



CITY OF CORCORAN
Corcoran City Council Agenda
December 22, 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: 836 5247 9242

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

Video Link and Instructions:

<https://us02web.zoom.us/j/83652479242>

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

Meeting ID: 836 5247 9242

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

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Agenda Approval
4. Commission Representatives*
5. Open Forum – **Public Comment Opportunity**
6. Presentations/Recognitions
7. Consent Agenda
 - a. Draft Council Work Session Minutes -- December 9, 2021*
 - b. Draft Council Meeting Minutes -- December 9, 2021*
 - c. Financial Claims*
 - d. Resolution 2021-142 – Designating Polling Locations*
 - e. Zewde Wetland Waiver (City File 21-049)*
 - f. Magnan Preliminary Plat and Final Plat (City File 21-046)*
 - g. St. Therese Purchase Agreement Amendment*
 - h. Lithgow Site Plan Amendment (City File 21-055)*
 - i. Credit Card Processing Contract*
 - j. 2022 Fee Schedule Amendment*
 - k. Phone System Proposal*
 - l. 66th Ave/Gleason Parkway Corridor Improvements - Change Order 1*
8. Planning Business – **Public Comment Opportunity**
 - a. Zoning Amendment for Assembly Uses (City File 2021-34)*
9. Unfinished Business – **Public Comment Opportunity**
 - a. Public Works Reorganization – Phase 1*
10. New Business – **Public Comment Opportunity**
 - a. MS4 Stormwater Pollution Prevention Plan (SWPPP) Annual Public Input Opportunity*
 - b. 2022 Strategic Planning/Goal Setting Session*
 - c. Cost Share Agreement for Grading and Subregional Stormwater Design for City Center Drive & 79th Place Improvements/St. Therese*
 - d. Public Safety Letter to Hennepin County*
 - e. 2021 Year in Review*
11. Staff Reports
 - a. Active Planning Applications*
 - b. Financial Performance Report*
12. 2022 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.



CITY OF CORCORAN

MISSION

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

VISION

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

VALUES

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

Honesty, Ethics, Integrity

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

Community Pride and Partnership

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

Efficient and Effective Service Delivery

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

Community Safety

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

Fiscal Responsibility

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

Transparency

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

Responsible Decision Making

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

CORE STRATEGIES

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

ADOPTED MARCH 11, 2021

STAFF REPORT

Agenda Item 4.

| | |
|--|---|
| Council Meeting: December 22, 2021 | Prepared By: Michelle Friedrich |
| Topic: Commission Representatives | Action Required: None – Informational |

Summary:

The advisory commission representatives for the December 22nd Council meeting are as follows:

- Planning Commission: Corinne Brummond
- Parks and Trails Commission: Alicia Hoffmann

Financial/Budget:

N/A

Council Action:

N/A

Attachments:

N/A



CITY OF CORCORAN
City Council Work Session Minutes
December 9, 2021 – 5:30 pm

The Corcoran City Council met on December 9, 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.

Interim City Administrator Beise, Deputy Clerk Friedrich, Public Works Director Mattson were present

1. Call to Order / Roll Call

Mayor McKee called the work session to order at 5:33 pm.

2. Water Supply Planning

Ash Hammerbeck, Project Manager summarized previous work session discussions regarding ground storage water tanks and water tower storage units. Project Manager Hammerbeck outlined the geotechnical report findings indicated suitable soil at the proposed location for both tower and ground storage water supply facilities, noted suitable findings for the water treatment facility at proposed site, reviewed low ground water finding, noted clay soils will likely require a sump operation. January. Council and Project Manager Hammerbeck discussed diameter dimensions of ground storage and tower, and comparisons. Project Manager Hammerbeck reviewed the infrastructure considerations necessary for pump stations from the well, to the treatment facility location, to the underground water storage option or water tower option. Council discussed water tower locations. Council reviewed land availability options for water tower, site feasibility of soil and elevation suitable for a water tower, and components necessary for operational processes of a water tower. Council discussed resident comments and concerns of industrial land use and an additional infrastructure burden of a water tower within the same area. Council discussed location option of a water tower structure on an alternate parcel. Public Works Director Mattson summarized engineering factors involved in selecting an alternate and feasible land parcel. Council requested a utility billing finance cost analysis to calculate modeling capital costs necessary. Council and staff discussed future water storage needs, difficulty in securing new water storage locations, and community agreement. Council noted interest in a different property and requested staff to pursue land options with the landowner. Council discussed location of water tower in relation to residential need and costs associated with land acquisition and infrastructure costs. Council noted a preference for water tower location separate from residentially zoned areas. Project Manager Hammerbeck noted importance of a land purchase by fall of 2022. Council and staff discussed savings and efficiencies of working with developer on infrastructure, credit for land as park dedication upon development, and recapturing some costs through trunk fees. Council directed staff to work with an alternate site for a potential parcel for a water tower, to review design options, and to review with Council at January meeting. Project Manager Hammerbeck presented options for different architectural styles of treatment facilities, noted incorporation of an aeration tower in the water treatment facility for organic treatments, slope versus pitched roofs, and brick building material to soften the aesthetics of the facility. Council discussed incorporating a modern grain silo, copper roofs, and cupulas to maintain Corcoran's character in the architecture. Council and staff discussed higher maintenance building materials, and noted larger sized buildings create a more institutional look. Council noted incorporating large windows to view internal pipework of the facility. Council and staff discussed incorporating an expansion of facility for future needs and balancing needs of city relative to cost of facility. Project Manager Hammerbeck noted the Bellwether proposed test well location and noted reports on initial testing of water quality, and flow feeding towers based on number of users. Council and staff discussed number of facilities, possible expansions, locations, capacity of facility,

with further discussion at a Council meeting. Public Works Director Mattson noted future water supply planning will become routine discussion as infrastructure is planned.

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 6:44 pm.

Michelle Friedrich – Deputy Clerk



CITY OF CORCORAN
City Council Meeting Minutes
December 9, 2021 - 7:00 pm

The Corcoran City Council met on December 9, 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.

Interim City Administrator Beise, Deputy Clerk Friedrich, Finance Manager Ung, Public Works Director Mattson, and Director of Public Safety Gottschalk were present. City Planner Lindahl and Planner Davis 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

Interim City Administrator Beise noted revised copies of attachments for Item 9a., outlining the tax rate change annually, and Item 9b., amending the wage scale for part-time police officer positions.

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

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

4. Commission Representatives

Mayor McKee noted Planning Commissioners Shoulak and Parks and Trails Commissioner Dugan 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. Interim City Administrator Beise noted no public comment cards were received and 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 Bechtold Road signs were replaced.

6. Presentations/Recognitions

a. Watershed Update – Ken Guenther and Kris Guentzel

Commissioner Guenther, Elm Creek Watershed, introduced Kris Guentzel, Senior Water Resource Specialist with Hennepin County Environment and Energy. Commissioner Guenther reviewed the history of the Elm Creek Watershed and presented an overview of commission responsibilities. Commissioner Guenther noted utilizing the watershed as a conduit for community education resource. Commissioner Guenther reviewed the Local Governing Unit (LGU) within the City and the process in creating and implementing surface water plans, and collaboration with joint power agreements to create management organizations to accomplish management plan requirements. Commissioner Guenther noted review of the permit is completed and reviewed by the watershed for compliance with the statutory mandated requirements. Commissioner Guenther noted the watershed sets common surface management policy standards allowing communities a similar approach to surface water management. Commissioner Guenther reviewed the three areas of watershed funding include dues by each city, application and escrow fees, and levy of up to \$500,000 annually for capital improvement projects,

noting grant funding availability for water improvement projects within a city.

Kris Guentzel, Senior Water Resource Specialist, noted current work being completed in Corcoran regarding rural conservation. Mr. Guentzel outlined the watershed's priority in protecting natural resources, and reviewed Hennepin County's community outreach calendar with public involvement noting adoption of the Natural Resources Strategic Plan in the fall of 2022. Mr. Guentzel noted initiatives include reduction in climate change and conservation in rural farm areas.

Commissioner Guenther thanked Council for their time, outlined surface water management responsibilities within the City, and expressed interest in reappointment to the Elm Creek Watershed Commission. Council thanked Commissioner Guenther for his service to the commission.

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

MOTION: made by Vehrenkamp, seconded by Bottema to approve consent agenda as presented.

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

8. Planning Business (Public Comment Opportunity)

No Planning Business was heard. No residents participated in the public comment opportunity.

9. Unfinished Business (Public Comment Opportunity)

Mayor McKee noted residents are invited to participate in person and telephonically for public comment opportunity. Interim City Administrator 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. Budget and Levy Hearing – 2022 Budget and Property Tax Levy

Finance Manager Ung reviewed the budget and levy timeline process beginning in April each year with a County open book meeting, budget draft review by Council in June and July with continued budget refinements at Council work sessions through August, with preliminary adoption of the draft budget by Council in September, and Hennepin County's notification to residents of 2022 proposed levies and taxes in November. Finance Manager Ung reviewed the 2021 tax rate of 45.322 percent, and the final, reduced tax rate of 43.099 percent for 2022. Finance Manager Ung noted a 2.895 percent decrease in tax rates from 2017 to 2022 and the significant achievement of a decreased tax rate with an increasing tax levy. Council noted request for actual tax rate on each funding source. Finance Manager Ung reviewed home value, tax capacity, tax rate, and city tax portion. Finance Manager Ung reviewed cost of City services on a median household value of \$400,000 equates to an annual cost of \$1,724, or \$144 per month.

Mayor McKee opened the Budget and Levy Public Hearing. 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.

MOTION: made by Nichols, seconded by Schultz closed the Public Hearing.

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

- 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

Council noted prior review and thorough discussion of items 9b-e. Interim City Administrator Beise noted one change to item 9b., included a pay scale change to the wage schedule for part-time police officers. Staff noted a fee change to the solid waste hauler license application fee of \$75 to item 9d.

MOTION: made by Bottema, seconded by Vehrenkamp approving items 9b-e as amended.

Council discussed rink attendant starting wage salary. Interim City Administrator Beise noted interest has remained consistent, and there have been enough applicants to fill the positions. Council inquired on the fee structure schedule review and analysis study update. Interim City Administrator Beise noted the fee analysis is being finalized and will be brought forth to Council in the first quarter of 2022 with recommendations for changes to the fee schedule.

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

(Motion carried 5:0)

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to participate in person and telephonically to comment on New Business. Interim City Administrator 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. 2022 Council Calendar

Council and staff reviewed the calendar and noted the ability to schedule future work sessions upon Council direction. Interim City Administrator Beise noted the addition of a November 14 Special Meeting to canvas the election results. Council noted review of the Goal Setting Work Sessions and requested a survey to secure a date.

MOTION: made by Schultz, seconded by Nichols approve the 2022 City Calendar.

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

(Motion carried 5:0)

b. Executive Search Firm Selection

Council discussed placement results of executive search firm companies, noting positive comments with Mark Drown at Drown & Associates. Council discussed the 2-year guarantee with Drown & Associates, costs of each firm, and video pool with Drown & Associates. Council noted majority of placements in Minnesota with GOVHR and Drown & Associates.

MOTION: made by Bottema, seconded by Vehrenkamp authorizing staff to draft and enter into agreement with the preferred firm.

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

(Motion carried 5:0)

c. Early Grading – Early Site Grading Work Agreement – Bellwether/Newman

Public Works Director Mattson summarized areas of Bellwether/Amberley and Newman early grading request to balance dirt between Newman and VanBlaricom properties as end of gradable upland area. Public Works Director Mattson reviewed past requests for early grading to take advantage of seasonality and efficiencies. Public Works Director Mattson reviewed collaboration process with the City attorney to create a substantial early grading agreement that includes the same conditions within the development contract with an assurance of permit compliance meeting all the preliminary plat obligations. Public Works Director Mattson noted Pulte Homes has requested consideration for early site grading agreement contingent upon the specified conditions for the future Bellwether development. Council and staff discussed stockpile grading, on-site trunk sewer work creating intermittent pile sites, with no temporary stockpile planned. Public Works Director Mattson noted all access would be through the VanBlaricom property, with no construction traffic on Hunter Ridge. Council and staff discussed time saved with an early grading request versus the normal preliminary plat process.

MOTION: made by Schultz, seconded by Bottema 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.

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

(Motion carried 5:0)

d. Chamber of Commerce Representative

Council discussed the I-94 Chamber of Commerce representation, opportunity for staff and Council to participate in I-94 Chamber of Commerce. Council discussed State of Cities event and noted positive attributes of event. Interim City Administrator Beise noted options for attendance in representation. Council discussed creation of sub-committee to participate in the I-94 Chamber of Commerce. Council selected the Mayor McKee as the City Representative.

11. Staff Reports

12. 2021 City Council Schedule

Interim City Administrator Beise noted Wednesday, December 22 is the final Council meeting of the year, noted planning items on the agenda, and the year in review.

13. 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 8:14 pm.

Michelle Friedrich – Deputy Clerk

DRAFT

CITY OF CORCORAN
***Check Detail Register©**

December 2021

Check Amt Invoice Comment

10100 Farmers State Bank

| | | | | | |
|--|------------------|--|------------|------|---------------------------------|
| Paid Chk# 031508 12/6/2021 ABDO, EICK & MEYERS, LLP | | | | | |
| G 100-20200 | Accounts Payable | | \$8,750.00 | 2021 | PROFESSIONAL FINANCE MANAGEMENT |
| Total ABDO, EICK & MEYERS, LLP | | | \$8,750.00 | | |

Paid Chk# 031509 12/6/2021 **AMAZON CAPITAL SERVICES**

| | | | | | |
|--------------------------------------|------------------|--|------------|-------------|----------------------|
| G 100-20200 | Accounts Payable | | \$518.79 | 13GC-LGXM-9 | PD TRAINING MATERIAL |
| G 100-20200 | Accounts Payable | | \$971.96 | 17HQ-3M7P-F | BALL ADAPTER |
| G 100-20200 | Accounts Payable | | \$219.13 | 1CPD-M463-P | TEE BALL BAT/TAPE |
| G 100-20200 | Accounts Payable | | \$93.01 | 1QQ1-CXFN-T | CITY HALL ENVELOPES |
| Total AMAZON CAPITAL SERVICES | | | \$1,802.89 | | |

Paid Chk# 031510 12/6/2021 **CLAYTON DECKER**

| | | | | | |
|-----------------------------|------------------|--|----------|--------|-----------|
| G 202-20200 | Accounts Payable | | \$11.20 | 082021 | K9 FOOD |
| G 202-20200 | Accounts Payable | | \$4.99 | 082021 | K9 FOOD |
| G 202-20200 | Accounts Payable | | \$20.00 | 092021 | K9 FOOD |
| G 202-20200 | Accounts Payable | | \$91.90 | 112021 | K9 KENNEL |
| G 202-20200 | Accounts Payable | | \$257.99 | 112021 | K9 KENNEL |
| Total CLAYTON DECKER | | | \$386.08 | | |

Paid Chk# 031511 12/6/2021 **COMCAST- 902943336**

| | | | | | |
|---------------------------------|------------------|--|----------|-----------|-----------|
| G 100-20200 | Accounts Payable | | \$113.69 | 134279476 | LAND LINE |
| G 100-20200 | Accounts Payable | | \$113.69 | 134279476 | LAND LINE |
| G 100-20200 | Accounts Payable | | \$113.69 | 134279476 | LAND LINE |
| Total COMCAST- 902943336 | | | \$341.07 | | |

Paid Chk# 031512 12/6/2021 **COMPUTER INTEGRATION TECH**

| | | | | | |
|--|------------------|--|------------|--------|----------------------------|
| G 100-20200 | Accounts Payable | | \$250.00 | 123068 | UCC CERT VPN |
| G 100-20200 | Accounts Payable | | \$4,400.25 | 318382 | AGREEMENT MANAGED SERVICES |
| G 100-20200 | Accounts Payable | | \$399.00 | 318673 | REMOTE SERVICE SUPPORT |
| Total COMPUTER INTEGRATION TECH | | | \$5,049.25 | | |

Paid Chk# 031513 12/6/2021 **MINNESOTA DEPT OF HEALTH**

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|---------------------------------------|------------------|--|------------|------------|------------------|
| G 601-20200 | Accounts Payable | | \$1,630.00 | 1270075-Q4 | WATER CONNECTION |
| Total MINNESOTA DEPT OF HEALTH | | | \$1,630.00 | | |

Paid Chk# 031514 12/6/2021 **NORTHWEST HENN LEAGUE OF MUNIC**

| | | | | | |
|---|------------------|--|----------|------|------------------|
| G 100-20200 | Accounts Payable | | \$200.00 | 2022 | 2022 MEMBER DUES |
| Total NORTHWEST HENN LEAGUE OF MUNIC | | | \$200.00 | | |

Paid Chk# 031515 12/6/2021 **ONSOLVE, LLC**

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|---------------------------|------------------|--|------------|----------|----------------------|
| G 100-20200 | Accounts Payable | | \$4,947.99 | 15203076 | 2022 CODERED RENEWAL |
| Total ONSOLVE, LLC | | | \$4,947.99 | | |

CITY OF CORCORAN
***Check Detail Register©**

December 2021

Check Amt Invoice Comment

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|--------------------------------------|------------------|--------------------------------|---------|--------------------------------------|
| Paid Chk# 031517 | 12/6/2021 | RAY ALLEN MANUFACTURING | | |
| G 100-20200 | Accounts Payable | | \$69.99 | RINV218126 PD K9 COLLAR W/ HANDLE |
| Total RAY ALLEN MANUFACTURING | | | \$69.99 | |

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|---|------------------|-------------------------------------|------------|-------------------------|
| Paid Chk# 031518 | 12/6/2021 | STREICHER S POLICE EQUIPMENT | | |
| G 100-20200 | Accounts Payable | | (\$99.99) | I1529752 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$109.99 | I1534673 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$403.91 | I1534906 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$36.00 | I1535051 PD RESERVES |
| G 100-20200 | Accounts Payable | | \$110.00 | I1535354 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$368.92 | I1536029 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$758.85 | I1536336 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$125.99 | I1536377 PD UNIFORM |
| G 100-20200 | Accounts Payable | | \$87.00 | I1536419 PD UNIFORM |
| Total STREICHER S POLICE EQUIPMENT | | | \$1,900.67 | |

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|--|------------------|------------------------------------|------------|------------------------------------|
| Paid Chk# 031519 | 12/6/2021 | SUBURBAN TIRE WHOLESALE INC | | |
| G 100-20200 | Accounts Payable | | \$1,204.16 | 10182514 PD VEHICLE MAINTENANCE |
| Total SUBURBAN TIRE WHOLESALE INC | | | \$1,204.16 | |

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|--------------------------|------------------|--------------------|----------|------------------------------|
| Paid Chk# 031520 | 12/6/2021 | XCEL ENERGY | | |
| G 100-20200 | Accounts Payable | | \$985.86 | 756808095 STREET LIGHTING |
| Total XCEL ENERGY | | | \$985.86 | |

CITY OF CORCORAN
***Check Detail Register©**

December 2021

Check Amt Invoice Comment

10100 Farmers State Bank

| Paid Chk# | Date | Vendor | Check Amt | Invoice | Comment |
|-------------------------|------------|------------------------------|------------|---------|-----------------------|
| Paid Chk# 031526 | 12/22/2021 | ACME TOOLS | | | |
| E 100-43100-225 | | Landscape/Ditch Materials | \$34.99 | 9386423 | PW SUPPLIES |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$423.22 | 9422396 | PW SUPPLIES |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$315.92 | 9430557 | PW SNOW SHOVEL |
| E 100-43100-210 | | Operating Supplies (GENERAL) | (\$19.99) | 9432752 | PW SUPPLIES |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$237.55 | 9434946 | PW SUPPLIES |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$197.98 | 9437738 | PW SUPPLIES |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$115.96 | 9445215 | CITY HALL SNOW PUSHER |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$504.47 | 9445477 | PW SUPPLIES |
| Total ACME TOOLS | | | \$1,810.10 | | |

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|---------------------------------------|------------|---------------------------------|----------|----------|--------------|
| Paid Chk# 031527 | 12/22/2021 | ADAMS PEST CONTROL, INC. | | | |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$92.70 | | PEST CONTROL |
| E 100-43100-210 | | Operating Supplies (GENERAL) | \$108.90 | 12022021 | PEST CONTROL |
| Total ADAMS PEST CONTROL, INC. | | | \$201.60 | | |

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|--|------------|----------------------------------|------------|----------|-------------|
| Paid Chk# 031528 | 12/22/2021 | ADVANCED DRAINAGE SYSTEMS | | | |
| E 100-43100-229 | | Culverts | \$4,260.00 | 20084226 | PW SUPPLIES |
| Total ADVANCED DRAINAGE SYSTEMS | | | \$4,260.00 | | |

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|--|------------|----------------------------------|----------|-------------|--------------------------|
| Paid Chk# 031529 | 12/22/2021 | ADVANCED IRRIGATION, INC. | | | |
| E 415-45200-300 | | Professional Srvs (GENERAL) | \$360.00 | 48014091521 | IRRIGATION SERVICE LABOR |
| Total ADVANCED IRRIGATION, INC. | | | \$360.00 | | |

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|--------------------------------------|------------|--------------------------------|------------|--------------|-----------------------------|
| Paid Chk# 031530 | 12/22/2021 | AMAZON CAPITAL SERVICES | | | |
| E 416-42100-210 | | Operating Supplies (GENERAL) | \$590.00 | 14Y1-DV6R-G | PD BATTERY CABLES |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$177.56 | 176Y-XVM,-H6 | CITY HALL OUTDOOR FLOOR MAT |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$143.97 | 19JC-DWYWR | CITY HALL RUBBER MAT |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$49.98 | 1CNJ-V3Y4-6 | CITY HALL BOOT SCRUBBER |
| E 100-42100-208 | | Training and Instruction | \$115.78 | 1KJP-V1X3-TH | PD TRAINING MATERIAL |
| E 100-41941-210 | | Operating Supplies (GENERAL) | \$27.98 | 1L6H-X6KY-6H | CITY HALL SUPPLIES |
| E 100-42100-200 | | Office Supplies (GENERAL) | \$16.02 | 1LVC-4LJV-K1 | PD SUPPLIES |
| E 100-42100-223 | | Building Repair Supplies | \$38.38 | 1LVC-4LJV-K1 | PD SUPPLIES |
| E 201-42100-210 | | Operating Supplies (GENERAL) | \$79.44 | 1YN3-CVXX-1 | PD HOLIDAY PARADE |
| Total AMAZON CAPITAL SERVICES | | | \$1,239.11 | | |

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|-----------------------|------------|-------------------------------|----------|------------|----------------|
| Paid Chk# 031531 | 12/22/2021 | AUTOZONE | | | |
| E 100-42100-220 | | Repair/Maint Supply (GENERAL) | \$128.72 | 4330745771 | PD OIL FILTERS |
| Total AUTOZONE | | | \$128.72 | | |

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| Paid Chk# 031532 | 12/22/2021 | BEAUDRY OIL COMPANY | | | |
| E 100-41920-210 | | Operating Supplies (GENERAL) | \$206.19 | | GASOLINE |
| E 100-43100-212 | | Motor Fuels | \$0.00 | | DIESEL |
| E 100-43100-212 | | Motor Fuels | \$2,055.77 | 1932841 | GASOLINE |
| E 100-42100-212 | | Motor Fuels | \$1,660.36 | 1932849 | SQUAD FUEL |
| Total BEAUDRY OIL COMPANY | | | \$3,922.32 | | |

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| Paid Chk# 031533 12/22/2021 BOYER TRUCKS | | | | | |
| E 100-43100-220 | Repair/Maint Supply (GENERAL) | | \$73.42 | 003P13653 | PW LOCK ASY |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$416.02 | 003P14580 | PW BRUSH |
| | Total BOYER TRUCKS | | <u>\$489.44</u> | | |
| Paid Chk# 031534 12/22/2021 BSN SPORTS | | | | | |
| E 100-45200-261 | Recreation Programming | | \$2,200.60 | 914937953 | BATTING TEE/MESH BAGS |
| | Total BSN SPORTS | | <u>\$2,200.60</u> | | |
| Paid Chk# 031535 12/22/2021 CARSON, CLELLAND & SCHREDER | | | | | |
| G 500-20201 | Building Permits Payable | | \$106.88 | | GARAGES TOO |
| G 500-20201 | Building Permits Payable | | \$71.25 | | ST THERESE APPLICATION |
| G 500-20201 | Building Permits Payable | | \$261.26 | | TAVERA 2ND ADDITION |
| E 100-42100-304 | Legal Fees | | \$2,102.52 | | CRIMINAL |
| E 100-42100-304 | Legal Fees | | \$11.16 | | MONTHLY SUPPORT FEES |
| E 100-41600-300 | Professional Srvs (GENERAL) | | \$4,405.67 | 11302021 | CIVIL |
| E 427-43100-530 | Improvements Other Than Bldgs | | \$807.52 | 11302021 | 66TH AVE CORRIDOR EASEMENT ACQUISITION |
| G 500-20201 | Building Permits Payable | | \$866.88 | 11302021 | AMBERLY BELLWETHER |
| | Total CARSON, CLELLAND & SCHREDER | | <u>\$8,633.14</u> | | |
| Paid Chk# 031536 12/22/2021 CENTERPOINT ENERGY HOUSTON | | | | | |
| E 100-45200-380 | Utility & Services (GENERAL) | | \$72.79 | | NATURAL GAS |
| E 100-41941-380 | Utility & Services (GENERAL) | | \$15.00 | | NATURAL GAS |
| E 100-43100-380 | Utility & Services (GENERAL) | | \$10.11 | | NATURAL GAS-9100 |
| | Total CENTERPOINT ENERGY HOUSTON | | <u>\$97.90</u> | | |
| Paid Chk# 031537 12/22/2021 CENTURY LINK | | | | | |
| E 100-45200-321 | Telephone | | \$0.00 | | LAND LINE 763-420-4061 |
| E 100-43100-321 | Telephone | | \$141.16 | | LAND LINE/FIRE MONITORING-9100 |
| | Total CENTURY LINK | | <u>\$141.16</u> | | |
| Paid Chk# 031538 12/22/2021 CINTAS - 470 | | | | | |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$0.00 | | CITY HALL - RUGS |
| E 100-43100-417 | Uniforms | | \$0.00 | | UNIFORMS |
| E 100-43100-417 | Uniforms | | \$0.00 | | UNIFORMS |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$0.00 | | TOWELS |
| E 100-41941-210 | Operating Supplies (GENERAL) | | (\$61.66) | 4093885508C | FLOOR MATS - POLICE |
| E 100-41941-210 | Operating Supplies (GENERAL) | | (\$3.32) | 4099238488c | CITY HALL |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$40.80 | 4103339334 | PUBLIC WORKS |
| E 100-43100-417 | Uniforms | | \$187.15 | 4103339472 | UNIFORMS |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$15.10 | 4104027390 | PUBLIC WORKS |
| E 100-42100-223 | Building Repair Supplies | | \$13.19 | 4104027486 | PD TOWELS |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$77.95 | 4104027488 | PUBLIC WORKS |
| E 100-43100-417 | Uniforms | | \$187.15 | 4104027672 | UNIFORMS |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$95.22 | 4104709622 | CITY HALL - RUGS |
| | Total CINTAS - 470 | | <u>\$551.58</u> | | |
| Paid Chk# 031539 12/22/2021 CITY OF CORCORAN | | | | | |

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| E 100-41941-380 | Utility & Services (GENERAL) | | \$25.07 | 122021 | WATER BILL |
| Total CITY OF CORCORAN | | | \$25.07 | | |
| <hr/> | | | | | |
| Paid Chk# 031540 | 12/22/2021 | COMCAST- 902943336 | | | |
| E 100-41941-321 | Telephone | | \$92.79 | | LAND LINE |
| E 100-42100-321 | Telephone | | \$92.78 | | LAND LINE |
| E 100-43100-321 | Telephone | | \$92.78 | | LAND LINE |
| Total COMCAST- 902943336 | | | \$278.35 | | |
| <hr/> | | | | | |
| Paid Chk# 031541 | 12/22/2021 | COMPUTER INTEGRATION TECH | | | |
| E 100-41951-207 | Computer Supplies | | \$247.00 | 123168 | FORTITOKEN LICENSE 5 USERS |
| E 100-41951-207 | Computer Supplies | | \$1,040.00 | 319496 | AGREEMENT OFFICE 365 |
| E 100-41951-300 | Professional Srvs (GENERAL) | | \$4,400.25 | 319959 | MANAGED SERVICES |
| E 100-41951-300 | Professional Srvs (GENERAL) | | \$595.00 | 320036 | AGREEMENT BACKUP |
| Total COMPUTER INTEGRATION TECH | | | \$6,282.25 | | |
| <hr/> | | | | | |
| Paid Chk# 031542 | 12/22/2021 | COPPER PENNEY TRAINING | | | |
| E 100-42100-208 | Training and Instruction | | \$400.00 | 569 | USE OF FORCE TRAINING |
| E 100-42100-209 | Police Reserves | | \$400.00 | 569 | USE OF FORCE TRAINING |
| Total COPPER PENNEY TRAINING | | | \$800.00 | | |
| <hr/> | | | | | |
| Paid Chk# 031543 | 12/22/2021 | CORCORAN PET CARE CENTER, LLC | | | |
| E 202-42100-213 | Police K9 | | \$605.32 | 43224 | PD K9 SHOTS |
| Total CORCORAN PET CARE CENTER, LLC | | | \$605.32 | | |
| <hr/> | | | | | |
| Paid Chk# 031544 | 12/22/2021 | CULLIGAN BOTTLED WATER | | | |
| E 100-42100-210 | Operating Supplies (GENERAL) | | \$777.50 | 100X07137008 | OFFICE WATER |
| Total CULLIGAN BOTTLED WATER | | | \$777.50 | | |
| <hr/> | | | | | |
| Paid Chk# 031545 | 12/22/2021 | DAKOTA SUPPLY GROUP | | | |
| E 100-45200-210 | Operating Supplies (GENERAL) | | \$79.21 | S101452656.0 | PW SUPPLIES |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$26.83 | S101452656.0 | PW SUPPLIES |
| E 100-45200-210 | Operating Supplies (GENERAL) | | \$28.69 | S101470851.0 | PW SUPPLIES |
| E 100-45200-210 | Operating Supplies (GENERAL) | | \$5.66 | S101471127.0 | PW SUPPLIES |
| E 100-45200-210 | Operating Supplies (GENERAL) | | (\$22.02) | S101471530.0 | PW CREDIT MEMO |
| Total DAKOTA SUPPLY GROUP | | | \$118.37 | | |
| <hr/> | | | | | |
| Paid Chk# 031546 | 12/22/2021 | ECM PUBLISHERS INC | | | |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$43.54 | 867180 | ORDINANCE NO 2021-441/2021-4 |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$47.49 | 867181 | ORDINANCE NO 2021-435/2021-43 |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$47.49 | 867182 | ORDINANCE NO 2021-439/2021-4 |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$51.45 | 867183 | ORDINANCE NO 2021-443/2021-4 |
| Total ECM PUBLISHERS INC | | | \$189.97 | | |
| <hr/> | | | | | |
| Paid Chk# 031547 | 12/22/2021 | EMBEDDED SYSTEMS, INC. | | | |
| E 100-42100-380 | Utility & Services (GENERAL) | | \$830.25 | 344271 | SIREN MAINTENANCE FEE |
| Total EMBEDDED SYSTEMS, INC. | | | \$830.25 | | |
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| Paid Chk# 031548 | 12/22/2021 | FERGUSON WATERWORKS | | | |

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| E 601-49400-215 | Water Meters | | \$734.76 | 0487383 | WATER METERS |
| E 601-49400-215 | Water Meters | | \$2,728.69 | 0487399 | WATER METERS |
| Total FERGUSON WATERWORKS | | | \$3,463.45 | | |
| <hr/> | | | | | |
| Paid Chk# 031549 | 12/22/2021 | FORCE AMERICA | | | |
| E 100-43100-220 | Repair/Maint Supply (GENERAL) | | \$504.00 | 001-1595899 | SENSOR |
| Total FORCE AMERICA | | | \$504.00 | | |
| <hr/> | | | | | |
| Paid Chk# 031550 | 12/22/2021 | FP MAILING SOLUTIONS | | | |
| E 100-41941-201 | Postage/Shipping | | \$128.85 | RI105134264 | QTRLY MAIL METER |
| Total FP MAILING SOLUTIONS | | | \$128.85 | | |
| <hr/> | | | | | |
| Paid Chk# 031551 | 12/22/2021 | GOPHER STATE ONE CALL | | | |
| E 601-49400-380 | Utility & Services (GENERAL) | | \$143.10 | 1110311 | SERVICE |
| E 602-49450-380 | Utility & Services (GENERAL) | | \$143.10 | 1110311 | SERVICE |
| Total GOPHER STATE ONE CALL | | | \$286.20 | | |
| <hr/> | | | | | |
| Paid Chk# 031552 | 12/22/2021 | GREGORY, ERIC | | | |
| E 100-43100-417 | Uniforms | | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| Total GREGORY, ERIC | | | \$230.00 | | |
| <hr/> | | | | | |
| Paid Chk# 031553 | 12/22/2021 | HANOVER, CITY OF | | | |
| E 100-42200-300 | Professional Srvs (GENERAL) | | \$15,755.64 | 12/15/2021 | 2021 FIRE PROTECTION |
| Total HANOVER, CITY OF | | | \$15,755.64 | | |
| <hr/> | | | | | |
| Paid Chk# 031554 | 12/22/2021 | HEINZ, BRANDON | | | |
| E 100-43100-417 | Uniforms | | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| Total HEINZ, BRANDON | | | \$230.00 | | |
| <hr/> | | | | | |
| Paid Chk# 031555 | 12/22/2021 | HENN CTY TREAS/ELECTIONS | | | |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$1,564.01 | 2021-1 | PVCs 2021 |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$1,611.00 | 22MAINT | ELECTION EQUIPMENT RENTAL |
| Total HENN CTY TREAS/ELECTIONS | | | \$3,175.01 | | |
| <hr/> | | | | | |
| Paid Chk# 031556 | 12/22/2021 | HENNEPIN COUNTY AR | | | |
| E 100-43100-300 | Professional Srvs (GENERAL) | | \$15.00 | 1000175893 | VIEW RECORDS |
| Total HENNEPIN COUNTY AR | | | \$15.00 | | |
| <hr/> | | | | | |
| Paid Chk# 031557 | 12/22/2021 | HENNEPIN COUNTY INFO TECH | | | |
| E 100-42100-323 | Radio Units | | \$1,416.73 | 1000175349 | PD RADIO LEASE FEES |
| E 100-43100-210 | Operating Supplies (GENERAL) | | \$220.95 | 1000175416 | PW RADIO FLEET FEE |
| Total HENNEPIN COUNTY INFO TECH | | | \$1,637.68 | | |
| <hr/> | | | | | |
| Paid Chk# 031558 | 12/22/2021 | HENNEPIN COUNTY TREASURER-A600 | | | |
| E 100-41941-210 | Operating Supplies (GENERAL) | | \$1,201.16 | 122021 | TRUTH IN TAXATION NOTICES |
| Total HENNEPIN COUNTY TREASURER-A600 | | | \$1,201.16 | | |
| <hr/> | | | | | |
| Paid Chk# 031559 | 12/22/2021 | HOLIDAY COMPANIES | | | |
| E 100-42100-220 | Repair/Maint Supply (GENERAL) | | \$45.00 | 12052021 | PD CAR WASH |

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| Total HOLIDAY COMPANIES | | \$45.00 | | |
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| Paid Chk# | 031560 | 12/22/2021 | IACP | |
| G 202-15500 | Prepaid Items | \$190.00 | 0203682 | MATT GOTTSCHALK MEMBERSHIP DUES |
| Total IACP | | \$190.00 | | |
| <hr/> | | | | |
| Paid Chk# | 031561 | 12/22/2021 | INTELLIGENT DESIGN CORP | |
| R 100-42400-32210 | Bldg/Plan Review Fees | \$66.00 | 12132021 | CANCELED PERMIT FEE REFUND |
| Total INTELLIGENT DESIGN CORP | | \$66.00 | | |
| <hr/> | | | | |
| Paid Chk# | 031562 | 12/22/2021 | KOTTKE, ROBBIE | |
| E 100-43100-417 | Uniforms | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| Total KOTTKE, ROBBIE | | \$230.00 | | |
| <hr/> | | | | |
| Paid Chk# | 031563 | 12/22/2021 | LANDFORM | |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$710.00 | | URBAN CONSERVATION SUBDIV. AMEND. 21-011 |
| G 500-20442 | Bass Lake Est. FP, PUD 17-036 | \$631.50 | 32389 | Bass Lake Est. FP, PUD 17-036 |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | \$211.50 | 32390 | Pulte Encore Final PUD and FP 18-027 |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | \$508.00 | 32391 | Pulte Bellwether 2nd Addition Final Plat and PUD 19-001 |
| G 500-20482 | Nelson Sketch Plan 19-023 | \$71.00 | 32392 | NELSON TRUCKING CUP, SP, VAR 20-022 |
| G 500-20488 | Rush Creek Reserve | \$106.50 | 32392 | RUSH CREEK RESERVE 20-030 |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$1,350.00 | 32393 | NE DISTRICT PLAN 21-050 |
| G 500-20223 | Napa Site Plan CUP 21-004 | \$35.50 | 32393 | NAPA CUP AND SP 21-004 |
| G 500-20227 | D&D Service CUP SP VAR 21-012 | \$35.50 | 32393 | D&D Service CUP SP VAR 21-012 |
| G 500-20228 | Garages RZ, VAR, SP/CUP 21-016 | \$245.00 | 32393 | Garages RZ, VAR, SP/CUP 21-016 |
| G 500-20221 | Franzen Minor Subd #20-049 | \$71.00 | 32393 | FRANZEN FINAL PLAT 21-021 |
| G 500-20490 | Cook Lake - Schommer | \$284.00 | 32393 | COOK LAKE HIGHLANDS 21-028 |
| G 500-20361 | Bechtold Farm | \$1,069.50 | 32393 | BECHTOLD FARM 21-030 |
| G 500-20302 | Kariniemi Roehke | \$948.00 | 32393 | KARINIEMI ROEHLKE SKETCH 20-033 |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$71.00 | 32393 | ZONING AMENDMENT FOR ASSEMBLY USES 21-034 |
| G 500-20332 | Lennar Tavera Development | \$142.00 | 32393 | TAVERA 2ND ADD FP AND FPUD 21-036 |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | \$426.00 | 32393 | AMBERLEY & BELLWETHER 6TH FP AND FPUD 21-037 |
| G 500-20471 | St. Therese Sketch Plan 19-006 | \$994.00 | 32393 | ST THERESE PP SP CUP 21-042 |
| G 500-20332 | Lennar Tavera Development | \$482.00 | 32393 | TAVERA PUD AMEND STOCKPILE 21-043 |
| G 500-20332 | Lennar Tavera Development | \$1,205.50 | 32393 | TAVERA 3RD ADDITION FP AND FPUD 21-044 |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$315.00 | 32393 | TMOBILE MINOR SPA 21-045 |
| G 500-20289 | Hwy 55 Business Park | \$1,544.50 | 32393 | HWY 55 SKETCH PLAN 21-047 |
| G 500-20303 | Pulte Hackamore | \$1,913.00 | 32393 | PULTE HACKAMORE SKETCH PLAN 21-048 |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$71.00 | 32393 | MS4 ORDINANCE UPDATE 21-051 |
| G 500-20201 | Building Permits Payable | \$228.50 | 32393 | DISH WIRELESS SPA 21-054 |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$3,513.00 | 32393 | CITY BUSINESS |
| E 100-41920-300 | Professional Srvs (GENERAL) | \$1,309.00 | 32393 | CODE ENFORCEMENT |
| E 100-41910-300 | Professional Srvs (GENERAL) | \$200.00 | 32393 | CITY MEETINGS |
| Total LANDFORM | | \$18,691.50 | | |
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| Paid Chk# | 031564 | 12/22/2021 | LEAGUE OF MINNESOTA CITIES | |
| E 100-41900-433 | Dues and Memberships | \$6,767.00 | 347924 | LMC MEMBERSHIP DUES |
| E 100-41100-208 | Training and Instruction | \$55.00 | 354063 | MCMA DINNER |

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| Total LEAGUE OF MINNESOTA CITIES | | \$6,822.00 | | |
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| Paid Chk# | 031565 | 12/22/2021 | LOCATORS & SUPPLIES INC | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$243.00 | 0296706-IN | PW SUPPLIES |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$141.49 | 0296763-IN | PW SUPPLIES |
| Total LOCATORS & SUPPLIES INC | | \$384.49 | | |
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| Paid Chk# | 031566 | 12/22/2021 | MADDEN, GALANTER, HANSEN LLP | |
| E 100-41600-304 | Legal Fees | \$576.00 | 07_2021 | LABOR RELATION SERVICES |
| E 100-41600-304 | Legal Fees | \$855.00 | 11_2021 | LABOR RELATION SERVICES |
| Total MADDEN, GALANTER, HANSEN LLP | | \$1,431.00 | | |
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| Paid Chk# | 031567 | 12/22/2021 | MARIE RIDGEWAY LICSW, LLC | |
| E 100-41941-300 | Professional Srvs (GENERAL) | \$150.00 | 12022021 | THERAPY SESSION |
| Total MARIE RIDGEWAY LICSW, LLC | | \$150.00 | | |
| <hr/> | | | | |
| Paid Chk# | 031568 | 12/22/2021 | MARTIN-MCALLISTER | |
| E 100-42100-300 | Professional Srvs (GENERAL) | \$1,100.00 | 14292 | PERSONNEL EVALUATION |
| Total MARTIN-MCALLISTER | | \$1,100.00 | | |
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| Paid Chk# | 031569 | 12/22/2021 | MEISTER PAT | |
| E 100-43100-417 | Uniforms | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| Total MEISTER PAT | | \$230.00 | | |
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| Paid Chk# | 031570 | 12/22/2021 | MENARDS BUFFALO | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$38.98 | 51298 | PW SUPPLIES |
| E 100-41941-210 | Operating Supplies (GENERAL) | \$237.77 | 51379 | CITY HALL DECORATIONS/SUPPLIES |
| Total MENARDS BUFFALO | | \$276.75 | | |
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| Paid Chk# | 031571 | 12/22/2021 | MENARDS MAPLE GROVE | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$1.00 | | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$94.90 | 91411 | PW SUPPLIES |
| E 100-45200-210 | Operating Supplies (GENERAL) | \$147.37 | 91815 | PW SUPPLIES |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$71.40 | 91866 | PW CEMENT |
| Total MENARDS MAPLE GROVE | | \$314.67 | | |
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| Paid Chk# | 031572 | 12/22/2021 | METROPOLITAN COUNCIL ENVIRO | |
| G 602-15500 | Prepaid Items | \$11,642.72 | 0001132888 | 01/2022 WASTE WATER SERVICES |
| Total METROPOLITAN COUNCIL ENVIRO | | \$11,642.72 | | |
| <hr/> | | | | |
| Paid Chk# | 031573 | 12/22/2021 | MIDWEST MACHINERY CO. | |
| E 100-45200-210 | Operating Supplies (GENERAL) | \$341.75 | 2536063 | 45 GALLON TANK |
| E 100-45200-210 | Operating Supplies (GENERAL) | \$82.40 | 2543009 | PW BRACKET |
| Total MIDWEST MACHINERY CO. | | \$424.15 | | |
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| Paid Chk# | 031574 | 12/22/2021 | MILLER CHEVROLET | |
| E 100-43100-220 | Repair/Maint Supply (GENERAL) | \$1,023.09 | CVCS674879 | PW VEHICLE REPAIR |
| Total MILLER CHEVROLET | | \$1,023.09 | | |

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| Paid Chk# | 031575 | 12/22/2021 | MIMBACH FLEET SUPPLY INC | | |
| E | 100-43125-210 | Operating Supplies (GENERAL) | \$479.99 | 181746 | PW SALT |
| | Total | MIMBACH FLEET SUPPLY INC | \$479.99 | | |
| Paid Chk# | 031576 | 12/22/2021 | MINNESOTA OCCUPATIONAL HEALTH | | |
| E | 100-42100-300 | Professional Srvs (GENERAL) | \$514.00 | 385156 | SERVICE |
| | Total | MINNESOTA OCCUPATIONAL HEALTH | \$514.00 | | |
| Paid Chk# | 031577 | 12/22/2021 | MINNESOTA RURAL WATER ASSOC | | |
| E | 601-49400-433 | Dues and Memberships | \$706.50 | 2022 | FEB 2022-JAN 2023 MEMBERSHIP |
| | Total | MINNESOTA RURAL WATER ASSOC | \$706.50 | | |
| Paid Chk# | 031578 | 12/22/2021 | MN DEPT OF LABOR & INDUSTRY | | |
| R | 100-42400-32210 | Bldg/Plan Review Fees | \$12,904.44 | 2021.Q3.SUR | SEPTEMBER0530302021 - 3RD QUARTER 2021 SURCHARGE |
| | Total | MN DEPT OF LABOR & INDUSTRY | \$12,904.44 | | |
| Paid Chk# | 031579 | 12/22/2021 | MN RECREATION/PARK ASSOC | | |
| G | 100-15500 | Prepaid Items | \$300.00 | 2022 | 2022 PARK/REC MEMBERSHIP DUES |
| | Total | MN RECREATION/PARK ASSOC | \$300.00 | | |
| Paid Chk# | 031580 | 12/22/2021 | MONNENS, DANI | | |
| E | 100-42100-209 | Police Reserves | \$227.36 | | PD TRAINING MILEAGE REIMBURSEMENT |
| E | 100-42100-209 | Police Reserves | \$28.00 | | PD TRAINING PARKING REIMBURSEMENT |
| | Total | MONNENS, DANI | \$255.36 | | |
| Paid Chk# | 031581 | 12/22/2021 | MSCIC | | |
| E | 100-42100-208 | Training and Instruction | \$1,125.00 | 2022 | 2022 MSCIC TRAINING CONFERENCE |
| | Total | MSCIC | \$1,125.00 | | |
| Paid Chk# | 031582 | 12/22/2021 | NAPA AUTO PARTS - CORCORAN | | |
| E | 100-42100-220 | Repair/Maint Supply (GENERAL) | \$28.68 | 379005 | PD WIPER BLADE |
| | Total | NAPA AUTO PARTS - CORCORAN | \$28.68 | | |
| Paid Chk# | 031583 | 12/22/2021 | NORTH MEMORIAL EMS EDUCATION | | |
| E | 100-42100-208 | Training and Instruction | \$550.00 | 74574 | EMR INITIAL TRAINING |
| | Total | NORTH MEMORIAL EMS EDUCATION | \$550.00 | | |
| Paid Chk# | 031584 | 12/22/2021 | OFFICE DEPOT | | |
| E | 100-41941-200 | Office Supplies (GENERAL) | \$100.00 | 160452281001 | CITY HALL SUPPLIES |
| | Total | OFFICE DEPOT | \$100.00 | | |
| Paid Chk# | 031585 | 12/22/2021 | REINKING, MARK | | |
| E | 100-43100-417 | Uniforms | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| | Total | REINKING, MARK | \$230.00 | | |
| Paid Chk# | 031586 | 12/22/2021 | RIGID HITCH | | |
| E | 100-43100-220 | Repair/Maint Supply (GENERAL) | \$726.10 | 1928626285 | PW BALL MOUNT |
| E | 100-43100-220 | Repair/Maint Supply (GENERAL) | \$240.14 | 1928626286 | PW TAIL LIGHTS |

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| Total RIGID HITCH | | \$966.24 | | |
| Paid Chk# 031587 | 12/22/2021 | ROGERS, CITY OF | | |
| E 100-42200-300 | Professional Svcs (GENERAL) | \$34,693.51 | 121521 | 4TH QTR 2021 FIRE PROTECTION |
| Total ROGERS, CITY OF | | \$34,693.51 | | |
| Paid Chk# 031588 | 12/22/2021 | SCALE TEC | | |
| E 100-43125-210 | Operating Supplies (GENERAL) | \$3,975.50 | 028815 | PW SALT |
| Total SCALE TEC | | \$3,975.50 | | |
| Paid Chk# 031589 | 12/22/2021 | SCHAEFFER MFG CO | | |
| E 100-43100-212 | Motor Fuels | \$699.60 | ABH2292-INV1 | PW LUBRICANTS |
| Total SCHAEFFER MFG CO | | \$699.60 | | |
| Paid Chk# 031590 | 12/22/2021 | STAR TRIBUNE | | |
| E 100-41910-344 | Public Hearing Notices | \$386.40 | 11302021 | NOTICE OF PUBLIC HEARING ASSESSMENT |
| Total STAR TRIBUNE | | \$386.40 | | |
| Paid Chk# 031591 | 12/22/2021 | STREICHER S POLICE EQUIPMENT | | |
| E 100-42100-417 | Uniforms | \$294.98 | I1536584 | PD JACKET |
| E 100-42100-417 | Uniforms | \$85.58 | I1536931 | PD CUFF HOLDER |
| E 100-42100-417 | Uniforms | \$158.97 | I1537706 | PD NEW HIRE |
| E 100-42100-417 | Uniforms | \$89.97 | I1537983 | PD TOURNIQUET |
| E 100-42100-209 | Police Reserves | \$199.95 | I1538009 | PD VEST |
| E 100-42100-209 | Police Reserves | \$124.97 | I1538134 | PD TRAFFIC VEST |
| E 100-42100-810 | Refunds/Reimbursements | \$1,056.00 | I1539570 | PD VEST |
| E 100-42100-810 | Refunds/Reimbursements | \$1,056.00 | I1539583 | PD VEST |
| E 100-42100-417 | Uniforms | \$294.98 | I1539702 | PD JACKET |
| Total STREICHER S POLICE EQUIPMENT | | \$3,361.40 | | |
| Paid Chk# 031592 | 12/22/2021 | SUBURBAN TIRE WHOLESAL INC | | |
| E 100-42100-220 | Repair/Maint Supply (GENERAL) | \$589.68 | 10184034 | PD TIRES |
| Total SUBURBAN TIRE WHOLESAL INC | | \$589.68 | | |
| Paid Chk# 031593 | 12/22/2021 | TEAMSTER LOCAL 320 | | |
| G 100-21707 | Union Dues | \$350.00 | 122021 | UNION DUES |
| G 100-21707 | Union Dues | \$50.68 | 122021 | LEGAL DEFENSE |
| Total TEAMSTER LOCAL 320 | | \$400.68 | | |
| Paid Chk# 031594 | 12/22/2021 | TERMINAL SUPPLY CO | | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$14.59 | 75529-01 | PW HEX HEAD CAP SCREWS |
| Total TERMINAL SUPPLY CO | | \$14.59 | | |
| Paid Chk# 031595 | 12/22/2021 | TOLL GAS AND WELDING SUPPLY | | |
| E 100-43100-210 | Operating Supplies (GENERAL) | \$428.26 | 00677200-00 | PW SUPPLIES |
| Total TOLL GAS AND WELDING SUPPLY | | \$428.26 | | |
| Paid Chk# 031596 | 12/22/2021 | TRANSUNION RISK & ALTERNATIVE | | |
| E 100-42100-300 | Professional Svcs (GENERAL) | \$81.00 | 11012021 | PD INVESTIGATIONS |

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| Total TRANSUNION RISK & ALTERNATIVE | | | \$81.00 | | |
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| Paid Chk# | 031597 | 12/22/2021 | TRI-COUNTY LAW ENFORCEMENT | | |
| E 100-42100-218 | Investigations | | \$75.00 | 122021 | ANNUAL DUES |
| Total TRI-COUNTY LAW ENFORCEMENT | | | \$75.00 | | |
| <hr/> | | | | | |
| Paid Chk# | 031598 | 12/22/2021 | ULTIMATE CLEANERS LLC | | |
| E 100-41941-400 | Repairs & Maint Cont (GENERAL | | \$840.00 | 21113000 | CITY HALL CLEANING |
| Total ULTIMATE CLEANERS LLC | | | \$840.00 | | |
| <hr/> | | | | | |
| Paid Chk# | 031599 | 12/22/2021 | UNIQUE EMBROIDERY | | |
| E 100-42100-209 | Police Reserves | | \$201.30 | 10130 | PD HATS |
| Total UNIQUE EMBROIDERY | | | \$201.30 | | |
| <hr/> | | | | | |
| Paid Chk# | 031600 | 12/22/2021 | VERIZON WIRELESS | | |
| E 100-42100-321 | Telephone | | \$1,361.52 | 9893726143 | CELL SERVICE |
| Total VERIZON WIRELESS | | | \$1,361.52 | | |
| <hr/> | | | | | |
| Paid Chk# | 031601 | 12/22/2021 | VIKING AWARDS & RECOGNITION | | |
| E 100-42100-200 | Office Supplies (GENERAL) | | \$47.00 | 9246 | PD SIGN |
| E 100-41900-210 | Operating Supplies (GENERAL) | | \$244.00 | 9266 | YRS OF SERVICE |
| Total VIKING AWARDS & RECOGNITION | | | \$291.00 | | |
| <hr/> | | | | | |
| Paid Chk# | 031602 | 12/22/2021 | WENCK ASSOCIATES, INC. | | |
| G 500-20335 | Lennar Eng Plan Review/Modific | | \$1,313.02 | 1861527 | LENNAR CONSTRUCTION INSPECTION |
| G 500-20335 | Lennar Eng Plan Review/Modific | | \$53.25 | 1861527 | LENNAR LOMR & STORMWATER MODELING |
| E 427-43100-530 | Improvements Other Than Bldgs | | \$1,811.12 | 1861528 | 66TH STREET DESIGN SURVEYING |
| E 427-43100-530 | Improvements Other Than Bldgs | | \$12,486.96 | 1861528 | 66TH STREET DESIGN CONSTRUCTION |
| G 500-20213 | Van Blaricom WCA | | \$756.00 | 1861530 | VAN BLARICOM PLAN REVIEW |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | | \$4,611.50 | 1861530 | PULTE PLAN REVIEW |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | | \$2,760.75 | 1861530 | PULTE STORMWATER |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | | \$5,186.88 | 1861530 | PULTE CONSTRUCTION OBSERVATION |
| E 100-43170-300 | Professional Srvs (GENERAL) | | \$825.00 | 1861531 | BRIDGES |
| E 100-43170-299 | Watershed LGU | | \$937.50 | 1861532 | RESIDENT ITEMS WCA |
| E 100-43170-299 | Watershed LGU | | \$270.00 | 1861532 | ERNIE MAYERS WCA VIOLATION |
| G 500-20436 | Pulte Encore - PUD Skch 17-029 | | \$720.00 | 1861532 | BELLWETHER WCA |
| G 500-20212 | Gonyea 19800 Hackamore Rd WCA | | \$1,020.00 | 1861532 | GONYEA NE CORCORAN INDUSTRIAL SITE WCA |
| G 500-20201 | Building Permits Payable | | \$540.00 | 1861532 | 20130 LARKIN ROAD WCA |
| G 500-20356 | Magnan Dev Rights | | \$540.00 | 1861532 | MAGNAN PARCEL WCA |
| G 500-20201 | Building Permits Payable | | \$420.00 | 1861532 | 7400 COUNTY RD 10 WCA |
| G 500-20490 | Cook Lake - Schommer | | \$90.00 | 1861532 | COOK LAKE HIGHLANDS WCA |
| E 100-43170-300 | Professional Srvs (GENERAL) | | \$1,560.00 | 1861534 | MS4 STORMWATER |
| G 500-20490 | Cook Lake - Schommer | | \$195.00 | 1861535 | COOK LAKE PLAN REVIEW & COORDINATION |
| G 500-20332 | Lennar Tavera Development | | \$1,052.00 | 1861536 | TAVERA PLAN REVIEW |
| G 500-20332 | Lennar Tavera Development | | \$657.00 | 1861536 | TAVERA STORMWATER |
| G 500-20332 | Lennar Tavera Development | | \$8,258.78 | 1861536 | TAVERA CONSTRUCTION OBSERVATION |
| G 500-20482 | Nelson Sketch Plan 19-023 | | \$600.16 | 1861537 | NELSON TRUCKING CONSTRUCTION OBSERVATION |
| G 500-20488 | Rush Creek Reserve | | \$13,819.08 | 1861538 | RUSH CREEK CONSTRUCTION OBSERVATION |
| G 500-20482 | Nelson Sketch Plan 19-023 | | \$579.28 | 1861539 | NELSON TRUCKING CSAH 101 SURVEYING |

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| G 500-20482 | Nelson Sketch Plan 19-023 | \$135.00 | 1861539 | NELSON TRUCKING CSAH 101 DESIGN |
| G 500-20482 | Nelson Sketch Plan 19-023 | \$7,610.35 | 1861539 | NELSON TRUCKING CSAH 101 CONSTRUCTION |
| G 500-20488 | Rush Creek Reserve | \$544.00 | 1861541 | RUSH CREEK TURN LANE PROJECT DESIGN |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$3,845.25 | 1861542 | STORMWATER AREA FEE DEVELOPMENT |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$1,890.00 | 1861542 | STORMWATER TECHNICAL MEMO |
| E 428-43100-303 | Engineering Fees | \$1,837.00 | 1861543 | PARK TRAIL FEASIBILITY STUDY |
| G 500-20438 | Bass Lk CR M/I HomeEngineering | \$235.60 | 1861560 | BASS LAKE CROSSING |
| G 500-20423 | Bass Lake Est Skch PUD 17-015 | \$1,067.84 | 1861560 | BASS LAKE ESTATES |
| G 500-20423 | Bass Lake Est Skch PUD 17-015 | \$235.60 | 1861560 | COLD STORAGE CROSSING |
| G 500-20222 | Scherber Garages Too 21-002 | \$3,351.50 | 1861560 | GARAGES TOO |
| G 500-20223 | Napa Site Plan CUP 21-004 | \$65.00 | 1861560 | NAPA |
| G 500-20221 | Franzen Minor Subd #20-049 | \$540.00 | 1861560 | FRANZEN PRELIMINARY PLAT |
| G 500-20302 | Kariniemi Roehke | \$202.50 | 1861560 | KARINIEMI ROEHKE |
| G 500-20227 | D&D Service CUP SP VAR 21-012 | \$1,112.34 | 1861560 | D&D SERVICE |
| G 500-20497 | Kariniemi PP 20-016 | \$1,618.46 | 1861560 | KARINEIMI ROLLING HILLS |
| G 500-20361 | Bechtold Farm | \$1,155.00 | 1861560 | BECHTOLD FARM DEVELOPMENT |
| E 601-49400-234 | Inspections | \$184.00 | 1861561 | PULTE UTILITY CONNECTION |
| E 602-49450-234 | Inspections | \$184.00 | 1861561 | PULTE UTILITY CONNECTION |
| E 100-42400-303 | Engineering Fees | \$514.50 | 1861561 | PULTE BUILDING PERMIT SURVEY REVIEW |
| E 601-49400-234 | Inspections | \$149.50 | 1861561 | RAVINIA UTILITY CONNECTION |
| E 602-49450-234 | Inspections | \$149.50 | 1861561 | RAVINIA UTILITY CONNECTION |
| E 100-42400-303 | Engineering Fees | \$196.00 | 1861561 | RAVINIA BUILDING PERMIT SURVEY REVIEW |
| E 601-49400-234 | Inspections | \$177.50 | 1861561 | BASS LAKE CROSSING UTILITY CONNECTION |
| E 602-49450-234 | Inspections | \$177.50 | 1861561 | BASS LAKE CROSSING UTILITY CONNECTION |
| E 100-42400-303 | Engineering Fees | \$24.50 | 1861561 | BASS LAKE CROSSING BUILDING PERMIT SURVEY REVIEW |
| G 500-20488 | Rush Creek Reserve | \$563.50 | 1861561 | RUSH CREEK RESERVE CONSTRUCTION INSPECTION |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$1,427.75 | 1861562 | GENERAL ENGINEERING SERVICES |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$11,658.00 | 1861563 | TRAIL HAVEN ROAD BRIDGE REPLACEMENT |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$2,579.50 | 1861563 | SCHUTTE ROAD BRIDGE REPLACEMENT |
| E 100-43170-300 | Professional Srvs (GENERAL) | \$4,538.00 | 1861564 | CONSTRUCTION ADMINISTRATION CORCORAN TRAIL |
| G 500-20471 | St. Therese Sketch Plan 19-006 | \$4,951.50 | 1861565 | ST THERESE ENGINEERING REVIEW |
| E 601-49400-303 | Engineering Fees | \$405.00 | 1861566 | TEST WELL #2 |
| Total WENCK ASSOCIATES, INC. | | \$114,388.97 | | |

Paid Chk# 031603 12/22/2021 **WRIGHT HENNEPIN COOP ELECT**

| | | | | |
|-------------|-----------------------|---------|--|--------------------------------|
| G 500-20390 | Ravinia Street Lights | \$14.91 | | Bridle/Gleason: 150-1690-5131 |
| G 500-20390 | Ravinia Street Lights | \$15.57 | | Bridle/Paddock: 150-1690-5135 |
| G 500-20390 | Ravinia Street Lights | \$14.91 | | Paddock Ln 150-1690-5137 |
| G 500-20390 | Ravinia Street Lights | \$15.30 | | Bridle Path: 150-1690-5146 |
| G 500-20390 | Ravinia Street Lights | \$15.30 | | Paddock/Bridle: 150-1690-5158 |
| G 500-20390 | Ravinia Street Lights | \$14.91 | | 6471 Carriage: 150-1691-0155 |
| G 500-20390 | Ravinia Street Lights | \$15.30 | | Bridle/Steeple: 150-1691-0158 |
| G 500-20390 | Ravinia Street Lights | \$14.91 | | Bridle/Bluestem: 150-1691-0168 |
| G 500-20390 | Ravinia Street Lights | \$14.91 | | Prairie/Bridle: 150-1691-0174 |
| G 500-20390 | Ravinia Street Lights | \$15.30 | | Bridle Path: 150-1691-0177 |

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| G 500-20390 | | | Ravinia Street Lights |
| | \$15.30 | | Elderberry Ct: 150-1691-0178 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19301 Annabelle: 150-1691-8063 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6675 Carriage: 150-1691-8064 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6681 Bridle: 150-1691-8066 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6657 Bridle: 150-1691-8079 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19130 Galloway: 150-1691-8080 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19065 Galloway: 150-1691-8082 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$30.22 | | 6485 Larkspur: 150-1692-0907 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6398 Larkspur: 150-1692-0908 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 66TH/CEDAR: 150-1692-8373 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | Bridle/66th Ave: 150-1692-8374 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19437 Lupine LN: 150-1693-0197 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19389 Lupine LN: 150-1693-0199 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19345 Golden TR: 150-1693-0200 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6310 Steeple LN: 150-1693-0201 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 6370 Steeple LN: 150-1693-0202 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19367 Annabelle: 150-1693-5724 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19343 Annabelle: 150-1693-5726 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19315 Primrose: 150-1693-5731 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | 19399 Primrose: 150-1693-5732 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | Primrose/Wildfl: 150-1693-5733 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | Wildflo/Gleason: 150-1693-5734 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | Gleason/Wildflo: 150-1693-5986 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN/75TH AVE: 150-1693-7072 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN N: 150-1693-7074 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN/74TH AVE: 150-1693-7075 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$23.50 | | FIR LN N/CR 10: 150-1693-7076 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | 74TH AVE N: 150-1693-7077 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$23.50 | | FIR LN N/CR 10: 150-1694-0076 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN N: 150-1694-0078 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN N/LOT #8: 150-1694-0079 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN N/72ND N: 150-1694-0080 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | 72ND AVE N: 150-1694-0081 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | FIR LN N/LOT #5: 150-1694-0082 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | ANNABELLE LOT 5 150-1694-0821 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | PRIMROSE COURT 150-1694-4502 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | SUNFLOWER COURT 150-1694-4503 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | WILDFLOWER TRL 150-1694-4505 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | WILDFLOWER TRL 150-1694-4506 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$18.10 | | 74TH PL & MAPLE 150-1694-6889 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | JACK PINE LN N 150-1694-6891 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | 74TH AVE N 150-1694-6892 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | 75TH AVE N 150-1694-6893 |
| G 500-20420 | | | Bass Lake Cross MI Home 17-012 |
| | \$14.91 | | HICKORY LN N 150-1694-6894 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | MEADOW RUE CT 150-1694-7911 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | STEEPLE CHASE LN 150-1694-7917 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | SNOWBERRY CT 150-1694-7918 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | MEADOW RUE CT 150-1694-7919 |

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| G 500-20390 Ravinia Street Lights | \$14.91 | | STEEPLE CHASE LN 150-1694-7920 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | LARKSPUR LN/63RD 150-1694-9986 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | 63RD AVE N 150-1694-9987 |
| E 100-43100-381 Street/Signal Lights | \$60.67 | | CTY RD10/116 000-0100-1469 |
| E 100-45200-380 Utility & Services (GENERAL) | \$48.03 | | Ballpark: 120-1246-7200 |
| E 100-42100-380 Utility & Services (GENERAL) | \$20.02 | | CIVIL DEFENSE: 120-1246-8000 |
| E 100-42100-380 Utility & Services (GENERAL) | \$20.02 | | Maple Hill Est: 120-1246-8100 |
| E 100-41941-380 Utility & Services (GENERAL) | \$30.65 | | School Property: 120-1247-9600 |
| E 100-41941-380 Utility & Services (GENERAL) | \$1,747.66 | | 8200 Cty Rd 116: 120-1255-6300 |
| E 601-49400-380 Utility & Services (GENERAL) | \$20.57 | | 19090 Bass Lk Rd:150-1687-7510 |
| E 100-43100-380 Utility & Services (GENERAL) | \$34.94 | | 9525 Cain Rd: 150-1689-5230 |
| E 602-49450-380 Utility & Services (GENERAL) | \$229.99 | | Brockton Ln: 150-1689-6871 |
| E 602-49450-380 Utility & Services (GENERAL) | \$42.18 | | 20120 CTY 10 LIF:150-1691-6661 |
| E 100-41941-380 Utility & Services (GENERAL) | \$49.08 | | 8200 CR116/SIGN: 150-1693-6612 |
| E 100-45200-380 Utility & Services (GENERAL) | \$20.79 | | BASEBALL FIELD: 150-1693-6855 |
| G 500-20390 Ravinia Street Lights | \$20.46 | | WILDFLOWER: 150-1694-4774 |
| E 100-43100-381 Street/Signal Lights | \$9.91 | | Cty 10/Maple Hi: 120-1246-7300 |
| E 100-43100-381 Street/Signal Lights | \$18.10 | | CTY 10/Treptaus: 120-1246-7400 |
| E 100-43100-381 Street/Signal Lights | \$18.10 | | CTY 10/St Thomas:120-1246-7500 |
| E 100-43100-381 Street/Signal Lights | \$19.73 | | Cty 10/Stanchion:120-1246-7600 |
| E 100-43100-381 Street/Signal Lights | \$19.73 | | Co Rd 10 & 50: 120-1246-7700 |
| E 100-45200-380 Utility & Services (GENERAL) | \$10.30 | | 8200 Cty Rd 116: 120-1246-7800 |
| E 100-45200-380 Utility & Services (GENERAL) | \$9.91 | | 75th Ave/Hwy 116:120-1246-7900 |
| E 100-41941-380 Utility & Services (GENERAL) | \$0.00 | | 8200 Cty Rd 116: 150-1684-2033 |
| E 100-43100-380 Utility & Services (GENERAL) | \$27.95 | | 9100 Cty Rd 19: 150-1688-8463 |
| E 100-42100-380 Utility & Services (GENERAL) | \$0.00 | | 6510 Cty Rd 116: 150-1680-4662 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | 6629 CTY 101: 150-1691-8062 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | 102ND PL/103RD 150-1694-7926 |
| G 500-20200 Accounts Payable | \$14.91 | | STIEG ROAD 150-1694-8543 |
| G 500-20200 Accounts Payable | \$14.91 | | STIEG ROAD 150-1694-8544 |
| G 500-20200 Accounts Payable | \$14.91 | | LARKSPUR LN 150-1694-9986 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | IRONWOOD LN 150-1695-5954 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | IRONWOOD LN/10ND 150-1695-5955 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | JACKPINE/IRONWD 150-1695-5957 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | 102ND AVE 150-1695-5961 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | 102ND/JACKPINE: 150-1695-5963 |
| G 500-20436 Pulte Encore - PUD Skch 17-029 | \$14.91 | | 102ND/JACKPINE: 1501695-5964 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | 102ND/JACKPINE: 1501695-5964 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | COACH HOUSE 150-1695-6350 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | COACH HOUSE/ANNABELLE 150-1695-6351 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | ANNABELLE LN 150-1695-14.91 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | ANNABELLE CT 150-1695-7684 |
| G 500-20390 Ravinia Street Lights | \$14.91 | | COACH HOUSE 1 150-1695-7681 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | BLACK OAK CT 150-1695-6367 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | BLACK OAK LN 150-1695-6371 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | BLACK OAK LN 150-1695-7149 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | PRAIRIE SAGE LN 150-1695-8126 |
| G 500-20390 Ravinia Street Lights | \$0.00 | | GLEASON PARKWAY 150-1695-8428 |

CITY OF CORCORAN
***Check Detail Register©**

December 2021

| | Check Amt | Invoice | Comment |
|-----------------|------------|---------|-------------------------------------|
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | BRIDLE PATH 150-1695-8431 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 105-1695-8432 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 150-1695-8435 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 150-1695-8436 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 150-1695-8438 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 150-1695-8438 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | GLEASON PKWY 150-1695-9395 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | GLEASON PKWY 150-1695-9396 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | GLEASON PKWY 150-1695-9398 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$14.91 | | IRONWOOD LN 150-1696-6794 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$14.91 | | IRONWOOD LN 150-1696-6797 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$14.91 | | 19403 103RD AVE 150-1696-6799 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$14.91 | | 19367 103RD AVE 150-1696-6800 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$0.00 | | 102ND/103RD 150-1694-7926 |
| G 500-20200 | | | Accounts Payable |
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| G 500-20200 | | | Accounts Payable |
| | \$0.00 | | STIEG ROAD 150-1694-8544 |
| G 500-20200 | | | Accounts Payable |
| | \$0.00 | | LARKSPUR/63RD 150-1694-9986 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$0.00 | | IRONWOOD LN 150-1695-5954 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$0.00 | | IRONWOOD/10ND 150-1695-5955 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$0.00 | | JACKPINE/IRONWD 150-1695-5957 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
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| | \$0.00 | | 102ND/JACKPINE: 150-1695-5963 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
| | \$0.00 | | 102ND/JACKPINE: 1501695-5964 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | 102ND/JACKPINE: 1501695-5964 |
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| | \$14.91 | | COACH HOUSE 150-1695-7679 |
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| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | BLACK OAK CT 150-1695-6367 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | BLACK OAK LN 150-1695-6371 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | BLACK OAK LN 150-1695-7149 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$0.00 | | PRAIRIE SAGE LN 150-1695-8126 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | GLEASON PARKWAY 150-1695-8428 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | BRIDLE PATH 150-1695-8431 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | PRAIRIE SAGE LN 105-1695-8432 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | PRAIRIE SAGE LN 150-1695-8435 |
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| | \$14.91 | | PRAIRIE SAGE LN 150-1695-8436 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | PRAIRIE SAGE LN 150-1695-8438 |
| G 500-20390 | | | Ravinia Street Lights |
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| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | GLEASON PKWY 150-1695-9396 |
| G 500-20390 | | | Ravinia Street Lights |
| | \$14.91 | | GLEASON PKWY 150-1695-9398 |
| G 500-20436 | | | Pulte Encore - PUD Skch 17-029 |
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| | \$0.00 | | IRONWOOD LN 150-1696-6797 |
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| | \$10.44 | | 19445 102ND PL 150-1697-0652 |
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| | \$0.00 | | 19367 103RD AVE 150-1696-6800 |
| E 100-42100-380 | | | Utility & Services (GENERAL) |
| | \$1,078.93 | | 6500 CTY RD 116 SIREN 150-1694-4774 |

CITY OF CORCORAN

*Check Detail Register©

December 2021

| | | | Check Amt | Invoice | Comment |
|---|------------------------------|------------------------|------------|-----------|-----------------------------------|
| Total WRIGHT HENNEPIN COOP ELECT | | | \$4,993.38 | | |
| Paid Chk# 031604 | 12/22/2021 | XCEL ENERGY | | | |
| E 100-43100-381 | Street/Signal Lights | | \$25.53 | 758042437 | STREET LIGHTING |
| E 100-43100-381 | Street/Signal Lights | | \$143.59 | 758567548 | STREET LIGHTING |
| E 100-43100-380 | Utility & Services (GENERAL) | | \$29.31 | 758699905 | PW ELECTRIC |
| Total XCEL ENERGY | | | \$198.43 | | |
| Paid Chk# 031605 | 12/22/2021 | Z SYSTEMS, INC | | | |
| E 100-41900-300 | Professional Srvs (GENERAL) | | \$468.75 | 82373 | ONSITE DATAVIDEO SUPPORT SERVICES |
| Total Z SYSTEMS, INC | | | \$468.75 | | |
| Paid Chk# 031606 | 12/22/2021 | BECHTOLD, CLYDE | | | |
| E 100-43100-417 | Uniforms | | \$230.00 | 121621 | 2021 BOOT REIMBURSEMENT |
| Total BECHTOLD, CLYDE | | | \$230.00 | | |

10100 Farmers State Bank \$316,698.25

Fund Summary

| | |
|------------------------------------|--------------|
| 10100 Farmers State Bank | |
| 100 GENERAL FUND | \$197,620.42 |
| 201 RESERVES DONATION FUND | \$79.44 |
| 202 POLICE DONATION FUND | \$1,181.40 |
| 415 PARK CAPITAL FUND | \$360.00 |
| 416 CAPITAL-EQUIPMENT CERTS | \$590.00 |
| 427 GLEASON/66TH PARKWAY EXTENSION | \$15,105.60 |
| 428 APPALOOSA WOODS STREET IMPROV | \$1,837.00 |
| 500 ESCROW HOLDING FUND | \$80,475.78 |
| 601 WATER | \$6,879.20 |
| 602 SEWER | \$12,568.99 |
| | \$316,698.25 |

City of Corcoran
County of Hennepin
State of Minnesota

RESOLUTION NO. 2021-142

Motion By:
Seconded By:

**A RESOLUTION DESIGNATING POLLING PLACE LOCATIONS
FOR 2022 ELECTIONS**

WHEREAS, Minnesota Statute Section 2048.16, subd. 1 requires the governing body of each municipality to designate by resolution a polling place by December 31 each year and no less than 90 days before an election; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Corcoran, that the following polling places are located in Corcoran and designated for each election precinct in 2022:

- Precinct 1: St. Thomas the Apostle Church - 20000 County Road 10, Corcoran, MN 55340
- Precinct 2: Hope Community Church - 19951 Oswald Farm Road, Corcoran, MN 55374
- Precinct 3: Corcoran City Hall - 8200 County Road 116, Corcoran, MN 55340

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 22nd day of December, 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 7e.

| | |
|---|--------------------------------------|
| City Council Meeting: December 22, 2021 | Prepared By: Natalie Davis |
| Topic: Zewde Wetland Waiver (PID 28-119-23-21-0001) (City File No. 21-049) | Action Required: Approval |

Review Deadline: January 2, 2022

1. Application Request

The applicant, Anteneh Zewde, requests a wetland waiver for the property located at 22105 County Road 50. This request is in anticipation of a minor subdivision application that includes 7320 Rolling Hills Road. The minor subdivision request is not currently scheduled for City review, but an application is anticipated after a decision is made on the wetland waiver. A concept plan submitted by the applicant shows the intent to subdivide 7320 Rolling Hills Road, which requires a development. While 7320 Rolling Hills Road is a buildable lot of record, it does not have the necessary development right to subdivide the property as desired. The adjacent property owner at 22105 County Road 50 has 13 development rights. The minor subdivision request would assign an additional development right to 7320 Rolling Hills Rd to allow a lot division, and 22105 County Road 50 will have 12 remaining development rights. No changes are proposed on 22105 County Road 50. The wetland waiver (or a wetland delineation) must be approved before the minor subdivision can be approved.

2. Context

Zoning and Land Use

The parcel is zoned Rural Residential (RR), and the Comprehensive Plan designates the site as Rural/Ag Residential. The property is not located within the Metropolitan Urban Service Area (MUSA). All surrounding properties are located within the RR district, designated as Rural/Ag Residential, and outside of the MUSA as well.

Natural Characteristics of the Site

Several maps indicate known wetlands throughout the property at 22105 County Road 50. The Comprehensive Plan Natural Resource Inventory map identifies areas of wet prairie and emergent wetlands. Additionally, the South Fork of Rush Creek runs through the southeast corner of the parcel. The Comprehensive Plan Water Resources map indicates the presence of a public water basin on the eastern portion of the site with a public ditch/altered natural watercourse identified where the South Fork of Rush Creek runs through the property. These wet areas on the property are considered 100-year flood plain according to the Comprehensive Plan FEMA Floodplains map. The Comprehensive Plan Wetland Locations and Classifications identify these wet areas as

primarily shallow marsh with some areas classified as seasonally flooded basin or flat. The Comprehensive Plan Ecologically Significant Natural Areas map shows cattail marsh along the eastern and southern portions of the site.

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.

Wetland Delineation Waiver

The City Council has a high level of discretion when reviewing a wetland waiver request. Historically, the City allows wetland waivers for sites where no development or improvements are planned and defer the delineation to a later date.

The applicants submitted a concept plan that divides two parcels into three parcels. 7320 Rolling Hills Road will be subdivided into a second lot. The concept plan shows no changes to the lot lines at 22105 County Road 50. A wetland delineation was completed on 7320 Rolling Hills Road back when Rush Creek Run was platted in 2018 so a new wetland delineation is not required for this portion of the anticipated minor subdivision. The applicants seek a wetland waiver for 22105 County Road 50 which is not currently planned for any new development or improvements, and the property owner intends to continue farming the parcel for the foreseeable future. A wetland delineation will be required when a subdivision is proposed on 22105 County Road 50.

Staff recommends approval of the wetland waiver on 22105 County Road 50 because no new development or improvements are proposed at this time.

Next Steps

If the waiver request is approved, the applicant will proceed with an application for a minor subdivision.

If the waiver request is not approved, a formal wetland delineation review will need to be completed prior to an application for a minor subdivision. This would likely stall the application until spring of 2022 when site visits for wetland delineations resume.

4. Recommendation

Move to adopt Resolution 2021-140 to approve the wetland delineation waiver for 22105 County Road 50.

Attachments:

1. Resolution 2021-140 approving the Wetland Delineation Waiver
2. Site Location Map
3. City Engineer's Memo dated December 15, 2021

4. Concept Plan last revised October 28, 2021
5. Comprehensive Plan Natural Resources Inventory Map
6. Comprehensive Plan Water Resources Map
7. Comprehensive Plan FEMA Floodplains Map
8. Comprehensive Plan Wetland Locations and Classifications Map
9. Comprehensive Plan Ecologically Significant Natural Areas Map

RESOLUTION NO. 2021-140

Motion By:
Seconded By:

A RESOLUTION APPROVING A WETLAND DELINEATION WAIVER FOR 22105 COUNTY ROAD NO. 50 (PID 28-119-23-21-0001) (CITY FILE NO. 21-046)

WHEREAS, Anteneh Zewde (“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 property legally described as follows:

PART OF THE NW ¼ of SEC. 28, AND THE SW ¼ OF SEC. 21, T.119, R. 23, 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 property which will continue to be farmed for the foreseeable future.
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. A wetland delineation shall be required in the event of a future subdivision on the above listed property.
4. Granting the wetland delineation waiver neither grants nor implies approval of any plat or minor subdivision request.

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 22nd day of December 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal



Hennepin County Property Map

Date: 12/17/2021



PARCEL ID: 2811923210001

OWNER NAME: Gene H Kissner Etal

PARCEL ADDRESS: 22105 Co Rd No 50, Corcoran MN 55340

PARCEL AREA: 118.6 acres, 5,166,098 sq ft

A-T-B: Abstract

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2020, PAYABLE 2021

PROPERTY TYPE: Farm
HOMESTEAD: Homestead
MARKET VALUE: \$674,200
TAX TOTAL: \$5,563.32

ASSESSED 2021, PAYABLE 2022

PROPERTY TYPE: Farm
HOMESTEAD: Homestead
MARKET VALUE: \$666,100

Comments:

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

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

Project: 229701081 Date: December 15, 2021

Subject: Zewde Wetland Waiver

Summary

The Zewde parcel is undergoing City process for lot creation.

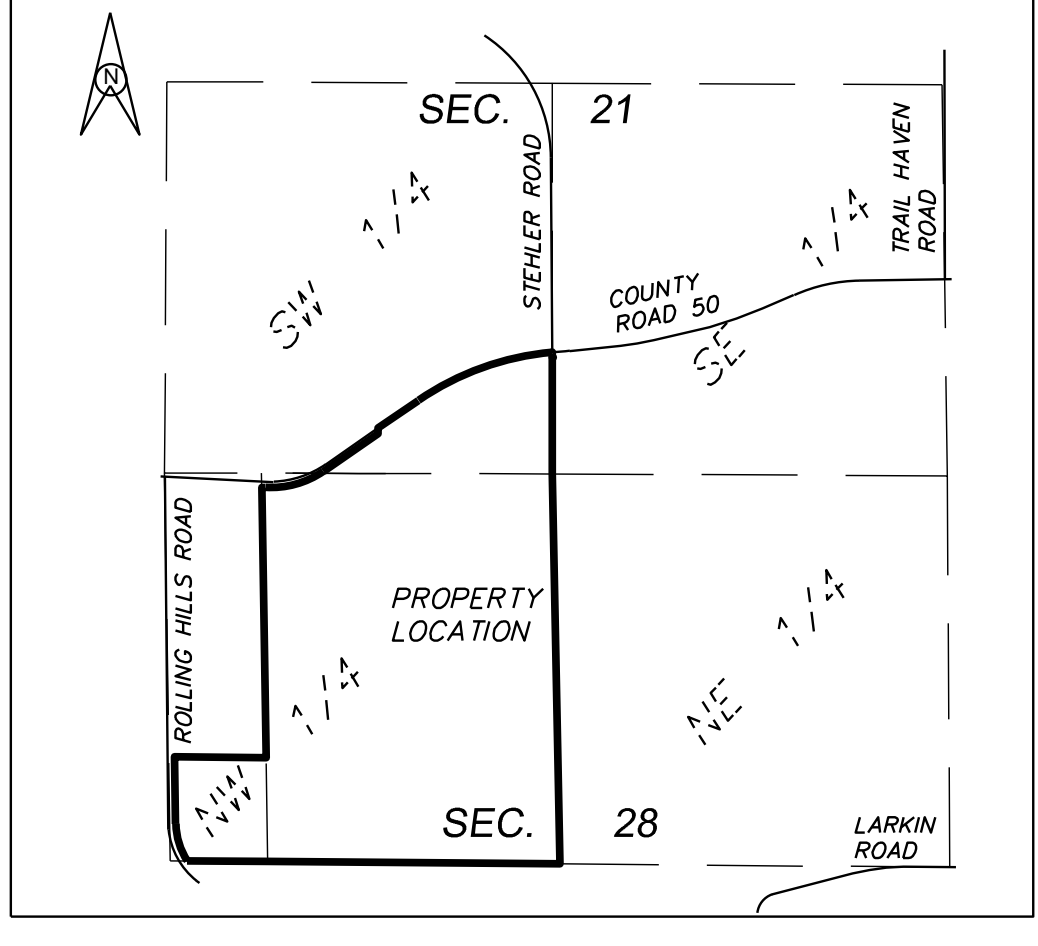
- Topography and wetland information will be limited to the area of development
- Drainage patterns are captured by the site information
- City process requires waiver approval by Council, and Engineering needs no information beyond site boundaries.

End of Memo

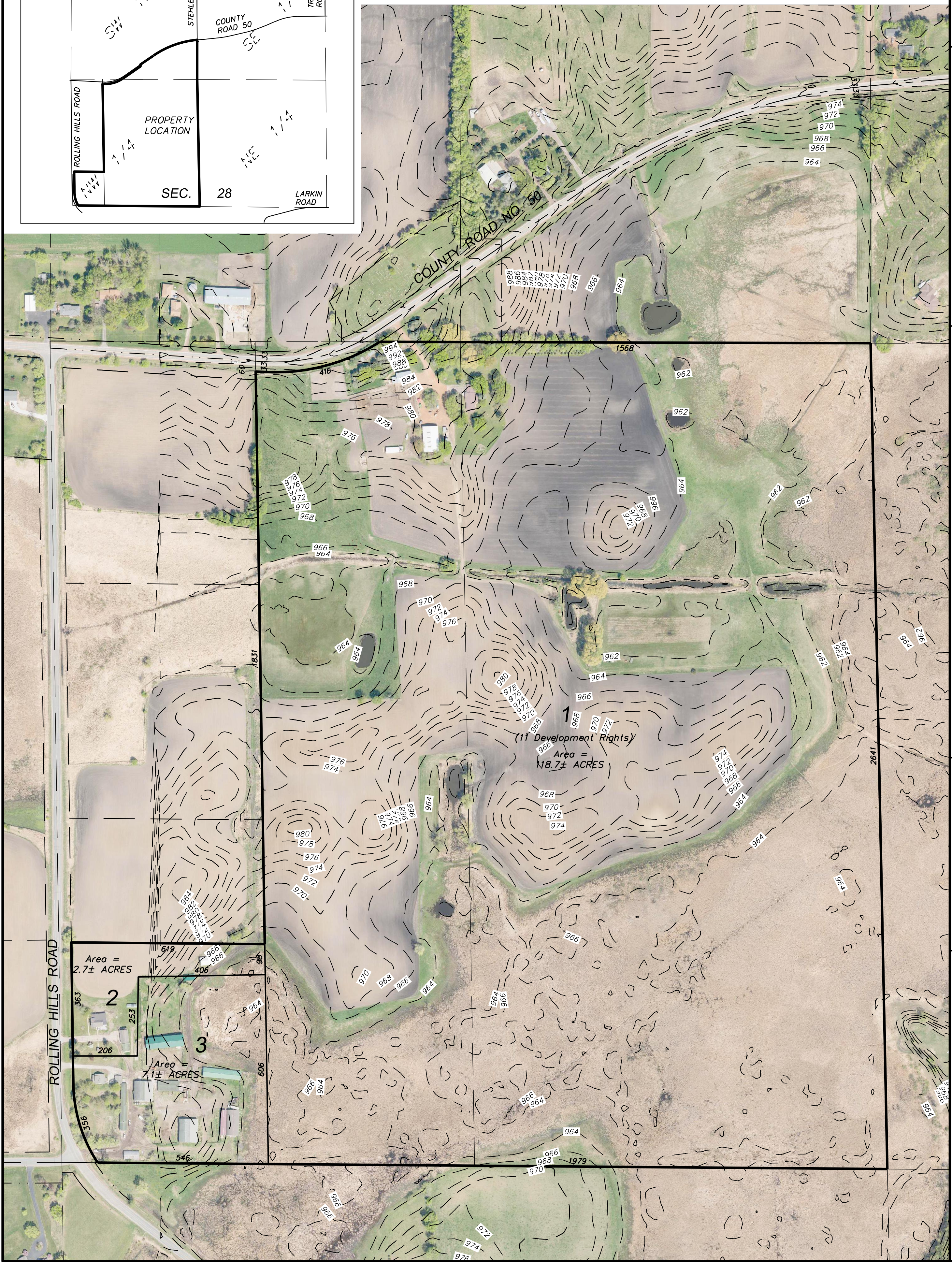
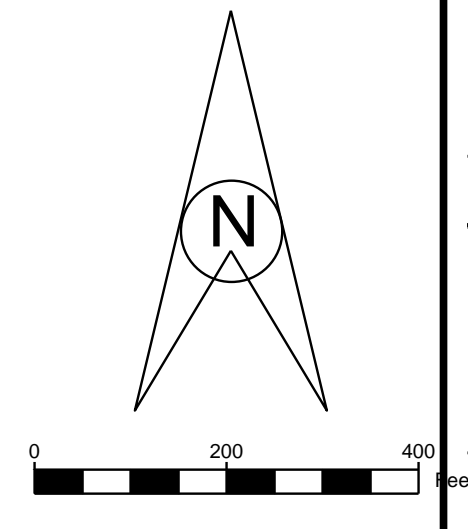
Concept Plan

Vicinity Map

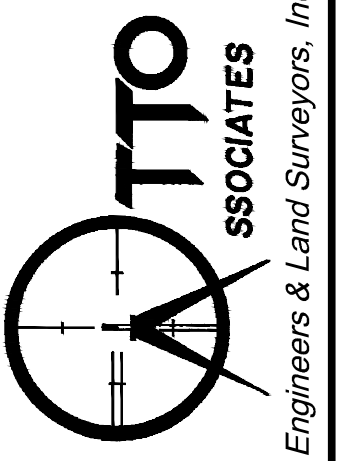
Not to Scale
SEC. 21 & 28, T. 119, R. 23



TOTAL AREA: 128.52 ACRES
PID Nos.: 2811923230002 & 2811923210001
13 Existing Development rights



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



Requested By:
Anteneh Zewde

Date: 10-22-21
Drawn By: J.J.A.
Scale: 1"=200'
Checked By: P.E.O.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Paul E. Otto
Paul E. Otto
License #40062 Date: 10/28/2021

Concept Plan on part of the NW 1/4 of Sec. 28, and the SW 1/4 of Sec. 21, T. 119, R. 23, Hennepin County, Minnesota.
Revised: 10/28/2021 J.J.A.
Layout 10/28/2021 J.J.A.

Project No. 21-0485

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



CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-7 Natural Resource Inventory Areas

- ★ Natural Community
- Rare Species Occurrence
- High Quality Natural Community

Natural Plant Communities

Wetlands

- Wet Prairie
- Emergent
- Shrub
- Floodplain Forest
- Open Water
- Flood Plain (Reed Canary Dominant)

Uplands

- Savanna/Pasture
- Maple/Basswood
- Oak Forest
- Disturbed Woodland
- Old Field

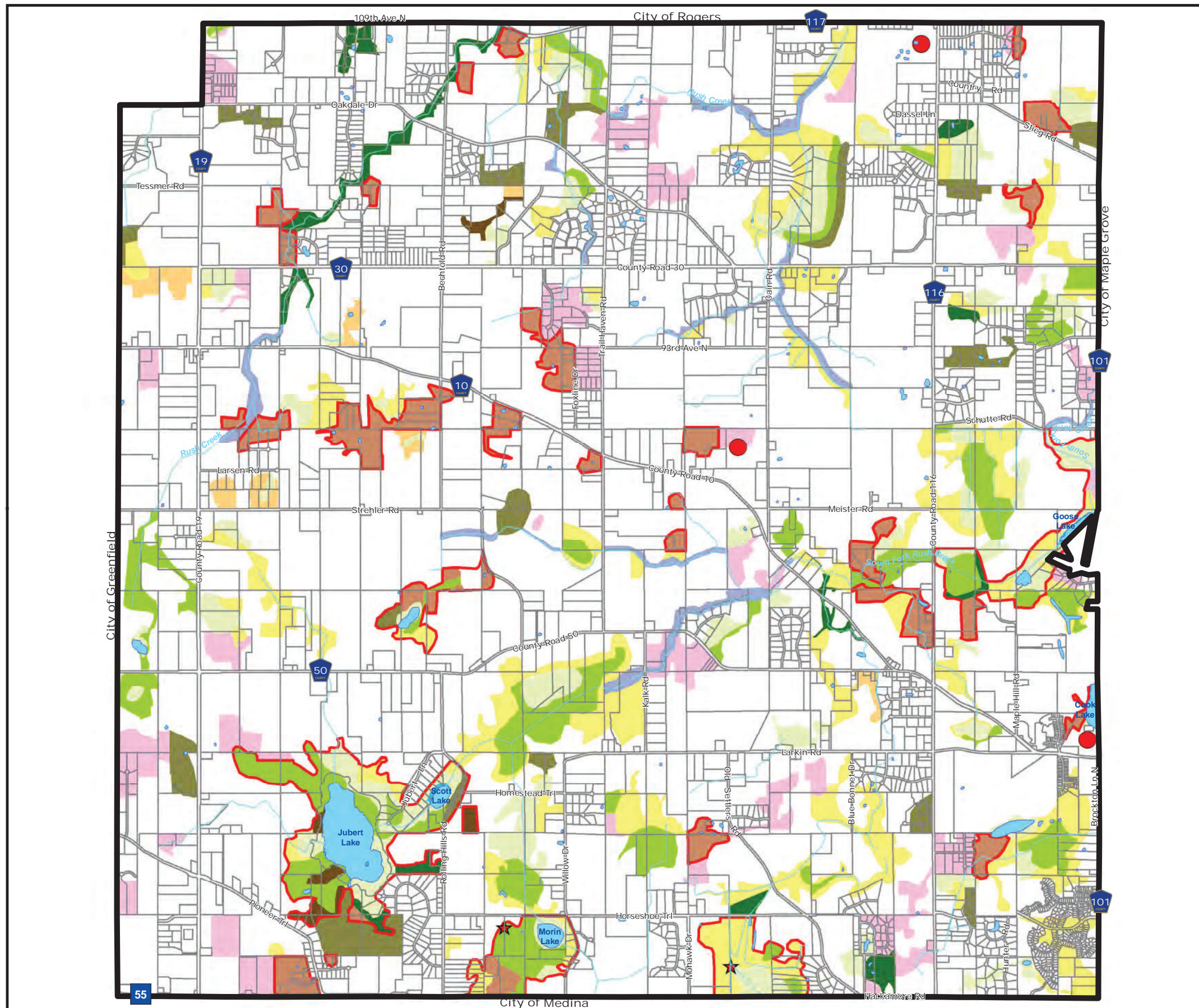
- Municipal Boundary
- Parcel Boundaries
- Streams
- Lake/Open Water

Note: Due to limitations of map scale, distribution and proportion of Natural Community types within each colored area are approximate.

Source:
Natural Plant Communities, Rare Species Occurrence (Natural Resource Inventory and Management Plan, Nov. 2001, Bonestroo Rosene Anderlik & Associates)



Path: L:\2294\100\2040CompPlan\Natural Resource Inventory Areas.mxd
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CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

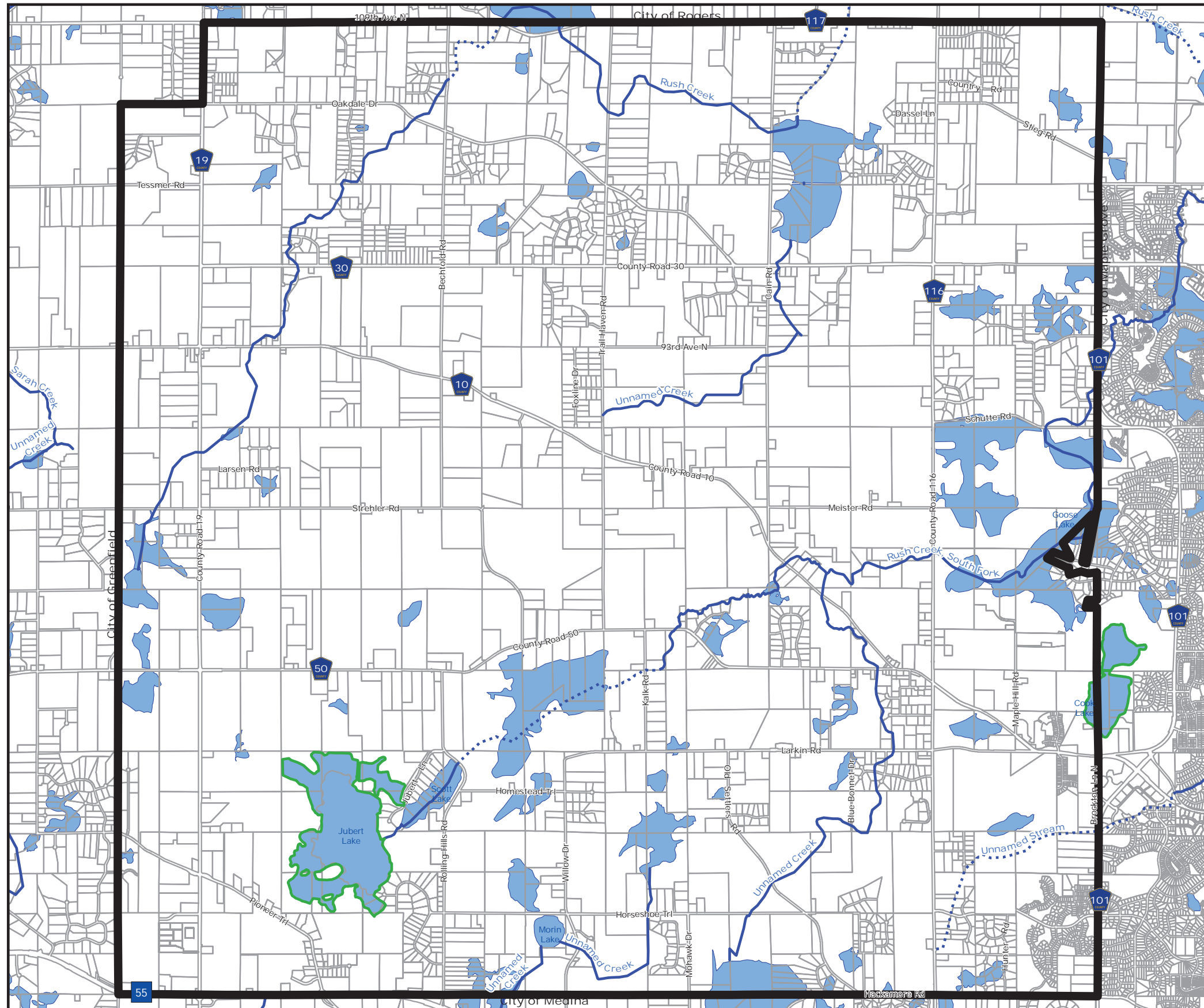
Map 1-9 Water Resources

-  Public Water Watercourse
-  Public Ditch/Altered Natural Watercourse
-  Public Waters Basins
-  Natural Environment DNR Shoreland Classification
-  Municipal Boundary
-  Parcel Boundaries

Source:
Public Waters Inventory (Minnesota Department of Natural Resources)
Revised National Wetland Inventory (Minnesota Department of Natural Resources)



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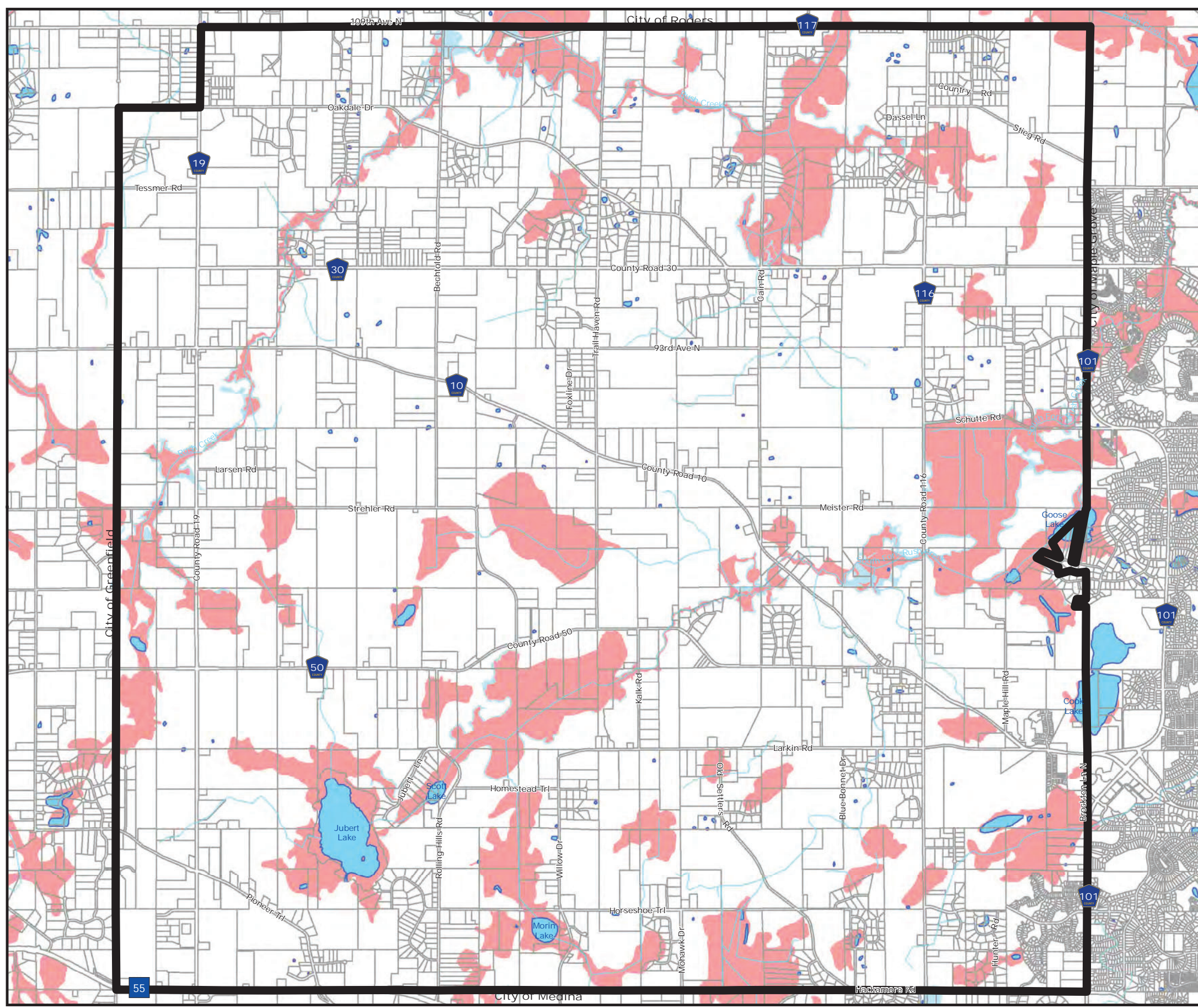


CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-10 FEMA Floodplains

-  100 Year Floodplain
-  500 Year Floodplain
-  Municipal Boundary
-  Parcel Boundaries
-  Streams
-  Lake/Open Water



Source:
FEMA Floodplains (FEMA/Minnesota Department of Natural Resources)



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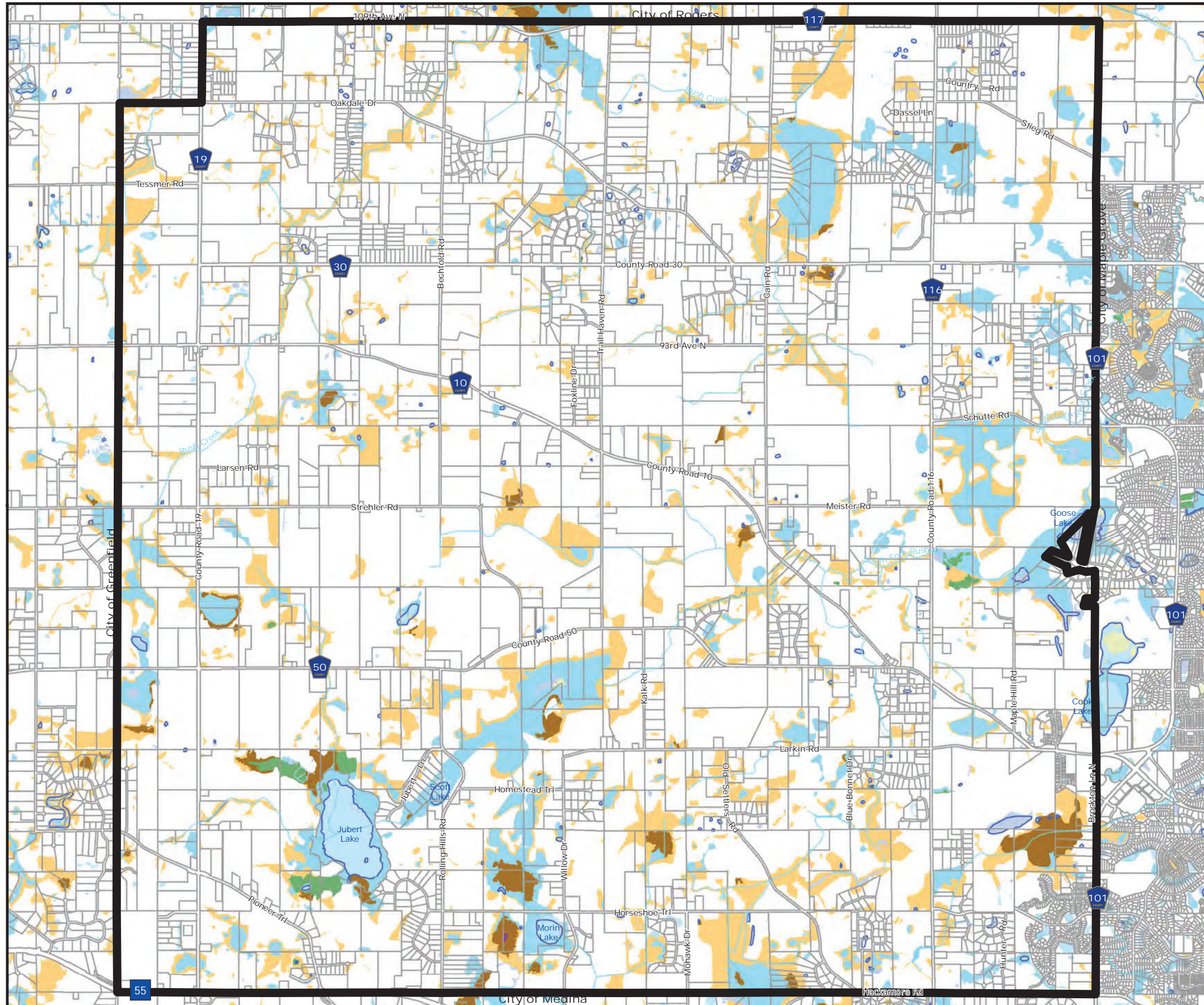
CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-11

Wetland Locations and Classifications

-  1 - Seasonally Flooded Basin or Flat
-  2 - Wet Meadow
-  3 - Shallow Marsh
-  4 - Deep Marsh
-  5 - Shallow Open Water
-  6 - Shrub Swamp
-  7 - Wooded Swamp
-  8 - Bogs
-  Municipal Boundary
-  Streams
-  Parcel Boundaries
-  Lake/Open Water



Source:
Revised National Wetland Inventory (Minnesota Department
of Natural Resources 2009-2014)



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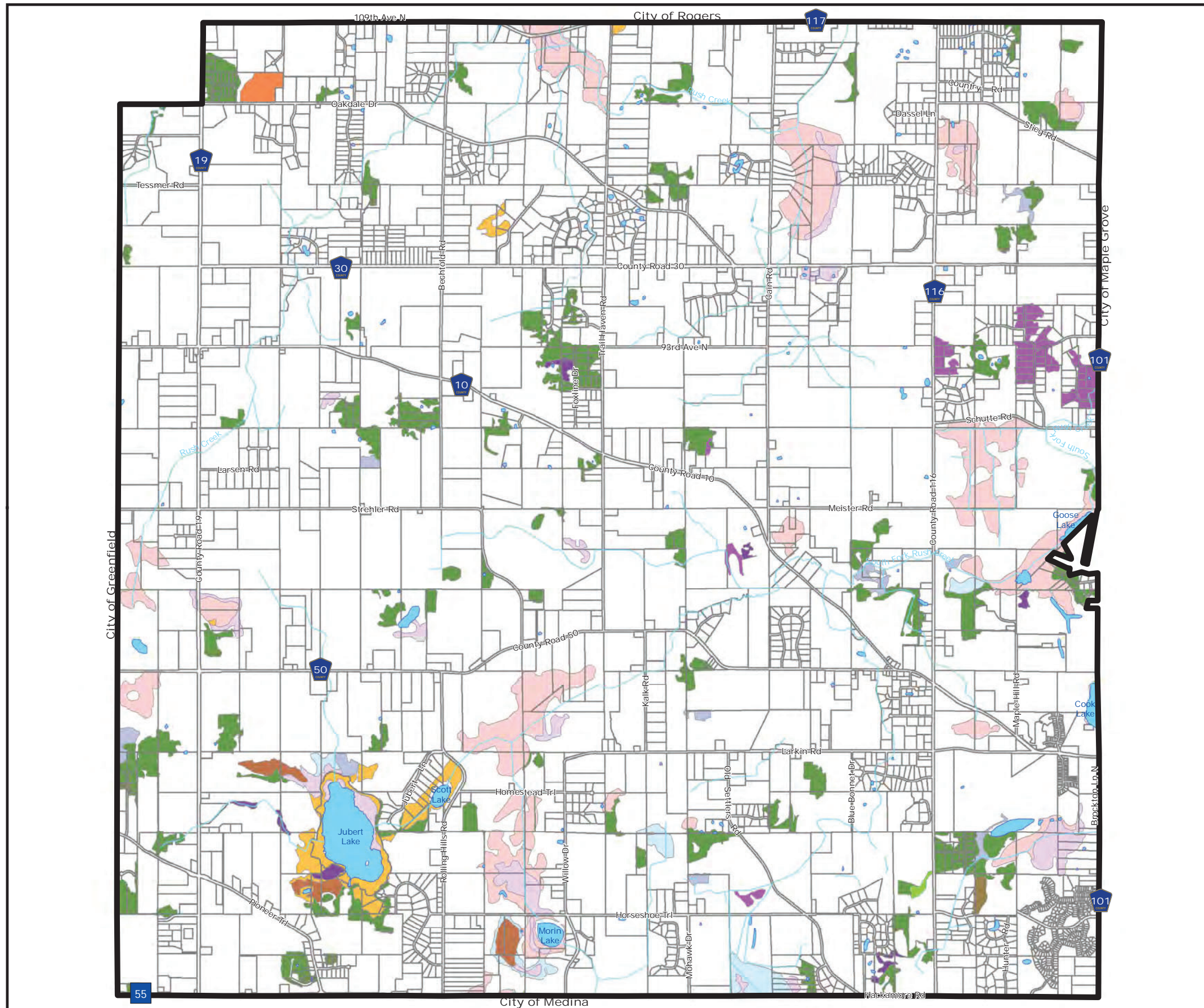


CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-12
Ecologically Significant Natural Areas

- Aspen Forest
- Cattail Marsh
- Lowland hardwood forest
- Maple-basswood forest
- Mesic Prairie
- Mixed emergent marsh
- Mixed hardwood swamp
- Oak Forest
- Oak woodland-brushland
- Tamarack swamp
- Wet meadow
- Willow Swamp
- Municipal Boundary
- Parcel Boundaries
- Streams
- Lake/Open Water



Source:
Ecologically Significant Natural Areas (MN DNR MLCCS-2015, Natural Resource Inventory and Management Plan, Nov. 2001, Bonestroo Rosene Anderlik & Associates)

3,000 1,500 0 3,000

Feet



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STAFF REPORT

Agenda Item 7f.

| | |
|--|--------------------------------------|
| City Council Meeting: December 22, 2021 | Prepared By: Natalie Davis |
| Topic: Magnan Acres Preliminary and Final Plat (PID 09-119-23-44-0017; 16-119-23-11-0002; 16-119-23-11-0001) (City File No. 21-046) | Action Required: Approval |

Review Deadline: February 16, 2022

1. Application Request

The applicants, Brandon and Chelsea Magnan, request approval of the preliminary and final plat for “Magnan Acres,” which creates two buildable lots where there are currently two buildable lots and one unbuildable outlot.

2. Planning Commission Review

The Planning Commission reviewed this item at a public hearing on December 2, 2021. One written comment was received and provided to the Planning Commission and included as an attachment to this report. The Planning Commission voted 4-1 to recommend approval of the preliminary plat after in depth discussion of buildable lots and the Development Rights Program. A requirement for the applicant to submit a wetland waiver request or move forward with a wetland delineation on 9247 and 9257 Trail Haven Rd was identified as a condition of approval in the draft preliminary plat resolution.

3. City Council Review

The City Council unanimously approved the wetland delineation waiver on 9247 and 9257 Trail Haven Rd at the December 9, 2021, City Council meeting. This satisfied the condition of approval for the preliminary plat.

4. Background

The applicants own Outlot A of Outcalt 2nd Addition which was created as an unbuildable outlot. The City of Corcoran only allows for the reassignment of a development right within a plat that includes an adjoining property with available development rights or an adjacent parcel that is a vacant, buildable lot of record. The applicant has worked with the adjacent property owners to the southeast of the outlot who own 9247 Trail Haven Road and 9257 Trail Haven Road, both of which are nonconforming platted lots of record with the right to construct a home. Only one house was built between these two parcels, and the house is located at 9247 Trail Haven Rd. The adjacent parcel to the outlot, 9257 Trail Haven Road, is a vacant, buildable lot of

record. The property owner has no intention of building a home on 9257 Tail Haven Road and agreed to a private agreement with the Magnans to reassign the right to build to the outlot.

The preliminary plat for “Magnan Acres” will consolidate 9247 and 9257 Trail Haven Rd into a single conforming lot, removing the interior lot line currently separating these two parcels. The existing structures will remain, and no improvements are proposed. The property lines of Outlot A will remain the same, but the preliminary plat will result in the legal description of the outlot being updated to a lot of record indicating the right to build. This will allow the Magnans to build a new single-family home on the newly established lot, but no further subdivision can occur in the vicinity.

5. Context

Zoning and Land Use

All three parcels are located in the Rural Residential (RR) zoning district, 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. 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 southern property line of Outlot A and 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 probable and potential wetlands on Outlot A and 9257 Trail Haven Road.

6. 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.

A. Level of City Discretion in Decision-Making

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

B. Consistency with Ordinance Standards

Preliminary Plat

Lot Size

The applicant’s proposal will consolidate three parcels into two lots. The two Trail Haven lots are currently legal, nonconforming lots under 2-acres in area, but both resulting lots of “Magnan Acres” comply with the RR district standards. A comparison of the RR district standards and the proposed lots is reflected in the table below:

| | RR District Standard | Lot 1 (Existing Outlot A) | Lot 2 (Existing Home) |
|-------------------|----------------------|---------------------------|-----------------------|
| Minimum lot area | 2 acres | 10.4 acres | 3.5 acres |
| Minimum lot width | 200 feet | 600.65 feet | 373.18 feet |
| Minimum lot depth | 300 feet | 678 feet | 410 feet |

Setbacks

The minimum setbacks for the RR district are detailed in the table below:

| | Minimum Principal Structure Setback | Minimum Accessory Structure Setback |
|-------|-------------------------------------|-------------------------------------|
| Front | 50 feet | 50 feet |
| Side | 25 feet | 20 feet |
| Rear | 25 feet | 15 feet |

The proposed home and anticipated accessory structure on proposed Lot 1 are shown to exceed all minimum setback requirements in the RR district. The existing home on proposed Lot 2 complies with all setback requirements for principal structures. The garage and southern shed also comply with all setback requirements for accessory structures. There is an existing shed located on the northwest quadrant of proposed Lot 2 that partly complies with the 15’ rear yard setback for accessory structures, but the southwest corner of the shed measures only 11.9’ from the rear property line. However, aerial views of the property on Hennepin County’s Property Interactive Map appear to confirm this structure predates the establishment of the City Code in 2004. Staff believes this to be a legal, nonconforming building and does not propose that the property owner be required to bring the structure into compliance with the current standard.

Streets/Access

Most homes within the Outcalt development access their home via a private drive that provides access to Trail Haven Rd. This private drive is adjacent to the north property line of proposed Lot 1. However, the existing private driveway agreement states that all

existing parties to the agreement must agree to add any additional parties. At least one party declined to expand the agreement to include the applicant.

The preliminary plat shows proposed driveway access for proposed Lot 1 directly on to Trail Haven Rd at the northeast corner of the parcel. An additional driveway in this general area was already anticipated at 9257 Trail Haven Rd, and Public Works did not have a concern with moving this access point to the north now that 9257 Trail Haven Rd will be consolidated with 9247 Trail Haven Rd. The existing access for 9247 Trail Haven Rd is not proposed to change.

Public Works preliminary reviewed the location of the proposed driveway for Lot 1 and generally agrees with the proposed placement. It would not be ideal to move the driveway further to the south as the proposed driveway is located at a high point of a hill, and the proposed location allows for the best sight lines possible. Additionally, the proposed placement of this driveway will better accommodate future road improvements at the intersection of Trail Haven Rd and 93rd Ave N. The applicant will need to determine if a culvert is necessary for the proposed driveway. Further review by Public Works for final approval will be completed with the submittal of a driveway permit.

Well and Septic

Proposed Lot 1 will be served by private well and septic, and proposed Lot 2 has an existing septic system and well. The applicant obtained preliminary approval of the proposed primary and alternate septic locations for Lot 1 from Hennepin County Public Health Department.

Wetlands

A wetland delineation report was submitted with the determination that there are no wetlands on proposed Lot 1. The City, as the wetland LGU, confirmed agreement with these findings, and a No Wetland Determination was approved on November 19, 2021.

The wetland delineation did not include proposed Lot 2. However, no improvements are intended on proposed Lot 2 at this time. Staff included a condition for approval for the preliminary plat requiring the applicant to apply for approval of a wetland delineation waiver or have a wetland delineation completed on 9247 and 9257 Trail Haven Rd prior to submittal of the final plat. A wetland delineation waiver was approved for these two lots at the December 9, 2021 City Council meeting.

Park Dedication

Section 955.020 of the Subdivision Ordinance states, "Park Dedication is only due in cases where additional new parcels are created." The preliminary plat proposes to create two lots where three currently exist. Because no new parcels are created by the preliminary plat, Park Dedication will not be required.

Landscaping

The applicants' plan indicates that no significant trees will be removed. No additional landscaping is required to meet the City's minimum landscaping requirements.

Drainage and Utility Easements

Proposed Lot 1 shows a new drainage and utility easement (D&U) of 10' along Trail Haven Rd, and 5' along the remaining property lines. The final plat for Westwood Gardens Addition shows that there is a 10' D&U along the north property line of 9257 Trail Haven Rd and a 5' D&U along the west property lines of 9247 and 9257 Trail Haven Rd. These existing easements will remain in place for proposed Lot 2. The proposed preliminary plat also indicates a new 5' D&U along the southern property line and a 10' D&U along the east property line for proposed Lot 2.

House Plans

Section 1030.030 of the Zoning Ordinance requires single-family detached homes be placed on a permanent foundation, have a minimum floor area of 1,100 square feet, and a minimum width of 24 feet. The applicants submitted preliminary house plans for a walk-out basement, single-family home (attached to this report). The plans conform to or exceed these minimum requirements.

A walk-out basement appears to make sense with the existing grade of the proposed location of the house pad. The northern corner of the house is located at an elevation of roughly 994 feet, and the plans indicate the southern corner of the house and lowest floor elevation are at roughly 986 feet. The provided front elevation appears to show use of vinyl siding with asphalt shingles, both of which satisfy the residential district standards required in Section 1060.050 of the Zoning Ordinance. The house plans and grading plans will be further reviewed by Public Works for final approval with the submittal of a building permit.

Final Plat

Staff reviewed the final plat application for consistency with the preliminary plat, as well as City policies. The City Engineer's comments from the memo dated November 23, 2021, included review of the final plat. Compliance with this memo is required as a condition of approval in the final plat resolution.

Setbacks

All property line setbacks are indicated on the preliminary plat as required. The City Engineer's memo includes a requirement to revise the preliminary plat to show the setback radius for septic systems from the private well on proposed Lot 1. The applicant submitted a revised preliminary plat addressing this requirement, which is attached to this report.

Wetlands

The condition of approval requiring a wetland delineation waiver on proposed Lot 2 was satisfied on December 9, 2021, when the City Council unanimously approved the applicant's request for a wetland delineation waiver.

Summary

Staff finds that the proposed preliminary plat and final plat are consistent with the City's Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance. There are no outstanding issues other than compliance with the City Engineering memo which will be handled when the applicant submits applications for a building permit and driveway permit.

Recommendation:

Move to approve the following:

- Resolution 2021-137 approving the Preliminary Plat
- Resolution 2021-138 approving the Final Plat

Attachments:

1. Resolution 2021-137 approving the Preliminary Plat
2. Resolution 2021-138 approving the Final Plat
3. Site Location Map
4. City Engineer's Memo dated 11/23/2021
5. Natural Resources Inventory Map dated 2019
6. Ecologically Significant Natural Area Map dated 2019
7. Hennepin County Natural Resources Map
8. Applicant's Narrative dated 10/15/2021
9. Existing Conditions Survey dated 09/14/2021
10. Preliminary Plat last revised 12/16/2021
11. Preliminary House Plans dated 11/11/2021
12. Final Plat
13. Public Comment from Sandra Hidem dated 12/02/2021

RESOLUTION NO. 2021-137

Motion By:
Seconded By:

A RESOLUTION APPROVING A PRELIMINARY PLAT FOR “MAGNAN ACRES” ON THE PROPERTY KNOWN AS OUTLOT A OF OUTCALT 2ND ADDITION, 9257 TRAIL HAVEN ROAD, AND 9247 TRAIL HAVEN ROAD (PID 09-119-23-44-0017; 16-119-23-11-0001; 16-119-23-11-0002) (CITY FILE NO. 21-046)

WHEREAS, Brandon and Chelsea Magnan (“the applicant”) requested approval of a preliminary plat to allow for a two-lot subdivision on property described as follows:

LOTS 1 AND 2, BLOCK 1, WESTWOOD GARDENS ADDITION, AND OUTLOT A, OUTCALT 2ND ADDITION, HENNEPIN COUNTY, MINNESOTA.

WHEREAS, the Planning Commission reviewed the submitted preliminary plat at a duly called Public Hearing, and;

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

1. A preliminary plat is approved, in accordance with the plans dated November 12, 2021, except as amended by this resolution.
2. There are no development rights remaining after the land is platted.
3. The applicant shall comply with comments in the City Engineer’s memo dated November 23, 2021.
4. The approval is subject to approval of a wetland delineation waiver or the review and approval of a wetland delineation.
 - a. The applicant shall provide an application for a wetland waiver or a wetland delineation report for the properties at 9247 Trail Haven Road and 9257 Trail Haven Road.
 - b. Approval of a wetland delineation waiver or wetland delineation must be approved prior to final plat application.
 - c. If wetlands are found, the preliminary plat must be revised prior to final plat application to show the required wetland buffer, wetland buffer setbacks, wetland buffer monuments, and provide drainage and utility easements over approved wetland and wetland buffers in compliance with the requirements in Section 1050.010 of the Zoning Ordinance.
 - d. All permanent wetland buffer monument signs must be erected along the wetland buffer line as required by Section 1050.010, Subd. 7 of the Zoning Ordinance.

RESOLUTION NO. 2021-137

- e. Wetland buffer monument signs shall be purchased from the City and must be installed by the applicant prior to release of escrow.
 - f. The applicant is allowed to let the wetland buffer strip grow naturally rather than require new wetland plantings.
5. Prior to issuance of building permits:
- a. Any required wetland buffer monument signs must be installed as required by Section 1050.010 of the Zoning Ordinance.
 - b. Lot monuments shall be installed as required by the Subdivision Ordinance.
 - c. Record the approving resolutions, mylar, and all related documents at Hennepin County and provide proof of recording to the City.
6. A driveway permit is required to be issued prior to the construction of the driveway.
7. Approval of the preliminary plat shall expire within one year of the date of approval unless the applicant has filed a complete application for approval of a final 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 22nd day of December 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-138

Motion By:
Seconded By:

A RESOLUTION APPROVING A FINAL PLAT FOR “MAGNAN ACRES” ON THE PROPERTY KNOWN AS OUTLOT A OF OUTCALT 2ND ADDITION, 9257 TRAIL HAVEN ROAD, AND 9247 TRAIL HAVEN ROAD (PID 09-119-23-44-0017; 16-119-23-11-0001; 16-119-23-11-0002) (CITY FILE NO. 21-046)

WHEREAS, Brandon and Chelsea Magnan (“the applicant”) requested approval of a final plat to allow for a two-lot subdivision on property described as follows:

LOTS 1 AND 2, BLOCK 1, WESTWOOD GARDENS ADDITION, AND OUTLOT A, OUTCALT 2ND ADDITION, HENNEPIN COUNTY, MINNESOTA.

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

1. A final plat is approved, in accordance with the plans dated November 12, 2021, except as amended by this resolution.
2. There are no development rights remaining after the land is platted.
3. The applicant shall comply with comments in the City Engineer’s memo dated November 23, 2021.
4. Prior to issuance of building permits:
 - a. Septic permits must be obtained from Hennepin County.
 - b. Record the approving resolutions and mylar at Hennepin County and provide proof of recording to the City.
 - c. The applicant must file the final plat at Hennepin County within 2 years of the date of approval or the approval shall expire.
5. A driveway permit is required to be issued prior to the construction of the driveway.

VOTING AYE

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

VOTING NAY

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

RESOLUTION NO. 2021-138

Whereupon, said Resolution is hereby declared adopted on this 22nd day of December 2021.

Tom McKee - Mayor

ATTEST:

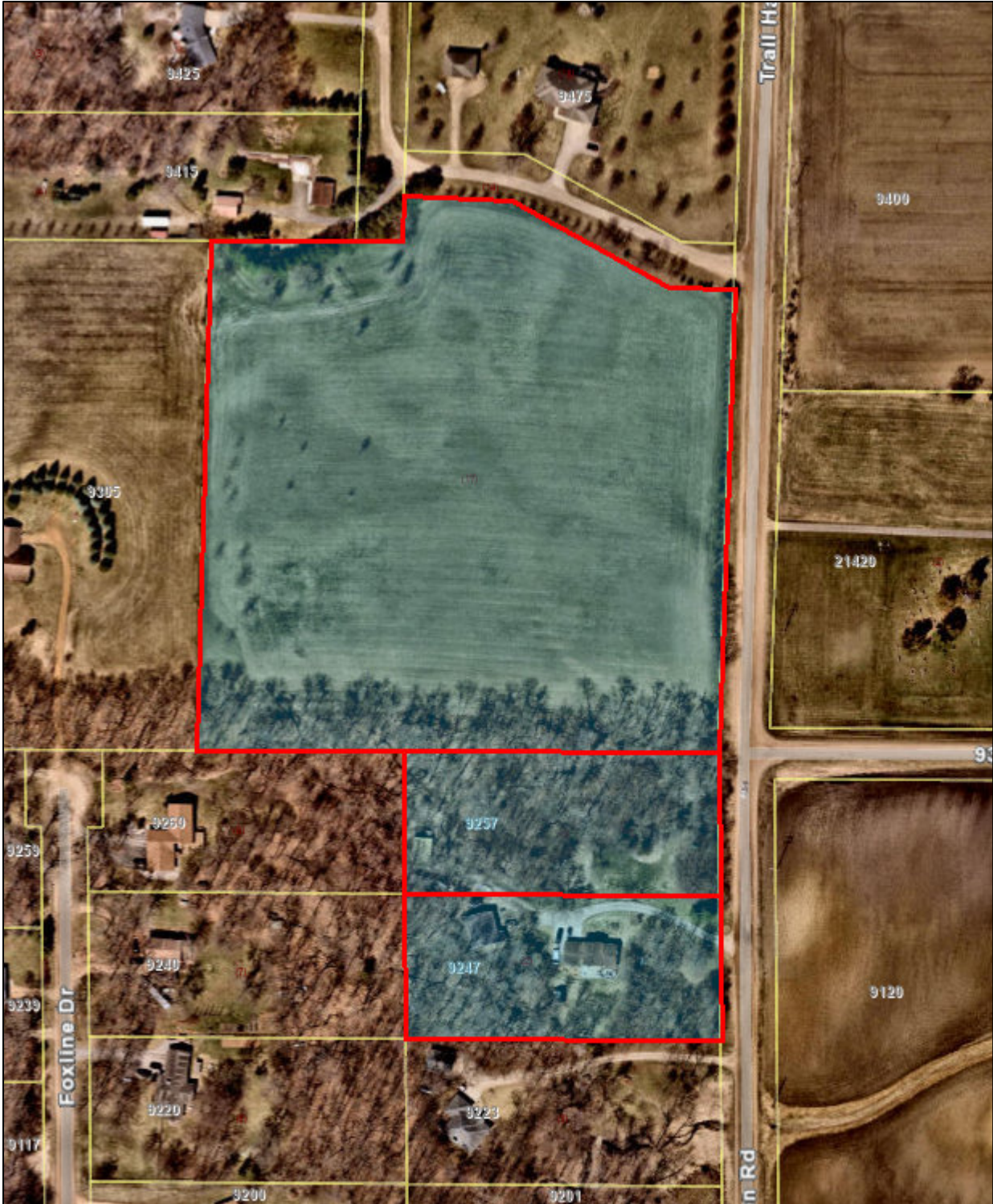
Jessica Beise – Administrative Services Director

City Seal



Hennepin County Locate & Notify Map

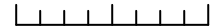
Date: 11/24/2021



Buffer Size:

0 50 100 200 Feet

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

To: Kevin Mattson, PE
Public Works Director

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

Project: Magnan Acres Preliminary and Final Plat

Date: November 23, 2021

Exhibits:

This Memorandum is based on a review of the following documents

- Preliminary Plat of Magnan Acres prepared by Otto Associates Dated 9-14-21
- Final Plat of Magnan Acres prepared by Otto Associates no date
- Existing conditions survey prepared by Oto Associates Dated 9-14-21

Comments:General:

1. Consistent with the review process, a comment response letter shall be provided in response to the following comments provided in this Memorandum in which the applicant provides a written response to each item.
2. In addition to engineering related comments per these plans, the project is subject to additional planning, zoning, land-use, and other applicable codes of the City of Corcoran.
3. Wetland delineation were completed and no wetlands were identified within the plat.
4. Improvements shall meet all Elm Creek Watershed Commission rules as applicable.
5. The proposed build site will be served by an individual septic and well.

Driveways

1. The applicant provided a signed driveway refusal from the adjacent property owner not allowing them access to the shared driveway to the north.
2. The applicant is proposing the new driveway to be located along the north end of lot 1 block 1. This location along Trail Haven Road is at the roadway high point. This is the preferred location for the driveway access as it provides the best sight lines for entry and exit of vehicles from the roadway.
3. The existing home in lot 2 block 1 will use the existing drive.

Grading and Drainage

1. The applicant shall provide individual lot grading plan and house elevations to ensure home grading and elevations meet all applicable separation requirements per the City of Corcoran stormwater requirements.

November 23, 2021

Magnan Acres

Kevin Mattson

Page 2 of 2

2. The applicant shall determine if a culvert is necessary for the proposed drive and if so, it shall be sized to convey the flow from the existing ditch, if any, or meet minimum sizing requirements per the standard details.
3. Show radius for drinking water well setbacks.
4. Install new mailbox in accordance with U.S. Post Office guidance in terms of placement and height. It is recommended to install a swing-away style to assist with winter maintenance needs.
5. Septic locations shall be permitted through Hennepin County.

End of Comments



CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-12
Ecologically Significant Natural Areas

- Aspen Forest
- Cattail Marsh
- Lowland hardwood forest
- Maple-basswood forest
- Mesic Prairie
- Mixed emergent marsh
- Mixed hardwood swamp
- Oak Forest
- Oak woodland-brushland
- Tamarack swamp
- Wet meadow
- Willow Swamp
- Municipal Boundary
- Parcel Boundaries
- Streams
- Lake/Open Water

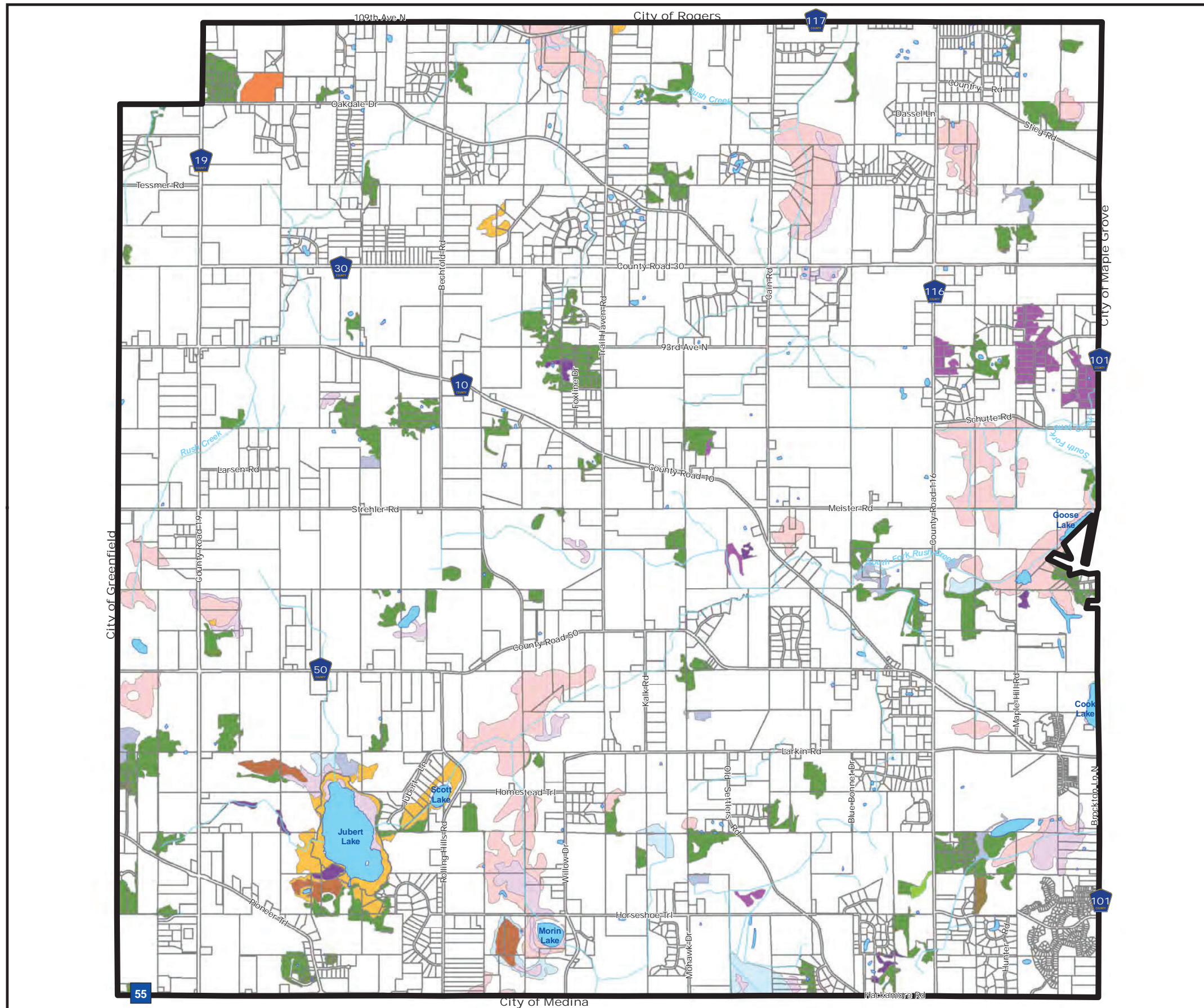
Source:
Ecologically Significant Natural Areas (MN DNR MLCCS-2015, Natural Resource Inventory and Management Plan, Nov. 2001, Bonestroo Rosene Anderlik & Associates)

3,000 1,500 0 3,000

Feet



Path: L:\2294\100\2040CompPlan\Ecologically Significant Natural Areas.mxd
Date: 1/7/2019 Time: 3:17:35 PM User: ShuJC0243





CITY OF CORCORAN

2040 COMPREHENSIVE PLAN

Map 1-7 Natural Resource Inventory Areas

- ★ Natural Community
- Rare Species Occurrence
- High Quality Natural Community

Natural Plant Communities

Wetlands

- Wet Prairie
- Emergent
- Shrub
- Floodplain Forest
- Open Water
- Flood Plain (Reed Canary Dominant)

Uplands

- Savanna/Pasture
- Maple/Basswood
- Oak Forest
- Disturbed Woodland
- Old Field

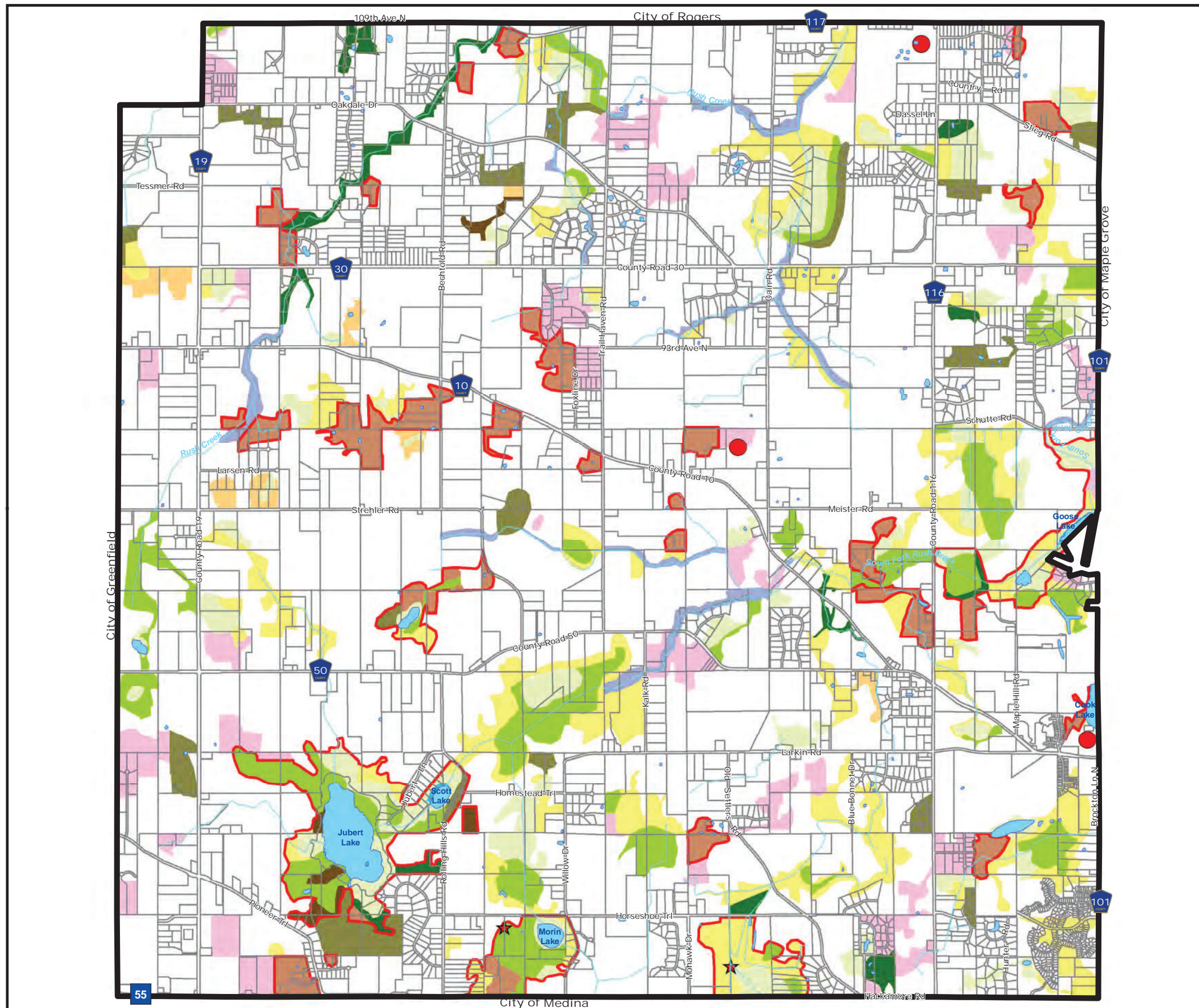
- Municipal Boundary
- Parcel Boundaries
- Streams
- Lake/Open Water

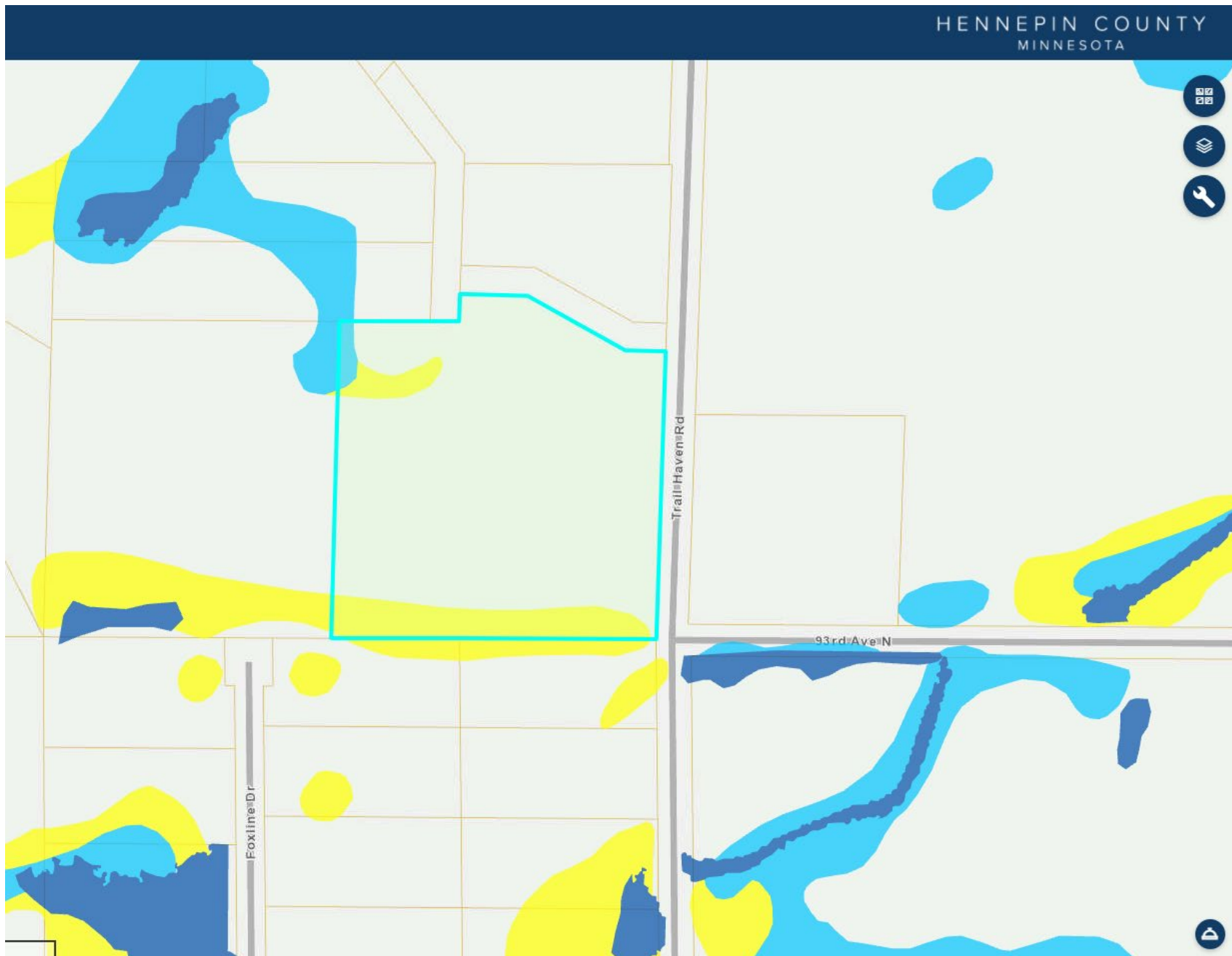
Note: Due to limitations of map scale, distribution and proportion of Natural Community types within each colored area are approximate.

Source:
Natural Plant Communities, Rare Species Occurrence (Natural Resource Inventory and Management Plan, Nov. 2001, Bonestroo Rosene Anderlik & Associates)



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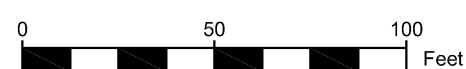
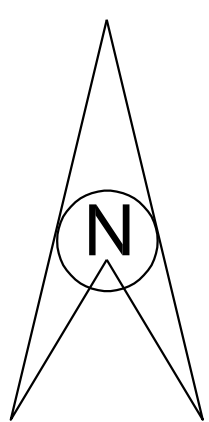


Please attach a brief description of your project/reason for your request.

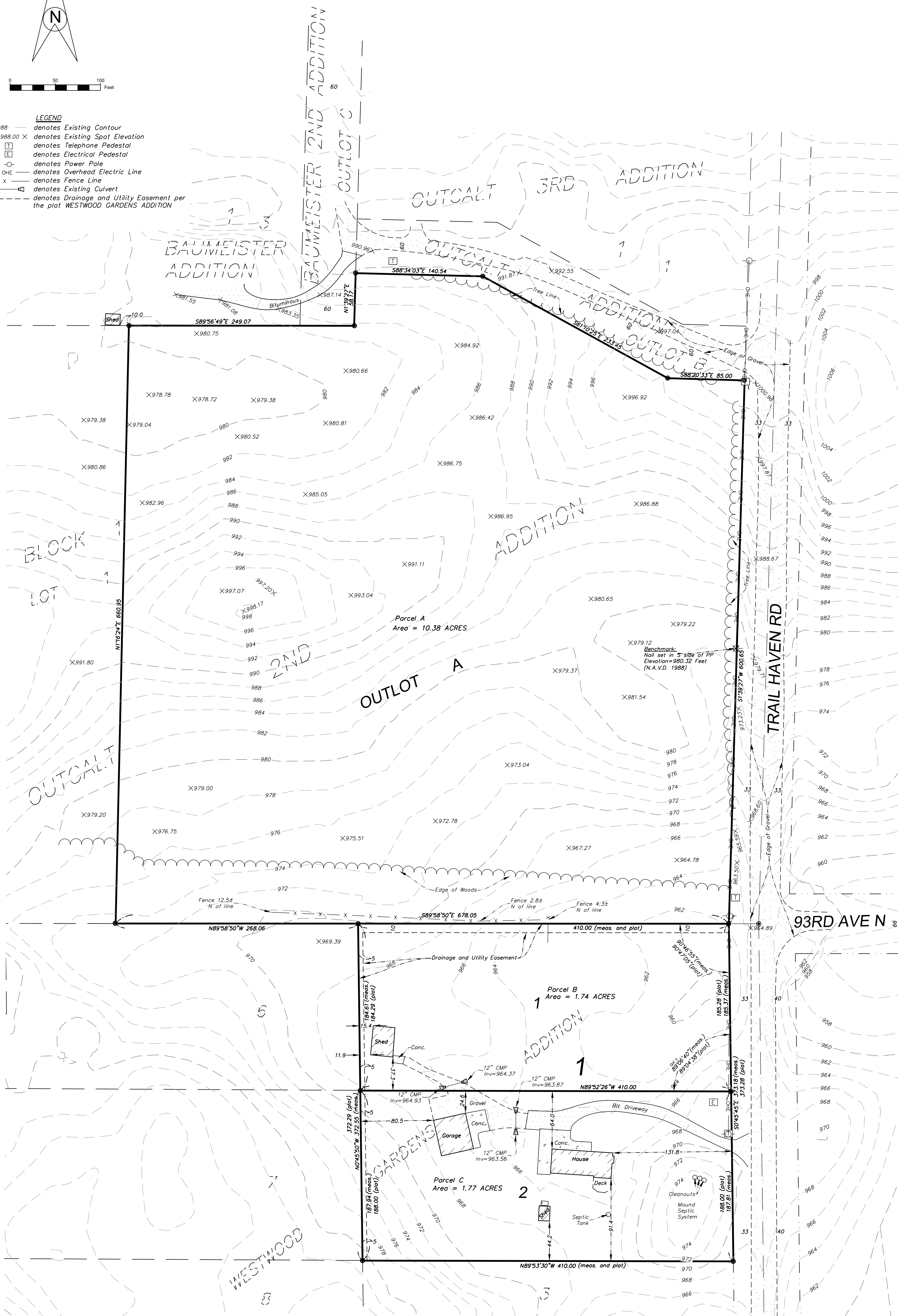
We are submitting a preliminary/final plat application for PID 0911923440017 owned by Brandon and Chelsea Magnan, along with PIDs 1611923110001 and 1611923110002 owned by Chris and Sharyl Aase.

The resulting plat will result in the combination of PIDs 1611923110001 and 1611923110002 into a single lot to remain owned by the Aase family, while transferring the building right from PID 1611923110001 to PID 0911923440017. This process will also convert PID 0911923440017 from an outlot into a buildable lot.

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



FRONT ELEVATION 1/4" = 1'-0"
 © COPYRIGHT BEYOND DESIGN ARCHITECTURE



FRONT ELEVATION 1/4" = 1'-0"
 © COPYRIGHT BEYOND DESIGN ARCHITECTURE

PLAN NUMBER
 21-126

DATE
 11-11-2021

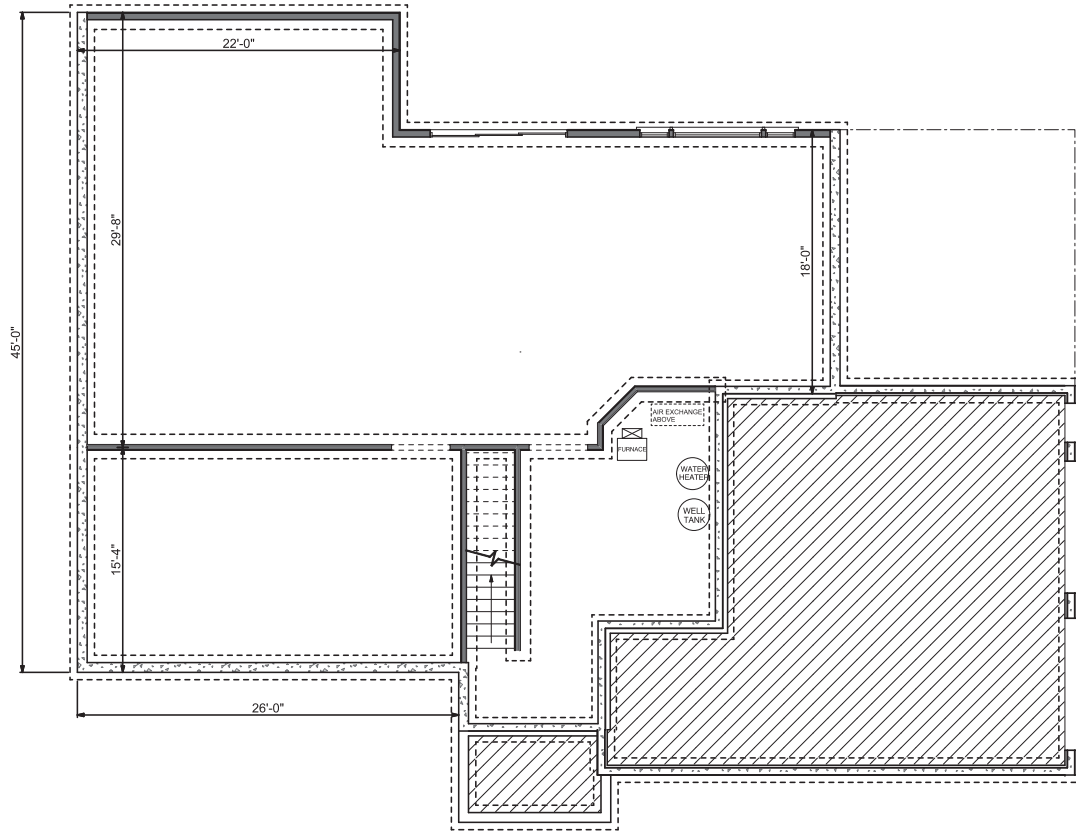
REVISIONS

RESIDENCE FOR
MAGNAN



612-597-4269

SHEET
 OF



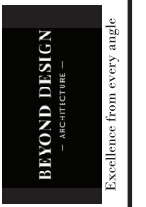
LOWER FLOOR PLAN 1/4" = 1'-0"
 © COPYRIGHT BEYOND DESIGN ARCHITECTURE

PLAN NUMBER
21-126

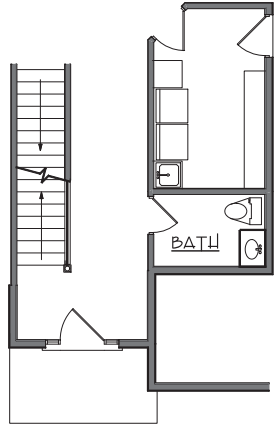
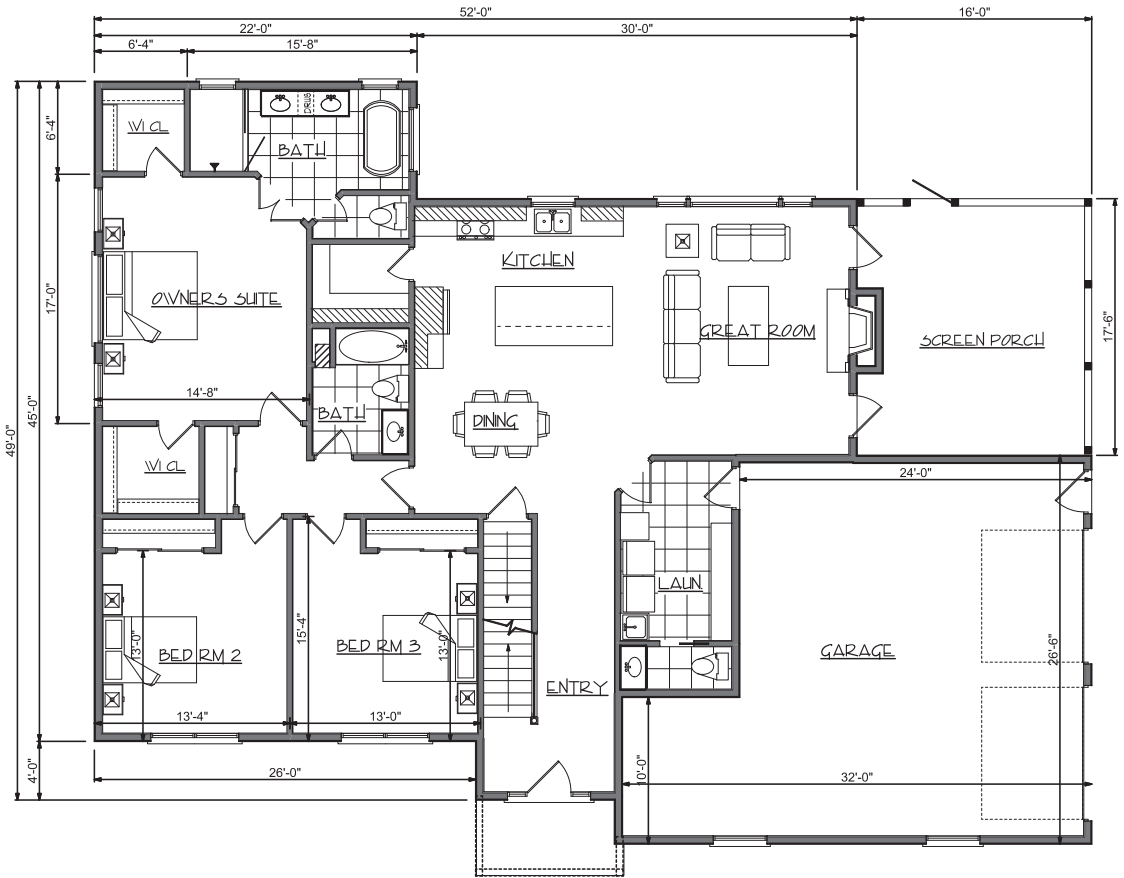
DATE
11-11-2021

REVISIONS

RESIDENCE FOR
MAGNAN



612-597-4269
SHEET
OF



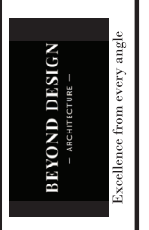
MAIN FLOOR PLAN 1/4" = 1'-0"
 © COPYRIGHT BEYOND DESIGN ARCHITECTURE 1964 SQ FT

PLAN NUMBER
 21-126

DATE
 11-11-2021

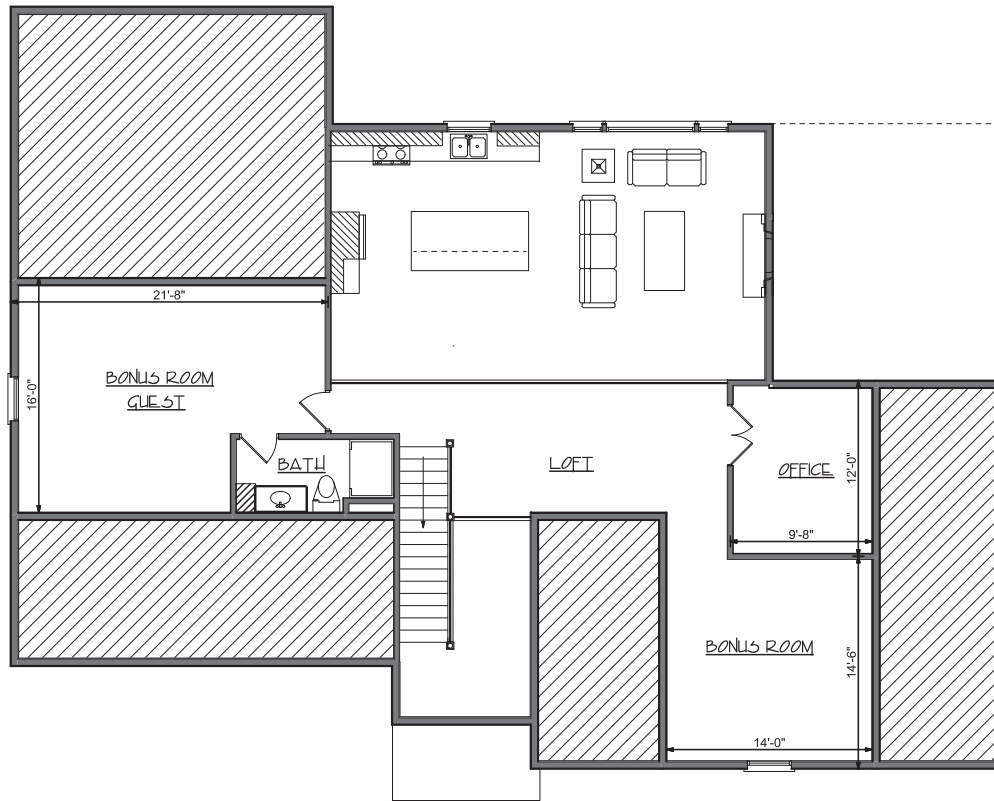
REVISIONS

RESIDENCE FOR
 MAGNAN



612-597-4269

SHEET
 OF



UPPER FLOOR PLAN 1/4" = 1'-0"
 © COPYRIGHT BEYOND DESIGN ARCHITECTURE 970 SQ FT

PLAN NUMBER
 21-126

DATE
 11-11-2021

REVISIONS

RESIDENCE FOR
 MAGNAN



612-597-4269
 SHEET
 OF

MAGNAN ACRES

C.R. DOC. NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That Brandon Magnan and Chelsea Magnan, husband and wife, fee owners of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Outlot A, OUTCALT 2ND ADDITION

And that _____, fee owners of the following described property situated in the County of Hennepin, State of Minnesota, to wit:

Lots 1 and 2, Block 1, WESTWOOD GARDENS ADDITION

Have caused the same to be surveyed and platted as MAGNAN ACRES and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Brandon Magnan and Chelsea Magnan, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

Brandon Magnan _____ Chelsea Magnan _____

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Brandon Magnan and Chelsea Magnan.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

In witness whereof said _____ and _____, have hereunto set their hands this _____ day of _____, 20____.

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by _____ and _____.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____ County, _____

My commission expires _____

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

Dated this _____ day of _____, 20____.

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

STATE OF MINNESOTA

COUNTY OF WRIGHT

This instrument was acknowledged before me on this _____ day of _____, 20____ by Paul E. Otto.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____ County, Minnesota

My commission expires _____

CITY COUNCIL, CITY OF CORCORAN, MINNESOTA

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

City Council, City of Corcoran, Minnesota

By _____ Mayor By _____ Clerk

RESIDENT AND REAL ESTATE SERVICES, Hennepin County, Minnesota

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

Mark V. Lapin, County Auditor by _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to MN. STAT. Sec. 3B.565 (1969), this plat has been approved this _____ day of _____, 20____.

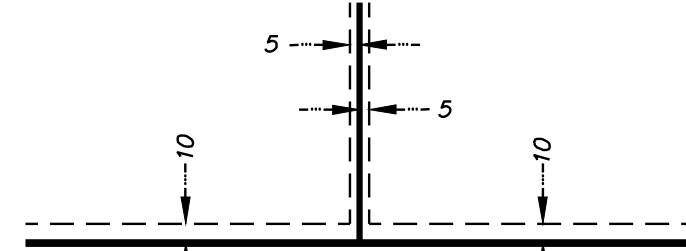
Chris F. Mavis, County Surveyor by _____

COUNTY RECORDER, Hennepin County, Minnesota

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

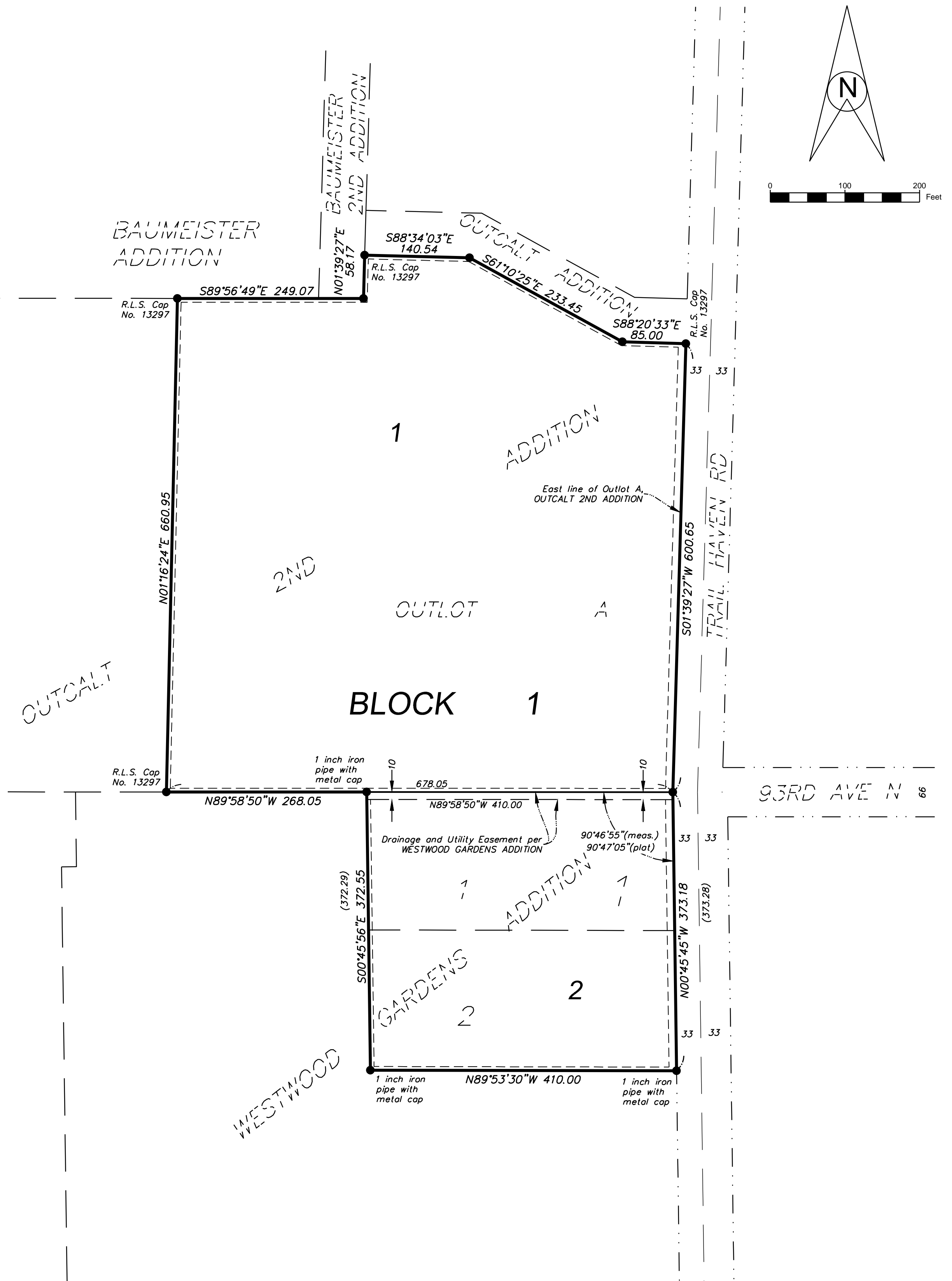
_____ County Recorder by _____ Deputy

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.

Bearing Note:
The East line of Outlot A, OUTCALT 2ND ADDITION, Hennepin County, Minnesota, is assumed to bear S01°39'27"W.



● denotes 1/2 inch iron monument found RLS Cap No. 40062 (Unless Otherwise Noted)
(372.29) denotes dimension per plat WESTWOOD GARDENS ADDITION



From: Hidem, Sandra A
Sent: Thursday, December 2, 2021 12:53 PM
To: jbeise@corcoranmn.gov <jbeise@corcoranmn.gov>
Cc: Tim <tim@swtireauto.com>
Subject: Preliminary plat for Outlot A of Outcalt 2nd Addition

I am submitting comments for the City of Corcoran public hearing on December 2nd, 2021 regarding the preliminary plat designated as "Magnan Acres". I reside at 9475 Trail Haven Rd.

I am OPPOSED to the approval of this proposed plat. Furthermore; I don't believe the plat is consistent or in compliance with existing ordinance standards regarding subdivision and zoning. It was my understanding that a development right was not allowed for Outlot A or Outcalt 2nd edition and also that development rights could not be SOLD. My partner, Tim Seehusen and I have inquired about this lot several times over the past several years and we were informed by the city of Corcoran that this outlot was unbuildable. Apparently, money talks. That doesn't make it right though.

With regard to the proposed location of a driveway for this property, we are strongly opposed to the location being at the northeast corner of the parcel at the top of the hill. We have concerns about this location: 1) Private road to the north of this property needs area for snow removal which is a problem if there is an adjacent driveway immediately to the south of our road. 2) A driveway in this location is a safety concern due to the high speeds on this road and low visibility. The driveway should be at the BOTTOM of the hill so upon entering Trail Haven you can see the top of both hills. Another driveway in addition to our private road would intensify this safety concern because drivers tend to speed up and "FLY" over this hill. This is especially true in the early morning and late afternoon hours. Members of the city council have probably not spent a great deal of time driving on this stretch of road. Another driveway in this area would only add to the problem.

We are also concerned about the beautiful existing trees that are being cut down on the property line between our property and proposed development. We have already planted one replacement evergreen tree, but we hope there will be no more trees removed.

Thank you for your consideration,

Sandra Hidem, BS, RDCS
Cardiac Sonographer
Park Nicollet Methodist Hospital
[952-993-6387](tel:952-993-6387)/hidems@parknicollet.com



From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

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

TO: Corcoran City Council
FROM: Kendra Lindahl, Landform
DATE: December 16, 2021 for the December 22, 2021 City Council Meeting
RE: Amendment to Land Purchase Agreement at 8200 Co Rd No 116 (PID 24-119-23-23-0001) (City File No. 21-042)

Review Deadline: N/A

1. Request

Saint Therese Communities received preliminary approval of a senior living community on 12.88 acres of land currently owned by the City at the November 22, 2021 City Council meeting. The City is currently the owner of the property and the “Town Center Addition” will create Lot 1, Block 1. St. Therese is working with the City on final plans and is expected to submit a final plat application for approval in early 2022 and will require an extension to the closing date.

The Original Agreement allowed for up two extensions to the purchase agreement. The City Attorney has drafted the Second Amendment to extend the closing date no later than May 5, 2022.

2. Recommendation

Move to approve the Second Amendment to the Purchase Agreement and authorize the Mayor and Interim City Administrator to execute the agreement.

Attachments

- a. Second Amendment to Purchase Agreement



SECOND AMENDMENT TO LAND PURCHASE AGREEMENT

THIS SECOND AMENDMENT TO LAND PURCHASE AGREEMENT (this “Second Amendment”) is made and entered into as of December ___, 2021 to that certain Land Purchase Agreement dated December 12, 2019 (the “**Original Agreement**”) and amended by the First Amendment to Land Purchase Agreement approved by the City of Corcoran on May 13, 2021 (the “**First Amendment**”), (all validly executed portions of the “Original Agreement” and the “First Amendment” are collectively referred to herein as the “**Agreement**”) by and between **THE CITY OF CORCORAN**, a Minnesota municipal corporation (“**Seller**”), and **SAINT THERESE COMMUNITIES**, a Minnesota nonprofit corporation (“**Buyer**”).

WHEREAS, Seller and Buyer have mutually agreed to make certain amendments to the Agreement;

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Buyer hereby agree as follows:

1. Capitalized terms in this Second Amendment that are not defined herein shall have the meanings set forth in the Agreement.

2. Section 3.1.b. of the Original Agreement provided for a Contingency Period during which Buyer shall have determined, in Buyer’s sole discretion, that the Property is suitable for use by Buyer in connection with the Development. Section 3.2 of the Original Agreement granted Buyer the option to extend the Contingency Period for up to two (2) additional periods of 180 days each (collectively, the “Extended Contingency Periods”). By written notices sent by Buyer and received by Seller, Buyer exercised both extension options and satisfied all requirements of said Section 3.2 with respect to both such extensions. The parties now mutually desire to further extend the Contingency Period beyond the Extended Contingency Periods contemplated in the Agreement in order to accommodate the completion by Buyer of various development steps. The Agreement is hereby amended to provide that the Contingency Period shall be extended from the expiration date of the second of the Extended Contingency Periods to April 5, 2022 and shall thereafter expire. Buyer and Seller agree that Buyer has exhausted all extension rights within the Agreement and Buyer maintains no right to extend the Contingency Period beyond April 5, 2022, absent a new and separate agreement between Buyer and Seller.

3. The first sentence of Section 7.1 of the Original Agreement is hereby deleted and replaced with the following language:

“The closing of the transaction contemplated by this Agreement (the “**Closing**”) shall be held on a date mutually acceptable to Seller and Buyer, but no later than May 5, 2022.”

4. Except as specifically provided in this Second Amendment, the Agreement is hereby ratified and confirmed and shall remain in full force and effect.

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

CITY OF CORCORAN

SAINT THERESE COMMUNITIES

By: _____

By: _____

Its: _____

Its: _____

MK_MPLS\15012\23\2423079.v1-11/10/21

STAFF REPORT

Agenda Item 7h.

| | |
|--|--------------------------------------|
| City Council Meeting: December 22, 2021 | Prepared By: Natalie Davis |
| Topic: Lithgow Automotive Site Plan Amendment (PID 26-119-23-11-0037) (City File No. 21-055) | Action Required: Approval |

Review Deadline: January 28, 2022

1. Application Request

The applicant, Tom Lithgow of Lithgow Automotive Inc., requests approval of a site plan amendment that will allow him to not install a portion of a required fence that was a condition of approval for the site plan approved in 2019 (City File No. 19-013).

2. Context

Background

The applicant owns and operates Lithgow Automotive, a motor vehicle repair business, at 20055 75th Ave N in downtown Corcoran. A conditional use permit and site plan amendment was approved in 2019. While most conditions of approval have been met, the project has not been closed out since a condition of approval included the installation of a fence along the northeast corner of the property to serve as screening between Lithgow Automotive and the neighboring property for Ballistic Products, Inc at 20015 75th Avenue N. Financial guarantees for the project cannot be released until this requirement is resolved either by installation of the fence as indicated on the approved plans or a site plan amendment.

Zoning and Land Use

This property as well as all surrounding properties are guided Light Industrial on the 2040 Future Land Use Plan and zoned Light Industrial (I-1).

3. Analysis of Request

Staff reviewed the application for consistency with the Comprehensive Plan, Zoning Ordinance, City Code requirements, as well as City policies.

The applicant is not proposing to make any changes to the existing structure and site. In order to comply with Zoning Ordinance regulations, exterior storage must be in the rear or side yard and must be screened so as not to be visible from adjoining properties and public streets. In the 2019 site plan approval, a fence was proposed to screen the rear parking area providing storage for vehicles awaiting repair. Most of the fence was

installed as indicated on the approved site plan, except for the northeast corner of the property that is only visible to the adjacent property owner.

The applicant now requests that the existing landscaping, an area of primarily mature trees, along the northeast corner of the property line be accepted as screening in place of the proposed fence. The applicant explains in their narrative that they use space that would otherwise be fenced off for snow storage in the winter. Additionally, installing this portion of the fence will interfere with an existing, perpetual shared parking and driveway easement agreement established in 2017 between these two parcels. This agreement was part of an administrative permit and site plan approval processed by the City in 2017 for Ballistic Products. Grant Fackler, the President & CEO of Ballistic Products Inc. submitted a letter dated December 11, 2021, that states he has no concerns with waiving the required fence between the two properties.

4. Conclusion

Staff finds that the standards for a site plan amendment are satisfied as the intent of the screening requirement in the Zoning Ordinance is accomplished with the existing landscaping between the two properties and there is an extenuating circumstance in this instance due to the shared parking and driveway easement agreement.

5. Recommendation

Move to recommend the approval of the resolution approving the site plan amendment.

Attachments:

1. Resolution 2021-139
2. Site Location Map
3. Applicant Narrative
4. Revised Site Plan received November 29, 2022
5. Letter from Ballistic Products dated December 11, 2021
6. Shared Parking and Driveway Easement Agreement dated June 22, 2017

RESOLUTION NO. 2021-139

Motion By:
Seconded By:

**A RESOLUTION APPROVING A SITE PLAN AMENDMENT FO LITHGOW AUTOMOTIVE AT
20055 75TH AVENUE NORTH (PID 26-119-23-11-0037) (CITY FILE NO. 21-055).**

WHEREAS, the landowner requested approval of a site plan amendment to waive installation of a fence previously required for screening purposes in the northeast corner of the property legally described as follows:

Lot 4, Block 2, Countryside Plaza 2nd Addition

WHEREAS, the City Council Commission reviewed the site plan amendment at a duly called public meeting, and;

NOW, THEREFORE, BE IT RESOLVED that the Corcoran City Council approves the request for a site plan amendment plat subject to the following findings:

1. There is existing and mature landscaping along the northeast corner of the property that provides screening to the adjacent property at 20015 75th Avenue North.
2. Installation of the fence will interfere with a perpetual non-exclusive shared parking and driveway easement agreement, dated June 22, 2017, between 20055 75th Avenue North and 20015 75th Avenue North established as part of an administrative permit and site plan administratively approved by the City in 2017.
3. The applicant requires this space for snow storage in the winter.
4. The neighboring property owner submitted a signed letter, dated December 11, 2021, to indicate his support to waive the installation of the fence.
5. The intent of the screening requirement in the Zoning Ordinance is satisfied with the existing site layout.

VOTING AYE

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

VOTING NAY

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

RESOLUTION NO. 2021-139

Whereupon, said Resolution is hereby declared adopted on this 22nd day of December 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal



Hennepin County Property Map

Date: 12/17/2021



PARCEL ID: 2611923110037

OWNER NAME: T F Lithgow & A L Lithgow

PARCEL ADDRESS: 20055 75th Ave N, Corcoran MN 55340

PARCEL AREA: 1.18 acres, 51,422 sq ft

A-T-B: Abstract

SALE PRICE: \$900,000

SALE DATA: 04/2019

SALE CODE:

ASSESSED 2020, PAYABLE 2021

PROPERTY TYPE: Industrial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$1,172,000

TAX TOTAL: \$45,510.34

ASSESSED 2021, PAYABLE 2022

PROPERTY TYPE: Industrial

HOMESTEAD: Non-Homestead

MARKET VALUE: \$1,217,000

Comments:

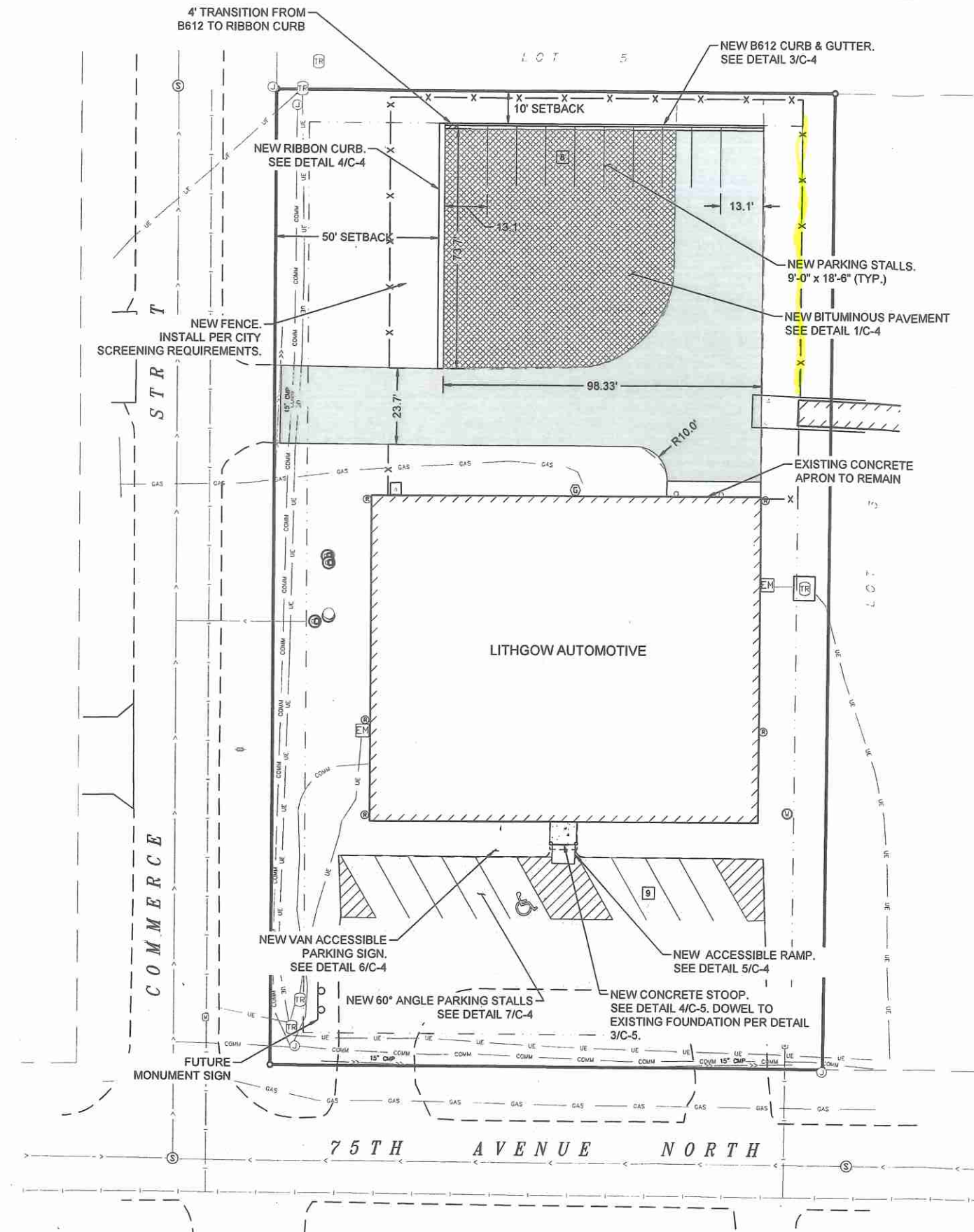
This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

COPYRIGHT © HENNEPIN COUNTY 2021

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

We are asking to not put the remaining fence on the North East corner of the property against the berm and tree area(it is highlighted on the plans). We have spoke with Kendall, the Mayor and Grant Fackler (Neighbor to the East of building) regarding this issue. All of which we okay with not having the remaining fence line installed. This is an area where we push the snow from our parking lot and it is mostly tall trees between the 2 properties.

Jun 20, 2019, 9:16am
 Xref Filename: 15464_C_Base
 Xref Path: 15464_C_Base\15464_C_Base.dwg
 Y:\15464\15464 - LITHGOW AUTOMOTIVE - HUNERBERG - CORCORAN.MW_07.dwg_01 SHEETS\15464_SITE PLAN.dwg



GENERAL NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH 2018 EDITION OF MN/DOT STANDARD CONSTRUCTION SPECIFICATIONS (INCLUDING SUPPLEMENTS), AS APPLICABLE. ALL CONSTRUCTION SHALL COMPLY WITH CITY OF CORCORAN, ELM CREEK WATERSHED DISTRICT, MN DEPARTMENT OF HEALTH, AND HENNEPIN COUNTY PERMIT REQUIREMENTS. CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES IN THE AREA OF CONSTRUCTION, PRIOR TO BEGINNING THE WORK.
2. NEW CONSTRUCTION FEATURES SHALL MATCH IN TO EXISTING WHERE APPLICABLE (PAVEMENTS, CURBS, SIDEWALKS). PROVIDE SMOOTH TRANSITIONS AT MATCH-IN POINTS.
3. NO WORK SHALL BE PERFORMED WITHIN THE HENNEPIN COUNTY RIGHT OF WAY WITHOUT COPIES OF THE APPROVED COUNTY PERMITS ON SITE. CONTRACTOR SHALL PERFORM WORK WITHIN THE RW IN CONFORMANCE WITH ALL PERMIT REQUIREMENTS.
4. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL HORIZONTAL AND VERTICAL CONTROLS.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CONSTRUCTION PERMITS REQUIRED TO PERFORM ALL THE WORK. THE CONTRACTOR SHALL POST ALL BONDS, PAY ALL FEES, PROVIDE PROOF OF INSURANCE, AND PROVIDE ANY NECESSARY TRAFFIC CONTROL FOR THE WORK.
7. ALL NEW NON-METALLIC SANITARY AND WATER SERVICE PIPE SHALL HAVE TRACER WIRE PER SPECIFICATIONS.
8. PROTECT EXISTING UTILITIES UNLESS OTHERWISE NOTED.
9. VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL AND FOUNDATION PLAN.
11. OWNER/CONTRACTOR TO HOLD PRECONSTRUCTION MEETING PRIOR TO CONSTRUCTION.

SITE DATA

ADDRESS: 2055 75TH AVE N
 CORCORAN, MN 55340

 EXISTING ZONING: I-1 LIGHT INDUSTRIAL

 SETBACK REQUIREMENTS
 75TH AVE N: 50 FEET
 COMMERCE ST: 50 FEET
 SIDE (PARKING LOT): 10 FEET
 REAR (PARKING LOT): 10 FEET

PARKING CALCULATION

AUTO SERVICE STATION: 4 SPACES + 1 FOR EACH SERVICE BAY OR WASH BAY, PER CITY OF CORCORAN CODE SECTION 1060.

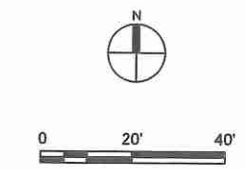
 12 SERVICE BAYS
 NEED ANTICIPATED = 17
 PROVIDED = 17

LEGEND

- PROPERTY LIMIT
- - - DRAINAGE & UTILITY EASEMENT
- - - EXISTING PAVEMENT
- ▨ PROPOSED BITUMINOUS PAVEMENT MILL & OVERLAY
- ▨ PROPOSED NEW BITUMINOUS PAVEMENT
- ▨ PROPOSED 4" ASPHALT OVERLAY
- ▨ PROPOSED CONCRETE PAVEMENT
- ▨ PROPOSED B612 CONCRETE CURB & GUTTER
- ▨ PROPOSED CONCRETE RIBBON CURB
- - - EXISTING WATER LINE
- - - EXISTING SANITARY SEWER
- X - PROPOSED FENCE
- ⓑ NUMBER OF PARKING STALLS IN SECTION
- GAS - EXISTING GAS LINE
- COMM - EXISTING COMMUNICATIONS LINE
- UE - EXISTING UNDERGROUND ELECTRIC
- ⊙ EXISTING WELL
- EM EXISTING ELECTRICAL METER
- ∞ EXISTING CLEANOUT
- AC EXISTING AIR CONDITIONING UNIT
- ⓐ EXISTING GAS METER
- ⓑ EXISTING ROOF DRAIN

SHEET INDEX

- V-1 EXISTING CONDITIONS
- C-1 DEMOLITION PLAN
- C-2 SITE PLAN
- C-4 DETAILS
- C-5 DETAILS



ANDERSON
 13605 1st Avenue N, #100
 Plymouth, MN 55441 | ae-mn.com
 P 763.412.4000 | F 763.412.4090
 Anderson Engineering of Minnesota, LLC

**LITHGOW
 AUTOMOTIVE**

2055 75TH AVE N
 CORCORAN, MN 55340

**HUNERBERG
 CONSTRUCTION
 COMPANY**

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

PRINT NAME: GARRETT GURNETT
 SIGNATURE: 
 DATE: 06/20/2019 LICENSE NO. 56888

REVISION LOG

| NO. | DATE | DESCRIPTION OF REVISIONS |
|-----|----------|---------------------------------|
| 1 | 06/07/19 | PLAN UPDATES FOR CITY SUBMITTAL |
| 2 | 06/20/19 | ADA RAMP & OVERLAY UPDATES |

| | | |
|------------------|---------------|-----------------|
| DESIGNED: GMG | DRAWN: EBH | CHECKED: GMG |
|------------------|---------------|-----------------|

DRAWING TITLE

SITE PLAN

DRAWING NO.

C-2

PLOTTED: 6/19/2019
 COMM. NO.: 15464



20015 75th Avenue North • P.O. Box 293
Corcoran, MN 55340-9456
Tel (763) 494-9237 • Fax (763) 494-9236 • Sales (888) 273-5623
Email gwf@ballisticproducts.com • http://www.ballisticproducts.com

City of Corcoran
8200 Country Road 1116
Corcoran, MN 55340

December 11, 2021

RE: LITHGOW SITE PLAN AMENDMENT

To whom it may concern:

I understand and do not have any concerns with the request by Lithgow Automotive to waive the required fence between the properties at 20055 and 20075 75th Ave. N.

Yours truly,

Grant W. Fackler
President & CEO



No delinquent taxes

Transfer Entered

Jul 5, 2017 4:30 PM

Hennepin County, Minnesota
Mark Chapin
County Auditor and Treasurer



Doc No **A10458152**

Certified, filed and/or recorded on
Jul 5, 2017 4:30 PM

Office of the County Recorder
Hennepin County, Minnesota
Martin McCormick, County Recorder
Mark Chapin, County Auditor and Treasurer

Deputy 96

Pkg ID 1571392M

Document Recording Fee

\$46.00

Document Total

\$46.00

SHARED PARKING AND DRIVEWAY EASEMENT AGREEMENT

This Agreement is made this 22 day of June, 2017, by and between JEGG Global Holdings, LLC, (“JEGG”) and CFW Global Holdings LLC, (“CFW”).

RECITALS

A. JEGG is the owner of the following described land, situated in Hennepin County, Minnesota, with the address 20015 75th Avenue North, Corcoran, Minnesota 55340, legally described as follows:

Parcel A

Municipality: Corcoran
Addition Name: Countryside Plaza 2nd Addition
Lot: 003
Block: 002

B. CFW is the owner of the following described land, situated in Hennepin County, Minnesota, with the address of 20055 75th Avenue North, Corcoran, Minnesota 55340, legally described as follows:

Parcel B

Municipality: Corcoran
Addition Name: Countryside Plaza 2nd Addition
Lot: 004
Block: 002

C. Parcels A and B (collectively the “Parcels”), adjoin with the west line of Parcel A being part of the east line of Parcel B (See Exhibit A, page 5).

D. The owners of the parcels desire to establish and dedicate for the benefit of Parcel A and Parcel B, and for each owner thereof, their heirs, successors and assigns, a reciprocal non-exclusive easement for shared parking and driveway purposes for vehicular and pedestrian ingress and egress to and from the parcels over the strip of land 10 feet in width lying 22 feet west and 36 feet east of the common property line (See Exhibit A, page 5).

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. JEGG grants to CFW, its successors and assigns, a perpetual non-exclusive parking easement on and over Parcel A for the benefit of Parcel B, together with a non-exclusive driveway easement for the benefit of Parcel B for vehicular and pedestrian traffic for ingress and egress to and from said Parcel B in, over and upon that part of Parcel A described as follows:

A strip of land 10 feet in width, said strip being the easterly 36 feet of the common property line with said Parcel B (See Exhibit A, page 5)..

2. CFW grants to JEGG, its successors and assigns, a perpetual non-exclusive parking easement on and over Parcel B for the benefit of Parcel A, together with a non-exclusive driveway easement for the benefit of Parcel A for vehicular and pedestrian traffic for ingress and egress to and from said Parcel A in, over and upon that part of Parcel B described as follows:

A strip of land 10 feet in width, said strip being the westerly 22 feet of the common property line with said Parcel A (See Exhibit A, page 5).

3. The parties agree that the above-described 58 foot driveway easement, together with the parking easement, shall be for the common use and benefit of all the owners and tenants and users of said Parcel A and Parcel B, and that said ingress and egress easements shall, at all times, be kept open and no automobile or other vehicles shall be parked thereon and that there shall be no more than one driveway constructed between the easterly and westerly lines of said driveway easement area.

4. The owners of Parcel A shall be responsible for paying 50% and the owners of Parcel B shall be responsible for paying 50% of the expenses of maintaining, repairing and replacing the driveway within said easement area, including the expense of snow removal.

5. Parcel A and Parcel B shall be held, transferred, sold, conveyed and occupied subject to and together with the rights, privileges and duties provided herein, unless the express written approval for the modification thereof is given by the City of Corcoran and mutually agreed to by the owners of Parcel A and Parcel B.

IN WITNESS WHEREOF, the owners have signed this Agreement as of the day and year first written above.

[Signature pages to follow]

Shared Parking and Driveway Easement Agreement

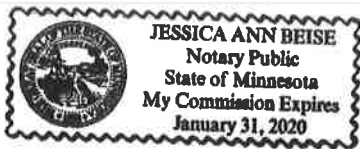
Dated: 6-22-17

By: [Signature]
CFW Global Holdings, LLC
Its: [Signature]

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

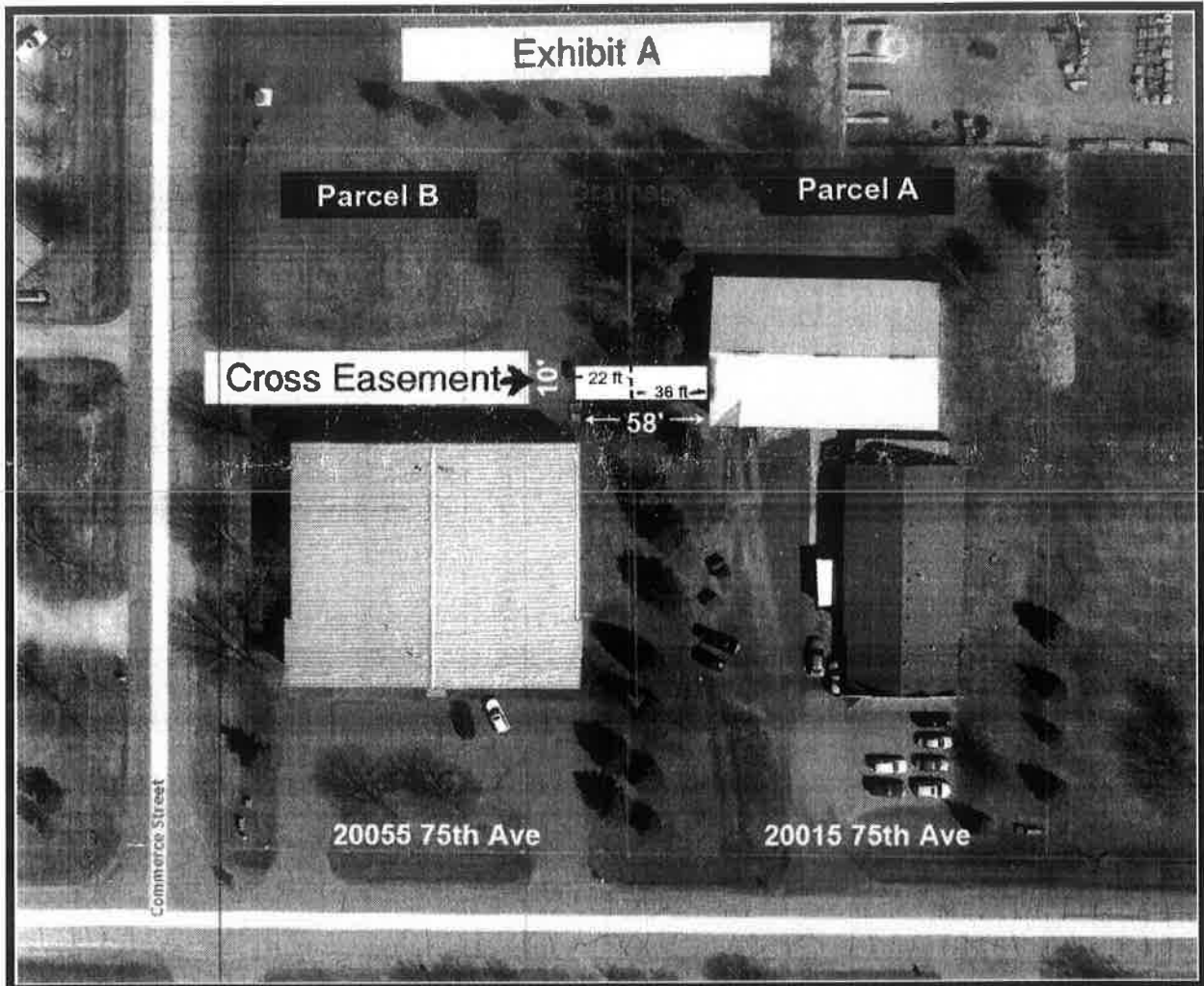
The foregoing instrument was acknowledged before me this 22nd day of June, 2017, by Christopher Nollo the Treasurer of CFW Global Holdings LLC.

[Signature]
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:
Jennifer L.K. Fackler, Esq.
Minnesota Attorney License #229817
14640 12th Ave. No.
Plymouth, MN 55447
612-799-6688

Exhibit A.



STAFF REPORT

Agenda Item: 7i.

| | |
|--|---|
| Council Meeting: December 22, 2021 | Prepared By: Maggie Ung |
| Topic: Credit Card Processing Contract | Action Required: Approve Contract |

Summary:

In 2016, City council authorized staff to implement credit card processing services with Payment Service Network (PSN). Due to delays from the vendor, credit card processing services did not get fully implement until 2017 when the City chose to move forward with a different vendor, RevTrak. RevTrak, however, only has the capability to accept online payment and did not provide an option for residents to set up recurring payments or view bills online.

The City is planning to fully transition to BS&A software in early 2022. With the change, the City has the option to go with a new third-party credit card processor that will integrate with the BS&A Software. BS&A suggested InvoiceCloud as a vendor for credit card processing services for all services, with the exception of recreational items. A few cities that are utilizing InvoiceCloud includes Maple Grove, Dayton, New Brighton, Waconia, Coon Rapids and Golden Valley.

InvoiceCloud gives the options for residents to view current and past utility bills online. Payments will be shown in real-time as opposed to currently seeing it a few days to a week after. Residents will have more options for making payment, such as one-time payment, scheduled payments, recurring payments, autopay, flex pay and pay by text. Staff will no longer need to manually export data from one system to another as payments made in InvoiceCloud will be automatically recorded into the BS&A software.

Per the fee schedule approved at the December 9th council meeting, the City will absorb 2% of the 3.25% credit card service charge in the Water and Sanitary Sewer funds. For community development related items, fees will be the responsibility of the payer. Staff is recommending that e-checks, ACH, autopay ACH and paperless billing options be absorbed by the City. Any rejected charges or chargeback will be charged back to the residents per the fee schedule.

Staff is recommending the approval of the contract with InvoiceCloud for credit card processing services.

Financial/Budget:

InvoiceCloud waived implementation fees. The 2022 Water Fund and Sanitary Sewer Fund budget includes the credit card processing fee cost that the City will absorb and a portion of the monthly access fee. The General Fund will cover the remaining portion of the monthly access fee for community development and miscellaneous items. Staff will

review the usage of credits cards annually and make recommendations for fee changes to cover the cost of providing credit card service. Due to the transition of servicer, mass communication will be sent out. This will have a small budget impact for printing and mailing.

Council Action:

Authorize staff to proceed with the contract with InvoiceCloud for credit card processing services.

Attachments:

1. GUB Proposal
2. Biller Agreement Draft *Final version is forthcoming

Innovating the Customer Experience

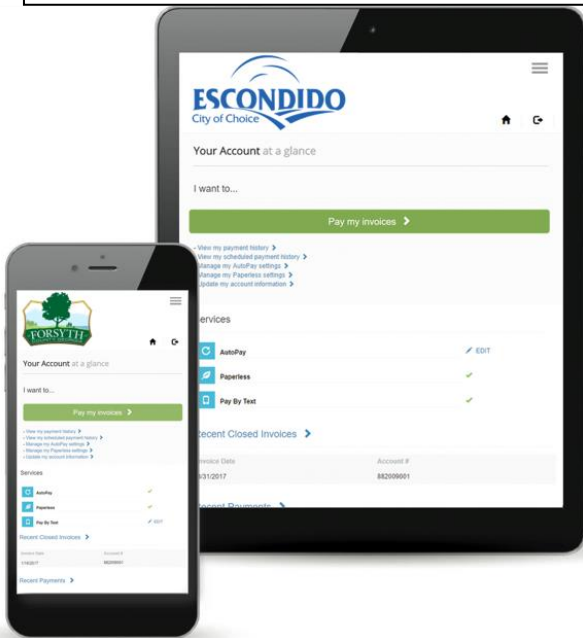
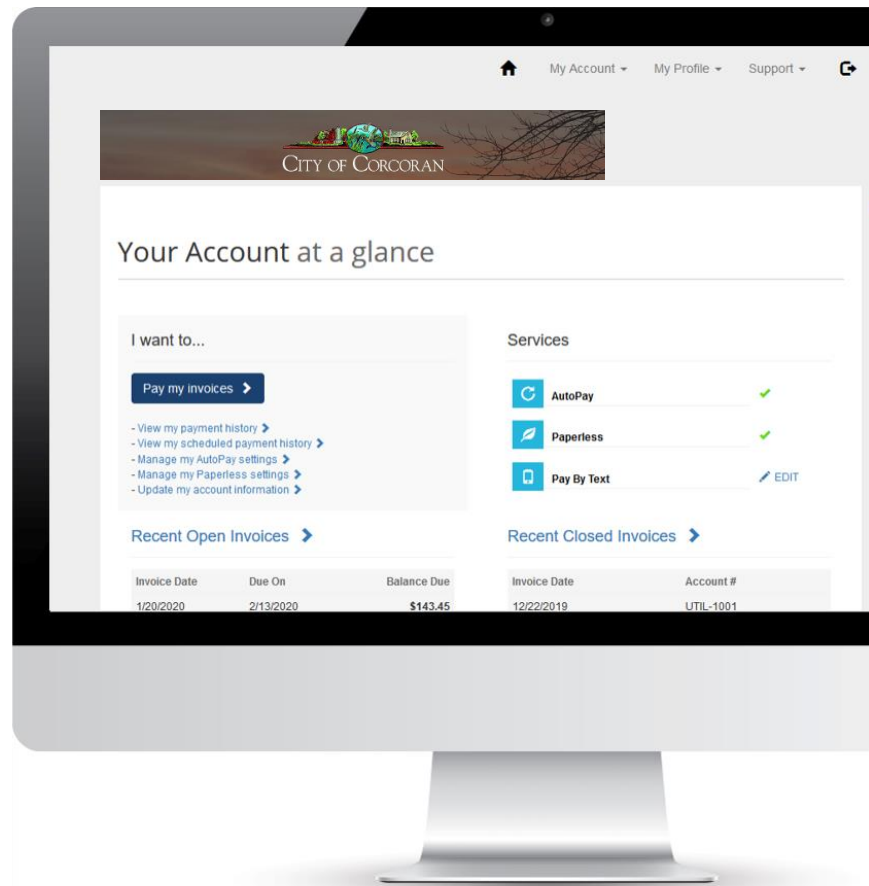
Customer Engagement, Electronic Bill Presentment, & Electronic Bill Payment

PRESENTED TO:

The City of Corcoran, Minnesota

October 19th, 2021

Pricing Valid for 90 Days



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This proposal contains confidential and proprietary information to help the recipient select the most qualified vendor with the best technical solution at the best value. Should any outside party request a copy of this proposal, Invoice Cloud asks that you please either (a) redact any sections marked Proprietary/ Confidential or (b) contact us for a redacted electronic version.

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1 Introduction

Invoice Cloud has provided clients the easy-to-use payment experience that consumers expect based on doing online business with Fortune 100 companies, such as American Express, Geico, Capital One, or Amazon.com. Payers do not ‘forgive’ a smaller organization’s online experience due to fewer resources; they expect everything to be simple and instantaneous. For Invoice Cloud, platform design is paramount to delivering the best results for our clients and your customers; just adding payment channels has limited usefulness. We design our payment channels to significantly increase self-service and e-bill adoption while simultaneously reducing payment-related calls to your customer service team and agents.

To achieve these results for our clients, Invoice Cloud focuses on 4 core competencies: the **4Cs of Effective Electronic Bill Presentment and Payment**.

1. **Cloud:** The application is true SaaS, so our clients never have to do upgrades or updates.
2. **Connect:** Our implementation and integration methodology is best in class, making it simple to install for our clients so they can reap the benefits in 90 - 120 days after signing.
3. **Convert:** The design of the payment channels – how easy it is to enroll in the self-service options, and how easy it is to pay through them – is how Invoice Cloud achieves the industry’s best e-adoption rates.
4. **Communicate:** Our intelligent communications engine with event-based reminders (text, e-mail, phone) sent only to payers who have yet to act. This automates communication between you and your customers, drives down call center volume, and increases conversion to self-service.

Invoice Cloud’s focus in these 4 areas has resulted in our average client achieving a 119% increase in e-payments and a 2.8X increase in paperless enrollment in year 1 – while also seeing a more than 40% reduction in payment related CSR calls.

Invoice Cloud (IC) by the Numbers

- **Founded** in 2009
 - **130+** different software integrations
 - **2,100+** municipal and utility clients in all 50 states
 - **\$13B+** processed payments in 2019 (roughly **45M** payments)
 - **119%** average online payment adoption increase in the first year of service
 - **2.8x** average paperless billing adoption
 - **99.9%** system up-time
 - **PCI Level 1** and **SSAE 18** (SOC 1 and 2) certified for online payment security
 - **98%** client retention rate
-

Table 1. The City of Corcoran Proposal Goals and Objectives

| Goals & Objectives | Invoice Cloud |
|--|---------------|
| <p>1. Your council and your city are looking to “create efficiencies” when it comes to your billing and collections. Today, there are a lot of extra steps to pay online, sign up for autopay, get information back to your BS&A software, etc. With Invoice Cloud, <i>we not only provide an intuitive and easy to use platform, but we go beyond just collecting payments. We look for any opportunity to maximize your internal efficiencies and make processes easier, faster, and more automated.</i></p> | <p>✓</p> |
| <p>2. Provide a “more user-friendly customer experience that puts more power in the customers hands”. Right now, your Rev Trak system, isn’t as “intuitive” as you would like it to be and it lacks the functionality for customers to be able to manage their accounts, see their balances, sign up for paperless/autopay, etc. <i>The Invoice Cloud system not only does all those things that you and your customer are asking for, but also actively focuses on driving up self-service and increasing adoption. Our easy to navigate system allows customers to have the control they desire while also eliminating as much need to call in as possible.</i></p> | <p>✓</p> |
| <p>3. Implement a paperless program since today you do not have that option. This is one of the fastest and easiest ways for any organization to save time and money. With many built in features that automatically encourages payers to enroll in paperless, without any effort needed by the utility, we get the industry’s highest paperless adoption levels. <i>This will return postage, labor, and/or contracting costs back to Corcoran – up to \$746.50+ annually at 30% adoption (see table 5 in pricing). Typically, we see a 2.8x increase in paperless adoption in year 1.</i></p> | <p>✓</p> |
| <p>4. Automate the process of entering payment information back into your utility billing system through a real-time integration with BS&A to save hours of manual work. Through RevTrak, payments are entered back into your utility billing software in a weekly batch. Not only is this an unnecessary step but it also creates headaches when customers can’t see their payment reflected in their balance. Those are just the payments coming in online. Every other payment is manually entered 1 by 1 into your system which you described as “very time consuming”. For just checks alone, you let me know it takes 1-2 minutes per check and the last time you ran checks you had 250-300. That means just on checks alone, last time you ran them, you spent between 4 and 10 hours just on that one batch of checks. <i>With our real-time integration, we can eliminate the manual work associated with the payments taken in through our platform. Our system pushed all</i></p> | <p>✓</p> |

| | |
|---|----------|
| <p><i>payments, paperless/autopay sign ups, customer information, etc. back to your BS&A system in real-time. Additionally, our system reflects any changes in your BS&A system as well such as payments posting and balances updating.</i></p> | |
| <p>5. Implement an autopay program that provides more payment options and is easier to enroll in—with many built in features that automatically encourages payers to enroll in autopay, without any effort needed by the city. You let me know that you would all like to see a higher level of adoption when it comes to autopay enrollments. Your customers want to be able to do this with a credit card as well as their bank account. Today, the process for signing up is time consuming with a lot of barriers to enroll. <i>The Invoice Cloud System is designed to not only increase your autopay adoption, but also make signing up as frictionless as possible. By allowing customer to not only manage this online, but also enroll all while making their payments, we are able to drastically increase the number of customers signing up for autopay.</i></p> | <p>✓</p> |
| <p>6. Reduce inbound phone calls for payment and website related assistance and complaints, making CSRs more efficient and improving the CSR employee’s experience. <i>Today you are seeing a handful of people trying to pay over the phone each month and you must help customers every day with these types of calls. You let me know that each of these calls takes around 5 minutes. We will drive these customers to self-services to decrease the number of phone calls coming in, typically by 40% in year 1 so that your staff can spend less time fielding customer phone calls related to billing/collections.</i></p> | <p>✓</p> |
| <p>7. Provide a bank check solution that will eliminate all the physical checks you receive from financial institutions. You let me know that each month, you receive many physical bank checks from customers who have signed up to pay their utility bills through their own personal bank. Not only do these take a lot of time to process but they also take 5-7 business days to reach you. <i>Our Online Bank Direct program will make sure you never see another physical check coming from a financial institution, make the funds available within 48 hours, and auto match to open invoices to save you and your team time.</i></p> | <p>✓</p> |

1.1 Our 4Cs Approach

Invoice Cloud delivers a simple, out-of-the box solution with a partnered integration with your billing system, quick and easy implementation, and a proven interface that increases **e-adoption: the measure of how many customers use a billing and payment solution**. E-adoption is the only metric that can demonstrate which solution customers prefer, and **Invoice Cloud provides the industry's highest average e-adoption increase of 119% and 2.8x more paperless enrollments in the first year of service alone**. This e-adoption only grows year-over-year as we improve our true SaaS solution on your behalf. Higher e-adoption means our system is easier to use, has the most comprehensive set of features for flexibility, and has the best interface and marketing techniques to drive usage (**Figure 1**).

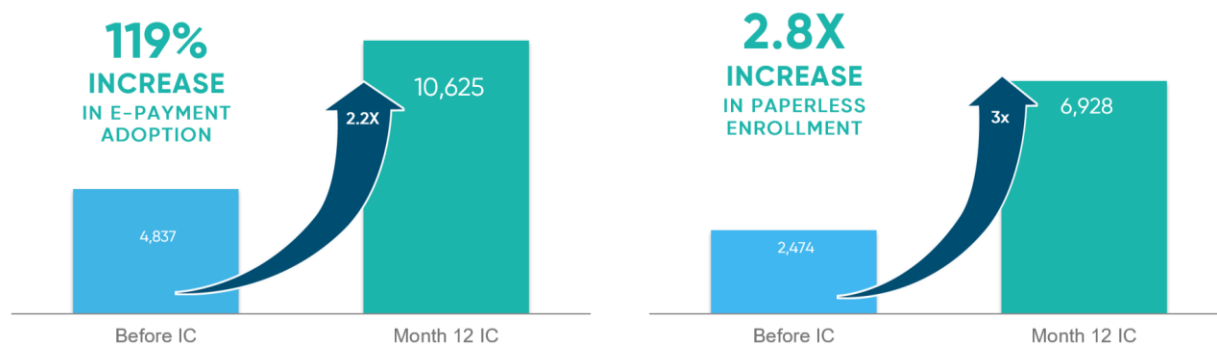


Figure 1. Invoice Cloud's Average First Year Adoption Increases. *Our clients typically see their e-payment adoption and paperless enrollments double in only one year after switching to Invoice Cloud.*

As more of your customers use our platform and switch to paperless billing, AutoPay, and other features of our solution, the The City of Corcoran saves time and money, having more of both to pursue other business ventures. There is a significant cost to handling paper bills and physical payment instruments (i.e., cash and checks). But you also save operational costs when more customers automatically pay their bills on time every month, spending less on collection efforts, extra communication, and shutoffs.

The The City of Corcoran can expect similar (or better!) e-adoption through Invoice Cloud's 4 Cs of a successful EBPP.

1.1.1 Cloud

Continually add new payment options, communications methods, and increased security through True SaaS updates: Invoice Cloud simplifies payment processor management by shouldering nearly all IT processes and upgrades on your behalf. We keep our system up to date through true SaaS delivery of new features and security updates. With IC's true SaaS

platform, the biller always receives access to all new features as we release them, no updates or patches required (Figure 2).

When we release a new enhancement, we update a single instance of our platform and then give each biller the opportunity to opt in through remote activation.

True SaaS means that your customers log into the latest, greatest, and most secure version of our payment portal every time they pay their electric bill. For example: when Invoice Cloud added the option to pay with and save mobile wallet payment methods like Apple Pay and Google Pay, all 2,100+ IC clients received this ability the day of release (Figure 3).

Single Instance, Multi-Tenant, Software as a Service (SaaS)

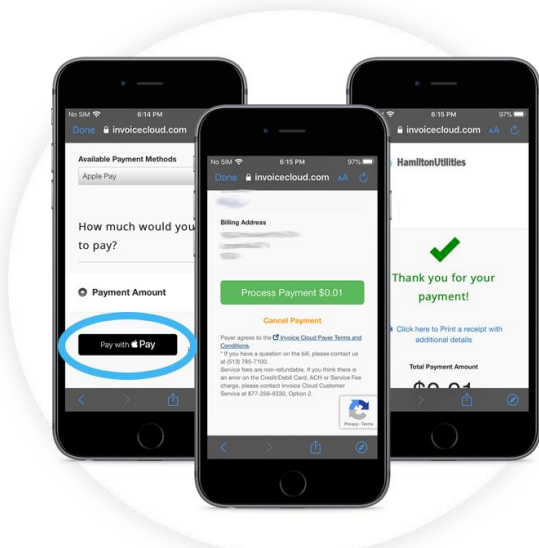


No need to upload patches and upgrades to each individual client site, which drives service levels and delivery of new features!



Figure 2. IC's Single Instance, Multi-Tenant SaaS Platform. IC updates a single stack of code, and all clients receive enhancements immediately without uploading patches or upgrades.

Apple Pay



Google Pay

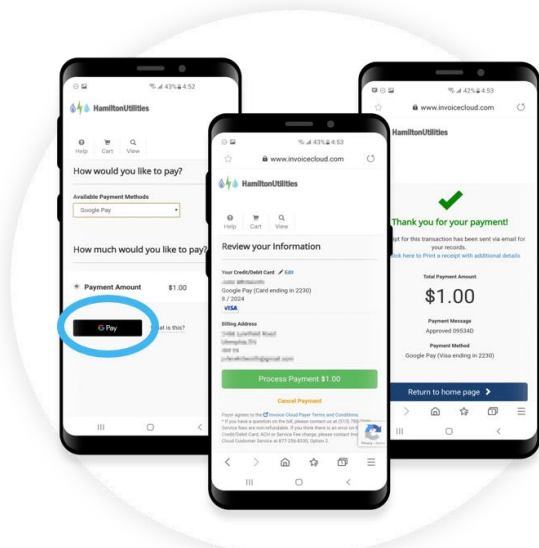


Figure 3. Mobile wallet simplifies the customer experience to make paying easier than ever. Automatic true SaaS updates delivered secure, fast payments through Apple Pay and Google Pay to 100% of our clients on the day of release.

1.1.2 Connect

Receive payments faster and always present the latest balance through Invoice Cloud's integration to your billing system(s): Our platform reflects the data in your core billing/CIS software via a deep integration, reducing administrative work for staff and sending intelligent communications to drive customer self-service. Invoice Cloud has developed more than 130 seamless integrations, leveraging batch, real-time and single sign-on (SSO) with our growing list of partners and supported integrations (Figure 4).

We apply our integration experience to perform 70%+ of the implementation effort on our billers' behalf in 90 - 120 business days. We transparently keep our clients apprised throughout implementation by updating our shared Smartsheets dashboard (Figure 5).

Invoice Cloud can also embed our EBPP service into third-party portals through iframes, creating a seamless experience for the payer that matches the style, color schemes, and branding of an existing portal (Figure 6). Clicking on link like AutoPay, Paperless, or Account History opens those Invoice Cloud screens within the same platform.



Figure 4. Invoice Cloud’s Year-over-year Increase in Partners. More third-party vendors choose to partner with us after integrating our platforms.

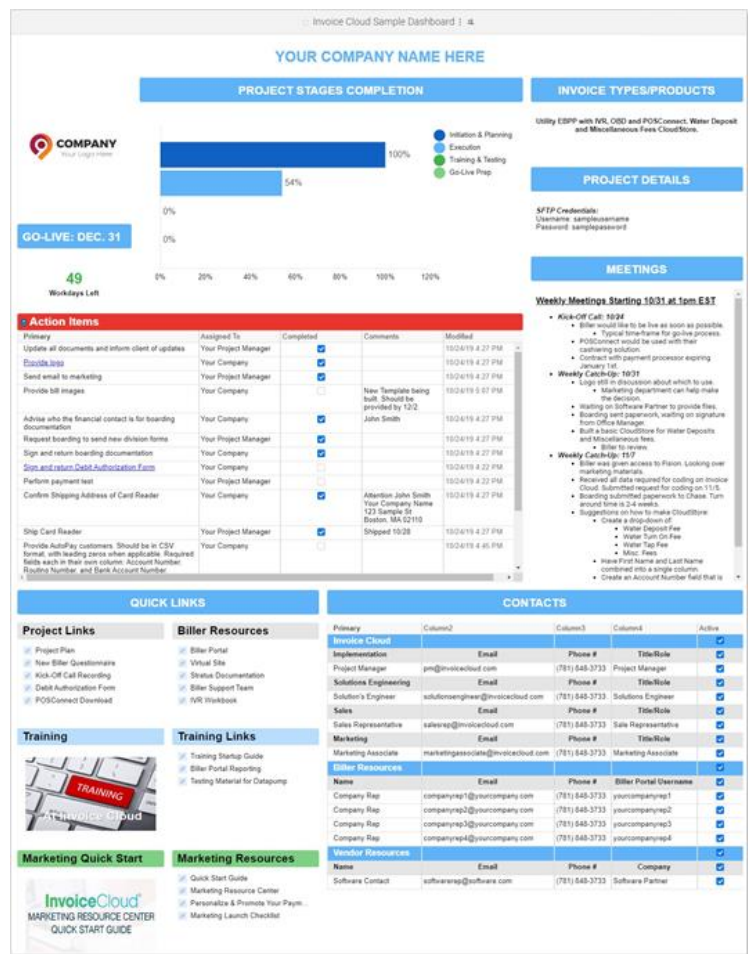


Figure 5. Invoice Cloud Implementation Tracking in Smartsheets. See which key personnel are responsible for each technical aspect of implementation and track day-to-day progress.

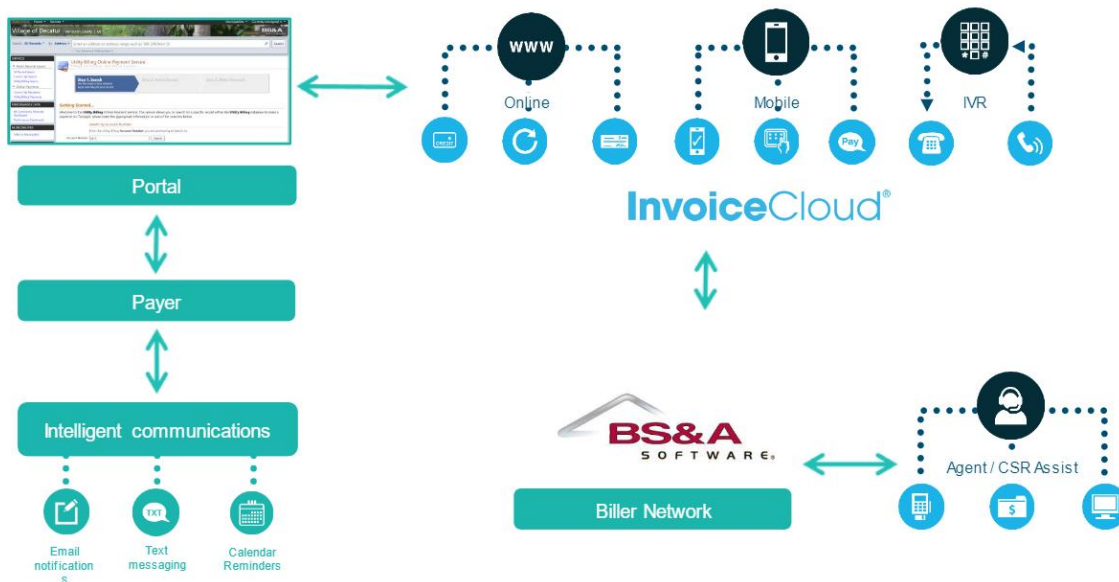


Figure 6. Example of the data from BS&A to Invoice Cloud and Invoice Cloud to BS&A.

1.1.3 Convert

Increase operation savings in both time and money through streamlined customer self-

service: The purpose of an EBPP platform is to drive conversion to self-service e-payments and decrease customer calls. The ease of enrollment of the payment/reminder options, as well as the ease of paying through the various channels determines the number of payers who will use them. Invoice Cloud designed our payment process to engage customers at existing contact points to present opportunities to self-service enroll in payment services and reminders (**Figure 7** and **Figure 8**). We also provide tools to CSRs in our Biller Portal that help retrain customer behavior towards self-service, like sending direct links to their payment via text message. As more of your customers use Invoice Cloud to manage paperless billing, AutoPay, text, and more, you save money and can spend time on more important tasks than manual collections.

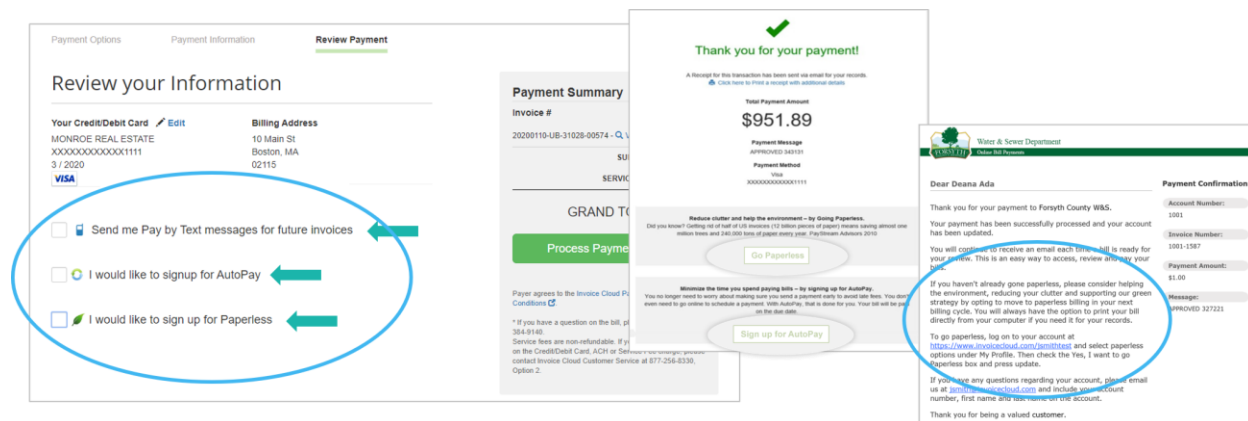


Figure 7. Enrolling in Pay by Text, AutoPay, and Paperless Without Leaving the Payment Process. Customers can enroll mid-payment process, at the very end, and from their confirmation email.

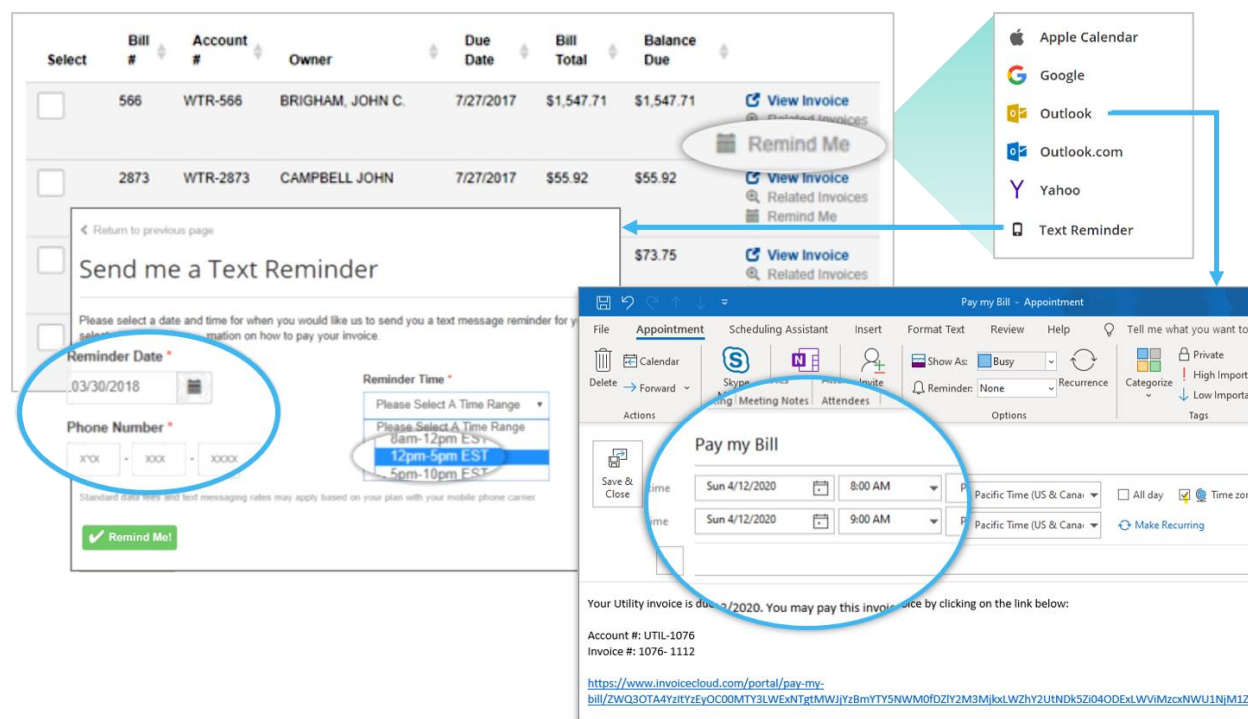


Figure 8. Creating Calendar and SMS Text Reminders Without Leaving the Payment Process. Customers can set events in most popular calendar applications, like Apple and MS Outlook, or schedule one-time text reminders.

1.1.4 Communicate

Improve customer engagement and satisfaction through Invoice Cloud’s simple, consistent interface and communications: The effectiveness of the automated communication engine with payers determines if an EBPP platform will drive more self-service and decrease customer phone calls. Invoice Cloud helps clients reduce operational costs and customer calls through our consistent customer experience across our omnichannel payment and communication features

(Figure 9). We engage more customers through targeted, automated messaging and self-service so that they help themselves, paying their bills on time without calling or walking into your office.

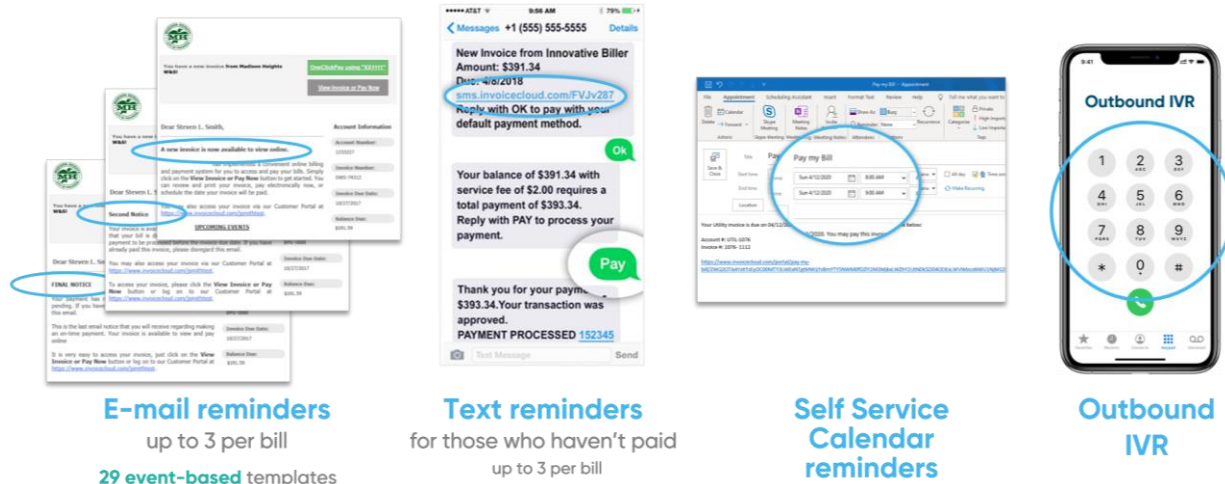


Figure 9. Invoice Cloud's Customer Engagement Platform Options. We help billers more effectively engage payers through the communications channels that customers prefer.

1.2 Case Studies

We provide examples of how we apply our 4Cs approach to help our more than 2,100 clients save time and money by converting their customers to self-service electronic payments and paperless billing. The following case studies are typical of our clients' experiences after switching to Invoice Cloud.

1.2.1 City of Escondido, CA

To meet PCI compliance requirements, the City of Escondido decided to move its online payment processing to a third-party vendor. Unfortunately, the system that was implemented created challenges for the City and its citizens through a difficult user experience, lack of convenient payment options and lack of real-time integration, among other issues. After switching to Invoice Cloud, Escondido has achieved PCI Level 1 compliance and increased e-adoption (Figure 10).

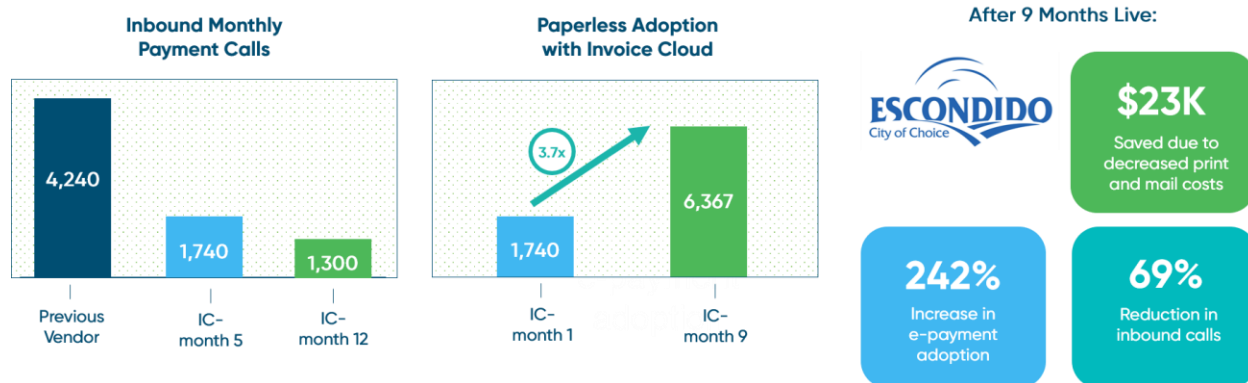


Figure 10. City of Escondido's Savings in Time and Money through Invoice Cloud's Customer Engagement. In only 9 months, the City increased e-adoption by more than 200% and more than tripled their paperless enrollments. More than half of all City bills are paid electronically, 21% without printing and mailing a paper bill.

1.2.2 Arlington Water, TX

Increasing water rates were becoming a major issue for Arlington Water Utilities customers. To combat these rate hikes, Arlington needed to find a creative way to increase revenue and decrease costs without raising rates. The utility faced billing challenges, including rising credit card processing fees, print and mail costs, and calls and walk-ins. After switching to Invoice Cloud, Arlington increased revenue and cut costs through higher e-adoption (**Figure 11**).

"We feared a major reduction in digital payments due to implementing a convenience fee. We were pleased to see, despite adding the fee, with the Invoice Cloud platform, we reached our previous adoption levels in less than three months and continue to see growth in adoption well above previous levels."

Matt Peters

Water Utilities Department, City of Arlington

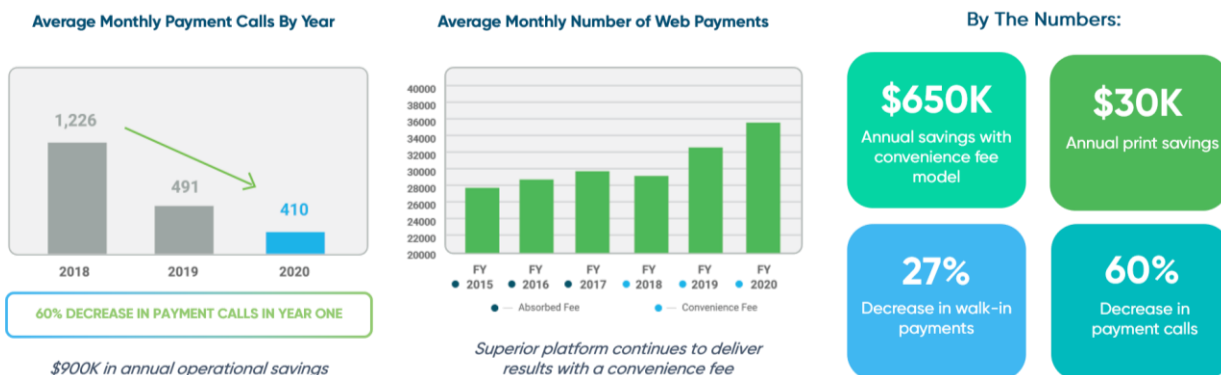


Figure 11. The City of Arlington's Savings in Time and Money by Increasing Customer Engagement through Invoice Cloud. More City customers use Invoice Cloud to pay electronically every year rather than pay through the mail or over the phone, even with new convenience fees.

2 Product Overview

Invoice Cloud provides a secure, private, and third-party certified Payment Card Industry (PCI) Level 1-compliant solution to electronically present bills from your billing system and accept payments using all major credit and debit card brands, including Visa, MasterCard, Discover, and American Express; eChecks; digital wallet methods like Apple Pay and Google Pay; and now PayPal and Venmo. We are responsible for the security of all cardholder data in the IC system, relieving our billers of all online PCI requirements.

Invoice Cloud recognizes that everyone uses the internet and, more importantly, pays their bills differently. We provide the means to securely access billing data and pay using all credit, debit, ACH, and digital wallet methods across our entire omnichannel customer engagement platform (Figure 12).

We achieve the highest e-adoption rates by providing a consistent interface across fully integrated extensive web and mobile payment options, so that customers can easily learn and use the best self-service options based on their own preferences, including those described in the following subsections.

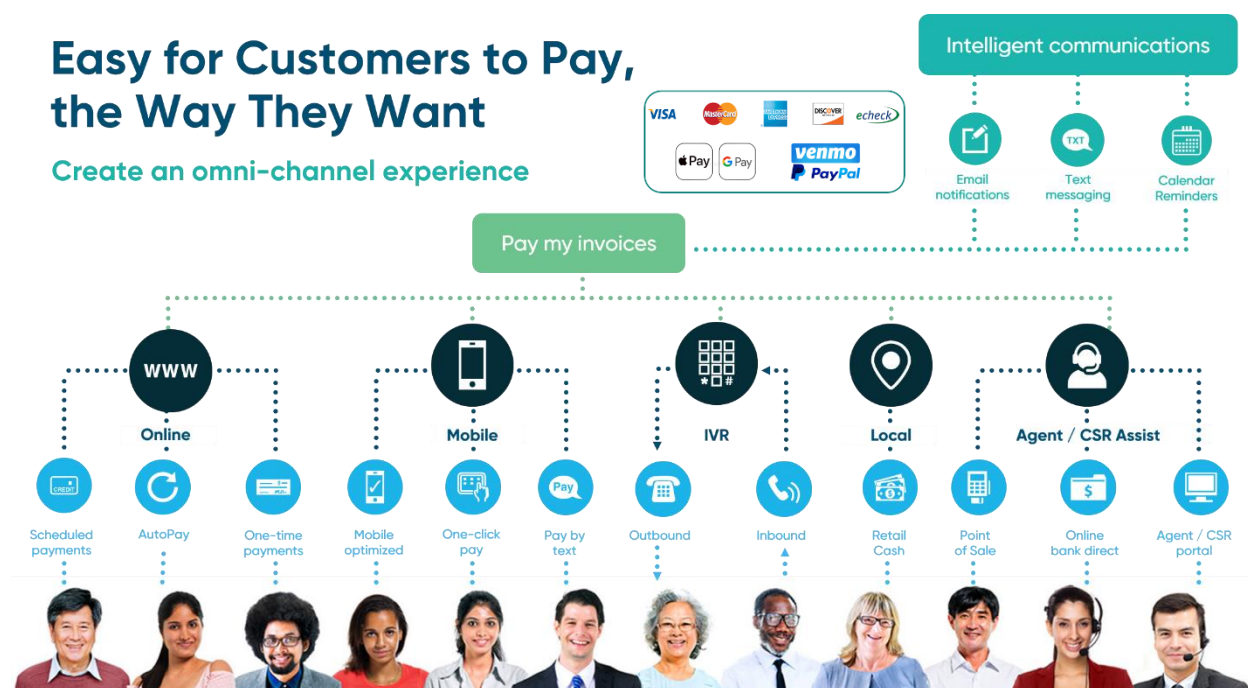


Figure 12. IC's Communications Engine and Diverse Payment Options Reaches More Payers. Save time and money by engaging customers to pay bills without calling, walking into, or mailing physical checks to offices.

2.1 One-time Payments

Invoice Cloud provides the most robust one-time payment system in the industry.

Registered and unregistered customers can fill a shopping cart with related payments and pay in three or fewer steps, during which we provide multiple opportunities and incentives to register, link a phone number or email address to their accounts for text and email notifications, go paperless, or enroll in AutoPay.

Invoice Cloud makes it easy for customers to pay their bills, whether registered or not, through our platform. Customers make one-time payments without logging in to our Customer Portal, which they can access directly from email or text notifications or through your web site. Once in the Customer Portal landing page, the customer can look up their bill using criteria dictated by the biller, such as their Account Number or Service Address (**Figure 13**). They can also view an exact PDF of their invoice, set calendar reminders, and build a shopping cart to pay for any invoice types offered by the biller.

Higher E-adoption through One-Time Payments

41% of online payers use one-time payment channels. Most of these customers do not go online with the intent of signing up for these additional services. *Invoice Cloud maximizes enrollment (and, thus, print/mail cost savings) by presenting enrollment options as part of the one-time payment process.*

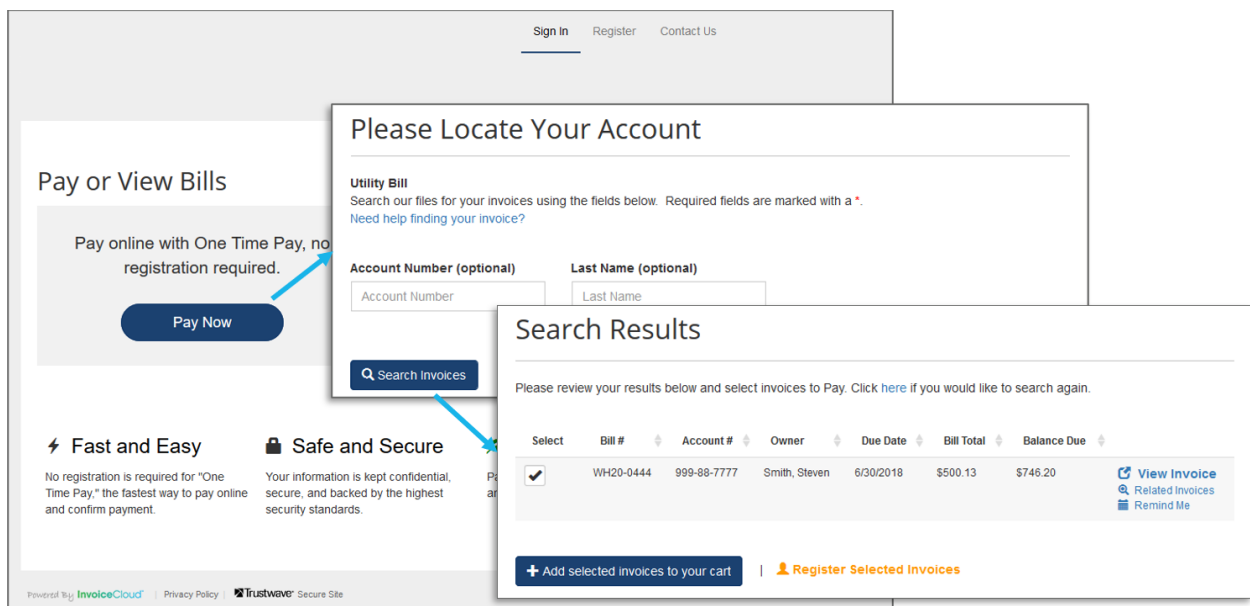


Figure 13. Finding Your Bill for One-time Payment. Customers quickly find their bill using search criteria defined by the biller in accordance with your business rules.

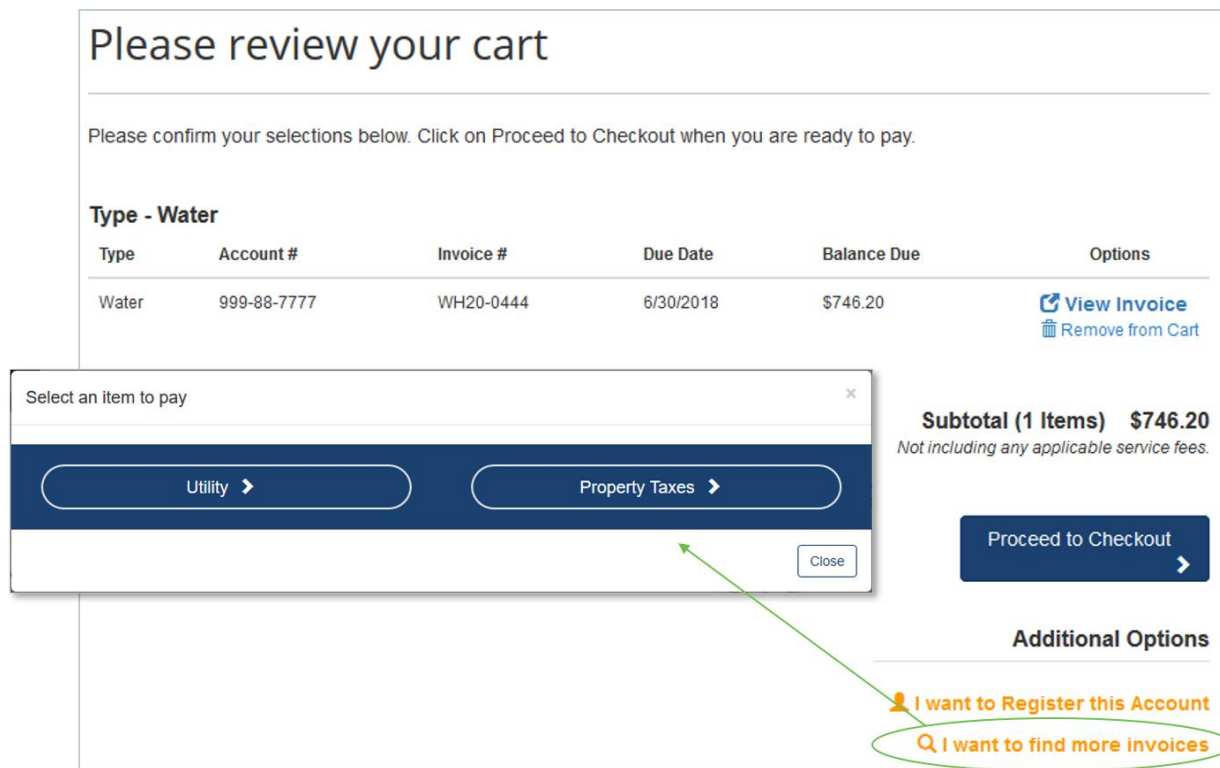


Figure 14. One-Time Payer Adding Multiple Invoices to their Cart. One-time payers can control their payment options at any point of purchase, increasing the likelihood of e-adoption.

IC provides a robust Shopping Cart experience: payers can add multiple invoices from multiple billing departments to their cart, even from disparate billing systems, and pay them all in a single transaction (**Figure 14**). IC also maintains line items for each invoice against the total balance, depositing each to different bank accounts per your business rules.

We provide a simple, intuitive payment process with proven timesavers, like auto-filling name and address fields from their invoice, and automatically presenting other outstanding bills for the payer to pay (if applicable). We make it easier to pay from mobile devices, reduce rejects and chargebacks, and protect the biller from payments with flagged accounts for fraudulent activity. We also embed proven e-adoption increasing features into our payment

Streamline the Payment Process for Higher E-adoption

- Limit customer keystrokes by pre-populating name and address fields from the invoice
- Auto-enroll customers into email reminders by requiring an email address for their receipt
- Eliminate submittal of invalid payment methods by authorizing card and ACH routing information as entered
- Increase AutoPay, Paperless, and Pay by Text enrollment by providing opportunities to self-service apply payment information

Payment Options Payment Information **Review Payment**

Review your Information

Your Credit/Debit Card [Edit](#)

John Q. Customer
XXXXXXXXXXXX1111
12 / 2019

Billing Address

1 North Main St.
Memphis, TN
38103
training@invoicecloud.com

I would like to signup for AutoPay

Save trees, checks, stamps, and time. Sign up for AutoPay and pay statements automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each statement is paid, automatically.

Your Credit/Debit Card ending in 1111 will be used to pay your invoices via AutoPay.

| Policy | Email Address | Go AutoPay? |
|------------|---------------------------|--|
| ZHANG AI H | training@invoicecloud.com | <input checked="" type="checkbox"/> Testing mv |

Send me Pay by Text messages for future invoices

I would like to sign up for Paperless

Payment Summary

| Policy # | Amount |
|--|-----------------|
| 2018030055522-1 - View | \$186.07 |
| 2018030055523-1 - View | \$234.43 |
| 2018030055524-1 - View | \$265.89 |
| 2018030055525-1 - View | \$295.49 |
| SUBTOTAL | \$981.88 |
| SERVICE FEE * | + \$1.00 |
| GRAND TOTAL | \$982.88 |

Process Payment \$982.88

Payer agrees to the Invoice Cloud Payer Terms and Conditions [View](#)

* If you have a question on the bill, please contact us at (360) 538-6393. Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

Figure 15. Review Payment. One-time payers can forgo traditional registration while opting into paperless billing by email or text or even AutoPay. This is how we achieve our e-adoption rates.

process, like AutoPay, paperless, and Pay by Text enrollment and registration for flexible payment options (Figure 15).

2.2 Registering for Faster and More Convenient Payments

Invoice Cloud provides a Customer Portal for customers who want to register and take advantage of additional self-service options. Payers can self-service manage their bill pay settings, review their billing and payment history, and change their settings for AutoPay/paperless billing/Pay by Text; additionally, payers can link multiple accounts to their profile, schedule single payments, set-up recurring payments, and save new payment methods (i.e., credit/debit cards, digital wallet methods, and bank accounts for ACH). (Figure 16).

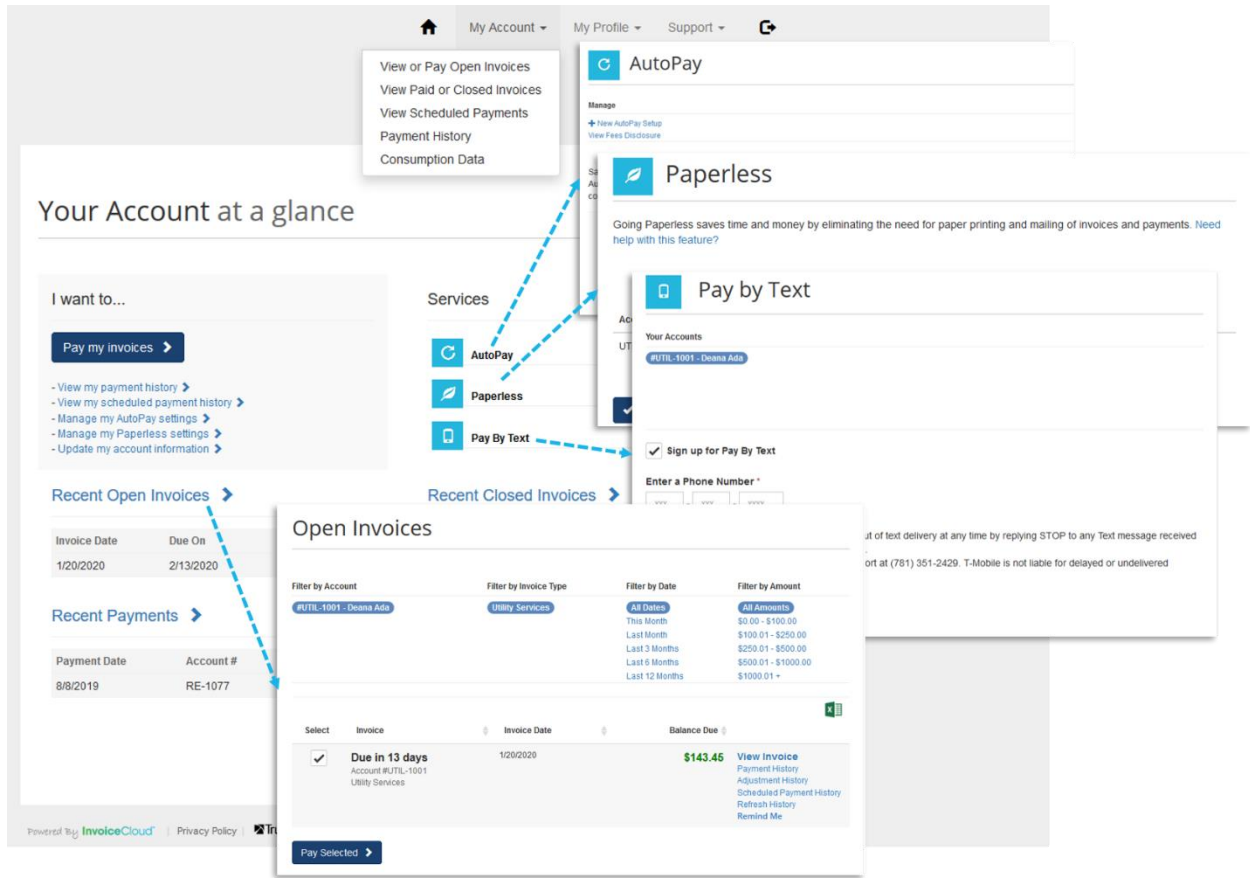


Figure 16. Customer Portal for a Registered Account. Invoice Cloud provides redundant interface options to help any user update and add services to their profile, no matter how they typically use the internet.

2.3 Flexible Payment Options

Invoice Cloud provides several options to help each payer pay their bill on time when it best suits their budget.

2.3.1 Scheduled Payments

Registered customers can schedule a one-time future payment using Scheduled Payments in their Customer Portal account (**Figure 17**). They may schedule more than one payment at a time. We configure the Customer Portal to only allow selections that meet your business rules, like last permissible date for payment and minimum payment amount.

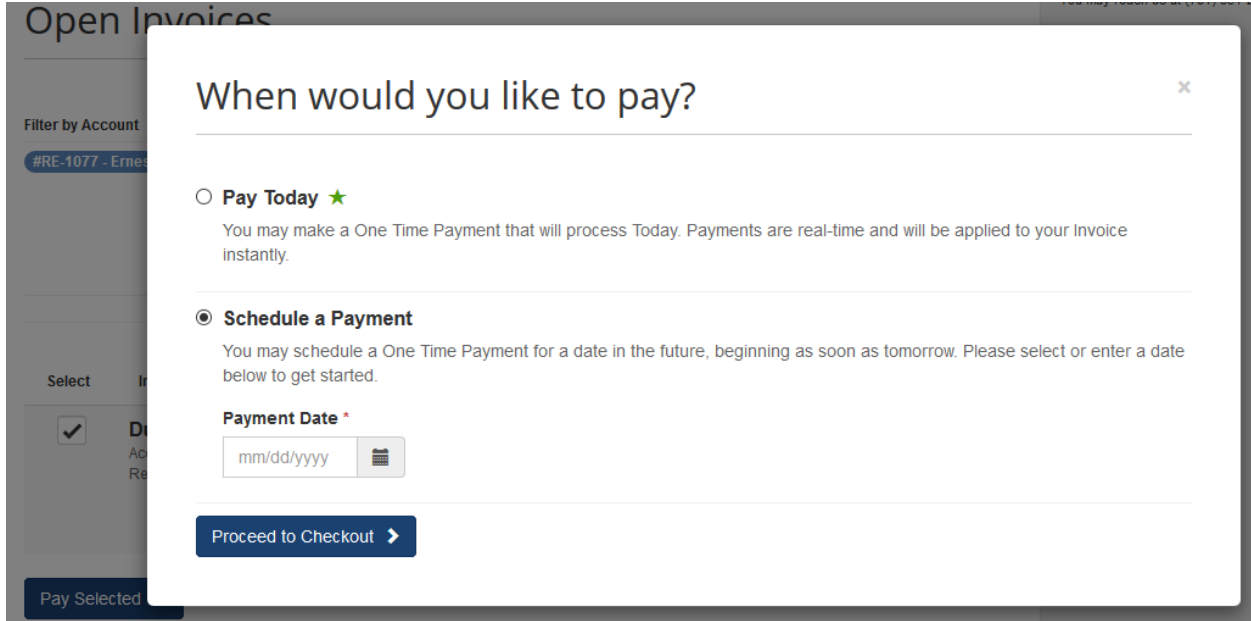


Figure 17. Scheduled Payment Options. Customers can future-date a payment to avoid running out of funds.

2.3.2 Recurring Scheduled Payments

Registered customers can self-service set recurring scheduled payments to pay a certain amount the same day every month (Figure 18).

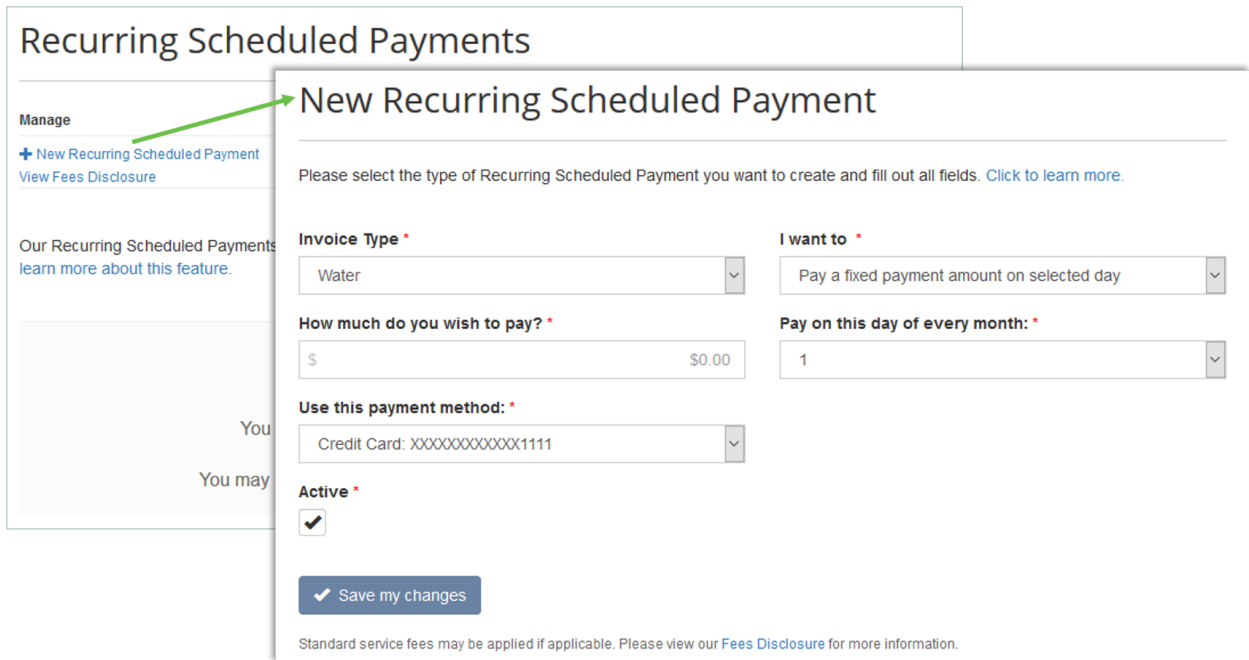


Figure 18. Scheduling Recurring Payments. Customers can schedule and pause a recurring payment for any day of the month.

2.3.3 AutoPay

Any customer—registered or not—can automatically pay their full invoice amount, on the day it is due, through AutoPay. This is critical for utility bills, where balances are based on consumption, and ensures that, if a customer makes partial payments or simply wants the convenience of paying their bills on time, every time, any remaining balance is always automatically paid when due.

Enrollment is 100% self-service either from our one-time payment (which typically doubles AutoPay enrollment for new clients) or from the registered payer's Customer Portal account

(Figure 19).

Invoice Cloud improves on the AutoPay offered by other vendors

- 100% self-service enrollment, requiring no registration by the customer or action by the biller.
- Securely store and tokenize all payment data using our double encryption methodology.
- Prevent over- and under-payments by always applying the latest balance on the AutoPay due date through real-time data refreshes.
- Provide peace of mind and opportunity to change AutoPay settings prior to payment through automated email reminders.
- Reduce rejects--and shut-offs and late fees--through automated ACH reject email notifications within seconds of AutoPay payment

Edit AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

#UTIL-1001 - Deana Ada ▼

Invoice Type *

Utility Services ▼

Use this payment method *

Please select a Payment Method ▼

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

Figure 19. AutoPay Setup. Customers can set and forget AutoPay, always paying their full balance on time.

2.3.4 FlexPay

Registered customers can create their own payment schedule within a billing cycle through IC’s FlexPay, making any number of payments before a payment is due. Customers choose the first and last payment dates and then number of payments. IC generates a corresponding number of payment fields so that the customer can set the exact date and amount for each (**Figure 20**).

The screenshot displays the 'Payment Information' section of a customer portal. It includes a 'Schedule your FlexPay payments' form with fields for 'When would you like your First Payment to process?' (04/05/2018), 'When would you like your Last Payment to process?' (05/10/2018), and 'How many payments would you like to make?' (3). A 'Create Schedule' button is visible. To the right, a 'Payment Summary' table shows an invoice for \$80.00. A modal window titled 'Confirm your FlexPay Schedule' is overlaid, showing three payment entries. Each entry includes a payment date, invoice number (OWS-74312), payment amount (\$15.45), service fee (\$1.00), and total (\$16.45).

| Invoice # | Amount |
|---------------------------------------|----------------|
| 14142782652369 - View | \$80.00 |
| SUBTOTAL | \$80.00 |

| Payment Date | Invoice | Payment Amount | Service Fee | Total |
|--------------|-----------|----------------|-------------|---------|
| 09/19/2017 | OWS-74312 | \$ 15.45 | \$1.00 | \$16.45 |
| 10/10/2017 | OWS-74312 | \$ 15.45 | \$1.00 | \$16.45 |
| 10/31/2017 | OWS-74312 | \$ 15.45 | \$1.00 | \$16.45 |

Figure 20. FlexPay Setup. Customers can future-date multiple payments to avoid running out of funds.

2.4 Mobile Optimized Payments

Invoice Cloud's Customer Portal is device- and browser-agnostic, working on any mobile device using Google Chrome, Apple Safari, Mozilla Firefox, or Microsoft Internet Explorer or Edge

browsers. We designed our Customer Portal to be mobile responsive, meaning it changes based on the size of screen it loads on to be readable and maintain all user functionality (**Figure 21**).

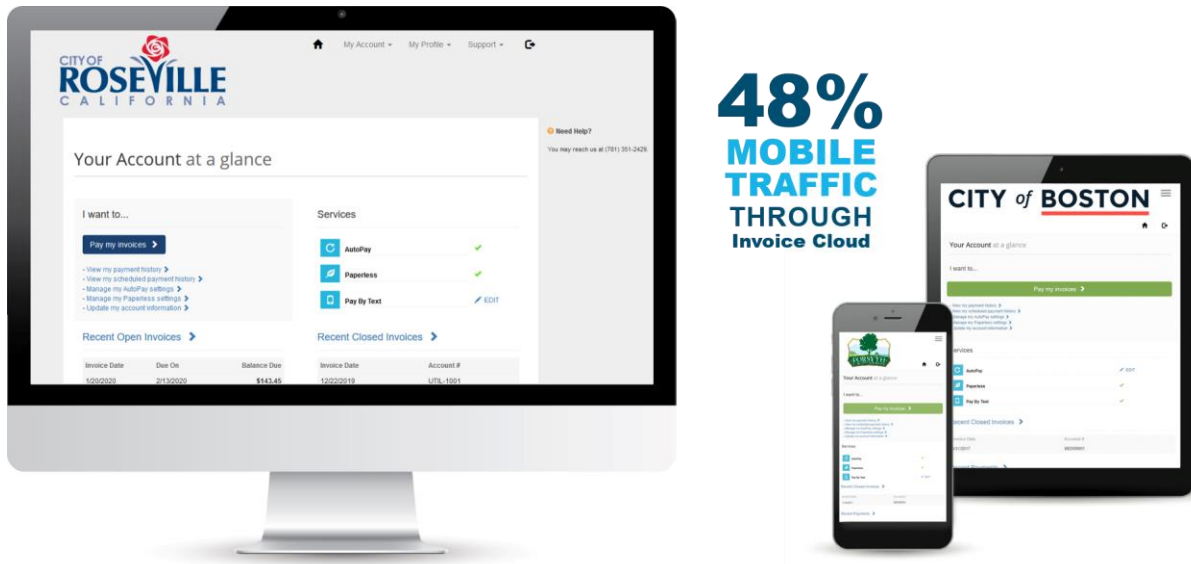


Figure 21. Mobile Responsive Site Design Delivers the Best Invoice Cloud and Device Functionality. *Payers can find and pay their bill on any smart device and use mobile wallets like Apple Pay and Google Pay.*

2.5 Pay by Text

Customers receive a text notification with a direct link to their payment in our mobile optimized site – no login or reauthentication required. Or, if registered with Invoice Cloud, they can pay by simply replying to the text alert (**Figure 22**).

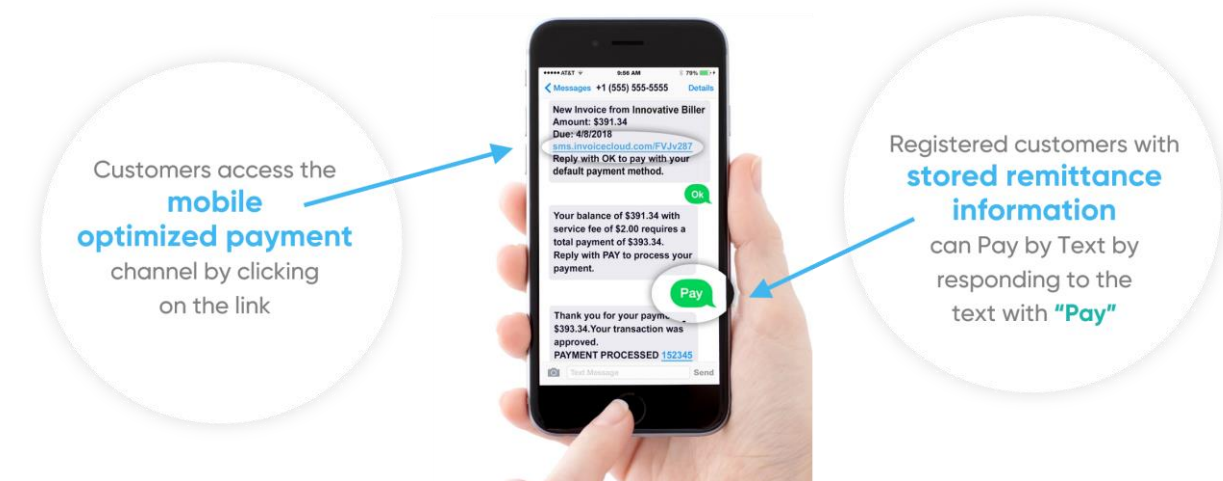


Figure 22. Pay by Text Reminders Engage Mobile Customers. *Quickly pay your bill either by SMS text or in the web browser of your choice.*

2.6 Donations

Customers can add a donation to the charity of the biller's choice during our simple, three-step payment process. Clients can advertise their charity in the payment route, and customers can either round up, donate a flat amount, or enter a custom amount (Figure 23).



Figure 23. Adding a Donation to their Cart. Customers can easily donate to your preferred cause(s) without exiting the payment process.

2.7 One-stop Shop for All Services

Invoice Cloud's scalability through True SaaS configuration makes it easy to unify both recurring invoiced and one-off, non-invoiced payments in one single billing and payment solution. We configure invoice types for any payment your customers need, whether utility or tax bill or other services like permits and fees, so that each invoice type behaves in accordance with your business rules. Each invoice type can have its own integrated billing system, fee model, depository bank, and more.

2.7.1 Cloud Store

Cloud Store allows billers to accept payments for non-invoiced services, such as permits, licenses, membership fees, etc. (Figure 24). We work with our clients to define the required fields, fees, and data entry form to accept payment and provide the right information back to you. Cloud Store works with Shopping Cart, so customers can pay more than one invoice in a single checkout process.

The screenshot shows a form titled 'Police Alarms' for 'Chandler Police Department Alarm Unit (480) 782-4201'. It includes a note: 'Please fill out all the required fields that are denoted with an asterisk. Click for more information.' The form has several input fields: 'Account Number *', 'Customer Name *', 'Business Name', 'Phone Number *' (with a mask 'xxx - xxx - xxxx'), 'Invoice Number', 'Account Address *', 'Contact Name', and 'Email Address *'. There is a 'Payment Description' field. Below these is a 'Store Items' section with a dropdown menu 'Select an item'. At the bottom left is a 'Shopping List' table:

| Item Name | Amount | Unit Price |
|-----------------|--------|------------|
| False Alarm Fee | 1 | \$85.00 |

At the bottom right is an 'Items Summary' table:

| Item Name | Amount |
|-----------------|----------------|
| False Alarm Fee | \$85.00 |
| Subtotal | \$85.00 |

Below the summary is a blue button labeled 'Review Your Information >'.

Figure 24. Example of a Cloud Store. Quickly and painlessly add new, non-invoiced payments including all data needed.

2.7.2 Cloud Payment

Cloud Payment integrates Invoice Cloud with third-party systems for one-time non-invoiced items, like parking or permit systems, to securely process payments during the mid-application. IC takes the data from the third-party system to generate an invoice on-the-fly, processing the payment in our own Customer Portal (**Figure 25**). Once payment is complete, IC sends confirmation back to the third-party system, and the customer can complete their application.

Home Notices Contact FAQ Log Off Data last updated on Dec 14 2015.

Displaying 16 results for Owner: MARTIN, RICHARD C.
 Due amounts reflect interest as of 12/15/2015.
 There are 108 results that may be similar to your search.
 The total due on this page is \$1,272.34.

Change Date Expand Search Add All To Cart

Cart Total: \$1272.34
 Check Out Cancel Cart

Invoice Number: 2015P02018305 Print

| | | | |
|-----------------|--------------------|-------------|------------|
| Current Owner | MARTIN, RICHARD C. | Due Date | 12/17/2015 |
| Current Owner 2 | MARTIN, RICHARD C. | Bill Amount | \$1,088.00 |
| Billed Owner | MARTIN, RICHARD C. | Prindpal | \$1,088.00 |
| Location | 100 NORTHWOOD ROAD | | |

Making a Partial Payment?
 Partial payments can be made by adjusting the Payment Amount on the CheckOut Page. If you haven't already added an

Payment Options Payment Information Review Payment

How would you like to pay?
 Credit Card

How much would you like to pay?

Pay Full Invoice \$90.05

| Invoice # | Amount |
|--------------------|----------------|
| JWS-0333 | \$90.05 |
| SUBTOTAL | \$90.05 |
| GRAND TOTAL | \$90.05 |

Any applicable service fees and/or discounts will be displayed before processing your payment

Cloud Payments accepts the following data from third-party systems:

- Invoice Number
- Amount
- Invoice Type (e.g., business license)
- Invoice Date
- Invoice Due Date

Cloud Payments supports Credit/Debit Card and E-checks, as well as partial payments

Figure 25. Third-Party Payment Site Integrated with IC through Cloud Payments. *Third-party systems can access IC data to process and then receive real-time confirmation of payment.*

2.8 In-person/Point-of-Sale Payments

We provide a built-in cashiering system in our Biller Portal for in-person payments, which works with optional PCI-compliant credit/debit card readers. We can also integrate directly with cashiering systems. Customers pay by inserting or swiping their cards, and Invoice Cloud automatically updates the customer's balance in your CIS (Figure 26).



Figure 26. One of Several Compliant Card Readers.

2.9 Intercept Bank-issued Paper Checks with Online Bank Direct

Invoice Cloud offers our clients the ability to electronically receive customer payments when they pay through their home bank, using our Online Bank Direct™ (OBD) service. OBD eliminates paper checks issued by online banking sites; instead, you receive electronic ACH deposits instead, saving your staff time and effort. OBD matches electronic payments (like lock box files) to the payer’s account. If the match is made, OBD processes and uploads it into your billing system (Figure 27). Artificial Intelligence remembers the matches for next time, so each billing cycle is less matching work.

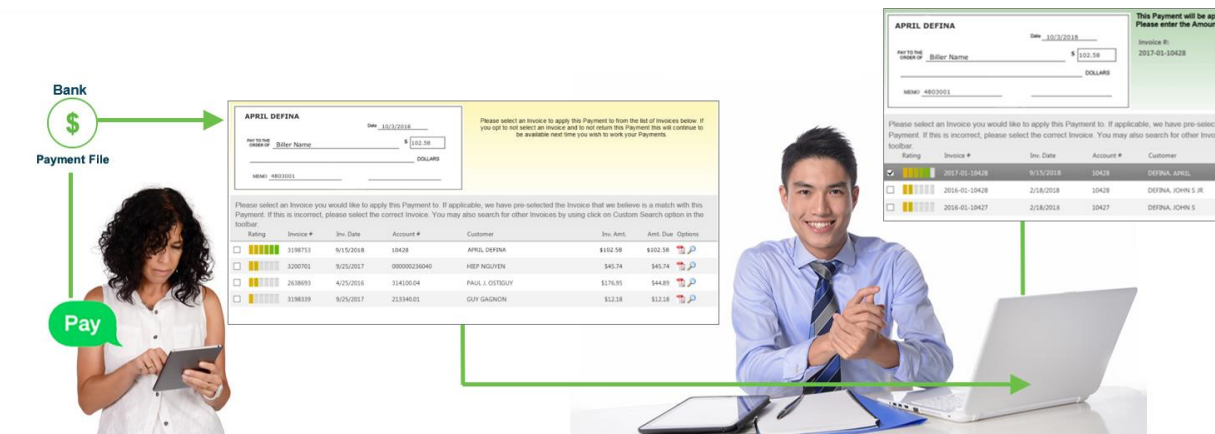


Figure 27. OBD-intercepted Pending Payments. Stop processing paper checks from banks, saving time trying to match them to accounts.

2.10 Pay by Phone/IVR

Secure, Painless IVR that Promotes Self-Service

Invoice Cloud's fully integrated IVR was designed to get calls out of your call center. With CallerID authentication, gone are the days of payers calling to ask for their account number/customer number before you transfer them to your IVR. Additionally, the option to receive a text instead of continuing with the phone prompts makes it easier for payers to complete a transaction. If the payer chooses to continue with the IVR, the option to save their payment method for next time they call makes paying a 2nd time much easier. Invoice Cloud's IVR supports English and Spanish, which customers can navigate by either touchtone or voice to pay their bill and save payment methods.

-
- One phone number for customers to dial
 - Self-service ACH and CC payments
 - Self-service request a text message with a secure payment link using Link Trigger.
 - Automatically connect to your account through Caller ID Lookup
 - Use special characters to enter complex policy/account numbers
 - Receive timely outbound IVR invoice alerts to automatically connect to your bill for payment
-

Invoice Cloud also offers an outbound IVR service: bill reminders, past due notifications, and ad-hoc notices (water boil, power outage, etc.) Our clients can customize and schedule reminder calls, e-mails and text to payers through our self-service portal.

2.11 Agent/CSR Tools

Invoice Cloud provides tools to help out billers' Customer Service Representatives better communicate with payers, including our Biller Portal and SSO integration of our payment process with many third-party CSR interfaces. We help CSRs share the customer experience and functionality that helps train customers to try our platform's many self-service options.

2.11.1 Biller Portal

Invoice Cloud's Biller Portal offers extensive reporting and administration tools, making administration, reconciliation, and data mining easier for the The City of Corcoran (**Figure 28**). The Biller Portal is available 24/7/365 and is 100% self-service for the user.

Based on permissions set by the biller, admin users can:

- Block customers from making ACH and/or Credit Card Payments.
- Email or text invoice notifications to the customer with direct links to their payment.
- Set up AutoPay, paperless billing, and more for a payer at their request.
- Log in as the user to recreate their payment experience.
- Review payment and/or email history.
- Issue a credit on an overpayment.

One of the leading reasons customers call our billers to make a payment, despite having an IVR solution, is that customers do not know how to look up their bill in the first place. Invoice Cloud launched CSR Text Reminders so that your CSRs/agents can send a text with a direct link to their bill (**Figure 29**). The customer can now see how easy it is to pay in our mobile site.

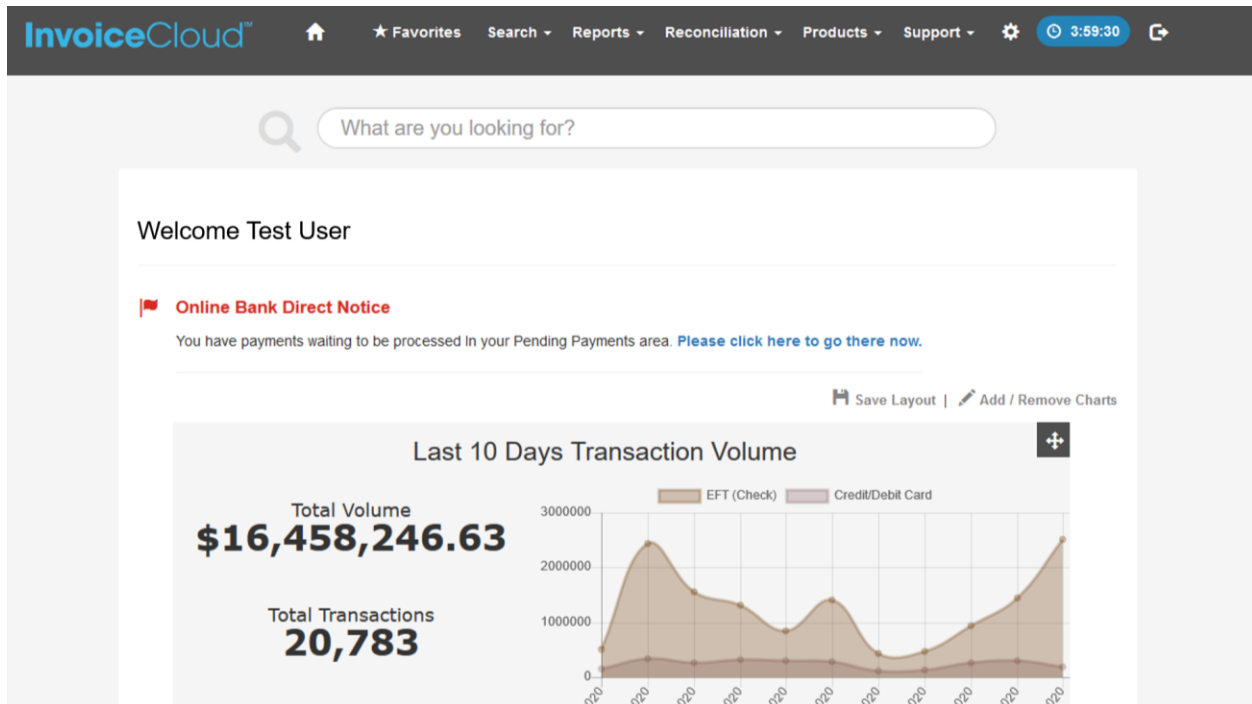


Figure 28. Invoice Cloud's Simple Back-end Biller Portal. Manage all billing functions through our user-friendly interface.

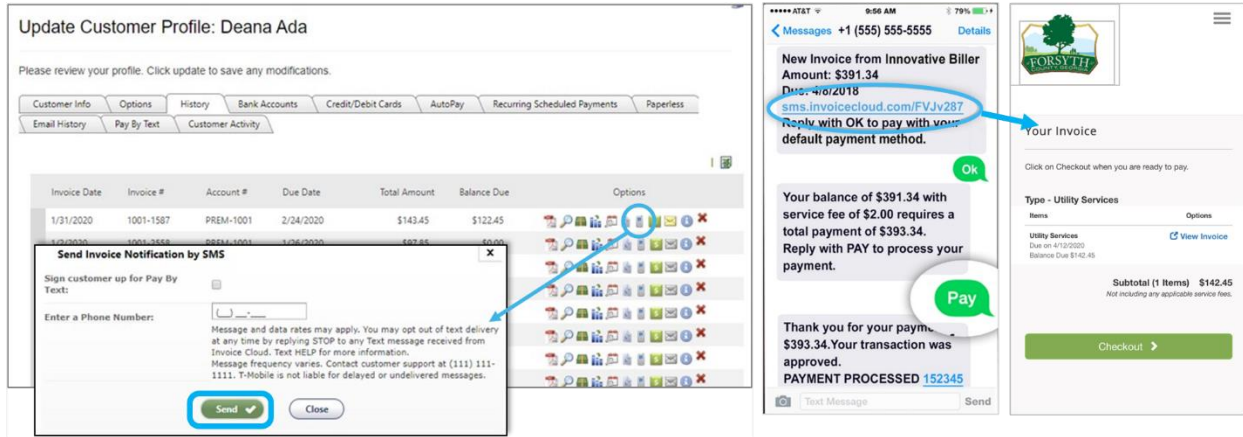


Figure 29. Send a Text Message with a Direct Link to a Customer's Payment from the Biller Portal. CSRs can now help mobile-using customers more easily find their bill and enroll in Pay by Text.

Our admin portal ('Biller Portal') offers many standard and ad hoc reports on demand, 24/7 with date ranges and drill down options to view detail (Figure 30).

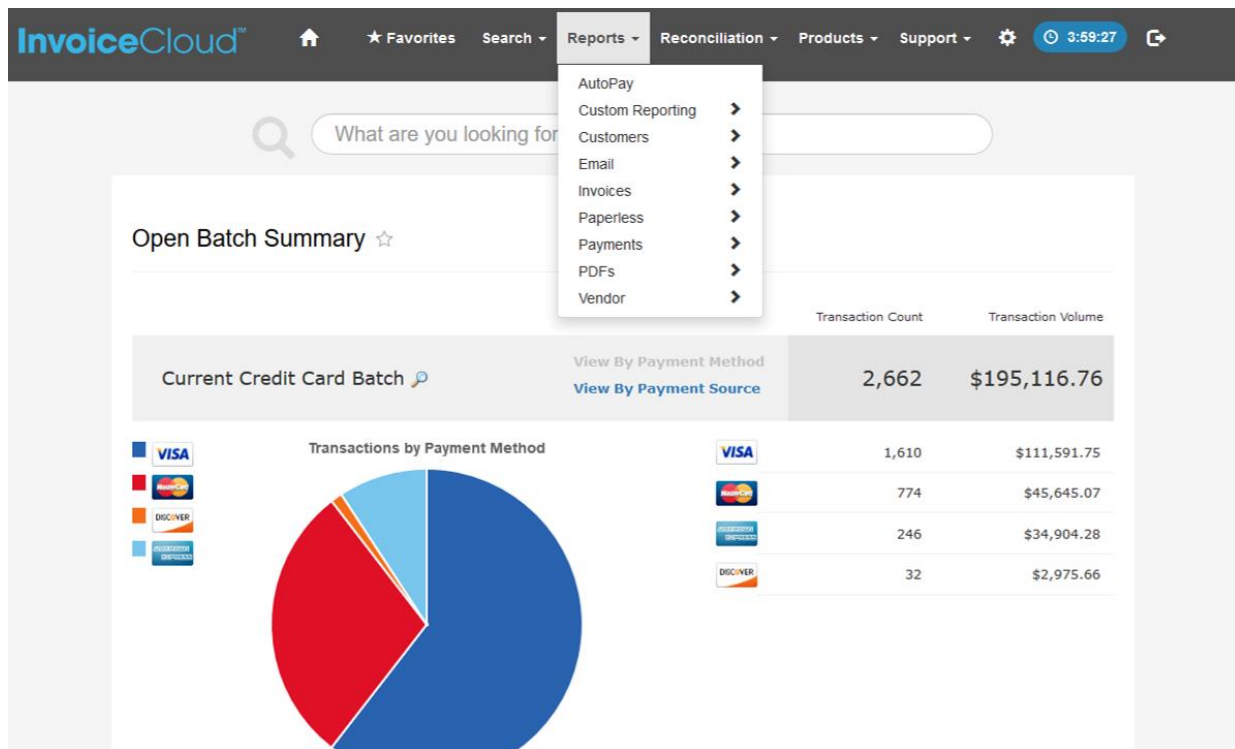


Figure 30. Robust Reporting Options. Use pre-configured reports or define new ones and export results to Excel.

Invoice Cloud provides 29 email templates, all triggered by events and customer activity. Email notifications are completely customizable using the Biller Portal's built-in editor (Figure 31).

Email Management ☆

You may view and edit all available email templates in this area. Please choose an Email Template Type from the list below. You will see a second drop down with the invoice types you support. Each Invoice Type is allowed to have a different set of values that, when used in a template, will be replaced with a corresponding value when the email is sent.

Email Template Type: First Invoice Email Notification

Get Template for Invoice Type:

- First Invoice Email Notification
- Second Invoice Email Notification
- Third Invoice Email Notification
- Payment Transaction Receipt
- Declined Auto Pay Transaction
- Late Fee Email Notification
- Declined Scheduled Payment Notification
- Registered Customer Welcome Email
- AutoPay Registration Notification
- Paperless Registration Notification
- ACH Reject/Chargeback Notices
- Credit/Debit Card Expiration Notification
- Scheduled Payment Confirmation
- AutoPay Reminder Notification
- FlexPay Confirmation Notification
- Scheduled Payment Reminder
- Paperless Off Confirmation
- Online Bank Direct Payment Receipt
- Check 21 Payment Receipt
- Linked Accounts First Invoice Notification

Email Title:
You have a new invoice from **BillerDBA**!

AutoPay Message (if applicable):
Your payment will automatically be made on the date associated with your auto payment, please log in to view your account.

Email Body:

A new invoice is now available to view online.

BillerDBA has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule to pay your invoice.

You may also access your invoice via our Customer Portal at <https://www.invoicecloud.com/VirtualPayment>.

If you have any questions regarding your account, please email us at VirtualPayment@invoicecloud.com.

Narragansett Bay Commission

You have a new invoice from the - Narragansett Bay Commission

[View Invoice or Pay Now](#)

Dear SMITH, PAUL

A new invoice is now available to view online.

NBC has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule the date your invoice will be paid.

[Click here for a SNAPSHOT of Upper Narragansett Bay](#)

You may also access your invoice via our Customer Portal at <https://www.invoicecloud.com/2bergeron>.

If you have any questions regarding your account, please email us at 2bergeron@invoicecloud.com. Be sure to include your first name, last name, and account number.

Thank you for choosing to view and pay online, Narragansett Bay Commission

With these e-mailed bill reminders going out to your payers, it is a great opportunity to plug different areas of the Commission or use to advertise products and/or services.

Narragansett Bay Commission

COOL UP YOUR BILLS

THIS ENVIRONMENT IS COOL TO BE GREEN!

Having a social media presence is pretty much the norm today, but it's all in how you market your social media that will make it successful and advertising plays a big roll. Our clients have found the bill reminders are very powerful in getting the word out.

Figure 31. Invoice Cloud’s Unmatched Email Management Tool. No other EBPP provider provides this level of control over the content and branding of its email engine.

3 Pricing

Table 2. Customer Engagement, Electronic Bill Presentment and Payment Pricing (Utility). Pricing based on 768 bills per month and \$163 average credit card payment.

| Service Description | Fee |
|---|--|
| Integration, Deployment and Training NOTE: Includes integration with your billing system(s) | \$5,000 \$0.00 |
| Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers | \$100.00 |
| HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption. | No Charge |
| Paperless Billing – per paperless bill per cycle NOTE: Fee only applies when paper bill is suppressed, and a paper invoice is <u>not</u> mailed. There is no charge for payers to receive e-bill, only when we convert them to Paperless. | \$0.20 |
| Electronic Payment Fees – Submitter Model | |
| Residential Credit / Debit Cards Visa, MasterCard and Discover, American Express, and PayPal – Fee per transaction Credit/Debit Card Cap: \$125,000 Minimum fee: \$2.95 | 2.00% paid by the city 1.25% paid by the customer |
| E-Check / ACH – per transaction (absorbed by the city) | \$1.95 |
| AutoPay ACH – per transaction (absorbed by the city) | \$0.95 \$0.75 |
| Miscellaneous Fees | |
| Credit Card Chargeback | \$15.00 |
| ACH Reject | \$15.00 |
| PayPal Chargeback | \$15.00 |
| IVR | |
| Inbound -- Per Call (Payment Only) (absorbed by the city) | \$0.95 |

| Point-of-Sale Card Readers (Optional) | |
|---|----------------------------------|
| Encrypted Card Readers for counter payments – monthly rental per unit | \$30.00 |
| Online Bank Direct – Online Bank Payment Consolidation | |
| Per Transaction Fee (paid by the city) | \$0.25 |
| OBD Monthly Access Fee | \$50.00 Waived |

Table 3. Customer Engagement, Electronic Bill Presentment and Payment Pricing (Building Permits). Pricing for building permits based on 55 bills per month and \$162 average credit card payment.

| Service Description | Fee |
|---|-------------------------------|
| Integration, Deployment and Training NOTE: Includes integration with your billing system(s) | No Charge |
| Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers | No Charge |
| HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption. | No Charge |
| Electronic Payment Fees – Submitter Model | |
| Residential Credit / Debit Cards Visa, MasterCard and Discover, American Express, and PayPal – Fee per transaction – Paid by the customer Credit Card Cap: \$125,000 Minimum fee: \$2.95 | 3.25% Paid by the customer |
| E-Check / ACH – per transaction (absorbed by the city) | \$1.95 |
| Miscellaneous Fees | |
| Credit Card Chargeback | \$15.00 |
| ACH Reject | \$15.00 |
| PayPal Chargeback | \$15.00 |

Table 4. Customer Engagement, Electronic Bill Presentment and Payment Pricing (Miscellaneous Payments). Pricing for miscellaneous fees based on 104 bills per month and \$18 average credit card payment.

| Service Description | Fee |
|---|--------------------------------|
| Integration, Deployment and Training NOTE: Includes integration with your billing system(s) | No Charge |
| Account Access – monthly access to branded Customer and Biller Portals – includes one (1) Administrative User NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers | No Charge |
| HelpDesk Support and Marketing – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry’s highest payment and paperless adoption. | No Charge |
| Electronic Payment Fees – Submitter Model | |
| Residential Credit / Debit Cards Visa, MasterCard and Discover, and American Express – Fee per transaction – Paid by the customer Credit Card Cap: \$500 | \$2.50 Paid by the customer |
| E-Check / ACH – per transaction (absorbed by the city) | \$1.75 |
| Miscellaneous Fees | |
| Credit Card Chargeback | \$15.00 |
| ACH Reject | \$15.00 |
| PayPal Chargeback | \$15.00 |

Table 5. Paperless Adoption Enrollment Savings Model. *As Invoice Cloud drives higher adoption of the City of Corcoran’s Paperless program, the organization will see increased monthly and annual savings by way of lower sourcing, postage, and tax costs.*

| Bills Per Month | Example Paperless Adoption | Paperless Bills | Corcoran’s Estimated Cost Per Bill | Invoice Cloud Paperless Fee | Corcoran’s Projected Net Savings Per Month | Corcoran’s Projected Net Savings Per Year |
|-----------------|----------------------------|-----------------|------------------------------------|-----------------------------|--|---|
| 768 | 5% | 38 | \$0.47 | \$0.20 | \$10.37 | \$124.42 |
| 768 | 10% | 77 | \$0.47 | \$0.20 | \$20.74 | \$248.83 |
| 768 | 15% | 115 | \$0.47 | \$0.20 | \$31.10 | \$373.25 |
| 768 | 20% | 154 | \$0.47 | \$0.20 | \$41.47 | \$497.66 |
| 768 | 25% | 192 | \$0.47 | \$0.20 | \$51.84 | \$622.08 |
| 768 | 30% | 230 | \$0.47 | \$0.20 | \$62.21 | \$746.50 |

Billers Agreement

1. License Grant & Restrictions. Subject to execution by Biller of the Invoice Cloud Biller Order Form incorporating this Agreement, Invoice Cloud hereby grants Biller a non-exclusive, non-transferable, worldwide right to use the Service described on the Biller Order Form until termination as provided herein, solely for the following purposes, and specifically to bill and receive payment from Biller's own customers, for Services that are referenced in the Biller Order Form. All rights not expressly granted to Biller are reserved by Invoice Cloud and its licensors.

Biller will provide to Invoice Cloud all Biller Data generated for Biller's Customers. Unless otherwise expressly agreed to in writing by Invoice Cloud to the contrary, Invoice Cloud will process all of Biller's Customers' Payment Instrument Transactions requirements related to the Biller Data and will do so via electronic data transmission according to our formats and procedures for each electronic payment type selected in the Biller Order Form. In addition, Biller will promptly review all necessary and reasonable third-party applications and agreements required for the Service and execute those which are acceptable, without unreasonable delay, including without limitation Payment Processing Agreements and merchant agreements that may be required upon implementation, or later at such time as the Service operates with different or multiple payment processors. Biller's approval of such applications and agreements shall not be unreasonably withheld, however, should the terms of such applications and agreements be unacceptable to Biller, the parties will collaborate to negotiate acceptable terms. If acceptable terms cannot be agreed upon, either party may immediately terminate this Agreement and the parties shall have no further obligations hereunder to one another. Throughout the Term of this Agreement, and contingent upon Invoice Cloud's performance in compliance with this Agreement, for "Invoice Types" listed on the Biller Order Form (e.g., real estate taxes, utility bills, parking tickets, insurance premium, loans, etc.), Biller will not use the credit card processing, ACH or electronic check processing of any bank, payment processor, entity, or person, other than Invoice Cloud via electronic data transmission or the authorization for processing of Biller's Customers' Payment Instrument Transactions, for each electronic payment method selected in the Biller Order Form.

Biller shall not: (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service in any way; (ii) modify or make derivative works based upon the Service; (iii) Recreate, "frame" or "mirror" any portion of the Service on any other server or wireless or Internet-based device; (iv) reverse engineer or access the Service; or (v) copy any features, functions or graphics of the Service.

2. Privacy & Security. Invoice Cloud's privacy and security policies may be viewed at <http://www.invoicecloud.com/privacy.html>. Invoice Cloud reserves the right to modify its privacy and security policies in its reasonable discretion from time to time which modification shall not materially adversely impact such policies. Invoice Cloud will maintain compliance with current required Payment Card Industry (PCI) standards and Cardholder Information Security standards. In addition to the privacy and security standards referenced in this paragraph, Invoice Cloud acknowledges that Biller is a Minnesota government entity bound by the terms of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA"). Correspondingly, Invoice Cloud shall at all times during the term of this Agreement comply with the MGDPA and shall cooperate with Biller in meeting its compliance obligations, as necessary. Any MGDPA inquiries regarding Biller data which are directed to Invoice Cloud shall be promptly referred to Biller.

3. Account Information and Data. Invoice Cloud does not and will not own any Customer Data, in the course of providing the Service. Biller, not Invoice Cloud, shall have sole responsibility for the accuracy, quality, integrity, legality, and reliability of, and obtaining the intellectual property rights to use and process all Customer Data. In the event this Agreement is terminated, Invoice Cloud will make available to Biller a file of the Customer Data (to the extent that Invoice Cloud is permitted to provide pursuant to applicable law and PCI-DSS standards), within 30 days of termination of this Agreement (or at a later time if required by applicable law), if Biller so requests at the time of termination. Invoice Cloud will retain Customer Data for a period from its creation for the time frame that is listed in the Biller Order under "Data Retention", and reserves the right to remove and/or delete remaining Customer Data no less than 60 days after termination or expiration except as prohibited by applicable law or in the event of exigent circumstances.

4. Confidentiality / Intellectual Property Ownership. Invoice Cloud agrees that it may be furnished with or otherwise have access to Customer Data that the Biller's customers consider confidential. Invoice Cloud agrees to secure and protect the Customer Data in a manner consistent with the maintenance of Invoice Cloud's own Confidential Information, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than commercially reasonable measures. Invoice Cloud will not sell, transfer, publish, disclose, or otherwise make available any portion of the Customer Data to third parties, except as permitted under this Agreement or required to perform the Service or otherwise required by applicable law.

Invoice Cloud (and its licensors, where applicable) owns all right, title and interest, including all related Intellectual Property Rights, in and to the Invoice Cloud Technology, the Content and the Service and any enhancement requests, feedback, integration components, suggestions, ideas, and application programming interfaces, recommendations or other information provided by Biller or any other party relating to the Service. In the event any such intellectual property rights in the Invoice Cloud Technology, the Content or the Service do not fall within the specifically enumerated works that constitute works made for hire under applicable copyright laws or are deemed to be owned by Invoice Cloud, Biller hereby irrevocably, expressly and automatically assigns all right, title and interest worldwide in and to such intellectual property rights to Invoice Cloud. The Invoice Cloud name, the Invoice Cloud logo, and the product names associated with the Service are trademarks of Invoice Cloud or third parties, and no right or license is granted to use them.

Commented [JT1]: What was agreed to as to exclusivity and the contemplation of the City's use of existing platforms?

Commented [SD2R1]: Parties to discuss on Friday (12/17) if any specific carve-outs are needed for City's existing platforms/vendors.

Billers Agreement

Billers agrees that during the course of using or gaining access to the Service (or components thereof) it may be furnished with or otherwise have access to information that Invoice Cloud considers to be confidential including but not limited to Invoice Cloud Technology, customer and/or prospective customer information, product features and plans, the marketing/sales collateral, pricing and financial information of the parties which are hereby deemed to be Invoice Cloud Confidential Information, or any other information that by its very nature constitutes information of a type that any reasonable business person would conclude was intended by Invoice Cloud to be treated as proprietary, confidential, or private (the "Confidential Information"). Billers agrees, subject to its obligations under applicable law, to secure and protect the Confidential Information in a manner consistent with the maintenance of Invoice Cloud's rights therein, using at least as great a degree of care as it uses to maintain the confidentiality of its own confidential information, but in no event use less than reasonable efforts. Invoice Cloud acknowledges that Billers may be mandated by law to disclose certain Invoice Cloud Confidential Information or information asserted to be trade secret information such as, without limitation, pricing information and the terms of this Agreement.

Invoice Cloud shall conspicuously and specifically label any information it views to be "Trade Secret Information" as defined by Minnesota Statute 13.37, subdivision 1(b), or any applicable successor law. Only parts of documents which include individualized and specific flags indicating "Trade Secret Information" shall be considered to be so labeled and broad labeling of entire documents shall not meet this standard and will be considered unmarked. In the event that records required to be disclosed by Billers under applicable public records law contain Invoice Cloud's specifically flagged Trade Secret Information, Billers shall provide Invoice Cloud with notice of Billers's intent to disclose the information. Unless earlier disclosure is mandated by law or such delay is waived by Invoice Cloud, Billers shall delay disclosure of flagged Trade Secret Information for a period of at least 3 days from said notice to afford Invoice Cloud a reasonable opportunity to seek protective legal treatment for such Trade Secret Information as necessary prior to the disclosure of the requested records. Due to the timelines at issue in this paragraph, personal, emailed, or telephonic notice shall be sufficient to satisfy this notice requirement. Nothing in this paragraph shall prevent Billers from complying with applicable law including, but not limited to, the MGDDPA. Billers will not sell, transfer, publish, disclose, or otherwise make available any portion of the Confidential Information of the other party to third parties (and will ensure that its employee and agents abide by the requirements hereof), except as expressly authorized in this Agreement or otherwise required by applicable law.

5. Billing and Renewal. Invoice Cloud fees for the Service are provided on the Billers Order Form. Invoice Cloud's fees are exclusive of all taxes, levies, or duties imposed by taxing authorities. Invoice Cloud may assess and/or collect such taxes, levies, or duties against Billers and Billers shall be responsible for payment of all such taxes, levies, or duties, excluding only International and United States (federal or state) taxes based solely on Invoice Cloud's income. All payment obligations are either auto debited from the Billers Bank Account or payable on receipt of invoice from Invoice Cloud, and are non-cancellable, and all amounts or fees paid are non-refundable. Unless Invoice Cloud in its discretion determines otherwise, all fees will be billed in U.S. dollars. Except in situations involving fraud or willful misconduct attributable to Invoice Cloud, which shall be subject to Minnesota statute of limitations law, if Billers believes Billers's bill or payment is incorrect, Billers must provide written notice to Invoice Cloud within 60 days of the earlier of the invoice date, or the date of payment, with respect to the amount in question to be eligible to receive an adjustment or credit; otherwise such bill or payment is deemed correct. Invoice Cloud reserves the right to modify pricing with respect to applicable fees to be paid under this Agreement, at any time upon thirty days written notice to Billers: a) based on, and directly related to, increases incurred by Invoice Cloud on Network Fees from credit card processors, bank card issuers, payment associations, ACH and check processors; or b) if, during the Term, the average credit card payment processed by Invoice Cloud for any three (3) consecutive month period exceeds 110% of the Average Credit Card Transaction amount specified on the corresponding Invoice Parameter Sheet(s), exclusively to the extent that Invoice Cloud incurs increases in Network Fees. Invoice Cloud, on at least 30 days written notice to Billers, may also increase any or all fees referenced in the Billers Order Form (including any Invoice Parameter Sheets), by no more than 5%, provided, however, that such increase may not apply during the Initial Term and may not occur more than once per Renewal Term. Upon receipt of notice of any pricing modification pursuant to this paragraph, Billers shall have the right to immediately terminate this Agreement by providing notice of such termination to Invoice Cloud within 30 days. However, prior to exercising this specific right of termination, Billers agrees to make a good faith attempt to negotiate continuation of services with Invoice Cloud. A period in which such negotiations are active shall toll Billers's 30 day termination deadline.

6. Term and Termination. The initial term of this Agreement shall commence as of the execution date of the Billers Order Form and continue for a period of three (3) years after the Go Live Date ("Initial Term") and will automatically renew for each of additional successive three (3) year terms ("Renewal Term") unless terminated as set forth herein. "Term" as used herein shall mean the Initial Term and any Renewal Term. This Agreement may be terminated by either party effective at the end of the Initial or any Renewal Term by such party providing written notice to the other party of its intent not to renew no less than ninety (90) days prior to the expiration of the then-current term. Additionally, this Agreement may be terminated by either party with cause in the event of a material breach of the terms of this Agreement by the other party and the breach remains uncured for a period of 30 days following receipt of written notice by the breaching party. Upon any early termination of this Agreement by Invoice Cloud as a result of breach, Billers shall remain liable for all fees and charges incurred, and all periodic fees owed through the end of the calendar month following the effective date of termination. Upon any termination or expiration of this Agreement, Billers's password and access will be disabled and Billers will be obligated to pay the undisputed balance due on Billers's account computed in accordance with the Charges and Payment of Fees section above. Billers agrees that Invoice Cloud may invoice Billers for such unpaid fees.

7. Invoice Cloud Responsibilities. Invoice Cloud represents and warrants that it has the legal power and authority to enter into this Agreement. Invoice Cloud warrants that the Service will materially perform the functions that the Billers has selected on the Billers Order Form and the Statement of Work, attached and incorporated by reference (the "Statement of Work"), under normal use and circumstances, and that Invoice Cloud shall use commercially reasonable measures with respect to Customer Data to the extent that it retains such, in the operation of the

Commented [JT3]: Left the strike of "reasonably" above and reinstated the previous termination right language with two revisions: 1) clarification that it is intended to apply to the entire paragraph and 2) an obligation for good faith negotiation of terms prior to termination.

Commented [SD4R3]: Accepted redlines.

Billers Agreement

Service; provided, that the Biller shall maintain immediately accessible backups of the Customer Data (to the extent that Biller is permitted pursuant to applicable law and PCI-DSS standards). In addition, Invoice Cloud will, at its own expense, as the sole and exclusive remedy with respect to any deficiencies in the Transaction Data, correct any Transaction Data to the extent that such errors have been caused by Invoice Cloud or by malfunctions of Invoice Cloud's processing systems.

8. Limited Warranty EXCEPT AS PROVIDED IN SECTION 7, THE SERVICE AND ALL CONTENT AND TRANSACTION DATA IS PROVIDED WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS DO NOT REPRESENT OR WARRANT THAT (A) THE USE OF THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE, OR OPERATE IN COMBINATION WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEM OR DATA, (B) THAT THE SERVICE WILL NOT EXPERIENCE DELAYS IN PROCESSING OR PAYING, OR (C) THE SERVICE WILL MEET REQUIREMENTS WITH RESPECT TO SIZE OR VOLUME. Invoice Cloud's service may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. Invoice Cloud is not responsible for any delays, delivery failures, or other damage resulting from such problems, except to the extent such issues are exclusively attributable to Invoice Cloud's negligence or willful misconduct.

9. Biller's Responsibilities. Biller represents and warrants that it has the legal power and authority to enter into this Agreement. Biller is responsible for all activity occurring under Biller's accounts and shall abide by all applicable laws, and regulations in connection with Biller's and/or its customers' and/or any payers' use of the Service, including those related to data privacy, communications, export or import of data and the transmission of technical, personal or other data. Biller represents and warrants that Biller has not falsely identified itself nor provided any false information to gain access to the Service and that Biller's billing information is correct. Biller shall: (i) notify Invoice Cloud immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Invoice Cloud and immediately stop any copying or distribution of Content that is known or suspected to be unauthorized by Biller or Biller's Users; and (iii) obtain consent from Biller's customers and payers to receive notifications and invoices from Invoice Cloud. Invoice Cloud is not responsible for any Biller postings in error due to delayed notification from credit card processors, ACH, bank and other related circumstances. Biller agrees and acknowledges that in the event that Biller has access to, receives from, creates, or receives protected health information, or Biller has access to, creates, receives, maintains or transmits on behalf of electronic protected health information (as those terms are defined under the privacy or security regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009 ("ARRA"), during the performance under this Agreement, it will comply with all such law, regulations and rules related thereto.

Biller is required to ensure that it maintains a fair policy with regard to the refund, return or cancellation of payment for services and adjustment of Transactions. Biller is also required to disclose all refund, return and cancellation policies to Invoice Cloud and any applicable payment processors and Biller's Customers, as requested. Any change in a return/cancellation policy must be submitted to Invoice Cloud, in writing, not less than 21 days prior to the effective date of such change. If Biller allows or is required to provide a price adjustment, or cancellation of services in connection with a Transaction previously processed, Biller will prepare and deliver to Invoice Cloud Transaction Data reflecting such refund/adjustment within 3 business days of resolution of the request resulting in such refund/adjustment. The amount of the refund/adjustment cannot exceed the amount shown as the total on the original Transaction Data. Biller may not accept cash or any other payment or consideration from a Customer in return for preparing a refund to be deposited to the Customer's account; nor may Biller give cash/check refunds to a Customer in connection with a Transaction previously processed by credit card, debit card, ACH, or other electronic payment method, unless (i) required by applicable law, or (ii) such refund cannot be processed electronically through the Service. Biller shall cooperate with Invoice Cloud to effect a timely Implementation by Biller allocating sufficient and properly trained personnel to support the implementation process and fully cooperating with Invoice Cloud and by securing the cooperation of Biller's software and service providers and providing to Invoice Cloud the information required to integrate with Biller's billing, CIS and other applicable systems.

10. Indemnification. Invoice Cloud shall indemnify and hold Biller, employees, attorneys, and agents, harmless from any losses, liabilities, and damages (including, without limitation, Biller's costs, and reasonable attorneys' fees) arising out of: (i) failure by Invoice Cloud to implement commercially reasonable measures against the theft of the Customer Data; or (ii) its failure to deliver funds processed by Invoice Cloud as required hereunder (which relates to payments due from Invoice Cloud for Transaction Data). This indemnification does not apply to any claim or complaint relating to Biller's failure to resolve a payment dispute concerning debts owed to Biller or Biller's negligence or willful misconduct or violation of any applicable agreement or law.

11. Fees.

Invoice Cloud will charge the Biller and/or payer, payment transaction and other fees as provided in the Biller Order Form. In addition, Invoice Cloud will charge the fees set forth on the Biller Order Form for the initial platform setup, configuration, implementation and integration with Biller system(s) of its standard Service as set forth in the Statement of Work (the "Implementation"). Invoice Cloud reserves the right to also charge for changes and additions to the Implementation, and for any requests by Biller following the implementation which are agreed in writing by the parties, including without limitation for the following services, at its then standard rates:

Billor Agreement

- Custom development and features which are not stated on the SOW and Biller Order Form change requests and modifications to existing platform functionality not stated in the SOW and Biller Order Form;
- Additional integrations or integration modifications after Go Live Date, not provided for in the Biller Order Form or Statement of Work;
- Changes to bill presentment (web and PDF templates), billing system integrations, and other Service components coded or configured to Biller's specifications after Biller has signed off on the relevant specification or Service is live;
- Custom data extracts and file requests that are not part of the Implementation signed off on by both parties;
- Data conversion not listed in the SOW, or repetitive re-loading of data due to Biller error.

12. Limitation of Liability. EACH PARTY'S AGGREGATE LIABILITY SHALL BE UP TO AND NOT EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM BILLER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. NEITHER PARTY, NOR THEIR RESPECTIVE EMPLOYEES, OFFICIALS, AGENTS, OR LICENSORS, SHALL BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) DAMAGES ARISING OUT OF, OR IN ANY WAY CONNECTED WITH PERFORMANCE PURSUANT TO THE TERMS OF THIS AGREEMENT, EVEN IF THE PARTY FROM WHICH SUCH DAMAGES ARE BEING SOUGHT OR SUCH PARTY'S EMPLOYEES, OFFICIALS, AGENTS, OR LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental, consequential or certain other types of damages, so the exclusions set forth above may not apply to Biller.

13. Export Control. The Biller agrees to comply with United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies.

14. Notice. Either party may give notice by written communication sent by first class mail or pre-paid post to the other party's address on record as follows:

Invoice Cloud: Invoice Cloud, Inc., 30 Braintree Hill Office Park, Suite 303, Braintree, MA 02184 Attention: Client Services

Biller: City of Corcoran, Attn: City Administrator, 8200 County Road 116, Corcoran, MN 55340

Such notice shall be deemed to have been given upon the expiration of 48 hours after mailing or posting (if sent by first class mail or pre-paid post).

Notices provided pursuant to Section 4 of this Agreement shall be provided in person, via electronic mail, or telephonically as follows:

Invoice Cloud: Phone: (781) 848-3733 (request to speak to General Counsel), Email: legal@engagesmart.com

Biller: Phone: 763-420-2288 (Contact City Administrator), email: jbeise@corcoranmn.gov, cc: mung@corcoran.gov

15. Assignment. This Agreement may not be assigned by either party without the prior written approval of the other party, but may be assigned without such party's consent to (i) a parent or wholly-owned subsidiary, (ii) an acquirer of assets pursuant to applicable and viable court order, or (iii) a successor by merger. Any purported assignment in violation of this section shall be void.

16. Insurance.

Invoice Cloud agrees to maintain in full force and effect during the Term of the Agreement, at its own cost, the following coverages:

- a. Commercial General or Business Liability Insurance with minimum combined single limits of One Million (\$1,000,000) each occurrence and Two Million (\$2,000,000) general aggregate.
- b. Umbrella Liability Insurance with minimum combined single limits of Five Million (\$5,000,000) each occurrence and Five Million (\$5,000,000) general aggregate.
- c. Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than One Million (\$1,000,000) for any one occurrence, with respect to each of the Invoice Cloud's owned, hired or non-owned vehicles assigned to or used in performance of the Services.
- d. Errors and Omissions Insurance (Professional Liability and Cyber Insurance) with limits of liability of at least One Million Dollars (\$1,000,000) per claim and in the aggregate.

17. Immigration Laws. Invoice Cloud represents and warrants that it has complied and will comply with all applicable immigration laws with respect to the personnel assigned to the Biller.

Billor Agreement

18. Beta Products. Biller presently declines to utilize any Beta Products associated with the delivery of ~~s~~Services contemplated in this Agreement. The parties agree that Invoice Cloud shall not ~~utilize-include~~ Beta Products in the delivery of any ~~s~~Service provided to Biller contemplated by this Agreement unless separately agreed to by the parties, in writing. In the event that there is any functionality later added by such separate agreement and labelled "Beta" on the Biller Order Form, such functionality is provided "AS IS" WITHOUT ANY EXPRESS, OR IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW BY INVOICE CLOUD AND ITS LICENSORS AND PAYMENT PROCESSORS. INVOICE CLOUD'S AGGREGATE LIABILITY WITH RESPECT TO SUCH FUNCTIONALITY SHALL BE UP TO AND NOT EXCEED \$10.

19. General.

(a) With respect to agreements with municipalities, localities or governmental authorities, this Agreement shall be governed by the law of the state wherein such municipality, locality or governmental authority is established, without regard to the choice or conflicts of law provisions of any jurisdiction, and any action to enforce the provisions of this Agreement shall be brought in Hennepin County, Minnesota. With respect to Billers who are not with municipalities, localities or governmental authorities, this Agreement shall be governed by Massachusetts law and controlling United States federal law, without regard to the choice or conflicts of law provisions of any jurisdiction. No text or information set forth on any other purchase order, preprinted form or document (other than a Biller Order Form and any add on Biller Order Form, if applicable), and no documentation (including any implementation planning documents) except as specifically referenced in this Biller Agreement, shall modify, add to or vary the terms and conditions of this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect. No joint venture, partnership, employment, or agency relationship exists between Biller and Invoice Cloud as a result of this Agreement or use of the Service. The failure of either party to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by both parties, in writing. All rights and obligations of the parties in Sections 4, 6, 10, 12, 14, 18 and 19(a) and (b) shall survive termination of this Agreement. This Agreement, together with any applicable Biller Order Form, comprises the entire agreement between Biller and Invoice Cloud and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral between the parties regarding the subject matter contained herein. Biller agrees that Invoice Cloud can disclose the fact that Biller is a paying customer and the version of the Service that Biller is using.

(b) Additional terms and conditions and definitions applicable to this Agreement and the Biller Order Form are found in Exhibit A, attached hereto (the "Biller T+C"), and are agreed to by Invoice Cloud and ~~the~~ Biller. The Biller T+C are incorporated herein and made a part hereof by this reference. To the extent of any conflict arising between the terms of this Biller Agreement and the Biller T+C, the terms of this Biller Agreement shall control.

STAFF REPORT

Agenda Item 7j.

| | |
|--|-------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Maggie Ung |
| Topic: 2022 Fee Schedule Amendment | Action Required: Approval |

Summary:

Attached to this report is an amended 2022 Fee Schedule recommended for adoption. The amendments include the following:

- Updated recycling fee

The recycling contract was approved on October 14, 2021 however, the fees were not reflected in the 2022 Fee Schedule adopted at the last meeting on December 9th.

Financial/Budget:

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

Options:

1. Approve Ordinance 2021-447 Amending 2022 Fee Schedule
2. Decline the amendment

Recommendation:

Adopt Ordinance 2021-447 Amending 2022 Fee Schedule

Council Action:

Consider a motion to adopt Ordinance 2021-447 Amending 2022 Fee Schedule

Attachments:

1. 2022 Amended Fee Schedule
2. Ordinance 2021-447 Amending 2022 Fee Schedule

CITY OF CORCORAN 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

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|--|--|-----------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| Records & Service for City Document (Includes Tax) | | |
| 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 | |
| Code Books | | |
| 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 | |
| Copies | | |
| 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 | |
| Labor/Staff Research | | |
| 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 | |
| Late Fees / Penalties / Cancellation | | |
| 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 | |
| Processing Fees | | |
| 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 | |
| Maps | | |
| Color Maps - on cardstock | 3.00 | |
| Oversized or Laminated - special order | Varies | |
| Topos - special order | Varies | |
| Recycling Fee | | |
| Recycling Fee - Annually | 49.68 | 40.82 |
| Recycling Delinquent Fee | 10.00 | |
| Recycling Provider Late Fee | 1.5% per month | |
| City Park - Picnic Facility | | |
| Group 1 (Local Non-Profit Groups): 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 | |
| Group 2: Corcoran Residents *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 | |
| Engraved Memorial Bricks (tax included) | | |
| 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* | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|---|-----------------|-----------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| | | |
| Concrete Bench - 22 Characters | Varies* | |
| Granite Bench | Varies* | |
| *Product and prices subject to change with vendors | | |
| Administrative Fees - Rentals | | |
| Mutiple Date Change Fee (1 Date Change Per Year Free) | 10.00 | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|---|------------------|-----------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| | | |
| Licenses & Miscellaneous Permits | | |
| Liquor/Tobacco/Lawful Gambling License/Permit | | |
| 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 | |
| Solid Waste Hauler License Application | 75.00 | |
| Burning Permit | | |
| Valid for 1 month | 10.00 | |
| Valid for 6 months | 50.00 | |
| Driveway Permit | | |
| Driveway Permit | 100.00 | |
| Grading & Land Reclamation Permit | | |
| 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 | |
| Overweight Vehicle Permit | | |
| 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 | | |
| Sign Permit | | |
| No Planning Commission Review - Temporary | 25.00 | |
| No Planning Commission Review - Permanent | 150.00 | |
| Utility Permit | | |
| Utility Work in the Right-of-Way - IE: Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc | 100.00 | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|--|--|-----------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| Public Safety | | |
| Police Reports | | |
| 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> | |
| Car Seat Checks | | |
| Resident | N/C | |
| Non-Resident - 1st Seat | 25.00 | |
| Non-Resident - Additional Seats | 10.00 | |
| Police Patch | | |
| Police Patch - Available Only to Full-time Police Officers | 5.00 | |
| Finger Printing | | |
| 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 | |
| False Alarm Fire Emergency | | |
| 2-3 In any 12-month period (Each) | 75.00 | |
| 4+ In any 12-month period (Each) | 150.00 | |
| False Alarm Police | | |
| 1-3 In any 12-month period | N/C | |
| 4+ In any 12-month period | 100.00 | |
| Firearm & Hunting Permits | | |
| Shooting Range Review | 20.00 | |
| Goose Lake Hunting Permit | 10.00 | |
| Permit to Purchase/Transfer | N/C | |
| Rental Fee | | |
| Range contract per day (law enforcement agencies only) | 50.00 | |
| Command Post per day | 100.00 | |
| Vehicle Impound | | |
| Vehicle Impound Release | 10.00 | |
| Storage Fee Weekly | 75.00 | |
| Animal Impound | | |
| 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 | |
| Event Security Rates | | |
| Officer - per hour | 90.00 | |
| Officer - per hour Holiday rate | 115.00 | |
| Reserve Officer - per hour | 30.00 | |
| Emergency Communications Systems Fee | | |
| 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 | |
| Fire Department Entry Key Lock Box | | |
| DAMA Box and/or Mounting Kits | Cost plus 10% | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|---|---|----------------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| Public Works | | |
| Equipment Usage Per Hour (Government Agency Assistance) | | |
| 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 |
| Public Works Labor | | |
| Per Hour | 65.00 | |
| Lawn Mowing - Property Cleanup | | |
| 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 | |
| Swing Away Mail Box Arms (Sales Tax included) | | |
| Post only (mailbox not included) | 65.00 | |
| Post and Installation (mailbox not included) | 150.00 | |
| Street Department Fees | | |
| Street Sign Install Labor (Per hour) | 75.00 | |
| Dust Control Assessment | | Established Annually |
| Dust Control (Voluntary) 300' min. | | Established Annually |
| Dust Control Delinquent Fee | | 10.00 |
| Bituminous Trail Reimbursement Cost (per lineal foot) | 17.00 | |
| Culvert priced per foot | Cost + 65.00 | |
| Local Government Unit Fees | | |
| | Non-Refundable Application Fee | Escrow |
| 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> | | |
| Wetland Conservation Act Violations (Restoration Order) | | |
| 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. | | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE | 2021 Fee |
|---|---------------------------------------|-----------------|
| ADMINISTRATIVE FEE SCHEDULE | | |
| Planning Development & Zoning Fees | | |
| Land Use Permit/Application Type | Non-Refundable Application Fee | Escrow |
| 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 |
| Variance | 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> | | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE |
|---|-----------------|
| UTILITY FEE SCHEDULE | |
| WATER FEES | |
| Residential | |
| Water Base Fees - payable by each unit for each month | 20.60 |
| Water Usage Rates - residential (monthly use) per 1,000 gallons | |
| Tier 1: 0 gallons to 4,999 gallons | 2.20 |
| Tier 2: 5,000 gallons to 8,999 gallons | 2.65 |
| Tier 3: 9,000 gallons to 19,999 gallons | 3.31 |
| Tier 4: 20,000 gallons and over | 4.28 |
| Multi-Residential (7+ units) | |
| 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 | |
| Non-Residential | |
| Water base fees - payable by each unit for each month | |
| Non residential - Under 1" Meter | 25.46 |
| Non residential - 1" to 3" Meter | 25.46 |
| Non residential - Over 3" Meter | 32.96 |
| Water rates - non residential (monthly use) per 1,000 gallons | |
| Tier 1: 1,000 gallons + | 2.65 |
| SANITARY SEWER FEES | |
| Residential | |
| Sewer base fees - payable by each unit for each month | 29.56 |
| Sewer rates - residential (monthly use) per 1,000 gallons | |
| Existing Customers - Based on Winter Water Usage (November-March) | 2.93 |
| New Customers - Based on 4,500 gallons per month | 2.93 |
| Multi-Residential | |
| 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 |
| Non-Residential | |
| Sewer base fees - payable by each unit for each month | 29.56 |
| Sewer rates - non residential (monthly use) per 1,000 gallons | |
| Tier 1: 1,000 gallons + | 2.90 |
| Manufactured Homes Park | |
| Sewer rates - (monthly use) per 1,000 gallons | |
| Maple Hill Estates (804,000 gallons per month) | 3.37 |
| CONNECTION FEES | |
| Trunk Line Availability Charge (TLAC) | |
| Water Trunk Line Availability Charge (TLAC) - per acre: Southeast | 8,596.00 |
| Water Trunk Line Availability Charge (TLAC) - per acre: Northeast | 17,293.00 |
| Sewer Trunk Line Availability Charge (TLAC) - per acre | 7,405.00 |
| Connection Fees - City of Corcoran | |
| Water Connection Fee (per unit) - Single Family | 1,256.00 |
| Water Connection Fee (per unit) - Multi-Family | 1,004.00 |
| Water Connection Fee (per unit) - Non-Residential | 1,256.00 |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE |
|--|-----------------|
| UTILITY FEE SCHEDULE | |
| | |
| Sewer Connection Fee (per unit) - Single Family | 1,243.00 |
| Sewer Connection Fee (per unit) - Multi-Family | 995.00 |
| Sewer Connection Fee (per unit) - Non-Residential | 1,243.00 |
| Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule) | |
| Water Connection Fee (per unit) - Residential/individual laundry facilities | 2,856.00 |
| Water Connection Fee (per unit) - Residential/ no individual laundry facilities | 2,285.00 |
| Water Connection Fee (per acre) - Commercial/Industrial/Mixed | 11,424.00 |
| Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities | 5,712.00 |
| Volumetric Charges - per 1,000 gallons | 2.2791 |
| Connection Fees - Metropolitan Council | |
| Sewer Access Charge (SAC) | 2,485.00 |
| Meter Fees | |
| Meter - standard | Cost plus 10% |
| Meter - larger than standard | Cost plus 10% |
| Meter Inspection | 65.00 |
| Meter - Temporary Installation | 65.00 |
| | |

| CITY OF CORCORAN 2022 FEE SCHEDULE | 2022 FEE |
|--|--------------------|
| UTILITY FEE SCHEDULE | |
| | |
| OTHER UTILITY FEES | |
| Miscellaneous Fees | |
| 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 |
| Late/Past Due Payments | |
| Late Payment Penalty | 10% of unpaid bill |
| Water Disconnect | 65.00 |
| Water Reconnect | 65.00 |
| Bulk Water Sales | |
| Set Up/Administrative Fee | 65.00 |
| Water Meter Rental Deposit | 1,000.00 |
| Tier 1: 1,000 gallons + | 2.65 |

ORDINANCE NO. 2021-447

Motion By:
Seconded By:

AN ORDINANCE AMENDING 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. Amendment 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 22nd 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

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item: 7k.

| | |
|--|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Jessica Beise |
| Topic: Phone System Proposal | Action Required: Approval |

Summary:

The City's phone system was implemented in the early 2010's. Since then the City's maintained our system. Due to our staff growth the City has had to look at increasing our number of licensed users, obtain new equipment, and obtain new phone numbers. Working with our IT vendor we have identified a new option for a phone system that works with the City's current Microsoft products and doesn't require the purchase of additional numbers.

Staff is recommending the transition to Microsoft Teams phones as the current system is outdated with a limited number of users and limitation of phone numbers.

Financial/Budget:

The Microsoft Teams phone system maintenance costs is similar to the City's current phone system. Depending on the number of new phones the cost could be \$9,000 if all users obtain a phone. Phone calls can be made on existing headsets which would not require a phone which could reduce the total number of phones needed and the total costs of the project. Staff recommends purchasing a portion of phones in 2021 with remaining supply funds available, and the 2022 IT budget should support the remaining phones.

Council Action:

Authorize staff to proceed with implementing a Microsoft Teams phone system.

Attachments:

1. Cost Estimate

Jessica Beise

From: Chris Rickert <Chris.Rickert@cit-net.com>
Sent: Wednesday, December 1, 2021 5:20 PM
To: Jessica Beise
Subject: Teams Phone System - cost break down

MS 365 Teams Voice Monthly cost

MS 365 Teams Voice Phone System: \$8/month/user x 38 users = \$304/month
MS 365 Teams Domestic Calling Plan \$12/month/user x 38 users = \$456/month
MS 365 Teams Common Area Phone \$8/month= 16/month

- Phone system license gives the user a phone number/voicemail box,
- The domestic calling plan allows unlimited calling anywhere
- We will only have 2 common area phone subscriptions (PD)
- Note: The above estimate assumes everyone has outbound calling. However, not everyone will need the calling plan (i.e. part time officers who dial out the main number on a common phone)

Equipment Costs – One time purchase:

Estimates of number needed if everyone gets a handset:

12 phones for PD
12 phone for CH
4 phones at PW
2 or 3 conference room phones

Could do any combination of these handset models

- Yealink MP56 - \$300 x number of users
- Yealink MP54 - \$200 x number of users
- Polycom CCX500 - \$300 x number of users

Conservative estimate using more expensive model:
30 phones x \$300= \$9000

This assumes everyone gets a phone – however, I don't think everyone will need an actual handset since they can and some may prefer to not have a handset if they can use the teams app on their pc to make and receive calls.

Users can either use Teams client from computer, smartphone or one of the three proposed phones above.

Not intended for public release






Chris Rickert

Field Projects Engineer
Computer Integration Technologies, Inc.
(612) 500-9667
Chris.Rickert@cit-net.com

CIT is designated autism-friendly by  **autism speaks**



 CIT Services | (651) 255-5799
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Not intended for public release

STAFF REPORT

Agenda Item 7I.

| | |
|---|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Kevin Mattson |
| Topic: 66 th Ave/Gleason Parkway Corridor Improvements – Change Order 1 | Action Required: Approval |

Summary:

Attached is the engineering form for Change Order 1 – Muck Excavation related to the 66th Ave/Gleason Parkway Corridor Improvements project.

The developer was notified and kept up to date regarding the status of this issue throughout the process.

Financial/Budget:

Financing is provided through developer escrow.

Options:

1. Approve Change Order 1 in the amount of \$133,707.00 as recommended.
2. Decline.

Recommendation:

Approve Change Order 1 in the amount of \$133,707.00 as recommended.

Council Action:

Consider a motion to approve Change Order 1 in the amount of \$133,707.00 as recommended.

Attachments:

1. Change Order Form

**SECTION 00 63 63
CHANGE ORDER FORM**

Change Order No. _____ 1 _____

Date _____ 12/15/2021 _____

Agreement Date _____ 6/18/2021 _____

Name of Project: 66th Avenue/Gleason Parkway Corridor Improvements

Owner: City of Corcoran

Contractor: New Look Contracting, LLC.

The following changes are hereby made to the Contract Documents:

The following additional bid items and prices have been added to the contract documents:.

| Change Order #1: Muck Excavation | | UNIT | QTY | UNIT PRICE | TOTAL PRICE |
|---|--------------------------------|-------------|------------|-------------------|----------------------|
| C0 1.1 | MOBILIZATION & DEMOBILIZATION | LUMP SUM | 1 | \$ 3,000.00 | \$ 3,000.00 |
| C0 1.2 | SALVAGE 12" RCP | LIN FT | 205 | \$ 27.00 | \$ 5,535.00 |
| C0 1.3 | SALVAGE 15" RCP | LIN FT | 88 | \$ 27.00 | \$ 2,376.00 |
| C0 1.4 | SALVAGE 48" CBMH | EACH | 1 | \$ 1,000.00 | \$ 1,000.00 |
| C0 1.5 | SALVAGE 2'X3' CB | EACH | 2 | \$ 1,000.00 | \$ 2,000.00 |
| C0 1.6 | REINSTALL 12" RCP | LIN FT | 205 | \$ 40.00 | \$ 8,200.00 |
| C0 1.7 | REINSTALL 15" RCP | LIN FT | 88 | \$ 40.00 | \$ 3,520.00 |
| C0 1.8 | REINSTALL 48" CBMH | EACH | 1 | \$ 1,200.00 | \$ 1,200.00 |
| C0 1.9 | REINSTALL 2'X3' CB | EACH | 2 | \$ 1,200.00 | \$ 2,400.00 |
| C0 1.10 | MUCK EXCAVATION - OFFSITE (EV) | CU YD | 4834 | \$ 14.00 | \$ 67,676.00 |
| C0 1.11 | COMMON BORROW - IMPORT (LV) | CU YD | 4600 | \$ 8.00 | \$ 36,800.00 |
| TOTAL CHANGE ORDER #1: | | | | | \$ 133,707.00 |

Justification: The soil borings on record showed an area of peat near the intersection of County Road 116 and Gleason Parkway. When excavating for storm sewer, the contractor noted there was a clay material below the pipe. Upon inspection from geotechnical engineer, it was deemed suitable for pipe subgrade. When excavating for the road, peat material was found below that same layer of clay. When potholing it was determined there was a peat layer about 600' from the intersection of County Road 116 and Gleason Parkway. Haugo Geotechnical Services recommended removing this material and replacing it with an imported clay. These final quantities were determined using field survey and observations. Completion dates were extended 60 days based on the additional work necessary to complete this change order.

A 60-day extension brought the contractor into the winter season. The substantial completion date has been extended 154 additional days to allow for constructable weather.

Original Contract Price: \$ 1,908,607.40
Current Contract Price adjusted to previous Change Order: \$ 1,908,607.40
The Contract Price due to this Change Order will be increased by \$ 133,707.00
The new Contract Price including this Change Order will be \$ 2,042,314.40
Original Contract Substantial Completion Date: November 1, 2021
The Contract Time will be Increased by 214 Calendar days
Current Contract Substantial Completion Date adjusted to this Change Order: June 1, 2021
Original Contract Final Completion Date: June 30, 2022
The Contract Time will be Increased by 60 Calendar days
Current Contract Final Completion Date adjusted to this Change Order: August 29, 2022

Approvals Required:

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

Requested by: *Kenton Torve*
Kenton Torve, P.E.

Ordered by: _____
City of Corcoran

Accepted by: *Eric Stratford*
(Contractor)

END OF SECTION

STAFF REPORT

Agenda Item 8a.

| | |
|--|--------------------------------------|
| City Council Meeting: December 22, 2021 | Prepared By: Natalie Davis |
| Topic: Zoning Ordinance Amendment for Conditional Uses in Residential Zoning Districts (City File No. 21-034) | Action Required: Approval |

Review Deadline: N/A

1. Request:

Since May of this year, ongoing discussions have occurred at public meetings regarding the best way to regulate conditional uses in urban residential zoning districts within the Metropolitan Urban Service Area (MUSA). At the October 28, 2021, City Council meeting, Council directed staff to move forward with a zoning ordinance amendment to implement performance standards for educational facilities and places of worship. At this time, the City Council is being asked to approve the proposed zoning ordinance amendment.

2. Planning Commission Review:

The Planning Commission held a public hearing on December 2, 2021, on the specific performance standards that were broadly reviewed at a public hearing on September 2, 2021, and discussion continued at a Planning Commission meeting on October 12, 2021. With four additional changes recommended to the draft ordinance, the Planning Commission unanimously (5-0) recommended approval of the zoning ordinance amendment and the accompanying findings of fact resolution at the December 2nd meeting.

3. Background:

The idea of creating performance standards for assembly uses within residential districts was first discussed with the City Council on October 15, 2020. The City Council continued to discuss regulation options of assembly uses on May 13, 2021; June 24, 2021; and July 22, 2021. The Planning Commission held a Public Hearing on September 2, 2021, to provide City Council with a recommendation based on two potential regulation options: Option 1 removed conditional uses in most urban residential districts and Option 2 added performance standards to places of worship and schools within urban residential districts.

After initial discussion, the Planning Commission tabled the item to the October meeting to obtain additional information. At the October 12, 2021 meeting, staff provided resources to further inform discussion of the proposed performance standards, and the Commission had a detailed discussion with the City Attorney. The Commission unanimously recommended Option 2 to the City Council. At the October 28, 2021, meeting, City Council unanimously moved to proceed with a zoning ordinance amendment based on Option 2, and the item was sent back to the Planning Commission to hold a public hearing on the draft language

and make any additional recommendations. The attached proposed ordinance and resolution with findings of fact are the product of thorough review and discussion with staff, the City Attorney, the Planning Commission, and the City Council.

4. Analysis:

The Planning Commission discussion on October 12th included the following recommendations: adding a “safe harbor” provision to provide another layer of protection from legal action under the Religious Land Use and Institutionalized Persons Act (RLUIPA), adding more detail to the landscaping zone standard, and not allowing flexibility from County Road setbacks currently provided for other uses under the City Code. At the December 2nd meeting, the Planning Commission recommended further refining the proposed ordinance standards by including a definition of impervious surface, allowing existing trees and vegetation to count towards the required landscaping zone when it accomplishes the intent of buffering, replacing “comparable green infrastructure” with “comparable curbing” in the parking lot requirements, and replacement of additional references of “Places of Worship/Assembly” with “Places of Worship.” All the above recommendations are included in the proposed zoning ordinance amendment.

The “safe harbor” provision added to the draft ordinance is a strategy to avoid RLUIPA related lawsuits. RLUIPA provides cities with broad authority to exempt religious land uses from policies or practices found to create a substantial burden in violation of RLUIPA. If a RLUIPA suit is filed after a denial or approval with conditions, the City can use the provision to reopen the public hearing, inform the applicant of an allowable site design, or review the application again. While the City has this authority under federal statute without specifically including a “safe harbor” clause in the City Code, there is argument in favor of adding the provision verbatim within the Zoning Ordinance as a best practice.

Per the direction of the Planning Commission, staff researched examples of ways to add more detail to the landscaping zone standard. Staff believes the current recommendation in the draft ordinance improves upon the previously vague concept of a “landscaping zone” while still allowing flexibility in implementation based on the constraints of individual sites. Per the most recent Planning Commission discussion, a sentence was added to the end of the landscaping zone standard to clarify that existing trees, shrubs, and vegetation can count towards the landscape zone requirement when the intended buffering is accomplished. An additional minor verbiage change added to the parking lot screening and landscaping standard provides clarification that required concrete curbing can potentially be replaced with a comparable curbing material with the approval of the City Engineer.

Below is a summary of the current proposed performance standards to be added in all of the urban residential districts for educational facilities and places of worship allowed by conditional use permit (CUP): RSF-1, RSF-2, RSF-3, RMF-1, RMF-2, and RMF-3. These standards are based on a survey of several other cities, a zoning ordinance amendment draft prepared by Mayor McKee earlier this year, as well as the feedback from the Planning Commission.

1. Setbacks

- a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| Building Footprint Square Footage | Minimum Setback | Building Footprint Square Footage | Minimum Setback | Building Footprint Square Footage | Minimum Setback |
|-----------------------------------|-----------------|-----------------------------------|-----------------|-----------------------------------|-----------------|
| Up to 15,000 | 50 feet | 25,001 – 26,000 | 105 feet | 36,001 – 37,000 | 160 feet |
| 15,001 – 16,000 | 55 feet | 26,001 – 27,000 | 110 feet | 37,001 – 38,000 | 165 feet |
| 16,001 – 17,000 | 60 feet | 27,001 – 28,000 | 115 feet | 38,001 – 39,000 | 170 feet |
| 17,001 – 18,000 | 65 feet | 28,001 – 29,000 | 120 feet | 39,001 – 40,000 | 175 feet |
| 18,001 – 19,000 | 70 feet | 29,001 – 30,000 | 125 feet | 40,001 – 41,000 | 180 feet |
| 19,001 – 20,000 | 75 feet | 30,001 – 31,000 | 130 feet | 41,001 – 42,000 | 185 feet |
| 20,001 – 21,000 | 80 feet | 31,001 – 32,000 | 135 feet | 42,001 – 43,000 | 190 feet |
| 21,001 – 22,000 | 85 feet | 32,001 – 33,000 | 140 feet | 43,001 – 44,000 | 195 feet |
| 22,001 – 23,000 | 90 feet | 33,001 – 34,000 | 145 feet | At or above 44,001 | 200 feet |
| 23,001 – 24,000 | 95 feet | 34,001 – 35,000 | 150 feet | | |
| 24,001 – 25,000 | 100 feet | 35,001 – 36,000 | 155 feet | | |
| | | | | | |

- b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.
- c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).

2. Maximum Building Height

The maximum structure height is 35 feet, except as allowed by Section 1030.080.

3. Maximum Impervious Surface

A. The total impervious surface coverage shall not exceed 50%.

B. The rest of the site shall be landscaped or left in a natural state.

4. Landscaping Zone

A. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area will contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in [Standard 1].

B. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a minimum

height of eight feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.

5. Parking Lot Screening and Landscaping

- A. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.
- B. Parking areas shall be screened from properties guided or zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.
- C. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.

6. Site Access. The primary site access shall comply with one of the following:

- A. Site shall have direct access onto a Major Roadway (defined as a Principal Arterial, Minor Reliever, Minor Expander and Minor Connector roadways); or
- B. Direct access onto a Major Collector or Minor Collector roadway no more than 1,000 feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

7. Noise

Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements

- A. The City Council may attach additional conditions to the granting of the conditional use permit as it deems necessary to protect the residential character of the neighborhood.

- B. The use shall comply with the conditional use permit standards in Section 1070.020 of the Zoning Ordinance.
- C. As provided for in federal statute 42 U.S.C 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

The proposed amendment includes renaming “Places of Worship/Assembly” to “Places of Worship” within the definitions section of the Code (1020.020) as previously discussed. At the December 2nd meeting, the Planning Commission pointed to additional uses of the phrase “Place of Worship/Assembly” in sections 1040.050, 1040.060, 1040.065, and 1040.070 which are now proposed to be replaced with “Places of Worship.”

Additionally, the Planning Commission pointed out that the City Code does not currently define “Impervious Surface,” so City staff (including Public Works and Engineering) discussed the best way to include a definition that meets the City’s goals. The following proposed definition is taken from Elm Creek Watershed as staff believes this will provide consistency for applicants with some flexibility for potential amenities, such as sports fields that are less resistant to water infiltration:

IMPERVIOUS SURFACE: A surface compacted or covered with material so as to be highly resistant to infiltration by runoff. Impervious surface shall include roads; driveways; and parking areas, whether or not paved; sidewalks greater than three feet wide; patios; tennis and basketball courts; swimming pools; covered decks and other structures. Open decks with joints at least ¼ inch wide, areas beneath overhangs less than two feet wide, and sidewalks three feet or less wide shall not constitute impervious surfaces under these rules.

There was some discussion regarding standards for lighting and noise at the October 12th Planning Commission meeting. Nothing new is being proposed in relation to lighting (other than lighting within parking lots) and noise under the draft ordinance. As noted in the staff report on October 12, 2021, Medina was the only city (of the cities surveyed) that included additional standards for lighting and noise for assembly uses within residential districts. In regard to lighting, Medina City Code requires:

“[E]xterior lighting must be designed and installed so that the globe is recessed and enclosed on all sides except the bottom and no direct light is cast on adjacent residential property or rights-of-way[.]”

Staff believes our general performance standards for lighting are more substantial and accomplish the same goals as Medina's additional performance standard specific to assembly uses. Section 1060.040 of Corcoran's City Code requires:

- Subd. 1. Except for single- and two-family homes located within the residential zoning districts, all exterior lighting shall comply with the following standards:
 - A. Glare, whether direct or reflected, as differentiated from general illumination shall not be visible beyond the limits of the site from which it originates.
 - B. No light which is flashing, revolving or otherwise resembles a traffic-control signal shall be allowed in any area where it could create a hazard for passing vehicular traffic.
 - C. Maximum Intensity of Lighting and Glare:
 - 1. Any light or combination of lights shall not exceed one foot-candle (meter reading) as measured from the property line or the centerline of a public street.
 - 2. Any lighting shall be arranged so as not to produce glare beyond the property line. Lenses, deflectors, shields, louvers, or prismatic control devices shall be used to eliminate glare.
 - D. General Performance Standards:
 - 1. Light fixtures and freestanding luminaires shall have a cutoff angle of less than or equal to 90 degrees.
 - 2. The height of a freestanding luminaire shall not exceed 30 feet or extend above the roof line of the principal building, whichever is less.
 - 3. Freestanding luminaires used for outdoor athletic fields and recreation areas that exceed the height limitation may be approved by conditional use permit.
 - 4. All canopy lighting for motor fuel stations shall be recessed into the canopy.
 - 5. Accent lighting used to highlight building facades, foliage, or selected architectural features shall be permitted provided the light source is shielded.

6. Any lighting in existence before the effective date of this Ordinance that does not comply with the requirements shall be considered legally non-conforming. However, if a property owner proposes to replace 50 percent or more of the existing exterior light fixtures or standards in any one-year period, the fixtures or standards must be replaced in conformance with this Chapter.

Medina does not allow any exterior bells or loudspeakers for assembly uses within residential districts. Since no other city surveyed had an additional standard pertaining to noise, completely prohibiting exterior bells and loudspeakers seems overly restrictive. Additionally, such a rule would limit the ability for a future school to host a sporting event. Staff proposes a standard that attempts to strike a balance between no regulation and over-regulation by limiting the hours exterior bells and loudspeakers can be utilized.

Finally, there was also discussion regarding how to regulate accessory uses for places of worship and educational facilities. Staff reviewed our current authority to regulate uses, such as daycares, as well as other uses not specifically addressed in our City Code, such as soup kitchens. Staff believes the existing Zoning Ordinance already provides sufficient protection to residential neighborhoods in how nearby assembly uses can expand their operations.

At the very least, a proposed site plan modification requires City approval. Section 1070.050 of the Zoning Ordinance clarifies that all uses (except for agricultural uses, single-family homes, and two-family homes) must submit a Site Plan for approval with the City. Should a place of worship or school propose a structural addition involving 10% or less of the total existing floor area or a site expansion modification involving 10% or less of the total existing site area, this would need to be administratively reviewed and approved by staff. Plans that do not qualify as a minor site plan amendment are automatically considered a major change, which must be approved by City Council.

Additionally, these uses are also subject to the CUP procedures in Section 1070.020. This section requires operational modifications resulting in increased activities and traffic to be approved as an amendment to the CUP. This process requires a public hearing, review with the Planning Commission, as well as City Council approval. With existing review processes in place, there are no additional changes proposed to the ordinance to further address accessory uses.

5. Summary:

The proposed zoning ordinance amendment has been heavily analyzed and researched by city staff with input provided by the City Attorney and the Planning Commission. Overall, performance standards and governmental goals across cities can vary drastically, so there is not a single approach to point to that meets the goals of Corcoran. The proposed ordinance provides strong performance standards that will offer protection to the neighborhood character of urban residential zoning districts.

6. Recommendation:

Move to adopt the following:

- a. Ordinance 2021-445 Amendment to Sections 1020.020, 1040.040, 1040.045, 1040.050, 1040.060, and 1040.070.
- b. Resolution 2021-141 Approving Findings of Fact.
- c. Ordinance 2021-446 for Summary Publication.

Approval of the Zoning Ordinance Amendment and Resolution with Findings of Fact require a 3/5 majority vote of the City Council.

Approval of the Summary Publication Ordinance requires a 4/5 vote of the Council.

Attachments:

1. Ordinance 2021-445 Amendment to Sections 1020.020, 1040.040, 1040.045, 1040.050, 1040.060, and 1040.070
2. Resolution 2021-141 Approving Findings of Fact
3. Ordinance 2021-446 Summary Publication of Ordinance 2021-445.

ORDINANCE NO. 2021-445

Motion By:
Seconded By:

AN ORDINANCE AMENDING THE TEXT OF SECTIONS 1020.020, 1040.040, 1040.045, 1040.050, 1040.060, 1040.065, AND 1040.070 OF THE ZONING ORDINANCE OF THE CORCORAN CITY CODE RELATED TO PERFORMANCE STANDARDS FOR PLACES OF WORSHIP AND EDUCATIONAL FACILITIES IN RESIDENTIAL ZONING DISTRICTS WITHIN THE METROPOLITAN URBAN SERVICE AREA (CITY FILE 21-034)

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Section 1020.020 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1020.020 - DEFINITIONS

IMPERVIOUS SURFACE: A surface compacted or covered with material so as to be highly resistant to infiltration by runoff. Impervious surface shall include roads; driveways; and parking areas, whether or not paved; sidewalks greater than three feet wide; patios; tennis and basketball courts; swimming pools; covered decks and other structures. Open decks with joints at least ¼ inch wide, areas beneath overhangs less than two feet wide, and sidewalks three feet or less wide shall not constitute impervious surfaces under these rules.

PLACES OF WORSHIP / ASSEMBLY: Any place of worship, including any church, synagogue, temple, mosque, or other building or facility, primarily engaged in religious worship. The term does not include uses, such as schools, recreational facilities, day care or childcare facilities, kindergartens, dormitories, or other facilities, for temporary or permanent residences, which are connected or related to the worship facility or the principal buildings on the site, or are located on the same site, even if the curriculum or services offered as part of such use includes religious services and/or training.

SECTION 2. Amendment of the City Code. The text of Section 1040.040 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

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

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

A. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| | | | | | |
|-----------------|----------------|-----------------|----------------|-----------------|----------------|
| Building | Minimum | Building | Minimum | Building | Minimum |
|-----------------|----------------|-----------------|----------------|-----------------|----------------|

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| <u>Footprint Square Footage</u> | <u>Setback</u> | <u>Footprint Square Footage</u> | <u>Setback</u> | <u>Footprint Square Footage</u> | <u>Setback</u> |
|---------------------------------|-----------------|---------------------------------|-----------------|---------------------------------|-----------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | | |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | <u>At or above</u> | <u>200 feet</u> |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | <u>44,001</u> | |

- b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.
- c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).
- 2. Maximum Building Height. The maximum structure height is 35 feet, except as allowed by Section 1030.080.
- 3. Maximum Impervious Surface.
 - a. The total impervious surface coverage shall not exceed 50% of the site.
 - b. The rest of the site shall be landscaped or left in a natural state.
- 4. Landscaping Zone.
 - a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.040, Subd. 4., (A), (1).
 - b. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.
- 5. Parking Lot Screening and Landscaping
 - a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with

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Section 1060.040 of this Chapter.

- b. Parking areas shall be screened from properties guided or zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.
 - c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.
6. Site Access. The primary site access shall comply with one of the following:
- a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or
 - b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.
7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.
8. Additional Requirements.
- a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.
 - b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

~~B. Places of Worship/Assembly~~

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

SECTION 3. Amendment of the City Code. The text of Section 1040.045 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

1040.045 – RSF-2 (SINGLE FAMILY RESIDENTIAL) ZONING DISTRICT

Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions

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outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited below for a specific use:

A. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> |
|--|------------------------|--|------------------------|--|------------------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | <u>At or above 44,001</u> | <u>200 feet</u> |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | | |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | | |

b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.

c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).

2. Maximum Building Height. The maximum structure height is 35 feet, except as allowed by Section 1030.080.

3. Maximum Impervious Surface.

a. The total impervious surface coverage shall not exceed 50% of the site.

b. The rest of the site shall be landscaped or left in a natural state.

4. Landscaping Zone.

a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.045, Subd. 4., (A), (1).

b. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a

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minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.

5. Parking Lot Screening and Landscaping

- a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.
- b. Parking areas shall be screened from properties guided or zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.
- c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.

6. Site Access. The primary site access shall comply with one of the following:

- a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or
- b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements.

- a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.
- b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially

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burden religious exercise, or by any other means that eliminates the substantial burden.

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

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

SECTION 4. Amendment of the City Code. The text of Section 1040.050 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

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

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

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

B. Dwelling, Two Family.

C. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> |
|--|------------------------|--|------------------------|--|------------------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | <u>At or above 44,001</u> | <u>200 feet</u> |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | | |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | | |

b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.

c. Educational Facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).

2. Maximum Building Height. The maximum structure height is 35 feet, except

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as allowed by Section 1030.080.

3. Maximum Impervious Surface.

- a. The total impervious surface coverage shall not exceed 50% of the site.
- b. The rest of the site shall be landscaped or left in a natural state.

4. Landscaping Zone.

- a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.050, Subd. 4., (C), (1).
- b. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.

5. Parking Lot Screening and Landscaping

- a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.
- b. Parking areas shall be screened from properties zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.
- c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.

6. Site Access. The primary site access shall comply with one of the following:

- a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or
- b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

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7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements.

a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.

b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

~~D. Places of Worship/Assembly~~

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

SECTION 5. Amendment of the City Code. The text of Section 1040.060 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

1040.060 – RMF-1 (MEDIUM DENSITY RESIDENTIAL) ZONING DISTRICT

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

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

B. Dwelling, Senior (age-restricted).

C. Dwelling, Multiple Family.

D. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| | | | | | |
|--|------------------------|--|------------------------|--|------------------------|
| <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> |
|--|------------------------|--|------------------------|--|------------------------|

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| | | | | | |
|------------------------|-----------------|------------------------|-----------------|-------------------------------|-----------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | <u>At or above 44,001</u> | <u>200 feet</u> |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | | |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | | |

- b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.
 - c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).
 2. Maximum Building Height. The maximum structure height is 35 feet, except as allowed by Section 1030.080.
 3. Maximum Impervious Surface.
 - a. The total impervious surface coverage shall not exceed 50% of the site.
 - b. The rest of the site shall be landscaped or left in a natural state.
 4. Landscaping Zone.
 - a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.060, Subd. 4., (D), (1).
 - b. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.
 5. Parking Lot Screening and Landscaping
 - a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.

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b. Parking areas shall be screened from properties guided or zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.

c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.

6. Site Access. The primary site access shall comply with one of the following:

a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or

b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements.

a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.

b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

E. Places of Worship/Assembly.

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

SECTION 6. Amendment of the City Code. The text of Section 1040.065 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

1040.065 – RMF-2 (MIXED RESIDENTIAL) ZONING DISTRICT

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

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

B. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> |
|--|------------------------|--|------------------------|--|------------------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | <u>At or above 44,001</u> | <u>200 feet</u> |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | | |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | | |

b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.

c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).

2. Maximum Building Height. The maximum structure height is 35 feet, except as allowed by Section 1030.080.

3. Maximum Impervious Surface.

a. The total impervious surface coverage shall not exceed 50% of the site.

b. The rest of the site shall be landscaped or left in a natural state.

4. Landscaping Zone.

a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.065, Subd. 4., (B), (1).

b. The landscaping zone will consist of evergreen and/or deciduous trees

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and shrubs with a sufficient density to provide visual buffering to a minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.

5. Parking Lot Screening and Landscaping

- a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.
- b. Parking areas shall be screened from properties guided or zoned residential and from public streets. Screening to a height of at least 3 feet shall be provided to screen vehicle headlights.
- c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.

6. Site Access. The primary site access shall comply with one of the following:

- a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or
- b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements.

- a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.
- b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing

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exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

~~C. Places of Worship/Assembly.~~

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

SECTION 7. Amendment of the City Code. The text of Section 1040.070 of the Corcoran City Code is hereby repealed and replaced by the underlined material as follows:

1040.070 – RMF-3 (HIGH DENSITY RESIDENTIAL) ZONING DISTRICT

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

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

B. Educational facilities, K-12, and Places of Worship, subject to the following:

1. Setbacks.

a. A minimum 50-foot setback from all property lines is required for all structures, parking spaces, drive aisles, and loading areas. The setback on all property lines will increase up to 200-feet based on the building footprint as described below:

| <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> | <u>Building Footprint Square Footage</u> | <u>Minimum Setback</u> |
|--|------------------------|--|------------------------|--|------------------------|
| <u>Up to 15,000</u> | <u>50 feet</u> | <u>25,001 – 26,000</u> | <u>105 feet</u> | <u>36,001 – 37,000</u> | <u>160 feet</u> |
| <u>15,001 – 16,000</u> | <u>55 feet</u> | <u>26,001 – 27,000</u> | <u>110 feet</u> | <u>37,001 – 38,000</u> | <u>165 feet</u> |
| <u>16,001 – 17,000</u> | <u>60 feet</u> | <u>27,001 – 28,000</u> | <u>115 feet</u> | <u>38,001 – 39,000</u> | <u>170 feet</u> |
| <u>17,001 – 18,000</u> | <u>65 feet</u> | <u>28,001 – 29,000</u> | <u>120 feet</u> | <u>39,001 – 40,000</u> | <u>175 feet</u> |
| <u>18,001 – 19,000</u> | <u>70 feet</u> | <u>29,001 – 30,000</u> | <u>125 feet</u> | <u>40,001 – 41,000</u> | <u>180 feet</u> |
| <u>19,001 – 20,000</u> | <u>75 feet</u> | <u>30,001 – 31,000</u> | <u>130 feet</u> | <u>41,001 – 42,000</u> | <u>185 feet</u> |
| <u>20,001 – 21,000</u> | <u>80 feet</u> | <u>31,001 – 32,000</u> | <u>135 feet</u> | <u>42,001 – 43,000</u> | <u>190 feet</u> |
| <u>21,001 – 22,000</u> | <u>85 feet</u> | <u>32,001 – 33,000</u> | <u>140 feet</u> | <u>43,001 – 44,000</u> | <u>195 feet</u> |
| <u>22,001 – 23,000</u> | <u>90 feet</u> | <u>33,001 – 34,000</u> | <u>145 feet</u> | <u>At or above 44,001</u> | <u>200 feet</u> |
| <u>23,001 – 24,000</u> | <u>95 feet</u> | <u>34,001 – 35,000</u> | <u>150 feet</u> | | |
| <u>24,001 – 25,000</u> | <u>100 feet</u> | <u>35,001 – 36,000</u> | <u>155 feet</u> | | |

b. Any property lines fronting a county road shall require a minimum setback of 100 feet when the building footprint is 24,000 square feet or less.

c. Educational facilities and Places of Worship are not eligible for building and parking setback flexibility through additional landscaping as provided in Section 1060.070, Subd. 2., (K) – (J).

2. Maximum Building Height. The maximum structure height is 35 feet, except as allowed by Section 1030.080.

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3. Maximum Impervious Surface.
 - a. The total impervious surface coverage shall not exceed 50% of the site.
 - b. The rest of the site shall be landscaped or left in a natural state.
4. Landscaping Zone.
 - a. In addition to meeting the landscaping standards in Section 1060.070, Subd. 2 (A) – (I) of the City Code, any portions of the site that abut a residential area shall contain a landscaping zone along the shared property line with a minimum width of the applicable setback established in Section 1040.070, Subd. 4., (B), (1).
 - b. The landscaping zone will consist of evergreen and/or deciduous trees and shrubs with a sufficient density to provide visual buffering to a minimum height of 8 feet. The grade for determining height shall be the grade elevation of the building or use for which the buffering is providing protection. Earth mounding or berms may be used but shall not be used to achieve more than three feet of the required buffer. A fence may also be installed, but not in lieu of the planted landscaping zone. Existing trees, shrubs, and vegetation may be used to meet the landscaping zone requirement when the intent to provide buffering is accomplished.
5. Parking Lot Screening and Landscaping
 - a. Any lighting used to illuminate an off-street parking area shall be so arranged as to reflect glare away from adjoining property, adjacent residential uses, and public rights-of-way and be in compliance with Section 1060.040 of this Chapter.
 - b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.
 - c. Parking areas which are 3,000 square feet or greater shall have no less than 350 square feet of land devoted to internal landscaping islands (in addition to required traffic safety islands). The minimum square footage of land devoted to internal landscaping islands shall increase by 100 square feet for each additional 1,000 square feet of additional parking space. Such islands shall be bound by concrete curbing or comparable curbing as approved by the City Engineer.
6. Site Access. The primary site access shall comply with one of the following:
 - a. The site shall have direct access onto a Major Roadway, which is defined as a Principal Arterial, Minor Reliever, Minor Expander, and Minor Connector roadways; or
 - b. The site will have direct access onto a Major Collector or Minor Collector roadway no more than 1,000 square feet from an intersection with a Major Roadway as identified in the Comprehensive Plan.

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7. Noise. Exterior bells or loudspeakers are permitted between the hours of 9 a.m. and 10 p.m.

8. Additional Requirements.

a. The City Council may attach additional conditions to the granting of the conditional use permit for the primary use as well as any accessory uses of the site as deemed necessary to protect the residential character of the neighborhood.

b. As provided for in federal statute 42 U.S.C. 2000cc-3 (e), the City Council may avoid the preemptive force of any provision of Chapter 21C (Protection of Religious Exercise in Land Use and By Institutionalized Person) by changing the policy or practice that results in a substantial burden on religious exercise, by retaining the policy or practice and exempting the substantially burdened religious exercise, by providing exemptions for the policy or practice for applications that substantially burden religious exercise, or by any other means that eliminates the substantial burden.

~~C. Places of Worship/Assembly~~

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

SECTION 8. Effective Date

This Ordinance shall be in full force and effect upon its adoption.

ADOPTED by the City Council on the 22nd 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

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

RESOLUTION NO. 2021-141

**Motion By:
Seconded By:**

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING THE TEXT OF SECTIONS 1020.020, 1040.040, 1040.045, 1040.050,
1040.060, 1040.065, AND 1040.070 OF THE ZONING ORDINANCE OF THE
CORCORAN CITY CODE
(CITY FILE 21-034)**

WHEREAS, the Corcoran City Council requested amendments to Section 1040 (District Regulations) of the Zoning Ordinance to establish performance standards for Places of Worship and educational facilities, K-12 located in urban residential zoning districts within the Metropolitan Urban Service Area (MUSA); and

WHEREAS, the performance standards are consistent with the 2040 Comprehensive Plan, City Code standards, and City policies; and

WHEREAS, the proposed performance standards reflect the City's governmental interest to protect the residential character of existing neighborhoods; and

WHEREAS, the proposed performance standards reflect the City's vision to retain the rural character of Corcoran; and

WHEREAS, the proposed performance standards represent the least restrictive means to advance the City's interests; and

WHEREAS, the Planning Commission has reviewed the proposed text amendments at a duly called Public Hearing;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it approves amendments to Section 1020 (Definitions) and Section 1040 (District Regulations) of the Zoning Ordinance of the City Code to establish performance standards for assembly uses allowed by conditional use permit in urban zoning districts, based on the following findings:

1. The proposed amendment includes renaming the definition of "Places of Worship/Assembly" to "Place of Worship" since the definition specifically excludes other known assembly uses not specifically places of worship.
2. The proposed amendment includes a definition of "Impervious Surface" that is consistent with the definition utilized by Elm Creek Watershed and minimizes large parking areas while allowing for other land uses, such as pervious sports fields.

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3. The proposed setback, maximum impervious surface limit, and landscaping zone standards provide transitional green space corridors as the intensity of use and site size increases.
4. The proposed maximum building height is consistent with what is allowed for permitted structures in urban residential zoning districts and allows for architectural elements, such as spires and bell towers.
5. The proposed parking lot screening and landscaping standard provides screening to adjacent properties and landscaping throughout the parking area.
6. The proposed site access standard requires assembly uses to locate in areas with access to roadways that are designed to accommodate higher levels of traffic.
7. The proposed noise standard provides the ability for educational facilities and Places of Worship to utilize exterior bells and loudspeakers during daytime hours while limiting hours for the benefit of nearby neighborhoods and remaining consistent with noise standards for similar uses throughout Corcoran.
8. The proposed amendments provide clear guidance for future proposals for educational facilities and Places of Worship while still allowing discretion for the City Council to attach additional conditions when necessary to protect the residential character of the neighborhood.
9. The proposed amendment includes a “safe harbor” provision that allows the City to waive any standards that may later be found to create a substantial burden for religious uses, consistent with federal statute 42 U.S.C. 2000cc-3(e).

VOTING AYE

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

VOTING NAY

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

RESOLUTION NO. 2021-141

Whereupon, said Resolution is hereby declared adopted on this 22nd day of December 2021.

Tom McKee - Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

ORDINANCE NO. 2021-446

**Motion By:
Seconded By:**

SUMMARY OF ORDINANCE NO. 2021-445

AN ORDINANCE AMENDING THE TEXT OF SECTIONS 1020.020, 1040.040, 1040.045, 1040.050, 1040.060, 1040.065, AND 1040.070 OF THE ZONING ORDINANCE OF THE CORCORAN CITY CODE RELATED TO PERFORMANCE STANDARDS FOR PLACES OF WORSHIP AND EDUCATIONAL FACILITIES IN RESIDENTIAL ZONING DISTRICTS WITHIN THE METROPOLITAN URBAN SERVICE AREA (CITY FILE 21-034).

The text of Title X (Zoning Ordinance) of the City Code of the City of Corcoran, Minnesota, is hereby amended with revised definitions and provisions for performance standards for Places of Worship and Educational Facilities allowed by Conditional Use Permit in residential zoning districts within the Metropolitan Urban Service Area.

A printed copy of the entire amendment is available for inspection by any person at City Hall during the City Clerk's regular office hours.

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 22nd day of December, 2021.

Tom McKee – Mayor

ATTEST:

Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item 9a.

| | |
|--|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Jessica Beise |
| Topic: Public Works Reorganization – Phase 1 | Action Required: Approval |

Summary:

In July of 2021, an organizational structure shift for the Public Works Department was discussed and supported. The organizational structure change will take place in two parts. Phase one is a review of the Public Works Director job description and the creation of the Operations Superintendent position and Operations Supervisor positions with potential a downstream effect to the crew lead position. Phase two is the creation of a Development Superintendent position and a Public Works Administrative Assistant (title to be determined) position.

Phase one of the reorganization would be effective January 1, 2022. Staff will be drafting the job descriptions for the Development Superintendent and Public Works Administrative Assistant position. Phase two is anticipated in the first quarter of 2022.

Staff has been working with George Gmach to review and grade job descriptions. Staff had additional questions/feedback for George to finalize the job descriptions. The proposed job descriptions and approval resolution will be sent separately by Tuesday and included in the City's permanent agenda book for review by the public at City Hall.

Financial/Budget:

The reorganization has been incorporated into the 2022 budget.

Options:

1. Approve Resolution 2021-143 Amending the Organizational Structure of the Public Works Department.
2. Approve Resolution 2021-143 Amending the Organizational Structure of the Public Works Department with amendments.
3. Decline to reorganize the Public Works Department.

Recommendation:

Staff recommending approval of phase one of the public works department reorganization.

Council Action:

Consider a motion to approve Resolution 2021-143 Amending the Organizational Structure of the Public Works Department.

Attachments:

1. Job Descriptions – To Be Provided Prior to the Meeting

Resolution 2021-143 Amending the Organizational Structure of The Public Works Department – To Be Provided Prior to the Meeting

STAFF REPORT

Agenda Item 10a.

| | |
|--|--|
| Council Meeting: December 22, 2021 | Prepared By: Kevin Mattson |
| Topic: MS4 Stormwater Pollution Prevention Plan (SWPPP) Annual Public Input Opportunity | Action Required: Discussion |

Summary:

As part of the city's Municipal Separate Storm Sewer System (MS4) Permit, a public input opportunity must be provided related to the Stormwater Pollution Prevention Plan (SWPPP).

In the past, this event has been coordinated with Corcoran Country Daze. Beginning in 2020, the public input opportunity has been incorporated into a regular Council meeting each year.

The SWPPP is available for review on the city's website or upon request at City Hall.

Financial/Budget:

This permit requirement is budgeted in the general engineering line item.

Options:

Document public comments or questions related to the city's MS4 SWPPP.

Recommendation:

Staff will document comments or questions related to the city's MS4 SWPPP.

Council Action:

None

Attachments:

1. City of Corcoran – Annual MS4 SWPPP Public Input Opportunity Stormwater Program Overview

City of Corcoran Annual MS4 SWPPP Public Input Opportunity

Stormwater Program Overview

Corcoran City Council

December 22, 2021

Why?



Clean Water Act
Regulates discharge of pollutants
to waters

NPDES Program



EPA



MPCA



City



CITY OF CORCORAN

What's involved?

Permit to Discharge
Stormwater from MPCA
(MS4 Permit)



Develop and implement
a Stormwater Pollution
Prevention Plan
(SWPPP)



Minimum Control Measures (MCMs)

1. Public Education and Outreach
 - i. Quarterly Newsletter
2. Public Participation
 - i. Public Input (this meeting, website)
3. Illicit Discharge Detection and Elimination
 - i. Respond, investigate, and enforce illicit discharges
4. Construction Site Stormwater Runoff Control
 - i. Inspect and enforce construction sites
5. Post-Construction Stormwater Management
 - i. Stormwater development rules
6. Good Housekeeping for Municipal Operations
 - i. Corcoran facility inspections

New MS4 PERMIT TIMELINE

November 16, 2020

MPCA reissues new MS4 General Permit

Spring – Summer 2021

MPCA reviews application. Complete application will go on public notice for 30 days

Fall 2022

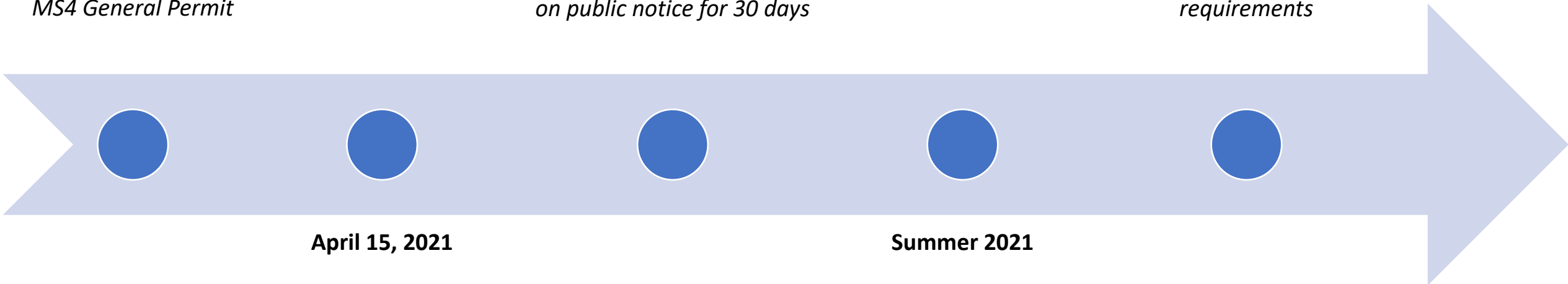
12 months from issuance to meet new permit requirements

April 15, 2021

150 days to submit updated SWPPP to MPCA

Summer 2021

Coverage is issued after permittee addresses any public comments





Comments or Questions?

Comments or questions can be submitted to:

Kevin Mattson, Public Works Director

kmattson@corcoranmn.gov

STAFF REPORT

Agenda Item 10b.

| | |
|---|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Jessica Beise |
| Topic: 2022 Strategic Planning/Goal Setting Session | Action Required: Approval |

Summary:

Staff sent requests to two groups to solicit proposals for goal setting and strategic planning assistance. Staff has received the attached proposals. The City of Corcoran has worked with Phil Kern over the last few years on goal setting and strategic planning. Staff has also worked with Hue Life to conduct strategic planning in a previous City and has spoken to others who have worked with Hue Life and received positive feedback.

Staff is in the process of conducting a poll of staff and Councilmembers. If possible, staff will present a preferred date at the meeting and the Mayor can call the special session.

Financial/Budget:

The 2022 budget allocated some funds for strategic planning/goal setting services. In the past the City has budgeted \$3,000 or less for strategic planning/goal setting services.

Options:

1. Engage a firm for strategic planning/goal setting services in 2022.
2. Decline to host a strategic planning/goal setting session in 2022.

Recommendation:

Staff recommends engaging the services of Phil Kern for strategic planning/goal setting.

Council Action:

Consider a motion engage the services of Phil Kern for strategic planning/goal setting in early 2022.

Attachments:

1. Proposal for Strategic Planning Services – Phil Kern
2. Proposal for Strategic Planning Services – Hue Life

City of Corcoran

Strategic Planning Proposal

December 17, 2021

Jessica Beise, Interim City Administrator -

It is my pleasure to submit to you this proposal to facilitate an organizational development and strategic planning process for the City of Corcoran. I enjoyed the opportunity to work with your team the last two years and would look forward to building upon those efforts again in 2022.

Corcoran has done excellent work in the past identifying strategies and goals for furthering the accomplishment of its vision and mission. Last year's strategy development and goal setting used the 2020 foundation and resulted in modifications to both the long-term direction and short-term objectives. As a basis for organizational development and work direction, the City's strategic planning efforts in the past have been very impressive. I would recommend in 2022 revisiting the strategic plan, establishing new goals, and continuing discussions on organization performance.

With this proposal, I am outlining a two-session process for the City Council and key staff leadership. This proposal is designed in that fashion, with two three-hour sessions. I would recommend these sessions be held within a time period of 2-3 weeks, providing enough time for review and reflection between sessions, but also taking care not to lose the momentum of the process.

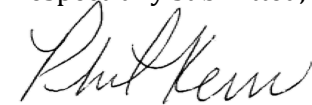
1. Review and preparation before the session - I would recommend participants review the 2021 Strategic Planning Report and any other relevant City-provided data. I can work with you to identify important and relevant background materials.
2. Strategic Planning Session 1 – I would recommend starting the first session with a review of previous goals and evaluating both successes and failures. The session should also include a fresh look at how the organization and community have changed, including a new look at potential areas of action in 2022-2023. I would also recommend activities and discussion that look at the roles, responsibilities, and furthering the organizational development around optimizing performance.
3. Strategic Planning Session 2 – This session will review outcomes from the first session and build consensus around the updated core strategies and finalizing the strategic objectives. Once complete, we will focus on the development of a short-term (1-2 year) workplan.

The fee for facilitation services to complete this process would be the same as 2021, a lump sum amount of \$2,600. Facilitation services will include preparation of agenda and materials for the session. All materials will be provided to the Interim City Administrator electronically at least three

working days prior to the session. Additionally, a final report containing the outcomes of the session will be provided electronically no later than seven days after the completion of the session. The City shall be responsible for providing the necessary copies of materials for participants and any requested by members of the public. Payment shall be remitted within 30 days of submission of the final report.

Thank you for the opportunity to submit this proposal and I would look forward to once again working with the City of Corcoran.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Phil Kern". The signature is written in a cursive style with a large initial "P".

Phil Kern
Facilitator



CITY OF CORCORAN

STRATEGIC PLANNING PROPOSAL





Dear Jessica,

We appreciate the opportunity to submit a proposal to the City of Corcoran for strategic planning. In this proposal you will find a menu of options to consider.

HueLife specializes in working with organizations and communities to engage, collaborate, innovate and change for the greater good. We are experienced in facilitating sessions that engage all participants, designing a rewarding experience for everyone involved. We are committed working closely with you to create valuable facilitation options that meet the needs of your team.

As we continue our relationship, we would like to introduce you to HueLife values that guide our work:



INTEGRITY
Be worthy of trust. Take responsibility. Keep principles and values present.



COURAGE
Be open. Take smart risks. Be a change agent.



RELATIONSHIPS
Build strong ties. Develop and maintain caring support systems.



HUMILITY
Be a servant leader. Always be learning.

We are truly looking forward to assisting you in creating a vision and plan that will have lasting impact on the community you serve!

Let's
start
with
"Thank
you!"

Irina Fursman
Dr. Irina Fursman
Trainer/Facilitator
HueLife, LLC



Strategic Planning

Goal: Create shared vision, strategies, goals and timelines



PLANNING PROCESS OVERVIEW

HueLife's strategic planning process includes three major phases: 1) Data Collection & Assessment, 2) Visioning & Strategic Areas of Focus, and 3) Development of the plan.

Phase 1

Collecting Data:

Facilitating shared understanding about organization's context, previous efforts and accomplishments, and lessons learned. This phase is about generating awareness of the environment in which the organization and team exists.

Phase 2

Creating Vision & Strategies:

Facilitating the creation of shared picture of success and agreement about the key strategies and focus areas where strategic action is necessary in order to move toward the desired future.

Phase 3

Developing a Blueprint:

Facilitating commitment and buy-in through careful consideration of the resources, political will, timing, and anticipated future challenges.

Strategic Planning Menu



Collectively design an experience that meets your needs from these workshops

Environmental Scan

Collectively review data trends about the community and your constituents. Helps confirm mission and values.

Practical Vision

Create a shared vision to answer the question:
What do we want to see in place in the next 3 to 5 years?

Blocks & Barriers

Identify underlying obstacles and barriers that could prevent our vision from becoming a reality.

Strategic Directions

Identify strategic areas of focus that address the blocks and drive the organization toward its vision.

Identifying Priorities

Set and prioritize goals for the 2022-25 planning years

Timeline & Ownership

Develop first-year calendar, establish accountability, and coordinate across teams.

Quarterly Planning

Determine implementation steps for the goals that start in the first 90 days.

Quarterly Evaluation

Facilitate a replicable quarterly evaluation process.

All-Inclusive Pricing

- Design, preparation, and materials
- Facilitation (up to 3 hrs/workshop)
- Documentation
- Travel expenses for a 2-person facilitation team
- An interactive, engaging, and replicable process for up to 30 participants

\$3,000 per workshop

Team Bios

We will work with you to select an available two-person facilitation team.

For bios of our team, please visit:
<https://hue.life/our-story/our-team/>





5775 Wayzata Blvd.
Suite 700
Minneapolis, MN 55416
651.204.0441

[FaceBook](#)

[LinkedIn](#)

[Twitter](#)



Your Primary Contact

Irina Fursman
Cell: 763.232.2338
Irina.Fursman@hue.life

FACILITATION TEAM



Dr. Irina Fursman is a lead consultant, trainer and facilitator, as well as HueLife's co-founder and President. She is a Certified ToP Facilitator and Mentor Trainer specializing in Organization development, adult learning and development, conflict resolution and strategic planning. She trains individuals and groups in the art and science of human engagement and facilitation.

Dr. Richard Fursman is a co-founder and owner of HueLife. Richard specializes in the dynamics of human behavior and change. He helps teams create a shared purpose, strategic plans, and implementation paths. He advises government entities in the US and Ukraine and co-created and facilitated the Kiev PEACE Summit during the Ukraine-Russian conflict in 2014.



Stephanie Ahles is the VP of Training and Development. She has 20 plus years of leadership experience in local government as well as experience and expertise working with for profit and nonprofit organizations. She is a Certified Top Facilitator and Mentor Trainer. She is also a certified Scrum Master, specializing in leadership and organizational development, change and project management, and strategic planning.



Megan Jacobson is a facilitator and a licensed practitioner in Insights Discovery. She is currently pursuing her certification in Technology of Participation (ToP®) Methods. Megan brings a people centered approach to her facilitation and an ability to integrate Insights Discovery program with the facilitation process.

THE HUELIFE TEAM



Judy McDonald, Karie Terhark, Jeremy Kautza, Stephanie Ahles,
David Ahles, Angie Asa-Lovstad.
Flower Krutina, Irina Fursman, Richard Fursman, Megan Jacobson.





THANK YOU

STAFF REPORT

Agenda Item 10c.

| | |
|---|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Kevin Mattson |
| Topic: Cost Share Agreement for Grading and Subregional Stormwater Design - City Center Drive & 79 th Place Improvements/St. Therese | Action Required: Approval |

Summary:

In 2019, the city entered into a land purchase agreement with St. Therese Communities to develop a new senior living campus on approximately 13 acres of undeveloped land located at 8200 County Road 116 immediately south of City Hall.

Earlier in 2021, the city completed a feasibility study related to the City Center Drive and 79th Place Improvements proposed to be constructed on the property consistent with preliminary development agreements.

On November 22nd, the city council approved the site plan, conditional use permit, and preliminary plat for the St. Therese Communities development.

Throughout the process representatives from both the city and St. Therese, felt there was a mutual benefit to evaluate and design a comprehensive site grading and subregional stormwater improvement project. A comprehensive design creates design efficiencies, maximizes cost savings both design and construction, simplifies schedules, and avoids site conflicts/overlaps/gaps.

Attached is the associated initial cost share agreement and engineering design services proposal. The agreement was drafted by the city attorney and splits the costs 50/50 at \$36,000 apiece.

These documents take the project through the design and bidding process. At that point, both parties will have to draft a second cost share agreement to execute the work and reconcile the proportional costs allocated to each individual project as established during the design.

Financial/Budget:

It is likely that the improvements will be funded through a combination of sources including Municipal State Aid, special assessments, developer contributions, and local participation (bonding). At this stage, it is unknown how the actual percentages will break down.

Options:

1. Approve the Cost Share Agreement for Grading and Subregional Stormwater Design and associated engineering design services proposal for the City Center Drive & 79th Place Improvements in the amount of \$36,000.

2. Decline.

Recommendation:

Staff recommends approving the Cost Share Agreement for Grading and Subregional Stormwater Design and associated engineering design services proposal for the City Center Drive & 79th Place Improvements in the amount of \$36,000.

Council Action:

Consider a motion to approve the Cost Share Agreement for Grading and Subregional Stormwater Design and associated engineering design services proposal for the City Center Drive & 79th Place Improvements in the amount of \$36,000.

Attachments:

- 1. Cost Share Agreement**
- 2. Grading and Subregional Stormwater Design Proposal - Stantec**

COST SHARE AGREEMENT

THIS COST SHARE AGREEMENT (this “Agreement”) is made and entered into as of December ____, 2021 (the “**Effective Date**”) by and between **THE CITY OF CORCORAN**, a Minnesota municipal corporation (the “**City**”), and **SAINT THERESE COMMUNITIES**, a Minnesota nonprofit corporation (“**St. Therese**”), the City and St. Therese are sometimes referred to herein as the “parties” or each a “party”.

WHEREAS, the City is the owner of a parcel of approximately 78.88 acres in Section 24, Township 119, Range 23, Hennepin County, Minnesota (PID 24-119-23-230001) (the “**City Parcel**”), within which approximately 13 acres of undeveloped land is located south of the Corcoran city hall site near the center of Corcoran, adjoining County Road 116 and approximately 1.5 miles west of Maple Grove (as depicted by the light green boundary) (the “**Property**”) all of which is delineated in the attached **Exhibit A**; and

WHEREAS, St. Therese and the City have entered into a Purchase Agreement pursuant to which St. Therese intends to purchase the Property from the City for use as the site of a new senior living campus to be developed, constructed and financed by St. Therese (the “**Development**”); and

WHEREAS, the future development of the City Parcel (inclusive of the Property), will require the implementation of certain site grading work and the installation of certain stormwater improvements on the City Parcel and, as a prerequisite to such work, a comprehensive site grading and stormwater infrastructure plan must be developed; and

WHEREAS, for reasons of efficiency, uniformity, and expediency, the parties mutually desire to hire Stantec, Inc. to design said comprehensive grading and stormwater infrastructure plan pursuant to the project parameters set forth in the attached **Exhibit B**, and obtain bids for installation of said designed improvements and present the same to the parties (the “**Proposed Work**”); and

WHEREAS, the parties agree to share equally in the total cost of the completion of the Proposed Work and desire to enter into this Agreement to memorialize that understanding; and

WHEREAS, this Agreement to share the costs of the Proposed Work shall not bind either party to accept or take other action on the bids obtained by Stantec as a part of the Proposed Work, and each party’s only commitment shall be the party’s 50% share of the costs of the Proposed Work, however, should the parties mutually pursue acceptance of a bid and construction of the improvements presented as a part of the Proposed Work, the parties agree that each party’s contribution toward the Proposed Work shall be considered when determining cost allocations for any such later agreed upon improvement installation work.

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

- 1) The above Recitals are made a part of this Agreement as though set forth in full herein.
- 2) The parties mutually select Stantec, Inc. to design a comprehensive grading and stormwater infrastructure plan pursuant to the project parameters set forth in the attached **Exhibit B**, and obtain bids for construction and installation of said designed improvements and present the same to the parties (the "Proposed Work").
- 3) The parties agree to share equally (50/50) in the total cost of the completion of the Proposed Work. The total cost shall be the amount invoiced to the City by Stantec, and shall include the cost of all work performed related to the Proposed Work, whether or not specifically stated in **Exhibit B**.
- 4) Prior to initiating the Proposed Work, the parties agree that St. Therese shall post with the City a project escrow in the amount of \$36,000.00 (50% of Proposed Work estimate) to cover St. Therese's portion of the costs. The parties agree that Stantec shall invoice the City for the costs of the Proposed Work and the City shall pay the same, and thereafter reimburse itself for 50% of those costs from the posted escrow. If the Proposed Work exceeds the estimate contained in **Exhibit B**, the City shall invoice St. Therese for 50% of the additional costs of the Proposed Work and St. Therese shall pay such invoiced costs to the City, within 30 days. If the costs of the Proposed Work are less than the estimate contained in **Exhibit B**, the City shall reimburse itself for 50% of the costs from the posted escrow and return any remaining funds to St. Therese.
- 5) Should St. Therese fail to timely reimburse the City for its share of the costs of the Proposed Work (such action a "Default" herein), in addition to any other remedies at law or in equity, the City may:
 - a. If the Default occurs prior to the sale of the Property to St. Therese:
 - i. Refuse to close on the sale of the Property until such costs are paid and the parties agree that this right shall supersede any obligation to the contrary found within the Purchase Agreement between the parties which contemplates the purchase and sale of the Property ; or
 - ii. Close on the sale of the Property to St. Therese and take the action contemplated in 5(b)(i) below.
 - b. If the Default occurs after the sale of the Property to St. Therese:
 - i. The City may specially assess to the Property the costs owed and St. Therese hereby waives any right to appeal such assessment pursuant to MN Statute 429 or any other applicable law.
- 6) After receiving the Proposed Work, including, but not limited to, the bids obtained, the parties intend to collaborate in good faith on selecting a contractor to complete the designed project, however, neither party shall have any obligation pursuant to this Agreement to take any action on the bids obtained. Should the parties agree, by separate agreement, to mutually accept a bid presented within the Proposed Work and

pursue construction of the improvements contemplated therein, the parties agree that each party's contribution toward the Proposed Work shall be considered when determining cost allocations for any such later agreed upon improvement installation work.

- 7) St. Therese and the City each represent, warrant and covenant to each other that they have the full power and authority to perform and comply with the execution and delivery of this Agreement. Further, the persons executing this Agreement on behalf of each party hereby represent and warrant that he or she has the requisite and necessary authority to execute this Agreement on behalf of such party and correspondingly bind such party to the terms of the same.
- 8) This Agreement may be executed in counterparts and by different parties on different counterparts with the same effect as if the signatures thereto were on the same instrument. This Agreement shall be effective and binding upon both parties hereto when both parties have executed a counterpart of this Agreement. Signature by facsimile or electronic mail (including pdf format) shall be a valid form of execution and delivery of this Agreement.
- 9) Should either party request it, both parties hereby agree to re-execute a recordable form of this Agreement and have the same recorded against the Property.
- 10) In the event a party seeks legal remedy against the other pursuant to the terms herein, the prevailing party in such action shall be entitled to recover from the other party its costs and legal fees, including reasonable attorneys' fees.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Cost Share Agreement by their duly authorized representatives effective as of the day and year first above written.

CITY:

ST. THERESE:

CITY OF CORCORAN

SAINT THERESE COMMUNITIES

By: _____

By: _____

Its: _____

Its: _____

Exhibit A

Site Plan Depicting the Property



Exhibit B

“Proposed Work”



December 10, 2021
File: 2277

Attention: Kevin Mattson
9100 County Road 19
Corcoran, MN 55340

Dear Kevin,

Reference: Proposal for Mass Grading and Stormwater Design Documents for the City Center Drive and 79th Place Project

The St. Therese Development recently obtained preliminary plat approval for their Senior Center Project which is located within the future SE Downtown District. This development will be constructed on a parcel purchased from the City of Corcoran which was master planned with the roadway and utility infrastructure to support it. A feasibility study for the City Center Drive/79th Place Roadways was performed on behalf of the city in the summer of 2021 to understand better this infrastructure and a subregional stormwater system.

Through conversation with City Staff and the St. Therese Development Team, it was determined that collectively grading the St. Therese Project, the City Center/79th Place roadways, and the subregional stormwater system would bring efficiencies to both the City and St. Therese Development. Additionally, when the SE District Guidelines were initially developed, regional stormwater treatment was recommended to maximize the development footprints in these areas and create a more walkable downtown district.

Stantec is pleased to provide this proposal to create the design documents for the development grading plan and regional stormwater system.

Scope of Services

Task 1: Design Documents Grading and Subregional Stormwater Pond

Stantec will work with City and St. Therese to develop a grading plan for the St. Therese Development, City Center Drive/79th Place Roadways, CSAH 116 turn lanes and the Subregional treatment pond. Through this exercise, we will attempt to balance the soils to be graded within all of the projects listed as well as incorporate the stormwater management into one large BMP to capitalize on efficiencies and reduce its footprint on the region.

As part of this effort, Stantec will perform the following tasks

- Develop a regional grading plan that will provide mass grading for the Improvement areas as previously noted in this City Center Drive project area.
- Collect survey information in the tree lines and regional pond areas.

- Perform the hydraulic stormwater modeling necessary to design a subregional system to treat runoff from these improved areas. It is assumed that the St. Therese Development will update their stormwater management plan that was previously submitted to the city, accommodating the plan review comment provided in the October 25th memo and incorporating any updates to the site plan at the time of final plat. Stantec will then take that hydraulic model and incorporate into the overall hydraulic model for this area.
- Stantec will create all permitting documents necessary for Elm Creek Watershed Commission approval for the subregional system. It is assumed that stormwater abstraction will be achieved either through pond filtration or irrigation reuse.
- Identify and create stormwater network for the conveyance of the stormwater runoff from the total development would be. This would include rational calculations and pipe sizing for a city only system as well as a combined system so accurate credits can be calculated. While the stormwater piping system will be designed with this phase of the project, it is assumed it will be constructed with the street and utility project to be bid later.
- Create bidding documents including Plans, Project Specifications and Contract documents to publicly bid the grading, earthwork and erosion control components through the completion of initial grading.
- Stantec will provide a 60%, 90% and Construction level of Design Drawings. It is assumed that cost estimates will be provided with each plan set but the project specifications and bidding documents will accompany the construction drawings. Both the City and St. Therese Development team will be given the opportunity to review and provide comments on the 60% and 90% plan documents.
- It is assumed that the project will be bid as one project but it is assumed that dirt work quantities will be tracked between the City parcels and the St. Therese parcel. All stormwater bid items will be bid and tracked under one bid schedule.
- Obtain necessary WCA permits for impacts on roadway for the improvements.
- Obtain necessary approvals for the impacts on the floodplain to the north of the roadway and regional pond. Assumption that only impacts will be compensatory fill in the flood fringe.

During the design phase of this project, the following assumptions were made.

- It is assumed that St. Therese will provide to Stantec their final grading plans by January 14th, 2022 to be incorporated into the design documents.
- St. Therese and their engineers will provide Stantec will all necessary performance and material specifications specific to the St. Therese Site. This means that they will provide specifications and directions on what if any materials are necessary to be sub cut and replaced beneath building foundations and to what specifications the replacement material should be and how it should be placed. Additionally, it is assumed that St. Therese will provide performance specifications for materials placed beneath roadways and greenspace.

- The city will obtain additional soil borings to collect soil data underneath City Center Drive as well as additional borings to be provided within the pond area. It is assumed that the geotechnical services will be contracted directly to the city and are not included in this scope of work.
- We assume St. Therese will define to Stantec as what elevation and location in which the limits of the building pads should be constructed to. Additionally, it is assumed that we will be provided the necessary hold down information requested for all private road and parking areas.
- A separate scope of work will be provided to administer construction services on the project. It is assumed that one contract will be issued for the management of the contractor and construction site however each entity will be responsible for the individual performance testing and monitoring of their individual sites to ensure that the site specific performance specifications are met by the contractor.
- A SWPPP will be developed for the site to address the site grading and stormwater system. It is assumed once the grading contract is completed, the NPDES permit will be closed and new permits will be obtained by both parties for their subsequent site activities.

Task 2: Bidding Assistance

Once the Construction Documents are completed, Stantec will work with the City to Publicly advertise and bid the subregional grading project. This includes

- Creating and distributing the public notices to the local paper as well as publishing on Quest CDN a construction trade advertising website.
- Holding an optional prebid meeting with plan holders to take questions and clarify design documents.
- Review and answer any questions on the bid documents.
- Issue up to two addenda relative to the bidding documents to the bidding documents or address questions from contractors.
- Attend and administer the bid opening process
- Tabulate the results of the bid.
- Prepare council packet for the review of the bid.

Schedule

The schedule for the project may vary depending on the project authorization, review periods, and regulatory reviews. Based on the initial project schedules that were laid out this fall between the City of Corcoran and the St. Therese Development the proposed schedule for this project would be as follows

- Project Authorization – Jan 1, 2022
- 60% Plan Set – Feb 11, 2022
- Construction Drawings and Specifications – March/April

- Open Bids – April 2022
- Construction – May-August 2022

Compensation

Stantec will complete this scope of work according to the letter of engagement and previous practices with the City of Corcoran. If through the scope of the project, the City and Stantec enter into a Professional Services Agreement, the conditions of that agreement will supersede.

We propose that the engineering service phases for this project be provided on an hourly basis with an estimated budget. Any changes to the project scope or estimated hours to complete the work will be communicated to the City in a timely fashion. Stantec will not proceed with additional services or services outside of the scope of work contained in this letter without approval from the City. City of Corcoran has individual rates for key City support staff. The specialty services provided by Stantec by employees without previously defined rates will be provided in accordance with Stantec's Standard Rate Table 0 which is discounted below our standard rates. Rates for hourly staff may be adjusted on a yearly basis in accordance with our yearly rate review.

We have estimated the level of effort required to perform the scope of work described herein and have summarized them for you below:

Summary of Fee

| Task | Cost |
|---|-----------------|
| 1 – Design Documents Grading and Subregional Stormwater Pond | \$67,000 |
| 2 – Bidding Assistance | \$5,000 |

Closing

We hope this letter defines the of scope work, the proposed schedule, and the estimated fee of services to your satisfaction. If you have any questions about the proposed scope, schedule or estimated fee we will be happy to review with you.

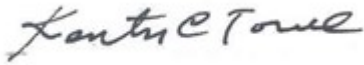
Our team is prepared to move forward with assisting the City upon receiving your authorization.

On behalf of our Stantec team, we thank you for this opportunity to be of service to your community. We have enjoyed working with you and your staff through the design development process and we look

forward to partnering with the City of Corcoran on delivering safe, reliable, and compliant water to your community.

Regards,

Stantec Consulting Services Inc.



Kent Torve PE (MN)
Principal
Phone: 612.209.7919
Kent.torve@stantec.com



Steven Hegland PE (MN)
Senior Associate
Phone: 763.479.4237
Steven.hegland@stantec.com

By signing this proposal, City of Corcoran authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by this agreement.

This proposal is accepted and agreed on the _____ day of _____, _____.

Per: _____

Print Name & Title

Signature

STAFF REPORT

Agenda Item 10d.

| | |
|--|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Jessica Beise |
| Topic: Public Safety Letter to Hennepin County | Action Required: Direction |

Summary:

Several Hennepin County cities are signing on to a letter to the County Attorney to outline concerns related to a change in policy at the County level. The City of Corcoran has been invited to sign onto the letter. Attached is a copy of the proposed letter.

Financial/Budget:

N/A

Options:

1. Authorize staff to electronically sign the letter.
2. Decline to sign onto the proposed letter.

Recommendation:

Staff recommends review the proposed letter and if there is support to send the letter; authorize staff to electronically sign onto the letter.

Council Action:

Consider a motion to either authorize or decline to sign onto the proposed letter.

Attachments:

1. Proposed Letter to the Hennepin County Attorney

December 2021

Mr. Michael O. Freeman
Hennepin County Attorney
C-2000 Government Center
300 South 6th Street
Minneapolis, MN 55487

Dear Mr. Freeman:

For nearly two years, communities across Hennepin County have experienced a significant increase in violent and serious property crimes. Personally, and on behalf of the residents of our communities, we are deeply concerned how this crime trend has impacted the victims of these crimes and a brought a reduced sense of safety for residents. Suburban communities across the county have experienced increases in homicides, shootings, auto theft, burglaries, theft-from-vehicles, street racing, and vehicles fleeing from the police. Our police chiefs have expressed their concerns with a lack of involvement or partnership with the Hennepin County Attorney's Office in addressing the rise in crime and the need to reconsider criminal justice reforms that are not working.

The recent carjacking in Edina followed by a community meeting attended by hundreds of Edina residents is the most recent example of the magnitude of both residents' and law enforcement's concerns over crime. We have read the statements by your office to increase prosecution efforts for carjackings. While this recent change in policy is appreciated, we remain very concerned with the reform efforts by your office as illustrated in the letter dated October 7, 2021, and the effect it is having on the safety of our communities.

There is a sense of lawlessness and lack of accountability that is stemming from criminals who commit crimes and then are being turned back to the street in short order -- with little or no consequence. We recognize the need for reform of both law enforcement and the criminal justice systems. However, the safety of our communities cannot be jeopardized when reforms are considered and implemented.

We ask that you review the policy changes your office has taken regarding the posting of bail and the prosecution of crimes in Hennepin County. We further ask that you commit to ensuring that residents and businesses are provided the public safety and justice we are all charged with providing in Hennepin County. We offer to partner with you to share our experiences and work towards solutions that address reform without putting our communities at risk of increased crime and violence.

We appreciate the opportunity to meet and review these matters; please contact XX to coordinate a discussion.

In public service,

STAFF REPORT

Agenda Item 10e.

| | |
|--|--------------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Jessica Beise |
| Topic: 2021 Year in Review | Action Required: None |

Summary:

December 22, 2021 marks the final City Council meeting of the year. Staff reviewed the progress the City made this year and offers the following recap of some of the activity that took place.

Administration

- Accepted the resignations of Councilmember Thomas
- Appointed Councilmember Vehrenkamp
- Completed four City newsletters
- Completed the 2020 audit
- Assisted with the annual tree giveaway program
- Approved a legislative platform for the 2021 legislative session
- Approved 2021 core strategies, short-term goals, and action steps
- Updated the Financial Management Plan
- Transitioned assessing services to Hennepin County
- Refined code enforcement
- Completed the City Hall remodel project
- Issued 279 new home permits (with dozens more in process) with a total permits issued of 1084 to date
- Managed increased utility billing customers; 740 in last billing with 20 or so added each month
- Prepared reports and assembled packets for Council meetings, Council Work Sessions, Planning Commission meetings, Parks and Trails Commission meetings, and Charter Commission meetings
- Appointed new members to the Charter Commission, the Parks and Trails Commission, and the Planning Commission
- Coordinated a transition to electronic open enrollment
- Completed many significant data requests
- Approved the 2021 budget and levy
- Continued social media presence: 796 followers on Facebook; 140 Twitter followers
- Began the implementation of new software systems
- Created a new general ledger template
- Appointed Maggie Ung to the position of Finance Manager
- Appointed Natalie Davis to the position of Planner

- **Appointed Jodie Peterson to the position of Accountant**

Public Works/Parks

- **Recognized Clyde Bechtold for 30 years of service**
- **Appointed Mike Pritchard to the position of Construction Services Coordinator**
- **Appointed Eric Gregory to the position of Public Works Maintenance Operator**
- **Prepared and maintained the ice rinks and ball fields for use**
- **Coordinated road restrictions**
- **Coordinated the dust control program**
- **Completed crack sealing, coordinated seal coating and overlays**
- **Graded and snow plowed roads multiple times**
- **Completed various site visits and items related to MS4 and SWPPP compliance**
- **Coordinated development at Ravinia, Bass Lake Crossing, Bass Lake Crossing South, Bellwether, Tavera, Rush Creek Reserve, Nelson International**
- **Coordinated the southeast Corcoran watermain improvement project to loop the water system in southeast Corcoran**
- **Completed the Appaloosa Woods Improvement Project paving a section of gravel road**
- **Completed the Corcoran Trail East/West Improvement Project paving a section of gravel road**
- **Executed the Gleason Parkway Extension project**
- **Began planning work for a future Hackamore Road improvement project**
- **Completed utility locates and monthly water meter readings**
- **Completed planning for the proposed Diamond Lake Regional Trail corridor**
- **Completed a test well for a future well site**
- **Conducted Water Supply Planning**

Public Safety

- **Appointed Clay Decker to the position of Police Officer**
- **Appointed Pete Ekenberg to the position of Sergeant**
- **Appointed Jacob Andersen to the position of CSO and later to the position of Police Officer**
- **Appointed Josh Lawson to the position of Police Officer**
- **Appointed Amy Fadden to the position of Police Technician**
- **Appointed Corey Andress to the position of Sergeant**
- **Appointed both Dani Monnens and Ryan Swanson to the position of Community Service Officer**
- **Appointed Abigail Edstrom to the position of Part-time Police Officer**
- **Assisted with neighboring communities as needed**
- **Held the 14th annual Truck Safety Seminar with roughly 250 attendees**
- **Conducted alcohol and tobacco compliance checks**

- Took part in various Towards Zero Deaths (TZD) initiatives
- Implemented body worn cameras
- Coordinated Night to Unite Events, working closely with all departments and the Council to attend block parties throughout the community.
- Participated in several drive by birthday parties
- Continued social media presence: 2,774 followers on Facebook; 2,598 Twitter followers

Planning/Development

- Approved the Final Plat for Kariniemi Addition at 6780 Rolling Hills Road and 6855 Willow Drive.
- Approved Rezoning for the property located at 23240 County Road 30.
- Approved Final Plat and Final Planned Unit Development Plan for “Rush Creek Reserve” for the Property located at 20400 County Road 10.
- Approved the Final Plat and Final PUD Development Plan for Ravinia 15th, the final phase of the Ravinia development with this 44 lot plat.
- Approved a Preliminary Plat for the Property located at 23825 Tessmer Road creating three lots and one outlot from the two existing parcels.
- Approved a Minor Subdivision for St. Therese at 8200 County Road 116 creating a three parcel subdivision that will create one parcel for city hall, one parcel for St. Therese
- Reviewed PUD Sketch Plan Review for Van Blaricom and Schober properties for “Bellwether” with a mix of single family homes and villa homes on the 77 acre site.
- Preliminary Plat and Final Plat for “Hunters Place 2nd Addition” at 10110 CR 116 creating a lot for the existing home and one for the new city well site.
- Approved Interim Use Permit for an Accessory Dwelling Unit at 6330 Snyder Road.
- Approved the Final Plat and Final Planned Unit Development for “Tavera” 1st and 2nd Additions
- Approved Preliminary Plat and Variance for the property located at 23020 Strehler Road.
- Approved a Conditional Use Permit, Variance and Site Plan for a new NAPA at 19905 75th Avenue.
- Approved Conditional Use Permit and Variance for the property located at 23240 County Road 30.
- Approved a KMM Land Development, LLC request for Site Plan, Conditional Use Permit and Variance at 23405 County Road 10.
- Approved Preliminary and Final Plat for Bellwether/Amberly.

Staff is proud of the amount of work accomplished in 2021 and looks forward to another productive year in 2022.

Financial/Budget:

N/A

Council Action:

N/A

Attachments:
N/A



From Site to Finish

105 South Fifth Street,
Suite 513
Minneapolis, MN 55401

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

MEMORANDUM

| | |
|------|--|
| DATE | December 16, 2021 |
| TO | Jessica Beise, Natalie Davis McKeown |
| CC | City Council, Planning Commission, Parks & Trails Commission |
| FROM | Kendra Lindahl, City Planner |
| RE | Active Corcoran Planning Applications |

Projects/Comments in blue italics are new

The following is a summary of project status for current, active projects:

1. **Vacation of Cain Road Right-of-Way (ROW) (city file 21-022).** The City Council voted to commence the vacation process as requested by Michael Galbraith to remove an easement containing an unimproved portion of Cain Road adjacent to his property at 20700 70th Avenue. The item was reviewed at the August 12th meeting, but did not have a 4/5 vote and will be brought back to Council at a future date when a full City Council is available.
2. **Zoning Ordinance Amendment for Assembly Uses (city file 21-034).** At the June 24th meeting, the City Council discussed removing assembly uses in low residential zoning districts within the MUSA. Staff was directed to proceed with a Public Hearing. The Planning Commission and City Council reviewed options and provided direction to staff. *A public hearing is scheduled for the December 2nd Planning Commission meeting and Council action is expected on December 23rd.*
3. **Site Plan, Conditional Use Permit and Preliminary Plat for Saint Therese Communities on the property located at 8200 Co Rd No 116 (PID 24-119-23-23-0001) (City File No. 21-042).** St. Therese is requesting approval for a preliminary plat of the city-owned property to create a parcel for the new St. Therese campus with a mix of independent, assisted living, memory care and skilled nursing units. The site plan and conditional use permit for the project will be reviewed with the plat. *The application was reviewed at a public hearing at the November 4th Planning Commission and approved at the November 22nd City Council meeting. An extension to the purchase agreement is scheduled for the December 23rd City Council meeting.*
4. **Final Plat and PUD Final Plan for “Tavera 3rd Addition” (PID 35-119-23-44-0004) (city file no. 21-044).** The final plat for phase 3 includes 134 townhomes. The application is scheduled for the January 6th Planning Commission and January 27th City Council meetings.
5. **Preliminary and Final Plat for “Magnan Acres at 9257 Trail Haven Road (PID 09-119-23-44-0017, 16-119-23-11-0001 and 16-119-23-11-0002) (City file no. 21-046).** The applicant is requesting plat approval to plat two existing lots and one unbuildable outlot into two lots. The final plat application is incomplete. The preliminary plat is scheduled for the January 6th Planning Commission and January 27th City Council meetings.
6. **Zewde Wetland Waiver (28-119-23-21-0001) (city file 21-049).** The applicant has requested a wetland delineation waiver for a future preliminary plat. The request is scheduled for City Council action on December 23rd.
7. **NE District Plan and Design Guidelines (City file 21-050).** The City received a planning grant from Hennepin County. Staff is developing a work plan to update these standards and hopes to kick-off the

work plan this month and create a plan for adoption in May prior to expiration of the moratorium on June 10, 2022.

8. **Municipal Separate Storm Sewer System (MS4) Ordinance Amendments (city-initiated) (city file 21-051).** Planning and Engineering staff have been working on ordinance updates required to comply with State MS4 standards. The ordinance amendments are scheduled for a public hearing at the Planning Commission on January 6th and City Council action on January 27th.
9. **Minor Site Plan Amendment for Lithgow Automotive at 20055 75th Ave N (PID 26-119-23-11-0037) (City File 21-055).** *The applicant has requested a site plan modification to modify the approved landscaping/fence plan. This item is scheduled for City Council review on December 22nd.*
10. **Final Plat and Final PUD Development Plan for “Cook Lake Highlands” at 19220 CR 10 (PID 25-119-23-14-0002) (City file 21-057).** *Trek Real Estate has submitted the application and staff is currently reviewing for completeness. The item is tentatively scheduled for the February 3rd Planning Commission and the February 24th City Council meeting.*

The following projects were recently acted upon and will be closed out:

1. **Preliminary Plat and Variance for “Bechtold Farm” at 10165 Bechtold Road (PID 05-119-23-44-0001 and 0811923110007) (city file no. 21-030).** Skies Limit LLC has requested approval of a preliminary plat and variance to create 12 lots on 115.61 acres. The variance is to allow a lot with frontage on an unimproved public right-of-way. The item was reviewed by the Parks and Trails Commission on October 21st, by the Planning Commission at the November 4th public hearing and City Council approved the request on November 22nd.
2. **Kariniemi Sketch Plan for 23185 County Road 10 (PID 18-119-23-11-0002) (city file no. 21-033).** The applicant has requested Council feedback on a concept to reguide/rezone part of the property from residential to commercial to create a mix of commercial and residential lots. This item was reviewed by the Council at the August 26th meeting. The applicant submitted a different plan that was reviewed at the September 23rd meeting. A third concept was reviewed by the City Council on November 22nd.
3. **Zoning Ordinance Amendment to update the Non-Conformities Section (city file no. 21-041).** This is a City initiated effort to bring Section 1030.010 (Non-Conforming Buildings, Structures, Uses and Lots) of the Zoning Ordinance into compliance with State Statutes. This item was reviewed at a public hearing at the Planning Commission and approved at the November 22nd City Council meeting.
4. **Sketch plan review for Corcoran Highway 55 Business Park at 6210 Pioneer Tr (PID 32-119-23-34-0013, 32-119-23-43-0005 and 32-119-23-43-0006) (City file 21-047).** John Rausch has requested concept plan review for approximately 500,000 sq. ft. of industrial on 55 acres. The application was reviewed at the November 22nd City Council meeting. The next step would be completion of an Environmental Assessment Worksheet.
5. **PUD Sketch plan review for Pulte Homes of Minnesota, LLC at the NW corner of CR 101/Hackamore (PID 36-119-23-44-0013, 36-119-23-44-0009, 36-119-23-44-0008, 36-119-23-44-0010 and 36-119-23-44-0014) (City file 21-048).** Pulte has requested sketch plan review for a mixed residential development with townhomes and single family homes. The application was reviewed by the City Council on November 22nd.
6. **Lohn Solar Site Plan Amendment at 9735 Tamiami Trail (city file 21-053).** A request was submitted for a freestanding solar array. The item was returned to the applicant.
7. **Dish Wireless Site plan amendment at 20140 CR 30 (city file 21-054).** A request for modification on an existing tower has been submitted and is being reviewed for completeness. This item was administratively approved.
8. **Certificate of Compliance for Tom and Tonya Koopman at 20825 Sunny Hill Lane (PID 10-119-23-41-0009) (city file 21-056).** *A certificate of compliance to allow a metal building was administratively approved.*

STAFF REPORT

Agenda Item 11b.

| | |
|--|-----------------------------------|
| Council Meeting: December 22, 2021 | Prepared By: Maggie Ung |
| Topic: 2021 Financial Performance Report | Action Required: None |

Summary:

Attached is an updated financial performance report as the fiscal year is approaching the end. The report is updated as of November 30th, 2021. The current projection is a budget surplus of just over \$175,000. The report outlines the projections as compared to budget. A significant driver of the surplus is several vacant positions for a portion of the year.

Financial/Budget:

Any surplus at the end of the year would be allocated to the reserves unless transferred for other purposes. In most years the Council waits to consider transfers until the initial phase of the audit is completed which usually takes place in April.

Options:

1. Review 2021 Financial Performance Report

Recommendation:

None

Council Action:

Review 2021 Financial Performance Report

Attachments:

1. 2021 Financial Performance Report

CITY OF CORCORAN
2021 PERFORMANCE REPORT - General Fund
NOVEMBER 30, 2021
UNAUDITED

| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|---|------------------------|------------------------|------------------------|--------------------------|---------------------|---------------------------|---------------------------|----------|
| REVENUE | | | | | | | | |
| Elections | | | | | | | | |
| R 100-41410-33631 CARES ACT | 6,119.00 | - | - | - | 0% | - | - | |
| | <u>\$ 6,119.00</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0%</u> | <u>\$ -</u> | <u>\$ -</u> | |
| Other General Government | | | | | | | | |
| R 100-41900-31020 Delinquent Property Taxes | - | - | - | - | 0% | - | - | |
| R 100-41900-31040 Fiscal Disparities | - | - | - | - | 0% | - | - | |
| R 100-41900-31050 Tax Increments | - | - | - | - | 0% | - | - | |
| R 100-41900-31100 General Property Taxes | 4,067,936.48 | 4,447,791.00 | 2,786,482.45 | 1,661,308.55 | 37.35% | 4,447,791.00 | - | |
| R 100-41900-31810 Cable Franchise Fee | 50,059.47 | 53,000.00 | - | 53,000.00 | 100.00% | 53,000.00 | - | |
| R 100-41900-32110 Liquor License Fee | 11,250.00 | 19,000.00 | 14,475.00 | 4,525.00 | 23.82% | 19,000.00 | - | |
| R 100-41900-33402 Homestead Credit | - | - | - | - | 0% | - | - | |
| R 100-41900-33403 Mobile Home Homestead Cre | - | - | - | - | 0% | - | - | |
| R 100-41900-33420 Ag Preserve Credit | 19,831.42 | 10,000.00 | 13,314.72 | (3,314.72) | -33.15% | 13,315.00 | 3,315.00 | |
| R 100-41900-33421 PERA State Aid | - | 1,845.00 | - | 1,845.00 | 100.00% | 1,845.00 | - | |
| R 100-41900-33422 Other State Grants and Aids | 5,720.42 | - | - | - | 0% | - | - | |
| R 100-41900-33620 Other County Grants/Aid | - | - | - | - | 0% | - | - | |
| R 100-41900-33631 CARES ACT | 439,309.00 | - | - | - | 0% | - | - | |
| R 100-41900-34000 CHARGES for Services | 190.14 | - | 8.25 | (8.25) | 0% | 8.00 | 8.00 | |
| R 100-41900-34103 Zoning/Land Use Appl Fee | 50,400.00 | 45,000.00 | 54,081.00 | (9,081.00) | -20.18% | 48,000.00 | 3,000.00 | |
| R 100-41900-34105 Copies/Maps | 5.70 | 100.00 | 4,226.00 | (4,126.00) | -4126.00% | 2,790.00 | 2,690.00 | |
| R 100-41900-34107 Special Assessment Search | 25.00 | 50.00 | 25.00 | 25.00 | 50.00% | 50.00 | - | |
| R 100-41900-34108 TIF Administration | - | - | - | - | 0% | - | - | |
| R 100-41900-34110 Escrow Administrative | - | - | - | - | 0% | - | - | |
| R 100-41900-34400 Recycling | - | - | - | - | 0% | - | - | |
| R 100-41900-34405 Clean Up Day Income | - | 3,000.00 | 5,346.16 | (2,346.16) | -78.21% | 5,350.00 | 2,350.00 | |
| R 100-41900-36100 Special Assessments | - | - | - | - | 0% | - | - | |
| R 100-41900-36200 Miscellaneous Revenues | 7,876.65 | 2,500.00 | 14,947.11 | (12,447.11) | -497.88% | 20,850.00 | 18,350.00 | |
| R 100-41900-36210 Interest Earnings | 17,643.61 | 16,500.00 | 0.65 | 16,499.35 | 100.00% | 16,500.00 | - | |
| R 100-41900-36215 Sale of Investments | (1,371.29) | - | - | - | 0% | - | - | |
| R 100-41900-36217 Sale of Assets | - | - | - | - | 0% | - | - | |
| R 100-41900-36220 Other Rents and Royalties | 6,909.00 | 7,000.00 | 4,113.00 | 2,887.00 | 41.24% | 7,000.00 | - | |
| R 100-41900-36230 Donations | - | - | - | - | 0% | 768.00 | 768.00 | |
| R 100-41900-36233 Refunds/Reimbursements | - | - | 1,089.85 | (1,089.85) | 0% | 1,090.00 | 1,090.00 | |
| R 100-41900-39200 Transfer from Other Fund | - | - | - | - | 0% | - | - | |
| | <u>\$ 4,675,785.60</u> | <u>\$ 4,605,786.00</u> | <u>\$ 2,898,109.19</u> | <u>\$ 1,707,676.81</u> | <u>37.08%</u> | <u>\$ 4,637,357.00</u> | <u>\$ 31,571.00</u> | |
| Planning and Zoning | | | | | | | | |
| R 100-41910-34103 Zoning/Land Use Appl Fee | 135.00 | - | 400.00 | (400.00) | 0% | - | - | |
| R 100-41910-36200 Miscellaneous Revenues | 80.00 | 16,250.00 | 2,316.25 | 13,933.75 | 85.75% | 1,000.00 | (15,250.00) | |
| | <u>\$ 215.00</u> | <u>\$ 16,250.00</u> | <u>\$ 2,716.25</u> | <u>\$ 13,533.75</u> | <u>83.28%</u> | <u>1,000.00</u> | <u>\$ (15,250.00)</u> | |
| Code Enforcement | | | | | | | | |
| R 100-41920-32100 Business/License Fee | - | - | - | - | 0% | - | - | |
| R 100-41920-34000 Charges for Services | - | - | - | - | 0% | - | - | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0%</u> | <u>-</u> | <u>\$ -</u> | |

CITY OF CORCORAN
2021 PERFORMANCE REPORT - General Fund
NOVEMBER 30, 2021
UNAUDITED

| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|---|------------------------|----------------------|------------------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| City Hall Operations | | | | | | | | |
| R 100-41941-34100 General Government | - | - | - | - | 0% | - | - | |
| R 100-41941-34101 Facility Rental | - | - | - | - | 0% | - | - | |
| R 100-41941-36200 Miscellaneous Revenues | 3,274.14 | 1,500.00 | 196.32 | 1,303.68 | 86.91% | 150.00 | (1,350.00) | |
| | <u>\$ 3,274.14</u> | <u>\$ 1,500.00</u> | <u>\$ 196.32</u> | <u>\$ 1,303.68</u> | <u>86.91%</u> | <u>150.00</u> | <u>\$ (1,350.00)</u> | |
| Dept 42100 Police | | | | | | | | |
| R 100-42100-32240 Animal Licenses | - | - | - | - | 0% | - | - | |
| R 100-42100-33422 Other State Grants and Aids | - | - | - | - | 0% | - | - | |
| R 100-42100-33423 Police Aid | 119,167.57 | 71,000.00 | - | 71,000.00 | 100.00% | 68,945.00 | (2,055.00) | YEF is actual amount received |
| R 100-42100-33424 Police POST Board Train Reimb | 10,350.02 | 11,900.00 | 776.00 | 11,124.00 | 93.48% | 11,900.00 | - | |
| R 100-42100-33620 Other County Grants/Aid | - | 10,000.00 | - | 10,000.00 | 100.00% | 1,500.00 | (8,500.00) | 2021 UASI Grant |
| R 100-42100-34200 Police Permits | 4,190.00 | 4,000.00 | 3,260.00 | 740.00 | 18.50% | 4,000.00 | - | |
| R 100-42100-34201 Police Serviced Charges | - | 5,000.00 | 3,400.00 | 1,600.00 | 32.00% | 5,000.00 | - | |
| R 100-42100-34202 Police Reports/Fees | 286.00 | 400.00 | 210.00 | 190.00 | 47.50% | 400.00 | - | |
| R 100-42100-34203 Safe & Sober Grant | (30,345.34) | - | 59,689.23 | (59,689.23) | 0% | 59,690.00 | 59,690.00 | Offsets with Expenditure |
| R 100-42100-34204 Training | - | - | - | - | 0% | - | - | |
| R 100-42100-34205 Police Event Over Time | - | - | - | - | 0% | - | - | |
| R 100-42100-35101 Fines | 18,117.60 | 45,000.00 | 20,754.89 | 24,245.11 | 53.88% | 28,000.00 | (17,000.00) | Reflects actual experience |
| R 100-42100-36200 Miscellaneous Revenues | 400.00 | - | 13,300.00 | (13,300.00) | 0% | 13,300.00 | 13,300.00 | Worker's Comp |
| R 100-42100-36202 Developer Contribution | - | - | - | - | 0% | - | - | |
| R 100-42100-36230 Donations | - | - | - | - | 0% | - | - | |
| R 100-42100-36233 Refunds/Reimbursements | 5,170.12 | - | 3,072.28 | (3,072.28) | 0% | - | - | Copier Lease Refund & Vest Reimbursement |
| | <u>\$ 127,335.97</u> | <u>\$ 147,300.00</u> | <u>\$ 104,462.40</u> | <u>\$ 42,837.60</u> | <u>29.08%</u> | <u>\$ 192,735.00</u> | <u>\$ 45,435.00</u> | |
| Part Time Officers | | | | | | | | |
| R 100-42101-36233 Refunds/Reimbursements | - | - | - | - | 0.00% | - | - | |
| Dept 42101 Part Time Officers | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0%</u> | <u>\$ -</u> | <u>\$ -</u> | |
| Building Inspection (GENERAL) | | | | | | | | |
| R 100-42400-32210 Bldg/Plan Review Fees | 1,232,581.80 | 815,000.00 | 1,377,421.78 | (562,421.78) | 139.75% | 1,300,000.00 | 485,000.00 | Higher than anticipated new home construction |
| | <u>\$ 1,232,581.80</u> | <u>\$ 815,000.00</u> | <u>\$ 1,377,421.78</u> | <u>\$ (562,421.78)</u> | <u>-69.01%</u> | <u>\$ 1,300,000.00</u> | <u>\$ 485,000.00</u> | |
| Hwys, Streets, & Roads | | | | | | | | |
| R 100-43100-33418 Muni State Aid St Maintenance | 155,079.10 | 170,000.00 | 150,864.10 | 19,135.90 | 88.74% | 170,000.00 | - | |
| R 100-43100-34300 Public Works Permits/Fees | 16,130.64 | 5,500.00 | 17,057.04 | (11,557.04) | 106.95% | 5,982.00 | 482.00 | |
| R 100-43100-34301 Dust Control | 48,349.94 | 37,500.00 | 30,547.98 | 6,952.02 | 80.27% | 37,500.00 | - | |
| R 100-43100-36100 Special Assessments | - | - | - | - | 0.00% | - | - | |
| R 100-43100-36200 Miscellaneous Revenues | 42,585.00 | 42,000.00 | 1,100.00 | 40,900.00 | 2.62% | 42,000.00 | - | |
| R 100-43100-36217 Sale of Assets | - | - | - | - | 0.00% | - | - | |
| R 100-43100-36230 Donations | - | - | - | - | 0.00% | - | - | |
| R 100-43100-36233 Refunds/Reimbursements | - | - | - | - | 0.00% | - | - | |
| | <u>\$ 262,144.68</u> | <u>\$ 255,000.00</u> | <u>\$ 199,569.12</u> | <u>\$ 55,430.88</u> | <u>21.74%</u> | <u>\$ 255,482.00</u> | <u>\$ 482.00</u> | |
| Ice & Snow Removal | | | | | | | | |
| R 100-43125-36200 Miscellaneous Revenues | - | 6,000.00 | 7,077.00 | (1,077.00) | 0.00% | 7,077.00 | 1,077.00 | |
| | <u>\$ -</u> | <u>\$ 6,000.00</u> | <u>\$ 7,077.00</u> | <u>\$ (1,077.00)</u> | <u>-17.95%</u> | <u>\$ 7,077.00</u> | <u>\$ 1,077.00</u> | |
| Engineering | | | | | | | | |
| R 100-43170-32290 Watershed LGU Revenue | 1,600.00 | - | 400.00 | (400.00) | 0.00% | 400.00 | 400.00 | |
| | <u>\$ 1,600.00</u> | <u>\$ -</u> | <u>\$ 400.00</u> | <u>\$ (400.00)</u> | <u>0%</u> | <u>\$ 400.00</u> | <u>\$ 400.00</u> | |
| Recycling | | | | | | | | |
| R 100-43232-33610 County Recycling Grant | 13,992.42 | 14,000.00 | 10,202.92 | 3,797.08 | 72.88% | 14,000.00 | - | |
| R 100-43232-34400 Recycling | 3,166.39 | 5,000.00 | 510.37 | 4,489.63 | 3.21% | 5,000.00 | - | |
| R 100-43232-36200 Miscellaneous Revenues | 66.99 | - | - | - | 0.00% | - | - | |
| | <u>\$ 17,225.80</u> | <u>\$ 19,000.00</u> | <u>\$ 10,713.29</u> | <u>\$ 8,286.71</u> | <u>43.61%</u> | <u>\$ 19,000.00</u> | <u>\$ -</u> | |
| Parks (GENERAL) | | | | | | | | |
| R 100-45200-33422 Other State Grants and Aids | 21,621.64 | 40,000.00 | 38,810.39 | 1,189.61 | 43.66% | 40,000.00 | - | |

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| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|--|----------------------|----------------------|----------------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| R 100-45200-33620 Other County Grants/Aid | 10,000.00 | - | - | - | 0.00% | - | - | |
| R 100-45200-34101 Facility Rental | 1,142.06 | 1,500.00 | 2,767.20 | (1,267.20) | 184.48% | 2,768.00 | 1,268.00 | |
| R 100-45200-36199 Recreation Programming | 5.00 | 58,000.00 | 51,660.00 | 6,340.00 | 89.07% | 52,000.00 | (6,000.00) | |
| R 100-45200-36200 Miscellaneous Revenues | 50.00 | - | - | - | 0.00% | - | - | |
| R 100-45200-36230 Donations | 768.00 | - | 998.06 | (998.06) | 0.00% | 230.00 | 230.00 | |
| R 100-45200-36233 Refunds/Reimbursements | - | - | 5.00 | (5.00) | 0.00% | 5.00 | 5.00 | |
| | <u>\$ 33,586.70</u> | <u>\$ 99,500.00</u> | <u>\$ 94,240.65</u> | <u>\$ 5,259.35</u> | <u>5.29%</u> | <u>\$ 95,003.00</u> | <u>\$ (4,497.00)</u> | |
| Transfers to/from Other Funds | | | | | | | | |
| R 100-49360-39200 Transfer from Other Fund | 218,872.00 | 269,164.00 | - | 269,164.00 | 0.00% | 269,164.00 | - | |
| | <u>\$ 218,872.00</u> | <u>\$ 269,164.00</u> | <u>\$ -</u> | <u>\$ 269,164.00</u> | <u>100.00%</u> | <u>\$ 269,164.00</u> | <u>\$ -</u> | |
| TOTAL GENERAL FUND REVENUE | 6,578,740.69 | 6,234,500.00 | 4,694,906.00 | 1,539,594.00 | 24.69% | 6,777,368.00 | 542,868.00 | |
| EXPENSES | | | | | | | | |
| City Council | | | | | | | | |
| E 100-41100-100 Wages and Salaries (GENERAL) | 19,260.00 | 19,260.00 | 7,800.00 | 11,460.00 | 59.50% | 19,260.00 | - | |
| E 100-41100-122 FICA | 1,194.13 | 1,195.00 | 483.60 | 711.40 | 59.53% | 1,195.00 | - | |
| E 100-41100-126 Medicare | 279.28 | 280.00 | 113.12 | 166.88 | 59.60% | 280.00 | - | |
| E 100-41100-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41100-208 Training and Instruction | 3,089.00 | 6,500.00 | 3,500.40 | 2,999.60 | 46.15% | 3,500.00 | (3,000.00) | |
| E 100-41100-210 Operating Supplies (GENERAL) | 1,727.21 | 3,000.00 | 1,001.78 | 1,998.22 | 66.61% | 3,000.00 | - | |
| E 100-41100-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| E 100-41100-320 Communications (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41100-364 Workers Comp Insurance | 91.88 | - | - | - | 0% | - | - | |
| | <u>\$ 25,641.50</u> | <u>\$ 30,235.00</u> | <u>\$ 12,898.90</u> | <u>\$ 17,336.10</u> | <u>57.34%</u> | <u>27,235.00</u> | <u>\$ (3,000.00)</u> | |
| Newspaper/Newsletter/Website | | | | | | | | |
| E 100-41130-351 Newsletter Expenses | 10,006.74 | 9,500.00 | 7,640.44 | 1,859.56 | 19.57% | 9,500.00 | - | |
| E 100-41130-352 General Notices and Pub Info | - | - | - | - | 0% | - | - | |
| E 100-41130-354 Web Site | 400.00 | 5,000.00 | 3,507.99 | 1,492.01 | 29.84% | 5,000.00 | - | |
| | <u>\$ 10,406.74</u> | <u>\$ 14,500.00</u> | <u>\$ 11,148.43</u> | <u>\$ 3,351.57</u> | <u>23.11%</u> | <u>14,500.00</u> | <u>\$ -</u> | |
| City Administrator | | | | | | | | |
| E 100-41300-100 Wages and Salaries (GENERAL) | 132,278.62 | 134,888.00 | 127,624.80 | 7,263.20 | 5.38% | 134,888.00 | - | |
| E 100-41300-110 Overtime | - | - | - | - | 0% | - | - | |
| E 100-41300-121 PERA | 9,920.89 | 10,117.00 | 9,571.86 | 545.14 | 5.39% | 10,117.00 | - | |
| E 100-41300-122 FICA | 7,344.22 | 8,363.00 | 7,215.11 | 1,147.89 | 13.73% | 8,363.00 | - | |
| E 100-41300-126 Medicare | 1,717.60 | 1,956.00 | 1,687.41 | 268.59 | 13.73% | 1,956.00 | - | |
| E 100-41300-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-41300-131 Employer Paid Health | 10,236.10 | 20,407.00 | 11,508.68 | 8,898.32 | 43.60% | 18,000.00 | (2,407.00) | |
| E 100-41300-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-41300-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-41300-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41300-208 Training and Instruction | 1,155.94 | 5,500.00 | 630.00 | 4,870.00 | 88.55% | 700.00 | (4,800.00) | |
| E 100-41300-210 Operating Supplies (GENERAL) | 637.85 | 1,000.00 | 1,215.26 | (215.26) | -21.53% | 1,215.26 | 215.26 | |
| E 100-41300-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| E 100-41300-300 Professional Svcs (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41300-364 Workers Comp Insurance | 963.81 | 810.00 | 1,926.95 | (1,116.95) | -137.90% | 1,927.00 | 1,117.00 | |
| E 100-41300-433 Dues and Memberships | 1,202.50 | 1,400.00 | 1,256.87 | 143.13 | 10.22% | 1,260.00 | (140.00) | |
| | <u>\$ 165,457.53</u> | <u>\$ 184,441.00</u> | <u>\$ 162,636.94</u> | <u>\$ 21,804.06</u> | <u>11.82%</u> | <u>178,426.26</u> | <u>\$ (6,014.74)</u> | |
| Clerk/Admin | | | | | | | | |
| E 100-41400-100 Wages and Salaries (GENERAL) | 263,711.35 | 273,442.00 | 247,628.72 | 25,813.28 | 9.44% | 270,000.00 | (3,442.00) | Added staff and moved 70% to Building inspection department |
| E 100-41400-110 Overtime | 2,791.76 | 5,000.00 | 4,888.11 | 111.89 | 2.24% | 5,000.00 | - | |
| E 100-41400-121 PERA | 19,987.75 | 20,508.00 | 18,938.54 | 1,569.46 | 7.65% | 20,508.00 | - | |
| E 100-41400-122 FICA | 16,162.74 | 16,953.00 | 15,097.18 | 1,855.82 | 10.95% | 16,953.00 | - | |
| E 100-41400-126 Medicare | 3,780.00 | 3,965.00 | 3,530.79 | 434.21 | 10.95% | 3,965.00 | - | |
| E 100-41400-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-41400-131 Employer Paid Health | 68,269.92 | 75,479.00 | 68,721.00 | 6,758.00 | 8.95% | 75,479.00 | - | |

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| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|---|----------------------|----------------------|----------------------|--------------------------|---------------------|---------------------------|---------------------------|--|
| E 100-41400-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-41400-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-41400-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41400-208 Training and Instruction | 7,458.00 | 12,000.00 | 4,769.47 | 7,230.53 | 60.25% | 12,000.00 | - | |
| E 100-41400-210 Operating Supplies (GENERAL) | 360.18 | 1,750.00 | 611.66 | 1,138.34 | 65.05% | 1,750.00 | - | |
| E 100-41400-219 Covid-19 Coronavirus | 259.50 | - | - | - | 0% | - | - | |
| E 100-41400-300 Professional Srvs (GENERAL) | - | 75,000.00 | - | 75,000.00 | 100.00% | - | (75,000.00) | Hired staff instead of contracting out |
| E 100-41400-364 Workers Comp Insurance | 2,589.54 | 2,205.00 | 3,803.41 | (1,598.41) | -72.49% | 3,803.00 | 1,598.00 | |
| E 100-41400-433 Dues and Memberships | 1,007.00 | 1,250.00 | - | 1,250.00 | 100.00% | 1,250.00 | - | |
| | <u>\$ 386,377.74</u> | <u>\$ 487,552.00</u> | <u>\$ 367,988.88</u> | <u>\$ 119,563.12</u> | <u>24.52%</u> | <u>410,708.00</u> | <u>\$ (76,844.00)</u> | |
| Elections | | | | | | | | |
| E 100-41410-202 CARES Act Expenditures | 6,119.00 | - | - | - | 0% | - | - | |
| E 100-41410-210 Operating Supplies (GENERAL) | 20,112.75 | 2,400.00 | 2,223.82 | 176.18 | 7.34% | 2,400.00 | - | |
| E 100-41410-219 Covid-19 Coronavirus | 2,359.70 | - | - | - | 0% | - | - | |
| | <u>\$ 28,591.45</u> | <u>\$ 2,400.00</u> | <u>\$ 2,223.82</u> | <u>\$ 176.18</u> | <u>7.34%</u> | <u>2,400.00</u> | <u>\$ -</u> | |
| Auditor/Treasurer | | | | | | | | |
| E 100-41540-300 Professional Srvs (GENERAL) | 41,075.00 | 37,000.00 | 45,360.00 | (8,360.00) | -22.59% | 45,360.00 | 8,360.00 | |
| | <u>\$ 41,075.00</u> | <u>\$ 37,000.00</u> | <u>\$ 45,360.00</u> | <u>\$ (8,360.00)</u> | <u>-22.59%</u> | <u>45,360.00</u> | <u>\$ 8,360.00</u> | |
| Assessor | | | | | | | | |
| E 100-41550-201 Postage/Shipping | 3.50 | - | - | - | 0% | - | - | |
| E 100-41550-210 Operating Supplies (GENERAL) | 1,764.12 | 1,000.00 | - | 1,000.00 | 100.00% | 1,000.00 | - | |
| E 100-41550-300 Professional Srvs (GENERAL) | 57,204.32 | 94,000.00 | 94,000.00 | - | 0.00% | 94,000.00 | - | |
| | <u>\$ 58,971.94</u> | <u>\$ 95,000.00</u> | <u>\$ 94,000.00</u> | <u>\$ 1,000.00</u> | <u>1.05%</u> | <u>95,000.00</u> | <u>\$ -</u> | |
| Attorney | | | | | | | | |
| E 100-41600-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| E 100-41600-300 Professional Srvs (GENERAL) | 39,226.05 | 34,000.00 | 41,931.95 | (7,931.95) | -23.33% | 36,000.00 | 2,000.00 | |
| E 100-41600-304 Legal Fees | - | - | 95.00 | (95.00) | 0% | 95.00 | 95.00 | |
| | <u>\$ 39,226.05</u> | <u>\$ 34,000.00</u> | <u>\$ 42,026.95</u> | <u>\$ (8,026.95)</u> | <u>-23.61%</u> | <u>36,095.00</u> | <u>\$ 2,095.00</u> | |
| Other General Government | | | | | | | | |
| E 100-41900-131 Employer Paid Health | - | - | - | - | 0% | - | - | |
| E 100-41900-150 Worker s Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41900-201 Postage/Shipping | - | - | - | - | 0% | - | - | |
| E 100-41900-202 CARES Act Expenditures | 202,520.47 | - | - | - | 0% | - | - | |
| E 100-41900-208 Training and Instruction | - | - | - | - | 0% | - | - | |
| E 100-41900-210 Operating Supplies (GENERAL) | 7,614.83 | 8,000.00 | 6,593.70 | 1,406.30 | 17.58% | 9,474.00 | 1,474.00 | |
| E 100-41900-300 Professional Srvs (GENERAL) | 6,494.65 | 10,500.00 | 12,391.87 | (1,891.87) | -18.02% | 12,391.87 | 1,891.87 | |
| E 100-41900-321 Telephone | - | - | - | - | 0% | - | - | |
| E 100-41900-360 Insurance (GENERAL) | 78,837.00 | 80,000.00 | 83,746.18 | (3,746.18) | -4.68% | 83,746.00 | 3,746.00 | |
| E 100-41900-431 Misc Expense | - | - | 7,538.33 | (7,538.33) | 0% | 7,538.33 | 7,538.33 | |
| E 100-41900-433 Dues and Memberships | 25,165.66 | 25,000.00 | 24,268.61 | 731.39 | 2.93% | 25,000.00 | - | |
| E 100-41900-530 Improvements Other Than Bldgs | - | - | - | - | 0% | - | - | |
| E 100-41900-700 Transfers (GENERAL) | 337,000.00 | 235,000.00 | - | 235,000.00 | 100.00% | 235,000.00 | - | |
| E 100-41900-810 Refunds/Reimbursements | - | - | - | - | 0% | - | - | |
| | <u>\$ 657,632.61</u> | <u>\$ 358,500.00</u> | <u>\$ 134,538.69</u> | <u>\$ 223,961.31</u> | <u>62.47%</u> | <u>373,150.20</u> | <u>\$ 14,650.20</u> | |
| Planning and Zoning | | | | | | | | |
| E 100-41910-100 Wages and Salaries (GENERAL) | 13,381.93 | 71,240.00 | 56,219.08 | 15,020.92 | 21.08% | 71,240.00 | - | |
| E 100-41910-110 Overtime | - | - | - | - | 0% | - | - | |
| E 100-41910-121 PERA | 909.24 | 5,343.00 | 4,216.43 | 1,126.57 | 21.08% | 5,343.00 | - | |
| E 100-41910-122 FICA | 960.12 | 4,417.00 | 3,701.64 | 715.36 | 16.20% | 4,417.00 | - | |
| E 100-41910-126 Medicare | 224.54 | 1,033.00 | 865.71 | 167.29 | 16.19% | 1,033.00 | - | |
| E 100-41910-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-41910-131 Employer Paid Health | 1,371.90 | 8,884.00 | 11,985.01 | (3,101.01) | -34.91% | 11,985.01 | 3,101.01 | |
| E 100-41910-208 Training and Instruction | - | 1,500.00 | 407.82 | 1,092.18 | 72.81% | 1,500.00 | - | |
| E 100-41910-210 Operating Supplies (GENERAL) | 448.28 | 1,000.00 | 2,140.63 | (1,140.63) | -114.06% | 2,092.00 | 1,092.00 | |

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|--|----------------------|----------------------|----------------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| E 100-41910-300 Professional Srvs (GENERAL) | 79,407.46 | 45,000.00 | 81,499.97 | (36,499.97) | -81.11% | 80,000.00 | 35,000.00 | Additional projects directed by Council |
| E 100-41910-344 Public Hearing Notices | - | - | - | - | 0% | - | - | |
| E 100-41910-364 Workers Comp Insurance | 160.34 | 370.00 | 554.31 | (184.31) | -49.81% | 600.00 | 230.00 | |
| E 100-41910-431 Misc Expense | - | - | 5,000.00 | (5,000.00) | 0% | 4,000.00 | 4,000.00 | |
| | <u>\$ 96,863.81</u> | <u>\$ 138,787.00</u> | <u>\$ 166,590.60</u> | <u>\$ (27,803.60)</u> | <u>-20.03%</u> | <u>182,210.01</u> | <u>\$ 43,423.01</u> | |
| Code Enforcement | | | | | | | | |
| E 100-41920-100 Wages and Salaries (GENERAL) | 70,886.72 | - | - | - | 0% | - | - | |
| E 100-41920-110 Overtime | 608.76 | - | - | - | 0% | - | - | |
| E 100-41920-121 PERA | 5,362.16 | - | - | - | 0% | - | - | |
| E 100-41920-122 FICA | 4,758.95 | - | - | - | 0% | - | - | |
| E 100-41920-126 Medicare | 1,112.97 | - | - | - | 0% | - | - | |
| E 100-41920-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-41920-131 Employer Paid Health | 8,433.61 | - | 32.86 | (32.86) | 0% | 32.86 | 32.86 | |
| E 100-41920-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-41920-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-41920-208 Training and Instruction | - | - | - | - | 0% | - | - | |
| E 100-41920-210 Operating Supplies (GENERAL) | 978.00 | - | - | - | 0% | - | - | |
| E 100-41920-212 Motor Fuels | - | - | - | - | 0% | - | - | |
| E 100-41920-219 Covid-19 Coronavirus | 83.90 | - | - | - | 0% | - | - | |
| E 100-41920-300 Professional Srvs (GENERAL) | 33,387.75 | 30,000.00 | 32,466.55 | (2,466.55) | -8.22% | 32,466.55 | 2,466.55 | |
| E 100-41920-331 Vehicle Expense | - | - | - | - | 0% | - | - | |
| E 100-41920-344 Public Hearing Notices | - | - | - | - | 0% | - | - | |
| E 100-41920-364 Workers Comp Insurance | 480.97 | - | - | - | 0% | - | - | |
| E 100-41920-417 Uniforms | - | - | - | - | 0% | - | - | |
| E 100-41920-433 Dues and Memberships | 65.00 | - | - | - | 0% | - | - | |
| | <u>\$ 126,158.79</u> | <u>\$ 30,000.00</u> | <u>\$ 32,499.41</u> | <u>\$ (2,499.41)</u> | <u>-8.33%</u> | <u>32,499.41</u> | <u>\$ 2,499.41</u> | |

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|--|----------------|----------------|----------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| City Hall Operations | | | | | | | | |
| E 100-41941-200 Office Supplies (GENERAL) | 3,744.78 | 4,500.00 | 3,835.90 | 664.10 | 14.76% | 4,500.00 | - | |
| E 100-41941-201 Postage/Shipping | 3,275.40 | 3,750.00 | 648.45 | 3,101.55 | 82.71% | 1,500.00 | (2,250.00) | |
| E 100-41941-207 Computer Supplies | - | - | - | - | 0% | - | - | |
| E 100-41941-210 Operating Supplies (GENERAL) | 16,661.92 | 19,500.00 | 18,109.08 | 1,390.92 | 7.13% | 19,500.00 | - | |
| E 100-41941-219 Covid-19 Coronavirus | 209.64 | - | - | - | 0% | - | - | |
| E 100-41941-228 Dust Control | - | - | - | - | 0% | - | - | |
| E 100-41941-300 Professional Svcs (GENERAL) | 14,759.55 | 15,500.00 | 20,306.27 | (4,806.27) | -31.01% | 17,921.00 | 2,421.00 | |
| E 100-41941-304 Legal Fees | - | - | 106.50 | (106.50) | 0% | 106.50 | 106.50 | |
| E 100-41941-321 Telephone | 2,811.77 | 2,500.00 | 4,371.49 | (1,871.49) | -74.86% | 4,500.00 | 2,000.00 | |
| E 100-41941-352 General Notices and Pub Info | - | - | - | - | 0% | - | - | |
| E 100-41941-364 Workers Comp Insurance | - | - | - | - | 0% | - | - | |
| E 100-41941-380 Utility & Services (GENERAL) | 13,949.11 | 16,000.00 | 26,402.91 | (10,402.91) | -65.02% | 23,000.00 | 7,000.00 | |
| E 100-41941-400 Repairs & Maint Cont (GENERAL) | 13,814.45 | 19,500.00 | 8,945.03 | 10,554.97 | 54.13% | 19,500.00 | - | |
| E 100-41941-430 Misc. Banking Charge | 361.60 | 400.00 | 291.00 | 109.00 | 27.25% | 400.00 | - | |
| E 100-41941-432 Credit Card Fees | 7,764.55 | 7,000.00 | 11,189.11 | (4,189.11) | -59.84% | 7,000.00 | - | |
| E 100-41941-520 Buildings and Structures | 5,967.20 | 6,000.00 | 4,759.00 | 1,241.00 | 20.68% | 6,000.00 | - | |
| E 100-41941-530 Improvements Other Than Bldgs | - | - | - | - | 0% | - | - | |
| E 100-41941-610 Interest | - | - | - | - | 0% | - | - | |
| E 100-41941-810 Refunds/Reimbursements | - | - | 530.46 | (530.46) | 0% | 530.00 | 530.00 | |
| E 100-41941-811 Storm Damage Insurance Refunds | - | - | 49,441.32 | (49,441.32) | 0% | 49,442.00 | 49,442.00 | Roof damage - will be offset with the insurance claim revenue |
| | \$ 83,319.97 | \$ 94,650.00 | \$ 148,936.52 | \$ (54,286.52) | -57.36% | 153,899.50 | \$ 59,249.50 | |
| IT (Info. Technology) | | | | | | | | |
| E 100-41951-201 Postage/Shipping | - | - | - | - | 0% | - | - | |
| E 100-41951-207 Computer Supplies | 27,137.84 | 35,000.00 | 53,287.15 | (18,287.15) | -52.25% | 53,287.15 | 18,287.15 | |
| E 100-41951-210 Operating Supplies (GENERAL) | 8,756.36 | 15,000.00 | 16,077.90 | (1,077.90) | -7.19% | 16,077.90 | 1,077.90 | |
| E 100-41951-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| E 100-41951-300 Professional Svcs (GENERAL) | 73,247.90 | 85,000.00 | 81,352.85 | 3,647.15 | 4.29% | 85,000.00 | - | |
| E 100-41951-520 Buildings and Structures | - | - | - | - | 0% | - | - | |
| E 100-41951-530 Improvements Other Than Bldgs | 2,072.00 | 12,000.00 | 6,806.45 | 5,193.55 | 43.28% | 12,000.00 | - | |
| E 100-41951-810 Refunds/Reimbursements | (8,000.00) | - | - | - | 0% | - | - | |
| | \$ 103,214.10 | \$ 147,000.00 | \$ 157,524.35 | \$ (10,524.35) | -7.16% | 166,365.05 | \$ 19,365.05 | |
| Police | | | | | | | | |
| E 100-42100-100 Wages and Salaries (GENERAL) | 492,318.57 | 866,731.00 | 661,606.68 | 205,124.32 | 23.67% | 722,000.00 | (144,731.00) | Staff out on leave |
| E 100-42100-110 Overtime | 24,893.41 | 26,286.00 | 65,335.56 | (39,049.56) | -148.56% | 70,000.00 | 43,714.00 | To cover staff out on leave |
| E 100-42100-111 Overtime Events/Grants | 3,610.72 | 12,000.00 | 6,514.61 | 5,485.39 | 45.71% | 7,000.00 | (5,000.00) | |
| E 100-42100-119 CARES Act Payroll Costs | 214,782.64 | - | - | - | 0% | - | - | |
| E 100-42100-121 PERA | 128,611.25 | 155,811.00 | 126,209.95 | 29,601.05 | 19.00% | 135,000.00 | (20,811.00) | |
| E 100-42100-122 FICA | (246.10) | - | - | - | 0% | - | - | |
| E 100-42100-126 Medicare | 10,614.42 | 12,949.00 | 10,411.69 | 2,537.31 | 19.59% | 12,949.00 | - | |
| E 100-42100-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-42100-131 Employer Paid Health | 162,749.10 | 185,621.00 | 173,733.79 | 11,887.21 | 6.40% | 185,621.00 | - | |
| E 100-42100-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-42100-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-42100-134 Employer Paid HRA | - | - | - | - | 0% | - | - | |
| E 100-42100-200 Office Supplies (GENERAL) | 2,014.71 | 3,600.00 | 7,183.85 | (3,583.85) | -99.55% | 8,000.00 | 4,400.00 | |
| E 100-42100-201 Postage/Shipping | 34.31 | 250.00 | 67.90 | 182.10 | 72.84% | 250.00 | - | |
| E 100-42100-208 Training and Instruction | 25,808.09 | 26,400.00 | 17,863.08 | 8,536.92 | 32.34% | 22,000.00 | (4,400.00) | |
| E 100-42100-209 Police Reserves | 3,384.53 | 3,500.00 | 253.79 | 3,246.21 | 92.75% | 500.00 | (3,000.00) | |
| E 100-42100-210 Operating Supplies (GENERAL) | 12,019.48 | 18,000.00 | 21,328.45 | (3,328.45) | -18.49% | 20,000.00 | 2,000.00 | |
| E 100-42100-211 Contracted Security | - | - | - | - | 0% | - | - | |
| E 100-42100-212 Motor Fuels | 18,410.37 | 22,000.00 | 23,670.66 | (1,670.66) | -7.59% | 23,670.66 | 1,670.66 | |
| E 100-42100-218 Investigations | 1,119.56 | 1,000.00 | 75.00 | 925.00 | 92.50% | 200.00 | (800.00) | |
| E 100-42100-219 Covid-19 Coronavirus | 1,656.01 | - | - | - | 0% | - | - | |
| E 100-42100-220 Repair/Maint Supply (GENERAL) | 16,195.66 | 12,500.00 | 14,895.45 | (2,395.45) | -19.16% | 14,895.45 | 2,395.45 | |
| E 100-42100-223 Building Repair Supplies | 5,110.35 | 6,500.00 | 6,852.88 | (352.88) | -5.43% | 7,000.00 | 500.00 | |
| E 100-42100-300 Professional Svcs (GENERAL) | 3,531.92 | 6,200.00 | 25,584.01 | (19,384.01) | -312.65% | 26,000.00 | 19,800.00 | Hiring process costs (background, etc.) |
| E 100-42100-301 Prisoner | 1,670.60 | 8,000.00 | 1,396.01 | 6,603.99 | 82.55% | 4,000.00 | (4,000.00) | |

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| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|--|------------------------|------------------------|------------------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| E 100-42100-304 Legal Fees | 23,313.22 | 27,500.00 | 23,613.62 | 3,886.38 | 14.13% | 27,500.00 | - | |
| E 100-42100-321 Telephone | 9,495.01 | 9,500.00 | 10,699.18 | (1,199.18) | -12.62% | 10,699.18 | 1,199.18 | |
| E 100-42100-323 Radio Units | 21,797.05 | 20,000.00 | 17,542.19 | 2,457.81 | 12.29% | 20,000.00 | - | |
| E 100-42100-364 Workers Comp Insurance | 62,768.72 | 47,600.00 | 71,811.80 | (24,211.80) | -50.87% | 71,812.00 | 24,212.00 | Higher than anticipated costs due to experience |
| E 100-42100-380 Utility & Services (GENERAL) | 9,335.81 | 9,500.00 | 8,070.88 | 1,429.12 | 15.04% | 9,500.00 | - | |
| E 100-42100-417 Uniforms | 12,439.75 | 14,000.00 | 15,007.68 | (1,007.68) | -7.20% | 15,007.68 | 1,007.68 | |
| E 100-42100-433 Dues and Memberships | 1,892.24 | 2,300.00 | 3,596.47 | (1,296.47) | -56.37% | 3,600.00 | 1,300.00 | |
| E 100-42100-435 Toward Zero Deaths | - | - | 50,802.25 | (50,802.25) | 0% | 50,802.00 | 50,802.00 | Offsets with revenue line item for Safe & Sober |
| E 100-42100-490 Donations (Gambling Proceeds) | - | - | - | - | 0% | - | - | |
| E 100-42100-550 Motor Vehicles | - | - | - | - | 0% | - | - | |
| E 100-42100-810 Refunds/Reimbursements | 2,929.26 | - | 14,172.55 | (14,172.55) | 0% | 14,173.00 | 14,173.00 | |
| E 100-42100-811 Storm Damage Insurance Refunds | - | - | 746.31 | (746.31) | 0% | 746.00 | 746.00 | |
| | <u>\$ 1,272,260.66</u> | <u>\$ 1,497,748.00</u> | <u>\$ 1,379,046.29</u> | <u>\$ 118,701.71</u> | <u>7.93%</u> | <u>1,482,925.97</u> | <u>\$ (14,822.03)</u> | |
| Part Time Officers | | | | | | | | |
| E 100-42101-100 Wages and Salaries (GENERAL) | 67,302.30 | 85,011.00 | 48,769.52 | 36,241.48 | 42.63% | 61,000.00 | (24,011.00) | |
| E 100-42101-110 Overtime | 150.48 | - | - | - | 0% | - | - | |
| E 100-42101-111 Overtime Events/Grants | 15,762.50 | 5,000.00 | 19,372.30 | (14,372.30) | -287.45% | 17,422.00 | 12,422.00 | |
| E 100-42101-120 Employer Contrib Ret (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42101-121 PERA | 5,004.73 | 11,955.00 | 2,490.33 | 9,464.67 | 79.17% | 3,300.00 | (8,655.00) | |
| E 100-42101-122 FICA | 4,022.90 | 5,271.00 | 3,511.19 | 1,759.81 | 33.39% | 4,300.00 | (971.00) | |
| E 100-42101-126 Medicare | 1,218.93 | 1,233.00 | 988.07 | 244.93 | 19.86% | 1,233.00 | - | |
| E 100-42101-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-42101-131 Employer Paid Health | - | - | - | - | 0% | - | - | |
| E 100-42101-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-42101-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-42101-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42101-150 Worker s Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42101-160 Liability Insurance Employees | - | - | - | - | 0% | - | - | |
| E 100-42101-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| | <u>\$ 93,461.84</u> | <u>\$ 108,470.00</u> | <u>\$ 75,131.41</u> | <u>\$ 33,338.59</u> | <u>30.74%</u> | <u>87,255.00</u> | <u>\$ (21,215.00)</u> | |

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| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|--|----------------------|----------------------|----------------------|--------------------------|---------------------|---------------------------|---------------------------|--|
| Police Admin | | | | | | | | |
| E 100-42102-100 Wages and Salaries (GENERAL) | 66,500.44 | 93,854.00 | 85,541.61 | 8,312.39 | 8.86% | 85,000.00 | (8,854.00) | |
| E 100-42102-110 Overtime | 406.55 | 500.00 | 703.44 | (203.44) | -40.69% | 703.00 | 203.00 | |
| E 100-42102-120 Employer Contrib Ret (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42102-121 PERA | 5,018.02 | 7,077.00 | 6,509.40 | 567.60 | 8.02% | 7,077.00 | - | |
| E 100-42102-122 FICA | 4,300.29 | 5,850.00 | 5,514.67 | 335.33 | 5.73% | 5,850.00 | - | |
| E 100-42102-126 Medicare | 1,005.72 | 1,368.00 | 1,289.72 | 78.28 | 5.72% | 1,368.00 | - | |
| E 100-42102-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-42102-131 Employer Paid Health | 18,386.89 | 18,613.00 | 18,720.85 | (107.85) | -0.58% | 18,720.85 | 107.85 | |
| E 100-42102-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-42102-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-42102-140 Unemployment Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42102-150 Worker s Comp (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-42102-160 Liability Insurance Employees | - | - | - | - | 0% | - | - | |
| E 100-42102-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| | <u>\$ 95,617.91</u> | <u>\$ 127,262.00</u> | <u>\$ 118,279.69</u> | <u>\$ 8,982.31</u> | <u>7.06%</u> | <u>118,718.85</u> | <u>\$ (8,543.15)</u> | |
| Fire | | | | | | | | |
| E 100-42200-300 Professional Svcs (GENERAL) | 366,102.74 | 383,100.00 | 333,791.36 | 49,308.64 | 12.87% | 383,100.00 | - | |
| E 100-42200-550 Motor Vehicles | - | - | - | - | 0% | - | - | |
| E 100-42200-580 Other Equipment | - | 10,000.00 | - | 10,000.00 | 100.00% | 10,000.00 | - | Transfer to fund for future use |
| | <u>\$ 366,102.74</u> | <u>\$ 393,100.00</u> | <u>\$ 333,791.36</u> | <u>\$ 59,308.64</u> | <u>15.09%</u> | <u>393,100.00</u> | <u>\$ -</u> | |
| Building Inspection | | | | | | | | |
| E 100-42400-100 Wages and Salaries (GENERAL) | - | - | 99,179.16 | (99,179.16) | 0% | 108,000.00 | 108,000.00 | Recode Construction Services Coordinator & 70% Admin Assist. |
| E 100-42400-110 Overtime | - | - | 35.67 | (35.67) | 0% | 40.00 | 40.00 | |
| E 100-42400-121 PERA | - | - | 7,505.53 | (7,505.53) | 0% | 8,190.00 | 8,190.00 | |
| E 100-42400-122 FICA | - | - | 6,740.72 | (6,740.72) | 0% | 7,400.00 | 7,400.00 | |
| E 100-42400-126 Medicare | - | - | 1,576.46 | (1,576.46) | 0% | 1,750.00 | 1,750.00 | |
| E 100-42400-131 Employer Paid Health | - | - | 8,378.94 | (8,378.94) | 0% | 9,150.00 | 9,150.00 | |
| E 100-42400-208 Training and Instruction | - | - | - | - | 0% | - | - | |
| E 100-42400-300 Professional Svcs (GENERAL) | 392,952.79 | 402,000.00 | 359,202.08 | 42,797.92 | 10.65% | 550,000.00 | 148,000.00 | |
| E 100-42400-303 Engineering Fees | 664.50 | - | 7,537.50 | (7,537.50) | 0% | 5,000.00 | 5,000.00 | |
| E 100-42400-437 Surcharges | 44,519.76 | 24,500.00 | 16,404.82 | 8,095.18 | 33.04% | 35,000.00 | 10,500.00 | |
| | <u>\$ 438,137.05</u> | <u>\$ 426,500.00</u> | <u>\$ 506,560.88</u> | <u>\$ (80,060.88)</u> | <u>-18.77%</u> | <u>\$ 724,530.00</u> | <u>\$ 298,030.00</u> | |
| Hwys, Streets, & Roads | | | | | | | | |
| E 100-43100-100 Wages and Salaries (GENERAL) | 447,426.63 | 620,191.00 | 507,801.48 | 112,389.52 | 18.12% | 554,000.00 | (66,191.00) | moved Construction Services Coordinator to Bldg Inspection Dept. |
| E 100-43100-110 Overtime | 38,884.80 | 39,000.00 | 37,569.77 | 1,430.23 | 3.67% | 39,000.00 | - | |
| E 100-43100-121 PERA | 36,498.92 | 49,439.00 | 39,887.14 | 9,551.86 | 19.32% | 49,439.00 | - | |
| E 100-43100-122 FICA | 29,044.80 | 40,870.00 | 32,547.35 | 8,322.65 | 20.36% | 40,870.00 | - | |
| E 100-43100-126 Medicare | 6,792.73 | 9,558.00 | 7,611.85 | 1,946.15 | 20.36% | 9,558.00 | - | |
| E 100-43100-130 Employer Paid FSA | - | - | - | - | 0% | - | - | |
| E 100-43100-131 Employer Paid Health | 109,959.24 | 147,536.00 | 113,967.16 | 33,568.84 | 22.75% | 147,536.00 | - | |
| E 100-43100-132 Medical Cafeteria Plan | - | - | - | - | 0% | - | - | |
| E 100-43100-133 Employer Paid H S A | - | - | - | - | 0% | - | - | |
| E 100-43100-134 Employer Paid HRA | - | - | - | - | 0% | - | - | |
| E 100-43100-140 Unemployment Comp (GENERAL) | 4,948.71 | - | - | - | 0% | - | - | |
| E 100-43100-200 Office Supplies (GENERAL) | - | 1,000.00 | 104.10 | 895.90 | 89.59% | 1,000.00 | - | |
| E 100-43100-208 Training and Instruction | 2,219.46 | 7,250.00 | 5,327.25 | 1,922.75 | 26.52% | 7,250.00 | - | |
| E 100-43100-210 Operating Supplies (GENERAL) | 40,846.65 | 30,000.00 | 24,228.71 | 5,771.29 | 19.24% | 30,000.00 | - | |
| E 100-43100-212 Motor Fuels | 23,577.56 | 35,000.00 | 32,236.41 | 2,763.59 | 7.90% | 35,000.00 | - | |
| E 100-43100-219 Covid-19 Coronavirus | - | - | - | - | 0% | - | - | |
| E 100-43100-220 Repair/Maint Supply (GENERAL) | 60,997.44 | 42,000.00 | 43,190.06 | (1,190.06) | -2.83% | 50,000.00 | 8,000.00 | |
| E 100-43100-222 Seal Coating | 101,296.90 | 69,000.00 | 76,565.00 | (7,565.00) | -10.96% | 77,000.00 | 8,000.00 | |
| E 100-43100-223 Building Repair Supplies | 9,452.17 | 15,000.00 | 19,783.73 | (4,783.73) | -31.89% | 20,000.00 | 5,000.00 | |
| E 100-43100-225 Landscape/Ditch Materials | 12,362.13 | 17,500.00 | 11,980.99 | 5,519.01 | 31.54% | 17,500.00 | - | |
| E 100-43100-226 Sign Repair Materials | 6,382.19 | 7,000.00 | - | 7,000.00 | 100.00% | 7,000.00 | - | |
| E 100-43100-227 Crack Filling | - | 10,000.00 | 239.99 | 9,760.01 | 97.60% | 10,000.00 | - | |
| E 100-43100-228 Dust Control | 111,075.45 | 110,000.00 | 109,565.43 | 434.57 | 0.40% | 110,000.00 | - | |

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|--|-----------------|-----------------|-----------------|--------------------------|---------------------|---------------------------|---------------------------|---|
| E 100-43100-229 Culverts | - | 15,000.00 | 8,473.00 | 6,527.00 | 43.51% | 22,500.00 | 7,500.00 | |
| E 100-43100-230 MSA Expense | - | - | - | - | 0% | - | - | |
| E 100-43100-231 Tiling | - | - | - | - | 0% | - | - | |
| E 100-43100-232 Gravel | 156,484.09 | 152,500.00 | 124,694.17 | 27,805.83 | 18.23% | 152,500.00 | - | |
| E 100-43100-233 Asphalt Maint/Patching | 3,400.03 | 175,000.00 | 141,904.75 | 33,095.25 | 18.91% | 175,000.00 | - | |
| E 100-43100-300 Professional Srvs (GENERAL) | 504.22 | 2,100.00 | 339.72 | 1,760.28 | 83.82% | 2,100.00 | - | |
| E 100-43100-321 Telephone | 11,192.36 | 11,500.00 | 9,800.05 | 1,699.95 | 14.78% | 11,500.00 | - | |
| E 100-43100-360 Insurance (GENERAL) | - | - | - | - | 0% | - | - | |
| E 100-43100-364 Workers Comp Insurance | 15,674.78 | 8,700.00 | 13,820.43 | (5,120.43) | -58.86% | 8,700.00 | - | |
| E 100-43100-380 Utility & Services (GENERAL) | 22,496.57 | 20,000.00 | 12,662.65 | 7,337.35 | 36.69% | 20,000.00 | - | |
| E 100-43100-381 Street/Signal Lights | 4,221.11 | 10,000.00 | 8,440.76 | 1,559.24 | 15.59% | 10,000.00 | - | |
| E 100-43100-417 Uniforms | 7,923.45 | 11,250.00 | 8,672.67 | 2,577.33 | 22.91% | 11,250.00 | - | |
| E 100-43100-431 Misc Expense | - | - | - | - | 0% | - | - | |
| E 100-43100-433 Dues and Memberships | 372.50 | - | 250.00 | (250.00) | 0% | 250.00 | 250.00 | |
| E 100-43100-810 Refunds/Reimbursements | - | - | 5,720.00 | (5,720.00) | 0% | 5,720.00 | 5,720.00 | |
| E 100-43100-811 Storm Damage Insurance Refunds | - | - | 50,746.31 | (50,746.31) | 0% | 50,746.00 | 50,746.00 | Roof damage - will be offset with the insurance claim revenue |
| | \$ 1,264,034.89 | \$ 1,656,394.00 | \$ 1,448,130.93 | \$ 208,263.07 | 12.57% | 1,675,419.00 | \$ 19,025.00 | |
| Ice & Snow Removal | | | | | | | | |
| E 100-43125-210 Operating Supplies (GENERAL) | 47,068.89 | 50,500.00 | 33,172.05 | 17,327.95 | 34.31% | 50,500.00 | - | |
| | \$ 47,068.89 | \$ 50,500.00 | \$ 33,172.05 | \$ 17,327.95 | 34.31% | 50,500.00 | \$ - | |
| Engineering | | | | | | | | |
| E 100-43170-260 Comprehensive Plan | - | - | - | - | 0% | - | - | |
| E 100-43170-299 Watershed LGU | 17,604.60 | 10,000.00 | 19,487.13 | (9,487.13) | -94.87% | 16,000.00 | 6,000.00 | |
| E 100-43170-300 Professional Srvs (GENERAL) | 52,516.28 | 35,000.00 | 177,069.77 | (142,069.77) | -405.91% | 50,000.00 | 15,000.00 | Most costs need to be allocated to project funds |
| E 100-43170-303 Engineering Fees | - | - | 1,396.50 | (1,396.50) | 0% | - | - | |
| | \$ 70,120.88 | \$ 45,000.00 | \$ 197,953.40 | \$ (152,953.40) | -339.90% | 66,000.00 | \$ 21,000.00 | |
| Recycling | | | | | | | | |
| E 100-43232-210 Operating Supplies (GENERAL) | - | 3,500.00 | 2,980.02 | 519.98 | 14.86% | 3,500.00 | - | |
| E 100-43232-300 Professional Srvs (GENERAL) | 11,778.01 | 9,000.00 | 6,778.25 | 2,221.75 | 24.69% | 9,000.00 | - | |
| | \$ 11,778.01 | \$ 12,500.00 | \$ 9,758.27 | \$ 2,741.73 | 21.93% | 12,500.00 | \$ - | |
| Parks | | | | | | | | |
| E 100-45200-100 Wages and Salaries (GENERAL) | 61,567.33 | 103,052.00 | 92,087.19 | 10,964.81 | 10.64% | 103,052.00 | - | |
| E 100-45200-110 Overtime | 1,432.64 | - | 1,065.59 | (1,065.59) | 0% | - | - | |
| E 100-45200-119 CARES Act Payroll Costs | 22,005.89 | - | - | - | 0% | - | - | |
| E 100-45200-121 PERA | 4,117.63 | 4,494.00 | 4,160.81 | 333.19 | 7.41% | 4,494.00 | - | |
| E 100-45200-122 FICA | 5,488.71 | 6,389.00 | 6,043.66 | 345.34 | 5.41% | 6,389.00 | - | |
| E 100-45200-126 Medicare | 1,283.66 | 1,494.00 | 1,413.44 | 80.56 | 5.39% | 1,494.00 | - | |
| E 100-45200-131 Employer Paid Health | 4,487.17 | 17,332.00 | 13,263.19 | 4,068.81 | 23.48% | 16,000.00 | (1,332.00) | |
| E 100-45200-132 Medical Cafeteria Plan | 4,129.44 | - | 402.06 | (402.06) | 0% | - | - | To be recoded out |
| E 100-45200-133 Employer Paid H S A | 2,922.99 | - | 276.90 | (276.90) | 0% | - | - | To be recoded out |
| E 100-45200-140 Unemployment Comp (GENERAL) | 17.08 | - | - | - | 0% | - | - | |
| E 100-45200-208 Training and Instruction | - | 350.00 | 55.00 | 295.00 | 84.29% | - | (350.00) | |
| E 100-45200-210 Operating Supplies (GENERAL) | 21,876.46 | 25,000.00 | 17,185.41 | 7,814.59 | 31.26% | 25,000.00 | - | |
| E 100-45200-219 Covid-19 Coronavirus | 90.91 | - | 187.13 | (187.13) | 0% | - | - | |
| E 100-45200-221 Maintenance Projects | 37,015.23 | 20,000.00 | 31,282.07 | (11,282.07) | -56.41% | 32,000.00 | 12,000.00 | |
| E 100-45200-222 Seal Coating | - | - | - | - | 0% | - | - | |
| E 100-45200-261 Recreation Programming | 4,529.00 | 25,500.00 | 14,588.18 | 10,911.82 | 42.79% | 20,000.00 | (5,500.00) | |
| E 100-45200-300 Professional Srvs (GENERAL) | 1,348.44 | 2,500.00 | 768.00 | 1,732.00 | 69.28% | 2,500.00 | - | |
| E 100-45200-321 Telephone | 841.69 | 750.00 | 612.98 | 137.02 | 18.27% | 750.00 | - | |
| E 100-45200-364 Workers Comp Insurance | 13,503.96 | 10,200.00 | 15,281.10 | (5,081.10) | -49.81% | 15,300.00 | 5,100.00 | |
| E 100-45200-380 Utility & Services (GENERAL) | 4,520.39 | 5,500.00 | 5,190.60 | 309.40 | 5.63% | 5,500.00 | - | |
| E 100-45200-417 Uniforms | - | - | - | - | 0% | - | - | |
| E 100-45200-433 Dues and Memberships | - | 400.00 | 800.00 | (400.00) | -100.00% | 800.00 | 400.00 | |
| E 100-45200-520 Buildings and Structures | - | - | - | - | 0% | - | - | |
| E 100-45200-530 Improvements Other Than Bldgs | 39,312.08 | 40,000.00 | 38,810.39 | 1,189.61 | 2.97% | 40,000.00 | - | |
| E 100-45200-810 Refunds/Reimbursements | - | - | 2,210.00 | (2,210.00) | 0% | - | - | |

CITY OF CORCORAN
2021 PERFORMANCE REPORT - General Fund
NOVEMBER 30, 2021
UNAUDITED

| Account Description | 2020 Actual | 2021 Budget | 2021 Actual | 2021 Amount Remaining | 2021 % Remaining | 2021 Year End Forecast | Variance Budget vs YEF | Comments |
|---|---------------------|---------------------|-----------------------|--------------------------|---------------------|---------------------------|---------------------------|----------|
| | \$ 230,490.70 | \$ 262,961.00 | \$ 245,683.70 | \$ 17,277.30 | 6.57% | 273,279.00 | \$ 10,318.00 | |
| Transfers to/from Other Funds | | | | | | | | |
| E 100-49360-710 Residual Equity Transfers | - | - | - | - | 0% | - | - | |
| E 100-49360-720 Operating Transfers | 525,787.00 | - | - | - | 0% | - | - | |
| | \$ 525,787.00 | \$ - | \$ - | \$ - | 0% | - | \$ - | |
| TOTAL GENERAL FUND EXPENSE | 6,237,797.80 | 6,234,500.00 | 5,725,881.47 | 508,618.53 | 8.16% | 6,602,076.25 | 367,576.25 | |
| TOTAL REVENUE - TOTAL EXPENSE | 340,942.89 | - | (1,030,975.47) | 1,030,975.47 | 0% | 175,291.75 | 175,291.75 | |

**City of Corcoran
2021 City Council Schedule**

Agenda Item 12.

January 13, 2022

- Annual Appointments
- Commission Liaison Appointments
- 2022 Legislative Priorities
- Policy for Tabling Planning Items
- Approve Position Profile – City Administrator

January 27, 2022

- Presentation – Senator Osmek
- Active Corcoran Planning Applications
- MS4 Ordinance Update
- Urban Conservation Subdivision
- Tavera 3rd 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