



CITY OF CORCORAN
City Council Meeting Minutes
February 9, 2023 - 7:00 pm

The Corcoran City Council met on February 9, 2023, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

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

City Administrator Beise, City Clerk Friedrich, Planner Davis McKeown, City Planner Lindahl, Public Works Director Mattson, and Director of Public Safety Gottschalk were present.

1. Call to Order/Roll Call

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

2. Pledge of Allegiance

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

3. Agenda Approval

City Administrator Beise noted Senator Limmer was present for a brief presentation under item 6, a clerical error on item 7d Seasonal Pay within the Employee Handbook Update, a map update on item 10a Streetlighting for Hackamore Road, and an addition to New Business, item 10b Stanchion Bar Event Request for Extended Time on July 7 and July 8. Council requested item 10b, be moved ahead of 10a.

MOTION: made by McKee, seconded by Vehrenkamp to approve the agenda as amended, and move agenda 10b, ahead of 10a.

Motion fails for lack of vote.

MOTION: made by McKee, seconded by Nichols to approve the agenda as amended, and move agenda 10b, ahead of 10a.

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

(Motion carried 5:0)

Council made a friendly amendment to move item 10b, ahead of item 9, Unfinished Business.

MOTION: made by Schultz, seconded by Nichols to approve the agenda as amended with the friendly amendment of moving the relocated item 10b., ahead of item 9 Unfinished Business.

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

(Motion carried 5:0)

4. Commission Representatives

Mayor McKee noted Trails Commissioner Friedrich was present at the meeting. Planning Commissioner Shoulak was excused.

5. Open Forum (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during Open Forum for items not included on the agenda. City Administrator Beise noted a letter received by a resident regarding a general comment and noted a copy was included on the dais for Council and agenda packet book and noted staff would reach out to the resident with a formal response. Council and staff briefly discussed the landscaping and lighting compliancy regarding the resident letter. 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.

6. Presentations/Recognitions

a. Senator Limmer

Senator Limmer noted the redistricting map, and the annual 10-year census data that reviews population growth and district boundary lines. Senator Limmer noted the cities included within the boundary changes.

Senator Limmer noted challenges for western cities such as Corcoran that are experiencing growth. Senator Limmer noted the current laws and Hennepin County's position regarding criminal penalties. Senator Limmer noted his concentration on the Highway 55 corridor. Council posed a question on funding assistance for traffic on County Road 30. Senator Limmer responded knowledge of high traffic within the area. Council and Senator Limmer discussed increase in juvenile crimes. Council thanked Senator Limmer for his time and long tenure in the State of Minnesota.

7. Consent Agenda

- a. 2023-01-12 Draft Council Work Session Minutes
- b. 2023-01-12 Draft Council Minutes
- c. Financial Claims
- d. Employee Handbook Update
- e. Authorize 2023 Road Materials Bid
- f. 66th Ave/Gleason Parkway Corridor Improvements – Change Order 3 & Pay Request 7
- g. Rescinding CUP Resolution 2023-12
- h. Remodel Payment Application #10 – 1-24-2023
- i. Supporting Corridors of Commerce HWY 55

Council request review of agenda item 7h., and 7i.

MOTION: made by Vehrenkamp, seconded by Schultz to approve agenda items 7a-7g.

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

(Motion carried 5:0)

Council requested additional information on 7h, regarding total costs and final payment status. City Administrator Beise noted the last change order of \$16,155 is the final amount of the total contract of \$742,655. Council noted review of the Council Chambers audio malfunctions and requested updates to the system to correct the audio malfunctions. City Administrator Beise noted the malfunction correction is a separate project and noted staff is working with a vendor on necessary system updates.

MOTION: made by Schultz, seconded by Vehrenkamp to approve agenda item 7h.

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

(Motion carried 5:0)

Council requested additional information for actual quarter development would look like on item 7i. City Administrator Beise noted a copy was provided to Councilmember Schultz regarding his question on transit related to the project. City Administrator Beise noted an update was received from the Highway 55 Coalition related to the Quarters of Commerce Grant. City Administrator Beise reviewed the application status for the Corridors of Commerce project, noting Highway 55 is identified as a strong potential for bus rapid transit in the future, along with a park and ride facility.

MOTION: made by Schultz, seconded by Vehrenkamp to approve agenda item 7i.

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

(Motion carried 5:0)

8. Planning Business

10. New Business (Public Comment Opportunity)

Mayor McKee reiterated the agenda change to move item 10b, ahead of Unfinished Business. Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for New Business. 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 persons participated in the public comment period.

- b. Added: Stanchion Bar Event Request Extended Time – July 7 and July 8

City Administrator Beise outlined the Stanchion Bar's request to for extended hours for noise for July 7-8, 2023, until 12:30am each night. City Administrator Beise noted the Council approved a similar noise waiver request last year through 12:00am, and the current request extends the time by 30 minutes.

Kristie Monnens, Stanchion Bar owner, reviewed the event last year, referenced different entities contacted in the community, and noted the Corcoran Police Department was hired for the event as well. Ms. Monnens noted permission has been received by surrounding homeowners. Ms. Monnens clarified her business has a 2:00 am license but would not be utilizing the license for this event.

MOTION: made by McKee, seconded by Schultz to authorize extended noise waiver for amplified music until 12:30 am, with crowd related noise until 1:00 am, on July 7-8, 2023.

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

Director of Public Safety Gottschalk noted the ordinance regarding liquor licensing and the appropriate application process that will need to be completed for expanding the licensed premises for the event.

9. Unfinished Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for Unfinished Business. 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 persons participated in the public comment period.

a. RFP – History and Discussion of Schedule

City Administrator Beise outlined RFP history, Council discussion, and noted the last RFP process in the City was 2009. City Administrator Beise noted comments by local cities regarding schedules for RFPs and it was determined many cities utilize RFPs on an as needed basis. Council noted planning, engineering, legal, and IT, are could potentially all be included in an RFP. City Administrator Beise noted including auditing services as well. City Administrator Beise noted RFPs could be completed on contracted services that provide a service to the City, or on contracted services that work directly with City on day to day services, and noted building official services as an example. Council discussed city costs for contracted services and escrow pass through costs, or partial pass-through costs like recycling collection. Council asked for a list of contracted services with dollar amount paid per year for both city costs that affect the city budget, and pass-through costs with escrow accounts, with a definition of what each service encompasses for the City. Council noted if services are meeting quality standards, with costs covered through escrow and picked up by developers, there may not be a need to complete and RFP, and sited engineering as an example. Council discussed developing a timeline with a rotating schedule for RFPs with due diligence in understanding the best service is received for the City. Council also discussed cost of RFPs, staff effort, and consumed time of completing an RFP once a year. Council asked what the Stantec fee is for water system project for services provided to the City. Council and staff discussed water system project planning fees and project management from Stantec. Council and staff discussed percentages of contracted services for water tower and water treatment projects noting the cost of the water treatment facility is approximately \$20 million dollars and \$4 million for the water tower. Council and staff noted typical project management fees range from 15 to 20 percent of project cost and varies on larger projects. Public Works Director Mattson noted much of the engineering costs for the City are pass-through costs. Council noted completing RFPs every two or three years to utilize cost savings. Council noted contracted service history and knowledge of City is a benefit included with existing contracted services, and RFP with a new contracted service may include empirical pricing within a learning curve of City processes and actions. City Administrator Beise noted annually a letter of engagement is issued with current contracted services each January. Council and staff noted options for RFPs. Council requested list of all contracted services for RFPs, and to review services at annual appointments, identifying true costs to cities along with pass through costs. Council noted ability to change contracted services mid-year with current annual agreements if needed. Council requested staff to bring back information to Council at a future meeting. Council noted increases in engineering in the future, with opportunity for savings in engineering, dependent upon how competitive contracted engineering is priced. Public Works Director Mattson noted WSB is being utilized for the Hackamore Road project, and comparisons could be submitted to Council for review. Public Works Director Mattson noted utilizing a strategic RFP for specific projects and developing relationships with independent engineering companies. Public Works Director Mattson noted the City receives good value from current contracted engineering services. Council noted engineering straight rate, and history with contracted service with a long-term relationship benefits City receives through long-term contracted services status. Council requested further review at future Council meeting.

b. Strategic Planning Report

City Administrator Beise reviewed the work session on January 23, and noted the goals determined for 2023 identified nine high priority goals and presented the final report. City Administrator Beise noted staff will be putting together action steps and measurables. City Administrator Beise noted the February 23 meeting will include the high priority goals we had identified.

MOTION: made by McKee, seconded by Bottema to adopt the core strategies and short-term goals for

2023.

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

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person or telephonically during the public comment opportunity for New Business. 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 persons participated in the public comment period.

a. Streetlighting for Hackamore Road

City Administrator Beise reviewed the street lighting plan with bituminous trail on north side, and reviewed the City's collector roads policy. Public Works Director Mattson outlined the stoplight location, and outlined differentiation of lighting, costs of lighting, and maintenance of streetlighting. Director of Public Safety Gottschalk noted illumination of light, pedestrian crossings (pedestal lighting), noise pollution, and heavier use intersection lightings (overhead lights), and balancing pedestrian safety with light noise. Council noted the number of lights, especially by the houses in close proximity to Hackamore Road. Council and staff noted the Hunter Road pedestrian crossing with overhead light reasoning. Director of Public Safety Gottschalk noted the 300 feet between lighting could be adjusted. Council noted impacts of lighting to existing homes. Council inquired if staff had reviewed standards for streetlight spacing with other cities. Public Works Director Mattson noted lighting plan is consistent with surrounding communities, noting if concern is too much lighting in a specific area, light could be stubbed, and not utilized until needed, with minimal cost. Council referenced Lawndale, with a bituminous trail, from Weaver Lake Road and County Road 30 and only including intersection lighting. Council noted lighting specific intersections on Hackamore Road. Council and staff discussed a broader 6-foot bike shoulder on the Medina side of Hackamore Road. City Administrator Beise noted public engagement has not yet been established and noted residents along corridor would be included in neighborhood meetings. Council and staff discussed staggered lighting in the Ravinia neighborhood. Council noted at Hackamore Circle to utilize pedestal lighting. Council discussed pedestal lighting at intersections. Council and staff discussed overhead lighting would be similar to 66th and County Road 116 and is through WH Hennepin Electric. Council noted maintenance cost of lights. Council noted support of wiring for pedestal lights, motion sensing lights, and timing of decision. Council and staff discussed improvements to Hunters Ridge. Staff noted City Center Drive lighting, landscaping, and future conversations, noting there isn't a standard for street lighting. Public Works Director Mattson noted vision for rural improvement on Hackamore, and competing interest of public safety, and future potential. Council noted support of pedestal lighting on neighborhood roads, with overhead lighting at County Road intersections, and main intersections of development corridors. Council noted including all lighting stubs, not utilizing until needed, and overhead light on Goldenroad (Walcott Glenn); utilizing overhead lighting at intersections and pedestal lighting at other locations along Hackamore. Council and staff discussed shading of pedestal lighting where light noise is apparent. Mayor indicated he could gather information from the Mayor of Medina.

11. Closed Sessions

- a. Real Estate – Trail Haven Bridge Replacement
- b. Real Estate – PID 35-119-23-42-0035

Mayor McKee stated:

“The City Council is going into a closed session to consider an offer for real estate. Under the authority of Minn. Stat. § 13D.05 Subd. 3(c)(3), the City is permitted to close a meeting to consider offers and counteroffers for the purchase or sale of real or personal property. The City Council is now going into closed session to consider an offer for real estate to purchase easements for the Trail Haven Bridge Replacement; the following properties are the subject of the closed meeting: 10500 Trail Haven Road, 10440 Trail Haven Road, 10405 Trail Haven Road, and PID 35-119-23-42-0035.”

Mayor McKee recessed the Council meeting at 8:45 pm.

Mayor McKee reconvened the Council meeting at 9:08 pm.

Mayor McKee stated:

“In the first closed session, the City Council discussed an offer for real estate; staff was provided direction and now present the recommended purchase agreement for the easements.”

City Administrator Beise noted the three easement agreements for the replacement project and allow staff to move forward and authorize the execution of those purchase agreements and to disperse the funds for the project.

MOTION: made by Schultz, seconded by Vehrenkamp to authorize execution of the purchase agreements and authorize the release of funds for the purchase of land for easements the Trail Haven Bridge Replacement including the following properties 10500 Trail Haven Road, 10440 Trail Haven Road, and 10405 Trail Haven Road.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Mayor McKee stated:

“In the second closed session, staff was provided direction.”

12. Staff Reports

13. 2023 City Council Schedule

Council received schedule.

14. Adjournment

MOTION: made by Bottema, seconded by Vehrenkamp to adjourn.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Meeting adjourned at 9:10 pm on February 9, 2023.



Michelle Friedrich – City Clerk