50,000.

The following paragraph provides an estimated pavement section thickness. It must be noted that the following pavement section thickness is not absolute and is based on the assumptions and data presented in sections 4.1 and 4.2 above. There may be alternate pavement sections that will provide the required performance and may be more cost effective. Alternate pavement section thicknesses can be provided if required or requested.

Based on a subgrade R-Value of 20 and a maximum of 50,000 ESAL's we recommend a minimum pavement section consisting of 4 inches of bituminous over 9 inches of MN/DOT Class 5 aggregate base.

The above referenced pavement section will also meet 10-ton roadway design.

Materials We recommend that the bituminous wear and base courses meet the requirements of MN/DOT specification 2360. MN/DOT recommends a "C" (PG 58-34) binder for the wearing course on new construction. We recommend bituminous mixes meeting MN/OT designation SPWEB240C and/or SPNWB230B. We recommend tack coat meeting MN/DOT Specification 2357 be placed between the lifts and along vertical faces where paving will match adjacent pavement.

We recommend compacting the SPNW bituminous pavements to at least 93% of the maximum theoretical density and compacting SPWE bituminous pavements to at least 92% of the maximum theoretical density.

We recommend aggregate base meeting MN/DOT specification 3138 for Class 5 aggregate base. We recommend the aggregate base be compacted to 100 percent of its maximum standard Proctor dry density.

The new pavement areas will likely include concrete curb and gutter. We recommend specifying concrete that has a minimum 28-day compressive strength of 3,900 psi. We recommend specifying 5 to 8 percent entrained air for exposed concrete to provide resistance to freeze-thaw deterioration. We recommend slump, air content and compressive strength tests of Portland cement concrete.

5.0 CONSTRUCTION CONSIDERATIONS

5.1 Excavation

The soils encountered in the borings consisted of both cohesive (clay) soils consisting of lean clay, sandy lean clay, silty clay and granular (sand) soil consisting of clayey sand, silty sand and poorly graded sand with silt corresponding to the ASTM Classifications of CL, CL-ML, SC, SM and SP-SM, respectively. The clayey soils will generally be Type B soils under Department of Labor Occupational Safety and Health Administration (OSHA) guidelines, while the granular soils will generally be Type C soils under OSHA guidelines.

Temporary excavations in Type B soils should be constructed at a minimum of 1 foot horizontal to every 1 foot vertical within excavations. Excavations in Type C soils should be constructed at a minimum of 1 ½ foot horizontal to every 1 foot vertical within excavations. Slopes constructed in this manner may still exhibit surface sloughing. If site constraints do not allow the construction of slopes with these dimensions, then temporary shoring may be required.

5.2 Observations

A geotechnical engineer or qualified engineering technician should observe the excavation subgrade to evaluate if the subgrade soils are similar to those encountered in the borings and adequate to support the proposed construction.

5.3 Backfill and Fills

We recommend moisture conditioning (drying or wetting) all soils that will be used as fill or backfill. We recommend that fill and backfill be placed in lifts not exceeding 4 to 12 inches, depending on the size of the compactor and materials used.

5.4 Testing

We recommend density tests of backfill and fills placed for the proposed pavements and/or utilities. Samples of the proposed materials should be submitted to our laboratory prior to placement for evaluation of their suitability and to determine their optimum moisture content and maximum dry density (Standard Proctor).

5.5 Winter Construction

If site grading and construction is anticipated to proceed during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading and placement of fill. No fill should be placed on frozen soil and no frozen soil should be used as fill or backfill.

Concrete delivered to the site should meet the temperature requirements of ASTM and/or ACI. Concrete should not be placed on frozen soil. Concrete should be protected from freezing until the necessary strength is obtained. Frost should not be permitted to penetrate below the footings.

6.0 PROCEDURES

6.1 Soil Classification

The drill crew chief visually and manually classified the soils encountered in the borings in general accordance with ASTM D 2488, "Description and Identification of Soils (Visual-Manual Procedure)." Soil terminology notes are included in the Appendix. The samples were returned to our laboratory for review of the field classification by a soils engineer. Samples will be retained for a period of 30 days.

6.2 Groundwater Observations

Immediately after taking the final samples in the bottom of the boring, the hole was checked for the presence of groundwater. Immediately after removing the augers from the borehole the hole was once again checked and the depth to water and cave-in depths were noted.

7.0 GENERAL

7.1 Subsurface Variations

The analyses and recommendations presented in this report are based on data obtained from a limited number of soil borings. Variations can occur away from the borings, the nature of which may not become apparent until additional exploration work is completed, or construction is conducted. A reevaluation of the recommendations in this report should be made after performing on-site observations during construction to note the characteristics of any variations. The variations may result in additional foundation costs and it is suggested that a contingency be provided for this purpose.

It is recommended that we be retained to perform the observation and testing program during construction to evaluate whether the design is as expected, if any design changes have affected the validity of our recommendations, and if our recommendations have been correctly interpreted and implemented in the designs, specifications and construction methods. This will allow correlation of the soil conditions encountered during construction to the soil borings and test pits and will provide continuity of professional responsibility.

7.2 Review of Design

This report is based on the design of the proposed structures as related to us for preparation of this report. It is recommended that we be retained to review the geotechnical aspects of the design and specifications. With the review, we will evaluate whether any changes have affected the validity of the recommendations and whether our recommendations have been correctly interpreted and implemented in the design and specifications.

7.3 Groundwater Fluctuations

We made water level measurements in the borings at the times and under the conditions stated on the boring logs. The data was interpreted in the text of this report. The period of observation was relatively short and fluctuations in the groundwater level may occur due to

rainfall, flooding, irrigation, spring thaw, drainage, and other seasonal and annual factors not evident at the time the observations were made. Design drawings and specifications and construction planning should recognize the possibility of fluctuations.

7.4 Use of Report

This report is for the exclusive use of Wenck and their design team to use to design the proposed structures and prepare construction documents. In the absence of our written approval, we make no representation and assume no responsibility to other parties regarding this report. The data, analysis and recommendations may not be appropriate for other structures or purposes. We recommend that parties contemplating other structures or purposes contact us.


7.5 Level of Care

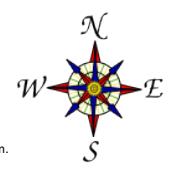
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APPENDIX



Legend

 Approximate Soil Boring Location



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

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Soil Boring Location Sketch
 Corcoran Trail Street Improvements
 Corcoran, Minnesota

Figure #: 1
 Drawn By: RD
 Date: 3/9/21
 Scale: None
 Project #: 21-0171

Figure 2: GPS Boring Locations

Boring Number	Elevation (US Survey Feet)	Northing Coordinate	Easting Coordinate
SB-1	964.5	210980.244	453839.844
SB-2	954.0	211880.091	453855.006
SB-3	955.0	212209.944	453769.785
SB-4	956.0	212568.593	453984.681
SB-5	949.9	212472.747	454442.453
SB-6	948.9	212191.072	454493.607
SB-7	947.6	211806.971	454357.704
SB-8	952.4	211131.445	454398.641

Referencing Minnesota County Coordinates Basis - Hennepin County



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BORING NUMBER SB-1

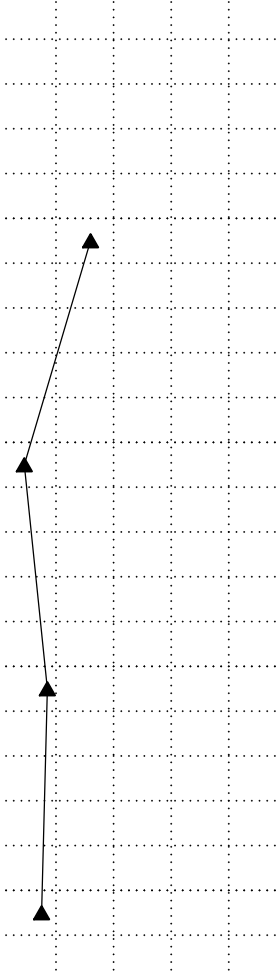
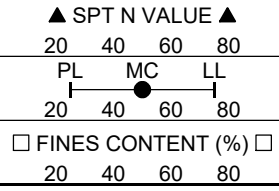
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 964.5 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 8 feet

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 3/17/21 09:41 - C:\USERS\HGTS\3DROFBOX\3DROFBOX\PROJECT BACKUP\PROJECTS\21-0171-CORCORAN TRAIL STREET IMPROVEMENTS.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 12 inches Aggregate Base.										
2.5		(CL-ML) Silty Clay, trace Gravel, brown and grey, wet, hard. (Glacial Till)	AU 1									
5.0		(CL) Sandy Lean Clay, trace Gravel, brown, wet, rather stiff to very stiff. (Glacial Till)	SS 2		6-12-20 (32)							
7.5			SS 3		2-3-6 (9)	19						
10.0			SS 4		3-8-9 (17)							
			SS 5		3-6-9 (15)							

Bottom of borehole at 11.0 feet.





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BORING NUMBER SB-2

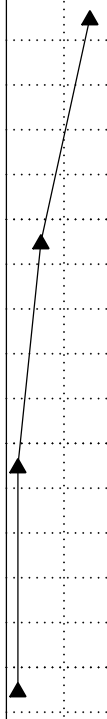
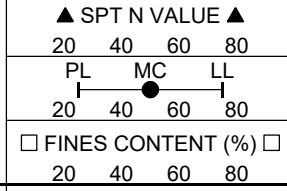
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 954 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 7 feet

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DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲					
								20	40	60	80		
0.0		Approximately 2 inches Bituminous. Approximately 8 inches Aggregate Base.											
2.5		Sandy Lean Clay, brown and grey and black, wet. (FILL)	AU 6										
5.0		(CL) Lean Clay, brown and grey, wet, rather soft. (Glacial Till)	SS 7		9-14-15 (29)								
7.5		(CL) Lean Clay, brown and grey, wet, rather soft. (Glacial Till)	SS 8		3-6-6 (12)	17.5							
10.0		(CL) Sandy Lean Clay, trace Gravel, grey, wet, rather soft. (Glacial Till)	SS 9		2-2-2 (4)								
			SS 10		1-2-2 (4)	23.5							

Bottom of borehole at 11.0 feet.





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BORING NUMBER SB-3

CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 955 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 7 feet

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DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
								20	40	60	80
								□ FINES CONTENT (%) □			
								20	40	60	80
0.0		Approximately 2 inches Bituminous. Approximately 11 inches Aggregate Base.	AU 11								
2.5		Sandy Lean Clay, trace Gravel, brown and grey, wet. (FILL)	SS 12		8-15-18 (33)	15					
5.0			SS 13		4-8-8 (16)						
7.5		(CL) Lean Clay, brown and grey, wet, rather soft. (Glacial Till)	SS 14		2-2-3 (5)	23					
10.0		(CL) Sandy Lean Clay, trace Gravel, grey, wet, soft to medium. (Glacial Till)	SS 15		1-1-1 (2)	32					
12.5			SS 16		2-2-4 (6)						
			SS 17		1-2-3 (5)						

Bottom of borehole at 14.5 feet.



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BORING NUMBER SB-4

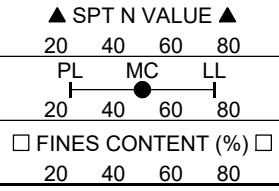
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 956 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 8 feet

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DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 2 inches Bituminous.										
		Approximately 6 inches Aggregate Base.										
2.5		(SM) Silty Sand, fine to medium grained, trace Gravel, brown, moist. (Glacial Till)	AU 18									
5.0		(SP-SM) Poorly Graded Sand with Silt, fine to medium grained, brown, moist. (Glacial Till)	SS 19		5-10-8 (18)	14.5						
7.5		(CL) Sandy Lean Clay, trace Gravel, brown and grey, wet. (Glacial Till)	SS 20		7-9-9 (18)							
10.0			SS 21		2-4-6 (10)	17.5						
			SS 22		2-4-7 (11)							

Bottom of borehole at 11.0 feet.





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BORING NUMBER SB-5

CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 949.9 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 7 feet

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DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 2 inches Bituminous.										
		Approximately 10 inches Aggregate Base.										
2.5		(CL) Sandy Lean Clay, brown and grey, wet, very stiff. (Glacial Till) PI = 18.5 LL = 32.5 PL = 13.5	AU 23 SS 24		6-9-8 (17)	23.5						
5.0		(SC) Clayey Sand, fine to coarse grained, trace Gravel, brown, moist, loose. (Glacial Till)	SS 25		2-3-2 (5)	20.5						
7.5		(CL) Sandy Lean Clay, trace Gravel, brown, wet, medium. (Glacial Till)	SS 26		2-3-5 (8)							
10.0		(CL) Sandy Lean Clay, grey, wet, rather stiff. (Glacial Till)	SS 27		3-6-5 (11)							

Bottom of borehole at 11.0 feet.



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BORING NUMBER SB-6

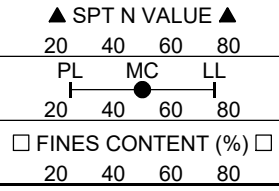
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 948.9 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 7 feet

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 3/17/21 09:41 - C:\USERS\HGTS\3\DROPBOX\3\DRIP\PROJECT BACKUP\PROJECTS\21-0171-CORCORAN TRAIL STREET IMPROVEMENTS.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 2 inches Bituminous. Approximately 8 inches Aggregate Base.										
2.5		(CL) Sandy Lean Clay, trace Gravel, brown and grey, wet, very stiff. (Glacial Till)	AU 28									
5.0		(SC) Clayey Sand, fine to medium grained, trace Gravel, brown, moist, medium dense. (Glacial Till)	SS 29		7-13-11 (24)	27						
7.5		(CL) Sandy Lean Clay, trace Gravel, brown, wet, very stiff. (Glacial Till)	SS 30		3-6-10 (16)							
10.0			SS 31		10-15-8 (23)							
			SS 32		3-10-14 (24)							

Bottom of borehole at 11.0 feet.





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BORING NUMBER SB-7

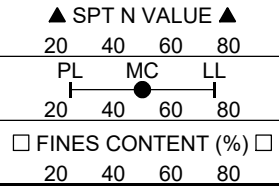
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 947.6 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 8 feet

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 3/17/21 09:41 - C:\USERS\HGTS\3\DROPBOX\3\GINT\GINT PROJECT BACKUP\PROJECTS\21-0171 CORCORAN TRAIL STREET IMPROVEMENTS.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 2 inches Bituminous. Approximately 11 inches Aggregate Base.										
2.5		(SC) Clayey Sand, fine to medium grained, trace Gravel, brown and grey, moist, medium dense. (Glacial Till)	AU 33									
			SS 34		6-10-10 (20)							
5.0		(CL) Sandy Lean Clay, trace Gravel, brown, wet, medium to rather stiff. (Glacial Till)	SS 35		2-3-4 (7)	19.5						
7.5			SS 36		2-3-5 (8)							
10.0			SS 37		3-4-6 (10)							

Bottom of borehole at 11.0 feet.





Haugo GeoTechnical Services
 2825 Cedar Ave South
 Minneapolis, MN 55407
 Telephone: 612-729-2959
 Fax: 763-445-2238

BORING NUMBER SB-8

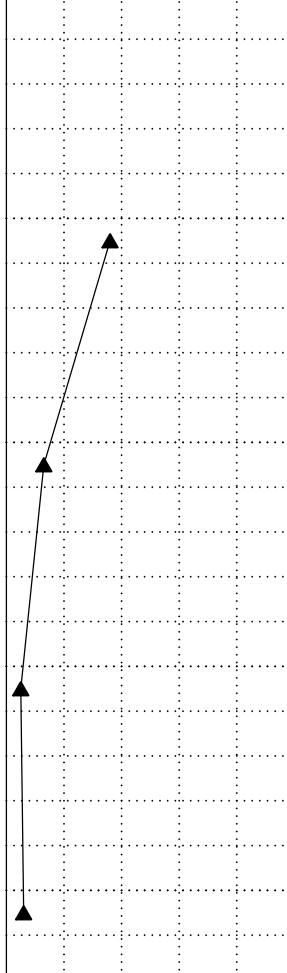
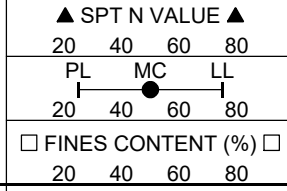
CLIENT City of Corcoran
PROJECT NUMBER 21-0171
DATE STARTED 3/5/21 **COMPLETED** 3/5/21
DRILLING CONTRACTOR HGTS - 45
DRILLING METHOD Hollow Stem Auger/Split Spoon
LOGGED BY CP **CHECKED BY** PG
NOTES _____

PROJECT NAME Corcoran Trail Street Improvements
PROJECT LOCATION Corcoran, MN
GROUND ELEVATION 952.4 ft **HOLE SIZE** 3 1/4 inches
GROUND WATER LEVELS:
AT TIME OF DRILLING --- Not Encountered
AT END OF DRILLING --- Not Encountered
AFTER DRILLING --- Not Encountered with Cave-In Depth of 8 feet

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 3/17/21 09:41 - C:\USERS\HGTS\3DROFBOX\HGTS\HAUGO GEOTECHNICAL SERVICES\GINT PROJECT BACKUP\PROJECTS\21-0171 CORCORAN TRAIL STREET IMPROVEMENTS.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	MOISTURE CONT. (%)	NOTES	▲ SPT N VALUE ▲				
								20	40	60	80	
0.0		Approximately 12 inches Aggregate Base.										
2.5		Lean Clay, dark brown, wet. (FILL)	AU 38									
5.0		Sandy Lean Clay, trace Gravel, brown and grey and dark brown, wet. (FILL)	SS 39		8-16-20 (36)	21.5						
7.5		(SC) Sandy Lean Clay, trace Gravel, brown and grey, moist, loose. (Glacial Till)	SS 40		3-6-7 (13)							
10.0			SS 41		1-2-3 (5)	22.5						
			SS 42		3-3-3 (6)							

Bottom of borehole at 11.0 feet.





Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^a				Soils Classification	
				Group Symbol	Group Name ^b
Coarse-grained Soils more than 50% retained on No. 200 sieve	Gravels More than 50% of coarse fraction retained on No. 4 sieve	Clean Gravels 5% or less fines ^e	$C_u \geq 4$ and $1 \leq C_c \leq 3$ ^c	GW	Well-graded gravel ^d
		Gravels with Fines More than 12% fines ^e	$C_u < 4$ and/or $1 > C_c > 3$ ^c	GP	Poorly graded gravel ^d
			Fines classify as ML or MH	GM	Silty gravel ^{d f g}
		Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands 5% or less fines ⁱ	$C_u \geq 6$ and $1 \leq C_c \leq 3$ ^c	SW
	Sands with Fines More than 12% ⁱ		$C_u < 6$ and/or $1 > C_c > 3$ ^c	SP	Poorly graded sand ^h
			Fines classify as ML or MH	SM	Silty sand ^{f g h}
	Fines classify as CL or CH		SC	Clayey sand ^{f g h}	
	Fine-grained Soils 50% or more passed the No. 200 sieve	Silts and Clays Liquid limit less than 50	Inorganic	PI > 7 and plots on or above "A" line ^j	CL
PI < 4 or plots below "A" line ^j				ML	Silt ^{k i m}
Organic			Liquid limit - oven dried < 0.75	OL	Organic clay ^{k i m n}
			Liquid limit - not dried < 0.75	OL	Organic silt ^{k i m o}
Silts and clays Liquid limit 50 or more		Inorganic	PI plots on or above "A" line	CH	Fat clay ^{k i m}
			PI plots below "A" line	MH	Elastic silt ^{k i m}
		Organic	Liquid limit - oven dried < 0.75	OH	Organic clay ^{k i m p}
			Liquid limit - not dried < 0.75	OH	Organic silt ^{k i m q}
Highly Organic Soils	Primarily organic matter, dark in color and organic odor			PT	Peat

Particle Size Identification

Boulders	over 12"
Cobbles	3" to 12"
Gravel	
Coarse	3/4" to 3"
Fine	No. 4 to 3/4"
Sand	
Coarse	No. 4 to No. 10
Medium	No. 10 to No. 40
Fine	No. 40 to No. 200
Silt	< No. 200, PI < 4 or below "A" line
Clay	< No. 200, PI ≥ 4 and on or above "A" line

Relative Density of Cohesionless Soils

Very loose	0 to 4 BPF
Loose	5 to 10 BPF
Medium dense	11 to 30 BPF
Dense	31 to 50 BPF
Very dense	over 50 BPF

Consistency of Cohesive Soils

Very soft	0 to 1 BPF
Soft	2 to 3 BPF
Rather soft	4 to 5 BPF
Medium	6 to 8 BPF
Rather stiff	9 to 12 BPF
Stiff	13 to 16 BPF
Very stiff	17 to 30 BPF
Hard	over 30 BPF

- a. Based on the material passing the 3-in (75mm) sieve.
- b. If field sample contained cobbles or boulders, or both, add "with cobbles or boulders or both" to group name.
- c. $C_u = D_{60} / D_{10}$, $C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$
- d. If soil contains $\geq 15\%$ sand, add "with sand" to group name.
- e. 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
- 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. If soil contains $\geq 15\%$ gravel, add "with gravel" to group name.
- i. 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
- j. If Atterberg limits plot in hatched area, soil is a CL-ML, silty clay.
- k. If soil contains 10 to 29% plus No. 200, add "with sand" or "with gravel" whichever is predominant.
- l. If soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.
- m. If soil contains $\geq 30\%$ plus No. 200 predominantly gravel, add "gravelly" to group name.
- n. PI ≥ 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.

Drilling Notes

Standard penetration test borings were advanced by 3 1/4" or 6 1/4" ID hollow-stem augers unless noted otherwise. Jetting water was used to clean out auger prior to sampling only where indicated on logs. Standard penetration test borings are designated by the prefix "ST" (Split Tube). All samples were taken with the standard 2" OD split-tube sampler, except where noted.

Power auger borings were advanced by 4" or 6" diameter continuous-flight, solid-stem augers. Soil classifications and strata depths were inferred from disturbed samples augered to the surface and are, therefore, somewhat approximate. Power auger borings are designated by the prefix "B."

Hand auger borings were advanced manually with a 1 1/2" or 3 1/4" diameter auger and were limited to the depth from which the auger could be manually withdrawn. Hand auger borings are indicated by the prefix "H."

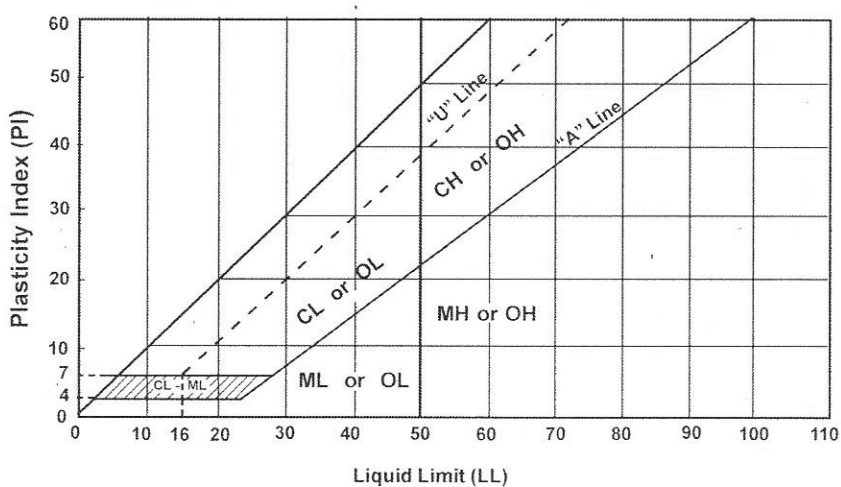
BPF: Numbers indicate blows per foot recorded in standard penetration test, also known as "N" value. The sampler was set 6" into undisturbed soil below the hollow-stem auger. Driving resistances were then counted for second and third 6" increments and added to get BPF. Where they differed significantly, they are reported in the following form: 2/12 for the second and third 6" increments, respectively.

WH: WH indicates the sampler penetrated soil under weight of hammer and rods alone; driving not required.

WR: WR indicates the sampler penetrated soil under weight of rods alone; hammer weight and driving not required.

TW indicates thin-walled (undisturbed) tube sample.

Note: All tests were run in general accordance with applicable ASTM standards.



Laboratory Tests

DD	Dry density, pcf	OC	Organic content, %
WD	Wet density, pcf	S	Percent of saturation, %
MC	Natural moisture content, %	SG	Specific gravity
LL	Liquid limit, %	C	Cohesion, psf
PL	Plastic limit, %	ϕ	Angle of internal friction
PI	Plasticity index, %	qu	Unconfined compressive strength, psf
P200	% passing 200 sieve	qp	Pocket penetrometer strength, tsf

APPENDIX B

Estimated Costs

CORCORAN TRAIL STREET IMPROVEMENTS - ENGINEER COST ESTIMATE
CITY OF CORCORAN
5/7/2021

REMOVALS					
Item	Description	Units	Quantity	Unit Price	Subtotal
1	SAWING BITUMINOUS PAVEMENT	LIN FT	152	\$ 5.00	\$ 760.00
2	SAWING DRIVEWAY PAVEMENT	LIN FT	644	\$ 5.00	\$ 3,220.00
3	RECLAIM BITUMINOUS PAVEMENT	SQ YD	7795	\$ 3.50	\$ 27,282.50
4	REMOVE DRIVEWAY CULVERT	LIN FT	100	\$ 2.00	\$ 200.00
5	REMOVE STORM SEWER FLARED-END	EACH	10	\$ 250.00	\$ 2,500.00
REMOVALS COSTS					\$ 33,963.00

EROSION CONTROL					
Item	Description	Units	Quantity	Unit Price	Subtotal
1	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	240	\$ 3.50	\$ 840.00
2	CULVERT PROTECTION	EACH	6	\$ 250.00	\$ 1,500.00
3	HYDROSEED - TURF MIX	SQ YD	3594	\$ 2.00	\$ 7,188.00
4	COMMON TOPSOIL BORROW	CU YD	400	\$ 35.00	\$ 14,000.00
EROSION CONTROL COSTS					\$ 23,528.00

INFRASTRUCTURE IMPROVEMENTS					
Item	Description	Units	Quantity	Unit Price	Subtotal
1	BITUMINOUS PAVEMENT - BASE COURSE	TON	1402	\$ 75.00	\$ 105,150.00
2	BITUMINOUS PAVEMENT - WEAR COURSE	TON	1402	\$ 80.00	\$ 112,160.00
3	BASE PREPARATION	RDST	40	\$ 250.00	\$ 10,107.50
4	COMMON EXCAVATION	CU YD	646	\$ 25.00	\$ 16,157.03
5	18" RC PIPE CLASS V	LIN FT	100	\$ 90.00	\$ 9,000.00
6	18" RC PIPE APRON	EACH	10	\$ 750.00	\$ 7,500.00
7	RIP RAP CL II	TON	20	\$ 115.00	\$ 2,300.00
8	DRIVEWAY TRANSITION (MATCH EXISTING)	EACH	34	\$ 750.00	\$ 25,500.00
INFRASTRUCTURE IMPROVEMENTS COSTS					\$ 287,875.00

OTHER					
Item	Description	Units	Quantity	Unit Price	Subtotal
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$ 17,270.00	\$ 17,270.00
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 8,640.00	\$ 8,640.00
OTHER COSTS					\$ 25,910.00

TOTAL ROADWAY CONSTRUCTION COSTS \$ 371,276.00
INDIRECT PROJECT COSTS (30%) \$ 111,382.80
TOTAL PROJECT COST \$ 482,658.80

STORMWATER IMPROVEMENTS					
Item	Description	Units	Quantity	Unit Price	Subtotal
1	RCP STORM SEWER	LIN FT	180	\$ 80.00	\$ 14,400.00
2	RCP FLARED END SECTION	EACH	6	\$ 1,250.00	\$ 7,500.00
3	DITCH IMPROVEMENTS	LIN FT	1000	\$ 18.00	\$ 18,000.00
TOTAL STORMWATER CONSTRUCTION COSTS					\$ 39,900.00
INDIRECT PROJECT COSTS (30%)					\$ 11,970.00
TOTAL PROJECT COST					\$ 51,870.00

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

Corcoran Trail East & West
Corcoran, MN 55340



File # V2011001 – Corcoran Trail East & West

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

May 5, 2021

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 Corcoran Trail West and East.

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.

The city would improve drainage in the western portion of the project to reduce flooding to surrounding properties.

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 in the neighborhood are a mixture of gravel or asphalt. The road condition, based on the visual inspection of the streets, is rated 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 private well and septic (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 poor.

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.

The city is proposing to improve drainage in the western portion of the project. This will result in less flooding.

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 central 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	Graded, improved
3) Curb	None	None
4) Drainage	n/a	n/a
5) Storm Sewer	Surface	Surface, improved in western portion of project
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 6 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** \$12,000 to \$20,000 per buildable lot
- **Single-Family Residential – Existing paved to new pavement** \$6,000 to \$10,000 per buildable lot
- **Stormwater Improvements** \$100 to \$500 per buildable lot

Note: Lots that are closer to flooding, or experience flooding would benefit and would be at the upper end of the range. There are two lots that could become buildable if the stormwater improvements are completed. The benefit for these lots, if buildable, could range from \$20,000 to \$60,000+.

The client requested a benefit range assuming an overlay project:

- **Single-Family Residential – Overlay Pavement** \$1,000 to \$3,000 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 (not in project)



Street view (not in project)



Street view (not in project)



Street view (not in project)

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

Alternate 1 & Alternate 2

**Corcoran Trail - Street Improvements
Preliminary Assessment Roll Alternate 1**

Estimated Roadway Project Cost \$ 482,658.80

Estimated Storm Project Cost \$ 51,870.00

Lot Equivalency					
PID	PROPERTY ADDRESS	TAX PAYER ADDRESS	TAXPAYER NAME	Units	Estimated Total Roadway Assessment Amount
2311923330002	7715 Corcoran Tr W	7715 Corcoran Tr W	Lori K LeighChannon Hale Leigh	1	\$ 10,800.00
2311923330003	7735 Corcoran Tr W	7735 Corcoran Tr W	Harold R Hawkins	1	\$ 10,800.00
2311923330004	7755 Corcoran Tr W	7755 Corcoran Tr W	Brian & Evelyn Johnson	1	\$ 10,800.00
2311923330014	7785 Corcoran Tr W	7785 Corcoran Tr W	John W Herou/Michelle Herou	1	\$ 5,400.00
2311923330015	7795 Corcoran Tr W	7795 Corcoran Tr W	Bradley D PaumenBrian T Paumen	1	\$ 5,400.00
2311923330016	7815 Corcoran Tr W	7815 Corcoran Tr W	Brian Toussaint	1	\$ 5,400.00
2311923320002	7915 Corcoran Tr W	7915 Corcoran Tr W	Barbara A PearsonBradley F Pearson	1	\$ 5,400.00
2311923320003	8015 Corcoran Tr W	8015 Corcoran Tr W	Randal Donnell/Sarah Donnell	1	\$ 5,400.00
2311923320004	8055 Corcoran Tr W	8055 Corcoran Tr W	Floyd Raymond Keen Jr	1	\$ 5,400.00
2311923320005	8075 Corcoran Tr W	8075 Corcoran Tr W	Curtis & Amy Nelson	1	\$ 5,400.00
2311923320006	8070 Corcoran Tr E	8070 Corcoran Tr E	Cody Ellos & Laura Ellos	1	\$ 5,400.00
2311923320007	8010 Corcoran Tr E	8010 Corcoran Tr E	Pamela & Steven Schelller	1	\$ 5,400.00
2311923320008	7950 Corcoran Tr E	7950 Corcoran Tr E	Douglas Eli & Leah Robideau	1	\$ 5,400.00
2311923320009	7900 Corcoran Tr E	7900 Corcoran Tr E	Thomas J & Karen E Boerner	1	\$ 5,400.00
2311923330017	7800 Corcoran Tr E	7800 Corcoran Tr E	Bernjamin W KorrerStephanie A Korrer	1	\$ 5,400.00
2311923330018	7790 Corcoran Tr E	7790 Corcoran Tr E	Pat A Tabor/Jody A Mills	1	\$ 5,400.00
2311923330019	7780 Corcoran Tr E	7780 Corcoran Tr E	S J Patnode & M Nelson	1	\$ 5,400.00
2311923330020	7770 Corcoran Tr E	7770 Corcoran Tr E	Pat Riley GormanStacy Ann Gorman	1	\$ 10,800.00
2311923330010	7760 Corcoran Tr E	7760 Corcoran Tr E	R L Eastborne	1	\$ 10,800.00
2311923330009	7720 Corcoran Tr E	7720 Corcoran Tr E	Brian Toussaint	1	\$ 10,800.00
2311923330013	7710 Corcoran Tr W	7710 Corcoran Tr W	Molly Gabriele	1	\$ 10,800.00
2311923330006	7730 Corcoran Tr W	7730 Corcoran Tr W	Keith Drake & Elise Drake	1	\$ 10,800.00
2311923330021	7780 Corcoran Tr W	7780 Corcoran Tr W	Curt D Propson	1	\$ 5,400.00
2311923330022	7798 Corcoran Tr W	7798 Corcoran Tr W	Chris Kuechle & Cher Kuechle	1	\$ 5,400.00
2311923320010	7888 Corcoran Tr W	7888 Corcoran Tr W	Bruce A & Wendy A Koenen	1	\$ 5,400.00
2311923320011	8030 Corcoran Tr W	8030 Corcoran Tr W	Loren George	1	\$ 5,400.00
2311923320012	7965 Corcoran Tr E	7965 Corcoran Tr E	John & Lois Scheunemann	1	\$ 5,400.00
2311923320013	7895 Corcoran Tr E	7895 Corcoran Tr E	Joseph P StanislawskiGoodrun A Stanislawski	1	\$ 5,400.00
2311923330023	7801 Corcoran Tr E	7801 Corcoran Tr E	Daniel A WoodwardAllecia L O'Donnell	1	\$ 5,400.00
2311923330024	7775 Corcoran Tr E	7775 Corcoran Tr E	Andrew CarpenterDonna Carpenter	1	\$ 5,400.00
2311923330007	7745 Corcoran Tr E	7745 Corcoran Tr E	Jaclyn Pikkarainen	1	\$ 10,800.00

**Corcoran Trail - Street Improvements
Preliminary Assessment Roll Alternate 2**

Estimated Roadway Project Cost \$ 482,658.80
Estimated Storm Project Cost \$ 51,870.00

					Lot Equivalency			
PID	PROPERTY ADDRESS	TAX PAYER ADDRESS	TAXPAYER NAME	Units	Estimated Roadway Assessment Amount	Overlay Credit	Estimated Total Assessment Amount	
2311923330002	7715 Corcoran Tr W	7715 Corcoran Tr W	Lori K LeighChannon Hale Leigh	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330003	7735 Corcoran Tr W	7735 Corcoran Tr W	Harold R Hawkins	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330004	7755 Corcoran Tr W	7755 Corcoran Tr W	Brian & Evelyn Johnson	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330014	7785 Corcoran Tr W	7785 Corcoran Tr W	John W Herou/Michelle Herou	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330015	7795 Corcoran Tr W	7795 Corcoran Tr W	Bradley D PaumenBrian T Paumen	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330016	7815 Corcoran Tr W	7815 Corcoran Tr W	Brian Toussaint	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320002	7915 Corcoran Tr W	7915 Corcoran Tr W	Barbara A PearsonBradley F Pearson	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320003	8015 Corcoran Tr W	8015 Corcoran Tr W	Randal Donnell/Sarah Donnell	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320004	8055 Corcoran Tr W	8055 Corcoran Tr W	Floyd Raymond Keen Jr	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320005	8075 Corcoran Tr W	8075 Corcoran Tr W	Curtis & Amy Nelson	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320006	8070 Corcoran Tr E	8070 Corcoran Tr E	Cody Ellos & Laura Ellos	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320007	8010 Corcoran Tr E	8010 Corcoran Tr E	Pamela & Steven Scheiller	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320008	7950 Corcoran Tr E	7950 Corcoran Tr E	Douglas Eli & Leah Robideau	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320009	7900 Corcoran Tr E	7900 Corcoran Tr E	Thomas J & Karen E Boerner	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330017	7800 Corcoran Tr E	7800 Corcoran Tr E	Bemjamin W KorreStephanie A Korrer	1	\$ 5,400.00	\$ -	\$ 5,400.00	
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2311923330019	7780 Corcoran Tr E	7780 Corcoran Tr E	S J Patnode & M Nelson	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330020	7770 Corcoran Tr E	7770 Corcoran Tr E	Pat Riley GormanStacy Ann Gorman	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330010	7760 Corcoran Tr E	7760 Corcoran Tr E	R L Eastborne	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330009	7720 Corcoran Tr E	7720 Corcoran Tr E	Brian Toussaint	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330013	7710 Corcoran Tr W	7710 Corcoran Tr W	Molly Gabriele	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330006	7730 Corcoran Tr W	7730 Corcoran Tr W	Keith Drake & Elise Drake	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	
2311923330021	7780 Corcoran Tr W	7780 Corcoran Tr W	Curt D Propson	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330022	7798 Corcoran Tr W	7798 Corcoran Tr W	Chris Kuechle & Cher Kuechle	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320010	7888 Corcoran Tr W	7888 Corcoran Tr W	Bruce A & Wendy A Koenen	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320011	8030 Corcoran Tr W	8030 Corcoran Tr W	Loren George	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320012	7965 Corcoran Tr E	7965 Corcoran Tr E	John & Lois Scheunemann	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923320013	7895 Corcoran Tr E	7895 Corcoran Tr E	Joseph P StanislawskiGoodrun A Stanislawski	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330023	7801 Corcoran Tr E	7801 Corcoran Tr E	Daniel A WoodwardAllecia L O'Donnell	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330024	7775 Corcoran Tr E	7775 Corcoran Tr E	Andrew CarpenterDonna Carpenter	1	\$ 5,400.00	\$ -	\$ 5,400.00	
2311923330007	7745 Corcoran Tr E	7745 Corcoran Tr E	Jaclyn Pikkarainen	1	\$ 10,800.00	\$ (1,800.00)	\$ 9,000.00	

RESOLUTION NO. 2021-41

Motion By:
Seconded By:

A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING A HEARING ON IMPROVEMENT FOR THE CORCORAN TRAIL EAST/WEST IMPROVEMENTS PROJECT

WHEREAS, on February 11, 2021 the City Council of the City of Corcoran authorized the preparation of a report by Wenck Associates, Inc. with reference to the proposed Corcoran Trail East/West Improvements Project (the "Project"), the improvement by reconstruction and paving of the existing roadway as described below:

- Corcoran Trail East and West to the respective connections with County Road 50; 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 streets 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 \$534,528.80.
3. A public hearing shall be held on such proposed improvement (improvement hearing) on the 10th day of June 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. 2021-41

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 13th day of May 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 10a.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: Improvement Hearing – Appaloosa Woods Street Improvement Project	Action Required: Hold the improvement hearing; act on proposed project

Summary:

In 2019, the City of Maple Grove informed the City of Corcoran of their plans to reconstruct their portion of roads within the Appaloosa Woods development in 2021. Corcoran was asked if the city would like to participate in the project to improve roads in Corcoran as well. The following is a brief history of the project since that time:

Feb. 27, 2020: Neighborhood meeting held
April 13, 2020: Authorized staff to complete a feasibility study for the proposed project
Jan. 28, 2021: Reviewed draft feasibility study and special assessment policy
April 8, 2021: Accepted the feasibility study; called the improvement hearing
May 4, 2021: Bid opening – Maple Grove

The next step in the process is to hold the improvement hearing in which affected property owners can share their thoughts on the project, including the proposed assessments, prior to the Council ordering the improvement. Letters were mailed on Friday, April 30th.

The project includes proposed assessments as follows:

- Properties accessing existing gravel to new pavement: \$13,500
- Properties accessing existing pavement to new pavement: \$7,200

These amounts reflect 90% of the low range of the benefit, per the approved special assessment policy.

If after holding the improvement hearing, the Council desires to proceed with the project, a resolution ordering the improvement must be approved. In this case, an additional joint powers agreement is also required between the two cities outlining construction management, cost sharing, and more. A few final tweaks need to be made to the agreement, due to that, staff is requesting authorization for the Mayor and City Administrator to finalize the agreement.

Following the ordering of the improvement the City must also schedule an assessment hearing at some point in the future. The purpose of that hearing is to receive comment prior to adopting the formal assessment roll. Per policy, the payment can be made in full, or paid over a term not to exceed 20 years with interest. The interest rate shall be one percent more than the rate of the bonds sold for the specific project. If no bonds were sold, the interest rate shall be set using the current bond market. Staff recommends utilizing the last bond sale from the City which had a true interest rate of .83%. This means that the interest rate for the project would be 1.83%. Staff recommends a term of 10 years.

Financial/Budget:

The previously accepted feasibility study anticipated the cost of the project to be \$185,798.20 with assessment revenue of \$185,400. Bids were opened on May 4th with construction costs lower than anticipated. The new estimated project cost is \$157,622.92.

Assessment revenue cannot exceed project costs. If the project moves forward and costs continue to be lower than previously estimated, the proposed assessment amount for properties will be lowered for the future assessment hearing.

While the revenue is likely to cover nearly all the project costs, the City will need to cover initial costs for those desiring to pay for the assessment over the proposed 10-year term. Staff recommends use of the Asphalt Fund to cover these costs initially with the repayment of those funds over time.

Options:

1. Hold the public hearing; approve resolution 2021-42 Ordering the Improvement for the Appaloosa Woods Street Improvement Project; authorize the Mayor and City Administrator to execute the Joint Powers Agreement.
2. Hold the public hearing; decline proceeding forward with the project.
3. Send back to staff for further review.

Recommendation:

Staff recommends proceeding forward with the project as presented for the following reasons:

1. It is likely that the project will never be as affordable in the future as there are significant efficiencies by joining the Maple Grove project.
2. If costs stay as newly estimated, assessments to property owners would be lower than likely in the future. Additionally, for those desiring to pay the assessment over time, the interest rate is nearly as low as it can be.
3. Completing the project will reduce gravel road maintenance for the city.

Council Action:

Approve resolution 2021-42 Ordering the Improvement for the Appaloosa Woods Street Improvement Project; authorize the Mayor and City Administrator to execute the Joint Powers Agreement.

Attachments:

1. May 5, 2021 Memo from Wenck
2. Resolution 2021-42 Ordering the Improvement for the Appaloosa Woods Street Improvement Project
3. Joint Powers Agreement

To: Kevin Mattson, City of Corcoran From: Kent Torve, PE, City Engineer
Steve Hegland, PE

Project: 227702426 Date: May 5th, 2021

Subject: Authorize Award of Bid for Appaloosa
Woods Street Improvement Project

Council Action Requested

Motion to approve resolution awarding the bid for the Appaloosa Woods Street Improvement Project as part of the Maple Grove 2021 Street Reconstruction Program Project.

Background

The Appaloosa Woods Street Improvement Project is a roadway improvement project to recondition a small portion of existing pavement as well as improve the remainder of the road from gravel to a bituminous surface within the Corcoran portion of the Appaloosa Woods Development. This project was bid as part of the City of Maple Grove Street Reconstruction Program Project.

Bid Results

The project was publicly bid by the City of Maple Grove as part of their overall project with six bids submitted on the project. Northwest Asphalt Inc. was the lowest apparent bidder at \$1,874,339.05. A copy of the overall bid abstract is attached.

The Corcoran portion of the project was incorporated into the overall Maple Grove Project with the individual project components within Corcoran being tracked separately and the City of Corcoran cost responsibility. The Corcoran participation of the low apparent bid by Northwest Asphalt Inc. is \$99,982.92. This does not include the project indirect costs or Maple Grove pass through costs which would be in addition to these costs. A copy of the Corcoran portion of the apparent low bid construction costs is attached.

These updated project costs are approximately 15% lower than the prices that were presented in the feasibility study.

Funding

The project will be paid through special assessments and local funds, if necessary. An agreement with Maple Grove will be presented by the city outlining the cost sharing for the project.

Engineer's Recommendation

The bids were competitive and the pricing provided is reasonable based on our engineering opinion. Stantec, recommends that the City of Corcoran award their portion of the Maple Grove Street Reconstruction Program Project.

May 5, 2021

Kevin Mattson

Page 2 of 2

Reference: Appaloosa Woods Street Improvement – Authorize Award

Stantec Consulting Services Inc.



Kent Torve, PE

City Engineer

Phone: 763-479-4209

ktorve@wenck.com

Attachments:

- Bid Abstract – City of Maple Grove Street Reconstruction Program Project
- Bid Abstract – Corcoran Participation of City of Maple Grove Street Reconstruction Program Project

Bid Tabulation

Appaloosa Woods Street Reconstruction

City Project No. 2021-01

City of Maple Grove, MN

WSB Project No. 016383-000

Bids Received Online: Tuesday, May 4, 2021, at 11:00 a.m. Local Time



Line #	Mat. #	Item Description	Units	Quantity	Engineer's Estimate		Northwest Asphalt, Inc.		Park Construction Company		Bituminous Roadways, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE A												
1	2011.601	INCENTIVE	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
2	2011.601	INCENTIVE	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
3	2011.601	INCENTIVE	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
4	2021.501	MOBILIZATION	LS	1	\$150,000.00	\$150,000.00	\$79,572.00	\$79,572.00	\$111,200.00	\$111,200.00	\$56,000.00	\$56,000.00
5	2104.502	REMOVE CASTING	EACH	3	\$300.00	\$900.00	\$150.00	\$450.00	\$205.00	\$615.00	\$130.00	\$390.00
6	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	122	\$45.00	\$5,490.00	\$50.00	\$6,100.00	\$50.50	\$6,161.00	\$52.00	\$6,344.00
7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	918	\$4.00	\$3,672.00	\$5.00	\$4,590.00	\$3.70	\$3,396.60	\$3.65	\$3,350.70
8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	1744	\$2.05	\$3,575.20	\$2.50	\$4,360.00	\$2.50	\$4,360.00	\$1.85	\$3,226.40
9	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	24191	\$4.00	\$96,764.00	\$3.48	\$84,184.68	\$2.45	\$59,267.95	\$5.15	\$124,583.65
10	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	344	\$11.00	\$3,784.00	\$9.86	\$3,391.84	\$13.60	\$4,678.40	\$12.20	\$4,196.80
11	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	834	\$8.00	\$6,672.00	\$4.93	\$4,111.62	\$10.00	\$8,340.00	\$6.65	\$5,546.10
12	2104.518	REMOVE BITUMINOUS WALK	S F	14	\$4.00	\$56.00	\$1.00	\$14.00	\$0.96	\$13.44	\$1.40	\$19.60
13	2104.518	REMOVE CONCRETE SIDEWALK	S F	397	\$3.00	\$1,191.00	\$1.00	\$397.00	\$1.05	\$416.85	\$0.85	\$337.45
14	2104.602	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	EACH	48	\$250.00	\$12,000.00	\$250.00	\$12,000.00	\$313.00	\$15,024.00	\$1,200.00	\$57,600.00
15	2104.618	SALVAGE BRICK PAVERS	S F	50	\$8.00	\$400.00	\$15.00	\$750.00	\$3.15	\$157.50	\$8.00	\$400.00
16	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	846	\$2.25	\$1,903.50	\$1.50	\$1,269.00	\$1.55	\$1,311.30	\$2.80	\$2,368.80
17	2106.507	EXCAVATION - COMMON	C Y	1584	\$30.00	\$47,520.00	\$21.50	\$34,056.00	\$33.80	\$53,539.20	\$18.00	\$28,512.00
18	2106.507	EXCAVATION - SUBGRADE	C Y	603	\$25.00	\$15,075.00	\$21.50	\$12,964.50	\$23.30	\$14,049.90	\$23.50	\$14,170.50
19	2106.507	GRANULAR EMBANKMENT (CV)	C Y	603	\$24.00	\$14,472.00	\$23.00	\$13,869.00	\$15.90	\$9,587.70	\$21.90	\$13,205.70
20	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	100	\$27.00	\$2,700.00	\$23.00	\$2,300.00	\$33.60	\$3,360.00	\$21.90	\$2,190.00
21	2112.519	SUBGRADE PREPARATION	RDST	13.6	\$300.00	\$4,080.00	\$150.00	\$2,040.00	\$192.00	\$2,611.20	\$320.00	\$4,352.00
22	2123.510	COMMON LABORERS	HOUR	30	\$125.00	\$3,750.00	\$75.00	\$2,250.00	\$86.30	\$2,589.00	\$72.00	\$2,160.00
23	2123.610	SKID LOADER	HOUR	30	\$150.00	\$4,500.00	\$125.00	\$3,750.00	\$154.00	\$4,620.00	\$136.00	\$4,080.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	86	\$150.00	\$12,900.00	\$150.00	\$12,900.00	\$152.00	\$13,072.00	\$170.00	\$14,620.00
25	2130.523	WATER	MGAL	179	\$40.00	\$7,160.00	\$50.00	\$8,950.00	\$37.90	\$6,784.10	\$33.00	\$5,907.00
26	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	339	\$27.00	\$9,153.00	\$37.87	\$12,837.93	\$10.20	\$3,457.80	\$0.01	\$3.39
27	2215.504	FULL DEPTH RECLAMATION	S Y	37052	\$3.00	\$111,156.00	\$3.26	\$120,789.52	\$2.80	\$103,745.60	\$4.45	\$164,881.40
28	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	2630	\$2.50	\$6,575.00	\$2.23	\$5,864.90	\$0.81	\$2,130.30	\$2.85	\$7,495.50
29	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C) 1.5" THICK	S Y	43177	\$6.50	\$280,650.50	\$6.08	\$262,516.16	\$6.35	\$274,173.95	\$6.20	\$267,697.40
30	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C)3.0" THICK	S Y	499	\$28.00	\$13,972.00	\$32.76	\$16,347.24	\$41.90	\$20,908.10	\$28.50	\$14,221.50
31	2360.504	TYPE SP 12.5 NON WR CRS MIX(3,C)2" THICK	S Y	40547	\$8.50	\$344,649.50	\$7.53	\$305,318.91	\$7.85	\$318,293.95	\$7.65	\$310,184.55
32	2502.503	4" PERF PE PIPE DRAIN (DRAINTILE)	LF	180	\$18.00	\$3,240.00	\$24.67	\$4,440.60	\$28.50	\$5,130.00	\$31.00	\$5,580.00
33	2502.503	6" PVC PIPE DRAIN	L F	670	\$25.00	\$16,750.00	\$30.70	\$20,569.00	\$27.00	\$18,090.00	\$40.00	\$26,800.00
34	2502.601	IRRIGATION SYSTEM PROVISION	LS	1	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
35	2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	6	\$310.00	\$1,860.00	\$235.00	\$1,410.00	\$331.00	\$1,986.00	\$365.00	\$2,190.00
36	2503.502	INSTALL 27" SAN SEWER CONE EXT - 1 FT SECTION	EACH	2	\$350.00	\$700.00	\$855.00	\$1,710.00	\$1,380.00	\$2,760.00	\$1,430.00	\$2,860.00
37	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	406	\$80.00	\$32,480.00	\$55.88	\$22,687.28	\$68.70	\$27,892.20	\$71.00	\$28,826.00
38	2504.602	ADJUST GATE VALVE & BOX	EACH	30	\$450.00	\$13,500.00	\$605.00	\$18,150.00	\$502.00	\$15,060.00	\$280.00	\$8,400.00

Bid Tabulation

Appaloosa Woods Street Reconstruction

City Project No. 2021-01

City of Maple Grove, MN

WSB Project No. 016383-000

Bids Received Online: Tuesday, May 4, 2021, at 11:00 a.m. Local Time



Line #	Mat. #	Item Description	Units	Quantity	Engineer's Estimate		Northwest Asphalt, Inc.		Park Construction Company		Bituminous Roadways, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE A												
39	2506.502	ADJUST FRAME & RING CASTING	EACH	59	\$800.00	\$47,200.00	\$883.00	\$52,097.00	\$998.00	\$58,882.00	\$710.00	\$41,890.00
40	2506.602	ADJUST FRAME & RING CASTING (SPECIAL)	EACH	55	\$500.00	\$27,500.00	\$430.00	\$23,650.00	\$244.00	\$13,420.00	\$350.00	\$19,250.00
41	2506.502	CASTING ASSEMBLY (SANITARY SEWER)	EACH	2	\$1,200.00	\$2,400.00	\$1,100.00	\$2,200.00	\$1,050.00	\$2,100.00	\$1,000.00	\$2,000.00
42	2506.602	CASTING ASSEMBLY SPECIAL	EACH	1	\$1,250.00	\$1,250.00	\$788.00	\$788.00	\$632.00	\$632.00	\$700.00	\$700.00
43	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	25	\$550.00	\$13,750.00	\$500.00	\$12,500.00	\$210.00	\$5,250.00	\$1,000.00	\$25,000.00
44	2506.503	CONST DRAINAGE STRUCTURE SPECIAL, DES (2'X3')	L F	4	\$500.00	\$2,000.00	\$1,600.00	\$6,400.00	\$298.00	\$1,192.00	\$308.00	\$1,232.00
45	2521.518	6" CONCRETE WALK	S F	397	\$15.00	\$5,955.00	\$11.90	\$4,724.30	\$16.20	\$6,431.40	\$16.00	\$6,352.00
46	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	676	\$74.00	\$50,024.00	\$73.92	\$49,969.92	\$84.30	\$56,986.80	\$87.00	\$58,812.00
47	2531.603	CONCRETE CURB & GUTTER	L F	24191	\$15.00	\$362,865.00	\$14.65	\$354,398.15	\$15.20	\$367,703.20	\$13.90	\$336,254.90
48	2531.618	TRUNCATED DOMES	S F	52	\$65.00	\$3,380.00	\$52.50	\$2,730.00	\$48.50	\$2,522.00	\$49.50	\$2,574.00
49	2540.602	SALVAGE AND REINSTALL MAIL BOX SUPPORT	EACH	122	\$55.00	\$6,710.00	\$60.00	\$7,320.00	\$60.60	\$7,393.20	\$62.50	\$7,625.00
50	2540.602	TEMPORARY MAIL BOX	EACH	124	\$100.00	\$12,400.00	\$40.00	\$4,960.00	\$40.40	\$5,009.60	\$41.50	\$5,146.00
51	2540.602	MAIL BOX SUPPORT	EACH	4	\$55.00	\$220.00	\$100.00	\$400.00	\$101.00	\$404.00	\$104.00	\$416.00
52	2540.618	INSTALL BRICK PAVERS	S F	50	\$20.00	\$1,000.00	\$20.00	\$1,000.00	\$17.20	\$860.00	\$20.00	\$1,000.00
53	2557.602	REPAIR DOG FENCE	EACH	11	\$200.00	\$2,200.00	\$250.00	\$2,750.00	\$253.00	\$2,783.00	\$250.00	\$2,750.00
54	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00	\$4,290.00	\$4,290.00	\$7,000.00	\$7,000.00
55	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$627.00	\$627.00	\$0.01	\$0.01
56	2573.502	STORM DRAIN INLET PROTECTION	EACH	58	\$220.00	\$12,760.00	\$150.00	\$8,700.00	\$198.00	\$11,484.00	\$145.00	\$8,410.00
57	2573.503	SILT FENCE, TYPE MS	L F	1320	\$2.50	\$3,300.00	\$2.50	\$3,300.00	\$2.25	\$2,970.00	\$2.35	\$3,102.00
58	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	1360	\$3.20	\$4,352.00	\$3.75	\$5,100.00	\$3.55	\$4,828.00	\$3.60	\$4,896.00
59	2574.507	COMMON TOPSOIL BORROW (CV)	C Y	1264	\$42.00	\$53,088.00	\$35.00	\$44,240.00	\$0.01	\$12.64	\$45.00	\$56,880.00
60	2575.504	SODDING TYPE LAWN	S Y	6319	\$9.25	\$58,450.75	\$8.50	\$53,711.50	\$16.00	\$101,104.00	\$8.75	\$55,291.25
61	2575.508	HYDRAULIC MULCH MATRIX	LB	948	\$1.50	\$1,422.00	\$2.00	\$1,896.00	\$2.00	\$1,896.00	\$2.05	\$1,943.40
62	2118.507	AGGREGATE SURFACING (CV) CLASS 2	C Y	50	\$24.00	\$1,200.00	\$51.86	\$2,593.00	\$111.00	\$5,550.00	\$32.00	\$1,600.00
TOTAL SCHEDULE A						\$2,055,177.45		\$1,874,339.05		\$1,918,113.88		\$1,977,825.00
GRAND TOTAL BID						\$2,055,177.45		\$1,874,339.05		\$1,918,113.88		\$1,977,825.00

Bid Tabulation

Appaloosa Woods Street Reconstruction

City Project No. 2021-01

City of Maple Grove, MN

WSB Project No. 016383-000

Bids Received Online: Tuesday, May 4, 2021, at 11:00 a.m. Local Time



Line #	Mat. #	Item Description	Units	Quantity	Engineer's Estimate		North Valley, Inc.		GMH Asphalt Corporation		C.S. McCrossan Construction, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE A												
1	2011.601	INCENTIVE	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
2	2011.601	INCENTIVE	LS	1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
3	2011.601	INCENTIVE	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
4	2021.501	MOBILIZATION	LS	1	\$150,000.00	\$150,000.00	\$85,844.19	\$85,844.19	\$240,000.00	\$240,000.00	\$90,000.00	\$90,000.00
5	2104.502	REMOVE CASTING	EACH	3	\$300.00	\$900.00	\$160.71	\$482.13	\$300.00	\$900.00	\$165.00	\$495.00
6	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	122	\$45.00	\$5,490.00	\$53.57	\$6,535.54	\$52.90	\$6,453.80	\$53.00	\$6,466.00
7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	918	\$4.00	\$3,672.00	\$5.89	\$5,407.02	\$4.75	\$4,360.50	\$4.10	\$3,763.80
8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	1744	\$2.05	\$3,575.20	\$3.21	\$5,598.24	\$2.34	\$4,080.96	\$2.70	\$4,708.80
9	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	24191	\$4.00	\$96,764.00	\$4.29	\$103,779.39	\$3.65	\$88,297.15	\$4.30	\$104,021.30
10	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	344	\$11.00	\$3,784.00	\$9.64	\$3,316.16	\$18.00	\$6,192.00	\$9.70	\$3,336.80
11	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	834	\$8.00	\$6,672.00	\$8.20	\$6,838.80	\$9.70	\$8,089.80	\$8.20	\$6,838.80
12	2104.518	REMOVE BITUMINOUS WALK	S F	14	\$4.00	\$56.00	\$10.71	\$149.94	\$10.00	\$140.00	\$10.50	\$147.00
13	2104.518	REMOVE CONCRETE SIDEWALK	S F	397	\$3.00	\$1,191.00	\$2.14	\$849.58	\$2.00	\$794.00	\$2.10	\$833.70
14	2104.602	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	EACH	48	\$250.00	\$12,000.00	\$535.69	\$25,713.12	\$324.00	\$15,552.00	\$360.00	\$17,280.00
15	2104.618	SALVAGE BRICK PAVERS	S F	50	\$8.00	\$400.00	\$10.71	\$535.50	\$3.25	\$162.50	\$5.80	\$290.00
16	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	846	\$2.25	\$1,903.50	\$3.21	\$2,715.66	\$1.00	\$846.00	\$3.20	\$2,707.20
17	2106.507	EXCAVATION - COMMON	C Y	1584	\$30.00	\$47,520.00	\$26.78	\$42,419.52	\$50.75	\$80,388.00	\$27.00	\$42,768.00
18	2106.507	EXCAVATION - SUBGRADE	C Y	603	\$25.00	\$15,075.00	\$16.07	\$9,690.21	\$0.01	\$6.03	\$16.00	\$9,648.00
19	2106.507	GRANULAR EMBANKMENT (CV)	C Y	603	\$24.00	\$14,472.00	\$26.78	\$16,148.34	\$0.01	\$6.03	\$27.00	\$16,281.00
20	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	100	\$27.00	\$2,700.00	\$26.78	\$2,678.00	\$0.01	\$1.00	\$27.00	\$2,700.00
21	2112.519	SUBGRADE PREPARATION	RDST	13.6	\$300.00	\$4,080.00	\$323.82	\$4,403.95	\$0.01	\$0.14	\$270.00	\$3,672.00
22	2123.510	COMMON LABORERS	HOUR	30	\$125.00	\$3,750.00	\$69.64	\$2,089.20	\$60.00	\$1,800.00	\$97.50	\$2,925.00
23	2123.610	SKID LOADER	HOUR	30	\$150.00	\$4,500.00	\$91.07	\$2,732.10	\$125.00	\$3,750.00	\$125.00	\$3,750.00
24	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	86	\$150.00	\$12,900.00	\$160.71	\$13,821.06	\$132.00	\$11,352.00	\$440.00	\$37,840.00
25	2130.523	WATER	MGAL	179	\$40.00	\$7,160.00	\$37.50	\$6,712.50	\$42.00	\$7,518.00	\$30.50	\$5,459.50
26	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	339	\$27.00	\$9,153.00	\$0.01	\$3.39	\$0.01	\$3.39	\$30.00	\$10,170.00
27	2215.504	FULL DEPTH RECLAMATION	S Y	37052	\$3.00	\$111,156.00	\$4.91	\$181,925.32	\$3.95	\$146,355.40	\$6.90	\$255,658.80
28	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	2630	\$2.50	\$6,575.00	\$2.08	\$5,470.40	\$3.80	\$9,994.00	\$2.00	\$5,260.00
29	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C) 1.5" THICK	S Y	43177	\$6.50	\$280,650.50	\$6.20	\$267,697.40	\$6.65	\$287,127.05	\$6.70	\$289,285.90
30	2360.504	TYPE SP 9.5 WEAR CRS MIX(3,C)3.0" THICK	S Y	499	\$28.00	\$13,972.00	\$28.88	\$14,411.12	\$30.00	\$14,970.00	\$31.50	\$15,718.50
31	2360.504	TYPE SP 12.5 NON WR CRS MIX(3,C)2" THICK	S Y	40547	\$8.50	\$344,649.50	\$7.73	\$313,428.31	\$8.45	\$342,622.15	\$7.60	\$308,157.20
32	2502.503	4" PERF PE PIPE DRAIN (DRAINTILE)	LF	180	\$18.00	\$3,240.00	\$32.14	\$5,785.20	\$19.05	\$3,429.00	\$33.00	\$5,940.00
33	2502.503	6" PVC PIPE DRAIN	L F	670	\$25.00	\$16,750.00	\$34.28	\$22,967.60	\$22.20	\$14,874.00	\$35.00	\$23,450.00
34	2502.601	IRRIGATION SYSTEM PROVISION	LS	1	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
35	2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	6	\$310.00	\$1,860.00	\$535.69	\$3,214.14	\$328.00	\$1,968.00	\$550.00	\$3,300.00
36	2503.502	INSTALL 27" SAN SEWER CONE EXT - 1 FT SECTION	EACH	2	\$350.00	\$700.00	\$1,339.22	\$2,678.44	\$656.00	\$1,312.00	\$1,370.00	\$2,740.00
37	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	406	\$80.00	\$32,480.00	\$80.35	\$32,622.10	\$80.25	\$32,581.50	\$82.50	\$33,495.00
38	2504.602	ADJUST GATE VALVE & BOX	EACH	30	\$450.00	\$13,500.00	\$589.26	\$17,677.80	\$494.00	\$14,820.00	\$605.00	\$18,150.00

Bid Tabulation

Appaloosa Woods Street Reconstruction

City Project No. 2021-01

City of Maple Grove, MN

WSB Project No. 016383-000

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Line #	Mat. #	Item Description	Units	Quantity	Engineer's Estimate		North Valley, Inc.		GMH Asphalt Corporation		C.S. McCrossan Construction, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SCHEDULE A												
39	2506.502	ADJUST FRAME & RING CASTING	EACH	59	\$800.00	\$47,200.00	\$723.18	\$42,667.62	\$989.00	\$58,351.00	\$740.00	\$43,660.00
40	2506.602	ADJUST FRAME & RING CASTING (SPECIAL)	EACH	55	\$500.00	\$27,500.00	\$267.84	\$14,731.20	\$171.00	\$9,405.00	\$165.00	\$9,075.00
41	2506.502	CASTING ASSEMBLY (SANITARY SEWER)	EACH	2	\$1,200.00	\$2,400.00	\$1,071.38	\$2,142.76	\$1,108.00	\$2,216.00	\$825.00	\$1,650.00
42	2506.602	CASTING ASSEMBLY SPECIAL	EACH	1	\$1,250.00	\$1,250.00	\$1,339.23	\$1,339.23	\$782.00	\$782.00	\$1,100.00	\$1,100.00
43	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	25	\$550.00	\$13,750.00	\$374.98	\$9,374.50	\$407.00	\$10,175.00	\$385.00	\$9,625.00
44	2506.503	CONST DRAINAGE STRUCTURE SPECIAL, DES (2'X3')	L F	4	\$500.00	\$2,000.00	\$803.54	\$3,214.16	\$518.00	\$2,072.00	\$825.00	\$3,300.00
45	2521.518	6" CONCRETE WALK	S F	397	\$15.00	\$5,955.00	\$12.79	\$5,077.63	\$18.10	\$7,185.70	\$15.50	\$6,153.50
46	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	676	\$74.00	\$50,024.00	\$68.72	\$46,454.72	\$84.80	\$57,324.80	\$89.00	\$60,164.00
47	2531.603	CONCRETE CURB & GUTTER	L F	24191	\$15.00	\$362,865.00	\$17.00	\$411,247.00	\$15.75	\$381,008.25	\$14.50	\$350,769.50
48	2531.618	TRUNCATED DOMES	S F	52	\$65.00	\$3,380.00	\$66.13	\$3,438.76	\$50.80	\$2,641.60	\$51.00	\$2,652.00
49	2540.602	SALVAGE AND REINSTALL MAIL BOX SUPPORT	EACH	122	\$55.00	\$6,710.00	\$64.28	\$7,842.16	\$63.50	\$7,747.00	\$115.00	\$14,030.00
50	2540.602	TEMPORARY MAIL BOX	EACH	124	\$100.00	\$12,400.00	\$42.86	\$5,314.64	\$42.30	\$5,245.20	\$42.50	\$5,270.00
51	2540.602	MAIL BOX SUPPORT	EACH	4	\$55.00	\$220.00	\$107.14	\$428.56	\$106.00	\$424.00	\$105.00	\$420.00
52	2540.618	INSTALL BRICK PAVERS	S F	50	\$20.00	\$1,000.00	\$10.71	\$535.50	\$17.80	\$890.00	\$11.50	\$575.00
53	2557.602	REPAIR DOG FENCE	EACH	11	\$200.00	\$2,200.00	\$235.70	\$2,592.70	\$159.00	\$1,749.00	\$125.00	\$1,375.00
54	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$2,035.62	\$2,035.62	\$2,010.00	\$2,010.00	\$4,450.00	\$4,450.00
55	2573.501	STABILIZED CONSTRUCTION EXIT	LS	1	\$3,500.00	\$3,500.00	\$1,607.07	\$1,607.07	\$0.01	\$0.01	\$1,890.00	\$1,890.00
56	2573.502	STORM DRAIN INLET PROTECTION	EACH	58	\$220.00	\$12,760.00	\$144.64	\$8,389.12	\$106.00	\$6,148.00	\$120.00	\$6,960.00
57	2573.503	SILT FENCE, TYPE MS	L F	1320	\$2.50	\$3,300.00	\$2.51	\$3,313.20	\$1.75	\$2,310.00	\$2.20	\$2,904.00
58	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	1360	\$3.20	\$4,352.00	\$3.90	\$5,304.00	\$2.65	\$3,604.00	\$3.90	\$5,304.00
59	2574.507	COMMON TOPSOIL BORROW (CV)	C Y	1264	\$42.00	\$53,088.00	\$40.71	\$51,457.44	\$0.01	\$12.64	\$48.00	\$60,672.00
60	2575.504	SODDING TYPE LAWN	S Y	6319	\$9.25	\$58,450.75	\$9.47	\$59,840.93	\$8.55	\$54,027.45	\$10.50	\$66,349.50
61	2575.508	HYDRAULIC MULCH MATRIX	LB	948	\$1.50	\$1,422.00	\$2.23	\$2,114.04	\$1.16	\$1,099.68	\$1.40	\$1,327.20
62	2118.507	AGGREGATE SURFACING (CV) CLASS 2	C Y	50	\$24.00	\$1,200.00	\$91.07	\$4,553.50	\$94.80	\$4,740.00	\$32.50	\$1,625.00
TOTAL SCHEDULE A						\$2,055,177.45		\$2,046,357.43		\$2,106,914.73		\$2,133,558.00
GRAND TOTAL BID						\$2,055,177.45		\$2,046,357.43		\$2,106,914.73		\$2,133,558.00

I hereby certify that this is an exact reproduction of bids received.

Certified By: *Kevin Kugel*

License No. 57791

Date: May 4, 2021

**BID ABSTRACT - CORCORAN PARTICIPATION
MAPLE GROVE 2021 STREET RECONSTRUCTION PROGRAM
APPALOOSA WOODS STREET IMPROVEMENT
May 5, 2021**

Number	Description	Unit	Corcoran Quantity	Engineers Estimate		Northwest Asphalt, Inc.	
				Unit Price	Total Amount	Bid Amount	Total Amount
2104.502/03590	SALVAGE MAIL BOX SUPPORT	EACH	12	\$ 45.00	\$ 540.00	\$ 50.00	\$ 600.00
2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	LF	132	\$ 2.05	\$ 270.60	\$ 2.50	\$ 330.00
2104.504/00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	170	\$ 8.00	\$ 1,360.00	\$ 4.93	\$ 838.10
2106.507/00010	EXCAVATION - COMMON	C Y	450	\$ 30.00	\$ 13,500.00	\$ 21.50	\$ 9,675.00
2112.519/00010	SUBGRADE PREPARATION	RDST	1.3	\$ 300.00	\$ 390.00	\$ 150.00	\$ 195.00
2211.507/00170	AGGREGATE BASE (CV) CLASS 5	C Y	40	\$ 27.00	\$ 1,080.00	\$ 37.87	\$ 1,514.80
2215.504/00010	FULL DEPTH RECLAMATION	S Y	1160	\$ 3.00	\$ 3,480.00	\$ 3.26	\$ 3,781.60
2360.504/13315	TYPE SP 9.5 WEAR CRS MIX(3,C) 1.5" THICK	S Y	4655	\$ 6.50	\$ 30,257.21	\$ 6.08	\$ 28,302.13
2360.504/13330	TYPE SP 9.5 WEAR CRS MIX(3,C)3.0" THICK	S Y	167	\$ 28.00	\$ 4,685.02	\$ 32.76	\$ 5,481.48
2360.504/53325	TYPE SP 12.5 NON WR CRS MIX(3,C)2" THICK	S Y	4655	\$ 8.50	\$ 39,567.12	\$ 7.53	\$ 35,051.82
2540.602/sb96	SALVAGE AND REINSTALL MAIL BOX SUPPORT	EACH	12	\$ 55.00	\$ 660.00	\$ 60.00	\$ 720.00
2540.602/M7905	TEMPORARY MAIL BOX	EACH	12	\$ 100.00	\$ 1,200.00	\$ 40.00	\$ 480.00
2573.503/00061	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	40	\$ 3.20	\$ 128.00	\$ 3.75	\$ 150.00
2574.507	COMMON TOPSOIL BORROW (CV)	C Y	130	\$ 42.00	\$ 5,460.00	\$ 35.00	\$ 4,550.00
2575.504/00011	SODDING TYPE LAWN	S Y	650	\$ 9.25	\$ 6,012.50	\$ 8.50	\$ 5,525.00
2575.508/40001	HYDRAULIC MULCH MATRIX	LB	98	\$ 1.50	\$ 146.25	\$ 2.00	\$ 195.00
2118.507/00120	AGGREGATE SURFACING (CV) CLASS 2	C Y	50	\$ 24.00	\$ 1,200.00	\$ 51.86	\$ 2,593.00
					\$ 109,936.71	Construction Total	\$ 99,982.92
						Est Indirect Project Costs	\$ 25,000.00
						Subtotal	\$ 124,982.92
						Maple Grove Pass Through	\$ 32,640.00
						Estimated Total Project Costs	\$ 157,622.92

RESOLUTION NO. 2021-42

Motion By:
Seconded By:

**A RESOLUTION ORDERING THE IMPROVEMENT FOR THE APPALOOSA WOODS STREET
IMPROVEMENT PROJECT**

WHEREAS, on April 8, 2021 the City Council of the City of Corcoran adopted a resolution fixing the date for a Council hearing on 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, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on May 13, 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. The improvements contemplated by the Project are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvements are hereby ordered as proposed in the Council resolution adopted on April 8, 2021.
3. Such improvements have no relationship to the comprehensive municipal plan.
4. Plans and specifications prepared by Wenck Associates, Inc., engineer for such improvement pursuant to Council designation, a copy of which plans and specifications is attached hereto as **Exhibit A** and made a part hereof, were approved by the Council on April 22, 2021.
5. On the same date, the Council authorized an advertisement for bids upon the making of such improvement under such approved plans and specifications to be prepared and published pursuant to Minnesota state law. After such preparation and publication, bids were received for the Project work on May 4, 2021 and are attached hereto as **Exhibit B**. The Council finds the improvements to be desirable and feasible, in light of the bids received.

RESOLUTION NO. 2021-42

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 13th day of May 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-42

EXHIBIT A
(Project Plans and Specifications)

WARNING:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

CALL BEFORE YOU DIG

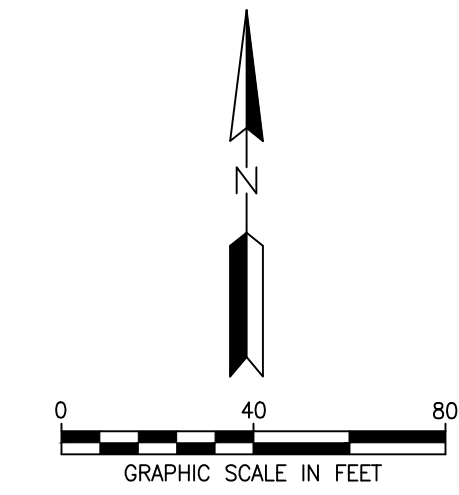
GOPHER STATE ONE CALL

TWIN CITY AREA: 651-454-0002
TOLL FREE 1-800-252-1166

Exhibit A

NOTES

1. SALVAGE AND INSTALL MAILBOX AS DIRECTED BY ENGINEER IN FIELD.
2. RECLAIMED MATERIAL MAY BE USED AS AGGREGATE SHOULDERING WITH PRIOR APPROVAL FROM ENGINEER.



LEGEND

- PROJECT LIMITS
- REPLACE BITUMINOUS PAVEMENT
- SHAPE AGGREGATE BASE & PAVE
- REPLACE BITUMINOUS DRIVEWAY PAVEMENT
- REPLACE GRAVEL DRIVEWAY
- GRAVEL SHOULDER
- TEMP HYDROMULCH/PERMANENT SOD



now part of



1800 PIONEER CREEK CENTER
MAPLE PLAIN, MN 55399
PHONE: 763-479-4200
FAX: 763-479-4242
WWW.WENCK.COM

CLIENT:

CITY OF CORCORAN
8200 COUNTY ROAD 116
CORCORAN, MN 55340



**APPALOOSA WOODS
STREET IMPROVEMENT**

CORCORAN, MN

PROJECT TITLE:

ISSUE NO.:

0

DESCRIPTION:

ISSUED FOR BID

DATE:

04/26/2021

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.

Kenton C. Torve
KENTON C. TORVE

LICENSE NO.: 24807

DATE: 04/26/2021

PROJECT NO.: 227702426

DWN BY: GRM CHKD BY: SKH APP'D BY: KCT

ISSUE DATE: 04/26/2021

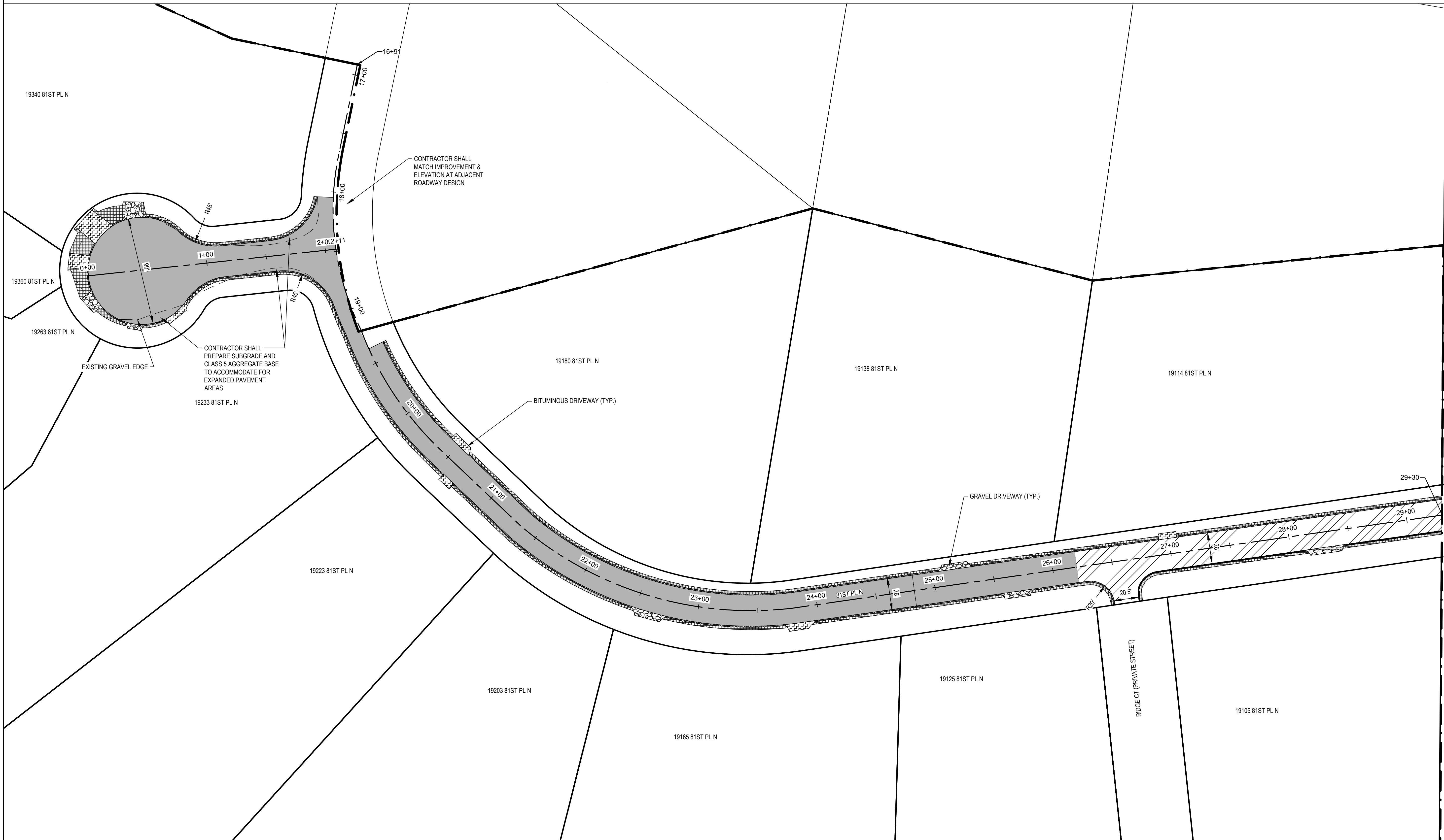
ISSUE NO.: 0

SHEET TITLE:

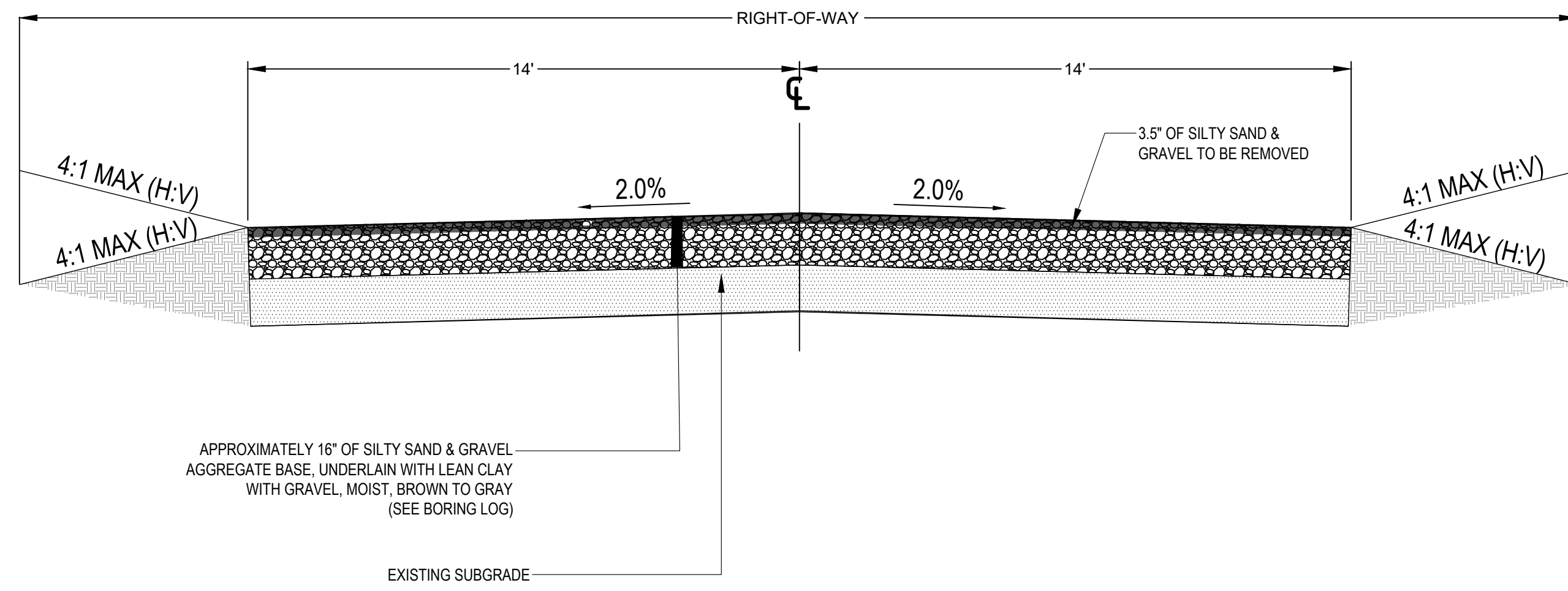
**ALTERNATE
SITE PLAN**

SHEET NO.:

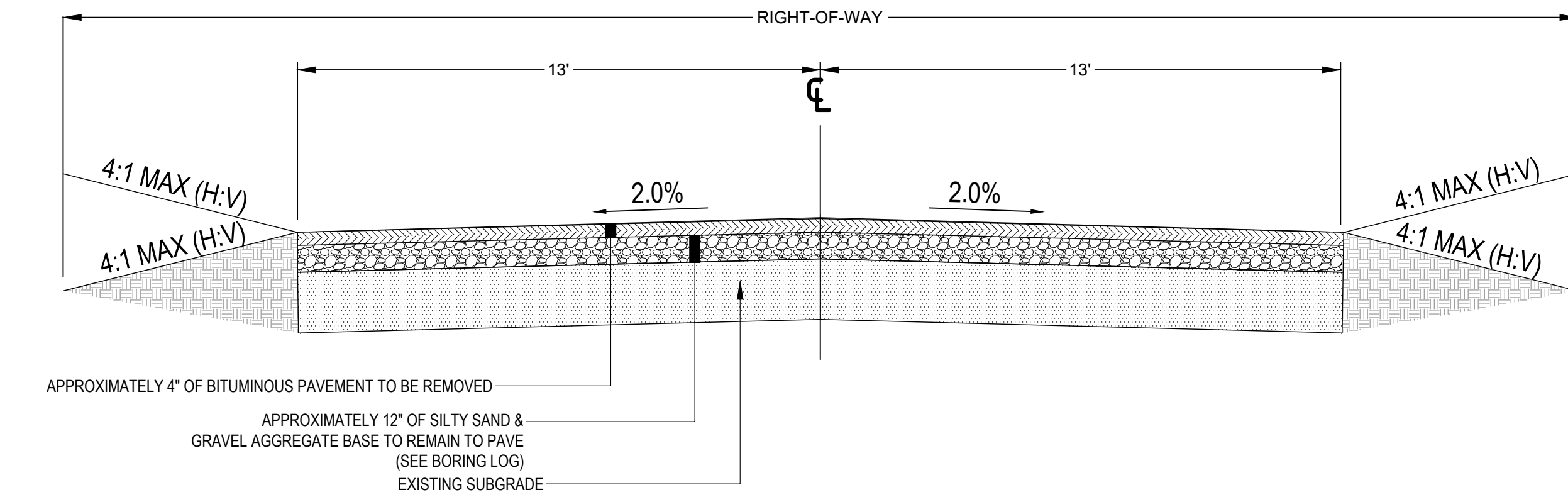
1 OF 2



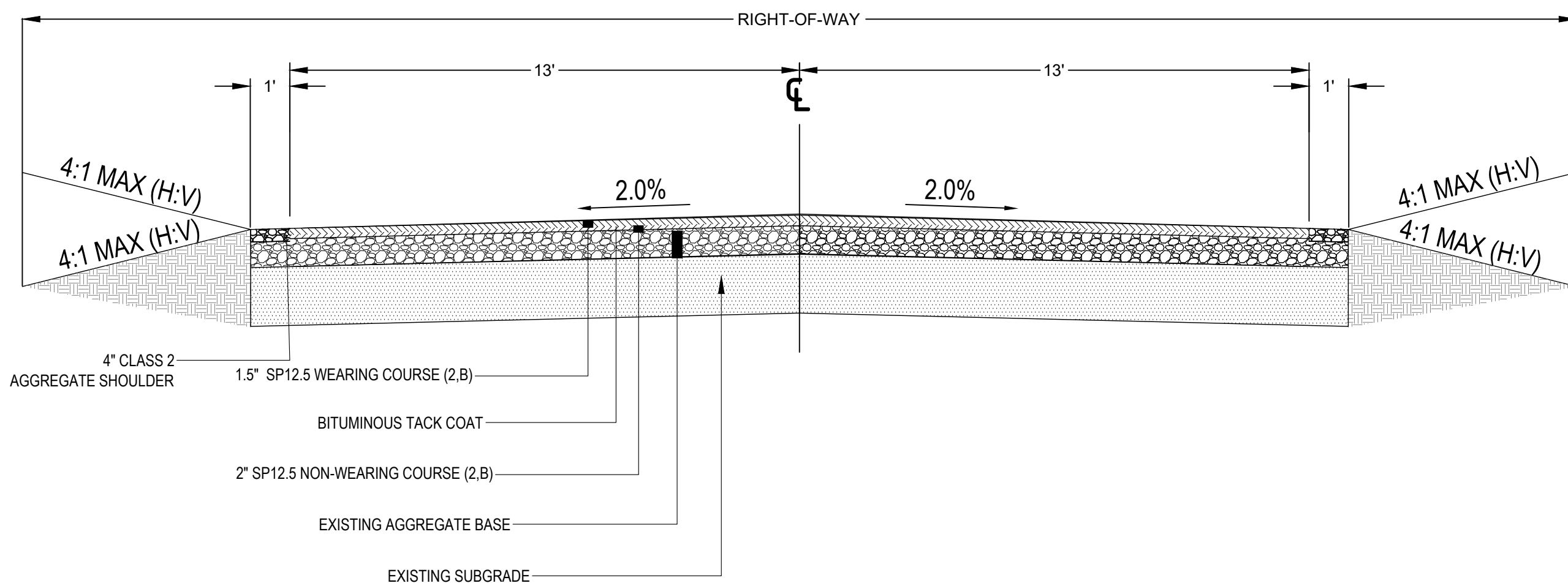
TYPICAL SECTION
EXISTING GRAVEL
28' STREET



TYPICAL SECTION
EXISTING BITUMINOUS
26' STREET



TYPICAL SECTION
NEW BITUMINOUS 26'
STREET



NOTES

1. THE CITY RESERVES THE RIGHT TO INCREASE THE STREET SECTION BASED ON SOIL CONDITIONS.
2. RECYCLED MATERIAL SHALL NOT BE ALLOWED IN BITUMINOUS WEAR COURSE.



now part of



1800 PIONEER CREEK CENTER
MAPLE PLAIN, MN 55369
PHONE: 763-479-4200
FAX: 763-479-4242
WWW.WENCK.COM

CLIENT:

CITY OF
CORCORAN
8200 COUNTY ROAD 116
CORCORAN, MN 55340



APPALOOSA WOODS
STREET IMPROVEMENT
CORCORAN, MN

PROJECT TITLE:

ISSUE NO.:

0

DESCRIPTION:

ISSUED FOR BID

DATE:

04/26/2021

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.

Kenton C. Torve
KENTON C. TORVE

LICENSE NO.: 24807

DATE: 04/26/2021

PROJECT NO.: 227702426

DWN BY: GRM CHKD BY: SKH APP'D BY: KCT

ISSUE DATE: 04/26/2021

ISSUE NO.: 0

SHEET TITLE:

ALTERNATE TYPICAL SECTIONS & DETAILS

SHEET NO.:

2 OF 2

RESOLUTION NO. 2021-42

EXHIBIT B
(Project Bids)

Exhibit B

**BID ABSTRACT - CORCORAN PARTICIPATION
 MAPLE GROVE 2021 STREET RECONSTRUCTION PROGRAM
 APPALOOSA WOODS STREET IMPROVEMENT
 May 5, 2021**

Number	Description	Unit	Corcoran Quantity	Engineers Estimate		Northwest Asphalt, Inc.	
				Unit Price	Total Amount	Bid Amount	Total Amount
2104.502/03590	SALVAGE MAIL BOX SUPPORT	EACH	12	\$ 45.00	\$ 540.00	\$ 50.00	\$ 600.00
2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	LF	132	\$ 2.05	\$ 270.60	\$ 2.50	\$ 330.00
2104.504/00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	170	\$ 8.00	\$ 1,360.00	\$ 4.93	\$ 838.10
2106.507/00010	EXCAVATION - COMMON	C Y	450	\$ 30.00	\$ 13,500.00	\$ 21.50	\$ 9,675.00
2112.519/00010	SUBGRADE PREPARATION	RDST	1.3	\$ 300.00	\$ 390.00	\$ 150.00	\$ 195.00
2211.507/00170	AGGREGATE BASE (CV) CLASS 5	C Y	40	\$ 27.00	\$ 1,080.00	\$ 37.87	\$ 1,514.80
2215.504/00010	FULL DEPTH RECLAMATION	S Y	1160	\$ 3.00	\$ 3,480.00	\$ 3.26	\$ 3,781.60
2360.504/13315	TYPE SP 9.5 WEAR CRS MIX(3,C) 1.5" THICK	S Y	4655	\$ 6.50	\$ 30,257.21	\$ 6.08	\$ 28,302.13
2360.504/13330	TYPE SP 9.5 WEAR CRS MIX(3,C)3.0" THICK	S Y	167	\$ 28.00	\$ 4,685.02	\$ 32.76	\$ 5,481.48
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2540.602/sb96	SALVAGE AND REINSTALL MAIL BOX SUPPORT	EACH	12	\$ 55.00	\$ 660.00	\$ 60.00	\$ 720.00
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2575.508/40001	HYDRAULIC MULCH MATRIX	LB	98	\$ 1.50	\$ 146.25	\$ 2.00	\$ 195.00
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					\$ 109,936.71	Construction Total	\$ 99,982.92
						Est Indirect Project Costs	\$ 25,000.00
						Subtotal	\$ 124,982.92
						Maple Grove Pass Through	\$ 32,640.00
						Estimated Total Project Costs	\$ 157,622.92

JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT (the “**Agreement**”) is made on _____, 2021 (the “**Effective Date**”) by and between the City of Maple Grove, a Minnesota municipal corporation (“**Maple Grove**”), and the City of Corcoran, a Minnesota municipal corporation (“**Corcoran**”; Maple Grove and Corcoran sometimes referred to individually as a “**Member**” or collectively as “**Members**”).

WHEREAS, the Appaloosa Woods development (“**Appaloosa Woods**”) is partially in both Maple Grove and Corcoran as shown on attached Exhibit A; and

WHEREAS, two Appaloosa Woods parcels, property identification numbers 24-119-23-14-0004 and 24-119-23-14-0009, are within Corcoran, but are provided access from streets entirely within Maple Grove and Maple Grove right-of-way (the “**Exception Parcels**”). The Exception Parcels are labeled by their property identification numbers on attached Exhibit A; and

WHEREAS, the Members are parties to an agreement that provides for Maple Grove to provide public road maintenance to the Corcoran portion of Appaloosa Woods (“**Maintenance Agreement**”); and

WHEREAS, the Members intend to reconstruct the public right-of-ways within Appaloosa Woods (“**Right-of-Way**”); and

WHEREAS, notwithstanding the Maintenance Agreement, the Members desire to agree on the improvement and reconstruction of the Right-of-Way; and

WHEREAS, each Member to this Agreement has determined that it is in the best interests of their respective communities to enter into this Agreement; and

WHEREAS, the Members are authorized pursuant to Minn. Stat. §471.59 to enter into agreements providing for the joint and cooperative exercise of powers common to them.

NOW, THEREFORE, in consideration of the mutual understandings and agreements hereafter set forth, the Members agree as follows:

ARTICLE I Incorporation; Maintenance Agreement

1.1 Incorporation. The above Recitals and any attached Exhibits are a material part of this Agreement and are incorporated herein.

1.2 Maintenance Agreement. The Maintenance Agreement shall not apply to or impact this Agreement. Notwithstanding any other provision herein, the Maintenance Agreement shall remain in full force and effect and shall not merge into this Agreement.

ARTICLE II Purpose and Term

2.1 Purpose. The purpose of this Agreement is to provide for the joint improvement and reconstruction responsibilities of the Project (defined below), in accordance with the terms and conditions herein. Corcoran grants to Maple Grove and its agents the right to construct the Project (defined below) within the Corcoran Project pursuant the terms and conditions herein.

2.2 Term. The term of this Agreement shall be commence on the Effective Date and terminate on upon Final Completion of the Project (defined below) and payment by Corcoran of all invoiced amounts under Article IV below (“**Term**”); provided, however, Article V will survive termination of this Agreement.

ARTICLE III Construction Management

3.1 Corcoran Land Control. Corcoran has sufficient control of the Right-of-Way within Corcoran that allows for the improvement to that Right-of-Way as will be part of Maple Grove Project No. 21-01/Corcoran Project No. _____ (the “**Project**”). The Corcoran portion of the Project is labeled “**Corcoran Project**” on attached Exhibit A.

3.2 Maple Grove Land Control. Maple Grove has sufficient control of the Right-of-Way within Maple Grove that allows for the improvement to that Right-of-Way as will be part of the Project. The Maple Grove portion of the Project is labeled “**Maple Grove Project**” on attached Exhibit A.

3.2 Plans. Corcoran shall provide Maple Grove plan sheets for the Corcoran Project signed by a professional engineer that are subject to the reasonable satisfaction of Maple Grove that the said plan sheets compatible with the overall Project (“**Corcoran Plans**”). Maple Grove shall prepare plans for the improvement and reconstruction of the Right-of-Way for the Project (“**Plans**”), which Plans shall also include the Corcoran Plans.

3.3 Construction Management. Maple Grove shall be the lead agency in constructing the improvement and reconstruction of the Project. The Members shall coordinate and cooperate with all agencies with interest in and jurisdiction over the Project, for the purposes of design and obtaining approvals necessary to construct the Project. Following receipt of all necessary approvals from governing jurisdictions and preparation of the Plans, Maple Grove shall advertise for and receive bids for the Project in a manner determined appropriate by Maple Grove. Maple Grove shall prepare all construction contract documents (“**Contract Documents**”). Upon receipt of the bid tabulations, Maple Grove shall exercise its discretion in awarding the contract, but shall reserve the right to reject all bids; provided, however, Maple Grove will provide the bid tabulations to Corcoran and Corcoran shall provide to Maple Grove, within five (5) business days of receipt of the bid tabulations, written approval to include the Corcoran Project with the contract award. In the event Corcoran fails to provide written approval, Maple Grove may proceed with awarding the contract only for the Maple Grove

Project and specifically excluding the Corcoran Project. In such a case, Corcoran shall only be responsible for the Exception Parcel payment described in Section 4.4. Maple Grove shall administer the Contract Documents for the Project and shall use its best efforts to ensure that the Project is completed in a reasonably efficient manner. Provided, however, that Maple Grove shall not be responsible or liable for any delays in construction, Project failure or failure of the Project to meet design or contract standards.

3.4 Changes to Work. Any material changes to the work under the contract for the Corcoran Project are subject to the review and approval of the Corcoran representative (described below), which approval shall not be unreasonably withheld or delayed. Approval must be communicated in writing to Maple Grove prior to any such changes being commenced. Maple Grove shall be responsible for any material changes that affect the Maple Grove Project. Corcoran agrees, during regular business hours, to have a representative readily available, with approval authority to review any such material changes to the work to ensure the Project is not delayed.

3.5 Construction Meetings. Maple Grove shall conduct weekly construction meetings. A representative of Corcoran shall be present at the meeting, unless otherwise noticed. The weekly construction meetings will serve as the primary communication mechanism for Corcoran to be provided information regarding the Project status, to become aware of upcoming Project communications planned for Maple Grove residents, and to resolve any issues related to construction or properties within Corcoran. Corcoran will provide all written communication between Corcoran residents regarding the Project. Verbal communication with Corcoran residents to resolve minor Project issues that do not have cost implications may be addressed by on-site personnel.

3.6 Completion. Substantial Completion and Final Completion will be defined in the Contract Documents. Corcoran and Maple Grove approval is required that their respective portions of the Project have met the criteria for Substantial Completion and Final Completion status, which approval shall not be unreasonably withheld, delayed, or conditioned. Prior to approval, the Members shall inspect their respective portions of the Project. Maple Grove will provide notice to Corcoran that it must inspect its respective portion of the Project. Corcoran shall respond to Maple Grove within three (3) business days of a date for the inspection, which inspection shall not occur any later than 14 days after said notice is provided by Maple Grove. Upon the completion of the inspection, any reasonable issues that Corcoran may have with its respective portion of the Project will be documented by the Members and addressed, to the reasonable satisfaction of Corcoran, either before Substantial Completion or Final Completion.

ARTICLE IV Cost Sharing

4.1 Cost Sharing. Quantities for each Members portion of the Project will be tracked separately by Maple Grove, including, but not limited to, any change orders. At the completion of the Project, final quantities for each Member, multiplied by the contract unit prices, will determine each Member's percentage of responsibility for the total Project costs. Upon completion of the Project, Maple Grove will invoice Corcoran for their percentage of the total

Project costs, which include, but are not limited to, bidding and contract administration, construction costs, testing, and staking. Upon request, Maple Grove will provide documentation related to the Project costs and determination of the percentage of responsibility. Corcoran shall pay Maple Grove within 30 days of the invoice date.

4.2 Payment Request. Maple Grove will submit periodic contractor pay requests or consultant invoices to Corcoran for review prior to Maple Grove authorizing said invoices. Said review by Corcoran shall be completed within five (5) business days of receipt from Maple Grove and shall be limited to approval, reasonable request for modification, or reasonable rejection. Failure of Corcoran to respond with the above time period shall be deemed an approval of the submitted invoice.

4.3. Miscellaneous Costs. Costs for all tasks performed by outside consultants or contractors shall be shared by the Members and made a part of the total Project costs. Tasks performed by either Member staff to administer this Agreement and the Project shall be the sole responsibility of the Member incurring such costs and shall not be part of the total Project costs. The costs incurred by the Member to prepare the Corcoran Plans, the Plans, and the Construction Documents shall not be part of the total Project costs.

4.4 Exception Parcels. Maple Grove will not be assessing Project costs against the Exception Parcels. Corcoran shall pay to the City \$16,320.00 (\$8,160.00 times the 2 Exception Parcels) for the benefit resulting from Project adjacent to the Exception Parcels. This amount shall be paid to Maple Grove with the invoice described in Section 4.2 above. This payment is separate from total Project costs.

ARTICLE V Insurance, Liability and Indemnification

5.1 Insurance. Each Member shall maintain its own insurance covering its minimum tort levels in amounts provided for in Minn. Stat. §§466.02 and 466.04, as amended.

5.2 No Waiver. Nothing in this Agreement is intended or should be construed in any manner as a waiver of any Member's immunities or tort limits contained in Minn. Stat. ch. 466.

5.3 Liability. Pursuant to Minn. Stat. § 471.59, subd. 1a(a), as amended, this Agreement is intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that they shall be deemed a "single governmental unit" for the purposes of liability; provided, however, that each Member expressly declines responsibility for the acts or omissions of the other Member. Nothing in this Agreement shall be construed to waive or limit any immunity from, or limitation on, the liability of either Member as provided by law.

5.4 Indemnification. Subject to the limitations, immunities and defenses in Minn. Stat. ch. 466, each Member shall defend, indemnify and hold harmless the other Members and their officers, agents and employees from and against any and all liability, loss, damages, costs and expenses which it or its officers, employees or agents may hereafter sustain, incur or be required to pay arising out of or resulting from the performance of this Agreement, provided that

any such claim, damage, loss or expense is caused by any negligent acts or omissions of the indemnifying Member or its employees, agents or any other person or entity for whose actions it may be liable.

ARTICLE VI Dispute Resolution

6.1 Dispute Resolution. In the event the Members are unable to reach agreement regarding interpretation of their rights and obligations under this Agreement, the disagreeing Members shall participate in non-binding mediation pursuant to the Minnesota Civil Mediation Act, as amended (currently codified in Minn. Stat. §572.31-572.40) prior to initiating any other form of dispute resolution, including legal action. The complaining Member shall select a mediator, who shall be a disinterested third party with professional training in alternative dispute resolution that is subject to the review and approval of the non-complaining Member, and shall submit a notice of mediation to the non-complaining Member setting forth the name of the mediator and a brief description of the dispute. The place of mediation shall be at the offices of the complaining Member, unless otherwise mutually agreed upon by the Members. Mediation shall commence within fifteen (15) days after receipt of notice under this Article. The approval of the mediator by the non-complaining Member shall not be unreasonably withheld or delayed.

ARTICLE VII Default

7.1 Events of Default. The following shall constitute events of default of this Agreement (“**Events of Default**”):

Failure to comply with any material terms and conditions of this Agreement, which failure continues for sixty (60) days after written notice from the non-defaulting Member.

7.2 Remedies Upon Events of Default. Upon the occurrence of any or all of the Events of Default by either Member, the non-defaulting Member may bring legal action to enforce the terms hereof, but the Members shall not be entitled to damages of any kind, including, but not limited to, attorneys’ fees. Prior to initiating any legal action, the Members shall attempt, in good faith, to negotiate a settlement or resolution of the Events of Default. If the Members are unable to settle or resolve the Events of Default after attempting to negotiate, the Members shall then participate in non-binding mediation pursuant to Article VI above prior to initiating a legal action.

ARTICLE VIII Miscellaneous

8.1 Waiver of Covenants. Failure by any Member to insist, in any one or more instances, upon strict performance of any term, covenant or condition of this Agreement or to exercise any option contained in this Agreement shall not be construed as a waiver or a relinquishment for the future of such term, covenant, condition or option, but the same shall

continue and remain in full force and effect. The Members shall not be deemed to have waived any provision of this Agreement until expressed in a signed writing.

8.2 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

8.3 Assignment. The Members may not assign their rights or obligations under this Agreement without the prior written consent of each of the other Members, which consent shall not be unreasonably withheld or delayed.

8.4 Binding Agreement. All of the covenants, conditions and agreements in this Agreement shall extend to, be binding upon, and inure to the benefit of the Members and their respective permitted successors and assigns. Time is of the essence in the Members complying with the terms and obligations herein.

8.5 Survival. If any term or provision in this Agreement is deemed invalid or unenforceable by any recognized tribunal, including a certified mediator, arbitrator or court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the extent permitted by law.

8.6 Captions. The captions in this Agreement are for convenience only and are not part of this Agreement.

8.7 Choice of Law, Venue. This Agreement is declared to be a Minnesota contract and all of its terms shall be construed in accordance with Minnesota law. Any action to enforce rights or obligations under this Agreement shall be brought in Hennepin County.

8.8 Entire Agreement. This Agreement shall constitute the entire agreement among the Members and any prior understandings or representations of any kind preceding the execution of this Agreement shall not be binding upon the Members.

8.9 Modification. This Agreement may only be amended or modified by written instrument executed by all Members.

8.10 Acknowledgement. Each of the Members affirm and acknowledge that it has fully read, appreciates, and understands the words, terms, conditions and provisions of this Agreement and is fully satisfied with the same. Each Member affirms and acknowledges that it has been, or had the opportunity to be represented by legal counsel of its choice.

8.11 Time of the Essence. Time shall be of the essence in this Agreement.

8.12 Authority. Each Member represents and warrants that it has the power and authority to enter into this Agreement. Each Member further represents and warrants that the person or persons executing this Agreement on its behalf has full and complete legal authority to do so, and thereby binds the Member and, to the extent permitted by this Agreement, its successors and assigns.

8.13 Notices. Any notice or demand, which may or must be given or made by the Members under the terms of this Agreement or any statute or ordinance, shall be in writing and be sent registered or certified mail to the other Member addressed as follows:

To Maple Grove

City Clerk
City of Maple Grove
12800 Arbor Lakes Parkway N
Maple Grove, MN 55369-7064

To Corcoran

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

Each Member may designate a different addressee at any time by giving written notice to the other Members as provided in this paragraph. Any notice delivered by hand shall be deemed received upon actual delivery.

The remainder of this page intentionally left blank; signature page and exhibits follow

IN WITNESS WHEREOF, the parties herein have executed this Agreement on the date indicated below.

Dated: _____

CITY OF MAPLE GROVE

By: _____
Mayor

And: _____
City Clerk

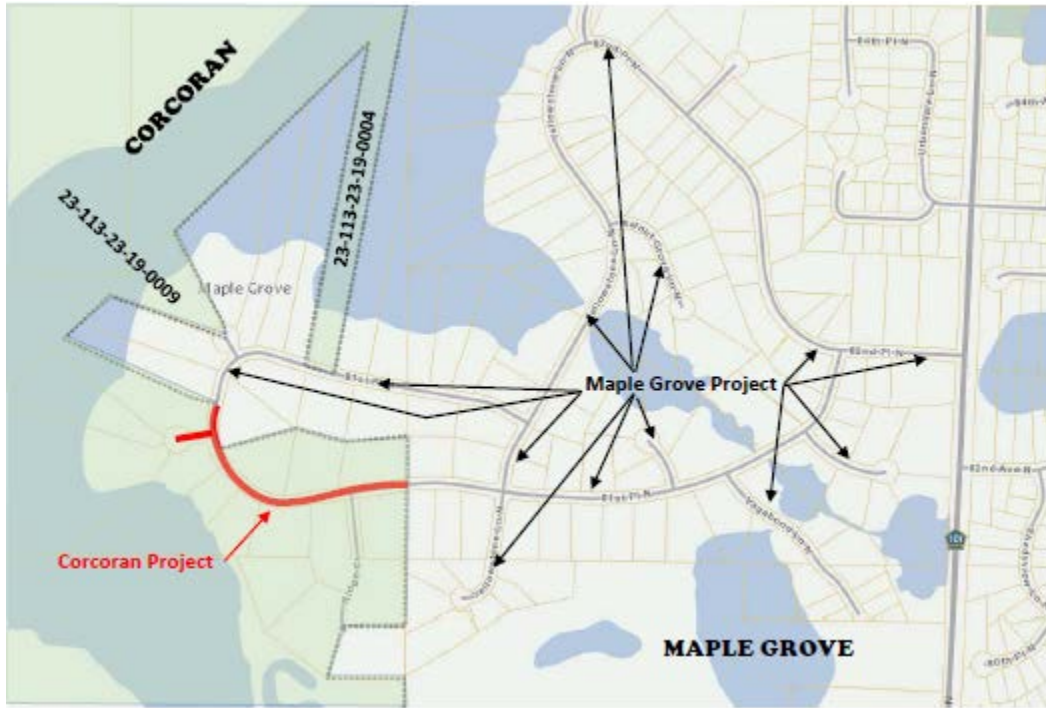
Dated: _____

CITY OF CORCORAN

By: _____
Mayor

And: _____
City Clerk

EXHIBIT A



STAFF REPORT

Agenda Item 10b.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: 2020 Budget Transfers	Action Required: Approval

Summary:

Staff is requesting the City Council authorize a variety of budget transfers in advance of approving the 2020 audit. Due to a variety of reasons described below, overall budget expenditures were under revenues by \$850,490. A portion of this amount is eligible to transfer to other funds if desired.

In March of 2020, as the pandemic began, staff took drastic measures to decrease any and all expenditures to ensure the financial security of the City. This was done due to an abundance of caution not knowing whether or not reductions of property tax revenues take place. In addition, the City received CARES funding and had unanticipated staff vacancies.

Background for expenditures under revenues:

- Use of CARES Funds for eligible public safety personnel: \$236,789
- Asphalt project not completed in 2020: \$166,600
- No Planner position for planned six-month period: \$54,951
- No Maintenance Worker position for entire year: \$88,220
- Multiple Police Officer vacancies for several months: \$163,000*
- \$709,560**

*This number is an estimate, a formal audit on the vacancies did not take place.

**There are many other budget line items that the City held back on expenditures.

The City has an opportunity to utilize \$525,787 of these funds to other purposes. Staff recommends the City allocate the funds as follows:

- \$236,789 earmarked for COVID related projects on the Long Range Planning Fund
 - As the Council approved the use of the CARES Act funds in 2020, it was noted that there was a desire to reallocate funds if possible, in 2021 towards a project or purpose that could assist those impacted by the pandemic. Staff recommends earmarking these funds towards such a use. One of the projects discussed in the past has been supporting improvements in broadband.
- \$200,000 to the asphalt fund
 - The project from 2020 must now be completed in 2021. Additionally, there are many projects that need to be addressed and the additional funds would provide a small increment towards those projects.
- \$88,998 to the Long Range Planning fund for future projects
 - There are a variety of council initiatives and other opportunities available to the City to invest funds (fire service planning, facility planning, design

standards update, software/IT improvements, etc.). Allocating these funds to the Long Range Planning fund would allow for future use as directed by the Council.

- The current balance of the Long-Range Planning fund is \$78,359.

In addition to the fund transfers above, the City has an opportunity to close out the 422 Downtown Utility and Street Improvement Project fund. This project was approved in 2016 with anticipated overall cost of \$4,398,139. Due to a variety of factors including no change orders as well as liquidated damages held from the Contractor, the fund has a remaining balance of \$491,422 and all costs have been accounted for.

Staff has consulted with auditors and the funds may be allocated to any use that is remotely close to the original purpose of the funds. Staff strongly recommends transferring these remaining funds to the Asphalt Fund. This would allow us a source of funds for upcoming projects (Dayton Parkway Interchange, bridge replacements, etc.) as well as provide funds to assist in paying for future road improvements (paving gravel roads, overlays, etc.).

Once these transfers are complete, the auditors can complete their work on the 2020 audit which is tentatively scheduled to be presented at the May 27th meeting.

Financial/Budget:

Due to their not being an impact on property tax revenues, the reduced expenditures used in the recommended manner will have a positive financial impact on the City.

Options:

1. Approve resolution 2021-43 authorizing an interfund transfer as presented.
2. Approve resolution 2021-43 authorizing an interfund transfer with amendments.
3. Take no action.

Recommendation:

Staff believes the transfers as presented provide the most positive impact for the organization to achieve its goals.

Council Action:

Approve resolution 2021-43 authorizing an interfund transfer as presented.

Attachments:

1. Resolution 2021-43 authorizing an interfund transfer as presented.

RESOLUTION NO. 2021-43

Motion By:
Seconded By:

AUTHORIZING AN INTERFUND TRANSFER

WHEREAS, the City of Corcoran is completing the 2020 audit and desires to make transfers in advance of finalizing audit documents; and

WHEREAS, due to the COVID-19 pandemic, staff and the City Council took extreme measures to reduce expenditures to prepare for potential negative financial impacts related to the pandemic; and;

WHEREAS, the City was able to mitigate a majority of the financial impact of the pandemic and the City received financial assistance to cover the some of its pandemic related costs with CARES Act funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED:

That the below interfund transfers are authorized.

Fund Description	Account	Transfer Amount
LONG RANGE PLANNING FUND (CARES Earmark)	101-41900-39203	236,789.00
GENERAL FUND	101-49360-720	(236,789.00)
LONG RANGE PLANNING FUND	101-41900-39200	88,998.00
GENERAL FUND	G 101-49360-720	(88,998.00)
ASPHALT FUND	305-43100-39200	200,000.00
GENERAL FUND	101-49360-720	(200,000.00)
ASPHALT FUND	305-43100-39200	491,922.00
DOWNTOWN IMPROVEMENT FUND	422-49360-720	(491,922.00)
TOTAL		0.00

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 13th day of May, 2021.

RESOLUTION NO. 2021-43

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 10c.

Council Meeting: May 13, 2021	Prepared By: Kevin Mattson
Topic: Bridge Replacements – Accept Feasibility Study & Approve Plans and Specs	Action Required: Approval

Summary:

On October 22, 2020, the City authorized staff to complete a feasibility study for bridge replacements at Trail Haven Road, Cain Road, and Schutte Road.

These bridge crossings are considered critical infrastructure to the city's transportation and stormwater drainage systems.

Attached is the feasibility report outlining the recommended bridge replacement improvements, estimated project costs, schedule, funding assistance options, and overall feasibility.

It is recommended that City Council discuss the feasibility study presented, accept the report, then approve the plans and specifications for Trail Haven Road and Schutte Road bridge replacements in the amounts of \$35,000 and \$30,000 respectively.

Financial/Budget:

It is likely that the bridge replacements will be funded through a combination of state bonding programs, the Municipal State Aid system, and local participation. At this stage, it is unknown how the actual percentages will play out and could vary for each site.

Staff is proposing to work with accounting to open a bridge replacement improvement project account to track preliminary expenses paid for out of the Asphalt fund.

Options:

1. Accept the Bridge Replacement Feasibility Report, Approve Resolution 2021-44, and Authorize Plans and Specifications for Trail Haven Road and Schutte Road Bridge Replacements in the amount of \$65,000.
2. Accept the Bridge Replacement Feasibility Report, Approve Resolution 2021-44, and Authorize Plans and Specifications for Trail Haven Road Bridge Replacement in the amount of \$35,000.
3. Accept the Bridge Replacement Feasibility Report, Approve Resolution 2021-44, and Authorize Plans and Specifications for other selections of bridge replacements.
4. Send back to staff for further review.
5. Decline.

Recommendation:

Accept the Bridge Replacement Feasibility Report, Approve Resolution 2021-44, and Authorize Plans and Specifications for Trail Haven Road and Schutte Road Bridge Replacements in the amount of \$65,000.

Council Action:

Consider a motion to accept the Bridge Replacement Feasibility Report, Approve Resolution 2021-44, and Authorize Plans and Specifications for Trail Haven Road and Schutte Road Bridge Replacements in the amount of \$65,000.

Attachments:

1. Bridge Replacements Feasibility Study
2. Resolution 2021-44 Creating a Bridge Replacement Priority List for the City of Corcoran



**Feasibility Report for
The City of Corcoran
Bridge Replacements**

File No. 002294-20-05

March 31, 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





now part of



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

March 31, 2021
File: B002294-20-05

Attention: Kevin Mattson
Director of Public Works
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Dear Mr. Mattson,

Reference: Feasibility Report for Bridge Replacement Program

Please see the enclosed Feasibility Report for the City of Corcoran Bridge Replacement Program.
We would be pleased to discuss this report in detail and answer any questions that may come forth

Regards,

Stantec Consulting Services Inc.

Scott Brink, P.E.
Project Engineer
Phone: 763.479.5113
scott.brink@stantec.com

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1.0 INTRODUCTION

The City of Corcoran has ordered the preparation of a feasibility study to consider the replacement of three identified bridges within the City of Corcoran through the State of Minnesota Bridge Replacement Program. As part of the study, a review of alternatives and costs for prioritizing rehabilitation or replacement as appropriate has been conducted, along with an overview of the process for applying for State funds and scheduling improvements.

As a result of annual inspections and a review of eligibility under the State program, three bridges within the City of Corcoran are candidates for replacement as follows: Schutte Road over Rush Creek just east of Brandywine Rd; Trail Haven Road over the North Fork of Rush Creek, 0.9 mi. north of CSAH 30; and Cain Road over the North Fork of Rush Creek, 0.8 mi. north of CSAH 30. Per annual inspections conducted as required under State and Federal requirements, the bridges have reached a condition where they are eligible for replacement under the State of Minnesota Bridge Bonding Program. This report provides an overview of the three bridges, explains the State Bonding Program, and provides estimated costs and the process for applying for funds and scheduling replacements.

1.1 INTRODUCTION AND BACKGROUND

Introduction:

The City of Corcoran currently has four bridges that are inspected regularly as part of the State of Minnesota's Bridge Inspection Program (see Appendix A). This program is mandated per State and Federal requirements and has been in place since 1971. The purpose of this program is to identify, inventory, track, and monitor the condition of all bridges in the state to assure public safety, as well as identify maintenance, rehabilitation, and replacement needs as warranted. In addition to the four bridges under the City's responsibility, there are other bridges in Corcoran serving MnDOT and Hennepin County roadways under the jurisdiction and responsibility of those respective agencies. The City of Corcoran contracts with Hennepin County to provide the actual bridge inspections for the City. A bridge over Shannon Lane, just to the north of Schutte Road, was recently replaced.

Local Bridge Replacement Program

The State of Minnesota's Local Bridge Replacement Program provides local agencies with funds for the reconstruction, rehabilitation and/or removal of bridges or structures on local road systems. The program was created in 1976 under Minnesota Statutes 174.50 and is financed by the passage of legislation allocating general obligation state bond and general funds. The program is administered by the MnDOT State Aid for Local Transportation Division.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Introduction

To be eligible for bridge bond funds, specific conditions are required as follows:

1. The in-place structure must be 10 feet or longer in length.
2. The Local Bridge Planning Index (LPI), based on inspection data, is less than 60.
3. The National Bridge Inventory (NBI) appraisal rating for Deck Geometry or Roadway Approach or Waterway Adequacy must be less than or equal to 3.
4. A roadway is being constructed that will eliminate a bridge meeting the first 3 criteria above.
5. An in-place structure meeting the above first 3 criteria is being removed or abandoned.

The City of Corcoran inspects its bridges on an annual basis and the inspections are conducted in accordance with detailed observations and reporting procedures under the State's requirements. These procedures include the establishment of various condition ratings and indexes as mentioned above. The 3 bridges identified in this report (Schutte Road, Trail Haven Road, and Cain Road) meet the conditions for replacement as identified and are eligible for state funding. The condition and overall adequacy under State guidelines and requirements recommends replacement for all three bridges. Further continued maintenance and rehabilitation are not considered feasible nor sustainable.

Bridges must be on a Master List to be eligible for Local Bridge Replacement Funds. The State Aid Program Administrator maintains a Master Bridge Replacement Priority List as follows:

- Includes eligible local bridge projects identified by local bridge owners as a priority over 5 years.
- Requires a City Council or County Board resolution updated annually, including all local and state aid bridge projects.
- Estimated costs and desired year for replacement.

Prioritization on this list by the State considers the following criteria:

- Effectiveness of the project in eliminating a deficiency in the transportation system.
- Number of persons affected by the deficiency.
- Economic feasibility.
- Effect on optimum land use and other concerns of state and regional planning.
- Availability of other financing capability.
- Adequacy of provision for proper operation and maintenance after construction.

In addition to prioritizing needs, this list is also used for state budget requests and legislative hearings to demonstrate support for local bridge bond funding.

In summary, the inspections in the City of Corcoran have been conducted and assessed in accordance with State requirements, and the condition index of the three bridges identified herein qualifies them for replacement and funding in accordance with the State of Minnesota Bridge Bonding Program.



2.0 EXISTING CONDITIONS

Based upon the condition inspection reports and field observations, the three bridges as follows have been reviewed by City and Stantec staff to evaluate the overall need for replacement or rehabilitation.

2.1 SCHUTTE ROAD (L8077)

Schutte Road crosses Rush Creek approximately 0.3 miles west of CSAH 101, and just east of the intersection of Schutte Road and Brandywine Lane. The bridge was constructed in 1940 and consists of a steel beam span structure with a span length of 18.5 feet. The bridge deck consists of concrete cast in place, covered with a gravel roadway surface (2 lanes) with a roadway width of just under 25 feet. Schutte Road is also designated as a Municipal State Aid street (MSAS 113), classified as a rural local roadway with an average daily traffic (ADT) of 300 vehicles per day. The bridge is also posted with weight limits for heavier vehicles.

Based upon the NBI Condition and Appraisal ratings, the bridge is in poor condition. The bridge has a sufficiency rating of 32.3 and is also designated as structurally deficient. In addition, the Local Planning Index (LPI) is 46 which makes the bridge eligible for bridge bond funds. Essentially, the steel beams and the concrete support abutments have seen substantial deterioration over the years and can no longer be feasibly maintained (See photos - Appendix D). The bridge is also considered scour susceptible, which elevates the inspection level.

2.2 TRAIL HAVEN ROAD (L9384)

Trail Haven Road crosses the North Fork of Rush Creek approximately 0.9 miles north of CSAH 30. The bridge was constructed in 1971 and consists of a corrugated steel pipe arch with original dimensions of 11'-7" wide and 7'-5" high. Trail Haven Road crosses the structure as a gravel road approximately 25 feet wide (2 lanes) over 2 feet of fill over the pipe culvert which is also skewed to the roadway at an angle of 15 degrees. Trail Haven Road is also designated as a Municipal State Aid street (MSAS 107) and classified as a rural collector roadway with an average daily traffic (ADT) of approximately 220 vehicles per day.

Under the NBI Condition and Appraisal ratings, the bridge receives low marks and is in poor condition with a sufficiency rating of rating of 40.8 and is considered structurally deficient. The Local Planning Index (LPI) is 14 which makes the bridge eligible for Bridge Bond Funds. Essentially, the overall condition of the culvert is poor: The culvert floor is buckled/heaved over the middle third of its length, and there has been a 100 percent loss of section in the culvert walls below the lower bolt line on both walls. The culvert barrel width has also deflected almost 12 inches when measured across the entire length of the barrel (See photos - Appendix D).



2.3 CAIN ROAD (L8080)

Cain Road crosses the North Fork of Rush Creek approximately 0.8 miles north of CSAH 30. The bridge was constructed in 1921 and upgraded in 1941. It consists of a concrete box culvert with a span length of 10 feet. Cain Road crosses the structure as a gravel road approximately 25 feet wide (2 lanes) over 3 feet of fill over the structure. It is also classified as a rural local roadway with an average daily traffic (ADT) of approximately 230 vehicles per day.

Under the NBI Condition and Appraisal ratings, the culvert is considered to be in poor condition and has an overall sufficiency rating of 65.8. The Local Planning Index (LPI) is 52 which places it under eligibility in the State bridge replacement program. Essentially, the overall condition of the culvert is poor: Considerable spalling and deterioration of the concrete has occurred over the years and the bridge/culvert is considered structurally deficient. The concrete wing walls adjacent to the box entrance have also experienced deterioration (See photos – Appendix D).



3.0 DESIGN OVERVIEW

3.1 OVERVIEW OF DESIGN FACTORS AND CONSIDERATIONS

Several considerations were reviewed as part of proposing bridge replacements at each crossing. Two of the three bridges are located on Municipal State Aid roadways, and all bridges must be designed and constructed in accordance with State Aid Bridge standards in order to be eligible for State Bridge Funds. As such, analysis and eventual design of the proposed crossings will generally be consistent across all three structures.

All three of the crossings were individually evaluated and analyzed for the type of bridge and design size based on the following factors: Channel cross sections and conditions, stream hydraulics, roadway characteristics and other factors as follows:

1. Hydraulic requirements and considerations specific to each bridge location (see Chapter 4.0) were reviewed. This includes designing for existing and projected stream flows based on land use and specific rainfall events, and normal and flood water elevations both upstream and downstream of the bridge.
2. Requirements of the Elm Creek Watershed Management Organization (WMO) and other agencies as required.
3. Size of stream opening required under the roadway at each crossing based on the above criteria and requirements.
4. Roadway elevations and approaches to the crossings.
5. Underlying soil and geotechnical conditions (see Chapter 5).

In addition to the bridge itself, the roadway and approaches were also evaluated as follows:

1. Approaches when driving across the bridge are acceptable and in accordance with State Aid standard design requirements.
2. Vertical roadway profiles of approaches and the bridge crossing meet minimum State Aid requirements for the posted speed limit. This includes making sure that vertical and sag curvatures as they may exist conform within design standards to assure adequate sight lines and stopping sight distance requirements are met.
3. Reviews of the horizontal alignment and sightlines to assure safety for nearby driveways, intersections, or other existing physical features in the project area.
4. Adjacent properties, including existing physical characteristics such as sloping, vegetation, and other uses are considered to limit grading and other potential impacts as much as possible.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Design Overview

In reviewing replacement alternatives for the three bridges described, all are proposed to be replaced with concrete box culverts. Among the reasons are as follows:

1. Superior hydraulic flow qualities and compatibility with the existing streams.
2. Simplicity in design, manufacturing, and installation including:
 - a. Standard Design Templates are available: Reduces project engineering costs.
 - b. Inspection frequency is less than other bridge types. Reduced maintenance over time – fewer components to inspect and maintain because of longer-term durability and performance.
 - c. Enhanced speed and timeliness in delivery and installation
3. Reduced downtime and road closure periods during construction.

For the purposes of this Feasibility Report, the culverts have been sized to accommodate the minimum State Aid design width of 32 feet, which easily accommodates the existing road width of 24-25 feet for the three crossings. However, consideration of a wider width during final design may be desired to accommodate wider shoulders or bicycle and/or pedestrian usage. It is recommended that that consideration of the City's Comprehensive Plan and policies regarding bike/ped accommodations on specific roadways be considered further for specific locations.



4.0 HYDRAULICS

HYDRAULIC DESIGN

Stantec considered three criteria in hydraulic design of the proposed structures:

1. Floodplain Management.
2. Natural Resources.
3. Stormwater Management.

4.1 FLOODPLAIN MANAGEMENT

The City of Corcoran, Elm Creek Watershed Management Commission, Minnesota Department of Natural Resources and FEMA regulate the floodplain. The various requirements are briefly summarized below:

1. City of Corcoran: obstructions (culverts) within the floodway must not increase flood elevations (1050.030 Subd. 4.B.2).
2. Elm Creek WMC: compensatory storage is required for any fill within the floodplain (Rule F).
3. MN DNR: fill within the floodplain is permitted. Alterations to the floodway must not increase flood elevations.
4. FEMA: maps provided dictate flood insurance requirements. Development within the floodplain or floodway can require (conditional) letters of map revision (CLOMR/LOMR) if alterations to floodplain extents or elevations are proposed.

Of the above, the City's requirement of no increase in flood elevations is the most restrictive. Therefore, the culverts must be designed such that "no-rise" conditions are maintained, where the existing and proposed floodplain elevations match within ± 0.00 -feet.

To achieve no-rise conditions, Stantec proposes to match existing culvert size, material, elevations and alignment for the existing box culvert at the Cain Road crossing. To replace the existing arch culvert beneath Trail Haven, a box culvert with equivalent capacity is proposed, with slightly adjusted length, invert elevations and headwall structures to maintain hydraulics. For the existing bridge at Schutte, a box culvert with a larger opening is proposed such that after the culvert bottom and walls are placed, a natural channel bottom may be graded to match existing conditions.

For purposes of the no-rise analysis, Stantec obtained a copy of Elm Creek WMC's draft HEC-RAS model for the project area and updated the relevant crossings with Stantec survey data for upstream and downstream river cross sections, and culvert information. The Elm Creek model is based on current survey data and updated hydrology. The model differs significantly from published river flows in the current FEMA FIS. However, for purposes of no-rise conditions, the differences in flow noted in the table below will likely not affect culvert sizing because existing pipe capacities and sizes are generally matched. If designing to the higher, FEMA flow, is required, it is expected that adjusting invert elevations or wingwall geometry will be sufficient to maintain no-rise conditions, rather than adjusting pipe sizes.



Crossing	Existing Culvert	Proposed Culvert	Road Overtopping Elevation	HEC-RAS Flows (cfs)	HEC-RAS Flood Elevation	FEMA Flows (cfs)	FEMA Flood Elevation
Trail Haven	7'x11' Arch	5'x10' Box	927.0	123	922.2	495	924.6
Cain	7'x10' Box	7'x10' Box	914.7	163	913.7	530	914.8
Schutte	5'x12' Bridge	6'x14' Box	933.0	336	935.6	N/A*	935.2

*Flooding beneath Schutte is due to backwater from the Creek based on FEMA model

Additionally, per Elm Creek WMC rules, any fill within the floodplain due to widening the road, extending culverts, or other incidental grading must be compensated with equivalent excavation to provide compensatory storage. It is expected this compensatory storage may be created by excavating within ditches adjacent to the proposed culverts.

4.2 NATURAL RESOURCES

Concurrent to the hydraulic analysis discussed above, Stantec evaluated potential natural resource concerns with the proposed culvert improvements.

Due to work within public waters, a Minnesota DNR Public Waters permit application will be required. It is expected that the DNR will be concerned not only with the hydraulics, discussed above, but also with wetland impacts, and potentially fish/wildlife passage. Based on initial conversations with the DNR, no specific wildlife passage requirements have been identified. In the event wildlife passage requirements are brought up as this project proceeds, culverts may require oversizing to accommodate a more open bottom, like the proposed Schutte crossing.

Finally, as part of the design process, adjacent wetlands should be further delineated to determine potential wetland impacts and mitigation requirements. The wetland permitting process may involve the US Army Corps of Engineers, the DNR, and the City of Corcoran as the LGU.

4.3 STORMWATER MANAGEMENT

Additional stormwater management requirements may apply if there is a net increase of 1.0-acres of impervious area due to these projects. If there is a net increase in impervious surfaces, Elm Creek WMC and State Standards will require rate control and water quality control. As it is not anticipated that impervious area will increase by this extent, no additional stormwater management is expected.



5.0 GEOTECHNICAL

5.1 GEOTECHNICAL FINDINGS AND CONSIDERATIONS

A geotechnical evaluation was conducted to assist in the review and analysis for replacing the three bridges. Soil borings were attained and the recommendations of a geotechnical consultant (NTI) were utilized to assist in preparing a recommended design and estimates for the replacement structures.

Soil borings were taken on each side of the existing structures at each location, all to depths of approximately 14.5 feet below existing grades. For all three, the soil samples extracted revealed organic soils suitable for the construction of MnDOT standard box culverts or spread footing foundations for bridges. The geotechnical consultant recommends removal of the organic material beneath foundations and replaced with suitable base material.

Borings taken for Cain Road indicated a greater amount of inorganic material, and it is likely that a greater amount of material will need to be removed and replaced to provide a suitable base. The geotechnical consultant suggests that the construction of a pile supported abutment may be less difficult than excavating through the organic soils at this location.

Typically, a single span bridge with spread footings, abutments and pilings would be more costly than a standard box-culvert, both in terms of the bridge itself and length of road closures and construction time. To determine an accurate estimated cost for this type of structure, additional geotechnical and bridge design work would need to be performed to determine the depth and number of piles needed, size of the abutment spread footings required, etc. For the purposes of this feasibility report, an estimate has been provided for a box culvert that conservatively considers at least some soil corrections. However, it is recommended that at the time of commencing design and construction plans, that the piling supported bridge be investigated further, should the soil conditions prove more excessive than known at this time.

Groundwater is to be anticipated for any excavation below the existing water level features on either side of the crossing, and dewatering will need to be performed, which is typical for a construction of this nature.

The borings also indicated that the existing roadway approaches generally have suitable gravel and sand base and sub-bases, and that maintaining the roadways and approaches with similar sections is recommended.



6.0 PROPOSED IMPROVEMENTS

6.1 SCHUTTE ROAD – PROPOSED REPLACEMENT

For Schutte Road, a concrete box culvert 12 feet in width and 6 feet high is proposed. The size of the opening is nearly identical to the existing size and has been designed in accordance with updated stream flow design requirements and design resources that have been updated since the time of original construction (1940). The overall length of the culvert would be just over 32 feet, based on the minimum length required by State of Minnesota requirements.

The roadway crossing at the bridge would remain at or near the existing elevation and approaches to the bridge would require very little adjustment. This will also easily match the elevation of the intersection of Schutte Road with Brandywine Road, located immediately west of the crossing. The total roadway width (outside shoulder to outside shoulder) would be 32 feet in accordance with State Aid requirements, and the gravel roadway width of 25 feet across the bridge would essentially match the existing approach sections as needed.

The roadway across the bridge would be tapered to match the existing roadway approach width to provide a smooth transition, and side slopes of 2:1 or matching the existing as close as possible would be desired. An exception would be at the southeast corner of the new bridge where the slightly wider width of the new bridge would necessitate protection of the waterway between the main channel and the driveway (intersection) to the west. In this location, a short length of retaining wall or geotechnical reinforced embankment may be necessary.

There is sufficient right of way at this location, and the need for additional temporary (construction) easements is not anticipated. Underground and overhead utilities exist to the north of the bridge and would be adjusted only if necessary. (See Appendix C for plan view).

6.2 TRAIL HAVEN ROAD – PROPOSED REPLACEMENT

For Trail Haven Road, a concrete box culvert 10 feet in width and 5 feet high is proposed. The size of the opening is only marginally different than the existing metal arch culvert, and has been sized in accordance with flow design requirements and resources that have been updated since the initial installation 50 years ago. The overall length of the culvert would be 77 feet, only slightly longer than its existing length of 70 feet. The longer length of this culvert is based on the skewed angle of the crossing with the roadway, and the roadway elevation and side slopes of 3:1 between the top of the box and roadway shoulder edge.

The roadway across the bridge would need to be raised in order to meet State Aid requirements for vertical alignments. In particular, the approach grades from each direction to the crossing form a sag vertical curve that must meet minimum design standards for stopping sight distance for the posted speed



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Proposed Improvements

limit. Preliminary measurements indicate that an additional three feet of fill at the low point (crossing) may be necessary, and would taper off to match the existing grades at each direction. This would be evaluated further during final design to assure that impacts to adjacent properties would not be negatively impacted, particularly driveways and access points. An alternative design for the roadway approaches, matching closer to the existing conditions was also evaluated and is explained further in Chapter 7.0 under estimated costs. The total roadway width (outside shoulder to outside shoulder) would be 32 feet in accordance with State Aid requirements, and the gravel roadway width across the culvert would essentially match the existing approach sections as needed.

The existing right of way width is 66 feet. Due to the skewed nature of the crossing with the waterway, this significantly increases the length of box culvert required. As a result, temporary construction easements will likely be needed, and possibly a very small amount of permanent easement. (See Appendix C for plan view).

6.3 CAIN ROAD – PROPOSED REPLACEMENT

For Cain Road, a concrete box culvert 10 feet in width and 7 feet high is proposed, nearly identical in size to the existing opening. The overall length of the culvert is projected to be 38 feet, only marginally longer than the existing box to match the roadway elevation and side slopes of 2:1 to the top of the box and roadway shoulder edge.

The roadway crossing of the bridge would remain at or near the existing elevation and approaches to the bridge would require very little adjustment. The total roadway width (outside shoulder to outside shoulder) would be 32 feet in accordance with State Aid requirements, and the gravel roadway width across the bridge would essentially match the existing approach sections as needed.

As previously discussed, further geotechnical evaluation at the time of final design should be conducted to ascertain underlying foundation support adequacy. Additional excavation and suitable fill material may be required to provide additional base support for the box culvert.

There is sufficient right of way at this location, and the need for additional temporary (construction) easements is not anticipated. (See Appendix C for plan view).



7.0 ESTIMATED COSTS

7.1 ESTIMATED COSTS

Based upon available figures and unit prices the estimated costs for the bridge replacements have been calculated as follows:

The Estimated Bridge Replacement Costs are as follows:

Schutte Road:	\$240,000
Trail Haven Road	\$345,000
Cain Road	\$250,000

A tabulation of the estimates is provided in Appendix B.

Per the State Bridge Bond program, bridges on State Aid designated roadways are typically funded 50/50 between the State Bond fund and the City's Municipal State Aid funds. This would therefore apply to Schutte Road and Trail Haven Road. Cain Road, being a local roadway would be eligible for full replacement costs with the Bridge Bond funds. It should be noted that Bridge Bond funds are eligible for only the new bridge structure itself. Roadway approach work or other work items outside of the bridge itself would not be eligible for those funds. Approach work, erosion control, removal of the existing bridge, and other items would be eligible for State Aid funds on the State Aid routes as approved by State Aid. Local funds would be required for work outside of the bridge structure on local routes.

Estimates have been provided based on unit prices available for similar projects in Minnesota and per conversations with MnDOT State Aid and bridge personnel. Contingencies have been included in the estimates to account for unforeseen conditions or issues that could arise during construction, such as private utility issues and delays, additional impacts to wetlands or sensitive areas, material, and price changes, etc.

For Trail Haven Road, the estimated costs are based on matching the existing roadway approaches and elevations as close to the existing as reasonably possible. State Aid standards initially indicated that significant changes to the roadway approaches would be needed to meet vertical curve requirements for stopping sight distance. These changes would involve the addition of fill material over the crossing, and grading and fill significant distances on the approaches to essentially lengthen and flatten the existing sag curve on the bridge approach. In addition to adding significant cost to the project, such additional earthwork could also impact adjacent wetlands and properties, including driveway entrances.

Further conversations with MnDOT however have indicated that matching close to existing grades with lighting or a performance-based design may be possible, based on the indications provided by MnDOT staff and past examples. The estimate therefore includes some additional costs for lighting. However, it is recommended that at the time of final design, the full impacts of additional fill to meet the full State Aid



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Estimated Costs

standard design for sag curves be evaluated further to determine actual costs and impacts. For longer term future considerations, the City may wish to consider this in terms of the greater roadway itself, rather than solely the bridge alone. The estimated cost for Trail Haven Road is also higher than the other two, largely because of the skewed nature of the crossing and the resulting additional length of box culvert needed.



8.0 STATE BRIDGE BONDING PROGRAM PROCESS

8.1 PROGRAM DESCRIPTION

Program Description

As described in the Introduction, Bridges must be on a State Master List to be eligible for Local Bridge Replacement Funds. The following process State Aid Program Administrator maintains a Master Bridge Replacement Priority List as follows:

- The State Legislature appropriates funds in the program by session law.
- Local Governments make a request for inclusion on the State Master List. Estimated costs and desired year for replacement are provided to the State as well.
- Bridges are prioritized for funding and scheduling based on several factors as previously described. In addition, Federal Projects in the State Transportation Improvement Program are prioritized to match federal fund requirements.
- Funds are awarded on a first-come/first-served basis when plans are approved by State Aid.
- After the District State Aid Engineer approves plans, the State Aid Program Administrator reviews and verifies eligible items, and provides a funding approval letter based on the Engineer's Estimate.
- The District State Aid Engineer provides notice to advance the status of the project to advertise and award.
- Requires City Council or County Board resolution updated annually, including all local and state aid bridge projects.

As previously described, prioritization on this list also considers the following criteria:

- Effectiveness of the project in eliminating a deficiency in the transportation system.
- Number of persons affected by the deficiency.
- Economic feasibility.
- Effect on optimum land use and other concerns of state and regional planning.
- Availability of other financing capability.
- Adequacy of provision for proper operation and maintenance after construction.

In addition to prioritizing needs, this list is also used for state budget requests and legislative hearings to demonstrate support for local bridge bond funding.

MnDOT State Aid will start 2021 with approving bridge projects currently on the bridge waiting list with the \$30 million of bond funds that became available in late 2020. The funding will run out before all the projects are funded, but MnDOT staff has indicated it is anticipated that most of the bridges now on the list will be funded and taken off the list. Newly approved projects will be added to the waiting list as a bridge plan moves through the State Aid project approval process.



9.0 FEASIBILITY/RECOMMENDATION/SCHEDULE

9.1 PROJECT FEASIBILITY

The outlined improvements above, as reviewed herein, are feasible as it relates to the general engineering principles, estimated costs, expected funding availabilities, construction procedures, and in accordance with the City's Capital Improvement Plan.

9.2 RECOMMENDATION

It is recommended that City Council accept this Feasibility Report, and approve the attached Resolution requesting MnDOT to place the three bridges (Schutte Road, Cain Road, and Trail Haven Road) on the list for funding through the State Bridge Bonding Program.

Upon acceptance of the Resolution by the State, the bridges will be placed on a Master wait list for funding designation. Projects are then prioritized based on the factors previously described. State Aid recommends that final design be completed to accelerate a bridge's prioritization and granting of funds. MnDOT staff has indicated that projects are typically funded on a first in/first out basis based on the dates the state aid bridge and district engineers receive the plans and are able to review and approve. Based on feedback from MnDOT staff, a timeline for construction for the City of Corcoran bridges may be 2023 if the bridges are placed on the list sooner than later.

Because of their current conditions, it is recommended that the three bridges be prioritized for scheduling in the order as follows: 1) Trail Haven Road, 2) Schutte Road, and 3) Cain Road. Therefore, it is also recommended that the City Council authorize the preparation of final design plans and specifications for both Trail Haven Road and Schutte Road with the option of authorizing Cain Road, based on the City's capital funding plan and priorities.



9.3 PROCESS AND NEXT STEPS

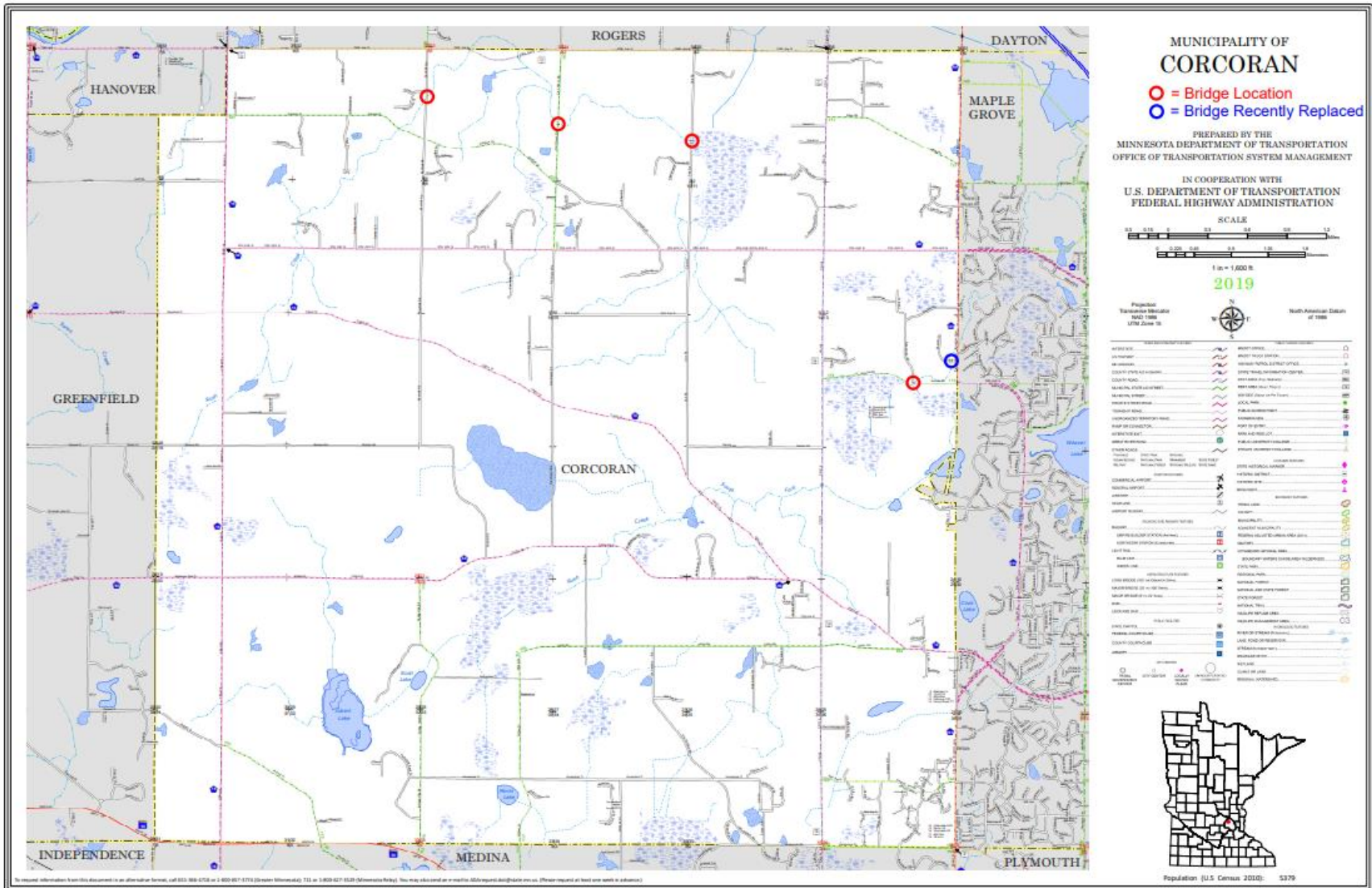
A detailed Bridge Replacement schedule is not possible at this time as it will be dependent upon prioritization of bridges in the State's Master List and available funding. Following however is a general summary of the process and next steps.

1. Accept Feasibility Report and Authorize Resolution to MnDOT requesting inclusion on the State's Master Bridge List.
2. City Council Authorize the Preparation of Plans and Specifications.
3. Submit Plans to MnDOT State Aid for review and approval.
4. City Council Approve Plans and Specifications and Authorized Advertisement for Bids.
5. Open Bids.
6. City Council Award Contract
7. Commence Construction.

Because a schedule will be dependent on the rank and prioritization of bridges on the State List, and the timing and availability of both City and MnDOT Bridge Funds, actual dates are unknown at this time. As a result, the bridge replacement process and schedule could possibly be administered one bridge at a time, or combinations. At this time however, it is recommended that the City Council authorize the preparation of Plans and Specifications for at least Trail Haven Road and Schutte Road so that they can be prioritized on the State List.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
 Appendix A – Bridge Locations



FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix B – Detailed Cost Estimates

OPINION OF PROBABLE COST
CITY OF CORCORAN
BRIDGE REPLACEMENT - SCHUTTE ROAD
2294-20-505
3/4/2021



Bid Item	Description	Units	Quantity	Unit Price	Subtotal	*State Bridge Bond Eligible	State Aid Eligible	Local Cost
	BASE BID:							
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00	\$ -
3	WETLAND IMPACTS	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
4	STABILIZED CONSTRUCTION EXIT	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
5	REMOVE BOX CULVERT	LUMP SUM	1	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
6	SALVAGE & REINSTALL SIGN & POST	EACH	5	\$ 200.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
7	SALVAGE & RESPREAD EXISTING TOPSOIL	LUMP SUM	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
8	SALVAGE & RESPREAD EXISTING GRAVEL	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
9	COMMON BORROW	CU YD	110	\$ 25.00	\$ 2,750.00	\$ -	\$ 2,750.00	\$ -
10	AGGREGATE BASE CLASS 5	TON	150	\$ 35.00	\$ 5,250.00	\$ -	\$ 5,250.00	\$ -
11	12X6 PRECAST CONCRETE BOX CULVERT	LIN FT	35	\$ 1,100.00	\$ 38,500.00	\$ 19,250.00	\$ 19,250.00	\$ -
12	12X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$ 21,000.00	\$ 42,000.00	\$ 21,000.00	\$ 21,000.00	\$ -
13	INSTALL GUARD RAIL	LIN FT	300	\$ 20.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
14	SEED MIXTURE 25-141	SY	160	\$ 5.00	\$ 800.00	\$ -	\$ 800.00	\$ -
15	EROSION CONTROL BLANKET	SY	160	\$ 5.00	\$ 800.00	\$ -	\$ 800.00	\$ -
16	FLOTATION SILT CURTAIN	LIN FT	60	\$ 20.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -
17	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	40	\$ 5.00	\$ 200.00	\$ -	\$ 200.00	\$ -
18	SILT FENCE; TYPE MS	LIN FT	428	\$ 2.50	\$ 1,070.00	\$ -	\$ 1,070.00	\$ -
				SUBTOTAL:	\$ 177,570.00	\$ 55,500.00	\$ 122,070.00	\$ -
				10% CONTINGENCY	\$ 17,757.00	\$ 5,550.00	\$ 12,207.00	\$ -
				SUBTOTAL:	\$ 195,327.00	\$ 61,050.00	\$ 134,277.00	\$ -
				20% ENGINEERING	\$ 39,065.40	\$ -	\$ 39,065.40	\$ -
				ESTIMATED TOTAL	\$ 234,392.40	\$ 61,050.00	\$ 173,342.40	\$ -

*State bridge bond eligibilities based upon information provided per MnDOT state aid manual. Actual item eligibility and amounts subject to MnDOT final review of construction plans.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix B – Detailed Cost Estimates

OPINION OF PROBABLE COST
CITY OF CORCORAN
BRIDGE REPLACEMENT - TRAILHAVEN ROAD
2294-20-505
3/4/2021



Bid Item	Description	Units	Quantity	Unit Price	Subtotal	*State Bridge Bond Eligible	State Aid Eligible	Local Cost
	BASE BID:							
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$ 25,000.00	\$ 25,000.00	\$ 12,500.00	\$ 12,500.00	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00	\$ -
3	WETLAND IMPACTS	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
4	RIGHT OF WAY/EASEMENT	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ -
5	STREET LIGHTS	EACH	2	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
6	STABILIZED CONSTRUCTION EXIT	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ -
7	REMOVE EXISTING CULVERT	LUMP SUM	1	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -
8	SALVAGE & REINSTALL SIGN & POST	EACH	4	\$ 200.00	\$ 800.00	\$ -	\$ 800.00	\$ -
9	SALVAGE & RESPREAD EXISTING TOPSOIL	LUMP SUM	1	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -
10	SALVAGE & RESPREAD EXISTING GRAVEL	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
11	COMMON BORROW	CU YD	430	\$ 25.00	\$ 10,750.00	\$ -	\$ 10,750.00	\$ -
12	AGGREGATE BASE CLASS 5	TON	200	\$ 35.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -
13	10X5 PRECAST CONCRETE BOX CULVERT	LIN FT	77	\$ 1,100.00	\$ 84,700.00	\$ 42,350.00	\$ 42,350.00	\$ -
14	10X5 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$ 19,000.00	\$ 38,000.00	\$ 19,000.00	\$ 19,000.00	\$ -
15	INSTALL GUARD RAIL	LIN FT	850	\$ 20.00	\$ 17,000.00	\$ 8,500.00	\$ 8,500.00	\$ -
16	SEED MIXTURE 25-141	SY	750	\$ 5.00	\$ 3,750.00	\$ -	\$ 3,750.00	\$ -
17	EROSION CONTROL BLANKET	SY	750	\$ 5.00	\$ 3,750.00	\$ -	\$ 3,750.00	\$ -
18	FLOTATION SILT CURTAIN	LIN FT	30	\$ 20.00	\$ 600.00	\$ -	\$ 600.00	\$ -
19	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	60	\$ 5.00	\$ 300.00	\$ -	\$ 300.00	\$ -
20	SILT FENCE; TYPE MS	LIN FT	900	\$ 2.50	\$ 2,250.00	\$ -	\$ 2,250.00	\$ -
				SUBTOTAL:	\$ 258,400.00	\$ 97,100.00	\$ 161,300.00	\$ -
				10% CONTINGENCY	\$ 25,840.00	\$ 9,710.00	\$ 16,130.00	\$ -
				SUBTOTAL:	\$ 284,240.00	\$ 106,810.00	\$ 177,430.00	\$ -
				20% ENGINEERING	\$ 56,848.00	\$ -	\$ 56,848.00	\$ -
				ESTIMATED TOTAL	\$ 341,088.00	\$ 106,810.00	\$ 234,278.00	\$ -

*State bridge bond eligibilities based upon information provided per MnDOT state aid manual. Actual item eligibility and amounts subject to MnDOT final review of construction plans.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix B – Detailed Cost Estimates

OPINION OF PROBABLE COST
CITY OF CORCORAN
BRIDGE REPLACEMENT - CAIN ROAD
2294-20-505
3/4/2021

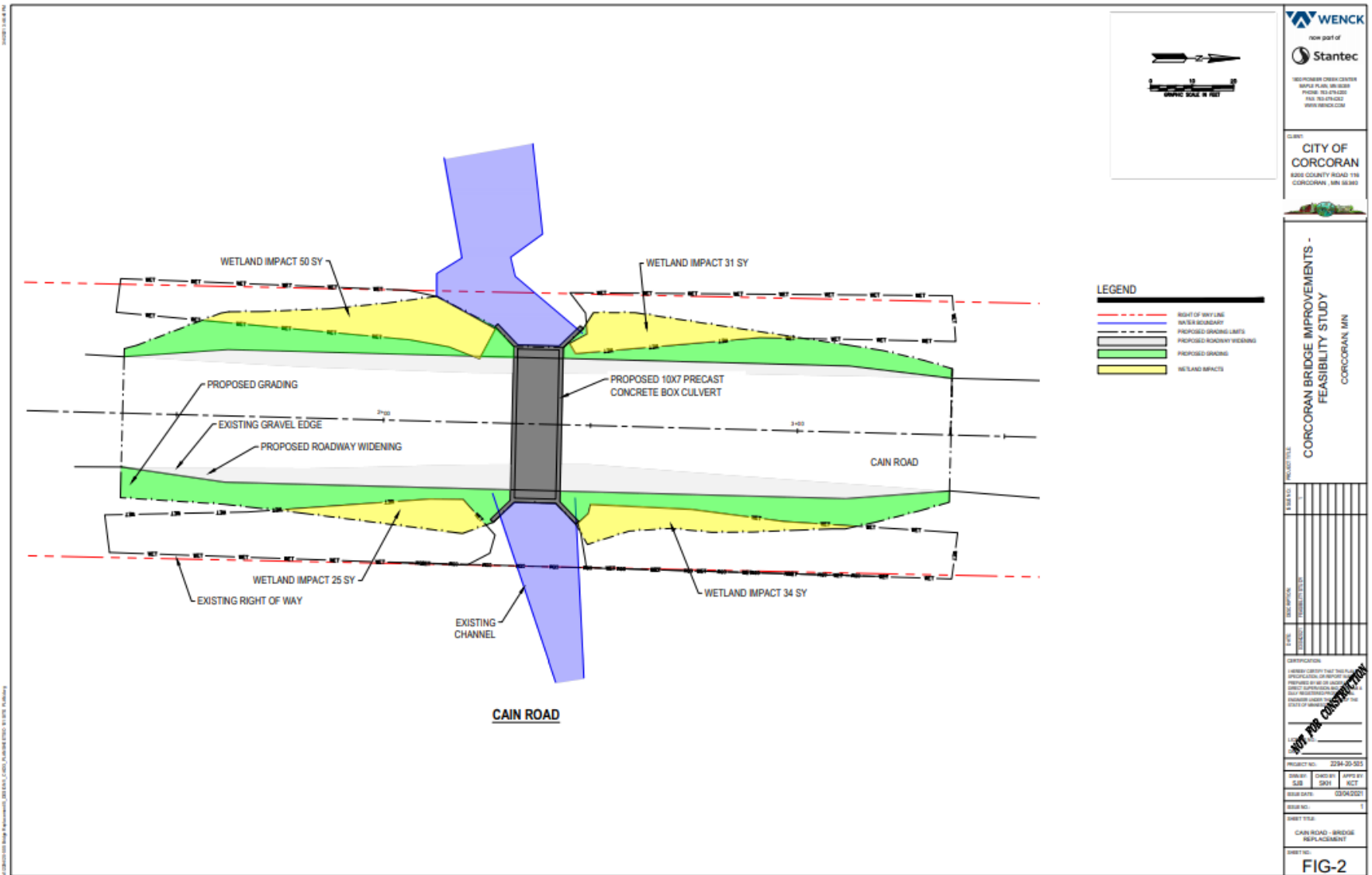


Bid Item	Description	Units	Quantity	Unit Price	Subtotal	*State Bridge Bond Eligible	State Aid Eligible	Local Cost
	BASE BID:							
1	MOBILIZATION & DEMOBILIZATION	LUMP SUM	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -
2	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
3	WETLAND IMPACTS	LUMP SUM	1	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -
4	STABILIZED CONSTRUCTION EXIT	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
5	REMOVE BOX CULVERT	LUMP SUM	1	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
6	SALVAGE & REINSTALL SIGN & POST	EACH	4	\$ 200.00	\$ 800.00	\$ -	\$ -	\$ 800.00
7	SALVAGE & RESPREAD EXISTING TOPSOIL	LUMP SUM	1	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
8	SALVAGE & RESPREAD EXISTING GRAVEL	LUMP SUM	1	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
9	COMMON BORROW	CU YD	150	\$ 25.00	\$ 3,750.00	\$ -	\$ -	\$ 3,750.00
10	AGGREGATE BASE CLASS 5	TON	180	\$ 35.00	\$ 6,300.00	\$ -	\$ -	\$ 6,300.00
11	FOUNDATION AGGREGATE, 3" MINUS	TON	110	\$ 35.00	\$ 3,850.00	\$ 3,850.00	\$ -	\$ -
12	10X7 PRECAST CONCRETE BOX CULVERT	LIN FT	38	\$ 1,000.00	\$ 38,000.00	\$ 38,000.00	\$ -	\$ -
13	10X7 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	2	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -
14	INSTALL GUARD RAIL	LIN FT	400	\$ 20.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -
15	SEED MIXTURE 25-141	SY	360	\$ 5.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
16	EROSION CONTROL BLANKET	SY	360	\$ 5.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
17	FLOTATION SILT CURTAIN	LIN FT	50	\$ 20.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
18	SILT FENCE; TYPE MS	LIN FT	480	\$ 2.50	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
				SUBTOTAL:	\$ 188,000.00	\$ 116,850.00	\$ -	\$ 71,150.00
				10% CONTINGENCY	\$ 18,800.00	\$ 11,685.00	\$ -	\$ 7,115.00
				SUBTOTAL:	\$ 206,800.00	\$ 128,535.00	\$ -	\$ 78,265.00
				20% ENGINEERING	\$ 41,360.00	\$ -	\$ -	\$ 41,360.00
				ESTIMATED TOTAL	\$ 248,160.00	\$ 128,535.00	\$ -	\$ 119,625.00

*State bridge bond eligibilities based upon information provided per MnDOT state aid manual. Actual item eligibility and amounts subject to MnDOT final review of construction plans.



FEASIBILITY REPORT FOR THE CITY OF CORCORAN
 MARCH 2021
 Appendix C - Improvement Exhibits



CITY OF CORCORAN
 8200 COUNTY ROAD 118
 CORCORAN, MN 56003

CORCORAN BRIDGE IMPROVEMENTS -
 FEASIBILITY STUDY
 CORCORAN, MN

DATE	DESCRIPTION	BY	CHKD BY

CERTIFICATION
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS, AND OTHER DOCUMENTS PREPARED BY ME OR UNDER MY SUPERVISION AND SEAL, HAVE BEEN PREPARED IN ACCORDANCE WITH THE ETHICS AND STANDARDS OF THE PROFESSION OF PROFESSIONAL ENGINEERS IN THE STATE OF MINNESOTA.

NOT FOR CONSTRUCTION

PROJECT NO.: 2204-25-923
 SHEET NO.: 00001
 SUB NO.: 001
 DATE: 03/04/2021
 SHEET NO.: 1
 SHEET TITLE:
 CAIN ROAD - BRIDGE REPLACEMENT
 FIG-2



SCHUTTE ROAD



Schutte Road – Structure Aging and Deterioration

FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix D Photographs – Existing Conditions



Schutte Road – Abutment and Beam Scaling and Deterioration

FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix D Photographs – Existing Conditions



Schutte Road – Wing Wall Separation from Abutment

FEASIBILITY REPORT FOR THE CITY OF CORCORAN
MARCH 2021
Appendix D Photographs – Existing Conditions



Schutte Road - Looking West

FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Appendix D Photographs – Existing Conditions

TRAIL HAVEN ROAD



Trail Haven Road – Looking North



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Appendix D Photographs – Existing Conditions



Trail Haven Road – Metal Culvert Buckling and Deterioration



Trail Haven Road – Loss of Section



CAIN ROAD



Cain Road



FEASIBILITY REPORT FOR THE CITY OF CORCORAN

MARCH 2021

Appendix D Photographs – Existing Conditions

Cain Road – Looking North



Cain Road Spalling and Cracking



Cain Road Deterioration



RESOLUTION NO. 2021-44

Motion By:
Seconded By:

A RESOLUTION CREATING A BRIDGE REPLACEMENT PRIORITY LIST FOR THE CITY OF CORCORAN

WHEREAS, the City of Corcoran has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, the City of Corcoran has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority, and the City of Corcoran intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Road Number or Name	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
L8077	Schutte Rd.	\$240,000	\$67,000		\$173,000	2023
L9384	Trail Haven Rd.	\$345,000	\$110,000		\$235,000	2023
L8080	Cain Rd.	\$250,000	\$130,000		\$120,000	2025

FURTHERMORE, the City of Corcoran does hereby request authorization to replace, rehabilitate, or remove such bridges.

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 13th day of May 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 10d.

Council Meeting: May 13, 2021	Prepared By: Director Matt Gottschalk
Topic: Recreational Vehicles Ordinance Update	Action Required: Feedback and Direction

Summary:

In 2020, Council directed staff to review and update the recreational vehicles ordinances. Staff received feedback from the Council on suggested changes and incorporated best practices and existing language into a new draft ordinance. The draft ordinance has been reviewed by the City Attorney's Office and is planned to replace existing chapters 72 and 73 of the current City Code.

Staff is requesting that the Council review the draft ordinance and provide staff with feedback for any changes to consider. If significant changes are required, staff will bring them back for legal analysis by the City Attorney. If minor changes are required, staff will make the changes and move forward with the process for formally adopting the new ordinance at the Council's direction. If no changes are required, staff will proceed with the formal adoption process of the ordinance at the Council's direction.

Financial/Budget:

City staff and City Attorney time has been incurred at this point. Future costs will be dependent on the amount of attorney time and publication costs associated with the ordinance change.

Options:

1. Direct staff to proceed with adopting the draft ordinance with no changes.
2. Direct staff to proceed with adopting the draft ordinance with changes.
3. Direct staff to make significant changes to the ordinance and return to Council after legal analysis.

Recommendation:

Direct staff to proceed with the process of adopting the draft ordinance with no changes.

Council Action:

Consider a motion to direct staff to proceed with the process of adopting the draft ordinance with no changes.

Attachments:

1. Draft Recreational Vehicles Ordinance

CHAPTER 72: RECREATIONAL VEHICLES

Sec. 72.10 – Purpose and Authority

Sec. 72.11 – Definitions

Sec. 72.12 – Recreational Vehicles General Operational Regulations

Sec. 72.13 – Recreational Vehicles Specific Limitations

Sec. 72.14 – Snowmobile Specific Limitations

Sec. 72.15 – Snowmobile Clubs and Organizations

Sec. 72.16 – Off-Highway Motorcycles, Mini-Bikes, and Go-Carts Specific Limitations.

Sec. 72.17 – Operator Qualifications

Sec. 72.18 – Exemptions

Sec. 72.19 – Permit Fee

Sec. 72.20 – Penalty

Sec. 72.21 – Severability

72.10: PURPOSE AND AUTHORITY.

- 1) The purpose of this article is to provide reasonable regulations for the use of recreational vehicles on public and private property in the city. This article is not intended to allow what the Minnesota state statutes expressly prohibit. It is intended to prevent public nuisance.
- 2) Section 84.87, Subdivision 3 of the Minnesota State Statutes states that a city, acting through its City Council, may regulate the operation of snowmobiles on public lands, waters, and property under the city's jurisdiction and on streets and highways within its boundaries by resolution or ordinance of the governing body and by giving appropriate notice, provided such regulations are not inconsistent with the provisions of sections 84.81 to 84.88 of the Minnesota State Statutes.
- 3) Section 84.928, Subdivision 6 of the Minnesota State Statutes states that a city, acting through its City Council, may regulate the operation of all-terrain vehicles on public lands, waters, and property under the city's jurisdiction and on streets and highways within its boundaries by resolution or ordinance of the governing body and by giving appropriate notice, provided such regulations are not inconsistent with the provisions of sections 84.92 to 84.928 and the rules adopted under section 84.924 of the Minnesota State Statutes.

72.11: DEFINITIONS.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ALL-TERRAIN VEHICLE (ATV) means a motorized flotation-tired vehicle of not less than three but not more than six low-pressure tires with a total dry weight of less than 2,000 pounds and a total width from outside of tire rim to outside of tire rim that is 65 inches or less. It includes Class 1 (width 50 inches or less) and Class 2 (width greater than 50 inches but not more than 65 inches) ATVs as per Minnesota State Statute.

BOULEVARD means that portion of the street or highway between the roadway and private property.

DESIGNATED TRAIL means a clearly marked route for recreational vehicles to follow.

ESTABLISHED RIDING AREA shall mean a trail, course, track, or area on a lot the surface of which has been altered due to or in contemplation of repetitive operation of recreational vehicles over the same.

GO-CART means a low, four-wheeled motorized device with an open or closed frame designed and used for off-street operation only.

GOLF-CART means a passenger conveyance, electric or gasoline motor powered vehicle, with four low pressure tires and an engine displacement not exceeding 800 cubic centimeters and a total dry weight not exceeding 800 pounds.

MINI-BIKE means a small, two-wheeled motorized device designed for off-street operation. Mini-bikes may include miniature motorcycles and do not qualify as a moped, motorcycle or an ATV.

OFF-HIGHWAY MOTORCYCLE (OHM) means vehicles traveling on two wheels with a seat to be straddled by the operator with handlebars for steering control. OHMs may include some mini-bikes.

OPERATE means to ride in or on and control the operation of a recreational vehicle.

OPERATOR means every person who operates or is in actual physical control of a recreational vehicle.

PUBLIC PROPERTY means property that may be used by the public, subject to reasonable regulation by a governmental body. Such property includes city parks, city parking lots and public school parking lots and grounds.

PUBLIC ROAD RIGHT-OF-WAY means the entire right of way of a roadway that is controlled by a public entity, including the traveled portions, banks, ditches, shoulders, medians, and other adjacent areas dedicated for public use.

RECREATIONAL VEHICLE means all-terrain vehicles, utility task vehicles, golf carts, snowmobiles, off-highway motorcycles, mini-bikes, go-carts, and other motorized vehicles, that by their use fit this definition.

ROADWAY means that portion of a street or highway improved, designed or ordinarily used for vehicular travel but not including the boulevard. For the purposes of this article, roadways not dedicated for public use and not maintained by the city are not included within this definition.

SEMI-PUBLIC PROPERTY means private property generally open for use by the public but not owned or maintained by a governmental body. Such property includes without limitation: church property, shopping center property and other property generally used by patrons of a commercial or private business establishment.

SNOWMOBILE means a self-propelled vehicle designed for travel on snow or ice steered by skis or runners.

STREET OR HIGHWAY means the entire width between boundary lines of any way or place when any part thereof is open to the use of the public, as a matter of right, for the purpose of vehicular traffic (includes the right-of-way or boulevard). For the purposes of this article, streets or highways not dedicated for public use and not maintained by the city are not included within this definition.

UTILITY TASK VEHICLE means a side-by-side, four wheeled vehicle propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less and has a total dry weight of 1,800 but less than 2,600 pounds.

72.12: RECREATIONAL VEHICLES GENERAL OPERATION REGULATIONS.

RECREATIONAL VEHICLES MAY NOT BE OPERATED IN THE FOLLOWING AREAS OF THE CITY:

- 1) On or adjacent to sidewalks, bike trails, or pedestrian trails.
- 2) On private property by persons other than the owner, or by anyone on semi-public or public property, unless permission is clearly visible and posted by the owner or person(s) in lawful control of the property, indicating the types of recreational vehicles allowed, subject to the provisions of this ordinance.
- 3) Within a city parking ramp.
- 4) Within the boulevard of a city roadway.
- 5) On county or state highways.
- 6) Within a county or state highway right-of-way except as allowed in the specific limitations listed in this ordinance.
- 7) Within a county or state highway right-of-way from April 1 to August 1 as part of Minnesota's Agricultural Zone.
- 8) On any area posted that recreation vehicles are not allowed. These may be general or specific to the type of recreational vehicle regulated. It is unlawful to remove signs or fences installed by the property owner or person in lawful control of the property.

72.13: RECREATIONAL VEHICLES SPECIFIC LIMITATIONS.

- 1) Recreational vehicles may not operate with a greater number of passengers than the vehicle is designed to carry.
- 2) No person shall operate a recreational vehicle in any place in a careless, reckless, or negligent manner so as to endanger the person or property of another or cause injury or damage thereto.

- 3) No person shall operate a recreational vehicle so as to create a loud, unnecessary or unusual noise that would disturb, annoy or interfere with the peace, safety and general welfare of others.
- 4) All recreational vehicles must have a factory approved exhaust. Mufflers may not be altered to increase motor noise, or have a cut-out bypass, or similar device. No exhaust system shall emit a loud, sharp popping or crackling sound.
- 5) Use of recreational vehicles on any single property shall not exceed four hours in any 24-hour period. ATVs and Utility Task Vehicles engaged in property maintenance or agricultural purposes are exempt from this restriction.
- 6) The operation of recreational vehicles on an Established Riding Area on a lot or parcel of land of less than two (2) acres in size requires written consent from the property owners and all occupied residences within a 250' radius of all property lines.
- 7) Off-road hours of operation of ATVs, Utility Task Vehicles, off-highway motorcycles, go-carts, and mini-bikes shall be prohibited between the hours of 10:00 p.m. and 7:00 a.m. on Monday through Friday, and 10:00 p.m. and 9:00 a.m. on weekends and federal holidays. ATVs and Utility Task Vehicles engaged in property maintenance or agricultural purposes are exempt from this restriction.
- 8) Snowmobiles may not be operated off the operator's property or the property of another on which the operator has been given specific, written permission to operate a snowmobile from April 1 to October 31. Hours of operation of snowmobiles throughout the year shall be prohibited between the hours of 1:00 a.m. and 7:00 a.m., except on a recognized trail or county road right-of-way. Snowmobile operation within the Metropolitan Urban Service Area (MUSA), as defined by the most recently adopted City of Corcoran Comprehensive plan, or amended plan, is prohibited from 10:00 p.m. to 7:00 a.m. on Monday through Friday, and 10:00 p.m. and 9:00 a.m. on weekends and federal holidays. Snowmobiles traveling to or from home using the most direct route to or from a recognized trail or county road right-of-way are exempt from these time restrictions.
- 9) It is unlawful to intentionally chase, run over, or to kill any animal, wild or domestic, with a recreation vehicle.
- 10) It is unlawful to intentionally operate a recreational vehicle on either primary or secondary septic sites.
- 11) A direct crossing of a street, roadway, county or state highway is prohibited when operating a recreational vehicle unless the operator complies with all of the following:
 - a) The driver yields the right-of-way to all oncoming traffic that constitutes an immediate hazard.
 - b) In the case of a divided highway, the crossing shall be made only at an intersection of the highway with another street or road.

- c) The crossing is made at an angle of approximately 90 degrees to the roadway at a place where no obstruction prevents a quick and safe crossing or blocks the view of oncoming traffic for 300 feet.
 - d) The vehicle is brought to a complete stop before crossing the shoulder or entering upon the traveled portion of the street, road or highway.
 - e) If the crossing is made during the period of one-half hour after sunset to one-half hour before sunrise or in conditions of reduced visibility, the front and rear lights of the vehicle are operational and illuminated.
- 12) Operation of off-highway motorcycles, mini-bikes, and go-carts on public property or in the public right of way is prohibited.
- 13) Recreational vehicles may be operated in the following areas of the City under these conditions, and subject to the limitations of section 72.16 of this ordinance:
- a) On the owner's property or the property of another with written permission, subject to the provisions of this ordinance.
 - b) On privately owned property if the property owner has posted a clearly visible notice indicating "ATVs allowed," "utility task vehicles allowed," "snowmobiles allowed," "golf carts allowed," or words substantially similar. Only those types of recreational vehicles which are specifically authorized by such notice shall be permitted on the applicable privately owned property. Such postings shall only permit use on the property on which the notice is posted.
 - c) On public or semi-public property only where there is clearly visible notice indicating "ATVs allowed," "utility task vehicles allowed," "snowmobiles allowed," "golf carts allowed," or words substantially similar. Only those types of recreational vehicles which are specifically authorized by such notice shall be permitted on the applicable public or semi-public property. Such postings shall only permit use on the property on which the notice is posted.
 - d) Golf Carts, ATVs, and utility task vehicles which have been issued and maintain a valid on-road permit may be operated on all city roadways pursuant to state law, this ordinance, and the terms of the valid permit.
- 14) Golf Cart, ATV, or utility task vehicle on-road permits.
- a) A permit application containing the following information must be submitted to the city's police department, prior to receiving an on-road permit.
 - 1. Applicant name, address, and telephone number.
 - 2. Registered owner name, address, and telephone number.
 - 3. Make, model, vehicle identification number of the golf cart, ATV, or utility task vehicle.

4. Proof of ownership of the vehicle to be registered or written consent from the registered owner to register the vehicle.
 5. Proof of liability insurance for the vehicle.
 6. DNR registration number and class description (ATV and utility task vehicles only).
 7. Payment in accordance with the city fee schedule. Payments shall be non-refundable.
- b) On-road permit applicants must be residents of Corcoran and applicants may only register vehicles owned by the applicant or by a member of the applicant's household.
 - c) An on-road permit application may be denied for failure to completely and accurately provide the permitting requirements set forth within this ordinance, prior violations of this ordinance, or other substantial traffic violations by the applicant or registered owner. Any denial may be appealed to the city council by providing a request for appeal in writing to the Corcoran City Administrator within 14 days of the final decision on the permit. Failure to provide timely notice of a request for appeal shall be deemed a waiver of an appeal of the permitting decision. Any applicant who is denied an on-road permit pursuant to this paragraph shall be ineligible for an on-road permit from the City for a period of six (6) months from the date of a final decision on the permit.
 - d) A granted on-road permit will be valid for the term set forth in the permit, subject to any revocation thereof, and shall not exceed a maximum term of three years.
 - e) On-road permits must be affixed to the front center handlebar, lower center windshield area, or other location visible from the front center of the recreational vehicle.
 - f) Scooters, mopeds, off-highway motorcycles, go-carts, and mini-bikes are not eligible for on-road permits.
 - g) An on-road permit may be revoked for a violation of any provision of this ordinance after due investigation by the city's police department and final determination by the police chief or the chief's designee. Any revocation may be appealed to the city council by providing a request for appeal in writing to the Corcoran City Administrator within 14 days of the final decision to revoke the permit. Failure to provide timely notice of a request for appeal shall be deemed a waiver of an appeal of the decision to revoke. The revocation will remain in force until the appeal process has been completed. No permit fees will be refunded in the event of a permit revocation. A permit holder who has an on-road permit revoked shall be ineligible to apply for a new on-road permit for a period of six (6) months from the date of the revocation.
- 15) Golf carts, ATVs, and utility task vehicles may be operated on all city roadways with a valid city on-road permit as allowed by Minnesota State Statute, this ordinance, and the terms of the permit, however, such permit does not validate use on county or state highways. Permitted golf

cart, ATV, and utility task vehicle operation shall be subject to the terms of the permit and the following:

- a) Every person operating a golf cart, ATV, or utility task vehicle on a roadway must be 18 years of age or older.
- b) Every person operating a golf cart, ATV, or utility task vehicle on a roadway must have a valid Minnesota driver's license or a driver's license with appropriate reciprocity to operate a motor vehicle on Minnesota roadways.
- c) Every person operating a golf cart, ATV, or utility task vehicle on a roadway must abide by all speed limits and follow all applicable posted traffic signs.
- d) Every person operating a golf cart, ATV, or utility task vehicle on a roadway has the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stats. Chapters 169 and 84, as they may be amended from time to time, except those provisions that cannot be reasonably applied.
- e) Every operator/owner of a golf cart, ATV, or utility task vehicle must possess and provide, upon lawful demand, proof of insurance complying with Minn. Stats. § 65B.48, subd 5.
- f) All golf cart, ATV, or utility task vehicles operated on a roadway after sunset, before sunrise, or in inclement weather, must display an illuminated headlight, an illuminated taillight, and a working brake light.
- g) Golf carts operated on the roadway shall be required to have an operable horn and a prominently displayed slow moving vehicle emblem.

72.14: SNOWMOBILE SPECIFIC LIMITATIONS.

1) General Limitations.

- a) As regulated by and subject to state law, snowmobiles may operate in a city, county, or state roadway right-of-way.
- b) No person shall operate a snowmobile on any public or semi-public land including, but not limited to, the school grounds, park property, playgrounds, recreational areas, golf courses, church properties, and cemeteries.
- c) Snowmobiles may not be operated in the designated non-use areas except as follows:
 1. Loading and unloading of snowmobiles in parking lots.
 2. On any clearly marked and designated trail.

- d) No person shall operate a snowmobile on any public trail system unless said trail system is clearly identified by proper signage and maintained by a recognized snowmobile club or other organization registered with the City.
- e) From April 1 to October 31, snowmobiles may not be operated off the operator's property or the property of another on which the operator has been given specific, written permission to operate a snowmobile. From November 1 to March 31, snowmobiles may not be operated off the operator's property or the property of another on which the operator has been given specific, written permission to operate a snowmobile, unless there is a minimum of six inches of snow cover on the ground. In the event an operator is operating a snowmobile on private property pursuant to written authorization, the operator shall keep such authorization in the operator's immediate possession at all times during operation and provide it to City representatives upon lawful demand.
- f) No person shall operate a snowmobile at a rate of speed greater than is reasonable or proper under all of the surrounding circumstances, not to exceed 30 miles per hour in any road right-of way or greater than 50 miles per hour on any designated trail system. No person shall operate a snowmobile so as to tow any person or thing in an unsafe manner or at a speed greater than 10 mph.
- g) A snowmobile may operate on the inside slope of the ditch or the shoulder of a city road only to circumvent an obstruction in the road ditch. The snowmobile must return to the outside slope of the ditch immediately after passing the obstruction.
- h) A snowmobile may be operated upon a public street or highway only in an emergency during the period of time when and at locations where snow upon the roadway renders travel by automobile impossible.
- i) No person shall operate a snowmobile within 100 feet of any designated sliding area, or where the operation would conflict with the lawful use of the property or would endanger other persons or property.

2) Equipment.

- a) It is unlawful for any person to operate a snowmobile within the City of Corcoran unless it is equipped with the following:
 1. Brakes adequate to control the movement of and to stop and hold the snowmobile under any condition of operation.
 2. A safety, or so-called "dead man" throttle in operating condition, so that when pressure is removed from the accelerator or throttle, the motor is disengaged from the drive track.
 3. Headlights, taillights, and brake lights consistent with the regulations used by the Minnesota Department of Natural Resources.

4. Reflective material of at least 16 square inches on each side forward of the handlebar, so as to reflect a beam of light at a ninety-degree angle.
5. Any sled, trailer, or other device being towed by a snowmobile must be equipped with reflective materials as required by the commissioner.

72.15: SNOWMOBILE CLUBS AND ORGANIZATIONS.

Any club or organization wishing to construct or develop a trail system within the City of Corcoran for snowmobile use, must register the name of the club or organization with the City Administrative Services Director, and list the names, addresses and phone numbers of the club's contact persons, along with a map of the trail system.

72.16: ESTABLISHED RIDING AREA SPECIFIC LIMITATIONS.

1) General Limitations.

- a) An Established Riding Area for recreational vehicles shall not be located within a two hundred fifty feet (250') radius of any building occupied by humans or livestock, unless written permission is granted by all landowners within the 250' radius.
- b) Any unvegetated Established Riding Area the dust from which adversely affects any neighboring property must be watered down, before, during, and after usage as needed to limit dust.
- c) Dust and noise control measures are to be maintained by the property owner or occupant. These dust and noise control measures may be enforced by the City if other properties are adversely affected by dust and noise due to recreational vehicle use. The adversely affected property owners must file a written complaint with the City with enough information to permit a meaningful investigation by the City.
 1. After its investigation, the City may require mitigation measures be taken by a property owner prior to permitting further recreational vehicle operation on Established Riding Areas on the property. These mitigation measures may include, but are not limited to, the planting of twelve foot (12') high coniferous trees planted ten feet (10') on center, or the construction of a six foot (6) minimum board on board style fence, as approved by the City. A mandate of mitigation measures does not eliminate a property owner's permitting obligations pursuant to City Code.
- d) At any one time, no more than four (4) recreational vehicle operators who are not the owner or a household member of the owner, may operate a recreational vehicle on the property. All operators who are not the owner or a member of the owner's household must possess, and immediately produce upon lawful demand, written permission to use the established riding area.

- e) Operation of a recreational vehicle on an Established Riding Area must cease for a minimum of one (1) hour after every two hours of operation.

72.17: OPERATOR QUALIFICATIONS.

1) Snowmobile operator qualifications.

- a) No person under 14 years of age shall operate a snowmobile alone within the City of Corcoran except on property owned or occupied by a relative or legal guardian.
- b) A person 14 years of age or older but less than 18 years of age may operate a snowmobile within the City of Corcoran only if they have in their immediate possession proof of a valid snowmobile safety certificate issued by the Commissioner of Conservation as provided by Minnesota Statute 1969, Section 84.96.
- c) It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this section.

2) ATV and utility task vehicle operator qualifications.

- a) No person under the age of sixteen (16) years of age shall operate on streets or the roadway surface of highways or make a direct crossing of a trunk, county state-aid, county highway, or city street as the operator of an ATV or utility task vehicle. A person sixteen (16) years of age or older, but less than eighteen (18) years of age, may operate an ATV or utility task vehicle as permitted under this section, only if he/she has in possession proof of a safety certificate issued by the commissioner as provided by Minn. Stat. 84.872 and is obeying all applicable ordinances and state laws.
- b) A person born after July 1, 1987 operating an ATV or utility task vehicle must possess a MN DNR ATV safety certificate.
- c) It is unlawful for the owner of an ATV or utility task vehicle to permit the vehicle to be operated contrary to the provisions of this section.

72.18: EXEMPTIONS.

The following uses are exempt from this Ordinance:

- 1) Any agent or employee of any governmental body, public safety agency, or road authority in conducting official business.
- 2) Any organized track-racing event that is required to be registered with the DNR, and which receives the applicable DNR approval.

72.19: PERMIT FEE.

The permit fee for a Recreational Vehicle required by this section shall be set by council in the city fee schedule, as may be amended from time to time.

72.20: PENALTY.

Any operator of a recreational vehicle, and/or any owner or person in lawful control of a recreational vehicle or real property within the City of Corcoran who violates or allows any violation of this ordinance shall be subject the penalties below.

- 1) The first violation of this chapter shall constitute a petty misdemeanor. Every person convicted of a petty misdemeanor violation of the provisions of this Ordinance shall be punished by a fine of not more than \$300 plus any applicable surcharges.
- 2) Any 2nd violation within 2 years of a violation of this ordinance, and each subsequent violation within a 2-year period, shall constitute a misdemeanor. Every person convicted of a misdemeanor violation of the provisions of this Ordinance shall be punished by a fine of not more than \$1000 plus any applicable surcharges or by imprisonment of not more than 90 days or both, but in either case the cost of prosecution may be added.

72.21: SEVERABILITY.

Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part held to be invalid.

STAFF REPORT

Agenda Item 10e.

Council Meeting: May 13, 2021	Prepared By: Jessica Beise
Topic: Employee Handbook Update	Action Required: Approval

Summary:

The Corcoran Employee Handbook was last adopted in 2017. Staff is recommending a minor revision of the handbook to bring the Handbook in line with current practice. Examples of the revisions include outlining language related to the employment of a relative, the addition language noting remote working can be allowed with approval, including language related to following health and safety plans, and outlining expectations of reporting for employees who are out on extended leaves. Attached is a redlined version of the Handbook which outlines the proposed changes.

Staff envisions a more comprehensive policy discussion related to the handbook to take place in the future.

Financial/Budget:

The changes to the Employee Handbook would minimal or no effect to the budget.

Options:

1. Adopt the Corcoran Employee Handbook – Effective May 14, 2021 as presented.
2. Direct staff to make changes to the Draft Corcoran Employee Handbook – Effective May 14, 2021.
3. Decline to amend the Corcoran Employee Handbook.

Recommendation:

Adopt the revised Corcoran Employee Handbook – Effective May 14, 2021 as presented.

Council Action:

Consider a motion to adopt the revised Corcoran Employee Handbook – Effective May 14, 2021 as presented.

Attachments:

1. Draft Corcoran Employee Handbook – Effective May 14, 2021



CITY OF CORCORAN

EMPLOYEE HANDBOOK

Effective ~~January 1, 2017~~ May 14, 2021
Adopted by the Corcoran City Council on May 13, 2021

8200 COUNTY ROAD 116, CORCORAN MN 55340
763.420.2288 – OFFICE
Web Site – www.ci.corcoran.mn.us

City of Corcoran Employee Handbook

City of Corcoran Employee Handbook

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City of Corcoran Employee Handbook

WELCOME AND PURPOSE OF THIS HANDBOOK

Welcome to employment with the City of Corcoran!

This handbook has been prepared by the City of Corcoran (also referred to as "the City") to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits or a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how the City views the employment relationship and approaches personnel issues. If at any time there is a difference between a statement in this handbook and source material, such as plan documents, the source material that is current at the time will take precedence.

It is not possible to anticipate every question that might arise in the course of employment. Questions about matters not covered should be directed to the City Administrator or the department supervisor. Each Department Director may establish additional departmental rules and procedures which further the efficient operation of the department.

Employees subject to these policies shall comply with and carry out the provisions of these policies. Any employee who fails to comply with any of the provisions of these policies may be subject to disciplinary action in a form that the City deems appropriate, up to and including dismissal from employment.

Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at will" employment relationship between the City of Corcoran and any of its employees. Employees have the right to terminate the employment relationship with the City at any time, with or without notice, for any reason. The City has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The City retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This employee handbook supersedes and replaces any and all previous policies and related materials made available to the employees of the City of Corcoran. The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of the City will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The City Council may revise, delete or otherwise change policies, and will make the final determination in interpreting or applying policies.

City of Corcoran Employee Handbook

LIMITS OF POLICY APPLICATION

These policies shall apply to all employees of the City, except as otherwise may be specifically provided herein. Policies associated with employment **do not apply** to the following, except as may otherwise be specifically provided in any of the provisions of this policy manual:

- Elected Officials;
- Members of City Boards, Commissions and Committees;
- Consultants and others rendering services under contract with the City.

Certain employees are covered by a collective bargaining agreement. If there is a difference between the collective bargaining agreement and this handbook, the collective bargaining agreement will prevail.

CITY ORGANIZATION

The City of Corcoran is a Charter City. The primary functions of the City operate under the guidelines of a statutory Home Rule Charter City. An elected City Council with four (4) members and a Mayor serve as legislative authority and approve policy. The City Council appoints a City Administrator to function as the Chief Executive Officer of the City. All City Staff report indirectly to the Mayor and Council through the City Administrator. The City Administrator oversees finance, administration, public works and public safety functions. All Mayor and Council direction to city staff and consultants is provided through the City Administrator. In an emergency, the Mayor followed by the Acting Mayor shall provide direction, as necessary, to all functions except law enforcement and emergency response by public safety functions. In matters of law enforcement and emergency response, the public safety department will follow an internal succession of authority in the absence of the Director of Public Safety and will request resources as necessary to carry out their function.

Commissions have been established to act in an advisory capacity to the City Council. All members are appointed by the City Council. A Planning Commission consisting of five (5) regular assists in the City's planning efforts. A Parks & Trails Commission consisting of seven (7) regular reviews proposed plans and development and makes recommendations concerning capital improvements and operations of parks and trails within the City.

Administrative and police functions are housed at City Hall. Public works is located in a separate facility. The City contracts with neighboring departments for fire protection. The City contracts for legal services, engineering services, planning services, and for building inspection services.

City of Corcoran Employee Handbook

EMPLOYMENT

Equal Employment Opportunity Policy Statement

The City of Corcoran is an equal opportunity employer. The City has a policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity directives or regulations of Federal, State and Local governing bodies or agencies thereof, specifically the Minnesota Human Rights Act (Minnesota Statute Chapter 363A). Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, genetic information, veteran status, status with regard to public assistance, or membership or activity in a local human rights commission or any other basis protected by law. (Note: All terms are interpreted as defined in Minnesota Statutes or other applicable federal laws.) No individual will be denied or receive special employment opportunities based on status in any protected category. Every employee of the City of Corcoran is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to the department head or Mayor. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated the City of Corcoran's equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. It is also a violation of this policy to retaliate against anyone for making a good faith report under this policy or for being involved in any way in the resolution of such a report.

Hiring Procedures

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be managed by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment other than seasonal and part-time employees. All hires will be made according to merit and fitness related to the position being filled.

The hiring manager will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations. Prior to appointment an application form must be completed. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the hiring manager, but must be extended for all candidates.

City of Corcoran Employee Handbook

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments, upon recommendation from the City Administrator. Pay rate assignments for acting positions will be recommended to the City Council for approval.

Internal Job Opportunities

Internal job openings will be posted internally on the City’s bulletin board. Employees who are interested in applying for a current job opening should contact the City Administrator for an application.

Selection Process

For regular employees, the selection process will be a cooperative effort between the City Administrator, or designee, and the hiring supervisor, subject to final hiring approval by the City Council.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire. Except where prohibited by law, intermittent seasonal and temporary employees may be terminated by the supervisor at any time.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate’s suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Employment (I-9) Verification –E-Verify

The Immigration Reform and Control Act of 1986 (IRCA) states that employers must hire only American citizens and aliens who are authorized to work in the United States. Employers must verify the employment eligibility of anyone hired after November 6, 1986. The City of Corcoran participates in the E-Verify program through the Department of Homeland Security’s U.S. Citizenship and Immigration Services division. The E-Verify program allows the City to electronically complete the verification.

The City of Corcoran will accept any authorized form of identification of United States citizenship or right to work in the United States permit.

The City does not discriminate against any individual (other than an unauthorized alien) in hiring, discharging, recruiting, because of that individual’s national origin, or in the case of citizen or intending citizen, because of his or her citizenship status.

Testing and Examinations

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Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam. The City requires a drug test upon offer of a position covered by the Omnibus Transportation Employee Testing Act.

The City Council or a designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Veteran's Preference Law

Refer to Minn. Stat. § 197.455 through 197.481 and 43A.11 for provisions of Veteran's Preference Law.

All applicants are given the opportunity to claim veteran's preference when completing the City's application for employment. Form DD214 may be requested for proof of honorable discharge. The City Administrator or designee will determine whether veteran's preference applies to the selection process for the job being filled.

Internal candidates may request veteran's preference whenever they apply for a position, covered by veteran's preference law, which will be filled by open competitive exam. However, on competitive promotional exams, only disabled veterans are eligible for preference and one time only.

Candidates must pass minimum qualification requirements (written exam, skills test or oral interview as determined by the City Council in advance) before veteran's preference is considered.

Veteran's preference is in addition to the combined test score, ten (10) additional points on a point scale if veteran, fifteen(15) additional points on a point scale if disabled, five (5) additional points point scale on promotional exam if disabled. The records will show the combined test scores plus the preference score.

Each veteran's name is placed on the eligible list in the ranking order in which the augmented score entitles him or her. If a veteran and a non-veteran have the same score, the veteran's name is placed first.

Employment of Relatives

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Corcoran will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in

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which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

"Family member" is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

The hiring supervisor is responsible for ensuring policy compliance. Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the City Council.

Pre-employment Medical Examination

If a candidate is offered a position, the candidate may be required to undergo a medical examination, which may, for certain jobs, include a psychological evaluation by a licensed physician designated by the City, at the City's expense, to determine fitness to perform the essential functions of the offered City position. Psychological/psychiatric exams, if required, will be conducted by a licensed psychologist or psychiatrist. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam. Information obtained from the medical exam will be treated as confidential medical records.

The physician will notify the City Administrator or designee whether an employee is or is not medically able to perform the essential functions of the job, with or without accommodations and, if applicable, whether an employee has passed a drug test. If it is determined that a prospective employee will require accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and the prospective employee regarding reasonable and acceptable accommodations.

If a prospective employee is disqualified from serving in the offered position based on the results of the medical exam, the City will notify the individual of this determination. The City of Corcoran does not discriminate on the basis of disability in the access to, or employment in, its programs or activities. It is the policy of the City of Corcoran, in

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accordance with the Minnesota Human Rights Act and Americans with Disabilities Act (ADA), to provide reasonable accommodations to the known physical and mental limitations of qualified disabled applicants and employees in order for them to perform the essential functions of the job.

Probationary Employment – Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires.

- All full-time non-union employees will serve an initial six-month probationary period. All part-time employees shall serve a probationary period of 1,040 compensated hours. A probationary employee may be terminated at the sole discretion of the employer. Honorably discharged veterans as defined by Minnesota Statute §197.447 shall be removed only in accordance with the provisions of Minnesota Statute §197.46.
- All police officers will serve one (1) year probation as described in the union contract.
- All promoted or reassigned employees will serve a six (6) month probationary period.
- At any time during the probationary period, a promoted or reassigned employee may be demoted or reassigned to the employee's original position at the sole discretion of the employer.
- A demoted employee shall serve a six (6) month probationary period.
- Any interruption of services during the probationary period shall not be counted as part of the probationary period. Interruptions of service shall include, but not be limited to, sick leave, military leave, parental leave, or any other approved leaves with or without pay. Except for military leave, no other interruptions of service may continue for more than six (6) months or the probationary period may start over.

Outside Employment

The potential for conflicts of interest is lessened when individuals employed by the City of Corcoran regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City employment will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability

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during the City's regular hours of operation or with a part-time employee's regular work schedule.

- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

Layoff

The City Administrator will maintain a seniority list based on hire date. In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, and subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

Employees must understand that the organization must consider prior work performance and attendance as primary factors for selecting those to be recalled.

PTO accrual is suspended until the employee returns to active duty.

Resignation and Notice

A written letter of resignation is to be provided to the City Administrator ~~or Director of Public Safety~~, 10 working days prior to the intended last day of employment. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure can be considered cause for denying the employee future employment by the City. Unauthorized absence from work for a period of three (3) consecutive working days will be considered by the City Council as a resignation.

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Upon receipt of a resignation letter, the City Administrator ~~or Director of Public Safety~~ shall acknowledge the resignation letter in writing and inform the employee of any termination benefits, if applicable. Exit interviews will be conducted whenever possible. The supervisor shall collect any issued keys or equipment from the resigning employee.

Pay at Termination

Upon death, retirement, layoff, or voluntary resignation, full and part-time employees shall receive payment based as follows: For PTO, Personal Days and/or Compensatory Time accrued, 100% will be paid upon termination or retirement from the City. The balance in an Extended Leave Bank (eligible employees hired prior to January 1, 2008) will be paid at fifty percent (50%) of the balance upon termination or retirement. A portion of fifty percent (50%) of pay at termination must be contributed to the employee's MSRS POST Retirement Health Savings Plan unless otherwise outlined in a labor agreement.. In case of death an employee, such severance pay as provided herein shall be paid to the employee's designated beneficiary or spouse.

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Reference Checks

The "Minnesota Government Data Practices Act" governs the dissemination of information regarding City employees both current and former. In order to comply with state law, the following procedure will be followed:

The City Administrator, ~~Director of Public Safety~~ or other assigned Confidential Employees shall be the only ones authorized to give out reference checks per the Minnesota Government Data Practices Act.

The City has the standard policy of verifying only the following information: Name, Position, Dates of Employment and Salary. Other information requested will be released as required by law.

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CLASSIFICATION, COMPENSATION AND HOURS OF WORK

Employee Classifications

The City of Corcoran uses several different employment categories to define the employment relationship. The category of a position may affect the benefits and policies that apply to an individual employee. In general, regular full time and regular part time employees are eligible for all benefits, subject to waiting periods of the various benefits programs. Employees in other employment categories may receive only those benefits required by law. All employees, regardless of category, are employed at-will. The employment categories are listed as follows:

A regular full time employee is authorized and scheduled to work a minimum of 40 hours per work week on a regular and consistent basis, without any defined termination date and is eligible for benefits.

A benefit eligible part time employee is authorized and scheduled to work at least 30, but fewer than 40, hours per work week on a regular and consistent basis, without any defined termination date and is eligible for most benefits including health care.

An intermittent part time employee is authorized and schedule to work fewer than 40 per week on in a consentient or varied schedule and is not eligible for benefits.

A seasonal employee is hired and scheduled to work up to six consecutive months (185 days or less) and is subject to layoff as the work load/seasons change. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority other than those legally required.

The employment relationship is further defined by eligibility for overtime, in accordance with the federal Fair Labor Standards Act (FLSA):

Exempt employees are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime. Those employees defined as exempt by the Federal government are not eligible for overtime payment. They are responsible for scheduling their workweek so as to accomplish all of their duties.

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

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If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

Nonexempt employees may be regular full time, regular part time, or seasonal. Non-exempt employees are paid for all hours worked and are required to account for hours and fractional hours worked. Non-exempt employees are eligible for overtime pay and under federal and/or state law must be paid minimum wage and be compensated for overtime hours worked. Overtime will be compensated at one and one-half (1½) times the employee's regular rate of pay for hours worked in excess of 40 hours in a work week. The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

For most employees the workweek begins at midnight on Friday and runs until the following Friday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator ~~or Director of Public Safety~~.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

The City elects to count holidays, vacation, sick time, and/or Paid-Time-Off (PTO) as hours worked for overtime purposes, even though the law does not require that such time count as hours worked.

Job Descriptions

The City will maintain job descriptions for each job classification. Prior to posting a vacant position, the existing job description is reviewed by the City Administrator, ~~Director of Public Safety~~, or designee, and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment. New job descriptions will be developed or existing descriptions will be updated as needed but must be approved by the City Council.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), the extent of supervisory direction or guidance provided to the job, and physical and mental demands, including expected working conditions. Good attendance and compliance with work rules and policies are essential functions of all City positions.

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A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator ~~or Director of Public Safety.~~

Pay Grades and Steps

The City maintains a pay structure that is in compliance with the letter and spirit of the Minnesota Pay Equity statute. Jobs are rated and assigned to pay grades based on job content and requirements. Individuals are paid on one of several pay steps within each grade. For each completed work year, with satisfactory performance, employees are eligible for an increase to the next step in their job grade, until they reach the range maximum. At that point increases are limited to the increase in the overall pay structure. The City will consider market, its financial condition and its ability to attract and retain qualified candidates when making decisions about increasing the structure.

Newly hired employees start at the beginning step of their grade unless the Council authorizes application of a higher step. Considerations will include qualifications exceeding the job requirements and competitive reasons.

Promoted employees are assigned to the higher grade associated with the new job and are assigned to the closest step that is equal to or greater than their current pay. Promotions to a higher grade will normally provide for greater future pay increase opportunities.

Hours of Work & Pay Periods

A workweek is defined as seven consecutive 24-hour periods commencing Saturday at 12:00 a.m. and ending Friday at 11:59 p.m. All overtime work and regular hours must be documented. Employees are expected to work hours according to the schedule established by the City Administrator ~~, Director of Public Safety,~~ or as set by their immediate supervisor. In accordance with the City's commitment to public service, an employee's schedule may be adjusted at the sole discretion of the City Administrator ~~, Director of Public Safety,~~ or the employee's supervisor in order to meet the immediate or long-term needs of the City.

- City Hall Hours of Work
 - Regular office hours are Monday thru Friday 8:00 am to 4:00 pm
- Public Works Hours of Work
 - The following are the regular hours of work. The City may change at its discretion on 72 hours' notice the start time. If an emergency is declared by the Mayor and/or the City Council under the city's Emergency Management Plan, the start time notice rule shall not apply. The Department Supervisor may alter the regular hours of work schedule at any time after the start time

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at his / her discretion. Changes will be based upon the current needs of the city as to staffing requirements:

- Normal schedule: 7am to 3pm, Monday thru Friday (if ½ hour paid lunch is approved otherwise 7 AM to 3:30 PM)
 - Summer schedule (Memorial Day to Labor Day) 6 am to 3 pm Monday thru Thursday (if ½ hour paid lunch is approved otherwise 6 AM to 3:30 PM) and 6 am to 10 am Friday
 - Public Works employees are subject to adjusted schedules on short notice if needed to maintain public safety and expected street and utility service levels
- Police Department Hours of Work
 - Regular office hours are Monday thru Thursday 7:30 am to 5:00 pm and Friday 8:00 am to 12:00 pm
 - Sworn officers are subject to working scheduled hours as needed for 24-7 coverage

An employee is expected to adhere to prescribed hours of work and to notify the City Administrator, ~~Director of Public Safety~~, or an employee's supervisor as early as possible if an employee must be absent for unforeseen reasons. An employee is expected to perform as instructed and to follow all City and department rules, regulations and policies as they relate to an employee. If an employee does not perform their assigned duties in a satisfactory manner, an employee may be subject to disciplinary action.

Employees are expected to report to their regular work location unless, authorized by a supervisor to work remotely.

Paydays / Direct Deposit / Payroll Deductions

Paychecks are issued every two weeks. Employees are paid every other Friday. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the payroll administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

All employees of the City are required to participate in direct deposit as provided for in Minnesota law, 471.426.

The City is required by law to make deductions from pay for federal and state income tax, Medicare, and Social Security. The City must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments. The City will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

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The City in compliance with Minn. Stat. § 256.998 shall provide information on new hires and re-hires within twenty (20) calendar days to a central statewide office for the purpose of assessing child support obligations. It is the City's policy to assist in the collection of child support including, but not limited to, income withholding.

Lunch and Rest Periods

Employees are provided an unpaid lunch period of at least thirty (30) minutes and not to exceed one (1) hour. Employees are entitled to a paid fifteen (15) minute rest period during every four (4) hour work period. If approved by the department head or supervisor, employees may combine their fifteen (15) minute rest periods and receive a paid thirty (30) minute lunch period.

Call Back Pay

A regular full-time employee called back after normal working hours for a non-planned event, shall be paid for a minimum of two (2) hours pay. Any hours beyond two (2) shall be paid at the regular rate; unless the week's total hours require overtime pay. All callback pay must be approved on the employee's time card by either the supervisor or City Administrator. This provision does not apply to the extension of a normal work shift. This does not apply to City Council or other meetings at which attendance is required of the employee by the City Administrator or Director of Public Safety. This section does not apply to part-time, seasonal or temporary employees.

Time Reporting and Overtime

State and federal laws require the organization to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they begin and end their work, in addition to any departure from work for any non-business reasons. Overtime work must always be approved before it is performed. Employees should see their supervisor for accurate time reporting instructions. Exempt employees must record all PTO, vacation, sick, and holiday hours on the forms provided to them.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

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Compensatory Time in Lieu of Overtime

The City Administrator shall be responsible for administering the compensatory time leave policy. Compensatory time shall not accrue to greater than eighty (80) hours. When the employee has earned eighty (80) hours he or she must be paid at a rate in conformance with applicable state and federal laws at the end of each pay period. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time. Upon separation employee must elect to contribute this distribution into the MSRS POST Retirement Health Savings Plan.

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BENEFITS

General Benefits Information

In addition to contributing to employees' benefits, The City of Corcoran contributes substantial sums toward various government programs that provide further benefits to employees, such as Social Security (FICA), Workers Compensation Insurance and Unemployment Compensation. A complete list of current benefits and premium contributions is found in a Benefits Plan Summary that is updated annually.

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is intended to modify the at-will nature of anyone's employment with the City. Unless otherwise prohibited or required by law, the City reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, at its sole discretion and without notice.

MN State Deferred Compensation Plan (MNDCP)

MNDCP is open to all Minnesota public employees. It allows an employee to set aside a portion of an employee's income and accumulate it on a tax-deferred basis. That means less of an employee's salary is subject to current income tax and an employee's savings and investment earnings accumulate tax-deferred until an employee starts drawing from the Plan at retirement. For further information on this account contact the City Administrator, or payroll administrator.

Cafeteria Benefits Plan

The City provides a cafeteria benefits plan to accommodate the individual and changing needs of employees. A description of the benefits can be found in the "Benefits Plan Summary" document. Each eligible employee will be given an annual dollar amount to purchase core benefits under the cafeteria plan. The City will review its contribution on a regular basis, usually during the budgeting process. Employees may select options during an open enrollment period or as allowed by law.

Short-term Disability

Your Short Term Disability (STD) policy is a City provided benefit offered through a selected insurance carrier. Employees qualify for short term disability when they are not able to perform their job duties because of the employee's personal illness or disability. While employees may qualify for other types of leaves, employees do not qualify for short-term disability benefits based upon the illness or disability of another family member.

After a designated waiting period per the contracted insurance provider's guidelines, the insurance carrier will pay employee's pre-disability salary at 60% percent and the employer will pay the remaining total based on years of service at the following rates: :

- 0-6 years of service: 70%
- 7 + years of service: 100%

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- Any employees represented by a labor agreement hired after January 1, 2016 will receive employee's pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.
- Any employees not represented by a labor agreement hired after January 1, 2017 will receive employee's pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.

Continuation of Insurance Coverage

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans at their own expense, after they leave their employment with the organization and/or in certain changes in family status. In addition, the employee's dependents may be eligible for insurance continuation, at their own expense, should they become ineligible for insurance under the employee. Employees are required to notify the payroll administrator when these situations occur. Employees who are eligible for insurance continuation will be provided specific information about availability and cost and should see the City Administrator for more information.

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Post-Retirement Health Insurance

All non-union employees will contribute a dollar amount, as set forth below, to the Health Care Savings Plan administered by the Minnesota State Retirement System (M.S.R.S.) based on the years of City/Government service:

Actual Years of Service (yr. = 2,080 hrs.)	Contribution as a Percent of Gross Pay
0 - 4.9 years	2% per pay period
5 - 14.9 years	3% per pay period
15 -19.9 years	4% per pay period
20 years and over	5% per pay period

Upon separation an employee must contribute 50% of their PTO severance into their Retirement Health Care Savings Plan unless otherwise noted in labor agreement.

The City offers retirees the opportunity to continue their health insurance coverage at their own expense.

An employee hired before Feb. 1, 2001, who retires with a combination of years of service and age totaling eighty-five (85), and having a minimum of fifteen (15) years of service as a full-time Corcoran employee, shall be entitled to a fifty percent (50%) employer contribution for the employee's cost of single hospitalization and medical insurance premium until said employee reaches the age of sixty-five (65). When multiple plan options are made available, the lowest premium option will be used as the benchmark for city contributions.

Wings Credit Union

As a City employee, an employee is eligible to become a member of an employee's area Wings Credit Union. This is a type of financial institution that allows members the opportunity to access lower interest rates for loans, setting up savings bonds, etc.

PERA & Social Security

All employees that qualify are automatically on the coordinated PERA and Social Security plan. Social Security and PERA deductions are taken out of the employee's earnings at the rate defined by these programs. The City shall contribute to PERA and Social Security at the rate defined by the programs.

Workers' Compensation

Workers' Compensation insurance provides compensation to employees who have a work-related injury or disease. The benefits include partial wage replacement and full payment of reasonable medical and rehabilitation costs. In case of death, workers' compensation benefits are paid to the employee's dependents. Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

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All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called. If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

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ATTENDANCE

General Attendance Information

The City's ability to meet residents' needs is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her supervisor as soon as possible, but no later than their normal starting time. Calling in does not excuse the absence, but will allow the supervisor to arrange work crews. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within the organization.

An employee who is absent for three consecutive scheduled days, without notifying their supervisor, will be considered to have voluntarily terminated his or her employment.

Employees should make arrangements with their supervisor if they need to miss work for personal appointments. These appointments should be scheduled so as to cause the least amount of work disruption.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator.

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LEAVE POLICY

It is the policy of the City to grant employees leaves, both paid and unpaid, as herein applied, in order that employees may perform their duties on the job mentally and physically refreshed. Recognizing that employees offer their best efforts to the City when they are able to attend to pressing personal problems, the City grants leaves of absence as described in this manual, when such time off from the job is justified. All leaves will be granted at the discretion of the City, with consideration of the needs of the department or area in which the employee is located. Federal or state laws may require leave practices that are more favorable to the employee than those set out in this handbook; federal and state law shall prevail.

The City Administrator shall be responsible for administering the leave policy as outlined in this manual. The City Administrator or shall approve the paid and unpaid leaves of absence that are stated in this policy to be within his or her scope after consideration of departmental needs to ensure unhampered operation of the activities of the department. Employees utilizing Family and Medical Leave Act Leave, Jury Duty Leave, or other extended leaves are required to report to the City Administrator or designee on their status and need for continued leave accommodations.

Definitions

“Paid Leave” - Authorized absence from duties of a position without loss of regular compensation from the City.

“Unpaid Leave” - Authorized absence from duties of a position without compensation from the City.

Leave Policy for Exempt Employees

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal, Monday through Friday requirement. Management employees must communicate their absence to the City Administrator, or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position’s responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

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Paid Time-off Earning and Use

PTO hours accrue every pay period worked based on the employee's length of service. As the hours accrue in the employee's PTO bank, the employee may use them for any reason including illness, medical/dental appointments, vacations, personal business, etc. New, eligible employees begin accruing PTO in their first full month of employment.

When service is on a continuous basis, regular full time employees accrue PTO time according to the following schedule:

Credited Years of Service (yr. = 2,080 hrs.)	Days per Year	Hrs. per Pay Period
Less than 1	15	4.7
1 – 4.9	20	6.2
5 – 9.9	25	7.7
10 – 14.9	30	9.3
15+	35	10.8
20+*	40	12.4

* Applies only to employees hired prior to December 1, 2011

The City Administrator shall determine when preparing a job offer whether it is necessary and equitable to provide up to one year of service credit toward PTO accrual and shall recommend experience credit to the City Council as part of the hiring approval process. Employees hired prior to December 1, 2011 shall continue to be credited with service time already recognized.

Employees must use PTO hours to cover their absences unless a law specifically provides that employees may choose to take the time as unpaid. Employees cannot borrow PTO that has not yet been accrued. If an employee does not have enough PTO hours to cover an absence, he/she will only be paid to a "zero" balance.

Employees in regular part-time positions, generally scheduled to work thirty (30) or more hours per week, shall earn paid time off based on their years of service on a pro-rated basis. Every 173.33 hours worked is equal to a month and 2,080 hours is equal to a year of service. Temporary and Seasonal employees are not eligible for PTO.

Employees will accrue PTO during Family and Medical Leave Act (FMLA) Leave. Employees who are on unpaid leave or who have exhausted their FMLA Leave will not accrue leave.

At the end of each calendar year, an employee may roll over up to one (1) times an employee's annual PTO allocation into their PTO bank. Any PTO time over one (1) year's

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accrual will be forfeited. No PTO will be allowed to accrue in excess of this amount without the approval of the City Administrator.

PTO will be paid at the employee's normal rate of pay at the time of the absence. It does not include overtime or any special forms of compensation such as shift differentials.

PTO is to be requested at least one week in advance by completing a "Request for Time Off" form and submitting it to their supervisor for approval. Whenever possible, the PTO will be granted - provided it does not interrupt workflow. It is normally granted on a first come-first served basis. If the request is denied, the supervisor will discuss it personally with the employee. If the absence has been unplanned, the employee should complete this form when they return to work or ask their supervisor to complete it for them. In all cases, the employee must record the PTO hours on his/her time sheet.

Non-exempt employees can use PTO in increments of 1 hour or more; however, the employee's total hours for the week (including the PTO) cannot exceed his/her normally scheduled work hours. For example, if an employee is normally scheduled for 40 hours/week and has 38.07 regular hours, he/she can use no more than 1 hour of PTO to bring the total to 39.07 hours. PTO counts as hours worked for overtime purposes.

Exempt employees must use PTO in full or half-day increments.

Employees are responsible to plan and manage their own PTO hours by referring to the accruals on their paychecks. Discrepancies should be reported immediately to the City Administrator.

Employees will not be granted PTO pay in lieu of taking time off.

Earned, unused PTO will be paid to an employee at the time employment terminates.

Holidays - Paid

The City observes the following official holidays:

New Year's Day	January 1st
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	First Monday of September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

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If a holiday falls on Sunday, the following Monday is a paid holiday, and if any such day falls on a Saturday, the preceding Friday is a paid holiday. This procedure is subject to yearly approval by the City Administrator.

Each holiday commences at the beginning of the first shift on the day on which the holiday occurs and continues for twenty-four (24) hours thereafter. Employees are eligible for holiday pay provided they remain on the active payroll beyond the date of the holiday and work their regularly scheduled day both before and after the holiday unless they have PTO scheduled and approved prior to the holiday.

Regular full-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Holiday pay for regular part-time employees working at least 30 hours per week will be pro-rated. Seasonal employees who are scheduled for 40 hours per week will receive eight (8) hours holiday pay provided they are scheduled to work the day before and after the holiday. Holiday hours count as hours worked for overtime purposes.

When a holiday falls on a day that is scheduled as a partial work day, as is Friday during the summer, the day prior to the holiday will be shortened or other days in the week will be shortened, at the discretion of the department supervisor, so that the 8 hours of holiday pay does not result in overtime for the week.

If called to work by the City Administrator, or immediate supervisor, employees shall have the option of including the holiday hours into their total for the week or taking a holiday at a later date.

Funeral Leave - Paid

Full-time employees may be excused from work with pay for up to three (3) days, or a maximum of twenty-four (24) hours, for each death in the immediate family. Part-time employees may be excused from work with pay for up to three (3) days based on the average number of hours worked per week. Additional leave time as outlined in the PTO policy may be taken for this purpose. All time used for this purpose must be approved by the City Administrator, or their immediate supervisor.

Voting Leave – Paid

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

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Military Leave - Paid

City, State and Federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Bone Marrow/Organ Donation Leave - Paid

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed forty (40) hours unless agreed to by the City, to undergo medical procedures to donate bone marrow or to donate an organ or partial organ to another person. The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

Jury Duty - Paid

Employers are not required to pay employees while on jury duty; however, Corcoran employees are eligible for jury duty leave for the time they serve on a jury. They are expected to provide their supervisor with a copy of the jury duty summons at least one week in advance. Employees will be paid their regular wage based on their normal work schedule while on jury duty. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work any time they are released from jury duty during their regularly scheduled work hours. Jury duty up to eight

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hours per day will count as hours worked for overtime purposes. Jurors are allowed to keep any stipend or mileage provided for jury service.

Court Appearances – Paid or Unpaid

Employees will be paid their regular wage to testify in court for City related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Should an employee be subpoenaed to appear in court as a witness, he/she must take PTO time unless the purpose of the court appearance is related to job duties.

Leave Donation Policy - Paid

The City will allow an employee to donate PTO and/or Extended Leave hours to a fellow employee who is experiencing a major life threatening disease or condition either themselves or a member of their immediate family.

This donation shall be subject to the following terms and conditions:

- An employee will be eligible to receive donated PTO and/or Extended Leave hours only after they have exhausted all of their accumulated paid time off, extended leave bank hours, and compensatory time.
- No employee shall be allowed to receive more than forty (40) days of donated leave time for any single major life threatening disease or condition.
- No employee may donate more than forty (40) hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating forty (40) hours per year to another fellow employee. However, an employee donating leave time, may not fully deplete their leave time. They must retain at a minimum twenty-four (24) hours of leave time.
- Donated time shall be at a minimum of two (2) hour increments, and shall be paid at the recipient's rate of pay.
- An employee receiving Workers' Compensation benefits may not receive donated leave.
- A written request to donate leave time must be made to the City Administrator ~~or Director of Public Safety.~~

In the event that the rate of pay between the donor and the recipient have an impact on the City's budget, the City Administrator ~~or Director of Public Safety~~ shall have the right to deny or set limitations on the donated leave.

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Family Medical Leave Act

Regular employees who have completed at least twelve (12) months of service, worked at least 1,250 hours during the twelve (12) consecutive months preceding the date the leave is scheduled to begin, and worked at a site that employs at least 50 employees within a 75 mile radius are eligible for a Family and Medical Leave (FMLA) as provided by law. Public employees are included no matter what the size of the workforce. A leave of absence which is foreseeable ordinarily requires thirty (30) days' notice. Employees who qualify for disability insurance, worker's comp, etc. are required to use such leaves concurrently with FMLA.

The leave is unpaid; however, employees are required to use all but 40 hours of PTO as part of the 12 week entitlement to leave under this policy. Under a FMLA leave, an employee may take up to 12 workweeks of family and/or medical leave during a rolling 12 month, or calendar period. The rolling 12 month period is calculated from the date the leave begins.

This leave of absence is available for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement.
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition.
- Because of the employee's own serious health condition which makes him/her unable to perform the essential functions of their job.

When the requested leave is for a serious health condition of the employee or the employee's spouse, child or parent, a physician's statement will be required. An employee may continue participating in the group insurance plans while on a FMLA leave by continuing to pay his/her share of the premiums. If the employee does not return to work at the end of the leave, the insurance continuation notice will be activated.

If an employee returns from a FMLA leave during or at the end of the twelve (12) work week period, he or she will be reinstated to the same or a comparable position.

This leave policy is written according to federal law. Certain state provisions may apply. Employees should contact the City Administrator to discuss any need for a FMLA leave.

Pregnancy and Parenting Leave - Unpaid

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or

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adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Coordination with Other Leave Provisions

If an employee has eligibility for more than one type of leave, the leaves will run concurrently unless otherwise provided for in the applicable policy provisions, until eligibility for any of the leaves expire.

Extended Leaves - Unpaid

The City understands that employees may need time off for personal obligations and may provide an employee with unpaid time off in these situations, provided that all paid-time-off is first exhausted. If the leave qualifies under a mandatory leave law the employee may retain a balance of forty (40) hours when going on an unpaid leave.

The types of leave may have varying effects on benefits. In certain situations, employees will be expected to use all remaining PTO or banked time during a leave of absence and/or arrange for continuation of insurance benefits.

The City will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence, not legally required, will be reviewed against overall business needs and the City's ability to replace the employee during their absence, and will be approved on a case-by-case basis at the sole discretion of the City.

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For any leave of absence, an employee must request approval from the City Administrator ~~or Director of Public safety~~ as far in advance as possible. Failure to return from a leave within three days following the agreed upon return will be considered a voluntary termination.

The City, at its discretion, grants unpaid leaves to regular employees under justifiable conditions. These justifiable conditions are medical and personal contingencies.

- Medical Contingencies - Prolonged illnesses, serious injury or care of an immediate family member. The City Council may approve a leave for a period not to exceed one (1) year.
- Personal Contingencies - The City Council may approve a leave of up to one (1) year.

All requests for and replies for unpaid leaves must be in written form and approved by the City Council. The City Administrator ~~or Director of Public Safety~~ may grant a leave request on an emergency basis with the continuation of leave approval required by the City Council. Leaves will be used only for those purposes for which they were granted. Leaves shall be granted only after an employee has exhausted all accumulated paid time off and extended leave bank for personal and medical contingencies.

Following an approved leave the City will make every reasonable effort to reinstate the employee to a position within the same classification with the same hours and pay. Failure of an employee to report to work on the first scheduled working day, without reasonable cause, shall be considered cause for termination. Any pay received or benefits granted in excess of those set forth elsewhere in this manual shall be repaid by an employee not returning to work. For medical contingencies, the employee shall submit a physicians' written statement citing that the employee is unable to work because of medical contingencies and the projected date of return to work.

No paid time off shall be earned by persons on an extended leave of longer than one (1) month. Employees on extended leave of longer than one (1) month will have the option of continuing City provided insurance at their own expense.

Subject to the terms, condition and limitations of the applicable plans, health insurance benefits will be provided by the organization for Personal Leaves not exceeding thirty (30) days. Should the leave need to extend beyond 30 days, employees will be responsible for the full costs of these benefits if they wish to continue them. When the employee returns from an Unpaid Personal Leave, benefits will again be provided by the organization according to the applicable plan(s).

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee.

The form is to be completed by the attending physician or practitioner and submitted to the City Administrator, ~~Director of Public Safety~~ City Clerk, or HR Department within ten (10) days after requested, or as soon as is reasonably practicable. The City may require

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a second (or third) opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Fitness for Certification / Returning to Work after a Medical Absence

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision

Military Family Leave - Unpaid

In accordance with Minnesota Statutes 181.947, 181.948 and 192.325, the following military leave entitlements are available to an employee who has an immediate family member in the military service.

Military Ceremonies, Family Training or Readiness Events & Reintegration Programs for Spouse, Parent or Child - This leave applies to immediate family members defined as an employee's spouse, parent or child.

An employee shall be granted an unpaid leave to attend the following kinds of events relating to the military service of the employee's immediate family member:

- Departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military;
- Events held as part of official military reintegration programs.

The unpaid leave may not exceed two (2) consecutive calendar days or six (6) days in a calendar year. An employee may substitute the appropriate paid leave if desired.

Military Ceremonies for Extended Family Members - This leave applies to immediate family members defined as an employee's spouse, parent, child, grandparent, grandchild, sibling, legal guardian, fiancé, or fiancée.

An employee whose immediate family member, as a member of the US Armed Forces, has been ordered into active service in support of a war, or other national emergency, shall be granted an unpaid leave to attend a send-off or homecoming ceremony for the mobilized service member.

Time off is limited to the actual time necessary for the employee to attend the ceremony, not to exceed one (1) unpaid day in any calendar year. An employee may substitute the

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appropriate paid leave if desired. The City may however, deny such leave if the leave would unduly disrupt the operations of the City.

Family Member Injured/Killed in Active Service - This leave applies to immediate family members defined as an employee's spouse, parent, child, grandparent, or sibling.

An employee shall be granted an unpaid leave for up to 10 work days, which is the equivalent of 80 hours for a full-time employee, and 40 hours for a part-time employee, for an immediate family member, who as a member of the US Armed Forces, has been injured or killed while engaged in active service. An employee may substitute the appropriate paid leave if desired.

The request for any leave under this policy must be provided to the City Administrator, with a copy to the Department Director, as soon as practicable.

The City will continue to pay its contribution towards the premiums for insurance benefits and an employee shall continue to accrue leave benefits during any portion of an approved unpaid leave under this policy for up to ten (10) work days, which is the equivalent of 80 hours for a full-time employee and 40 hours for a part-time employee. If a holiday falls during the time an employee is on an approved unpaid leave under this policy, the employee will not be paid for the holiday. Salary increases will not be affected by this type of leave.

School Conference & Activities Leave - Unpaid

As per M.S. 181.9412, employees are allowed up to sixteen (16) hours of unpaid leave during any twelve (12) month period to attend school conferences or classroom activities related to the employee's child. Provided the conferences or classroom activities cannot be scheduled during non-work hours. This leave also applies to attendance at conferences and activities for an employee's child who receives childcare services as defined in Section 256H.01, subdivision 2, or attends a pre-kindergarten regular or special education program.

Election Judges – Unpaid

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice.

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Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator ~~or Director of Public Safety~~ on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator ~~or Director of Public Safety~~. The City Administrator ~~or Director of Public Safety~~ reserves the right to determine when and if light duty work will be assigned. When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator or

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six (6) months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

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TIME AT WORK

Americans with Disabilities

Our organization is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify the City Administrator of the need for an accommodation. Upon doing so, the Administrator may ask the employee for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, the City may need the employee's written permission to obtain additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept separate in a confidential employee file.

Bulletin Boards

The City of Corcoran has established official bulletin boards as one means of communicating information they feel an employee should know. It is the responsibility of all employees to regularly check the bulletin board for current information.

Personal information or materials not related to the organization may not be posted personally by employees, but rather they must give the document to the City Administrator who will determine whether to provide the necessary approval to post.

Employees should check with their supervisors for the bulletin board location in their facility.

Business Ethics

The successful business operation and reputation of the City is built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The City of Corcoran will comply with all applicable laws and regulations and expects its managers and employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest or unethical conduct.

The use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. Employees should discuss any situations that arise which do not meet this code of ethics with their supervisor, the City Administrator or any other member of management. Failure to meet or comply with this code of ethics will lead to corrective action, up to and including termination of employment.

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City Property

Some employees will be provided with various items of City property and equipment that they need to perform their job, including vehicles, computers, software, cellular telephones, keys, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their supervisor. The improper, careless, negligent, destructive or unsafe use of City property can result in 1) the employee's need to personally replace the property or 2) corrective action, up to and including termination of employment.

Upon termination of employment, employees will be required to account for and surrender all City property and equipment he/she has been provided. Failure to do so would result in the City taking legal action to obtain the return of its property.

City Credit Card

The City Council may authorize the use of a credit card by the City Administrator, Department Directors, ~~Director of Public Safety, Public Works Superintendent~~ or employee otherwise authorized to make a purchase on behalf of the City. A purchase by credit card must comply with all statutes, rules, and City policies applicable to City purchases. If a City employee or officer makes or directs a purchase by credit card for a purpose that is not authorized by the Council, the officer or employee is personally liable for the amount of the purchase. Budgeted expenditures are presumed to be authorized. Unbudgeted expenditures require prior authorization.

Claims presented to the City for payment must be in writing and itemized. Bills from credit card companies may not contain the detail necessary to satisfy these requirements; therefore, cities must retain actual invoices and receipts for all items charged to a credit card. Credit card use must also comply with laws concerning City borrowing.

City and Personal Cell Phone Use

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees;
- No personal profit is gained or outside employment is served.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

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Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Employees should practice discretion when making personal calls. All calls should be kept to a minimum and made during a rest or meal break. The organization will make every attempt to notify an employee in the event of an emergency.

Use of personal cellular phones should be kept to a minimum during working hours. Cellular phones should be turned off, placed on a vibrating ring mode, or placed at a low volume when working around others.

Employees issued a cell phone for business use or who use a personal cell phone for conducting business, should refrain from using it while driving a motor vehicle. Safety should always come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should safely park the vehicle before placing or accepting a call.

Electronic Communications

The City of Corcoran provides employees with access to, and use of, a variety of electronic communications resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Use of the City's electronic communications resources in violation of the electronic communications resources ordinance may lead to discipline, up to and including termination of employment. Use of these resources is governed by Chapter 33 of the City Municipal Code.

By using any of the City's electronic and technological equipment, an employee is voluntarily consenting to being monitored, and voluntarily authorizing the organization to inspect, monitor, and access all information or communications he/she has made with that equipment. The organization must reserve the right to monitor and access any and all communications made through its equipment, and the contents of any company computer, as needed for compliance with policies and for any other business reason.

E-mail is not a private communication system. Improper use of the e-mail system could expose employees to personal liability as well as corrective action. It is important to note that e-mail may be recovered as evidence in legal proceedings. Employees should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system.

Internet access is provided to those who need it for their job duties. Internet use must be limited to job-related duties accessing trusted sites and content. The use of chat rooms, blogs and the like via the Internet on the City's computers or during the employee's work time is strictly prohibited. Downloading from the Internet (other than by authorized

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personnel for legitimate business reasons) is restricted as other programs, software, graphics or pictures may carry computer viruses or may violate the organization's license agreement.

Electronic and technological communications are not to be used in ways that may be disruptive, offensive or harmful to others or in ways that conflict with any of the City's policies, including Equal Employment, Harassment & Offensive Behavior, and Security policies. Violation of these policies will lead to corrective action up to and including termination. E-mail is not to be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual, company, or business, etc.

It is not the City's practice or intent to eavesdrop on private communications or data. However, the organization must protect its legitimate business interests and remind employees that the equipment and services available in the workplace are to be used to support its legitimate business interests.

Social Networking

The purpose of this policy is to give employees guidance regarding certain content for personal websites, social media or networking websites, web pages and other electronically transmitted or hard copied material with respect to the use of the City's department's images, material, logos, or any reference to official department activities, training or investigations. All employees must avoid any conduct which would compromise our integrity and undermine the public confidence in our City.

"Social Networking Site": Means any Internet-based website where members of that site can electronically gather to share personal profiles along with other information and photos with other members.

"Privacy": Corcoran employees should understand that information posted on social networking sites is not secure or private. Any member of the public may view the information. Employees should be aware that the content of social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony.

"Liability": Due to the nature of their employment with the City, employees are held to a higher standard. As a result, postings on social networking sites could prove detrimental in civil and criminal proceedings.

Specific Prohibitions

- Employees are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses, or images of the City's Department logos, emblems, patches, badges, uniforms, vehicles, equipment or any other material that specifically identifies the department on any personal website, social media or networking website, web pages and other electronically transmitted or hard copied material without the express written permission of the ~~Director of Public Safety or~~ City Administrator.

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- Employees are prohibited from posting, transmitting and/or disseminating any photographs, video, wording or content that is unethical, slanderous, derogatory or is likely to adversely affect the discipline, good order or reputation of the departments, or that tends to compromise the integrity of the City or co-workers on any personal website, social media or networking website, web pages and other electronically transmitted or hard copied material.
- Employees are prohibited from posting, transmitting and/or disseminating any pictures, videos or materials of official City training, activities or work-related assignments without the express written permission of the City Administrator.
- Employees are prohibited from posting, transmitting and/or disseminating any pictures, videos, wording or content related to any past or present investigation conducted by the police department.
- Employees are encouraged to thoroughly review the City's Policy on Internet, Electronic Mail System and On-line Services for procedures and guidelines on the use of the computer system.
- Employees should not post any wording and/or transmit or disseminate any pictures, videos, or audio recordings on any personal website, social media or networking website, or web page while on duty, unless it is part of their duties to do so.

Employee Appearance

Each employee represents the City to its customers, the public and co-workers. Business casual attire is acceptable which includes dress slacks, corduroys and jeans. Some jobs may require a uniform. Employees are expected to present a clean, neat and professional appearance at all times.

Depending on the season, it is likely that many employees will spend time outside and need to be prepared to work in unexpected inclement weather – hot, cold, wet or windy conditions. The organization encourages employees to wear appropriate clothing including hats, gloves, waterproof footwear and layers of clothing for comfort. Boots or shoes that are comfortable and provide support are recommended.

The City provides uniforms for public works employees. City uniforms must be worn at all times while working. The City provides cleaning services to maintain the uniforms. Employees are ultimately responsible for their uniform. Public works employees are eligible for reimbursable expenses per calendar year, upon proof of receipt of purchase, for the cost of safety shoes. Safety shoes will be worn at all times while at work. The City Administrator and the Public Works Supervisor set the reimbursement dollar amount.

Uniform allowance will be paid by separate check directly to the public safety employee during the first available payroll cycle in February of each year. This amount will be repaid by the employee on a pro-rated basis for the employee who separates employment during the course of the calendar year.

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Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator

Data Practice Advisory / Personnel Files

Records of each employee are kept on file in the City Administrators office. These include such things as the employee's application materials, dates of hire and promotion, salary history, performance evaluations, copies of certifications, commendations, reprimands, and other job-related documents. A separate file will be maintained for confidential materials including, but not limited to, drug test results.

Employees may inspect the contents of the personnel file upon request, unless state or federal law prohibits access. Materials in an employee's personnel file may be released to others in accordance with the provisions of the Minnesota Government Data Practices Act, other applicable state and federal laws, and applicable court decisions.

Employees are obligated to inform the City Administrator or designated records administrator of dependent, marital status, address, lose or receive restrictions on their driver's license, or telephone number changes.

Employees may review their personnel records within 7 working days of their written request to the City Administrator. Review of the original file or copy is available during working hours with a designated City representative present.

Media Information

Formal news releases concerning municipal affairs are the responsibility of the City Administrator, Director of Public Safety, or the Mayor. All media interviews must be approved by the City Administrator, ~~Director of Public Safety,~~ or the Mayor before the interview. All contacts with the media should be reported to the City Administrator, ~~Director of Public Safety,~~ or Mayor as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator, ~~Director of Public Safety,~~ the Mayor or his/her designee.

All news releases concerning City personnel will be the responsibility of the City Administrator ~~or the Director of Public Safety.~~

Employment of Relatives

The employment of relatives is permitted, except in situations where a person would be under the supervision of a relative or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion or compensation. "Relative" is defined as a spouse, parent, child, sibling or any of these relationships by marriage.

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Expense & Travel Reimbursement

All business expenses and/or travel must be pre-approved by the employee's supervisor. The City reimburses employees for reasonable expenses that were incurred while conducting business on behalf of the organization. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed.

Performance Reviews

An objective performance review system will be established by the City Administrator, or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

The City Administrator and Director of Public Service shall be reviewed on an annual basis during the month of October. Reviews will be conducted at the discretion of the City Council.

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Personal Conduct

The efficiency and productivity of the organization requires that every employee maintains discipline and proper standards of conduct at all times. This is necessary to protect the health and safety of everyone in the workplace, to meet our customers' needs, to protect property and to maintain a climate of cooperation among employees.

Therefore, employees are expected to conduct themselves in a professional, ethical and productive manner while at work, and to maintain an awareness of the rights of others, a respect for the people they work with and for, and a commitment to the organization's values, mission statement, goals and policies.

It is extremely important that contact with the public be professional and courteous. Treat all inquiries as if an employee were on the receiving end of the information or assistance. Just as the City Council believes every City employee is an important individual, it is important that the individual rights of citizens should be respected. It is essential that every citizen and fellow employee be treated with dignity and consideration. No abusive or foul language will be tolerated.

Obviously, it is impossible to anticipate every situation that might occur. The organization reserves the right to respond to any performance or behavior which, in its judgment, compromises the safety or well-being of any individual in the workplace, diminishes good order, discipline and morale, or detracts from the City's overall goals. If the City's expectations about conduct are unclear, employees should talk to their supervisor or the City Administrator.

The City recognizes that its employees retain their First Amendment rights to speak as citizens on matters of public concern relating to the City and its operations. As such, City employees have the right to express their views and to pursue legitimate involvement in the political system. However, employees must recognize that these rights are balanced by the City's interest in providing efficient public service. Accordingly, an employee may be disciplined for publicly criticizing the operations or personnel of the City where an employee is speaking in an employee position as a City employee and/or where such speech primarily relates to the City's internal administrative matters and is not a matter of public concern. An employee may also be disciplined for public criticisms which have the effect of disrupting the efficiency of the City as a workplace.

Solicitation & Distribution

Solicitation and/or distribution of literature by employees is prohibited on City premises when any of the individuals involved are supposed to be working or at any time in working areas of the building or in any location where customers or the public are present. Failure to comply could result in corrective action, up to and including termination.

We encourage employees who wish to solicit financial or other support from their fellow workers for any cause, charitable, political, etc., to do so off the organization's premises during non-working hours. Likewise, any such solicitations should not be conducted on

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customers' premises nor should they cause individuals to feel uncomfortable or compelled to participate in the activity being solicited.

City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

The intent of this policy is to provide clear direction on authorized use of municipal vehicles and also to comply with Minnesota Statute § 471.666 (Personal Use of Publicly-Owned Vehicles Prohibited).

Overall, City vehicles generally fall into four (4) categories:

1. Unmarked public safety vehicles;
2. Staff cars, vans, and trucks marked with City emblem or City and Department emblems;
3. Squad cars;
4. Public Works and Parks Maintenance trucks and equipment.

The following rules shall apply as indicated:

Certain designated City employees are authorized take home vehicles based on demonstrated need to respond to emergencies outside of their normal scheduled work hours. The City Council, with the advice of the City Administrator will approve all ongoing take home vehicle assignments.

Use of take home vehicles for driving to and from work or work related meetings or training on off duty hours is permitted. Police employees with take home vehicles must have sufficient equipment in the vehicle to respond to a call whenever their vehicles are used.

Marked vehicles will not be taken out of the City limits for non-business purposes. Marked police squad cars and marked fire vehicles may not be used for non-work related reasons outside of working hours with the exception of driving to and from work-related activities or as approved by the Director of Public Safety.

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Employees may not use City vehicles to travel outside of the metro area unless approved by the City Administrator in a work-related emergency situation with one exception: approval for job-related meetings and/or training outside the metro area, within the State, does not require City Administrator approval.

Incidental personal use, determined to be appropriate by the department head, during the workday (or for take home vehicles on the way to and from work) is permitted on a limited basis. Limited personal errands, including going to lunch during an authorized lunch break, is permitted if in close proximity to the work site as long as such personal use does not substantially alter the employee's scheduled work activities or route to or from a work site, and does not violate other existing departmental or City policies or rules.

The Director of Public Safety and the Public Works Superintendent, by the nature of their assigned duties and responsibilities as to the public safety of the community, are generally expected to be "on call" and available at all times and all days. A City vehicle is to be regarded as a tool that is available for their immediate use in a public safety response during the above stated times. To facilitate this availability, they are required to drive the assigned City vehicle to and from their place of residence. Use of a city vehicle by the Director of Public Safety and the Public Works Superintendent while not actively working on City business shall be consistent with provisions as stated above.

Any exceptions to this policy must be approved by the City Administrator and/or the City Council. Reimbursement for any personal use of a City vehicle not consistent with these policies and rules will be required. Violations of this policy could result in discipline.

All vehicles assigned to licensed Police Officers and Investigators are exempt from these provisions. Minimum personal use is allowed.

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RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs. The City of Corcoran is committed to providing a workplace that is free of discrimination, illegal harassment and offensive behavior. All employees are expected to treat their customers, co-workers, subordinates and supervisors with respect at all times. In accordance with this commitment, the City of Corcoran prohibits harassment of one employee by another employee, supervisor, or a third party for any reason including, but not limited to: race, color, religion, sex, age, national origin, disability, veteran/military status, marital status, and sexual orientation, status with regard to public assistance, or membership or activity in a local human rights commission or any other legally protected characteristic.

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Harassment & Offensive Behavior

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

Sexual harassment is a specific type of harassment and a violation of the law. It is a violation of this policy for an employee or any other person associated with the City to sexually harass any employee or any other person affiliated with the organization. It includes unwelcome sexual behavior by either males or females toward either males or females.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

No individual will be denied nor receive special employment opportunities based on going along with or rejecting sexual advances or other conduct of a sexual nature contrary to this policy.

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Any individual who believes he or she has experienced or observed hostile or offensive behavior contrary to this policy should feel free to object to the behavior. He/she is expected to report the displayed behavior to his/her supervisor, the City Administrator

All such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated the City of Corcoran's harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Every employee of the City is to support this commitment to a workplace free from harassment and offensive behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

- **Abusive Customer Behavior:** While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.
- **Discriminatory Behavior** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
- **Offensive Behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or, the City Administrator ~~or Director of Public Safety~~.

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Employee Response to Disrespectful Workplace Behavior

If the behavior is believed to be of a criminal nature, it shall be reported directly to law enforcement as soon as possible.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor or City Administrator. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two (2) business days to a supervisor or the City Administrator ~~or Director of Public Safety~~.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator, or the Mayor so long as that person is different from the one to which the original complaint/concern was reported.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach

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is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator or Designee who will assume the responsibility for investigation and discipline.

If the City Administrator ~~Safety~~ is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

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Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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SAFETY IN THE WORKPLACE

The City of Corcoran has an excellent safety record and we can be satisfied with nothing less than an accident free environment. An employee's careful observance of the rules and regulations of the City is an important contribution to the task of providing the safest possible working conditions for all concerned. All City employees are required to become familiar with the safety regulations and requirements in effect within their department. They shall guard their own safety and that of their co-workers.

Employees are required to follow these general safety rules:

- Any illness or injury, no matter how slight, must be reported to the supervisor or manager. Employees should never attempt to treat their own or another employee's injury unless they have received formal first aid training.
- Any activity that may result in injuring an employee will not be tolerated (including horseplay).
- Employees are responsible for using any ergonomic equipment provided by the organization.
- Illegal drugs or alcohol will not be permitted on any work site at any time.
- Employees should always lift objects using the proper lifting techniques.
- Employees should only use tools that are in good working order. They should never use tools that are defective in any way.
- Employees are responsible to keep their work areas clean at all times.

Any employee, who violates safety standards, causes hazardous or dangerous situations or fails to report or remedy such situations, will be subject to corrective action, up to and including termination of employment.

Employees are expected to follow any health, safety, and preparedness plans which are adopted.

Physical Qualifications of Employees

All persons employed shall be physically qualified for performing the essential duties to which they are assigned. Some factors to be considered in making work assignments are strength, endurance, agility, coordination, and visual and hearing acuity. Reasonable accommodations shall be made as required by and in accordance with the Americans with Disabilities Act ("ADA") and/or the Minnesota Human Rights Act ("MHRA").

No person shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes to an extent that might unnecessarily expose the person or others to personal injury or to property damage.

Employees will report to their supervisor the use of physician prescribed or over the counter medications that might affect performance or safety. If the employee's abilities are impaired because of the use of prescription drugs, the department supervisor shall assign the employee duties that will not endanger the public or the employee. If the supervisor is unable to assign the employee duties that will not endanger the public or the

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employee, the employee shall be sent home on sick, unpaid or other appropriate leave time.

No part of this section may be used to discriminate on the basis of disability, as defined by the ADA and/or the MHRA.

Instruction & Training

Employees shall be provided initial orientation by their supervisor and will be provided such continuing instruction as will enable them to conduct their work in a safe manner. Employees are encouraged to attend training seminars on safety and equipment operation, subject to the Training Policy defined in this Handbook.

Initial orientation shall include instruction in safety practices, reporting of all accidents, and individual responsibility for accident free operations.

All persons who are required to use protective devices and/or equipment shall be properly instructed and trained in the use of such devices and equipment. All persons required to handle flammable or other dangerous materials shall be fully instructed in the safe handling and use of such materials. All persons required to work in areas where insects, rodents, poisonous plants or other natural hazards might be encountered shall be instructed regarding potential hazards, first aid procedures, proper identification and personal protective measures.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on and off the job.

All accidents, no matter how minor, must be reported immediately to the supervisor or the City Administrator. Lack of notification could affect the employee's workers compensation benefits.

Safety Equipment / Gear

Employees are responsible for reporting all unsafe vehicles, equipment, tools or working conditions to their immediate supervisor. A supervisor shall not knowingly assign unsafe vehicles, equipment or tools, and shall be responsible for reporting any conditions to the City Administrator ~~or Director of Public Safety~~. Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

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Security

All individuals must adhere to any and all security measures and/or guidelines of the facility they are working in. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the City of Corcoran. Accordingly, any agent or representative of the City may inspect them or any articles found within them at any time, with or without prior notice.

In addition, the City will not tolerate theft or unauthorized possession of the property of employees, the City, visitors and customers and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto the premises.

Employees may need keys or codes to enter a facility. It is extremely important that these be kept only in the employee's possession – not anyone else's.

If an employee works after hours, he/she should take any safety/security precautions available. Employees should see their supervisor for more information.

Unsafe Behavior

Employees are responsible for reporting unsafe acts such as equipment abuse, careless operation or horseplay on the job to the City Administrator, Public Safety Director, or their supervisor. Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.
- Firearms used in conjunction with a firearms safety course or test.

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Drugs & Alcohol

It is the policy of the City of Corcoran to maintain a workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse. In accordance with Federal Law, the City of Corcoran has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition to perform their jobs. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have criminal or civil legal consequences.
- The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must notify their supervisor or the City Administrator of the use of prescribed drugs or other substances that may affect their ability to perform their job.

Employees must also notify their supervisor or the City Administrator if they observe any violation of this policy. Failure to comply with any part of this policy may result in corrective action up to and including termination.

Drug Testing

The City has established a drug and alcohol testing policy as mandated by the Omnibus Transportation Employee Testing Act. The City Administrator ~~or Director of Public Safety~~ will provide further information to the select employees subject to the provisions of this policy. Any questions about drug and alcohol testing should be directed to the City Administrator ~~or Director of Public Safety~~.

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Tobacco-Free Environment

Because the City of Corcoran wants to provide employees with a safe and healthy work environment, employees are encouraged to be tobacco-free. Smoking is not permitted inside any facility. Employees must use all tobacco products outside the building and are responsible to keep the area outside the building free of cigarette butts and other debris. In addition, employees must follow the smoking policy of customers when working on their premises.

Employee Right-to-Know

The Employee Right-to-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents (in hospitals and clinics) they may be exposed to in their work places. The Act requires employers to evaluate their work places for the presence of hazardous substances, harmful physical agents, and infectious agents, and to provide training to employees concerning those substances or agents to which employees may be exposed.

Written information on hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees or their representatives. Employees have a conditional right to refuse to work under imminent danger conditions, or if the required information and training are not provided by the employer. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents are also included in the Act.

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DISCIPLINE POLICY

The City Administrator, ~~Director of Public Safety~~ and supervisors are responsible for maintaining compliance with City standards of employee conduct. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the Grievance Procedures. The supervisor ~~or~~ City Administrator, ~~or Director of Public Safety~~ will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Corrective Action

It is our hope that all employees will perform their jobs satisfactorily, and comply with the rules and policies of this organization. The management of the City would like to work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of the rules, policies, or core values, the organization may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, suspension, or termination. The organization reserves the right in its sole discretion to omit any or all of these steps, or add to or modify steps in any particular situation. The City will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation.

Nothing in this section or in the organization's disciplinary policies or practices changes an employee's right to terminate his/her employment with the City at any time, with or without notice, for any or no reason, nor does it modify the organization's right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE POLICY

It is the policy of the City, to the extent possible, to prevent the occurrence of events leading up to the filing of grievances and to deal promptly with those, which occur. Any employee may submit a grievance relating to the terms or conditions of his or her employment. However, this procedure must not unreasonably interfere with the full, faithful and proper performance of the employee's duties. Time is of the essence in

City of Corcoran Employee Handbook

reporting a grievance, since the passage of time may interfere with the accurate investigation of facts.

If an employee has a grievance, he or she should feel free to address the matter directly with the parties involved. Also, anyone who believes he or she has experienced or observed discriminatory, harassing or offensive behavior prohibited by this policy should feel free to object to the behavior directly, and is, in any event, also expected to report the behavior to their own, or another, supervisor or manager.

If an employee is not satisfied with the results of this procedure, they should bring the matter to the City Administrator. Finally, unresolved issues should be brought to the Mayor or a City Council Member.

In the interest of a prompt and accurate fact-finding process, employees should file a grievance as soon as practicable after the alleged violation or dispute has occurred.

All reports will be taken seriously and investigated in as prompt and confidential a manner as possible. Employees found to have violated the City's harassment & offensive behavior policy, or any other policy, will be subject to corrective action, up to and including termination of employment.

The City of Corcoran also prohibits retaliation against anyone who reports behavior prohibited by this policy or who participates in an investigation under this policy.

The City of Corcoran expects everyone in its workplace to support this grievance policy and to behave in a way that is consistent with the intent and spirit of this policy.

City of Corcoran Employee Handbook

EDUCATION AND TRAINING POLICY

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved **in advance** under the following criteria and procedures:

Job Related Training & Conferences

The subject matter of the training session or conference is directly job related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The City Administrator, ~~Director of Public Safety~~, or supervisor is responsible for determining job relatedness and approving or disapproving training and conference attendance.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator, ~~Director of Public Safety~~, or supervisor.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

City of Corcoran Employee Handbook

Travel & Meal Allowance

If employees are required to travel 50 miles outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. Reimbursement not to exceed the allowable IRS rate.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator ~~or Director of Public Safety~~ is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests for training must be approved by the employee's supervisor ~~or~~ the City Administrator, ~~or Director of Public Safety~~. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Tuition Reimbursement

To be considered for tuition reimbursement the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator or Director of Public Safety, with final approval/disapproval provided by the City Council.

City of Corcoran Employee Handbook

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not);

OR

- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

AND

- The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost.

AND

- Employees must reimburse the City if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the City.

City of Corcoran Employee Handbook

Appendix

CODE OF ETHICS

The proper operation of democratic government requires that all public service employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structures; that public employment not be used for personal gain other than anticipated by the employment relationship; and that the public have confidence in the integrity of all its government. In recognition of these goals, there is hereby established a Code of Ethics for all elected officials and appointed officials of the City of Corcoran, pursuant to Minnesota Statutes 471.895, as well as for all other employees of the City of Corcoran.

The purpose of this Code is to establish ethical standards of conduct for all such employees by setting forth examples of those acts or actions that are incompatible with the best interests of the City and by directing disclosure by employees of any private, financial or other interests in matters affecting the City. The provisions and purposes of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Corcoran.

Definitions

For the purpose of this policy, the following definitions shall apply:

- *Business*: any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages either in non-profit or profit-making activities;
- *Confidential Information*: any information obtained under government authority which has not become part of the body of public information and which, if release prematurely or in non-summary form, may provide unfair economic advantage or may adversely affect the competitive position of an individual or business. Confidential information includes, but is not limited to, data that is classified as not public data under the Minnesota Data Practices Act.
- *Private Interest*: any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption, or advantage from action of the City employee that is not available to the general public in the same manner.
- *Employee or Employees*: employees, appointed officials, and elected officials of the City of Corcoran.

Responsibilities of Public Office

Public employees are agents of public purpose and hold their positions for the benefit of public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota and to carry out impartially the laws of the nation, state and municipality and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully

City of Corcoran Employee Handbook

the duties of their particular position regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

Dedicated Service

Employees shall adhere to adopt rules of conduct as outlined in the personnel policies. Employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

Rules of Conduct

All employees of the City of Corcoran shall conform to and comply with the provisions of these rules and all other applicable policies. Any willful violation shall be considered insubordination and subject to disciplinary action, up to and including dismissal from employment in the City's discretion.

Acceptance of Gifts or Favors

Employees of the City, in the course of, or in relation to their official duties, shall not directly or indirectly receive, or agree to receive, any payment of expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source, except the City, for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be in violation of this section:

1. An item or service of insignificant monetary value;
2. A plaque or similar item if given to recognize individual services in a field of specialty or a charitable cause;
3. Informational material of unexceptional value;
4. Food or beverage given at a reception, meal or meeting by an organization before whom the recipient make a speech or answers questions as part of a program, if the location of reception, meal or meeting is away from the recipient's place of work;
5. Gifts given because of the recipient's membership in a group; however the majority of the members of the group must not be local officials. In addition, the gift is only acceptable if an equivalent gift is given to the other members of the group;
6. Services to assist an official in the performance of official duties, which would include such things as providing advice, consultation, information, and communication in connection with legislation and services to constituents;
7. Lawful campaign contributions;
8. Prizes won of nominal value at any convention, meeting or sporting event at which an employee is a representative for the City, even if the City pays any registration or attendance fee for the employee;
9. Honoraria or expense paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the City;
10. A ticket or tickets entitling the bearer to admission to a promotional event.

City of Corcoran Employee Handbook

An employee who does accept any item listed in 8,9 or 10 above from a person, firm, labor union, partnership or corporation having any business, administrative, legislative, contractual or similar relationship with the City, shall notify his/her immediate supervisor of the acceptance of the prize or item.

Use of Confidential Information

An employee of the City shall not use confidential information to further the employee's private interest and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Conflicts of Interest

The following actions by an employee of the City shall be deemed a conflict of interest, and shall be subject to disciplinary action as appropriate;

1. Use or attempted use of the employees official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's relatives, or others with which the employee is associated that are different from those available to the general public;
2. Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of the employee's official duties; or
3. Actions as an agent or attorney in any action or matter pending before the City except in proper discharge of official duties or on the employee's behalf.

Determination of Conflicts of Interest

Employees have the responsibility to avoid potential conflicts of interest. A conflict of interest shall be deemed to exist when a review of the situation by the employee, the employee's supervisor or the City Administrator determines any of the following conditions to be present:

1. The use for private gain or advantage of City time, facilities, equipment or supplies, or prestige or influence of City office employment;
2. Receipt or acceptance by an employee of any money or other things of value from anyone other than the city for the performance of work that the employee would be required or expected to perform in the regular course of hours of City employment or as part of the duties as an employee;
3. Outside employment by a business that is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee; or
4. The performance of an act in other than the employee's official capacity that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee.
5. A City employee who is in direct contact with suppliers or potential suppliers to the City or who directly or indirectly influences a purchasing decision by establishing specifications, testing products, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process:

City of Corcoran Employee Handbook

- a. Has any financial interest or has any personal beneficial interest, directly or indirectly, in contracts or purchase orders for goods or services used by, purchased by or furnished to the City; or
- b. Accepts directly or indirectly from a person, firm or corporation to which a contract or purchase order has been, or may be, awarded a rebate, gift, money, or anything of value, other than items of nominal value.
- c. Accepts any promise obligation or contract for future reward.

Resolution of Conflict of Interest

If the employee, the employee's supervisor or the City Administrator ~~or Director of Public Safety~~ determines that a conflict of interest exists, that matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee may proceed with the assignment.

City of Corcoran Employee Handbook

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the City's Employee Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents of this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any City initiated changes to policies contained.

I understand that certain employees are covered by a collective bargaining agreement. Should there be a difference between the collective bargaining agreement and this handbook, the collective bargaining agreement will prevail.

I have entered into my employment relationship with the City of Corcoran voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with the City at any time, with or without notice, for any reason. The City has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The organization retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

I understand and agree that no employee or representative of the City of Corcoran has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, and that no person other than the City Council has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my immediate supervisor or the City Administrator for clarification.

Employee Signature _____

Print Name _____ Date _____

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.
- This copy is to remain in the Handbook -**

City of Corcoran Employee Handbook

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City of Corcoran Employee Handbook

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Employee Signature _____

Print Name _____ Date _____

Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.

- This copy is to be removed and placed in the employee's personnel file -



CITY OF CORCORAN

EMPLOYEE HANDBOOK

Effective ~~January 1, 2017~~ May 14, 2021

Adopted by the Corcoran City Council on May 13, 2021

8200 COUNTY ROAD 116, CORCORAN MN 55340
763.420.2288 – OFFICE
Web Site – www.ci.corcoran.mn.us

City of Corcoran Employee Handbook

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WELCOME AND PURPOSE OF THIS HANDBOOK

Welcome to employment with the City of Corcoran!

This handbook has been prepared by the City of Corcoran (also referred to as "the City") to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits or a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how the City views the employment relationship and approaches personnel issues. If at any time there is a difference between a statement in this handbook and source material, such as plan documents, the source material that is current at the time will take precedence.

It is not possible to anticipate every question that might arise in the course of employment. Questions about matters not covered should be directed to the City Administrator or the department supervisor. Each Department Director may establish additional departmental rules and procedures which further the efficient operation of the department.

Employees subject to these policies shall comply with and carry out the provisions of these policies. Any employee who fails to comply with any of the provisions of these policies may be subject to disciplinary action in a form that the City deems appropriate, up to and including dismissal from employment.

Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at will" employment relationship between the City of Corcoran and any of its employees. Employees have the right to terminate the employment relationship with the City at any time, with or without notice, for any reason. The City has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The City retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This employee handbook supersedes and replaces any and all previous policies and related materials made available to the employees of the City of Corcoran. The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of the City will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The City Council may revise, delete or otherwise change policies, and will make the final determination in interpreting or applying policies.

City of Corcoran Employee Handbook

LIMITS OF POLICY APPLICATION

These policies shall apply to all employees of the City, except as otherwise may be specifically provided herein. Policies associated with employment **do not apply** to the following, except as may otherwise be specifically provided in any of the provisions of this policy manual:

- Elected Officials;
- Members of City Boards, Commissions and Committees;
- Consultants and others rendering services under contract with the City.

Certain employees are covered by a collective bargaining agreement. If there is a difference between the collective bargaining agreement and this handbook, the collective bargaining agreement will prevail.

CITY ORGANIZATION

The City of Corcoran is a Charter City. The primary functions of the City operate under the guidelines of a statutory Home Rule Charter City. An elected City Council with four (4) members and a Mayor serve as legislative authority and approve policy. The City Council appoints a City Administrator to function as the Chief Executive Officer of the City. All City Staff report indirectly to the Mayor and Council through the City Administrator. The City Administrator oversees finance, administration, public works and public safety functions. All Mayor and Council direction to city staff and consultants is provided through the City Administrator. In an emergency, the Mayor followed by the Acting Mayor shall provide direction, as necessary, to all functions except law enforcement and emergency response by public safety functions. In matters of law enforcement and emergency response, the public safety department will follow an internal succession of authority in the absence of the Director of Public Safety and will request resources as necessary to carry out their function.

Commissions have been established to act in an advisory capacity to the City Council. All members are appointed by the City Council. A Planning Commission consisting of five (5) regular assists in the City's planning efforts. A Parks & Trails Commission consisting of seven (7) regular reviews proposed plans and development and makes recommendations concerning capital improvements and operations of parks and trails within the City.

Administrative and police functions are housed at City Hall. Public works is located in a separate facility. The City contracts with neighboring departments for fire protection. The City contracts for legal services, engineering services, planning services, and for building inspection services.

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EMPLOYMENT

Equal Employment Opportunity Policy Statement

The City of Corcoran is an equal opportunity employer. The City has a policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity directives or regulations of Federal, State and Local governing bodies or agencies thereof, specifically the Minnesota Human Rights Act (Minnesota Statute Chapter 363A). Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, genetic information, veteran status, status with regard to public assistance, or membership or activity in a local human rights commission or any other basis protected by law. (Note: All terms are interpreted as defined in Minnesota Statutes or other applicable federal laws.) No individual will be denied or receive special employment opportunities based on status in any protected category. Every employee of the City of Corcoran is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to the department head or Mayor. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated the City of Corcoran's equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. It is also a violation of this policy to retaliate against anyone for making a good faith report under this policy or for being involved in any way in the resolution of such a report.

Hiring Procedures

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be managed by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment other than seasonal and part-time employees. All hires will be made according to merit and fitness related to the position being filled.

The hiring manager will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations. Prior to appointment an application form must be completed. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the hiring manager, but must be extended for all candidates.

City of Corcoran Employee Handbook

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments, upon recommendation from the City Administrator. Pay rate assignments for acting positions will be recommended to the City Council for approval.

Internal Job Opportunities

Internal job openings will be posted internally on the City’s bulletin board. Employees who are interested in applying for a current job opening should contact the City Administrator for an application.

Selection Process

For regular employees, the selection process will be a cooperative effort between the City Administrator, or designee, and the hiring supervisor, subject to final hiring approval by the City Council.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire. Except where prohibited by law, intermittent seasonal and temporary employees may be terminated by the supervisor at any time.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate’s suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Employment (I-9) Verification –E-Verify

The Immigration Reform and Control Act of 1986 (IRCA) states that employers must hire only American citizens and aliens who are authorized to work in the United States. Employers must verify the employment eligibility of anyone hired after November 6, 1986. The City of Corcoran participates in the E-Verify program through the Department of Homeland Security’s U.S. Citizenship and Immigration Services division. The E-Verify program allows the City to electronically complete the verification.

The City of Corcoran will accept any authorized form of identification of United States citizenship or right to work in the United States permit.

The City does not discriminate against any individual (other than an unauthorized alien) in hiring, discharging, recruiting, because of that individual’s national origin, or in the case of citizen or intending citizen, because of his or her citizenship status.

Testing and Examinations

City of Corcoran Employee Handbook

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam. The City requires a drug test upon offer of a position covered by the Omnibus Transportation Employee Testing Act.

The City Council or a designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Veteran's Preference Law

Refer to Minn. Stat. § 197.455 through 197.481 and 43A.11 for provisions of Veteran's Preference Law.

All applicants are given the opportunity to claim veteran's preference when completing the City's application for employment. Form DD214 may be requested for proof of honorable discharge. The City Administrator or designee will determine whether veteran's preference applies to the selection process for the job being filled.

Internal candidates may request veteran's preference whenever they apply for a position, covered by veteran's preference law, which will be filled by open competitive exam. However, on competitive promotional exams, only disabled veterans are eligible for preference and one time only.

Candidates must pass minimum qualification requirements (written exam, skills test or oral interview as determined by the City Council in advance) before veteran's preference is considered.

Veteran's preference is in addition to the combined test score, ten (10) additional points on a point scale if veteran, fifteen (15) additional points on a point scale if disabled, five (5) additional points point scale on promotional exam if disabled. The records will show the combined test scores plus the preference score.

Each veteran's name is placed on the eligible list in the ranking order in which the augmented score entitles him or her. If a veteran and a non-veteran have the same score, the veteran's name is placed first.

Employment of Relatives

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Corcoran will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in

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which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

"Family member" is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son daughter).

The hiring supervisor is responsible for ensuring policy compliance. Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor.

If any employee, after employment or change in employment, enters one of the above relationships, one of the affected individuals must seek a transfer or a change in the reporting relationship. Such changes must be approved by the City Council.

Pre-employment Medical Examination

If a candidate is offered a position, the candidate may be required to undergo a medical examination, which may, for certain jobs, include a psychological evaluation by a licensed physician designated by the City, at the City's expense, to determine fitness to perform the essential functions of the offered City position. Psychological/psychiatric exams, if required, will be conducted by a licensed psychologist or psychiatrist. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam. Information obtained from the medical exam will be treated as confidential medical records.

The physician will notify the City Administrator or designee whether an employee is or is not medically able to perform the essential functions of the job, with or without accommodations and, if applicable, whether an employee has passed a drug test. If it is determined that a prospective employee will require accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and the prospective employee regarding reasonable and acceptable accommodations.

If a prospective employee is disqualified from serving in the offered position based on the results of the medical exam, the City will notify the individual of this determination. The City of Corcoran does not discriminate on the basis of disability in the access to, or employment in, its programs or activities. It is the policy of the City of Corcoran, in

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accordance with the Minnesota Human Rights Act and Americans with Disabilities Act (ADA), to provide reasonable accommodations to the known physical and mental limitations of qualified disabled applicants and employees in order for them to perform the essential functions of the job.

Probationary Employment – Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires.

- All full-time non-union employees will serve an initial six-month probationary period. All part-time employees shall serve a probationary period of 1,040 compensated hours. A probationary employee may be terminated at the sole discretion of the employer. Honorably discharged veterans as defined by Minnesota Statute §197.447 shall be removed only in accordance with the provisions of Minnesota Statute §197.46.
- All police officers will serve one (1) year probation as described in the union contract.
- All promoted or reassigned employees will serve a six (6) month probationary period.
- At any time during the probationary period, a promoted or reassigned employee may be demoted or reassigned to the employee's original position at the sole discretion of the employer.
- A demoted employee shall serve a six (6) month probationary period.
- Any interruption of services during the probationary period shall not be counted as part of the probationary period. Interruptions of service shall include, but not be limited to, sick leave, military leave, parental leave, or any other approved leaves with or without pay. Except for military leave, no other interruptions of service may continue for more than six (6) months or the probationary period may start over.

Outside Employment

The potential for conflicts of interest is lessened when individuals employed by the City of Corcoran regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City employment will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability

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during the City's regular hours of operation or with a part-time employee's regular work schedule.

- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

Layoff

The City Administrator will maintain a seniority list based on hire date. In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, and subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

Employees must understand that the organization must consider prior work performance and attendance as primary factors for selecting those to be recalled.

PTO accrual is suspended until the employee returns to active duty.

Resignation and Notice

A written letter of resignation is to be provided to the City Administrator ~~or Director of Public Safety~~, 10 working days prior to the intended last day of employment. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure can be considered cause for denying the employee future employment by the City. Unauthorized absence from work for a period of three (3) consecutive working days will be considered by the City Council as a resignation.

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Upon receipt of a resignation letter, the City Administrator ~~or Director of Public Safety~~ shall acknowledge the resignation letter in writing and inform the employee of any termination benefits, if applicable. Exit interviews will be conducted whenever possible. The supervisor shall collect any issued keys or equipment from the resigning employee.

Pay at Termination

Upon death, retirement, layoff, or voluntary resignation, full and part-time employees shall receive payment based as follows: For PTO, Personal Days and/or Compensatory Time accrued, 100% will be paid upon termination or retirement from the City. The balance in an Extended Leave Bank (eligible employees hired prior to January 1, 2008) will be paid at fifty percent (50%) of the balance upon termination or retirement. A portion of fifty percent (50%) of pay at termination must be contributed to the employee's MSRS POST Retirement Health Savings Plan unless otherwise outlined in a labor agreement.. In case of death an employee, such severance pay as provided herein shall be paid to the employee's designated beneficiary or spouse.

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Reference Checks

The "Minnesota Government Data Practices Act" governs the dissemination of information regarding City employees both current and former. In order to comply with state law, the following procedure will be followed:

The City Administrator, ~~Director of Public Safety~~ or other assigned Confidential Employees shall be the only ones authorized to give out reference checks per the Minnesota Government Data Practices Act.

The City has the standard policy of verifying only the following information: Name, Position, Dates of Employment and Salary. Other information requested will be released as required by law.

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CLASSIFICATION, COMPENSATION AND HOURS OF WORK

Employee Classifications

The City of Corcoran uses several different employment categories to define the employment relationship. The category of a position may affect the benefits and policies that apply to an individual employee. In general, regular full time and regular part time employees are eligible for all benefits, subject to waiting periods of the various benefits programs. Employees in other employment categories may receive only those benefits required by law. All employees, regardless of category, are employed at-will. The employment categories are listed as follows:

A regular full time employee is authorized and scheduled to work a minimum of 40 hours per work week on a regular and consistent basis, without any defined termination date and is eligible for benefits.

A benefit eligible part time employee is authorized and scheduled to work at least 30, but fewer than 40, hours per work week on a regular and consistent basis, without any defined termination date and is eligible for most benefits including health care.

An intermittent part time employee is authorized and schedule to work fewer than 40 per week on in a consentient or varied schedule and is not eligible for benefits.

A seasonal employee is hired and scheduled to work up to six consecutive months (185 days or less) and is subject to layoff as the work load/seasons change. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority other than those legally required.

The employment relationship is further defined by eligibility for overtime, in accordance with the federal Fair Labor Standards Act (FLSA):

Exempt employees are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime. Those employees defined as exempt by the Federal government are not eligible for overtime payment. They are responsible for scheduling their workweek so as to accomplish all of their duties.

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

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If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

Nonexempt employees may be regular full time, regular part time, or seasonal. Non-exempt employees are paid for all hours worked and are required to account for hours and fractional hours worked. Non-exempt employees are eligible for overtime pay and under federal and/or state law must be paid minimum wage and be compensated for overtime hours worked. Overtime will be compensated at one and one-half (1½) times the employee's regular rate of pay for hours worked in excess of 40 hours in a work week. The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

For most employees the workweek begins at midnight on Friday and runs until the following Friday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator ~~or Director of Public Safety~~.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

The City elects to count holidays, vacation, sick time, and/or Paid-Time-Off (PTO) as hours worked for overtime purposes, even though the law does not require that such time count as hours worked.

Job Descriptions

The City will maintain job descriptions for each job classification. Prior to posting a vacant position, the existing job description is reviewed by the City Administrator, ~~Director of Public Safety~~, or designee, and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment. New job descriptions will be developed or existing descriptions will be updated as needed but must be approved by the City Council.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), the extent of supervisory direction or guidance provided to the job, and physical and mental demands, including expected working conditions. Good attendance and compliance with work rules and policies are essential functions of all City positions.

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A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator ~~or Director of Public Safety.~~

Pay Grades and Steps

The City maintains a pay structure that is in compliance with the letter and spirit of the Minnesota Pay Equity statute. Jobs are rated and assigned to pay grades based on job content and requirements. Individuals are paid on one of several pay steps within each grade. For each completed work year, with satisfactory performance, employees are eligible for an increase to the next step in their job grade, until they reach the range maximum. At that point increases are limited to the increase in the overall pay structure. The City will consider market, its financial condition and its ability to attract and retain qualified candidates when making decisions about increasing the structure.

Newly hired employees start at the beginning step of their grade unless the Council authorizes application of a higher step. Considerations will include qualifications exceeding the job requirements and competitive reasons.

Promoted employees are assigned to the higher grade associated with the new job and are assigned to the closest step that is equal to or greater than their current pay. Promotions to a higher grade will normally provide for greater future pay increase opportunities.

Hours of Work & Pay Periods

A workweek is defined as seven consecutive 24-hour periods commencing Saturday at 12:00 a.m. and ending Friday at 11:59 p.m. All overtime work and regular hours must be documented. Employees are expected to work hours according to the schedule established by the City Administrator ~~, Director of Public Safety,~~ or as set by their immediate supervisor. In accordance with the City's commitment to public service, an employee's schedule may be adjusted at the sole discretion of the City Administrator ~~, Director of Public Safety,~~ or the employee's supervisor in order to meet the immediate or long-term needs of the City.

- City Hall Hours of Work
 - Regular office hours are Monday thru Friday 8:00 am to 4:00 pm
- Public Works Hours of Work
 - The following are the regular hours of work. The City may change at its discretion on 72 hours' notice the start time. If an emergency is declared by the Mayor and/or the City Council under the city's Emergency Management Plan, the start time notice rule shall not apply. The Department Supervisor may alter the regular hours of work schedule at any time after the start time

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at his / her discretion. Changes will be based upon the current needs of the city as to staffing requirements:

- Normal schedule: 7am to 3pm, Monday thru Friday (if ½ hour paid lunch is approved otherwise 7 AM to 3:30 PM)
 - Summer schedule Memorial Day to Labor Day) 6 am to 3 pm Monday thru Thursday (if ½ hour paid lunch is approved otherwise 6 AM to 3:30 PM) and 6 am to 10 am Friday
 - Public Works employees are subject to adjusted schedules on short notice if needed to maintain public safety and expected street and utility service levels
- Police Department Hours of Work
 - Regular office hours are Monday thru Thursday 7:30 am to 5:00 pm and Friday 8:00 am to 12:00 pm
 - Sworn officers are subject to working scheduled hours as needed for 24-7 coverage

An employee is expected to adhere to prescribed hours of work and to notify the City Administrator, ~~Director of Public Safety~~, or an employee's supervisor as early as possible if an employee must be absent for unforeseen reasons. An employee is expected to perform as instructed and to follow all City and department rules, regulations and policies as they relate to an employee. If an employee does not perform their assigned duties in a satisfactory manner, an employee may be subject to disciplinary action.

Employees are expected to report to their regular work location unless, authorized by a supervisor to work remotely.

Paydays / Direct Deposit / Payroll Deductions

Paychecks are issued every two weeks. Employees are paid every other Friday. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the payroll administrator of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

All employees of the City are required to participate in direct deposit as provided for in Minnesota law, 471.426.

The City is required by law to make deductions from pay for federal and state income tax, Medicare, and Social Security. The City must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments. The City will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

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The City in compliance with Minn. Stat. § 256.998 shall provide information on new hires and re-hires within twenty (20) calendar days to a central statewide office for the purpose of assessing child support obligations. It is the City's policy to assist in the collection of child support including, but not limited to, income withholding.

Lunch and Rest Periods

Employees are provided an unpaid lunch period of at least thirty (30) minutes and not to exceed one (1) hour. Employees are entitled to a paid fifteen (15) minute rest period during every four (4) hour work period. If approved by the department head or supervisor, employees may combine their fifteen (15) minute rest periods and receive a paid thirty (30) minute lunch period.

Call Back Pay

A regular full-time employee called back after normal working hours for a non-planned event, shall be paid for a minimum of two (2) hours pay. Any hours beyond two (2) shall be paid at the regular rate; unless the week's total hours require overtime pay. All callback pay must be approved on the employee's time card by either the supervisor or City Administrator. This provision does not apply to the extension of a normal work shift. This does not apply to City Council or other meetings at which attendance is required of the employee by the City Administrator or Director of Public Safety. This section does not apply to part-time, seasonal or temporary employees.

Time Reporting and Overtime

State and federal laws require the organization to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they begin and end their work, in addition to any departure from work for any non-business reasons. Overtime work must always be approved before it is performed. Employees should see their supervisor for accurate time reporting instructions. Exempt employees must record all PTO, vacation, sick, and holiday hours on the forms provided to them.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

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Compensatory Time in Lieu of Overtime

The City Administrator shall be responsible for administering the compensatory time leave policy. Compensatory time shall not accrue to greater than eighty (80) hours. When the employee has earned eighty (80) hours he or she must be paid at a rate in conformance with applicable state and federal laws at the end of each pay period. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time. Upon separation employee must elect to contribute this distribution into the MSRS POST Retirement Health Savings Plan.

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BENEFITS

General Benefits Information

In addition to contributing to employees' benefits, The City of Corcoran contributes substantial sums toward various government programs that provide further benefits to employees, such as Social Security (FICA), Workers Compensation Insurance and Unemployment Compensation. A complete list of current benefits and premium contributions is found in a Benefits Plan Summary that is updated annually.

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is intended to modify the at-will nature of anyone's employment with the City. Unless otherwise prohibited or required by law, the City reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, at its sole discretion and without notice.

MN State Deferred Compensation Plan (MNDCP)

MNDCP is open to all Minnesota public employees. It allows an employee to set aside a portion of an employee's income and accumulate it on a tax-deferred basis. That means less of an employee's salary is subject to current income tax and an employee's savings and investment earnings accumulate tax-deferred until an employee starts drawing from the Plan at retirement. For further information on this account contact the City Administrator, or payroll administrator.

Cafeteria Benefits Plan

The City provides a cafeteria benefits plan to accommodate the individual and changing needs of employees. A description of the benefits can be found in the "Benefits Plan Summary" document. Each eligible employee will be given an annual dollar amount to purchase core benefits under the cafeteria plan. The City will review its contribution on a regular basis, usually during the budgeting process. Employees may select options during an open enrollment period or as allowed by law.

Short-term Disability

Your Short Term Disability (STD) policy is a City provided benefit offered through a selected insurance carrier. Employees qualify for short term disability when they are not able to perform their job duties because of the employee's personal illness or disability. While employees may qualify for other types of leaves, employees do not qualify for short-term disability benefits based upon the illness or disability of another family member.

After a designated waiting period per the contracted insurance provider's guidelines, the insurance carrier will pay employee's pre-disability salary at 60% percent and the employer will pay the remaining total based on years of service at the following rates: :

- 0-6 years of service: 70%
- 7 + years of service: 100%

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- Any employees represented by a labor agreement hired after January 1, 2016 will receive employee's pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.
- Any employees not represented by a labor agreement hired after January 1, 2017 will receive employee's pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.

Continuation of Insurance Coverage

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans at their own expense, after they leave their employment with the organization and/or in certain changes in family status. In addition, the employee's dependents may be eligible for insurance continuation, at their own expense, should they become ineligible for insurance under the employee. Employees are required to notify the payroll administrator when these situations occur. Employees who are eligible for insurance continuation will be provided specific information about availability and cost and should see the City Administrator for more information.

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Post-Retirement Health Insurance

All non-union employees will contribute a dollar amount, as set forth below, to the Health Care Savings Plan administered by the Minnesota State Retirement System (M.S.R.S.) based on the years of City/Government service:

Actual Years of Service (yr. = 2,080 hrs.)	Contribution as a Percent of Gross Pay
0 - 4.9 years	2% per pay period
5 - 14.9 years	3% per pay period
15 -19.9 years	4% per pay period
20 years and over	5% per pay period

Upon separation an employee must contribute 50% of their PTO severance into their Retirement Health Care Savings Plan unless otherwise noted in labor agreement.

The City offers retirees the opportunity to continue their health insurance coverage at their own expense.

An employee hired before Feb. 1, 2001, who retires with a combination of years of service and age totaling eighty-five (85), and having a minimum of fifteen (15) years of service as a full-time Corcoran employee, shall be entitled to a fifty percent (50%) employer contribution for the employee's cost of single hospitalization and medical insurance premium until said employee reaches the age of sixty-five (65). When multiple plan options are made available, the lowest premium option will be used as the benchmark for city contributions.

Wings Credit Union

As a City employee, an employee is eligible to become a member of an employee's area Wings Credit Union. This is a type of financial institution that allows members the opportunity to access lower interest rates for loans, setting up savings bonds, etc.

PERA & Social Security

All employees that qualify are automatically on the coordinated PERA and Social Security plan. Social Security and PERA deductions are taken out of the employee's earnings at the rate defined by these programs. The City shall contribute to PERA and Social Security at the rate defined by the programs.

Workers' Compensation

Workers' Compensation insurance provides compensation to employees who have a work-related injury or disease. The benefits include partial wage replacement and full payment of reasonable medical and rehabilitation costs. In case of death, workers' compensation benefits are paid to the employee's dependents. Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

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All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called. If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

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ATTENDANCE

General Attendance Information

The City's ability to meet residents' needs is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her supervisor as soon as possible, but no later than their normal starting time. Calling in does not excuse the absence, but will allow the supervisor to arrange work crews. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within the organization.

An employee who is absent for three consecutive scheduled days, without notifying their supervisor, will be considered to have voluntarily terminated his or her employment.

Employees should make arrangements with their supervisor if they need to miss work for personal appointments. These appointments should be scheduled so as to cause the least amount of work disruption.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator.

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LEAVE POLICY

It is the policy of the City to grant employees leaves, both paid and unpaid, as herein applied, in order that employees may perform their duties on the job mentally and physically refreshed. Recognizing that employees offer their best efforts to the City when they are able to attend to pressing personal problems, the City grants leaves of absence as described in this manual, when such time off from the job is justified. All leaves will be granted at the discretion of the City, with consideration of the needs of the department or area in which the employee is located. Federal or state laws may require leave practices that are more favorable to the employee than those set out in this handbook; federal and state law shall prevail.

The City Administrator shall be responsible for administering the leave policy as outlined in this manual. The City Administrator or shall approve the paid and unpaid leaves of absence that are stated in this policy to be within his or her scope after consideration of departmental needs to ensure unhampered operation of the activities of the department. Employees utilizing Family and Medical Leave Act Leave, Jury Duty Leave, or other extended leaves are required to report to the City Administrator or designee on their status and need for continued leave accommodations.

Definitions

“Paid Leave” - Authorized absence from duties of a position without loss of regular compensation from the City.

“Unpaid Leave” - Authorized absence from duties of a position without compensation from the City.

Leave Policy for Exempt Employees

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal, Monday through Friday requirement. Management employees must communicate their absence to the City Administrator, or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position’s responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

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Paid Time-off Earning and Use

PTO hours accrue every pay period worked based on the employee's length of service. As the hours accrue in the employee's PTO bank, the employee may use them for any reason including illness, medical/dental appointments, vacations, personal business, etc. New, eligible employees begin accruing PTO in their first full month of employment.

When service is on a continuous basis, regular full time employees accrue PTO time according to the following schedule:

Credited Years of Service (yr. = 2,080 hrs.)	Days per Year	Hrs. per Pay Period
Less than 1	15	4.7
1 – 4.9	20	6.2
5 – 9.9	25	7.7
10 – 14.9	30	9.3
15+	35	10.8
20+*	40	12.4

* Applies only to employees hired prior to December 1, 2011

The City Administrator shall determine when preparing a job offer whether it is necessary and equitable to provide up to one year of service credit toward PTO accrual and shall recommend experience credit to the City Council as part of the hiring approval process. Employees hired prior to December 1, 2011 shall continue to be credited with service time already recognized.

Employees must use PTO hours to cover their absences unless a law specifically provides that employees may choose to take the time as unpaid. Employees cannot borrow PTO that has not yet been accrued. If an employee does not have enough PTO hours to cover an absence, he/she will only be paid to a "zero" balance.

Employees in regular part-time positions, generally scheduled to work thirty (30) or more hours per week, shall earn paid time off based on their years of service on a pro-rated basis. Every 173.33 hours worked is equal to a month and 2,080 hours is equal to a year of service. Temporary and Seasonal employees are not eligible for PTO.

Employees will accrue PTO during Family and Medical Leave Act (FMLA) Leave. Employees who are on unpaid leave or who have exhausted their FMLA Leave will not accrue leave.

At the end of each calendar year, an employee may roll over up to one (1) times an employee's annual PTO allocation into their PTO bank. Any PTO time over one (1) year's

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accrual will be forfeited. No PTO will be allowed to accrue in excess of this amount without the approval of the City Administrator.

PTO will be paid at the employee's normal rate of pay at the time of the absence. It does not include overtime or any special forms of compensation such as shift differentials.

PTO is to be requested at least one week in advance by completing a "Request for Time Off" form and submitting it to their supervisor for approval. Whenever possible, the PTO will be granted - provided it does not interrupt workflow. It is normally granted on a first come-first served basis. If the request is denied, the supervisor will discuss it personally with the employee. If the absence has been unplanned, the employee should complete this form when they return to work or ask their supervisor to complete it for them. In all cases, the employee must record the PTO hours on his/her time sheet.

Non-exempt employees can use PTO in increments of 1 hour or more; however, the employee's total hours for the week (including the PTO) cannot exceed his/her normally scheduled work hours. For example, if an employee is normally scheduled for 40 hours/week and has 38.07 regular hours, he/she can use no more than 1 hour of PTO to bring the total to 39.07 hours. PTO counts as hours worked for overtime purposes.

Exempt employees must use PTO in full or half-day increments.

Employees are responsible to plan and manage their own PTO hours by referring to the accruals on their paychecks. Discrepancies should be reported immediately to the City Administrator.

Employees will not be granted PTO pay in lieu of taking time off.

Earned, unused PTO will be paid to an employee at the time employment terminates.

Holidays - Paid

The City observes the following official holidays:

New Year's Day	January 1st
Martin Luther King Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4th
Labor Day	First Monday of September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24 th
Christmas Day	December 25 th

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If a holiday falls on Sunday, the following Monday is a paid holiday, and if any such day falls on a Saturday, the preceding Friday is a paid holiday. This procedure is subject to yearly approval by the City Administrator.

Each holiday commences at the beginning of the first shift on the day on which the holiday occurs and continues for twenty-four (24) hours thereafter. Employees are eligible for holiday pay provided they remain on the active payroll beyond the date of the holiday and work their regularly scheduled day both before and after the holiday unless they have PTO scheduled and approved prior to the holiday.

Regular full-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Holiday pay for regular part-time employees working at least 30 hours per week will be pro-rated. Seasonal employees who are scheduled for 40 hours per week will receive eight (8) hours holiday pay provided they are scheduled to work the day before and after the holiday. Holiday hours count as hours worked for overtime purposes.

When a holiday falls on a day that is scheduled as a partial work day, as is Friday during the summer, the day prior to the holiday will be shortened or other days in the week will be shortened, at the discretion of the department supervisor, so that the 8 hours of holiday pay does not result in overtime for the week.

If called to work by the City Administrator, or immediate supervisor, employees shall have the option of including the holiday hours into their total for the week or taking a holiday at a later date.

Funeral Leave - Paid

Full-time employees may be excused from work with pay for up to three (3) days, or a maximum of twenty-four (24) hours, for each death in the immediate family. Part-time employees may be excused from work with pay for up to three (3) days based on the average number of hours worked per week. Additional leave time as outlined in the PTO policy may be taken for this purpose. All time used for this purpose must be approved by the City Administrator, or their immediate supervisor.

Voting Leave – Paid

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

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Military Leave - Paid

City, State and Federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Bone Marrow/Organ Donation Leave - Paid

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed forty (40) hours unless agreed to by the City, to undergo medical procedures to donate bone marrow or to donate an organ or partial organ to another person. The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

Jury Duty - Paid

Employers are not required to pay employees while on jury duty; however, Corcoran employees are eligible for jury duty leave for the time they serve on a jury. They are expected to provide their supervisor with a copy of the jury duty summons at least one week in advance. Employees will be paid their regular wage based on their normal work schedule while on jury duty. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work any time they are released from jury duty during their regularly scheduled work hours. Jury duty up to eight

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hours per day will count as hours worked for overtime purposes. Jurors are allowed to keep any stipend or mileage provided for jury service.

Court Appearances – Paid or Unpaid

Employees will be paid their regular wage to testify in court for City related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Should an employee be subpoenaed to appear in court as a witness, he/she must take PTO time unless the purpose of the court appearance is related to job duties.

Leave Donation Policy - Paid

The City will allow an employee to donate PTO and/or Extended Leave hours to a fellow employee who is experiencing a major life threatening disease or condition either themselves or a member of their immediate family.

This donation shall be subject to the following terms and conditions:

- An employee will be eligible to receive donated PTO and/or Extended Leave hours only after they have exhausted all of their accumulated paid time off, extended leave bank hours, and compensatory time.
- No employee shall be allowed to receive more than forty (40) days of donated leave time for any single major life threatening disease or condition.
- No employee may donate more than forty (40) hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating forty (40) hours per year to another fellow employee. However, an employee donating leave time, may not fully deplete their leave time. They must retain at a minimum twenty-four (24) hours of leave time.
- Donated time shall be at a minimum of two (2) hour increments, and shall be paid at the recipient's rate of pay.
- An employee receiving Workers' Compensation benefits may not receive donated leave.
- A written request to donate leave time must be made to the City Administrator ~~or Director of Public Safety.~~

In the event that the rate of pay between the donor and the recipient have an impact on the City's budget, the City Administrator ~~or Director of Public Safety~~ shall have the right to deny or set limitations on the donated leave.

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Family Medical Leave Act

Regular employees who have completed at least twelve (12) months of service, worked at least 1,250 hours during the twelve (12) consecutive months preceding the date the leave is scheduled to begin, and worked at a site that employs at least 50 employees within a 75 mile radius are eligible for a Family and Medical Leave (FMLA) as provided by law. Public employees are included no matter what the size of the workforce. A leave of absence which is foreseeable ordinarily requires thirty (30) days' notice. Employees who qualify for disability insurance, worker's comp, etc. are required to use such leaves concurrently with FMLA.

The leave is unpaid; however, employees are required to use all but 40 hours of PTO as part of the 12 week entitlement to leave under this policy. Under a FMLA leave, an employee may take up to 12 workweeks of family and/or medical leave during a rolling 12 month, or calendar period. The rolling 12 month period is calculated from the date the leave begins.

This leave of absence is available for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement.
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition.
- Because of the employee's own serious health condition which makes him/her unable to perform the essential functions of their job.

When the requested leave is for a serious health condition of the employee or the employee's spouse, child or parent, a physician's statement will be required. An employee may continue participating in the group insurance plans while on a FMLA leave by continuing to pay his/her share of the premiums. If the employee does not return to work at the end of the leave, the insurance continuation notice will be activated.

If an employee returns from a FMLA leave during or at the end of the twelve (12) work week period, he or she will be reinstated to the same or a comparable position.

This leave policy is written according to federal law. Certain state provisions may apply. Employees should contact the City Administrator to discuss any need for a FMLA leave.

Pregnancy and Parenting Leave - Unpaid

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or

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adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Coordination with Other Leave Provisions

If an employee has eligibility for more than one type of leave, the leaves will run concurrently unless otherwise provided for in the applicable policy provisions, until eligibility for any of the leaves expire.

Extended Leaves - Unpaid

The City understands that employees may need time off for personal obligations and may provide an employee with unpaid time off in these situations, provided that all paid-time-off is first exhausted. If the leave qualifies under a mandatory leave law the employee may retain a balance of forty (40) hours when going on an unpaid leave.

The types of leave may have varying effects on benefits. In certain situations, employees will be expected to use all remaining PTO or banked time during a leave of absence and/or arrange for continuation of insurance benefits.

The City will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence, not legally required, will be reviewed against overall business needs and the City's ability to replace the employee during their absence, and will be approved on a case-by-case basis at the sole discretion of the City.

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For any leave of absence, an employee must request approval from the City Administrator ~~or Director of Public safety~~ as far in advance as possible. Failure to return from a leave within three days following the agreed upon return will be considered a voluntary termination.

The City, at its discretion, grants unpaid leaves to regular employees under justifiable conditions. These justifiable conditions are medical and personal contingencies.

- Medical Contingencies - Prolonged illnesses, serious injury or care of an immediate family member. The City Council may approve a leave for a period not to exceed one (1) year.
- Personal Contingencies - The City Council may approve a leave of up to one (1) year.

All requests for and replies for unpaid leaves must be in written form and approved by the City Council. The City Administrator ~~or Director of Public Safety~~ may grant a leave request on an emergency basis with the continuation of leave approval required by the City Council. Leaves will be used only for those purposes for which they were granted. Leaves shall be granted only after an employee has exhausted all accumulated paid time off and extended leave bank for personal and medical contingencies.

Following an approved leave the City will make every reasonable effort to reinstate the employee to a position within the same classification with the same hours and pay. Failure of an employee to report to work on the first scheduled working day, without reasonable cause, shall be considered cause for termination. Any pay received or benefits granted in excess of those set forth elsewhere in this manual shall be repaid by an employee not returning to work. For medical contingencies, the employee shall submit a physicians' written statement citing that the employee is unable to work because of medical contingencies and the projected date of return to work.

No paid time off shall be earned by persons on an extended leave of longer than one (1) month. Employees on extended leave of longer than one (1) month will have the option of continuing City provided insurance at their own expense.

Subject to the terms, condition and limitations of the applicable plans, health insurance benefits will be provided by the organization for Personal Leaves not exceeding thirty (30) days. Should the leave need to extend beyond 30 days, employees will be responsible for the full costs of these benefits if they wish to continue them. When the employee returns from an Unpaid Personal Leave, benefits will again be provided by the organization according to the applicable plan(s).

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee.

The form is to be completed by the attending physician or practitioner and submitted to the City Administrator, ~~Director of Public Safety~~ City Clerk, or HR Department within ten (10) days after requested, or as soon as is reasonably practicable. The City may require

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a second (or third) opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Fitness for Certification / Returning to Work after a Medical Absence

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision

Military Family Leave - Unpaid

In accordance with Minnesota Statutes 181.947, 181.948 and 192.325, the following military leave entitlements are available to an employee who has an immediate family member in the military service.

Military Ceremonies, Family Training or Readiness Events & Reintegration Programs for Spouse, Parent or Child - This leave applies to immediate family members defined as an employee's spouse, parent or child.

An employee shall be granted an unpaid leave to attend the following kinds of events relating to the military service of the employee's immediate family member:

- Departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military;
- Events held as part of official military reintegration programs.

The unpaid leave may not exceed two (2) consecutive calendar days or six (6) days in a calendar year. An employee may substitute the appropriate paid leave if desired.

Military Ceremonies for Extended Family Members - This leave applies to immediate family members defined as an employee's spouse, parent, child, grandparent, grandchild, sibling, legal guardian, fiancé, or fiancée.

An employee whose immediate family member, as a member of the US Armed Forces, has been ordered into active service in support of a war, or other national emergency, shall be granted an unpaid leave to attend a send-off or homecoming ceremony for the mobilized service member.

Time off is limited to the actual time necessary for the employee to attend the ceremony, not to exceed one (1) unpaid day in any calendar year. An employee may substitute the

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appropriate paid leave if desired. The City may however, deny such leave if the leave would unduly disrupt the operations of the City.

Family Member Injured/Killed in Active Service - This leave applies to immediate family members defined as an employee's spouse, parent, child, grandparent, or sibling.

An employee shall be granted an unpaid leave for up to 10 work days, which is the equivalent of 80 hours for a full-time employee, and 40 hours for a part-time employee, for an immediate family member, who as a member of the US Armed Forces, has been injured or killed while engaged in active service. An employee may substitute the appropriate paid leave if desired.

The request for any leave under this policy must be provided to the City Administrator, with a copy to the Department Director, as soon as practicable.

The City will continue to pay its contribution towards the premiums for insurance benefits and an employee shall continue to accrue leave benefits during any portion of an approved unpaid leave under this policy for up to ten (10) work days, which is the equivalent of 80 hours for a full-time employee and 40 hours for a part-time employee. If a holiday falls during the time an employee is on an approved unpaid leave under this policy, the employee will not be paid for the holiday. Salary increases will not be affected by this type of leave.

School Conference & Activities Leave - Unpaid

As per M.S. 181.9412, employees are allowed up to sixteen (16) hours of unpaid leave during any twelve (12) month period to attend school conferences or classroom activities related to the employee's child. Provided the conferences or classroom activities cannot be scheduled during non-work hours. This leave also applies to attendance at conferences and activities for an employee's child who receives childcare services as defined in Section 256H.01, subdivision 2, or attends a pre-kindergarten regular or special education program.

Election Judges – Unpaid

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice.

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Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator ~~or Director of Public Safety~~ on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator ~~or Director of Public Safety~~. The City Administrator ~~or Director of Public Safety~~ reserves the right to determine when and if light duty work will be assigned. When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator or

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six (6) months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

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TIME AT WORK

Americans with Disabilities

Our organization is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify the City Administrator of the need for an accommodation. Upon doing so, the Administrator may ask the employee for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, the City may need the employee's written permission to obtain additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept separate in a confidential employee file.

Bulletin Boards

The City of Corcoran has established official bulletin boards as one means of communicating information they feel an employee should know. It is the responsibility of all employees to regularly check the bulletin board for current information.

Personal information or materials not related to the organization may not be posted personally by employees, but rather they must give the document to the City Administrator who will determine whether to provide the necessary approval to post.

Employees should check with their supervisors for the bulletin board location in their facility.

Business Ethics

The successful business operation and reputation of the City is built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The City of Corcoran will comply with all applicable laws and regulations and expects its managers and employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest or unethical conduct.

The use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. Employees should discuss any situations that arise which do not meet this code of ethics with their supervisor, the City Administrator or any other member of management. Failure to meet or comply with this code of ethics will lead to corrective action, up to and including termination of employment.

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City Property

Some employees will be provided with various items of City property and equipment that they need to perform their job, including vehicles, computers, software, cellular telephones, keys, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their supervisor. The improper, careless, negligent, destructive or unsafe use of City property can result in 1) the employee's need to personally replace the property or 2) corrective action, up to and including termination of employment.

Upon termination of employment, employees will be required to account for and surrender all City property and equipment he/she has been provided. Failure to do so would result in the City taking legal action to obtain the return of its property.

City Credit Card

The City Council may authorize the use of a credit card by the City Administrator, Department Directors, ~~Director of Public Safety, Public Works Superintendent~~ or employee otherwise authorized to make a purchase on behalf of the City. A purchase by credit card must comply with all statutes, rules, and City policies applicable to City purchases. If a City employee or officer makes or directs a purchase by credit card for a purpose that is not authorized by the Council, the officer or employee is personally liable for the amount of the purchase. Budgeted expenditures are presumed to be authorized. Unbudgeted expenditures require prior authorization.

Claims presented to the City for payment must be in writing and itemized. Bills from credit card companies may not contain the detail necessary to satisfy these requirements; therefore, cities must retain actual invoices and receipts for all items charged to a credit card. Credit card use must also comply with laws concerning City borrowing.

City and Personal Cell Phone Use

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees;
- No personal profit is gained or outside employment is served.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

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Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Employees should practice discretion when making personal calls. All calls should be kept to a minimum and made during a rest or meal break. The organization will make every attempt to notify an employee in the event of an emergency.

Use of personal cellular phones should be kept to a minimum during working hours. Cellular phones should be turned off, placed on a vibrating ring mode, or placed at a low volume when working around others.

Employees issued a cell phone for business use or who use a personal cell phone for conducting business, should refrain from using it while driving a motor vehicle. Safety should always come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should safely park the vehicle before placing or accepting a call.

Electronic Communications

The City of Corcoran provides employees with access to, and use of, a variety of electronic communications resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and have access to information that is necessary for them to carry out their responsibilities as an employee of the City. Use of the City's electronic communications resources in violation of the electronic communications resources ordinance may lead to discipline, up to and including termination of employment. Use of these resources is governed by Chapter 33 of the City Municipal Code.

By using any of the City's electronic and technological equipment, an employee is voluntarily consenting to being monitored, and voluntarily authorizing the organization to inspect, monitor, and access all information or communications he/she has made with that equipment. The organization must reserve the right to monitor and access any and all communications made through its equipment, and the contents of any company computer, as needed for compliance with policies and for any other business reason.

E-mail is not a private communication system. Improper use of the e-mail system could expose employees to personal liability as well as corrective action. It is important to note that e-mail may be recovered as evidence in legal proceedings. Employees should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system.

Internet access is provided to those who need it for their job duties. Internet use must be limited to job-related duties accessing trusted sites and content. The use of chat rooms, blogs and the like via the Internet on the City's computers or during the employee's work time is strictly prohibited. Downloading from the Internet (other than by authorized

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personnel for legitimate business reasons) is restricted as other programs, software, graphics or pictures may carry computer viruses or may violate the organization's license agreement.

Electronic and technological communications are not to be used in ways that may be disruptive, offensive or harmful to others or in ways that conflict with any of the City's policies, including Equal Employment, Harassment & Offensive Behavior, and Security policies. Violation of these policies will lead to corrective action up to and including termination. E-mail is not to be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual, company, or business, etc.

It is not the City's practice or intent to eavesdrop on private communications or data. However, the organization must protect its legitimate business interests and remind employees that the equipment and services available in the workplace are to be used to support its legitimate business interests.

Social Networking

The purpose of this policy is to give employees guidance regarding certain content for personal websites, social media or networking websites, web pages and other electronically transmitted or hard copied material with respect to the use of the City's department's images, material, logos, or any reference to official department activities, training or investigations. All employees must avoid any conduct which would compromise our integrity and undermine the public confidence in our City.

"Social Networking Site": Means any Internet-based website where members of that site can electronically gather to share personal profiles along with other information and photos with other members.

"Privacy": Corcoran employees should understand that information posted on social networking sites is not secure or private. Any member of the public may view the information. Employees should be aware that the content of social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony.

"Liability": Due to the nature of their employment with the City, employees are held to a higher standard. As a result, postings on social networking sites could prove detrimental in civil and criminal proceedings.

Specific Prohibitions

- Employees are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses, or images of the City's Department logos, emblems, patches, badges, uniforms, vehicles, equipment or any other material that specifically identifies the department on any personal website, social media or networking website, web pages and other electronically transmitted or hard copied material without the express written permission of the ~~Director of Public Safety or~~ City Administrator.

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- Employees are prohibited from posting, transmitting and/or disseminating any photographs, video, wording or content that is unethical, slanderous, derogatory or is likely to adversely affect the discipline, good order or reputation of the departments, or that tends to compromise the integrity of the City or co-workers on any personal website, social media or networking website, web pages and other electronically transmitted or hard copied material.
- Employees are prohibited from posting, transmitting and/or disseminating any pictures, videos or materials of official City training, activities or work-related assignments without the express written permission of the City Administrator.
- Employees are prohibited from posting, transmitting and/or disseminating any pictures, videos, wording or content related to any past or present investigation conducted by the police department.
- Employees are encouraged to thoroughly review the City's Policy on Internet, Electronic Mail System and On-line Services for procedures and guidelines on the use of the computer system.
- Employees should not post any wording and/or transmit or disseminate any pictures, videos, or audio recordings on any personal website, social media or networking website, or web page while on duty, unless it is part of their duties to do so.

Employee Appearance

Each employee represents the City to its customers, the public and co-workers. Business casual attire is acceptable which includes dress slacks, corduroys and jeans. Some jobs may require a uniform. Employees are expected to present a clean, neat and professional appearance at all times.

Depending on the season, it is likely that many employees will spend time outside and need to be prepared to work in unexpected inclement weather – hot, cold, wet or windy conditions. The organization encourages employees to wear appropriate clothing including hats, gloves, waterproof footwear and layers of clothing for comfort. Boots or shoes that are comfortable and provide support are recommended.

The City provides uniforms for public works employees. City uniforms must be worn at all times while working. The City provides cleaning services to maintain the uniforms. Employees are ultimately responsible for their uniform. Public works employees are eligible for reimbursable expenses per calendar year, upon proof of receipt of purchase, for the cost of safety shoes. Safety shoes will be worn at all times while at work. The City Administrator and the Public Works Supervisor set the reimbursement dollar amount.

Uniform allowance will be paid by separate check directly to the public safety employee during the first available payroll cycle in February of each year. This amount will be repaid by the employee on a pro-rated basis for the employee who separates employment during the course of the calendar year.

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Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator

Data Practice Advisory / Personnel Files

Records of each employee are kept on file in the City Administrators office. These include such things as the employee's application materials, dates of hire and promotion, salary history, performance evaluations, copies of certifications, commendations, reprimands, and other job-related documents. A separate file will be maintained for confidential materials including, but not limited to, drug test results.

Employees may inspect the contents of the personnel file upon request, unless state or federal law prohibits access. Materials in an employee's personnel file may be released to others in accordance with the provisions of the Minnesota Government Data Practices Act, other applicable state and federal laws, and applicable court decisions.

Employees are obligated to inform the City Administrator or designated records administrator of dependent, marital status, address, lose or receive restrictions on their driver's license, or telephone number changes.

Employees may review their personnel records within 7 working days of their written request to the City Administrator. Review of the original file or copy is available during working hours with a designated City representative present.

Media Information

Formal news releases concerning municipal affairs are the responsibility of the City Administrator, Director of Public Safety, or the Mayor. All media interviews must be approved by the City Administrator, ~~Director of Public Safety,~~ or the Mayor before the interview. All contacts with the media should be reported to the City Administrator, ~~Director of Public Safety,~~ or Mayor as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator, ~~Director of Public Safety,~~ the Mayor or his/her designee.

All news releases concerning City personnel will be the responsibility of the City Administrator ~~or the Director of Public Safety.~~

Employment of Relatives

The employment of relatives is permitted, except in situations where a person would be under the supervision of a relative or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion or compensation. "Relative" is defined as a spouse, parent, child, sibling or any of these relationships by marriage.

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Expense & Travel Reimbursement

All business expenses and/or travel must be pre-approved by the employee's supervisor. The City reimburses employees for reasonable expenses that were incurred while conducting business on behalf of the organization. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed.

Performance Reviews

An objective performance review system will be established by the City Administrator, or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

The City Administrator and Director of Public Service shall be reviewed on an annual basis during the month of October. Reviews will be conducted at the discretion of the City Council.

City of Corcoran Employee Handbook

Personal Conduct

The efficiency and productivity of the organization requires that every employee maintains discipline and proper standards of conduct at all times. This is necessary to protect the health and safety of everyone in the workplace, to meet our customers' needs, to protect property and to maintain a climate of cooperation among employees.

Therefore, employees are expected to conduct themselves in a professional, ethical and productive manner while at work, and to maintain an awareness of the rights of others, a respect for the people they work with and for, and a commitment to the organization's values, mission statement, goals and policies.

It is extremely important that contact with the public be professional and courteous. Treat all inquiries as if an employee were on the receiving end of the information or assistance. Just as the City Council believes every City employee is an important individual, it is important that the individual rights of citizens should be respected. It is essential that every citizen and fellow employee be treated with dignity and consideration. No abusive or foul language will be tolerated.

Obviously, it is impossible to anticipate every situation that might occur. The organization reserves the right to respond to any performance or behavior which, in its judgment, compromises the safety or well-being of any individual in the workplace, diminishes good order, discipline and morale, or detracts from the City's overall goals. If the City's expectations about conduct are unclear, employees should talk to their supervisor or the City Administrator.

The City recognizes that its employees retain their First Amendment rights to speak as citizens on matters of public concern relating to the City and its operations. As such, City employees have the right to express their views and to pursue legitimate involvement in the political system. However, employees must recognize that these rights are balanced by the City's interest in providing efficient public service. Accordingly, an employee may be disciplined for publicly criticizing the operations or personnel of the City where an employee is speaking in an employee position as a City employee and/or where such speech primarily relates to the City's internal administrative matters and is not a matter of public concern. An employee may also be disciplined for public criticisms which have the effect of disrupting the efficiency of the City as a workplace.

Solicitation & Distribution

Solicitation and/or distribution of literature by employees is prohibited on City premises when any of the individuals involved are supposed to be working or at any time in working areas of the building or in any location where customers or the public are present. Failure to comply could result in corrective action, up to and including termination.

We encourage employees who wish to solicit financial or other support from their fellow workers for any cause, charitable, political, etc., to do so off the organization's premises during non-working hours. Likewise, any such solicitations should not be conducted on

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customers' premises nor should they cause individuals to feel uncomfortable or compelled to participate in the activity being solicited.

City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

The intent of this policy is to provide clear direction on authorized use of municipal vehicles and also to comply with Minnesota Statute § 471.666 (Personal Use of Publicly-Owned Vehicles Prohibited).

Overall, City vehicles generally fall into four (4) categories:

1. Unmarked public safety vehicles;
2. Staff cars, vans, and trucks marked with City emblem or City and Department emblems;
3. Squad cars;
4. Public Works and Parks Maintenance trucks and equipment.

The following rules shall apply as indicated:

Certain designated City employees are authorized take home vehicles based on demonstrated need to respond to emergencies outside of their normal scheduled work hours. The City Council, with the advice of the City Administrator will approve all ongoing take home vehicle assignments.

Use of take home vehicles for driving to and from work or work related meetings or training on off duty hours is permitted. Police employees with take home vehicles must have sufficient equipment in the vehicle to respond to a call whenever their vehicles are used.

Marked vehicles will not be taken out of the City limits for non-business purposes. Marked police squad cars and marked fire vehicles may not be used for non-work related reasons outside of working hours with the exception of driving to and from work-related activities or as approved by the Director of Public Safety.

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Employees may not use City vehicles to travel outside of the metro area unless approved by the City Administrator in a work-related emergency situation with one exception: approval for job-related meetings and/or training outside the metro area, within the State, does not require City Administrator approval.

Incidental personal use, determined to be appropriate by the department head, during the workday (or for take home vehicles on the way to and from work) is permitted on a limited basis. Limited personal errands, including going to lunch during an authorized lunch break, is permitted if in close proximity to the work site as long as such personal use does not substantially alter the employee's scheduled work activities or route to or from a work site, and does not violate other existing departmental or City policies or rules.

The Director of Public Safety and the Public Works Superintendent, by the nature of their assigned duties and responsibilities as to the public safety of the community, are generally expected to be "on call" and available at all times and all days. A City vehicle is to be regarded as a tool that is available for their immediate use in a public safety response during the above stated times. To facilitate this availability, they are required to drive the assigned City vehicle to and from their place of residence. Use of a city vehicle by the Director of Public Safety and the Public Works Superintendent while not actively working on City business shall be consistent with provisions as stated above.

Any exceptions to this policy must be approved by the City Administrator and/or the City Council. Reimbursement for any personal use of a City vehicle not consistent with these policies and rules will be required. Violations of this policy could result in discipline.

All vehicles assigned to licensed Police Officers and Investigators are exempt from these provisions. Minimum personal use is allowed.

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RESPECTFUL WORKPLACE

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs. The City of Corcoran is committed to providing a workplace that is free of discrimination, illegal harassment and offensive behavior. All employees are expected to treat their customers, co-workers, subordinates and supervisors with respect at all times. In accordance with this commitment, the City of Corcoran prohibits harassment of one employee by another employee, supervisor, or a third party for any reason including, but not limited to: race, color, religion, sex, age, national origin, disability, veteran/military status, marital status, and sexual orientation, status with regard to public assistance, or membership or activity in a local human rights commission or any other legally protected characteristic.

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Harassment & Offensive Behavior

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

Sexual harassment is a specific type of harassment and a violation of the law. It is a violation of this policy for an employee or any other person associated with the City to sexually harass any employee or any other person affiliated with the organization. It includes unwelcome sexual behavior by either males or females toward either males or females.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

No individual will be denied nor receive special employment opportunities based on going along with or rejecting sexual advances or other conduct of a sexual nature contrary to this policy.

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Any individual who believes he or she has experienced or observed hostile or offensive behavior contrary to this policy should feel free to object to the behavior. He/she is expected to report the displayed behavior to his/her supervisor, the City Administrator

All such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated the City of Corcoran's harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Every employee of the City is to support this commitment to a workplace free from harassment and offensive behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

- **Abusive Customer Behavior:** While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact. If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.
- **Discriminatory Behavior** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
- **Offensive Behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or, the City Administrator ~~or Director of Public Safety~~.

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Employee Response to Disrespectful Workplace Behavior

If the behavior is believed to be of a criminal nature, it shall be reported directly to law enforcement as soon as possible.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor or City Administrator. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two (2) business days to a supervisor or the City Administrator ~~or Director of Public Safety~~.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator, or the Mayor so long as that person is different from the one to which the original complaint/concern was reported.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two (2) business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach

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is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator or Designee who will assume the responsibility for investigation and discipline.

If the City Administrator ~~Safety~~ is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

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Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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SAFETY IN THE WORKPLACE

The City of Corcoran has an excellent safety record and we can be satisfied with nothing less than an accident free environment. An employee's careful observance of the rules and regulations of the City is an important contribution to the task of providing the safest possible working conditions for all concerned. All City employees are required to become familiar with the safety regulations and requirements in effect within their department. They shall guard their own safety and that of their co-workers.

Employees are required to follow these general safety rules:

- Any illness or injury, no matter how slight, must be reported to the supervisor or manager. Employees should never attempt to treat their own or another employee's injury unless they have received formal first aid training.
- Any activity that may result in injuring an employee will not be tolerated (including horseplay).
- Employees are responsible for using any ergonomic equipment provided by the organization.
- Illegal drugs or alcohol will not be permitted on any work site at any time.
- Employees should always lift objects using the proper lifting techniques.
- Employees should only use tools that are in good working order. They should never use tools that are defective in any way.
- Employees are responsible to keep their work areas clean at all times.

Any employee, who violates safety standards, causes hazardous or dangerous situations or fails to report or remedy such situations, will be subject to corrective action, up to and including termination of employment.

Employees are expected to follow any health, safety, and preparedness plans which are adopted.

Physical Qualifications of Employees

All persons employed shall be physically qualified for performing the essential duties to which they are assigned. Some factors to be considered in making work assignments are strength, endurance, agility, coordination, and visual and hearing acuity. Reasonable accommodations shall be made as required by and in accordance with the Americans with Disabilities Act ("ADA") and/or the Minnesota Human Rights Act ("MHRA").

No person shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes to an extent that might unnecessarily expose the person or others to personal injury or to property damage.

Employees will report to their supervisor the use of physician prescribed or over the counter medications that might affect performance or safety. If the employee's abilities are impaired because of the use of prescription drugs, the department supervisor shall assign the employee duties that will not endanger the public or the employee. If the supervisor is unable to assign the employee duties that will not endanger the public or the

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employee, the employee shall be sent home on sick, unpaid or other appropriate leave time.

No part of this section may be used to discriminate on the basis of disability, as defined by the ADA and/or the MHRA.

Instruction & Training

Employees shall be provided initial orientation by their supervisor and will be provided such continuing instruction as will enable them to conduct their work in a safe manner. Employees are encouraged to attend training seminars on safety and equipment operation, subject to the Training Policy defined in this Handbook.

Initial orientation shall include instruction in safety practices, reporting of all accidents, and individual responsibility for accident free operations.

All persons who are required to use protective devices and/or equipment shall be properly instructed and trained in the use of such devices and equipment. All persons required to handle flammable or other dangerous materials shall be fully instructed in the safe handling and use of such materials. All persons required to work in areas where insects, rodents, poisonous plants or other natural hazards might be encountered shall be instructed regarding potential hazards, first aid procedures, proper identification and personal protective measures.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on and off the job.

All accidents, no matter how minor, must be reported immediately to the supervisor or the City Administrator. Lack of notification could affect the employee's workers compensation benefits.

Safety Equipment / Gear

Employees are responsible for reporting all unsafe vehicles, equipment, tools or working conditions to their immediate supervisor. A supervisor shall not knowingly assign unsafe vehicles, equipment or tools, and shall be responsible for reporting any conditions to the City Administrator ~~or Director of Public Safety~~. Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

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Security

All individuals must adhere to any and all security measures and/or guidelines of the facility they are working in. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the City of Corcoran. Accordingly, any agent or representative of the City may inspect them or any articles found within them at any time, with or without prior notice.

In addition, the City will not tolerate theft or unauthorized possession of the property of employees, the City, visitors and customers and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto the premises.

Employees may need keys or codes to enter a facility. It is extremely important that these be kept only in the employee's possession – not anyone else's.

If an employee works after hours, he/she should take any safety/security precautions available. Employees should see their supervisor for more information.

Unsafe Behavior

Employees are responsible for reporting unsafe acts such as equipment abuse, careless operation or horseplay on the job to the City Administrator, Public Safety Director, or their supervisor. Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.
- Firearms used in conjunction with a firearms safety course or test.

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Drugs & Alcohol

It is the policy of the City of Corcoran to maintain a workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse. In accordance with Federal Law, the City of Corcoran has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition to perform their jobs. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have criminal or civil legal consequences.
- The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must notify their supervisor or the City Administrator of the use of prescribed drugs or other substances that may affect their ability to perform their job.

Employees must also notify their supervisor or the City Administrator if they observe any violation of this policy. Failure to comply with any part of this policy may result in corrective action up to and including termination.

Drug Testing

The City has established a drug and alcohol testing policy as mandated by the Omnibus Transportation Employee Testing Act. The City Administrator ~~or Director of Public Safety~~ will provide further information to the select employees subject to the provisions of this policy. Any questions about drug and alcohol testing should be directed to the City Administrator ~~or Director of Public Safety~~.

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Tobacco-Free Environment

Because the City of Corcoran wants to provide employees with a safe and healthy work environment, employees are encouraged to be tobacco-free. Smoking is not permitted inside any facility. Employees must use all tobacco products outside the building and are responsible to keep the area outside the building free of cigarette butts and other debris. In addition, employees must follow the smoking policy of customers when working on their premises.

Employee Right-to-Know

The Employee Right-to-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents (in hospitals and clinics) they may be exposed to in their work places. The Act requires employers to evaluate their work places for the presence of hazardous substances, harmful physical agents, and infectious agents, and to provide training to employees concerning those substances or agents to which employees may be exposed.

Written information on hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees or their representatives. Employees have a conditional right to refuse to work under imminent danger conditions, or if the required information and training are not provided by the employer. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents are also included in the Act.

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DISCIPLINE POLICY

The City Administrator, ~~Director of Public Safety~~ and supervisors are responsible for maintaining compliance with City standards of employee conduct. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the Grievance Procedures. The supervisor ~~or~~ City Administrator, ~~or Director of Public Safety~~ will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Corrective Action

It is our hope that all employees will perform their jobs satisfactorily, and comply with the rules and policies of this organization. The management of the City would like to work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of the rules, policies, or core values, the organization may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, suspension, or termination. The organization reserves the right in its sole discretion to omit any or all of these steps, or add to or modify steps in any particular situation. The City will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation.

Nothing in this section or in the organization's disciplinary policies or practices changes an employee's right to terminate his/her employment with the City at any time, with or without notice, for any or no reason, nor does it modify the organization's right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE POLICY

It is the policy of the City, to the extent possible, to prevent the occurrence of events leading up to the filing of grievances and to deal promptly with those, which occur. Any employee may submit a grievance relating to the terms or conditions of his or her employment. However, this procedure must not unreasonably interfere with the full, faithful and proper performance of the employee's duties. Time is of the essence in

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reporting a grievance, since the passage of time may interfere with the accurate investigation of facts.

If an employee has a grievance, he or she should feel free to address the matter directly with the parties involved. Also, anyone who believes he or she has experienced or observed discriminatory, harassing or offensive behavior prohibited by this policy should feel free to object to the behavior directly, and is, in any event, also expected to report the behavior to their own, or another, supervisor or manager.

If an employee is not satisfied with the results of this procedure, they should bring the matter to the City Administrator. Finally, unresolved issues should be brought to the Mayor or a City Council Member.

In the interest of a prompt and accurate fact-finding process, employees should file a grievance as soon as practicable after the alleged violation or dispute has occurred.

All reports will be taken seriously and investigated in as prompt and confidential a manner as possible. Employees found to have violated the City's harassment & offensive behavior policy, or any other policy, will be subject to corrective action, up to and including termination of employment.

The City of Corcoran also prohibits retaliation against anyone who reports behavior prohibited by this policy or who participates in an investigation under this policy.

The City of Corcoran expects everyone in its workplace to support this grievance policy and to behave in a way that is consistent with the intent and spirit of this policy.

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EDUCATION AND TRAINING POLICY

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved **in advance** under the following criteria and procedures:

Job Related Training & Conferences

The subject matter of the training session or conference is directly job related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The City Administrator, ~~Director of Public Safety~~, or supervisor is responsible for determining job relatedness and approving or disapproving training and conference attendance.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator, ~~Director of Public Safety~~, or supervisor.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

City of Corcoran Employee Handbook

Travel & Meal Allowance

If employees are required to travel 50 miles outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. Reimbursement not to exceed the allowable IRS rate.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator ~~or Director of Public Safety~~ is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests for training must be approved by the employee's supervisor ~~or~~ the City Administrator, ~~or Director of Public Safety~~. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Tuition Reimbursement

To be considered for tuition reimbursement the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator or Director of Public Safety, with final approval/disapproval provided by the City Council.

City of Corcoran Employee Handbook

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not);

OR

- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

AND

- The City will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost.

AND

- Employees must reimburse the City if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the City.

City of Corcoran Employee Handbook

Appendix

CODE OF ETHICS

The proper operation of democratic government requires that all public service employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structures; that public employment not be used for personal gain other than anticipated by the employment relationship; and that the public have confidence in the integrity of all its government. In recognition of these goals, there is hereby established a Code of Ethics for all elected officials and appointed officials of the City of Corcoran, pursuant to Minnesota Statutes 471.895, as well as for all other employees of the City of Corcoran.

The purpose of this Code is to establish ethical standards of conduct for all such employees by setting forth examples of those acts or actions that are incompatible with the best interests of the City and by directing disclosure by employees of any private, financial or other interests in matters affecting the City. The provisions and purposes of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the City of Corcoran.

Definitions

For the purpose of this policy, the following definitions shall apply:

- *Business*: any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages either in non-profit or profit-making activities;
- *Confidential Information*: any information obtained under government authority which has not become part of the body of public information and which, if release prematurely or in non-summary form, may provide unfair economic advantage or may adversely affect the competitive position of an individual or business. Confidential information includes, but is not limited to, data that is classified as not public data under the Minnesota Data Practices Act.
- *Private Interest*: any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption, or advantage from action of the City employee that is not available to the general public in the same manner.
- *Employee or Employees*: employees, appointed officials, and elected officials of the City of Corcoran.

Responsibilities of Public Office

Public employees are agents of public purpose and hold their positions for the benefit of public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota and to carry out impartially the laws of the nation, state and municipality and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully

City of Corcoran Employee Handbook

the duties of their particular position regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproached.

Dedicated Service

Employees shall adhere to adopt rules of conduct as outlined in the personnel policies. Employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

Rules of Conduct

All employees of the City of Corcoran shall conform to and comply with the provisions of these rules and all other applicable policies. Any willful violation shall be considered insubordination and subject to disciplinary action, up to and including dismissal from employment in the City's discretion.

Acceptance of Gifts or Favors

Employees of the City, in the course of, or in relation to their official duties, shall not directly or indirectly receive, or agree to receive, any payment of expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source, except the City, for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be in violation of this section:

1. An item or service of insignificant monetary value;
2. A plaque or similar item if given to recognize individual services in a field of specialty or a charitable cause;
3. Informational material of unexceptional value;
4. Food or beverage given at a reception, meal or meeting by an organization before whom the recipient make a speech or answers questions as part of a program, if the location of reception, meal or meeting is away from the recipient's place of work;
5. Gifts given because of the recipient's membership in a group; however the majority of the members of the group must not be local officials. In addition, the gift is only acceptable if an equivalent gift is given to the other members of the group;
6. Services to assist an official in the performance of official duties, which would include such things as providing advice, consultation, information, and communication in connection with legislation and services to constituents;
7. Lawful campaign contributions;
8. Prizes won of nominal value at any convention, meeting or sporting event at which an employee is a representative for the City, even if the City pays any registration or attendance fee for the employee;
9. Honoraria or expense paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the City;
10. A ticket or tickets entitling the bearer to admission to a promotional event.

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An employee who does accept any item listed in 8,9 or 10 above from a person, firm, labor union, partnership or corporation having any business, administrative, legislative, contractual or similar relationship with the City, shall notify his/her immediate supervisor of the acceptance of the prize or item.

Use of Confidential Information

An employee of the City shall not use confidential information to further the employee's private interest and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Conflicts of Interest

The following actions by an employee of the City shall be deemed a conflict of interest, and shall be subject to disciplinary action as appropriate;

1. Use or attempted use of the employees official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's relatives, or others with which the employee is associated that are different from those available to the general public;
2. Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of the employee's official duties; or
3. Actions as an agent or attorney in any action or matter pending before the City except in proper discharge of official duties or on the employee's behalf.

Determination of Conflicts of Interest

Employees have the responsibility to avoid potential conflicts of interest. A conflict of interest shall be deemed to exist when a review of the situation by the employee, the employee's supervisor or the City Administrator determines any of the following conditions to be present:

1. The use for private gain or advantage of City time, facilities, equipment or supplies, or prestige or influence of City office employment;
2. Receipt or acceptance by an employee of any money or other things of value from anyone other than the city for the performance of work that the employee would be required or expected to perform in the regular course of hours of City employment or as part of the duties as an employee;
3. Outside employment by a business that is subject to the direct or indirect control, inspection, review, audit or enforcement by the employee; or
4. The performance of an act in other than the employee's official capacity that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the employee.
5. A City employee who is in direct contact with suppliers or potential suppliers to the City or who directly or indirectly influences a purchasing decision by establishing specifications, testing products, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process:

City of Corcoran Employee Handbook

- a. Has any financial interest or has any personal beneficial interest, directly or indirectly, in contracts or purchase orders for goods or services used by, purchased by or furnished to the City; or
- b. Accepts directly or indirectly from a person, firm or corporation to which a contract or purchase order has been, or may be, awarded a rebate, gift, money, or anything of value, other than items of nominal value.
- c. Accepts any promise obligation or contract for future reward.

Resolution of Conflict of Interest

If the employee, the employee's supervisor or the City Administrator ~~or Director of Public Safety~~ determines that a conflict of interest exists, that matter shall be assigned to another employee who does not have a conflict of interest. If it is not possible to assign the matter to an employee who does not have a conflict of interest, interested persons shall be notified of the conflict and the employee may proceed with the assignment.

City of Corcoran Employee Handbook

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the City's Employee Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents of this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any City initiated changes to policies contained.

I understand that certain employees are covered by a collective bargaining agreement. Should there be a difference between the collective bargaining agreement and this handbook, the collective bargaining agreement will prevail.

I have entered into my employment relationship with the City of Corcoran voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with the City at any time, with or without notice, for any reason. The City has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The organization retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

I understand and agree that no employee or representative of the City of Corcoran has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, and that no person other than the City Council has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my immediate supervisor or the City Administrator for clarification.

Employee Signature _____

Print Name _____ Date _____

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.
- This copy is to remain in the Handbook -**

City of Corcoran Employee Handbook

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City of Corcoran Employee Handbook

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I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my immediate supervisor or the City Administrator for clarification.

Employee Signature _____

Print Name _____ Date _____

Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.

- This copy is to be removed and placed in the employee's personnel file -

STAFF REPORT

Agenda Item 10f.

Council Meeting: May 13, 2021	Prepared By: Brad Martens
Topic: Charter Commission Application	Action Required: Direction

Summary:

Staff is seeking direction on an additional Charter Commission application recently received. Currently there are five active members of the Charter Commission with an additional seven in process. This will bring the number of Charter Commissioners to 12.

The Charter Commission is currently unable to meet due to not having the minimum active members (seven) until the judge approves the appointments. Staff believes this action will take place in the near future. Once the Charter Commission is able to meet, a meeting will be called in which it will discuss membership items including numbers of members.

Staff is requesting direction on whether or not to process the application through the Council at the next meeting, or to wait until the Charter Commission can meet and discuss overall membership items.

Financial/Budget:

Charter Commissioners serve without compensation. Some staff time and resources are required to support the commission.

Options:

1. Direct staff to submit the Charter Commission application to the City Council for review.
2. Direct staff to hold the application until after the Charter Commission is able to schedule a meeting to discuss membership.

Recommendation:

If the Council is supportive of the Charter Commission establishing membership guidelines, it is recommended to wait on further appointments until the commission is able to meet.

Council Action:

Provide staff direction on additional Charter Commission applications.

Attachments:

None

STAFF REPORT

Agenda Item 10g.

Council Meeting: May 13, 2021	Prepared By: Jessica Beise
Topic: Recycling Contract and Organics Recycling Requirements	Action Required: Direction

Summary:

The City of Corcoran contracts for recycling services utilizing Randy's Environmental Services. Randy's Environmental Services has been the City's contracted provider since 2012. Over the years the City has either gone out and sought requests for proposals or extended the contract for a specific period. The City extended the current contract to December 31, 2021 and the City Council should consider entering a new contract.

The Council should provide direction to staff to negotiate an agreement with Randy's Environmental Services or authorize staff to go out for a request for proposal. Staff has received few complaints on the recycling services. The current costs for recycling services are in line with other communities.

Hennepin County has updated recycling ordinance requiring access to organics either as part of residential services or providing a City-wide organic drop off location as the City is currently under the population of 10,000 by the year 2022.

The City has a few options for reaching compliance with the organics recycling requirement.

1. Require the recycling contractor to provide organics recycling.
 - In the recycling market, providers house organics with garbage hauling rather than part of their recycling program which may make this option challenging.
2. Move to a single hauler for garbage and require the hauler to offer organics recycling.
 - Moving to an open hauler system to a single hauler has been very controversial in other cities.
 - Cost savings may be realized by residents on garbage services.
3. License garbage haulers and require each hauler to offer organics recycling.
 - This option would provide residents with options on garbage hauling but would meet the requirements to provide organics recycling to residents.
 - The City could limit pick up of garbage to the same day as the recycling, which is beneficial for road maintenance in the winter and summer months as cans are not in plowing or grading routes daily.

The Council should provide feedback to staff the preferred approach to meeting the organics recycling requirement.

Financial/Budget:

Costs of the selected recycling contract will be incorporated into the 2022 budget.

Options:

1. Direct staff to negotiate with the current recycling contract holder and provide direction on organics recycling.
2. Direct staff to draft a Request for Proposal and provide direction on organics recycling.

Recommendation

Staff would be comfortable with either extending the contract with Randy's or completing a Request for Proposal for a new recycling contact. In terms of organics recycling, staff would recommend moving forward with a licensing program for garbage haulers to meet the requirements of providing organics recycling to residents.

Council Action:

Consider a motion to direct staff to negotiate an agreement with Randy's Environmental Services for recycling services as proposed, and review options for licensing garbage haulers.

Attachments:

None

STAFF REPORT

Agenda Item 10h.

Council Meeting: May 13, 2021	Prepared By: Director Matt Gottschalk
Topic: Embedded Social Worker	Action Required: Authorization and Direction

Summary:

The Police Department is faced with a large number of calls that have mental health and social work components to them. Additionally, community members frequently express frustration about the lack of access to services and help navigating the mental health and social work systems in Hennepin County. Police Department staff have potentially found a collaborative solution to partner with other police agencies and Hennepin County to provide community members with support in the form of a police department embedded social worker.

The program before the Council for consideration consists of an agreement with Hennepin County Behavioral Health. Under Hennepin County's program, the County partners with police agencies in a cost sharing initiative to provide an embedded social worker for their community. The cost is split with the partner cities paying 60% of the cost of the position and Hennepin County paying 40% of the cost of the position plus benefits and technology (they are technically a county employee). Due to our smaller size, cities participating in the Lakes Area Emergency Management Group discussed sharing one of these positions between multiple agencies. At this time, seven cities have expressed interest.

Hennepin County's Criminal Justice Behavioral Health Initiatives Program Manager has evaluated the combined needs of the agencies and has agreed that sharing one position between the agencies would be an appropriate start to the program. Since this involves hiring an additional employee, the County asks cities to commit to two years of the program up front. The agreements may be canceled without cause by either side with 30 days written notice.

The final agreements for all seven cities are still being drafted. Staff is seeking authorization for the Mayor and City Administrator to enter into a two-year agreement with Hennepin County for a shared police department embedded social worker starting at the end of 2021 or beginning of 2022.

Financial/Budget:

If the seven cities interested all participate, Corcoran's annual contribution would be approximately \$8,600. If one city elects not to participate, Corcoran's annual contribution would be approximately \$10,033. If two cities elect not to participate, Corcoran's annual contribution would be approximately \$12,040. At this time staff

anticipates that all seven cities will be participating but are seeking authorization for a higher amount in case one of the cities backs out at the last minute.

The City's 2022 budget would be drafted to include the funds for this position. If a start in late 2021 is even feasible (and amenable) to all agencies, the City's current budget could support it.

Options:

1. Direct staff to enter into a two-year agreement with Hennepin County for a police department embedded social worker not to exceed an annual cost of \$12,100.
2. Direct staff not to enter into an agreement with Hennepin County for a police department embedded social worker.

Recommendation:

Direct staff to enter into a two-year agreement with Hennepin County for a police department embedded social worker not to exceed an annual cost of \$12,100.

Council Action:

Consider a motion to direct staff to enter into a two-year agreement with Hennepin County for a police department embedded social worker not to exceed an annual cost of \$12,100.

Attachments:

None

Account Description		2020 Actual	2021 Budget	2021 Actual	Amount Remaining	% Remaining	Year End Forecast	Variance Budget vs YEF	COMMENTS
REVENUE									
Other General Government									
R 100-41900-31020 Delinquent Property Taxes	R 100-41900-31020	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-31040 Fiscal Disparities	R 100-41900-31040	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-31050 Tax Increments	R 100-41900-31050	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-31100 General Property Taxes	R 100-41900-31100	4,067,936.48	4,447,791.00	-	4,447,791.00	100.00%	4,447,791.00	0.00	
R 100-41900-31810 Cable Franchise Fee	R 100-41900-31810	50,059.47	53,000.00	(50,059.47)	103,059.47	194.45%	53,000.00	0.00	Reviewing Coding and Moving As Needed
R 100-41900-32110 Liquor License Fee	R 100-41900-32110	11,250.00	19,000.00	-	19,000.00	100.00%	19,000.00	0.00	
R 100-41900-33402 Homestead Credit	R 100-41900-33402	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-33403 Mobile Home Homestead Credit	R 100-41900-33403	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-33420 Ag Preserve Credit	R 100-41900-33420	19,831.42	10,000.00	-	10,000.00	100.00%	10,000.00	0.00	
R 100-41900-33421 PERA State Aid	R 100-41900-33421	-	1,845.00	-	1,845.00	100.00%	1,845.00	0.00	
R 100-41900-33422 Other State Grants and Aids	R 100-41900-33422	5,720.42	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-33620 Other County Grants/Aid	R 100-41900-33620	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-33631 CARES ACT	R 100-41900-33631	439,309.00	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-34000 Charges for Services	R 100-41900-34000	190.14	0.00	8.25	-8.25	0%	8.25	8.25	
R 100-41900-34103 Zoning/Land Use Appl Fee	R 100-41900-34103	50,400.00	45,000.00	4,725.00	40,275.00	89.50%	45,000.00	0.00	
R 100-41900-34105 Copies/Maps	R 100-41900-34105	5.70	100.00	-	100.00	100.00%	100.00	0.00	
R 100-41900-34107 Special Assessment Search	R 100-41900-34107	25.00	50.00	-	50.00	100.00%	50.00	0.00	
R 100-41900-34108 TIF Administration	R 100-41900-34108	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-34110 Escrow Administrative	R 100-41900-34110	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-34400 Recycling	R 100-41900-34400	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-34405 Clean Up Day Income	R 100-41900-34405	-	3,000.00	-	3,000.00	100.00%	3,000.00	0.00	
R 100-41900-36100 Special Assessments	R 100-41900-36100	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-36200 Miscellaneous Revenues	R 100-41900-36200	7,876.65	2,500.00	436.97	2,063.03	82.52%	2,500.00	0.00	
R 100-41900-36210 Interest Earnings	R 100-41900-36210	17,643.61	16,500.00	-	16,500.00	100.00%	16,500.00	0.00	
R 100-41900-36215 Sale of Investments	R 100-41900-36215	(1,371.29)	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-36217 Sale of Assets	R 100-41900-36217	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-36220 Other Rents and Royalties	R 100-41900-36220	6,909.00	7,000.00	-	7,000.00	100.00%	7,000.00	0.00	
R 100-41900-36230 Donations	R 100-41900-36230	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41900-36233 Refunds/Reimbursements	R 100-41900-36233	-	0.00	-	0.00	0%	0.00	0.00	
		\$ 4,675,785.60	\$ 4,605,786.00	\$ (44,889.25)	\$ 4,650,675.25		\$ 4,605,794.25	\$ 8.25	
Elections									
R 100-41410-33631 CARES ACT	R 100-41410-33631	6,119.00	0.00	-	0.00	0%	0.00	0.00	
		\$ 6,119.00	\$ -	\$ -	\$ -		\$ -	\$ -	
Planning and Zoning									
R 100-41910-34103 Zoning/Land Use Appl Fee	R 100-41910-34103	135.00	0.00	80.00	-80.00	0%	0.00	0.00	Reviewing Coding and Moving As Needed
R 100-41910-36200 Miscellaneous Revenues	R 100-41910-36200	80.00	16,250.00	-	16,250.00	100.00%	16,250.00	0.00	
		\$ 215.00	\$ 16,250.00	\$ 80.00	\$ 16,170.00		\$ 16,250.00	\$ -	
Code Enforcement									
R 100-41920-32100 Business/License Fee	R 100-41920-32100	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41920-34000 Charges for Services	R 100-41920-34000	-	0.00	-	0.00	0%	0.00	0.00	
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
City Hall Operations									
R 100-41941-34100 General Government	R 100-41941-34100	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41941-34101 Facility Rental	R 100-41941-34101	-	0.00	-	0.00	0%	0.00	0.00	
R 100-41941-36200 Miscellaneous Revenues	R 100-41941-36200	3,274.14	1,500.00	(29.78)	1,529.78	101.99%	1,500.00	0.00	Reviewing Coding and Moving As Needed
		\$ 3,274.14	\$ 1,500.00	\$ (29.78)	\$ 1,529.78		\$ 1,500.00	\$ -	
Police									
R 100-42100-32240 Animal Licenses	R 100-42100-32240	-	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-33423 Police Aid	R 100-42100-33423	119,167.57	71,000.00	-	71,000.00	100.00%	71,000.00	0.00	
R 100-42100-33424 Police POST Board Train Reimb	R 100-42100-33424	10,350.02	11,900.00	-	11,900.00	100.00%	11,900.00	0.00	
R 100-42100-33620 Other County Grants/Aid	R 100-42100-33620	-	10,000.00	-	10,000.00	100.00%	10,000.00	0.00	Pass through to fund - (100-42100-111 and 100-42101-111)
R 100-42100-34200 Police Permits	R 100-42100-34200	4,190.00	4,000.00	(40.00)	4,040.00	101.00%	4,000.00	0.00	Reviewing Coding and Moving As Needed
R 100-42100-34201 Police Serviced Charges	R 100-42100-34201	-	5,000.00	-	5,000.00	100.00%	5,000.00	0.00	Pass through to fund - (100-42100-111 and 100-42101-111) (Country Daze)
R 100-42100-34202 Police Reports/Fees	R 100-42100-34202	286.00	400.00	-	400.00	100.00%	400.00	0.00	
R 100-42100-34203 Safe & Sober Grant	R 100-42100-34203	(30,345.34)	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-34204 Training	R 100-42100-34204	-	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-34205 Police Event Over Time	R 100-42100-34205	-	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-35101 Fines	R 100-42100-35101	18,117.60	45,000.00	1,294.00	43,706.00	97.12%	45,000.00	0.00	
R 100-42100-36200 Miscellaneous Revenues	R 100-42100-36200	400.00	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-36220 Other Rents and Royalties	R 100-42100-36220	-	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-36230 Donations	R 100-42100-36230	-	0.00	-	0.00	0%	0.00	0.00	
R 100-42100-36233 Refunds/Reimbursements	R 100-42100-36233	5,170.12	0.00	-	0.00	0%	0.00	0.00	
		\$ 127,335.97	\$ 147,300.00	\$ 1,254.00	\$ 146,046.00		\$ 147,300.00	\$ -	
Building Inspection									
R 100-42400-32210 Bldg/Plan Review Fees	R 100-42400-32210	\$ 1,232,581.80	815,000.00	\$ 201,347.80	613,652.20	75.29%	\$ 815,000.00	\$ -	
Public Works									
R 100-43100-33418 Muni State Aid St Maintenance	R 100-43100-33418	155,079.10	170,000.00	75,069.00	94,931.00	55.84%	170,000.00	0.00	
R 100-43100-34300 Public Works Permits/Fees	R 100-43100-34300	16,130.64	5,500.00	700.00	4,800.00	87.27%	5,500.00	0.00	
R 100-43100-34301 Dust Control	R 100-43100-34301	48,349.94	37,500.00	-	37,500.00	100.00%	37,500.00	0.00	
R 100-43100-36100 Special Assessments	R 100-43100-36100	-	0.00	-	0.00	0%	0.00	0.00	
R 100-43100-36200 Miscellaneous Revenues	R 100-43100-36200	42,585.00	42,000.00	-	42,000.00	100.00%	42,000.00	0.00	
R 100-43100-36230 Donations	R 100-43100-36230	-	0.00	-	0.00	0%	0.00	0.00	
R 100-43100-36233 Refunds/Reimbursements	R 100-43100-36233	-	0.00	-	0.00	0%	0.00	0.00	
		\$ 262,144.68	\$ 255,000.00	\$ 75,769.00	\$ 179,231.00		\$ 255,000.00	\$ -	
Ice & Snow Removal									
R 100-43125-36200 Ice & Snow Removal/Miscellaneous Rev	R 100-43125-36200	\$ -	\$ 6,000.00	\$ -	6,000.00	100.00%	\$ 6,000.00	\$ -	
Engineering									
R 100-43170-32290 Watershed LGU Revenue	R 100-43170-32290	\$ 1,600.00	\$ -	\$ 200.00	-200.00	0%	\$ -	\$ -	Reviewing Coding and Moving As Needed
Recycling									
R 100-43232-33610 County Recycling Grant	R 100-43232-33610	13,992.42	14,000.00	-	14,000.00	100.00%	14,000.00	0.00	
R 100-43232-34400 Recycling	R 100-43232-34400	3,166.39	5,000.00	-	5,000.00	100.00%	5,000.00	0.00	
R 100-43232-36200 Miscellaneous Revenues	R 100-43232-36200	66.99	0.00	-	0.00	0%	0.00	0.00	
		\$ 17,225.80	\$ 19,000.00	\$ -	\$ 19,000.00		\$ 19,000.00	\$ -	
Parks									

Account Description		2020 Actual	2021 Budget	2021 Actual	Amount Remaining	% Remaining	Year End Forecast	Budget vs YEF	COMMENTS
R 100-45200-33620 Other County Grants/Aid	R 100-45200-33620	10,000.00	0.00	-	0.00	0%	0.00	0.00	
R 100-45200-33422 Other State Grants and Aids	R 100-45200-33422	21,621.64	40,000.00	17,464.68	22,535.32	56.34%	40,000.00	0.00	
R 100-45200-34101 Facility Rental	R 100-45200-34101	1,142.06	1,500.00	(93.00)	1,593.00	106.20%	1,500.00	0.00	Reviewing Coding and Moving As Needed
R 100-45200-36199 Recreation Programming	R 100-45200-36199	5.00	58,000.00	14,020.00	43,980.00	75.83%	58,000.00	0.00	
R 100-45200-36200 Miscellaneous Revenues	R 100-45200-36200	50.00	0.00	-	0.00	0%	0.00	0.00	
R 100-45200-36230 Donations	R 100-45200-36230	768.00	0.00	230.06	-230.06	0%	230.00	230.00	
R 100-45200-36233 Refunds/Reimbursements	R 100-45200-36233	-	0.00	-	0.00	0%	0.00	0.00	
		\$ 33,586.70	\$ 99,500.00	\$ 31,621.74	\$ 67,878.26		\$ 99,730.00	\$ 230.00	
Transfers to/from Other Funds									
R 100-49360-39200 Transfer from Other Fund	R 100-49360-39200	\$ 218,872.00	269,164.00	-	\$ 269,164.00	100.00%	\$ 269,164.00	\$ -	
Total Revenue		\$ 6,578,741	\$ 6,234,500	\$ 265,354	\$ 5,969,146		\$ 6,234,738	\$ 238	
EXPENSE									
City Charter									
E 100-41000-210 Operating Supplies (GENERAL)	E 100-41000-210	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41000-300 Professional Svcs (GENERAL)	E 100-41000-300	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
City Council									
E 100-41100-100 Wages and Salaries (GENERAL)	E 100-41100-100	19,260.00	19,260.00	0.00	19,260.00	100.00%	19,260.00	0.00	
E 100-41100-122 FICA	E 100-41100-122	1,194.13	1,195.00	0.00	1,195.00	100.00%	1,195.00	0.00	
E 100-41100-126 Medicare	E 100-41100-126	279.28	280.00	0.00	280.00	100.00%	280.00	0.00	
E 100-41100-208 Training and Instruction	E 100-41100-208	3,089.00	6,500.00	3,500.40	2,999.60	46.15%	6,500.00	0.00	
E 100-41100-210 Operating Supplies (GENERAL)	E 100-41100-210	1,727.21	3,000.00	0.00	3,000.00	100.00%	3,000.00	0.00	
E 100-41100-219 Covid-19 Coronavirus	E 100-41100-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41100-364 Worker's Comp Insurance	E 100-41100-364	91.88	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 25,641.50	\$ 30,235.00	\$ 3,500.40	\$ 26,734.60		\$ 30,235.00	\$ -	
Wastewater Committee									
E 100-41120-210 Operating Supplies (GENERAL)	E 100-41120-210	0.00	0.00	0.00	0.00	0%	0.00	0.00	
Newspaper/Newsletter/Website									
E 100-41130-351 Newsletter Expenses	E 100-41130-351	10,006.74	9,500.00	1,400.00	8,100.00	85.26%	9,500.00	0.00	
E 100-41130-354 Web Site	E 100-41130-354	400.00	5,000.00	2,988.00	2,012.00	40.24%	5,000.00	0.00	
		\$ 10,406.74	\$ 14,500.00	\$ 4,388.00	\$ 10,112.00		\$ 14,500.00	\$ -	
City Administrator									
E 100-41300-100 Wages and Salaries (GENERAL)	E 100-41300-100	132,278.62	134,888.00	18,676.80	116,211.20	86.15%	134,888.00	0.00	
E 100-41300-121 PERA	E 100-41300-121	9,920.89	10,117.00	1,400.76	8,716.24	86.15%	10,117.00	0.00	
E 100-41300-122 FICA	E 100-41300-122	7,344.22	8,363.00	1,018.12	7,344.88	87.83%	8,363.00	0.00	
E 100-41300-126 Medicare	E 100-41300-126	1,717.60	1,956.00	238.11	1,717.89	87.83%	1,956.00	0.00	
E 100-41300-130 Employer Paid FSA	E 100-41300-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-131 Employer Paid Health	E 100-41300-131	10,236.10	20,407.00	1,707.13	18,699.87	91.63%	20,407.00	0.00	
E 100-41300-132 Medical Cafeteria Plan	E 100-41300-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-133 Employer Paid H S A	E 100-41300-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-140 Unemployment Comp (GENERAL)	E 100-41300-140	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-208 Training and Instruction	E 100-41300-208	1,155.94	5,500.00	630.00	4,870.00	88.55%	5,500.00	0.00	
E 100-41300-210 Operating Supplies (GENERAL)	E 100-41300-210	637.85	1,000.00	107.08	892.92	89.29%	1,000.00	0.00	
E 100-41300-219 Covid-19 Coronavirus	E 100-41300-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-300 Professional Svcs (GENERAL)	E 100-41300-300	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41300-364 Worker's Comp Insurance	E 100-41300-364	963.81	810.00	0.00	810.00	100.00%	810.00	0.00	
E 100-41300-433 Dues and Memberships	E 100-41300-433	1,202.50	1,400.00	1,095.00	305.00	21.79%	1,400.00	0.00	
		\$ 165,457.53	\$ 184,441.00	\$ 24,873.00	\$ 159,568.00		\$ 184,441.00	\$ -	
Clerk/Admin									
E 100-41400-100 Wages and Salaries (GENERAL)	E 100-41400-100	263,711.35	273,442.00	37,526.40	235,915.60	86.28%	273,442.00	0.00	
E 100-41400-110 Overtime	E 100-41400-110	2,791.76	5,000.00	1,920.56	3,079.44	61.59%	5,000.00	0.00	
E 100-41400-121 PERA	E 100-41400-121	19,987.75	20,508.00	2,958.51	17,549.49	85.57%	20,508.00	0.00	
E 100-41400-122 FICA	E 100-41400-122	16,162.74	16,953.00	2,363.35	14,589.65	86.06%	16,953.00	0.00	
E 100-41400-126 Medicare	E 100-41400-126	3,780.00	3,965.00	552.73	3,412.27	86.06%	3,965.00	0.00	
E 100-41400-130 Employer Paid FSA	E 100-41400-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41400-131 Employer Paid Health	E 100-41400-131	68,269.92	75,479.00	12,075.96	63,403.04	84.00%	75,479.00	0.00	
E 100-41400-132 Medical Cafeteria Plan	E 100-41400-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41400-133 Employer Paid H S A	E 100-41400-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41400-140 Unemployment Comp (GENERAL)	E 100-41400-140	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41400-208 Training and Instruction	E 100-41400-208	7,458.00	12,000.00	0.00	12,000.00	100.00%	12,000.00	0.00	
E 100-41400-210 Operating Supplies (GENERAL)	E 100-41400-210	360.18	1,750.00	542.16	1,207.84	69.02%	1,750.00	0.00	
E 100-41400-219 Covid-19 Coronavirus	E 100-41400-219	259.50	0.00	501.36	-501.36	0%	0.00	0.00	
E 100-41400-300 Professional Svcs (GENERAL)	E 100-41400-300	0.00	75,000.00	0.00	75,000.00	100.00%	75,000.00	0.00	
E 100-41400-364 Worker's Comp Insurance	E 100-41400-364	2,589.54	2,205.00	500.00	1,705.00	77.32%	2,205.00	0.00	
E 100-41400-433 Dues and Memberships	E 100-41400-433	1,007.00	1,250.00	0.00	1,250.00	100.00%	1,250.00	0.00	
		\$ 386,377.74	\$ 487,552.00	\$ 58,941.00	\$ 428,611.00		\$ 487,552.00	\$ -	
Elections									
E 100-41410-202 CARES Act Expenditures	E 100-41410-202	6,119.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41410-219 Covid-19 Coronavirus	E 100-41410-219	2,359.70	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41410-210 Operating Supplies (GENERAL)	E 100-41410-210	20,112.75	2,400.00	0.00	2,400.00	100.00%	2,400.00	0.00	
		\$ 28,591.45	\$ 2,400.00	\$ -	\$ 2,400.00		\$ 2,400.00	\$ -	
Auditor/Treasurer									
E 100-41540-300 Professional Svcs (GENERAL)	E 100-41540-300	41,075.00	37,000.00	9,000.00	28,000.00	75.68%	37,000.00	0.00	
Assessor									
E 100-41550-201 Postage/Shipping (GENERAL)	E 100-41550-201	3.50	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41550-210 Operating Supplies (GENERAL)	E 100-41550-210	1,764.12	1,000.00	0.00	1,000.00	100.00%	1,000.00	0.00	
E 100-41550-300 Professional Svcs (GENERAL)	E 100-41550-300	57,204.32	94,000.00	0.00	94,000.00	100.00%	94,000.00	0.00	
		\$ 58,971.94	\$ 95,000.00	\$ -	\$ 95,000.00		\$ 95,000.00	\$ -	
Attorney									
E 100-41600-219 Covid-19 Coronavirus	E 100-41600-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41600-300 Professional Svcs (GENERAL)	E 100-41600-300	39,226.05	34,000.00	9,385.10	24,614.90	72.40%	34,000.00	0.00	
E 100-41600-304 Legal Fees	E 100-41600-304	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 39,226.05	\$ 34,000.00	\$ 9,385.10	\$ 24,614.90		\$ 34,000.00	\$ -	
Other General Government									
E 100-41900-131 Employer Paid Health	E 100-41900-131	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41900-150 Worker's Comp (GENERAL)	E 100-41900-150	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41900-201 Postage/Shipping	E 100-41900-201	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41900-202 CARES Act Expenditures	E 100-41900-202	202,520.47	0.00	0.00	0.00	0%	0.00	0.00	

Account Description		2020 Actual	2021 Budget	2021 Actual	Amount Remaining	% Remaining	Year End Forecast	Budget vs YEF	COMMENTS
E 100-41900-208 Training and Instruction	E 100-41900-208	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41900-210 Operating Supplies (GENERAL)	E 100-41900-210	7,614.83	8,000.00	1,350.16	6,649.84	83.12%	8,000.00	0.00	
E 100-41900-300 Professional Svcs (GENERAL)	E 100-41900-300	6,494.65	10,500.00	1,500.00	9,000.00	85.71%	10,500.00	0.00	
E 100-41900-360 Insurance (GENERAL)	E 100-41900-360	78,837.00	80,000.00	189,491.00	-109,491.00	-136.86%	80,000.00	0.00	WC Needs to Be Allocated Over the Accounts or Removed from Each Department
E 100-41900-430 Misc. Banking Charge	E 100-41900-430	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41900-433 Dues and Memberships	E 100-41900-433	25,165.66	25,000.00	21,318.61	3,681.39	14.73%	25,000.00	0.00	ECW,Metro Cities,NWHHSC,Community Media,LMC,194 Chamber, Home Free
E 100-41900-700 Transfers	E 100-41900-700	337,000.00	235,000.00	0.00	235,000.00	100.00%	235,000.00	0.00	
E 100-41900-810 Refunds/Reimbursements	E 100-41900-810	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 657,632.61	\$ 358,500.00	\$ 213,659.77	\$ 144,840.23		\$ 358,500.00	\$ -	
Planning & Zoning									
E 100-41910-100 Wages and Salaries (GENERAL)	E 100-41910-100	13,381.93	71,240.00	1,786.96	69,453.04	97.49%	71,240.00	0.00	
E 100-41910-121 PERA	E 100-41910-121	909.24	5,343.00	134.02	5,208.98	97.49%	5,343.00	0.00	
E 100-41910-122 FICA	E 100-41910-122	960.12	4,417.00	109.85	4,307.15	97.51%	4,417.00	0.00	
E 100-41910-126 Medicare	E 100-41910-126	224.54	1,033.00	25.69	1,007.31	97.51%	1,033.00	0.00	
E 100-41910-130 Employer Paid FSA	E 100-41910-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41910-131 Employer Paid Health	E 100-41910-131	1,371.90	8,884.00	0.00	8,884.00	100.00%	8,884.00	0.00	
E 100-41910-208 Training and Instruction	E 100-41910-208	0.00	1,500.00	0.00	1,500.00	100.00%	1,500.00	0.00	
E 100-41910-210 Operating Supplies (GENERAL)	E 100-41910-210	448.28	1,000.00	970.45	29.55	2.96%	1,000.00	0.00	
E 100-41910-300 Professional Svcs (GENERAL)	E 100-41910-300	79,407.46	45,000.00	26,288.72	18,711.28	41.58%	45,000.00	0.00	
E 100-41910-344 Public Hearing Notices	E 100-41910-344	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41910-364 Workers Comp Insurance	E 100-41910-364	160.34	370.00	0.00	370.00	100.00%	370.00	0.00	
		\$ 96,863.81	\$ 138,787.00	\$ 29,315.69	\$ 109,471.31		\$ 138,787.00	\$ -	
E 100-41911-300 Professional Svcs (GENERAL)	E 100-41911-300	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Code Enforcement									
E 100-41920-100 Wages and Salaries (GENERAL)	E 100-41920-100	70,886.72	0.00	7,345.76	-7,345.76	0%	0.00	0.00	Reviewing Coding and Moving As Needed
E 100-41920-110 Overtime	E 100-41920-110	608.76	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-121 PERA	E 100-41920-121	5,362.16	0.00	550.93	-550.93	0%	0.00	0.00	
E 100-41920-122 FICA	E 100-41920-122	4,758.95	0.00	494.85	-494.85	0%	0.00	0.00	
E 100-41920-126 Medicare	E 100-41920-126	1,112.97	0.00	115.73	-115.73	0%	0.00	0.00	
E 100-41920-130 Employer Paid FSA	E 100-41920-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-131 Employer Paid Health	E 100-41920-131	8,433.61	0.00	965.36	-965.36	0%	0.00	0.00	
E 100-41920-132 Medical Cafeteria Plan	E 100-41920-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-208 Training and Instruction	E 100-41920-208	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-210 Operating Supplies (GENERAL)	E 100-41920-210	978.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-219 Covid-19 Coronavirus	E 100-41920-219	83.90	0.00	125.34	-125.34	0%	0.00	0.00	
E 100-41920-300 Professional Svcs (GENERAL)	E 100-41920-300	33,387.75	30,000.00	4,350.50	25,649.50	85.50%	30,000.00	0.00	
E 100-41920-331 Vehicle Expense	E 100-41920-331	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-344 Public Hearing Notices	E 100-41920-344	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-364 Worker's Comp Insurance	E 100-41920-364	480.97	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-417 Uniforms	E 100-41920-417	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41920-433 Dues and Memberships	E 100-41920-433	65.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 126,158.79	\$ 30,000.00	\$ 13,948.47	\$ 16,051.53		\$ 30,000.00	\$ -	
City Hall Operations									
E 100-41941-200 Office Supplies (GENERAL)	E 100-41941-200	3,744.78	4,500.00	1,300.03	3,199.97	71.11%	4,500.00	0.00	
E 100-41941-201 Postage/Shipping	E 100-41941-201	3,275.40	3,750.00	138.55	3,611.45	96.31%	3,750.00	0.00	
E 100-41941-207 Computer Supplies	E 100-41941-207	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-210 Operating Supplies (GENERAL)	E 100-41941-210	16,661.92	19,500.00	5,989.15	13,510.85	69.29%	19,500.00	0.00	
E 100-41941-219 Covid-19 Coronavirus	E 100-41941-219	209.64	0.00	139.76	-139.76	0%	0.00	0.00	
E 100-41941-228 Dust Control	E 100-41941-228	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-261 Recreation Complex	E 100-41941-261	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-300 Professional Svcs (GENERAL)	E 100-41941-300	14,759.55	15,500.00	2,930.58	12,569.42	81.09%	15,500.00	0.00	
E 100-41941-304 Legal Fees	E 100-41941-304	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-321 Telephone	E 100-41941-321	2,811.77	2,500.00	904.66	1,595.34	63.81%	2,500.00	0.00	
E 100-41941-352 General Notices and Pub Info	E 100-41941-352	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-364 Worker's Comp Insurance	E 100-41941-364	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-380 Utility & Services (GENERAL)	E 100-41941-380	13,949.11	16,000.00	4,407.68	11,592.32	72.45%	16,000.00	0.00	
E 100-41941-400 Repairs & Maint Cont (GENERAL)	E 100-41941-400	13,814.45	19,500.00	1,689.78	17,810.22	91.33%	19,500.00	0.00	
E 100-41941-430 Misc. Banking Charge	E 100-41941-430	361.60	400.00	70.00	330.00	82.50%	400.00	0.00	
E 100-41941-432 Credit Card Fees	E 100-41941-432	7,764.55	7,000.00	1,434.61	5,565.39	79.51%	7,000.00	0.00	
E 100-41941-520 Buildings and Structures	E 100-41941-520	5,967.20	6,000.00	0.00	6,000.00	100.00%	6,000.00	0.00	
E 100-41941-530 Improvements Other Than Bldg	E 100-41941-530	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-610 Interest	E 100-41941-610	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-810 Refunds/Reimbursements	E 100-41941-810	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41941-811 Storm Damage Insurance Refunds	E 100-41941-811	0.00	0.00	746.32	-746.32	0%	0.00	0.00	
		\$ 83,319.97	\$ 94,650.00	\$ 19,751.12	\$ 74,898.88		\$ 94,650.00	\$ -	
IT (Info Technology)									
E 100-41951-207 Computer Supplies	E 100-41951-207	27,137.84	35,000.00	18,135.30	16,864.70	48.18%	35,000.00	0.00	
E 100-41951-210 Operating Supplies	E 100-41951-210	8,756.36	15,000.00	3,590.72	11,409.28	76.06%	15,000.00	0.00	
E 100-41951-219 Covid-19 Coronavirus	E 100-41951-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41951-300 Professional Svcs	E 100-41951-300	73,247.90	85,000.00	32,363.75	52,636.25	61.93%	85,000.00	0.00	
E 100-41951-520 Building and Structures	E 100-41951-520	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-41951-530 Improvements Other Than Bldg	E 100-41951-530	2,072.00	12,000.00	2,557.00	9,443.00	78.69%	12,000.00	0.00	
E 100-41951-810 Refunds/Reimbursements	E 100-41951-810	-8,000.00	0.00	0.00	0.00	0%	-7,000.00	-7,000.00	NIBERS reimbursement
		\$ 103,214.10	\$ 147,000.00	\$ 56,646.77	\$ 90,353.23		\$ 140,000.00	\$ (7,000.00)	
Police									
E 100-42100-100 Wages and Salaries (GENERAL)	E 100-42100-100	492,318.57	866,731.00	106,708.49	760,022.51	87.69%	866,731.00	0.00	
E 100-42100-110 Overtime	E 100-42100-110	24,893.41	26,286.00	5,865.32	20,420.68	77.69%	26,286.00	0.00	
E 100-42100-111 Overtime Events/Grants	E 100-42100-111	3,610.72	12,000.00	565.67	11,434.33	95.29%	12,000.00	0.00	Pass thru revenue 100-42100-33620, 100-42100-34201
E 100-42100-119 CARES Act Payroll Costs	E 100-42100-119	214,782.64	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-121 PERA	E 100-42100-121	128,611.25	155,811.00	18,861.29	136,949.71	87.89%	155,811.00	0.00	
E 100-42100-122 FICA	E 100-42100-122	-246.10	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-126 Medicare	E 100-42100-126	10,614.42	12,949.00	1,599.93	11,349.07	87.64%	12,949.00	0.00	
E 100-42100-130 Employer Paid FSA	E 100-42100-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-131 Employer Paid Health	E 100-42100-131	162,749.10	185,621.00	27,936.32	157,684.68	84.95%	185,621.00	0.00	
E 100-42100-132 Medical Cafeteria Plan	E 100-42100-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-133 Employer Paid H S A	E 100-42100-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-134 Employer Paid H R A	E 100-42100-134	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-200 Office Supplies (GENERAL)	E 100-42100-200	2,014.71	3,600.00	872.84	2,727.16	75.75%	3,600.00	0.00	
E 100-42100-201 Postage/Shipping	E 100-42100-201	34.31	250.00	0.00	250.00	100.00%	250.00	0.00	
E 100-42100-208 Training and Instruction	E 100-42100-208	25,808.09	26,400.00	9,472.00	16,928.00	64.12%	26,400.00	0.00	

Account Description		2020 Actual	2021 Budget	2021 Actual	Amount Remaining	% Remaining	Year End Forecast	Budget vs YEF	COMMENTS
E 100-42100-209 Police Reserves	E 100-42100-209	3,384.53	3,500.00	0.00	3,500.00	100.00%	3,500.00	0.00	
E 100-42100-210 Operating Supplies (GENERAL)	E 100-42100-210	12,019.48	18,000.00	2,570.09	15,429.91	85.72%	18,000.00	0.00	
E 100-42100-211 Contracted Security	E 100-42100-211	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-212 Motor Fuels	E 100-42100-212	18,410.37	22,000.00	5,739.09	16,260.91	73.91%	22,000.00	0.00	
E 100-42100-218 Investigations	E 100-42100-218	1,119.56	1,000.00	0.00	1,000.00	100.00%	1,000.00	0.00	
E 100-42100-219 Covid-19 Coronavirus	E 100-42100-219	1,656.01	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-220 Repair/Maint Supply (GENERAL)	E 100-42100-220	16,195.66	12,500.00	1,584.96	10,915.04	87.32%	12,500.00	0.00	
E 100-42100-223 Building Repair Supplies	E 100-42100-223	5,110.35	6,500.00	1,284.54	5,215.46	80.24%	6,500.00	0.00	
E 100-42100-300 Professional Svcs (GENERAL)	E 100-42100-300	3,531.92	6,200.00	2,635.00	3,565.00	57.50%	6,200.00	0.00	
E 100-42100-301 Prisoner	E 100-42100-301	1,670.60	8,000.00	655.91	7,344.09	91.80%	8,000.00	0.00	
E 100-42100-304 Legal Fees	E 100-42100-304	23,313.22	27,500.00	8,938.89	18,561.31	67.50%	27,500.00	0.00	
E 100-42100-321 Telephone	E 100-42100-321	9,495.01	9,500.00	2,002.35	7,497.65	78.92%	9,500.00	0.00	
E 100-42100-323 Radio Units	E 100-42100-323	21,797.05	20,000.00	6,061.24	13,938.76	69.69%	20,000.00	0.00	
E 100-42100-364 Worker's Comp Insurance	E 100-42100-364	62,768.72	47,600.00	0.00	47,600.00	100.00%	47,600.00	0.00	
E 100-42100-380 Utility & Services (GENERAL)	E 100-42100-380	9,335.81	9,500.00	5,493.02	4,006.98	42.18%	9,500.00	0.00	
E 100-42100-417 Uniforms	E 100-42100-417	12,439.75	14,000.00	3,332.98	10,667.02	76.19%	14,000.00	0.00	
E 100-42100-433 Dues and Memberships	E 100-42100-433	1,892.24	2,300.00	1,564.00	736.00	32.00%	2,300.00	0.00	
E 100-42100-490 Donations (Gambling Proceeds)	E 100-42100-490	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-550 Motor Vehicles	E 100-42100-550	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42100-810 Refunds/Reimbursements	E 100-42100-810	2,929.26	0.00	1,897.56	-1,897.56	0%	0.00	0.00	
E 100-42100-811 Storm Damage Insurance Refunds	E 100-42100-811	0.00	0.00	746.31	-746.31	0%	0.00	0.00	Insurance Refund
		\$ 1,272,260.66	\$ 1,497,748.00	\$ 216,387.60	\$ 1,281,360.40		\$ 1,497,748.00	\$ -	
Part Time Officers									
E 100-42101-100 Wages and Salaries (GENERAL)	E 100-42101-100	67,302.30	85,011.00	5,882.55	79,128.45	93.08%	85,011.00	0.00	
E 100-42101-110 Overtime	E 100-42101-110	150.48	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-111 Overtime Events/Grants	E 100-42101-111	15,762.50	5,000.00	3,022.50	1,977.50	39.55%	5,000.00	0.00	
E 100-42101-120 Employer Contrib Ret (GENERAL)	E 100-42101-120	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-121 PERA	E 100-42101-121	5,004.73	11,955.00	805.61	11,149.39	93.26%	11,955.00	0.00	
E 100-42101-122 FICA	E 100-42101-122	4,022.90	5,271.00	245.04	5,025.96	95.35%	5,271.00	0.00	
E 100-42101-126 Medicare	E 100-42101-126	1,218.93	1,233.00	129.12	1,103.88	89.53%	1,233.00	0.00	
E 100-42101-130 Employer Paid FSA	E 100-42101-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-131 Employer Paid Health	E 100-42101-131	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-132 Medical Cafeteria Plan	E 100-42101-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-133 Employer Paid H S A	E 100-42101-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-140 Unemployment Comp (GENERAL)	E 100-42101-140	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-150 Worker's Comp (GENERAL)	E 100-42101-150	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-160 Liability Insurance Employees	E 100-42101-160	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42101-219 Liability Insurance Employees	E 100-42101-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 93,461.84	\$ 108,470.00	\$ 10,084.82	\$ 98,385.18		\$ 108,470.00	\$ -	
Police Admin									
E 100-42102-100 Wages and Salaries (GENERAL)	E 100-42102-100	66,500.44	93,854.00	9,706.26	84,147.74	89.66%	93,854.00	0.00	
E 100-42102-110 Overtime	E 100-42102-110	406.55	500.00	0.00	500.00	100.00%	500.00	0.00	
E 100-42102-120 Employer Contrib Ret (GENERAL)	E 100-42102-120	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-121 PERA	E 100-42102-121	5,018.02	7,077.00	727.97	6,349.03	89.71%	7,077.00	0.00	
E 100-42102-122 FICA	E 100-42102-122	4,300.29	5,850.00	629.06	5,220.94	89.25%	5,850.00	0.00	
E 100-42102-126 Medicare	E 100-42102-126	1,005.72	1,368.00	147.11	1,220.89	89.25%	1,368.00	0.00	
E 100-42102-130 Employer Paid FSA	E 100-42102-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-131 Employer Paid Health	E 100-42102-131	18,386.89	18,613.00	3,183.18	15,429.82	82.90%	18,613.00	0.00	
E 100-42102-132 Medical Cafeteria Plan	E 100-42102-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-133 Employer Paid H S A	E 100-42102-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-140 Unemployment Comp (GENERAL)	E 100-42102-140	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-150 Worker's Comp (GENERAL)	E 100-42102-150	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-160 Liability Insurance Employees	E 100-42102-160	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42102-219 Covid-19 Coronavirus	E 100-42102-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 95,617.91	\$ 127,262.00	\$ 14,393.58	\$ 112,868.42		\$ 127,262.00	\$ -	
Fire									
E 100-42200-550 Motor Vehicles	E 100-42200-550	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42200-580 Other Equipment	E 100-42200-580	0.00	10,000.00	0.00	10,000.00	100.00%	10,000.00	0.00	
E 100-42200-300 Professional Svcs (GENERAL)	E 100-42200-300	366,102.74	383,100.00	142,301.10	240,798.90	62.86%	383,100.00	0.00	
		\$ 366,102.74	\$ 393,100.00	\$ 142,301.10	\$ 250,798.90		\$ 393,100.00	\$ -	
Building Inspection									
E 100-42400-300 Professional Svcs (GENERAL)	E 100-42400-300	392,952.79	402,000.00	73,188.18	328,811.82	81.79%	402,000.00	0.00	
E 100-42400-303 Engineering Fees	E 100-42400-303	664.50	0.00	0.00	0.00	0%	0.00	0.00	
E 100-42400-437 Surcharges	E 100-42400-437	44,519.76	24,500.00	16,404.82	8,095.18	33.04%	24,500.00	0.00	
		\$ 438,137.05	\$ 426,500.00	\$ 89,593.00	\$ 336,907.00		\$ 426,500.00	\$ -	
Public Works									
E 100-43100-100 Wages and Salaries (GENERAL)	E 100-43100-100	447,426.63	620,191.00	72,743.20	547,447.80	88.27%	620,191.00	0.00	
E 100-43100-110 Overtime	E 100-43100-110	38,884.80	39,000.00	7,653.07	31,346.93	80.38%	39,000.00	0.00	
E 100-43100-121 PERA	E 100-43100-121	36,498.92	49,439.00	6,029.73	43,409.27	87.80%	49,439.00	0.00	
E 100-43100-122 FICA	E 100-43100-122	29,044.80	40,870.00	4,760.06	36,109.94	88.35%	40,870.00	0.00	
E 100-43100-126 Medicare	E 100-43100-126	6,792.73	9,558.00	1,113.24	8,444.76	88.35%	9,558.00	0.00	
E 100-43100-130 Employer Paid FSA	E 100-43100-130	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-131 Employer Paid Health	E 100-43100-131	109,959.24	147,536.00	18,047.61	129,488.39	87.77%	147,536.00	0.00	
E 100-43100-132 Medical Cafeteria Plan	E 100-43100-132	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-133 Employer Paid H S A	E 100-43100-133	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-134 Employer Paid H R A	E 100-43100-134	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-140 Unemployment Comp (GENERAL)	E 100-43100-140	4,948.71	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-200 Office Supplies (GENERAL)	E 100-43100-200	0.00	1,000.00	104.10	895.90	89.59%	1,000.00	0.00	
E 100-43100-208 Training and Instruction	E 100-43100-208	2,219.46	7,250.00	2,470.00	4,780.00	65.93%	7,250.00	0.00	
E 100-43100-210 Operating Supplies (GENERAL)	E 100-43100-210	40,846.65	30,000.00	8,907.89	21,092.11	70.31%	30,000.00	0.00	
E 100-43100-212 Motor Fuels	E 100-43100-212	23,577.56	35,000.00	6,292.37	28,707.63	82.02%	35,000.00	0.00	
E 100-43100-219 Covid-19 Coronavirus	E 100-43100-219	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-220 Repair/Maint Supply (GENERAL)	E 100-43100-220	60,997.44	42,000.00	11,602.10	30,397.90	72.38%	42,000.00	0.00	
E 100-43100-222 Seal Coating	E 100-43100-222	101,296.90	69,000.00	0.00	69,000.00	100.00%	69,000.00	0.00	
E 100-43100-223 Building Repair Supplies	E 100-43100-223	9,452.17	15,000.00	1,917.57	13,082.43	87.22%	15,000.00	0.00	
E 100-43100-225 Landscape/Ditch Materials	E 100-43100-225	12,362.13	17,500.00	3,757.46	13,742.54	78.53%	17,500.00	0.00	
E 100-43100-226 Sign Repair Materials	E 100-43100-226	6,382.19	7,000.00	0.00	7,000.00	100.00%	7,000.00	0.00	
E 100-43100-227 Crack Filling	E 100-43100-227	0.00	10,000.00	239.99	9,760.01	97.60%	10,000.00	0.00	
E 100-43100-228 Dust Control	E 100-43100-228	111,075.45	110,000.00	0.00	110,000.00	100.00%	110,000.00	0.00	
E 100-43100-229 Culverts	E 100-43100-229	0.00	15,000.00	0.00	15,000.00	100.00%	15,000.00	0.00	
E 100-43100-230 MSA Expense	E 100-43100-230	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-231 Tiling									

Account Description		2020 Actual	2021 Budget	2021 Actual	Amount Remaining	% Remaining	Year End Forecast	Budget vs YEF	COMMENTS
E 100-43100-232 Gravel	E 100-43100-232	156,484.09	152,500.00	0.00	152,500.00	100.00%	152,500.00	0.00	
E 100-43100-233 Asphalt Maint/Patching	E 100-43100-233	3,400.03	175,000.00	916.00	174,084.00	99.48%	175,000.00	0.00	
E 100-43100-300 Professional Svcs (GENERAL)	E 100-43100-300	504.22	2,100.00	0.00	2,100.00	100.00%	2,100.00	0.00	
Public Works Facility									
E 100-43100-321 Telephone	E 100-43100-321	11,192.36	11,500.00	2,930.23	8,569.77	74.52%	11,500.00	0.00	
E 100-43100-364 Worker's Comp Insurance	E 100-43100-364	15,674.78	8,700.00	0.00	8,700.00	100.00%	8,700.00	0.00	
E 100-43100-380 Utility & Services (GENERAL)	E 100-43100-380	22,496.57	20,000.00	7,716.45	12,283.55	61.42%	20,000.00	0.00	
E 100-43100-381 Street/Signal Lights	E 100-43100-381	4,221.11	10,000.00	1,145.56	8,854.44	88.54%	10,000.00	0.00	
E 100-43100-417 Uniforms	E 100-43100-417	7,923.45	11,250.00	3,202.45	8,047.55	71.53%	11,250.00	0.00	
E 100-43100-431 Misc Expense	E 100-43100-431	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-433 Dues and Memberships	E 100-43100-433	372.50	0.00	250.00	-250.00	0%	0.00	0.00	
E 100-43100-810 Refunds/Reimbursements	E 100-43100-810	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43100-811 Storm Damage Insurance Refunds	E 100-43100-811	0.00	0.00	746.31	-746.31	0%	0.00	0.00	
		\$ 1,264,034.89	\$ 1,656,394.00	\$ 162,545.39	\$ 1,493,848.61		\$ 1,656,394.00	\$ -	
Ice & Snow Removal									
E 100-43125-210 Operating Supplies (GENERAL)	E 100-43125-210	\$ 47,068.89	\$ 50,500.00	\$ 10,445.26	\$ 40,054.74	79.32%	\$ 50,500.00	\$ -	
Engineering									
E 100-43170-260 Comprehensive Plan	E 100-43170-260	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-43170-299 Watershed LGU	E 100-43170-299	17,604.60	10,000.00	4,830.25	5,169.75	51.70%	10,000.00	0.00	
E 100-43170-300 Professional Svcs (GENERAL)	E 100-43170-300	52,516.28	35,000.00	63,323.00	-28,323.00	-80.92%	35,000.00	0.00	Reviewing Allocation
E 100-43170-303 Engineering Fees	E 100-43170-303	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 70,120.88	\$ 45,000.00	\$ 68,153.25	\$ (23,153.25)		\$ 45,000.00	\$ -	
Employee Benefit Chgs									
E 100-43190-300 Professional Svcs (GENERAL)	E 100-43190-300	0.00	0.00	0.00	0.00	0%	0.00	0.00	
Recycling									
E 100-43232-210 Operating Supplies (GENERAL)	E 100-43232-210	0.00	3,500.00	0.00	3,500.00	100.00%	3,500.00	0.00	
E 100-43232-300 Professional Svcs (GENERAL)	E 100-43232-300	11,778.01	9,000.00	1,983.39	7,016.61	77.96%	9,000.00	0.00	
		\$ 11,778.01	\$ 12,500.00	\$ 1,983.39	\$ 10,516.61		\$ 12,500.00	\$ -	
Parks									
E 100-45200-100 Wages and Salaries (GENERAL)	E 100-45200-100	61,567.33	103,052.00	10,513.95	92,538.05	89.80%	103,052.00	0.00	
E 100-45200-110 Overtime	E 100-45200-110	1,432.64	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-119 CARES Act Payroll Costs	E 100-45200-119	22,005.89	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-121 PERA	E 100-45200-121	4,117.63	4,494.00	520.67	3,973.33	88.41%	4,494.00	0.00	
E 100-45200-122 FICA	E 100-45200-122	5,488.71	6,389.00	695.03	5,693.97	89.12%	6,389.00	0.00	
E 100-45200-126 Medicare	E 100-45200-126	1,283.66	1,494.00	162.55	1,331.45	89.12%	1,494.00	0.00	
E 100-45200-131 Employer Paid Health	E 100-45200-131	4,487.17	17,332.00	933.11	16,398.89	94.62%	17,332.00	0.00	
E 100-45200-132 Medical Cafeteria Plan	E 100-45200-132	4,129.44	0.00	804.12	-804.12	0%	0.00	0.00	Reviewing Coding and Moving As Needed
E 100-45200-133 Employer Paid H S A	E 100-45200-133	2,922.99	0.00	553.80	-553.80	0%	0.00	0.00	
E 100-45200-140 Unemployment Comp (GENERAL)	E 100-45200-140	17.08	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-208 Training and Instruction	E 100-45200-208	0.00	350.00	0.00	350.00	100.00%	350.00	0.00	
E 100-45200-210 Operating Supplies (GENERAL)	E 100-45200-210	21,876.46	25,000.00	2,718.69	22,281.31	89.13%	25,000.00	0.00	
E 100-45200-219 Covid-19 Coronavirus	E 100-45200-219	90.91	0.00	140.34	-140.34	0%	0.00	0.00	
E 100-45200-220 Repair/Maint Supply (GENERAL)	E 100-45200-220	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-221 Maintenance Projects	E 100-45200-221	37,015.23	20,000.00	4,299.12	15,700.88	78.50%	20,000.00	0.00	
E 100-45200-222 Seal Coating	E 100-45200-222	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-261 Recreation Programming	E 100-45200-261	4,529.00	25,500.00	4,128.04	21,371.96	83.81%	25,500.00	0.00	
E 100-45200-300 Professional Svcs (GENERAL)	E 100-45200-300	1,348.44	2,500.00	1,383.00	1,117.00	44.68%	2,500.00	0.00	
E 100-45200-321 Telephone	E 100-45200-321	841.69	750.00	132.80	617.20	82.29%	750.00	0.00	
E 100-45200-364 Worker's Comp Insurance	E 100-45200-364	13,503.96	10,200.00	0.00	10,200.00	100.00%	10,200.00	0.00	
E 100-45200-380 Utility & Services (GENERAL)	E 100-45200-380	4,520.39	5,500.00	2,164.92	3,335.08	60.64%	5,500.00	0.00	
E 100-45200-417 Uniforms	E 100-45200-417	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-45200-433 Dues and Memberships	E 100-45200-433	0.00	400.00	520.00	-120.00	-30.00%	400.00	0.00	
E 100-45200-530 Improvements Other Than Bldgs	E 100-45200-530	39,312.08	40,000.00	27,167.28	12,832.72	32.08%	40,000.00	0.00	Northwest Trails Grant
E 100-45200-810 Refunds/Reimbursements	E 100-45200-810	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ 230,490.70	\$ 262,961.00	\$ 56,837.42	\$ 206,123.58		\$ 262,961.00	\$ -	
Transfers to/from Other Funds									
E 100-49360-710 Residual Equity Transfers	E 100-49360-710	0.00	0.00	0.00	0.00	0%	0.00	0.00	
E 100-49360-720 Operating Transfers	E 100-49360-720	0.00	0.00	0.00	0.00	0%	0.00	0.00	
		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Total Expense		\$ 5,712,011	\$ 6,234,500	\$ 1,216,134	\$ 5,018,366		\$ 6,227,500	\$ (7,000)	
GENERAL FUND TOTALS									
Total Revenue		\$ 6,578,741	\$ 6,234,500	\$ 265,354	\$ 5,969,146	95.74%	\$ 6,234,738	\$ 238	
Total Expense		\$ 5,712,011	\$ 6,234,500	\$ 1,216,134	\$ 5,018,366	80.49%	\$ 6,227,500	\$ (7,000)	
Total Revenue - Total Expense		\$ 866,730	\$ -	\$ (950,781)	\$ 950,781	0%	\$ 7,238	\$ 7,238	
Transfer to CIP and Reserves		\$ 337,000	\$ 235,000	\$ -	\$ 235,000	100.00%	\$ 235,000	\$ -	
2020 YEAR END FORECAST									

**City of Corcoran
2021 City Council Schedule**

Agenda Item 13.

May 27, 2021

- 2020 Audit
- Draft Minutes of April 22, 2021 Council Meeting
- Draft Minutes of April 22, 2021 Council Work Session
- Active Corcoran Planning Applications
- Hackamore Road Improvement Plan Update
- Public Hearing – 2021 Dust Control Program
- Commissioner appointment process
- Scherber Roll Off CUP and Site Plan
- D&D Service CUP, Site Plan, and Variances
- Napa Site Plan, Conditional Use Permit and Variance at 19905 75th Avenue North
- Grading Expansion Approval – Rush Creek Reserve
- Construction hours update
- Water Supply Work Plan Supplemental Information
- FEMA floodplan mapping
- Hennepin County Corridor Planning Application
- City Meeting Format (remote/in-person/hybrid)

June 10, 2021 Work Session – 5:30 pm (not scheduled)

- Joint work session with Planning Commission to discuss residential zoning standards

June 10, 2021

- Mandatory Connection Extension Request – Heidi's Growhaus & Lifestyle Gardens
- Police Administrative Assistant Job Description Update
- 2022 Budget Priorities
- Financial Management Plan update
- Financial Management Plan review
- Finance Software RFP
- City Center Drive Feasibility Study
- Future Work Session Schedule