



CITY OF CORCORAN  
**Corcoran Parks and Trails Commission Agenda**  
**January 19, 2023 - 7:00 pm**

**Meeting Instructions for the Public**

Call: +1 312 626 6799

Enter Meeting ID: 830 5901 2365

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

Computer log-in:

<https://us02web.zoom.us/j/83059012365>

For more information on options to provide public  
comment visit: [www.corcoranmn.gov](http://www.corcoranmn.gov)

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Chairperson and Vice-Chairperson Election**
4. **Agenda Approval**
5. **Minutes**
  - a. Minutes –October 20, 2022, Meeting\*
6. **Open Forum**
7. **Presentations**
8. **Unfinished Business**
  - a. City Park Remaster Update\*
9. **New Business – Public Comment Opportunity**
  - a. 2022 Year in Review and 2023 Priorities\*
10. **Reports/Information**
  - a. Active Planning Applications – Informational only\*
  - b. Recreation Supervisor Update\*
11. **Subcommittee & Miscellaneous Reports**
  - a. City Council Report\*
  - b. Commissioner Term Update\*
  - c. Garden Club Report
  - d. Park Dedication Fund\*
12. **Other Business/Announcements**
13. **Commissioner Liaison Calendar**

City Council Meetings						
01/26/2023	02/09/2023	02/23/2023	03/10/2023	03/24/2023	04/07/2023	04/21/2023
Strehler	Friedrich	Nybo	Wyffels	Christenson	Anderson	Meister

**14. Adjournment**

*\*Includes Materials - Materials relating to these agenda items can be found in the House Agenda Packet by door.*



CITY OF CORCORAN  
**Corcoran Parks and Trails Meeting Minutes**  
**October 20, 2022 - 7:00 pm**

The Corcoran Parks and Trails Commission met on October 20, 2022, in Corcoran, MN. Present were Chairperson Anderson, Vice-Chairperson Meister, Commissioners Christenson, Meister, and Wyffels. Commissioner Nybo joined the meeting at 7:02 pm. Absent was Commissioner Strehler. Also present were Recreation Supervisor Christensen Buck. Present virtually was Councilmember Nichols.

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

Chairperson Anderson called the meeting to order at 7:01 pm.

**2. Pledge of Allegiance**

Chairperson Anderson invited all in attendance to rise and join in the Pledge of Allegiance.

**3. Agenda Approval**

Recreation Supervisor Christensen Buck requested the Commission consider adding an agenda item regarding trees located in the Tavera development.

**Motion:** Made by Christenson, seconded by Meister, to approve the agenda as presented with the addition of 8a. Trees located in Tavera – 4<sup>th</sup> Addition.

Voting Aye: Anderson, Christenson, Friedrich, Meister, Nybo, and Wyffels.

(Motion carried 6:0)

**4. Minutes**

a. Minutes – September 15, 2022, Meeting

**Motion:** Made by Nybo, seconded by Christenson, to approve the minutes as presented.

Voting Aye: Anderson, Christenson, Friedrich, Meister, Nybo, and Wyffels.

(Motion carried 6:0)

**5. Open Forum**

Recreation Supervisor Christensen Buck informed the Commission that there were no parties interested in speaking during open forum.

**6. Presentations – None**

**7. Unfinished Business**

a. City Park Remaster

Recreation Supervisor Christensen Buck provided an update following the September 22, 2022, City Council meeting where City Council approved the City Park remaster concept plan. Recreation Supervisor Christensen Buck informed the Commission that City Council also approved staff's request to apply for the 2022 Hennepin County Youth Sports Facility Grant. Recreation Supervisor Christensen Buck provided an overview of the proposed timeline for the project including the RFP process, design plans, Parks and Trails Commission meetings, and City Council meetings.

Chairperson Anderson inquired about the \$4.5 million shown as part of the bond schedule, to which Recreation Supervisor Christensen Buck informed the Commission of the financial means proposed to fund the project including the intention to bond. Chairperson Anderson asked if there is a chance to break ground on the project in 2023, to which Recreation Supervisor Christensen Buck informed the Commission it could be at the fall of 2023 at the earliest, with potential impacts to the fall youth recreation programs.

**8. New Business**

a. Trees located in Tavera – 4<sup>th</sup> Addition



## CITY OF CORCORAN

Recreation Supervisor Christensen Buck informed the Commission that staff was looking for feedback regarding tree placement following an accidental removal of 32 existing trees from a tree preservation by the developer. Commissioners inquired about the original location and quality of trees. Recreation Supervisor Christensen Buck informed the Commissioners that there were 444 inches of trees that were removed but was uncertain at the time of where the trees were removed from. Councilmember Nichols inquired if the developer would be replacing the trees based on the total number of inches that were removed, to which Recreation Supervisor Christensen Buck informed the Commission that has been part of the discussion during the decision making process, as well as a 1:1 ration on tree replacement. Commissioners expressed interest in trees being replanted where they were originally removed from, but if that is not an option, Commissioners would like to see them planted along the south side of the park. Commissioners communicated their displeasure with the accidental removal of the trees and a desire for consequences. Commissioner Friedrich requested the City have input regarding the types of trees that would be planted, to which Recreation Supervisor Christensen Buck informed the Commission that the type of trees would come from a pre-determined acceptable tree list and were planned to be planted during the fall of 2022 or spring of 2023. The Commission determined that they would like the trees to be re-planted where they were removed from or along the south side of the park, at least 1:1 replacement based on circumferences of the trees that were removed, and if possible, to plant the trees around the potential playground at the park during a later date.

### b. Garden Club – Purchase Request

Recreation Supervisor Christensen Buck informed the Commission that the Garden Club was looking to replace the mulch in the Memorial Garden by purchasing preen and mulch at a total cost of \$326.00, with delivery, but staff recommendation would be approval of \$400.

**Motion:** Made by Nybo, to approve the purchase of mulch and preen up to \$400 but was amended.

**Amended Motion:** Made by Nybo, seconded by Christenson, to approve the purchase of mulch and preen up to \$500.

Voting Aye: Anderson, Christenson, Friedrich, Meister, Nybo, and Wyffels.

(Motion carried 6:0)

## 9. Reports/Information

### a. Active Planning Applications – Informational Only

Commissioner Nybo asked what ZOA abbreviated, to which Councilmember Nichols informed the Commission that was likely the abbreviation for zoning ordinance amendment. Commissioner Nybo inquired about Kariniemi Meadows, to which Councilmember Nichols informed the Commission it was proposed near the City's Public Works Facility on County Road 19.

### b. Recreation Supervisor Update

Recreation Supervisor Christensen Buck provided an overview of the items she had been working on since the last Parks and Trails Commission meeting including end of the year finalizations for City Park, wrapping up youth athletics items for the year, assisting in the coordination of the ice rinks, the 2022 Holiday Toy and Food Drive, and preparing for Night to Unite 2023.

## 10. Subcommittee & Miscellaneous Reports

### a. City Council Report

Councilmember Nichols updated the Commission of items during the City Council meeting since September 15, 2022, including discussions regarding the water treatment project and bond conduit financing.

### b. Garden Club Report



## CITY OF CORCORAN

Tom Anderson informed the Commission that the Garden Club has been cleaning up the Memorial Garden by eliminating the weeds and landscape fabric. Commissioner Nybo asked about the pollinator garden, to which Sharon Meister informed the Commission the Garden Club is hoping to have it mowed down in June to help it thrive.

c. Park Dedication Fund

No discussion occurred.

### 11. Other Business/Announcements

### 12. Commissioner Liaison Calendar

10/27/2022	11/10/2022	11/21/2022	12/08/2022	12/21/2022	01/12/2023	01/26/2023
Friedrich	Nybo	Wyffels	Christenson	Anderson	Meister	Strehler

### 13. Adjournment

**Motion:** Made by Meister, seconded by Nybo, to adjourn the meeting at 7:49 pm.

Voting Aye: Anderson, Christenson, Friedrich, Meister, Nybo, and Wyffels.

(Motion carried 6:0)

Submitted by Jessica Christensen Buck, Recreation Supervisor



# CITY OF CORCORAN

8200 County Road 116 • Corcoran, MN 55340  
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## MEMO

Meeting Date: January 19, 2023

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: City Park Remaster Update

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Since the last meeting, staff has been working on the Request for Proposal (RFP) for the City Park Remaster project. To ensure the proposal meets the needs of the City, many revision conversations have occurred with some fine-tuning left. Once staff has completed the RFP, it will go to the City's attorney for review before being released to consultants.

Staff anticipates the RFP will be finalized by the February 16, 2023, Parks and Trails Commission meeting for attorney review with the expected release to consultants by March 1.

Additionally, at the time of this memo being written, staff is unaware of a decision being made regarding the Hennepin County Youth Sports Facility Grant.

Attachments:  
None



## MEMO

Meeting Date: January 19, 2023

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: 2022 Year in Review and 2023 Priorities

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January 19, 2023, marks the first Parks and Trails Commission meeting of the year. Staff looked back at the progress the Commission made this past year and opens discussion to the priorities for 2023. The following are some of the activities completed in 2022:

- Reviewed Parks and Trails Commission meeting minutes from prior meetings.
- Received a presentation from the Police Department.
- Received a presentation from the Public Works Department.
- Discussed the memorial bench program.
- Received regular Parks and Trails Commission meeting minutes, active planning applications, Recreation Supervisor updates, park dedication fee updates, City Council updates, and Garden Club updates.
- Attended the City Council meetings as liaisons from the Commission.
- Coordinated the annual tree giveaway.
- Reviewed the 2023 fee schedule and Parks and Recreation budget.
- Discussed funding options for phase 1 of the City Park remaster, acquiring additional feedback from residents regarding the proposed amenities, and recommended approval of 30% design to the City Council.
- Discussed and reviewed options for the Hennepin County Youth Sports Grants.
- Received presentations from the Three Rivers Park District regarding the Diamond Lake Regional Trail.
- Reviewed plans for Bechtold Farm and provided a recommendation to Council for park dedication on the project.
- Reviewed the site plan, preliminary plat, and administrative permit for Corcoran II Substation.

- Reviewed the preliminary plat for Kariniemi Meadows.
- Discussed park system signs and the vision for future signs.
- Received an update on the memorial bench program.
- Reviewed options for the 79<sup>th</sup> Place rain garden/ditch treatment.
- Reviewed the rezoning, PUD plan, and preliminary plat for Pulte Walcott Glen.
- Reviewed the final plat and final PUD plan for Tavera 4<sup>th</sup> addition.
- Reviewed the Pioneer Trail Industrial Park rezoning, PUD, and preliminary plat.
- Reviewed the Corcoran Farms Industrial Park rezoning, preliminary plat, and PUD.
- Discussed

In 2023, the Parks and Trails Commission have the following priorities:

- Diamond Lake Regional Trail: Continue working with Three Rivers Park District to develop trails through the City that align with the City of Corcoran's comprehensive plan and the Diamond Lake Regional Trail master plan.
- Open space park and boardwalk in Bellwether: City staff to provide updates to the Commission as progress is made, including boardwalk design options as they become available, followed by a decision on boardwalk design.
- City Park remaster: Continue to find additional funding for the project, go out for RFP on 70% designs, make a recommendation to City Council on the 70% designs, and apply for the Hennepin County Youth Sports fall 2023 facility grant.
- Park dedication fund allocations: Acknowledge upcoming projects, project upcoming park dedication funds, and begin allocating funds for upcoming projects.
- Education signs at Wildflower Park: Design, determine amount, and placement of signage educating people of the types of flowers located at Wildflower Park.
- Development/park standards update: Create a vision of what the Commission would like for various types of park standards (i.e., neighborhood parks, open space parks, etc.).

Attachments:

2023 Parks and Trails Commission Meeting Schedule

**City of Corcoran**  
**2023 Parks and Trails Commission Schedule**

*\*\*Dates and items listed are subject to change\*\**

**January 19, 2023**

- Commissioner Re-Appointment
- Chairperson and Vice-Chairperson Elections
- Minutes
- 2022 Year in Review and 2023 Priorities
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Commissioner Term Update
  - Sharon Meister, Phillip Christenson up in 2022
- Garden Club Report
- Park Dedication Fund

**February 16, 2023**

- Minutes
- Admin Annual Presentation
- PW Annual Presentation
- CPD Annual Presentation
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**March 16, 2023**

- Minutes
- Commissioner Training
- OSP/Boardwalk in Bellwether (update)
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**April 20, 2023**

- Minutes
- City Park RFP Update
- Active Planning Applications



**City of Corcoran**  
**2023 Parks and Trails Commission Schedule**

*\*\*Dates and items listed are subject to change\*\**

- Recreation Supervisor Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**May 18, 2023 (Program Coordinator Introduction?)**

- Minutes
- Educational Signs at Wildflower Park
- Active Planning Applications
- Recreation Supervisor Update
- Program Coordinator Introduction and Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**June 15, 2023**

- Minutes
- 2023 Budget & Fee Schedule
- Active Planning Applications
- Recreation Supervisor Update
- Program Coordinator Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**July 20, 2023**

- Minutes
- Active Planning Applications
- Park Dedication Fund allocations
- Recreation Supervisor Update
- Program Coordinator Update
- City Council Report
- Park Dedication Fund

**August 17, 2023**

- Minutes
- Active Planning Applications
- Recreation Supervisor Update

**City of Corcoran**  
**2023 Parks and Trails Commission Schedule**

*\*\*Dates and items listed are subject to change\*\**

- Program Coordinator Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**September 21, 2023 (Park Tour?)**

- Minutes
- Development/Park Standards
- Active Planning Applications
- Recreation Supervisor Update
- Program Coordinator Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**October 19, 2023**

- Minutes
- Natural Resources Presentation
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**November 16, 2023**

- Minutes
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Garden Club Report
- Park Dedication Fund

**December 21, 2023**

- Minutes
- Active Planning Applications
- Recreation Supervisor Update
- City Council Report
- Park Dedication Fund

**City of Corcoran**  
**2023 Parks and Trails Commission Schedule**

*\*\*Dates and items listed are subject to change\*\**

**OTHER POTENTIAL ITEMS**

- Diamond Lake Regional Trail updates
- Memorial Bench Program
- Park Signs Plan
- Winter Trail Maintenance

DRAFT



# CITY OF CORCORAN

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## MEMO

Meeting Date: December 22, 2022

To: City Council

From: Natalie Davis McKeown, Planner

Re: Active Corcoran Planning Applications

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The following is a status summary of active planning projects:

1. **Transition/Buffer Zones ZOA (City File 22-034).** At the July 14<sup>th</sup> meeting, City Council confirmed this item as a Top 4 priority for staff to focus efforts on in the remainder of 2022. Initial feedback was provided to staff at the May 12<sup>th</sup> work session to inform the first draft which was reviewed at the October 27<sup>th</sup> City Council work session. *Staff is preparing a second draft to bring back to the Council for review at a January meeting.*
2. **Vollrath Ag Shop CUP (PID 20-119-23-22-0003) (City File No. 22-038).** Trent Vollrath submitted an application for a conditional use permit to allow an agricultural building as the primary structure on an otherwise vacant lot that is actively farmed. The application was unanimously recommended for approval by the Planning Commission *and approved by Council on November 21<sup>st</sup>.*
3. **Pioneer Trail Industrial Park, Rezoning and Preliminary Plat and PUD (PID 32-119-23-34-0013, 32-119-23-34-0007, 32-119-23-43-0005 and 32-119-23-43-0006) (City File No. 22-039).** An application was submitted to move forward with the preliminary approvals for the Pioneer Trail Industrial Park off Highway 55. *The item was reviewed by the Planning Commission at a Public Hearing on December 1<sup>st</sup> and was recommended for approval on a 3-1 vote. The item will be scheduled for a January meeting for Council review.*
4. **Corcoran Farms Business Park Rezoning and Preliminary Plat and PUD at 20130 Larkin Road (PID 26-119-23-13-0006) (City File No. 22-044).** The City received an application for an industrial PUD near Larkin Rd and County Road 116. The Planning Commission held a public hearing on October 6<sup>th</sup> and recommended denial of the application. *The item was initially reviewed by the City Council meeting over three meetings on October 27<sup>th</sup>, November 21<sup>st</sup>, and December 8<sup>th</sup>. The Council voted to approve the request on a 4-1 vote with several conditions of approval.*
5. **PUD Standards Zoning Ordinance Amendment (City File No. 22-045).** At their July 14<sup>th</sup> meeting, the City Council identified updating the PUD ordinance as a Top 4 priority for staff to focus efforts on in the remainder of 2022. The Council held a work session on July 28<sup>th</sup> to

establish further direction on the desired updates to the PUD ordinance. Staff prepared a first draft based on the feedback provided which was reviewed at the work session on October 27<sup>th</sup>. Staff is working on testing the ordinance on a previous PUD application *and further refining the draft to bring back to the Council at a January meeting.*

6. **Rental Ordinance (City File No. 22-046).** At their July 14<sup>th</sup> meeting, the City Council identified establishing a rental ordinance as a Top 4 priority for staff to focus efforts on in the remainder of 2022. City Council reviewed a first draft of the rental ordinance at the September 22<sup>nd</sup> work session. Staff is currently refining the draft based on Council feedback, *and a second draft was reviewed at the City Council work session on November 21<sup>st</sup>. Staff is working on several components to further finalize the ordinance and anticipates bringing back additional information for the Council to review at a meeting in February.*
7. **Keefe Minor Subdivision (PID 33-119-23-12-0007) (City File No. 22-063).** An application for a two-lot subdivision at 6801 Willow Drive was submitted. The application was determined to be incomplete for City review and is not currently scheduled for review by the City Council. This type of application does not require review by the Planning Commission.
8. **Park Dedication Fees Update (City File No. 22-065).** Staff and Council are evaluating park dedication fees which will require an update to the Subdivision Ordinance. *A public hearing was held at the December 1<sup>st</sup> Planning Commission meeting. The proposed amendments were unanimously recommended for approval by the Planning Commission and* are expected to be adopted at the December 22<sup>nd</sup> Council meeting.
9. **Dish Tower Site Plan Amendment (PID 25-119-23-44-0005) (City File No. 22-066).** A minor site plan amendment application was submitted for installation of new ground equipment at an existing telecommunications tower at 7205 County Road 101. This application is incomplete for review but will be approved administratively once all materials are submitted.
10. **Paulsen Building Rights Appeal (PID 09-119-23-32-0002) (City File No. 22-067).** Gerald Paulsen submitted a building rights appeal application for his property at 22101 County Road 30. Building right appeals are not reviewed by the Planning Commission. *This application was reviewed by the City Council at the November 21<sup>st</sup> meeting. It was determined that there was not an error with the development rights map, and staff followed up with the applicant to discuss other options to obtain a development right.*
11. **Tavera 5<sup>th</sup> Addition Final Plat and Final Planned Unit Development Plan (PID 35-119-23-43-0001) (City File No. 22-068).** Lennar submitted an application this week for the final plat and final PUD plan for Tavera 5<sup>th</sup> Addition. This item is under review for completeness. *The final plat was approved by Council at the November 21<sup>st</sup> meeting.*
12. **Continental Properties Sketch Plan (PID 12-119-23-12-0007) (City File No. 22-070).** Continental Properties submitted a Sketch Plan application to receive initial feedback from the City Council on a 300-unit market-rate suburban apartment community on a parcel that is zoned and guided for mixed use along County Road 30 near County Road 101. *The Council provided feedback to the applicant at the November 21<sup>st</sup> meeting.*
13. **Gmach Accessory Dwelling Unit (ADU) Zoning Ordinance Amendment (City File No. 22-071).** George Gmach submitted a Zoning Ordinance Amendment application requesting changes to the standards for ADUs including changing it from an Interim Use to a Conditional Use and re-evaluating the size and garage requirements. *The application was reviewed at a public hearing on December 1<sup>st</sup> by the Planning Commission, and the Commission unanimously recommended approval of proposed amendments to the ADU standards. The item will be reviewed by City Council on December 22<sup>nd</sup>.*
14. **Walcott Glen Easement Vacation (PID 36-119-23-44-0014) (City File No. 22-072).** Existing

drainage and utility easements on Outlot C and Outlot E of Ravinia 11<sup>th</sup> Addition in addition to an easement for an old driveway access need to be vacated as part of the final plat for Walcott Glen. New easements will be established based on the new lot boundaries. *A public hearing was held by the Council on November 21<sup>st</sup>, and the vacation was granted.*

15. **“3019 Addition” Preliminary Plat (PID 07-119-23-14-0003) (City File No. 22-073).** Scherber and Associates applied for a Comprehensive Plan Amendment, Rezoning, and Preliminary Plat for a 66-acre property near County Road 30 and County Road 19. The land currently has split zoning between Transition Rural Commercial and Rural Residential. The Comprehensive Plan Amendment will shift the boundary location between the two land uses with the western portion being rezoned as Rural Commercial. The project proposes 15 Rural Commercial lots and 4 Rural Residential lots. *The applicant requested that the item be withdrawn at this time and plans to submit a concept plan in the near future.*
16. **“Hope Community Sketch Plat” (PID 11-119-23-14-0003) (City File No. 22-074).** *Brian Lother submitted a concept plan application to receive feedback from Council for a proposed residential and mixed-use development on the properties surrounding Hope Community Church. The concept includes medical offices, retail space, market-rate apartments, townhomes, senior villas, and assisted living facilities. The sketch plan will be reviewed by the Council at the January 12, 2023 meeting. The applicant is also moving forward with an EAW based on the submitted concept plan.*
17. **“Red Barn Pet Retreat Sketch Plat” (PID 01-119-23-44-0045) (City File No. 22-075).** *Daniel Benjamin submitted a concept plan for the property at the northwest corner of Stieg Road and County Road 101. The request includes re-guiding the land to commercial to allow for expansion of his commercial kennel business. The sketch plat also reflects 9 additional lots for future commercial users on the property. The sketch plan will be reviewed by the Council at the December 22<sup>nd</sup> meeting.*
18. **“Cook Lake Highland Planned Unit Development Amendment” (PID 25-119-23-14-0003) (City File No. 22-076).** *JB Limited, LLC and Grace Communities submitted a PUD amendment application for the memory care facility to be constructed as a part of Cook Lake Highlands. The preliminary PUD development plan and plat originally requested a 32-unit building, but this was reduced to 27 units for the final development plan. Since the final approvals, the memory care facility does want to increase the number of units back up to the 32-unit preliminarily approved. This item will be reviewed by the Council at the January 12, 2023 meeting.*
19. **“Vollrath Agricultural Preserve” (PID 20-119-23-22-0003) (City File No. 22-077).** *Jerald Vollrath submitted an application to re-enroll his acreage in the agricultural preserve program. The application is complete for review and will be placed on the January 26, 2023 Council agenda.*



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## MEMO

Meeting Date: January 19, 2023  
To: Parks and Trails Commission  
From: Jessica Christensen Buck, Recreation Supervisor  
Re: Recreation Supervisor Update

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The following is a summary of what Recreation Supervisor Christensen Buck has been overseeing since the last meeting.

- Soccer: Updated the City's webpage, prepared registration for the 2023 season, and ordered supplies to replenish items needed after the 2022 season.
- Holiday Toy and Food Drive: Created online neighborhood registration, prepared marketing materials for the event, created the route, connected with external organizations to donate items, and coordinated day of preparations and logistics.
- Baseball: Ordered supplies to replenish items needed after the 2022 season, prepared spring registration, answered questions regarding the season, and monitored registrations as they came in.
- Ice Rinks: Emailed schools regarding openings, posted to social media regarding the positions, interviewed an applicant, and continued with the on-boarding process.
- City Park: Continued compilation of a request for proposal for the 70% design for City Park remaster plans.
- Other: Put together Parks and Trails Commission packet materials, posted to the City Facebook and Twitter accounts, updated Parks and Recreation related website items, answered questions regarding pavilion/ballfield reservations, assisted in creation of a City Hall fleet management program, and attended monthly Development Review Committee meetings.

Attachments:  
None



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## MEMO

Meeting Date: January 19, 2023  
To: Parks and Trails Commission  
From: Jessica Beise, City Administrator  
Re: City Council Report

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The Parks and Trails Commission last met on October 20, 2022. The following is a recap of some of the items discussed at City Council meetings since that time. A full recap can be found by reviewing the approved City Council minutes on the website.

### **October 13, 2022, Work Session Meeting**

- 2022 Financial Management Plan
  - Reviewed the draft and provided feedback to staff.

### **October 13, 2022, Council Meeting**

- Gateway Signage Discussion
  - Discussed gateway signage and provided feedback on design elements.
- Cook Lake Highlands – Street and Utility Construction Ordinance Update
  - Received an update.
- Water Treatment Plan – Accept Plans and Specs/Authorize Bids
  - Accepted the Plans and authorized bids.
- Conduit Debt Policy
  - Approved the policy as presented.
- Draft 2023 Water and Sewer Budgets
  - Approved the water and sewer budgets as presented.
- 2022-2023 Capital Improvements
  - Approved the capital improvement plan amendments as presented.

### **October 27, 2022, Work Session Meeting**

- Code Amendment Update



- Reviewed the draft ordinances for a new buffer yard transition ordinance and a PUD ordinance amendment and provided feedback to staff.

### **October 27, 2022, Council Meeting**

- Recognizing the Fire Officer for the Year – Jeff Leuer
  - Recognized Loretto Fire Chief Leuer for his years for his statewide award.
- Slabaugh Variance (City File 22-054)
  - Approved the variance as presented.
- Preliminary Plat, Final Plat, Site Plan, Variance “Water Tower” (City File 22-057)
  - Approved plat as presented.
- Final Plat “Kariniemi Meadows” (City File 22-059)
  - Approved plat as presented.
- Rezoning, Preliminary Plat, Preliminary PUD Development Plan “Corcoran Farms Business Park” (City File 22-044)
  - Reviewed the request and tabled the discussion to November 21.
- Northeast District Plan Zoning Amendment (City File 22-060)
  - Amended the language to clarify utility services information and approved the ordinance.
- Tharp Accessory Structure CUP (City File 22-055)
  - Approved the CUP with additional landscaping requirements.
- Council Feedback – Potential Development for 19905 County Road 10 (Previous Napa Site)\*
  - Provided feedback on the site.
- Hackamore Road Improvements Update
  - Heard an update on Hackamore Road.
- Trail Haven Bridge Update
  - Approved providing signage for a required road closure.
- Public Works Maintenance Worker Appointment
  - Authorized staff to move forward with a hire pending required preemployment physical and background.
- Water Tower – Accept Plans and Specs/Authorize Bids
  - Accepted the plans and specifications and authorized the city to receive bids.
- 2023 Fee Schedule Direction
  - Received direction on potential fee changes.
- 2023A Bond Discussion
  - Moved forward with notices to include all proposed projects.
- 2023 Benefits Summary
  - Approved the Benefits Summary and authorized staff to implement the benefits as proposed.
- St. Therese Conduit Bond Host Approval
  - Authorized host approval for a portion of the bonds.
- City Administrator Performance Evaluation – Six Months
  - Conducted the performance evaluation.
- Water Tower Land Purchase
  - Authorized the City Administrator and Mayor to execute a purchase agreement to the acquisition of the water tower land purchase.

### **November 11, 2022, Work Session Meeting**

- Storm Water Impact Fee – Heard and update on a feasibility study on options for a storm water impact fee and reviewed options for a fee structure.

### **November 11, 2022, Council Meeting**

- St. Therese St. Plan Modification (City File 22-044)
  - Reviewed a site plan modification.
- Scheduling Work Session – Buffer Yard Ordinance
  - Scheduled a work session on December 22, 2022, for a work session to continue the discussion on the Buffer Yard Ordinance
- Public Hearing – Delinquent Fees
  - Held the public hearing and certified delinquent fees.
- Public Hearing Conduit Bond Sale for St. Therese
  - Held the public hearing. Authorized the issuance of revenue bonds by St. Therese. Public Hearing Conduit Bond Host Approval - Held the public hearing. Authorized host approval for a portion of the financing for St. Therese.
- Trail Haven Road Bridge Replacement
  - Accept Plans/Specs; Authorize Bids; Procurement of Materials; Interim Reopening Considerations – Accepted plans and specification; authorized bids; authorized the procurement of a box culvert; and proceeded with options to open Trail Haven Road prior to the bridge replacement project.
- Administrative Services Director Appointment
  - Authorized a conditional offer of employment for the Administrative Services Director Appointment.
- Request for 70% Design for City Park
  - Authorized the City to seek design services proposals for the City Park Remaster.
- 2023 Strategic Planning/Goal Setting Session
  - Discussed options for 2023 Strategic Planning.

### **November 21, 2022, Work Session Meeting**

- Rental Ordinance
  - Reviewed a second draft of a rental ordinance and provided feedback to staff; another draft will be presented to the Council in early 2023.

### **November 21, 2022, Council Meeting**

- Vollrath Ag Building CUP
  - Approved the CUP.
- Tavera 5th Final Plat and PUD
  - Discussed future tree removal requirements; approved the plat and PUD.
- Schedule Work Session – 2023 Fee Schedule
  - Schedule a work session to discuss the fee schedule.
- Corcoran Farms Industrial Park Preliminary Plat
  - Tabled the Preliminary Plat to the December 8<sup>th</sup> City Council meeting.
- Public Hearing – Vacations for D&U Easement – Walcott Glen

- Held the public hearing; vacated the easements.
- Paulsen Development Rights Appeal
  - Denied the development rights appeal.
- O'Brien Concept Plan
  - Provided feedback on the concept plan.
- Continental Properties Concept Plan
  - Provided feedback on the concept plan.
- City Calendar 2022 Review
  - Discussed the final date for meeting in 2022.
- Council Calendar 2023
  - Provided feedback on the 2023 calendar; staff will bring back for further discussion on the December meetings.

### **December 8, 2022, Work Session Meeting**

- 2023 Fee Schedule
  - Council reviewed a draft fee schedule and the fee analysis; staff will be making final edits to the fee schedule and bringing it back for adoption on December 22nd.

### **December 8, 2022, Council Meeting**

- Moment of Silence
  - Council held a moment of silence in honor of Joe Andress who was an active community member and business owner who served on the Lions and catered many City events.
- Corcoran Farms Industrial Park Preliminary Plat
  - Discussed the proposed changes and approved the Preliminary Plat and PUD with modifications.
- Public Hearing
  - 2023 Proposed Budget and Property Tax Levy – Held the public hearing on the budget and levy.
- 2023 General Fund Budget and Property Tax Levy
  - Adopted the Proposed Budget and Property Tax Levy.
- 2023 Full-time, Part-time, and Seasonal Wage Schedule
  - Approved the 2023 wage schedule as presented.
- Water Supply Bid Update – Water Tower and Treatment Facility
  - Discussed the water supply bids and directed staff to obtain additional information.
- Request for Proposal Discussion and Direction
  - Directed staff to provide an outline of contracts to discuss options for RFPs.
- Change Order 1 for City Center Drive and 79<sup>th</sup> Place
  - Approved the change order.

- Broadband Grant
  - Announced that the City was awarded the broadband grant.

### **December 22, 2022, Council Meeting**

- Year in Review
  - Reviewed the amazing accomplishments of our team.
- ADU Zoning Ordinance Amendment
  - Adopted the Zoning Ordinance Amendment.
- Park Dedication Ordinance Amendment
  - Adopted the Park Dedication Ordinance Amendment.
- Concept Plan – Red Barn Pet Retreat
  - Reviewed the concept plan and provided feedback on the concept plan located on Steig near the Intersection at 101.
- 2023 Goal Setting
  - Directed staff to work with Phil Kern, a date will be set in early 2023.
- 2023 Fee Schedule
  - Adopted the 2023 Fee Schedule as presented.
- Trail Haven Bridge Bid Award
  - Awarded the bid.
- Cropland Rental – Tax Implication and Discussion
  - Reviewed the issue and directed staff to pay the taxes for the cropland.
- Highway 55 Coalition
  - Authorized staff to join the Highway 55 Coalition.
- Building Division Job Descriptions
  - Approved the job description changes.
- Call for Work Sessions
  - Directed staff to schedule a PD Recruitment and Retention work session and a work session and Buffer Yard and PUD Ordinances. A financial assistance discussion will happen as part of the January 12th meeting instead.
- Police Department Staff
  - Authorized hire of a preferred applicant and authorized a hiring process.
- Holiday Toy and Food Drive
  - Reviewed the program and adopted a resolution thanking the participants and donors.

### **January 12, 2023, Work Session Meeting**

- Police Department Recruitment and Retention
  - Discussed recruitment and retention for staff.

### **January 12, 2023, Council Meeting**

- Oath of Office
  - Swore in Mayor McKee and Councilmembers Schultz, Vehrenkamp, and Nichols.
- Representative Kristin Robbins
  - Received an update on legislative items from Representative Robbins.
- Pioneer Trail Industrial Park Preliminary Plat

- Tabled the review to the January 26, 2023, meeting.
- Concept Plan – Hope Community Project
  - Reviewed the concept plan and provided feedback to the applicant.
- Water Supply Bid Award Update
  - Heard an update on water supply.
- 2023 Goal Setting Session
  - Called for the 2023 work session.
- Annual Appointments
  - Adopted annual appointments.
- Legislative Priorities
  - Adopted legislative priorities.
- Call for Work Sessions
  - Called the work sessions.
- Seasonal Worker Pay
  - Reviewed seasonal worker pay and directed staff to INSERT DIRECTION HERE.



## MEMO

Meeting Date: January 19, 2023

To: Parks and Trails Commission

From: Jessica Christensen Buck, Recreation Supervisor

Re: Commissioner Term Update

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The following is the current appointment terms for Parks and Trails Commissioners:

Term ending February 28, 2023

- Sharon Meister
- Phil Christenson

Term ending February 29, 2024

- Val Nybo
- Judy Strehler

Term ending February 28, 2025

- Tom Anderson
- Michelle Friedrich
- Lisa Wyffels

The City Council will be considering the appointing commissioners at the February 23, 2023 City Council meeting.

Attachment:  
N/A

CITY OF CORCORAN					
PARK CAPITAL FUND REPORT					
February 9, 2022					
		CASH FUNDS			
<b>Date</b>		<b>Park Dedication</b>	<b>Memorial Park Maintenance</b>	<b>Combined Fund Balance</b>	
		<b>415-10100</b>	<b>415-10102</b>		
09/16	<b>Beginning Balance</b>	<b>364,189.75</b>	<b>9,097.68</b>	<b>373,287.43</b>	
02/21	Interest Earned	0.06			
03/21	Tom Anderson		2,500.00		
04/21	Sanna Kariniemi	9,256.00			
06/21	M/I Homes of Minneapolis Bass Lake Crossing	327,117.00			
07/21	Lennar Tavera 1st Addition	152,924.00			
10/21	Gregory/Deborah Franzen	9,256.00			
11/21	Lennar Tavera 2nd Addition	161,304.14			
12/21	2020 Interest Adjustment	(1,121.82)			
12/21	Advance Irrigation Service Labor	(360.00)			
12/21	Interest Correction	0.71			
03/22	Interest		0.23		
04/22	Wright Soil and Water Conservation District		(135.00)		
05/22	Lennar Tavera 3rd Addition	462,546.00			
06/22	Interest		0.22		
06/22	M/I Homes Rush Creek Reserve 2nd Addition	355,831.00			
06/22	Skies Limit LLC	42,559.09			
07/22	St. Therese	321,466.37			
07/22	Natural Shores Technologies - Park Vegetation		(100.00)		
07/22	Pulte Homes Bellwether 9th	109,591.04			
09/22	Cook Lake Highlands	336,407.00			
09/22	Interest		0.23		
11/22	Zewde Subdivision	4,628.00			
11/22	Garages Too	20,645.82			
12/22	Kariniemi Meadows	23,741.64			
	<b>ENDING BALANCE</b>	<b>3,165,709.12</b>	<b>11,297.15</b>	<b>3,177,006.27</b>	

CITY OF CORCORAN							
PARK CAPITAL FUND REPORT							
May 10, 2022							
		CASH FUNDS					
<b>Date</b>		<b>Park Dedication</b>		<b>Memorial Park Maintenance</b>		<b>City Park Improvement</b>	<b>Combined Fund Balance</b>
		<b>415-10100</b>		<b>415-10102</b>		<b>415-10100</b>	
06/21	NW Jaycees-City Park Improvement					100,000.00	
12/21	Hanover Athletic Association - Donation					45,000.00	
		3,165,709.12		11,297.15		145,000.00	3,322,006.27