



CITY OF CORCORAN  
Corcoran City Council Agenda  
December 9, 2021 - 7:00 pm

**HYBRID MEETING OPTION AVAILABLE**

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

**Meeting Via Telephone/Other Electronic Means**

**Call-in Instructions:**

+1 312 626 6799 US

**Enter Meeting ID: 858 8564 4201**

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

**Video Link and Instructions:**

<https://us02web.zoom.us/j/85885644201>

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

**Meeting ID: 858 8564 4021**

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. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide public comment visit:

[www.corcoranmn.gov](http://www.corcoranmn.gov)

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. Commission Representatives\*
5. Open Forum – **Public Comment Opportunity**
6. Presentations/Recognitions
  - a. Watershed Update – Ken Guenther, Kris Guentzel
7. Consent Agenda
  - a. Draft Work Session Minutes of November 22, 2021\*
  - b. Draft Council Meeting Minutes of November 22, 2021\*
  - c. Financial Claims\*
  - d. Liability Coverage - Waiver\*
  - e. Magnan Acres Wetland Waiver\*
  - f. Test Well # 2 -- Award Bid\*
  - g. Appraisal – Park Trail Road Feasibility\*
  - h. Memorandum of Understanding – Union Wages\*
8. Planning Business – **Public Comment Opportunity**
9. Unfinished Business – **Public Comment Opportunity**
  - a. Budget and Levy Hearing – 2022 Budget and Property Tax Levy\*
  - b. 2022 Full-Time, Part-Time Seasonal Wage Schedule\*
  - c. 2022 General Fund Budget and Property Tax Levy\*
  - d. 2022 Fee Schedule\*
  - e. 2022 Water and Sanitary Sewer Budget\*
10. New Business – **Public Comment Opportunity**
  - a. 2022 Council Calendar\*
  - b. Executive Search Firm Selection\*
  - c. Early Grading – Early Site Grading Work Agreement – Bellwether/Newman\*
  - d. Chamber of Commerce Representative\*
11. Staff Reports
12. 2021 City Council Schedule\*
13. Adjournment

**\*Includes Materials** - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City website at [www.corcoranmn.gov](http://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.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Commission Representatives	<b>Action Required:</b> None – Informational

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### **Summary:**

The advisory commission representatives for the November 22<sup>nd</sup> Council meeting are as follows:

- Planning Commission: Jim Shoulak
- Parks and Trails Commission: John Dugan

### **Financial/Budget:**

N/A

### **Council Action:**

N/A

### **Attachments:**

N/A

# Shaping priorities for protecting natural resources in Hennepin County

We need your input! Let us know how you would like to be engaged in the update of the Hennepin County Natural Resources Strategic Plan

From lakes and rivers to urban parks, forests and prairies, Hennepin County has an abundance of diverse landscapes and natural resources. These natural resources provide critical habitat for wildlife, protect water quality, offer recreational opportunities, and enhance our collective quality of life.

We all play a role in protecting our natural resources, and we need to hear from you. We are seeking input from the community as we update the Hennepin County Natural Resources Strategic Plan, which will define our natural resources goals and strategies for the next 10 years. The updated plan will seek to better align with new county initiatives, shifting demographics, and changing landscapes. This is the first opportunity to incorporate the county's climate and racial equity priorities into the foundation of the plan.

We will be seeking input from the community throughout the year-long plan development process to ensure your values and priorities are reflected.

## About the Hennepin County Natural Resources Strategic Plan

The Hennepin County Natural Resources Strategic Plan guides the county's work to improve, protect, and preserve natural resources. The plan provides a framework for our natural resources policies, programs, and partnerships. This plan guides the duties and authorities of the Soil and Water Conservation District, a role that Hennepin County fulfills. The plan also includes science and data-based information to guide staff in addressing the technical issues facing surface waters, groundwater, natural resources, wildlife, and soils of Hennepin County.

## Hennepin County's role in protecting natural resources

Work the county does to project land and water resources includes:

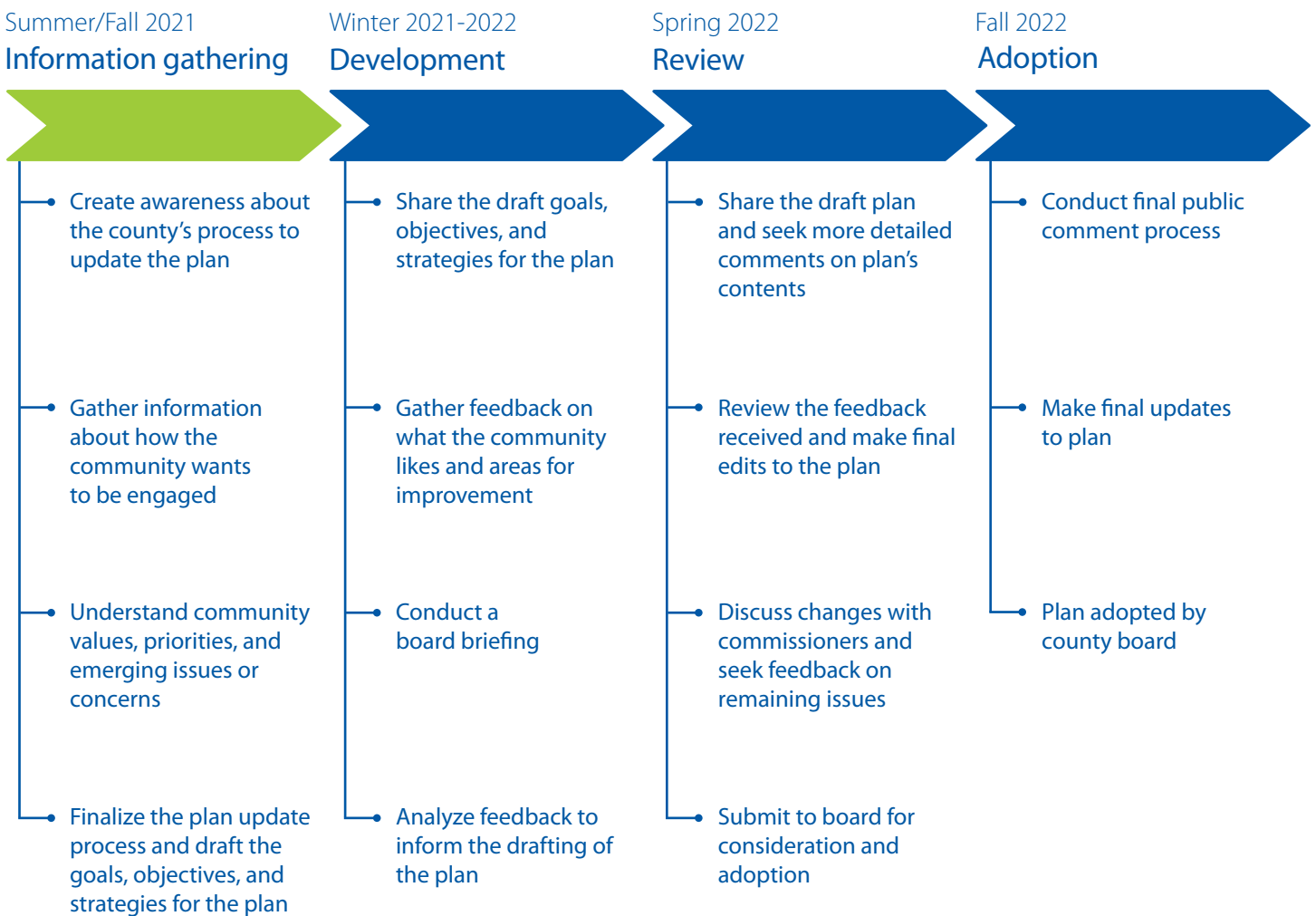
- Protect and restore natural areas, including managing and acquiring conservation easements to permanently protect the best remaining natural areas in the county.
- Protect and restore wetlands, including enforcing the state's Wetland Conservation Act.
- Improve water quality by partnering with local watershed management organizations and cities.
- Prevent the spread of noxious weeds and aquatic invasive species by conducting inspections, educating residents, and working with partners on projects.
- Improve and diversify the tree canopy by growing, planting and maintaining healthy trees, working with partners on large-scale planting events and through grants, managing threats to the tree canopy, and educating the public.
- Educate residents and provide technical and financial assistance to landowners on topics such as sustainable landscaping, agricultural best management practices, soil health initiatives, and other practices to protect water quality and wildlife habitat.
- Manage navigational buoys and public access points for several public waters, including Lake Minnetonka, Lake Independence and Lake Sarah.



## Plan update process and timeline

Staff are planning the update process now. We anticipate four phases, each of which will include community engagement. Staff are committed to listening to understand community values about natural resources, learn about their priorities, and identify emerging issues or concerns that should be considered in the plan.

Each phase will include opportunities for the public to offer feedback and stay up to date on the progress toward the adoption of the updated plan. A variety of engagement tools will be used throughout the process, including surveys, meetings, and one-on-one conversations. Staff will share updates through the Natural Resources Strategic Plan email list, on the county's website, and through social media and local news outlets.



## Stay up to date

Learn more at [hennepin.us/natural-resources-plan](https://hennepin.us/natural-resources-plan) and sign up for email updates to stay informed of the process each step of the way.





CITY OF CORCORAN  
**City Council Work Session Minutes**  
**November 22, 2021 – 5:30 pm**

The Corcoran City Council met on November 22, 2021, in Corcoran, Minnesota. The City Council work session meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Bottema, Councilor Nichols, Councilor Schultz, and Councilor Vehrenkamp were present.

City Administrator Martens, Administrative Services Director Beise, and City Planner Lindahl were present

**1. Call to Order / Roll Call**

Mayor McKee called the work session to order at 5:35 pm.

**2. Residential Zoning District Ordinance Updates for Urban Conservation Subdivisions**

City Planner Lindahl reviewed previous discussion from the developer roundtable on August 26, 2021, noting the draft update included changes to zoning in low density residential land use, open space preservation, minimum acreage sizes, garage frontages, and open park space dedication options. Council and City Planner Lindahl discussed RSF-2 and RSF-3 and inclusion of townhomes, and rezoning requirements for townhomes. Council discussed increasing setback requirements for multi-family units adjacent to existing, single-family homes. Council discussed additional buffering in RSF-2 and RSF-3 zoning with multi-family units and difficulties with delineation of varied setbacks. City Planner Lindahl noted an option of adding a standard regarding townhome perimeter of 20-ft or 30-ft setbacks of project. City Planner Lindahl reviewed the Open Space and Preservation plat setback of 100-ft. Council and staff discussed identifying preservation of parks, woodlands, natural resources, and farmland, and Council objective of retaining open space. Council discussed future land preservation of wetlands and woodlands within the Municipal Utility Service Area (MUSA), buffers between different zoning areas, pedestrian corridors, and park dedication standards relating open space. Council and City Planner Lindahl discussed density perception regarding townhomes in RSF-3 zoned parcels, removing townhomes as a structure option, and increasing buffer setbacks with multi-family unit buildings. Council noted subjectivity of created open space and who decides where the open space is located within a future development and noted importance of preserving natural resources while allowing community to access the natural resource space or open space. Council discussed including a management plan of open spaces and requiring future changes to be reviewed by the city. Council directed staff to present updates to the Planning Commission for review at the January 2022 meeting and schedule final review to Council on January 27, 2022.

**3. Unscheduled Items.**

No unscheduled business was heard.

**4. Adjournment**

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

Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp  
 (Motion carried 5:0)

Meeting adjourned at 6:35 pm.

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Michelle Friedrich – Deputy Clerk



CITY OF CORCORAN  
**City Council Meeting Minutes**  
**November 22, 2021 - 7:00 pm**

The Corcoran City Council met on November 22, 2021, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

Mayor McKee, Councilor Bottema, Councilor Nichols, Councilor Schultz, and Councilor Vehrenkamp were present.

City Administrator Martens, Administrative Services Director Beise, City Planner Lindahl, and Director of Public Safety Gottschalk were present. Planner Davis and Public Works Director Mattson were present via electronic means.

**1. Call to Order/Roll Call**

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

**2. Pledge of Allegiance**

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

**3. Agenda Approval**

City Administrator Martens noted additional public comments were received via email for item 8c- Concept Plan for Pulte Hackamore Properties. City Administrator Martens noted the public comment opportunities and the 5-minute public comment speaker limit.

**MOTION:** made by Nichols, seconded by Bottema to approve the agenda as presented.

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

(Motion carried 5:0)

**4. Commission Representatives**

Mayor McKee noted Planning Commissioners Lanterman and Jacobs were present, and Parks and Trails Commissioner Strehler were present via electronic means.

**5. Open Forum (Public Comment Opportunity)**

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

Councilor Vehrenkamp noted the absence of Bechtold Road signs on County Road 10, County Road 30, and on Oakdale Road. Councilor Vehrenkamp also noted the Century Link cross box remains unrepaired from a previous accident.

City Administrator Martens noted Century Link was notified of damage and cross box is scheduled as a low-priority repair. Council discussed utilizing the nuisance ordinance as an option in rectifying the damaged Century Link cross box. Council directed staff to review missing Bechtold Road signs.

**6. Presentations/Recognitions**

a. Resolution Honoring Meredith Wu

Administrative Services Director Beise noted Ms. Wu was present via electronic means. Mayor McKee read the Resolution honoring Ms. Wu for her service on the Planning Commission. Council thanked Ms. Wu for her 10 years of service on the Planning Commission noting her unique perspective and dialogue on the Planning Commission.

**MOTION:** by McKee, seconded by Schultz to approve Resolution 2021-126 Honoring Planning Commissioner Meredith Wu.

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

**(Motion carried 5:0)**

**7. Consent Agenda**

- a. Draft Minutes of November 10, 2021 Council Meeting
- b. Financial Claims
- c. Nonconformities Section 1030.010 Zoning
- d. Clarification of Benefits – Non-union Police Officers
- e. Interim Administrator Appointment
- f. CSAH 101 and Future 105<sup>th</sup> Avenue Turn Lane Improvements – Pay Request 1
- g. Corcoran Trail Street Improvements – Pay Request 1
- h. Preliminary Plat and Variance Application for Skies Limit LLC “Bechtold Farms” at 10165 Bechtold Road

**MOTION:** made by Bottema, seconded by McKee to approve consent agenda items 7a-g., as presented.

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

(Motion carried 5:0)

Council requested item 7h., be pulled for further discussion. City Planner Lindahl reviewed background trail easement discussion. City Planner Lindahl noted the trail easement request is larger than 20 feet in width as the first 100 feet behind the creek is in the floodplain. City Planner Lindahl noted the recommendation by Parks and Trails Commission included a request of a trail easement from the cul-de-sac, and also on the west side of the creek to provide location flexibility in the future trail along the creek and was recommended by the Planning Commission. City Planner Lindahl further noted trail easement would layer on top of drainage and utility easement, and credit would be given for upland area with park dedication remainder as cash-in-lieu. Council and City Planner Lindahl discussed setback requirements and septic system permits issued by Hennepin County prior to preliminary and final plat approval.

Philip Kothrade and Donavon DesMarais, applicants, reviewed cul-de-sac lot and concerns with the proposed trail easement and addressed concerns regarding tree preservation, proposed trail location request within floodplain, safety of pedestrians with proposed trail location along creek, liability aspect of trail location regarding lot 6, easement on south side, proposed easement opinion of shifting easement to the north of the property. Mr. Kothrade reviewed applicant’s proposal of easement from cul-de-sac with easement on the north side of creek. Mr. DesMarais opposes the proposed easement trail location and opined on applicant’s proposal of easement location. City Administrator Martens reviewed the long-standing process regarding all future trail corridors and off-road trails in Corcoran, noting the vision of trail corridors was to follow the high-quality, natural resource areas throughout the community and not to follow lot lines and roads as requested by the applicant. City Planner Lindahl addressed liability and maintenance questions with proposed trail location. City Planner Lindahl clarified trail, utility, and drainage easement standards. Council discussed timeline of trail construction on parcel, future development in area, and policy on trail corridors. Council and staff discussed various options of the proposed trail easement corridor on parcel. Council discussed altering the neighborhood access to exit on other side of hill, and widen the red area to 40 feet, and adhering to the existing drainage and utility easement. City Planner Lindahl noted increasing the upland trail to 40 feet, doubles the City’s cost and offers no benefit as the 8-foot trail could still be constructed within the proposed standard 20-foot easement within the upland area. City Planner Lindahl proposed including an additional 20-foot easement in the floodplain near the creek. Council consensus modified trail easement to run along property line on the south, maintain existing red area as shown in Council packet. Council noted existing drainage and utility easement would remain the same. City Planner Lindahl noted importance of flood plain regarding easement and suggested applicant revise the southern trail easement with the final plat, noting applicant’s main trail easement concern existing on the north side of lot 6.

**MOTION:** made by McKee, seconded by Nichols to modify Resolution 2021-129 Preliminary Plat and Variance, condition 7a. to include existing trail easement and add 10 feet trail easement into the

floodplain area.

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

(Motion carried 5:0)

**MOTION:** made by Vehrenkamp, seconded by Nichols to approve Resolution 2021-129 Preliminary Plat and Variance, as modified in condition 7a., to include ‘Park dedication shall be the two 20-foot trail easements as shown on “Exhibit A – Trail easement area” in the Council packet plus an additional 10-foot trail easement in the floodplain adjacent to the east side of the trail easement and west of the creek on Lot 6.’

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

(Motion carried 5:0)

## 8. Planning Business (Public Comment Opportunity)

Mayor McKee noted residents are invited to participate in person and telephonically for public comment opportunity for items. Administrative Services Director Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the public comment opportunity.

- a. Site Plan, Conditional Use Permit, and Preliminary Plat for Saint Therese Communities at 8200 County Road 116

City Planner Lindahl reviewed the St. Therese 206-unit senior living community application and noted project history. City Planner Lindahl noted a revised resolution includes a condition by the city attorney invalidating a minor subdivision approved last year, but never filed by applicant. City Planner Lindahl noted the Preliminary Plat creates a lot for St. Therese, for City Hall, and an Outlot for lineal park running along County Road 116. City Planner Lindahl noted applicant submitted revised plans following the Planning Commission meeting to address some comments. City Planner Lindahl noted the revised plans do not meet landscape code requirements, the revised parking plan complies with code requirements, and revised architectural plans provide alternative options for Council discussion. City Planner Lindahl outlined site plan street setbacks, noting plan calls for build-to or maximum setback on the street, details pertaining to Towne Center standards, high-quality design of Town Center buildings, and noted alternate, architectural plans submitted. City Planner Lindahl noted Council discretion regarding architecture. City Planner Lindahl reviewed the gateway sign, permit requirements, and code standards. Council and City Planner Lindahl discussed the lineal city park and park dedication cash-in-lieu of land. City Planner Lindahl summarized the vision of the Corcoran Town Center. Council discussed the reviewed architectural design regarding brick components, secondary components, and percentages required on elevations to comply with code requirements. Council and staff discussed replacing fiber wall panels as an acceptable primary material.

**MOTION:** made by Nichols, seconded by Schultz to amend Resolution 2021-131 Site Plan and Conditional Use Permit for the Property at 8200 County Road 116 to include fiber wall panels as an acceptable primary material. (PID 24-119-23-23-0001) (City File 21-042)

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

Nay:

Abstain: Bottema

(Motion carried 4:0:1)

Council and staff discussed including a requirement of applicant to donate trees in the lineal park, building stories within the Town Center and location of trees, and different options for park dedication offsite credit for trees. Council and staff discussed landscape ordinance is separate from the Town Center urban-dense development ordinance. Council and staff discussed parking demand and compliance with code with each facility use and surrounding parking uses.

Applicant thanked Council for their cooperation with development of the project in coordination with the City’s Town Center area.

**MOTION:** made by Nichols, seconded by Schultz to approve Resolution 2021-130 Preliminary Plat “Town Center Addition” at 8200 County Road 116 (PID 24-119-23-23-0001) (City File 21-042)

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

(Motion carried 5:0)

**MOTION:** made by Nichols, seconded by Schultz to approve Resolution 2021-131 Site Plan and Conditional Use Permit for the Property at 8200 County Road 116 to include fiber wall panels as an



acceptable primary material. (PID 24-119-23-23-0001) (City File 21-042)  
Voting Aye: McKee, Bottema, Nichols, Schultz, and Vehrenkamp  
(Motion carried 5:0)

b. Concept Plan for Corcoran Highway 55 Business Park

City Planner Lindahl reviewed concept plan and history of site noting at that time and Alternative Urban Areawide Review was completed in 2005. City Planner Lindahl noted the Corcoran Business Park was approved in 2006 with sanitary sewer and water extending from Medina and noted Final Plat approval in 2007 expired. City Planner Lindahl reviewed the applicant request and concept plan includes five lots and extends east to Rolling Hills Road with frontage along Highway 55. City Planner Lindahl noted the premature subdivision Section 925 of the City Code requires Council to review applications for this standard. City Planner Lindahl noted if Council findings discover project is not premature, there is significant interest in the southwest district and project would open the door for development of other parcels located in the southwest district prior to sewer and water availability. City Planner Lindahl reviewed the district standards for site design and architecture, setbacks with I-1 standards, and landscaping required. City Planner Lindahl noted the future study for sanitary sewer will occur prior to 2028 when next Comp Plan is prepared, and the Council could allow development prior to services and require a 429 waiver or similar method to ensure connection in the future. City Planner Lindahl reviewed next steps would be an Environmental Assessment Worksheet (EAW) and is required for commercial/industrial exceeding 300,000 square feet, noting upon EAW completion, applicant can submit for rezoning, preliminary plat, CUP, and variance application, followed by final plat submission. City Planner Lindahl noted all Council comments regarding project are advisory only. Council and staff discussed future utility construction, Comprehensive Plan direction, variance option and obligation for applicant for costs. City Administrator Martens noted future Metropolitan Council sewer in Maple Plain or Rogers would require the Metropolitan Council to invest substantial funding and either option would not available until at least 2030. Council and staff discussed the 429 waiver, street construction, and corridor for utilities. Council reviewed division of utility invoicing for tenants.

Paul Jorgenson, Park Place Storage, responded to Council's question regarding distribution of utility dues.

Council and staff reviewed Council approval of Nelson International project and well for water and sewer connection through Maple Grove as an example of construction of commercial property prior to availability of City utilities.

John Rausch, owner of property, presented brief history of business park project, noting project is approximately a \$50-60 million dollar project, reviewed water and sewer construction, and landscape screening. Mr. Rausch noted work completed with Hennepin County for septic system.

Council and Mr. Rausch discussed resident discussions regarding project, inlet and outlets of project, and general traffic direction. City Administrator Martens noted weighing prospect of a larger valued project 20 years into the future versus a smaller valued appropriate tax bases with each option. City Planner Lindahl indicated the current value and tax base of a \$60 million commercial project within Corcoran. Mr. Rausch noted access to Highway 55 and proximity to I-494. Council indicated screening is an important factor in development of project. City Planner Lindahl noted MNDOT comments and noted the EAW will include a traffic feasibility study for Council review prior to formal plat application. Mayor called a recess at 9:13 pm.

Mayor called meeting to order at 9:25 pm.

c. Concept Plan for Pulte Hackamore Properties

City Planner Lindahl reviewed the applicant request includes a concept plan of 45-47 single-family homes and 82 townhomes. City Planner Lindahl noted the number of units proposed and the net density requirements. City Planner Lindahl reviewed the PUD flexibility request includes mix of single family and townhomes, minimum lot size and lot width, and setbacks for single family with no setback flexibility requested for townhomes. City Planner Lindahl outlined the benefits proposed by applicant include increased setbacks on perimeter to buffer neighboring homes, tree preservation on west property line, additional conifer landscaping on perimeter for buffer from existing homes, and wetland preservation. City Planner Lindahl noted previously Larkspur Lane would connect to Lupine Lane, and

Goldenrod connection on south did not exist, Lupine is a cul-de-sac on north and Larkspur and Goldenrod are the main connections. City Planner noted the stub to Hackamore is planned with no connections to County Road 101 as other access routes are available.

Paul Heuer, Pulte Homes, presented current Pulte Homes neighborhoods in the metro area, including in the Bellwether and Amberly projects in Corcoran. Mr. Heuer reviewed achievable density for the unique property, with tree location on the outside perimeter, and determined with current straight, standard and codes, the PUD option may be a more beneficial option. Mr. Heuer noted preservation of wetlands, and placing ponds on the perimeter, instead of setback areas, where trees would need to be removed. Mr. Heuer reviewed the open space, extra buffering along the west property line, and an option for a public park. Mr. Hoyer noted tree preservation would allow a wide and strong wooded buffer with a 60-foot single family home setback, and 222-foot townhome setback, with additional dedication of additional right-of-way for County Road 101. Mr. Heuer noted preservation of strong, wooded buffers along Hackamore Road and the west property line. Mr. Heuer noted consistency with the City's Comp Plan density and preservation of wetlands and existing trees, and inclusion of open space.

Council discussed landscaping buffers on perimeter of parcels, noted minimum lot sizes in Ravinia of 50 feet, and Tavera townhomes are approximately 65-foot setback from County Road 116. City Planner Lindahl noted proposed concept plan indicates 220 feet from County Road 101. Council and staff discussed the likelihood of 3 units per acre on this parcel, noting the uniqueness of the parcels. Council discussed improvements and changes that may occur along with development. City Planner Lindahl noted a feasibility study with the applicant responsible for some improvements. Public Works Director Mattson noted development would be reviewed with requirements and agreements with the City of Medina, noting the feasibility study would analyze site. Council noted larger lot sizes, and less townhomes would be appealing, along with the buffering of the perimeter of the parcel, including a park within the development, and positive connections regarding roads in development, and avoiding construction traffic within the Ravinia development. Mr. Heuer and Council reviewed access points for construction traffic. Council and Mr. Heuer noted a mix of units including twin homes, single-family homes, and townhomes on parcels, and perception of high-density townhomes. Council and Mr. Heuer discussed the narrow lots on Lupine Lane and Goldenrod and increasing lot size, if possible, tree location, and a wider buffer due to tree preservation. Council and Mr. Heuer discussed trails along County Road 101. City Planner Lindahl noted a trail within the right-of-way on County Road 101. Council and Mr. Heuer discussed difference in look and style of homes and architectural standards. Mr. Heuer thanked Council for their input.

d. Concept Plan for 23185 County Road 10

City Planner Lindahl reviewed applicant's concept plan for 15 single-family lots, and three commercial lots, noting the shoreland for Rush Creek and high-quality maple-basswood forest in the southwest corner. City Planner Lindahl noted past Council comments regarding re-guiding and rezoning required for three commercial lots. City Planner Lindahl noted the Outlot A would be deeded to the City for park land and could accommodate a trail along the creek as planned. The proposal separates Outlot A from County Road 10, and parking access should be addressed. City Planner Lindahl noted residential lot grouping would be served by a rural street section and allows for 150 percent bonus with the open space preservation plat (OS & P). City Planner Lindahl noted Council direction to applicant to include preservation of significant natural resources in southern portion of the site, however the current concept does not accomplish direction, but the right-of-way is larger. City Planner Lindahl reviewed the two new accesses for residential lots, the new street to serve commercial lots and shared with Public Works. City Planner Lindahl noted applicant requested the city to consider sharing the cost of the new street, noting staff does not support this request. City Planner Lindahl reviewed new accesses to County Road 19 and County Road 10 must be approved by Hennepin County. Council asked for clarification on lot 9 and removal of trail access from County Road 10 to Outlot A.

Nate Kariniemi, applicant, clarified under the OSP plan lot 9 would include trail access to County Road 10 from Outlot A. Council and Mr. Kariniemi discussed the three lots in the natural resource area and

widening the road on the southern border to preserve the tree line and selectively preserve the high-quality forest. Mr. Kariniemi reviewed the existing commercial road standards and benefits of utilizing and improving the existing driveway to benefit the city and newly development commercial lots. Staff and Council discussed options for a driveway off a public road connecting to County Road 19 and impacts to Public Works operational space with removal of driveway and then only utilizing the proposed public roadway. Mr. Kariniemi requested cost-sharing for public road by City. City Administrator Martens noted there is not a fund mechanism to support the cost-sharing request to build the road. Council discussed possible access from County Road 10.

**9. Unfinished Business (Public Comment Opportunity)**

Mayor McKee noted residents are invited to participate in person and telephonically for public comment opportunity. Administrative Services Director Beise explained the instructions to participate in the meeting via the Zoom video format and reviewed instructions for participation in the meeting through telephone or computer. No residents participated in the public comment opportunity.

a. Draft 2022 General Fund Budget

Finance Manager Ung presented the updated draft of the 2022 General Fund Budget and outlined changes in wages, pass through surcharges from revenue and expenditures, increased transparency through creation of new departments, water and sewer funds, and noted a fee study analysis of staff time on building inspection to reallocate building inspection department wages. Finance Manager Ung reviewed three options for Council review on tax rate based on the proposed final budget.

**MOTION:** made by Bottema, seconded by McKee directing staff to utilize option 3 as presented by staff to split the additional \$58,834 between reduction of the tax levy and transferring the remaining half to the Asphalt Fund. Council and staff discussed the recommendation to the Asphalt Fund.

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

(Motion carried 5:0)

b. Water and Sewer Budget

Finance Manager Ung presented the Water and Sewer Budget highlights and includes an estimated 238 new homes with the biggest impact in water trunk revenue, with an increase of \$529,000 from 2021. Finance Manager Ung noted removal of passthrough SAC fees form revenue and expenditure, depreciation added into both funds and each fund capturing 10 percent of selected Public Works expenditures. Finance Manager Ung noted G/L account changes and description updates. Finance Manager Ung noted positive, revenue balances in both the water and sewer funds projected at the end of 2022. Council and staff discussed depreciation. Council direction was to proceed with final draft 2022 water and sewer budgets.

**10. New Business (Public Comment Opportunity)**

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

a. Resolution Creating and Amending Job Descriptions

City Administrator Martens outlined the creation and amendment of job descriptions and staffing plan. City Administrator Martens noted establishment of a part-time program coordinator position, a new Recreation Supervisor position and appointing Jessica Christensen Buck to the position, establishing a part-time administrative assistant in planning, and establishing a full-time administrative assistant position in the Police Department and appointing Amy Fadden to the position.

**MOTION:** made by Bottema, seconded by Vehrenkamp authorize the Director of Public Safety to attend the FBI National Academy in 2022.

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

(Motion carried 5:0)

b. Training Opportunity – FBI National Academy

Director of Public Safety Gottschalk presented a training opportunity invitation to participate in the FBI National Academy and is residential training program for local law enforcement and communities. Director of Public Safety Gottschalk reviewed expenses to attend the FBI National Academy of \$1,000

to \$1,500.

**MOTION:** made by McKee, seconded by Nichols authorize the Director of Public Safety to attend the FBI National Academy in 2022.

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

(Motion carried 5:0)

c. 2022 Police Staffing

Director of Public Safety Gottschalk reviewed police staffing, noting the decline in part-time police officers, long-term leave scenarios, and current staff workload demands reducing officer flexibility. Director of Public Safety Gottschalk reviewed staffing needs and the budget surplus due to officer leave in 2021 covered by insurance policies. Director of Public Safety Gottschalk noted two full-time permanent police officer positions in 2022 would be ideal, however recognizing the current market, is proposing one full-time permanent police officer in 2022, with an additional position in 2023. Director of Public Safety Gottschalk reviewed budget impact of hiring one or two officers. Council requested an update on the grant the City completed to cover the cost of new hires. Director of Public Safety Gottschalk responded the City of Corcoran was not selected for the grant. Council and staff discussed the challenges in hiring police officers in the current market. City Administrator Martens noted the 2022 budget would likely exceed the budgeted amounts, however general fund reserves from the 2021 unspent wages would be allocated to the 2022 budget.

**MOTION:** made by McKee, seconded by Vehrenkamp to authorize one full-time permanent police officer position in 2022 and authorize staff to begin the police officer hiring process.

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

(Motion carried 5:0)

d. Schedule Work Session – Water Supply Planning

Mayor McKee called a work session on December 9, 2021, at 5:30 pm for water supply planning.

## 11. Staff Reports

a. City Park Master Plan Update; report received.

b. Active Corcoran Planning Applications; report received.

## 12. 2021 City Council Schedule

The schedule was included but not reviewed.

## 13. Adjournment

Mayor McKee noted tonight's meeting is the last meeting for City Administrator Martens and thanked him for his 8 plus years of service to the City of Corcoran. City Administrator Martens thanked Council for the opportunity to serve in the city administrator position. City Administrator Martens thanked the commissioners for their dedication in participating in city meetings, and noted the city is in a successful position, has a wonderful staff and team in all departments. Council thanked City Administrator Martens for his service

**MOTION:** made by McKee, seconded by Nichols to adjourn.

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

(Motion carried 5:0)

Meeting adjourned at 11:04 pm.

---

Michelle Friedrich – Deputy Clerk

Agenda Item 7c.  
 Council Meeting Date: 12/9/2021  
 Prepared By: Maggie Ung

**FINANCIAL CLAIMS**

**CHECK RANGE**

Agenda Item:

**Paid to**  
 SEE THE REGISTER FOR #500 CLAIMS

**FUND #500 ESCROW CLAIMS**

**Amount Project name**

**Total** \$0.00  
**Total Fund #500 =** \$ -  
 (See attached Payments Detail)

Agenda Item:

**ALL OTHER FINANCIAL CLAIMS** \$ 109,727.73  
 (See attached Check Detail Register)  
**Total Checks** \$ 109,727.73  
**Total of Auto Deductions** \$ 250,200.43  
**TOTAL EXPENDITURES FOR APPROVAL** \$ 359,928.16

**Auto Deductions / Electronic Fund Transfer / Other Disbursements**

Date	Paid to	Amount	
11/4/2021	ADP	\$ 79,714.36	Net Payroll and Taxes
11/5/2021	Farmer's Bank	\$ 15.00	ACH Fee
11/8/2021	RevTrak	\$ 992.40	Credit Card Processing Fee
11/8/2021	State of MN Empower	\$ 4,838.95	Employee Deferred Comp/Healthcare Savings
11/8/2021	Optum	\$ 3,628.67	Employee HSA Contribution
11/8/2021	PERA	\$ 16,930.65	Pension Plan
11/17/2021	MN Dept of Revenue	\$ 43.61	Fuel Tax
11/18/2021	ADP	\$ 82,590.13	Net Payroll and Taxes
11/19/2021	Optum	\$ 3,628.67	Employee HSA Contribution
11/19/2021	PERA	\$ 18,097.69	Pension Plan
11/23/2021	State of MN Empower	\$ 4,955.81	Employee Deferred Comp/Healthcare Savings
12/1/2021	HealthPartners	\$ 29,823.31	Employee Health Insurance
11/22/2021	Humanity	\$ 80.00	Pd Shift Scheduling Software Fee
11/22/2021	4IMPRINT INC	\$ 196.64	Pd Uniform Shirts
11/24/2021	Post Board Service Fee	\$ 2.24	Peace Officer Training Licenses Service Fee
11/24/2021	Target	\$ 16.17	Supplies
11/24/2021	State of MN - Post Board	\$ 90.00	Peace Officer Training Licenses
11/26/2021	Sig Sauer Inc	\$ 96.69	Pd Firearm Grips
11/26/2021	Strobes N More	\$ 4,053.72	Pd Squad Car Equipment
11/29/2021	Strobes N More	\$ 405.72	Pd Squad Car Equipment
<b>Total</b>		<u>\$ 250,200.43</u>	

CITY OF CORCORAN

12/02/21 4:41 PM

Page 1

**\*Check Detail Register©**

December 2021

Check Amt Invoice Comment

**10100 Farmers State Bank**

**Unpaid 4 IMPRINT**

E 100-41941-210	Operating Supplies (GENERAL)	\$295.83	21946837	TABLE CLOTHES
<b>Total 4 IMPRINT</b>		\$295.83		

**Unpaid BK AUTO**

E 100-43100-220	Repair/Maint Supply (GENERAL)	\$383.00	2751	PW VEHICLE REPAIR
<b>Total BK AUTO</b>		\$383.00		

**Unpaid CENTURY LINK**

E 100-45200-321	Telephone	\$69.41		LAND LINE 763-420-4061
E 100-43100-321	Telephone	\$0.00		LAND LINE/FIRE MONITORING-9100
<b>Total CENTURY LINK</b>		\$69.41		

**Unpaid CINTAS - 470**

E 100-42100-223	Building Repair Supplies	\$0.00		FLOOR MATS - POLICE
E 100-41941-210	Operating Supplies (GENERAL)	\$0.00		CITY HALL
E 100-42100-223	Building Repair Supplies	\$0.00		FLOOR MATS - POLICE
E 100-41941-210	Operating Supplies (GENERAL)	\$0.00		CITY HALL - RUGS
E 100-43100-417	Uniforms	\$0.00		UNIFORMS
E 100-43100-210	Operating Supplies (GENERAL)	\$36.77	4102031179	PUBLIC WORKS
E 100-43100-417	Uniforms	\$164.01	4102031211	UNIFORMS
E 100-41941-210	Operating Supplies (GENERAL)	\$82.53	4102031234	CITY HALL
E 100-43100-210	Operating Supplies (GENERAL)	\$12.35	4102669216	PUBLIC WORKS
E 100-43100-210	Operating Supplies (GENERAL)	\$72.28	4102669302	PW TOWELS
E 100-43100-210	Operating Supplies (GENERAL)	\$69.09	4102669313	PW TOWELS
E 100-43100-417	Uniforms	\$212.00	4102669393	UNIFORMS
E 100-41941-210	Operating Supplies (GENERAL)	\$95.22	4103339320	CITY HALL - RUGS
<b>Total CINTAS - 470</b>		\$744.25		

**Unpaid CULLIGAN BOTTLED WATER**

E 100-41941-210	Operating Supplies (GENERAL)	\$30.76		OFFICE WATER
<b>Total CULLIGAN BOTTLED WATER</b>		\$30.76		

**Unpaid DAKOTA SUPPLY GROUP**

E 100-43100-223	Building Repair Supplies	\$179.36	S101427870.0	PW SUPPLIES
<b>Total DAKOTA SUPPLY GROUP</b>		\$179.36		

**Unpaid DEFENSIVE EDGE TRAINING & CONS**

E 100-42100-208	Training and Instruction	\$450.00	3047	PD TRAINING REGISTRATION FEE
<b>Total DEFENSIVE EDGE TRAINING &amp; CONS</b>		\$450.00		

**Unpaid DELTA DENTAL**

E 100-41400-131	Employer Paid Health	\$225.75	CNS00083413	DENTAL INSURANCE
E 100-42100-131	Employer Paid Health	\$273.35	CNS00083413	DENTAL INSURANCE
E 100-42102-131	Employer Paid Health	\$101.35	CNS00083413	DENTAL INSURANCE
E 100-43100-131	Employer Paid Health	\$156.70	CNS00083413	DENTAL INSURANCE
G 100-20205	Reimbursements	\$63.00	CNS00083413	DENTAL INSURANCE - HAMILTON

CITY OF CORCORAN

**\*Check Detail Register©**

December 2021

		Check Amt	Invoice	Comment
E 100-41910-131	Employer Paid Health	\$184.20	CNS00083413	DENTAL INSURANCE
E 100-41300-131	Employer Paid Health	\$30.70	CNS00083413	DENTAL INSURANCE
E 100-45200-131	Employer Paid Health	\$30.70	CNS00083413	DENTAL INSURANCE
<b>Total DELTA DENTAL</b>		\$1,065.75		

Unpaid		DVS		
E 100-42100-220	Repair/Maint Supply (GENERAL)	\$14.25	122021	VEHICLE REGISTRATION
<b>Total DVS</b>		\$14.25		

Unpaid		ECM PUBLISHERS INC		
E 100-41910-210	Operating Supplies (GENERAL)	\$43.54	863770	DEC 9 2022 BUDGET & LEVY
E 100-41941-210	Operating Supplies (GENERAL)	\$43.54	863771	DEC 2 ZONING AMENDMENTS PH
E 100-41941-210	Operating Supplies (GENERAL)	\$35.62	863772	DEC 2 MAGNAN PRELIM PLAT PH
<b>Total ECM PUBLISHERS INC</b>		\$122.70		

Unpaid		ESRI		
E 602-49450-210	Operating Supplies (GENERAL)	\$202.00	26054184	ARCGIS DESKTOP MAINTENANCE
E 601-49400-210	Operating Supplies (GENERAL)	\$202.00	26054184	ARCGIS DESKTOP MAINTENANCE
<b>Total ESRI</b>		\$404.00		

Unpaid		FERGUSON WATERWORKS		
E 601-49400-215	Water Meters	\$4,220.36	0484630	WATER METERS
E 601-49400-215	Water Meters	\$314.99	0487116	WATER METERS
E 100-45200-210	Operating Supplies (GENERAL)	\$54.19	8906070	PVC CLEANER
<b>Total FERGUSON WATERWORKS</b>		\$4,589.54		

Unpaid		GOTTSCHALK, MATT		
G 100-21709	Dependent Care FSA Withhold	\$780.00	122021	MAY DEPENDENT CARE
<b>Total GOTTSCHALK, MATT</b>		\$780.00		

Unpaid		HOLIDAY COMPANIES		
E 100-42100-220	Repair/Maint Supply (GENERAL)	\$45.00	003401122100	PD CAR WASH
<b>Total HOLIDAY COMPANIES</b>		\$45.00		

Unpaid		LENNAR		
R 601-49400-36233	Refunds/Reimbursements	\$582.72	112021	19326 PRIMROSE LANE
R 601-49400-36233	Refunds/Reimbursements	\$314.77	112021	6499 PRAIRIE SAGE LANE
R 601-49400-36233	Refunds/Reimbursements	\$53.18	112021	6357 LARKSPUR LANE
R 601-49400-36233	Refunds/Reimbursements	\$52.83	112021	6634 RPIMROSE COURT
R 601-49400-36233	Refunds/Reimbursements	\$50.31	112021	19545 ANNABELLE LANE
R 601-49400-36233	Refunds/Reimbursements	\$5.26	112021	19352 ANNABELLE LANE
R 601-49400-36233	Refunds/Reimbursements	\$4.30	112021	19460 ANNABELLE LANE
R 601-49400-36233	Refunds/Reimbursements	\$2.63	112021	19409 SUNFLOWER COURT
R 601-49400-36233	Refunds/Reimbursements	\$2.63	112021	19484 ANNABELLE LANE
R 601-49400-36233	Refunds/Reimbursements	\$2.63	112021	6451 PRAIRIE SAGE LANE
R 601-49400-36233	Refunds/Reimbursements	\$2.63	112021	6618 BRIDLE PATH
<b>Total LENNAR</b>		\$1,073.89		

Unpaid		MATTSON, KEVIN		
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CITY OF CORCORAN

**\*Check Detail Register©**

December 2021

		Check Amt	Invoice	Comment
E 100-43100-210	Operating Supplies (GENERAL)	\$50.40	112021	CONFERENCE MILEAGE
E 100-43100-208	Training and Instruction	\$566.50	112021	CONFERENCE REIMBURSEMENT
<b>Total MATTSON, KEVIN</b>		\$616.90		
<b>Unpaid METRO WEST INSPECTION SERVICES</b>				
E 100-42400-300	Professional Srvs (GENERAL)	\$43,210.16	112021	FINALED PERMITS 11/2021
<b>Total METRO WEST INSPECTION SERVICES</b>		\$43,210.16		
<b>Unpaid METROPOLITAN COUNCIL MCES</b>				
E 602-49450-310	Other Professional Services	\$49,700.00	11-2021	NOVEMBER 2021 SAC
R 602-49450-36200	Miscellaneous Revenues	(\$497.00)	11-2021	NOVEMBER 2021 SAC DISCOUNT
<b>Total METROPOLITAN COUNCIL MCES</b>		\$49,203.00		
<b>Unpaid MINNESOTA EQUIPMENT</b>				
E 100-45200-210	Operating Supplies (GENERAL)	\$409.99	269027	PW FILTERS
<b>Total MINNESOTA EQUIPMENT</b>		\$409.99		
<b>Unpaid RANDYS ENVIRONMENTAL SERVICES</b>				
E 100-41941-380	Utility & Services (GENERAL)	\$315.53	112021	CITY HALL GARBAGE 1280351
E 100-43232-300	Professional Srvs (GENERAL)	\$698.32	112021	MONTHLY RECYCLING
E 100-45200-380	Utility & Services (GENERAL)	\$280.76	112021	PARKS GARBAGE 11039
E 100-43100-380	Utility & Services (GENERAL)	\$222.91	112021	PUBLIC WORKS GARBAGE (9100) 12
E 100-45200-380	Utility & Services (GENERAL)	\$80.01	112021	PARKS WILDFLOWER PARK
<b>Total RANDYS ENVIRONMENTAL SERVICES</b>		\$1,597.53		
<b>Unpaid SPRINT</b>				
E 100-43100-321	Telephone	\$312.90	391283315-24	CELL SERVICE
<b>Total SPRINT</b>		\$312.90		
<b>Unpaid TWIN CITY GARAGE DOOR</b>				
E 100-43100-223	Building Repair Supplies	\$1,625.00	Z197499	PW GARAGE DOOR CABLE REPAIR
<b>Total TWIN CITY GARAGE DOOR</b>		\$1,625.00		
<b>Unpaid VIKING AWARDS &amp; RECOGNITION</b>				
E 100-41900-210	Operating Supplies (GENERAL)	\$64.95	8970	PUBLIC SERVICE AWARD
<b>Total VIKING AWARDS &amp; RECOGNITION</b>		\$64.95		
<b>Unpaid WESTSIDE WHOLESALE TIRE</b>				
E 100-43100-220	Repair/Maint Supply (GENERAL)	\$1,002.70	392341	PW APOLLO ENDU TRAX
<b>Total WESTSIDE WHOLESALE TIRE</b>		\$1,002.70		
<b>Unpaid WOLD ARCHITECTS AND ENGINEERS</b>				
E 100-41941-300	Professional Srvs (GENERAL)	\$517.18	74147	ARCHITECT FEES
E 100-41941-300	Professional Srvs (GENERAL)	\$107.18	76042	ARCHITECT FEES
<b>Total WOLD ARCHITECTS AND ENGINEERS</b>		\$624.36		
<b>Unpaid Z SYSTEMS, INC</b>				
E 100-41900-300	Professional Srvs (GENERAL)	\$812.50	82374	TROUBLESHOOT AUDIO

CITY OF CORCORAN

**\*Check Detail Register©**

December 2021

	Check Amt	Invoice	Comment
Total Z SYSTEMS, INC	\$812.50		
10100 Farmers State Bank	\$109,727.73		

Fund Summary

**10100 Farmers State Bank**

100 GENERAL FUND	\$54,511.49
601 WATER	\$5,811.24
602 SEWER	\$49,405.00
	<hr/>
	\$109,727.73

## STAFF REPORT

## Agenda Item 7d.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Liability Coverage – Waiver	<b>Action Required:</b> Approval

---

### **Summary:**

The City is a member of the Minnesota League of Cities Insurance Trust and must decide whether to waive the statutory tort requirements. By not waiving the limits, an individual would not be able to recover more than \$500,000 on claims which tort limits apply. Waiving the limits would require extending the limits of liability coverage obtained, and the City could pay more than \$500,000 on claims which tort limits apply. In the past several years the City's policy decision has been to not waive the statutory tort limits. The City Council may choose to review the policy to waive tort limits.

### **Financial/Budget:**

Additional liability coverage would need to be purchased if the City were to waive coverage.

### **Council Action:**

Elect to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 and authorize the Mayor to sign the liability coverage waiver form.

### **Attachments:**

1. Liability Coverage – Waiver Form



CONNECTING & INNOVATING  
SINCE 1913

**LIABILITY COVERAGE – WAIVER FORM**

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name: City of Corcoran & EDA

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member’s governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

## STAFF REPORT

## Agenda Item 7e.

<b>City Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Natalie Davis
<b>Topic:</b> Magnan Acres Wetland Waiver (PID 16-119-23-11-0002; 16-119-23-11-0001) (City File No. 21-046)	<b>Action Required:</b> Approval

---

**Review Deadline:** January 29, 2022

### 1. Application Request

The applicants, Brandon and Chelsea Magnan, request a wetland waiver for the properties located at 9247 Trail Haven Road and 9257 Tail Haven Road. This request is in coordination with an application for a preliminary and final plat that also includes Outlot A of Outcalt 2<sup>nd</sup> Addition immediately north of 9257 Trail Haven Road. The preliminary plat was reviewed at the December 2, 2021 Planning Commission meeting. The preliminary and final plat are scheduled for City Council action on December 22, 2021. The applicants intend to consolidate 9247 and 9257 Tail Haven Road into a single lot, and to move an unused development right from 9257 Trail Haven Rd to Outlot A for the development of a single-family home. No improvements or changes are proposed on 9247 or 9257 Trail Haven Road other than the removal of a shared lot line. The wetland waiver must be granted before the final plat can be approved.

### 2. Context

#### *Zoning and Land Use*

The two parcels are zoned Rural Residential (RR), and the Comprehensive Plan designates the site as Rural/Ag Residential. The properties are not located within the Metropolitan Urban Service Area (MUSA).

#### *Surrounding Properties*

All surrounding properties are located within the RR district, designated as Rural/Ag Residential, and outside of the MUSA. The present land use on all surrounding properties located on the west side of Trail Haven Rd is single family residential, and agricultural use is located on the east side of Tail Haven Rd.

#### *Natural Characteristics of the Site*

Trees exist throughout the site. The Comprehensive Plan Natural Resource Inventory map identifies a disturbed woodland on the entirety of 9247 and 9257 Trail Haven Rd. The Comprehensive Plan Ecologically Significant Natural Areas map identifies the

woodland as maple-basswood forest. Hennepin County Natural Resources Map identifies a potential wetland on 9257 Trail Haven Road.

### **3. Analysis**

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

#### *Wetland Waiver*

The City Council has a high level of discretion when reviewing the request. The City has historically allowed wetland waivers for sites where no development or improvements are planned and simply deferred the delineation to a later date.

The applicants submitted a preliminary and final plat application that consolidates three parcels into two lots. Proposed Lot 1 is Outlot A of Outcalt 2<sup>nd</sup> Addition, and proposed Lot 2 is a consolidation of 9247 and 9257 Trail Haven Rd. The applicants received a notice of decision that there are no wetlands on proposed Lot 1 which does have plans for new development. The applicants seek a wetland waiver for proposed Lot 2 which is not currently planned for any new development or improvements. A wetland delineation may be required if new construction is proposed at a later date.

Staff recommends approval of the wetland waiver on proposed Lot 2 because no new development or improvements are proposed at this time.

#### *Next Steps*

If the waiver request is approved, the applicant will proceed with the final plat.

If the waiver request is not approved, the preliminary plat can be approved with the condition that a wetland delineation is required prior to moving forward with the final plat. This would likely stall the final plat approval until spring of 2022 when site visits for wetland delineations and determinations resume.

### **4. Recommendation**

Move to adopt Resolution 2021-133 to approve the wetland delineation waiver for 9247 and 9257 Trail Haven Road.

#### **Attachments:**

1. Resolution 2021-133 approving the Wetland Delineation Waiver
2. Site Location Map
3. City Engineer's Memo dated 12/01/2021
4. Existing Conditions Survey dated 09/14/2021
5. Preliminary Plat dated 11/12/2021

**RESOLUTION NO. 2021-133**

**Motion By:**  
**Seconded By:**

**A RESOLUTION APPROVING A WETLAND DELINEATION WAIVER FOR 9257 TRAIL HAVEN ROAD AND 9247 TRAIL HAVEN ROAD (PID 16-119-23-11-0001; 16-119-23-11-0002) (CITY FILE NO. 21-046)**

**WHEREAS**, Brandon and Chelsea Magnan (“the applicant”) requested a waiver from the wetland delineation requirements for a subdivision as allowed in Section 930.020 Subd. 6(B)2 of the Corcoran Subdivision Ordinance for the properties legally described as follows:

*LOTS 1 AND 2, BLOCK 1, WESTWOOD GARDENS ADDITION, HENNEPIN COUNTY, MINNESOTA.*

**NOW, THEREFORE, BE IT RESOLVED** that the Corcoran City Council approves the wetland delineation waiver based on the following findings and conditions:

1. The applicant is not proposing new development on the above listed properties.
2. A wetland delineation may be required if any new construction is proposed on the property, and the delineation would be required to be approved prior to issuance of a building permit.
3. Granting the wetland delineation waiver neither grants nor implies approval of any plat.

**VOTING AYE**

- McKee, Tom  
 Bottema, Jon  
 Nichols, Jeremy  
 Schultz, Alan  
 Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom  
 Bottema, Jon  
 Nichols, Jeremy  
 Schultz, Alan  
 Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9<sup>th</sup> day of December 2021.

\_\_\_\_\_  
Tom McKee - Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Beise – Administrative Services Director

*City Seal*





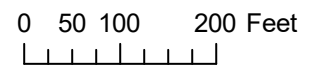
# Hennepin County Locate & Notify Map

Date: 12/2/2021



**Buffer Size:**

**Map Comments:**



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

For more information, contact Hennepin County GIS Office  
300 6th Street South, Minneapolis, MN 55487 / [gis.info@hennepin.us](mailto:gis.info@hennepin.us)

---

To: Kevin Mattson, City of Corcoran

From: Kent Torve, PE City Engineer

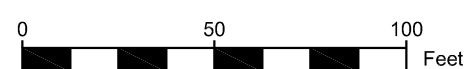
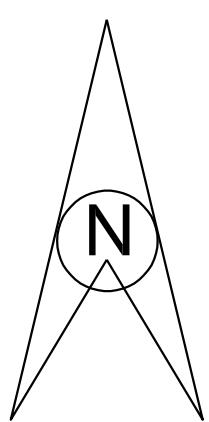
Project: Wetland Waiver Magnan Acres

Date: December 1, 2021

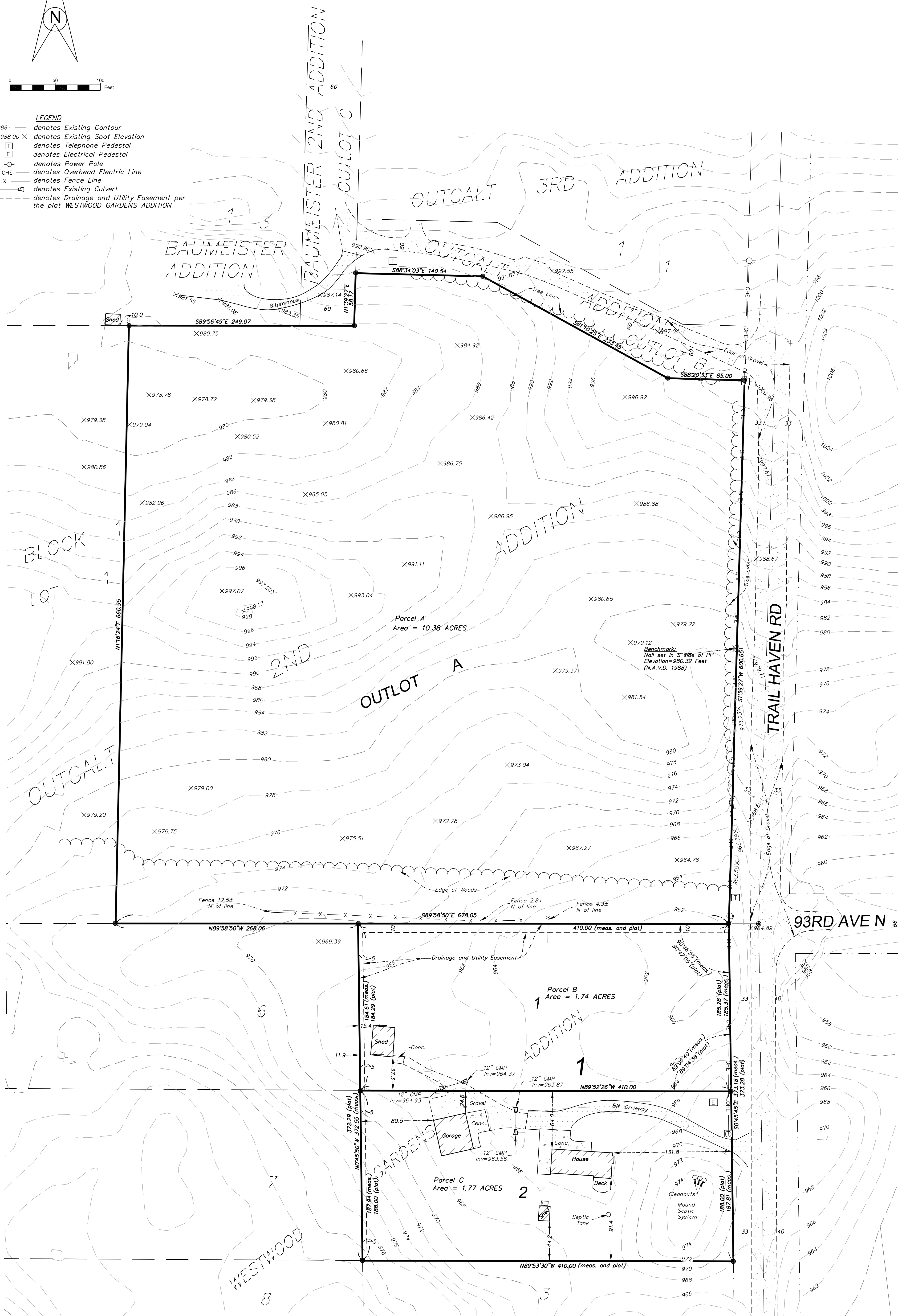
**Summary**

- Wetland delineation was not provided for 9247 and 9257 Trail Haven Road as part of Magnan Acres. No site improvements are proposed on these properties, therefore Engineering supports the waiver.

# Existing Conditions Survey



- LEGEND**
- 988 — denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - denotes Telephone Pedestal
  - denotes Electrical Pedestal
  - denotes Power Pole
  - O— denotes Overhead Electric Line
  - X— denotes Fence Line
  - ▽ denotes Existing Culvert
  - denotes Drainage and Utility Easement per the plat WESTWOOD GARDENS ADDITION



**Property Descriptions:**

**Parcel A:** Outlot A, OUTCALT 2ND ADDITION, Hennepin County, Minnesota, according to the recorded plats thereof.

**Parcel B:** Lot 1, Block 1, WESTWOOD GARDENS ADDITION, Hennepin County, Minnesota, according to the recorded plats thereof.

**Parcel C:** Lot 2, Block 1, WESTWOOD GARDENS ADDITION, Hennepin County, Minnesota, according to the recorded plats thereof.

**Surveyors Note:**

Contours per a combination of field topography and 2012 MN DNR LIDAR data.

Certificate of Survey and Topographic Survey on Lot 1 & 2, Block 1 of WESTWOOD GARDENS ADDITION and Outlot A of OUTCALT 2ND ADDITION, Hennepin County, Minnesota.

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

Requested By:

**Chelsea & Brandon Magnan**



www.ottoassociates.com

9 West Division Street  
Buffalo, MN 55313  
(763)882-4727  
Fax: (763)882-3522

- denotes iron monument found
- denotes 1/2 inch by 1/4 inch iron pipe set and marked by License #40062/53642

Revised:

Paul E. Otto  
License #40062 Date: 9-29-21

Date: 9-14-21

Drawn By: T.R.K.

Scale: 1"=50'

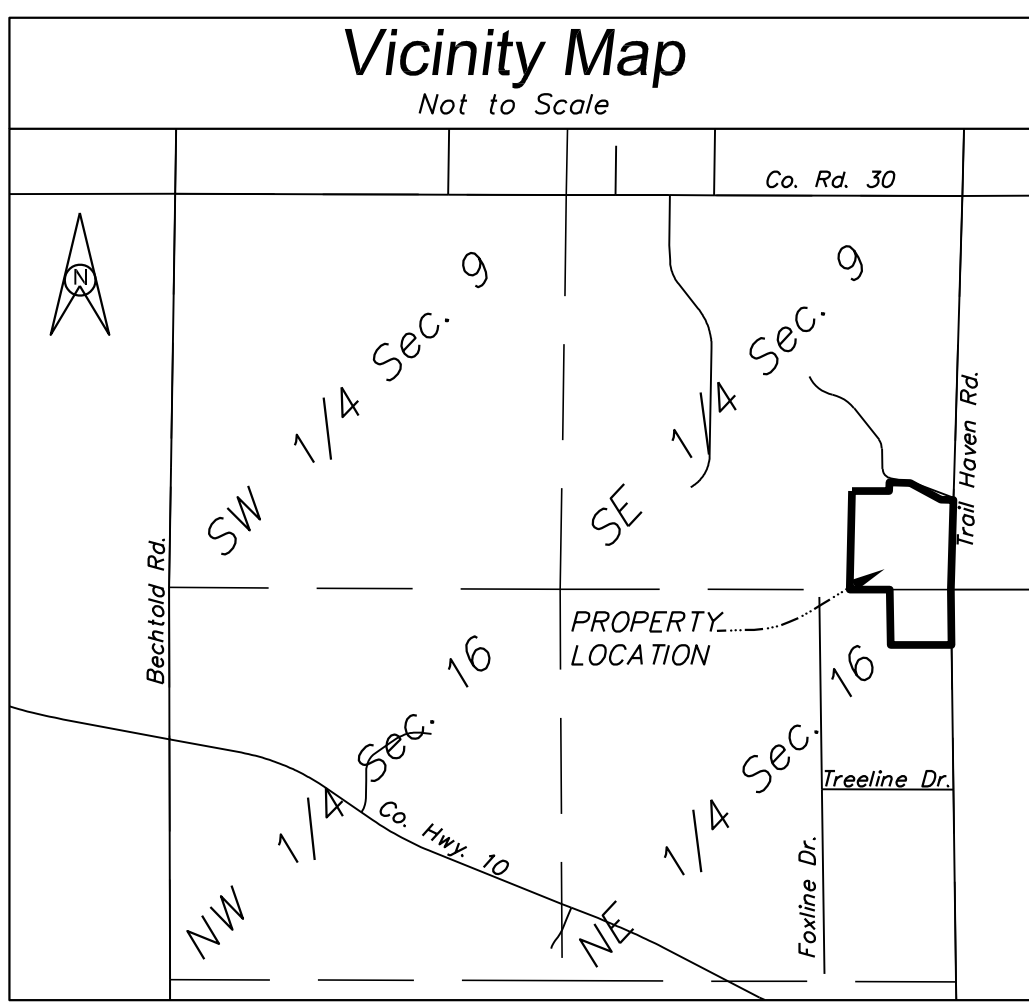
Checked By: J.J.A.

Engineers & Land Surveyors, Inc.

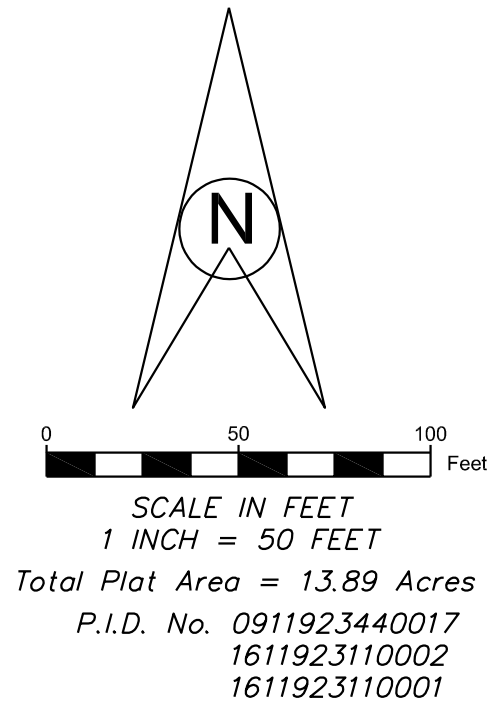
Project No. 21-0431



# Preliminary Plat of Magnan Acres



S 1/2 Sec. 9 & N 1/2 Sec. 16, T. 119, R. 23

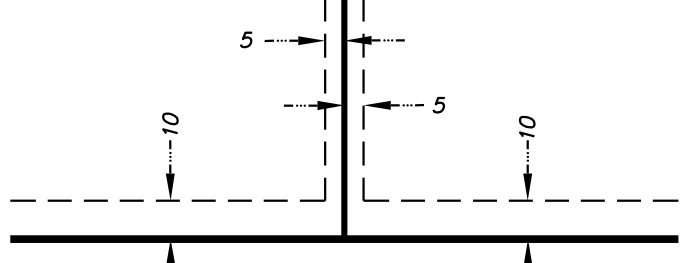


Total Plat Area = 13.89 Acres  
P.I.D. No. 0911923440017  
1611923110002  
1611923110001

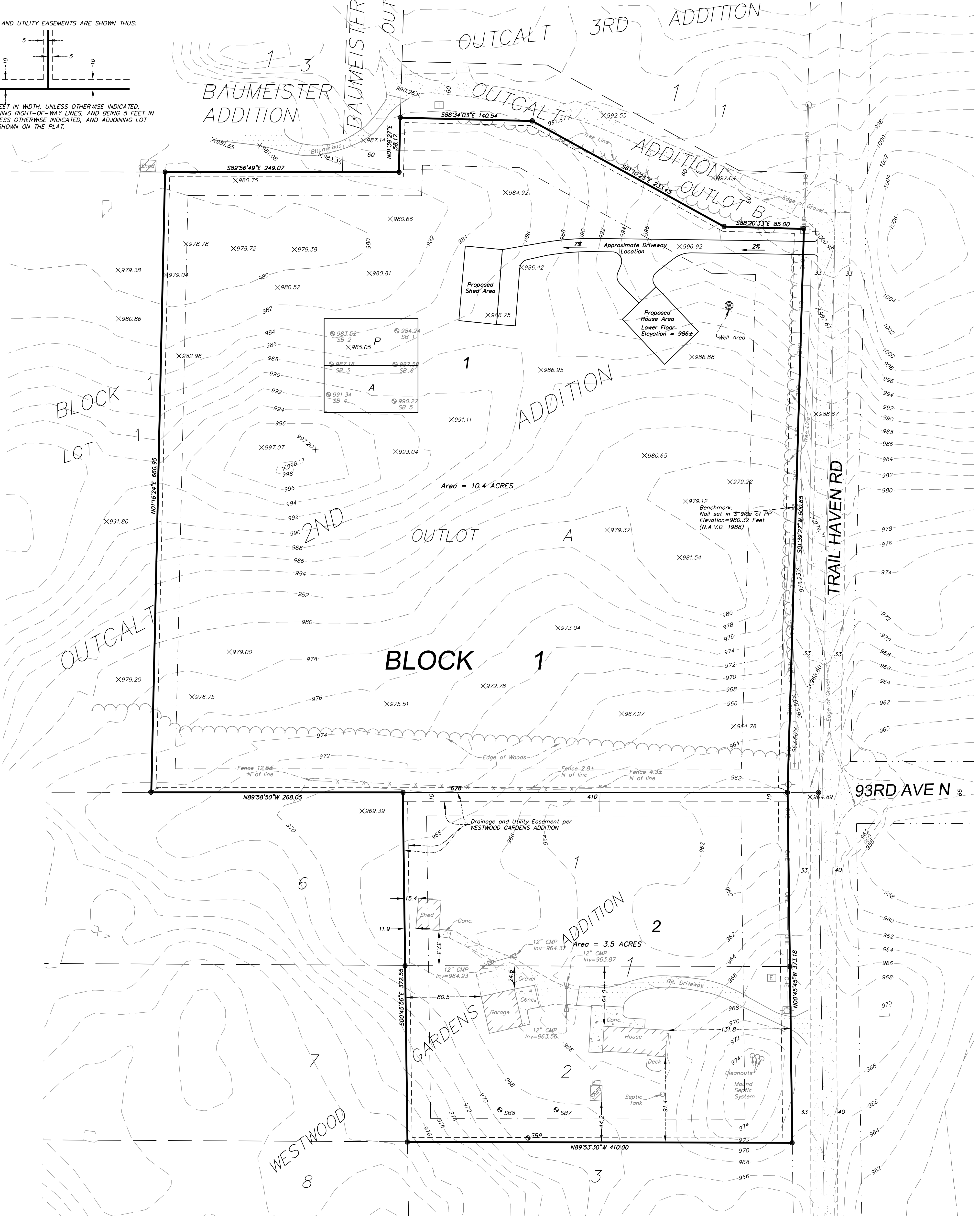
- LEGEND**
- 988 — denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - denotes Telephone Pedestal
  - denotes Electrical Pedestal
  - denotes Power Pole
  - OHE — denotes Overhead Electric Line
  - X — denotes Fence Line
  - X — denotes Existing Culvert
  - X — denotes Building Setback Line

- P denotes Proposed Primary Septic Area
- A denotes Proposed Alternate Septic Area

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING RIGHT-OF-WAY LINES, AND BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AS SHOWN ON THE PLAT.



Property Description:

Lot 1 & 2, Block 1, WESTWOOD GARDENS ADDITION, and Outlot A, OUTCALT 2ND ADDITION, Hennepin County, Minnesota, according to the recorded plat thereof.

Surveyors Note:

Contours per a combination of field topography and 2012 MN DNR LIDAR data.

Preliminary Plat on Lot 1 & 2, Block 1 WESTWOOD GARDENS ADDITION, and Outlot A, OUTCALT 2ND ADDITION, Hennepin County, Minnesota.

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

Requested By:

**Chelsea & Brandon Magnan**



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

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062/53642

Revised:  
10-13-21 - T.R.K. - Add Proposed House and Shed, Front Setback  
10-18-21 - T.R.K. - Add Approximate Driveway Location and Well Area  
10-29-21 - T.R.K. - Revise per City Review  
11-12-21 - J.R.H. - Soil borings 7, 8, & 9

Paul E. Otto  
License #40062 Date: 11-12-21

Date: 9-14-21

Drawn By: T.R.K.

Scale: 1"=50'

Checked By: J.J.A.

Project No. 21-0431

## STAFF REPORT

## Agenda Item 7f.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Kevin Mattson
<b>Topic:</b> Test Well #2 – Award Bid	<b>Action Required:</b> Approval

---

### Summary:

On September 9<sup>th</sup>, the Council approved the preliminary design of the Northeast Corcoran Water Supply project. Staff and the engineering team have been coordinating utility infrastructure design that would be constructed with the proposed Amberly/Bellwether development.

The results of Test Well #2 will provide important and continued design and cost data such as source availability, system capacities, and water quality analysis that reinforce or allow for adjustment of treatment requirements.

The test well is planned for the city park area dedicated with the Amberly/Bellwether development and used as a future sampling/monitoring well.

### Financial/Budget:

The existing balance in the water fund would support costs until bonding takes place in 2022.

### Options:

1. Approve the bid for Test Well #2 in the amount of \$56,650 to E.H. Renner & Sons as recommended.
2. Decline.

### Recommendation:

Approve the bid for Test Well #2 in the amount of \$56,650 to E.H. Renner & Sons as recommended.

### Council Action:

Consider a motion to approve the bid for Test Well #2 in the amount of \$56,650 to E.H. Renner & Sons as recommended.

### Attachments:

1. Engineering memo for Test Well #2 – Bid Award Recommendation



---

To: Kevin Mattson, Public Works Director      From: Kent Torve, PE, City Engineer

File: 227704606      Date: December 2, 2021

---

**Reference: Corcoran Test Well #2  
Recommendation of Award**

### **COUNCIL ACTION REQUESTED**

Staff is recommending Council review the proposals for test well services (see attached) and award the proposal to E.H. Renner & Sons, Inc.

### **QUOTE RESULTS**

Quotes were received on December 1, 2021 for the Corcoran Test Well #2 project. Two bids were received and reviewed.

Traut Companies	\$73,625.00
E.H. Renner & Sons, Inc.	\$56,650.00

### **ANALYSIS**

Both proposals were reviewed to ensure they meet scope and schedule for completing the work. As noted above, E.H. Renner & Sons, Inc. submitted the lowest estimated costs and are anticipating that work could begin in 3-4 weeks. In conclusion, we recommend that the work be awarded to E.H. Renner & Sons, Inc.

CITY OF CORCORAN  
 TEST WELL INSTALLATION QUOTE FORM  
 ATTACHMENT B1  
 11/30/2021

Traut Companies Start Date: February 2022

ITEM NO.	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	SUBTOTAL
	<b>BASE BID:</b>				
1	Mobilization/Demob (incl. health & safety, utility clearances, permits, etc.)	Lump Sum	1	\$3,125.00	\$3,125.00
2	Well Drilling - 10" Borehole	LF	300	\$40.00	\$12,000.00
3	6" Steel Casing	LF	300	\$70.00	\$21,000.00
4	Grout Seal	CY	5	\$700.00	\$3,500.00
5	Well Drilling - 6" Open Borehole	LF	150	\$40.00	\$6,000.00
6	Well Development	HR	32	\$275.00	\$8,800.00
7	Surface Accessories (Protective Casing, Bollards, Locking Cap)	Lump Sum	1	\$1,200.00	\$1,200.00
8	Test Pump Set-Up & Removal, incl. Power Supply, Piping, & Related Equipment	Lump Sum	1	\$5,300.00	\$5,300.00
9	Test Pumping (pump operation period)	HR	30	\$200.00	\$6,000.00
10	Drawdown Monitoring	HR	30	\$25.00	\$750.00
11	Recovery Monitoring	HR	24	\$25.00	\$600.00
12	Water Analyses (all analytes, per well)	Lump Sum	1	\$1,950.00	\$1,950.00
13	Gamma Logging & Report	Lump Sum	1	\$1,900.00	\$1,900.00
14	Well Televising	Lump Sum	1	\$1,500.00	\$1,500.00
				<b>TOTAL BASE BID:</b>	<b>\$73,625.00</b>



CITY OF CORCORAN  
 ATTN: Kevin Mattson  
 TEST WELL INSTALLATION QUOTE FORM  
 ATTACHMENT B1  
 11/30/2021

ITEM NO.	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	SUBTOTAL
<b>BASE BID:</b>					
1	Mobilization/Demob (incl. health & safety, utility clearances, permits, etc.)	Lump Sum	1	\$ 6,150.00	\$ 6,150.00
2	Well Drilling - 10" Borehole	LF	300	\$ 22.00	\$ 6,600.00
3	6" Steel Casing	LF	300	\$ 51.00	\$ 15,300.00
4	Grout Seal	CY	5	\$ 490.00	\$ 2,450.00
5	Well Drilling - 6" Open Borehole	LF	150	\$ 19.00	\$ 2,850.00
6	Well Development	HR	32	\$ 300.00	\$ 9,600.00
7	Surface Accessories (Protective Casing, Bollards, Locking Cap)	Lump Sum	1	\$ 490.00	\$ 490.00
8	Test Pump Set-Up & Removal, incl. Power Supply, Piping, & Related Equipment	Lump Sum	1	\$ 1,500.00	\$ 1,500.00
9	Test Pumping (pump operation period)	HR	30	\$ 195.00	\$ 5,850.00
10	Drawdown Monitoring	HR	30	\$ 15.00	\$ 450.00
11	Recovery Monitoring	HR	24	\$ 15.00	\$ 360.00
12	Water Analyses (all analytes, per well)	Lump Sum	1	\$ 1,450.00	\$ 1,450.00
13	Gamma Logging & Report	Lump Sum	1	\$ 1,800.00	\$ 1,800.00
14	Well Televising	Lump Sum	1	\$ 1,800.00	\$ 1,800.00
				<b>TOTAL BASE BID:</b>	<b>\$ 56,650.00</b>

*Roger E. Renner*  
 Roger E. Renner, President  
 E.H. RENNER & SONS, INC.  
 15688 Jarvis Street NW  
 Elk River, MN 55330

ROGER E. RENNER  
 President  
 Office: (763) 427-6100  
 Mobile: (763) 286-9355



15688 Jarvis St. NW  
 Elk River, MN 55330  
 rerenner@ehrsr.com  
 www.ehrens.com

(763) 427-6100 W

## Roger E. Renner

---

**From:** Hammerbeck, Ash <ash.hammerbeck@stantec.com>  
**Sent:** Tuesday, November 23, 2021 12:37 PM  
**To:** Ed Renner; Roger E. Renner  
**Cc:** Janovec, Mark; Hegland, Steven  
**Subject:** RE: Corcoran Test Well #2, Request for Proposal

Attention: The following clarifications, modifications are to be acknowledged and applied towards your proposal for the subject project.

1. The list of required water quality samples shall be modified to include the following only:

- Total Dissolved Solids
- Total Suspended Solids
- Total Hardness (CaCO<sub>3</sub>)
- Calcium Hardness (CaCO<sub>3</sub>)
- Magnesium Hardness (CaCO<sub>3</sub>)
- Total Alkalinity (CaCO<sub>3</sub>)
- Ammonia
- Arsenic
- Sulfates
- Chlorides
- Iron
- Manganese
- Ph
- Copper
- Zinc
- Nitrate Nitrogen
- Coliform Bacteria
- Hydrogen Sulfide
- Corrosivity, Langlier Index
- Sand, 10 Micron Filter
- Gross Alpha
- Gross Beta
- Radium 226
- Radium 228
- Uranium
- Radon
- Total Organic Carbon

2. While we expect the top of the Tunnel City at close to what the well profile shows, 300 feet of casing shall be assumed for the bid form. Top of the Tunnel City at the first test well was 242 feet and it was cased to 298 feet.
3. No clean out of the well after test pumping will be required unless there is evidence of collapse or severe sediment accumulation.
4. No formal site visit is being arranged, but you're welcome to visit on your own. Construction crews are currently working in the area.

5. Snow removal will be by the City.
6. Test pumping water can be disposed of to the wetland about 100 yards south of the test well or as coordinated with the property owner.
7. Provide a pump capable of 300gpm. Actual pumping rates may be less.

Please let me know if there are further questions regarding our request for proposal. We appreciate your time and effort in preparing a bid for this project.

Thank you,

**Ash Hammerbeck**



Direct: 763-252-6945  
ash.hammerbeck@stantec.com

Wenck, now part of Stantec



Wenck is now part of the Stantec Family.



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Please consider the environment before printing this email.

**From:** Hammerbeck, Ash

**Sent:** Tuesday, November 16, 2021 6:22 PM

**To:** Ed Renner <edtrenner@ehrenner.com>; Roger E. Renner <rerenner@ehrenner.com>

**Cc:** Janovec, Mark <Mark.Janovec@stantec.com>; Hegland, Steven <steven.hegland@stantec.com>

**Subject:** Corcoran Test Well #2, Request for Proposal

Good evening,

On behalf of the City of Corcoran, Stantec is soliciting bids for **Test Well #2 in Corcoran, MN** located in Northeast Corcoran. Further project details are provided in the RFP.

Proposals are due by 5:00 pm on Wednesday, December 1, 2021 to Ash Hammerbeck at [ash.hammerbeck@stantec.com](mailto:ash.hammerbeck@stantec.com)

Please contact me with any questions. We look forward to reviewing your proposal.

Thank you,

**Ash Hammerbeck**

Direct: 763-252-6945  
ash.hammerbeck@stantec.com

Wenck, now part of Stantec



Wenck is now part of the Stantec Family.



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Please consider the environment before printing this email.

11/15/2021 12:26:18 PM

4" DIA. GUARD POST  
FILLED WITH CONCRETE  
(120° SPACING)

LOCKING CAP  
3' ABOVE GROUND

PROPOSED 6" DIA.  
STEEL CASING

PROPOSED TEST WELL #2 SURFACE ELEV. 942.00 (APPROX.)  
GROUND -0'

CONCRETE

10" DIA. WELL HEAD PROTECTION CASING  
4' BELOW GROUND

CEMENT GROUT  
6" STEEL CASING

CLAY, SAND,  
GRAVEL LAYERS  
WITH SOME ROCK

10" BORE HOLE

-100'

JORDAN

-172'

ST. LAWRENCE

-222'

BOTTOM OF CASING AT APPROX 237'  
DEPTH. (15' INTO AQUIFER)  
BEGIN 6" BOREHOLE

TUNNEL CITY GROUP

NOTE: GEOLOGIC DEPTHS LISTED ON  
SHEET ARE PROJECTED FROM  
VICINITY WELL LOGS AND ARE FOR  
INFORMATIONAL PURPOSES AND  
NOT REPRESENTED TO SCALE.  
DEPTHS ARE TO BE CONSIDERED  
VERY APPROXIMATE.

-367'

WONEWOC

BOTTOM OF 6" BORE HOLE APPROX.  
450' DEPTH

-450'

EAU CLAIRE

**SECTION - PROPOSED TEST WELL**  
NOT TO SCALE



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



PROJECT TITLE:  
**CITY OF CORCORAN  
NORTHEAST WATER SUPPLY**  
  
CORCORAN, MN

CLIENT:  
**CITY OF  
CORCORAN**

SHEET TITLE:  
**TEST WELL  
SECTION VIEW**

DATE:	DESCRIPTION:	REV. NO.:
XXXXXX	DESCRIPTION	0

PROJECT NO.: 227704606	DATE: NOV 2021	SHEET NO.
DRAWN BY: NPW	CHK'D BY: AMH	APP'D BY: KCT
REV. NO. 0	<b>FIG 2</b>	

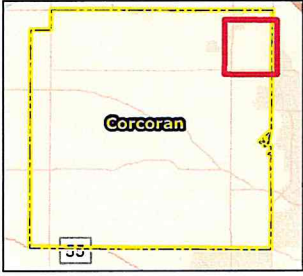
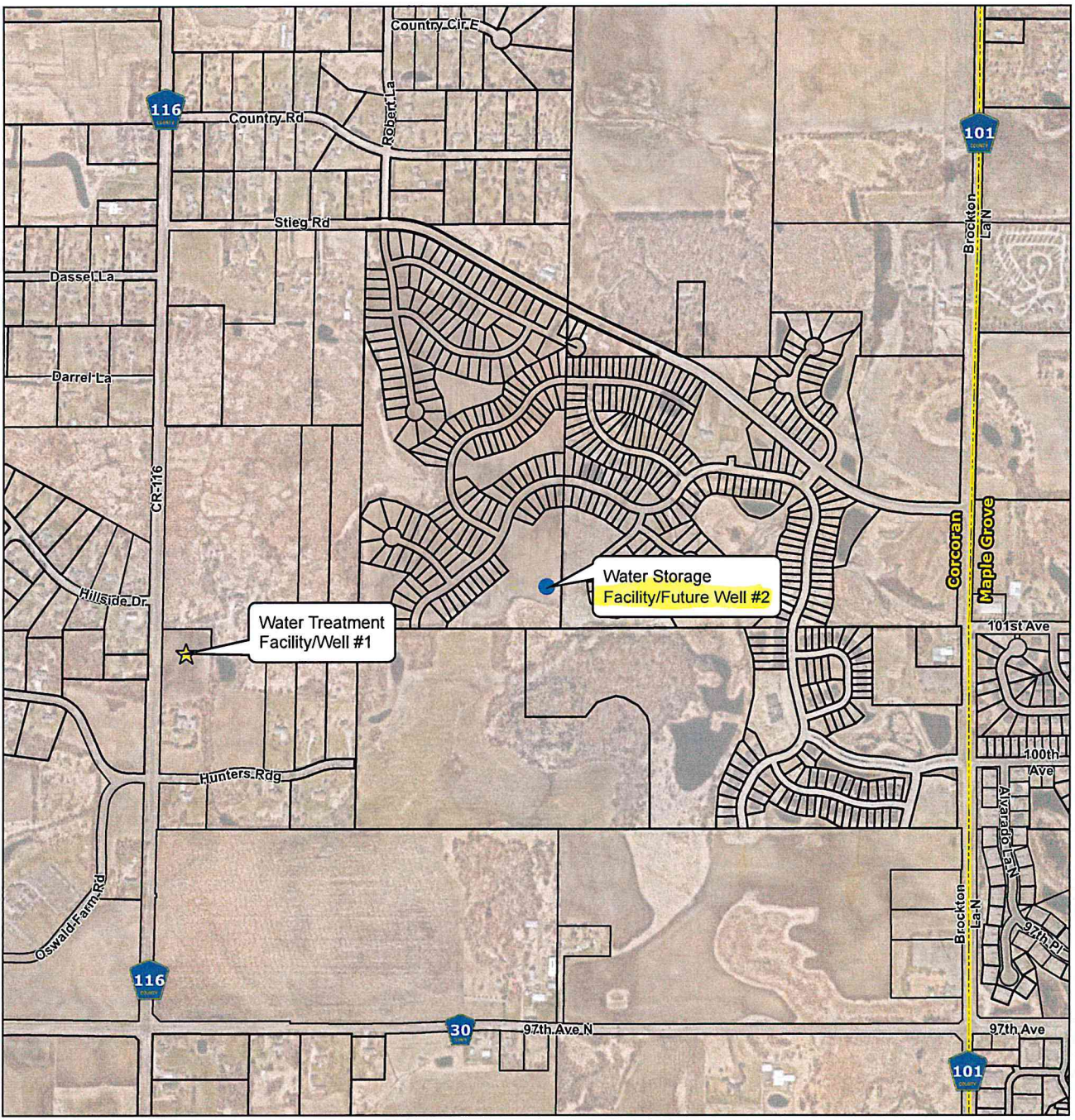
\\us0242-pblsa01\shared\_projects\227704606\drafting\DETAILS.dwg



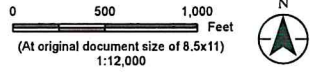




V:\2277\ao\live\22770438\03\_data\gis\_cnd\gis\proshardov\_study\shadow\_study.aprx Revised: 2021-10-07 By: jshuck



- Legend**
- ★ Water Treatment Facility/Well #1
  - Water Storage Facility/Future Well #2
  - ▭ Municipal Boundary
  - ▭ County Parcels



**Stantec**

Project Location: T112N, R23W, S01 Corcoran, Hennepin Co., MN  
 Prepared by JCS on 2021-10-07  
 TR by XXX on 2020-XX-XX  
 IR by XXX on 2020-XX-XX  
 227704380

**Notes**

1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
2. Data Sources: Hennepin County, Sathre Bergquist
3. Background: Hennepin County 2020 Aerial Photograph

Figure No. 1  
 Title **Water Treatment Locations**

Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.



840775

County Hennepin  
Quad Rogers  
Quad ID 121AMINNESOTA DEPARTMENT OF HEALTH  
**WELL AND BORING REPORT**  
Minnesota Statutes Chapter 1031Entry Date 05/26/2020  
Update Date 12/18/2020  
Received Date 06/08/2020

<b>Well Name</b> CORCORAN TW 119	<b>Township</b> 119	<b>Range</b> 23	<b>Dir</b> W	<b>Section</b> 12	<b>Subsection</b> BBBAA	<b>Well Depth</b> 440 ft.	<b>Depth Completed</b> 440 ft.	<b>Date Well Completed</b> 05/25/2020
<b>Elevation</b> 919 ft.	<b>Elev. Method</b> LIDAR 1m DEM (MNDNR)	<b>Drill Method</b> Non-specified Rotary						<b>Drill Fluid</b> Bentonite
<b>Address</b> Well 10110 116 CR N MN						<b>Use</b> test well	<b>Status</b> Unknow	
<b>Stratigraphy Information</b>						<b>Well Hydrofractured?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>From</b>	<b>To</b>
<b>Geological Material</b>	<b>From</b>	<b>To (ft.)</b>	<b>Color</b>	<b>Hardness</b>	<b>Casing Type</b> Single casing	<b>Joint</b> Welded		
CLAY/BLACK DIRT	0	3			<b>Drive Shoe?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Above/Below</b> 3 ft.		
CLAY	3	19	BROWN		<b>Casing Diameter</b> 6 in.	<b>Weight</b> 298 lbs./ft.	<b>Hole Diameter</b> 10 in. To 298 ft. 6 in. To 440 ft.	
CLAY	19	65	GRAY		<b>Open Hole</b> From 298 ft. To 440 ft.			
SAND & CLAY	65	83	BLACK		<b>Screen?</b> <input type="checkbox"/>	<b>Type</b>	<b>Make</b>	
CLAY & GRAVEL	83	95	BROWN	HARD	<b>Static Water Level</b> 28 ft. land surface Measure 05/26/2020			
CLAY & SAND	95	110	BROWN	SOFT	<b>Pumping Level (below land surface)</b> 194 ft. 3 hrs. Pumping at 275 g.p.m.			
CLAY & SAND	110	116	BROWN	SOFT	<b>Wellhead Completion</b> Pitless adapter manufacturer Model <input checked="" type="checkbox"/> Casing Protection <input type="checkbox"/> 12 in. above grade <input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)			
JORDAN-SILTY BROWN	116	118	LT. BRN	SOFT	<b>Grouting Information</b> Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified			
JORDAN SANDSTONE	118	201	LT. BRN	SOFT	<b>Material</b>	<b>Amount</b>	<b>From</b>	<b>To</b>
SHALE	201	212	GREEN	SOFT	neat cement	6 Cubic yards	50 ft.	298 ft.
SHALE	212	215	RED	MEDIUM	neat cement	25 Sacks	ft.	50 ft.
SHALE & SANDSTONE	215	232	GRN/TAN	MED-HRD	<b>Nearest Known Source of Contamination</b> 500 feet <u>Northeas</u> Direction <u>Septic tank/drain field</u> Type			
SHALE	232	236	GREEN	HARD	Well disinfected upon completion? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SHALE & SANDSTONE	236	242	GRN/TAN	SOFT	<b>Pump</b> <input checked="" type="checkbox"/> Not Installed Date Installed			
SANDSTONE & SHALE	242	298	TAN/GRN	SOFT	Manufacturer's name			
SHALE & SANDSTONE	298	371	GRN/WHT	HARD	Model Number HP Volt			
SHALE & SANDSTONE	371	430	WHITE	HARD	Length of drop pipe ft Capacity g.p. Typ			
SHALE & SANDSTONE	430	437	WHITE	HARD	<b>Abandoned</b> Does property have any not in use and not sealed well(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
SHALE STICKY	437	440	PUR/BLK		<b>Variance</b> Was a variance granted from the MDH for this well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>Remarks</b> GAMMA LOGGED 6-2-2020 BY DOWNHOLE WELL SERVICES, LLC.						<b>Miscellaneous</b> First Bedrock Jordan Sandstone Aquifer Tunnel City-Eau Last Strat Eau Claire Formation Depth to Bedrock 110 ft Located by Minnesota Geological Survey Locate Method Digitization (Screen) - Map (1:24,000) (15 meters or System UTM - NAD83, Zone 15, Meters X 457414 Y 4998423 Unique Number Verification Info/GPS from data Input Date 05/26/2020		
<b>Angled Drill Hole</b>						<b>Well Contractor</b> EH Renner and Sons, Inc. 1431 RENNER, E. Licensee Business Lic. or Reg. No. Name of Driller		

County Hennepin  
 Quad Rogers  
 Quad ID 121A

**840775**

MINNESOTA DEPARTMENT OF HEALTH  
**WELL AND BORING RECORD**  
 Minnesota Statutes Chapter 1031

Entry Date 05/26/2020  
 Update 06/08/2020  
 Received Date 12/18/2020

Well Name	Township	Range	Dir	Section	Subsection	Use	Status	Well Depth	Depth Completed	Date Well Completed	Static Water Level	Lic/Reg. No.
CORCORAN TW	119	23	W	12	BBBBAA	test well	U	440 ft.	440 ft.	05/25/2020	298 - 440 ft	1431
Elevation	919 ft.	Elev. Method	LIDAR 1m DEM (MNDNR)	Aquifer	Tunnel City-Eau	Depth to Bedrock	110 ft	Open Hole	298 - 440 ft	Static Water Level	28	ft
Field Located By	Minnesota Geological Survey											
Unique No. Verified	Info/GPS from data source											
Geological Interpretation	Andrew Retzler											
Agency (Interpretation)	Input Date 05/26/2020											
	Locate Method Digitization (Screen) - Map (1:24,000) (15 meters)											
	Input Source Minnesota Geological Survey											
	Universal Transverse Mercator (UTM) - NAD83 - Zone 15 -											
	UTM Easting (X) 457414											
	UTM Northing (Y) 499842											
	Interpretation Method Cuttings + geophysical log											
Geological Material	Color	Hardness	Depth (ft.)		Thickness	Elevation (ft.)		Stratigraphy	Primary Lithology	Secondary	Minor Lithology	
CLAY/BLACK DIRT			From	To		From	To	Recent deposit-black	soil	organic deposits	clay	
CLAY	BROWN		0	3	3	919	916	clay-brown	clay			
CLAY	GRAY		3	19	16	916	900	clay-gray	clay			
SAND & CLAY	BLACK		19	65	46	900	854	clay+sand-black	clay	clay		
CLAY & GRAVEL	BROWN	HARD	65	83	18	854	836	pebbly sand/silt/clay-	sand	gravel		
CLAY & SAND	BROWN	SOFT	83	95	12	836	824	clay+sand-brown	clay	sand		
CLAY & SAND	BROWN	SOFT	95	110	15	824	809	Jordan Sandstone	clay			
JORDAN-SILTY BROWN	L.T. BRN	SOFT	110	116	6	809	803	Jordan Sandstone	sandstone	siltstone		
JORDAN SANDSTONE	L.T. BRN	SOFT	116	118	2	803	801	Jordan Sandstone	sandstone	sandstone		
SHALE	GREEN	SOFT	118	201	83	801	718	Jordan Sandstone	sandstone	sandstone		
SHALE	RED	MEDIUM	201	212	11	718	707	Jordan Sandstone	shale	dolomite		
SHALE & SANDSTONE	GRN/TAN	MED-HRD	212	215	3	707	704	St.Lawrence	shale	dolomite		
SHALE	GREEN	HARD	215	232	17	704	687	St.Lawrence	shale	dolomite		
SHALE & SANDSTONE	GRN/TAN	SOFT	232	236	4	687	683	St.Lawrence	shale	shale		
SANDSTONE & SHALE	TAN/GRN	SOFT	236	242	6	683	677	Tunnel City Group	sandstone	shale		
SHALE & SANDSTONE	GRN/WHIT	HARD	242	298	56	677	621	Tunnel City Group	shale	sandstone		
SHALE & SANDSTONE	WHITE	HARD	298	371	73	621	548	Wonevoc Sandstone	shale	sandstone		
SHALE & SANDSTONE	WHITE	HARD	371	430	59	548	489	Eau Claire Formation	shale	sandstone		
SHALE & SANDSTONE	WHITE	HARD	430	437	7	489	482	Eau Claire Formation	shale	sandstone		
SHALE STICKY	PUR/BLK		437	440	3	482	479	Eau Claire Formation	shale			

**Minnesota Well Index - Stratigraphy Report****840775**

Printed on 11/22/2021



## STAFF REPORT

## Agenda Item 7g.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Appraisal Report – Park Trail Road Improvements Feasibility Study	<b>Action Required:</b> Approval

---

### Summary:

On September 9, 2021, the City Council approved a proposal to complete a feasibility study related to the proposed Park Trail Road Improvements. Part of that feasibility study includes the financial impact of the project which will likely include an assessment of benefit to the adjacent properties. Staff is requesting authorization to engage an appraiser to obtain an appraisal report to better understand that benefit.

### Financial/Budget:

The cost to complete an appraisal report will be between \$1,000 and \$2,000 based upon similar quotes from past projects. The cost will be paid out of the project fund.

### Options:

1. Authorize staff to obtain an appraisal report from Nagell Appraisal & Consulting for the properties adjacent to the Park Trail Road project.
2. Direct staff to not obtain an appraisal report.
3. Send back to staff for further review.

### Recommendation:

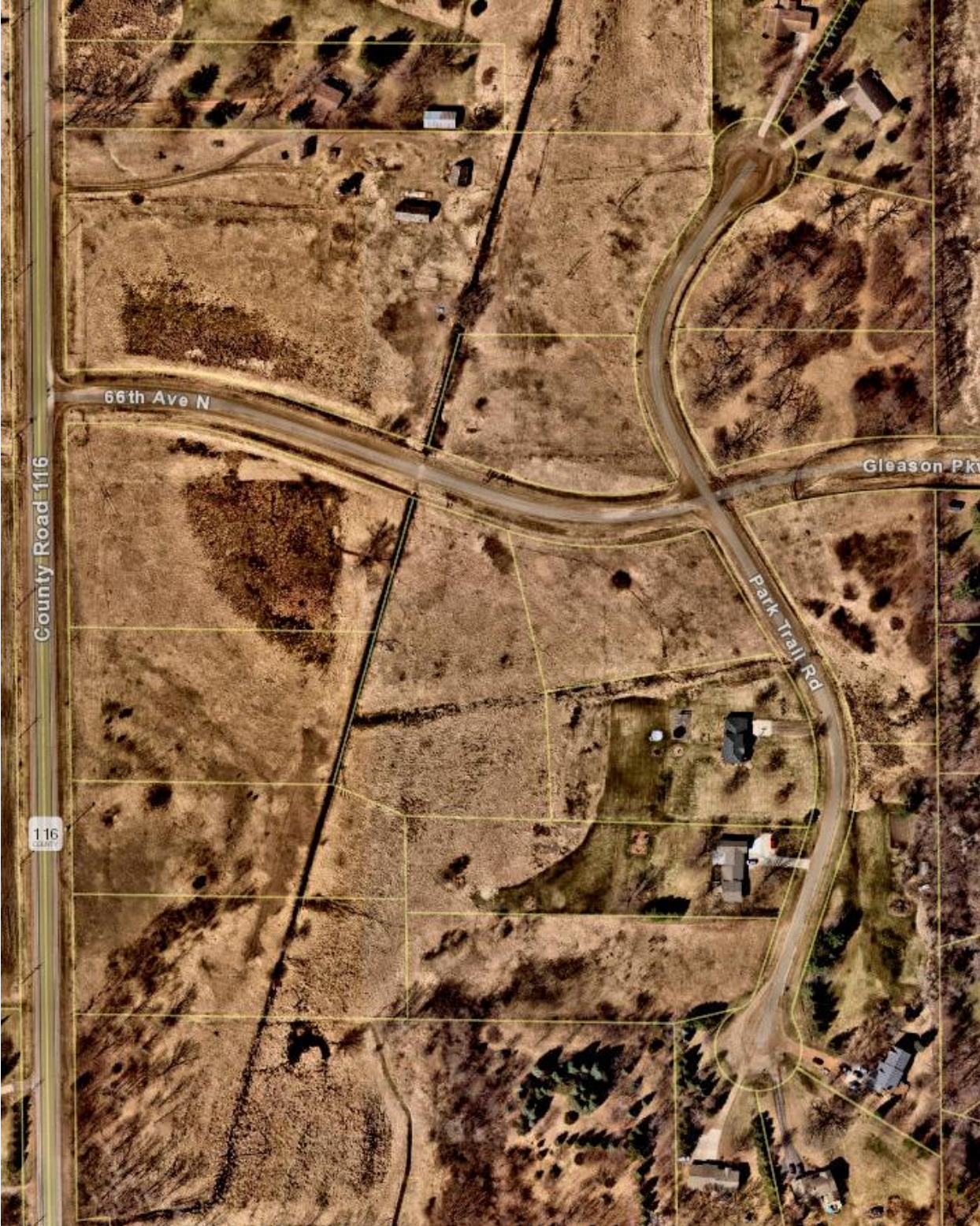
Authorize staff to obtain an appraisal report from Nagell Appraisal & Consulting for the properties adjacent to the Park Trail Road project.

### Council Action:

Consider a motion to authorize staff to obtain an appraisal report from Nagell Appraisal & Consulting for the properties adjacent to the Park Trail Road project.

### Attachments:

1. Park Trail Road Improvement Map



## STAFF REPORT

## Agenda Item 7h.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Memorandum of Understanding – Union Wages	<b>Action Required:</b> Approval

---

### Summary:

At the October 28<sup>th</sup>, 2021 Council meeting a 2022 Compensation Structure Amendment was reviewed and approved. A memorandum of understanding has been drafted to the labor agreement to incorporate the approved wage changes.

### Financial/Budget:

The 2022 budget incorporated the wage changes.

### Council Action:

Approve and execute the Memorandum of Understanding for 2022 wages for union employees.

### Attachments:

1. Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF CORCORAN**  
**AND**  
**MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCMENT EMPLOYEES' UNION,**  
**LOCAL NO. 320**

This Memorandum of Understanding (hereafter "MOU") is entered into between the City of Corcoran (hereafter "EMPLOYER") and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 (hereafter "UNION") and concerns details related Article 30. Salary Schedule. EMPLOYER AND UNION are sometimes referred to collectively herein as the "parties" or each a "party".

**WHEREAS**, the EMPLOYER and UNION have executed a Collective Bargaining Agreement effective for the period January 1, 2020 through December 31, 2022 (hereafter the "CBA"); and

**WHEREAS**, the EMPLOYER has authorized certain wage increases for non-union employees and is offering the same wage increase for similarly situated UNION employees;

**NOW, THEREFORE**, the parties hereto have agreed to the following change to the CBA as follows:

1. 2022 Wage Schedule

The existing Grade 11 Wage Schedule within the 2022 CBA Salary Schedule, is hereby deleted in its entirety and replaced with the Grade 11 Wage Schedule below:

	<b>Start</b>	<b>6 Months</b>	<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Grade 11</b>	<b>\$32.93</b>	<b>\$34.13</b>	<b>\$35.34</b>	<b>\$36.55</b>	<b>\$37.75</b>	<b>\$38.96</b>	<b>\$40.17</b>

2. This Memorandum of Understanding represents the complete and total agreement between the parties regarding this matter. All other aspects of the CBA and the Salary Schedule within, shall remain unaltered and in full force and effect.

Signed: \_\_\_\_\_, 2021

City of Corcoran

By: \_\_\_\_\_  
Tom McKee, Mayor

By: \_\_\_\_\_  
Jessica Beise, Interim City Administrator

Signed: \_\_\_\_\_, 2021

Minnesota Teamsters Public and Law  
Enforcement Employees' Union, Local No. 320

By: \_\_\_\_\_  
Steve Warren, Steward

By: \_\_\_\_\_  
Jesse Olson, Steward

By: \_\_\_\_\_  
Vance Rolfzen, Business Agent

# Budget and Levy Hearing

December 9, 2021



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## Budget and Levy Hearing – Process

- Budget and Levy Timeline:
  - April
    - This is the annual opportunity to address questions on the valuation of a property. Open Book meeting cancelled due to the Pandemic; appeals received via phone and email.
  - June - July
    - Staff began drafting the budget with department requests and resources needed to meet the goals and objectives of the City Council.
  - June 10<sup>th</sup> Council meeting
    - Staff consulted with City Council on budget expectations



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# Budget and Levy Hearing – Process

- Budget and levy process to date continued:
  - August 12<sup>th</sup> Council worksession
    - Staff presented City Council with the first draft of the budget and requested direction
  - September 23<sup>rd</sup> Council meeting
    - Council reviewed an updated draft of the budget and adopted the preliminary levy
  - October 28<sup>th</sup> Council Meeting
    - Compensation Structure Amendment was approved by City Council



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# Budget and Levy Hearing – Process

- Budget and levy process to date continued:
  - November
    - Hennepin County mailed property specific notices on proposed levies and taxes for 2022.

**2022 PROPOSED BUDGET AND LEVY**

The City Council adopted its preliminary levy for 2022 at the September 23<sup>rd</sup> meeting. This levy amount may be decreased prior to that approval but not increased. This levy amount was used to create the proposed City tax amount within the proposed 2022 levies and taxes notice.

**WHY IS A PROPERTY TAX NEEDED?**

Only a small portion of the City budget is funded through fees or charges for services. For 2022 this portion proposed to be funded by fees or charges covers 10% of total expenditures. The remaining 90% is funded through the property tax levy.

**2022 REVENUE BY CATEGORY**

**2022 EXPENDITURES BY CATEGORY**

**TAX EFFECTS**

The adopted preliminary levy is in the amount of \$1,100,000, which is a 10.1% increase from the 2021 levy. This levy increase is projected to result in a 10.1% increase in the 2022 levy. The 2022 levy is based on the 2021 levy plus a 10.1% increase. The 2022 levy is based on the 2021 levy plus a 10.1% increase. The 2022 levy is based on the 2021 levy plus a 10.1% increase.

Category	2021	2022
General Fund	\$1,000,000	\$1,100,000
Special Assessments	\$100,000	\$100,000
Grants	\$100,000	\$100,000
Other	\$100,000	\$100,000
<b>Total</b>	<b>\$1,300,000</b>	<b>\$1,400,000</b>

**BUDGET PROCESS TIMELINE**

Date	Event
July	Council provided staff direction on priorities for the 2022 budget
August 12	Council reviewed the first draft of the budget and provided staff direction
September 23	Council reviewed the second draft of the budget
October 28	Council will continue to refine the budget and the prior to that approval will be completed on December 8. Residents now and that time, the levy can decrease but not increase.

**ALLOCATION OF TAX DOLLARS**

The median estimated market value of a home in Corcoran is \$462,000. The City taxes on a home of that size using the proposed levy rate of 0.238 per year at approximately \$109 per year. The amount before other taxes (the \$1,744.80 allocated upon the overall percentage of City expenditures) amounts are as follows:

Category	Amount
Public Safety/Police	\$447
Police	\$107
Administration	\$137
Fire/Police Services	\$137
Fire	\$18
Planning/Engineering	\$10
Public	\$14
<b>Total</b>	<b>\$638</b>

**NEXT STEP**

**Final Budget Meeting**  
 Meeting Format: In-Person  
 Thursday, December 9, 7:00 pm

**Keynote Message:**  
 The entire budget and related staff reports are available on the City's website at [www.corcoran.gov](http://www.corcoran.gov).  
 Before the City Government Open City Council Meeting Agenda/Meeting Item 2022, attend the 2022-23 Fiscal Agenda Forum to view the budget used to set the preliminary levy. City Administrator Brad Martens, can also be reached at [bradm@corcoran.gov](mailto:bradm@corcoran.gov) or 402-702-1100 for further questions.

Prepared by the City of Corcoran



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## Budget and Levy Hearing – Process

- Budget and levy process continued:
  - ▣ Mid November
    - City received proposed tax rate information showing 43.313% rate for 2022
    - 2021 rate is 43.522%
  - ▣ November 22nd Council Meeting
    - Staff refined budget and reduced tax levy and \$29,417
    - Project tax rate of 43.099% for 2022
  - ▣ December 9<sup>th</sup>
    - Budget Meeting – Truth-in-Taxation hearing
- Goals for the hearing
  - Walk through the proposed budget and levy to educate those interested in what is included in the proposed budget and levy
  - Hold a formal public hearing to receive comment



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## Budget and Levy Hearing – Definitions

<b>Revenue:</b>	Money received by the City from taxes, fees charges for services, permits, fines, etc.
<b>Expenditure:</b>	Money spent towards the operation of City Government (services, supplies, repairs, improvements, salaries, utilities, etc.)
<b>General Levy</b>	Property tax dollars needed to fund the operations of the City otherwise known as the General Fund: Council, Commissions, Administration, Public Works, Police, Fire, Parks, Building Inspections, Legal, Engineering (Expenditures – Revenue = General Levy)
<b>Debt Levy</b>	Property tax dollars needed to pay for the debt of the City.



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## Budget and Levy Hearing – Property Tax Levy

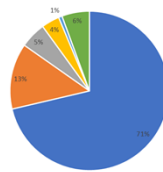
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7

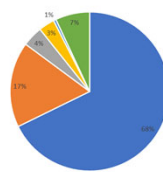
## Budget and Levy Hearing – Revenue

2021 REVENUE BY SOURCE



■ TAXES
 ■ CHARGES FOR SERVICES
 ■ LICENSES AND PERMITS
 ■ FINES AND FORFEITS
 ■ INTERGOVERNMENTAL REVENUE
 ■ OTHER REVENUE

2022 REVENUE BY SOURCE



■ TAXES
 ■ CHARGES FOR SERVICES
 ■ LICENSES AND PERMITS
 ■ FINES AND FORFEITS
 ■ INTERGOVERNMENTAL REVENUE
 ■ OTHER REVENUE



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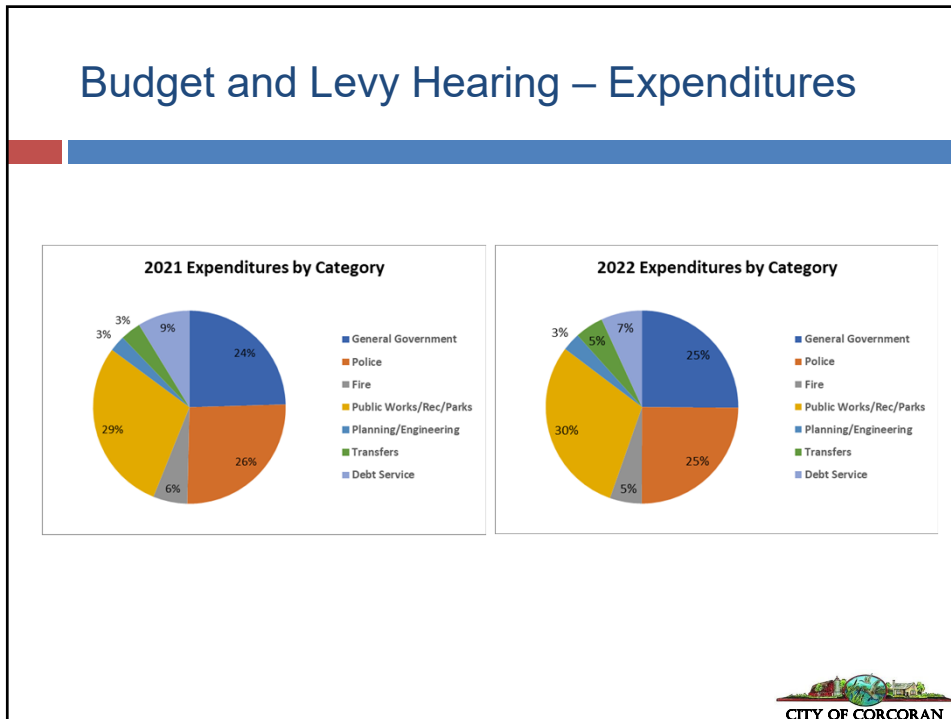
## Budget and Levy Hearing – Revenue

Revenue	2021 Budget	Proposed 2022 Budget	Difference	
General Levy	\$4,447,791	\$5,139,711	+\$691,920	Amount needed to cover difference between expenditures and revenue
Debt Levy	\$597,586	\$559,718	-\$37,867	Per debt service schedule
Licenses & Permits	\$834,000	\$1,312,000	+\$478,000	Increase in projected new home construction
Intergovernmental Revenue	\$328,745	\$312,945	-\$15,800	Reduced state aid revenue
Charges for Services	\$229,300	\$243,980	+\$14,680	Increased staff time reimbursement revenue
Fines & Forfeits	\$45,000	\$40,000	-\$5,000	Reduced fine revenue
Other Revenue	\$80,500	\$70,000	-\$10,500	Reduced interest revenue
Transfers In	\$269,164	\$454,148	+\$184,484	Water/Sewer funds to pay for staff time and selected PW expenditures
<b>Total Revenue</b>	<b>\$6,832,086</b>	<b>\$8,132,502</b>	<b>+\$1,300,417</b>	



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## Budget and Levy Hearing – Expenditures



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## Budget and Levy Hearing – Expenditures

Expenditures	2021 Budget	Proposed 2022 Budget	Difference	
General Gov't	\$1,676,788	\$2,041,938	+\$365,160	3% wage adjustment, increased building inspections, finance assistance, IT needs
Police	\$1,763,480	\$2,026,988	+\$263,508	3% wage adjustment, Sergeant full-year, Full-Time Admin Assistant, increased Part-time officer wage and CSO hours
Fire	\$393,100	\$437,000	+\$43,900	Contract increases
Public Works/Recreation/Parks	\$1,982,355	\$2,430,116	+\$447,761	3% wage adjustment, additional staffing, increased costs of items
Planning/Engineering	\$183,787	\$247,325	+\$63,538	3% wage adjustment, new Sergeant, CSO, additional admin part-time hours
Transfers	\$235,000	\$389,417	+\$154,417	Transfer to other funds, including additional \$29,417 to Asphalt Fund
Debt Service	\$597,586	\$559,718	-\$37,868	Per debt service schedule
<b>Total Expenditures</b>	<b>\$6,832,086</b>	<b>\$8,132,502</b>	<b>+\$1,300,416</b>	



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## Budget and Levy Hearing – Property Tax Levy History

Levy	Final 2018	Final 2019	Final 2020	Final 2021	Proposed 2022
<b>General</b>	\$3,489,870	\$3,710,129	\$4,104,744	\$4,447,791	<b>\$5,139,711</b>
<b>Debt</b>	\$494,633	\$552,808	\$555,815	\$597,586	<b>\$559,718</b>
<b>Total</b>	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	<b>\$5,699,429</b>
<b>Change</b>	7.2%	7%	9.3%	8.3%	<b>13%</b>



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## Budget and Levy Hearing – Tax Rate History

	Final 2017	Final 2018	Final 2019	Final 2020	Final 2021	Proposed 2022
<b>Tax Levy</b>	\$3,716,165	\$3,984,503	\$4,262,937	\$4,660,559	\$5,045,377	<b>\$5,699,429</b>
<b>Tax Rate</b>	45.994%	45.357%	45.160%	45.013%	43.522%	<b>43.099%</b>



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## Budget and Levy Hearing – City Tax Effects

- Effect of city taxes vary and is directly related to changes in market value as tax rate decreased slightly while property valuation had the following average effects:
  - ▣ Residential: 3.9%
  - ▣ Agricultural: -6.2%
  - ▣ Commercial: 0.8%
  - ▣ Industrial: 5.5%
  
- Residential example:

	Home Value	Tax Capacity	Tax Rate	City Tax
2021	\$400,000	\$4,000	43.522%	\$1,741.88
2022	\$415,600	\$4,156	43.099%	\$1,791.23

Increase of \$50.35 to City portion



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## Budget and Levy Hearing – Cost of Services

- Cost of City Services
  - ▣ \$144 per month (median household value)

### ALLOCATION OF TAX DOLLARS

The median household value in Corcoran is projected to increase to \$400,000. The City taxes on a home of that value using the projected tax rate is \$1,724 per year or about \$144 per month. The chart below shows where the \$1,724 is allocated based upon the overall percentage of City expenditures.

Item	Annual Cost	Cost Per Month
General Government	\$433	\$36
Planning/Engineering	\$52	\$4
Public Works/Parks	\$515	\$43
Police	\$430	\$36
Fire	\$93	\$8
Transfers/Debt Service	\$201	\$17
<b>TOTAL</b>	<b>\$1,724</b>	<b>\$144</b>



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## Budget and Levy Hearing – Process

- Next steps
  - ▣ Hold Budget and Levy hearing
  - ▣ Consider adopting 2021 budget and levy later in meeting
- City Council action:
  - ▣ Hold the Budget and Levy Hearing



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## STAFF REPORT

## Agenda Item 9b.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2022 Full-Time, Part-Time Seasonal Wage Schedule	<b>Action Required:</b> Approval

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### Summary:

Annually, the City Council must adopt the wage schedule for City employees. Attached to this report is a resolution that includes the wage schedule reflecting a 3% wage adjustment for the overall scale for all positions. The wage schedule also reflects adjustments from the 2022 Compensation Structure Amendment approved on the October 28<sup>th</sup>, 2021 council meeting.

### Financial/Budget:

Items above are incorporated into the final recommended 2022 budget.

### Options:

1. Adopt Resolution 2021-134 Adopting 2022 Wage Schedule for City Employees.
2. Adopt Resolution 2021-134 Adopting 2022 Wage Schedule for City Employees with amendments.

### Recommendation:

Adopt Resolution 2021-134 Adopting 2022 Wage Schedule for City Employees.

### Council Action:

Consider a motion to adopt Resolution 2021-134 Adopting 2022 Wage Schedule for City Employees.

### Attachments:

1. 2022 Full-time Part-time and Seasonal Wage Schedule
2. Resolution 2021-134 Adopting 2022 Wage Schedule for City Employees

EXHIBIT A - 2022 FULL-TIME, PART-TIME, AND SEASONAL WAGE SCHEDULE

**Adopted 3% WAGE INCREASE**

2022 FULL-TIME WAGE SCHEDULE

Grade	Steps						
	Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
1	\$18.65	\$19.33	\$20.01	\$20.70	\$21.38	\$22.06	\$22.75
2	\$19.74	\$20.46	\$21.19	\$21.91	\$22.63	\$23.36	\$24.08
3	\$20.89	\$21.66	\$22.42	\$23.19	\$23.96	\$24.72	\$25.49
4	\$22.12	\$22.93	\$23.74	\$24.55	\$25.36	\$26.17	\$26.98
5	\$23.41	\$24.27	\$25.12	\$25.98	\$26.84	\$27.70	\$28.56
6	\$24.78	\$25.69	\$26.59	\$27.50	\$28.41	\$29.32	\$30.23
7	\$26.23	\$27.19	\$28.15	\$29.11	\$30.07	\$31.03	\$32.00
8	\$27.76	\$28.78	\$29.80	\$30.81	\$31.83	\$32.85	\$33.87
9	\$29.39	\$30.46	\$31.54	\$32.62	\$33.69	\$34.77	\$35.85
10	\$31.11	\$32.25	\$33.39	\$34.53	\$35.67	\$36.81	\$37.95
11	\$32.93	\$34.13	\$35.34	\$36.55	\$37.75	\$38.96	\$40.17
12	\$34.85	\$36.13	\$37.41	\$38.68	\$39.96	\$41.24	\$42.52
13	\$36.89	\$38.24	\$39.59	\$40.95	\$42.30	\$43.65	\$45.00
14	\$39.05	\$40.48	\$41.91	\$43.34	\$44.77	\$46.20	\$47.63
15	\$41.33	\$42.85	\$44.36	\$45.88	\$47.39	\$48.91	\$50.42
16	\$43.75	\$45.35	\$46.96	\$48.56	\$50.16	\$51.77	\$53.37
17	\$46.31	\$48.01	\$49.70	\$51.40	\$53.10	\$54.80	\$56.49
18	\$49.02	\$50.82	\$52.61	\$54.41	\$56.21	\$58.00	\$59.80
19	\$51.89	\$53.79	\$55.69	\$57.59	\$59.49	\$61.39	\$63.30
20	\$54.92	\$56.93	\$58.95	\$60.96	\$62.97	\$64.99	\$67.00

2022 PART-TIME AND SEASONAL WAGE SCHEDULE

Position	Start	1 Year	2 Year
PD PT Admin Ast	\$ 22.46	\$ -	\$ -
Plng. PT Admin. As	\$ 22.46	\$ -	\$ -
Rink Attendant	\$ 12.01	\$ 12.68	\$ 13.34
Maint. Worker 1	\$ 17.01	\$ 17.96	\$ 18.90
Maint. Worker 2	\$ 23.14	\$ 24.42	\$ 25.71
Program Coord.	\$ 17.01	\$ 17.96	\$ 18.90
Plow Operator	\$ 23.14	\$ 24.42	\$ 25.71
Mgmt. Intern	\$ 16.35	\$ -	\$ -
Police Officer-PT	\$35.27		
CSO	\$22.46		

**RESOLUTION NO. 2021-134**

**Motion By:**  
**Seconded By:**

**A RESOLUTION APPROVING 2022 WAGE SCHEDULE AND BENEFIT PACKAGE FOR CITY EMPLOYEES**

**WHEREAS**, the City Council of the City of Corcoran, Minnesota will adopt the 2022 General Fund Budget and the 2022 Property Tax levy; and

**WHEREAS**, the City Council desires to establish the following direction regarding employee wages and benefits.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA**, that it should and hereby does approve the following:

1. 2022 Full-time Part-time and Seasonal Wage Schedule (Exhibit A)
2. The City Administrator is authorized to approve step increases for eligible employees contingent upon a satisfactory performance evaluation.
3. The City Administrator is authorized to approve the hiring of part-time and seasonal employees for positions that have been approved in the 2022 budget.

**VOTING AYE**

- McKee, Tom  
 Bottema, Jon  
 Nichols, Jeremy  
 Schultz, Alan  
 Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom  
 Bottema, Jon  
 Nichols, Jeremy  
 Schultz, Alan  
 Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9<sup>th</sup> day of December 2021.

\_\_\_\_\_  
Tom McKee – Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Beise – Administrative Services Director

*City Seal*



## STAFF REPORT

## Agenda Item 9c.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2022 General Fund Budget and 2021 Property Tax Levy	<b>Action Required:</b> Approval

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### Summary:

Annually the City Council must adopt a budget and property tax levy for the City. The budget and levy fund the operations and debt service of the City.

The 2022 budget and levy have been discussed at six public meetings prior to the formal public hearing to be held at this meeting. The recommended final levy amount is \$29,417 less than the preliminary levy adopted at the September 23, 2021 meeting; this reflects a variety of adjustments as the budget was refined.

### Financial/Budget:

The 2022 proposed final budget is \$8,132,502 and requires a property tax levy of \$5,699,429. The anticipated tax rate is projected to be approximately 43.099%, down from the 2021 rate of 43.522%.

Please refer to item 9a. for impacts related to the proposed 2022 budget and levy.

### Options:

1. Adopt Resolution 2021-135 Adopting 2022 Budget and 2021 Tax Levy as presented.
2. Adopt Resolution 2021-135 Adopting 2022 Budget and 2021 Tax Levy with amendments.

### Recommendation:

Adopt Resolution 2021-135 Adopting 2022 Budget and 2021 Tax Levy as presented.

### Council Action:

Consider a motion to adopt 2021-135 Adopting 2022 Budget and 2021 Tax Levy as presented.

### Attachments:

1. Proposed 2022 Budget
2. Resolution 2021-135 Adopting 2022 Budget and 2021 Tax Levy

**CITY OF CORCORAN**  
**2022 DRAFT BUDGET - GENERAL FUND**

G/L Account	Description	2019 Actual	2020 Actual	2021 Budget	Final 2022 Budget	2021/2022 Budget Difference
<b>GENERAL FUND REVENUE</b>						
<b>TAXES</b>						
100-00000-31000	GENERAL PROPERTY TAXES	2,786,482	4,067,936	4,447,791	5,139,711	691,920
	<b>TOTAL TAXES</b>	<b>2,786,482</b>	<b>4,067,936</b>	<b>4,447,791</b>	<b>5,139,711</b>	<b>691,920</b>
<b>LICENSES AND PERMITS</b>						
100-00000-32100	BUSINESS LICENSES & PERMITS	-	-	-	-	-
100-00000-32110	LIQUOR LICENSE FEE	14,475	11,250	19,000	16,000	(3,000)
100-00000-32210	BLDG/PLAN REVIEW FEES	1,289,094	1,232,582	815,000	1,296,000	481,000
100-00000-32290	WETLAND PERMIT FEES	400	1,600	-	-	-
	<b>TOTAL LICENSES AND PERMITS</b>	<b>1,303,969</b>	<b>1,245,432</b>	<b>834,000</b>	<b>1,312,000</b>	<b>478,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
100-00000-33400	STATE GRANTS AND AIDS	38,810	472,770	40,000	40,000	-
100-00000-33416	POLICE TRAINING REIMBURSEMENT	776	10,350	11,900	12,500	600
100-00000-33418	MUNICIPAL STATE AID FOR STREETS - MAINTENANCE	150,864	155,079	170,000	150,000	(20,000)
100-00000-33423	POLICE STATE AID	-	119,168	71,000	74,600	3,600
100-00000-33426	AGRICULTURAL MARKET VALUE CREDIT	13,315	19,831	10,000	10,000	-
100-00000-33429	STATE AID - PERA	-	-	1,845	1,845	-
100-00000-33615	COUNTY RECYCLING GRANT	10,203	13,992	14,000	14,000	-
100-00000-33620	OTHER COUNTY GRANTS AND AIDS	-	10,000	10,000	10,000	-
100-00000-33640	TOWARD ZERO DEATH GRANT	59,689	(30,345)	-	-	-
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>273,657</b>	<b>770,845</b>	<b>328,745</b>	<b>312,945</b>	<b>(15,800)</b>
<b>CHARGES FOR SERVICES</b>						
100-00000-34100	CHARGES FOR SERVICES	8	190	-	-	-
100-00000-34101	FACILITY RENTAL	2,767	1,142	1,500	1,500	-
100-00000-34103	ZONING/LAND USE APPL FEE	53,071	50,535	45,000	45,000	-
100-00000-34105	COPIES/MAPS	3,281	6	100	100	-
100-00000-34107	ASSESSMENT SEARCHES	25	25	50	50	-
100-00000-34110	CITY PLANNER REVIEW FEE	1,024	80	16,250	32,500	16,250
100-00000-34200	PUBLIC SAFETY PERMITS	3,260	4,190	4,000	4,000	-
100-00000-34201	SPECIAL POLICE SERVICES	3,400	-	5,000	5,000	-
100-00000-34203	POLICE REPORTS	210	286	400	400	-
100-00000-34300	PUBLIC WORKS PERMITS AND FEES	16,707	16,131	5,500	5,000	(500)
100-00000-34301	DUST CONTROL	30,372	48,350	37,500	-	(37,500)
100-00000-34303	ICE & SNOW REMOVAL	7,077	-	6,000	6,000	-
100-00000-34310	PUBLIC WORKS REVIEW FEE	1,100	42,585	42,000	88,200	46,200
100-00000-34400	RECYCLING	298	3,166	5,000	5,000	-
100-00000-34403	REFUSE COLLECTION CHARGES	5,346	-	3,000	3,250	250
100-00000-34790	RECREATION PROGRAMMING	51,660	5	58,000	47,980	(10,020)
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>179,606</b>	<b>166,691</b>	<b>229,300</b>	<b>243,980</b>	<b>14,680</b>
<b>FINES AND FORFEITS</b>						
100-00000-35100	FINES	20,755	18,118	45,000	40,000	(5,000)
	<b>TOTAL FINES AND FORFEITS</b>	<b>20,755</b>	<b>18,118</b>	<b>45,000</b>	<b>40,000</b>	<b>(5,000)</b>
<b>OTHER REVENUE</b>						
100-00000-36200	MISCELLANEOUS REVENUES	28,378	11,668	4,000	4,000	-
100-00000-36210	INTEREST EARNINGS	1	17,644	16,500	8,000	(8,500)
100-00000-36220	RENTS AND ROYALTIES	4,113	6,909	7,000	5,000	(2,000)
100-00000-36230	DONATIONS	998	768	-	-	-
100-00000-36290	SALE OF INVESTMENTS	-	(1,371)	-	-	-
100-00000-36400	REFUNDS/REIMBURSEMENTS	4,167	5,170	-	-	-
100-00000-38050	CABLE FRANCHISE FEE	-	50,059	53,000	53,000	-
100-00000-39203	TRANSFER FROM OTHER FUND	-	218,872	269,164	454,148	184,984
	<b>TOTAL OTHER REVENUE</b>	<b>37,657</b>	<b>309,719</b>	<b>349,664</b>	<b>524,148</b>	<b>174,484</b>
<b>TOTAL GENERAL FUND REVENUE</b>		<b>4,602,127</b>	<b>6,578,741</b>	<b>6,234,500</b>	<b>7,572,784</b>	<b>1,338,284</b>

**CITY OF CORCORAN**  
**2022 DRAFT BUDGET - GENERAL FUND**

G/L Account	Description	2019 Actual	2020 Actual	2021 Budget	Final 2022 Budget	2021/2022 Budget Difference
<b>GENERAL FUND EXPENDITURES</b>						
<b>GENERAL GOVERNMENT</b>						
<b>CITY COUNCIL</b>						
100-41110-50101	FULL-TIME EMPLOYEES - REGULAR	19,260	19,260	19,260	19,260	-
100-41110-50122	FICA	1,194	1,194	1,195	1,195	-
100-41110-50126	MEDICARE	279	279	280	280	-
100-41110-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	580	3,089	6,500	6,500	-
100-41110-50210	OPERATING SUPPLIES	1,352	1,727	3,000	3,000	-
100-41110-50365	WORKER'S COMPENSATION INSURANCE	67	92	-	-	-
	<b>TOTAL CITY COUNCIL</b>	<b>22,732</b>	<b>25,642</b>	<b>30,235</b>	<b>30,235</b>	<b>-</b>
<b>COMMUNICATION</b>						
100-41130-50325	OTHER COMMUNICATION - WEBSITE	975	400	5,000	5,000	-
100-41130-50350	PRINTING AND BINDING	7,148	10,007	9,500	10,000	500
	<b>TOTAL COMMUNICATION</b>	<b>8,123</b>	<b>10,407</b>	<b>14,500</b>	<b>15,000</b>	<b>500</b>
<b>CITY ADMINISTRATOR</b>						
100-41320-50101	FULL-TIME EMPLOYEES - REGULAR	126,131	132,279	134,888	139,360	4,472
100-41320-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	-
100-41320-50121	PERA	9,411	9,921	10,117	10,452	335
100-41320-50122	FICA	7,413	7,344	8,363	8,640	277
100-41320-50126	MEDICARE	1,734	1,718	1,956	2,021	65
100-41320-50130	EMPLOYER PAID INSURANCE	12,985	10,236	20,407	20,414	7
100-41320-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-41320-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	3,720	1,156	5,500	5,500	-
100-41320-50210	OPERATING SUPPLIES	1,184	638	1,000	-	(1,000)
100-41320-50321	TELEPHONE	-	-	-	600	600
100-41320-50331	TRAVEL EXPENSE	-	-	-	600	600
100-41320-50365	WORKER'S COMPENSATION INSURANCE	734	964	810	750	(60)
100-41320-50433	DUES AND MEMBERSHIPS	1,075	1,203	1,400	1,400	-
	<b>TOTAL CITY ADMINISTRATOR</b>	<b>164,387</b>	<b>165,458</b>	<b>184,441</b>	<b>189,737</b>	<b>5,296</b>
<b>ADMINISTRATION</b>						
100-41400-50101	FULL-TIME EMPLOYEES - REGULAR	227,746	263,711	273,442	223,020	(50,422)
100-41400-50102	FULL-TIME EMPLOYEES - OVERTIME	-	2,792	5,000	-	(5,000)
100-41400-50121	PERA	17,081	19,988	20,508	16,726	(3,782)
100-41400-50122	FICA	14,394	16,163	16,953	13,828	(3,125)
100-41400-50126	MEDICARE	3,366	3,780	3,965	3,234	(731)
100-41400-50130	EMPLOYER PAID INSURANCE	55,725	68,270	75,479	54,739	(20,740)
100-41400-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-41400-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	3,599	7,458	12,000	7,000	(5,000)
100-41400-50210	OPERATING SUPPLIES	1,799	620	1,750	-	(1,750)
100-41400-50300	PROFESSIONAL SERVICES	137	-	75,000	-	(75,000)
100-41400-50331	TRAVEL EXPENSE	-	-	-	1,250	1,250
100-41400-50365	WORKER'S COMPENSATION INSURANCE	1,972	2,590	2,205	2,205	-
100-41400-50433	DUES AND MEMBERSHIPS	1,448	1,007	1,250	1,000	(250)
	<b>TOTAL ADMINISTRATION</b>	<b>327,267</b>	<b>386,378</b>	<b>487,552</b>	<b>323,002</b>	<b>(164,550)</b>
<b>ELECTION</b>						
100-41410-50114	TEMPORARY/SEASONAL EMPLOYEES	-	-	-	15,700	15,700
100-41410-50210	OPERATING SUPPLIES	1,420	22,472	2,400	2,000	(400)
100-41410-50331	TRAVEL EXPENSE	-	-	-	300	300
100-41410-50430	MISCELLANEOUS EXPENSE	-	6,119	-	-	-
	<b>TOTAL ELECTION</b>	<b>1,420</b>	<b>28,591</b>	<b>2,400</b>	<b>18,000</b>	<b>15,600</b>
<b>FINANCE</b>						
100-41500-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	165,723	165,723
100-41500-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	-
100-41500-50121	PERA	-	-	-	12,429	12,429
100-41500-50122	FICA	-	-	-	10,275	10,275
100-41500-50126	MEDICARE	-	-	-	2,403	2,403
100-41500-50130	EMPLOYER PAID INSURANCE	-	-	-	37,803	37,803
100-41500-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-41500-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	4,000	4,000
100-41500-50300	PROFESSIONAL SERVICES	37,000	41,075	37,000	43,000	6,000
100-41500-50331	TRAVEL EXPENSE	-	-	-	-	-
100-41500-50365	WORKER'S COMPENSATION INSURANCE	-	-	-	-	-
100-41500-50433	DUES AND MEMBERSHIPS	-	-	-	750	750
	<b>TOTAL FINANCE</b>	<b>37,000</b>	<b>41,075</b>	<b>37,000</b>	<b>276,383</b>	<b>239,383</b>

**CITY OF CORCORAN  
2022 DRAFT BUDGET - GENERAL FUND**

<b>G/L Account</b>	<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>Final 2022 Budget</b>	<b>2021/2022 Budget Difference</b>
<b>ASSESSING</b>						
100-41550-50210	OPERATING SUPPLIES	876	1,764	1,000	1,000	-
100-41550-50300	PROFESSIONAL SERVICES	72,995	57,204	94,000	101,000	7,000
100-41550-50322	POSTAGE	-	4	-	-	-
	<b>TOTAL ASSESSING</b>	<b>73,870</b>	<b>58,972</b>	<b>95,000</b>	<b>102,000</b>	<b>7,000</b>
<b>LEGAL</b>						
100-41600-50300	PROFESSIONAL SERVICES	34,152	39,226	34,000	38,000	4,000
	<b>TOTAL LEGAL</b>	<b>34,152</b>	<b>39,226</b>	<b>34,000</b>	<b>38,000</b>	<b>4,000</b>
<b>CENTRAL SERVICES</b>						
100-41900-50200	OFFICE SUPPLIES	6,609	3,745	4,500	4,750	250
100-41900-50210	OPERATING SUPPLIES	29,081	24,486	27,500	28,500	1,000
100-41900-50300	PROFESSIONAL SERVICES	24,002	21,254	26,000	27,500	1,500
100-41900-50321	TELEPHONE	2,290	2,812	2,500	2,500	-
100-41900-50322	POSTAGE	3,435	3,275	3,750	4,000	250
100-41900-50350	PRINTING AND BINDING	-	-	-	1,000	1,000
100-41900-50360	INSURANCE	67,666	78,837	80,000	88,000	8,000
100-41900-50380	UTILITY SERVICES	15,115	13,949	16,000	9,000	(7,000)
100-41900-50381	ELECTRIC UTILITIES	-	-	-	19,000	19,000
100-41900-50382	WATER & SEWER	-	-	-	-	-
100-41900-50400	REPAIR AND MAINTENANCE - CONTRACT	12,899	13,814	19,500	9,500	(10,000)
100-41900-50401	REPAIR AND MAINT - BUILDINGS	-	-	-	8,000	8,000
100-41900-50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	-	2,000	2,000
100-41900-50430	MISCELLANEOUS EXPENSE	-	202,520	-	-	-
100-41900-50431	BANKING CHARGES	267	362	400	400	-
100-41900-50432	CREDIT CARD FEES	6,539	7,765	7,000	8,000	1,000
100-41900-50433	DUES AND MEMBERSHIPS	25,590	25,166	25,000	25,000	-
100-41900-50520	BUILDINGS AND STRUCTURES	-	5,967	6,000	6,000	-
100-41900-50700	TRANSFERS	304,052	337,000	235,000	389,417	154,417
100-41900-50810	REFUNDS & REIMBURSEMENT	-	-	-	-	-
100-41900-50811	INSURANCE REFUNDS	-	-	-	-	-
	<b>TOTAL CENTRAL SERVICES</b>	<b>497,905</b>	<b>740,953</b>	<b>453,150</b>	<b>632,567</b>	<b>179,417</b>
<b>PLANNING &amp; ZONING</b>						
100-41910-50101	FULL-TIME EMPLOYEES - REGULAR	-	13,382	71,240	99,005	27,765
100-41910-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	-
100-41910-50121	PERA	-	909	5,343	7,425	2,082
100-41910-50122	FICA	-	960	4,417	6,138	1,721
100-41910-50126	MEDICARE	-	225	1,033	1,436	403
100-41910-50130	EMPLOYER PAID INSURANCE	-	1,372	8,884	20,414	11,530
100-41910-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	1,500	1,500	-
100-41910-50210	OPERATING SUPPLIES	36	448	1,000	-	(1,000)
100-41910-50300	PROFESSIONAL SERVICES	73,907	79,407	45,000	50,000	5,000
100-41910-50350	PRINTING AND BINDING	-	-	-	1,000	1,000
100-41910-50365	WORKER'S COMPENSATION INSURANCE	-	160	370	407	37
100-41910-50430	MISCELLANEOUS EXPENSE	-	-	-	-	-
	<b>TOTAL PLANNING &amp; ZONING</b>	<b>73,942</b>	<b>96,864</b>	<b>138,787</b>	<b>187,325</b>	<b>48,538</b>
<b>INFORMATION TECHNOLOGY</b>						
100-41920-50210	OPERATING SUPPLIES	8,800	8,756	15,000	16,000	1,000
100-41920-50221	EQUIPMENT PARTS AND ACCESSORIES - IT	31,561	27,138	35,000	45,500	10,500
100-41920-50300	PROFESSIONAL SERVICES	66,944	73,248	85,000	95,000	10,000
100-41920-50322	POSTAGE	-	-	-	-	-
100-41920-50520	BUILDINGS AND STRUCTURES	-	-	-	-	-
100-41920-50530	IMPROVEMENTS OTHER THAN BLDGS	8,394	2,072	12,000	20,000	8,000
100-41920-50810	REFUNDS & REIMBURSEMENT	8,000	(8,000)	-	-	-
	<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>123,699</b>	<b>103,214</b>	<b>147,000</b>	<b>176,500</b>	<b>29,500</b>
<b>OTHER FINANCING USES</b>						
100-49360-50720	INTERFUND TRANSFERS	-	525,787	-	-	-
	<b>TOTAL OTHER FINANCING USES</b>	<b>-</b>	<b>525,787</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL GOVERNMENT</b>		<b>1,364,498</b>	<b>2,222,565</b>	<b>1,624,065</b>	<b>1,988,749</b>	<b>364,684</b>

**CITY OF CORCORAN**  
**2022 DRAFT BUDGET - GENERAL FUND**

G/L Account	Description	2019 Actual	2020 Actual	2021 Budget	Final 2022 Budget	2021/2022 Budget Difference
<b>PUBLIC SAFETY</b>						
<b>POLICE</b>						
100-42100-50101	FULL-TIME EMPLOYEES - REGULAR	750,537	707,101	866,731	985,156	118,425
100-42100-50102	FULL-TIME EMPLOYEES - OVERTIME	20,038	24,893	26,286	29,572	3,286
100-42100-50103	FULL-TIME EMPLOYEES - EVENT PAY	18,041	3,611	12,000	-	(12,000)
100-42100-50111	PART-TIME EMPLOYEES - REGULAR	68,403	67,302	85,011	119,020	34,009
100-42100-50112	PART-TIME EMPLOYEES - OVERTIME	-	150	-	-	-
100-42100-50113	PART-TIME EMPLOYEES - EVENT PAY	9,527	15,763	5,000	5,000	-
100-42100-50121	PERA	131,266	133,616	167,766	198,165	30,399
100-42100-50122	FICA	3,096	3,777	5,271	4,483	(788)
100-42100-50126	MEDICARE	12,245	11,833	14,182	16,440	2,258
100-42100-50130	EMPLOYER PAID INSURANCE	156,936	162,749	185,621	203,376	17,755
100-42100-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-42100-50150	WORKERS COMP INSURANCE	-	-	-	-	-
100-42100-50160	LIABILITY INSURANCE - EMPLOYEES	-	-	-	-	-
100-42100-50200	OFFICE SUPPLIES	2,348	2,015	3,600	3,600	-
100-42100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	22,717	25,808	26,400	28,900	2,500
100-42100-50209	POLICE RESERVES	3,939	3,385	3,500	3,500	-
100-42100-50210	OPERATING SUPPLIES	9,344	13,675	18,000	17,000	(1,000)
100-42100-50212	MOTOR FUELS	26,498	18,410	22,000	22,000	-
100-42100-50220	REPAIR AND MAINTENANCE SUPPLIES	9,608	16,196	12,500	11,000	(1,500)
100-42100-50223	BUILDING REPAIR SUPPLIES	5,756	5,110	6,500	6,500	-
100-42100-50300	PROFESSIONAL SERVICES	2,585	4,651	7,200	21,400	14,200
100-42100-50304	LEGAL FEES	24,939	23,313	27,500	25,500	(2,000)
100-42100-50306	INSPECTIONS	4,541	1,671	8,000	6,000	(2,000)
100-42100-50321	TELEPHONE	8,717	9,495	9,500	9,500	-
100-42100-50322	POSTAGE	34	34	250	250	-
100-42100-50323	RADIO UNITS	17,361	21,797	20,000	21,500	1,500
100-42100-50350	PRINTING AND BINDING	-	-	-	800	800
100-42100-50365	WORKER'S COMPENSATION INSURANCE	44,252	62,769	47,600	48,000	400
100-42100-50381	ELECTRIC UTILITIES	7,795	9,336	9,500	-	(9,500)
100-42100-50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	-	1,000	1,000
100-42100-50403	REPAIR AND MAINT - VEHICLES	-	-	-	4,700	4,700
100-42100-50417	UNIFORMS	8,414	12,440	14,000	22,600	8,600
100-42100-50433	DUES AND MEMBERSHIPS	2,065	1,892	2,300	2,800	500
100-42100-50435	GRANT DISBURSEMENT	-	-	-	-	-
100-42100-50490	DONATIONS	-	-	-	-	-
100-42100-50550	MOTOR VEHICLES	-	-	-	-	-
100-42100-50810	REFUNDS & REIMBURSEMENT	1,500	2,929	-	-	-
100-42100-50811	INSURANCE REFUNDS	-	-	-	-	-
	<b>TOTAL POLICE</b>	<b>1,372,499</b>	<b>1,365,723</b>	<b>1,606,218</b>	<b>1,817,762</b>	<b>211,544</b>
<b>POLICE ADMINISTRATION</b>						
100-42102-50101	FULL-TIME EMPLOYEES - REGULAR	78,617	66,500	93,854	125,379	31,525
100-42102-50102	FULL-TIME EMPLOYEES - OVERTIME	83	407	500	500	-
100-42102-50121	PERA	4,767	5,018	7,077	9,441	2,364
100-42102-50122	FICA	5,120	4,300	5,850	7,804	1,954
100-42102-50126	MEDICARE	1,197	1,006	1,368	1,825	457
100-42102-50130	EMPLOYER PAID INSURANCE	17,534	18,387	18,613	34,777	16,164
100-42102-50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-
100-42102-50150	WORKERS COMP INSURANCE	-	-	-	-	-
100-42102-50160	LIABILITY INSURANCE - EMPLOYEES	-	-	-	-	-
	<b>TOTAL POLICE ADMINISTRATION</b>	<b>107,318</b>	<b>95,618</b>	<b>127,262</b>	<b>179,726</b>	<b>52,464</b>
<b>EMERGENCY MANAGEMENT</b>						
100-42151-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	1,250	1,250
100-42151-50210	OPERATING SUPPLIES	-	-	-	5,450	5,450
100-42151-50381	ELECTRIC UTILITIES	-	-	-	600	600
100-42151-50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	-	1,700	1,700
100-42151-50433	DUES AND MEMBERSHIPS	-	-	-	500	500
	<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,500</b>	<b>9,500</b>
<b>FIRE</b>						
100-42200-50300	PROFESSIONAL SERVICES	348,658	366,103	383,100	427,000	43,900
100-42200-50550	MOTOR VEHICLES	-	-	-	-	-
100-42200-50580	OTHER EQUIPMENT	-	-	10,000	10,000	-
	<b>TOTAL FIRE</b>	<b>348,658</b>	<b>366,103</b>	<b>393,100</b>	<b>437,000</b>	<b>43,900</b>

# CITY OF CORCORAN

## 2022 DRAFT BUDGET - GENERAL FUND

G/L Account	Description	2019 Actual	2020 Actual	2021 Budget	Final 2022 Budget	2021/2022 Budget Difference
<b>BUILDING INSPECTION</b>						
100-42400-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	119,604	119,604
100-42400-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	1,000	1,000
100-42400-50121	PERA	-	-	-	9,046	9,046
100-42400-50122	FICA	-	-	-	7,477	7,477
100-42400-50126	MEDICARE	-	-	-	1,748	1,748
100-42400-50130	EMPLOYER PAID INSURANCE	-	-	-	21,056	21,056
100-42400-50300	PROFESSIONAL SERVICES	335,863	392,953	402,000	470,000	68,000
100-42400-50303	ENGINEERING FEES	-	665	-	-	-
100-42400-50437	Surcharges	30,878	44,520	24,500	-	(24,500)
	<b>TOTAL BUILDING INSPECTION</b>	<b>366,741</b>	<b>438,137</b>	<b>426,500</b>	<b>629,931</b>	<b>203,431</b>
<b>CODE ENFORCEMENT</b>						
100-42401-50101	FULL-TIME EMPLOYEES - REGULAR	68,549	70,887	-	-	-
100-42401-50102	FULL-TIME EMPLOYEES - OVERTIME	-	609	-	-	-
100-42401-50121	PERA	5,141	5,362	-	-	-
100-42401-50122	FICA	4,317	4,759	-	-	-
100-42401-50126	MEDICARE	1,076	1,113	-	-	-
100-42401-50130	EMPLOYER PAID INSURANCE	8,339	8,434	-	-	-
100-42401-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	715	-	-	-	-
100-42401-50210	OPERATING SUPPLIES	1,318	1,062	-	-	-
100-42401-50300	PROFESSIONAL SERVICES	31,161	33,388	30,000	20,000	(10,000)
100-42401-50365	WORKER'S COMPENSATION INSURANCE	488	481	-	-	-
100-42401-50433	DUES AND MEMBERSHIPS	-	65	-	-	-
	<b>TOTAL CODE ENFORCEMENT</b>	<b>121,103</b>	<b>126,159</b>	<b>30,000</b>	<b>20,000</b>	<b>(10,000)</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>2,316,319</b>	<b>2,391,739</b>	<b>2,583,080</b>	<b>3,093,919</b>	<b>510,839</b>
<b>PUBLIC WORKS &amp; PARKS</b>						
<b>HIGHWAY, STREETS &amp; ROADWAYS</b>						
100-43100-50101	FULL-TIME EMPLOYEES - REGULAR	451,310	447,427	620,191	850,952	230,761
100-43100-50102	FULL-TIME EMPLOYEES - OVERTIME	50,050	38,885	39,000	49,000	10,000
100-43100-50121	PERA	37,146	36,499	49,439	67,496	18,057
100-43100-50122	FICA	29,070	29,045	40,870	55,797	14,927
100-43100-50126	MEDICARE	6,799	6,793	9,558	13,049	3,491
100-43100-50130	EMPLOYER PAID INSURANCE	103,129	109,959	147,536	196,960	49,424
100-43100-50140	UNEMPLOYMENT COMPENSATION	2,665	4,949	-	-	-
100-43100-50200	OFFICE SUPPLIES	-	-	1,000	1,000	-
100-43100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	3,736	2,219	7,250	7,500	250
100-43100-50210	OPERATING SUPPLIES	35,373	40,847	30,000	31,000	1,000
100-43100-50212	MOTOR FUELS	42,060	23,578	35,000	40,000	5,000
100-43100-50220	REPAIR AND MAINTENANCE SUPPLIES	49,987	60,997	42,000	40,000	(2,000)
100-43100-50223	BUILDING REPAIR SUPPLIES	9,916	9,452	15,000	5,000	(10,000)
100-43100-50225	LANDSCAPE/DITCH MATERIALS	22,482	12,362	32,500	40,000	7,500
100-43100-50226	SIGN REPAIR MATERIALS	5,671	6,382	7,000	7,500	500
100-43100-50321	TELEPHONE	11,232	11,192	11,500	11,500	-
100-43100-50323	RADIO UNITS	-	-	-	2,000	2,000
100-43100-50350	PRINTING AND BINDING	-	-	-	500	500
100-43100-50360	INSURANCE	-	-	-	-	-
100-43100-50365	WORKER'S COMPENSATION INSURANCE	7,644	15,675	8,700	9,200	500
100-43100-50380	UTILITY SERVICES	16,410	22,497	20,000	21,000	1,000
100-43100-50381	ELECTRIC UTILITIES	4,070	4,221	10,000	10,000	-
100-43100-50400	REPAIR AND MAINTENANCE - CONTRACT	137,132	3,400	185,000	4,000	(181,000)
100-43100-50401	REPAIR AND MAINT - BUILDINGS	-	-	-	10,000	10,000
100-43100-50403	REPAIR AND MAINT - VEHICLES	-	-	-	10,000	10,000
100-43100-50417	UNIFORMS	10,056	7,923	11,250	12,500	1,250
100-43100-50430	MISCELLANEOUS EXPENSE	-	-	-	-	-
100-43100-50433	DUES AND MEMBERSHIPS	-	373	-	300	300
100-43100-50810	REFUNDS & REIMBURSEMENT	961	-	-	-	-
100-43100-50811	INSURANCE REFUNDS	-	-	-	-	-
	<b>TOTAL HIGHWAY, STREETS &amp; ROADWAYS</b>	<b>1,036,897</b>	<b>894,674</b>	<b>1,322,794</b>	<b>1,496,254</b>	<b>173,460</b>
<b>PAVED STREETS</b>						
100-43121-50224	STREET MAINTENANCE MATERIALS	42,398	101,297	69,000	15,000	(54,000)
100-43121-50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	-	252,500	252,500
	<b>TOTAL PAVED STREETS</b>	<b>42,398</b>	<b>101,297</b>	<b>69,000</b>	<b>267,500</b>	<b>198,500</b>
<b>UNPAVED STREETS</b>						
100-43122-50224	STREET MAINTENANCE MATERIALS	146,367	156,484	152,500	115,000	(37,500)
100-43122-50400	REPAIR AND MAINTENANCE - CONTRACT	96,953	111,075	110,000	182,500	72,500
	<b>TOTAL UNPAVED STREETS</b>	<b>243,320</b>	<b>267,560</b>	<b>262,500</b>	<b>297,500</b>	<b>35,000</b>

**CITY OF CORCORAN  
2022 DRAFT BUDGET - GENERAL FUND**

<b>G/L Account</b>	<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>Final 2022 Budget</b>	<b>2021/2022 Budget Difference</b>
<b>ICE &amp; SNOW REMOVAL</b>						
100-43125-50210	OPERATING SUPPLIES	44,909	47,069	50,500	53,000	2,500
100-43125-50300	PROFESSIONAL SERVICES	1,228	504	2,100	2,100	-
	<b>TOTAL ICE &amp; SNOW REMOVAL</b>	<b>46,137</b>	<b>47,573</b>	<b>52,600</b>	<b>55,100</b>	<b>2,500</b>
<b>ENGINEERING</b>						
100-43170-50300	PROFESSIONAL SERVICES	30,109	52,516	35,000	50,000	15,000
100-43170-50303	ENGINEERING FEES	-	-	-	-	-
100-43170-50309	WATERSHED LGU	4,678	17,605	10,000	10,000	-
	<b>TOTAL ENGINEERING</b>	<b>34,787</b>	<b>70,121</b>	<b>45,000</b>	<b>60,000</b>	<b>15,000</b>
<b>RECYCLING</b>						
100-43201-50210	OPERATING SUPPLIES	3,238	-	3,500	3,500	-
100-43201-50300	PROFESSIONAL SERVICES	9,430	11,778	9,000	10,000	1,000
	<b>TOTAL RECYCLING</b>	<b>12,668</b>	<b>11,778</b>	<b>12,500</b>	<b>13,500</b>	<b>1,000</b>
<b>RECREATION</b>						
100-45100-50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	32,801	32,801
100-45100-50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	-
100-45100-50121	PERA	-	-	-	2,460	2,460
100-45100-50122	FICA	-	-	-	2,033	2,033
100-45100-50126	MEDICARE	-	-	-	475	475
100-45100-50130	EMPLOYER PAID INSURANCE	-	-	-	8,694	8,694
100-45100-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	900	900
100-45100-50210	OPERATING SUPPLIES	-	-	-	28,180	28,180
100-45100-50300	PROFESSIONAL SERVICES	-	-	-	2,130	2,130
	<b>TOTAL RECREATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>77,673</b>	<b>77,673</b>
<b>PARKS</b>						
100-45200-50101	FULL-TIME EMPLOYEES - REGULAR	60,656	83,573	103,052	86,729	(16,323)
100-45200-50102	FULL-TIME EMPLOYEES - OVERTIME	1,416	1,433	-	-	-
100-45200-50121	PERA	1,942	4,118	4,494	2,460	(2,034)
100-45200-50122	FICA	3,820	5,489	6,389	5,378	(1,011)
100-45200-50126	MEDICARE	893	1,284	1,494	1,258	(236)
100-45200-50130	EMPLOYER PAID INSURANCE	-	11,540	17,332	8,694	(8,638)
100-45200-50140	UNEMPLOYMENT COMPENSATION	100	17	-	-	-
100-45200-50207	TRAINING AND INSTRUCTIONAL SUPPLIES	30	-	350	400	50
100-45200-50210	OPERATING SUPPLIES	56,782	21,967	25,000	27,500	2,500
100-45200-50221	EQUIPMENT PARTS AND ACCESSORIES - IT	19,475	37,015	20,000	30,000	10,000
100-45200-50261	RECREATION PROGRAMMING	241	4,529	25,500	-	(25,500)
100-45200-50300	PROFESSIONAL SERVICES	3,639	1,348	2,500	370	(2,130)
100-45200-50321	TELEPHONE	765	842	750	800	50
100-45200-50365	WORKER'S COMPENSATION INSURANCE	9,256	13,504	10,200	10,500	300
100-45200-50380	UTILITY SERVICES	5,787	4,520	5,500	4,000	(1,500)
100-45200-50381	ELECTRIC UTILITIES	-	-	-	1,500	1,500
100-45200-50382	WATER & SEWER	-	-	-	2,500	2,500
100-45200-50417	UNIFORMS	-	-	-	-	-
100-45200-50433	DUES AND MEMBERSHIPS	410	-	400	500	100
100-45200-50520	BUILDINGS AND STRUCTURES	-	-	-	-	-
100-45200-50530	IMPROVEMENTS OTHER THAN BLDGS	41,749	39,312	40,000	40,000	-
100-45200-50810	REFUNDS & REIMBURSEMENT	-	-	-	-	-
	<b>TOTAL PARKS</b>	<b>206,962</b>	<b>230,491</b>	<b>262,961</b>	<b>222,589</b>	<b>(40,372)</b>
<b>TOTAL PUBLIC WORKS &amp; PARKS</b>		<b>1,623,169</b>	<b>1,623,493</b>	<b>2,027,355</b>	<b>2,490,116</b>	<b>462,761</b>
<b>ALL GENERAL FUND EXPENDITURE</b>		<b>5,303,987</b>	<b>6,237,798</b>	<b>6,234,500</b>	<b>7,572,784</b>	<b>1,338,284</b>

**CITY OF CORCORAN  
2022 DRAFT BUDGET - GENERAL FUND**

G/L Account	Description	2019 Actual	2020 Actual	2021 Budget	Final 2022 Budget	2021/2022 Budget Difference
<b>DEBT SERVICE</b>						
<b>EQUIPMENT CERTIFICATE FUND</b>						
<i>Disbursements</i>						
Equipment Certificate						
Fiscal Agent Fees / Issuing Fees						
Principal						
	Principal & Interest-2008	-	-	-		
	Principal & Interest-2010	-	-	-		
	Principal & Interest-2012	44,914	44,389	48,904	-	(48,904)
	Principal & Interest-2014	52,916	52,878			
	Principal & Interest-2016 Equip	36,330	36,015	35,385	39,690	4,305
	Principal & Interest-2018 Equip	81,900	80,010	79,065	81,323	2,258
	Principal & Interest-2018 Debt Service	39,454	37,406	36,304	32,996	(3,308)
	Principal & Interest-2018 Abatement	68,250	73,500	73,500	78,750	5,250
	Principal & Interest-2020 Equip			100,905	104,475	3,570
	Total Principal & Interest	323,764	324,198	374,063	337,234	(36,828)
	Required 5% overage					
	<b>Total</b>	<b>323,764</b>	<b>324,198</b>	<b>374,063</b>	<b>337,234</b>	<b>(36,828)</b>
<b>Facility Expansion (Public Works) 2012B</b>						
	Principal & Interest	229,044	231,617	223,523	222,484	(1,039)
	Required 5% Overage					
	<b>Total</b>	<b>229,044</b>	<b>231,617</b>	<b>223,523</b>	<b>222,484</b>	<b>(1,039)</b>
<b>COMBINED DEBT SERVICE EXPENDITURES</b>		<b>552,808</b>	<b>555,815</b>	<b>597,586</b>	<b>559,718</b>	<b>(37,867)</b>
	TOTAL PROPERTY TAX REVENUE	2,786,482	4,067,936	4,447,791	5,139,711	691,920
	TOTAL GENERAL FUND REVENUE	4,602,127	6,578,741	6,234,500	7,572,784	1,338,284
	TOTAL DEBT SERVICE TAX LEVY	552,808	555,815	597,586	559,718	(37,867)
	<b>TOTAL ALL REVENUES</b>	<b>5,154,935</b>	<b>7,134,556</b>	<b>6,832,086</b>	<b>8,132,502</b>	<b>1,300,417</b>
	<b>TOTAL ALL EXPENSES</b>	<b>5,856,795</b>	<b>6,793,613</b>	<b>6,832,086</b>	<b>8,132,502</b>	<b>1,300,417</b>
	<b>REVENUE - EXPENSE</b>	<b>(701,859)</b>	<b>340,943</b>	<b>-</b>	<b>-</b>	
	TOTAL CERTIFIED LEVY (INCLUDES DEBT SERVICE)	4,262,937	4,660,559	5,045,377	5,699,429	654,053
	TOTAL PROPERTY TAX LEVY	3,710,129	4,104,744	4,447,791	5,139,711	691,920
	TOTAL PROPERTY TAX COLLECTED	2,786,482	4,067,936	-	-	-



**RESOLUTION NO. 2021-135**

**Motion By:**  
**Seconded By:**

**A RESOLUTION ADOPTING 2022 BUDGET AND FINAL 2021 TAX LEVY, COLLECTIBLE IN 2022**

**BE IT RESOLVED**, by the City of Corcoran, that the City Council hereby adopt the 2022 City Budget; and

**BE IT RESOLVED**, the Downtown Utility and Street Improvement Debt 2016A will be paid by the City's water and sewer utility funds; and

**BE IT FURTHER RESOLVED**, by the City of Corcoran, that the City Council hereby declare the following sums of money be levied for the current year, collectible in 2022, for the following purposes:

GENERAL PROPERTY TAX LEVY	\$5,139,711
EQUIPMENT CERTIFICATE DEBT 2016A	\$39,690
EQUIPMENT CERTIFICATE DEBT 2018A	\$81,323
DEBT SERVICE LEVY 2018A	\$32,996
ABATEMENT LEVY 2018A	\$78,750
EQUIPMENT CERTIFICATE DEBT 2020A	\$104,475
FACILITY EXPANSION DEBT – PUBLIC WORKS 2020B	\$222,484
FOR A TOTAL LEVY OF	\$5,699,429

**VOTING AYE**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 9<sup>th</sup> day of December 2021.

\_\_\_\_\_  
Tom McKee - Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Beise – Administrative Services Director

*City Seal*

## STAFF REPORT

## Agenda Item 9d.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2022 Fee Schedule	<b>Action Required:</b> Approval

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### Summary:

Annually the City updates and adopts a fee schedule for the City. Attached is the recommended fee schedule for 2022. It is requested that the City Council approve as recommended. Deletions are stricken through and additions/modifications are listed in yellow.

Since last presented to Council on the November 10<sup>th</sup>, 2021 meeting, the one addition to the 2022 fee schedule is the solid waste hauler license application.

### Financial/Budget:

The fee schedule sets the amounts charged for various item/services. Changes have been incorporated into the 2022 budget.

### Options:

1. Adopt Ordinance 2021-444 Adopting 2022 Fee Schedule
2. Adopt Ordinance 2021-444 Adopting 2022 Fee Schedule with amendments.

### Recommendation:

Adopt Ordinance 2020-444 Adopting 2022 Fee Schedule

### Council Action:

Consider a motion to adopt Ordinance 2021-444 Adopting 2022 Fee Schedule

### Attachments:

1. 2022 Fee Schedule
2. Ordinance 2021-444 Adopting 2022 Fee Schedule

**CITY OF CORCORAN  
DRAFT 2022 FEE SCHEDULE**

**Table of Content**

**Administrative Fees**

Records & Service for City Document	Processing Fees
Code Books	Recycling Fee
Copies	City Park - Picnic Facility
Labor/Staff Research	Engraved Memorial Bricks
Late Fees / Penalties / Cancellation	Administrative Fees - Rentals

**Licenses & Miscellaneous Permits**

Liquor/Tobacco/Lawful Gambling	Grading & Land Reclamation Permit
Burning Permit	Overweight Vehicle Permit
Driveway Permit	Sign Permit
	Utility Permit

**Public Safety**

Police Reports	Rental Fee
Car Seat Checks	Vehicle Impound
Police Patch	Animal Impound
Finger Printing	Event Security Rates
False Alarm Fire Emergency	Emergency Communications Systems Fee
False Alarm Police	Fire Department Entry Key Lock Box
Firearm & Hunting Permits	

**Public Works**

Equipment Usage	Swing Away Mail Box Arms
Public Works Labor	Street Department Fees
Lawn Mowing - Property Cleanup	

**Planning Development & Zoning Fees**

Land Use Permit/Application Type

**Utility Rates**

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

**Building Permit and Related Fees**

<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>ADMINISTRATIVE FEE SCHEDULE</b>			
<b>Records &amp; Service for City Document (Includes Tax)</b>			
Assessment Search from County	25.00		
USB Flash Drive	10.00		
Interest charge on 30 day past due Escrow accounts	10%		
Notary Fee - per document	1.00		
Candidate Filing Fee	10.00		
<b>Code Books</b>			
Code Book (Codes/Zoning/Subd) Binder	65.00		
Municipal Code Only	65.00		
Subdivision Code Only	35.00		
Zoning Code Only	35.00		
Comprehensive Plan Book Printed - special order	100.00		
<b>Copies</b>			
Copies black/white - up to 8 1/2x14 per page	0.25		
Copies black/white - 11 x 17 per page	0.55		
Copies Color up to 8 1/2x14 pp	1.00		
Copies Color 11x17	1.50		
Copies Oversize (Larger than 11X17) - Special Order	Varies		
<b>Labor/Staff Research</b>			
Data Request Retrieval Cost per hour			<i>Salary of the lowest-paid entity employee who can complete the task</i>
Normal Business Hrs (1 hr minimum) per hour	65.00		
After Hours (1 hr minimum) per hour	100.00		
<b>Late Fees / Penalties / Cancellation</b>			
Returned Check Fee	35.00	38.00	
ACH Return / NSF (non-sufficient fund) Chargeback	35.00		
Delinquent Fee	10.00		
Permit Cancellation Fee	25.00		
<b>Processing Fees</b>			
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C		
Recreation Credit Card Processing Fee - Transactions over \$100.00	3.49% less \$3.49		
InvoiceCloud Credit Card Processing Fee - Utility Bills	1.25%		
InvoiceCloud Credit Card Processing Fee - Building Permits	3.25%		
InvoiceCloud Credit Card Processing Fee - Miscellaneous	2.50		
<b>Maps</b>			
Color Maps - on cardstock	3.00		
Oversized or Laminated - special order	Varies		
Topos - special order	Varies		
<b>Recycling Fee</b>			
Recycling Fee - Annually		40.82	
Recycling Delinquent Fee	10.00		
Recycling Provider Late Fee	1.5% per month		
<b>City Park - Picnic Facility</b>			
<b>Group 1 (Local Non-Profit Groups):</b> NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, Corcoran Bee Club, St. John's Lutheran School *Damage deposit required	N/C		
<b>Group 2: Corcoran Residents</b> *Damage deposit required	10% Discount		
Damage Deposit - Required for All Rentals / Amenities	350.00		
Pavilion Rental Fee	100.00		
Soccer/Football/Baseball - per field (per hour usage   minimum 2 hours)	22.00		
Lights (Lions Field only) - Additional per game	30.00		
Scoreboard and PA System (Snyder Field only   per game)	25.00		
Tennis Courts - All courts 2 hour usage	15.00		
<b>Engraved Memorial Bricks (tax included)</b>			
4 x 8 Engraved Brick	50.00		
12 x 12 Engraved Brick	100.00		
Engraved Stone (Large)	135.00		
Engraved Stone (X-Large)	175.00		
48" Maintenance Free Bench	Varies*		
Concrete Bench - 22 Characters	Varies*		
Granite Bench	Varies*		
*Product and prices subject to change with vendors			
<b>Administrative Fees - Rentals</b>			
Mutiple Date Change Fee (1 Date Change Per Year Free)	10.00		

<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>ADMINISTRATIVE FEE SCHEDULE</b>			
<b>Licenses &amp; Miscellaneous Permits</b>			
<b>Liquor/Tobacco/Lawful Gambling License/Permit</b>			
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00		
Temporary Malt Liquor License - 1 - 4 Day Event	25.00		
Temporary 3.2 Malt Liquor License - Annual Max	100.00		
On Sale 3.2 Malt Liquor	100.00		
Off Sale 3.2 Malt Liquor	25.00		
Investigation (New/Transfer License)	100.00		
On Sale Intoxicating Liquor	4,000.00		
On Sale Wine	2,000.00		
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00		
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00		
Investigation Fee (New/Transfer License)	300.00		
2:00 am Closing	Paid to State		
Tobacco License	150.00		
Fireworks Permit-Per Event	50.00		
Hobby Kennel - Annual Fee	75.00		
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C		
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00		
<b>Solid Waste Hauler License Application</b>	<b>75.00</b>		
<b>Burning Permit</b>			
Valid for 1 month	10.00		
Valid for 6 months	50.00		
<b>Driveway Permit</b>			
Driveway Permit	100.00		
<b>Grading &amp; Land Reclamation Permit</b>			
Under 300 Cubic Yards	35.00		
Over 300 Cubic Yards - residential	300.00		
Escrow Determined by City Engineer for Permits over 300 Cubic Yards	1000.00 Minimum		
No security fee for under 300 Cubic Yards required	N/C		
<b>Overweight Vehicle Permit</b>			
Agriculture	N/C		
Commercial Tow Truck	750.00		
Daily Permit - Non Exempt Emergency	100.00		
Seasonal - Emergency (Septic, Liquid Propane & Similar)	N/C		
Resident - To and From (5 ton maximum)	N/C		
Seasonal - Home Delivery	250.00		
No Permit - Double Fee	Maximum \$300.00		
All Charges are Per Truck - Permits are Restricted			
<b>Sign Permit</b>			
No Planning Commission Review - Temporary	25.00		
No Planning Commission Review - Permanent	150.00		
<b>Utility Permit</b>			
Utility Work in the Right-of-Way - IE:Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc	100.00		

<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>ADMINISTRATIVE FEE SCHEDULE</b>			
<b>Public Safety</b>			
<b>Police Reports</b>			
Police Reports - Per Page	0.25		
Audio/Video on USB Flash Drive	10.00		
Normal Business Hrs (1 hr min.) per hour	<i>Salary of the lowest-paid entity employee who can complete the task</i>		
<b>Car Seat Checks</b>			
Resident	N/C		
Non-Resident - 1st Seat	25.00		
Non-Resident - Additional Seats	10.00		
<b>Police Patch</b>			
Police Patch - Available Only to Full-time Police Officers	5.00		
<b>Finger Printing</b>			
Resident - Child	N/C		
Non-Resident - Child	10.00		
Resident - Adult	N/C		
Non-Resident - Adult	15.00		
Additional Cards - Resident	N/C		
Additional Cards - Non-Resident	5.00		
<b>False Alarm Fire Emergency</b>			
2-3 In any 12-month period ( Each)	75.00		
4+ In any 12-month period (Each)	150.00		
<b>False Alarm Police</b>			
1-3 In any 12-month period	N/C		
4+ In any 12-month period	100.00		
<b>Firearm &amp; Hunting Permits</b>			
Shooting Range Review	20.00		
Goose Lake Hunting Permit	10.00		
Permit to Purchase/Transfer	N/C		
<b>Rental Fee</b>			
Range contract per day (law enforcement agencies only)	50.00		
Command Post per day	100.00		
<b>Vehicle Impound</b>			
Vehicle Impound Release	10.00		
Storage Fee Weekly	75.00		
<b>Animal Impound</b>			
1st Offense (Plus impound fees to shelter)	50.00		
2nd and Subsequent Offenses (Plus impound fees to shelter)	150.00		
No Kennel License	50.00		
<b>Event Security Rates</b>			
Officer - per hour	90.00		
Officer - per hour Holiday rate	115.00		
Reserve Officer - per hour	30.00		
<b>Emergency Communications Systems Fee</b>			
Per Single Residential Unit	100.00		
Up to 4 Units	200.00		
Up to 10 Units	500.00		
For Any Number of Units Above 10 Units	1,000.00		
<b>Fire Department Entry Key Lock Box</b>			
DAMA Box and/or Mounting Kits	Cost plus 10%		

CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE		2022 FEE	2021 Fee	Notes
<b>ADMINISTRATIVE FEE SCHEDULE</b>				
<b>Public Works</b>				
<b>Equipment Usage Per Hour (Government Agency Assistance)</b>				
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates		50.00	
Dump Truck			65.00	
Front End Wheel Loader			40.00	
Road Grader			80.00	
Skid Loader			40.00	
Wood Chipper			40.00	
<b>Public Works Labor</b>				
Per Hour		65.00		
<b>Lawn Mowing - Property Cleanup</b>				
Mowing 1 acre & under		315.00		
Mowing over 1 acre - \$315 + additional hourly rate		85.00		
Contract tree and weed removal		Cost + 65.00		
Contract rubbish removal		Cost + 65.00		
<b>Swing Away Mail Box Arms (Sales Tax included)</b>				
Post only (mailbox not included)		65.00		
Post and Installation (mailbox not included)		150.00		
<b>Street Department Fees</b>				
Street Sign Install Labor (Per hour)		75.00		
Dust Control Assessment			Established Annually	
Dust Control (Voluntary) 300' min.			Established Annually	
Dust Control Delinquent Fee			40.00	
Bituminous Trail Reimbursement Cost (per lineal foot)		17.00		
Culvert priced per foot		Cost + 65.00		
<b>Local Government Unit Fees</b>		<b>Non-Refundable Application Fee</b>	<b>Escrow</b>	
Exemption Certificates		100.00	1000.00	
Determinations		100.00	1000.00	
Delineation Review		200.00	2000.00	
Pond Excavations		100.00	1000.00	
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways		400.00	2000.00	
All Other Replacement Plans		2,500.00	*	
Replacement Plan in Conjunction with Wetland Banking		3,500.00	*	
All Other Wetland Banking Applications		3,500.00	*	
Monitoring - Per Basin		6,000.00		
<i>* Additional Wetland Replacement Plan and Banking Escrows and Sureties are determined on a site-specific basis.</i>				
<b>Wetland Conservation Act Violations (Restoration Order)</b>				
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.				

<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>ADMINISTRATIVE FEE SCHEDULE</b>			
<b>Planning Development &amp; Zoning Fees</b>			
<b>Land Use Permit/Application Type</b>	<b>Non-Refundable Application Fee</b>	<b>Escrow</b>	
Agriculture Preserve Application - Placement (fee limited by state)	50.00	0.00	
Agriculture Preserve Application - Removal (fee limited by state)	50.00	0.00	
Administrative Permit	100.00	1,000.00	
Minor Subdivision, Lot Line Adjustment/Consolidation	100.00	1,500.00	
Certificate of Compliance	80.00	0.00	
Development Rights Appeal	100.00	0.00	
Comprehensive Plan Amendment	1,000.00	2,200.00	
Conditional Use Permit (CUP)	550.00	2,200.00	
Conditional Use Permit (CUP) Amendment	200.00	1,000.00	
Environmental Review	500.00	5,000.00	
Interim Use Permit	500.00	2,000.00	
Final Plat – Base Fee Regular / OSP	400.00	5,000.00	
Final Plat – Per Lot Regular /OSP	15.00	0.00	
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955		
Single Family Unit	4,628.00	0.00	
Multi Family Unit	3,141.00	0.00	
Commerical and Industrial Unit	4,498.00	0.00	
Preliminary Plat – Base Regular /OSP	400.00	5,000.00	
Preliminary Plat – Per Lot Regular / OSP	15.00	0.00	
PUD -Preliminary Development Plan	575.00	5,000.00	
PUD - Final Development Plan	500.00	5,000.00	
PUD - Sketch Plat/Plan Review	450.00	2,000.00	
Rezoning	575.00	2,000.00	
Sign - Wetland Buffer Sign (per sign - requires site inspection)	20.00	0.00	
Sign - Development Notice Sign \$165.00 first sign/ \$50.00 each additional	165.00	0.00	
Site Plan	425.00	1,500.00	
Site Plan Amendment - Minor	200.00	1,000.00	
Sketch Plat/Plan Review - Regular / OSP	450.00	1,750.00	
Topography Exemption, Wetland Waiver, Electronic File Waiver	200.00	1,000.00	
Vacation	350.00	1,000.00	
Variance	550.00	2,000.00	
Zoning/Subdivision Code Amendment	700.00	2,000.00	
Meeting with City Consultants (first hour no charge)	Over 1 hour Contract fee	500.00	
Public Works Director Review - per hour	90.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
City Planner Review - per hour	65.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			



<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>UTILITY FEE SCHEDULE</b>			
<b>WATER FEES</b>			
<b>Residential</b>			
Water Base Fees - payable by each unit for each month	20.60	20.00	
Water Usage Rates - residential (monthly use) per 1,000 gallons			
Tier 1: 0 gallons to 4,999 gallons	2.20	2.14	
Tier 2: 5,000 gallons to 8,999 gallons	2.65	2.57	
Tier 3: 9,000 gallons to 19,999 gallons	3.31	3.24	
Tier 4: 20,000 gallons and over	4.28	4.28	
<b>Multi-Residential (7+ units)</b>			
Water Base Fees - payable by each REU* for each month	20.60		
Water rates - Multi-residential (monthly use) per 1,000 gallons			
Tier 1: 1,000 gallons +	2.65		
* REU = residential equivalent unit			
<b>Non-Residential</b>			
Water base fees - payable by each unit for each month			
Non residential - Under 1" Meter	25.46	24.72	
Non residential - 1" to 3" Meter	25.46	24.72	
Non residential - Over 3" Meter	32.96	32.00	
Water rates - non residential (monthly use) per 1,000 gallons			
Tier 1: 1,000 gallons +	2.65	2.57	
<b>SANITARY SEWER FEES</b>			
<b>Residential</b>			
Sewer base fees - payable by each unit for each month	29.56	28.98	
Sewer rates - residential (monthly use) per 1,000 gallons			
Existing Customers - Based on Winter Water Usage (November-March)	2.93	2.87	
New Customers - Based on 4,500 gallons per month	2.93	2.87	
<b>Multi-Residential</b>			
Sewer base fees - payable by each SAC unit for each month	29.56		
Sewer rates - non residential (monthly use) per 1,000 gallons			
Tier 1: 1,000 gallons +	2.90		
<b>Non-Residential</b>			
Sewer base fees - payable by each unit for each month	29.56	28.98	
Sewer rates - non residential (monthly use) per 1,000 gallons			
Tier 1: 1,000 gallons +	2.90	2.87	
<b>Manufactured Homes Park</b>			
Sewer rates - (monthly use) per 1,000 gallons			
Maple Hill Estates (804,000 gallons per month)	3.37	3.44	
<b>CONNECTION FEES</b>			
<b>Trunk Line Availability Charge (TLAC)</b>			
Water Trunk Line Availability Charge (TLAC) - per acre: Southeast	8,596.00	7,475.00	
Water Trunk Line Availability Charge (TLAC) - per acre: Northeast	17,293.00	16,789.00	
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,405.00	7,189.00	
<b>Connection Fees - City of Corcoran</b>			
Water Connection Fee (per unit) - Single Family	1,256.00	1,219.00	
Water Connection Fee (per unit) - Multi-Family	1,004.00	975.00	
Water Connection Fee (per unit) - Non-Residential	1,256.00	1,219.00	
Sewer Connection Fee (per unit) - Single Family	1,243.00	1,219.00	
Sewer Connection Fee (per unit) - Multi-Family	995.00	975.00	
Sewer Connection Fee (per unit) - Non-Residential	1,243.00	1,219.00	
<b>Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)</b>			
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,856.00	2,720.00	
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,285.00	2,176.00	
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,424.00	10,880.00	
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	5,712.00	5,440.00	
Volumetric Charges - per 1,000 gallons	2.2791		
<b>Connection Fees - Metropolitan Council</b>			
Sewer Access Charge (SAC)	2,485.00		
<b>Meter Fees</b>			
Meter - standard	Cost plus 10%		
Meter - larger than standard	Cost plus 10%		
Meter Inspection	65.00		
Meter - Temporary Installation	65.00		

<b>CITY OF CORCORAN DRAFT 2022 FEE SCHEDULE</b>	<b>2022 FEE</b>	<b>2021 Fee</b>	<b>Notes</b>
<b>UTILITY FEE SCHEDULE</b>			
<b>OTHER UTILITY FEES</b>			
<b>Miscellaneous Fees</b>			
Maple Grove Serviced Properties	Cost plus 10%		
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	9.90		
<b>Late/Past Due Payments</b>			
Late Payment Penalty	10% of unpaid bill		
Water Disconnect	65.00		
Water Reconnect	65.00		
<b>Bulk Water Sales</b>			
Set Up/Administrative Fee	65.00		
Water Meter Rental Deposit	1,000.00		
Tier 1: 1,000 gallons +	2.65	2.52	

## 2022 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

**BUILDING PERMIT FEE** - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

TOTAL VALUATIONS (Residential & Commercial)	BUILDING PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$35.00
\$501.00 to \$2,000.00	\$35.00 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$80.75 for the first \$2,000.00 plus \$14.00 each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$402.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$655.25 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$1005.25 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$3245.25 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5620.25 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

**PLAN REVIEW FEE:** 65% of the Building Permit Fee calculated from the above schedule.

**REPETITIVE PLAN REVIEW FEE:** 25% of the Building Permit Fee calculated from the above schedule

**PLAN REVIEW FEE IS NON-REFUNDABLE**

**STATE SURCHARGE:** Based on the table below. For valuation use the fees listed above

BUILDING VALUATION	STATE SURCHARGE*
One Million or less	.0005 x valuation with minimum of \$1.00 for Flat Rate Permits [up to \$10,010 valuation]
\$1,000,001 to \$2,000,000	\$ 500 + .0004 x (Value - \$1,000,000)
\$2,000,001 to \$3,000,000	\$ 900 + .0003 x (Value - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1200 + .0002 x (Value - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1400 + .0001 x (Value - \$4,000,000)
Greater than \$5,000,000	\$1500 + .00005 x (Value - \$5,000,000)

**SEC FEE:** .0005 x permit valuation for all Building Permits except Re-Roof, Re-side, Re-Window, Decks & Interior Remodels. Minimum \$150.00 New Home or Commercial Construction, Minimum \$50.00 on any other non-exempt construction

**ZONING AND SET BACK REVIEW:** \$25.00 for permits requiring review, \$75.00 for New Construction plus any costs for City Planner to review. Agricultural Structure requires a Certificate of Compliance.

**EMERGENCY COMMUNICATIONS SYSTEMS FEE:** \$100.00 for new construction single family homes. Multiple residential unit rates per adopted fee schedule.

### OVER THE COUNTER PERMITS

Re-Roof, Re-side and Windows	\$90.00 each + State Surcharge Fee (\$1.00)
General Plumbing (Residential)	\$50.00 minimum + additional \$5.00 per fixture +

## 2022 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

	State Surcharge Fee (\$1.00)
Water Heaters / Water Softeners (change out only)	Water Heater \$20 per unit + State Surcharge Fee (\$1.00) Water Softener \$15.00 per unit + State Surcharge Fee (\$1.00)
Mechanical (Residential)	\$75.00 per unit + State Surcharge Fee (\$1.00) (Furnace, AC or Gas line) Additional \$10.00 gas fitting/connection fee for each unit over 3 units <b>The following qualify as a "unit"</b> Furnace, AC, Air Exchange, In-floor heat, Boiler, Geothermal System, Ground System Heat Pump, Garage Heater, etc.
Gas Fireplace	\$100.00 + State Surcharge Fee (\$1.00)

\*State Surcharge fee is subject to State change

### OTHER INSPECTIONS AND FEES

Inspection outside normal business hours; minimum two hour charge	\$90.00 per hr.
Re-inspection Fee	\$45.00 per hr.
Inspections for which no fee is specifically indicated	\$60.00 per hr.
Site Inspection Fee	RESIDENTIAL \$45.00 ea. COMMERCIAL \$80.00 ea.
Additional plan review required by changes, additions, or revisions to approved plans (min. ½ hour charge)	\$60.00 per hr.
Miscellaneous and special services per contract	\$60.00 per hr.
Water Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Sewer Hook Up/Connection Permit (Plan review and inspection of the connection to the municipal water system for existing properties)	\$100.00 + \$45.00 for per additional inspection
Pre-Move inspection	\$150.00 ea.
Moved – In structure (not including foundation, interior remodel, etc.)	\$250.00 ea.
Commercial Plumbing permit and plan review	Based on valuation
Commercial Mechanical permit and plan review	Based on valuation
Electrical Inspections (Residential & Commercial)	Per State Inspector
Demolition	Residential \$150.00 + State Surcharge (\$1.00) Commercial \$250.00 + State Surcharge (\$1.00)
Mobile Home Installation	\$250.00 + State Surcharge (\$1.00)
Fence	Any fence taller than 7' requires a building permit Fee based on valuation + State surcharge
Fence (residential within 6' of property line)	Zoning and Setback Review Only (\$25.00)
Permit Cancellation Fee	\$25.00 + Plan Review Fee
Replacement Permit Card Fee	\$30.00

### CERTIFICATE OF SURVEY

City Ordinance Title IV: 40-2 Certificate of Survey requirement. A certificate of survey shall be required with all building permit applications for new construction and building permits that enlarge or alter the footprint of an existing structure. Application for exemption (Building permits only) – If the proposed structure meets all of the required setbacks from the property line, flood plain, wetlands and easements by two times.

## 2022 CITY OF CORCORAN BUILDING PERMIT AND RELATED FEES SCHEDULE

### **PENALTY**

Any person or entity that fails to obtain a permit under City Ordinance Title IV: 40-40.04 prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.

***All fees are to be paid at time of permit issuance***

**ORDINANCE NO. 2021-444**

**Motion By:**  
**Seconded By:**

**AN ORDINANCE ADOPTING 2022 FEE SCHEDULE**

The Corcoran City Council ordains as follows:

**Section 1. Purpose.**

The Corcoran City Council has determined that the fees to be charged by the City for development, inspections, and other related services shall be adopted by ordinance.

**Section 2. Adoption of 2022 Fee Schedule.**

The fees to be charged by the City of Corcoran for 2022 are listed on the attached Exhibit A, which is incorporated herein; that said fee schedule is hereby adopted.

**Section 3. Continuation/Amendment.**

Any amendment to the fee schedule shall be made annually, or more often if necessary, by ordinance; if there are no amendments to the fee schedule, the most recently adopted fee schedule ordinance shall remain in force and effect until amended.

**Effective Date.** This Ordinance shall be in full force and effect upon its publication and passage.

**ADOPTED** by the City Council on the 9<sup>th</sup> day of December, 2021.

**VOTING AYE**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

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Tom McKee – Mayor

**ATTEST:**

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Jessica Beise – Administrative Services Director

*City Seal*

## STAFF REPORT

## Agenda Item 9e.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Maggie Ung
<b>Topic:</b> 2022 Water and Sanitary Sewer Budgets	<b>Action Required:</b> Approval

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### Summary:

Attached to this report are proposed 2022 budgets for the water and sanitary sewer funds. The budgets were created based upon the assumptions of the City's Financial Management Plan and were originally presented at the November 22<sup>nd</sup>, 2021 council meeting. No further changes have been made since last presented. Due to the limited experience with the system, it is likely that budget variances will occur.

### Financial/Budget:

The Financial Management Plan showed both funds having net income for 2022. Staff is pleased to share that after reviewing revenues and expenditures in a more detailed manner, both funds are projected to be positive for 2022.

	Water Fund	Sanitary Sewer Fund
Revenue	\$ 2,292,530	\$ 1,175,360
Expenditures	\$ 1,961,375	\$ 851,295
Difference	\$ 331,155	\$ 324,066

The gap between revenue and expenditures in the funds will provide for future infrastructure expansion.

### Options:

1. Adopt resolution 2021-136 Adopting 2022 Final Water and Sanitary Sewer Budgets
2. Adopt resolution 2021-136 Adopting 2022 Final Water and Sanitary Sewer Budgets with amendments

### Recommendation:

Adopt resolution 2021-136 Adopting 2022 Final Water and Sanitary Sewer Budgets

### Council Action:

Consider a motion to approve water and sewer budgets as presented.

### Attachments:

1. Water Fund – 2022 Budget
2. Sanitary Sewer Fund – 2022 Budget
3. Resolution 2021-136 2022 Water and Sanitary Sewer Budgets



**CITY OF CORCORAN  
2022 BUDGET - WATER FUND**

**REVENUE**

GL Account	Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2021/2022 Budget Difference
601-00000-36100	Special Assessments	-	7,362	-	-	-
601-00000-36210	Interest Earnings	-	26,990	15,000	15,000	-
601-00000-36232	Developer Contribution	-	-	500	-	(500)
601-00000-36400	Refunds/Reimbursements	(376)	8,589	-	-	-
601-00000-37101	Water Meters	85,801	85,290	55,500	89,250	33,750
601-00000-37102	Bulk Water Sales	-	-	500	500	-
601-00000-37110	Water Residential Usage	217,577	183,880	328,020	465,050	137,030
601-00000-37120	Water Multi-Residential	-	-	-	-	-
601-00000-37130	Water Commercial/Industrial	10,134	10,133	11,301	21,194	9,893
601-00000-37150	Water Connection/Inspection Fee	-	-	-	-	-
601-00000-37155	Maple Grove Connection	620,816	637,259	402,560	679,728	277,168
601-00000-37160	Water Penalties	-	-	-	-	-
601-00000-37170	Water Access Charges (WAC)	283,087	273,655	180,412	298,928	118,516
601-00000-37180	Water Trunk Charges	203,967	303,582	193,740	722,880	529,140
<b>Total Revenue</b>		<b>1,421,006</b>	<b>1,536,740</b>	<b>1,187,533</b>	<b>2,292,530</b>	<b>1,104,997</b>

**EXPENDITURE**

GL Account	Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2021/2022 Budget Difference
601-49400-50200	Office Supplies	-	-	100	-	(100)
601-49400-50207	Training And Instructional Supplies	836	625	1,500	1,500	-
601-49400-50210	Operating Supplies	1,937	3,500	6,700	6,700	-
601-49400-50220	Repair And Maintenance Supplies	-	-	25,000	25,000	-
601-49400-50227	Utility System Maintenance Supplies	56,012	102,788	50,320	80,920	30,600
601-49400-50300	Professional Services	4,626	5,785	5,000	8,000	3,000
601-49400-50303	Engineering Fees	76,223	128,749	125,000	125,000	-
601-49400-50304	Legal Fees	831	570	3,000	3,000	-
601-49400-50306	Inspections	-	5,634	-	10,000	10,000
601-49400-50310	Other Professional Services	-	1,192,154	453,742	730,910	277,168
601-49400-50311	Water Purchased	50,326	84,625	166,117	231,780	65,663
601-49400-50322	Postage	-	-	-	2,000	2,000
601-49400-50350	Printing And Binding	-	-	-	100	100
601-49400-50360	Insurance	187	-	500	550	50
601-49400-50380	Utility Services	1,104	2,136	2,500	2,500	-
601-49400-50400	Repair And Maintenance - Contract	-	-	1,500	1,500	-
601-49400-50420	Depreciation	102,614	106,461	-	250,000	250,000
601-49400-50432	Credit Card Fees	-	-	2,000	7,000	5,000
601-49400-50433	Dues And Memberships	344	343	1,000	1,000	-
601-49400-50510	Land	-	-	100,000	-	(100,000)
601-49400-50530	Improvements Other Than Bldgs	-	71,823	-	-	-
601-49400-50601	Bond Principal	-	-	-	189,700	189,700
601-49400-50610	Debt Service Interest	51,335	38,450	89,556	59,670	(29,887)
601-49400-50611	Bond Issuance Costs	-	27,305	-	-	-
601-49400-50720	Interfund Transfers	128,955	135,076	134,582	224,546	89,964
<b>Total Expenditure</b>		<b>475,330</b>	<b>1,906,024</b>	<b>1,168,117</b>	<b>1,961,375</b>	<b>793,258</b>
<b>Revenue less Expense</b>		<b>945,676</b>	<b>(369,284)</b>	<b>19,416</b>	<b>331,155</b>	<b>311,739</b>

**CITY OF CORCORAN  
2022 BUDGET - SEWER FUND**

**REVENUE**

GL Account	Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2021/2022 Budget Difference
602-00000-20800	Due To Other Governments	-	-	367,780	-	(367,780)
602-00000-36100	Special Assessments	2,068	1,841	-	-	-
602-00000-36200	Miscellaneous Revenues	-	-	-	2,500	2,500
602-00000-36210	Interest Earnings	15,914	8,053	7,000	7,000	-
602-00000-36400	Refunds/Reimbursements	-	24,608	-	-	-
602-00000-37210	Sewer Residential	110,304	193,573	385,834	411,166	25,332
602-00000-37220	Sewer Multi-Residential	-	-	-	-	-
602-00000-37230	Sewer Commercial/Industrial	8,037	12,464	13,000	14,560	1,560
602-00000-37260	Sewer Penalties	-	-	-	-	-
602-00000-37275	Sewer Access Charges-City	-	3,198	180,412	295,834	115,422
602-00000-37280	Sewer Trunk Charges	369,868	331,078	215,670	444,300	228,630
602-00000-39700	Capital Contributions Gov Act	2,875,554	-	-	-	-
<b>Total Revenue</b>		<b>3,381,745</b>	<b>574,815</b>	<b>1,169,696</b>	<b>1,175,360</b>	<b>5,664</b>

**EXPENDITURE**

GL Account	Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2021/2022 Budget Difference
602-49450-50200	Office Supplies	-	-	100	-	(100)
602-49450-50207	Training And Instructional Supplies	600	625	1,000	1,100	100
602-49450-50210	Operating Supplies	1,891	1,613	1,700	3,000	1,300
602-49450-50220	Repair And Maintenance Supplies	-	-	25,000	20,000	(5,000)
602-49450-50300	Professional Services	15,987	2,033	379,780	12,000	(367,780)
602-49450-50303	Engineering Fees	20,348	8,972	15,000	15,000	-
602-49450-50304	Legal Fees	-	-	1,000	1,000	-
602-49450-50306	Inspections	-	5,634	-	5,000	5,000
602-49450-50312	MCES Sewage Treatment	27,699	48,924	74,556	139,713	65,157
602-49450-50322	Postage	-	-	-	2,500	2,500
602-49450-50350	Printing And Binding	-	-	100	100	-
602-49450-50360	Insurance	124	-	500	500	-
602-49450-50380	Utility Services	5,517	5,692	5,500	6,000	500
602-49450-50400	Repair And Maintenance - Contract	1,880	1,957	3,000	3,000	-
602-49450-50420	Depreciation	113,100	208,951	-	250,000	250,000
602-49450-50432	Credit Card Fees	-	-	2,000	7,000	5,000
602-49450-50433	Dues And Memberships	-	69	1,000	1,000	-
602-49450-50601	Bond Principal	-	-	-	110,300	110,300
602-49450-50610	Debt Service Interest	45,919	44,373	64,913	49,536	(15,378)
602-49450-50720	Interfund Transfers	142,955	148,876	134,582	224,546	89,964
<b>Total Expenditure</b>		<b>376,020</b>	<b>477,719</b>	<b>709,731</b>	<b>851,295</b>	<b>141,564</b>

**Revenue less Expense**

<b>3,005,725</b>	<b>97,097</b>	<b>459,965</b>	<b>324,066</b>	<b>(135,900)</b>
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**RESOLUTION NO. 2021-136**

**Motion By:**  
**Seconded By:**

**A RESOLUTION ADOPTING FINAL 2022 WATER AND SANITARY SEWER BUDGETS**

**WHEREAS**, it is the policy of the Corcoran City Council to prepare and adopt budgets for the Water and Sewer Funds; and

**NOW, THEREFORE BE IT RESOLVED**, by the City of Corcoran, that the City Council hereby adopts the 2022 budgets for the Water and Sanitary Sewer Funds with the following revenues and expenditures:

	<b>Water Fund (601)</b>	<b>Sewer Fund (602)</b>
Revenue	\$ 2,292,530	\$ 1,175,360
Expenditures	\$ 1,961,375	\$ 851,295

**VOTING AYE**

- McKee, Tom**
- Bottema, Jon**
- Nichols, Jeremy**
- Schultz, Alan**
- Vehrenkamp, Dean**

**VOTING NAY**

- McKee, Tom**
- Bottema, Jon**
- Nichols, Jeremy**
- Schultz, Alan**
- Vehrenkamp, Dean**

Whereupon, said Resolution is hereby declared adopted on this 9<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Tom McKee – Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Beise – Administrative Services Director

*City Seal*

# STAFF REPORT

# Agenda Item 10a.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Brad Martens
<b>Topic:</b> 2022 City Calendar	<b>Action Required:</b> Approval

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## Summary:

Attached to this report is a draft calendar for City Council and Commission meetings for 2021. It includes the following change from the typical 2<sup>nd</sup> and 4<sup>th</sup> Thursday meetings for City Council:

- The second City Council meeting in November is proposed to be moved to Monday, November 21<sup>st</sup> to avoid the Thanksgiving holiday
- A special meeting of the Council will need to be called in November to canvas the election results, which staff is proposing for November 14<sup>th</sup> for the special meeting.

In addition to the regular meeting schedule, the City Council should discuss whether regular work sessions should be scheduled.

## Financial/Budget:

None.

## Options:

1. Approve 2022 City Calendar as presented.
2. Approve 2022 City Calendar with amendments.

## Recommendation:

Approve 2022 City Calendar.

## Council Action:

Consider a motion to approve 2022 City Calendar as presented.

## Attachments:

1. Draft 2022 City of Corcoran Calendar Meetings

# 2022 CITY OF CORCORAN

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

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

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

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

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

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

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

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

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

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

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

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

## Meetings

	Council
	Special Meeting
	Planning Commission
	Parks & Trails Commissions
	City Holiday

## Mayor

Tom McKee [tmckee@corcoranmn.gov](mailto:tmckee@corcoranmn.gov)

## Council Members

Jonathan Bottema [jbottema@corcoranmn.gov](mailto:jbottema@corcoranmn.gov)

Jeremy Nichols [jnichols@corcoranmn.gov](mailto:jnichols@corcoranmn.gov)

Alan Schultz [aschultz@corcoranmn.gov](mailto:aschultz@corcoranmn.gov)

Dean Vehrenkamp [dvehrenkamp@corcoranmn.gov](mailto:dvehrenkamp@corcoranmn.gov)

## Contracted Services

Planning 612-638-0225

Engineer 763-479-4209

Building Inspector 763-479-1720

City Assessor 612-348-2943

Septic / Henn Co. 612-543-5200

Randy's Sanitation 763-972-3335

## STAFF REPORT

## Agenda Item 10b.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Executive Search Firm Selection	<b>Action Required:</b> Approval

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### Summary:

On November 10<sup>th</sup> Council reviewed the Request for Proposals (RFP) document and authorized staff to issue the RFP document. Staff sent the RFP document to four firms who conduct executive searches in the public sector, and posted the RFP to the League of Minnesota Cities RFP website. Along with local vendors, staff received requests for copies of the RFP from other firms. As of December 1<sup>st</sup>, three proposals have been received.

Council should review the responses and select the preferred firm.

### Financial/Budget:

Costs for the search firm will be paid out of the general fund budget.

### Options:

1. Select a preferred firm and authorize staff to draft and enter into agreement with the preferred firm.
2. Send back to staff for further review.

### Recommendation:

1. Select a preferred firm and authorize staff to draft and enter into agreement with the preferred firm.

### Council Action:

Select a preferred firm and consider a motion authorize staff to draft and enter into agreement with the preferred firm.

### Attachments:

1. RFP Response – David Drown & Associates
2. RFP Response – GovHR USA and GovTemps USA
3. RFP Response – America’s Best Strategic Security Group

November 15, 2021

*Sent via email only*

Honorable Mayor and Council Members  
City of Corcoran  
8200 County Road 116  
Corcoran, MN 55340

Dear Mayor McKee and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of Corcoran with a search for your next City Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by city governments in Minnesota. DDA HR uses a proven, comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge and experience:** Our firm comprehensively knows and understands local government in Minnesota. DDA has conducted more Minnesota City Manager/Administrator searches in the last five years than any other firm, by a wide margin. I would be the lead consultant for this process bringing over thirty-three years of experience in public service, and my work as a City Manager forged connections with a large pool of potential candidates.
- **Communications:** We will be on site multiple times throughout the search process and will provide weekly email updates to the City Council throughout the process.
- **Profile/Brochure:** We develop a detailed professional profile to present the City in the most positive manner. A sample profile is attached.
- **National and local outreach:** We advertise nationally, regionally, and locally to attract a greater pool of candidates.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are made available to the City prior to selecting candidates for final interviews.
- **Work Personality Index:** Each semifinalist will complete a work personality index which describes key features of the candidate's personal style that influence their approach to tasks, ways of interacting with people, and performance at work.
- **Background check process:** Instead of doing a comprehensive background check on a single finalist, we do so for all interviewees, including personal reference checks from current and former supervisors.
- **Intellect Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **Comprehensive and competitive service:** We take great pride in providing the best service at a fair price. Our low overhead means you receive more service for the money.

Thank you for your consideration.

Sincerely,



Mark Casey  
DDA Human Resources, Inc.

Enclosure





# CITY OF CORCORAN

City Administrator Search Proposal

Submitted by **DDA Human Resources, Inc.**

November 15, 2021



Prepared by:  
**Mark Casey**  
**Management Consultant**

## CONTENTS OF THE PROPOSAL

- Description of the Firm
- Approach to the Process
- Service Team
- Timeline
- Process Details
- Fees
- Assurance
- References

## DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs eleven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 100 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

## APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Corcoran. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off of that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City you will be confident that these people are the best matches from the submitted applications.

The finalists will be fully researched, and all necessary hiring information will be available prior to making a decision.

Communication with the City Council is a high priority. In addition to our Mark Casey being on site regularly, the City Council will receive weekly email updates, and he will always be available for questions.

## SERVICE TEAM

### MARK CASEY – PROJECT LEAD

Mark joined DDA as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.



Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cities (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

#### Contact Information:

[mark@daviddrown.com](mailto:mark@daviddrown.com)

612-920-3320 x113

2241 17<sup>th</sup> Street NW

New Brighton, MN 55112

### LIZA DONABAUER

Liza came to DDA with both private and public-sector experience. With a background in construction and finance administration, her passion for public sector work led her to Wright County where she provided support to the HR Department, County Coordinator, and Commissioners. While pursuing her MBA, Liza entered city management for Clearwater, Kansas, and then later moved to Arlington, Minnesota.



During her four years in Arlington as a City Administrator, she completed a reorganization of the administration department, developed an orientation and capital planning process for two new councils, conducted compensation studies for several departments, engaged in a strategic planning session, and took part in developing a leadership curriculum for up and coming leaders in Sibley County. Her work has centered on human resource management, strong community participation, and leadership development. Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA. She currently serves on the MCMA Women in the Profession Committee and Annual Conference Planning Committee.

Since joining DDA, Liza has conducted over 30 Administrator/Manager and Department Director searches. Liza will assist in recruitment and consulting as needed.

#### Contact Information:

[liza@daviddrown.com](mailto:liza@daviddrown.com)

612-920-3320 x111

4796 Merganser Drive

St. Bonifacius, MN 55375

## SERVICE TEAM - CONTINUED

### GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.



Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work.

Gary has conducted over 80 executive searches and numerous organizational studies. Gary will assist in recruitment and consulting as needed.

**Contact Information:**

[gary@daviddrown.com](mailto:gary@daviddrown.com)

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

### LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.



**Contact Information:**

[liz@daviddrown.com](mailto:liz@daviddrown.com)

612-920-3320 x108

704 10<sup>th</sup> Ave SE

Austin, MN 55912

# TIMELINE

*This timeline is tentative. The final timeline will be set after the City Council's decision to proceed.*

ITEM	TASK	COMPLETION DATE
<b>Decision by City Council to proceed</b>		December 9, 2021
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>▪ Gather all pertinent background information</li> <li>▪ Gather salary information and review job description</li> <li>▪ Meet with staff, stakeholders, and each member of the City Council</li> </ul>	December 20, 2021
<b>Professional position profile</b>	Develop position profile and advertisement	January 6, 2022
<b>Approve position profile</b>	City Council approves profile, job description, salary range, and hiring process	January 13, 2022
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>▪ Post position immediately upon approval of profile</li> <li>▪ Comprehensively advertise</li> <li>▪ Email and phone calls to prospective candidates</li> </ul>	January 17, 2022- February 14, 2022
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	February 15, 2022
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	February 23, 2022
<b>Video interview</b>	Each semifinalist will complete a video interview	February 23, 2022
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>▪ Finalists selected for interviews</li> <li>▪ DDA will notify candidates not selected as finalists</li> </ul>	March 3, 2022 Special Meeting
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>▪ Criminal background: county, state, national</li> <li>▪ Sex offender registry</li> <li>▪ Social Security number verification</li> <li>▪ Employment and education verification</li> <li>▪ Credit check</li> </ul>	March 17, 2022
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	March 17, 2022
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	March 17, 2022
<b>Finalist packet</b>	DDA will provide the Council information including: <ul style="list-style-type: none"> <li>▪ Summary of references</li> <li>▪ Results of background checks</li> <li>▪ Personality index reports</li> <li>▪ Video interview</li> <li>▪ Resumes, etc.</li> </ul>	March 18, 2022
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	March 25, 2022 Special Meeting
<b>Decision</b>	City Council will select candidate for offer	March 25, 2022
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	March 29, 2022
<b>Projected start date</b>	New Administrator begins	April 2022
<b>Follow up</b>	DDA will follow up periodically with the new Administrator	April 2023

# PROCESS DETAILS

## STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Mark will meet individually with all Council members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and, if needed, we will gather relevant comparative salary information for consideration by the Council. We will quickly develop a comprehensive understanding of the organization, community, and position.

### Deliverables:

- In-person information gathering via interviews with City stakeholders
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

## STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City Council and others, DDA will develop a professional position profile that is customized to present the City of Corcoran in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising. A sample profile is attached.

### Deliverables:

- Draft profile sent to City Council for approval
- Review and approval of job description and salary range by Council
- Review and approve proposed search timeline for purposes of advertisement and scheduling

## STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, National Association of County Administrators, GovernmentJobs.com, and municipal associations in Iowa, Wisconsin, North Dakota, and South Dakota. In addition, the posting will be shared with professional networks through the Universities of Minnesota, Iowa, Wisconsin, South Dakota, and Nebraska, as well as the MN Private Colleges Consortium, MN State Universities, and other colleges and universities. Beyond the traditional advertising sites, our advertising also penetrates diverse markets such as Woman Leading Government (WLG), and International Network of Asian Public Administrators (I-NAPA). Approximately 50% of our applications come from outside the state of Minnesota.

Other local advertising will be done as per direction from the City. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively. We are known for our communication with both the applicant and our client which engages and informs both



parties of each step. Our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open the “right opportunity.”

**Deliverables:**

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional network
- We utilize our database of identified prospective candidates to contact via email or phone call

## **STEP 4: INITIAL SCREENING AND REVIEW**

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists, based on job related criteria, to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate’s education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client’s laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available for viewing. This will allow ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Those not selected as finalists will be notified by DDA.

**Deliverables:**

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one’s ability to perform the requirements of this leadership role.
- Confirm interview schedule and logistics
- DDA will contact those not selected

## **STEP 5: SELECTION**

DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver’s license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City will have access to each of the candidate’s application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Mark will discuss interview possibilities including leadership staff participation or individual and/or full Council panel interviews, a City tour, lunch with City leadership, or other functions.

Prior to interviews, Mark will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the City can focus on the tasks at hand.

**Deliverables:**

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments
- Tour of the City logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

## **STEP 6: OFFER**

After interviews are complete, Mark will assist the City Council with deliberations, and he will facilitate the offer to the selected candidate. Mark will negotiate the terms with the candidate based on the parameters established by the City Council.

**Deliverables:**

- Employment agreement
- Press release
- DDA will contact those not selected

## **STEP 7: FOLLOW UP**

DDA will make periodic contact with the new Administrator for at least the first year of employment.

**Deliverables:**

- Periodic check in with new Administrator and Council representative

# LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City of Corcoran is encouraged to speak with any of the entities listed below:

Entity	Type of Search	Entity	Type of Search
City of Norwood Young America, MN	Administrator	City of Winthrop, MN	Administrator
City of White Bear Lake, MN	Manager	City of Aitkin, MN	Administrator
City of Barnesville, MN	Administrator	Metro-INET	Executive Director
City of Mahnomen, MN	Administrator	Kittson County, MN	Administrator
Nicollet County, MN	Administrator	Roseau County, MN	Engineer
City of Watertown, MN	Administrator	City of Redwood Falls, MN	Finance Director
City of New Prague, MN	Administrator	Mahnomen County, MN	Adminstrator
Le Sueur County, MN	Administrator	Jackson County, MN	Adminstrator
City of Staples, MN	Clerk/Finance Director	City of Watertown, SD	Manager
Waseca County, MN	Public Works Dir./Engineer	Kittson County, MN	Engineer
Prairie Lakes Youth Programs	Executive Director	Hubbard County, MN	Administrator
City of St. Anthony Village, MN	Manager	City of Cannon Falls, MN	Public Works Director
City of Monticello, MN	Administrator	City of Paynesville, MN	Administrator/ED Dir.
Beltrami County, MN	Administrator	Kittson County, MN	Administrator
City of Albert Lea, MN	Manager	Cook County, MN	Administrator
City of Crookston, MN	Administrator	City of Waseca, MN	Director of Engineering
Brainerd HRA, MN	Executive Director	City of Aitkin, MN	Administrator
City of New Brighton, MN	Manager	City of Lake City, MN	Finance Director
City of St. James, MN	Manager	Waseca County, MN	Administrator
Isanti County, MN	Administrator	City of Brainerd, MN	Administrator

DDA is currently conducting searches for the Cities of Mora, North St. Paul, and Stillwater, as well as Morrison and Winona Counties, Minnesota, and the Kitchigami Regional Library System.

## FEES

The fee for the search process is \$21,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If the City chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City and the candidates. DDA would be available to provide input and guidance on this item.

## ASSURANCE

If the newly hired Administrator leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.

# PROFESSIONAL REFERENCES FOR MARK CASEY

**Patricia Nauman**

Executive Director, Metro Cities  
Phone Number: 651-215-4002  
Email: [patricia@metrocitiesmn.org](mailto:patricia@metrocitiesmn.org)

**Brad Wiersum**

Mayor, City of Minnetonka  
Phone Number: 612-723-3907  
Email: [bwiersum@minnetonkamn.gov](mailto:bwiersum@minnetonkamn.gov)

**D. Love**

Mayor, City of Centerville  
Phone Number: 651-402-7753  
Email: [dlove@centervillemn.com](mailto:dlove@centervillemn.com)

**Randy Stille**

Mayor, City of St. Anthony Village  
Phone Number: 612-201-7365  
Email: [randy.stille@savmn.com](mailto:randy.stille@savmn.com)

**Jerry Faust**

Former Mayor, City of St. Anthony Village  
Phone Number: 612-789-7684  
Email: [jofaust1@yahoo.com](mailto:jofaust1@yahoo.com)

**Terry Schwerm**

Former City Manager, City of Shoreview  
Phone Number: 651-490-4611  
Email: [tschwerm@shoreviewmn.gov](mailto:tschwerm@shoreviewmn.gov)

**Patrick Trudgeon**

City Manager, City of Roseville  
Phone Number: 651-792-7021  
Email: [pat.trudgeon@cityofroseville.com](mailto:pat.trudgeon@cityofroseville.com)

**Tom Harmening**

Former City Manager, City of St. Louis Park  
Phone: 952-924-2526  
Email: [tharmening@stlouispark.org](mailto:tharmening@stlouispark.org)



# Sample Profile





# CITY ADMINISTRATOR

Salary Range: \$150,207 to \$164,865





# WELCOME TO STILLWATER

## *The Birthplace of Minnesota*

*Voted*

- ▶ America's Most Picturesque Small Towns
- ▶ Best American Towns for Fall Colors
- ▶ Best U.S. Towns for Antiquing
- ▶ Best Twin Cities Day Trips
- ▶ Best Minnesota Weekend Getaway
- ▶ Best U.S. Small Town Food Scenes
- ▶ Most Romantic Cities

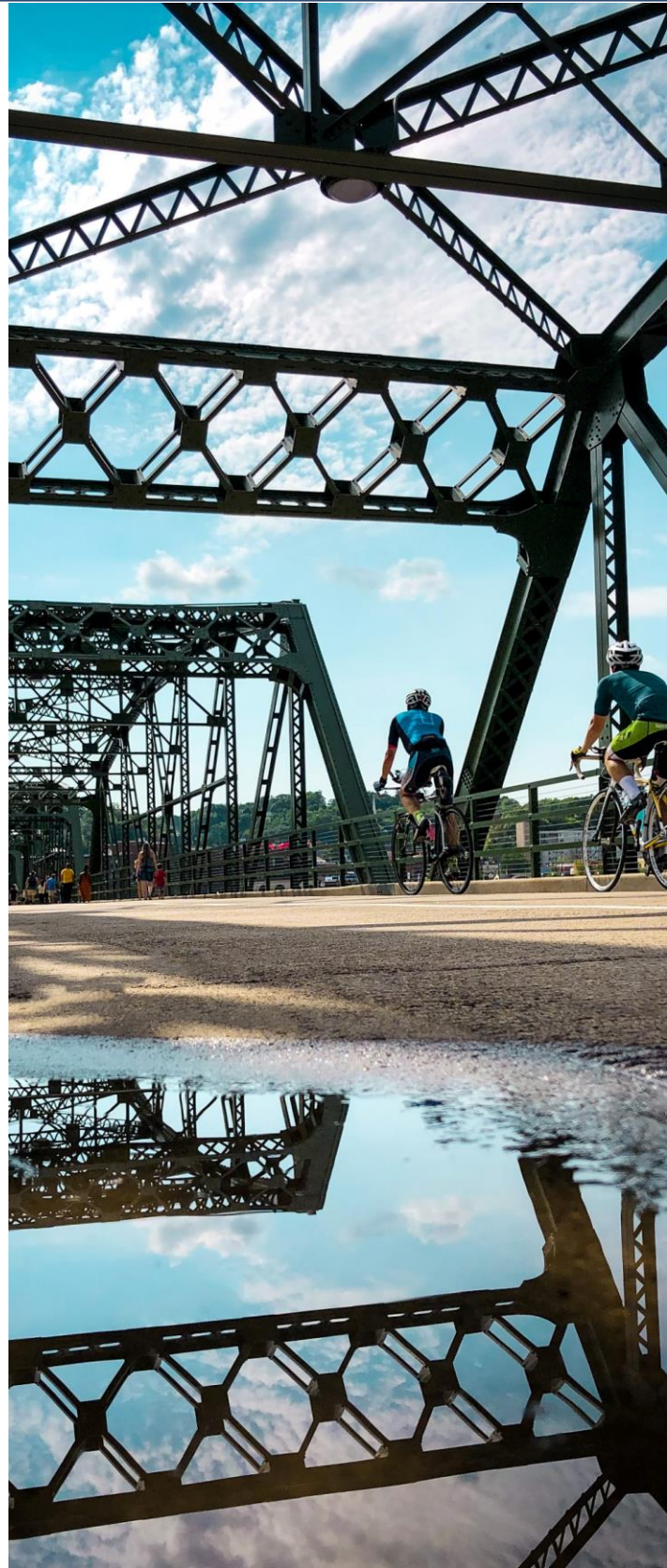
*Welcome to the historic Birthplace of Minnesota* and year-round travel destination. Located just outside the Twin Cities of Minneapolis and St. Paul, and on the Wisconsin border, Stillwater, Minnesota, is nestled along the St. Croix National Scenic Riverway, St. Croix Byway, and is part of the North Woods and Waters of the St. Croix Heritage Area.

In 1848, the first territorial convention that began the process of establishing Minnesota as a state was held on the corner of Myrtle and Main Street in downtown Stillwater. Stillwater is one of Minnesota's oldest towns, preceding Minneapolis by years. At the time of incorporation as a city in 1854, Stillwater was the largest in the state.

The City of Stillwater is federally recognized as a Preserve America Community, and the downtown Main Street area is nationally registered as the Stillwater Commercial Historic District. In addition, there are 21 buildings on the National Historic Registry and over 100 Heirloom Homes and Landmark Sites.

The lumber industry made Stillwater famous at the height of the log boom. In fact, Stillwater Lumber Company is one of the largest lumber mills in the country. The City's lumber mills turned out thousands of rail cars of timber of mostly white and Norway pines. The City is fortunate to have connections that are needed for successful lumbering: river connections to northern Minnesota, the Wisconsin pine lands, still waters to assemble rafts, and water power. The Historic Lift Bridge, connecting Minnesota and Wisconsin, was built in 1931 and is one of few that still remain in operation in the country today.

Today, Stillwater's rich and vibrant history is evident everywhere you look and is now mixed with modern amenities, restored historic mansions, over 100 owner-operated shops and restaurants downtown, over 20 outdoor dining patios, historic sites, wineries and breweries, paddlewheel cruises, antiques, museums, art galleries, music and events, and much more. Stillwater is truly a premier Minnesota river town!





# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Amenities

Experience the natural beauty of the St. Croix River, bluffs, and historic architecture while cruising on a boat, taking a trolley tour, or exploring on foot or by bike. Discover the independently owned shops and restaurants along historic Main Street or try anything from candlemaking to golf to kayaking or spas. Winter, Spring, Summer or Fall you'll find fun festivals, live music, culinary classes, and fabulous lodging options in this dream destination. The City boasts an expansive parks and trails system featuring a dog park, outdoor skating rinks, a skatepark, pickleball courts, a community garden, amphitheaters, and so much more.

## Recreation



## Healthcare



### Lakeview Hospital and HealthPartners Clinic

- ▶ Level III Trauma Hospital
- ▶ Primary Care, Urgent Care, Specialty Care

### M Health Fairview Clinic - Stillwater

- ▶ Preventative, Diagnostic, Treatment Services

## Education

### Stillwater Area Public Schools

- ▶ Enrolls approximately 8,300 students from PreK-12<sup>th</sup> grade.
- ▶ Consists of early learning, seven elementary schools, two middle schools, one high school, an alternative learning center, and Bridge Transition (program for 18- to 21-year-olds with disabilities).

### St. Croix Catholic School

- ▶ Enrolls approximately 428 students from PreK-8<sup>th</sup> grade.

### Salem Lutheran School

- ▶ Enrolls approximately 157 students from PreK-8<sup>th</sup> grade.

### St. Croix Montessori School

- ▶ Enrolls approximately 70 students from ages 16 months to 12 years.

### St. Croix Preparatory Academy

- ▶ K-12 charter school.
- ▶ Enrolls approximately 1,200 students.

### New Heights School

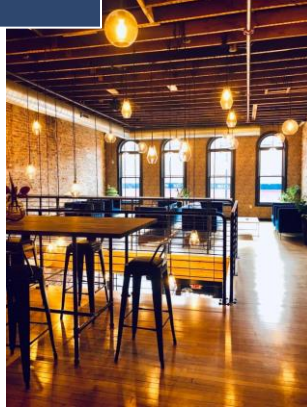
- ▶ K-12 charter school.
- ▶ Enrolls over 100 students.



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Recent Development*



In the early 1970s, the City's residents and business owners began to encourage the historic preservation of commercial and residential buildings in the community. This movement has gathered momentum, acceptance, and regulatory authority and has been at least partially responsible for recapturing the historical rivertown character of the City's downtown business district. It has also encouraged the maintenance and restoration of historic homes in the City's residential neighborhoods. Many residences, businesses, and shops are housed in buildings more than 100 years old. Downtown Stillwater and eight residential structures are on the National Register of Historic Places. Another 61 homes are estimated to be eligible for the National Register of Historic Places. A number of the City's older homes have been restored to their historical character and are open for public tours. In addition, a substantial downtown infrastructure improvement project was completed in 1991 and 1992, which included the separation and replacement of the 100-year-old storm sewer and sanitary sewer systems, new streets and sidewalks, and new street lighting. This restoration and preservation movement has generated a significant tourist trade that is important to the City's economy.

The City's 2040 Comprehensive Plan calls for continued growth of the City toward the west. An undeveloped area encompassing approximately 670-acres was annexed into the City in 2015. Of this area, 340 net acres are guided for residential development. At build-out, this expansion area could yield approximately 1,300 housing units, 60-acres of office and non-retail commercial property along State Highway 36, and five acres of retail. Ten residential developments are currently under construction with the potential for another 125 home sites. The estimated price points for these single-family homes range from under \$350,000 to over \$700,000. A commercial mixed-use development is proposed on a 35-acre site recently annexed into the City at the SE corner of the intersection of Hwy 36 and Manning Avenue.

The City has recently completed development/redevelopment activities in the downtown area: the opening of two new hotels and a hotel addition to a third hotel in downtown, MnDOT rehabilitation of the historic Lift Bridge completing a pedestrian/bike recreation Loop Trail from downtown into the State of Wisconsin south to the new St. Croix Crossing bridge and trail back to downtown completed in 2020, sidewalk improvement projects in the downtown area, riverbank improvement and elevated walkway project along the St. Croix River from downtown south to City limits to be completed in 2022, and Chestnut Street Pedestrian Plaza project from Main Street to the historic Lift Bridge to be completed in 2022. Additionally, the City has recently approved the redevelopment of one City block to accommodate 61 market-rate rental apartments in the downtown core.

The St. Croix River Crossing Bridge project (a joint \$680 million project between Minnesota and Wisconsin) is complete and opened to traffic in August 2017. The historic downtown Lift Bridge was recently refurbished as a pedestrian/biking trail and opened to the public in 2019.



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Mission

To provide the community with a quality living environment and quality public services and facilities while protecting cultural, historical, and natural resources through fair and open government, careful planning, effective management, and efficient fiscal policy.

The City of Stillwater has been a municipal corporation with a Mayor – Council form of government since 1854 and is organized and governed pursuant to a Home Rule Charter adopted in 1926. The Council is composed of a Mayor, who is elected at large, and four Council members who are elected by wards. Each Council member is a resident of the ward from which they are elected and serves a four-year term. The Mayor also serves a four-year term.

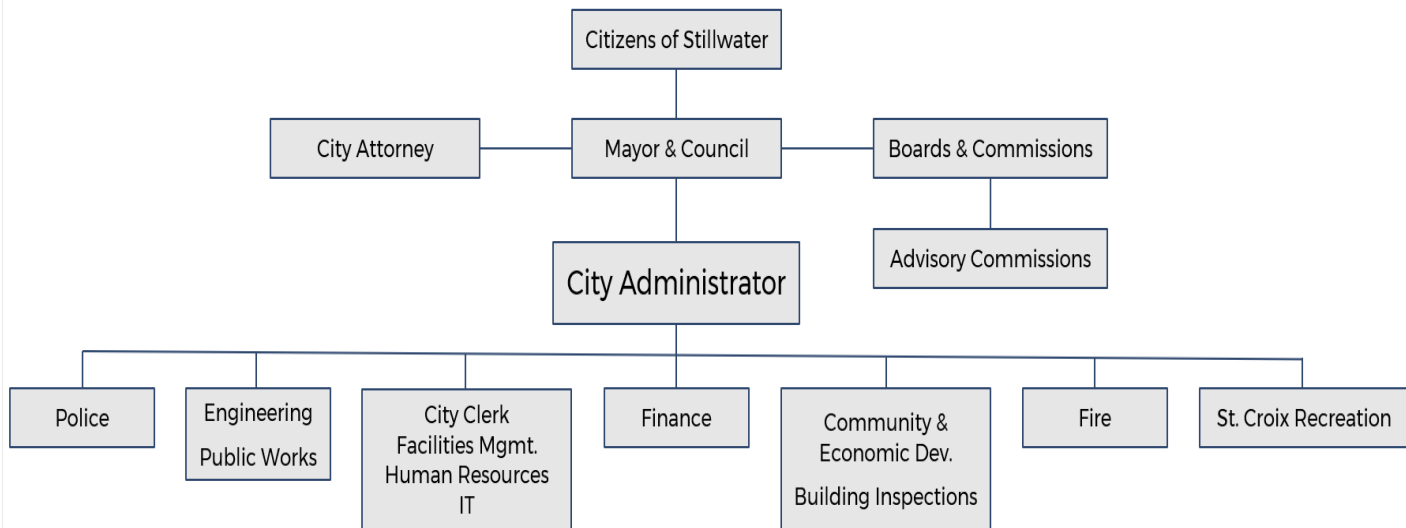


The Council is the governing body of the City and exercises the corporate power of the City. The Council is vested with all powers of legislation in municipal affairs adequate to a complete system of local government consistent with the Constitution and laws of the state.

The City Administrator is the Chief Executive Officer for the Council and plans, coordinates, and directs the administration of city government in accordance with the City Charter, ordinances, policies, and procedures established by the City Council.

The City boasts a well-run government and employs 95 full-time and 58 part-time staff.

## Organizational Structure



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Operating Expenditures

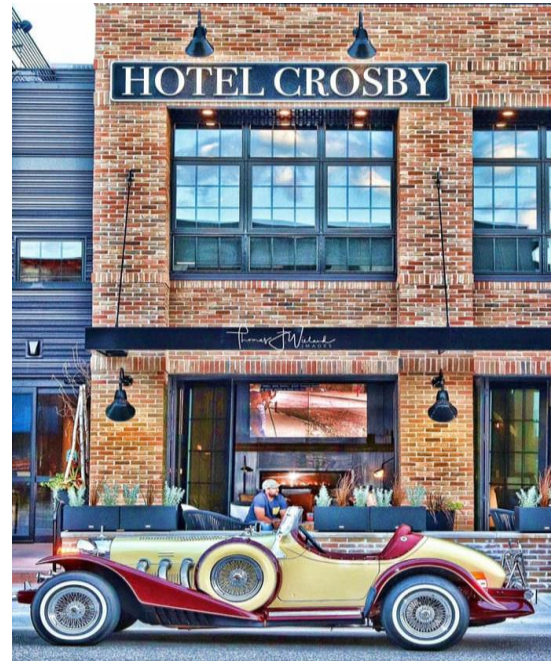
General Government	2021 Adopted	2022 Proposed
Mayor & City Council	167,710	198,950
Elections	20,380	56,127
MIS	391,585	662,902
Finance	537,093	530,248
Human Resources	280,944	286,716
Administration	665,959	749,983
City Attorney	192,084	203,105
Plant/City Hall	348,074	336,221
Community Development	466,624	492,920
Unallocated	1,251,875	1,097,200
Lodging Tax	160,696	270,485
<b>Total</b>	<b>4,483,024</b>	<b>4,884,857</b>

Public Safety	2021 Adopted	2022 Proposed
Police	3,904,881	4,261,648
Fire	2,213,662	2,316,008
Building Inspections	459,242	495,296
Emergency Management	3,280	12,780
<b>Total</b>	<b>6,581,065</b>	<b>7,085,732</b>

Public Works	2021 Adopted	2022 Proposed
Engineering	398,193	3,999,365
Streets	1,290,073	1,370,520
Washington County Recycling	32,000	120,406
<b>Total</b>	<b>1,720,266</b>	<b>1,890,291</b>

Culture and Recreation	2021 Adopted	2022 Proposed
Special Events	75,800	60,000
St. Croix Valley Rec Center	1,725,321	1,683,815
Library	1,428,083	1,560,106
Parks	1,226,844	1,413,181
Community Beautification	15,000	15,000
<b>Total</b>	<b>4,471,048</b>	<b>4,732,102</b>

**Total Operating Expenditures 17,255,403 18,592,982**





# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Core Duties of the Position*



- ▶ The Administrator serves as the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments, divisions, programs, and activities as authorized by the City Council.
- ▶ Develops and recommends adoption of policies that further the goals of the City Council. Advises department heads and other employees as to administrative procedures and policies. Evaluates performance and results of programs and services in accordance with overall City objectives and makes appropriate recommendations.
- ▶ Responsible to the City Council for the effective management of City funds and assets to ensure effective investment of available funds; coordinates and directs department heads in the development, presentation, and administration of the annual operating budget.
- ▶ Prepares and submits the annual budget and long-range capital improvement program to the City Council including supporting documents.
- ▶ Develops and evaluates financial and accounting policies, practices, procedures, and controls relating to the overall financial management of the City.
- ▶ Responsible to the City Council for planning and the carrying out of all capital improvement projects and service programs; serves as chief project and program director for the City.
- ▶ Coordinates with department heads to ensure effective utilization of employees; authorizes salary adjustments, appointments, firings, promotions, and demotions of all regular full-time, regular part-time, and consulting personnel; oversees employee development.
- ▶ Recommends the appointment, suspension, or removal of all department heads.
- ▶ Represents the City in collective bargaining matters and negotiates, or delegates the negotiation, with representatives of employee organizations as necessary.
- ▶ Makes recommendations to the City Council regarding any changes to the organizational structure of the City.
- ▶ Engages in intergovernmental relations and collaborative partnerships with other cities and public and private organizations.
- ▶ Represents the City in local, regional, and state meetings and functions as directed by the City Council.
- ▶ Attends all meetings, performs all reasonable tasks, and furnishes all verbal and written reports as assigned by the City Council.
- ▶ Serves as City Treasurer and Deputy City Clerk as required.
- ▶ Performs other work as required.

# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Desired Attributes*



- ▶ Professional, high integrity, honest, and open.
- ▶ Strong ethical behavior.
- ▶ Leadership skills - anticipates important policy issues and develops sound solutions.
- ▶ Follow-through - ability to implement and revisit initiatives.
- ▶ Create and support a positive work environment.
- ▶ Visible community engagement presence and ability to manage community engagement as necessary.
- ▶ Models quality customer service.
- ▶ Collaboration - develops alliances that add effectiveness, resources, and perspective.
- ▶ Is comfortable leading at all levels of the organization.
- ▶ Sense of humor.
- ▶ Forges a strong leadership with the Council.
- ▶ Educates, informs, and works with the Mayor and City Council as a team.

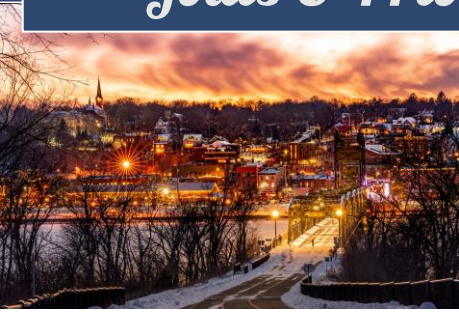




# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## *Goals & Priorities*



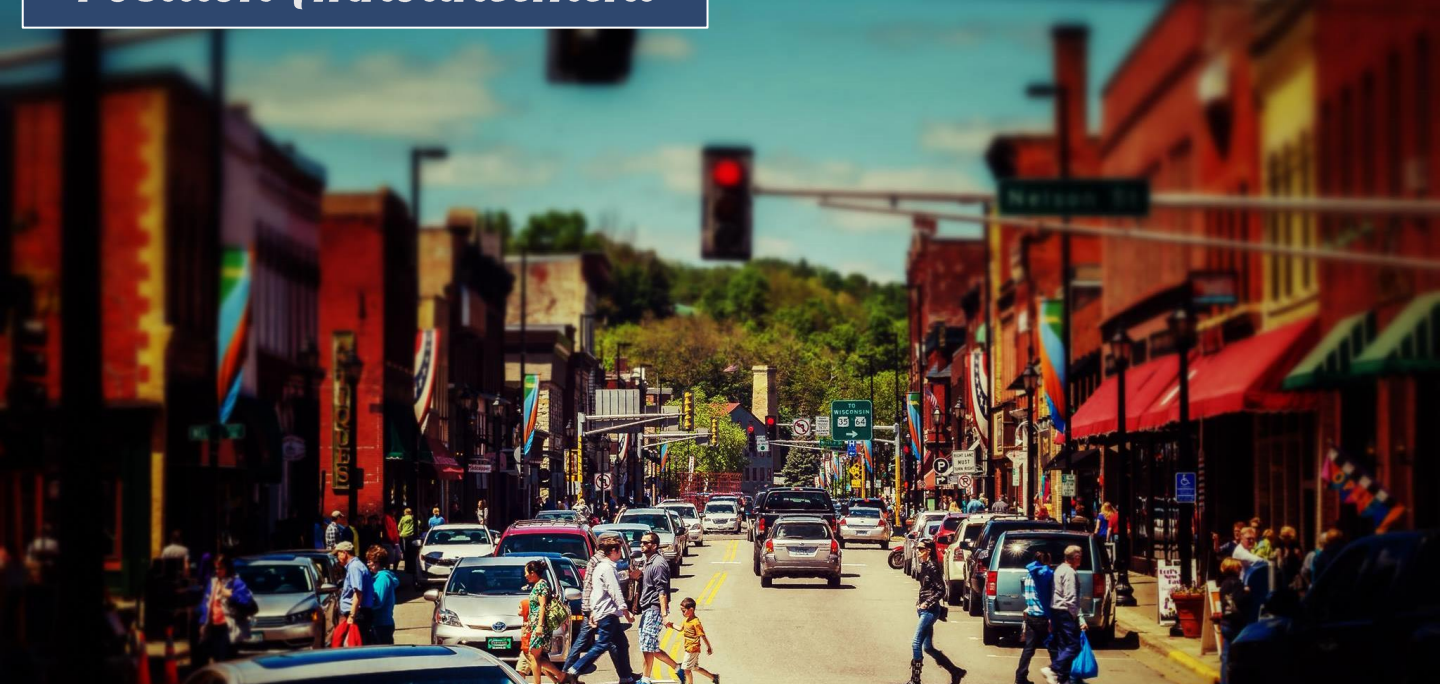
- ▶ Facilitate City Council Strategic Plan Workshop – engage consultant in summer 2022 to facilitate a Strategic Plan update; allocate resources to implement programs consistent with strategies; engage facilitator to finalize branding strategy and logo update.
- ▶ Excellence in organizational development; continue engagement with department heads and staff.
- ▶ Legislative Agenda – continue to monitor pending legislation impacting the City; work with City Council to develop legislative priorities including possible special legislation for optional City sales tax, schedule meetings with City’s state legislators.
- ▶ Emotional intelligence in self-management, self-awareness, social awareness, and relationship management
- ▶ Continue efforts to develop comprehensive analysis and future recommendations for leased and licensed City properties for City Council consideration.
- ▶ Work with Emergency Management Director to update City Emergency Operations Plan (EOP) including Continuing of Government (COG) and Continuity of Operations (COOP) sections of EOP.
- ▶ Sound fiscal management and utilization of City resources.
- ▶ Engage in outcomes and implementation of results related to Police Department organizational review and Fire Department organizational review.
- ▶ Recognize Diversity, Equity, Inclusion in the organization and community and share related resources for community engagement, inclusiveness, equity, social/racial justice discussions, and policy reviews.
- ▶ Facilitate Economic Development Authority consistent with recommendations of 2021 economic development report; finalize economic development related branding and marketing analysis.
- ▶ Assist Human Resources Manager in 2023-2024 labor negotiation strategy, ongoing staff training, and succession planning programs; develop transition/mentoring approaches for new management staff and support a learning culture.
- ▶ Continue to create a Special Events strategy – Assist staff and Council with special events management, financing plan for possible St. Croix Recreation Center expansion, Central Commons mixed use development, Lakeview Hospital expansion and relocation, Lumberjack Landing park development, downtown parking strategies, and coordination of related resources.
- ▶ Explore funding opportunities (special city tax, special events related fees, and funding of public improvements).
- ▶ Work closely with Finance Director, staff, and City Council to develop and adopt a 2023 budget; assist with bond issuance for capital projects and enterprise fund general obligation (GO) bonds.
- ▶ Monitor White Bear Lake level litigation and its impact on the City of Stillwater.



# WELCOME TO STILLWATER

*The Birthplace of Minnesota*

## Position Announcement



**City:** Stillwater, Minnesota

**Position:** City Administrator

**Salary Range:** \$150,027 to \$164,865

**Application Deadline:** 12/08/2021



**Job Summary:** The Administrator is the Chief Administrative Officer for the Council and coordinates the administration and supervision of all City departments and divisions and programs and activities as authorized by the City Council.

**Minimum Qualifications:** Master's degree in Public Administration, Business Administration, Political Science, or related field, and seven years of experience related to the field of Public or Business Administration or Community Development. A combination of related education and experience may be considered qualifying. ICMA Credentialed Manager is desired.

**Apply:** Visit <https://daviddrown.hiringplatform.com/80655-stillwater-city-administrator/255997-application-form/en>, and complete the process by December 8, 2021. Finalists will be selected on January 4, 2022, and final interviews will be held January 21 & 22, 2022.

Please direct questions to Mark Casey at [mark@daviddrown.com](mailto:mark@daviddrown.com) or 612-920-3320 x113.



**DDA**

Human Resources, Inc.  
a David Drown Associates Company

DDA Human Resources, Inc.  
New Brighton Office  
2241 17<sup>th</sup> Street NW  
New Brighton, MN 55112  
Phone: 612-920-3320 x113  
Fax: 612-605-2375  
[mark@daviddrown.com](mailto:mark@daviddrown.com)  
[www.ddahumanresources.com](http://www.ddahumanresources.com)

**CITY OF CORCORAN, MINNESOTA  
CITY ADMINISTRATOR**

**Recruitment Proposal  
November 21, 2021**



630 Dundee Road  
Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

[info@GovHRusa.com](mailto:info@GovHRusa.com)

*A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.*

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### Attachments:

Consultant Biography

Client List

Sample Recruitment Brochure

November 21, 2021

Ms. Jessica Beise  
Administrative Services Director  
City of Corcoran  
8200 County Road 116  
Corcoran, MN 55340

Dear Ms. Beise:

Thank you for the opportunity to provide you with a proposal for the City Administrator recruitment and selection process for the City of Corcoran. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

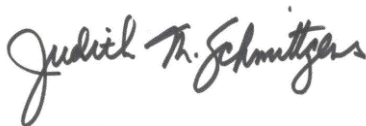
GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 16 full time and 6 part time employees and 35 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Senior Vice President Charlene Stevens will be responsible for your recruitment and selection process. She will be assisted by a home office Recruitment Coordinator and a Reference Specialist. Ms. Stevens' biography is attached to the proposal and his contact information is:

Charlene Stevens  
Senior Vice President  
GovHR USA LLC  
Cottage Grove, Minnesota  
Telephone: 320-262-0303  
[Cstevens@govhrusa.com](mailto:Cstevens@govhrusa.com)

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, please let us know. Please contact Laurie Pederson, Director of Administrative Services, 847-380-3240, if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Sincerely,



Judith Schmittgens  
Corporate Secretary and Compliance Manager

## Firm Background and Experience

---

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009, and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services. Ms. Voorhees (847-380-3243), Ms. Cademartori (847-380-3238) and Ms. Schmittgens (847-380-3185) are all authorized to make representations for and to bind the firm.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff. Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

A list of the City and County Manager recruitments conducted by GovHR consultants in the past 3 years is included with this Proposal, and a complete list of clients is available on our website at [www.govhrusa.com](http://www.govhrusa.com). We would be happy to provide you with contact information for any of these clients upon request.

## References

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The following references can speak to the quality of service provided by GovHR.

**Hibbing, MN (City Administrator, 2021) - Charlene Stevens**

Theresa Tourville, Human Resources Director  
401 East 21st Street  
Hibbing, MN 55746  
218-362-5932  
[ttourville@ci.hibbing.mn.us](mailto:ttourville@ci.hibbing.mn.us)

**St. Louis Park, MN (City Manager, 2021) - Charlene Stevens**

Ali Timpone, Human Resources Manager  
5005 Minnetonka Blvd.  
St. Louis Park, MN 55416  
952-928-2846  
[atimpone@stlouispark.org](mailto:atimpone@stlouispark.org)

**Waconia, MN (City Administrator, 2021) - Charlene Stevens**

Jackie Schulze, Assistant City Administrator  
201 South Vine Street  
Waconia, MN 55387  
952-442-3103  
[jschulze@waconia.org](mailto:jschulze@waconia.org)

## Our Understanding

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GovHR understands that the City wants to engage the services of an experienced executive recruitment firm to assist it conducting a nationwide search for the organization's City Administrator. The firm must have demonstrated success in identifying executives for organizations of similar size and scope. The recruitment firm will work in conjunction with the City Council to develop a recruitment strategy and timeline; conduct a nationwide search through appropriate advertising, outreach and other connections; conduct background screenings, resume reviews and reference checks of potential candidates; recommend candidates and assist with interviews; and assist in negotiations and job offer to the most qualified candidate.

## Project Approach and Methodology

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A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence

on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

## Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

### **Information Gathering:**

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

## Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to



the City, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
  - GovHR will provide you with a list of advertising options for approval

### Phase III: Candidate Evaluation & Screening

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Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 2 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the City's process is professional and well regarded by all who participate.

### Phase IV: Presentation of Recommended Candidates

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Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- The City will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the City Council (or a subcommittee) reviewing the recruitment report and providing additional information on the candidates.

## Phase V: Interviewing Process & Background Screening

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Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening\* will be conducted along with additional references contacted:

### Background Screening Includes:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	<b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	<b>Optional:</b>
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of City facilities
- Interviews with senior staff

## Phase VI: Appointment of Candidate

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- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.

- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

## Our Team

### Project Manager & Main Point of Contact:

GovHR Senior Vice President Charlene Stevens will be responsible for your recruitment and selection process. Her biography is attached to this Proposal and her contact information is:

Charlene Stevens, Senior Vice President  
GovHR USA LLC  
Cottage Grove, MN  
Telephone: 320-262-0303  
[Cstevens@govhrusa.com](mailto:Cstevens@govhrusa.com)

Ms. Stevens joined the firm in 2018 after serving in local government for twenty-two years, including as the Assistant County Manager in Sedgwick County. She is currently working on several executive recruitments, including the Assistant City Administrator of Buffalo, Minnesota; the Finance Director of Burnsville, Minnesota; and the Community Development Director in Oakdale, Minnesota. These recruitments are in varying stages of completion, and Ms. Stevens has the time required to devote to a successful search process for Corcoran's City Administrator. A complete list of Ms. Stevens' recruitments is available on our website at [www.govhrusa.com](http://www.govhrusa.com). Ms. Stevens will be assisted by a home office Recruitment Coordinator and a Reference Specialist.

## Price Proposal

Summary of Costs	Price
<b>Recruitment Fee and Estimated Breakdown of Hours:</b> Phase I – Interviews and Brochure Development \$3,500 Consultant 25 Phase II – Advertising, Recruitment & Outreach \$2,500 Consultant 15, Recruitment Coordinator 5 Phase III – Candidate Evaluation & Background Screening \$7,500 Consultant 35, Recruitment Coordinator 15, Reference Specialist 20 Phase IV – Presentation of Candidates \$2,500 Consultant 8, Recruitment Coordinator 15 Phase V – Interview Process & Additional Background Screening \$2,000 Consultant 15, Recruitment Coordinator 5, Reference Specialist 5 Phase VI – Appointment of Candidate \$500 Consultant 4	<b>\$18,500</b>
<b>Recruitment Expenses: (not to exceed)</b> Expenses include candidate due diligence efforts	<b>1,500</b>
<b>Advertising:</b> Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	<b>2,500</b>
<b>Total:</b>	<b>\$22,500*</b>

\*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase

in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

### Payment for Fees & Services

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Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

### Project Timeline

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Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2

Phase 1: Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

GovHR would only need assistance from City staff in scheduling interviews with members of the City Council and stakeholders, and with obtaining photographs of the City to include in the brochure.

### Guarantee

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GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for

actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to Corcoran.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

## Why Choose GovHR?

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GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the leadership position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Our firm was founded on and rooted in a desire to increase the diversity of local government leaders. We regularly engage with and financially support the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government and the Emerging Local Government Leaders. Involvement with these organizations assists us in developing a highly qualified, diverse candidate pool for each executive recruitment. We also heavily utilize social media including LinkedIn, Facebook, Twitter and Instagram to push out employment opportunities and connect with candidates who may not be seeking a position but who would find your opportunity appealing. We pay for databases that have the email addresses for all local government leaders in public safety, public works, public finance, planning and economic development as well as in general administration. This allows us to ensure that we are contacting all candidates who might be interested in your position. In addition, our consultants are located across the country providing us with personal contacts for potential candidates. We do not hesitate to call potential candidates who we believe are a fit for your position.

We utilize the information we have gained to evaluate candidates and we conduct a video screening interview to further understand each qualified candidate's background and experience. We also conduct reference calls and media searches to ensure there are no surprises with respect to a candidate's background. This information is shared with the client along with our objective assessment of each candidate. We will provide you with a matrix of all of the candidates, noting the relevant experience and background of those we recommend you consider for interview.

We are your partner throughout the process, present for the interviews and assisting in the compensation discussions. We guarantee our placements for one year, should the successful candidate leave for any reason. We believe our thorough and transparent process is unparalleled in our field and we hope to have the opportunity to work with you.



## Signature Page

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We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The City of Corcoran, Michigan agrees to retain GovHR USA, LLC (“GovHR”) to conduct a City Administrator Recruitment in accordance with its proposal dated November 21, 2021. The terms of the proposal are incorporated herein and shall become a part of this contract.

### **ACCEPTED:**

#### **City of Corcoran, Minnesota**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

#### **GovHR USA, LLC**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Optional Services

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### GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

### Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

### Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

### 360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



# CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

## PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

## MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA) – Current Member
- ICMA Task Force on Welcoming New Members - Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession - Member 2012-2014
- ICMA Regional Vice President - ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct - Chair, 2006
- ICMA Conference Host Committee - Co Chair, 2002
- ICMA Conference Planning Committee - Member, 2001 and 2002

- ICMA Task Force on Small Communities - Member, 1999-2001
- League of Minnesota Cities (LMC) - Board Member, 2013 - 2015
- Coalition of Greater Minnesota Cities (CGMC) - Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) - Current Member
- MCMA Task Force on Women in the Profession - Current Member
- YMCA of Woodbury Community Board - Current Member and Board Vice Chair
- KUCIMAT President - University of Kansas, 2013 - 2014
- Willmar Area Rotary, 2011 - 2015
- Kansas Association of City and County Managers (KACM) - Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) - Member, 1997 - 2006

## PROFESSIONAL BACKGROUND

*Over 20 Years of Local Government Leadership and Management Experience*

- City Administrator, Cottage Grove, MN 2015-2018
- City Administrator, Willmar, MN 2011-2015
- Assistant County Manager, Sedgwick County, KS 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA 1999-2006
- Assistant Township Manager, Buckingham, PA 1997-1999
- Neighborhood Assistant, City of Wichita, KS 1995-1996





**City and County Manager Recruitments 2019 - 2021**

<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
Alabama	Lee County	Chief Administrative Officer	166,831	2021
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Englewood	City Manager	34,957	2019
Connecticut	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2020
	Manchester	General Manager	59,710	2021
Florida	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Palm Beach	Assistant City Manager	85,933	2021
	Pinellas County	Assistant County Administrator	970,600	2020
		Deputy County Administrator/Chief of Staff	970,600	2019
Georgia	Albany	City Manager	77,434	2021
	College Park	City Manager	14,500	2021
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Decatur	Deputy City Manager	76,178	2019
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Geneseo	City Administrator (Virtual)	6,500	2019
	Greenville	City Manager	7,000	2021
	Homewood	Assistant Village Manager (Virtual)	19,464	2021
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake County	County Administrator	703,462	2019
	Mundelein	Village Administrator	31,385	2020
	Niles	Village Manager	30,001	2021
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2021
	Oak Park	Assistant Village Manager/Human Resources Director	52,000	2019
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2019



**City and County Manager Recruitments 2019 - 2021**

<b>STATE</b>	<b>CLIENT</b>	<b>POSITION</b>	<b>POPULATION</b>	<b>YEAR</b>
	River Forest	Village Administrator	11,635	2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	St. Clair Shores	Assistant City Manager (Professional Outreach)	59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
	Washington	City Administrator	15,700	2021
	Wauconda	Village Administrator	14,125	2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,422	2019
Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Knoxville	City Manager	7,300	2021
	Muscatine	City Administrator	23,819	2020
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Williamstown	Town Manager	7,806	2021
Michigan	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Lincoln Park	City Manager	36,665	2019
	Ottawa County	County Administrator	296,200	2021
	Royal Oak	City Manager	59,112	2019
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
Minnesota	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Director of Human Resources	35,172	2020
	Warrensburg	City Manager	20,200	2021





















# CITY OF HIBBING, MINNESOTA CITY ADMINISTRATOR



## Executive Recruitment





## THE COMMUNITY

Located in St. Louis County in northeastern Minnesota and once called the “Iron Capital of the World,” Hibbing traces its origins to a strong, viable mining industry. The Hull Rust Mahoning Mine View is in north Hibbing where the original town began. Described as the “The Grand Canyon of the North” the Hull Rust Mahoning Mine is the world’s largest open pit iron ore mine. Hibbing is the birthplace of Greyhound Bus Lines and hosts the Greyhound Museum. The city also was home to Bob Dylan, Roger Maris and Kevin McHale.

Today, Hibbing is the largest city in the range and a regional center for government, retail and medical care. 75,000 people live within a 60-minute drive of Hibbing. The city boasts an active and historic downtown and abundant outdoor recreation. Hibbing offers more than 1500 acres of park land and open space, with 32 neighborhood parks, two golf courses, a dog park and a disc golf course. Cary Lake Park hosts a public beach, boat launch, fishing pier and numerous hiking trails. The Mesabi Trail, 135 miles of paved trail stretching from the Boundary Waters to the Mississippi, also connects to Hibbing offering biking, hiking, walking and inline skating. Winter does not stop recreation in Hibbing with two outdoor skating rinks and well-groomed cross-country skiing and snowshoeing at Cary Lake Park.

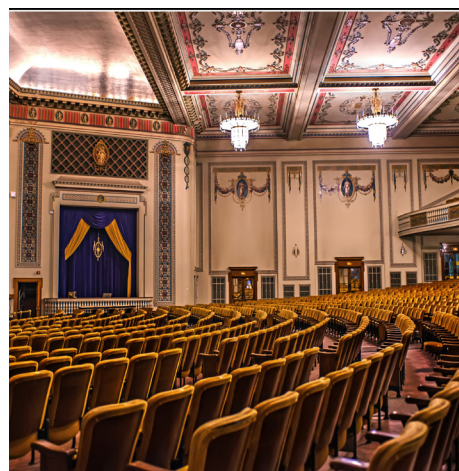
In addition to all the outdoor amenities, the city also operates the Memorial Arena which provides ice hockey, curling, meeting rooms and the Little Theater/Auditorium and operates the library, which houses a collection to celebrate Bob Dylan. City Hall, built in 1922 and rumored to be modeled after Boston’s Fanniel Hall, is listed on the National Historic Register.

The community is served by a strong school district, Hibbing Public Schools, which offers a wide array of curricular and extracurricular opportunities for students, including many hands-on learning experiences in rocketry and engineering. The Historic Hibbing High School was constructed in 1920 at a cost of \$3.9 M and today it is estimated to cost \$50 M to replace. Much of the work is of a craft that is now obsolete and thus irreplaceable.

Fairview Range offers excellent medical services to the community and the city is also served by the Range Regional Airport and is within three hours of the Minneapolis-St. Paul MSA and only 75 miles from Duluth.

With all these community amenities and access to outdoor recreation, Hibbing offers a high quality of life for residents, businesses, and visitors.

# CITY OF HIBBING







## DEMOGRAPHICS/ GENERAL INFORMATION (2019 Data)

**Population:** 15,855  
**Square Miles:** 181.83

### Racial Makeup:

White or Caucasian: 91.1%  
Black or African American: 2.6%  
Hispanic or Latino: 2.1%  
Two or more races: 2.3%  
Asian 1.9%  
American Indian or Alaska Native: 0.3%  
Native Hawaiian or Other Pacific Islander: 0.1%

**Median Home Value (owner occupied):** \$109,800  
**Median Household Income:** \$49,009

## THE ORGANIZATION AND THE CITY ADMINISTRATOR POSITION

The City of Hibbing is a statutory city that operates under the Standard Plan with a weak mayor-council form of government. The City of Hibbing has a seven member council, with the Mayor and two council members members elected at large and the remaining four council members elected by ward. The city administrator reports to the mayor and council and is responsible for ensuring that council priorities are enacted and oversees all daily operations.

Hibbing is a full-service city and is organized in eight departments – City Clerk, Administration and Human Resources, Building and Zoning, Engineering and Public Works (which includes wastewater and sanitation), City Services (which includes parks and recreation) Public Library and Police and Fire. The city's 143 FTEs are represented by four bargaining units. The City has a general fund budget of \$17M.

The Hibbing Economic Development Authority is also funded and staffed by the city. Hibbing Public Utilities provides water, electric, steam and natural gas. The mayor and council appoint the members of the Hibbing Public Utility Commission, which oversees all daily operations and staff of the utility.





The City of Hibbing has adopted the following mission and vision statements.

## Mission Statement

The Hibbing City Council and its Boards, Commissions and Staff are committed to provide a community environment that is managed in an effective, accountable, and efficient manner.

Further, we shall enhance that quality of life which characterizes our community by providing Hibbing's residents with the amenities that make it a desirable place to live, work and play.

We are the people-oriented organization that will reflect the highest standards of public services consistent with the trust and responsibilities given us. We strive to inform all residents of public issues and listen to their concerns for consideration in community policy. Because city government is its people, we are constantly striving for excellence and are committed to quality and professionalism in providing the best in public services to the citizens of Hibbing.

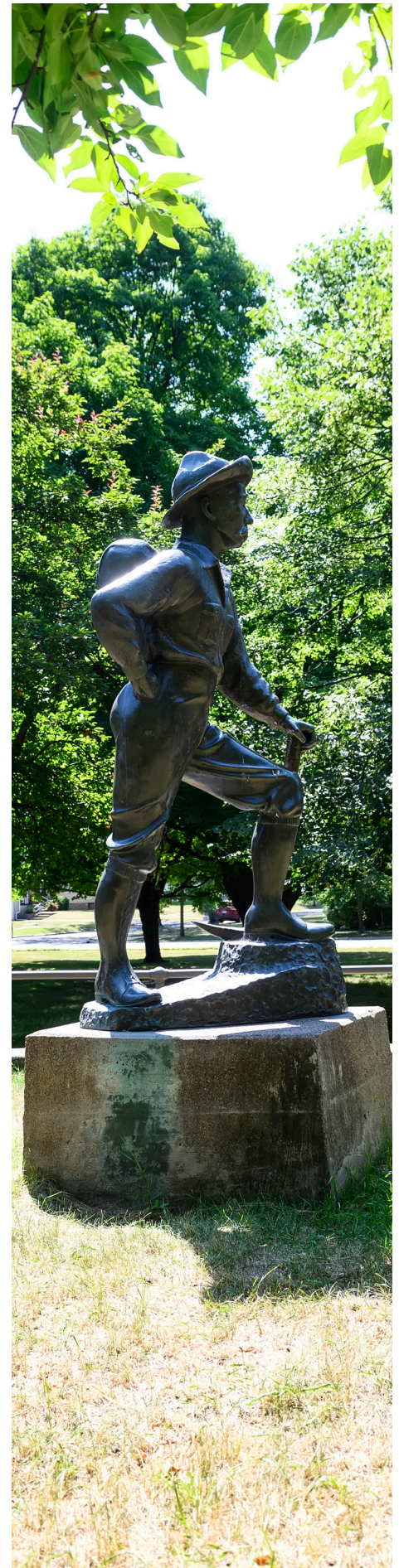
## Vision Statement

Hibbing openly embraces growth and change. The people of Hibbing encourage enhancement of economic, educational, and cultural opportunities by focusing their vision on: Character, Commitment, and Opportunity.

**Character** - Hibbing radiates a sense of pride, mutual respect and a spirit of togetherness. We celebrate the richness and diversity of our cultural and ethnic heritage. Known for our friendliness and hospitality, the cooperative spirit among community members, business leaders and government propel Hibbing into the twenty-first century and beyond.

**Commitment** - Hibbing provides quality community services and places a priority on the safety and security of its citizens as well as upkeep of its buildings, parks and transportation system. We provide appropriate housing and preserve our historic and established neighborhoods. Building on its strengths, Hibbing sustains a thriving business community and diverse economic base. The community stresses the importance of job creation and business retention, continual job training and life-long learning. Hibbing maintains its clean environment and preserves the City's beauty and quality of life.

**Opportunity** - Hibbing provides choices and diverse opportunities for all community interests including education, business, government, health care, recreation, leisure and the arts. Citizens participate in an open honest and responsive government process. We interact globally through our advanced technological systems. Hibbing is alive and thriving as a regional force. Its people work together in a cooperative spirit to take ownership in their community and their region.

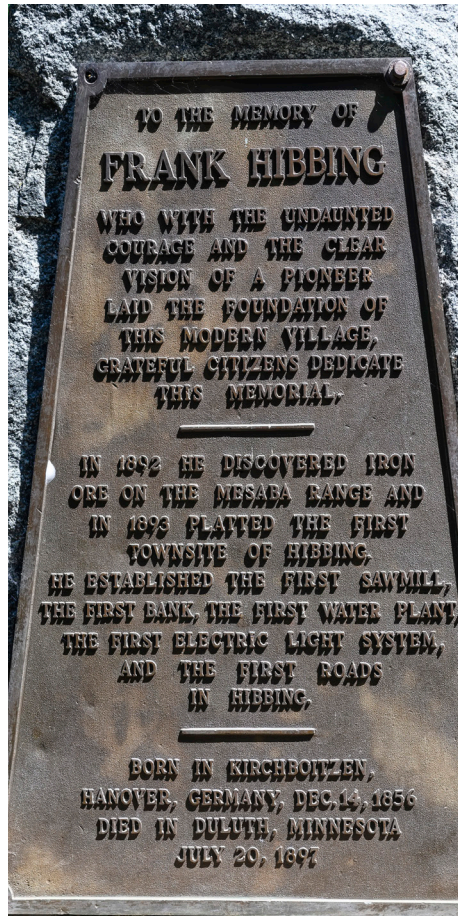




## EXPECTATIONS AND PRIORITIES

The next City Administrator can expect to work with the leadership team and elected officials on a wide variety of projects and initiatives including but not limited to the following:

- **Community Partnerships:** The City Administrator is expected to strengthen the city's relationship with the Hibbing Public Utilities, the Housing and Redevelopment Authority, Chamber and other community partners.
- **Succession Planning and Development:** The City Administrator will assess opportunities for leadership development to ensure that as senior leaders retire, organizational knowledge is retained and that a pipeline of talent is developed in the organization.
- **Economic Development:** The next administrator will have the opportunity to guide and develop the city's strategies to continue to diversify the local economy and position the community for continued growth and investment.
- **Capital Planning and Finance:** Like many communities, Hibbing faces the challenge of aging infrastructure, the next city administrator, will ensure that the city has a comprehensive plan for maintenance and/or replacement of current assets.
- **Health and Wellness Center:** The city has identified the need to provide additional community amenities. The next city administrator will need to ensure a strategic plan is in place for this project, including securing private and public funding.
- **Organizational staffing and assessment:** The next city administrator will have the opportunity to assess the current operational structure, staffing and future needs and present opportunities for improvement in service delivery.



## CANDIDATE REQUIREMENTS

- Bachelor's Degree in Public Administration, Business, Finance or a related field: A Master's degree in Public Administration or a related field is preferred.
- Three years of increased responsibility withing leadership/management roles; preferable within a municipal or government setting is preferred.
- Possess strong financial aptitude and demonstrated budget and financial management skills: Working knowledge of municipal finance, budgeting and strategic planning is preferred.
- Firm understanding of the complexities of municipal utilities.
- A highly collaborative leader with a communicative, team-oriented, and approachable management style.





## The Ideal Candidate Will Be:

- Committed to public service and transparency and able to build and maintain trust and integrity.
- Able to mentor, develop and empower staff.
- Experienced in a union or collective bargaining setting.
- Able to build and maintain strong partnerships and relationships with community stakeholders and build consensus.
- An exceptional listener with a high level of interpersonal awareness.
- Knowledgeable in land use planning, community and economic development, including public financing mechanisms.

## COMPENSATION AND BENEFITS

The starting salary range for the city manager is \$108,534 - \$144,705 DOQ. The City of Hibbing provides an excellent and comprehensive benefits package.

## HOW TO APPLY

Interested candidates should apply with a resume, cover letter and five professional references by September 7, 2021, to Charlene Stevens, Senior Vice President, GovHR USA. Finalist interviews with the mayor and council are expected to be held in mid-October. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com). Questions may also be directed to Charlene Stevens. The City of Hibbing, MN is an EOE employer.



**Executive Recruitment**

[www.GovHRUSA.com](http://www.GovHRUSA.com)



152 Aspen Rd., El Paso, Tx. 79915  
915-243-1412 ex. 3  
[jec@abstrategicgroup.com](mailto:jec@abstrategicgroup.com)

November 30, 2021

RFP for Executive Search Consulting Services to Select a City Administrator for the City of Corcoran, MN.

**Attention:**

Jessica Beise, Administrative Services Director City of Corcoran  
8200 County Road 116 Corcoran, MN 55340  
763-400-7029  
[jbeise@corcoranmn.gov](mailto:jbeise@corcoranmn.gov)

Proposal by:

Americas Best Strategic Security Group LLC  
152 Aspen Rd., El Paso, Texas 79915

Contact Person: Jesus “Eddie” Campa – CEO

(915) 243-1412 ext. 3 office  
(915) 208-0197 cell  
[jec@abstrategicgroup.com](mailto:jec@abstrategicgroup.com)

Respectfully,

*Jesus E. Campa*

Jesus E. Campa  
Abstrategicgroup.com  
(915)208-0197-cell  
(915)243-1412 Ext. 3





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Respectfully,

*Jesus E. Campa*

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AMERICAS  
BEST  
STRATEGIC  
SECURITY  
GROUP

*RFP for Executive Search Consulting Services to Select a City Administrator for the City of Corcoran, MN*  
*November 31, 2021*

Administrative Services Director Jessica Beise,

Please accept this introduction as our letter of submission in being selected as the recruitment firm for the search of the next City Administrator for the City of Corcoran. AB Strategic Security Group LLC (ABSSG) provides a comprehensive scope of executive search services in both the private and public sector tailored specifically to the needs of each client. ABSSG LLC is licensed and insured to provide services. Jesus “Eddie” Campa – CEO of Americas Best Strategic Security Group LLC (ABSSG) is legally authorized to represent the firm. His contact information is as follows: Americas Best Strategic Security Group LLC, 152 Aspen Rd., El Paso, Texas 79915, (915) 243-1412 ext. 3 office, (915) 208-0197 cell, [jec@abstrategicgroup.com](mailto:jec@abstrategicgroup.com), and our website is [www.abstrategicgroup.com](http://www.abstrategicgroup.com).

We devote tremendous energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" for an infrastructure that supports and advances diversity, equality, and inclusion, concerning values, philosophy, and management style. Our executive recruiting services are supreme, providing an extraordinary degree of personal attention at all stages of the process.

After reading our mission statement, vision, values along with our commitment to diversity, equity, and inclusion plan attached to the email as APPENDIX C you will see just how well they align with those of the City of Corcoran. AB Strategic Security Group LLC doing the right thing because it is the right thing to do.

**Mission Statement**

Our mission is to be a virtuous executive search and recruiting group specializing in the recruitment and placement of diverse professionals for organizations of every scale which promote equity, inclusion, equality, and acceptance of all. Our dedication to ongoing improvement, fostering a strong relationship-driven strategy to recruiting, and industry best practices will produce extraordinary value-based services to every client.

**OUR VISION:**

Strategically identify the talent and unleash their potential to build a better tomorrow for all.

**Our Values:**

Our core value system is based on the principles of procedural and social justice.



**Fairness:** We treat our clients, candidates, and teammates the way we want to be treated —with respect, equality, and equity for all.

**Voice:** Success is obtained with open, free-flowing communication by all. We are the source of unprecedented energy.

**Transparency:** We lead by example, setting the foundation to improve personal awareness, sensitivity to others, and accountability. We always do the right thing because it is the right thing to do.

**Impartiality:** Our principle goal is to make all decisions based on the objective criteria, rather than on the basis of bias, prejudice, or preferring to benefit one person over another for improper reasons.

**II. Our Experience:** (See Appendix A- Firm Brochure, Appendix B for resumes, and Appendix D for references) ABSSG is currently recruiting the next Chief of Police for the City of Golden Valley, Minnesota. We have conducted several HR and Title 9 investigations for Galveston ISD, ABSSG has conducted multiple private sector C-level recruitments, private sector job placements, served as consultants and procurement specialist for one of Texas largest wholesale grocers, and conducted vetting of potential contractors for a multimillion-dollar expansion and build out by several retailers.

The CEO of AB Strategic Security Group LLC, Jesus E. Campa, has been involved in the executive search process, having been recruited as police chief on two occasions, a state executive director, university professor, CEO, and collaborated in numerous executive search processes as a candidate. He has served as the primary hiring authority for every organization and agency he has led. He has aided in over a dozen promotional interviews and has participated as an expert panelist on over a dozen executive searches as an interview committee member. He will be graduating with a Ph.D. in Public Service Leadership in Criminal Justice in March 2022. Through his thirty plus years of leadership experience, ABSSG LLC has built an extensive network of traditional and non-traditional applicants that affords ABSSG LLC to cast a wide net to ensure that the best candidates are presented to the client. ABSSG LLC will take its experience from the private sector and turn it into a major win for our public sector clients. ABSSG LLC will build a customized strategic approach to offer our clients a personalized one-on-one relationship as we grow our public sector practice.

**III.** The primary individuals assigned to fulfill the recruitment process are: CAO Juan Carlos Wittke MSCJ, CEO Jesus "Eddie" Campa MSCJ, CTO Natalie R. Maron MSN, RN, and ABSSG President John A. Campa will lead the search for the City of Corcoran. Please see attached Resumes for overview of their capabilities and experience.

**Our Commitment to Diversity, Equity, and Inclusion: (See attached APPENDIX C for our full plan and commitment)**

ABSSG commitment to diversity, equity, and inclusion are visible throughout our mission statement, through our vision, and finally through our core values. Our CEO Jesus E. Campa is the creator of the No Colors No Labels Initiative that helped bring the racially torn community of Marshall, Texas together. He is also the founder of the El Paso County Anti Bullying Coalition which calls for an end to bullying.



An organization can say that they want a firm that is committed to diversity, equity, and inclusion and you will find several that claim a commitment. Less than a handful of firms will have someone as experienced as ABSSG in developing programs. Our team not only possess the theory-based knowledge but also has the practical real-world experience when it comes to creating a community that includes equity, inclusion for all in a diverse community.

**Our Methodology**

We pride ourselves on our firms' ability to provide our clients with a personalized boutique style approach. We can provide our clients with a top-to-bottom approach that offers extraordinary attention to detail with this method. ABSSG services are tailored and personalized to each of our client's needs. First, ABSSG identifies the most important factors for success within an organization and its culture while involving the senior management team to identify the critical leadership practices. Then we go into great depth to analyze and understand each candidate – their past performance and track record and their character, background, and personality. The result is fit for purpose leaders who are successful, loyal, and true at establishing equity so that all their employees are afforded a fair opportunity based on their individual needs. As mentioned above, ABSSG takes full advantage of our proprietary built network that has been developed throughout the years to gather and locate the best candidates for our searches. We also utilize traditional tools to post and search for the best candidates.

**How We Recruit and Identify the Candidates?**

We identify the best candidates by casting a long reaching net that helps us bring in the most qualified candidates possible. We identify the best candidates by matching them up against the requirements that the client has set forth by having them respond to our custom designed questionnaire, online recorded interview, reference checks, comprehensive media report, DISC Management Report, and a I OPT Assessment. ABSSG has established the best and safest way of recruiting possible.

**Recruitment Process & Timeline**

ABSSG does not anticipate having any issues meeting any designated timeline barring any COVID related or other natural disasters beyond the control of ABSSG LLC.

**Timeline – Proposed and subject to change based on the needs of the City of Corcoran.** Based on the estimated timeline ABSSG is proud to propose the following.

Date	Activity	Audience	Process
<b><u>Deliverable 1</u></b> Information Gathering December to Early January	1. Reviewing the position description and determine preferred qualifications, competencies, and priorities that the city will require of the candidates. 2. Recommend and implement an advertising plan ensure a large nationwide, diverse, and viable pool of applicants for the position 3. Advising on timeline and process for recruiting and interviewing candidates 5. Identify all stakeholders and groups that will participate in the selection process, creation of questions, and expectations of the new City Administrator to ensure equity for all involved in the process. 6. Discuss the development of a comprehensive position brochure for the advertisement and recruitment process. 7. Arrange for advertisements in a variety of publications including but not limited to diverse platforms Minnesota	Consultant meetings with Mayor, Council, staff, and others to develop profile and job description	Via Zoom or Onsite



	<p>League of Cities, ICMA, Government Job's, Indeed, LinkedIn, and others.</p> <p>Recommendations for Final in Person interview Process:</p> <ul style="list-style-type: none"> <li>I. Each interview to run 60 minutes and will consist of three different interviews with three different panels.</li> <li>II. Each Panel will consist of no more than 5 individuals</li> <li>III. Interview Panels will be broken down into <ul style="list-style-type: none"> <li>1. Mayor and City Leadership Staff as appointed by City Leaderships.</li> <li>2. City Employees to include PD staff.</li> <li>3. Private and Public Sector Community members.</li> </ul> </li> <li>IV. City Tour</li> <li>V. Meet and Greet Finalists. City Reception</li> </ul>		
January 13, 2022	Council approves job description, salary range, and hiring process. Develop a comprehensive position brochure for the advertisement and recruitment process. Proposed brochure for recruitment presented to City for approval.	City Council	
Mid-January	Job posting is open and advertised in Minnesota League of Cities, ICMA, Government Job's, Indeed, LinkedIn, on city website, ABSSG Web Site, and all job boards, and job blasts (as described above) directing everyone to the ABSSG website for instructions on how to apply and view brochure with job description.	ABSSG, City Staff, Job Sites	
<p><b><u>Deliverable II</u></b></p> <p>January 16, 2022 (Sunday) – February 4, 2022 (Friday)</p> <p>Candidate Screening February 6, 2022</p>	<p>Accept applications through 02/14/22 @ 11:59 pm MCT Job posting open for 20 days. Application Process will consist of Resume, Cover Letter, pre-online interview with predetermined questions, and City Administrator Questionnaire via email to complete and return by Friday February 4, 2022, by 5pm MST time.</p> <p>ABSSG will review applications and make recommendations of the semi-finalists (8-15). Screening of answers of both the questionnaire and the interview will be completed by February 6, 2022, by ABSSG staff assigned to search. ABSSG will rank all applicants in accordance with 1 to 15. ABSSG will provide responses and interviews to City Council/subcommittees to aid in the narrowing of the selection process for in person interviews.</p>	<p>ABSSG will facilitate and communicate application process with the applicants: accept applications, notify applicants of elimination from further consideration.</p> <p>ABSSG will conduct initial application evaluations including scoring applications and conducting initial interviews. Questions will be prepared by ABSSG using the needs of the city. Question will include topics such as strategic planning, infrastructure, diversity, equity, inclusion, discipline, etc.</p>	<p>ABSSG will review applications based on qualifications as they come in and ready to recommend by Feb.7. 2022 (Monday).</p>



February 7-11	<p>ABSSG Advisors present the 8-15 candidates to council to narrow the number of first round interviews. Preferred 5-8 candidates for first round interviews.</p> <p>ABSSG will meet with city council/subcommittee to establish logistical details for finalists' visits, pick up, interviews, etc. for final interviews.</p> <p>ABSSG will provide input into selection of interview panel and the development of interview questions.</p>		<p>ABSSG will notify the top 5-8 candidates of the first-round interview via a virtual platform. Will advise that the top 3-4 finalist interview in person and prepare them for travel arrangements to be paid by the City of Corcoran</p>
Level one Background and Reference checks	<p>Conducted on the top 5-8 finalist: In accordance with the needs and wants of the City of Corcoran. Comprehensive Media search, Level 1 background will be conducted, along with Level 1 reference checks.</p>		
First round interviews February 14-17	<p>Interviews conducted by ABSSG Advisors on the top 5-8 finalist with the assistance of City Council to rank the top 3-4 finalists for in person interview.</p>		
Feb.18- March 6 Full Background Investigation of top 3-4 Finalist	<p>Social Security verification • Address history verification • Driving record (MVR) • Federal criminal records search • National criminal database search • Global homeland security search • Sex offender records search • State criminal court search (for current and previous states of residence) • County criminal, civil, and warrants search (for every county in which Candidate has lived or worked) for previous 10 years • Credit report (if desired) • Education verification • Employment verification (if desired) • Military verification (if desired)</p>		
<b><u>Deliverable III</u></b> The week of March 8-11, 2022	<p>On site interviews, assessment, visit, etc. (Preferred) ABSSG Advisors will facilitate the final top 3-4 finalists for in person interviews with predetermined process elected earlier in the process.</p>	<p>Onsite Interview or same process can be duplicated via ZOOM and conducted virtual.</p>	<p>Travel, meals, lodging, and transportation for finalists to be paid for by the city.</p>
March 14-April City Council selects candidate Offer extended and Contract Negotiation	<p>ABSSG will Assist city council with final candidates' selection, including communication with candidate about the offer process and conditions of employment, which may include references and leadership assessments.</p>		<p>Travel arrangements to be made by city or finalists.</p>
Late April 2022	<p>New City Administrator begins work</p>		
Final Payment to ABSSG LLC	<p>Due April 2022.</p>		

**Budget and Deliverables - Prices**

Typically, larger retained executive search firms charge between 30% - 40% of the estimated total annual compensation a candidate is expected to receive in their first year. We based our price on 25% of the low-end salary



of the approved \$90,000 - \$105,000 salary range. We are quoting at a price not to exceed \$22,500.00, which is below the market price.

**City Administrator Search Firm Cost breakdown**

Service	Description	Fee		
Jesus E. Campa Juan Wittke John Campa Natali Moran	Recruiter: Not to exceed 5 hrs. each per week Unless authorized by City of Corcoran	\$100.00 per hr.	Estimated 22 weeks at 5 hrs. a week = 110 hrs. billed	\$11,000.00 Not to exceed
Administrative	Administrative Fees not to exceed 2 hrs. per week Unless authorized by City	\$30.00	Estimated 25 weeks at 2 hrs. a week = 50 hrs. billed	\$1,500.00 Not to exceed
Recruitment Brochure design	Design & distribute electronically	\$1,000.00	Estimated 10 hrs. = Flat Fee	\$1,000.00 Not to exceed
Marketing – Advertising, Posting, Questionnaire	Job Advertising: social media, Websites, Job boards, Websites, etc. ABSSG recruiters will develop a written examination customized to the organization's priorities and key domains of interest. ABSSG will disseminate the questionnaire to the candidates, evaluate the questionnaires, and hold a virtual briefing with the organization.	\$2,000.00 No Charge	Advertising costs built into the proposal Includes preparation of the questionnaire, dissemination of the questionnaire, analysis of responses, and virtual briefing with the organization	\$2,000.00 Not to exceed No Charge Not to exceed
Recorded Online Interview	A recorded online interview allows the organization to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence.	No Charge	Includes preparation of the video, preparation of the questions, creating links for candidates, uploading and downloading video, analyzing content, ranking candidates, Providing detailed report to the City of Corcoran	No Charge Not to exceed
REFERENCE CHECKS	<i>ABSSG utilizes a two-level progressive and adaptive automated reference check system that provides insights on candidates' soft skills from a group of references. The candidate will provide three references who can attest to their character. The references can be relatives or friends.</i>  <i>Level II, the references must be professional, educational, or civil references.</i>	<i>Level I Not to exceed 15 candidates</i>  <i>Level II not to exceed \$50.00 each Not to exceed 4 candidates</i>	<i>ABSSG will contact Level One references are relatives or friends that can help establish the character of the candidates.</i>  <i>Level two references are separate from a background investigation</i>	\$75.00 Not to exceed  \$200.00 Not to exceed
BACKGROUND INVESTIGATION	<i>Social Security verification • Address verification • Driving record • Federal criminal records search • National criminal database search • Global homeland security search • Sex offender records search • State criminal court search (for current and previous states of residence) • County criminal, civil, and wants/warrants search (for every county in which Candidate has lived or</i>	<i>\$500.00 (per candidate) not to exceed 3 candidates unless authorized by City of Corcoran</i>	<i>If requested by the City of Corcoran</i>	\$1,500.00 Not to exceed



	<i>worked) for previous 7 years • Credit report • Education verification • Employment verification • Military verification</i>			
<b>COMPREHENSIVE MEDIA REPORT</b>	<i>ABSSG LLC utilizes a state-of-the-art proprietary media search process. The media reports are put into a user-friendly format with the candidate's name highlighted each time it appears.</i>	<i>Not to exceed 8 candidates unless authorized by the City of Corcoran</i>  <i>\$50.00 each after #8</i>	<i>With the ease of manufacturing facts, a comprehensive media report helps us weed out manufactured facts and base our decisions on supported documented facts.</i>	<i>\$350.00</i> <i>Not to exceed</i>
<i>Travel For ABSSG Search Team to and from The City of Corcoran</i>	<i>All-inclusive if required for Face-to-Face meetings.</i> <i>Flights</i> <i>Car Rental</i> <i>Hotel</i> <i>Meals</i> <i>Incidentals (Shipping cost)</i>  <i>If the selection process is done virtual their will be no cost for travel.</i>	<i>\$2,437.50 (per visit) total for 2 recruiters to travel to site.</i>  <i>\$00.00 cost to City of Corcoran</i>	<i>\$2,437.50 per site visit to be determined by the City of Corcoran</i>  <i>If done virtual</i>	<i>Based on Option</i> <i>Not to exceed</i>  <i>\$2,437.50 per site visit. Estimated two visits.</i> <b><i>Not to exceed:</i></b> <b><i>\$4,875.00</i></b>  <i>00.00 for Travel</i>
<b>Total:</b>	<i>Based of 25% of low-end stating City Administrator salary of \$90,000.00</i>			<b><i>\$22,500.00</i></b> <i>Not to exceed</i>

**Payment milestones**

Upon awarding of bid to ABSSG the following milestone payment schedule will be followed upon the approval of both parties.

- I. Award retention fee of 40% of the agreed upon fee before the commencement of Deliverable I is due.
- II. After completion of Deliverable I. and before the commencement of Deliverable II milestone payment 1 of 30% of the remaining balance is due.
- III. At the completion of Deliverable II and before the commencement of Deliverable III milestone payment 2 of 20% of the remaining balance is due.
- IV. At the completion of Deliverable III milestone payment three the remaining balance is due.

Respectfully,

*Jesus E. Campa*

Jesus E. Campa

CEO ABSSG LLC

(915) 243-1412 ext. 3- Office

(915) 208-0197 cell

Abstrategicgroup.com





APPENDIX A

RFP for Executive Search Consulting Services to Select a City Administrator for the City of Corcoran, MN  
ABSSG LLC Firm Brochure

Turn The Page







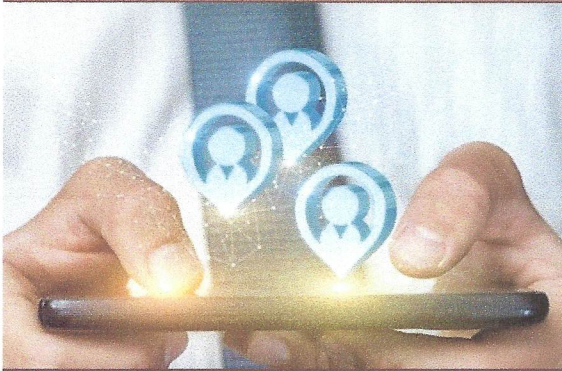
# AB Strategic Security Group



Human Capital Resources  
Personalized Executive Search

Everything with a Strategy





## Idea | Strategy | Solution

The executive recruiting services of ABSSG LLC are unmatched, producing a high degree of personal attention at all stages of the process, be it public or private sector recruitment.

Our mission is to be a virtuous executive search and recruiting group specializing in the recruitment and placement of diverse professionals for organizations of every scale which promote equity, inclusion, equality, and acceptance of all. Our dedication to ongoing improvement, fostering a strong relationship-driven strategy to recruiting, and industry best practices will produce extraordinary value-based services to every client.

# AB

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SECURITY  
GROUP

We pride ourselves on our firms' ability to provide our clients with a personalized boutique style approach. We can provide our clients with a top-to-bottom approach that offers extraordinary attention to detail with this method. ABSSG services are tailored and personalized to each of our client's needs.

ABSSG's Executive Search Team is equipped with practical experience and theoretical knowledge, translating into best practices for your executive search.

Our executive search firm is best known for its track record of handling highly confidential and complex private sector Board, CEO, and C-Suite retained search assignments. In 2021 ABSSG added a public sector Executive Search Division to its family of services.

President of ABSSG John Campa believed that it only made sense to serve the public sector. ABSSG Executive Search Team members have a combined 76 years of public sector service, and to see them continue to be good stewards of taxpayer money would benefit all taxpayers.

Whether you are bolstering your C-suite to support continued success and growth or seeking executives to help redefine your strategy in the face of change, you need an executive search firm that can connect you with leading-edge talent.

Leveraging our 76 years of experience in the public and private industry, AB Strategic Security Group delivers on critical success factors to ensure a successful long term selection for your organization:

1. **Extensive expertise in the private and public sector**
2. **Credibility and connections worldwide**
3. **A well-defined personalized executive search strategy**
4. **Proven commitment to DE&I**
5. **Full transparency into the talent search process**
6. **Personalized service designed for each client**



## Best Practices

ABSSG's Executive Search Team is equipped with practical experience and theoretical knowledge, translating into best practices for your executive search.

## Our Methodology

ABSSG identifies the most important factors for success within an organization, involving the senior management team to identify the critical leadership practices. Then we go into great depth to analyze and understand each candidate – their past performance and track record and their character, background, and personality. The result is fit for purpose leaders who are successful, loyal, and true at establishing equity so that all their employees are afforded a fair opportunity based on their individual needs. As mentioned above ABSSG takes full advantage of our proprietary built network that has been developed throughout the years to gather and locate the best candidates for our searches. We also utilize traditional tools to post and search for the best candidates.



## Strategic Personalized Service

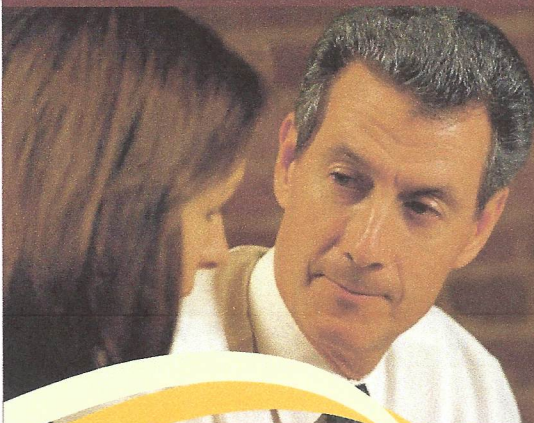
At AB Strategic Security Group, we take great pride in creating a highly personalized and collaborative approach to executive recruiting. As a result, ABSSG does not see executive recruiting as a transactional business. Instead, ABSSG focuses on finding the right fit for your organization.

We personalize our strategies to ensure that we first learn your needs, culture, and organizational challenges. Then we meticulously evaluate each potential candidates' skills and personality to find the best fit for the position and your organization's culture.

ABSSG develops a partnership approach with each client to ensure our client is involved and informed of the search process every step of the way.

## How We Recruit and Identify the Candidates?

We identify the best candidates by casting a long reaching net that helps us bring in the most qualified candidates possible. We identify the best candidates by matching them up against the requirements that the client has set forth by having them respond to our custom designed questionnaire, online recorded interview, reference checks, comprehensive media report, DISC Management Report, and a I OPT Assessment. ABSSG has established the best and safest way of recruiting possible.





**Let ABSSG find your next leader**

ABSSG does not delegate its executive job search projects to staff members at a corporate office or to lesser qualified consultants.

Having been a successful executive, along with years of leadership experience, hiring and interviewing experience, CEO Jesus "Eddie" Campa and the ABSSG staff offer an extensive network of qualified candidates for any recruitment. In addition, ABSSG knows who to call and who to recruit for an open position.

President John A. Campa

CAO Juan C. Wittke

COO Natalie Maron

HR Director Isabella Rodriguez

Office Manger Kris Campa

Administrative Assistant Bella Faith

Training Lead Robert Vega Jr.

Lead Investigator Ron Pacheco



Everything with a Strategy

**AB Strategic Security Group LLC**

152 Aspen Rd  
El Paso, Texas 79915

915.243.1412 ext.3 direct  
915.208.0197 Cell

[www.abstrategicgroup.com](http://www.abstrategicgroup.com)

**AB**

AMERICAS  
BEST  
STRATEGIC  
SECURITY  
GROUP





APPENDIX B

RFP for Executive Search Consulting Services to Select a City Administrator for the City of Corcoran, MN

Resumes of Key Personnel Involved

Turn The Page



## Jesus "Eddie" Campa

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152 Aspen Rd  
El Paso, Texas 79915

Cell: (915) 208-0197  
jec@abstrategicgroup.com

### **LICENSE / CERTIFICATES**

TCOLE Master Peace Officer  
CLEET Advanced Oklahoma Peace Officer Certification  
TCOLE Instructor Certified  
Oklahoma Basic Instructor Certified  
Certified Mental Health Peace Officer  
Texas Police Chiefs Association Best Practices Recognition Program Manager  
CALEA Accreditation Manager

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### **EDUCATION**

- Ph.D. Criminal Justice (Candidate), Capella University (Expected graduation March 2022)
- Master of Science Administration of Justice and Security, University of Phoenix
- Bachelor of Science in Criminal Justice Administration, University of Phoenix

### **LEADERSHIP DEVELOPMENT**

- Department of Homeland Security Leadership Academy
- FBI Command College
- Northwestern University Center for Public Safety School of Police Staff and Command
- International Association of Chiefs of Police Specialized Leadership Courses
- FBI-LEEDA Executive Leadership Institute
- Bill Blackwood Law Enforcement Management Institute of Texas New Chief Development Program

### **Professional Work Experience**

#### **Americas Best Strategic Security Group LLC: CEO / 2017- current**

- \*Lead Overall Operations and Resources of the Company
- \*Oversee and lead all Executive Searches and Human Talent Acquisitions
- \*Develop and Implement Strategies for Growth and Sustainability
- \*Prepare and Execute all Contracts
- \*Provide Security Consulting to Clients
- \*Develop Policy and Procedure for Clients and Company
- \*Leadership Development / Curriculum Development
- \*Mentoring & Strategic Planning of Team Members

#### **University of Texas at El Paso (UTEP): Adjunct Professor / 2019-Current**

- \*Adjunct professor for undergraduate students seeking a degree in Criminal Justice
- \*Statistics for Security Studies
- \* Security Operations and Management

#### **Council on Law Enforcement Education and Training (CLEET/POST): Executive Director Nov. 2018 – Dec. 2020**

- \*Advanced Oklahoma Peace Officer Certified (Equivalent to Master TCOLE)

# Jesus "Eddie" Campa

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- \*Oversee & Enforce regulatory requirements set by the State of Oklahoma for all Peace Officers
- \*Strategic Planning development & implementation of short- & long-range strategy to achieve the mission
- \*Develop & manage organizational budget of 6 million dollars
- \*Suggest, and write proposed legislation to improve law enforcement training
- \*Review, develop, and implement police training curriculum in accordance with 21<sup>st</sup> Century Policing.

## **Marshall Police Department: 71 subordinates / 2014 – 2017 / Chief of Police & Deputy Emergency Management Coordinator**

- \*Bridged the racial gap with the community and the police
- \*Improved community relations with initiatives: No Colors No Labels, Cool Cops, Coffee with Cop
- \*Introduced technology improvements: Implemented Body Cameras, New Radio System, E-Citation
- \*Obtained Texas Police Chiefs Association Best Practices Recognition under my leadership
- \*Developed and Implemented MPDS first ever 5-year strategic plan
- \*Designed and implemented first ever Succession and Recruitment Plan
- \*Completed construction of Training and Shooting Range under budget
- \*Implemented Internal Affairs Office and Progressive Disciplinary Matrix
- \*Introduced and implemented CompStat data Based Policing and Predicative Policing to curtail crime
- \*Deputy Emergency Management Coordinator

## **Ector County Independent School District \*\*\*June 2014 – August 2014, Chief of Police**

- \*Lead the district police department made up of 24 subordinates.
- \*Coordinate daily operations of the department to provide a safe environment for students and staff.
- \*Introduced the Anti Bullying Committee

## **El Paso County Sheriff's Office (Retired) \*\*\*Jan. 2012 - June 2014 / Chief Deputy / 300 subordinates**

- \*Oversee Law Enforcement Operations Criminal Investigations, Patrol, Support Service, and Narcotics
- \*Special Events Coordinator: *CALEA Accreditation Manager*
- \*El Paso County Sheriff's Office Region VIII Training Academy liaison
- \*Human Resources liaison
- \*911 Board Member
- \*Cofounder and Chairman of the El Paso County Sheriff's Anti Bullying Coalition
- \*Capital improvements committee board member

## **\*\*\*January 2009- 2012 / Commander Support Services Bureau / 110 subordinates**

- \**CALEA Accreditation Manager*
- \*Oversee the Region VIII Training Academy
- \*Managed the Research, Planning, and Development section
- \*Community Services: SRO, Annual Haunted House, Santa with a Badge, Explorer Post
- \*Oversee 911 Communications, Oversee Special Teams: SWAT, Search and Rescue, Crises Negotiations
- \*Created and developed El Paso Counties Anti Bullying Coalition

## **\*\*\*January 2003-2008 / Field Training Officer & Acting Sergeant / 1-12 subordinates**

- \*Trained 6 field deputies Duties
- \*Sheriffs Commendation for Capturing escaped sex offender
- \*Sheriffs Commendation for apprehending a suspect with over 1000lbs of marijuana
- \*Schedule and oversee field deputies



# Jesus "Eddie" Campa

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**\*\*\* April 1994 -2003, Detention Officer, SRO/DARE Instructor, Patrol Deputy**

\*Class Valedictorian for both 1994 Detention Officer Course and 1998 Peace Officer Course

\*Special Reactions Team Member

\*DARE Officer, School Resource Officer

\*Founder of Sheriff's Town Bike Safety Program, with no financial impact to the agencies budget.

## **Awards**

- Martin Luther King Humanitarian Award 2017
- The National Sheriffs' Association Medal of Merit 2013
- Optimist International Law Enforcement Officer of the Year, Optimist Club Alta Vista- October 2001

## **Professional Memberships**

- International Association of Directors of Law Enforcement Standards and Training (IADLEST)
- Oklahoma Sheriffs Association (OSA)
- Texas Police Chiefs Association
- International Association of Chiefs of Police (IACP)
- Hispanic American Police Command Officers Association

## **Board Experience**

- IADLEST Executive Board of Directors Treasurer / 2019-2020
- Habitat for Humanity of the Marshall Area- Board of Directors /2014 - 2017
- El Paso County 911 Board of Directors, January 2012- February 2014
- El Paso County Anti Bullying Collation Chairman 2012-2014
- El Paso County Capital Improvement Committee 2011-2014



# Natalie Rose Marin MSN, RN

Natr1026@gmail.com

(915) 252-6338

## Education

Master of Science in Nursing Administration and Management Certificate in Nursing Education  
The University of Texas at El Paso  
Graduated December 14th, 2019

Bachelor of Science in Nursing  
The University of Texas at El Paso  
Graduated with Cum Laude Honors May 2017

## Experience

- Lead Critical Care Educator for HCA Healthcare's Central and West Texas division 02/2021-Present
- Market Lead Educator over the Intensive and Progressive Care service line for HCA's El Paso Market hospitals
  - Work with executive and administrative directors to provide orientation and ongoing competency assessments for hospital staff
- Registered Nurse at Del Sol Medical Center's Intensive Care Unit 06/2018- 2/2021
- Trained in ultrasound guided vascular access device placement
- Registered Nurse at Del Sol Medical Center's Telemetry Unit 07/2017- 06/2018

## Skills

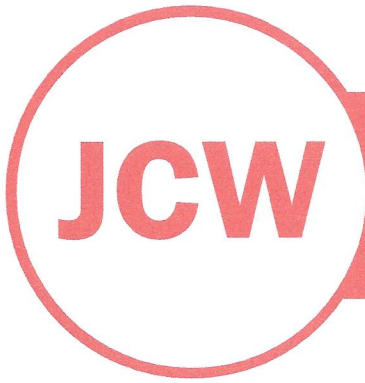
Needs assessment, competency evaluation and tracking, manager of social media accounts using the company name, training development.

## Activities

- Instructor for the American College of Surgeons' STOP THE BLEED 2020- Present
- President of the Las Palmas/ Del Sol Market Shared Governance 2020-2021
- American Nurses Association/ Texas Nurses Association Since 2017
- Ad Hoc Board Member in 2018
  - Represented District 1 at House of Delegates in Arlington, TX 04/2018
- Member of Del Sol Medical Center's Evidenced Based Practice Committee 2018-2021

## Honors and Associations

- American Nurses Association/ Texas Nurses Association 2017- Present
- Sigma Theta Tau International (STTI) Delta Kappa Chapter 2016- Present
- National Society of Leadership and Success 2016- Present



# JUAN CARLOS WITKE

13152 MYSTIC PATH DR. EL PASO, TEXAS 79938  
JCWITKE3845@GMAIL.COM / 915-373-4169

## SKILLS & OBJECTIVE

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I have extensive experience in law enforcement.

Specifically, I have a strong background in different aspects of investigations both at the field level and at the supervisory level. I was a supervisor for the last 7 years at the Sheriff's Office.

I am a strong experienced presenter. I have become very comfortable speaking in front of large classes/audiences. I have worked hard to better my public speaking and presenting skills and have a lot of experience and that has made me a solid speaker over the years.

I have a solid background in supervision. I worked several years as a patrol supervisor and specialized sections supervisor. I have also supervised different

## EXPERIENCE

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### SOCORRO INDEPENDENT SCHOOL DISTRICT – DUAL CREDIT CRIMINAL JUSTICE TEACHER

- July 2020–Present
- Teach Criminal Justice classes to high school students grades 9-12.

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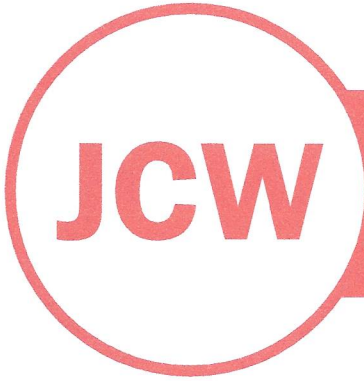
### UNIVERSITY OF TEXAS EL PASO – CRIMINAL JUSTICE PROFESSOR (ADJUNCT FACULTY)

- January 2012-Present
- Teach Criminal Justice classes part-time both on-line and face to face. 1-2 classes each semester. Face to face classes usually consist of 60-80 students.

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### SOUTHWEST X-RAYS – SECURITY

- April 2020–July 2020
  - Provided outside perimeter security to the administrative offices of Southwest X-Rays on a part-time basis.
-



## **JUAN CARLOS WITTKE**

13152 MYSTIC PATH DR. EL PASO, TEXAS 79938  
JCWITTKE3845@GMAIL.COM / 915-373-4169

patrol stations as a station commander (lieutenant), placing me in charge of up to 60 subordinates.

I hold a Master's degree in Criminal Justice and have taught part-time at the University level since 2012. Currently I teach High School Criminal Justice classes full-time.

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### **EL PASO COUNTY SHERIFF'S OFFICE - DEPUTY LIEUTENANT**

- October 2001–April 2020
- My last duties at the Sheriff's Office were that of station Commander for the Northwest Patrol Station. I supervised approximately 45 persons in this capacity. Mainly deputies, sergeants, and detectives and about 4 civilian personnel.
- My primary duties in this position consisted of running the patrol station. Handling complaints from the public, handling discipline for my subordinates, reviewing criminal reports, body-worn cameras, as well as in-dash cameras. I generated a monthly report for the station that included crime statistics, community events, any major incidents as well as updates on criminal cases. I oversaw the investigations section for the upper valley which consisted of two detectives and a sergeant. I attended community meetings as well as other meetings with different sections of the county as they were assigned to me.





**JCW**

## **JUAN CARLOS WITTKE**

13152 MYSTIC PATH DR. EL PASO, TEXAS 79938  
[JCWITTKE3845@GMAIL.COM](mailto:JCWITTKE3845@GMAIL.COM) / 915-373-4169

- Throughout my career at the Sheriff's Office, I was an adjunct instructor. I am certified as a basic Instructor through TCOLE. I instructed classes for new cadets. I taught penal code, arrest search and seizure, and other courses. I also instructed in-service for seasoned deputies and detectives. As a lieutenant supervisor I instructed sergeants and other supervisors.

### **EDUCATION**

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SUL ROSS STATE UNIVERSITY • MASTERS OF SCIENCE  
IN CRIMINAL JUSTICE • MAY 2011 - JULY 2012  
Graduated with a 4.0 GPA

UNIVERSITY OF PHOENIX • BACHELORS IN CRIMINAL  
JUSTICE ADMINISTRATION • MAY 2009 - FEBRUARY 2011  
Graduated with honors with a 4.0 GPA





**JCW**

**JUAN CARLOS WITTKE**

13152 MYSTIC PATH DR. EL PASO, TEXAS 79938  
JCWITTKE3845@GMAIL.COM / 915-373-4169

**CERTIFICATIONS & SKILLS**

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- TCOLE Master Peace Officer
- TCOLE Certified Instructor
- TEA Certified Teacher
- FBI National Academy Graduate (270<sup>th</sup> session)
- Fluent in English and Spanish writing and speaking

## John Andrew Campa

5410 Gulfport Drive  
El Paso, Texas 7992

Cell: (915) 238-2109  
Office: 915 243 1412  
jac@abstrategicgroup.com

### **LICENSE / CERTIFICATES**

TCOLE Licensed Certified Peace Officer  
Level 2 and Level 3 Private Security License  
Licensed Personal Protection Officer  
OSHA emergency evacuation procedures

### **EDUCATION**

- Marshall High School (Graduated 2016)
- Trained in Mass Casualty Incident Response
- .40 caliber, 9mm, and 12-gauge firearms qualified
- Over 700 hours of combined law enforcement training
- Police Academy Graduate

### **LEADERSHIP DEVELOPMENT**

- President -ABSSG
- Chief Operation Officer - ABSSG
- Patrol Manager - ABSSG
- Logistics
- Operations
- HR Manager - ABSSG
- Proven leadership and applied response application during pandemic

### **Professional Work Experience**

#### **AB Strategic Security Group LLC: President - Oct 2020 - Current**

- \*Oversee (HR) department
- \*Evaluate recruitment process
- \*Procure contracts
- \*Promotion of Company

#### **AB Strategic Security Group LLC: Chief Operations Officer (COO) Sept 2020 – Sept 2021**

- \*Promoted
- \*Executive Search Recruiter
- \*Procurement & Contracting Nation Wide
- \*Oversee all CCTV operations and installations
- \*Investigate HR complaints for clients
- \*Oversee the day-to-day operations of ABSSG LLC

#### **AB Strategic Security Group LLC: Field Supervisor / HR Manager 2017 – Aug. 2020**

- \*Supervise security personnel
- \*Screen and hire new security officers

# John Andrew Campa

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- \*Patrol and secure contracted site locations throughout El Paso
- \*Investigate and report property damage
- \*Recommend solutions to minimize loss
- \*Consulted and implemented security and safety procedures during COVID-19 pandemic for major clients

## **Otero County: Deputy Sheriff 2 / November 2020 – March 2020**

- \* Patrol functions
- \* Deter crime and arrest any violators
- \* Conducting thorough and complete investigations
- \* Write detailed reports about incidents that may have occurred
- \*Conduct traffic investigations

## **The Town of Clint: Reserve Police Officer / August 2020 – October 2020**

- \* Volunteered my personal time as a reserve police officer
- \* Primarily contributed my time to community policing due to my reserve status
- \* Patrolled the town and arrested any violators

## **Culberson County Sheriffs Office: Deputy Sheriff / May 2020 - October 2020**

- \* Patrol and enforce law in a county of almost 4,000 square miles
- \* Respond to emergency calls for service
- \* Deter crime by patrolling
- \* Engage in community outreach programs

## **HSS Security Company: Security Officer Del Sol Medical Center / 2017-2019**

- \*Internal and external patrols of hospital, hospital grounds, and parking areas
- \*Monitor personnel access to restricted areas
- \*Respond to intrusion detection alarm systems
- \*Monitored patients deemed to be a danger to self and others (EDO)
- \*De-escalate volatile situations and respond with the necessary level of force
- \*Secure hospital during emergency evacuations and mass casualty incidents
- \*Administrative duties complete incident reports, logs, and issue badges

## **Night-Life Security: Door Manger at Later Later Night Club and Bar / July – October 2018**

- \*Maintain safety and security of employees, customers, and establishment
- \*Monitor and deter under-age drinking
- \*De-escalate patrons' aggressive behavior and remove if necessary

## **Securitas Security Services: Security Guard / February -October 2017**

- \*Mobile Patrol of Western Refinery
- \*Control access to ensure the safety of employees and property
- \*Established working relationship with Union Pacific Railroad
- \*Secured inventory property and prevented tampering

## **Subway: Cook and Cashier / December 2016 – February 2017**

- \*Prepared food for customers
- \*Ensured sanitation of food prep area and food prep instruments

# John Andrew Campa

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\*Operated point of sale transactions

**Twin Peaks Restaurants: Janitor / October 2016 – November 2016**

\*Opened and close establishment

\*Ensured a sanitize and clean area for customers





APPENDIX C

ABSSG LLC Our Commitment to Diversity, Equity, Inclusion Plan

Turn The Page





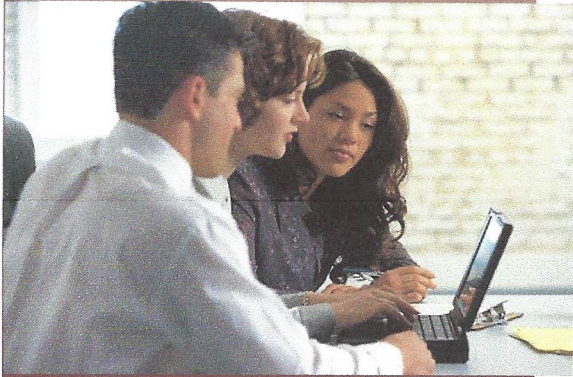
# AB Strategic Security Group LLC



Our Commitment To  
Diversity  
Equity  
Inclusion

Making It Right





## Americas Best Strategic Security Group

### Our Commitment

Americas Best Strategic Security Group (ABSSG) believes in an inclusive world in approach and where equal opportunities and equitable outcomes exist for all. ABSSG is committed to developing and supporting a robustly diverse, equitable, and inclusive community, where all partners create and feel a sense of belonging. Through our deliberate collective efforts, ABSSG affords a basis for social justice. As the voice of private and public professional organizations focused on the development and employment of executive-level leaders, ABSSG must be specific in expressing our collective drive toward these ideals.

#### ABSSG Action Statement

**The journey toward diversity, equity, inclusion, belonging, and social justice is continuous and requires us to identify and address both unintended/intended and visible/invisible barriers stemming from bias, discrimination, racism, and organizational structures that support such attitudes and actions.**

#### To create the desired impact, ABSSG:

- Empowers our team members' individual and organizational diversity, equity, and inclusion efforts, to advance all facets of their work environment and its own to build a vision.
- We facilitate the dialogue of diverse perspectives of those employed by our organizations.
- We embrace and derive value from the diversity of views that diverse organizations and individuals bring to achieve inclusive excellence in all that we do.
- We implement initiatives that support diversity, equity, and inclusion in all of our collective endeavors and create a supportive learning environment that encompasses communication of diverse perspectives, experiences, and realities.

**We establish inclusive and equitable practices for our team members and draw on their varied strengths and perspectives. Our members' unique characteristics include, but are not limited to, *Ethnicity, race, culture; sexual orientation, gender, gender identity, gender expression; age; differences in ability; immigration status, nationality, national origin; education; socioeconomic status; family structure; military/veteran status; religious/non-religious beliefs; and local, state, nationally recognized groups/organizations.***

#### ABSSG LLC Team Members Affirm

- CEO Jesus E. Campa—Affirms Commitment
- COO John A. Campa—Affirms Commitment
- CFO Raquel Martinez—Affirms Commitment
- CIO Carlo Mendo—Affirms Commitment
- CAO Juan C. Wittke—Affirms Commitment
- CTO Natalie Maron— Affirms Commitment
- Office Manager Kris Campa—Affirms
- Admin Asst Bella Faith—Affirms
- Lead Trainer Robert Vega Jr.—Affirms
- Lead Investigator -Ron Pacheco—Affirms
- HR Director - Isabella Rodriguez—Affirms



## Diversity and Inclusion Recruitment

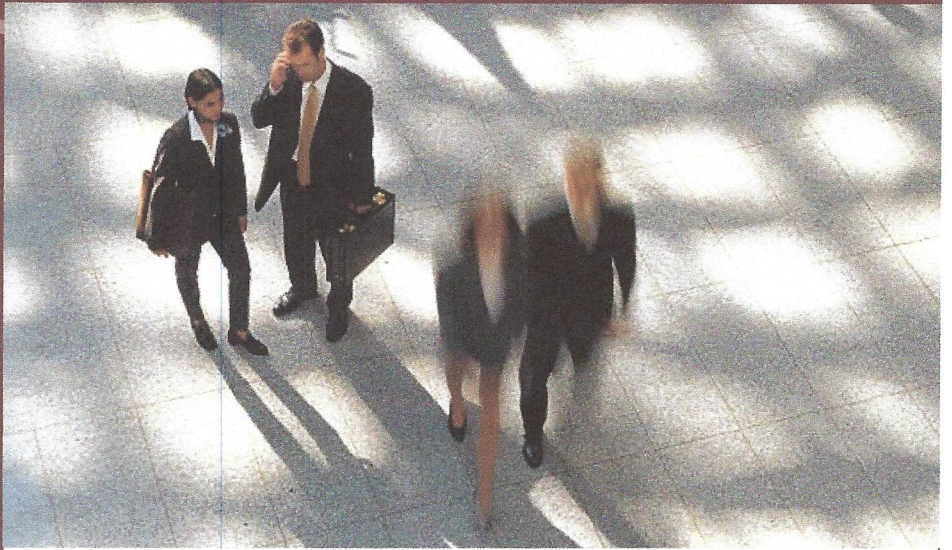
ABSSG affirms and is committed to building a workforce around diversity inclusion, and with equity for all.

### Diversity is on deck

As a result of the expanding global marketplace a more diverse workplace has resulted. Executive talent for the private and public sectors is being solicited from around the world. Women are making more decisions at the executive level. Leaders, managers, and executives are moving to new cultures to meet new challenges. The impact is widespread and meaningful.

### Growth through equity, diversity, and inclusion!

ABSSG has taken a leadership position by acknowledging that diversity positively influences corporate innovation, customer centricity, employee satisfaction, and, sequentially, economic fulfillment. ABSSG affirms our commitment to building opportunities that provide equity, are diverse and inclusive for all. Our unique initiatives, such as the No Colors No Labels Initiative, have decidedly paid off.

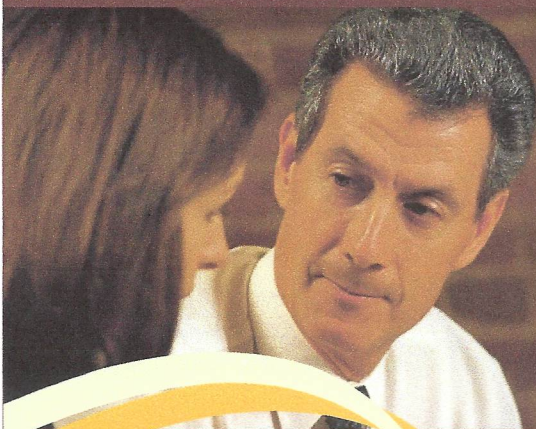


### Our DEI Values

- Encouraging a culture of open-mindedness, compassion, and inclusiveness among all individuals and groups.
- Actively creating a workplace community whose members have diverse cultures, backgrounds, and life experiences.
- Providing effective leadership in developing, coordinating, implementing, and assessing a comprehensive array of programs and services to promote diversity and understanding of differences.
- Creating and maintaining opportunities for our team members' engagement, education, and discourse related to equity, diversity, and inclusion issues.

### ABSSG's Statement for Equity, Diversity, and Inclusion

- Identifying competencies that are essential to creating environments enriched with diverse views and people.
- Providing opportunities toward the development of socially responsible leaders who are willing to engage in the discourse and decision-making that can lead to transformational change toward learning, achievement, healthy people and healthy communities.
- Honoring freedom of expression, ideals of citizenry, and civility of discourse as fundamental to personal, professional, and organizational growth.
- Challenging and dismantling systemic oppression.
- Establishing and maintaining the Equity, Diversity, and Inclusion Commission to promote social justice and diversity in all activities; address issues related, but not limited to, race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, social economic class, religion, and professional status; and coordinate educational resources and opportunities for its' members.
- Reaching beyond to establish beneficial relationships with individual and institutional partners who share mutual goals and interests.





**Soliciting candidates with diverse backgrounds makes sense and is good business!**

For private and public multinational businesses and organizations to succeed, they must be open to opinions and strategies that reflect the growing diversity in their workplace, communities, customers, stakeholders, and markets. By hiring senior-level executives from different backgrounds, companies are better prepared to manage all these challenges and establish equity.

**“Organizations enhance their odds of finding the right talent when they cast their net in a larger, more diverse talent pool.”**  
CEO Jesus “Eddie” Campa

**Diversity and inclusion is a cornerstone of growth strategy.**

Clients demand that their search firm address their diverse needs. Our experienced team understands histories, trends, and cultures. They work closely to deliver diversity in candidates by ensuring that quality and cultural fit are fully covered.

ABSSG identifies the most important factors for success within an organization, involving the senior management team to identify the critical leadership practices. Then we go into great depth to analyze and understand each candidate – their past performance and track record and their character, background, and personality. The result is fit for purpose leaders who are successful, loyal, and true at establishing equity so that all their employees are afforded a fair opportunity based on their individual needs.



Making It Right

**Americas Best Strategic Security Group**

152 Aspen Rd.  
El Paso, Texas 79915

915.243.1412 ext. 3  
jec@abstrategicgroup.com

www.adstrategicgroup.com



## APPENDIX D

*RFP for Executive Search Consulting Services to Select a City Administrator for the City of Corcoran, MN*

### References

Contact person	email	Position Filled
Kirsten Santelices – Deputy City Manager	<a href="mailto:KSantelices@goldenvalleymn.gov">KSantelices@goldenvalleymn.gov</a>	City of Golden Valley, MN Chief of Police – Currently on Going
Dr. Jerry Gibson	<a href="mailto:jerrygibson@gisd.org">jerrygibson@gisd.org</a> 254-652-2939	HR Investigations
Carlos Mendoza – Founder of ELEMENTO TV	<a href="mailto:Carlo@mendocreativegroup.com">Carlo@mendocreativegroup.com</a>	National Search for CEO
Paul Dipp – CEO of Economy Wholesale Grocers	<a href="mailto:paul.dipp@economycashcarry.com">paul.dipp@economycashcarry.com</a>	Served as lead consultants and procurement specialist for one of Texas largest wholesale grocers, and conducted vetting of potential contractors for a multimillion-dollar expansion
Arthur Paniagua – Owner of HomeWorks LLC	<a href="mailto:Breadandwater19@gmail.com">Breadandwater19@gmail.com</a>	National Search for CFO

## STAFF REPORT

## Agenda Item 10c.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Kevin Mattson
<b>Topic:</b> Early Site Grading Work Agreement – Bellwether/Newman	<b>Action Required:</b> Approval

---

### Summary:

Earlier this year, the Council directed staff to work with the city attorney to draft an Early Site Grading Work Agreement template for future consideration.

Pulte Homes has submitted a request to allow for site grading to take place prior to final plat approval of a future Bellwether development area located on the western half of the former Newman property.

For reference, this area is generally bounded by Bellwether 6<sup>th</sup>/City Open Space Park to the north; Hunters Ridge neighborhood to the west; Bellwether 1<sup>st</sup> to the east; and the Oswald property to the south (see attached grading plan).

The developer plans to use the existing soils on both the Amberly/Bellwether 6<sup>th</sup> and Newman West grading areas to efficiently balance the remaining site grading within the overall development site.

There were preliminary plat comments and conditions that applied to this area and the developer is close to achieving those thresholds – stormwater management items, wetland permits, tree preservation requirements, etc.

### Financial/Budget:

Costs incurred to review the preliminary plat comments and conditions and associated grading and stormwater management plans were paid by the developer.

### Options:

1. Authorize staff to execute a final version of the Early Site Grading Work Agreement contingent upon the specified conditions for the future Bellwether development.
2. Decline the request.

### Recommendation:

Authorize staff to execute a final version of the Early Site Grading Work Agreement contingent upon the specified conditions for the future Bellwether development.

### Council Action:

Consider a motion to authorize staff to execute a final version of the Early Site Grading Work Agreement contingent upon the specified conditions for the future Bellwether development.

**Attachments:**

1. Early Site Grading Work Agreement – Template
2. Engineering memo – plan review comments
3. Newman West – Grading Plan



**AGREEMENT TO ALLOW EARLY SITE GRADING WORK**

This AGREEMENT TO ALLOW EARLY SITE GRADING WORK (this “Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Corcoran, a Minnesota municipal corporation (the “City”), and \_\_\_\_\_, a \_\_\_\_\_ (“Developer”), the City and Developer are sometime collectively referred to herein as the “parties” or each a “party”.

**RECITALS**

**WHEREAS**, Developer is the owner of, or has obtained the applicable consent of the owner of the real property described as follows:

INSERT LEGAL DESCRIPTION

(the “Subject Property”); and

**WHEREAS**, Developer submitted a preliminary plat application to the City to subdivide the Subject Property and construct INSERT PROJECT DETAILS (the “Development”), which was approved by the Corcoran City Council on \_\_\_\_\_; and

**WHEREAS**, Developer intends to request approval of the final plat for Phase \_\_\_ of the Development and will enter into one or more agreements with the City governing this Phase of the Development including, but not limited to, a Site Development Agreement which will set forth certain requirements and obligations related to the installation of this Phase of the Development; and

**WHEREAS**, Prior to entering into all required agreements governing the installation of the Development, Developer has requested that the City approve preliminary grading and related work upon the Subject Property for Phase \_\_\_, as described in the attached Exhibit “A” (“Early Site Grading Work”); and

**WHEREAS**, the Early Site Grading Work for the approved preliminary plat referred to above is described and depicted in the attached Exhibit “A”, and the City may allow for such preliminary work on the Subject Property, subject to Developer executing this Agreement and providing security as required herein;

**NOW THEREFORE**, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Developer will commence Early Site Grading Work upon the Subject Property only in accordance with the plans and description attached hereto as Exhibit A and to the extent approved by the City Engineer. No work will be undertaken or continued until Developer has:

- A. Submitted and has received approval from the City Engineer and the applicable watershed district.
  - B. Resolved with the City Engineer and the watershed district any and all areas where Early Site Grading Work will not be permitted. Developer shall comply with any applicable tree preservation plan with respect to the Subject Property.
  - C. Resolved any outstanding drainage and erosion control issues to the satisfaction of the City Engineer and the watershed district.
  - D. Complied with all hours of operation requirements. Hours of operation shall be limited to the construction hours permitted by Corcoran City Code.
  - E. Obtained City approval for all haul routes. Haul routes for vehicles used in transport of materials shall be designated by the City Engineer. The City Engineer has discretion to change the designated haul routes at any time in event of unforeseen circumstances. This Agreement may be terminated and all work on the Subject Property may be halted by the City for Developer's failure to use the designated haul routes or for any other violation of this Agreement.
  - F. Attended a pre-construction conference with the City Engineer and/or the Public Works Director, or their respective designee.
  - G. Provided to the City a copy of Developer's NPDES permit and watershed district approval authorizing all of the proposed Early Site Grading Work on the Subject Property.
  - H. Obtained all required approvals related to the Wetland Conservation Act.
  - I. Executed this Agreement and provided to the City all security funds required herein.
2. Developer shall perform all Early Site Grading Work in conformance with the approved plans attached hereto as Exhibit A, as may be amended by the City, Corcoran City Code, the NPDES permit, and any and all watershed requirements. Any work which is not in conformity with approved plans shall be a violation of this Agreement. Developer agrees and hereby grants access to the Subject Properties to the City and watershed district at all reasonable times in order to verify compliance with the terms of this Agreement. Upon receipt of verbal or written notice that any work on the Subject Property is not compliant with the approved plans or any amendment to the same deemed necessary by the City or the watershed district and disclosed to Developer, Developer shall immediately make any required changes or immediately cease all work and take whatever

restoration actions are required by the City and/or the watershed district. In the event that Developer fails to cease work or undertake or complete required changes or restoration, the City may utilize any and all escrow or security funds posted by Developer under this Agreement to take the required actions, as well as reimburse itself for any costs incurred by the City, including administrative, engineering, and legal fees and costs, including but not limited to reasonable attorneys' fees.

3. Developer will undertake such work with knowledge that approval for construction of private improvements has not yet been granted by City and nothing in this Agreement shall be construed as a promise or assurance that such approval will be granted. Therefore, all work undertaken prior to approval and full compliance with Corcoran City Code is solely at the risk of Developer. Developer specifically waives all claims or causes of action of whatever nature against the City, its officers, employees, agents or contractors relative to the work undertaken and this Agreement. Further, this Agreement shall not impact, amend, or replace any Master Development Agreement, individual Phase Site Development Agreement, or any other agreement which may be entered into with respect to the Development. In the event of any conflict between this Agreement and any other such agreement with respect to the Development, the terms of the other agreement shall control.
4. The Developer shall pay all costs incurred by Developer or the City in conjunction with the Early Site Grading Work on the Subject Property, including but not limited to planning, engineering, legal and inspection expenses incurred related to the acceptance of the work, review of plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting the work on the Subject Property. Separate from any posted security, Developer shall deposit ten thousand dollars (\$10,000.00) with the City in an escrow account to cover the City's projected costs related to the Early Site Grading Work. Further, at any point during this Agreement, if the City determines that the posted escrow funds are insufficient, the City shall notify Developer to deposit additional funds and Developer shall so deposit the funds within ten (10) days of that notice. Developer's failure to post the escrow funds requested by the City shall be grounds for termination of this Agreement by the City, and/or shall permit the City to temporarily halt all work on the Subject Property until such funds are deposited.
5. Developer shall indemnify and hold harmless the City, its elected officials, employees, and agents from any and all claims or causes of action of whatever nature related to the Early Site Grading Work on the Subject Property as set forth in this Agreement. Said indemnity and agreement to hold the City harmless includes, but is not limited to, payment of any and all attorneys' fees, engineering fees, witness fees or any other costs and disbursements related to this Agreement, including any City fees or costs expended to enforce the terms and conditions of this Agreement.

6. Developer hereby agrees to obtain and maintain throughout the duration of any of the Early Site Grading Work on the Subject Property, such duration to include any time necessary for the City to inspect and approve of the work, public liability and property damage insurance coverage covering personal injury, including death, and claims for property damage which may arise out of the Developer's work or the work of Developer's contractors or subcontractors or by one directly or indirectly employed by any of them. Liability limits for bodily injury and death shall not be less than \$500,000 for one person and \$1,000,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City and the City Engineer shall be named as additional insured parties on the policy. Developer shall provide the City with a certificate of insurance evidencing the satisfaction of these requirements and the policy shall mandate that thirty (30) days' written notice be provided to the City and the City Engineer prior to the effective date of any cancellation or non-renewal of the policy, except in the case of non-payment, in which case ten (10) day's written notice shall be sufficient. The insurance shall be primary and non-contributory as to any policy maintained by the City of Engineer.
  
7. In order to ensure compliance with this Agreement, or to assure completion or restoration of the site, Developer shall fully execute and deliver to the City this Agreement and all security required by this Agreement. Specifically, Developer shall deposit with the City all funds listed in the attached Exhibit "B" (the "Security"). Such funds are posted to collectively secure all Early Site Grading Work and use of the same shall not be limited to any itemization listed in said Exhibit "B". The Security shall be in the form of either a cash deposit or a letter of credit, as determined by the City. If a letter of credit is used, such letter of credit shall be compliant with Corcoran City policies and shall be subject to the approval of the City. The City reserves the right to refuse any letter of credit for any reason whatsoever. Upon five (5) days' written notice to Developer, the City may utilize any of the Security funds to complete needed site restoration, except in emergency situations, as determined by the City, which shall permit the City to utilize the Security funds to complete restoration work immediately and without prior written notice. In the event of an emergency situation which results in such action being taken by the City, the City will provide written notice of any such restoration work as soon as reasonably possible. If costs are incurred by the City for restoration above and beyond the amount of the Security, Developer shall be liable for all additional costs, including engineering, planning and legal fees, including but not limited to reasonable attorneys' fees and costs, which Developer shall promptly pay upon invoicing, and not later than 30 days after receipt of the invoice. If Developer fails to promptly pay such invoiced amounts, in addition to any other remedy available to the City at law or in equity, the City may recover the amount by drawing upon any other security posted by the Developer for the Development, and Developer hereby consents to such draw. The Security shall only be released upon a determination by the City Engineer that it is no longer



required. Failure to maintain the required Security shall be grounds for immediate termination of this Agreement by the City.

8. This Agreement in no way indicates that Development-approval beyond the Early Site Grading Work has been granted by the City, and this Agreement shall in no way be construed as evidence of, and in no way implies any such approval. Developer shall make no representations to third parties that this Agreement constitutes or implies that Development approval beyond the Early Site Grading Work as authorized by this Agreement has been granted.
9. Developer shall comply with all laws, ordinances, regulations, and directives of the State of Minnesota, the City, and the watershed district which are applicable to the Subject Property. This Agreement shall be interpreted according to the laws of the State of Minnesota and any action to enforce the terms contained herein shall be brought in Hennepin County, Minnesota.
10. In the event that any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such holding shall pertain only to such provision and shall not invalidate or render unenforceable any other provision herein.
11. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and shall constitute one and the same Agreement.
12. This Agreement constitutes the entirety of the understanding of the parties related to the Early Site Grading Work contemplated herein. It does not affect, and shall be subordinate to any terms contained within other agreements between the parties, related to the Development, including, but not limited to, a Master Development Agreement or any individual Phase Site Development Agreement. No modifications to this Agreement shall be in effect unless reduced to writing and signed by all parties.
13. For the purposes of providing written notice pursuant to this Agreement, written notice shall be valid if provided via personal service, courier, U.S. Mail, or email to the following:

If to the City:

Att: Public Works Director Kevin Mattson  
8200 County Road 116  
Corcoran, MN 55340  
Email: [kmattson@corcoranmn.gov](mailto:kmattson@corcoranmn.gov)

With Copy to:

Att: City Administrator

8200 County Road 116  
Corcoran, MN 55340  
Email: bmartens@corcoranmn.gov

If to Developer:

INSERT CONTACT & ADDRESS

Email: INSERT EMAIL

14. The undersigned signatory hereby represents and warrants that he/she is the designated representative of the Developer and maintains the unqualified authorization to bind the Developer to all terms contained herein. Developer further warrants that Developer is the unencumbered owner of the Subject Property or has obtained the written consent of all owners and/or any parties possessing an interest in the Subject Property, to complete the work contemplated herein, pursuant to the terms of this Agreement.

[Signatures on pages to follow]









**EXHIBIT “A”**

(Approved Early Site Grading Work Plan and Description of Work)

**EXHIBIT “B”**

(The “Security”)

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To:	Kevin Mattson, City of Corcoran	From:	Kent Torve, City Engineer Steve Hegland, PE
Project:	Newman West Early Grading Plan Review	Date:	November 11, 2021

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**Exhibits:**

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

1. Newman West Grading Plan, by Sathre Bergquist, Inc. Dated 9/8/21
2. Encore Stormwater Management Plan, by AE2S Updated September 2018
3. Reviewed Amberly XP model from 9/17/2021 since no updated model was provided.

**General:**

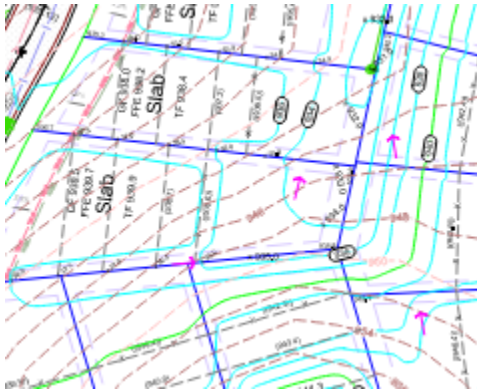
1. A written response letter from the engineer shall be provided with text explanation/clarifications for how all items were addressed.
2. Stormwater operation and maintenance agreement will be required at time of final plat approval.
3. LOMR-F process will need to be followed for those lots where floodplain boundary encroaches and does not correspond with finished grading.
4. All comments provided are for the purpose of early grading considerations. Future comments may be provided on future submittals that may affect layout or grading of this development. Developer shall be responsible for making any and all future changes regardless of what was shown on preliminary grading approvals.
5. A Tree Preservation Plan should be provided in which the grading plan is incorporated with the trees to be protected with the development. Tree protective fencing shall be clearly shown on this plan.
6. Wetland permitting is ongoing. Final wetland approvals shall be obtained prior to any impacts.
7. Access to the property shall come from the north via the adjacent Amberly/Bellwether development and no construction equipment shall access from Hunters Ridge.

**Grading:**

1. EOF's for all areas where stormwater is collected shall be clearly identified on the plans.
2. The EOF's for pond berms should be 1' above the HWL with the top of berm 1' above the EOF. The following pond overflows do not have the proper separation.
  - o Pond 3W
  - o Pond 2W
3. Pond access to 3W should be flattened where it first leaves the trail so vehicles can navigate.



4. Modifications to drainage swales and easements may be required at time of final plat to ensure all common drainage ways are encompassed by an easement.
5. Identify Back to Back (B2B) 100 year storm elevations for Wetlands 8 and 6 to ensure separation to homes is achieved as there does not appear to be an overland EOF. Please run a B2B 100-year event with the outlet pipe from Wetland-7 clogged for the 2<sup>nd</sup> event with the updated model to ensure that no major impacts result from the piped EOF being clogged. Wetland 6, 7, 8 will be evaluated for impacts to low floors.
6. Adjust drainage swale snipped below to follow lot lines to the extent possible so D&U easement is not necessary over entirety of back yard.



7. Move the EOF of Pond 2W to the north side of the pond so it doesn't overflow directly onto adjacent property.
8. Slopes to the SE of Pond 1SW are steeper than 4:1 and should be flattened.
9. The slopes in the backyards south of Hunters Ridge shown below are steeper than 4:1 and should be flattened.



10. Pond 4W will ultimately EOF to the NE across roadway as Wetlands 1 and 5 appear to be locked to the SW. Identify EOF elevation across the roadway.
11. An outlet pipe shall be provided to wetlands 1 and 5 to ensure that wetland hydrology is not impacted by development. This shall be included in the hydraulic model to ensure there are no offsite impacts. An equalization pipe may be necessary between the two wetlands based on elevation information provided.
12. The berm elevations labeled to the south of Pond 4W are incorrect and should be updated.
13. Grading plans shall include a note that temporary grading measures may be necessary at road low points. The contractor shall make adjustments as directed by the city in the field to ensure these areas drain properly and do not create erosion control issues with the site.

14. All drainage swales shall maintain a minimum of 2% slope and all slopes should be 4:1 or flatter.
15. Provide copy of NPDES Permit prior to any onsite disturbance activities.

**Stormwater:**

1. **The SWMP has not been updated since 2018. Please provide updated SWMP and model that accounts for adjacent developments (Amberly/Bellwether).**  
Amberly model was most recently submitted and reviewed for consistency with the SWMP. For example, Pond 1W is shown on the stormwater management plan, but not Pond 1SW. However, plans and modeling submitted for Amberly (development to north) has a combined pond 1SW and no pond 1W. This SWMP must take into account the full build out of Newman West/Amberly/Bellwether. Please update SWMP and model to account for full-build out including a combined pond. There needs to be consistent modeling between the developments.
2. Pond 4W the stage-area on the grading plan does not match the XPSWMM model. For example, at 946, the pond area was measured to be around 29,000 SF on the grading plan. But in the model, it's modeled as 35,626 SF. Please ensure model and plans are consistent.
3. Pond 2W has a 15" RCP outlet downstream of the weir wall as shown in the SWMP. In the XPSWMM model, Pond 2W has an 18" RCP pipe downstream of the weir wall. Make sure they are consistent.
4. Pond 2W has a 100-yr HWL of 926.4 ft. However, on the grading plan, it's labeled as 926.3. Update to be consistent.
5. WET-6-OFF is modeled in existing conditions with a CN of 85, Tc of 26.8 mins and area of 6.9 acres. In proposed conditions, WET-6-OFF, is modeled with a CN of 84, Tc of 29.8 and area of 6.16 acres. No development or downgrading of HSG is accounted for in WET-25-OFF, WET-6-OFF, and W4-OFFSITE. City requests impervious area of 1.0 acres be accounted for future improvements associated with potential park improvements and water infrastructure. This is based on the concepts presented in the plans. (0.12 acres – Water Tower Site, 0.22 acres – Trails, 0.32 acre – Courts/Park Features \* 50% for buffer = 1.0 acres)
6. Narrative still indicates that wetlands are being modeled with CN of 85. Wetlands should be modeled with a CN of 98 per City of Corcoran Stormwater Guidelines.  
(<https://corcoranmn.gov/common/pages/DisplayFile.aspx?itemId=15567509>)
7. Provide a summary of the drainage volume discharged to each of the wetlands and the corresponding peak water surface elevations of the 2, 10 and 100 year events. Any increase (or decrease) shall be identified. This will be looked at to ensure wetlands are not starved. Consider impacts to Wetlands #1, 3, 5, 12. These depressions need to be modeled as storage node in existing and proposed conditions to evaluate impacts.
8. Proposed modeling shows that temporary pond 1 is still being modeled. This should not be considered in proposed modeling for full-buildout.

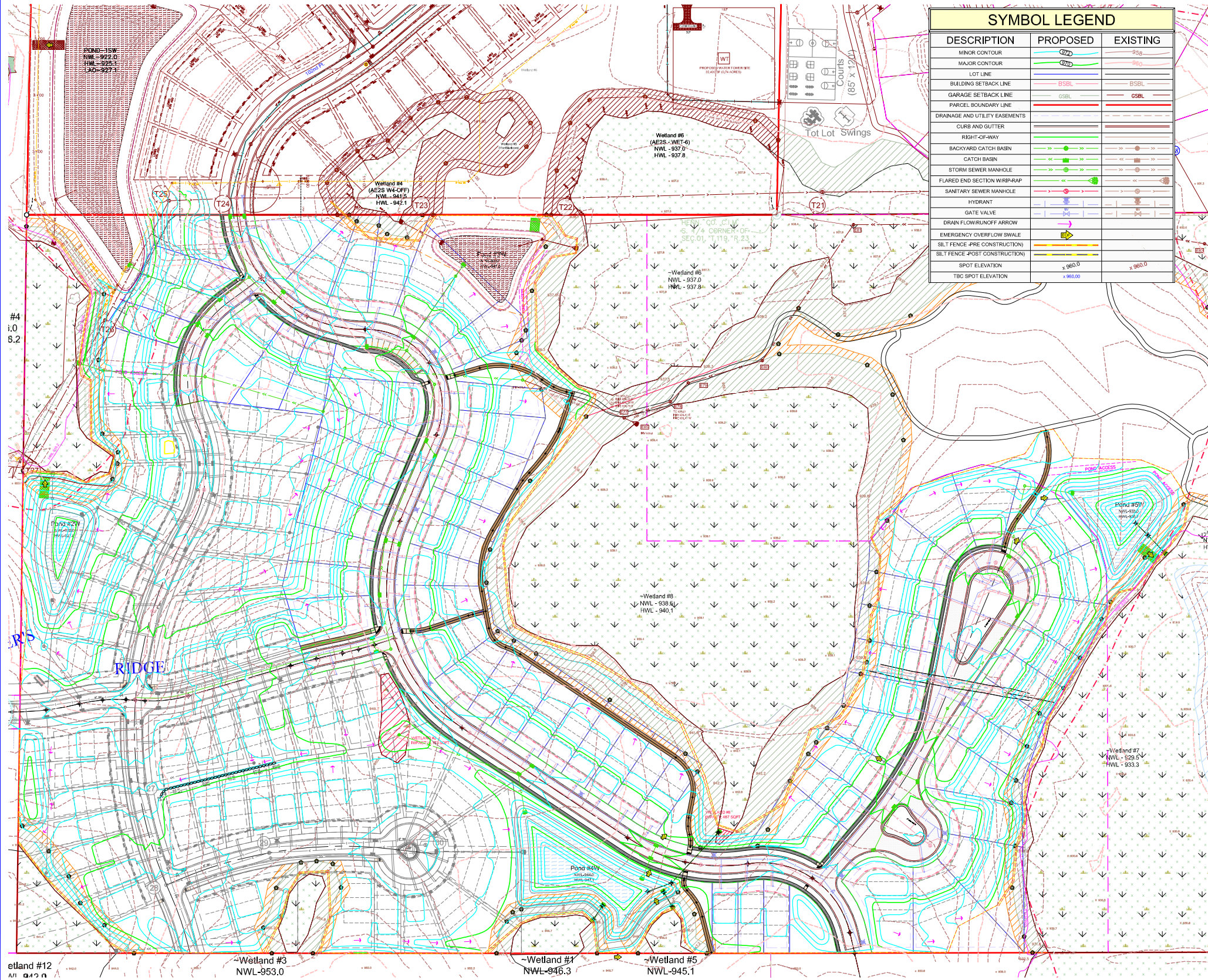
9. A temporary HDPE outlet pipe was provided through this area to drain Wetland 7 during the initial phases of the bellwether development. Identify clearly on plans this line and if the existing HDPE line will stay in place or if the RCP pipe will be installed.
10. The stormwater ponds 2SW, 3SW and 4SW shall have outlets installed to ensure no impacts on adjacent parcels.
11. Outlets to the wetlands should be installed at the time of grading to ensure no impacts to the wetlands or adjacent properties.

SWPPP

1. Provide documentation of MPCA Construction Stormwater Permit coverage prior to being authorized to perform any onsite activities.

**End of Comments**

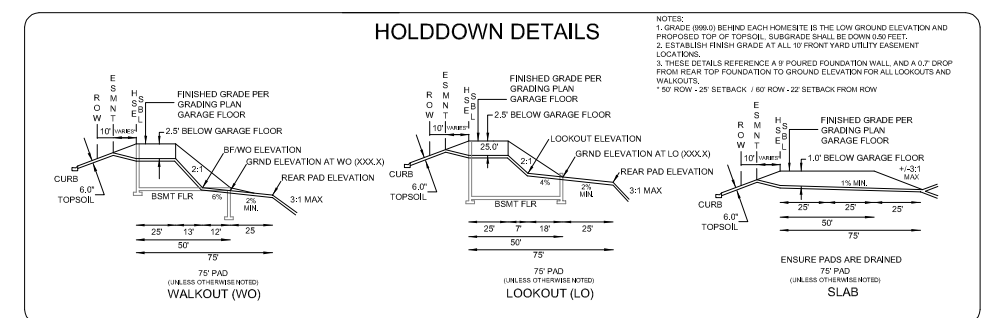




SYMBOL LEGEND		
DESCRIPTION	PROPOSED	EXISTING
MINOR CONTOUR		
MAJOR CONTOUR		
LOT LINE		
BUILDING SETBACK LINE		
GARAGE SETBACK LINE		
PARCEL BOUNDARY LINE		
DRAINAGE AND UTILITY EASEMENTS		
CURB AND GUTTER		
RIGHT-OF-WAY		
BACKYARD CATCH BASIN		
CATCH BASIN		
STORM SEWER MANHOLE		
FLARED END SECTION WRAP-RAP		
SANITARY SEWER MANHOLE		
HYDRANT		
GATE VALVE		
DRAIN FLOW/RUNOFF ARROW		
EMERGENCY OVERFLOW SWALE		
SILT FENCE - PRE CONSTRUCTION		
SILT FENCE - POST CONSTRUCTION		
SPOT ELEVATION		
TBC SPOT ELEVATION		

- CONSTRUCTION NOTES**
- INSTALL SILT FENCE AS SHOWN ON PLAN, AS REQUIRED BY THE CITY OF CORCORAN, ELM CREEK WATERSHED DISTRICT OR DIRECTED BY THE ENGINEER.
  - THE WATER QUALITY POND MUST BE EXCAVATED AT THE BEGINNING OF GRADING OPERATIONS TO PROVIDE TEMPORARY STORM WATER DETENTION DURING CONSTRUCTION. SAND CLAYS, AND SILTS MUST BE REMOVED FROM THE POND AS NECESSARY DURING CONSTRUCTION AND AT THE COMPLETION OF THE PROJECT. REFER TO SECTION 2.2 OF THE STORM WATER POLLUTION PREVENTION PLAN.
  - BEGIN GRADING, INSTALL PERFORATED RISER PIPE IN PONDS WHEN POND GRADING IS COMPLETE. TEMPORARY DRAINAGE PIPE SHALL BE USED FOR INTERMEDIATE DRAINAGE DURING THE CONSTRUCTION PERIOD AS NECESSARY AND DIRECTED BY THE ENGINEER. THE TEMPORARY DRAINAGE PIPES SHALL BE INCIDENTAL TO THE GRADING OPERATIONS. INSTALL SILT FENCE AROUND EXCAVATED POND, AFTER THE AS-BUILT ELEVATIONS HAVE BEEN VERIFIED BY THE ENGINEER.
  - INSPECT POND, SILT FENCE, AND ROCK ENTRANCE BERM AFTER ALL RAINFALL EVENTS AS REQUIRED BY THE NPDES PERMIT.
  - LINE ALL PONDS WITH A MINIMUM 4" ORGANIC SOILS & SEED SLOPES BETWEEN NWL AND 100 YR HWL WITH A WATER TOLERANT MIX. (OR AS NOTED)
  - REMOVE PERFORATED RISER PIPE WHEN STORM SEWER AND OUTLET STRUCTURE FOR PONDS ARE INSTALLED (INCIDENTAL).
  - POND - 10:1 BENCH (1 FOOT) THEN 4:1 MAX
  - LO & WO FINISHED PADS SHALL BE FLATTER THAN 3:1. ALL OTHER SLOPES 4:1 MAX (UNLESS NOTED)
  - RESTORATION - XX.X ACRES PLUS WETLAND RESTORATION AREAS
    - RESTORE ALL DISTURBED AREAS WITH 4" TO 6" OF TOPSOIL OR EXISTING ON-SITE ORGANIC MTRL. (UNLESS OTHERWISE NOTED)
    - SEED WETLAND BUFFER AREAS WITH MIX 35-241 (MESIC PRAIRIE GENERAL), TEMPORARY WETLAND 10 IMPACT-STATE SEED MIX 34-271, WETLAND EXCAVATION/IRRIGATION AREA - STATE SEED MIX 34-181 (EMERGENT WETLAND OR SIMILAR)
    - D ONLY PHOSPHOROUS FREE FERTILIZER IS TO BE USED ON SITE.
    - MULCH WITH TYPE 1 AT A RATE OF 2 TONS/ACRE AND DISC ANCHOR IMMEDIATELY AFTER PLACEMENT. USE WOODFIBER BLANKET ON ALL SLOPES 3:1 (FT) OR GREATER.
    - PLACE APPROVED STORM SEWER INLET PROTECTION IN OR AROUND ALL STORM SEWER INLETS AND MAINTAIN UNTIL STREET CONSTRUCTION IS COMPLETED.
    - MAINTAIN ALL SILT FENCE UNTIL TURF HAS BEEN ESTABLISHED.
    - RESTORATION WORK WILL BE COMPLETED WITHIN 72 HOURS OF GRADING COMPLETION.
  - SILT FENCE, BEFORE GRADING - XXX LF  
AFTER GRADING - XXX LF
  - TREE FENCE, BEFORE GRADING - N/A LF
  - EROSION BLANKET - X SY - AS REQUIRED ON ALL SLOPES 3:1 OR LESS

- GENERAL NOTES**
- THE GRADING CONTRACTOR IS RESPONSIBLE FOR ALL STORM WATER INSPECTIONS ACCORDING TO THE MPCA STORM WATER PERMIT. THIS INCLUDES BOTH WEEKLY INSPECTIONS AND INSPECTIONS DONE AFTER A 0.5" RAIN EVENT. A COPY OF THE INSPECTION REPORT MUST BE EMAILED TO THE ENGINEER AND DEVELOPER ON A WEEKLY BASIS.
  - THE CONTRACTOR SHALL PLACE INLET PROTECTION DEVICES FOR ALL STORM SEWER INLETS (EXISTING AND PROPOSED) AND MAINTAIN THEM AS AN EFFECTIVE SILT CONTROL DEVICE. INLET PROTECTION SHALL BE REMOVED WHEN RESTORATION HAS BEEN ESTABLISHED.
  - ALL RETAINING WALLS WILL REQUIRE A STRUCTURAL DESIGN, A BUILDING PERMIT & A FINAL INSPECTION REPORT (IF APPLICABLE)
  - A 1'-2" CRUSHED ROCK ENTRANCE BERM SHALL BE PLACED AT THE SITE ENTRANCE, TO REPLACE SILT FENCE, AND MINIMIZE EROSION ON TO THE STREETS. THE ROCK BERMS SHALL BE THE WIDTH OF THE ENTRANCE AND 2 FEET HIGH WITH 4:1 SLOPES. (SEE DETAIL)
  - THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING PAD AND STREET AREAS THROUGHOUT CONSTRUCTION. THE CITY MAY REQUIRE TEMPORARY GRADING MEASURES TO PROPERLY DRAIN AREAS TO ENSURE THERE ARE NOT DRAINAGE OR EROSION CONTROL ISSUES.
  - THE CONTRACTOR SHALL ATTEMPT TO PREVENT SOIL MATERIALS FROM LEAVING THE SITE BY EROSION AND VEHICLE WHEEL TRACKING. HE SHALL BE RESPONSIBLE FOR CLEANING OF STREET, BOULEVARD AND UTILITY FACILITIES THAT RECEIVE ANY ERODED OR TRACKED SOIL MATERIAL OR OTHER CONSTRUCTION DEBRIS OR MATERIAL. THE GRADING CONTRACTOR WILL BE REQUIRED TO PROVIDE STREET SWEEPING ON HUNTER DRIVE DURING THE GRADING OPERATIONS, IF REQUIRED.
  - EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.



- RESIDENTIAL STREETS**
- 1.5" SPW/SD38 WEAR COURSE PER INDOT 2386
  - TACK COAT PER INDOT 2387
  - 2" SPW/SD38 BASE COURSE PER INDOT 2386
  - 6" CLASS 5 AGGREGATE BASE INDOT 3138
  - 12" SELECT GRANULAR BORROW PER INDOT 3146B2
  - GEOTEXTILE FABRIC TYPE 1 (NONWOVEN)
- STREET HOLDDOWN -2.2'**
- 
- LOT PLAN VIEW**
- 
- SCALE IN FEET**
- 

EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.

\*AS OUTLINED IN THE PROJECT ENVIRONMENTAL ASSESSMENT WORKSHEET, INVASIVE SPECIES SUCH AS BUCKTHORN WILL BE ERADICATED THROUGH THE SITE CONSTRUCTION AND DEVELOPMENT PROCESS. IN ALL DISTURBED AREAS, BUCKTHORN MUST BE REMOVED AND DISPOSED OF IN CONJUNCTION WITH THE TREE REMOVAL AND GRADING PROCESS.

\*IF SITE WORK IS PERFORMED DURING THE SPRING, ALL TREE REMOVAL CONTRACTORS WILL BE REQUIRED TO INSPECT TREES AND SHRUBS PRIOR TO REMOVAL TO ENSURE THERE ARE NO ACTIVE LOGGERHEAD SHRIMP NESTS. IF ANY ARE DISCOVERED, LEAVE THE VEGETATION AND NEST IN PLACE AND REPORT ANY LOGGERHEAD SHRIMP SIGHTINGS TO PULTE HOMES, WHO WILL NOTIFY THE DNR. FOR INFORMATION ON HOW TO IDENTIFY A LOGGERHEAD SHRIMP NEST, SEE <https://www.dnr.state.mn.us/rs6/profile.html?action=elementdetail&selectedElement=ABP801030>.

DRAWING NAME	NO.	BY	DATE	REVISIONS
BW-NW-GP	1	RSM	11-23-21	Watershed/City Comments
DRAWN BY				
CHECKED BY				
DATE				
09/08/2021				

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I HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION 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.

*Eric R. Johnson*  
ERIC R. JOHNSON, P.E.  
Date: 09/08/21 Lic. No. 56659

**SATHRE-BERGQUIST, INC.**  
150 SOUTH BROADWAY WAYZATA, MN, 55391 (952) 476-6000

**CORCORAN, MINNESOTA**

**FINAL GRADING PLAN**

**BELLWETHER - NEWMAN WEST**  
**PULTE HOMES OF MINNESOTA, LLC**

CITY PROJECT NO. ---

FILE NO. 72905-313-9000

GP1  
GP4



## STAFF REPORT

## Agenda Item 10d.

<b>Council Meeting:</b> December 9, 2021	<b>Prepared By:</b> Jessica Beise
<b>Topic:</b> Chamber of Commerce Representative	<b>Action Required:</b> Direction

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### Summary:

Councilor Bottema has requested an opportunity to discuss with the Council representation at the I-94 Chamber of Commerce. The idea would be to select an individual or individuals to represent the City at the Chamber of Commerce. Council or staff could be considered for the representative(s) for the city.

The City annually presents at the Chamber of Commerce at the State of the Cities event and staff does receive invitations to Chamber meetings and events.

### Financial/Budget:

Financial impacts could depend on the number of representatives and the number and types of events that are participated in.

### Options:

1. Discuss and select representation.

### Recommendation:

Discuss and select representation.

### Council Action:

1. Discuss and select representation.

### Attachments:

None.

# City of Corcoran 2021 City Council Schedule

Agenda Item 12.

## December 22, 2021 (Wednesday)

- Active Corcoran Planning Applications
- Financial Performance Report
- Purchase Agreement Extension – St. Therese (expires 1/7/2022)
- Zoning Amendment for Assembly Uses
- Magnan Acres Preliminary Plat
- Zewde Wetland Waiver
- 2021 Year in Review
- Active Corcoran Planning Applications
- 2022 Goal Setting Date

## January 13, 2022

- Annual Appointments
- 2022 City Calendar
- 2022 Legislative Priorities
- Policy for Tabling Planning Items

## January 27, 2022

- Presentation – Senator Osmek
- Active Corcoran Planning Applications
- MS4 Ordinance Update
- Urban Conservation Subdivision
- Tavera 3<sup>rd</sup> Addition
- Code Enforcement Process Discussion (any changes for 2022)
- Years of Service Recognition - Steve Warren

## February 10, 2022

- 2022-2023 Capital Improvement Plan
- Refunding 2014B Bonds (callable 2/1/2022)

## February 24, 2022

- Parks and Trails Commission Annual Report
- Planning Commission Annual Report
- Active Corcoran Planning Applications