



CITY OF CORCORAN
Corcoran City Council Agenda
October 26, 2023 - 7:00 pm

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. March 9, 2023 Work Session and Regular Session Minutes*
 - b. Financial Claims*
 - c. Water Tower - Pay Request 5*
 - d. Public Works Authorization to Hire*
 - e. Hackamore Road Improvements – Change Order 1*
8. **Planning Business -- Public Comment Opportunity**
 - a. Ordinance Amendment – Accessory Structures*
 - b. Ordinance Amendment – Code Clean Up*
9. **Unfinished Business – Public Comment Opportunity**
 - a. Parks and Trails Commission Applications*
 - b. RFQP on City Park Development Planning*
 - c. Snow and Ice Removal Policy and Trail Maintenance Discussion*
10. **New Business – Public Comment Opportunity**
 - a. Benefits Summary 2024*
 - b. Small Conference Room Technology*
11. **Staff Reports**
 - a. Planning Project Update*
12. **2023 City Council Schedule***
13. **Adjournment**

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: 834 3245 2954

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

Video Link and Instructions:

<https://us02web.zoom.us/j/83432452954>

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

Meeting ID: 834 3245 2954

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

**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.*

STAFF REPORT

Agenda Item: 4.

Council Meeting: October 26, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the October 26, 2023, Council meeting are as follows:

- Planning Commission: Jon Horn
- Parks and Trails Commission: Judy Strehler

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A

STAFF REPORT

Agenda Item: 7a.

Council Meeting: October 26, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Minutes – March 2023	Action Required: Informational

Summary

The draft Council Minutes for March 2023 will be emailed on Tuesday, October 24, with hard copies provided to Council the evening of the October 26 meeting.

Attachments (Hard copies will be provided October 26, 2023)

1. 2023-03-09 Draft Council Work Session Minutes
2. 2023-03-09 Draft Council Minutes

FINANCIAL CLAIMS

CHECK RANGE

FUND #500 ESCROW CLAIMS

Paid to	Amount	Project name
SEE THE REGISTER FOR #500 CLAIMS		

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

ALL OTHER FINANCIAL CLAIMS

Check Register		\$680,364.38
(See attached Check Detail Registers)		
Total Checks	\$	680,364.38
Total of Auto Deductions	\$	165,404.26

TOTAL EXPENDITURES FOR APPROVAL	\$	845,768.64
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Date	Paid to	Auto Deductions / Electronic Fund Transfer / Other Disbursements		
		Amount	Description	
10/6/2023	Optum Bank	\$ 4,393.88	Employee HSA	
10/6/2023	MN PERA	\$ 23,829.17	Employee Pension	
10/10/2023	RevTrak	\$ 523.76	Credit Card Fee	
10/10/2023	INVOICE CLOUD	\$ 1,690.84	Credit Card Processing Fee	
10/10/2023	MN State - Empower	\$ 5,714.20	Employee Deferred Comp/Healthcare Savings	
10/11/2023	THE HARTFORD	\$ 1,644.06	Employee Disability Premium	
10/12/2023	MN DEPT OF REVEN	\$ 139.94	Fuel Tax	
10/13/2023	ADP PAYROLL FEES	\$ 359.80	Payroll Processing Fee	
10/19/2023	Optum Bank	\$ 4,393.88	Employee HSA	
10/19/2023	ADP WAGE PAY	\$ 122,714.73	Net Payroll and Taxes	
Total		\$ 165,404.26		

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34432							
100-41130-50350	10/06/23	POSTMASTER	FALL/WINTER 2023 NEWSLETTER	10042023	10/10/23	2,200.00	34432
			Total For Check 34432			<u>2,200.00</u>	
Check 34437							
100-00000-22205-130	10/12/23	RONALD L. RUEHLING	CITY CENTER DRIVE & 79TH PLACE EAS	10.13.2023	10/13/23	97,000.00	34437
			Total For Check 34437			<u>97,000.00</u>	
Check 34438							
100-00000-22205-130	10/12/23	FRANKMAN LAW OFFICES	CITY CENTER DRIVE & 79TH PLACE EAS	10-12-2023	10/13/23	84,027.00	34438
			Total For Check 34438			<u>84,027.00</u>	
Check 34439							
100-00000-22205-130	10/12/23	GREGORY EBERT	CITY CENTER DRIVE & 79TH PLACE EAS	10/12/23	10/13/23	23,100.00	34439
			Total For Check 34439			<u>23,100.00</u>	
Check 34440							
100-45100-50207	09/19/23	MN RECREATION	LEADERSHIP TRAINING	02551	10/16/23	299.00	34440
			Total For Check 34440			<u>299.00</u>	
Check 34441							
100-42100-50207	09/27/23	AXON ENTERPRISE, INC.	TASER INSTRUCTION	INUS189542	10/26/23	495.00	34441
100-42100-50210	10/04/23	AXON ENTERPRISE, INC.	BODY CAM BATTERY AND SPARE CARTRID	INUS192547	10/26/23	366.40	34441
			Total For Check 34441			<u>861.40</u>	
Check 34442							
100-41920-50210	09/30/23	BUREAU OF CRIMINAL APPREHENS	CJDN ACCESS FEE BCA	00000762005	10/26/23	600.00	34442
			Total For Check 34442			<u>600.00</u>	
Check 34443							
100-41900-50212	09/05/23	BEAUDRY OIL COMPANY	UNLEADED 87	2422154	10/26/23	51.04	34443
100-42100-50212	09/05/23	BEAUDRY OIL COMPANY	UNLEADED 87	2422154	10/26/23	2,322.01	34443
100-43100-50212	09/05/23	BEAUDRY OIL COMPANY	UNLEADED 87	2422154	10/26/23	178.61	34443
100-43100-50212	09/05/23	BEAUDRY OIL COMPANY	ULS #2 DYED FUEL	2422153	10/26/23	1,307.28	34443
			Total For Check 34443			<u>3,858.94</u>	
Check 34444							
601-49400-50207	10/03/23	CLYDE BECHTOLD	WATER LICENSE REIMBURSEMENT	10032023	10/26/23	40.00	34444
			Total For Check 34444			<u>40.00</u>	
Check 34445							
100-43100-50403	10/05/23	BOYER FORD TRUCKS INC	MACK GU713 REAR AXEL REPAIR	093S1285.02	10/26/23	2,312.49	34445
			Total For Check 34445			<u>2,312.49</u>	
Check 34446							
100-41900-50381	10/06/23	CENTERPOINT ENERGY	GAS BILL SEPTEMBER 2023	10-2023	10/26/23	15.00	34446
100-43100-50381	10/06/23	CENTERPOINT ENERGY	GAS BILL SEPTEMBER 2023	10-2023	10/26/23	20.48	34446
			Total For Check 34446			<u>35.48</u>	
Check 34447							
100-41900-50400	10/04/23	CINTAS - 470	CITH HALL MATS	4169835064	10/26/23	133.06	34447
100-42100-50400	10/11/23	CINTAS - 470	LG BATH TOWELS	4170524205	10/26/23	16.20	34447
100-43100-50400	10/11/23	CINTAS - 470	DISPOSABLE BATHROOM MATS/UNIFORM	4170524242	10/26/23	24.20	34447
100-43100-50400	10/11/23	CINTAS - 470	LG BATH TOWELS	4170524236	10/26/23	55.12	34447
100-43100-50400	10/11/23	CINTAS - 470	CRT BLUE/SHOP TOWELS	4170524223	10/26/23	82.82	34447
100-43100-50400	10/04/23	CINTAS - 470	LG BATH TOWELS	4169835085	10/26/23	55.12	34447

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
 EXP CHECK RUN DATES 10/13/2023 - 10/26/2023
 JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34447							
100-43100-50400	10/04/23	CINTAS - 470	CRT BLUE/DISPOSABLE BATHROOM MAT	4169835065	10/26/23	38.11	34447
100-43100-50400	10/04/23	CINTAS - 470	DISPOSABLE BATHROOM MATS AND UNIFO	4169835095	10/26/23	6.00	34447
100-43100-50400	09/27/23	CINTAS - 470	LG BATH TOWEL	4169110034	10/26/23	55.12	34447
100-43100-50417	10/11/23	CINTAS - 470	UNIFORM	4170524335	10/26/23	194.17	34447
100-43100-50417	10/11/23	CINTAS - 470	DISPOSABLE BATHROOM MATS/UNIFORM	4170524242	10/26/23	32.13	34447
100-43100-50417	10/04/23	CINTAS - 470	UNIFORMS	4169835030	10/26/23	258.96	34447
100-43100-50417	10/04/23	CINTAS - 470	DISPOSABLE BATHROOM MATS AND UNIFO	4169835095	10/26/23	32.13	34447
						<u>983.14</u>	
Total For Check 34447							
Check 34448							
100-00000-22205	10/09/23	CITY OF CORCORAN	BP23-0013 STAFF PLANNER TIME SEPT	BP23-0013	10/26/23	97.50	34448
100-00000-22205	10/09/23	CITY OF CORCORAN	BP 23-0024 STAFF PLANNER TIME SEPT	BP23-0024-4	10/26/23	373.75	34448
100-00000-22205	10/09/23	CITY OF CORCORAN	BP23-0003 STAFF PLANNER TIME SEPT	BP23-0003-3	10/26/23	65.00	34448
100-00000-22205	10/09/23	CITY OF CORCORAN	BP23-0036 STAFF PLANNER TIME SEPT	BP23-0036	10/26/23	780.00	34448
100-00000-22205	10/09/23	CITY OF CORCORAN	BP22-0033 STAFF PLANNER TIME SEPT	BP22-0033.5	10/26/23	65.00	34448
100-00000-22205	10/09/23	CITY OF CORCORAN	BP22-0021 STAFF PLANNER TIME SEPT	BP22-0021	10/26/23	81.25	34448
100-00000-22205	10/12/23	CITY OF CORCORAN	BP23-0016 STAFF PLANNER TIME MAY 2	BP23-0016-6	10/26/23	32.50	34448
100-45200-50382	09/30/23	CITY OF CORCORAN	CITY PARK - 20200 CO RD 50 09/2023	09302023	10/26/23	58.35	34448
100-45200-50382	09/30/23	CITY OF CORCORAN	CITY PROPERTY WATER BILL	09/2023	10/26/23	87.53	34448
						<u>1,640.88</u>	
Total For Check 34448							
Check 34449							
100-41900-50321	10/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	10052023	10/26/23	269.18	34449
100-42100-50321	10/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	10052023	10/26/23	269.17	34449
						<u>538.35</u>	
Total For Check 34449							
Check 34450							
100-43100-50380	10/01/23	COMCAST - 930899035	INTERNET SEPTEMBER 2023	184326815	10/26/23	295.05	34450
						<u>295.05</u>	
Total For Check 34450							
Check 34451							
100-43100-50321	10/10/23	COMCAST 0044893	PHONE SERVICES 10/09/23-11/09/2023	10052023	10/26/23	128.72	34451
						<u>128.72</u>	
Total For Check 34451							
Check 34452							
100-41920-50221	10/05/23	COMPUTER INTEGRATION TECH	LENOVO LAPTOP AND DOCKING STATION	359532	10/26/23	2,206.29	34452
100-41920-50300	10/13/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR OCTOBER 2023 (360026	10/26/23	1,827.20	34452
100-41920-50300	10/13/23	COMPUTER INTEGRATION TECH	MANAGED SERVICES MONTHLY BILLING F	360428	10/26/23	885.00	34452
100-41920-50300	10/13/23	COMPUTER INTEGRATION TECH	MANAGED SERVICES MONTHLY BILLING F	360638	10/26/23	4,462.00	34452
100-41920-50300	09/30/23	COMPUTER INTEGRATION TECH	IT SUPPORT SERVICES SEPTEMBER 2023	359275	10/26/23	3,344.00	34452
100-41920-50300	10/05/23	COMPUTER INTEGRATION TECH	REMOTE SERVER SUBSCRIPTION	359541	10/26/23	1,800.00	34452
						<u>14,524.49</u>	
Total For Check 34452							
Check 34453							
100-43100-50220	10/16/23	CRYTEEL TRUCK EQUIPMENT	2020 CHEV CURRENT RACK	FP192895	10/26/23	540.00	34453
						<u>540.00</u>	
Total For Check 34453							
Check 34454							
100-41900-50210	09/30/23	CULLIGAN BOTTLED WATER	OFFICE WATER	114X93717607	10/26/23	57.33	34454
						<u>57.33</u>	
Total For Check 34454							
Check 34455							
100-43100-50300	09/30/23	EMPLOYEE RELATIONS, INC.	PW ADMIN ASST POSITION BACKGROUND	95904	10/26/23	356.27	34455
						<u>356.27</u>	
Total For Check 34455							

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34456							
601-49400-50210	10/13/23	FERGUSON WATERWORKS #2518	WATER METERS	0521452	10/26/23	332.67	34456
601-49400-50210	10/11/23	FERGUSON WATERWORKS #2518	WATER METERS	0519559	10/26/23	2,837.16	34456
Total For Check 34456						3,169.83	
Check 34457							
601-49400-50380	09/30/23	GOPHER STATE ONE CALL	SEPTEMBER 2023 SUPPORT SERVICES	3090316	10/26/23	163.35	34457
602-49450-50380	09/30/23	GOPHER STATE ONE CALL	SEPTEMBER 2023 SUPPORT SERVICES	3090316	10/26/23	163.35	34457
Total For Check 34457						326.70	
Check 34458							
100-00000-21710	10/10/23	ERIC GREGORY	2023 FSA REIMBURSEMENT	10102023	10/26/23	350.00	34458
Total For Check 34458						350.00	
Check 34459							
415-45200-50210	09/28/23	HASSAN SAND & GRAVEL	MEMORIAL GARDEN SUPPLIES - CEDAR M	171361	10/26/23	242.65	34459
Total For Check 34459						242.65	
Check 34460							
100-00000-22205-076	10/16/23	HAUGO GEOTECHNICAL SERVICES	CSAH 101 & 105TH TURN LANE IMPROVE	10939	10/26/23	1,900.00	34460
Total For Check 34460						1,900.00	
Check 34461							
100-00000-22205-128	10/05/23	HENNEPIN COUNTY ACCOUNTS REC	VIEW RECORDED DOCUMENTS	1000213375	10/26/23	5.00	34461
Total For Check 34461						5.00	
Check 34462							
100-42100-50323	10/04/23	HENNEPIN COUNTY INFO TECH	PD RADIO FLEET/MESB FEE BILILNG SE	1000213018	10/26/23	1,442.97	34462
Total For Check 34462						1,442.97	
Check 34463							
100-43100-50323	10/04/23	HENNEPIN COUNTY TREASURER	PW RADIO FLEET/MESB FEE	1000213085	10/26/23	323.88	34463
Total For Check 34463						323.88	
Check 34464							
100-00000-22205	10/16/23	IRINIA KIFYAK	ESCROW REFUND KIFYAK WETLAND DELIN	10162023	10/26/23	1,112.50	34464
Total For Check 34464						1,112.50	
Check 34465							
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	PET BARN CPA, RZ, PP, CUP 23-008	34837-2	10/26/23	1,305.00	34465
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	PET BARN CPA, RZ, PP, CUP 23-008	34837	10/26/23	744.00	34465
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	CORCORAN STORAGE II CITY FILE 23-0	34838	10/26/23	7.50	34465
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	CORCORAN STORAGE II CITY FILE 23-0	34838-2	10/26/23	1,575.25	34465
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	KARINIEMI JENSEN OSP CONCEPT FILE	34839	10/26/23	1,060.00	34465
100-00000-22205	10/12/23	LANDFORM PROFESSIONAL SERVIC	CORCORAN FARMS PUD CITY FILE 22-04	34849	10/26/23	39.50	34465
100-00000-22205	10/10/23	LANDFORM PROFESSIONAL SERVIC	HOPE CONTACT PLAN CITY FILE 22-075	34851	10/26/23	395.00	34465
100-00000-22205-009	10/09/23	LANDFORM PROFESSIONAL SERVIC	BASS LAKE CROSSING 2ND FP/FINAL PU	34819	10/26/23	282.00	34465
100-00000-22205-009	10/09/23	LANDFORM PROFESSIONAL SERVIC	BASS LAKE CROSSING FP/FPUD & DA #1	34816	10/26/23	118.50	34465
100-00000-22205-011	10/09/23	LANDFORM PROFESSIONAL SERVIC	BASS LAKE ESTATES FP AND FINAL PUD	34817	10/26/23	339.50	34465
100-00000-22205-013	10/10/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT 22-024	34847	10/26/23	355.50	34465
100-00000-22205-017	10/10/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE HIGHLANDS FP AND FPUD (C	34834	10/26/23	48.50	34465
100-00000-22205-024	10/10/23	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP SP AND VAR CITY FI	34830	10/26/23	564.00	34465
100-00000-22205-056	10/10/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 5TH FP/FPUD 22-068	34850	10/26/23	24.25	34465
100-00000-22205-056	10/10/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 3RD ADDITION FP & FPUD CITY	34833	10/26/23	160.75	34465
100-00000-22205-056	10/10/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 2ND ADDITION FP & FPUD CITY	34831	10/26/23	24.25	34465
100-00000-22205-056	10/10/23	LANDFORM PROFESSIONAL SERVIC	TAVERA FP AND FPUD CITY FILE 20-04	34827	10/26/23	48.50	34465

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34465							
100-00000-22205-062	10/09/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 7TH ADDITION FINAL PUD/FIN	34815	10/26/23	48.50	34465
100-00000-22205-075	10/10/23	LANDFORM PROFESSIONAL SERVIC	NAPA CUP & SP CITY FILE 21-004	34828	10/26/23	48.50	34465
100-00000-22205-076	10/10/23	LANDFORM PROFESSIONAL SERVIC	NELSON TRUCKING CUP CITY FILE 20-0	34825	10/26/23	142.75	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 8TH FP & FPUD CITY FILE	34842	10/26/23	24.25	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 7TH FP & FPUD CITY FILE	34835	10/26/23	436.50	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 2ND ADDITION FINAL PLAT	34822	10/26/23	151.75	34465
100-00000-22205-087	10/09/23	LANDFORM PROFESSIONAL SERVIC	ENCORE FINAL PUD & FP 18-027	34818	10/26/23	48.50	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	AMBERLEY & BELLWETHER 6TH FP & FPU	34832	10/26/23	48.50	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 5TH FP AND FINAL PUD 20	34826	10/26/23	506.50	34465
100-00000-22205-087	10/10/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 4TH FP & FPUD 20-002	34824	10/26/23	112.25	34465
100-00000-22205-098	10/10/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 3RD FILE 23-007	34836	10/26/23	79.00	34465
100-00000-22205-098	10/10/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 2ND & FPUD PROJ	34845	10/26/23	118.50	34465
100-00000-22205-110	10/10/23	LANDFORM PROFESSIONAL SERVIC	SCHERBER CUP AND SP CITY FILE 21-0	34829	10/26/23	79.00	34465
100-00000-22205-117	10/12/23	LANDFORM PROFESSIONAL SERVIC	ST THERESE FINAL PLAT CITY FILE 22	34846	10/26/23	24.25	34465
100-00000-22205-127	10/10/23	LANDFORM PROFESSIONAL SERVIC	WESTSIDE TIRE VAR, SP AND IUP CITY	34844	10/26/23	48.50	34465
100-00000-22205-132	10/12/23	LANDFORM PROFESSIONAL SERVIC	WALCOTT GLEN FP AND FPUD FILE 22-0	34848	10/26/23	230.75	34465
100-41910-50300	10/10/23	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS - PLANNER MEETINGS	34841	10/26/23	5,964.50	34465
100-41910-50300	10/10/23	LANDFORM PROFESSIONAL SERVIC	ORDINANCES UPDATES CITY FILE 23-02	34840	10/26/23	237.00	34465
601-00000-16500	10/10/23	LANDFORM PROFESSIONAL SERVIC	WATER TREATMENT FACILITY SP CITY F	34843	10/26/23	79.00	34465
Total For Check 34465						15,520.50	
Check 34466							
100-43100-50223	09/29/23	LOBERG ELECTRIC INC	SWIVEL PHOTO CELL	29554	10/26/23	205.00	34466
Total For Check 34466						205.00	
Check 34467							
100-41600-50300	10/04/23	MADDEN, GALANTER, HANSEN LLP	ARBITRATION & ADMINISTRATIVE HEARI	10042023	10/26/23	292.50	34467
100-41600-50300	10/04/23	MADDEN, GALANTER, HANSEN LLP	LABOR RELATION SERVICES SEPTEMBER	10.04.2023	10/26/23	1,075.00	34467
Total For Check 34467						1,367.50	
Check 34468							
601-49400-50310	10/12/23	CITY OF MAPLE GROVE	3RD QUARTER WATER USAGE	09082023	10/26/23	777.77	34468
Total For Check 34468						777.77	
Check 34469							
100-42100-50200	10/03/23	MENARDS MAPLE GROVE	BATTERIES	23263	10/26/23	28.16	34469
100-45200-50210	10/06/23	MENARDS MAPLE GROVE	LED LIGHT/METAL HALIDE	23430	10/26/23	41.57	34469
Total For Check 34469						69.73	
Check 34470							
100-43100-50403	09/07/23	MILLER CHEVROLET	CHEV SILVERADO (1901) VEHICLE REPA	CTCS710423	10/26/23	618.51	34470
100-43100-50403	09/14/23	MILLER CHEVROLET	2011 SEIRRA HUB	180741	10/26/23	550.00	34470
Total For Check 34470						1,168.51	
Check 34471							
100-42100-50210	10/05/23	MOTOROLA SOLUTIONS INC	BODY CAMERA	8281731789	10/26/23	396.00	34471
100-42100-50403	10/05/23	MOTOROLA SOLUTIONS INC	BODY CAMERA	8281731789	10/26/23	400.00	34471
Total For Check 34471						796.00	
Check 34472							
100-43100-50220	10/13/23	NAPA AUTO PARTS - Corcoran	WRENCH/OIL FILTER	500102	10/26/23	110.22	34472
100-43121-50224	10/05/23	NAPA AUTO PARTS - Corcoran	FLOOR ABSORBENT - 37LB BAG	498569	10/26/23	322.25	34472
Total For Check 34472						432.47	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34473							
100-00000-21710	10/16/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	10162023	10/26/23	192.31	34473
100-41910-50207	10/10/23	NATALIE DAVIS MCKEOWN	TRAINING REIMBURSEMENT	10102023	10/26/23	292.72	34473
						<u>485.03</u>	
Total For Check 34473							
Check 34474							
100-00000-15500	10/16/23	NW HENNEPIN LEAGUE OF MUNICI	2024 MEMBER DUES NW HENNEPIN LEAGU	2024	10/26/23	200.00	34474
						<u>200.00</u>	
Total For Check 34474							
Check 34475							
100-41900-50210	09/27/23	ODP BUSINESS SOLUTIONS, LLC	PAPER TOWEL	333406389001	10/26/23	125.44	34475
						<u>125.44</u>	
Total For Check 34475							
Check 34476							
100-00000-21710	10/18/23	MIKE PRITCHARD	FSA REIMBURSEMENT	100182023	10/26/23	748.00	34476
						<u>748.00</u>	
Total For Check 34476							
Check 34477							
100-41900-50380	09/30/23	REPUBLIC SERVICES	CITY HALL GARBARGE SEPTEMBER 2023	0894-006408838	10/26/23	263.05	34477
100-43100-50380	09/30/23	REPUBLIC SERVICES	PUBLIC WORKS GARBARGE SEPTEMBER 202	0894-006409692	10/26/23	141.64	34477
100-43201-50300	09/30/23	REPUBLIC SERVICES	CITY RECYCLING SEPTEMBER 2023	0894-006404620	10/26/23	872.09	34477
100-45200-50380	09/30/23	REPUBLIC SERVICES	WILDFLOWER PARK GARBARGE SEPTEMBER	0894-006410856	10/26/23	70.82	34477
100-45200-50380	09/30/23	REPUBLIC SERVICES	CITY PARK GARBARGE SEPTEMBER 2023	0894-006408686	10/26/23	184.26	34477
						<u>1,531.86</u>	
Total For Check 34477							
Check 34478							
601-00000-16500	10/14/23	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT	227704426 PAY 5	10/26/23	389,325.00	34478
601-00000-20610	10/14/23	RICE LAKE CONSTRUCTION GROUP	NE WATER SUPPLY - WATER TREATMENT	227704426 PAY 5	10/26/23	8,250.00	34478
						<u>397,575.00</u>	
Total For Check 34478							
Check 34479							
100-43100-50300	10/02/23	ST MICHAEL SPINAL REHAB CENT	DOT PHYSICAL	10022023	10/26/23	95.00	34479
						<u>95.00</u>	
Total For Check 34479							
Check 34480							
100-42100-50417	10/09/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM SHIRT - BOHLSEN	I1658936	10/26/23	129.98	34480
						<u>129.98</u>	
Total For Check 34480							
Check 34481							
100-42100-50403	09/19/23	SUBURBAN TIRE WHOLESALE INC	SQUAD 569 TIRES	10196417	10/26/23	632.00	34481
						<u>632.00</u>	
Total For Check 34481							
Check 34482							
100-43100-50321	09/21/23	T-MOBILE	CELL SERVICES	09212023	10/26/23	307.57	34482
						<u>307.57</u>	
Total For Check 34482							
Check 34483							
100-45200-50221	08/30/23	TWIN CITY SEED CO.	RESILIENCE BRAND TURF	55210	10/26/23	120.00	34483
						<u>120.00</u>	
Total For Check 34483							
Check 34484							
100-41910-50207	10/09/23	CREDIT CARD PURCHASES	SENSIBLE LAND USE COALITION TRAINI	10-09-2023	10/26/23	58.00	34484
100-42100-50207	10/01/23	BCA TRAINING	BCA TRAINING - LAWSON	10032023	10/26/23	200.00	34484
100-42100-50207	09/28/23	CREDIT CARD PURCHASES	FALL PLEAA TRAINING	09282023	10/26/23	82.40	34484
100-42100-50207	10/10/23	CREDIT CARD PURCHASES	TRAINING MEALS	10102023	10/26/23	154.64	34484
100-42100-50207	10/13/23	CREDIT CARD PURCHASES	TRAINING MEAL	89	10/26/23	27.22	34484

INVOICE GL DISTRIBUTION REPORT FOR CITY OF CORCORAN
EXP CHECK RUN DATES 10/13/2023 - 10/26/2023
JOURNALIZED
PAID - CHECK TYPE: PAPER CHECK
CHECK REGISTER - COUNCIL

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34484							
100-42100-50207	10/15/23	CREDIT CARD PURCHASES	TRAINING MEAL - GOTTSCHALK	10152023	10/26/23	17.56	34484
100-42100-50207	10/16/23	CREDIT CARD PURCHASES	TRAINING MEAL - GOTTSCHALK	246	10/26/23	23.61	34484
100-42100-50207	10/16/23	CREDIT CARD PURCHASES	TRAINING MEAL	5801	10/26/23	28.56	34484
100-42100-50207	10/10/23	CREDIT CARD PURCHASES	TRAINING MEAL	97043651	10/26/23	122.48	34484
100-42100-50207	10/11/23	CREDIT CARD PURCHASES	TRAINING MEAL	97080329	10/26/23	151.00	34484
100-42100-50207	10/17/23	CREDIT CARD PURCHASES	TRAINING MEAL	5261	10/26/23	26.56	34484
100-42100-50207	10/11/23	CREDIT CARD PURCHASES	TRAINING - ICE	2435	10/26/23	5.68	34484
100-42100-50207	10/12/23	CREDIT CARD PURCHASES	TRAINING TRAVEL FEE - GOTTSCHALK	H796W3	10/26/23	30.00	34484
100-42100-50207	10/14/23	CREDIT CARD PURCHASES	TRAINING MEAL - GOTTSCHALK	81 10-14-2023	10/26/23	28.54	34484
100-42100-50207	10/14/23	CREDIT CARD PURCHASES	TRAINING MEAL - GOTTSCHALK	087268	10/26/23	41.47	34484
100-42100-50300	10/09/23	FLEETIO	SHIFT SCHEDULING 10/09/23-11/09/23	647421	10/26/23	60.00	34484
100-43100-50225	10/10/23	CREDIT CARD PURCHASES	INNER CLAW GRAPPLE	90231	10/26/23	1,188.80	34484
202-42100-50210	07/21/23	CREDIT CARD PURCHASES	NITE TO UNITE FOOD PERMIT	1215486	10/26/23	96.00	34484
Total For Check 34484						2,342.52	
Check 34485							
100-41900-50321	09/26/23	VERIZON WIRELESS	PD/CH CELL PHONE 08/27/23-09/26/23	9945373414	10/26/23	210.65	34485
100-42100-50321	09/26/23	VERIZON WIRELESS	PD/CH CELL PHONE 08/27/23-09/26/23	9945373414	10/26/23	1,594.43	34485
100-42100-50323	09/26/23	VERIZON WIRELESS	PD/CH CELL PHONE 08/27/23-09/26/23	9945373414	10/26/23	480.12	34485
Total For Check 34485						2,285.20	
Check 34486							
601-49400-50300	10/16/23	WATER LABORATORIES, INC.	COLIFORM TEST	83984	10/26/23	36.00	34486
Total For Check 34486						36.00	
Check 34487							
100-00000-22205	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	307.61	34487
100-00000-22205-007	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	277.83	34487
100-00000-22205-056	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	548.84	34487
100-00000-22205-065	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	1,102.88	34487
100-00000-22205-087	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	505.40	34487
100-00000-22205-098	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	217.46	34487
100-00000-22205-132	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	64.20	34487
100-41900-50381	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	1,769.85	34487
100-42151-50381	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	60.95	34487
100-43100-50381	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	195.41	34487
100-45200-50381	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	90.30	34487
601-49400-50380	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	74.58	34487
602-49450-50380	10/10/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	35030825723	10/26/23	262.22	34487
Total For Check 34487						5,477.53	
Check 34488							
100-45100-50210	07/31/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL JULY 2023	I17538	10/26/23	391.00	34488
100-45100-50210	07/10/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL JUNE 2023	I17219	10/26/23	391.00	34488
100-45100-50210	05/02/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL MAY 2023	I16746	10/26/23	391.00	34488
100-45100-50210	05/02/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL APRIL 2023	I16037	10/26/23	97.75	34488
202-42100-50210	08/14/23	WRUCK SEWER & PORTABLE RENTA	NIGHT TO UNITE PORTABLE RENTAL	I17756	10/26/23	800.00	34488
202-42100-50210	08/14/23	WRUCK SEWER & PORTABLE RENTA	COUNTRY DAZE - PARK PORTABLE RENTA	I17755	10/26/23	3,040.00	34488
Total For Check 34488						5,110.75	
Check 34489							
100-43100-50381	10/05/23	XCEL ENERGY	9700 CTY RD 19 STREET LIGHT	847837378	10/26/23	28.76	34489
Total For Check 34489						28.76	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34490 100-00000-22205-087	10/03/23	XCEL ENERGY	BELLWETHER - STREET LIGHTS	847367447	10/26/23	372.23	34490
			Total For Check 34490			<u>372.23</u>	
Check 34491 100-42400-50207	10/09/23	SHAWNA ZUTHER	TRAINING MILEAGE REIMBURSEMENT	10092023	10/26/23	151.96	34491
			Total For Check 34491			<u>151.96</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			273,844.63
			Fund 202 CITY COMMUNITY EVENTS			3,936.00
			Fund 415 PARK CAPITAL FUND			242.65
			Fund 601 WATER			401,915.53
			Fund 602 SEWER			425.57
			Total For All Funds:			<hr/> 680,364.38



Memo

To: Kevin Mattson, PE, PW Director From: Ash Hammerbeck, PE
Steve Hegland, PE
Project/File: 227704426 Date: October 14, 2023

Subject: Corcoran WTP - Pay Application #5

Council Action Requested

Staff is recommending Council to approve Pay Application #5 for the Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$397,575.00.

Summary

Rice Lake continued work on the project including surveying, structural testing, clearwell walls and reinforcing steel, backwash tank walls and reinforcing steel, leak testing, and obtaining the necessary utilities and materials. This pay request is for the work performed through 9/30/2023.

The signed payment request form and pay application is attached for review.

Total Contract Value to Date	\$ 16,728,200.00
Work Completed to Date	\$ \$2,479,352.64
5% Retainage	\$123,967.63
Amount Paid to Date	\$1,957,810.01
Total Pay App #3	\$397,575.00

Engineer's Recommendation

We have reviewed the request and recommend approving Pay Application #5 to Rice Lake Construction Group in the amount of \$397,575.00 for the work completed and materials stored to date.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 10 PAGES

TO OWNER: City of Corcoran
8200 County Road 116
Corcoran, MN 55340

PROJECT: WTP

APPLICATION NO: 5

Distribution to:

- OWNER
- ENGINEER
- CONTRACTOR
- RURAL DEVELOPMENT

FROM CONTRACTOR: Rice Lake
Construction Group

VIA ENGINEER: Stantec

PERIOD TO: 09/30/23

PROJECT NOS: 227704426

CONTRACT FOR: City of Corcoran WTP

CONTRACT DATE: 01.26.23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	16,728,200.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	16,728,200.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	2,479,352.64
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	123,967.63
Total in Column I of G703		
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	2,355,385.01
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 5+6 from prior Certificate)	\$	\$1,957,810.01
8. CURRENT PAYMENT DUE	\$	397,575.00
9. BALANCE TO FINISH, NOT INCLUDING RETAINAGE (Line 3 less Line 4)	\$	14,248,847.36

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

APPROVED BY OWNER _____

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: **Mark Hinsz** Digitally signed by Mark Hinsz
DN: C=US, E=mark_hinsz@ricelake.org, O=Rice Lake Construction Group, CN=Mark Hinsz
Date: 2023.10.11 07:34:06-05'00'
State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires:

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ **397,575.00**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:

By: **Ash Hammerbeck** Digitally signed by Ash Hammerbeck
DN: C=US, E=ash.hammerbeck@stantec.com, CN=Ash Hammerbeck
Date: 2023.10.11 06:33:05'00'

This Certificate is not negotiable. AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

ACCEPTED BY AGENCY _____

CONTINUATION SHEET			AIA DOCUMENT G703								
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.							APPLICATION NO:		5		
In tabulations below, amounts are stated to the nearest dollar.							APPLICATION DATE:		10/11/23		
Use Column I on Contracts where variable retainage for line items may apply.							PERIOD TO:		09/30/23		
							ENGINEER'S PROJECT NO:		173420014		
A	B	C	D		E	F		G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			MATERIALS		TOTAL	%	BALANCE	RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		PRESENTLY STORED	AND STORED		(G ÷ C)	TO FINISH	(IF VARIABLE RATE)
			(D + E)			(NOT IN D OR E)		TO DATE (D+E+F)		(C - G)	
1	Insurance	\$100,000.00	\$100,000.00					\$100,000.00	100.00%		
2	Bonds	\$100,000.00	\$100,000.00					\$100,000.00	100.00%		
3	Mobilization	\$350,000.00	\$350,000.00					\$350,000.00	100.00%		
4	Demobilization	\$50,000.00								\$50,000.00	
5	Supervision	\$220,000.00	\$40,000.00	\$20,000.00				\$60,000.00	27.27%	\$160,000.00	
6	Layout/Surveying	\$15,000.00	\$5,500.00	\$500.00				\$6,000.00	40.00%	\$9,000.00	
7	Testing	\$25,000.00	\$4,000.00	\$2,000.00				\$6,000.00	24.00%	\$19,000.00	
8	Temporary Facilities	\$20,000.00	\$4,000.00	\$1,000.00				\$5,000.00	25.00%	\$15,000.00	
9	Winter Conditions	\$50,000.00								\$50,000.00	
10	Safety	\$10,000.00	\$1,500.00	\$500.00				\$2,000.00	20.00%	\$8,000.00	
11	Weekly Cleanup (Labor)	\$10,000.00	\$1,500.00	\$500.00				\$2,000.00	20.00%	\$8,000.00	
12	Weekly Cleanup (Material)	\$10,000.00	\$1,500.00	\$500.00				\$2,000.00	20.00%	\$8,000.00	
13	Final Facility Cleaning (L & M)	\$5,000.00								\$5,000.00	
14	Disinfection (L & M)	\$15,000.00								\$15,000.00	
15	Final System Startup	\$5,000.00								\$5,000.00	
16	Allowances	\$50,000.00								\$50,000.00	
17	Capital Purchase Agency Agreement Compliance	\$1,000.00								\$1,000.00	
18	Facility Record Documents	\$500.00								\$500.00	
19	Building Earthwork (L & M)	\$450,000.00	\$225,000.00					\$225,000.00	50.00%	\$225,000.00	
20	Watertightness Testing (L&M)	\$20,000.00		\$4,000.00				\$4,000.00	20.00%	\$16,000.00	
21	Structural Testing & Special Inspections (L&M)	\$25,000.00	\$3,000.00	\$2,000.00				\$5,000.00	20.00%	\$20,000.00	
22	Concrete: General Conditions (L)	\$100,000.00	\$25,000.00	\$15,000.00				\$40,000.00	40.00%	\$60,000.00	
23	Concrete: General Conditions (M)	\$100,000.00	\$25,000.00	\$15,000.00				\$40,000.00	40.00%	\$60,000.00	
24	Footings (L)	\$15,000.00								\$15,000.00	
25	Footings (M)	\$25,000.00								\$25,000.00	
26	Waterstop (L)	\$20,000.00	\$3,000.00	\$3,500.00				\$6,500.00	32.50%	\$13,500.00	
27	Waterstop (M)	\$20,000.00	\$10,500.00	\$2,500.00				\$13,000.00	65.00%	\$7,000.00	
28	Detention Tank Walls (L)	\$80,000.00								\$80,000.00	
29	Detention Tank Walls (M)	\$80,000.00								\$80,000.00	
30	Detention Tank Base Slab (L)	\$70,000.00								\$70,000.00	
31	Detention Tank Base Slab (M)	\$70,000.00								\$70,000.00	
32	Filter Room Base Slab (L)	\$90,000.00	\$90,000.00					\$90,000.00	100.00%		
33	Filter Room Base Slab (M)	\$90,000.00	\$90,000.00					\$90,000.00	100.00%		
34	Filter Room Walls (L)	\$70,000.00	\$15,000.00					\$15,000.00	21.43%	\$55,000.00	
35	Filter Room Walls (M)	\$70,000.00	\$15,000.00					\$15,000.00	21.43%	\$55,000.00	
36	Lower Level Base Slab (L)	\$130,000.00	\$130,000.00					\$130,000.00	100.00%		
37	Lower Level Base Slab (M)	\$130,000.00	\$130,000.00					\$130,000.00	100.00%		

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)	%		
38	Main Level Base Slab (L)	\$90,000.00						\$90,000.00	
39	Main Level Base Slab (M)	\$90,000.00						\$90,000.00	
40	Main Level Walls (L)	\$80,000.00						\$80,000.00	
41	Main Level Walls (M)	\$80,000.00						\$80,000.00	
42	Upper Level Concrete Decks (L)	\$130,000.00						\$130,000.00	
43	Upper Level Concrete Decks (M)	\$130,000.00						\$130,000.00	
44	Topping Slabs (L)	\$40,000.00						\$40,000.00	
45	Topping Slabs (M)	\$40,000.00						\$40,000.00	
46	Sidewalks (L & M)	\$10,000.00						\$10,000.00	
47	Misc. Walls (L)	\$5,000.00						\$5,000.00	
48	Misc. Walls (M)	\$5,000.00						\$5,000.00	
49	Building Reinforcing Steel (L)	\$60,000.00						\$60,000.00	
50	Building Reinforcing Steel (M)	\$60,000.00	\$20,000.00			\$20,000.00	33.33%	\$40,000.00	
51	Precast Plank -- (L)	\$25,000.00						\$25,000.00	
52	Precast Plank -- (M)	\$100,000.00						\$100,000.00	
53	Rub/Patch Walls (L & M)	\$40,000.00	\$1,000.00	\$1,000.00		\$2,000.00	5.00%	\$38,000.00	
54	Misc. Concrete (L & M)	\$5,000.00						\$5,000.00	
55	Water Cure (L & M)	\$5,000.00	\$1,000.00	\$500.00		\$1,500.00	30.00%	\$3,500.00	
56	Clearwell Bottom Slab (L)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
57	Clearwell Bottom Slab (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
58	Clearwell Walls (L)	\$80,000.00	\$15,000.00	\$50,000.00		\$65,000.00	81.25%	\$15,000.00	
59	Clearwell Walls (M)	\$80,000.00	\$15,000.00	\$50,000.00		\$65,000.00	81.25%	\$15,000.00	
60	Clearwell Deck (L)	\$80,000.00						\$80,000.00	
61	Clearwell Deck (M)	\$80,000.00						\$80,000.00	
62	Clearwell Reinforcing Steel (L)	\$60,000.00	\$25,000.00	\$15,000.00		\$40,000.00	66.67%	\$20,000.00	
63	Clearwell Reinforcing Steel (M)	\$60,000.00	\$40,000.00	\$20,000.00		\$60,000.00	100.00%		
64	Backwash Tank Bottom Slab (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
65	Backwash Tank Bottom Slab (M)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
66	Backwash Tank Walls (L)	\$70,000.00	\$15,000.00	\$55,000.00		\$70,000.00	100.00%		
67	Backwash Tank Walls (M)	\$70,000.00	\$15,000.00	\$55,000.00		\$70,000.00	100.00%		
68	Backwash Tank Deck (L)	\$50,000.00						\$50,000.00	
69	Backwash Tank Deck (M)	\$50,000.00						\$50,000.00	
70	Backwash Tank Reinforce Steel (L)	\$40,000.00	\$15,000.00	\$15,000.00		\$30,000.00	75.00%	\$10,000.00	
71	Backwash Tank Reinforce Steel(M)	\$40,000.00	\$25,000.00	\$15,000.00		\$40,000.00	100.00%		
72	Concrete Outfall Structure (L)	\$5,000.00						\$5,000.00	
73	Concrete Outfall Structure (M)	\$5,000.00						\$5,000.00	
74	Masonry: General Conditions (L)	\$15,000.00						\$15,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
75	Masonry: General Conditions (M)	\$125,000.00						\$125,000.00	
76	Masonry: Exterior (L)	\$225,000.00						\$225,000.00	
77	Masonry: Exterior (M)	\$150,000.00						\$150,000.00	
78	Cavity Wall Insulation (L)	\$10,000.00						\$10,000.00	
79	Cavity Wall Insulation (M)	\$10,000.00						\$10,000.00	
80	Masonry: Interior (L)	\$65,000.00						\$65,000.00	
81	Masonry: Interior (M)	\$65,000.00						\$65,000.00	
82	Metals: General Conditions (L)	\$15,000.00						\$15,000.00	
83	Metals: General Conditions (M)	\$175,000.00						\$175,000.00	
84	Exterior Handrails/Stairs/Ladders (L & M)	\$25,000.00						\$25,000.00	
85	Interior Handrails/Stairs/Ladders (L&M)	\$45,000.00						\$45,000.00	
86	Metal Grating (L)	\$25,000.00						\$25,000.00	
87	Misc. Metals (L)	\$25,000.00						\$25,000.00	
88	Interior Access Hatches (L & M)	\$5,000.00						\$5,000.00	
89	Exterior Access Hatches (L & M)	\$5,000.00						\$5,000.00	
90	Wood Trusses (L)	\$20,000.00						\$20,000.00	
91	Wood Trusses (M)	\$30,000.00						\$30,000.00	
92	Rough Carpentry (L)	\$65,000.00						\$65,000.00	
93	Rough Carpentry (M)	\$35,000.00						\$35,000.00	
94	Finish Carpentry (L)	\$15,000.00						\$15,000.00	
95	Finish Carpentry (M)	\$15,000.00						\$15,000.00	
96	Plastic Fabrication (L)	\$1,500.00						\$1,500.00	
97	Plastic Fabrication (M)	\$1,500.00						\$1,500.00	
98	Fiberglass Grating (L)	\$8,500.00						\$8,500.00	
99	Fiberglass Grating (M)	\$25,000.00						\$25,000.00	
100	Dampproofing (L & M)	\$45,000.00						\$45,000.00	
101	Membrane Waterproofing (L&M)	\$125,000.00						\$125,000.00	
102	Fluid Applied Waterproofing (L & M)	\$45,000.00						\$45,000.00	
103	Clearwell Insulation (L & M)	\$35,000.00						\$35,000.00	
104	Backwash Tank Insulation (L & M)	\$35,000.00						\$35,000.00	
105	Building Perimeter Insulation (L & M)	\$35,000.00						\$35,000.00	
106	Translucent Wall Panels (L & M)	\$45,000.00						\$45,000.00	
107	Fiber Cement Siding (L&M)	\$45,000.00						\$45,000.00	
108	TPO Roofing (L&M)	\$181,000.00						\$181,000.00	
109	Firestopping (L & M)	\$5,000.00						\$5,000.00	
110	Metal Roofing (L & M)	\$125,000.00						\$125,000.00	
111	Metal Roofing Flashing & Trim (L&M)	\$15,000.00						\$15,000.00	

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APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
112	Snow Retention System (L&M)	\$5,000.00						\$5,000.00	
113	Joint Sealers (L & M)	\$35,000.00						\$35,000.00	
114	Steel Doors and Frames (L)	\$25,000.00						\$25,000.00	
115	Steel Doors and Frames (M)	\$45,000.00						\$45,000.00	
116	FRP Doors and Frames (L)	\$7,000.00						\$7,000.00	
117	FRP Doors and Frames (M)	\$45,000.00						\$45,000.00	
118	Door Hardware (L&M)	\$20,000.00						\$20,000.00	
119	Overhead Doors (L&M)	\$27,000.00						\$27,000.00	
120	Painting (L&M)	\$264,000.00						\$264,000.00	
121	Windows (L & M)	\$25,000.00						\$25,000.00	
122	Gypsum Drywall (L & M)	\$5,000.00						\$5,000.00	
123	Acoustical Ceilings (L & M)	\$3,500.00						\$3,500.00	
124	Floor Treatment (L&M)	\$1,500.00						\$1,500.00	
125	Concrete and Masonry Sealer (L)	\$1,500.00						\$1,500.00	
126	Concrete and Masonry Sealer (M)	\$1,500.00						\$1,500.00	
127	Painting (L)	\$500.00						\$500.00	
128	Painting (M)	\$500.00						\$500.00	
129	Louvers/Vents (L & M)	\$13,000.00						\$13,000.00	
130	Signs (L & M)	\$5,000.00						\$5,000.00	
131	Subgrade Preparation (L)	\$15,000.00						\$15,000.00	
132	Aggregate Base (L & M)	\$25,000.00						\$25,000.00	
133	Site Preparation (L & M)	\$15,000.00						\$15,000.00	
134	Underground Water Main (L & M)	\$350,000.00						\$350,000.00	
135	Water Main Valves and Hydrant (L & M)	\$35,000.00						\$35,000.00	
136	Storm Sewer (L&M)	\$125,000.00						\$125,000.00	
137	Sanitary Sewer (L & M)	\$350,000.00						\$350,000.00	
138	Irrigation (L&M)	\$25,000.00						\$25,000.00	
139	Dewatering (L&M)	\$50,000.00						\$50,000.00	
140	Erosion & Sediment Control (L&M)	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		
141	Riprap (L&M)	\$5,000.00						\$5,000.00	
142	Flexible Paving (L&M)	\$95,000.00						\$95,000.00	
143	Concrete Paving (L&M)	\$35,000.00						\$35,000.00	
144	Concrete Curb & Gutter (L&M)	\$25,000.00						\$25,000.00	
145	Pavement Markings (L&M)	\$2,000.00						\$2,000.00	
146	Fences & Gates (L&M)	\$20,000.00						\$20,000.00	
147	Seeding & Restoration (L&M)	\$35,000.00						\$35,000.00	
148	Vegetation Establishment & Maintenance (L&M)	\$5,000.00						\$5,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
149	Plants (L&M)	\$35,000.00						\$35,000.00	
150	Filter Equipment (L)	\$50,000.00						\$50,000.00	
151	Filter Equipment (M)	\$850,000.00	\$70,352.64			\$70,352.64	8.28%	\$779,647.36	
152	Filter Controls (L)	\$50,000.00						\$50,000.00	
153	Filter Controls (M)	\$50,000.00						\$50,000.00	
154	Filter System Startup	\$2,500.00						\$2,500.00	
155	Filter Equipment O&M's	\$500.00						\$500.00	
156	High Service Pumps (L)	\$15,000.00						\$15,000.00	
157	High Service Pumps (M)	\$150,000.00						\$150,000.00	
158	High Service Pumps O&M's	\$500.00						\$500.00	
159	High Service Pumps Testing and Startup	\$2,500.00						\$2,500.00	
160	Backwash Pump (L)	\$5,000.00						\$5,000.00	
161	Backwash Pump (M)	\$55,000.00						\$55,000.00	
162	Backwash Pump Testing and Startup	\$2,500.00						\$2,500.00	
163	Backwash Pump O&M's	\$500.00						\$500.00	
164	Well Pump (L)	\$5,000.00						\$5,000.00	
165	Well Pump (M)	\$45,000.00						\$45,000.00	
166	Well Pump Testing and Startup	\$5,000.00						\$5,000.00	
167	Well Pump O&M's	\$500.00						\$500.00	
168	Valve Vault (L)	\$15,000.00						\$15,000.00	
169	Valve Vault (M)	\$15,000.00						\$15,000.00	
170	Pre-Engineered Building (L)	\$15,000.00						\$15,000.00	
171	Pre-Engineered Building (M)	\$450,000.00						\$450,000.00	
172	Submersible Pumps (L)	\$5,000.00						\$5,000.00	
173	Submersible Pumps (M)	\$20,000.00						\$20,000.00	
174	Submersible Pumps Testing and Startup	\$500.00						\$500.00	
175	Submersible Pumps O&M's	\$250.00						\$250.00	
176	Potassium Permanganate Feed Equipment (L)	\$5,000.00						\$5,000.00	
177	Potassium Permanganate Equipment (M)	\$20,000.00						\$20,000.00	
178	Potassium Permanganate Feed Equipment Startup	\$1,000.00						\$1,000.00	
179	Potassium Permanganate Equipment O&M's	\$500.00						\$500.00	
180	Chlorine Gas Feed Equipment (L)	\$5,000.00						\$5,000.00	
181	Chlorine Gas Equipment (M)	\$20,000.00						\$20,000.00	
182	Chlorine Gas Feed Equipment Startup	\$1,000.00						\$1,000.00	
183	Chlorine Gas Equipment O&M's	\$500.00						\$500.00	
184	Polyphosphate Feed Equipment (L)	\$5,000.00						\$5,000.00	
185	Polyphosphate Feed Equipment (M)	\$20,000.00						\$20,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
186	Polyphosphate Feed Equipment Startup	\$1,000.00						\$1,000.00	
187	Polyphosphate Feed Equipment O&M's	\$500.00						\$500.00	
188	Fluoride Feed Equipment (L)	\$5,000.00						\$5,000.00	
189	Fluoride Feed Equipment (M)	\$20,000.00						\$20,000.00	
190	Fluoride Feed Equipment Startup	\$1,000.00						\$1,000.00	
191	Fluoride Feed Equipment O&M's	\$500.00						\$500.00	
192	Initial Supply of Chemicals (L&M)	\$15,000.00						\$15,000.00	
193	Blower (L)	\$5,000.00						\$5,000.00	
194	Blower (M)	\$35,000.00						\$35,000.00	
195	Blower Startup	\$1,000.00						\$1,000.00	
196	Blower O&M's	\$500.00						\$500.00	
197	Blower Vibration Tests	\$250.00						\$250.00	
198	Cranes, Hoists, Lifting Hooks (L&M)	\$5,000.00						\$5,000.00	
199	Window Treatments (L & M)	\$500.00						\$500.00	
200	Lab Furniture (L & M)	\$1,000.00						\$1,000.00	
201	Magnetic Flow Meters (L&M)	\$5,000.00						\$5,000.00	
202	Magnetic Flow Meters Startup	\$500.00						\$500.00	
203	Magnetic Flow Meters O&M's	\$500.00						\$500.00	
204	Mechanical: General Conditions	\$50,000.00						\$50,000.00	
205	Metallic Process Pipe/Fittings (L)	\$850,000.00	\$15,000.00	\$5,000.00		\$20,000.00	2.35%	\$830,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00	\$60,000.00	\$45,000.00		\$105,000.00	4.42%	\$2,270,000.00	
207	Plastic Process Piping/Fittings (M)	\$150,000.00						\$150,000.00	
208	Plastic Process Piping/Fittings (M)	\$150,000.00						\$150,000.00	
209	Pipe Identification (L)	\$5,000.00						\$5,000.00	
210	Pipe Identification (M)	\$5,000.00						\$5,000.00	
211	Valves and Accessories (L)	\$25,000.00						\$25,000.00	
212	Valves and Accessories (M)	\$85,000.00						\$85,000.00	
213	Gauges (L)	\$5,000.00						\$5,000.00	
214	Gauges (M)	\$5,000.00						\$5,000.00	
215	Record Plan Process Drawings	\$250.00						\$250.00	
216	Pipe Insulation (L & M)	\$35,000.00						\$35,000.00	
217	Sanitary Below Ground (L)	\$45,000.00	\$2,500.00			\$2,500.00	5.56%	\$42,500.00	
218	Sanitary Below Ground (M)	\$45,000.00	\$2,500.00			\$2,500.00	5.56%	\$42,500.00	
219	Sanitary Above Ground (L)	\$55,000.00						\$55,000.00	
220	Sanitary Above Ground (M)	\$55,000.00						\$55,000.00	
221	Facility Storm Drainage (L)	\$35,000.00						\$35,000.00	
222	Facility Storm Drainage (M)	\$35,000.00						\$35,000.00	

CONTINUATION SHEET			AIA DOCUMENT G703							
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.					APPLICATION NO:		5			
In tabulations below, amounts are stated to the nearest dollar.					APPLICATION DATE:		10/11/23			
Use Column I on Contracts where variable retainage for line items may apply.					PERIOD TO:		09/30/23			
					ENGINEER'S PROJECT NO:		173420014			
A	B	C	D		F	G		H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION	THIS PERIOD	(NOT IN D OR E)	TO DATE (D+E+F)				
			(D + E)							
223	Water Piping (L)	\$45,000.00						\$45,000.00		
224	Water Piping (M)	\$45,000.00						\$45,000.00		
225	Clean-Outs (L)	\$2,500.00						\$2,500.00		
226	Clean-Outs (M)	\$2,500.00						\$2,500.00		
227	Floor Drains (L)	\$5,000.00	\$1,000.00			\$1,000.00	20.00%	\$4,000.00		
228	Floor Drains (M)	\$15,000.00	\$3,000.00			\$3,000.00	20.00%	\$12,000.00		
229	Wall Hydrants (L)	\$5,000.00						\$5,000.00		
230	Wall Hydrants (M)	\$5,000.00						\$5,000.00		
231	Plumbing Fixtures (L)	\$5,000.00						\$5,000.00		
232	Plumbing Fixtures (M)	\$15,000.00						\$15,000.00		
233	Sump Pumps (L)	\$15,000.00	\$7,500.00			\$7,500.00	50.00%	\$7,500.00		
234	Sump Pumps (M)	\$25,000.00	\$12,500.00			\$12,500.00	50.00%	\$12,500.00		
235	Water Heaters (L)	\$5,000.00						\$5,000.00		
236	Water Heaters (M)	\$25,000.00						\$25,000.00		
237	Sample Taps, Lines and Valves (L)	\$5,000.00						\$5,000.00		
238	Sample Taps, Lines and Valves (M)	\$5,000.00						\$5,000.00		
239	Record Plumbing Drawings	\$250.00						\$250.00		
240	Sheet Metal (L)	\$155,000.00						\$155,000.00		
241	Sheet Metal (M)	\$25,000.00						\$25,000.00		
242	Chimneys (L)	\$5,000.00						\$5,000.00		
243	Chimneys (M)	\$5,000.00						\$5,000.00		
244	Dampers (L)	\$5,000.00						\$5,000.00		
245	Dampers (M)	\$5,000.00						\$5,000.00		
246	Duct Insulation (L & M)	\$25,000.00						\$25,000.00		
247	Grilles/Registers/Diffusers (L)	\$5,000.00						\$5,000.00		
248	Grilles/Registers/Diffusers (M)	\$5,000.00						\$5,000.00		
249	Fans (L)	\$5,000.00						\$5,000.00		
250	Fans (M)	\$5,000.00						\$5,000.00		
251	Fans Startup	\$250.00						\$250.00		
252	Fans O & M Manuals	\$250.00						\$250.00		
253	Rooftop Units (L)	\$5,000.00						\$5,000.00		
254	Rooftop Units (M)	\$25,000.00						\$25,000.00		
255	Unit Heaters (L)	\$5,000.00						\$5,000.00		
256	Unit Heaters (M)	\$25,000.00						\$25,000.00		
257	Unit Heaters Startup	\$250.00						\$250.00		
258	Unit Heaters O & M Manuals	\$250.00						\$250.00		
259	Dehumidifier (L)	\$50.00						\$50.00		

CONTINUATION SHEET

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APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
260	Dehumidifier (M)	\$50.00						\$50.00	
261	Dehumidifier O&M's	\$50.00						\$50.00	
262	Dehumidifier Start Up	\$50.00						\$50.00	
263	Temperature Control (L & M)	\$15,000.00						\$15,000.00	
264	Temperature Controls Startup	\$5,000.00						\$5,000.00	
265	Temperature Controls O&M's	\$250.00						\$250.00	
266	Record HVAC Drawings	\$250.00						\$250.00	
267	Electrical: General Conditions	\$300,000.00		\$25,000.00		\$25,000.00	8.33%	\$275,000.00	
268	Temporary Electrical	\$50,000.00	\$45,000.00			\$45,000.00	90.00%	\$5,000.00	
269	Plant Controls (L)	\$65,000.00						\$65,000.00	
270	Plant Controls (M)	\$125,000.00						\$125,000.00	
271	Interior Fixtures and Lamps (L)	\$22,000.00						\$22,000.00	
272	Interior Fixtures and Lamps (M)	\$35,000.00						\$35,000.00	
273	Exterior Fixtures and Lamps (L)	\$5,000.00						\$5,000.00	
274	Exterior Fixtures and Lamps (M)	\$10,000.00						\$10,000.00	
275	Distribution Equipment (L)	\$125,000.00						\$125,000.00	
276	Distribution Equipment (M)	\$500,000.00						\$500,000.00	
277	Branch/Feeder Circuits (L)	\$40,000.00						\$40,000.00	
278	Branch/Feeder Circuits (M)	\$25,000.00						\$25,000.00	
279	Generator (L)	\$10,000.00						\$10,000.00	
280	Generator (M)	\$125,000.00						\$125,000.00	
281	Fire Alarm (L&M)	\$1,000.00						\$1,000.00	
282	Security (L&M)	\$15,000.00						\$15,000.00	
283	Telephone (L&M)	\$5,000.00						\$5,000.00	
284	Card Access System (L&M)	\$15,000.00						\$15,000.00	
285	Plant Controls (L)	\$35,000.00						\$35,000.00	
286	Plant Controls (M)	\$125,000.00						\$125,000.00	
287	Computer Equipment (L&M)	\$70,000.00						\$70,000.00	
288	Electrical Record Drawings	\$500.00						\$500.00	
289	Plant Controls (M)	\$5,000.00						\$5,000.00	
290	Remote Site RTU's (L)	\$5,000.00						\$5,000.00	
291	Remote Site RTU's (M)	\$5,000.00						\$5,000.00	
292	Facility Controls Startup (L&M)	\$5,000.00						\$5,000.00	
293	Record Plant Control Documents	\$500.00						\$500.00	
294	Record Electrical Conduit and Wire Drawings	\$500.00						\$500.00	
295	Change Orders	\$0.00							

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5
 APPLICATION DATE: 10/11/23
 PERIOD TO: 09/30/23
 ENGINEER'S PROJECT NO: 173420014

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
GRAND TOTALS		\$16,728,200.00	\$2,060,852.64	\$418,500.00	\$0.00	\$2,479,352.64		\$14,248,847.36	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

STAFF REPORT

Agenda Item: 7d.

Council Meeting: October 26, 2023	Prepared By: Matt Gottschalk
Topic: Public Works Authorization to Hire	Action Required: Approval

Summary

Staff requests authorization to hire a vacant Public Works Maintenance Worker position to fill a current opening due to separation of employment.

Financial/Budget

No impact to the budget. Position was budgeted for 2023 and 2024.

Options.

1. Authorize staff to hire.
2. Decline.

Recommendation

Staff recommends authorization to hire.

Council Action

Consider a motion to authorize staff to hire.

STAFF REPORT

Agenda Item: 7e.

Council Meeting: October 26, 2023	Prepared By: Kevin Mattson
Topic: Hackamore Road Improvements – Change Order 1	Action Required: Direction

Summary:

The City of Corcoran has entered into a Joint Powers Agreement with the City of Medina related to the Hackamore Road Improvements project.

As part of that agreement, Medina functions of the Owner of the project and handles all the contract administration items such as approval of Change Orders.

Medina staff have asked that Corcoran review the attached draft Change Order 1 for extra work related to 2024 pricing increases at an estimated amount of \$20,994.10. Consideration of this item is tentatively scheduled for the November 7th Medina City Council meeting.

Corcoran staff have reviewed the information and generally support the request. It is recommended that Item 149 be converted to a bid unit price (versus Lump Sum) similar to the original contract.

Financial/Budget:

The Joint Powers Agreement outlines cost allocations for the street improvements with responsibility split 50/50 between Corcoran and Medina.

Options:

1. Direct staff to notify Medina that Corcoran approves Change Order 1 as recommended.
2. Modify recommendations.

Recommendation

Direct staff to notify Medina that Corcoran approves Change Order 1 as recommended.

Council Action:

Consider a motion to direct staff to notify Medina that Corcoran approves Change Order 1 as recommended.

Attachments:

1. Draft Hackamore Road Improvements – Change Order 1



Phone - 952-445-8615

8800 13th Ave East Shakopee, MN 55379

Fax - 952-445-0355

To: WSB Attn: Jim Stremel
 Re: Medina/Corcoran/Hennepin Cty Hackamore 116 Intersection 2024 pricing
 Date: 10/12/2023

Valley Paving is pleased to provide you pricing for extra work, as performed on the above-mentioned project.

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	PRICE	EXTENSION
	Increase from contract price for 2024				
123	Common Excavation	771.00	CY	\$ 1.10	\$848.10
124	Muck Excavation	150.00	CY	\$ 1.10	\$165.00
125	Subgrade Excavation	441.00	CY	\$ 1.10	\$485.10
126	Select Granular Embankment	734.00	CY	\$ 1.50	\$1,101.00
131	Aggregate Base Class 5	462.00	CY	\$ 1.50	\$693.00
135	Type SP 12.5 Wear Course Mix (3,B)	448.00	TON	\$ 8.50	\$3,808.00
136	Type SP 12.5 Non Wear Mix (3,B)	448.00	TON	\$ 8.50	\$3,808.00
144	6" Concrete Walk	1061.00	SF	\$ 0.65	\$689.65
145	Concrete Curb and Gutter B624	255.00	LF	\$ 1.75	\$446.25
146	Truncated Domes	150.00	SF	\$ 7.00	\$1,050.00
149	Traffic Control Signl System	1.00	LS	\$ 7,900.00	\$7,900.00
	(Signal increase is for labor only, estimated 800 manhours for work)			Total:	\$20,994.10

Please call with any questions.

Brandt J. Sylvestre
 Senior Estimator/Project Manager
 Cell – 612-875-9600
 Email – brandt@valleypaving.com

STAFF REPORT

Agenda Item: 8a.

City Council Meeting: October 26, 2023	Prepared By: Dwight Klingbeil
Topic: Zoning Ordinance Amendment to Section 1030.020 (City File No. 23-021)	Action Required: Approval

60-Day Review Deadline: N/A

1. Request

On August 24, 2023, the City Council directed staff to prepare a Zoning Ordinance Amendment to Section 1030.020 of the Zoning Ordinance regarding eave and overhang flexibility for certain accessory structures.

2. Planning Commission Review

The Planning Commission held a public hearing on this item at their October 5, 2023, meeting. One resident spoke at the public hearing.

The Commission voted 3-0 to recommend approval of an alternate Ordinance Amendment that incorporates a standard 12” minimum eave and overhang regardless of the structure’s sidewall height.

Staff has prepared an alternate ordinance and resolution for approval incorporating the recommendation from the Planning Commission.

3. Context

In August, Jay Brown met with Council and staff regarding a request to build a new accessory building on his property at 22355 Oakdale Drive. This property already has three detached accessory structures with 12-inch overhangs where a minimum of 24-inches would normally be required. These structures predate the adoption of Section 1030.020, Subd. 5(B) and are considered legal nonconforming structures.

Part of Mr. Brown’s request was to construct the new accessory structure with eaves and overhangs that would match the legal nonconforming structures on his property. Council felt this request was appropriate as it would create a cohesive architectural style on the property. Council directed staff to propose an amendment to this section of the Zoning Ordinance to allow flexibility on the eave and overhang requirements to match legal-nonconforming structures on the same property.

4. Analysis

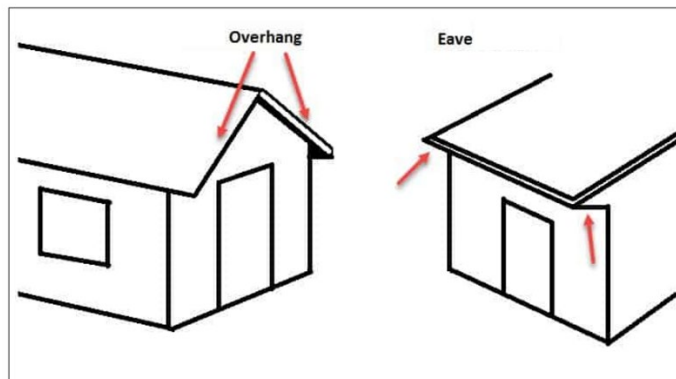
Currently, Section 1030.020, Subd. 5(B) requires all accessory structures to have a minimum eave length of 12 inches, and a minimum overhang length of 12 inches for sidewalls of less than 10 feet, 18 inches for sidewalls that are between 10 feet and 12 feet, and 24 inches for sidewalls that are more than 12 feet. Staff believes the adoption of this requirement was to ensure a residential aesthetic on all accessory buildings.

Several accessory structures throughout the city predate the adoption of Section 1030.020, Subd. 5(B) and do not meet these standards, making them legal nonconforming structures. Under the current requirements, property owners are not allowed to construct a new accessory structure that matches an existing legal nonconforming structure on their property. Amending this section of the code would give applicants the flexibility to create a cohesive and consistent architectural style on their property. Staff proposes the following verbiage to satisfy direction from the Council:

Subd. 5. Building Height.

- A. Sidewall height shall be measured from the base of the structure to the bottom of the eave on the exterior sidewalls.
- B. The following sidewall heights, eaves, and overhang standards shall exist:

Sidewall Height	Eaves (minimum)	Overhang (minimum)
10' or less	12"	12"
10' - 12'	12"	18"
12' -13'6" to provide for a 12' door	12"	24"



1. The Zoning Administrator may provide flexibility from Section 1030.020 Subd.5(B) in situations where the new accessory structure matches an existing legal nonconforming accessory structure located on the same property.

This amendment is only meant to apply for legal nonconforming structures that predate the adoption of Section 1030.020, Subd. 5. Flexibility would not be granted for applications to match illegal nonconforming structures. If amended, staff may be able to determine whether the existing building is a legal nonconforming structure through permit records and historical aerial images. If this cannot be proven using these methods, the burden of proof to show the structure is legally nonconforming is on the applicant.

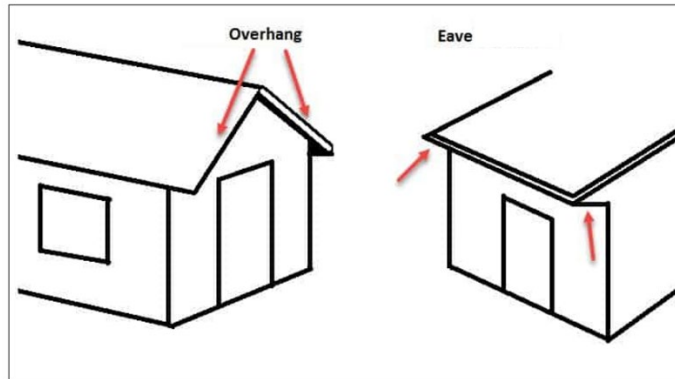
Alternatively, staff feels it may also make logistical and practical sense to remove the current table in favor of a standard 12-inch minimum requirement for all eaves and overhangs on accessory structures, regardless of their sidewall height. This is a reaction to frequent confusion from the applicants as to what is considered an eave and what is considered an overhang. This confusion often leads to additional back and forth, as well as additional conditions of approval. This option would cause less confusion, allow everyone to construct new accessory structures under the same standard, and would put less burden on applicants to prove a structure is a legal nonconformity and document the measurements of the existing eaves and overhangs when this information is not on record with the City. By amending this text to resemble the eave and overhang requirements of residential buildings, this option would continue to ensure that accessory buildings will match the residential character throughout the City.

The alternative text would be as follows:

Subd. 5. Building Height.

- A. Sidewall height shall be measured from the base of the structure to the bottom of the eave on the exterior sidewalls.
- B. All accessory structures shall be constructed with eaves and overhangs that are a minimum of 12 inches in length.
~~The following sidewall heights, eaves, and overhang standards shall exist:~~

Sidewall Height	Eaves (minimum)	Overhang (minimum)
10' or less	12"	12"
10' — 12'	12"	18"
12' — 13'6" to provide for a 12' door	12"	24"



5. Recommendation

If the Council chooses to adopt the ordinance amendment that reflects their initial request, then they should move to adopt the following:

- a. Ordinance 2023-508 (*Option A*) approving an Amendment to Section 1030.020
- b. Resolution 2023-92 (*Option A*) approving findings of fact for the Ordinance Amendment.
- c. Summary Ordinance 2023-509
 - i. Requires 4/5 majority.

If the Council would like to adopt the ordinance amendment that reflects the recommendation from Staff and the Planning Commission, then they should move to approve the following:

- a. Ordinance 2023-508 (*Option B*) approving an Amendment to Section 1030.020
- b. Resolution 2023-92 (*Option B*) approving findings of fact for the Ordinance Amendment.
- c. Summary Ordinance 2023-509
 - a. Requires 4/5 majority.

Attachments

1. Ordinance 2023-508 (*Option A*) approving an Amendment to Section 1030.020.
2. Resolution 2023-92 (*Option A*) approving findings of fact for the Ordinance Amendment to Section 1030.020.
3. Ordinance 2023-508 (*Option B*) approving an Amendment to Section 1030.020.
4. Resolution 2023-92 (*Option B*)
5. Summary Ordinance 2023-509 approving findings of fact for the Ordinance Amendment to Section 1030.020.

OPTION A

ORDINANCE NO. 2023-508

Motion By:
Seconded By:

AN ORDINANCE AMENDING SECTION 1030.020 OF THE ZONING ORDINANCE OF THE CORCORAN CITY CODE RELATED TO ACCESSORY BUILDING STANDARDS (CITY FILE 23-021)

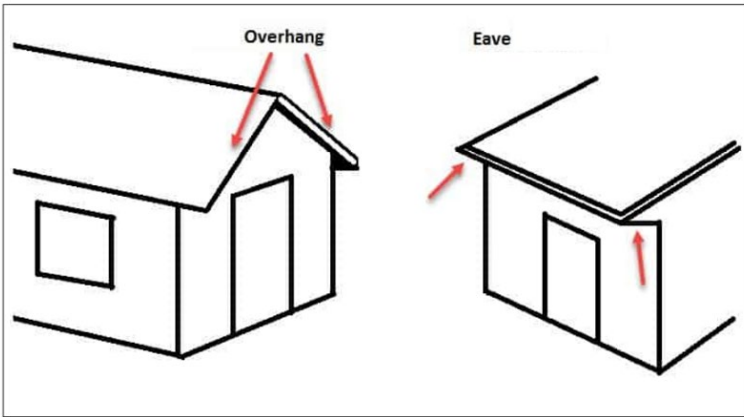
THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Section 1030.020, Subd. 5 of the Zoning Ordinance of the Corcoran City Code is hereby amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

Subd. 5. Building Height.

- A. Sidewall height shall be measured from the base of the structure to the bottom of the eave on the exterior sidewalls.
- B. The following sidewall heights, eaves, and overhang standards shall exist:

Sidewall Height	Eaves (minimum)	Overhang (minimum)
10' or less	12"	12"
10' - 12'	12"	18"
12' -13'6" to provide for a 12' door	12"	24"



- 1. The Zoning Administrator may provide flexibility from Section 1030.020 Subd.5(B) in situations where the new accessory structure matches an existing legal nonconforming accessory structure located on the same property.

City of Corcoran
County of Hennepin
State of Minnesota

OPTION A

ORDINANCE NO. 2023-508

Section 2. Effective Date

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

ADOPTED by the City Council on the 26th day of October 2023.

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:

Michelle Friedrich – City Clerk

City Seal

OPTION A

RESOLUTION NO. 2023-92

Motion By:
Seconded By:

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING SECTION 1030.020 OF THE ZONING ORDINANCE OF THE
CORCORAN CITY CODE RELATED TO THE MINIMUM EAVE AND OVERHANG
REQUIREMENTS FOR ACCESSORY STRUCTURES.
(CITY FILE 23-021)**

WHEREAS, the City of Corcoran proposed amendments to the minimum eave and overhang requirements for accessory structures; and

WHEREAS, the City Council directed staff to provide more flexibility for minimum eave and overhang requirements on accessory structures; and

WHEREAS, the City Council found it appropriate to allow for reduced eaves and overhangs on accessory structures that are specifically designed to match an existing structure that was constructed prior to the adoption of these requirements; and

WHEREAS, the Planning Commission reviewed the proposed amendments at a duly called public hearing and recommends approval of reduced requirements for eaves and overhangs on accessory structures; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve an amendment to Section 1030.020 within Title X (Zoning Ordinance) of the City Code to amend the minimum eave and overhang standards for accessory structures based on the following findings:

1. The amendment will provide more flexibility for property owners to construct an accessory structure that matches an existing building on the property.
2. The amendment will allow the City to retain a level of discretion when reviewing accessory structures.
3. The amendments are consistent with State Law, other City Code standards, and City policies.

VOTING AYE

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

VOTING NAY

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

City of Corcoran
County of Hennepin
State of Minnesota

OPTION A

RESOLUTION NO. 2023-92

Whereupon, said Resolution is hereby declared adopted on this 26th day of October, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-508

Motion By:
Seconded By:

AN ORDINANCE AMENDING THE TEXT OF SECTION 1030.020, SUBD. 5 OF THE ZONING ORDINANCE OF THE CORCORAN CITY CODE RELATED TO ACCESSORY BUILDING STANDARDS (CITY FILE 23-021)

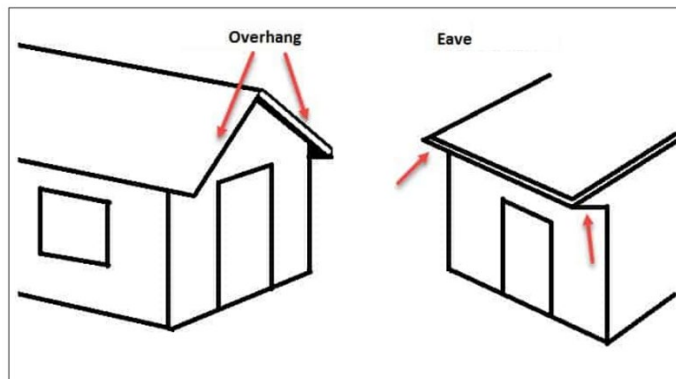
THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Section 1030.020, Subd. 5 of the Zoning Ordinance of the Corcoran City Code is hereby amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

Subd. 5. Building Height.

- A. Sidewall height shall be measured from the base of the structure to the bottom of the eave on the exterior sidewalls.
- B. All accessory structures shall be constructed with eaves and overhangs that are a minimum of 12 inches in length. ~~The following sidewall heights, eaves, and overhang standards shall exist:~~

Sidewall Height	Eaves (minimum)	Overhang (minimum)
10' or less	12"	12"
10'—12'	12"	18"
12'—13'6" to provide for a 12' door	12"	24"



Section 2. Effective Date

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

ADOPTED by the City Council on the 26th day of October 2023.

OPTION B

ORDINANCE NO. 2023-508

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:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-92

Motion By:
Seconded By:

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING SECTION 1030.020 OF THE ZONING ORDINANCE OF THE
CORCORAN CITY CODE RELATED TO THE MINIMUM EAVE AND OVERHANG
REQUIREMENTS FOR ACCESSORY STRUCTURES.
(CITY FILE 23-021)**

WHEREAS, the City of Corcoran proposed amendments to the minimum eave and overhang requirements for accessory structures; and

WHEREAS, the City Council directed staff to provide more flexibility for minimum eave and overhang requirements on accessory structures; and

WHEREAS, the City Council found it appropriate to allow for reduced eaves and overhangs on accessory structures to match the principal dwelling unit of the property; and

WHEREAS, the Planning Commission reviewed the proposed amendments at a duly called public hearing and recommends approval of reduced requirements for eaves and overhangs on accessory structures; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve an amendment to Section 1030.020 within Title X (Zoning Ordinance) of the City Code to amend the minimum eave and overhang standards for accessory structures based on the following findings:

1. The proposed amendment provides more design flexibility for property owners constructing accessory structures.
2. The proposed amendment reduces the amount of confusion between what is considered an eave and what is considered an overhang.
3. The proposed amendment is consistent with the eave and overhang standards of residential structures found in Section 1060.050 Subd.1 of Zoning Ordinance.
4. The proposed amendment continues to preserve the residential character of the City.
5. The proposed amendment would give flexibility to all home owners to construct an accessory structure that would match the principal structure of the property.
6. The amendments are consistent with State Law, other City Code standards, and City policies.

OPTION B

RESOLUTION NO. 2023-92

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 26th day of October, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-509

Motion By:
Seconded By:

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-508

**AN ORDINANCE AMENDING THE TEXT OF TITLE X OF THE CORCORAN CITY CODE
RELATED TO ACCESSORY BUILDING STANDARDS (CITY FILE 23-021)**

Title X of the City Code of the City of Corcoran, Minnesota, is hereby amended by changing the text of Section 1030.020 of the Zoning Ordinance of the Corcoran City Code regarding eave and overhang requirements.

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 26th day of October 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 8b.

City Council Meeting: October 26, 2023	Prepared By: Natalie Davis McKeown
Topic: Minor Subdivision and Zoning Ordinance Edits (City File No. 23-022)	Action Required: Approval

60-Day Review Deadline: N/A

1. Request

City staff proposes several amendments to update the Subdivision and Zoning Ordinance. The goal of the update is to address staff-identified typos and inconsistencies found throughout these ordinances. Additionally, the amendments include other minor revisions that are not expected to be controversial to align requirements with City processes and goals, such as increasing the public hearing notice radius from 350 feet to 500 feet.

2. Planning Commission Review

This item was reviewed at a Public Hearing by the Planning Commission on October 6, 2023. No one spoke at the public hearing. The Planning Commission recommended approval of the updates as drafted unanimously (3-0; Commissioners Horn and Van Den Einde absent).

3. Background

A working list of Subdivision and Zoning Ordinance Edits has been forwarded to Council as a staff priority for the last 3 years. Below was the most recent list of items forwarded to Council of things to consider as part of this update:

- a. "Building Line" definition - needs to be consistent with other definitions.
- b. Wetland and Topo Waiver process – clarify.
- c. Clarify front yard setback is measured from ROW easement or ROW.
- d. Revise "Daycare Facility" definition.
- e. Revise "Structure" definition - fences allowed up to 7 feet.
- f. Correct 10:00 p.m. typo in 1040.030, Subd. 4(E).
- g. Correct spacing/formatting throughout.
- h. Update definition of "Major Roadways".
- i. Check and correct font in 1070.040, Subd. 2(B) if needed.
- j. Capitalize "Waiver" in Section 82.04, Subd. 5(B).
- k. Delete 1040.110, Subd. 2(S) (duplicate of U).
- l. Correct "Senior" typo in 1040.130, Subd. 4(K).
- m. Reword 1060.050, Subd. 1(C)1 for clarity.
- n. Reword 1060.050, Subd. 1(C)1.f.i to exclude windows and doors.

- o. Section 1060.080 - Do decorative fence elements on top need to comply with 7-foot limit?
- p. Update all 2030 Comp Plan references to 2040 Comp Plan.
- q. Section 1070.050, Subd. 8(B) – amend to allow Council to approve a second extension.
- r. Section 1040.100, Subd. 2(F) should be commercial daycare not daycare facilities (C-1 and C-2 districts).
- s. Consider at-grade deck/patio setback encroachment.
- t. Update all references of “Places of Worship/Assembly” found throughout the Code to “Places of Worship”.
- u. Remove extension requests from Planning Commission purview.
- v. Replace “interim use permit” reference regarding ADU approvals with the “applicable review process” in 1030.020, Subd. 5(C)(3).
- w. Clarify that required plantings in buffer yards as outlined in Section 1060.070, Subd. 2(J) are in addition to other landscaping requirements.
- x. Increase the public hearing notice radius from 350 feet to 500 feet in all relevant application process sections including Section 930.010, Subd. 1 and 3; Section 970.040, Subd. 1(B); Section 1030.100, Subd. 6(A); Section 1070.010, Subd. 1(C); Section 1070.020, Subd. 2(D); and Section 1070.040, Subd. 3(C)(1).
- y. Revise “Upland” definition to clarify upland is not floodplain or land below the 100-year ordinary high-water level.
- z. Re-word Section 925.010 to provide City Council with more discretion to determine when a subdivision may or may not be deemed premature.
- aa. Review Section 940.050, Subd. 1(D)(4) pertaining to lot dimension deviations in Open Space and Preservation Plats for consistency with Section 940.030, Subd. 4.
- bb. Revise definition of “Multiple Family Dwelling” so that it cannot be interpreted to include townhomes and be consistent with the adopted Rental Dwelling Ordinance.
- cc. Correct spacing at Section 1030.090.
- dd. Correct formatting error at Section 1040.125, Subd 5. (B).
- ee. Define “Auto Service Stations” as the term is used in Section 1060.060, Subd. 8.
- ff. Define “Eaves” and “Overhangs” as the terms are relied on in Section 1030.020, Subd. 5.
- gg. Update Section 945.020, Subd. 19(C) to be consistent with Engineering Standards.

This list was not meant to be exhaustive as staff believed it would be likely to find additional areas where minor edits would make sense while going through this process. However, for this update staff was only interested in including changes that will correct typos or formatting errors, address inconsistency throughout the Code, provide clarity of

City processes or interpretations, or address non-controversial items. Anything believed to warrant a separate or larger discussion was not included in this update.

The City Council authorized staff to proceed with preparing the minor amendments at the September 14th City Council meeting.

3. Analysis

The enclosed draft Ordinance is 32 pages with 77 sections of amended code. Most revisions from the proposed list were incorporated. There were a few items on the list that ended up not being incorporated into the proposed amendments including formatting issues (i.e., spacing and font) that the City Attorney confirmed did not require a formal ordinance amendment to address as well as areas that Staff realized warranted a larger discussion (e.g., definition of Auto Service Station as a term of art in the parking performance standards). Staff will use the proposed list as a framework for the analysis to summarize the proposed amendments.

a. “Building Line” definition - needs to be consistent with other definitions.

The previous definition seemed to confuse the term building line with setback line. Staff believes building line can differ from setback line when buildings were developed prior to the prevailing setback requirements. Staff wanted the update to clarify that the term building line is used to address an existing condition of the site whereas the setback line addresses the required setback based on the prevailing ordinance. Therefore, the definitions for “Building Line” and “Setback” were amended to provide this clarity. This is handled in Section 10 of the enclosed draft.

b. Wetland and Topo Waiver process – clarify.

The City has an unofficial process for applicants to request a waiver from wetland delineation and topographic survey requirements for preliminary plats under specific situations. Specifically, these are typically granted when the request is a small lot line adjustment or development rights reassignment that can't be handled under a more simplified process. These waivers are only granted to a lot if no improvements or further subdivision is proposed. While this has been a practice for several years that went through City Council to approval, this process was not found in the City Code. The proposed amendments codify the process as well as provide the Zoning Administrator and City Engineering the authority to review and grant approval of such requests to streamline the application process for applicants. Should staff deny a waiver, the applicant will be able to appeal the decision to City Council. This is handled in Section 4 of the draft Ordinance.

c. Clarify front yard setback is measured from ROW easement or ROW.

Staff believes this is now addressed with the changes made previously in 2022 by adding the term of art “Lot Frontage” as well as the new changes made to the “Setback” definition as a part of correcting the “Building Line” inconsistencies in Section 10.

d. Revise “Daycare Facility” definition.

Staff has run into inconsistencies throughout the Code where commercial daycare facilities are called out separately in some districts, but not in others where it would make sense to have commercial daycare facilities. This has led to the interpretation that the City allows home daycares in nearly all districts, including commercial districts, but not necessarily commercial daycares within commercial districts. The proposed definition change further categorizes daycare facilities into home daycare facilities and commercial daycare facilities for clarity. This is handled in Section 10 of the draft Ordinance.

e. Revise “Structure” definition - fences allowed up to 7 feet.

Previously, the structure definition exempted fences of up to 6 feet from being categorized as a structure. However, building permits for a fence are not required until a fence exceeds 7’ in height. This suggests a fence is not considered a structure until it exceeds 7’ tall. The definition of structure was revised for consistency. This is addressed in Section 10 of the draft Ordinance.

f. Correct 10:00 p.m. typo in 1040.030, Subd. 4(E).

Due to previous changes made in code, the typo was actually found in Section 1040.030, Subd. 5(C). A period needed to be added after the “m” in p.m. This is handled in Section 22 of the proposed draft Ordinance.

g. Correct spacing/formatting throughout.

The City Attorney confirmed most spacing and formatting errors can be addressed as a part of the annual update without formal adoption of these changes. Staff made note of where spacing and font errors can be found in the code, and these will be addressed with the annual codification update in 2024 where the City Code document is updated with all ordinance changes from the previous year.

h. Update definition of “Major Roadways”.

The term “Major Roadways” is used in each district chapter to provide a greater front setback from County Roads. Previously, several roadway classifications were provided as examples of major roadways with reference made to the

Roadway Functional Classification map in the 2040 Comprehensive Plan. This led to confusion, and ultimately part of County Road 10 did not fall under any of these classifications. Staff believes the goal of the major roadway setback was to provide a greater setback from state highways (Highway 55 in the southwest corner of the City) and the county roads found throughout the City. Therefore, the proposed amendment simplifies the explanation of major roadways throughout the City Code to specifically apply to state highways and county roads without the need to reference a map. This is handled in each district’s area requirements where relevant (the Downtown Mixed-Use district does not have a minimum setback as it utilizes a build-to line instead to create a traditional downtown environment). The update can be found in the following sections:

Section 17	Section 39
Section 23	Section 42
Section 25	Section 45
Section 27	Section 49
Section 29	Section 51
Section 31	Section 54
Section 33	Section 60
Section 35	Section 63

- i. Check and correct font in 1070.040, Subd. 2(B) if needed.

The City Attorney confirmed this change can be addressed with the annual codification update in 2024 without formal adoption of the revision.

- j. Capitalize “Waiver” in Section 82.04, Subd. 5(B).

Staff previously received direction from Council to formalize the Special Event Permit and Sign processes. There are a few portions of this area of Code that need to be revised, and it was determined the change in capitalization will be included as a part of a separate update anticipated in 2024.

- k. Delete 1040.110, Subd. 2(S) (duplicate of U).

Retail goods and service uses of a similar nature was listed twice under the permitted uses for the C-2 (Community Commercial) District. The duplicate entry is removed, and subsequent lettering is updated in Section 46 of the draft ordinance.

- l. Correct “Senior” typo in 1040.130, Subd. 4(K).

There was a previous version of City Code that used the term “Senor Housing” which was meant to be “Senior Housing”. It appears a previous update corrected this error as staff no longer can find the use of “Senor” in the City Code.

m. Reword 1060.050, Subd. 1(C)1 for clarity.

The wording in this section of the Zoning Ordinance suggested that the Rural Commercial (CR) district was exempt from the exterior building finishes requirement. This is not the case; it was just that there is some additional flexibility provided. This flexibility is discussed in Section 1060.050, Subd. 1(C)(1)(f). Staff recommends removing the verbiage that suggests the CR is exempt from building material requirements for non-residential districts and rely on the flexibility specified subsequently in the same Section. This is handled in Section 66 of the draft Ordinance.

n. Reword 1060.050, Subd. 1(C)1.f.i to exclude windows and doors.

The wording was updated to clarify that windows and doors are excluded from the calculations to determine compliance with a percentage limit applied to curtain wall panels. This is also handled in Section 66 of the draft Ordinance.

o. Section 1060.080 - Do decorative fence elements on top need to comply with 7 foot limit?

In consultation with Public Works and Construction Services, staff believes that certain decorative elements such as a space cap on structural posts should not count towards the height calculation of a fence. However, toppers that are placed across the entirety of a fence should count towards the height of a fence as it can impact the structural integrity of a fence. Section 65 of the draft Ordinance provides a height exemption for decorative elements and clarifies that toppers are not exempt from height calculations. Additionally, images are provided to illustrate the difference between the exempt decorative element and provide an example of a non-exempt fence topper. Section 68 also makes a minor adjustment to subsequent punctuation so that the Section is cohesive.

p. Update all 2030 Comp Plan references to 2040 Comp Plan.

All references to the 2030 Comprehensive Plan were updated to 2040. This is addressed in the following sections of the draft Ordinance:

Section 14	Section 32
Section 18	Section 34
Section 19	Section 43
Section 24	Section 55

Section 26	Section 57
Section 28	Section 69
Section 30	

- q. Section 1070.050, Subd. 8(B) – amend to allow Council to approve a second extension.

Previously approved land use applications typically expire after 1 year with the Zoning Administrator able to provide a 1-year extension. Should a second or longer extension be necessary, there is typically an extension request that goes to the Planning Commission and City Council (except variances only go to the “Board” – AKA the City Council). Requests are required at least 30 days prior to the expiration. There are some exceptions to this process found in Code. For example, administrative permits had no expiration date called out, and variance extension requests did not include the Planning Commission.

Staff proposes verbiage to add an expiration clause for administrative permits. The verbiage also allows the Zoning Administrator to grant an extension up to two times of no more than two years overall. This is similar to the extension process for preliminary plats. The proposed verbiage is provided in Section 76 of the draft Ordinance.

Considering the 30-day timeline and the fact that some application types only required the extension request to be considered by the Zoning Administrator or Council, staff believes it makes sense to streamline the process to send an extension requests to Council without Planning Commission consideration. This will benefit applicants of approved projects with a more uniform process, minimize staff time, as well as reduce the workload required of the Planning Commission. Staff also found reference to a renewal fee for extension requests; however, we do not have a renewal fee in our adopted fee schedule. Staff believes it makes sense to utilize the escrow account on file for staff time to process an extension request. The proposed revisions to extensions requests are handled in the following sections of the draft Ordinance:

- Section 72
- Section 74
- Section 75

- r. Section 1040.100, Subd. 2(F) should be commercial day care not day care facilities (C-1 and C-2 districts).

All day care facilities references are clarified throughout the Zoning Ordinance to clarify where home or commercial facilities are allowed. Additionally, in districts where daycares are a permitted use, day care as an accessory use is removed

as it is redundant. Finally, day care as an accessory use to a Place of Worship/Assembly in the Urban Reserve (UR) district is proposed to be removed since Places or Worship/Assembly are not permitted in the UR and there are no legal nonconforming Places of Worship/Assembly currently located in the UR. These changes are found in the following sections of the draft Ordinance:

Section 15	Section 41
Section 16	Section 43
Section 20	Section 44
Section 24	Section 46
Section 26	Section 47
Section 28	Section 50
Section 30	Section 52
Section 32	Section 56
Section 34	Section 57
Section 36	Section 58
Section 37	Section 61
Section 40	Section 62

s. Consider at-grade deck/patio setback encroachment.

At-grade decks and patios are already allowed to encroach up to 6' into the required wetland setback. Staff believes it makes sense to have this flexibility for all setbacks as long as it does not interfere with a drainage and utility easement. Section 11 proposes language within the Accessory Structures Section of the Zoning Ordinance to provide this flexibility. Additionally, language in the Wetland Overlay was also added for consistent treatment of drainage and utility easements (this is found in Section 64).

t. Update all references of "Places of Worship/Assembly" found throughout the Code to "Places of Worship".

A code update in 2021 renamed the term of art "Places of Worship/Assembly" to "Place of Worship" as the definition provided in the Zoning Ordinance is specific to Places of Worship and specifically excludes other types of assembly uses. While most references were caught as part of the 2021 update, the draft Ordinance will correct the remaining references that were missed. This is handled in the following sections of the draft Ordinance:

Section 21	Section 59
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Section 38	Section 61
Section 48	Section 65

- u. Remove extension requests from Planning Commission purview.

This was handled as discussed in item “q.” above.

- v. Replace “interim use permit” reference regarding ADU approvals with the “applicable review process” in 1030.020, Subd. 5(C)(3).

This is handled in Section 12 of the draft Ordinance.

- w. Clarify that required plantings in buffer yards as outlined in Section 1060.070, Subd. 2(J) are in addition to other landscaping requirements.

This is handled in Section 67 of the draft Ordinance.

- x. Increase the public hearing notice radius from 350 feet to 500 feet in all relevant application process sections including Section 930.010, Subd. 1 and 3; Section 970.040, Subd. 1(B); Section 1030.100, Subd. 6(A); Section 1070.010, Subd. 1(C); Section 1070.020, Subd. 2(D); and Section 1070.040, Subd. 3(C)(1).

The City Council identified increasing the public hearing notice radius as a priority for 2023. The proposed ordinance change updates the radius to 500 feet for all application types that require a public hearing. This is handled in the following sections of the drafts Ordinance.

Section 3	Section 70
Section 9	Section 71
Section 13	Section 73

- y. Revise “Upland” definition to clarify upland is not floodplain or land below the 100-year ordinary high-water level.

Section 1 of the draft Ordinance proposes language that clarifies the term uplands does not refer to land considered floodplain or is below the 100-year ordinary high-water level. This is particularly important for processing Open Space and Preservation plats.

- z. Re-word Section 925.010 to provide City Council with more discretion to determine when a subdivision may or may not be deemed premature.

Section 2 of the draft Ordinance proposes language that will provide City Council with more discretion to determine when a subdivision may or may not be deemed premature. This discretion already is utilized when granting variances to developments within the Metropolitan Urban Service Area prior to the full availability of municipal services. In these instances, it has made sense to not make a determination of premature development as the applicants could operate with septic and/or a well as an interim solution.

aa. Review Section 940.050, Subd. 1(D)(4) pertaining to lot dimension deviations in Open Space and Preservation Plats for consistency with Section 940.030, Subd. 4.

In Section 5 and Section 6 of the draft Ordinance, the verbiage is revised for consistency between the two areas of the Subdivision Ordinance that discusses the trigger for Planned Unit Developments within an Open Space & Preservation plat.

bb. Revise definition of “Multiple Family Dwelling” so that it cannot be interpreted to include townhomes and be consistent with the adopted Rental Dwelling Ordinance.

In Section 10 of the draft Ordinance, definitions of Multiple Family Dwelling, Apartment Dwelling, and Townhome Dwelling are updated for uniformity with the newly adopted Rental Dwelling Ordinance.

cc. Correct spacing at Section 1030.090.

The space in this section appears to have been corrected in a previous update.

dd. Correct formatting error at Section 1040.125, Subd 5. (B).

An extra “B.” is located within this area of the Zoning Ordinance. This is corrected in Section 53 of the draft Ordinance.

ee. Define “Auto Service Stations” as the term is used in Section 1060.060, Subd. 8.

It was determined that changing the use of or defining Auto Service Stations could have ripple effects within the parking performance standards. Staff believes this entire Section of the Zoning Ordinance should be re-evaluated. Therefore, changes, including defining or rethinking the term “Auto Service Station”, are

recommended to happen as a separate update for parking performance standards.

ff. Define “Eaves” and “Overhangs” as the terms are relied on in Section 1030.020, Subd. 5.

This was handled separately as part of the Accessory Structure Zoning Ordinance Amendment relating to eaves and overhangs also being considered at this meeting.

gg. Update Section 945.020, Subd. 19(C) to be consistent with Engineering Standards.

This Section of the Subdivision Ordinance implies there is no established maximum length to streets that end in a cul-de-sac. However, this is inconsistent with the City’s Engineering Design Standards. Since the Engineering Design Standards are subject to updates, the proposed verbiage confirms to refer to the prevailing design standards for the cul-de-sac maximum. This is addressed in Section 6 of the draft Ordinance.

Additionally, there are a few more revisions that were added to the minor updates list as staff went through the process.

hh. Removal of the term “Greenway Corridor Land” in Section 915.020 of the Subdivision Ordinance.

This was handled in Section 1 of the draft Ordinance. The term was removed as it is no longer used anywhere within the Subdivision Ordinance or elsewhere in Code.

ii. Private drives in urban districts.

Currently, the City Code does not allow for private drives within the urban residential districts. However, those within the Urban Reserve and developments with townhomes still rely on private drives. Previously, flexibility has been granted to allow private drives in this area of town. Section 8 of the draft Ordinance proposes clearly allowing private drives within the MUSA when deemed appropriate by City Council and provides clear design standards.

jj. Planned Unit Development (PUD) Neighborhood Meetings

In addition to public hearings, the PUD update earlier this year added a neighborhood meeting requirement and referenced the same notice radius used for public hearings. This update includes increasing the neighborhood meeting radius to 500 feet. Additionally, clarification is added to the neighborhood

meeting explaining that the applicant must provide a summary of the meeting detailing the attendees and feedback received with the application submittal. This will be particularly important when staff is unable to attend a neighborhood meeting.

4. Recommendation

The Planning Commission and staff recommend approval of the following:

1. Ordinance 2023-510 Amending the Subdivision and Zoning Ordinance with Minor Revisions.
 - a. Simple majority required.
2. Resolution 2023-93 with Findings of Fact for the Minor Revisions.
 - a. Simple majority required.
3. Summary Ordinance 2023-511 for publication.
 - a. 4/5 majority required.

Attachments:

1. Ordinance 2023-510 Amending the Subdivision and Zoning Ordinance with Minor Revisions.
2. Resolution 2023-93 with Findings of Fact for the Minor Revisions.
3. Summary Ordinance 2023-511 for publication.

ORDINANCE NO. 2023-510

Motion By:
Seconded By:

**AN ORDINANCE AMENDING THE TEXT OF TITLE IX AN TITLE X OF THE
CORCORAN CITY CODE RELATED TO MINOR CODE UPDATES (CITY FILE 23-022)**

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Section 915.020 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

915.020 – DEFINITIONS

~~Greenway Corridor Land:~~ Land located in the mapped boundary identified as such on the 2030 Comprehensive Plan Natural Resources Map.

Upland: land not classified as a wetland, a floodplain, below the 100-year ordinary high-water level, or a water body and is generally dry.

SECTION 2. Amendment of the City Code. The text of Section 925.010 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

925.010 – PREMATURE SUBDIVISION PROHIBITED.

Any proposed subdivision deemed premature for development shall not be approved by the City Council. A subdivision ~~shall~~ may be deemed premature if the Council determines that any of the following conditions exist. ~~The burden of proof shall be upon the subdivider to show that the proposed subdivision is not premature.~~

SECTION 3. Amendment of the City Code. The text of Section 930.010 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 1. Filing. A preliminary plat application shall be filed with the Zoning Administrator on an official application form. The application shall be accompanied by the fee as set forth in the City Code. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Zoning Administrator, fully describing the proposed plat, together with a set of mailing labels of all property owners located within ~~350~~ 500 feet of the site in a format prescribed by the Zoning Administrator. The application shall be considered as being officially submitted and complete when the subdivider has complied with all the specified submittal requirements, as described in this Section. If the subdivision requires any variances from the provisions of this Chapter, an application pursuant to Section 970 of this Chapter shall also be submitted before the preliminary plat application shall be deemed complete.

Subd. 2. Staff Analysis. Upon receiving a complete application, as determined by staff

ORDINANCE NO. 2023-510

review, the Zoning Administrator shall refer copies of the preliminary plat to the City staff and other applicable public agencies as needed in order to receive written comments. Preliminary plats including land abutting an existing or proposed trunk highway and/or highway under county jurisdiction shall also be submitted to the Minnesota Commissioner of Transportation and/or the Hennepin County Transportation Planning Division as required by state law, at least thirty days prior to City action on the preliminary plat. The Zoning Administrator shall instruct the appropriate staff person to 1) coordinate an analysis of the application, 2) prepare technical reports, and 3) assist in preparing a recommendation to the Planning Commission and City Council.

Subd. 3. Public Hearing Notice. Upon completion of staff's analysis of the application, the Zoning Administrator, when required, shall set a public hearing date for an upcoming Planning Commission meeting. Notice of the hearing, including a description of the request and the legal description of the property, shall be published in the City's Official Newspaper at least 10 days prior to the hearing. Written notification of the hearing shall also be mailed to all property owners located within ~~350~~ 500 feet of the site at least 10 days prior to the hearing. Failure of a property owner to receive mailed notice or defects in the notice shall not invalidate the proceedings.

SECTION 4. Amendment of the City Code. The text of Section 930.020, Subd. 6 of the Corcoran City Code is hereby amended by and adding the underlined material as follows:

F. A topographic survey and certified wetland delineation report are required for preliminary plat applications. A waiver from the topographic survey and wetland delineation requirements can be granted to the property or properties that do not propose improvements or further subdivision. The request requires submittal of a land use application form, narrative, concept plan, and required fee per the adopted fee schedule. The request will be reviewed by the Zoning Administrator and City Engineer to determine if the proposal requires either a topographic survey or wetland delineation. The Zoning Administrator can grant the waiver. If the waiver is denied, the applicant can request an appeal with the City Council.

SECTION 5. Amendment of the City Code. The text of Section 940.030, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd 4. A Planned Unit Development (PUD) will be required for any application type that proposes a deviation from minimum lot standards, ~~and/or~~ the use of off-~~lotsite~~ septic or well, or the use of community septic or well.

SECTION 6. Amendment of the City Code. The text of Section 940.050, Subd. 1(D)(4) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

4. Variations from the minimum lot standards, the dimensional requirements for lot size, setbacks or impervious surface, the use of off-site septic or well, or the use of community septic or well may be approved with a PUD if the City Council finds that the request is consistent with the PUD standards.

SECTION 7. Amendment of the City Code. The text of Section 945.020, Subd. 19(C) of the

ORDINANCE NO. 2023-510

Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 19. Dead-End Streets, Stub Streets and Cul-de-Sac Streets (permanent and temporary).

- A. Dead-End Streets. Dead-end streets shall be prohibited, except as stub streets.
- B. Stub Streets. Stub streets shall be installed to permit future street extensions into adjoining tracts, where appropriate. Barricades shall be installed at the end of stub streets and signage shall be provided indicating a future street connection
- C. Cul-de-Sac Streets (permanent). Cul-de-sac streets may be installed where necessary due to topography, configuration of land, existing road layouts or other special circumstances. Maximum length of a cul-de-sac street shall not exceed the Corcoran Engineering Design Standards.

SECTION 8. Amendment of the City Code. The text of Section 945.020, Subd. 20 of the Corcoran City Code is hereby amended by adding the underlined material as follows:

- B. Private Drives in Urban Residential Districts. In conjunction with the review of plats within Urban Residential Districts within the Metropolitan Urban Service Area, the City Council may approve private drives provided that all of the following conditions are met:
 - 1. The council finds that a public street connection is not required for the public street network.
 - 2. Design Standards.
 - a. A private drive shall not exceed 2,640 feet in length unless it forms a continuous connection or loops back to a public street. Any such private drive with a terminus 1,320 feet or more from the nearest intersection will be required to provide a cul-de-sac at the closed end according to City Engineering Standards.
 - b. The subdivider shall provide access to lots via public streets. Private drives are subject to the access standards of 945.020, Subd.12, D and 945.020 Subd. 12, F.
 - c. Roadway standards must comply with Section 945.010, Subd. 5 (Engineering Design Standards). Private drives shall conform to the City of Corcoran Standard Detail Plates for shared driveways, as may be amended. The City Engineer may require additional site information and may require additional design standards that enhance safety.
 - d. Individual unit driveways that gain access from any such private drive shall be a minimum of 22 feet in length.

ORDINANCE NO. 2023-510

- e. A decorative sign stating “Private Drive” shall be located near each entrance to a private drive. Such sign shall also provide the range of addresses served by the private drive.

SECTION 9. Amendment of the City Code. The text of Section 970.040, Subd. 1(B) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- B. Upon receipt of a complete application, as determined by staff review, and following preliminary staff analysis of the application and request, the Zoning Administrator, when appropriate, shall establish a schedule for consideration by the Planning Commission. At least 10 days before the date of the Planning Commission meeting, a written notice of the request shall be mailed to all owners of property located within 350,500 feet of the boundaries of the property which is the subject of the application.

SECTION 10. 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

BUILDING LINE: ~~A line parallel to the street right-of-way, street easements or ordinary high water level at any story level of a building and representing the minimum distance that all or any part of the building is set back from said right-of-way, easement or ordinary high water level. The case of street easements, the building line shall be the required front setback plus ½ the easement width measured from the centerline.~~ A line within a lot parallel to a public right-of-way, a side or rear lot line, a bluff line, or a high-water mark or line, behind which buildings or structures are placed.

DAY CARE FACILITY: Any public or private facility licensed by the State of Minnesota, that regularly provides one or more persons with care, training, supervision, habilitation, rehabilitation or development guidance on a regular basis for a period less than 24 hours per day. Day Care facilities include, but are not limited to: family day care homes, group family day care homes, day care nurseries, day nurseries, nursery schools, Preschools, Montessori schools, as defined by Minnesota State Statutes, Chapter 245A. Day care facilities are not residential facilities as defined by this Section.

DAY CARE FACILITY, HOME: A day care facility that is operated out of the private residence of the day care operator.

DAY CARE FACILITY, COMMERCIAL: A day care facility that is operated out of commercial property rather than the private residence of the day care operator.

DWELLING, MULTIPLE FAMILY (APARTMENT): A building designed with 3 or more dwelling units exclusively for occupancy by 3 or more families living independently of each other, ~~but sharing hallways and main entrances and exits.~~

~~**DWELLING, MULTIPLE FAMILY:** Three or more dwelling units grouped into one building, including apartments.~~

DWELLING, TOWNHOME: A single-family dwelling unit constructed within a group of more than two attached units in which each unit extends from the foundation to the roof, has direct exterior

ORDINANCE NO. 2023-510

access, and has open space on at least one side. A townhome is not considered an apartment or multiple-family dwelling.

SETBACK: The minimum horizontal distance between a structure and the nearest lot line, except that if an outlot for a public trail separates such lot line from a street right-of-way, setback shall mean the minimum horizontal distance between a structure and the street right-of-way line. Additionally, within the shoreland districts setback shall mean the minimum horizontal distance between a structure or a sewage treatment system and the ordinary high water level. For purposes of earth shelter buildings only, above grade portions shall be used in determining setback requirements. In all cases, distances are to be measured from the most outwardly extended portion of the structure at ground level, except as provided hereinafter. In the case of street easements, the setback shall be the required front setback plus ½ the easement width measured from the centerline.

STRUCTURE: Anything which is built, constructed or erected on the ground or attached to the ground or on-site utilities; an edifice or building of any kind; or any piece of work artificially built up and/or composed of parts joined together in some definite manner whether temporary or permanent in character. Among other things, structures include but are not limited to buildings, factories, sheds, detached garages, cabins, manufactured homes, gazebos, decks, retaining walls, walls, fences, and swimming pools, but excluding patios and similar at-grade improvements, fences less than ~~six (6)~~ seven (7) feet in height which do not have the potential to obstruct flood flows, and recreational vehicles that meet the exemption criteria of Section 1050.030 Subd. 9.D. of this ordinance.

SECTION 11. Amendment of the City Code. The text of Section 1030.020, Subd. 3 of the Corcoran City Code is hereby amended by adding the underlined material as follows:

- E. At-grade improvements, such as decks and patios, can encroach up to six feet into required setbacks except that the improvement must remain outside of any drainage and utility easements.

SECTION 12. Amendment of the City Code. The text of Section 1030.020, Subd. 5(C)(3) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

3. Accessory buildings with accessory dwelling units may exceed these height limits when approved as part of the applicable review process for the accessory dwelling unit ~~interim-use permit~~ provided all other performance standards for accessory buildings are met.

SECTION 13. Amendment of the City Code. The text of Section 1030.100, Subd. 6 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 6. Special Home Occupation - Administrative Permit.

- A. This permit may be issued by the City Administrator or assigned staff based upon proof of compliance with the provisions of this Section. Application for the permit shall be submitted to the City with an associated fee as established by the City Council. Prior to issuance of the permit, a notice of intent shall be sent to all property owners within ~~350~~ 500 feet of the perimeter of the applicant's property.

ORDINANCE NO. 2023-510

SECTION 14. Amendment of the City Code. The text of Section 1040.020, Subd. 1 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1040.020 – URBAN RESERVE DISTRICT (UR)

Subd. 1. Purpose. The intent of the Urban Reserve district is to preserve areas where urban services are planned, as shown on the 20~~34~~⁴⁰ Comprehensive Plan, but not yet available. The large minimum lot area will retain these lands in their natural state or as agricultural uses until sanitary sewer, water, streets and other public infrastructure is available and new development occurs. This will allow orderly development to occur. The purpose of this district is to provide a holding zone until a landowner/developer makes application for development, at which time the City may rezone the affected property consistent with its designation in the Comprehensive Plan, provided that the development does not result in the premature extension of public utilities, facilities, and services as specified above. The district does allow limited use of development rights prior to sewer and water services through clustering of lots as outlined in Subd. 7. of this Section.

SECTION 15. Amendment of the City Code. The text of Section 1040.020, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 2. Permitted Uses.
- A. Agriculture and Tree Farms.
 - B. Day Care Facilities, Home State licensed, as defined by statute.

SECTION 16. Amendment of the City Code. The text of Section 1040.020, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- 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. Commercial Feedlots, subject to MPCA (Minnesota Pollution Control Agency) requirements.
 - B. Commercial Riding Stables, subject to Chapter 81 of the City Code.
 - C. ~~Day Care facilities accessory to educational facilities or Places of Worship/Assembly.~~
 - ~~1. The structure and operation shall be in compliance with State of Minnesota Department of Human Services regulations and shall be licensed accordingly.~~
 - ~~2. All signage shall comply with Chapter 84 (Sign Ordinance) of the Corcoran City Code.~~

ORDINANCE NO. 2023-510

~~3. No expansion of non-conforming structures or uses is allowed.~~

~~4. The use shall comply with the conditional use permit standards in Section 1070.020 of the Zoning Ordinance.~~

~~D.C.~~ Golf Courses and other outdoor recreational facilities of a commercial nature.

~~E.D.~~ Greenhouses and Nurseries, subject to the following:

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

ORDINANCE NO. 2023-510

FE. Living quarters, which are provided accessory to a principal agricultural use, subject to the following:

1. The living quarters are not used as rental property.
2. A maximum of one such accessory dwelling shall be allowed.
3. There is a demonstrated need for such a facility for the permitted agricultural use.
4. The farm includes a minimum of 30 acres.
5. The structure complies with all other Zoning Ordinance requirements.

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

SECTION 17. Amendment of the City Code. The text of Section 1040.020, Subd. 9 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 9. Area Requirements. The following minimum requirements shall be met in the UR district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	20 acres
Minimum lot width	300 feet
Minimum lot depth	300 feet
Minimum Principal Structure Setbacks:	
Front , from Major Roadways*	100 feet
Front, from all other streets	50 feet
Front Porch (≤ 120 square feet)	40 feet
Side	25 feet
Rear	30 feet
Maximum Principal Building Height	35 feet

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

SECTION 18. Amendment of the City Code. The text of Section 1040.020, Subd. 5 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

ORDINANCE NO. 2023-510

- B. Development in the 20~~34~~0 Metropolitan Urban Service Area (MUSA)(as depicted on the official Zoning Map) prior to availability of municipal sewer and water, subject to the following:

SECTION 19. Amendment of the City Code. The text of Section 1040.020, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 7. Clustering Option. This Section provides for optional clustering of lots on those properties with development rights as recorded on the official City of Corcoran “Development Rights Map” on file at City Hall at the time of adoption of this Ordinance. Lots may be considered for clustering based on the following minimum standards:
 - A. Clustering shall only be considered on those properties guided for residential land use on the 20~~34~~0 Comprehensive Plan.
 - B. An approval for a rezoning of the property, consistent with the residential land use category of the 20~~34~~0 Comprehensive Plan shall be made at the same time as the subdivision of the property.
 - C. All procedures for a standard subdivision as provided in Section 930 and 935 of the Subdivision Ordinance shall be followed with the addition of the following:
 - 1. Buildable lots cannot exceed the number of development rights issued to the property. The number of rights is based on Subd. 8 of this Section.
 - 2. The maximum lot area of each created clustered lot shall not exceed two times the minimum lot area for a single family dwelling in the zoning district that is compatible with the land use category in which the property is located.
 - 3. The proposed development will not preclude full utilization of the site development potential when municipal infrastructure services are available. A ghost plat shall be designed for all outlot areas at the same time as the Preliminary and Final Plat is reviewed and approved. The ghost plat shall indicate future access, internal road network, future lot divisions and new lot layout based on zoning district requirements along with density as guided by the 20~~34~~0 future land use plan and connection to municipal infrastructure.

SECTION 20. Amendment of the City Code. The text of Section 1040.030, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 2. Permitted Uses.
 - A. Agriculture and Tree Farms.
 - B. Day Care Facilities, Home State licensed, as defined by statute.

SECTION 21. Amendment of the City Code. The text of Section 1040.030, Subd. 4(F) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

ORDINANCE NO. 2023-510

F. Places of Worship/~~Assembly~~.

SECTION 22. Amendment of the City Code. The text of Section 1040.030, Subd. 5(C) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

C. Event Centers, subject to the following:

- 1. The hours of operation shall be no later than 10:00 p.m. daily.

SECTION 23. Amendment of the City Code. The text of Section 1040.030, Subd. 8 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 8. Area Requirements: The following minimum requirements shall be met in the RR district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	2 acres
Minimum lot width	200 feet
Minimum lot depth	300 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Front Porch (≤ 120 square feet)	40 feet
Side	25 feet
Rear	25 feet
Maximum Principal Building Height	35 feet

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

SECTION 24. Amendment of the City Code. The text of Section 1040.040, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

Subd. 1. Purpose. The purpose of the RSF-1 district is to provide large, urban lots for single family homes and directly related complementary uses. The district includes existing neighborhoods that are currently served by private wells and septic systems. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities in areas served by public utilities. Areas zoned RSF-1 are guided Low Density Residential on the City’s 20~~34~~40 Comprehensive Plan.

Subd. 2. Permitted Uses.

ORDINANCE NO. 2023-510

A. Day Care Facilities, ~~Home State licensed, as defined by statute.~~

SECTION 25. Amendment of the City Code. The text of Section 1040.040, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

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

SECTION 26. Amendment of the City Code. The text of Section 1040.045, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

Subd. 1. Purpose. The purpose of the RSF-2 district is to provide urban sized lots for single family homes and directly related complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas in moderate lot sizes to meet overall density requirements and provide greater variety in the housing choices. Areas zoned RSF-2 are guided Low Density of the City’s 20340 Comprehensive Plan.

Subd. 2. Permitted Uses.

A. Day Care Facilities, ~~Home State licensed, as defined by statute.~~

SECTION 27. Amendment of the City Code. The text of Section 1040.045, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

ORDINANCE NO. 2023-510

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

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

SECTION 28. Amendment of the City Code. The text of Section 1040.050, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

Subd. 1. Purpose. The RSF-3 district is intended to provide for new single-family neighborhoods with a lot area that is smaller than the City’s traditional single-family lot as well as directly related, complementary uses. This zoning district is intended to be the primary single-family zoning district for future residential developments. The smaller lot area will make efficient use of the City’s land supply and investment in public utilities and allow the City to efficiently protect and preserve its natural resources such as wetlands and woodlands. In addition, the smaller lot area will help the City meet its density goal for new single-family homes. Single family homes, as well as two-family dwellings are allowed in this district. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. Areas zoned RSF-3 are guided Low Density on the City’s ~~2034~~ 2040 Comprehensive plan. Development within this district is required at a minimum density of 3.0 units per net acre up to a maximum of 5.0 units per acre.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, Home State licensed, as defined by statute.

SECTION 29. Amendment of the City Code. The text of Section 1040.050, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

	Single Family	Two-Family dwellings and other uses
Minimum Lot Area	7,500 square feet	15,000 square feet
Minimum lot width	65 feet	100 feet
Minimum Principal Structure		

ORDINANCE NO. 2023-510

Setbacks:		
Front, From Major Roadways*	100 feet	100 feet
Front, From all other streets	20 feet	25 feet
Front Porch (≤ 120 square feet)	15 feet	N/A
Side (living)	10 feet	10 feet
Side (garage)**	5 feet	5 feet
Rear	30 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet

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

SECTION 30. Amendment of the City Code. The text of Section 1040.060, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

Subd. 2. Permitted Uses.

- A. Day Care Facilities, Home State licensed, as defined by statute.
- B. Dwelling, Single Family ~~Detached.~~
- C. Dwelling, Two Family.
- D. Dwelling, Single-Family Attached Townhome with no more than six (6) dwelling units per structure in a row (and no back to back townhome units)

SECTION 31. Amendment of the City Code. The text of Section 1040.060, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

	Single Family Detached/Two Family	Townhome	Apartment/Condominium
Minimum Lot area	7,000 square feet/7,500 square feet	5,400 square feet per unit	1 acre

ORDINANCE NO. 2023-510

Minimum lot width	70 feet/150 feet	n/a	100 feet
Minimum Principal Structure Setbacks:			
Front, From Major Roadways*	100 feet	100 feet	100 feet
Front, From all other streets	25 feet	25 feet	25 feet
Side (living)**	10 feet	10 feet	30 feet
Rear	25 feet	25 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet	35 feet or three stories

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

SECTION 32. Amendment of the City Code. The text of Section 1040.065, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1040.065 – RMF-2 (MIXED RESIDENTIAL) ZONING DISTRICT.

Subd.1 Purpose. The purpose of the RMF-2, Mixed Residential District is intended to provide areas offering a variety of housing types, including single-family small lot detached and attached dwellings and multi-family structures to retain the environment and character of less intensive styles of higher density multiple-family residence areas by establishing building and lot area requirements; to broaden the choice of residential living styles and create opportunity for more affordable homes and homes that address the needs of an aging population in a more compact development pattern that makes the most efficient use of the City’s land supply and investment in public utilities. Areas zoned RMF-2 are guided Mixed Residential Density on the City’s ~~2034~~2040 Comprehensive Plan. Development within this district is required at a minimum density of 8.0 units per net acre up to a maximum of 10 units per acre.

Subd. 2 Permitted uses.

- A. Day Care Facilities, ~~Home State licensed, as defined by statute.~~
- B. Dwelling, Single Family ~~Detached~~
- C. Dwelling, Two Family;
- D. Dwelling, ~~Single-Family Attached-Townhome~~ - 8 units per building maximum with each unit having a separate entrance;

SECTION 33. Amendment of the City Code. The text of Section 1040.065, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RMF-2 district. Properties may be subject to special requirements for overlay districts as

ORDINANCE NO. 2023-510

noted in Section 1050 (Overlay Districts):

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

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

SECTION 34. Amendment of the City Code. The text of Section 1040.070, Subd. 1-2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

Subd. 1. Purpose. The RMF-3 district allows for the development of high density multiple-family uses such as townhomes and apartments where municipal sewer and water is available. This district addresses the need for life cycle housing by offering an alternative to single family detached housing with a required minimum density of 10 units per net acre or greater. Areas zoned RMF-3 are guided High Density Residential on the ~~2034~~ 2040 Comprehensive Plan.

Subd. 2. Permitted Uses.

- A. Day Care Facilities, ~~Home State licensed, as defined by statute.~~
- B. Dwelling, Senior (age-restricted)
- C. Dwelling, ~~Single-Family Attached Townhome~~ - 8 units per building maximum with each unit having a separate entrance;

SECTION 35. Amendment of the City Code. The text of Section 1040.070, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 7. Area Requirements. The following minimum requirements shall be met in the RMF-3

ORDINANCE NO. 2023-510

district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

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

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

SECTION 36. Amendment of the City Code. The text of Section 1040.080, Subd. 3 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 3. Accessory Uses.
 - A. Accessory structures as regulated by Section 1030.020 of this Chapter.
 - B. Accessory uses incidental and customary to uses allowed in this Section.
 - C. Day Care Facilities, Home County licensed, 12 or fewer individuals.

SECTION 37. Amendment of the City Code. The text of Section 1040.090, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 2. Permitted Uses.
 - A. Automobile Retail (tires, batteries, etc. No body work or repair work).
 - B. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - C. Day Care Facilities, Home State licensed, as defined by statute.
 - D. Day Care Facilities, Commercial.

SECTION 38. Amendment of the City Code. The text of Section 1040.090, Subd. 4(M) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- M. Places of Worship/~~Assembly~~.

SECTION 39. Amendment of the City Code. The text of Section 1040.090, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

ORDINANCE NO. 2023-510

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

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

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

SECTION 40. Amendment of the City Code. The text of Section 1040.095, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 2. Permitted Uses.

- A. Day Care Facilities, Home State licensed, as defined by statute.
- B. Dwelling, Single Family ~~Detached~~

SECTION 41. Amendment of the City Code. The text of Section 1040.095, Subd. 3 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 3. Accessory Uses.

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

ORDINANCE NO. 2023-510

SECTION 42. Amendment of the City Code. The text of Section 1040.095, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

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

SECTION 43. Amendment of the City Code. The text of Section 1040.100, Subd. 1 and 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1040.100 – C-1 (NEIGHBORHOOD COMMERCIAL)

Subd. 1. Purpose. The purpose of the Neighborhood Commercial (C-1) District is to allow single and multi-use commercial buildings containing convenience retail and service commercial uses at major intersections on small neighborhood scale sites where public sewer is available and sites are designated in the 20~~34~~40 Comprehensive Plan. The district is intended to accommodate the basic needs of neighborhoods that would not otherwise have convenient access to retail areas in the City. Due to the proximity to residential neighborhoods new buildings shall appear to have similar scale and design elements as the neighboring buildings. Businesses requiring exterior storage for processing retail sales or wholesale activities are not permitted in this district. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

Subd. 2. Permitted Uses.

- A. Bakery, retail
- B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc..
- E. Copy/print shop

ORDINANCE NO. 2023-510

F. Day Care Facilities, Commercial State licensed, as defined by statute.

SECTION 44. Amendment of the City Code. The text of Section 1040.100, Subd. 3 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 3. Accessory Uses.

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

SECTION 45. Amendment of the City Code. The text of Section 1040.100, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

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

SECTION 46. Amendment of the City Code. The text of Section 1040.110, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 2. Permitted Uses.

- A. Bakery, retail.

ORDINANCE NO. 2023-510

- B. Banks, savings and loan, credit unions and other financial institutions, with or without drive-through.
- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc..
- E. Day Care Facilities, ~~Commercial State licensed, as defined by statute.~~
- F. Department Stores.
- G. Drug Stores, Variety Stores, etc.
- H. Dry cleaning and laundry pick up, incidental pressing and repair without dry cleaning processing.
- I. Funeral Homes and Mortuaries.
- J. Grocery Stores (not to exceed 50,000 square feet).
- K. Hardware Stores.
- L. Hobby and Craft Stores.
- M. Home Furniture and Home Furnishing Stores.
- N. Household Appliance Stores.
- O. Laundromats.
- P. Liquor—Off-sale/On-sale.
- Q. Offices, medical and professional.
- R. Public and Private Clubs and Lodges.
- ~~S.—Retail goods and service uses of a similar nature.~~
- ~~TS.~~ Restaurants and cafes (without drive-through).
- ~~UT.~~ Retail goods and service uses of a similar nature
- ~~VU.~~ Sporting Goods and similar retail sales.
- ~~WV.~~ Tailoring services, shoe repair and similar services.
- ~~XW.~~ Taverns

SECTION 47. Amendment of the City Code. The text of Section 1040.110, Subd. 3 of the

ORDINANCE NO. 2023-510

Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 3. Accessory Uses.

- A. Accessory structures as regulated by Section 1030.020 of this Chapter.
- B. Accessory uses incidental and customary to uses allowed in this Section.

~~C. Day Care Facilities, County licensed, 12 or fewer individuals.~~

~~D. Allowed Home Occupations as regulated by Section 1030.100 (Home Occupations) of this Chapter.~~

EC. Keeping of Animals, subject to Chapter 81 (animals) of the City Code.

SECTION 48. Amendment of the City Code. The text of Section 1040.110, Subd. 4(L) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

L. Places of Worship/~~Assembly~~.

SECTION 49. Amendment of the City Code. The text of Section 1040.110, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

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

SECTION 50. Amendment of the City Code. The text of Section 1040.120, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

ORDINANCE NO. 2023-510

that may be cited for a specific use:

- A. Day Care Facilities, Commercial.

SECTION 51. Amendment of the City Code. The text of Section 1040.120, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

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

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

SECTION 52. Amendment of the City Code. The text of Section 1040.125, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

- A. Day Care Facilities, Commercial.

SECTION 53. Amendment of the City Code. The text of Section 1040.125, Subd. 5 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

- A. Land reclamation, mining and soil processing
- B. ~~B-~~Outside Storage as a principal use, subject to the following:

SECTION 54. Amendment of the City Code. The text of Section 1040.125, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the

ORDINANCE NO. 2023-510

underlined material as follows:

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

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

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

SECTION 55. Amendment of the City Code. The text of Section 1040.130, Subd. 1 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1040.130 - DOWNTOWN MIXED USE (DMU) DISTRICT

Subd. 1. Purpose. The purpose of the Downtown Mixed Use District is to provide for the orderly and integrated development of a high quality downtown. The Downtown Mixed Use District applies to those properties classified as Mixed Use on the 2030 Future Land Use Plan and located on the east side of County Road 116 on both sides of County Road 10. The Downtown Mixed Use District will provide for the establishment of a community focal point which is a blend of cultural, civic, entertainment, commercial, retail, residential and office uses as defined and guided by the 20340 Comprehensive Plan. Residential multi-family uses shall be developed at a minimum of ten units per acre or greater. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

SECTION 56. Amendment of the City Code. The text of Section 1040.130, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 4. Permitted Uses.

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

ORDINANCE NO. 2023-510

- C. Barbers, Beauty Shops and similar personal service uses.
- D. Civic Buildings, such as City Hall, libraries, fire stations, etc.
- E. Copy/print shop.
- F. Day Care Facilities, ~~Home or Commercial State licensed, as defined by statute.~~

SECTION 57. Amendment of the City Code. The text of Section 1040.135, Subd. 1 and 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

1040.135 – GENERAL MIXED USE (GMU) DISTRICT

Subd. 1. Purpose. The purpose of the General Mixed Use District (GMU) is to provide an area for compact, inter-connected, walkable, mixed-use development along key community corridors and to support high quality development and site flexibility due to the unique site conditions in these areas. The mixture of land uses within the district is essential to establishing the level of vitality and intensity needed to support retail and service uses. A combination of retail, office, service and residential uses are encouraged although not required. Buildings may also be entirely one use. The placement of the building and the relationship of the building, parking, landscaping, and pedestrian spaces is essential to creating the pedestrian-friendly environment envisioned for the GMU District. The standards in this Section are reinforced within the Design Guidelines contained in Appendix A. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area.

The General Mixed Use District applies to those properties classified as Mixed Use on the ~~2034~~ Future Land Use Plan and adjacent to County Road 30. The character of the General Mixed Use District shall reflect high quality design due to the high visibility of these areas at the gateway to the City at County 30. Although development in this mixed-use district will be more auto-oriented in design than the Downtown Mixed Use District, pedestrian connections and amenities will still be required to provide connections to existing and future planned areas, sidewalks and trails and to provide for safe pedestrian circulation within the site. Landscaping, and architectural details shall be used to unify sites within the General Mixed Use District.

- Subd. 2. Permitted Uses.
- A. Bakery, retail.
 - B. Banks, savings and loans, credit unions and other financial institutions without drive-through.
 - C. Barbers, Beauty Shops and similar personal service uses.
 - D. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - E. Copy/print shop.

ORDINANCE NO. 2023-510

~~F. Day Care Facilities, Home or Commercial State licensed, as defined by statute.~~

SECTION 58. Amendment of the City Code. The text of Section 1040.135, Subd. 3 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 3. Accessory Uses.

A. Accessory structures as regulated by Section 1030.020 of this Chapter.

B. Accessory uses incidental and customary to uses allowed in this Section.

~~C. Day Care Facilities, County licensed, 12 or fewer individuals.~~

~~DC.~~ Keeping of Animals, subject to Chapter 81 (animals) of the City Code.

~~ED.~~ Outdoor seating accessory to a restaurant.

~~FE.~~ Public open space plaza, square or other related uses.

~~GF.~~ Structured parking.

SECTION 59. Amendment of the City Code. The text of Section 1040.135, Subd. 4(H) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

H. Places of Worship/~~Assembly.~~

SECTION 60. Amendment of the City Code. The text of Section 1040.135, Subd. 13 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 13. Area Requirements. The following minimum requirements shall be met in the GMU district. Properties may be subject to special requirements for overlay districts as noted in Section 1050 (Overlay Districts):

Minimum lot area	25,000 square feet
Minimum lot width	150 feet
Minimum lot depth	NA
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	25 feet
Side	None
Rear	None
Adjacent to Residential	35 feet
Maximum Principal Building Height	35 feet at the minimum setbacks but may be increased up to a maximum of 50 feet with increased setbacks at a rate of 1 foot additional height for every 5 feet in

ORDINANCE NO. 2023-510

	additional setback.
Maximum Impervious Surface Coverage	80%

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

SECTION 61. Amendment of the City Code. The text of Section 1040.140, Subd. 8(C) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- C. Prior to filing an application or submittal of a preliminary PUD plan, the applicant shall arrange and conduct a neighborhood meeting with notice provided to property owners within at least ~~350~~ 500 feet of the desired site’s perimeter. The primary purpose of this meeting shall be to provide information on a proposed development to surrounding neighborhoods and allow feedback to be provided and incorporated early in the process. An application for a preliminary PUD development plan will not be considered complete until after a neighborhood meeting is held and a summary is provided detailing the attendees and feedback received.

SECTION 62. Amendment of the City Code. The text of Section 1040.145, Subd. 2 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 2. Permitted Uses.
 - A. Civic Buildings, such as City Hall, libraries, fire stations, etc.
 - B. Day Care Facilities, Commercial State licensed, as defined by statute.
 - C. Educational facilities, K-12.
 - D. Parks, playgrounds, trails, other recreational facilities of a non-commercial nature and directly related buildings and structures.
 - E. Places of Worship/~~Assembly.~~

SECTION 63. Amendment of the City Code. The text of Section 1040.145, Subd. 4 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 4. Conditional Uses. The following are conditional uses, subject to the conditions outlined in Section 1070.020 of this Ordinance and the specific standards and criteria that may be cited for a specific use:
 - A. Cemeteries and Memorial Gardens.
 - B. Community Centers.
 - ~~C. Day Care Facilities, Commercial, accessory to permitted uses in this district.~~

ORDINANCE NO. 2023-510

- ~~DC~~. Funeral Homes and Mortuaries.
- ~~ED~~. Golf Courses and other outdoor recreational facilities of a commercial nature.
- ~~FE~~. Hospitals, nursing home and similar care facilities.
- ~~GE~~. Offices, medical and professional.
- ~~HG~~. Towers and Antennas as regulated by Section 1060.100 (Telecommunications Services) of the Zoning Ordinance.
- ~~IH~~. Trade Schools, Seminaries and other Higher Education Facilities

SECTION 64. Amendment of the City Code. The text of Section 1040.145, Subd. 7 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

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

Minimum lot area:	10 acres
Minimum lot width	200 feet
Minimum lot depth	200 feet
Minimum Principal Structure Setbacks:	
Front, From Major Roadways*	100 feet
Front, From all other streets	50 feet
Side	50 feet
Rear	50 feet
Maximum Principal Building Height	45 feet
Maximum Impervious Surface Coverage	70%

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

SECTION 65. Amendment of the City Code. The text of Section 1050.010, Subd. 9 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- Subd. 9. Encroachment in Required Setback and Buffer Areas.
 - A. Patios and decks may encroach up to a maximum of 6 feet into required structure setback areas except improvements must remain outside of drainage and utility easements. Porches may not encroach into required setback areas. Buffer and wetland areas must be kept free of all structures, including fences and play equipment.

SECTION 66. Amendment of the City Code. The text of Section 1050.020, Subd. 5(D)(2) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

ORDINANCE NO. 2023-510

2. All structures in residential districts, except Places of Worship/~~Assembly~~ and nonresidential agricultural structures, are limited to a maximum height of 25 feet in height.

SECTION 67. Amendment of the City Code. The text of Section 1060.050, Subd. 1(C) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

A. Non-Residential District Standards

1. Finishes. Exterior building finishes in all districts ~~except the CR district~~ shall consist of materials comparable in grade and quality to the following:
 - a. Face Brick.
 - b. Natural stone or cultured stone.
 - c. Decorative concrete block or integral colored block.
 - d. Cast in place concrete or pre-cast concrete panels.
 - e. Wood, provided the surfaces are finished for exterior use and wood of proven exterior durability is used, such as cedar, redwood, cypress.
 - f. Curtain wall panels of steel, fiberglass and aluminum (non-structural, non-load bearing), provided such panels are factory fabricated and finished with a durable non-fade surface and their fasteners are of a corrosion resistant design. Up to 20% of any wall surface may consist of the materials outlined herein (excludes overhead doors, windows, and doors).
 - i. In the CR zoning district, 50% of any wall surface (excludes overhead doors, windows, and doors) may consist of curtain wall panels of steel, fiberglass and aluminum (non-structural, non-load bearing), provided such panels are factory fabricated and finished with a durable non-fade surface and their fasteners are of a corrosion resistant design.

SECTION 68. Amendment of the City Code. The text of Section 1060.070, Subd. 2(J)(1)(b)(v) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

2. Required plantings within the buffer yard are in addition to other landscaping requirements.

SECTION 69. Amendment of the City Code. The text of Section 1060.080, Subd. 1(F) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

F. A building permit is required for the following:

1. Fences over 7 feet in height, measured from grade to the top of fence, ~~shall require a building permit.~~ For the purposes of this Section, decorative

ORDINANCE NO. 2023-510

elements, such as a space cap, that extend beyond the post of a fence are not measured as part of the height of the fence. Other structural elements, such as a topper, are counted towards the height of the fence.



Example of Height Exempt Decorative Element



Example of Non-Height Exempt Topper

2. Retaining walls over 4 feet in height, measured from the bottom of the footing to the top of the wall, ~~or,~~
3. Retaining walls supporting a surcharge or impounding Class I, II, or III-A liquids.

SECTION 70. Amendment of the City Code. The text of Section 1060.110 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

ORDINANCE NO. 2023-510

Subd. 1. Findings.

The intent of this Section is to allow reasonable capture and use, by households, businesses, and property owners of their solar energy resource, and encourage the development of renewable energy businesses, consistent with community development standards. This is consistent with Chapter 4, Section 8 of the Corcoran 20~~34~~0 Comprehensive Plan, which states that the “City of Corcoran will protect [solar] access by requiring minimum standards for lot sizes, amounts of open space, yard setbacks, and maximum height of buildings for urban residents that create the opportunity for all building owners to develop solar energy facilities if desired.”

SECTION 71. Amendment of the City Code. The text of Section 1070.010, Subd. 1(C) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- C. Notice of said hearing shall be mailed to all owners of land within ~~350~~ 500 feet of the boundary of the property in question. This provision shall not apply in the case of a rezoning if the amendment affects an area greater than five (5) acres pursuant to Minnesota Statutes §462.357.

SECTION 72. Amendment of the City Code. The text of Section 1070.020, Subd. 1(D) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- D. Notice of said hearing shall also be mailed at least 10 days prior to all owners of land within ~~350~~ 500 feet of the boundary of the property in question, informing them of the receipt of the application and the anticipated schedule for consideration.

SECTION 73. Amendment of the City Code. The text of Section 1070.020, Subd. 7(B) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- B. The request for extension shall be submitted to the Zoning Administrator not less than 30 days before the expiration of said approval and ~~shall include the renewal fee as set forth in the City Code and~~ state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. A request for an extension not exceeding one year shall be subject to the review and approval of the Zoning Administrator. Should a second extension of time or any extension of time longer than one year be requested by the applicant, it shall be presented to ~~the Planning Commission for a recommendation and to~~ the City Council for a decision.

SECTION 74. Amendment of the City Code. The text of Section 1070.030, Subd. 3(C) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

ORDINANCE NO. 2023-510

C. Approval Process.

1. Upon receipt of a complete application, as determined by staff review, and following preliminary staff analysis of the application and request, the Zoning Administrator, when appropriate, shall establish a time and place for consideration by the Planning Commission. At least 10 days before the date of the meeting, a written notice of the meeting shall be mailed to the applicant and to all other owners of property located within ~~350~~ 500 feet of the boundaries of the subject property.

SECTION 75. Amendment of the City Code. The text of Section 1070.050, Subd. 5 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

Subd. 5. Expiration. Unless otherwise specified by the Zoning Administrator or City Council at the time of approval, approved variances shall expire, within one year after the date of approval unless the applicant has commenced the authorized use or improvement. Prior to the expiration, the applicant may apply for a time extension of up to one year.

The request for extension shall ~~include the renewal fee as set forth in the City Code~~ and be submitted to the Zoning Administrator not less than 30 days before the expiration ~~and shall include the renewal fee as set forth in the City Code~~ and state facts showing a good faith attempt to complete or utilize the approval permitted in the variance. A request for an extension not exceeding one year shall be subject to the review and approval of the Zoning Administrator. Should a second extension of time or any extension of time longer than one year be requested by the applicant, it shall be presented for approval to the Board.

SECTION 76. Amendment of the City Code. The text of Section 1070.050, Subd. 8(B) of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

- B. The request for extension shall submitted to the Zoning Administrator not less than 30 days before the expiration of said approval ~~and shall include the renewal fee as set forth in the City Code~~ and state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. A request for an extension not exceeding one year shall be subject to the review and approval of the Zoning Administrator. Should a second extension of time or any extension of time longer than one year be requested by the applicant, it shall be presented to the ~~Planning Commission for a recommendation and to the~~ City Council for a decision.

SECTION 77. Amendment of the City Code. The text of Section 1070.060 of the Corcoran City Code is hereby amended by adding the underlined material as follows:

Subd. 9. Expiration.

- A. Unless otherwise specified by the Zoning Administrator at time of approval, an administrative permit approval shall expire within one year of the date of approval unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the

ORDINANCE NO. 2023-510

approved plan. Prior to the expiration, the applicant may apply for a time extension of up to one year.

- B. The request for extension shall submitted to the Zoning Administrator not less than 30 days before the expiration of said approval and state facts showing a good faith attempt to complete or utilize the use permitted in the conditional use permit. The Zoning Administrator may approve up to 2 such extensions of not more than one additional year per extension.

SECTION 78. Effective Date

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

ADOPTED by the City Council on the 26th day of October 2023.

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:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-93

Motion By:
Seconded By:

**A RESOLUTION APPROVING FINDINGS OF FACT FOR AN ORDINANCE
AMENDING TITLE IX AND TITLE X OF THE CORCORAN CITY CODE REALTED TO
MINOR CODE UPDATES.
(CITY FILE 23-022)**

WHEREAS, the City of Corcoran proposed several amendments to address errors, inconsistencies, and align requirements with City processes and goals throughout the Subdivision and Zoning Ordinances; and

WHEREAS, City staff compiled a list of minor code updates and forwarded the list to City Council since at least 2020;

WHEREAS, the City Council authorized staff to proceed with minor code updates;

WHEREAS, the Planning Commission reviewed the proposed amendments at a duly called public hearing and recommends approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does approve amendments within Title IX (Subdivision Ordinance) and Title X (Zoning Ordinance) of the City Code to address errors, inconsistencies, and align requirements with prevailing City practices and goals based on the following findings:

1. The amendments will address known typographical errors.
2. The amendments will provide consistency with the use of terms of arts relied upon throughout Title IX and Title X.
3. The amendments will provide consistent treatment of similar situations found in the City Code.
4. The amendments will provide clarity where previous verbiage or omitted information caused confusion.
5. The amendments will increase the public hearing notice radius to 500 feet and further involve nearby residents to development proposals.
6. The amendments will provide consistent treatment with the extension request process across application types as well as streamline the extension process to align with the specified timeline.
7. The amendments will provide consistency with the Corcoran Engineering Design Standards where relevant.

RESOLUTION NO. 2023-93

8. The amendments will remove outdated terms, information, and processes.
9. The amendments are consistent with State Law, other City Code standards, and City policies.

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 26th day of October, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-511

Motion By:
Seconded By:

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-510

AN ORDINANCE AMENDING THE TEXT OF TITLE IX (SUBDIVISION ORDINANCE) AND TITLE X (ZONING ORDINANCE) OF THE CORCORAN CITY CODE TO ADDRESS MINOR CODE UPDATES (CITY FILE 23-022)

Title IX and Title X of the City Code of the City of Corcoran, Minnesota, is hereby amended to address minor code revisions within the Subdivision Ordinance and Zoning Ordinance of the Corcoran City Code.

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 Ordinance is hereby declared adopted on this 26th day of October 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9a.

Council Meeting: October 26, 2023	Prepared By: Michelle Friedrich
Topic: Commission Appointments	Action Required: Appointment

Summary

The City accepted a notice of resignation from Lisa Wyffels of the Parks and Trails Commission effective September 12, 2023. Council recognized Lisa Wyffels for her service on Parks and Trails Commission and declared a seat vacancy on September 14, 2023. The vacancies were advertised, and applications were accepted through October 18. As of October 18, only one application had been received for the Parks and Trails Commission. Councilor Bottema and Councilor Vehrenkamp consist of the commission appointment subcommittee for this appointment.

The subcommittee is reviewing the application(s) and will attempt to reach out to candidates prior to the Council meeting on November 9. The subcommittee may recommend appointment if candidate(s) can be reached, or may consider tabling appointment to a future meeting.

Financial/Budget

Parks and Trails Commission members serve without compensation.

Options

1. Appoint an individual to the Parks and Trails Commission as recommended by the Council appointment subcommittee.

Recommendation

Staff recommends reviewing application(s) and appoint if applicable.

Council Action

Consider a motion to appoint an individual to the Parks and Trails Commission.

Attachments

1. Application for Parks and Trails Commission – Jonathan Schmidt



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340
763.420.2288 – Office 763.420.6056 – Fax
E-mail - mfriedrich@corcoranmn.gov / Web Site - www.corcoranmn.gov

COMMISSIONS APPLICATION

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- Parks and Trails Commission
Meets the 3rd Tuesday of the month at 7:00 p.m. - City Hall
 - Planning Commission
Meets the 1st Thursday of the month at 7:00 PM - City Hall
 - Watershed Commission
Meets the 2nd Wednesday of the month, 11:30 AM – Maple Grove City Hall
 - Other
-

We welcome you as an applicant for one of the City’s commissions. Residents of Corcoran are eligible for nomination to any of the City’s commissions as established by the City Council. Please complete the following information, attach extra sheets if necessary, and return. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process.

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a commission, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the Commissioners, and the City Council in determining whether you should be appointed to a commission. Therefore, all of the information will be provided to the Commissioners and City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment.

Please complete the information below:

Name: Jonathan Schmidt		
Address: [REDACTED]		
Phone: (h) [REDACTED]	(w) same	(c) same
Fax:	E-mail: [REDACTED]	

Please answer the following questions (use the back side if more space is needed):

- 1) How long have you been a Corcoran resident?

Almost 2 years. [REDACTED]
I grew up just south of Corcoran so have enjoyed the city for many years.

- 2) Please list any city committees/ commissions you have served on in the past, either for the City of Corcoran or another community. Please include the dates of service and if you held any positions such as Chair or Secretary.

None, but have always been interested.

- 3) Please describe why you feel qualified to serve on the Commission for which you are applying, including any other relevant experience with the issues faced by the Commission.

I'm a philanthropist by nature. I work at [REDACTED] and lead or am involved in many community activities and programs such as AHA Heart Walk Captain, Management Leadership Enhancement, Intern Program, World Class meeting culture, and other fundraising campaigns.

I have my BS in Biological sciences from the U of M and have always been passionate about nature.

I'm also the proud father of [REDACTED] and we have visited many parks in the area.

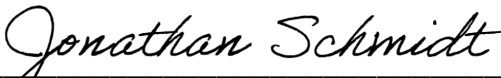
- 4) Why are you interested in serving on this Commission?

As mentioned above, I am passionate about nature and the outdoors, but I'm also very passionate about community and the importance of having, creating, and maintaining an environment where people feel safe (physically and psychologically) and included when making lasting memories with family and friends.

If appointed, I agree to disclose any conflict of interest I might have in reviewing or approving any contract, license, permit, application, appointment, land use decision, public improvement, or other matter that comes before me?

Please sign and date this Application and return to:

City of Corcoran
8200 County Road 116
Corcoran MN 55340



Applicant Signature

Date 13 Oct 2023

STAFF REPORT

Agenda Item: 9b.

Council Meeting: October 26, 2023	Prepared By: Jessica Christensen Buck
Topic: RFPQ for Master Park Planning	Action Required: Approval

Summary

The deadline for Submissions of Proposals and Qualifications (SOPQ) for Master Park Planning and Design Services was Friday, September 29 at 2:00 pm.

Staff reviewed submissions during the week of October 2 and invited four firms to interview with a subcommittee on October 10, 2023. The four firms selected for the interview process included Anderson Engineering, HKGi, SRF Consulting Group Inc., and WSB. The subcommittee consisted of Mayor McKee, Councilmember Nichols, Commissioner Friedrich, Public Works Director Mattson, and Recreation Supervisor Christensen Buck. Councilmember Nichols was unable to participate in the interviews but was included in the distribution of information.

During the interviews, the panel asked questions regarding opportunities and challenges Corcoran faces in developing the park system, affordable engineering, day-to-day contact information, design work, and conflicting viewpoint management.

Following the interviews, the panel discussed the consulting firms and selected HKGi as the preferred consulting firm for the park design service needs of the City. Deciding factors included previous project experience, knowledge of projects, and understanding of Corcoran's park design needs.

Attached are the park consulting submissions received for Council review. The four options were presented to the Parks and Trails Commission at the October 19, 2023, meeting. The recommendation from the Parks and Trails Commission was to authorize drafting a Master Services Agreement with HKGi and negotiate rates.

Financial/Budget

Funding for the consultant services is anticipated to come from Park Dedication and/or Long Range Planning Funds. Additional funding options are being explored and Council feedback is requested for discussion purposes.

Options

1. Authorize staff to develop a Master Services Agreement to work with HKGi, with a draft agreement presented at future meeting.
2. Direct staff to review other master park planning options.
3. Decline the opportunity.

Recommendation

Authorize staff to develop a Master Services Agreement to work with HKGi, with a draft agreement presented at future meeting.

Council Action

Authorize staff to develop a Master Services Agreement to work with HKGi, with a draft agreement presented at future meeting.

Attachments

1. Anderson Engineering SOPQ and Rate Sheet
2. HKGi SOPQ and Rate Sheet
3. SRF Consulting Group Inc. SOPQ and Rate Sheet
4. WSB SOPQ and Rate Sheet

ANDERSON

REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR

MASTER PARK PLANNING AND DESIGN SERVICES

CITY OF CORCORAN

September 29, 2023

13605 1st Ave. N.; #100 Plymouth, MN 55441
P 763.412.4000 F 763.412.4090 ae-mn.com
A Service-Disabled Veteran-Owned Small Business

Point of Contact: Joe Lucht, PLA



contents

- cover letter 4
- introduction 5
- experience 8
- project manager 11
- technical leads 14
- support 20
- approach 23
- litigation disclosure 26
- conclusion 26
- fees/rates 27

ANDERSON

September 29, 2023

Ms. Jessica Christensen Buck
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

RE: Request for Proposals and Qualifications for
Master Park Planning and Design Services

Dear Ms. Christensen Buck:

On behalf of the Anderson Engineering (Anderson) Team, we are pleased to provide the following response to the Request for Proposals and Qualifications for the Master Park Planning and Design Services for the City of Corcoran. We are excited about working with the city and community members to provide on-call Landscape Architecture and Park Planning services. Collectively our team is very familiar with the City, and certain team members already know the city and its parks intimately. We are enthusiastic and motivated to work on a project where we have so much personal knowledge and interest.

Our team provides exceptional park and recreation development project experience and unmatched design capabilities. With over 100-years of combined experience, our project team of landscape architects, planners and engineers provide an impressive background of park and recreation design with a deep portfolio of projects. Our team has performed dozens of projects for numerous public entities throughout the northwest metro including projects with multiple park districts. With our office located in Plymouth, MN, and our project manager living in Greenfield, MN, we are positioned to support the city with responsive and cost-effective services.

We believe our team's experience and expertise are exactly what the city is looking for in these projects. We will provide excellent plans, on time and on budget, to ensure each park project is successful and serves as key assets for the City of Corcoran.

Respectfully,
Anderson

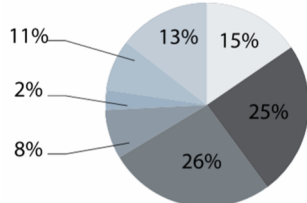


Joe Lucht, PLA
Project Manager
763-412-4048
jlucht@ae-mn.com

introduction



ANDERSON



ANDERSON STAFF OF 60

- Engineers
- Architects
- Land Surveyors
- Environmental Specialists
- Interior Designers
- Landscape Architects
- Designers / EIT's - 12

ANDERSON ENGINEERING

PLYMOUTH, MINNESOTA

Anderson Engineering (Anderson), a Service-Disabled Veteran Owned Small Business (SDVOSB), is an award-winning multi-disciplinary consulting firm recognized nationally for delivering projects in a cost-effective manner, while maintaining the highest industry standards. Anderson's professional staff of 60, consist of engineers, land surveyors, landscape architects, architects and environmental specialists focused on collaboration to meet client's needs. Our small, yet diverse group of professionals allows projects to be managed under one roof providing exceptional value for our clients.

For 34 years, Anderson has been dedicated to successfully completing projects in all phases of design and construction. From project conception, Anderson's staff is involved in providing investigative reports, surveys and master planning exercises while also leading the design and construction administration for numerous projects throughout Minnesota and the upper Midwest.

With Anderson's main office located in Plymouth, Minnesota, Anderson is positioned to serve the City of Corcoran with on-call services including attendance and active participation in City meetings and available to be on-site in relatively short notice. In fact, Anderson's project manager resides in the City of Greenfield where he commutes through the City of Corcoran daily. In addition to Anderson's proximity to the City of Corcoran, Anderson's experience tailors to the expectations of local government agencies and has performed professional services for neighboring jurisdictions including the City of Rogers, City of Maple Grove, City of Plymouth and Three Rivers Park District.



As displayed within the team resumes, the project manager and each technical lead are professionally licensed in the State of Minnesota ensuring that all aspects of any project can be delivered from our office. From providing existing conditions surveys, preparing easements, delineating wetlands, permitting, design documents, bidding and through construction, complete service is what Anderson will provide the City of Corcoran.

Some projects may seek grant funding for construction projects. Anderson has supported their clients with grant funding applications by providing narratives, concept drawings and opinion of costs for construction. We understand these opportunities are available throughout the metro including Hennepin County Youth Sports Program, Elm Creek Watershed Commission Cost Share programs and more. We have the experience to actively support the City on grant funding projects.

Anderson is equipped with the latest AutoCAD, GIS, Revit and other computer aided software to successfully achieve the City's planning and design tasks to deliver work product efficiently to the City. Our staff of technical professionals are trained quarterly on new software integrations and design aided tools. With our multidisciplinary staff, we have vast knowledge of all federal, state, county and city design standards and guidelines to support the City in all aspects of projects including ADA, ABA, IBC, ASCE, ACI, ASSHTO, AISC and BMP requirements.

introduction

Anderson is teaming with Midwest Wetlands Improvements (MWI) to assist with water resources and their history with park projects in the City of Corcoran. MWI's Principal was directly involved with the original City Park remaster (Athletic) and Ravinia (Wildflower) parks from its inception while employed with his previous employer. This background and knowledge of these parks will provide the City of Corcoran tremendous value through the park planning process with the understanding of what previous decisions were made and a comprehensive understanding of the sites to accelerate programming and analyzing the sites saving time and budget. In addition, Anderson's Landscape Architect-in-Training previously worked with MWI's Principal on these projects while both employed with their same previous employer providing seamless collaboration within the project team.



MIDWEST WETLANDS IMPROVEMENTS

VICTORIA, MINNESOTA

Midwest Wetland Improvements, a Small Business Enterprise (SBE) and Emerging Small Business Enterprise (ESBE) through the Central Certification (CERT) Program, was created with the mission of restoring and protecting the water resources and habitats that are critical to life. The firm is a fusion of landscape architecture and ecology that provides a unique approach to problem solving. Our expertise ranges from pure ecological restoration of degraded systems to integrating stormwater management and green infrastructure into the human built environment.

Through these projects, we also demonstrate our ability to address multiple goals by creatively solving runoff, infiltration or flooding problems while also repurposing what is typically lost space for public use and interaction with the site. Ultimately, this problem-solving approach supports our ability to identify opportunities to improve and protect surface and groundwater quality, manage the volume and flow of stormwater runoff, as well as incorporate opportunities for the public to engage with and become more knowledgeable about their local water resources.

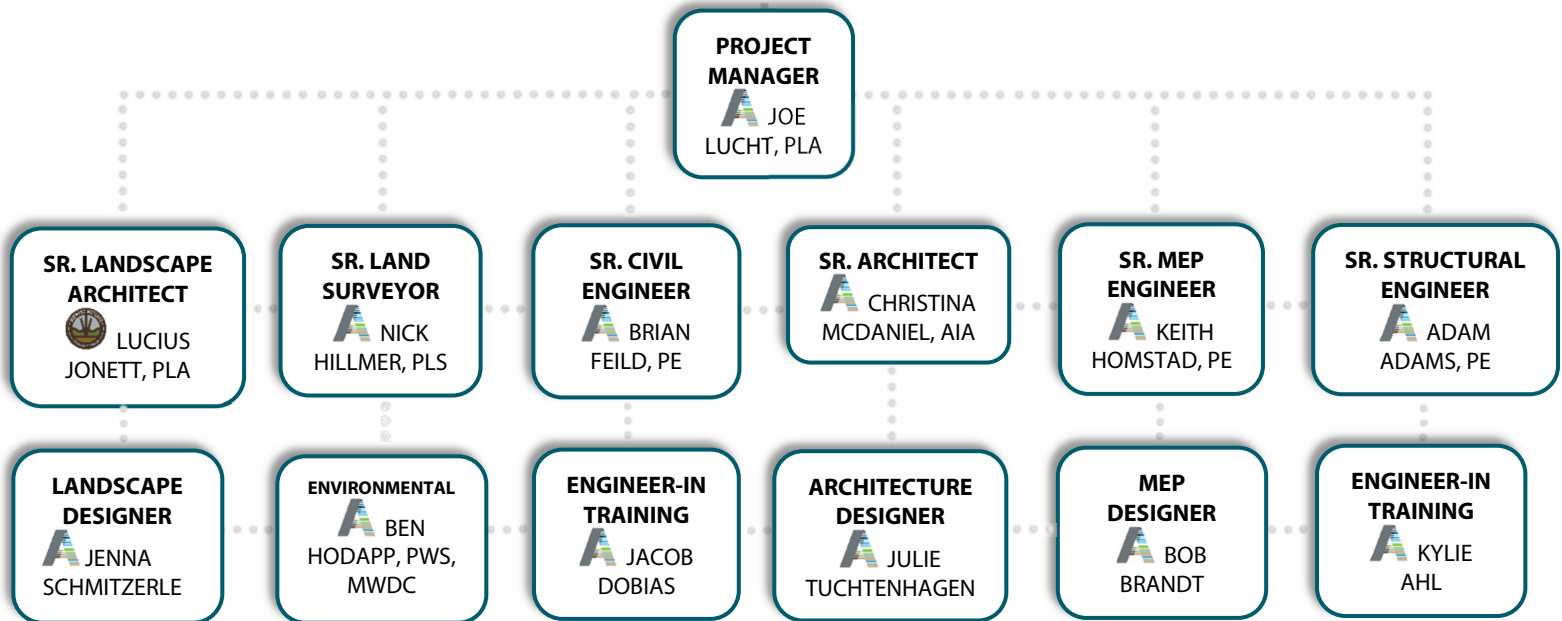
Lucius Jonett is the founder of Midwest Wetland Improvements and has had experience as a municipal landscape architect for the City of Lake Elmo, has previous experience with the City of Corcoran on the Ravinia and Athletic (now called City Park) parks, has developed a countywide park master plan for Kandiyohi County, MN, and continues to design new park projects integrating water resources into them. In addition to the design of public places, Lucius continues to practice as a stream ecologist following natural channel design principles and using the Stream Quantification Tool since 2019 to quantify project impacts and develop mitigation credits. Most of the stream projects that Lucius works on are in public parks and City outlots lined with residential properties, so he has become adept at working with large groups of public stakeholders.

Midwest Wetland Improvement's experience tailors to the expectations of local government agencies and has performed professional services for neighboring jurisdictions including the City of Maple Grove, City of Plymouth and Three Rivers Park District.

introduction



CITY OF CORCORAN



 ANDERSON

 MIDWEST WETLAND IMPROVEMENTS

experience



PARK CONCEPT & DESIGN

ATHLETIC (CITY) AND
RAVINIA (WILDFLOWER) PARKS | CORCORAN, MN

Worked with the City to develop layout concepts and final design for Wildflower Park, the City's first neighborhood park located in the Ravinia subdivision. Provided guidance on what amenities to include within the park and oversaw the grading plan being developed. Negotiated with the developer to complete the rough grading for that addition of new homes. Volunteered for the community build day to assemble the playground equipment.

Worked with the City on a second park master planning project for the community athletic park including up to eight sports fields, a sports dome, equipment storage areas, trail connections, a multi-use building including bathroom facilities, concessions, warming house and storage, parking, stormwater conveyance, landscapes, sight lines, and natural areas. Worked with staff and the City park commission to iterate through layouts to develop a final concept, phasing plan and cost estimates.



MUNICIPAL LANDSCAPE ARCHITECT

LAKE ELMO, MN

Served as the City's Landscape Architect to develop and recommend landscape policies and procedures, review land use applications, landscape plans, irrigation plans, and vegetative maintenance plans for private developments. Also assisted in the planning, layout and design of City parks and trails. Conducted on-site inspections to ensure compliance with approved landscape and other applicable plans and prepare punch lists prior to acceptance of landscaping. Utilized ArcGIS Online to create a tree

inspection dataset that allowed us to record and verify the location of all new planted trees in the City, noting if trees were rejected for various reasons and to revisit and verify after the replacements were correctly planted. This database of trees became a tool to analyze the quantities and distribution of tree species throughout the City to provide guidance on diversity of the tree canopy and watching out for unbalance for future pest issues.

As the City's Landscape Architect, participated in internal and external meetings involving landscape questions and issues with City staff and development applicants. Reviewed development proposals for conformance with City standards and identified opportunities for non-traditional landscaping techniques and any applicable ordinance revisions needed. As a special project for the City, a redesign of the planting was developed and implementation plan for the 5th Street median to provide native plant species to promote easy maintenance, less irrigation and pollinator habitat.

PARK PLANNING SERVICES FOR A GROWING CITY

ROGERS, MN

Worked with the fast-growing City of Rogers to deliver successful park projects on streamlined schedules to keep pace with the expanding city. Since 2021, six projects have been completed with four additional projects currently under design while providing on call services to assess existing parks and trails, review developer plans to evaluate potential neighborhood parks and review construction. Through each project, it has been vital to meet with city staff, homeowner’s associations and stakeholders to develop the park programs, discuss construction budgets and perform design charrettes.

Completed projects for the City of Rogers since 2021:

North Community Park

- » Scope: Tennis, Pickleball and Basketball Court Design
- » Services: Survey, Design, Cost Estimates, Bidding, Contracts and Const. Admin.
- » Construction Cost: \$240,000

Lions Park | Century 21 Event Center

- » Scope: Entrance Plaza, Wedding Ceremony Space, Formal Gardens, Backyard Stage with Synthetic Turf for Standing/Sitting, Outdoor Fire Pit and Dining Area.
- » Services: Survey, Design, Cost Estimates, Bidding, Contracts and Const. Admin.
- » Construction Cost: \$790,000

Brockton Meadows Park Improvements Project – Rogers, MN

- » Scope: Basketball Court and Picnic Shelter
- » Services: Survey, Design, Cost Estimates, Bidding, Contracts and Const. Admin.
- » Construction Cost: \$130,000

Edgewater Park Improvements Project

- » Scope: Sport Court including Pickleball, Basketball and Volleyball
- » Services: Survey, Design, Cost Estimates, Bidding, Contracts and Const. Admin.
- » Construction Cost: \$120,000

Skye Meadows Park Master Plan – Rogers, MN

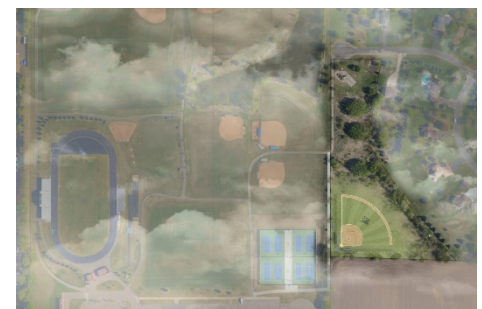
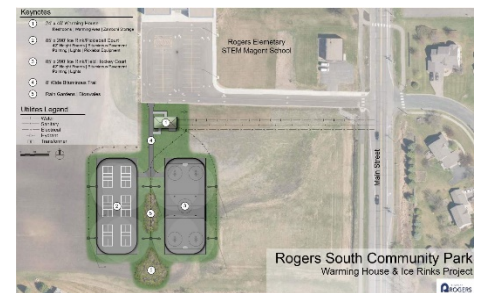
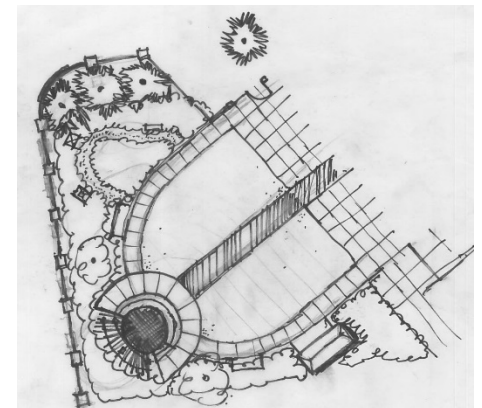
- » Scope: 15-acre Master Plan Including Bituminous and Aggregate (Passive) Trails, Playgrounds, Sport Court, Restrooms, Picnic Shelter and Parking
- » Services: Survey, Design, Cost Estimate and Phasing Plans
- » Estimated Construction Cost: \$1 Million

South Community Park Grant Assistance – Rogers, MN

- » Scope: Provide Concept Plan and Cost estimate for two hockey Rinks and Warming House with associated infrastructure and BMP’s.

Current projects under design for the City of Rogers:

- » Hassan Park Women’s Fast Pitch Softball Field
- » Skye Meadows Construction Documents
- » Crow River Heights Park Improvements
- » North Community Park Playgrounds





KANDIYOHI COUNTY
PARKS MASTER PLAN
Adopted January, 21 2020

Kandiyohi County
Where The Lakes Begin

A convenient place to vacation and enjoy the many fresh-water lakes in which boating, fishing, and camping can be accomplished easily from any of the six county parks.

PARKS MASTER PLAN

KANDIYOHI COUNTY, MN

Games Lake is a popular destination park for camping, day-use, swimming and fishing near New London, MN. An upcoming road reconstruct required the addition of a second entrance to the park and the County wanted to use the opportunity to develop a master plan for the park to address conflicting uses, parking and drainage issues, and desired improvements. Partnered with the County to unify a vision for the park that can be accomplished in multiple phases, ensuring the most efficient completion of each phase with confidence there will be no rework and wasted money to complete each phase of the plan. After completing the master plan, designed the first phase of the project, the second entrance and parking lot improvements.



Based on the success of the first master planning at Games Lake, the design team partnered again with Kandiyohi County to complete the same process for Diamond Lake park. The park sits on the West side of Diamond Lake and was cut off from the lake by a County Highway. The County relocated the highway and needed a new entrance along with other improvements to improve public access, park operations, safety and access to the lake.



After completing two master planning projects and reconstructs for Kandiyohi County, the design team partnered again to assess all the parks within the county. Worked with the board of commissioners, park managers, parks department and the Citizens advisory committee to assess the current park amenities, the desires of the park users, and develop a planning document that aids the county with future park development projects.

project manager



PROFESSIONAL EXPERIENCE

15 Years Experience
8 Years with Anderson

EDUCATION

Bachelor of Landscape Architecture
North Dakota State University (2008)

Bachelor of Environmental Design
North Dakota State University (2008)

PROFESSIONAL REGISTRATIONS

Minnesota

Lic. No. 52858, Exp. 6/24

Kansas

Lic. No. 909, Exp. 12/24

Pennsylvania

Lic. No. LA003343, Exp. 5/25

South Carolina

Lic. No. 1492, Exp. 1/25

CLARB Certified

Council Record No. 40374

TRAINING

PSMJ - A/E/C Project Management Boot Camp

JOE LUCHT, PLA

ANDERSON PROJECT MANAGER | SENIOR LANDSCAPE ARCHITECT

Overview

Joe will be the project manager from the Anderson team working in concert with the City of Corcoran staff to provide landscape architecture and park planning services for multiple park projects throughout the City. His strong background in park planning and open space design will provide the City staff an exciting and engaging experience to ensure the City successfully delivers the parks vision for the community.

Growing up in Delano, MN and now residing in Greenfield, MN, Joe enjoys working on projects where he lives, works and plays. His insight of the surrounding area will bring exceptional value for the City from his past and present experiences in the northwest metro communities.

Joe's philosophy is to engage the City fully to gain a thorough understanding of the program and expectations which communicates to the project team how the project can be completely executed on schedule and on budget. Once the project's program is understood by all involved, a thorough inventory and analysis of available information that affects the site or scope is prepared. This process, in concert with locating unique features, viewsheds and unique opportunities identified during project inventory, begins to create the backdrop for the program integration. Joe builds off this backdrop with innovations and style that help distinguish the project, creates spaces that intimately fit within the regional and local context, and presents a comfortable environment with a sense of place.

Project Management Experience

For the past 8 years, Joe has been a project manager for Anderson. He has managed and successfully delivered over 100 projects with construction budgets ranging from \$20,000 to \$30 Million. His vast knowledge of the industry will provide the City with innovative designs, cost effective solutions and maintain schedules.



Proven Key Achievements for Clients

- » Winner of 2019 DBIA-UMR Project of the Year Award, Fargo National Cemetery
- » Increased the number of bidders for three City of Rogers Parks projects by actively engaging with contractors to provide more competitive bids and providing awardable opinion of costs.
 - » North Community Park: Cost Estimate: \$262,890, Bid Result \$241,775
 - » Brockton Meadows Park: Cost Estimate: \$234,715, Bid Result \$131,440
 - » Edgewater Park: Cost Estimate: \$238,340, Bid Result \$118,376

project manager

Relative Experience

Skye Meadows Park Master Plan | Rogers, MN

Role: Project Manager/Sr. Landscape Architect

Construction Budget: \$1 Million

Within the fast-growing City of Rogers, Joe supported the city by master planning a 15-acre neighborhood park as part of the developer's park dedication requirements for a new single family residential neighborhood. The park includes 2 - 5 and 5 - 12-year-old playgrounds, picnic shelter, sport court and both bituminous and aggregate trails that meander through and around mature trees and wetlands and connect to an adjacent city-wide trail system. Joe is currently working with the City of Rogers to develop construction documents, facilitate public bidding and provide construction administration services to successfully deliver this project.



Lions Park Improvements | Rogers, MN

Role: Project Manager/Sr. Landscape Architect

Construction Costs: \$750,000

The City of Rogers Lions Park is located near downtown Rogers centralized location for community gatherings. Joe worked closely with the City of Rogers to develop this premier amenity for the community that includes formal garden space to host outdoor weddings, stage with synthetic turf, dining area, gas fireplace and new trails that connects to a city-wide trail system. Joe provided conceptual drawings with preliminary construction cost estimates to present to the city council, developed construction documents, facilitated public bidding and actively involved through construction.



Shiloh Athletic and Arts Complex and Scheels Sports Complex | Bismarck, ND

Role: Landscape Architect

Construction Costs: Shiloh \$8.9M, Scheels \$10M

While employed by his previous employer in Bismarck, ND, Mr. Lucht provided design services for two separate athletic complexes adjacent to each other; Shiloh Athletic and Arts Complex and Scheels Sports Complex. To accommodate Bismarck's growing community during the "oil boom" in 2011, both Shiloh Christian School and Bismarck Parks and Recreation District developed two state of the art sports complexes providing a destination for community and statewide members for youth competitive sports.



Joe's involvement included developing master plan concepts for these two facilities and construction document preparation for public bidding. These sports complexes challenged Joe by providing multi-level spectator viewing areas of the synthetic baseball and football fields at Shiloh and accommodating proper grading and space for stormwater management within both sites. Vehicular circulation and parking for both these sites was also critical for the success of this project by providing safe and accessible parking and drop off sites for buses and vehicles.

project manager

Territory Development Parks and Trails | Credit River Township, MN

Role: Landscape Architect

Estimated Construction Costs: \$2 Million

Just south of Prior Lake and west of Lakeville is the home of a 700+ acre residential community nestled within the Minnesota prairie landscape. Like the natural beauty of the City of Corcoran, the vision for this neighborhood is to maintain the serene native prairie landscape setting by positioning roadways, residential lots, trails and parks to fit within the land so views of the native prairie remain open.

Joe supported the Territory HOA with master planning and construction documents for private bidding for a new park that included a tot-lot, a combination baseball/soccer field, warming house, outdoor hockey rink, sport court, trails and winding driveway access capturing significant distant view of the native prairie.



City of Rogers Park Improvement Projects | Rogers, MN

Currently, Joe provides landscape architecture and park planning services for the City of Rogers on a regular basis. Joe regularly meets with City staff to review new and existing parks throughout the city to evaluate new potential developments and upgrades to aging parks. Below is five projects Joe has completed designs and supported through construction for the City of Rogers since 2021 to enhance their existing parks.

- » North Community Park Tennis, Pickleball and Basketball Courts
- » Edgewater Park Improvements
- » Brockton Meadows Improvements
- » Lions Central Park Improvements
- » Rogers Event Center Parking Lot Grading



Availability | Workload

As new projects are born and old project are complete, Joe is committed to maintain up to 20% availability for the City of Corcoran for the next 12 – 18 months. The list below is Joe’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 months.

Project	Role	Start	Finish	% Avail.
Hassen Softball Field	PM/Sr. Landscape Architect	08/21/2023	9/29/2023	10%
North Community Park Playgrounds	PM/Sr. Landscape Architect	09/15/2023	11/15/2023	5%
Crow River Heights Park	PM/Sr. Landscape Architect	10/15/2023	12/14/2023	5%
Skye Meadows Neighborhood Park	PM/Sr. Landscape Architect	10/15/2023	09/15/2024	15%
St. Michael Apartments Phase II	PM/Sr. Landscape Architect	06/08/2023	12/01/2023	5%
Elko National Cemetery	PM/Sr. Landscape Architect	05/14/2022	04/01/2026	10%
Marion National Cemetery	PM/Sr. Landscape Architect	06/13/2023	07/01/2024	15%
Jefferson Barracks National Cemetery	PM/Sr. Landscape Architect	09/29/2023	08/24/2024	15%
City of Corcoran	PM/Sr. Landscape Architect	10/26/2023	04/26/2025	20%

Total: 100%

technical leads



LUCIUS JONETT, PLA

MIDWEST WETLAND IMPROVEMENTS
SENIOR LANDSCAPE ARCHITECT

Overview

Lucius’ favorite work as a landscape architect is the restoration of degraded natural systems and layering of public park space with stormwater solutions. Lucius provides technical expertise in stream restoration, green infrastructure, community park design and master planning. His sensitivity to stakeholder input and creative ideas allows him to balance design and engineering to find solutions for all projects.

Relevant Experience (* Denotes project with previous employer)

Athletic Park Master Plan (2019)* – Corcoran, MN

» Iterated through layouts to develop the original concept plan, phasing plan and construction cost estimates.

Ravinia Park (2016-2017)* – Corcoran, MN

» Worked with the City to develop concepts and final design for the first neighborhood park located in the Ravinia subdivision.

Stormwater Pocket Park (2023) – New London, MN

» Developing a master plan for a city block, including a new municipal parking lot layout and pocket park between the library and a theater featuring green infrastructure practices.

Creekside Park (2023) – Carver, MN

» Designed a stream restoration through a park slated for redevelopment, partnering with the City engineer designing the park, to design and coordinate excess soil from the restoration to be reused on site for a future disc golf course.

County Park Master Plan (2019)* – Kandiyohi County, MN

» After completing two master planning and reconstruction projects, assessed all parks within the county to develop a master planning document to aid the county with future park development projects.

PROFESSIONAL EXPERIENCE

11 Years Experience
3 Years with Midwest Wetland Improvements

EDUCATION

Master’s Landscape Architecture
UMN – Twin Cities (2011)

B.S. Electrical Engineering
UW – Madison (2003)

PROFESSIONAL REGISTRATIONS

Minnesota

Lic. No. 52856, Exp. 6/24

Wisconsin

Lic. No. 813-14, Exp. 6/24

Iowa

Lic. No. 667, Exp. 6/25

North Dakota

Lic. No. 117, Exp. 6/25

Availability | Workload

The list below is Lucius’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 months.

Project	Role	Start	Finish
Stormwater Pocket Park	Sr. Landscape Architect	08/15/23	10/31/23
Creekside Park Construction	Sr. Landscape Architect	10/01/23	10/31/23
Campus Green & Pond Redesign	Sr. Landscape Architect	10/15/23	12/15/23
Vesta Creek Permit & Construction	Sr. Landscape Architect	08/01/23	09/15/24

technical leads



NICK HILLMER, PLS ANDERSON SENIOR LAND SURVEYOR

Overview

Nick Hillmer will be the senior land surveyor on the project, providing oversight and quality control for all surveying activities. Nick brings a background of project management, coordination, and broad survey experience to the Anderson Engineering team. Nick's experience includes ALTA, as-built, boundary, cadastral, CIC, construction, control, elevation, existing conditions, geodetic, GPS control, hydrographic, lot split, photo control, quantity, registered land, route, site development, subdivision and topographic surveys. Nick has been with Anderson for over 20 years and has completed hundreds of surveys across Minnesota and the Midwest.

Relevant Experience

Hassan Hills Park - Rogers, MN

» Completed an existing conditions survey of the 5.5-acre park for the design of the future fastpitch softball fields.

Edgewater Park - Rogers, MN

» Completed an existing conditions survey of the eastern portion of Edgewater Park for the design team. Once design was completed, provided the construction staking for construction of the basketball court and improvements.

ERX Motor Park - Elk River, MN

» Completed an existing conditions survey for multiple planning phases and expansions of the ERX motor park.

Skye Meadow Park – Rogers, MN

» Completed and existing conditions survey for design team to design future parking lot, play area, shelter, picnic area and trail system.

Fort McCoy Commemorative Area – Fort McCoy, WI

» Completed and existing conditions survey of the commemorative area and the future expansion area for the future planning and expansion of the commemorative area at Fort McCoy.

Block 52 Redevelopment pre-design survey - Downtown Monticello, MN

» Completed an existing conditions survey for design of the redevelopment of Block 52.

PROFESSIONAL EXPERIENCE

25 Years Experience
21 Years with Anderson

EDUCATION

Bachelor of Science
Construction Management
South Dakota State
University

PROFESSIONAL REGISTRATIONS

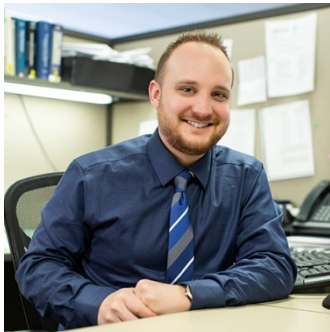
Minnesota
Lic. No. 45774, Exp. 6/24

Availability | Workload

The list below is Nick's current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 months.

Project	Role	Start	Finish
VAMC Des Moines Steam Tunnel	Sr. Land Surveyor	8/25/23	3/31/24
VAMC St. Cloud Steam Tunnel	Sr. Land Surveyor	10/2/23	4/15/24
Ohio Western National Cemetery	Sr. Land Surveyor	9/5/23	5/15/24

technical leads



BRIAN FIELD, PE

ANDERSON SENIOR CIVIL ENGINEER

Overview

Brian will be the senior civil engineer on the project providing site engineering, pavement design, utility coordination and stormwater management. He has served as a civil engineer on numerous projects throughout the state of Minnesota specializing in site design for multi-scaled projects and has extensive experience working directly with watershed districts, specifically Elm Creek Watershed Management Commission.

Relevant Experience

Vadnais Heights Sports Complex – Vadnais Heights, MN

» Civil Engineer completing the removal of an 82,000 SF dome and replacement with a steel framing and roofing. Responsibilities included reconstruction of parking and access and the inclusion of stormwater treatment using permeable asphalt pavement to meet local watershed requirements including grant application preparation for Ramsey County Parks.

Mary Queen of Peace – Rogers, MN

» Provided civil engineering services for a new 18,000 SF addition and entire site redesign of the existing church/school. As part of the planning process, the 7.76-acre plot of land required the evacuation of City ROW, dedication of D&U easement, and platting. Brian assisted with site master planning including building layout, parking and circulation needs, and stormwater management.

James Road North Design – Rogers, MN

» Provided civil engineering services for approximately 560 LF of reconstructed road and improving local drainage on the west side of James Road North by installing curb and gutter with an improved storm water sewer network. ADA pedestrian ramps were also installed to improve pedestrian circulation through the area.

Northwest Steel – Rogers, MN

» Civil Engineer for the construction of a 16,500 SF addition onto their existing warehouse. Site work included retrofitting the new addition into the existing curb with minimal disturbance and adding additional parking on the south side of the site to accommodate parking needs.

Northwest Bible Church – St. Michael, MN

» Provided Civil Engineering services for a new 15,000 SF building, parking, stormwater filtration basin and two future build out additions on the 4.5-acre property.

PROFESSIONAL EXPERIENCE

9 Years Experience
8 Years with Anderson

EDUCATION

Bachelor of Science - Civil Engineering, University of Minnesota Duluth

PROFESSIONAL REGISTRATIONS

Minnesota

Lic. No. 57224, Exp. 6/24

Availability | Workload

The list below is Brian’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 month.

Project	Role	Start	Finish
Cedar Meadow Development	Sr. Civil Engineer	9/21/23	10/1/26
VA St. Louis John Cochran Division	Sr. Civil Engineer	9/21/23	06/1/28
Affinity Plus Credit Union Shakopee	Sr. Civil Engineer	9/21/23	03/1/24
SAP Library St. Paul	Sr. Civil Engineer	9/21/23	05/1/24

technical leads



CHRISTINA MCDAIEL, AIA ANDERSON SENIOR ARCHITECT

Overview

Ms. McDaniel has 15 years of experience working on federal, public and private projects, managing deliverables aligned with client’s unique design and submittal requirements - sustainability, facility or company specific standards, historical, climate, security or seismic driven. Well informed when it comes to various building, accessibility, fire and life safety codes.

Relevant Experience

New Public Restroom Building, Honolulu, Hi

» Project Architect for the Design and Construction Administration services for new accessible public restroom building to replace existing facility at the Veterans Cemetery. Local materials, building technology and design aesthetic were incorporated due to the project’s remote location.

New Committal Services Shelters and Maintenance Complex, Honolulu, Hi

» Project Architect providing Conceptual through Design Development services for new cemetery maintenance facility structures and public Committal Service Shelters for the cemetery utilizing local materials, building technology and design aesthetic, will being conscientious of aggressive construction cost inflation impacting the project’s budget and limited materials and labor in the locale.

Lodge Renovation, Leavenworth, KS

» Project Architect providing full design and construction document services to renovate, restore and expand an existing historic two-story 1905 superintendent’s lodge. It addressed hazardous material abatement in the existing structure and ensured the addition was complementary to the historic building. Window replacements, facade alterations and front porch restoration were vetted through the state’s historic preservation office.

PROFESSIONAL EXPERIENCE

15 Years Experience
10 Years with Anderson

EDUCATION

M. Arch University of South Florida, Tampa; BS Architecture, University of Minnesota, Minneapolis; AAS, Arch Drafting & Design, Hennepin Tech College, Eden Prairie, MN

PROFESSIONAL REGISTRATIONS

Minnesota

Lic. No. 52909, Exp. 6/24
NCARB Certificate 82268, Exp. 11/23
LEED BD+C, Exp. 10/23

Availability | Workload

The list below is Christina’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 month.

Project	Role	Start	Finish
Maintenance Facility	Sr. Architect - Design	08/01/2022	11/29/2023
Dallas VAMC Warehouse	Sr. Architect – QA/QC	09/21/2023	10/05/2023
Air Handling Unit Tower	Sr. Architect – Inspections	10/21/2023	09/01/2024
Restroom Building	Sr. Architect - Inspections	11/01/2021	11/14/2023

technical leads



KEITH HOMSTAD, PE

ANDERSON SENIOR MECHANICAL ELECTRICAL PLUMBING (MEP) ENGINEER

Overview

Keith will be the Principal Mechanical Engineer on the project, bringing 14 years of experience designing, managing, and producing mechanical deliverables.

Relevant Experience

Nutek Gen 10 Manufacturing, Fargo, ND

» Project mechanical and plumbing engineer responsible for the design and construction of a \$20M brown field plant. HVAC, Plumbing design, Site Drainage, Lidar locating, equipment placement, utility and process pipe design, aseptic pipe design, ISO and Ortho Graphic production.

SunOpta Grains, Alexandria, MN

» Project management and owner’s representative for \$24M Oat Milk facility in Alexandra MN. Site layout, permit negotiation and execution, site layout and process integration.

Marion National Cemetery, Marion, IN

» Project mechanical and plumbing engineer for the design of a new administration building and renovation of a historical building into a maintenance facility office. Project included two new air handling units, duct work routing, HVAC load calculations, plumbing fixtures and piping throughout the new and renovated buildings.

PROFESSIONAL EXPERIENCE

14 Years Experience
1 Year with Anderson

EDUCATION

Bachelor of Science -
Mechanical Engineering,
University of North
Dakota

PROFESSIONAL REGISTRATIONS

Minnesota
Lic. 52219, Exp. 6/24

Availability | Workload

The list below is Keith’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 month.

Project	Role	Start	Finish
Legionella Risk Assessment	Sr. Mechanical Engineer	8/8/2023	01/20/2024
Des Moines VAMC Steam Tunnels	Sr. Mechanical Engineer	9/15/2023	12/10/2024
St. Cloud VAMC Steam Tunnels	Sr. Mechanical Engineer	9/10/2023	10/12/2024
Iowa City VAMC Renovate	Sr. Mechanical Engineer	8/15/2023	12/16/2023

technical lead



PROFESSIONAL EXPERIENCE
 21 Years Experience
 1 Year with Anderson

EDUCATION
 BS- Civil Engineering
 North Dakota State University

PROFESSIONAL REGISTRATIONS
Minnesota
 Lic. No 49318, Exp. 6/24

ADAM ADAMS, PE ANDERSON SENIOR STRUCTURAL ENGINEER

Overview

Mr. Adams is new to Anderson but not to the professional world of structural design. Adam has over 20 years of experience in a variety of structural designs in multiple construction types. As it relates to Parks and Recreational facilities, Adam’s group have designed over 200 hotels with Porte Cochere using wood and steel framing. Additionally, Adam has worked with Park and Recreations in Fargo ND, and on White Earth Reservation MN, on miscellaneous structural investigations and structural repairs.

Relevant Experience

» Gooseberry Park Shelter, Moorhead MN

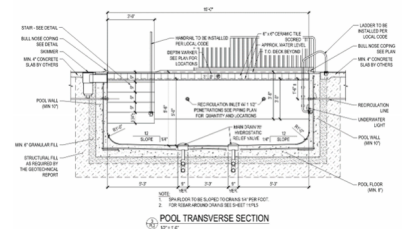
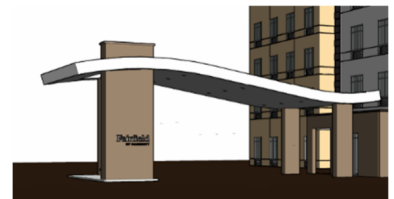
The structural design of this shelter was unique in the idea that is not protected from floods therefore the structure was engineered to take ice jams and flowing water up to the bottom of the roof structure. The columns are a board formed concrete for visual ascetics and the roof is framed with curved steel for a unique look.

» Fairfield Inn and Suites Central Park CO

For the purposes of showcasing the Porte Cochere, the Fairfield Inn and Suites has a unique curved canopy that requires some “out of the box” thinking to design and economically construction this type of structure. It displays curved steel along with cantilevered structure which gives off its uniqueness.

» Home 2 Suites Pool Yakima WA

Concrete pools are one of the services that Anderson Engineering provides. As we are well versed in the franchise hospitality pool design, that will translate into the aquatic needs for any pool, pool structure, or aquatic features that may be required for the City of Corcoran.



Availability | Workload

The list below is Adam’s current commitments and demonstrates that he has ample capacity to support the City of Corcoran for the next 18 month.

Project	Role	Start	Finish
VACIHS Des Moines Steam Tunnel	Sr. Structural Engineer	8/25/23	06/14/24
RWV Dallas VAMC Warehouse	Sr. Structural Engineer	9/18/23	12/29/23
John Deere Implement Humphrey NE	Sr. Structural Engineer	6/29/23	10/15/23
Home 2 Suites Wheatridge CO	Sr. Structural Engineer	10/15/23	02/15/24
White Earth Tribal Community College	Sr. Structural Engineer	11/01/23	04/01/24
Roers 45th St. Center Fargo ND	Sr. Structural Engineer	11/01/23	04/01/24



PROFESSIONAL EXPERIENCE

5 Years Experience
1.5 Years with Anderson

EDUCATION

Bachelor of Landscape Architecture
Iowa State University
(2018)

JENNA SCHMITZERLE

ANDERSON LANDSCAPE ARCHITECT-IN-TRAINING

Overview

Jenna has 5 years' experience and has served as a landscape architect in training on multiple projects for city parks, residential development, and alongside the Landscape Architect for the City of Lake Elmo. These projects have varied in size and scope from small neighborhood parks to master planning county park renovations. In these projects Jenna's roles have included planning, designing and on-site inspections during construction.

Relevant Experience

- » Edgewater Park – Rogers, MN
- » Brockton Meadows Park – Rogers, MN
- » Oneka Prairie Residential Development – Hugo, MN
- » Cedar Meadow Residential Development – Northfield, MN
- » Kandiyohi County Park Improvements – Kandiyohi County, MN
- » City Landscape Architect – Lake Elmo, MN



PROFESSIONAL EXPERIENCE

24 Years Experience
19 Years with Anderson

EDUCATION

MS Water Resources Management
University of Wisconsin-Madison
BS Biology; Ecology
Minnesota State University-Mankato

PROFESSIONAL REGISTRATIONS

Minnesota

Professional Wetland Scientist
#1832
Certified Wetland Delineator
#1016

BENJAMIN HODAPP, PWS, MWDC

ANDERSON ENVIRONMENTAL SPECIALIST

Overview

Benjamin Hodapp, an Environmental Scientist and Senior Project Manager, brings a broad background of knowledge and experience in the environmental field to the Anderson Engineering team. Benjamin has a unique combination of multi-disciplinary academic training and work experience at various levels of federal, state and local government, and private consulting. Benjamin's project experience includes natural resource inventory and assessment; wetland delineation, mitigation design and monitoring; regulatory permitting; agency and stakeholder coordination; environmental impact assessment, environmental document preparation and public outreach.

Relevant Experience

- » Three Rivers Park District, Baker Park Reserve Outdoor Learning Center – Maple Plain, MN
- » Three Rivers Park District, Bassett Creek Regional Trail – New Hope, MN
- » Bennett Family Park, Park Complex Improvements – Minnetonka, MN
- » Anoka County Parks, Wargo Nature Center – Lino Lakes, MN
- » City of Lake Elmo, Reid Park – Lake Elmo, MN
- » U. S. Army Fort McCoy, Commemorative Park Expansion – Tomah, WI



PROFESSIONAL EXPERIENCE

3 Years Experience
3 Years with Anderson

EDUCATION

Bachelor of Science - Civil Engineering, University of Minnesota Mankato

JACOB DOBIAS

ANDERSON ENGINEER-IN-TRAINING

Overview

Jacob Dobias, Engineer in Training, provides working technical experience in Civil 3D (AutoCAD) and HydroCAD along with thorough client and cross-discipline communication. Jacob has a combination of project experience in site development, grading and drainage, site utilities, and storm water management for a wide array for project scopes. This allows him to identify ways to deliver a low impact and sustainable design while anticipating the clients end expectations. Jacob provides erosion and stormwater management inspection and design for an extensive range of projects.

Relevant Experience

- » Fort Sam Houston National Cemetery – San Antonio, TX
- » Minneapolis VA Medical Center – Minneapolis, MN
- » St. Louis VA Medical Center – St. Louis, MO
- » Iowa City VA Medical Center – Iowa City, IA
- » Beckley VA Medical Center – Beckley, WV



PROFESSIONAL EXPERIENCE

20 Years Experience
7 Years with Anderson

EDUCATION

University of Minnesota
Minneapolis School of Drafting

JULIE TUCHTENHAGEN

ANDERSON ARCHITECTURAL DESIGNER

Overview

Julie is an architectural designer with Anderson and has a wealth of experience preparing architectural detailed construction drawings. Her strong background of working closely with architects provides clear and concise construction drawings limiting issues during construction. Julie's technical skill's include AutoCAD and Revit modeling for building systems and integrates her modeling with MEP and structural engineer's designs.

Relevant Experience

- » Target Stores – Chaska and Waconia, MN
- » Elko National Cemetery – Elko, NV
- » Marion National Cemetery – Marion, IN
- » National Memorial Cemetery of the Pacific – Honolulu, HI
- » Minneapolis VA Medical Center – Minneapolis, MN



BOB BRANDT

ANDERSON DESIGNER

Overview

As professional who specializes in creating and designing MEP systems and components, using fundamentals of engineering & expertise in engineering principles, I will transfer these designs into computer-aided design (CAD) or Revit software to develop functional MEP systems for a variety of public and private sectors. Bob has been involved with many of these sectors over the years such as Retail & Entertainment, Healthcare, Industrial & Process, Government, Schools & Education, Airports.

Relevant Experience

- » Medtronic Renovation – Brooklyn Park, MN
- » Graco Spray Booth Addition – Rogers, MN
- » SW Light Rail Pump and Piping
- » Osseo High Scholl Boiler Replacement – Osseo, MN
- » Park Center High Scholl Boiler Replacement – Osseo, MN
- » Marion National Cemetery – Marion, IN

PROFESSIONAL EXPERIENCE

28 Years Experience
6 Months with Anderson

EDUCATION

Bemidji State University BS Degree
Minneapolis Drafting School BA Degree



KYLIE AHL

ANDERSON ENGINEER-IN-TRAINING

Overview

Kylie is an engineer-in-training with Anderson who is an analytical thinker that will bring technical expertise for the parks project. She has been enlisted in the Minnesota National Guard for eight years which providing strong work ethic and ability to problem solve.

Relevant Experience

- » Omaha National Cemetery – Omaha, NE
- » Omaha VA Medical Center – Omaha, NE
- » St. Louis VA Medical Center – St. Louis, MO
- » John Cochran VA Medical Center – St. Louis, MO
- » Black Hills National Cemetery – Black Hills, SD
- » National Memorial Cemetery of the Pacific – Honolulu, HI

PROFESSIONAL EXPERIENCE

3.5 Years Experience
1.5 Years with Anderson

EDUCATION

Bachelor of Science - Civil Engineering, University of Minnesota Mankato

approach

Park administration is a balance of ongoing maintenance needs, park improvements and occasionally evaluating expansion opportunities. Funding can be limited, desired improvements may be numerous, and there may be conflicting or safety issues. Anderson strongly promotes the development of master plans for complex projects or expansions as a road map to unify and achieve the final vision. We work with public and private clients to unify their vision that can be accomplished in multiple phases, ensuring the most efficient completion of each phase with minimal and costly rework, and full confidence that there will be minimal backpedaling or second guessing if the ultimate vision will be achieved.

Anderson's approach to master planning has been successful in balancing stakeholder input by starting the process with 2 draft concept plans and opinion of cost to discuss at a concept review meeting. The two different concepts are independent attempts to inventory existing amenities, spatially layout desired improvements, address conflicting uses, and present a final view of what the project could look like. During the concept review meeting with stakeholders, we present the concepts and opinions of cost for each improvement. The result of these meetings is a selection by the stakeholders on which components of the two concepts are preferred.

Following the concept review meeting, Anderson synthesizes the selected components from the 2 concepts into a final concept/master plan with a revised opinion of cost. We will also begin to breakdown the master plan into proposed phases and costs if the budget demands. Once completed, we facilitate a phasing review meeting to present the final master plan, phasing plan and opinions of cost. Sometimes this is as far as we go as our clients use the plan to budget and secure funding. Other times our clients are ready to proceed with one or more phases of construction and we proceed with preparing construction documents.

Anderson's first step in construction document preparation is to solidify the scope of work and construction budget. The second step is to develop a schedule that encompasses the client's needs through construction. This approach forecasts the number plan reviews, meetings, permitting, potential funding source milestones, optimum bidding timeline and when the completed project is to be delivered. The third and final step is to execute step one and two through construction.

Critical issues of concern in preparation of master planning and design services include making sure infrastructure is designed, functional, and cost effective. Phasing plans will ensure there is low risk of reworking previous phases and spending resources twice on improvements. By providing thoroughly thought through high quality of designs that are practical and cost effective, the approach is to deliver projects that are enjoyable by the current and future users, constructable, and maintainable by City staff.



approach



SAMPLE PLAN REVIEW SCHEDULE BY PHASE

Because project scope and milestones vary, the below sample plan review schedule is correlated to a similar scope to the City Park Remaster Project. Duration from Project Kickoff through the delivery of Construction Documents including plan reviews is 144 calendar days.

PHASE 1 – PROJECT KICKOFF AND SITE INVESTIGATIONS: 36 CALENDAR DAYS

The project will begin with a kickoff meeting and site investigations. This phase will include a site visit with analysis of the project area existing conditions, photo documentation, and other investigations to fully understand the site.

- » TASK 1.1 - PROJECT KICKOFF MEETING: We want to be a partner assisting the City of Corcoran to complete their park projects and provide ample opportunity for city involvement. Our initial kickoff meeting will introduce team members, City staff and stakeholders. It will provide an opportunity for our team to learn more about the project from key staff members, and have initial questions answered. The goals for the project will be discussed and confirmed, and we will present a project schedule and process for project completion.

DURATION: 1 Day

- » TASK 1.2 – EXISTING CONDITIONS STUDIES: To fully understand the existing conditions of the project site, investigations such as a topographic and utility survey or geotechnical investigations may be required. This will be determined during the project kickoff meeting based on the team’s discussions with the City staff and visual assessment of the project area. Additional studies including potential platting or easements, traffic, wetland delineation, environmental assessments, and similar will be identified if necessary.

DURATION: 30 Days

- » TASK 1.3 – SITE INVENTORY AND ANALYSIS: Our site analysis is an important step to fully understanding the existing conditions. We will walk the site, observe and photograph important features, understand the complex circulation and visitor amenity needs, and visually assess opportunities and constraints to the site. We will review the topographic survey of the project area to map all existing conditions and natural features, significant trees, tree lines, watercourses, site features, cultural resources, structures, public and private utilities, and topographic data and analyze the site.

DURATION: 5 Days

PHASE 2 – SCHEMATIC DESIGN | MASTER PLAN: 37 CALENDAR DAYS

This phase will develop concepts based on the kick-off meetings discussions with city staff and stakeholders, existing conditions studies and analysis.

- » TASK 2.1 – CONCEPT PLAN DEVELOPMENT: Armed with real world information, the design program will be layered onto the survey base drawing. With accurate survey data and additional investigative studies (if required), the design team will prepare two concepts with opinion of cost to present to City staff and stakeholders.

DURATION: 15 DAYS

- » TASK 2.2 – CONCEPT PLAN REVIEW MEETING: As part of the concept plan process, we will meet with city staff and stakeholders to present investigative findings, analysis, two concept plans and opinion of cost. City staff, stakeholders and the project team will select the preferred components of the two concepts.

DURATION: 5 DAYS for city review, 1 DAY for review meeting

approach

- » TASK 2.3 – FINAL MASTER PLAN | SCHEMATIC DESIGN: Based on the results of the concept plan review meeting, the project team will solidify the design based on the selection of preferred components and show a comprehensive master plan, with potential phasing, and update the opinion of cost. If desired by the City, the final master plan may include additional sketches or product photographs to convey the design intent.
DURATION: 10 DAYS
- » TASK 2.4 – PHASING REVIEW MEETING: To complete the master planning process, we will meet with city staff and stakeholders to present the final master plan with initial phasing displays and opinion of cost. Phasing, if required, will be discussed and altered if needed based on the City's needs of the project. The design team will not proceed to the next phase of design until the City has approved the master plan direction.
DURATION: 5 DAYS for city review, 1 DAY for review meeting

PHASE 3 – DESIGN DEVELOPMENT: 41 CALENDAR DAYS

- » TASK 3.1 – PLAN DEVELOPMENT: Our first step will be to confirm that any changes and phasing requested by the city during the phasing review meeting have been incorporated into our drawings. We will then advance the design of the proposed improvements. The project team will begin to design specific elements of the project including a strategy for erosion control and stormwater management to meet Elm Creek Watershed Management Commission requirements, site clearing and removals, geometric layout plans, grading and drainage plans, utility plans, architectural floor plans including MEP and structural designs and details for construction. An opinion of cost will also be prepared at this time.
DURATION: 30 DAYS
- » TASK 3.2 – DESIGN DEVELOPMENT REVIEW MEETING: Once the design development plans are complete, we will coordinate a meeting final meeting with city staff to review the design. Our project team will discuss the major design elements, decisions, changes from schematic design and review the opinion of cost with City staff. City review comments and concerns will be addressed and final decisions for the project will be made.
DURATION: 10 DAYS for city review, 1 DAY for review meeting

PHASE 4 – CONSTRUCTION DOCUMENTS, SPECIFICATIONS, PERMITTING AND BIDDING: 70 CALENDAR DAYS

The design team will prepare Construction Documents utilizing input from the final review meeting. The permitting process will also begin.

- » TASK 4.1 – PREPARE CONSTRUCTION DOCUMENTS: The project team will assemble the fully engineered final construction documents and specifications in preparation for bidding. Plans and specifications will be fully detailed for clarity during the bidding and construction phases. Also, a final opinion of cost will be prepared. The design team will submit a preliminary set of drawings and specifications to the City for review and comment prior issuing signed documents.
DURATION: 30 DAYS, 10 DAYS for city review
- » TASK 4.2 – PROJECT PERMITTING: The project team will prepare all necessary permitting documents and applications for the project. We anticipate the project will require a permit from Elm Creek Watershed Management Commission, Minnesota Pollution Control Agency, the City of Corcoran and Minnesota DNR. Depending upon findings earlier in the project, permitting for some of these agencies may begin earlier than Phase 4 to ensure the permit is in hand prior to construction.
DURATION: N/A, executed during Task 4.1 or earlier.

approach

- » TASK 4.3 – BIDDING ASSISTANCE: The project team will be available to assist the city through the public bidding process. This will include preparation of the bid package, responding to bidder inquiries, presence/host the bid opening, evaluation of bids and bid tabulation. The project team will support on-line bidding through QuestCDN if desired by the City.
DURATION: 30 DAYS

PHASE 5 – CONSTRUCTION PERIOD SERVICES

- » TASK 5.1 – CONSTRUCTION ADMINISTRATION: Construction administration services include site visits to evaluate construction, hosting bi-weekly construction progress meetings, preparation of change orders, responding to contractor request for information, shop drawing review, contractor schedule and pay application approval.

OPTIONAL CONSTRUCTION SERVICES

- » TASK 5.2 – CONSTRUCTION OBSERVATION: Provide full or part time construction observation to the City for the duration of the construction project. Part time construction observation includes site visits 2 – 3 times per week and visits for all major construction activities (tolerance of base materials, bituminous and concrete paving, foundation installation, etc.) These meetings will be documented with minutes and construction progress photographs.
- » TASK 5.3 – CONSTRUCTION SURVEYING AND STAKING

litigation disclosure

Anderson and their subconsultant have no insurance claims, professional negligence, damages, indemnification and/or ethic complaints taken against our firms over the last four years. In addition, Anderson and their subconsultant do not have any potential or perceived conflicts of interest related to prior or ongoing claims involving the City of Corcoran.

conclusion

The Anderson Project Team understands the importance the City of Corcoran’s parks projects for both the local and regional community. We believe our team will provide the multidimensional leadership the City is looking for. Anderson has exceptional planning and engineering capability with a deep portfolio of planning projects, and personal knowledge of the City of Corcoran. We are excited by the opportunity to lend our design expertise to the City of Corcoran to carefully craft a design which will allow the parks to be used by many well into the future. We sincerely hope that you consider our team for your projects.



rates

ANDERSON

2023 – 2024 HOURLY RATES

ENGINEERING

Principal Engineer	\$240/Hr.
Senior Civil Engineer	\$180/Hr.
Civil Engineer	\$155/Hr.
Engineering CAD Tech.	\$125/Hr.
Engineering Tech. / EIT	\$100/Hr.

LAND SURVEYING

Senior Land Surveyor	\$184/Hr.
Land Surveyor	\$148/Hr.
Survey CAD Technician	\$122/Hr.
Survey Technician	\$100/Hr.

ARCHITECTURE

Senior Architect	\$174/Hr.
Architect	\$150/Hr.
Architectural Designer	\$130/Hr.
Senior Interior Designer	\$128/Hr.
Interior Designer	\$104/Hr.

LANDSCAPE ARCHITECTURE

Senior Landscape Architect/PM	\$184/Hr.
Landscape Architect	\$148/Hr.
Landscape Designer	\$100/Hr.

ENVIRONMENTAL SERVICES

Senior Environmental Scientist	\$132/Hr.
Environmental Scientist	\$100/Hr.
Environmental Technician	\$88/Hr.
GIS Specialist	\$104/Hr.

MECHANICAL & PLUMBING ENGINEERING

Senior Mechanical Engineer	\$184/Hr.
Mechanical Engineer	\$148/Hr.
Mechanical Designer	\$100/Hr.

ELECTRICAL ENGINEERING

Senior Electrical Engineer	\$184/Hr.
Electrical Engineer	\$148/Hr.
Electrical Designer	\$100/Hr.

STRUCTURAL ENGINEERING

Senior Structural Engineer	\$184/Hr.
Structural Engineer	\$148/Hr.
Structural Designer	\$100/Hr.

MIDWEST WETLAND IMPROVEMENTS

2023 - 2024 HOURLY RATES

LANDSCAPE ARCHITECTURE | WATER RESOURCES

Senior Landscape Architect/PM	\$184/Hr.
Landscape Designer	\$115/Hr.

rates

ANDERSON

2023 – 2024 HOURLY RATES

ENGINEERING

Principal Engineer	\$240/Hr.
Senior Civil Engineer	\$180/Hr. - <i>Brian Field</i>
Civil Engineer	\$155/Hr.
Engineering CAD Tech.	\$125/Hr.
Engineering Tech. / EIT	\$100/Hr. - <i>Jacob Dobias</i>

LAND SURVEYING

Senior Land Surveyor	\$184/Hr. - <i>Nick Hillmer</i>
Land Surveyor	\$148/Hr.
Survey CAD Technician	\$122/Hr.
Survey Technician	\$100/Hr.

ARCHITECTURE

Senior Architect	\$174/Hr. - <i>Christina McDaniel</i>
Architect	\$150/Hr.
Architectural Designer	\$130/Hr. - <i>Julie Tuchtenhagen</i>
Senior Interior Designer	\$128/Hr.
Interior Designer	\$104/Hr.

LANDSCAPE ARCHITECTURE

Senior Landscape Architect/PM	\$184/Hr. - <i>Joe Lucht</i>
Landscape Architect	\$148/Hr.
Landscape Designer	\$100/Hr. - <i>Jenna Schmitzerle</i>

ENVIRONMENTAL SERVICES

Senior Environmental Scientist	\$132/Hr. - <i>Ben Hodapp</i>
Environmental Scientist	\$100/Hr.
Environmental Technician	\$88/Hr.
GIS Specialist	\$104/Hr.

MECHANICAL & PLUMBING ENGINEERING

Senior Mechanical Engineer	\$184/Hr. - <i>Keith Holmstad</i>
Mechanical Engineer	\$148/Hr.
Mechanical Designer	\$100/Hr. - <i>Bob Brandt</i>

ELECTRICAL ENGINEERING

Senior Electrical Engineer	\$184/Hr.
Electrical Engineer	\$148/Hr.
Electrical Designer	\$100/Hr.

STRUCTURAL ENGINEERING

Senior Structural Engineer	\$184/Hr. - <i>Adam Adams</i>
Structural Engineer	\$148/Hr.
Structural Designer	\$100/Hr. - <i>Kylie Ahl</i>

MIDWEST WETLAND IMPROVEMENTS

2023 - 2024 HOURLY RATES

LANDSCAPE ARCHITECTURE | WATER RESOURCES

Senior Landscape Architect/PM	\$184/Hr. - <i>Lucius Jonett</i>
Landscape Designer	\$115/Hr.



PROPOSAL AND QUALIFICATIONS FOR
**MASTER PARK PLANNING &
DESIGN SERVICES**
CORCORAN, MINNESOTA

CONTENTS

A. FIRM INTRODUCTION.....	1
B. RELEVANT EXPERIENCE.....	4
C. PROPOSED PROJECT MANAGER.....	7
D. PROPOSED LEAD TECHNICIANS.....	10
E. SUPPORT PERSONNEL.....	14
F. APPROACH TO PARK DEVELOPMENT.....	17
G. LITIGATION DISCLOSURE... ..	21

**Spring Lake Park Pickleball
Prior Lake**

September 29, 2023

Jessica Christensen Buck, CPRP, Recreation Supervisor
Corcoran City Hall
8200 County Road 116
Corcoran, MN 55340

Re: Qualifications for Master Park Planning and Design Services

Dear Ms. Christensen Buck and Members of the Review Committee:

Since HKGi's establishment in 1982, park, trail, and open space planning has been one of the firm's core services. We have completed more than thirty park and recreation system plans and needs assessments in the past decade and have worked with dozens of communities throughout the state and the Twin Cities region to develop park and trail master plans and design and complete hundreds of park improvement projects. The knowledge we have gained about park and recreation trends, best practices, funding strategies, and construction costs informs our work and enhances our ability to provide clients with action-oriented parks plans and parks improvement projects.

HKGi emphasizes outstanding client service and a collaborative approach that takes inspiration from the ideas and knowledge of community members. We believe in listening to stakeholders as they share their ideas and their hopes for the future, then we use our knowledge and skills to develop plans, designs, and implementation strategies that will help them achieve their future vision for their parks, trails, and open spaces.

This approach has enabled us to build strong working relationships with communities throughout the region. We have organized this qualifications statement to highlight a few of those clients and the park planning and design work we have conducted for those communities.

We appreciate the opportunity to be considered for this project, and we are excited at the potential to serve the City. I will serve as HKGi's Project Manager for this proposal. If you have any questions about our qualifications or would like to speak in more detail about Corcoran and its parks initiatives, please don't hesitate to contact me. I look forward to speaking with you.

Sincerely,

Gabrielle Grinde
Project Manager | Vice President

 612.252.7141


 gabrielle@hkgi.com



Planning | Landscape Architecture | Urban Design

 612.338.0800

 www.hkgi.com

 800 Washington Ave. N., Suite 103
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PRINCIPALS

Paul Paige, PLA, President
Brad Scheib, AICP, Vice President
Bryan Harjes, PLA, LEED AP, Vice President
Gabrielle Grinde, PLA, Vice President

ASSOCIATES

Rita Trapp, AICP, LEED AP
Jeff Miller, AICP
Lance Bernard

STAFF

4 Certified Planners
8 Licensed Landscape Architects
9 Planners/Urban Designers
2 Marketing Communications

A. FIRM INTRODUCTION



We value long-lasting client community relationships

For more than forty years HKGi has supported client communities in Minnesota and the Upper Midwest to create lasting places for people to live, work, and play. HKGi's landscape architects and planners share their park design and planning expertise and passion with clients striving to envision and create quality places. Our project managers provide responsive and professional leadership necessary to ensure that projects stay on schedule, on budget, and are delivered to the client's highest standards.

We are comprehensive in our approach

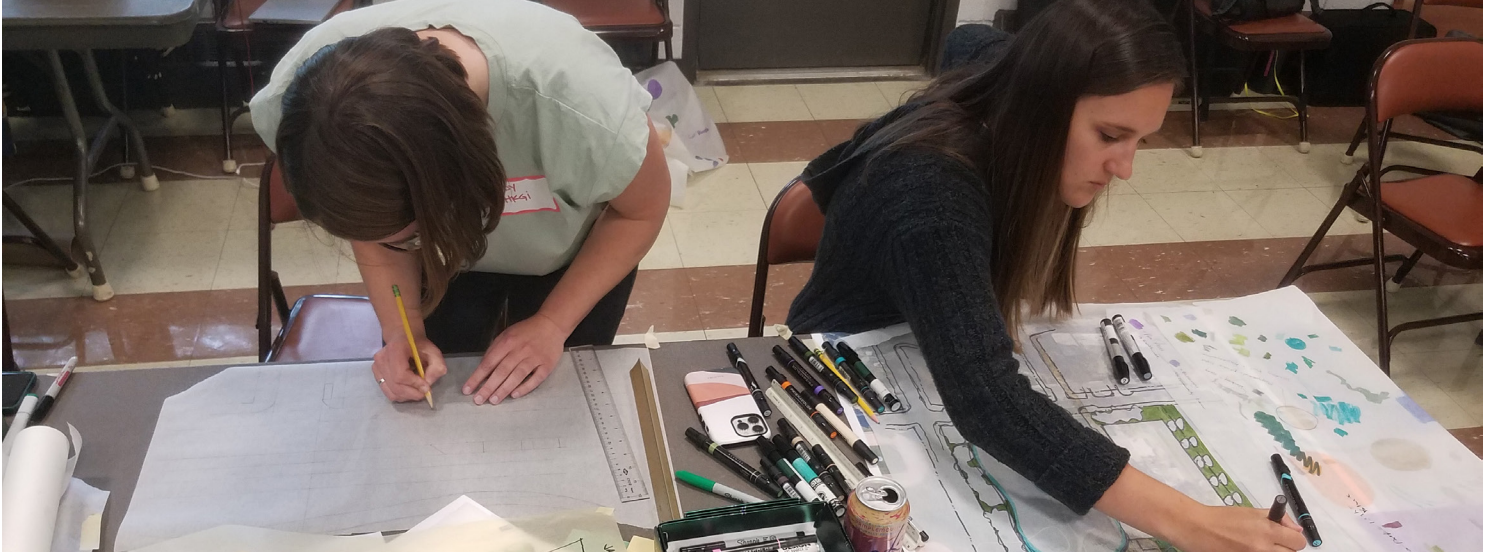
Our comprehensive community-centered approach to park planning and design provides long-term strategic services that are responsive, collaborative, thoughtful and practical. We begin by listening and engaging, learning how to best fit our process and solutions to fit the needs of the community. We take what we've learned and develop strategic frameworks, park system plans, and resource management tools to establish and guide a comprehensive approach to the development of a community's recreation system. This ensures resources are maximized and outcomes for stakeholders are optimized by developing plans and tools that are grounded in a community's needs, financial realities, operational demands, and long-term sustainability goals.

We are engaged and collaborative

Being thorough and thoughtful from the outset enables us to craft tailored solutions that leverage strategic planning and incorporate stakeholder input into projects fitting the financial demands and operational realities of our client communities. We are collaborators at our core, striving to be flexible, and responsive to our clients and the communities we serve. We develop implementation strategies with our clients and strategically select design partners to fit the specific requirements of projects and the stakeholders they serve.

We are responsive and adaptive

Our firm's people, structure, and the depth and breadth of our planning and design experience allows us to anticipate and provide timely solutions to the unique challenges our clients face. We revel in the challenges posed by an evolving world and strive to be at the leading edge of design and recreation trends, and operational demands. With an ever-expanding portfolio of design and planning services, we are continually seeking to meet the dynamic needs of our clients by creating tailored solutions that are specific to the needs of each community.



Our landscape architects and planners have delivered hundreds of long-range plans, management and forecasting tools, and design and built projects that fit the wide-ranging requirements of a growing suburban community. Helping communities plan for and build relevant and functional park and trail systems is at the heart of our work. Our planning and asset management expertise allows us to plan and design parks and trails in the context of understanding their role in the overall system, including the life-cycle costs related to replacement and maintenance of proposed ideas.

Staff Licenses, Registrations, and Experience

The matrix below provides a summary of the qualifications of the staff members contained in this proposal. More details about each staff member’s qualifications can be found in sections C, D and E.

Staff Name	Gabrielle Grinde	Tim Solomonson	Kevin Clarke	Rita Trapp	Jody Rader	Hannah Schmitz	Hannah Jonasson	Josiah Clarke
Professional Certifications	PLA(MN) / ASLA	PLA(MN) / ASLA		AICP	PLA(MN) / ASLA			
Years of Experience	15	12	12	21	14	5	5	4
Project Management	x	x	x	x	x			
Park System Planning	x	x	x		x	x		
Asset & Resource Management	x	x	x					
Park Master Planning	x	x	x		x	x		
Construction Admin	x	x	x		x			
Daily Client Services	x	x	x	x	x			
Grant Applications / Assistance	x	x	x	x	x			
Capital Planning			x					
Community Engagement	x	x	x	x	x	x		
3D Design Visualizations		x	x		x	x		
Community Planning	x	x	x	x	x			
Bike & Pedestrian Planning	x	x	x	x	x			
Signage and Interpretation	x	x	x		x	x	x	
Graphic Design / Branding	x	x			x		x	
Park & Trail Construction Plans	x	x	x		x	x		
GIS and Data Management	x	x	x	x	x			x

Organizational Chart



Gabrielle Grinde, PLA (MN)
Vice President
Principal and Project Manager



Tim Solomonson, PLA (MN)
Landscape Architect
Lead Technician



Rita Trapp, AICP, LEED AP
Associate | Planner
Lead Technician



Jody Rader, PLA (MN, WI)
Landscape Architect
Lead Technician



Kevin Clarke
Planner
Lead Technician



Hannah Schmitz
Landscape Designer
Visualization and Design Support



Hannah Jonasson
Graphic Designer
Support



Josiah Clarke
GIS Technician
Support



Note: All staff members listed in this proposal have availability of at least 40% in the next 18 months based on current workload projections.

B. RELEVANT EXPERIENCE

Client: City of Maple Grove, Minnesota

Featured Project: Gleason Athletic Fields Complex Feasibility Study, Design, Construction Documentation and Administration

HKGi conducted a feasibility study for reconfiguring the athletic fields at Gleason Fields and subsequently worked with the City, community members, and user groups to identify a preferred concept and improvements to create a tournament-quality baseball and softball complex.

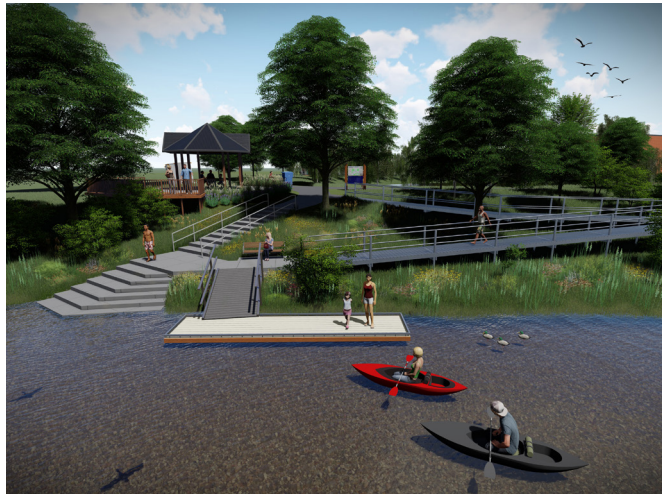
Thanks to neighborhood residents, what initially began as an effort to improve the playability and durability of the athletic fields also became a larger initiative to improve the park's ability to serve nearby families and residents with neighborhood park amenities. In addition to a new premier baseball diamond and improved baseball and softball fields, improvements include new pickleball courts, basketball courts, play area, and concessions/picnic facilities. Mature trees were preserved and relocated and a berm that will double as a sledding hill was built to buffer homes from activities at the ballfields. Skating and hockey rinks will be expanded.



Client: City of Otsego

Featured Project: Carricks Landing Concept Plan and Design (Grant funded)

HKGi provided the City of Otsego with concept planning services for the development of a paddle launch on the Mississippi River at Carrick's Landing Park. Initial planning included the creation of a development concept to identify the best location for the launch and explore potential configurations. HKGi



continued its work on the next implementation phases, including schematic design assistance with grant writing to help fund the improvement project.

Improvements under development include stairway and an accessible ramp to provide access to the riverfront; a new shelter; wayfinding signage; benches; a new connection from the parking lot to the landing; and a floating dock.

OTHER PROJECTS + SERVICES

- » Parks and Recreation System Plan
- » Lakeview Knolls Pickleball Feasibility Study, Design, and Construction Documentation and Administration
- » Fernbrook Fields Feasibility Study, Design, and Construction Documentation and Administration

6 YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Tim Solomonson
- » Kevin Clarke
- » Hannah Schmitz

REFERENCE

See page 17 for references



OTHER PROJECTS + SERVICES

- » Park System Plan
- » School Knoll Park Renovation Design & Construction Documentation and Administration
- » Park System Signage Plan
- » Prairie Park Pickleball Design & Construction Documentation and Administration
- » Prairie Park Master Plan
- » Ashwood Park (New Construction)

5 YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Tim Solomonson
- » Hannah Schmitz
- » Kevin Clarke

REFERENCE

See page 17 for references

Client: City of St. Francis

Featured Projects: Park & Trail System Plan & Community Park Master Plan

As part of its services to the City of St. Francis, HKGi worked with staff and community members to develop a park system plan that will guide the City as it seeks to enhance its park system while the city grows. HKGi compiled an inventory of St. Francis' park and trail assets and conducted a needs assessment that included benchmarking against neighboring peer communities and national park and recreation standards. Preliminary parks and trails mapping developed by HKGi established a data-driven foundation for the system plan.

As part of the planning process, HKGi's landscape architects also created a replacement and budget schedule and developed concept plans for three community and neighborhood parks: Community Park, Hidden Ponds Park, and Woodbury Park. Subsequent planning included creating a more detailed master plan for Community Park. This process included a feasibility study and refined concept planning. HKGi also produced 3D renderings to help illustrate critical park improvements.



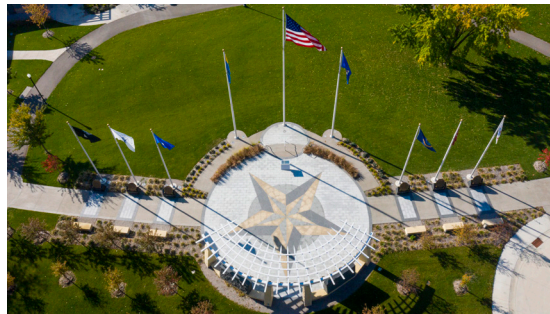
Client: City of Chaska

Featured Project: Veterans Park Design, Construction Documentation and Administration

HKGi worked with the City of Chaska and VFW Post #1731 to develop a new park that pays tribute to service members yet also respects those members' desire for the park to be a welcoming place people come together.

HKGi's concept included several remembrance-themed features including a Service Plaza and a Coin Check display that will allow veterans to share their stories. A Memorial Grove of Serviceberry trees leads to the Remembrance Clearing, whose dramatically lit sculptures will be visible from Fireman's Park on the other side of the lake. Play elements include a picnic lawn, horseshoe pits, archery range, and an obstacle course-themed play area.

Because of the unique nature of several of the park's furnishings and features, HKGi conducted a substantial amount of research, worked with vendors to custom-design and fabricate memorial and display elements, and coordinated with construction and installation contractors to ensure the final product remained true to the initial concepts and spirit of the park.



OTHER PROJECTS + SERVICES

- » Comprehensive Plan
- » Siwek Neighborhood Park Design and Implementation (Grant funded)
- » Asset Management Plan
- » Downtown Plan & Redevelopment Planning
- » Ongoing Community Planning Support
- » City Hall Campus Design and Construction Documentation

7 YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Kevin Clarke
- » Tim Solomonson
- » Rita Trapp
- » Hannah Schmitz

REFERENCE

See page 17 for references

OTHER PROJECTS + SERVICES

- » Comprehensive Plan including Parks Chapter
- » Trail System Signage Plan
- » Athletic Park Ballfield Master Plan
- » Harvest Park Master Plan Construction Documentation
- » Downtown Wayfinding and Interpretive Plan
- » Downtown Plan
- » Streetscape Design and Implementation
- » Lions Park Pickleball Design
- » Lions Park Dog Park

6 YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Tim Solomonson
- » Jordan Hedlund

REFERENCE

See page 17 for references

Client: City of Prior Lake

Featured Project: Lakefront Park Master Plan & Watzl's Beach Concept Plan

Lakefront Park is a popular park near downtown and Lower Prior Lake that offers something for just about everyone. The 126-acre park features trails and a beach to a bandstand and lots of play and athletic facilities. The City retained HKGi in fall of 2021



to conduct a master planning process to help City leaders understand what park improvements residents and stakeholders would like to see and to identify potential costs to replace aging facilities and reconfigure elements that no longer function effectively.

The 24 improvement initiatives outlined in the plan include a mix of new program elements, improvements and upkeep of existing facilities, and some reorganizing of the park's layout to address issues such as accessibility and conflicting uses in proximity to one another. Some of the more notable recommendations include enhanced amenities at Watzl's Beach, public access docks, new pickleball/tennis courts, an inclusive playground, a new splash pad, a new and relocated skate park, a new winter warming house in a reorganized winter activity area, and a new disc golf course.

Client: City of Chanhassen

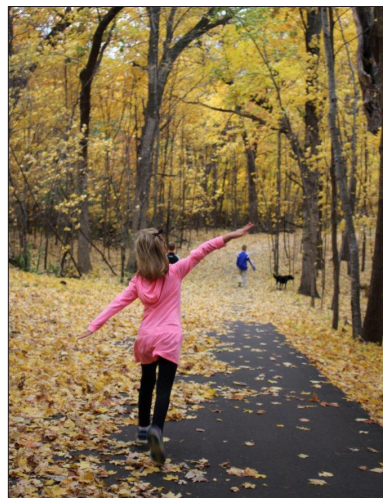


Featured Project: Park System and Asset Management Plan

2018 MN APA Excellence in Community Engagement Award

As the city entered its next phase of development, staff wanted to take a comprehensive look at their parks and recreation system and identify guidelines for growing and maintaining the system. HKGi was retained to lead the community through its first system wide planning process.

HKGi assessed current conditions, including identifying levels of access, distribution of facilities, and gaps in the system. The planning process also addressed the City's desire to establish a new set of guiding principles that will provide a framework for future decision-making and measuring the success of implementation initiatives. Among several key outcomes, the high level of community participation and support for the parks system inspired the City Council to designate maintenance and enhancement of parks and trails as a key funding priority for future budgets. This priority funding has enabled the City to budget for annual playground replacements to ensure that aging and worn equipment is cycled out and replaced by new equipment.



OTHER PROJECTS + SERVICES

- » Spring Lake Pickleball and Park Master Plan
- » Summit Ridge Neighborhood Park
- » Howard Lake Park Concept Plans
- » Ponds and Memorial Park Improvements

10 YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Tim Solomonson
- » Kevin Clarke
- » Hannah Schmitz
- » Jordan Hedlund

REFERENCE

See page 17 for references

OTHER PROJECTS + SERVICES

- » Civic Campus Master Plan + Construction Documents
- » Downtown Sign System Plan
- » Lake Ann Preserve and Signage Plans
- » Lake Ann trail and boardwalk design
- » 20+ concept plans for existing and new neighborhood parks over the past 25 years.
- » Quote Packages for Park Renovation Support

25+ YEARS SERVING THE COMMUNITY

KEY HKGI STAFF

- » Gabrielle Grinde
- » Kevin Clarke
- » Rita Trapp
- » Hannah Schmitz

REFERENCE

See page 17 for references

C. PROPOSED PROJECT MANAGER

Qualifications

Gabrielle has worked in a project management role with many growing municipalities, including the cities of Otsego, Maple Grove, Farmington, Prior Lake, and several growing counties, including Sherburne, Wright, Rice, and Stearns. Over the past 15 years, most of Gabrielle’s work has been managing park system planning and park master planning projects for cities and counties in Minnesota and Wisconsin. She has led engagement processes, facilitated public and stakeholder meetings, and presented at city and county board, commission, and council meetings. Her role on projects has included overall project management, managing client and stakeholder communication, writing reports, and developing maps and graphics, and presenting project findings and recommendations in public meetings.

Gabrielle is a skilled project manager with the ability to understand processes from planning to funding to design and construction. Her excellent listening and communication skills are valuable on complex projects where many stakeholders are involved in order to keep track of key dates and tasks. Maintaining flexibility and being responsive are services that HKGi will provide to the city of Corcoran. Her value to client communities is exemplified by the number of long-standing clients that she has developed over her career. People like working with her because she is a responsive and clear communicator, and holds her work to very high standards.

HKGi has intentionally not included any specific project partners as part of our team for this proposal. We are doing that because our approach to project delivery includes aligning our team for each project that provides the best product and value for our client communities. Regarding a need for engineering or architectural support, HKGi maintains working relationships with many local Architects and Engineering firms that provide teaming options for us depending on the project scale and budget. Our approach for any of your park or trail improvement projects is to work with City staff to add skills and expertise to a design team that complement our landscape architecture and planning services, and bring the best value to the design process. Knowing that Stantec is the City Engineer for Corcoran, we are glad to consider their support to the design team if the City sees them as an efficient project partner. We have successfully teamed on many other park improvement projects with them and have always had a great working relationship with their staff. We have also worked with Stantec on several community park and trail projects.



Gabrielle Grinde

ASLA, PLA

Vice President

 612.252.7141

 gabrielle@hkgi.com

Years of Experience: 15

Education

Master of Landscape Architecture, University of Minnesota

Bachelor of Arts-Political Science, University of Wisconsin-Madison

Project Management Training: Courses attended through American Society of Landscape Architect-Minnesota Chapter

Registration

Landscape Architect, Minnesota
License No. 50416, Licensed since 2012;
current license expires in 2024

Availability

Over the next 12-18 months, Gabrielle has 50% of her time available, with an average of 20 hours per week open for this project work

Awards

2020 MRPA Award of Excellence - Hutchinson Parks, Recreation and Community Education System Plan

2015 MN APA Planning in Context Award - Moorhead River Corridor Plan

2015 MNDOT Stewardship Award in Transportation and the Natural Environment - River to River Greenway, Dakota County, MN

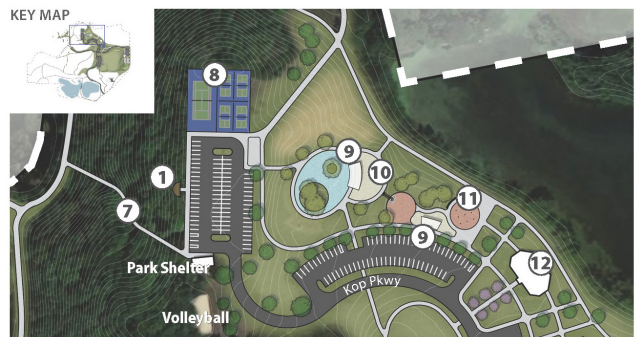
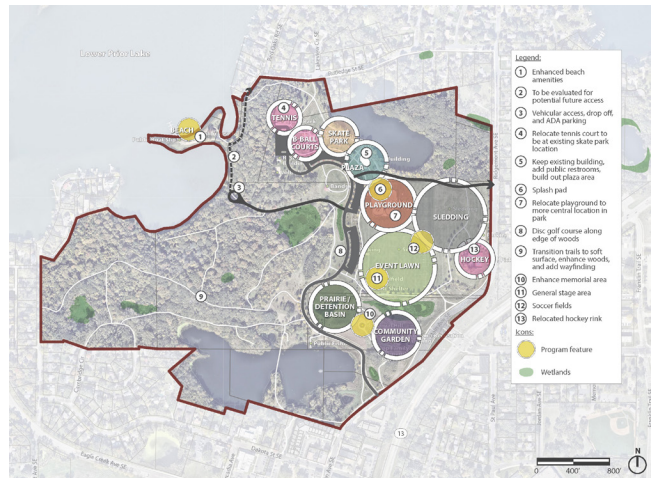
Related Project Experience

Prior Lake Lakefront Park Master Plan

Gabrielle managed the design and planning process for Prior Lake’s signature community park, including facilitating an Advisory Committee, coordinating design recommendations, and presenting at City Council meetings. The process incorporated input from over 2,000 residents in the city through online and in-person engagement methods. Facilities included in the master plan include a new signature playground and splashpad, pickleball courts, a new hockey rink and potential ice-skating ribbon, a new park pavilion, athletic fields, trails, and lakefront and beach improvements. The master plan includes detailed cost estimates, phasing strategies, and detailed park improvement recommendations with 3D renderings of proposed park improvements.

Otsego Park System and Individual Parks Master Planning

In Otsego, Gabrielle has managed several park planning and design processes over the past five years, beginning with a comprehensive, city-wide park and trail system plan, which included several specific recommendations, phasing, and cost estimates for follow up projects. The follow up projects have included design and implementation of pickleball courts at Prairie Park, splashpad improvements at Prairie Park, river access planning and design at two locations along the Mississippi River, grant writing and the successful award of a DNR Outdoor Recreation Grant for river access improvements at Carrick’s Landing Park, and development of a park wayfinding and signage plane with implementation of phase one signs in Prairie Park. Gabrielle has worked with the city’s Parks and Recreation Commission and the City Council to present and facilitate discussions regarding park planning and design projects.



At right, top to bottom: 1. Bubble diagram for Lakefront Park identifying program element reorganization and additions. 2. Development plan for north play area of Lakefront Park. 3. Rendering of new splash pad and play area at Lakefront Park. 4. New pickleball complex at Prairie Park in Otsego.

Farmington Jim Bell Park Master Plan, Park System Analysis, and Rambling River Park Master Plan:

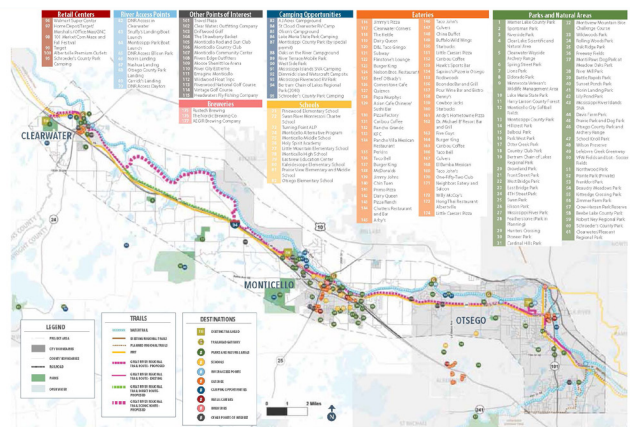
Gabrielle managed three park planning and design projects for the city of Farmington, starting with the Jim Bell Park Master Plan in 2022. Gabrielle led an Advisory Committee through a process of evaluating existing conditions, gathering and interpreting public and stakeholder input, and developing a concept for new roads, parking lots, ballfields, an amphitheater, pickleball courts, hockey rinks, a playground and splashpad, trails, and a park pavilion. After detailed engineering analysis of the proposed concept estimated a \$20 million cost for all new facilities, City Council directed the consultant team to conduct an evaluation of the city's park system to determine if there were existing parks where new facilities could be incorporated. Gabrielle led the HKGi team in a park and trail system asset management analysis, which analyzed existing and potential future funding for proposed projects throughout the system. An outcome of the park system analysis included a master planning process for the city's main community park: Rambling River Park. Gabrielle managed the Rambling River Park Master Plan process, which included a fast-paced and comprehensive community and stakeholder engagement process, site analysis, concept exploration, and creation of a detailed schematic plan with associated phasing and cost estimates to guide the city in the next phase of project implementation.



One of two concepts being evaluated for the Rambling River Park activity areas.

Wright County Great River Regional Trail Master Plan

Gabrielle worked with the Wright County parks department to develop a master plan for regional designation of the Great River Regional Trail, a 30-mile non-motorized trail corridor along the Mississippi River. The planning process involved a project team with multiple city partners, online and in-person public engagement, a detailed evaluation of land ownership, adjacencies, connections, viewsheds, topography, cost considerations, and cultural interpretation. The comprehensive plan document identifies several segments of proposed trail development along with an innovative bike-paddle loop with key connections to canoe/kayak opportunities on the river. Detailed cost estimates and phasing provide the county with a strong plan for implementation. The plan was successful in achieving regional designation, and portions of the trail have been constructed since its adoption.



The GRRT Master Plan included renderings and a fly-through video to illustrate the intended character of the trail (top). Destinations in the three communities along the trail were mapped to aid the communities in understanding the potential economic impact of the trail (bottom).

D. PROPOSED LEAD TECHNICIANS

Qualifications

Tim provides leadership and services related to park design; construction bidding, management and administration; daily client service; design standards guidance; resident project representative services; and city engineer support services.

He has shepherded several park design and construction projects through to completion. These projects have included small scale neighborhood parks, special use parks, and large scale athletic complexes. He has assembled quote packages and construction documents and assisted clients in the bid process. He is also skilled at coordinating the work of subconsultants and agency reviews, and throughout the construction administration process he serves as a strong client advocate to ensure that contractors have the guidance they need to deliver high quality construction projects to HKGi's clients.

Tim also has experience serving as the City Landscape Architect for municipal clients. His duties in this role entail providing staff support with development reviews to ensure compliance with design standards. He provides reports as needed to city councils and boards and commissions and serves as a representative of the city in engagements with residents. This experience has broadened his understanding of the roles and responsibilities of municipal and agency staff and additional experience engaging with residents and other members of the community.

Relevant Project Experience

Gleason Fields Athletic Complex | Maple Grove, MN - Design and construction services for large-scale, tournament level ballfield complex and neighborhood park program

Spring Lake Park Pickleball Courts | Prior Lake, MN - Design and construction services for pickleball court complex

Prairie Park Pickleball Courts | Otsego, MN - Design and construction services for pickleball court complex

Keewaydin Park | Minneapolis, MN - Design and construction services for new adventure and traditional play areas

Veterans' Memorial Park | Chaska, MN - Design and construction services for special use downtown park featuring memorial plaza and grove, play area, archery range

Robert Piram Regional Trail | Saint Paul, MN - Design and construction services for trail amenities and trailheads


South Valley Park | Inver Grove Heights, MN - Design and construction services for new picnic shelter, play area, patio and activity plaza



Tim Solomonson

PLA (MN)

Landscape Architect

 612.802.0142

 tim@hkgi.com

Years of Experience: 11

Education

Master of Urban and Regional Planning,
Master of Landscape Architecture, and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota, License No.
53837

Awards

2018 ASLA-MN Merit Award for Planning
and Urban Design - St. Louis River Estuary
National Water Trail Master Plan

2017 MN APA Success Stories in
Implementation Award - Downtown Master
Plan and Streetscape Reconstruction,
Chaska, MN

2015 MN APA Planning in Context Award -
Red River Corridor Master Plan, Moorhead,
MN

Qualifications

Kevin has a versatile skill set that includes project management, park and recreation planning, development concept planning, land use planning, and site design. His background includes training in data collection and analysis. He is an advanced user of GIS data and mapping tools, which he leverages for his work on park system plans, parks and recreation needs assessments, and economic impact studies related to parks and recreation.

Kevin has led park and recreation system planning projects for clients throughout the state. He is able to approach these projects from a community-wide perspective, using his planning experience and training to examine a community's needs in a holistic manner, and he is also able to bring a designer's knowledge and skill to the task of developing high-level concept plans for individual parks.

His work conducting field and facility utilization studies also capitalizes on both his planning and design training. The insights he is able to provide aid municipal staff and community leaders in understanding how their systems are used, how they compare to peer communities and national standards, and what needs or surpluses might exist. He works with clients to use this information to develop asset and resource management tools that help them plan and budget for both capital improvements and ongoing operations, maintenance and replacement.

Relevant Project Experience

Park, Trail, and Recreation System Plans | Alexandria, Nisswa, St. Francis, MN - Project management and lead planner

Athletic Facilities Needs Assessment | Chanhassen, White Bear Lake School District, Woodbury, Worthington, MN - Project management and lead planner, GIS data collection/analysis

Lake Ann Preserve Feasibility Study and Design | Chanhassen, MN - Lead planner, context analysis, design for new nature-based reserve and boardwalk trail

Asset Management Plan | Carver County, MN - Project manager, data collection and analysis, cost estimating

Athletic Facilities Economic Impact Study | Cottage Grove, MN - Project manager, data collection and analysis

Athletic Field Facilities Assessment | Maple Grove, MN - Landscape analysis and design, field utilization studies, concept planning

Maintenance and Replacement Schedule | Otsego, MN - Project manager, asset management planning

Ponds & Memorial Park Improvements | Prior Lake, MN - Project manager, planning and design



Kevin Clarke

Planner and Urban Designer

 kevin@hkgi.com

Years of Experience: 12

Education

Master of Landscape Architecture and
Master of Urban and Regional Planning -
University of Minnesota

B.A., Economics -
Saint John's University

Awards

2017 MN APA Success Stories in
Implementation Award - Downtown Master
Plan and Streetscape Design - Chaska, MN

2015 MI APA Daniel Burnham Award for a
Comprehensive Plan - Comprehensive Plan
for the City of Ironwood

Qualifications

Rita is a community planner who has applied her experience conducting comprehensive community planning and engagement to the area of parks and recreation planning. She has served as project manager for park and recreation system plans, park master plans, and park dedication ordinance writing and revisions. Rita is an outstanding communicator and meeting facilitator as well. She has been frequently called upon to lead engagement efforts for park and trail planning projects.

For more than a decade she has also provided leadership for HKGI's grant writing work for municipal and county clients. She has worked with clients to assess grant opportunities, evaluate grant criteria, then identify projects that are strong candidates for securing grant funding.

Rita's experience conducting comprehensive planning, zoning ordinance and regulatory tools revisions and reviews, land use planning, and facilitation with city council, boards, and commissions enable her to bring community-wide insights and context to park planning projects.

Relevant Project Experience

Parks and Recreation System Plan | Chanhassen, MN - Project manager, lead planner

Lake Byllesby Regional Park Master Plan | Dakota County, MN - Project manager

Thompson County Park Master Plan | Dakota County, MN - Project manager

Park Dedication Study | Elk River, Prior Lake, MN - Project manager and lead planner

Byllesby Park and Nielsen Reserve Master Plans | Goodhue County, MN - Project manager

Parks and Recreation System Master Plan | Maplewood, MN - Project manager, lead planner

Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN - Engagement leadership

Park Master Plans | Olmsted County, MN - Project manager

Parks and Recreation Master Plan | Rochester, MN - Project manager, lead planner

Soldiers Memorial Field Park Master Plan | Rochester, MN - Project manager

Community Recreation Study | Woodbury, MN - Lead planner

Rita has helped more than a dozen local government agencies secure over \$21 million in grant funding, primarily for active living initiatives and park, trail, sidewalk, and roadway improvements.



Rita Trapp

AICP

Associate

 rita@hkgi.com

Years of Experience: 21

Education

B.S., Land Use Geography and Economics,
University of Wisconsin-Eau Claire

Registration

American Institute of Certified Planners -
Cert. #021555

Awards

2018 MN APA Excellence in Community
Engagement Award - Chanhassen Parks and
Recreation System Plan

2017 National APA President's Council
Leadership Award

2009 ASLA-MN Honor Award for Planning
and Research - Saint Paul Park and
Recreation Vision Plan

Qualifications

Jody has served as project manager and lead landscape architect on a growing number of park, trail, and bicycle-pedestrian planning projects in Minnesota and Wisconsin. She has also provided key leadership and contributions to HKGI's grant writing work and has helped several clients secure grant funding for park, trail, and multi-modal connectivity improvements that provide a safer environment for pedestrians and bicyclists.

Jody brings a thoughtful approach to the planning and design process. She is an outstanding communicator and excels at engaging with community stakeholders and then working with them to develop design solutions that incorporate their input and address key concerns and project objectives. She is committed to conducting community planning and design that promotes healthy living, sustainable ecosystems, and quality of life for all.

Jody has demonstrated her technical skills on several recent park and trail improvement projects, and with a background in architecture, her broad-based knowledge of design principles enables her to approach design problems from multiple perspectives. She has a keen understanding of the ways in which design impacts vibrancy, quality of life, and accessibility.

Relevant Project Experience

- » **Soldier's Memorial Field Park Improvements | Rochester, MN**
- Lead landscape architect, schematic design and construction documentation for large-scale, multi-use downtown park
- » **South Valley Park Master Plan and Improvements | Inver Grove Heights, MN** - Project manager, design and construction documentation for picnic shelter, play area, activities plaza
- » **Minnehaha Parkway Regional Trail Master Plan and Improvements | Minneapolis, MN** - Lead landscape architect for master plan; project manager, design and construction documentation for trail and streetscape improvements
- » **Bicycle-Pedestrian Plans | Farmington, Washington County, MN** - Project manager and lead planner
- » **Grant Writing | Anoka and Dakota Counties, MN** - Lead planner for annual Regional Solicitation and other outdoor recreation and active living grant applications
- » **Sauk State Trail Master Plan | Sauk County, WI** - Project manager and lead landscape architect
- » **High Cliff Trail Alignment Study | E. Central WI Regional Planning Commission** - Project manager and lead landscape architect
- » **Glacial Edge Regional Trail Master Plan | Fergus Falls and Otter Tail County, MN** - Project manager and lead landscape architect



Jody Rader

ASLA, PLA

Landscape Architect

✉ jody@hkgi.com

Years of Experience: 14

Education

Master of Landscape Architecture, University of Minnesota

B.S. Architecture, University of Minnesota

Certificate in Ecological Restoration, 2021

Registration

Landscape Architect, Minnesota
Lisc. 57311; Wisconsin Lisc. 1000-14

Awards

2021 ASLA-MN Honor Award for Planning and Urban Design - Minnehaha Parkway Regional Trail Master Plan, Minneapolis

ASLA Student Honor Award

College of Design Student Excellence and Scholarship Award

HUD Innovation in Affordable Housing Finalist

Professional Activities

Active member of ASLA, Association for Community Design (ACD) and the Association of Pedestrian and Bicycle Professionals (APBP)

Bike Walk MN 2018 Conference, Presenter

ASLA-MN Executive Committee, Student Chapter Liaison, Step-Up Chair and WILA (Women in Landscape Architecture) Co-Chair

Guest reviewer for the College of Design at the University of Minnesota and Dunwoody Institute Architecture Department

E. SUPPORT PERSONNEL

Qualifications

Hannah provides landscape design and visualization services for a variety of projects, and her portfolio includes a growing number of park, trail and recreation planning and design projects. She provides graphic and technical support for projects throughout the design process, and the renderings that she creates play an important role not only in communicating design intent to community members and stakeholders, but are also used to evaluate and refine design concepts.

Hannah uses programs such as Photoshop, Illustrator, Sketchup, and Lumion to create renderings that help bring design concepts to life. She is also an experienced AutoCAD technician and has developed several methods to maximize efficiency while still maintaining the highest quality visual rendering. Her work to develop graphic and report production processes has enabled HKGi to deliver more efficient planning processes.

Hannah's previous work experience includes contributing to master plan elements such as streetscape, park, and wayfinding enhancements. Having come from a small town herself, Hannah enjoys expressing a community's values and identity through its landscape and built environment.


Relevant Project Experience

- » Parks and Trails System Master Plan | Alexandria, MN
- » Splash Pad Design Concept | Hutchinson, MN
- » PSA 9 Park Master Plan and Site Design | Maple Grove, MN
- » Keewaydin Park Improvements | Minneapolis, MN
- » Park and Recreation System Master Plan | Nisswa, MN
- » Prairie Park Ballfields & Carrick's Landing Improvements | Otsego, MN
- » Lakefront Park Master Plan | Prior Lake, MN
- » Lakeview Knolls Pickleball Courts | Maple Grove, MN
- » Soldier's Field Memorial Park Improvements | Rochester, MN
- » Park System Plan | St. Francis, MN
- » Park and Recreation System Plan | Wright County, MN
- » Lions Park Pickleball Courts | Chaska, MN
- » Minnesota River Bluffs Regional Trail | Chaska, MN
- » Civic Campus Improvements | Chanhassen, MN
- » Rambling River Park Master Plan | Farmington, MN
- » Parks Wayfinding Plan | Wright County, MN
- » Recreation Area Park Master Plan | Grand Marais, MN
- » Park System Plan | St. Michael, MN



Hannah Schmitz

Landscape Designer

 hannah@hkgi.com

Years of Experience: 3

Education

Bachelor of Landscape Architecture,
Iowa State University, 2018

Awards

2020 Ubuilt Design Award - Frisco Public
Library - Frisco, TX

Qualifications

Hannah is a graphic designer who is able to provide a broad range of design expertise to planning initiatives. She is capable of developing visual communications materials for engagement efforts, grant applications, and marketing materials, but she is also capable of designing materials such as wayfinding and gateway signage, interpretive elements, and other character elements that can play a role in broader public space improvement projects.

She has recently been involved in developing heritage signs for a historic downtown park and streetscape improvement project, and she has also provided graphic design services to several park and trail master plan and system plan projects. Hannah has also played a critical role in HKGI's re-brand, designing brochures, website materials, and marketing collateral.


Relevant Project Experience

- » Rambling River Park Master Plan | Farmington, MN
- » Lake Ann Preserve Design | Chanhassen, MN
- » Great Sauk State Trail Master Plan | Sauk County, WI
- » Parks and Trails System Master Plan | Alexandria, MN
- » Downtown Park and Streetscape Design | Chaska, MN
- » Civic Campus Improvements | Chanhassen, MN
- » Comprehensive Plan | Sherburne County, MN



Hannah Jonasson

Graphic Design

 hannah@hkgi.com

Years of Experience: 5

Education

B.F.A., Graphic Design, Iowa State University

Involvement

MSP Creative Mornings

Venice Bienale 2017, ISU Rome

Design Editor - Revival Magazine, ISU

Qualifications

Josiah provide GIS services to HKGi's clients. He regularly coordinates with municipal staff to collect and compile GIS data and will build the data foundation for the planning process. He is currently providing GIS support services for park master plan projects in Grand Marais and Farmington, and he is also providing GIS service on comprehensive plans in Sherburne County, Farmington, and Winona.

Josiah is a new addition to the HKGi staff and his knowledge of GIS will enable the planning team to assemble, organize, and implement GIS data efficiently. Josiah's previous experience includes work as an information designer in the energy production industry and serving as an intern with a municipal GIS department.

His research work has included mapping a variety of community qualities and characteristics including resiliency, amenities, service concentrations and gaps, preservation strategies, and landscape features.

Relevant Project Experience

- » Rambling River Park Master Plan | Farmington, MN
- » General Planning Support | Lake Elmo, MN
- » Comprehensive Plan | Sherburne County, MN
- » Comprehensive Plan Update | Farmington, MN
- » Recreation Area Park Master Plan | Grand Marais, MN
- » Planning Support | Greenfield, MN
- » Redevelopment Planning | Newport, MN
- » Downtown Parking Study | Lakeville, MN
- » Comprehensive Plan | Winona, MN



Josiah Clarke

GIS Specialist

✉ josiah@hkgi.com

Years of Experience: 4

Education

B.A., Environmental Studies and Economics,
St. Thomas University, St. Paul

Research and Volunteer Experience

MIT Beyond Smart Cities: Emerging Design
and Technology

Minnesota Undergraduate Geographic
Symposium

ESRI User Conference Student Assistant

F. APPROACH TO PARK DEVELOPMENT



Collaborate

Our approach to park master planning and design services combines the expertise of our landscape architects, planners, and park designers with the energy, knowledge and ideas of community stakeholders. The concepts and ideas that emerge from this process result in great places that offer the community great outdoor experiences.

All of our projects begin with a kick off meeting to review the proposed project schedule, expectations for communication and engagement, and our role as the consultant. Our goal is to keep projects on schedule and work with the city to lead or support in the role that is desired. We remain responsive and attentive to the needs of a project, and we will suggest modifications to the schedule, process, or work scope as needed to ensure a high quality final product that meets the city's objectives.

References

Chuck Stifter, Park Director, City of Maple Grove,
763-494-6501, cstifter@maplegrovmn.gov

Aimee Peterson, Assistant Park Director, City of Maple Grove
763-494-6510, apeterson@maplegrovmn.gov

Ross Demant, Parks and Recreation Director, Wright County,
763-682-7693, ross.demant@co.wright.mn.us

Kate Thunstrom, City Administrator, City of St. Francis,
763-267-6191, kthunstrom@stfrancismn.org

Nick Jacobs, Parks and Recreation Director, City of Otsego,
763-334-3170, njacobs@ci.otsego.mn.us

Andy Brotzler, Public Works Director, City of Prior Lake,
952-447-9896, abrotzler@priorlakemn.gov



The kick-off meeting can include a site or a system tour. The kick-off meeting is an opportunity for HKGi to begin the learning process by talking with city staff about its potential needs, challenges, and opportunities. The kick-off meeting is also used to confirm project schedules, roles and responsibilities, and preferred methods of communications and coordination.

Steve Hart, Parks and Recreation Manager, City of Prior Lake,
952-447-9822, shart@priorlakemn.gov

Kelsey Coy, Recreation Supervisor, City of Prior Lake,
952-447-9823, kcoy@priorlakemn.gov

Kellee Omlid, Parks and Recreation Director, City of Farmington,
651-280-6851, komlid@farmingtonmn.gov

Jerry Ruegemer, Parks and Recreation Director, City of Chanhassen,
952-227-1100, jruegemer@ci.chanhassen.mn.us

Nate Kabat, Community Development Director, City of Chaska,
952-448-9200, nkabat@chaskamn.gov

Brian Jung, Public Works Director, City of Chaska,
952-448-4335, bjung@chaskamn.gov

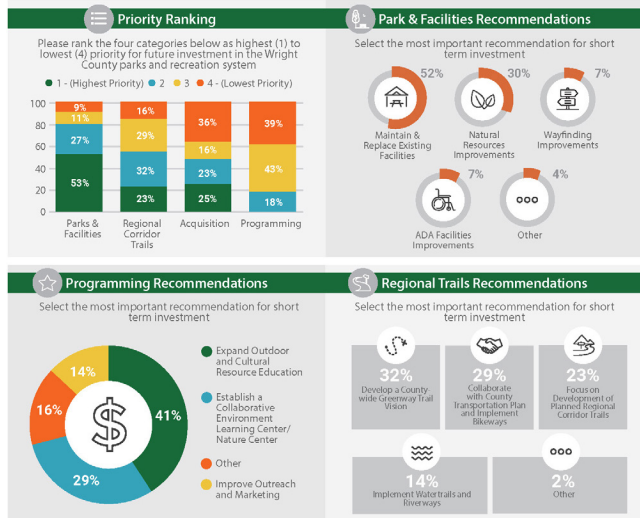
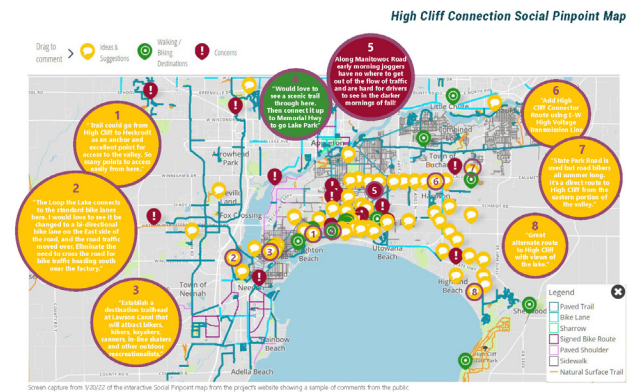


Listen

Our park and trail master planning processes incorporate meaningful public input opportunities for residents and existing park users to help us evaluate ideas and determine which park improvements best fit the needs and desires of the community. Site visits and site analysis with city staff and key stakeholders enable us to use the inherent strengths of the site as the basis for the final Master Plan. Building a plan that responds to input also ensures that it will have a strong foundation of community support.

We utilize several online and in-person engagement tools to match the needs of each project. Online surveys and interactive mapping software are valuable tools for soliciting public input on parks and trails use and ideas for improvements. In-person and virtual stakeholder meetings and interviews help us learn important background information about concerns or conflicts that need to be addressed through the planning process.

Our graphically engaging outreach materials (flyers, postcards, social media graphics, and yard signs) are designed to brand the planning and design process and build excitement in the community. We also write press releases and other project summaries to convey the appropriate information to public officials, stakeholders, and community members. We understand the importance of providing the public with information that will set expectations for potentially complex processes for implementation.



Public engagement is critical, but providing clear, concise summaries of input collected from stakeholders is just as important. HKGI designs engagement summaries that staff and city leaders can use to demonstrate community support for investments in the parks and recreation system. The online tools HKGI uses (top) also enable people to review input in greater detail.



Explore

HKGI's typical park master planning and design processes include the development of two to three concept plans, which are evaluated by the project team, city staff, stakeholders, and the public, as appropriate. We use the inventory and needs assessment (existing survey data, GIS layers, photographs, site visit information, community input, etc.) to lay the groundwork for these concepts.

Our process of exploration may include design workshops or charrettes where client and consultant representatives meet to capture ideas on paper. Working quickly and intensely, we can develop several conceptual ideas for a park site. These ideas are then refined and tested in more detail to discover which concepts rise to the top.

HKGI has developed detailed asset management tools for several city and county clients over the past ten years. We tailor the tool to the client based on existing data and desired use of the tool. Utilizing Excel spreadsheets and GIS data, we will develop a detailed cost breakdown of capital, operations, and replacement costs needed for the next 10-20 years. Compounded inflation, design and engineering, and soft costs can be included to give a full picture of funding needed to maintain a parks and trail system and to enhance it with new facilities. By identifying projects and tying funding and timelines to the existing and future assets, we can help the city make informed decisions about future projects and investments.



3D renderings are a great way to generate excitement about park improvement projects. They also enable the design team to test different ideas or concepts to understand how they might function or look upon implementation.



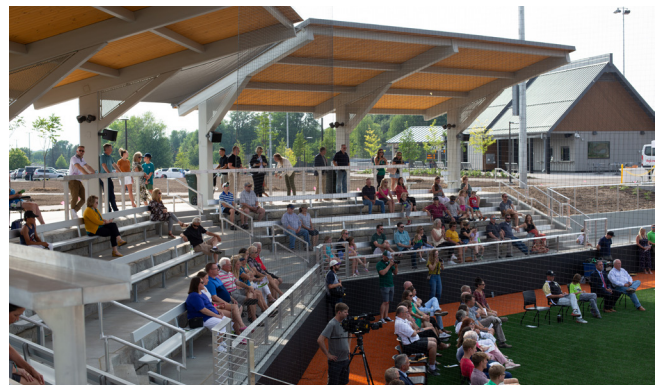
Create

Since we have the in-house knowledge and experience of all phases of planning and design, we can seamlessly transition a project from planning all the way through construction. Our landscape architects work on the ground and in the field to review project schedules, solicit bids, and conduct construction administration. Our approach to the implementation and construction of projects focuses on the intent of the original plans, ensuring the details of the project will work together and result in a space that will be built correctly and provide excellent experiences for all who visit.

We will review the proposed 30% design for the City Park remaster to ensure the desired park program is incorporated in an efficient and effective design. Initially we will look broadly at the park program and discuss with staff the ideas within the context of trends and future recreation demands for the City. HKGi has extensive experience in helping cities understand future demand related to sports facilities and will leverage that knowledge in the assessment of the current design program for the park. After confirming the park program, we will review the parking demand for the proposed program and work with engineering to incorporate creative approaches to site layout, grading, and stormwater management. The features and amenities within the park should provide access for all park users, work well for city operations and maintenance staff, offer

flexibility in layout for seasonal variations and all potential events and activities, and be built to last.

As part of our implementation strategy, we will collaborate with staff to determine the best delivery method for the proposed park elements, including potentially leveraging a vendor-based approach to park buildings and structures like pavilions and playgrounds. We have found that this approach can often more efficiently provide the implementation of specific park features, by leveraging vendor-based design and engineering of the components as opposed to having the consulting team conduct all of the design and engineering tasks.



Gleason Fields Athletic Complex in Maple Grove, seen here at the ribbon cutting event in summer 2023, is a tournament-level ballfield complex. The ballfields all feature covered seating as in the example of the premiere field shown above. The park also features several neighborhood park amenities to ensure that the park remains a neighborhood gathering place. More details about Gleason Fields are included on page 4.

G. LITIGATION DISCLOSURE

HKGi has no known claims for losses, professional negligence, damages, or indemnification to disclose, including no settled, threatened, or ongoing litigation or arbitration in which the Firm, any current employee of the Firm, and/or any proposed sub-consultant of the Firm are listed as a party or potential party.



2023 HOURLY RATES for Assigned Staff

Gabrielle Grinde	\$210/hr
Rita Trapp	\$195/hr
Kevin Clarke, Jody Rader	\$135/hr
Tim Solomonson	\$125/hr
Hannah Schmitz	\$110/hr
Hannah Jonasson, Josiah Clarke	\$90/hr

General rate schedule per job classification and incidental expenses schedule are included on the following page.

HKGi 2023 HOURLY RATES

Principal.....	\$200-290/hr
Associate.....	\$150-200/hr
Senior Professional	\$110–160/hr
Professional II.....	\$90-135/hr
Professional I.....	\$50–90/hr
Technical	\$50-90/hr
Litigation Services.....	\$250-350/hr
Testimony.....	\$275-375/hr

Incidental Expenses:

Mileage.....	current federal rate/mile
Photocopying BW.....	5¢/page
Photocopying Color	25¢/page
Outside Printing	Actual Cost
Large Format Scanning.....	Actual Cost
Lodging and meals.....	Actual Cost



MASTER PARK PLANNING

Design Services

CITY OF CORCORAN

September 29, 2023





Jessica Christensen Buck
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

September 29, 2023

SUBJECT: PROPOSAL FOR MASTER PARK PLANNING AND DESIGN SERVICES

Dear Jessica Christensen Buck and Members of the Selection Committee:

The City of Corcoran is experiencing a period of intense growth that will create opportunities for new parks and recreation facilities and will require upgrades to existing parks. City Park, which is the City's crown jewel, is the perfect location to add new recreation amenities that are desired by current and future residents. An important park like City Park, deserves the best planning that will help the City through the first phase of the redevelopment to create a highly functional park that will benefit the entire community. New neighborhoods, like Bellwether, need to be connected to the larger trail network that has been planned through Corcoran, including local and regional trails. An important component of the Bellwether development is to create pedestrian access to the new recreation facility, and a boardwalk across the wetland adjacent to the facility will provide the most efficient access for residents.

The successful planning and implementation of this work will demand a seasoned and experienced team, one that City staff can trust and with whom they can collaborate to develop the City Park remaster plan, and prepare final design and bidding to complete the project within the desired timeframe of summer 2024. Equally important is the ability to develop plans for the boardwalk in the Bellwether Neighborhood so construction can commence during the winter of 2024, when conditions are perfect for building boardwalks.

SRF Consulting Group, Inc. (SRF), is excited to be part of this project, and we have assembled an experienced team of landscape architects, planners, structural, civil and water resource engineers to undertake this multi-phase planning and design effort.

SRF's planning approach focuses on the following key areas:

TECHNICAL EXPERTISE | The SRF team includes technical park design, municipal and structural skill sets that can evaluate the current site conditions to ensure proposed concepts are implementable for the City. Our Team of multidisciplinary professionals has worked collaboratively on many park and trail projects, and we understand what is needed to implement park updates, new trails and boardwalks in sensitive areas.

COST-EFFECTIVE RECOMMENDATIONS | As part of the planning process, the SRF team will refine the existing 30 percent plan for City Park in a way that maximizes the City's return on investment in the short term and minimizes maintenance needs in the long term. For the Bellwether boardwalk project, SRF has recent experience in designing and administering construction for similar boardwalks and will be able to provide the City with realistic and achievable cost estimates that will benefit the bidding process for the construction phase.

PROCESS AND COMMUNICATION | We are committed to working closely with the City of Corcoran staff during all phases of planning, design, and construction. Communication is the key to every assignment, reinforcing the trust and support needed to successfully design – and implement – park development efforts.

ENTHUSIASM AND EFFICIENCY | The SRF team will bring enthusiasm and energy to this planning and design effort to make this an enjoyable process for all stakeholders. We are committed to completing tasks on time with creative, high-quality outcomes.

We look forward to the opportunity to meet with you to discuss the approach we have outlined for undertaking your park planning and design effort. If you have any questions regarding our proposal, please contact Stewart Crosby at 763.452.4780 or scrosby@srfconsulting.com. Our team acknowledges the Q/A Addenda posted on September 20, 2023.

Sincerely,

Stewart Crosby, PLA, ASLA
Senior Project Manager

Ken Grieshaber, PLA, ASLA
Project Director

FIRM INTRODUCTION

DRIVEN BY MEANINGFUL CONTRIBUTIONS.

Our SRF team shares a drive to cultivate connections within the communities we serve, and create resilient and meaningful recreation facilities shaped by our evolving world.

SRF has been providing parks, trail and general recreation planning services to public sector clients in Minnesota and the upper Midwest for over 30 years. SRF has offered comprehensive, integrated consulting services for more than 60 years and with offices in Wisconsin, Minnesota, North Dakota, Nebraska, Florida, and Illinois, our current team of over 350 staff includes planners, designers, and engineers who collaborate with our clients and their stakeholders to develop creative solutions for the most challenging projects. Our award-winning projects range from designing roadways, bikeways, parks, and bridges to planning transportation systems, neighborhoods, and urban spaces. SRF has the experience to take a project from planning and conceptual development through preliminary design and into final design.

SRF has built a culture of multi-disciplinary collaboration. We bring together teams of internal and external technical experts needed to address the complexities of the project. Our team members respect and value the various perspectives brought to the table and collaborate to find creative solutions that push disciplinary boundaries, while still providing technically sound and implementable responses.

SRF's award-winning team has the diverse skills and depth of knowledge to provide clients with carefully crafted planning and design responses across a wide spectrum of project types. Whether it is developing the strong vision to guide a master plan effort, or providing a thoughtful response to the intricacies of site design, SRF's landscape architects provide creative sustainability and innovation by collaborating with clients and allied professionals to create valued community amenities.

By skillfully blending planning, technical, artistic, and environmental aspects of the profession, SRF excels at delivering clients the broad range of expertise that is increasingly demanded of projects large and small.



CONTACT

STEWART CROSBY, ASLA, PLA

763.452.4780

SCROSBY@SRFCONSULTING.COM

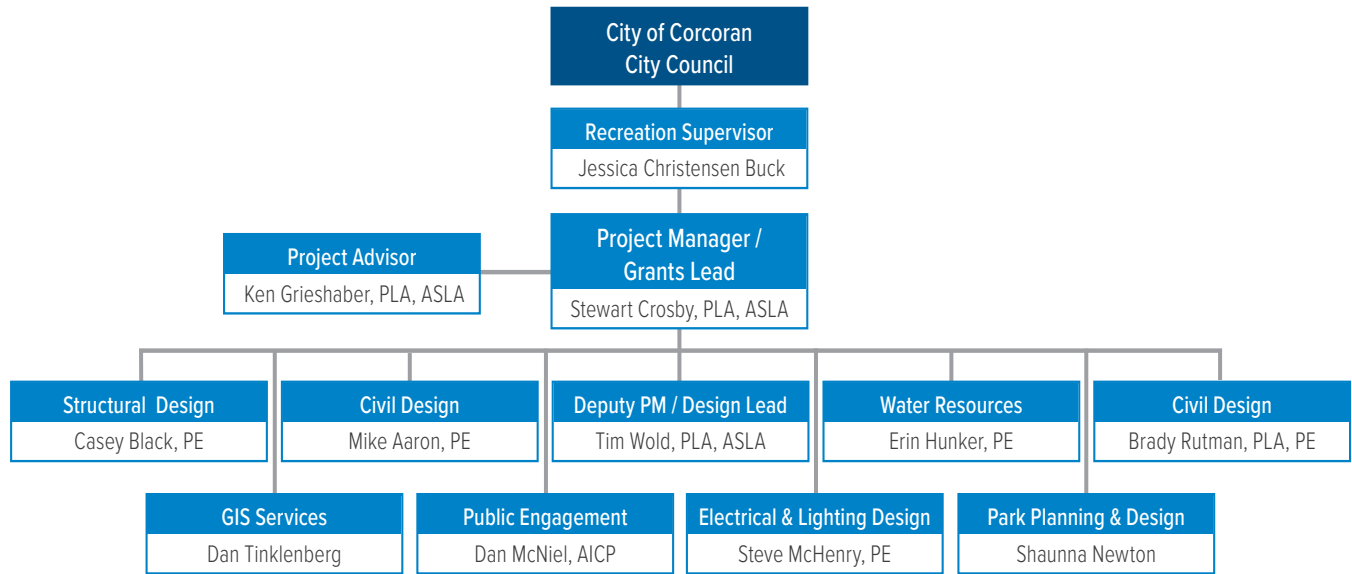
Office Location (Headquarters): Minneapolis



SRF's team of landscape architects, September 2023

ORGANIZATION CHART

SRF has assembled a team of landscape architects, engineers, and planners with expertise in park planning, design, grants and funding, public engagement, and GIS. Led by SRF's project manager, Stewart Crosby, the team will work with the City of Corcoran to provide park master planning and design services.



SRF's landscape architects and planners are leaders in the profession with extensive experience in park, trail, and recreation planning. We have delivered numerous comprehensive plans for a wide variety of communities to guide their growth and redevelopment. We are committed to planning extraordinary park and recreation facilities.

EXPERIENCE OF THE FIRM WITH SIMILAR WORK

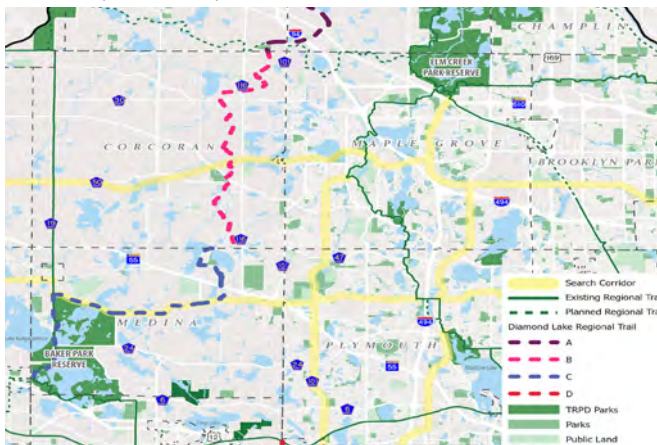
SRF has prepared park master plans for multiple communities around the state of Minnesota. In the last five years, we have worked with the following communities:

- City of Bloomington
- City of Blaine
- City of Eden Prairie
- City of Moorhead
- City of New Ulm
- City of Plymouth
- City of Otsego
- City of Oakdale
- City of Robbinsdale
- City of Rosemount
- City of St Louis Park
- City of St Paul
- City of Stillwater
- City of Duluth
- City of Eagan
- City of Roseville
- Three Rivers Park District
- Minneapolis Park and Recreation Board
- Dakota County
- Scott County
- Becker County
- Otter Tail County
- Hubbard County
- Stearns County
- Washington County
- MN Department of Natural Resources

Diamond Lake Regional Trail Master Plan

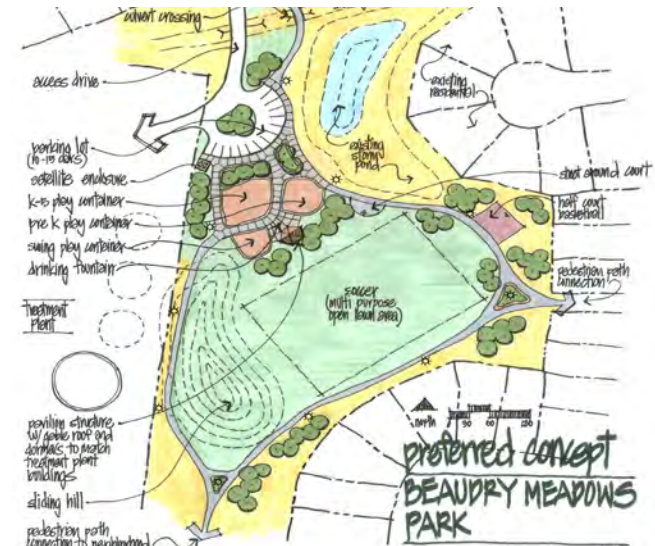
Three Rivers Park District, Minnesota

The Diamond Lake Regional Trail will be a 25-mile-long north/south trail extending from Lake Minnetonka to the Mississippi River through central Hennepin County. SRF worked with Three Rivers Park District for over two years to develop the master plan for the Diamond Lake Regional Trail. This trail extends through six communities, including Wayzata, Orono, Medina, Corcoran, Dayton, and Rogers. The trail will connect with several other planned and developed regional trails, Baker Park Reserve and Elm Creek Park Reserve. SRF conducted extensive public engagement with outreach geared toward adjacent property owners, underprivileged trail users, and trail users in the surrounding communities. Complicating matters, the master plan was developed during the Covid-19 pandemic, so SRF and the Park District facilitated several online open house and engagement events and met community members outside along the corridor to receive input. The Diamond Lake Regional Trail will become a key north-south trail that will provide exciting off-road recreation opportunities and transportation options for trail users.



Otsego Neighborhood Parks

Otsego, Minnesota



The City of Otsego is a fast-growing suburban community northwest of Minneapolis. The City's population and housing growth has spurred park development to accommodate the influx of new residents.

Recognizing the importance of recreational amenities to their expanding population, the City retained SRF to design three new neighborhood park facilities. These parks vary in size from five to seven acres and with both active and passive recreational amenities that include playgrounds, walking paths, basketball courts, tennis courts, a picnic pavilion, and athletic fields.

During the design process, SRF emphasized creating parks that support a wide variety of recreational activities and installed low-maintenance turf and landscape areas to minimize maintenance costs for the City.

Avonlea Community Park

Lakeville, Minnesota

The City of Lakeville commissioned SRF to prepare concepts, schematic grading plan, cost estimates, and assist with community engagement for this 40-acre community park. Key amenities include several grass multi-use green fields, an artificial turf multi-use field, a premier baseball field, pickleball courts, a destination play area and splash pad, and restroom/concessions buildings. Other features include a youth challenge course, adult fitness equipment, and a lighted loop trail system. The site, located on Cedar Avenue, provides a central location within the city for youth tournaments and offers good access for vehicular and pedestrian circulation. Based on feedback received from staff, community members, the Park and Recreation Commission, and City Council, SRF prepared a preferred master plan for the park. SRF will begin preparing final plans in 2023.



The Lakes Neighborhood & Community Parks

Blaine, Minnesota



In order to meet the needs of a new residential community, several vacant properties ranging in size from one and seven acres were dedicated for the development of neighborhood and community parks. SRF worked with the City of Blaine to develop master plans for these community and neighborhood park facilities, which will be integrated with surrounding development and natural amenities.

Several alternative concepts were generated for each park property and areas were defined for incorporating no-mow turf areas to minimize maintenance needs. Amenities in each park included establishment of internal pathway circulation, playgrounds, basketball courts, informal open lawn areas, and landscaping to reinforce park edges and entries to each park.

TRPD French Regional Park Creative Play Area

Plymouth, Minnesota

SRF worked closely with Three Rivers Park District staff and a diverse group of stakeholders, including a fourth-grade class from a local elementary school, in developing a new destination play area within this extremely popular regional park. The play area site, located adjacent to an existing visitor center and parking area, afforded opportunities to use grade change to provide accessible circulation to the upper level of the play structure via walls and elevated ramps. In addition, a berm with decorative rubber safety surfacing provides access to the ramp system from the lower level of the play area while providing an accessible transition point between elements within the upper level. Key features of the play area include a three-level tower with slides and climbers, an extensive system of climbing nets, multi-user swings, a sand/water play node, mist towers, and a playhouse for the 2-5 age group. The surrounding site includes generous patio spaces with seating, shade structures, and landscape planting. All circulation routes comply with the requirements of the Americans with Disabilities Act. The play area opened to the public in August of 2018.



Comprehensive Plan Update Park, Trail, Recreation, and Open Space Chapter Plymouth, Minnesota

SRF assisted the City of Plymouth in preparing the Park, Trail, Recreation, and Open Space Chapter of the 2030 Comprehensive Plan:

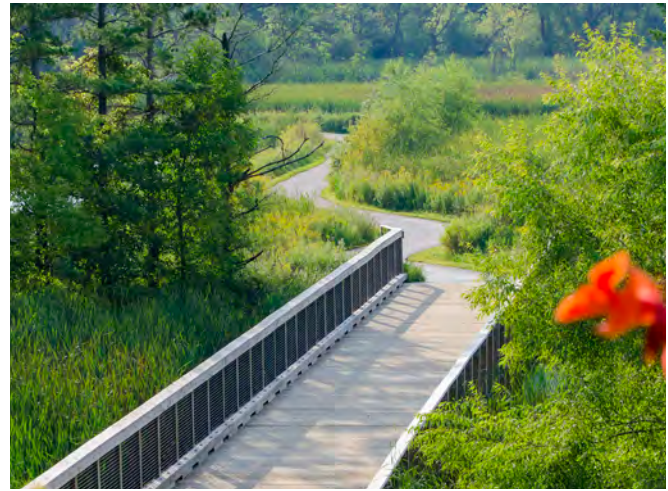
- Refining the location and sizing of eight neighborhood parks
- Analyzing existing/potential dog park locations
- Developing concepts for enhancing three beaches
- Refining the City's non-motorized transportation system, including trails, sidewalks and on-street bicycle facilities
- Developing concepts for three at-grade trail crossings of a railroad corridor
- Developing concepts for a new special use park and a portion of Plymouth Creek Park
- Proposing potential initiatives for the City to partner with other public/privates entities
- Analyzing the need, role and options for public art within the City
- Refining the City's Northwest Greenway Plan

The Northwest Greenway will use existing parks, wetland buffers, easements and potential open space acquisitions to create an ecological and recreational corridor in a primarily rural part of the city. Portions of the greenway are slated for development within the 2030 planning horizon, which made current planning crucial in the preservation and enhancement of this corridor.

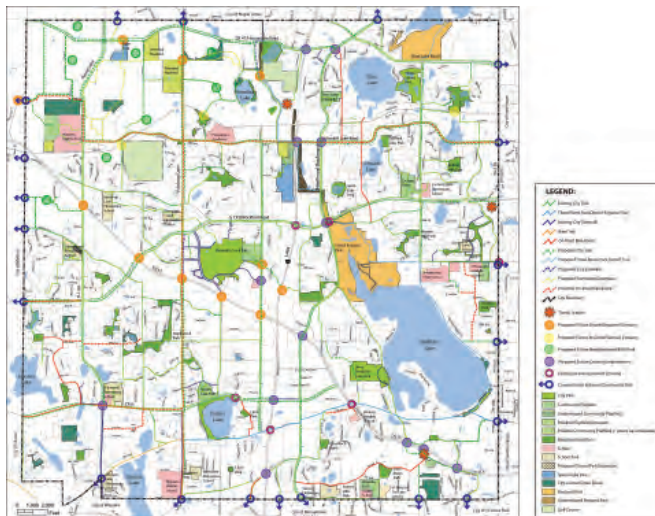
SRF worked closely with City staff and elected officials in discussing alternatives. Subsequently, we made recommendations that will guide the City in their future acquisition, development, and preservation efforts.

SRF produced full-color maps of the greenways, existing and proposed parks, trail system, population projections by neighborhood, and other elements of the planning process. A great majority of this work was done using GIS, which enabled us to efficiently and accurately analyze the City's park, trail, and open space systems.

Northwest Greenway Phase IV Boardwalk Plymouth, Minnesota



This project continued SRF's work with the NW Greenway Trail Bridge over Vicksburg Lane by continuing the trail system west of the trail bridge. An 861-foot boardwalk was designed to cross wetlands between Peony Lane and the trail connection where Phase 3 ended, to the east. SRF provide trail design, grading, paving, turf establishment, erosion control final design plans. Our structures team designed a meandering boardwalk and scenic overlook supported on micropile foundations with timber pile caps. With the natural environment in mind, designers used timber framing and decking throughout the boardwalk, lined with a timber and wire mesh railing.



RESUME OF PROPOSED PROJECT MANAGER

Stewart Crosby, PLA, ASLA | Project Manager & Grants



Stewart has 20 years of experience in landscape architecture and urban design, including conceptual design, design development construction document preparation, and construction administration. He brings innovative design solutions to a variety of projects that include park and trail master plans and youth camp site design. Stewart has also conducted visual impact assessments for roads and trails and has worked on urban streetscape projects. Stewart excels at managing park planning and design projects, while fostering an open, collaborative design process that includes agencies, residents, design professionals, and other interested stakeholders. His work is mindful of operations and maintenance considerations and emphasizes sustainability.

Areas of Expertise

- Project Management
- Site Planning & Design
- Park Master Planning
- Trail Planning & Design
- Conceptual & Detail Design
- Construction Administration
- Public Involvement

Education

Master of Landscape Architecture, University of Oregon, 2002

Bachelor of Landscape Architecture, University of Oregon, 2001

B.A., International Affairs, Lewis and Clark College, 1991

Registrations

Landscape Architect: Minnesota #45681 (Expires 6/30/2024)

Landscape Architect (Council of Landscape Architecture Registration Board)

Professional Affiliations

American Society of Landscape Architects

Minnesota Chapter of American Society of Landscape Architects

Council of Landscape Architecture Review Board (CLARB)

Location

Minneapolis



Project Experience

Parks and Recreation Master Plan, Willmar, Minnesota. Stewart was the project manager and primary author for the Parks and Recreation Master Plan, a project that focused on two regional parks and six neighborhood parks in Willmar. Stewart led all meetings including four with the Technical Advisory Committee and two open houses. The master plan was approved by the Willmar City Council and two development projects including a splash pad and four new tennis courts were installed within a year.

Washington County Central Greenway Regional Trail Master Plan, Minnesota. Stewart was the project manager for Phases I and II of the Central Greenway Regional Trail. The trail is planned to extend from Cottage Grove Ravine Regional Park north through Big Marine Park Reserve to Lake Elmo Park Reserve. Through two master plans, Stewart led the planning process and public engagement to develop a preferred trail route to connect three of the region's premier regional parks. The master plans were prepared to meet the requirements of the Metropolitan Council and was approved by all communities along the trail route.

Plymouth NW Greenway, Plymouth, Minnesota. Stewart served as the Project Manger for multiple phases of predesign, design and construction of the Northwest Greenway project. This project has included five phases of trail development, including four boardwalks, a pedestrian bridge over Vicksburg Lane, a new trailhead and three-season pavilion, and a challenge course recreation feature. In addition, over five miles of trail has been constructed connecting many new neighborhoods in northwest Plymouth. Stewart was the primary point of contact for all phases of the trail's development and worked closely with city staff, contractors, vendors, and neighbors.

Washington County Cottage Grove Ravine Regional Park Lake Elmo Segment Master Plan, Minnesota. Stewart served as project manager for the trail master plan. In this role, he worked closely with Washington County staff on developing alignment alternatives, meeting with special interest groups, making public presentations and facilitating public outreach events including pop-up meetings and open houses. Stewart also oversaw the development of the master plan document and coordinated internal reviews and agency reviews of the draft document.

M.B. Johnson Regional Park Master Plan, Moorhead, Minnesota. Stewart served as the project manager for the development of a master plan for M.B. Johnson Regional Park, the largest park in the City of Moorhead. Stewart led a team of designers who worked with Moorhead staff to develop a layout for park facilities, a network of soft-surface and paved trails, park roads and parking facilities, as well as developing a plan for bringing city services to the site including sanitary sewer and new power service. Stewart provided guidance to the team's architect for the siting, scale and size of the park's new visitor center and warming hut and the new large group picnic shelter.

Current Projects/Availability	% Commitment
South St. Paul Wakota Trailhead	10%
Plymouth NW Greenway Predesign	10%
Arden Hills Old Highway 10	15%
Other Projects	35%
Available Time	30%

RESUMES OF PROPOSED LEAD TECHNICAL PROFESSIONALS



Ken Grieshaber, PLA, ASLA | Project Advisor

Ken has 30 years of landscape architecture and urban design experience, with an emphasis on park and trail improvements. He has been involved in the planning and design of more than 60 neighborhood, community, and regional parks. Ken’s skills include project management, conceptual and detailed design, and preparation of construction drawings and cost estimates. His work is mindful of operations and maintenance considerations and emphasizes sustainability. In addition, Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials, and design professionals.

Areas of Expertise

- Urban Design
- Site Planning and Design
- Park and Trail Improvements
- Public Involvement
- Master Planning
- Project Management

Education

B.L.A., Iowa State University, 1987

Registrations

Landscape Architect:
 Minnesota #24860 (Expires 6/30/2024),
 Iowa #00592,
 North Dakota #78

Professional Affiliations

American Society of Landscape Architects

Minnesota Recreation and Parks Association – Parks and Natural Resource Committee

Location

Minneapolis

Project Experience

Three Rivers Park District French Regional Park Creative Play Area, Plymouth, Minnesota. SRF worked closely with Three Rivers Park District staff and a diverse group of stakeholders, including a fourth-grade class from a local elementary school, in developing a new destination play area within this extremely popular regional park. The play area site afforded opportunities to use grade changes to provide accessible circulation to the upper level of the play structure via walls and elevated ramps. Key features of the play area include a three-level tower with slides and climbers, an extensive system of climbing nets, multi-user swings, a sand/water play node, mist towers, and a playhouse for younger children.

City of Brooklyn Park 10-Year Park System Plan, Minnesota. Brooklyn Park is the sixth largest city in Minnesota and one of the most diverse cities in the state. SRF developed a plan for the city that was highly focused on community engagement and ensuring equitable distribution to facilities and services throughout the community. As the project manager, Ken was involved in community engagement, equitable analysis, developing a system-wide framework and vision, leading a design charrette for priority parks, crafting final recommendations for all 60 parks within the system, and writing the master plan document.

Washington County Ravine Regional Park Master Plan, Cottage Grove, Minnesota. SRF is working with Washington County Parks to amend the master plan to provide the County with a plan that prepares the park for future growth in the area and addresses the impacts to recreation and natural resources of a proposed stormwater conveyance system through the park. The master plan includes updates of the developed areas around the south shore of Ravine Lake including park road circulation, lake access, picnic facilities a 4-season building that could serve as a Nordic center and a summer trailhead facility, and a new park entrance from County Road 19. The park’s network of soft and paved trails have been updated and include lighted trails for winter use.

Additional Projects Include:

- Crystal Park and Recreation System Master Plan and Becker Park Master Plan, Crystal Park, Minnesota
- Minneapolis Park and Recreation Board Bryn Mawr Park Improvements, Minneapolis, Minnesota
- Edina Braemar Park Site and Trail Improvements, Edina, Minneapolis
- Minneapolis Park and Recreation Board Painter Park Phase 1 Improvements, Minneapolis, Minnesota

Current Projects/Availability	% Commitment
Pembina Gorge State Park Campground	15%
Minot Park System Plan	10%
Commons Community Park	15%
Braemar Park Trail System Design	10%
Minnewashta Regional Park Play Area	10%
Available Time	40%

**MINNESOTA BOARD OF
AELSLAGID**

License Holder Name	Lic #	Profession [Discipline]	Expiration Date
Grieshaber, Kenneth John	24860	Landscape Architect	06/30/2024



Tim Wold, PLA, ASLA | Deputy Project Manager

Tim has been practicing landscape architecture and urban design for 21 years. He has a wide range of project experience that includes neighborhood and community park planning and design, athletic complexes, trail system planning, site design, urban streetscapes and plazas, and natural resource-based state and regional parks. Tim has successfully managed a number of multi-million dollar park and athletic complex projects, leading multidisciplinary teams from the initial planning stages through implementation. He works with a wide variety of clients and enjoys collaborating with design professionals from other disciplines.

Areas of Expertise

- Park Planning and Design
- Master Planning
- Streetscape Design
- Urban Planning and Design

Education

Bachelor of Arts in Landscape Architecture, North Dakota State University, 1998

Bachelor of Arts in Environmental Design, North Dakota State University, 1997

Registrations

Landscape Architect: Minnesota #42164 (Expires 6/30/2024)

Professional Affiliations

American Society of Landscape Architects

Minnesota Recreation and Park Association

Location

Minneapolis

Project Experience

Dakota County Lake Byllesby Regional Park Master Plan Improvements, Minnesota. SRF collaborated with Dakota County in the expansion of an existing campground and redevelopment of supporting facilities. Key elements include enhancement of the beach, a large nature play area with splash pad, trail and node development on Echo Point, and a new day use play area. Construction will be complete in late 2020. Tim led design development and preparation of construction documents and is overseeing construction.

Three Rivers Park District French Regional Park Creative Play Area, Plymouth, Minnesota. SRF worked closely with Three Rivers Park District staff and a diverse group of stakeholders, including a fourth-grade class from a local elementary school, in developing a new destination play area within this extremely popular regional park. The play area site afforded opportunities to use grade changes to provide accessible circulation to the upper level of the play structure via walls and elevated ramps. Key features of the play area include a three-level tower with slides and climbers, an extensive system of climbing nets, multi-user swings, a sand/water play node, mist towers, and a playhouse for younger children.

City of St. Michael Town Center Park, Minnesota. SRF is worked with the City of St. Michael on the planning and development of their civic gathering and special event campus. Key program elements include a large multi-purpose open lawn space, splash pad with restroom/changing room building, destination play area, and picnic shelters which can be reserved for small group gatherings. Tim provided conceptual design, public engagement, and cost estimation services.

City of Otsego Parks, Minnesota. Tim has assisted the City with development of numerous park properties including several neighborhood parks, a splash pad within Prairie Park, and development of a boat launch within a special use park on the Mississippi River. Services provided have spanned the full spectrum from programming and development of concepts, stakeholder engagement, design development, preparation of construction documents, to construction oversight.

City of Roseville Parks Renewal, Minnesota. SRF collaborated closely with City staff and a multidisciplinary consultant team to renovate twelve neighborhood and community parks within a citywide parks renewal program. Projects ranged from complete renovations to reconstruction of individual tennis courts and fields. SRF provided landscape architecture, water resource, and electrical design services from design development through preparation of construction documents, including permitting and cost estimation.

Current Projects/Availability	% Commitment
Avonlea Park	50%
Lake Minnewashta Regional Park Play	15%
Oxbow Campground	15%
Other Projects	10%
Available Time	10%

**MINNESOTA BOARD OF
AELSLAGID**

License Holder Name	Lic #	Profession [Discipline]	Expiration Date
Wold, Timothy Bryan	42164	Landscape Architect	06/30/2024



Casey Black, PE | Boardwalk Design

Casey has 15 years of structural engineering experience and has led bridge design projects including rehabilitations, replacements, and new construction in Minnesota, Wisconsin, and North Dakota. He has managed projects using federal, state, and local funding. Casey's experience includes concrete slabs, prestressed concrete beams, steel girders, and prefabricated steel trusses. As a project manager, Casey has directed the coordination efforts for property acquisitions and impacts, environmental documents, wetland delineations, hydraulic analysis, drainage designs, surveying, geotechnical investigations, environmental site assessments, and roadway designs. He has also

served as a construction engineer on bridge replacement and rehabilitation projects, which enables him to foresee potential field issues during the design process and design easily constructible structures. Casey works closely with clients and permitting agencies to ensure project parameters are understood and met.

Areas of Expertise

- Pedestrian/Trail Bridges
- River Crossings
- Highway Bridges
- Bridge Feasibility Studies
- Bridge Type Studies
- Tunnels
- Parking Structures
- Miscellaneous Structure Design
- Construction Oversight

Education

Bachelor of Science in Civil Engineering, University of Minnesota, 2005

Registrations

Professional Engineer: Minnesota #49163 (Expires 6/30/2024), North Dakota #8902, and Wisconsin #43114-6

Professional Affiliations

American Society of Civil Engineers

American Council of Consulting Engineers of Minnesota

Location

Minneapolis

Project Experience

Three Rivers Park District Crystal Lake Regional Trail Boardwalk Overlook, Lakeville, Minnesota. Casey led the structural design and the development of the final plans, special provisions and cost estimate (PS&E).

Carver County TH 41 over TH 5 Trail Underpass, Chanhassen, Minnesota. Casey served as the structures design lead on this federally funded trail underpass project. Working with Carver County Parks and the City of Chanhassen, SRF designed two miles of trail and a box culvert underpass to provide better community access to Lake Minnewashta Regional Park. SRF facilitated all aspects of the preliminary and final design of this project including community meetings and MnDOT coordination, a project memorandum, construction administration, permitting, and wetland delineation.

Three Rivers Park District Luce Line Regional Trail Bridge over CSAH 61 (Xenium Lane), Plymouth, Minnesota. Casey managed the design of a trail bridge over Xenium Lane. Project duties included preliminary and final bridge and civil design, retaining wall design, environmental documentation, railroad coordination, roadway improvements, utility coordination, public involvement and agency coordination including Hennepin County. The project included a 180-foot main span prefabricated steel truss (modified bowstring arch) with four approach spans of prestressed concrete beams, and approach ramps supported by cast-in-place concrete retaining walls with lightweight fill. The project included local and federal funding. Casey also served as the construction engineer during the construction phase of the bridge.

Additional Projects Include:

- NW Greenway Trail, Plymouth, Minnesota
- France Avenue Trail Boardwalk, Minneapolis, Minnesota
- Crystal Park Pedestrian Bridge - Recreation System Master Plan and Becker Park Master Plan, Crystal Park, Minnesota
- St. Louis Park Dakota-Edgewood Trail Bridge, St. Louis Park, Minnesota

Current Projects/Availability	% Commitment
Rogers Trail Bridge over TH 94	20%
Minneapolis Grand Ave Bridge Replacement	20%
Merriam Junction Trail Bridges	15%
Other Projects	15%
Available Time	30%

**MINNESOTA BOARD OF
AELSLAGID**

License Holder Name	Lic #	Profession [Discipline]	Expiration Date
Black, Casey Edward	49163	Professional Engineer [Civil]	06/30/2024



Erin Hunker, PE, CFM | Water Resources

Erin has 19 years of experience in drainage and water resources planning, engineering and design. She has excellent project management and communication skills as well as design, hydrologic and hydraulic modeling skills. She has served as project manager on stormwater management systems at the planning level, preliminary, and final design stages, and has obtained permits for stormwater management systems for various types of projects. She also has expertise in comprehensive stormwater planning for municipalities, and has completed design reviews for municipalities and institutions. Her projects have included extensive use of XP-SWMM, HydroCAD, P8, HEC-RAS, MIDS Calculator, and other modeling software. Erin has also provided design review services for the University of Minnesota. In addition to more traditional storm sewer and stormwater pond designs, Erin has designed innovative stormwater green infrastructure Best Management Practices (BMPs) that enhance the project environment while meeting regulatory requirements. Erin is also a Manager of the Nine Mile Creek Watershed District.

Areas of Expertise

- Stormwater Management Planning
- Preliminary Design
- Final Design
- Hydrologic and Hydraulic Analysis
- Construction Plans

Education

Master of Science in Engineering Professional Practice, University of Wisconsin-Madison, 2009

Bachelor of Science in Biosystems/Agricultural Engineering, University of Minnesota, 2002

Registrations

Professional Engineer: Minnesota #45040 (Expires 6/30/2024) and North Dakota #PE-6657

Certifications

Certified Floodplain Manager #32280

Professional Affiliations

Minnesota Association of Floodplain Managers

Location

Minneapolis

Project Experience

Como Park McMurray Field BMP Feasibility Study, St. Paul, Minnesota. Project manager for the concept development of large underground water reuse and infiltration BMP at McMurray Field. **Developed final design and construction documents for stormwater diversion structure.**

Saint Paul Parks and Recreation Department Rice Park Improvements, Minnesota. Lead water resources engineer for the concept development, final design, and construction plans for the stormwater management improvements for the Rice Park improvements project in downtown Saint Paul. The project includes green infrastructure BMPs designed to meet the City of Saint Paul discharge restrictions to City storm sewer. Complex underground storage, coupled with a bioretention basin and tree trenches designed to meet project requirements. Erin conducted extensive coordination with CRWD and City staff on the design of the stormwater management system.

1NE Watershed Planning and Preliminary Design, Minneapolis, Minnesota. Project manager for the planning and preliminary design of multiple Best Management Practices within the 1NE Watershed in northeast Minneapolis. The project includes development and detailed analysis of multiple stormwater management scenarios that address flooding and improve water quality and ecological function within the 1NE Watershed. Led the PMT meetings with key stakeholders from the Mississippi Watershed Management Organization, City of Minneapolis, and Minneapolis Park and Recreation Board. Developed detailed XP-SWMM and P8 modeling, GIS analysis, and concept and preliminary design of several types of BMPS, including surface detention basins, underground detention/retention systems, raingardens, and tree trenches.

City of Minneapolis Hoyer Heights Neighborhood Street Reconstruction and Stormwater Improvements, Minnesota. Water resources project manager for feasibility and final design of tree trenches and storm sewer improvements associated with a neighborhood street reconstruction project. Oversaw the development of detailed XP-SWMM and MIDs modeling and lead coordination between City departments and MWMO for capital project grant funding.

City of Brooklyn Park Subarea Stormwater Master Plan, Minnesota. Project manager for the development of a subarea study and Stormwater Master Plan for a large undeveloped area in Brooklyn Park. The project includes development of multiple stormwater management scenarios for future high density urban development area. Led the PMT meetings made up of a diverse group of stakeholders, developed detail XP-SWMM modeling, and concept-level design of traditional and green infrastructure BMPs.



Current Projects/Availability	% Commitment
Metro Transit Blue Line Extension	30%
Glacial Valley Interpretive Area	15%
City of Minneapolis Stormwater Improvements and Outfall Replacement	15%
Other Projects	20%
Available Time	20%



Michael Aaron, PE | Civil Design Support

Mike has more than 25 years of experience in site planning, municipal engineering, highway and trail design, hydraulic analysis and stormwater management. His municipal and site development expertise includes project management, feasibility, predesign, demolition, layout, drainage, utilities, grading, detailing, and supporting specifications as well as permitting and contract administration. He has demonstrated his outstanding civil/site skills on many of SRF's well-known municipal facilities, commercial, and retail site development projects.

Areas of Expertise

- Project Management
- Transit Facilities
- Site Planning
- Construction Document Preparation
- Drainage Design
- Utility Design
- Highway & Street Design
- Trail Design
- Hydraulic Analysis
- Stormwater Management
- Construction Administration

Education

Bachelor of Science in Civil Engineering, Bradley University, 1991

A.A.S., Technology in Highway Engineering, Morrison Institute of Technology, 1987

Registrations

Professional Engineer: Minnesota #25721 (Expires 6/30/2024)

Location

Minneapolis

Project Experience

Saint Paul Riverfront Corporation Landmark Plaza, Saint Paul, Minnesota. This open space plaza links the core of downtown Saint Paul with the Mississippi River. Once a surface parking lot, the plaza has been transformed into one of the community's most valued amenities. Mike was the lead civil engineer on the project and responsible for creating the civil construction plans and project specifications for the plaza and the surrounding roadway improvements. He coordinated project details with City staff during the design phase and provided assistance during the construction phase of the project.

Three Rivers Park District Silverwood Park Development, St. Anthony, Minnesota. Provided civil engineering services for this park development. Prepared demolition construction documents and design development-level plans for park improvements along with final construction documents. Mike also performed in-construction services for the demolition portion of the project. *(2010 MASLA Award of Excellence, 2010 MRPA Award of Excellence, 2009 Business Journal Best in Real Estate)*

Washington County Big Marine Park Reserve, Minnesota. Civil engineering design and coordination for this project including preliminary design, preparation of civil construction documents, and provided in-construction services during the construction phase of the project. He worked closely with the owner, contractor, and permitting agencies to help make this a successful project. *(2008 Award of Excellence – Minnesota Recreation and Park Association)*

Additional Park Design Projects Include:

- Dakota County Mississippi River Regional Trail Pine Bend Bluffs Trailhead, Minnesota
- Minneapolis Park & Recreation Board - East Bank Mississippi River Regional Trail, Saint Paul, Minnesota
- City of Bloomington Old Cedar Avenue Bridge Enhancements, Minnesota
- Town Square Park Grading and Utilities, Blaine, Minnesota
- Purgatory Creek Recreation Area Grading and Utilities, Eden Prairie, Minnesota
- National Sports Center Athletic Field Expansion Final Design, Blaine, Minnesota
- Klamath Trail Bituminous Path, Lakeville, Minnesota

Current Projects/Availability	% Commitment
117th Street Reconstruction	20%
Marshall Utility Project	10%
USFWS Projects	10%
Other Projects	30%
Available Time	30%

**MINNESOTA BOARD OF
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License Holder Name	Lic #	Profession [Discipline]	Expiration Date
Aaron, Michael C	25721	Professional Engineer [Civil]	06/30/2024



Dan McNeil, AICP | Public Engagement

Dan has seven years of experience in public engagement and planning, including youth engagement, transportation planning and parks and recreation planning. He has significant experience facilitating community workshops, leading youth engagement activities, planning for connected and automated vehicles and designing long-range public participation processes. Dan is committed to developing meaningful, measurable and adaptable community engagement and is passionate about incorporating underrepresented perspectives into planning processes. Prior to coming to SRF, Dan worked with the Minneapolis Park and Recreation Board planning department and served as an

AmeriCorps volunteer on the Pine Ridge Indian Reservation in South Dakota.

Areas of Expertise

- Stakeholder and Community Engagement
- Park and Recreation Planning and Public Engagement
- Planning for Connected and Automated Vehicles
- Youth engagement
- Virtual Meeting Facilitation and Online Input Opportunities
- Graphic Design, ADA Compliance, Plain Language
- Welcoming, Interactive and Educational Engagement Events

Education

Master of Urban and Regional Planning, University of Minnesota 2019

Bachelor of Individualized Studies, Communications, Management, American Indian Studies, University of Minnesota, 2017

Certifications

American Institute of Certified Planners #34234

Professional Affiliations

American Planners' Association (APA)

Location

Minneapolis

Project Experience

Ramsey County Battle Creek Master Plan, Ramsey County, Minnesota. Dan provided public engagement support and outreach for the Battle Creek Regional Park Master Plan, developing survey questions, promotional materials, and opportunities for in-person engagement. The planning process connected with a wide variety of park users and residents, who guided the future vision for the park space and safe connections to the park.

Bruce Vento Regional Trail – Phase 2, Ramsey County, Minnesota. Dan coordinated public and stakeholder engagement for this project that advanced the approved master plan alignment for Phase 2 of the Bruce Vento Regional Trail through preliminary design. The project included several rounds of public outreach, with in-person and online engagement opportunities, including surveys, an online comment map, pop-up events, virtual and in-person open houses as well as accessible content for the project website.

Minneapolis Park and Recreation Board East of the River Master Plan, Minnesota. The East of the River master planning process was guided by a community-driven initiative to identify improvements for each neighborhood park within the East of the River Service Area. Dan helped to advance a collaborative engagement process that worked with stakeholders to identify potential park improvements and incorporate community recommendations into the plan. Dan designed and distributed community surveys, planned a community tour of the parks, assisted the Youth Design Team and facilitated various public engagement events.

Minneapolis Park and Recreation Board Southwest Service Area Master Plan, Minnesota. The Southwest Service Area Master Plan (SWSAMP) evaluated all outdoor park assets and created improvement plans for each neighborhood park. Dan participated in a robust community engagement process designed to establish a vision and set priorities for park properties. Dan helped conduct a stakeholder analysis, reviewed public feedback on proposed improvement plans and facilitated direct engagement at open houses, workshops and pop-up events.

Minneapolis Park and Recreation Board Mississippi Gorge Regional Park Master Plan, Minnesota. The Mississippi Gorge Regional Park Master Plan created a new long-term vision for 132 acres of riverfront parkland between Bridge 9 and Minnehaha Regional Park. Dan designed strategies for engaging with underrepresented stakeholders, developed project surveys, facilitated engagement events and documented public comments from surveys and engagement events.

City of Ramsey Circle of Ramsey Greenway Plan, Minnesota. Dan assisted the City of Ramsey with the development of a city-wide greenway plan by identifying incentive-based approaches to creating greenways. He helped to identify strategies for communicating to property owners the importance and value of greenway protection and researched innovative storm water management design and policy solutions to help leverage greenway investments. Dan also designed a community survey to assess community preferences and potential pathways for the Circle of Ramsey.

Current Projects/Availability	% Commitment
Carver County 82nd Street Project	20%
I-90 / Hwy 52 Interchange Project	20%
Hwy 113 Pedestrian Study	15%
Worthington Comprehensive Plan Update	15%
Available Time	30%

SUPPORT PERSONNEL EXPERIENCE



Brady Rutman, PE | Civil Engineering & Accessibility

Brady has been a designer in SRF’s Civil Engineering Group for ten years, and he has been the Group’s Americans with Disabilities Act (ADA) lead since 2016. Brady comes to SRF following dual master’s degrees in Civil Engineering and Landscape Architecture from the University of Minnesota – Twin Cities. Recently, Brady has managed park, stand-alone ADA, and highway design projects in Minnesota. He has designed regional trails, site development projects, urban streetscapes, pedestrian improvement projects, and concept studies. On the TH 23 project for MnDOT District 3, Brady managed the delivery of preliminary layout and final construction plans for a 3-firm consultant team.

He recently led the design of over 300 curb ramp quadrants for the 2023 Hennepin County ADA/APS Improvement project and another 100 quadrants for the Minnehaha ADA project in the City of Minneapolis (compliant with MnDOT ADA Standards). As a Certified Accessibility Specialist and SRF’s ADA design expert, Brady thrives in the role of reviewing plans and offering design guidance to SRF’s designers and clients. His ADA expertise is valuable in countless SRF projects.

Areas of Expertise

- ADA Requirements: Accessible Design
- ADA Requirements: Self-Evaluations and Transition Plans
- Site Development & Site Design
- Parks and Urban Design
- Trail and Roadway Design

Education

Master of Science in Environmental Engineering, 2013, University of Minnesota

Master of Landscape Architecture, 2009, University of Minnesota

B.A., Biology, Gustavus Adolphus College, 2006

Registrations

Professional Engineer: Minnesota #56607 (Expires 6/30/2024)

Professional Landscape Architect: Minnesota #56607

Minnesota Accessibility Specialist #AS711052

Location

Minneapolis

Project Experience

Rice Park Revitalization, St. Paul, Minnesota. As design engineer and deputy project manager, Brady was a central figure in the development of construction plans for the project. Brady communicated regularly with the City of St. Paul Department of Parks and Recreation and St. Paul Public Works to develop cost-effective stormwater solutions for a complex site. Brady served as the primary inspector and construction administrator during construction.

2023 ADA Pedestrian Ramps and APS Improvement Project, Various Locations, Hennepin County Minnesota. Brady served as deputy project manager and lead designer for a 105-intersection pedestrian curb ramp improvement project. Brady evaluated more than 300 intersection quadrants for ADA compliance, coordinated the survey of 9 project corridors throughout Hennepin County, managed SRF’s designers, designed compliant ramps, and reviewed final construction plans within the County’s tight timeline.

Phalen Regional Park Intermodal Transportation Improvements, St. Paul, Minnesota. Brady developed parking lot and trail concepts during preliminary design and construction plans for the selected concepts in final design. Brady also provided construction administration services.

Como Regional Park - McMurray Field Area Transportation Improvements, St. Paul, Minnesota. Brady created design concepts in preliminary design and construction plans for the final design for a 40-acre athletic field site in an urban setting. Brady worked directly with the City of St. Paul and Capitol Region watershed district to design roadways, trails, sidewalks, parking lot expansion, and stormwater conveyance and storage. Brady also provided construction administration services.

Crystal Lake Regional Trail, Robbinsdale, Minnesota. Brady created geometrics, alignments, profiles, cross sections, and graphics for trail design alternatives. He also prepared 100% construction plans and an estimate of quantities, and observed and documented trail construction. The shared use trail featured over 30 retrofit pedestrian curb ramps with challenging grades.



License Holder Name	Lic #	Profession [Discipline]	Expiration Date
Rutman, Brady Paul	56607	Professional Engineer [Civil]	06/30/2024





Steve McHenry, PE | Electrical & Lighting Design Support

Steve is an experienced electrical engineer with 35 years of design and management expertise in electrical engineering, Intelligent Transportation Systems (ITS), National Transportation Communication for ITS Protocol (NTCIP), control systems, and solar power systems. He joined SRF after working 25 years for an international manufacturing firm specializing in the ITS/NTCIP industry. Systems included monochrome to full-color DMS, full-motion CCTV, sensors, RWIS, de-icing, HAR, embedded Linux software development, client/server central control systems software development, and numerous variations of communication infrastructures. Steve also led the development of embedded firmware for ITS equipment controllers and web-based ATMS software for ITS devices in numerous ITS-related protocols, platform tools, and programming languages. Steve has expert knowledge in solar power systems for portable equipment and small-scale (<4kW) off-grid installations including battery power (FLA, AGM, GEL) and inverter/UPS variations. He is also familiar with grid-tie solar power systems, small-scale wind energy, and fuel-cell systems.

Areas of Expertise

- Lighting Design
- Power Systems
- Parking Systems
- Communications
- Electric Vehicle Charging

Education

Bachelor of Science in Electrical Engineering, University of Wisconsin-Platteville, 1986

Registrations

Professional Engineer: Minnesota #46710 (Expires 6/30/2024), North Dakota #PE-8671, Wisconsin #29199, Iowa #21927, Illinois 062.065959, Missouri #2014015035

Professional Affiliations

Institute of Electrical and Electronics Engineers

Institute of Transportation Engineers

Location

Minneapolis

Project Experience

Nicollet Mall Redesign, Minneapolis, Minnesota. SRF is part of the consultant team developing a vision and concept for the Nicollet Mall redesign, from Grant Street to Washington Avenue in downtown Minneapolis. Steve worked with a national lighting design firm to lead the electrical design aspects, including power distribution for city street lighting, specialty power pedestals and Metro Transit bus stops. The lighting includes LED roadway and areaway lighting, aesthetic and accent lighting along with specialty dynamic color armature lighting. In addition, Steve led the design of fiber optic communications systems for both Metro Transit bus stops and the specialty lighting control system.

Rice Park Reconstruction, St. Paul, Minnesota. Steve led the design for new lighting and electrical distribution plan for the reconstruction of Rice Park in St. Paul. The design included updating all the electrical systems while minimizing above ground facilities and enhancing the lighting with pole mounted, bollard and holiday lighting functions. The project also included power and communications options for Winter Carnival, concerts and other events.

12th Avenue Reconstruction, Shakopee Minnesota. SRF performed preliminary and final design for the reconstruction of 0.6 miles of roadway to change the configuration from a 4-lane undivided roadway to a 4 lane – divided roadway with curb and gutter, sidewalks, and trails. A roundabout was also designed for the intersection of 12th Avenue and Vierling Drive. Steve led the lighting design for the roundabout and roadway.

TH 100/TH 7 Turbidity Monitoring, St. Louis Park, Minnesota. Steve led the design of a measurement and control system to monitor the water clarity, known as turbidity, at two water outlets near a construction site. The system uses devices to measure turbidity, rainfall, water depth, and water temperature. All of these measurements are remotely monitored through a cell modem. The system sends email and text alerts when the turbidity reaches a certain threshold and included a website for stakeholders to review real-time data.

Mississippi River Regional Trail Pine Bend Bluffs Trailhead, Dakota County Parks, Minnesota. Steve led the design of a for new lighting and electrical distribution for trailhead project through a Minnesota DNR Scientific Natural Area in Inver Grove Heights. The design included LED lighting with special selection of color temperature for the park setting. CCTV and security system were also part of Steve’s design function.

Mississippi East Bank Trail, Minneapolis Park and Recreation Board, Minneapolis, Minnesota. Steve led the design for trail lighting to extend the trail from Boom Island Regional Park to Sheridan Memorial Park and a new Scherer Park site. The lighting design required special consideration for Broadway Avenue bridge underpass, optimizing lighting design while under the constraint of pole height limits due to a large overhead power line and LED color temperature selection.

**MINNESOTA BOARD OF
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License Holder Name	Lic #	Profession [Discipline]	Expiration Date
McHenry, Steven James	46710	Professional Engineer [Electrical]	06/30/2024



Shaunna Newton | Park Planning

Shaunna is a landscape architect-in-training with three years of experience. Shaunna has worked on a variety of projects such as streetscape design, outdoor venues, public park design, playgrounds, campgrounds, interpretive wayfinding and trail corridors. Her responsibilities range from assisting with preliminary design and master planning to preparing technical documents. As a designer, Shaunna brings strong plant knowledge and creative skills to the team.

Areas of Expertise

- Park/Trail Planning
- Graphics/Visualization
- Site & Planting Design
- Park Master Planning
- Wayfinding/Signage

Education

Master of Landscape Architecture, University of Minnesota, May 2019

Bachelor of Science in Environmental Horticulture, Emphasis in Professional Landscape Management, Minor in Art, University of Wisconsin-Platteville, May 2016

Professional Affiliations

American Society of Landscape Architects, Member

Location

Minneapolis

Project Experience

Parks and Trails Master Plan, New Brighton, Minnesota. To provide the city with a master plan document that includes public park assessment, vision planning, a park system plan, and a trail system plan. Shaunna assisted with community engagement needs, supporting data, graphics, and master planning for the final document to illustrate the City of New Brighton’s needs and goals.

Lions Park Design, Hugo, Minnesota. A multifaceted park located near Hugo City Hall that is designed to bring connection, flexibility, and inclusivity. The design includes a new park building, a large trail loop, open lawn space, gateway features, a court area, and a destination playground. Shaunna was a lead designer on this project from early conceptualization and schematic design through construction documentation and administration. Shaunna assisted with project coordination, meetings, and construction management with stakeholders and contractors as needed throughout the project.

River Park Master Plan, Brooklyn Park, Minnesota. River Park, located along the Mississippi River included a refined master Plan and construction plans for the City of Brooklyn Park. Park improvements involved overlook areas, canoe-kayak launch, fishing piers, a restroom building, new trails, and a stormwater pond. Shaunna assisted with graphics, design solutions, planting strategies and construction plan development for the project.

Parks Master Plan Spring Lake Park, Minnesota. To provide the city with a master plan document that includes public park assessment, vision planning, and a park system plan. Shaunna was a lead designer working with stakeholders on this project. Shaunna assisted with survey data, engagement needs, park assessments, service area assessments, schematic and conceptual park design, and master planning for the final document.



Dan Tinklenberg | GIS Support Staff

Dan has 20 years of experience in a wide variety of GIS applications, including data creation, manipulation, and analysis in the entire range of ArcGIS products. Additionally, he has experience with map publishing, web map services, dynamic segmentation, travel-time networks, model building, and numerous ArcGIS extensions. Dan has extensive experience working with transportation spatial data for analysis in regional, county and city transportation plans.

Areas of Expertise

- Geographic Information Systems (GIS) - ArcGIS & Cartography
- GIS to AutoCAD/Microstation Interoperability
- Geodatabase Design/ArcSDE
- Map Production Services/ Custom Web Applications
- Spatial/3D/Network Analyst

Education

B.A., St. Cloud State University, 1998

Location

Minneapolis

Project Experience

MnDOT Statewide County Road Safety Plans, Minnesota. Served as lead GIS analyst conducting spacial analysis for each county including segment and intersection locations to be analyzed, crash locations and suggested project locations. In addition he developed a statewide database for the state to use to track the suggested projects as they are competed.

MPRB Park Asset Inventory/Assessment, Minnesota. Built a GIS asset inventory of all Minneapolis parks’ hard surface areas including sidewalks, paths, parking lots, and patios.

Natural Area Assess/Management Recommend Phase II, Minnesota. Built and hosted a GIS database for the assessment of all natural areas in the Minneapolis Park and Rec Board’s system.

Additional GIS Project Experience Includes:

- Stearns County Kraemer Lake Wildwood County Park Master Plan, Stearns County, Minnesota
- Eden Prairie Flying Cloud Drive Concept Trail Design, Eden Prairie, Minnesota
- Saint Paul Selby-Western Commercial Area Parking Study, Saint Paul, Minnesota

APPROACH TO PARK DEVELOPMENT

The City of Corcoran's three park development needs, including City Park Remaster project, Open Space Parks, and Future Park Development require three different approaches. The SRF Team has the capability to provide for all three park development needs, and we have outlined approaches for each below.

City Park Remaster Project

The City Park Remaster Project includes completing the design of Phase 1 of the park project and implementing the construction process to complete several previously identified infrastructure improvements and user amenities. The City of Corcoran has developed a 30 percent plan that will be the basis for the design.

The scope for this project will include developing 60 and 90 percent plans, and final plans and specifications, bidding assistance, and construction administration. To achieve this, the SRF Team will follow the approach outlined below.

Kick-Off & Site Analysis

To begin the City Park Remaster project, SRF will hold a kick-off meeting with City Staff to confirm individual roles and responsibilities, the project schedule, and confirm what site analysis elements are still needed, such as topographic site survey, wetland delineation and geotechnical analysis. If these elements are required, SRF has staff that can complete the site survey and wetland delineation. We will need to contract with an environmental engineering firm for a geotechnical analysis for building, parking and roadway sites.

Design Development, Affirm 30 Percent Plans

Once the site analysis is complete, SRF will affirm the 30 percent plan to ensure that it can be constructed as designed. Modifications to the design may be needed based on new information learned during the site analysis. The City intends to include new and updated amenities in the park including parking lots, a park road, a sand volleyball court, a basketball court, a tennis court, six pickleball courts, hockey rinks, an open skating rink, a splashpad, a playground, a park building/pavilion, trails and trail amenities, and landscaping. Some of these elements will require additional design consultants, such as the splash pad and the park building/pavilion, and SRF can facilitate obtaining these additional consultants to contract directly with the City or as part of the SRF Team.

An updated 30 percent plan will be developed for City staff review and approval. We assume that the current design files for the 30 percent plan will be shared with the design team to facilitate the design process. An updated cost estimate will be prepared at the 30 percent plan level.

Construction Documents

Once the City has approved the updated 30 percent plan, the SRF Team will move onto final design and developing construction documents. Final design will include preparation of 60%, 90% and 100% plan sets, including utility connections, and project specifications. We will coordinate with the City on additional specifications, such as front-end specifications that will be needed for the final bid set. Final cost estimates will be prepared with the final design and presented to the City for review.

Bidding

The SRF Team is experienced in developing bid documents and soliciting proposals online through Quest CDN. We will prepare all bid documents and we will assist the City in preparing for bidding, including submitting advertisements in local papers or other venues, as needed. Once bids are received, the SRF Team will review the apparent low bidder's proposal and prepare a letter of recommendation for the City.

Construction Administration

During construction, the SRF Team will lead construction administration activities. The SRF project manager will be the primary contact between the contractor and the City, and will coordinate weekly construction meetings, review materials submittals, review pay applications, and provide a final punch list once substantial completion is achieved. We assume that the City will handle material testing for concrete, aggregate and bituminous materials, but SRF can facilitate hiring a testing firm this service at an additional cost. SRF can also assist the City in communicating with residents and nearby businesses during construction to keep interested parties updated in the project's progress.

The following preliminary schedule outlines the process we will undertake to complete design development, construction documents, bidding and construction to meet the City's timeline for developing City Park.



Existing ballfields in City Park.

SCHEDULE

The following schedule outlines the SRF approach for City Park design, bidding, and construction. This schedule may need to be modified, depending on what additional design elements are needed and confirmation that funding has been secured.

	2023		2024												2025								
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Project Kickoff	◆																						
Site Analysis, Site Survey, Geotechnical Field Work (as needed)	■																						
Design Development, Affirm 30% Plans		■																					
Construction Documents, Special Provisions & Cost Estimates				■																			
Advertising, Bidding & Contracts							■																
Construction									■											■			

Open Space Parks

The Bellwether and Ravinia developments, which are currently under construction, will require park and trail planning services. The SRF Team is familiar with these developments, as we completed the Diamond Lake Regional Trail Master Plan for Three Rivers Park District, and we are currently identifying locations for a future trail grade-separated-crossing under CSAH 116 near Hunter's Ridge. Our knowledge of the area, and our experience developing parks and trails for similar developments will allow the SRF Team to bring immediate value to the City for park master planning services.

Planning for the Bellwether Development is the first priority, and we propose creating a Project Advisory Committee (PAC) to help guide the planning process for parks and trails. Committee members may include City staff, representatives from the developer, current residents, and Elm Creek Watershed District (ECWD) staff.

Working with the PAC, the SRF Team will hold a series of up to four meetings to introduce the park planning process, develop up to two park concept alternatives, and refine the alternatives into a preferred concept plan based on PAC input. SRF's structural engineers will be included in the planning process to share insight on boardwalk design for the Bellwether Park and Trail plan. We have designed and administered construction for several similar boardwalks in Maple Grove and Plymouth in recent years and are familiar with ECWD requirements and can provide current pricing for boardwalk development.

A similar process can be developed for the Ravinia Development, once that project is underway.

Future Park Development

Corcoran is growing rapidly, and future development will expand the City's residential, retail, and light industrial footprint. The Parks and Trails Chapter in Corcoran's 2040 Comprehensive Plan nicely lays out the City's plan for developing recreational amenities as the city grows. The plan identifies park and trail development within the 2040 Metropolitan Urban Services Area (MUSA) boundary and has a separate strategy for parks and trails outside this area. This plan will help Corcoran focus park and trail development where it is needed most in the next several years.

The SRF Team has experience developing park and trail master plans for neighborhood parks, community parks, and trails and parkways. Our experience working in developing communities will allow us to consider important connections between Corcoran's existing developments and new projects, creating linkages to proposed regional trails and Corcoran's local trail network.



The proposed Bellwether boardwalk will extend across this wetland to connect both sides of the neighborhood.

LITIGATION DISCLOSURE

Consultant warrants that as of the Effective Date it has no knowledge of any litigation, proceeding, arbitration, investigation, violations, or actions pending or threatened which might result in any material change that will or may adversely affect Consultant's ability to fulfill its obligations under this Contract.

CLIENT REFERENCES

Sonya Rippe, Parks Coordinator
City of Plymouth
612.509.5000
srippe@plymouthmn.gov

Kelly Grissman, Director of Planning
Three Rivers Park District
763.559.6741
kgrissman@threeriversparkdistrict.org

John Hennen, Parks and Recreation Director
City of Lakeville
612.985.4421
jhennen@lakevillemn.gov



Boardwalk at City Park



Rates, as of Friday, October 6, 2023

Staff	Hourly Rate
Mike Aaron, Professional V	\$189.72
Casey Black, Professional VI	\$188.67
Stewart Crosby, Professional VI	\$162.45
Ken Grieshaber, Professional VII	\$193.50
Erin Hunker, Professional VII	\$195.30
Steve McHenry, Professional V	\$197.61
Dan McNiel, Professional III	\$118.53
Shaunna Newton, Professional II	\$99.21
Brady Rutman, Professional IV	\$148.47
Dan Tinklenberg, Professional IV	\$123.06
Tim Wold, Professional VI	\$163.08

Rates are subject to change annually. Direct project related expenses are billed at actual cost and mileage is billed at a rate not to exceed the current allowable IRS rate for business miles.



A PROPOSAL AND QUALIFICATIONS FOR

Master Park Planning and Design Services

FOR THE CITY OF CORCORAN

September 29, 2023

Jessica Christensen Buck
City of Corcoran
8200 County Road 116
Corcoran, MN 55340



Re: Proposal and Qualifications for Master Park Planning and Design Services

Dear Jessica,

On behalf of WSB, thank you for this opportunity to submit our proposal and qualifications. Based on conversations with you about the project, we have assembled a team and scope that we feel aligns with your expectations and goals. We feel our extensive park planning and design experience, knowledge and proximity of the Corcoran area, and collaborative approach to enhancing the City's assets will set the stage for a successful project.

Experience | Our highly-experienced team has a long history of providing over-the-top dedication to clients in Minnesota and has completed successful park planning and park improvement projects for many communities, which are specifically tailored to their unique community vision and goals. Our team recognizes and share your passion for parks and recreation, and the value that it provides to your community. Our past park plans have been highly regarded by our clients as being both visionary and realistic given the budget constraints faced today by many municipalities.

Proximity & Knowledge of Area | We bring on-the-ground experience in the communities that surround Corcoran, having built relationships through multiple projects in Maple Grove, Medina, Hanover, Rogers and Plymouth. Proximity and availability are important and I, as project manager, live within four miles of the Corcoran City Hall and will be ready and available to assist the City whenever needed. This will help set the stage for a successful project with the staff and residents of Corcoran.

Technical Expertise | WSB features a deep roster of technical experts from a wide range of service areas. Rest assured that our decades of experience successfully completing similar projects for many communities in the region will prove to be a great asset. With newer service areas such as Asset Management and Sustainability, our team will identify unique opportunities for the City of Corcoran to enhance and maintain current facilities, while recognizing other potential opportunities to expand the amenity and program offerings within your parks.

Please contact me at 612.328.6682 or Jfeulner@wsbeng.com with any questions about our qualifications or availability.

Sincerely, WSB

A handwritten signature in black ink that reads "Jeff A. Feulner". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jeff Feulner, PLA, ASLA
Project Manager

A handwritten signature in black ink that reads "Jason Amberg". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jason Amberg, PLA, ASLA
Principal



TABLE OF CONTENTS

Firm Overviews 1

Experience with Similar Work 3

Resume of Proposed Project Manager 6

Resumes of Proposed Lead
Technical Professionals 8

Support Personnel Experience 12

Approach to Park Development..... 14

Litigation Disclosure 18

WSB LLC



Forge ahead.

Since 1995, WSB has operated as a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

Main Office Location (Headquarters): 701 Xenia Ave S, Suite 300 Minneapolis, MN 553416

1,100+
STAFF

30+
SERVICE AREAS

36
OFFICES

7
STATES

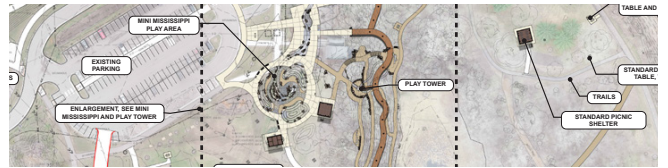
Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

Alliance

ARCHITECTURE SUBCONSULTANT

From our founding in 1970, Alliance has embodied a team approach to design that integrates owners, builders, and specialists into a process focused on success. Communicative, friendly, and oriented toward putting together the best team, we emphasize cooperative relationships to help clients realize their goals. We have developed long-standing relationships with these partners, based on mutual trust and respect. The results are spaces that are creative, functional, and responsive to the physical, cultural, and environmental context.

Alliance has a history of successfully managing complex projects with many stakeholders for the City of Minneapolis; City of Saint Paul; and Dakota, Hennepin, and Washington counties. In addition, our team has considerable experience designing projects located in park settings for clients including Minneapolis Park and Recreation Board, Three Rivers Park District, National Park Service, and the Minnesota Department of Natural Resources.



Alliance. We unite people and place through design.

Main Office Location (Headquarters): 400 Clifton Ave, Minneapolis, MN 55403

Park Projects for Select Ongoing / Repeat Clients

Below is a partial list of municipalities where WSB provides repeat and ongoing park planning and design services. Projects have included a variety of public spaces and parks that are relevant to Corcoran's defined RFPQ. The WSB project team is very familiar with managing multiple projects and budgets for our clients and have a long and successful track record.

■ Brooklyn Park

Client Reference:

Brad Tullberg – Recreation & Parks Director

ph. 763.493.8344 email: brad.tullberg@brooklynpark.org

- Mississippi Gateway Regional Park Master Planning, Design, and Construction Observation (Brooklyn Park and Three Rivers Park District were co-owners of this jointly funded project)
- River Park Master Plan, Grant applications, Final Design, Construction Observation
- Master Planning for Edinburgh Outdoor Wedding Venue
- Eidem Park and Brookdale Park Trail, final design and construction observation
- Tennis Courts and Pickleball Courts at Five Parks



■ Champlin

Client Reference:

Heather Nelson - City Engineer

ph. 763.923.7120 email: hnelson@ci.champlin.mn.us

- Brittany Park Master Plan
- Mississippi Commons / Crossings Master Planning, Design
- Chandler Park Master Planning, Design, Construction Observation
- TH169 Landscape / streetscape improvement planning, design and construction observation

■ Eagan

Client Reference:

Chris Fleck - Parks Superintendent

ph. 651.675.5329 email: cfleck@cityofeagan.com

- Woodhaven Park Master Planning, Design, Construction Observation
- Rahn Park Master Planning, Design, Construction Observation
- Quarry Park Master Plan, Design, Construction Observation
- Soo Line Trail Feasibility Study
- Trapp Farm Park Improvements, Design, Construction Observation
- City Hall Pocket Park Concepts
- Central Maintenance Facility Landscape Design, Construction Observation
- Ohmann Park Master Plan, Design, Construction Observation
- Cedar Grove Area Monuments Design, Construction Observation
- Cedar Grove Park Master Planning

■ Edina

Client Reference:

Perry Vetter – Parks & Recreation Director

ph. 952.826.0430 email: pvetter@edinamn.gov

- Braemar Park / Courtney Fields Park Design and Construction Observation
- Arneson Acres Public Garden Improvements
- Browndale Park Public Water Access Planning, Design
- Centennial Lakes Trellis Concept
- Lewis Park Play Area Improvements
- Arts Center Monument Planning and Design



■ Monticello

Client Reference:

Tom Pawelk - Parks, Arts & Recreation Director

ph. 763.271.3268 email: tom.pawelk@ci.monticello.mn.us

- The Pointes at Cedar Master Planning
- Bertram Chain of Lakes Athletic Complex Master Planning, Design, Construction Observation
- Pioneer Park Splash Pad Feasibility
- Community Center Plaza Concept
- Fallon Avenue Bridge and Streetscape planning, design and Construction Observation



■ Lino Lakes

Client Reference:

Rick DeGardner – Public Services Director –

ph. (651) 982-2444 email: RDeGardner@linolakes.us

- Watermark Park Master Planning, Design, Construction Observation
- Northpointe Park Master Planning, Design, Construction Observation
- City Hall Landscape Plan
- Woods Edge Park Master Planning, Design, Construction Observation
- Country Lakes Park Master Plan
- Arena Acres Master Plan
- Recreation Complex Master Plan
- Tower Park Master Planning, Design, Construction Observation
- Woods of Baldwin Lake Park Master Planning, Design, Construction Observation
- City Gateway Monument Planning



Recent Park System Planning Project Experience

The following list highlights clients in the region for whom WSB has delivered Comprehensive Park and Trail Masterplan projects:

New Brighton, MN

Client Reference:

Jennifer Fink – Director of Parks & Recreation

ph. (651) 638-2126

email: Jennifer.Fink@newbrightonmn.gov

Princeton, MN

Client Reference:

Bob Gerold - Public Works Director

ph. (763) 389-2042

email: Bgerold@princetonmn.org

Circle Pines, MN

Client Reference:

Patrick Antonen – City Administrator

ph. (763) 231-2605

email: PAntonen@ci.circle-pines.mn.us

Blaine, MN

Client Reference:

Jerome Krieger – Parks Director

ph. (763) 785-6161

email: JKrieger@blainemn.gov

Owatonna, MN

Client Reference:

Mary Jo Knudson - Parks, Recreation and Facilities Administrative Specialist

ph. (507) 774-7364

email: Mary.Knudson@ci.owatonna.mn.us

Coon Rapids, MN

Client Reference:

Ryan Gunderson – Recreation Supervisor

ph. (763) 767-6513

email: RGunderson@coonrapidsmn.gov

Spring Lake Park, MN

Client Reference:

Kay Okey - Parks and Recreation Director

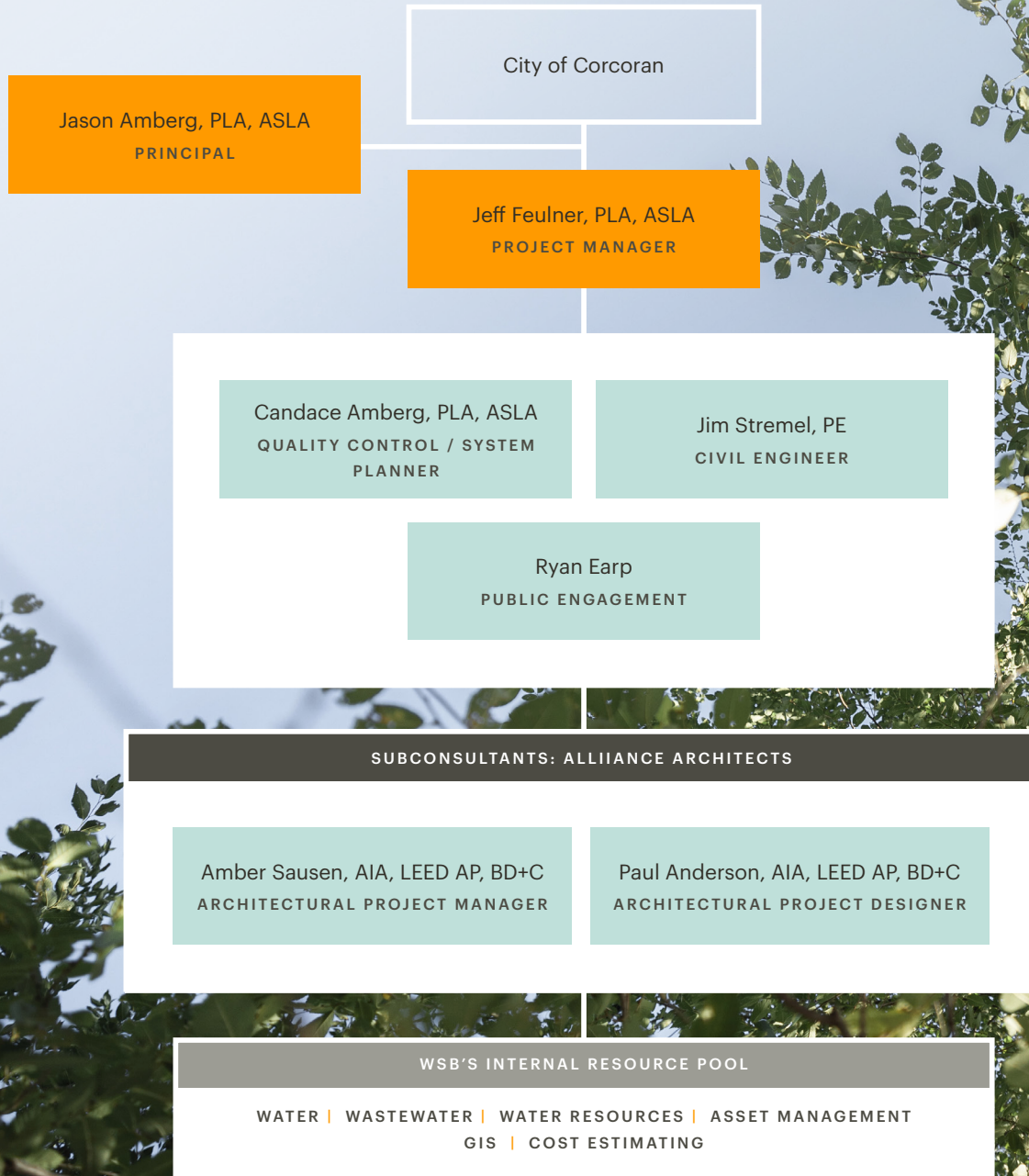
ph. (763) 792-7201

email: kokey@slpmn.org



Dedicated Staff

Jeff Feulner, ASLA will be the project manager dedicated to every aspect of each project cycle in Corcoran. Jeff has focused on park related projects for the last 8 years of his 23 year career as a senior landscape architect. While WSB's office is in close proximity to Corcoran, Jeff lives even closer – within 4 miles of the Corcoran City hall, and would be able to serve the City in any capacity as needed in a timely manner, on a daily basis.





Jeff Feulner, PLA, LEED AP



SENIOR LANDSCAPE ARCHITECT

Jeff is a Landscape Architect with over 23 years of professional experience. He has worked on projects of various scales and scope both in the private and public sector. This experience has led to creative design solutions which acknowledge varied user perspectives by collaborating with private developers, landowners, and business owners, as well as municipal staff, elected officials and other stakeholder groups. Jeff has significant experience with Parks and Recreation projects in planning, design and implementation. He embraces the collaboration between the client, contractor, and designer that take place as a project is constructed, ultimately bringing the original vision into a functional reality.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #42976

LEED Accredited
Professional

US Green Building Council
GBCI #10359911

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 2000

Bachelor of Science in
Environmental Design,
North Dakota State
University, 2000

Mississippi Gateway Regional Park | Brooklyn Park, MN

CLIENT: THREE RIVERS PARK DISTRICT

PROJECT DURATION: MAR 2021 - JUN 2025

Jeff is currently working closely with Three Rivers Park District to facilitate construction administration for significant improvements to Mississippi Gateway Regional Park. This project is a follow-up to the master planning and construction document production work that Jeff completed with the Park District over the last several years. As co-project manager, Jeff is coordinating a team of consultants to develop the improvements which include a visitor center, entry plaza, interactive water feature, elevated treetop trail, nature connection points, specialty recreation areas, as well as parking and trail improvements.

River Park | Brooklyn Park, MN

CLIENT: CITY OF BROOKLYN PARK

PROJECT DURATION: MAR 2018 - JUN 2021

As Project Manager, Jeff worked with the City of Brooklyn Park to develop a refined Master Plan and construction plans for improvements to River Park. The park improvements include new trails, a river overlook area, dedicated canoe / kayak launch on the Mississippi River, a new restroom building, and large stormwater pond connected to the City storm sewer system, which slows and treats runoff from a 300-acre area of Brooklyn Park. Since the project lies on the banks of the Mississippi River, agency stakeholders were identified early in the process to develop design solutions that meet the expectations and criteria of the DNR, Corps of Engineers, watershed district and National Park Service. Jeff also assisted the City of Brooklyn Park in obtaining grant funding for the project through several agencies.

Woodhaven Park | Eagan, MN

CLIENT: THE CITY OF EAGAN

PROJECT DURATION: NOV 2019 - JUN 2021

As Project Manager, Jeff worked with the City of Eagan to develop a Master Plan and Construction Documents for improvements to Woodhaven Park. The park upgrades include the City's only inclusive play area, Bankshot court, large picnic shelter and restroom building, parking lot, trails and stormwater BMPs. The new park is a regional destination for inclusive play with a variety of play features. Jeff coordinated the project from initial concepts through construction administration to ensure the original design vision was carried through in the final product.



Jason Amberg, PLA, ASLA



PRINCIPAL

Jason is the Principal Landscape Architect at WSB and an expert in the field of public space planning and design. Through his experience working with municipal staffs, park boards, and a variety of public groups and governing agencies, he has developed an ability to arrive at creative design solutions that meet project goals while respecting the diverse input of stakeholders. Jason is particularly astute at managing projects from the initial design phase through construction and observation. His projects range from small-scale neighborhood park improvements to comprehensive park and trail system plans and urban design/streetscaping projects. Additionally, Jason has presented park and trail planning topics at conferences and universities and served as an advisory board member at NDSU.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
 MN #40003
 TX #3206
 WI #558-14

EDUCATION:

Bachelor of Landscape
 Architecture, North Dakota
 State University, 1995

Bachelor of Science,
 Environmental Design,
 North Dakota State
 University, 1995

MEMBERSHIPS +

RECOGNITIONS:

MN Recreation & Parks
 Association, Member &
 Routine Speaker

American Society of
 Landscape Architects

MN APA Guest Speaker:
 Community Transformation
 Through Park & Trail
 Planning (2015)

Greater MN Parks & Trails

NDSU Architecture/
 Landscape Architecture
 Advisory Board 2000-2010

Park & Trail System Master Plan | Owatonna, MN

CLIENT: CITY OF OWATONNA

PROJECT DURATION: OCT 2018 - JAN 2020

Jason served as the project manager and lead planner for this citywide park and trail system master plan. This was the first system plan prepared for this growing and diverse city. Our public engagement strategy included a range of opportunities for the community to interact with the planning team, including open house meetings, pop up booths at local events, face to face interviews, online engagement, and phone calls/email. The information gained and compared with participation data and recreational standards provided meaningful public ‘buy in’ during the process.

Bertram Chain of Lakes Regional Athletic Park | Monticello, MN

CLIENT: CITY OF MONTICELLO

PROJECT DURATION: JUL 2015 - NOV 2019

This project began as a master plan / needs assessment / feasibility study that evolved into several phases of design and implementation. Jason served as project manager and lead designer for the entire process from initial kick-off meeting, community engagement, and master-planning, through final design, bidding / contractor procurement, and construction oversight, inspections, staking, and testing for the first two phases. Proposed full buildout of this 115-acre site is estimated to cost \$18 million and will support current and future recreation needs within the local community and broader region. The project is currently 20% implemented in alignment with budget and schedule.

Parks, Trail & Open Space System Master Plan | Coon Rapids, MN

CLIENT: CITY OF COON RAPIDS

PROJECT DURATION: FEB 2012 - JAN 2013

Jason was the project manager and lead planner. While the project was not initially viewed as a high priority politically, the thoughtful public engagement process we led quickly revealed the diverse community’s needs. The project was overwhelmingly embraced by the public, city staff, and the policy makers which led to a successful bond referendum that helped fund major improvements throughout their system. Jason was involved in the city’s original system planning effort completed in 2001 and has continued to serve the community for more than two decades with athletic studies, individual park master plans, and final design of the majority of their new and redeveloped parks.



Candace Amberg, PLA, ASLA



QUALITY CONTROL / SYSTEM PLANNER

Candace is a professional Landscape Architect and project manager with over 27 years of experience. She has managed projects from the inception through construction. Her experience in aesthetics, design, construction document development, construction management, and estimation have proven invaluable to her clients and she is involved with numerous professional organizations that includes the MRPA, NDRPA, ASLA-MN, ACEC, and APA-MN.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #40646

North Dakota #76

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science in
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS +

RECOGNITIONS:

Minnesota Recreation and
Park Association

North Dakota Recreation
and Park Association

APA-MN 2016 Equity
Planning Award (MLK Park)

ACEC-MN 2019 Honor
Award (Hwy 22 Victory
Memorial Drive) & 2018
Excellence Award (Afton
Revitalization Project)

OFFICE LOCATION:

Minneapolis, MN

Park & Trail System Plan | Prior Lake, MN

CLIENT: CITY OF PRIOR LAKE

PROJECT DURATION: 2018 - 2020

Candace was the project manager and primary planner for the development of an updated Park & Trail System Plan for the City of Prior Lake. Candace and the WSB design team undertook extensive public engagement to develop an updated system-wide park, trail and recreation plan that was aligned with local community values and the 2040 Comprehensive Plan. The plan focused on identifying strategic partnerships, opportunities and priorities to ensure the community vision was achievable. WSB is currently working with the city to submit for potential grant funding applications to implement some identified higher priority projects.

Antlers Park | Lakeville, MN

CLIENT: CITY OF LAKEVILLE

PROJECT DURATION: 2016 - 2017

Candace was the project manager and lead Landscape Architect for the creation of a master plan for this key community park for the City of Lakeville. The project included working with the community to create a plan that not only met current recreational needs for a broad range of user groups, but also highlight the historical significance of the park with improved connectivity throughout the region.

Heritage Village Park | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: 2017 - CURRENT

Candace Amberg worked with the City of Inver Grove Heights and numerous stakeholders to develop the original master plan for Heritage Village Park in 2004 with several subsequent master plan updates between 2010 and 2012 that responded to changes in community priorities, perspectives, and ongoing land acquisitions, but kept the original design intent to honor the history of Inver Grove Heights. WSB is currently working with the city and stakeholders to plan for the next phase of development to include a playground themed around the history of the site and city.



Jim Stremel, PE

MUNICIPAL / CIVIL ENGINEER



Jim is a registered Professional Engineer with over 21 years of experience in civil engineering, design development, and project management. As a civil site design engineer, Jim encourages collaboration and utilizes team members based on their expertise to produce the ideal product on schedule, within budget, and utilizing the most efficient site layout. Jim's public/governmental project knowledge includes all phases of the design and construction process from schematic design, design development, permitting, to administering the bidding process, and construction administration. His project experience includes projects ranging from loading docks, parking lots, site rehabilitation, new site design, to linear projects up to five miles of full urban street and utility reconstruction. He will be responsible for leading and coordinating the work associated with the civil site and utility planning for the project.

SERVICE GROUP:

Municipal

REGISTRATION:

Professional Engineer
MN #45782

EDUCATION:

Bachelor of Science in Civil
Engineering, University of
Minnesota, 2002

City Engineer | Medina, MN

CLIENT: CITY OF MEDINA

PROJECT DURATION: 2013 - CURRENT

Jim began his engineering role for the City of Medina in 2013, and since 2017 has been the appointed City Engineer. He is responsible for delivering a wide variety of municipal projects, day-to-day duties working as an extension of City staff, attends council meetings, and oversees the City's private development engineering reviews and construction activities. The projects that he has managed and successfully delivered include the Tower Drive Street & Utility Improvement Project, Ardmore Avenue Stormwater Improvements, Arrowhead Drive Trail Extension with R/R Quiet Zone & TH 55 Signal Modifications, Hamel Legion & Hunter Park Improvements, and Hackamore Road Street Extension.

Project Delivery & Development Reviews | Monticello, MN

CLIENT: CITY OF MONTICELLO, MN

PROJECT DURATION: JUN 2019 - CURRENT

WSB has played an integral role in the delivery of municipal projects to the City of Monticello for almost three decades. In 2019, Jim took over the project management role for solicited public project delivery and also oversees development review services and inspections. Currently, Jim is working on the \$11 million Pointes At Cedar Project that includes a twelve acre lake amenity and surrounding park and access improvements.

United States Postal Service Projects | MN, WI, ND, SD

CLIENT: UNITED STATES POSTAL SERVICE

PROJECT DURATION: 2007 - CURRENT

Jim is the primary civil site designer on a project team that consults for the United States Postal Service (USPS). Since 2007, Jim has worked on dozens of USPS sites ranging from new building locations, reconstruction of existing sites, loading dock improvements, and utility rehabilitation projects throughout the Midwest region. The latest project involves a \$100 million expansion to the main USPS data center in Eagan, MN. The role of Jim's team is to provide site topographic surveys, utility design, site grading/drainage design, storm sewer/management, SWPPP design, structural design of retaining walls, civil related construction services, and assistance in preparing governing agency permits.



Ryan Earp

PUBLIC ENGAGEMENT LEAD



Ryan is a creative and collaborative strategist with nearly twenty years of experience working in the fields of stakeholder engagement and strategic communications. During this time, Ryan has worked with a variety of private and public sector clients to develop impactful strategic communications plans and execute stakeholder and community engagement initiatives. Ryan is passionate about integrating emerging tools and technologies to meet stakeholder outreach objectives for our WSB clients. Ryan will serve as a strategic advisor and will provide oversight of the stakeholder engagement process presented here.

SERVICE GROUP:
Public Engagement

EDUCATION:
Master of Business Administration, St. Thomas University

Master of Public Policy, Humphrey School of Public Affairs, University of Minnesota

MEMBERSHIPS:
International Association for Public Participation

Pointes at Cedar Development | Monticello, MN

CLIENT: CITY OF MONTICELLO

PROJECT DURATION: 2021 - CURRENT

The City of Monticello is planning for the development of a large land area in the core of city. The project will transform vacant land into a vibrant, community wide destination. This new area will have a lake providing public recreation and green space, with businesses and residential living around the perimeter. Ryan is leading the public engagement team responsible for community outreach and gathering input on what community stakeholders would like to see included in this new public space. Public engagement efforts have included an advisory visioning committee, developing visually appealing materials to inform the public about the project, and leveraging technology to gather feedback from the residents of Monticello.

Douglas Drive and Hwy 55 | Golden Valley, MN

CLIENT: CITY OF GOLDEN VALLEY

PROJECT DURATION: 2021 - CURRENT

Ryan oversees the engagement team responsible for developing and implementing the engagement and communication plan for a roundabout and pedestrian underpass in Golden Valley. Engagement includes website, social media, open houses, and community pop-up events for businesses, schools and residents.

Rethinking I-94 | Minnesota

CLIENT: MINNESOTA DEPARTMENT OF TRANSPORTATION

PROJECT DURATION: 2019 - CURRENT

Ryan is responsible for strategy development and the execution of public involvement and engagement activities. Rethinking I-94 is a long-term effort to improve MnDOT's engagement and relationships with the communities in a 15-mile study area between St. Paul and Minneapolis. With a focus on easier, safer travel in the corridor, Rethinking I-94 intends to reconnect neighborhoods, revitalize communities, and ensure residents have a meaningful voice in transportation decisions that affect their lives. As member of the project leadership team and a communications lead, Ryan supports client delivery of virtual and in-person open house meetings, assists in management and development of the project's Community Leaders program, and manages ongoing public and stakeholder communications and engagement for the project.



ALLIANCE

Amber Sausen AIA, LEED AP BD+C,

ARCHITECTURAL PROJECT MANAGER

Amber excels at communication with client teams to bring all participants into the design conversation. She has managed and guided numerous teams with knowledge, goal setting, rigor, and passion to find appropriate design solutions. Amber brings specialized expertise in change management, communication, WELL, and sustainable design.

YEARS OF EXPERIENCE :

14

REGISTRATION:

Registered Architect, MN
#52844

EDUCATION:

M.S. Architecture-
Sustainable Design,
University of Minnesota,
2011

M. Arch., Architecture,
University of Minnesota,
2010

CERTIFICATIONS:

WELL AP

LEED AP Building Design +
Construction

Project Experience

- Mississippi Gateway Regional Park, Brooklyn Park, MN
- Bryant Lake Park Pavilion and Restrooms Window and Siding Replacement, Eden Prairie, MN
- Richardson Nature Center Envelope Upgrades, Eden Prairie, MN
- Cloquet Forestry & Hubachek Wilderness Research Centers Master Plan, Cloquet and Ely, MN
- MnDOT Jordan Truck Station, Jordan, MN
- MnDOT/Carver County Truck Station, Chaska, MN
- MnDOT Safety Rest Area Replacement and Site Rehabilitation, Jackson, MN
- Washington County West Central Service Center, Woodbury, MN
- Public Safety Building, Minneapolis-St. Paul International Airport, St. Paul, MN
- Minneapolis-St. Paul International Airport Operational Improvements, St. Paul, MN
- Minnesota State Capitol Repairs, Restoration, and Preservation FF&E, St. Paul, MN
- Science Mill, Johnson City, TX
- City of Duluth Spirit Mountain Chalet Design Services, Duluth, MN
- University of Minnesota Landscape Arboretum Honeycrisp Welcome Center, Chaska, MN
- University of Minnesota, various projects, multiple campuses in MN



Paul Anderson AIA, LEED AP BD+C,

ARCHITECTURAL PROJECT DESIGNER

Paul has focused his career on creating sustainable environments that reflect purpose and place. In close collaboration with project stakeholders, Paul has designed numerous visitor and nature centers, environmental education and interpretation centers, camps, and nature-based recreational facilities that connect people and place.

YEARS OF EXPERIENCE :
43

REGISTRATION:
Registered Architect, MN
#15865

EDUCATION:
B. Arch., University of
Minnesota

B. Environmental Design,
University of Minnesota

CERTIFICATIONS:
LEED Accredited, Building
Design and Construction,
U.S. Green Building Council

Project Experience

- Mississippi Gateway Regional Park, Brooklyn Park, MN
- Oxbow Nature Center, Bryon, MN
- University of Wisconsin–Stevens Point Schmeeckle Reserve, Stevens Point, WI
- Bear Head Lake State Park Trail Center, Ely, MN*
- St. Croix National Scenic Riverway Visitor Center and Headquarters, St. Croix Falls, WI*
- Lebanon Hills Visitor Center, Eagan, MN*
- McColl Pond Environmental Learning Center, Savage, MN*
- Heritage Village Park Shelter and Restrooms, Inver Grove Heights, MN
- MnDOT Safety Rest Area Replacement and Site Rehabilitation, Jackson, MN
- Bryant Lake Park Pavilion and Restrooms, Windows and Siding Replacement, Eden Prairie, MN
- Thompson County Park and Dakota Lodge, St. Paul, MN
- Hyland Hills Ski Area Chalet, Bloomington, MN*
- Oliver Kelley Farm, Elk River, MN*
- Mississippi River Regional Trail Rock Island Swing Bridge Trailhead, Inver Grove Heights, MN*
- Murie Science Center, Denali National Park, Healy, AK*
- Richardson Nature Center, Bloomington, MN*
- North Mississippi Regional Park Shelter/Restrooms, St. Paul, MN*

* Project completed while
with a previous firm

Project Understanding

Our team has reviewed the RFPQ, is familiar with the City of Corcoran, and have a solid understanding of this exciting project. This park master planning process will guide the future redevelopment of City Park, open space parks in the Bellweather and Ravinia developments, as well as other future parks and trails throughout the City of Corcoran. With demographics that continue to grow and evolve, it is anticipated that changes to how existing parks are used and the addition of new parks will bring new opportunities to the community. Our team will ensure that park design is based on both current and projected needs and trends.

Our team appreciates the City's commitment and approach to preparing this Park Planning and design project. Our team recognizes and shares your passion for parks and recreation and the value it provides communities. Our past projects have been highly regarded by our clients as being visionary and implementable, with community support for improvements. Many of our past planning efforts have proven useful in successful bond referendums, tax levies, and/or grant funding to implement the vision established in the plan.



The following detailed work plan provides comprehensive services to fulfill the requirements of the RFP.

City Project Design Services

Our landscape architecture group is a leader in park and recreation design, and has designed parks, trails and associated facilities for countless municipalities throughout the upper Midwest. We have partnered with Alliance Architects for any building architectural requirements to provide a comprehensive team of professionals well prepared to lead the City of Corcoran through the development of new and improved park spaces, as the City continues to grow and evolve. We have partnered with Alliance Architects many times in the past and have developed a seamless process of collaboration that has resulted in successful outcomes for our clients.

KICKOFF MEETING

At the start of the project, the WSB design team will meet with the City of Corcoran to fully review and identify the key contacts/team throughout the design process as well as to develop a very clear understanding of the intended project outcome and the expectations of the WSB design team. This will include reviewing the overall project schedule for key dates as they relate to the process and deliverables, the project approach, key project stakeholders, and general discussion about the overall goals, vision, and concerns related to this project. It is our intent to hold this meeting in person unless the City indicates otherwise.



Existing Field Conditions

WSB will conduct individual site visits to each park or potential park location in order to provide a high-level understanding of how well a park is meeting design standards in its current development and identify the potential opportunities of each site. These visits will provide critical insight from a programming and design perspective. We also use this time to look at each site's characteristics, landforms, and intrinsic opportunities that can be used to our advantage during the planning process. City staff will be invited to tour the sites with the design team to provide their insights regarding known opportunities or challenges to consider during the evaluations.

The WSB team will also provide Topographic Survey, Geotech, Environmental Site Assessments, Wetland delineations or other environmental services as needed to identify all of the unique existing features and constraints, as well as determine potential development feasibility at each site.

Project Design

Based on the 30% design plans for City park, and other preliminary concepts previously explored for the open space sites, the Preliminary Design task will develop and confirm the unique programmatic items to be included within each project site moving forward. Amenity sizing and relationships will be confirmed, and integration of other park design elements will take place. This design phase will include the preparation of written text, plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the City to envision the appearance and function of the improvements.

Key goals in this phase of design will be:

- Develop a plan that will result in the creation of welcoming parks with appealing elements to excite the community and increase usage
- Use of park planning best practices to provide safe and inviting amenities to the community
- Incorporate sustainability strategies (environmental, community, financial) for long term success
- Deliver effective projects in a timely and fiscally responsible manner.



Preliminary design will include using the appropriate design standards for the identified facilities and preparing design development drawings. The drawings anticipated to be prepared for each site would include, but not be limited to, site layout, landscaping, grading, removals plans, site utility plans, site lighting plans, site building plans and details as required.

An estimate of the cost to construct these improvements will be developed and refined based on these documents. From this estimate the City shall determine which of the improvements shall be included in the final design.

WSB will develop a strategic approach to implementation to guide the development, redevelopment, and improvements that will have the greatest positive impact on the community and foster support for subsequent improvements. With our expertise in park and public space construction, we can identify the best methods to reduce overall operation and maintenance costs while increasing the lifespan of the built features. We have also aided our clients in the preparation of numerous types of state and national grant funding applications after master plans have been adopted.

Once the design options are fully explored and selected, WSB will prepare final Construction Documents. These documents shall include plans, details, and specifications in sufficient detail for the City to pursue competitive bids for the construction of the improvements.



MEETINGS

The design team will schedule and facilitate routine check-in meetings with City staff to ensure progress is consistent with City goals and budget throughout all phases of the design process.

WSB will also attend and participate in small-group meetings with identified key leaders and stakeholder representatives to discuss opportunities and ideas associated with the park design and process. We intend to leverage the stakeholder work to ensure a cross-section of perspectives and representatives from the identified groups can participate.

We anticipate that the stakeholder groups may include, but not be limited to City Council and Commissions, City staff, affected property owners, athletic groups, seniors, school district, or others as identified throughout the stakeholder identification process.

ESTIMATING

WSB will prepare a comprehensive cost estimate at each stage of design for the improvements that will guide the investment in the park system based on the implementation strategy. The WSB design team has a strong track record of real-world budgeting that are in line with actual construction costs including consideration of construction contingencies, professional design fees, permitting fees, and other budget impacts that can often be overlooked at a planning stage. This provides our clients with a degree of confidence in establishing budgets for implementation. The WSB Team has a staff of estimators who keep a close eye on the construction cost climate in terms of escalation and material availability.

Permitting

WSB will work with agencies to identify the permitting review and approval process, including, but not limited to the following:

- Completion and submittal of the NPDES stormwater permit. Assumes erosion control plan, SWPPP, and required erosion and sediment control details.
- MN Wetland Conservation Act: If the Aquatic Resource assessment concludes wetlands or other aquatic resources exist, the approved delineated boundaries will be incorporated into project design for wetland impact avoidance and minimization considerations. If impacts are required, WSB will prepare the permit application for a wetland replacement plan decision.
- Watershed District Permitting
- Other local, state and federal agency permitting

Bidding Assistance

It is understood that the project will be bid for construction in 2024. WSB will work in partnership with the City in preparation and development of a bid document that fits the project goals and schedules. WSB will provide services to facilitate the bidding process of the project as noted in the RFP.

Deliverables: The final document and supporting graphics will be provided in a reader friendly digital format (e.g., Adobe package, MS Word). The final products, as well as all presentation materials (i.e., Power Point presentations, maps, graphics, etc.) used throughout the planning process, will be shared with the City of Corcoran. Final Construction plans and as-built drawings will be provided in digital (pdf) format as well as AutoCAD (dwg) or GIS files as desired by the City.

Construction Phase

The WSB team will participate in the following Contract Administration activities and Site Progress Meetings:

- Conduct Pre-construction Conference and prepare / distribute meeting minutes to all the attendees.
- Weekly Site Progress Meetings: Attend site progress meetings during periods of active construction during the project to allow for proactive communication with the Contractor and Owner, which will maximize efficiency during the construction. These meetings will allow WSB to:
 - Become generally familiar with and to keep the Owner informed about the progress and the quality of the Work completed.
 - Determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.
 - Report to the Owner known deviations from the Contract Documents.
- Coordination of staking and material testing operations.
- Review submittals & shop drawings and respond to contractor questions.
- Review pay applications and make recommendations regarding payment.
- Assist City staff with grant administrative reporting, budget tracking and project status.
- In the event of changed conditions during the project, WSB will prepare and distribute any necessary change orders to expedite the work in the field.
- Substantial completion meeting and punchlist.
- Prepare record drawings and conduct warranty inspection.

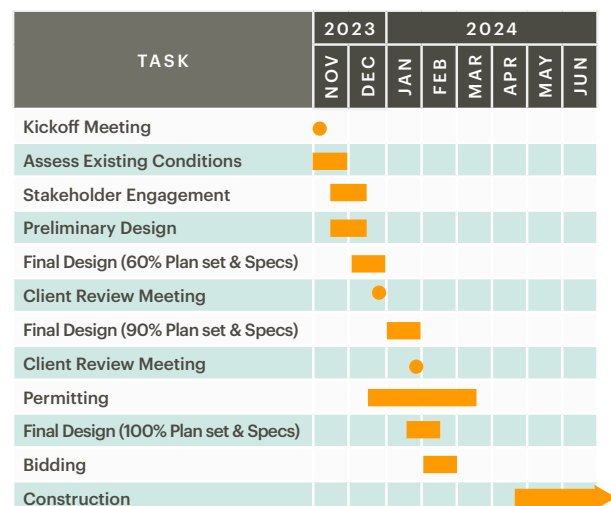
The WSB team is also able to provide the following construction services:

- Environmental Compliance inspections
- Construction Staking:
 - Prepare staking data for construction limit, erosion control, grading and layout of utilities, trails, buildings, storm sewer, utilities, and other site elements.
- Construction Testing Services:
 - Aggregates and Soils – nuclear density testing, excavation observations, proctor tests.
 - Concrete testing
 - Concrete Reinforcement inspections
 - Special building inspections as needed
 - Grant Assistance



The WSB team has staff dedicated to identifying and pursuing grant opportunities for our clients. Our team will research available grants and assist the City with applications for opportunities that are most appropriate for the City projects. Our team has successfully acquired grant funding through MnDNR Outdoor Recreation Grants, Clean Water Funds, Greater Minnesota Regional Parks and Trails, as well as other local and regional grant opportunities.

Proposed Schedule



Both WSB and Alliance Architects do not have any known claims for losses, professional negligence, damages, or indemnification to disclose. Additionally, our team does not see any potential conflict-of-interest issues that may arrive from this contract being awarded to our team.

If you have any questions on this statement, or anything else in our qualifications package, please reach out to Jeff Feulner at 612.328.6682 or Jfeulner@wsbeng.com.





October 9, 2023

Jessica Christensen Buck, CPRP
Recreation Supervisor
City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Re: Master Park Planning and Design Services Billing Rates

Dear Jessica:

Please see the billing rates below for staff included in our Qualifications for Master Park Planning and Design Services. Our General Rate table is included on the following page.

WSB Key Staff:

Jason Amberg: \$ 237/hr.
Jeff Feulner: \$ 172/hr.
Candace Amberg: \$ 194/hr.
Jim Stremel: \$ 220/hr.
Ryan Earp: \$ 220/hr.

Alliance Key staff:

Paul Anderson: \$ 200/hr.
Amber Sausen: \$ 185/hr.

Estimated Billing Rates for Support Staff:

Landscape Architectural: \$131/hr.
Civil Engineering: \$ 170/hr.
Administrative: \$ 123/hr.
Water Resources: \$ 176/hr.
Natural Resources: \$ 118/hr.
Public Engagement: \$ 135/hr.
Construction Inspections: \$ 174/hr.
Cost Estimating: \$ 180/hr.
2-person Survey Crew: \$ 240/hr.
GIS: \$ 124/hr.
Asset Management: \$ 237/hr.
Project Architect (Alliance): \$ 175/hr.
Project Designer (Alliance): \$125/hr.

Additional Specialty Services WSB offers:

Geotechnical Investigations
Material and Compaction Testing

Sincerely,
WSB

Jeff Feulner, PLA, ASLA
Senior Landscape Architect



WSB 2024 Rate Schedule

	Billing Rate / Hour
SR. PRINCIPAL SR. ASSOCIATE	\$237
PRINCIPAL ASSOCIATE	\$173 – \$223
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$173 – \$223
PROJECT MANAGER	\$152 – \$185
PROJECT ENGINEER GRADUATE ENGINEER	\$102 – \$170
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$68 – \$172
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$78 – \$172
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$68 – \$165
PLANNER SR. PLANNER	\$80 – \$172
GIS SPECIALIST SR. GIS SPECIALIST	\$78 – \$172
CONSTRUCTION OBSERVER	\$104 – \$174

Costs associated with word processing, cell phones and reproduction of common correspondence are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

STAFF REPORT

Agenda Item 9c.

City Council Meeting: October 26, 2023	Prepared By: Kevin Mattson Natalie Davis McKeown
Topic: Street Management Code and Policy Updates	Action Required: Approval

1. Request

Per City Council direction, Staff prepared a Snow and Ice Removal Policy that discusses winter maintenance as it relates to streets and trails. As a part of this update, staff identified necessary code amendments to Chapter 71 to provide City staff authority to tow vehicles when they conflict with street maintenance needs and carry out the provisions of the Snow and Ice Removal Policy. Additionally, staff took this as an opportunity to make needed updates to Chapter 70 related to vehicle weight restrictions.

2. Background

Planning for the maintenance of trails has been an ongoing discussion with the Parks and Trails Commission and City Council in recent years. While the City has not yet accepted any trails, establishing maintenance policies now is an important component of preparation as trail construction is finalized. Staff created a draft Snow and Ice Removal Policy as a starting point to begin to address the larger picture of maintaining streets and trails during the winter months as this can represent the most challenging time of year for maintenance. Staff looked at model examples from other metro-area cities and used Chanhassen’s policy as a template as it appeared to be the most comprehensive.

A draft Snow and Ice Removal Policy was provided to the Park and Trails Commission in July for review. The staff report included the following questions to the Commission:

1. Is there support for the general idea/outline of the proposed Snow and Ice Removal policy?
2. Staff is considering working with Homeowners Associations (HOA) to complete trail maintenance in the areas where trails are disjointed. What are the Commissions thoughts on this approach?
3. Mature communities typically prioritize trail maintenance along major roadways, near schools, near parks, etc. What does the Commission see as the priority trail routes?
4. What is the Commission’s vision for the maintenance of trails?
 - a. Is the expectation to have the pavement of all trails be visible?
 - b. Do we want natural trails that may better accommodate snow activities such as snowshoeing or cross-country skiing?

- i. If so, what are the trails the Commission believes are best suited for these activities?

The following feedback was provided to staff:

- There seemed to be general support for the policy.
- A desire to prioritize “in-house” maintenance of the trails.
- Some openness to coordinating with HOA snow removal companies for trail maintenance where it may make sense.
- A desire to utilize alternative salt options, such as grit.
- Concern that the use of “highly recommended” as it relates to snow removal around fire hydrants was not strong enough language. The Commission recommended making this a requirement of the homeowner or HOA snow removal contractor.
 - o There was discussion of utilizing fire hydrant coverings, but Public Works Director Mattson explained these are primarily to protect the hydrants from salt rather than aiding with snow or ice removal.
- There was some desire to have open space parks to incorporate snow covered/less groomed trails, but they still wanted to make sure these areas were maintained to the standard that they can be used for activities such as cross country skiing.
- There was a definite desire to completely clear trails along collector roads.
- There was a consensus that trails should be completed at the same stage as “street clean-up”. This would currently be included as a part of Priority B.

While this feedback is noted by staff, staff are comfortable with the language currently proposed in the policy as a starting point for implementation. Some of the feedback will be incorporated at a later date as trails are accepted, such as defining different maintenance standards where necessary (e.g., trails along collector roads vs. trails within open space parks).

3. Analysis

I. Snow and Ice Removal Policy.

The attached Snow and Ice Removal Policy establishes the prioritization of streets, trails, and parking lots to be maintained. Priorities will eventually be designated as A, B, or C routes, and this will be depicted on two maps that accompany the policy (a map for streets and parking lots and a map for trails). It should be noted that at this time the streets may only be broken down into A and B, and there are no trails that are currently the City’s responsibility to categorize as part of either route. However, the policy and priorities will be re-evaluated on at least an annual basis, and due to rapid changes within the City, the need to include trails and otherwise utilize a C prioritization category is expected. The policy is expected to grow and adjust as needed.

The county roads throughout the City (as well as the small portion of Highway 55 that runs along the Corcoran border in the southwest) are not City streets, and therefore are not subject to the policy. The policy identifies how the prioritization of routes and use of overtime will be handled for City streets under three scenarios of snow fall: snow accumulation of less than 1 inch, 1-2 inches, and more than 2 inches.

Additional topics included in the policy are as follows: the maintenance of ice-skating rinks, snow storage within right-of-way, use of salt, when snow removal operations may be suspended, how the City intends to handle property damage claims; expectations for snow deposits within driveways, garbage and recycling containers, parking, fire hydrants, sidewalks, complaints, and placing snow/ice within a public right-of-way.

Three draft exhibits are included with the policy. A "Mailbox ABC" exhibit, the Snowplow Routes map for streets, and a trails map. The mailbox exhibit is expected to change as Public Works may want to encourage the use of swing-away mailboxes. The Snow Plow Routes map gives an example of how the non-City streets and City routes will be identified. The Trails map draft does not currently identify any labeled routes since the City has not accepted any trails. The map provides a starting point that shows where known trail easements and existing trails are located. As the maintenance of trails is transitioned to the City, a route designation will be provided for each trail with the expectation that trails will initially be included as a part of Priority B routes.

Feedback on the current proposed processes will be helpful. Specifically, staff would like feedback on the following:

1. Overtime decisions.
2. Property damage claims.
 - a. Currently, staff go out to fix property damage, such as mailboxes, when warranted. Other cities have alternative approaches, such as reimbursements up to a maximum amount as a way to prioritize staff time.
 - b. Does the Council want staff to evaluate switching to a reimbursement option?
 - i. Would this apply to only mailboxes or irrigation systems as well?
3. Encouraging the use of swing-away mailboxes as the recommended standard.
4. In the long term, City staff and the Parks and Trails Commission believe we should prioritize in-house maintenance of trails.
 - a. Does the Council support an interim approach where the City reimburses HOAs for trail maintenance after a trail has been accepted in instances where coordination makes sense, such as segmented trails?
 - b. If there is support for this interim plan, City staff would look into how this process would work (contracts, insurance, etc.) to implement at the end of 2024/2025.

If the Council is in general agreement with the policy, staff recommends officially adopting the policy at the October 26th meeting or as soon as possible to be able to implement it with the upcoming winter season.

II. Chapter 71 – Parking Regulations

In conjunction with the Snow and Ice Removal policy, the City Code must be updated to explicitly authorize staff to be able to tow and impound vehicles that violate parking regulations, obstruct traffic, and/or hinder the City's ability to complete duties such as snow removal, street improvements, maintenance operations, or firefighting. Language to this effect is added to Chapter 71 based on verbiage used in the Chanhassen and Roseville city codes. This can be found in Section 2 of the attached Ordinance.

III. Chapter 70 – Traffic Rules

The process for weight restrictions outlined in City Code is out of date with the City's current practices. In an effort to maximize the time of City staff, the update to Chapter 71 was seen as an opportunity to make needed updates to Chapter 70. The proposed changes align with the current practices related to managing weight restrictions, including identifying the Public Works Director as the authority to issue overweight permits when necessary. These changes can be found in Section 1 of the attached Ordinance.

5. Recommendation

Staff recommends the City Council approve the following:

1. Ordinance 2023-503 Amending Chapter 70 and 71 Related to Traffic Rules and Parking Regulations.
 - a. Simple majority required.
2. Resolution 2023-89 Approving the Snow and Ice Removal Policy and Findings of Fact for the Amendments to Title VII.
 - a. Simple majority required.
3. Summary Ordinance 2023-504 for Publication
 - a. 4/5 majority required.

Attachments:

1. Snow and Ice Removal Policy.
2. Ordinance 2023-503 Amending Chapter 70 and 71 Related to Traffic Rules and Parking Regulations.
3. Resolution 2023-89 Approving the Snow and Ice Removal Policy and Findings of Fact for Amendments to Tile VII.
4. Summary Ordinance 2023-504 for publication.

Snow & Ice POLICY

CITY OF CORCORAN



1. PURPOSE

The city shall provide snow and ice management of public streets, trails, parking lots, and other public facilities in a safe and cost-effective manner to support routine travel and emergency response services. Snow and ice management services shall be performed while prioritizing the safety of employees and the public, adhering to the annual budget, observance of private property, and being cognizant of environmental concerns.

2. POLICY

The Public Works Department will maintain system maps showing the publicly maintained streets, trails/walks, and parking lots that show routes and priorities. These routes and priorities shall be reviewed annually to correspond with up to date budgetary, equipment, and personnel resources.

The prioritization of streets, trails, and parking lots shall be based on the city function, relative traffic volumes, geometrics, and safety considerations. Priorities are designated as A, B or C as shown on the attached maps, with *Priority A* routes being treated first. *Priority A* are routes that consistently see high traffic volumes, connect major sections of the city, and/or provide access to schools, commercial businesses, public buildings, and access for emergency fire, police, and medical services. Second tier *Priority B* routes consist of lower volume residential streets and neighborhood or off-corridor trails/walks. The last priority, *Priority C*, includes cul-de-sacs, public facility hardscapes, and non-critical parking lots.

Overtime Labor Restrictions are typically defined as 12-hour maximum daily shifts and/or working on weekends or Holidays. The Public Works Director and/or Operations Superintendent shall approve deviation from these labor restrictions.

3. COMMENCEMENT OF OPERATIONS

The Public Works Department staff, with the assistance of Public Safety Department staff, will monitor conditions across the City after snow and ice precipitation events to determine the timing and the number of personnel and equipment needed to provide a response that meets the goals of this policy. Typically, the Operations Superintendent will call in staff to start plowing in the early AM hours to stay ahead of the AM rush hour commute. Plowing operations greatly depend on the duration of a snow and ice precipitation event, along with amount, temperature, and form of precipitation. No two storms are the same, so plowing operations shall be adjusted accordingly.

4. ROUTE OPERATIONS

The following are the City's general guidelines when determining the snow and ice management plan:

- A. With snow accumulations less than 1 inch, only *Priority A* routes will be plowed and/or treated. In addition to *Priority A* routes shown on the Snow Plow Map, the City Hall parking lot will be included as a part of *Priority A*. If a weather system produces, or is forecasting freezing rain or ice, additional areas may be treated per Operations Superintendent discretion. Typically, all work shall be done without the need for overtime labor.
- B. With snow accumulation between 1 to 2 inches, all routes shall be maintained, beginning with *Priority A* routes and the City Hall parking lot. The management/plowing plan may be dependent on temperature and time of year as early or late season events may allow for ambient temperature to actively melt much of the accumulation. Streets shall be treated/plowed curb to curb with snow pushed onto the boulevard storage area; however, cul-de-sacs shall only be treated/plowed by one pass along the curb to provide an outlet for the

driveways, with snow storage in the middle of the cul-de-sac. Overtime labor restrictions shall be utilized for *Priority B* routes.

- C. With snow accumulation of more than 2 inches, depending on the rate of accumulation and other weather factors, *Priority A* streets and the City Hall parking lot may be treated/plowed repeatedly during the duration of the storm to keep travel lanes open. Cul-de-sacs will only be treated/plowed with one pass along the curb to provide an outlet for driveways. Once the snowfall has ceased, a complete curb-to-curb service will start wherein all streets, trails, and parking lots are treated/plowed starting with *Priority A*. In these types of events after the snow has stopped it may take more than 24 hours to clear *Priority A and B routes*. Overtime Labor Restrictions shall be utilized for *Priority B* routes only.
- D. Currently, the City does not have enough accepted trails to support a winter maintenance program. Staff anticipates implementation of winter trail maintenance as a part of *Priority B* routes at the end of 2024/2025.

5. ICE SKATING RINKS

Clearing rinks from a snow event will not begin until after the completion of *Priority B* duties and will not be subject to Overtime Labor Restrictions. Daily sweeping and flooding of rinks, other than Sundays and Holidays, shall be performed while not exceeding 12-hour labor shifts. More information concerning Ice Skating Rinks can be found on the City's webpage at this location: [Ice Rinks and Warming House - City of Corcoran \(corcoranmn.gov\)](https://www.corcoranmn.gov/ice-rinks-and-warming-house)

6. SNOW STORAGE

Typical snow and ice control efforts require the use of City-owned right-of-way and easements for storage of plowed snow. Depending upon the volume of snow, available storage within right-of-way can become limited and/or create sight obstacles. Since it is infeasible to remove snow from all boulevards and intersection corners, the Operations Superintendent may direct operations to "wing plow" snowbanks along the right-of-way. This "wing plow" operation results in snow being pushed back further onto the right-of-way area and thus creates more snow storage in the boulevard for the next plowing event.

Where space does not allow for a "wing plow" operation, snow will be removed as needed and hauled to available city property for storage. Timing of such hauling will be at the discretion of the Operations Superintendent.

7. USE OF SALT

The City shall be conscientious about the detrimental effects of salt on the environment and will therefore be diligent in its use. The City shall strategically utilize either straight salt or a treated combination to calibrate the application to the lowest effective amount per lane mile. The goal of this strategy is to provide sufficient traction for vehicles but is not intended to provide a completely bare/dry pavement. Application of salt is generally limited to *Priority A* routes and other steep grades where a greater need for vehicular traction is warranted. The City shall not be held responsible for damage to private property caused by the use of salt, and therefore will not make repairs or compensate property owners for salt damage to areas in the public right-of-way.

8. SUSPENSION OF OPERATIONS

Generally, operations shall continue until applicable route priorities are passable. Widening and clean-up operations may continue immediately or on the following working day depending upon conditions

and circumstances. Safety of the staff and public is of primary importance, and therefore operations may be terminated by the Superintendent or Director to allow personnel adequate time for rest or in response to unsafe conditions. Any suspension of operations shall be weighed against the need to provide access for emergency fire, police, and medical services during a major snow or ice storm.

9. PROPERTY DAMAGE

Snow and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The primary area of potential damage typically relates to private improvements made within public right-of-way.

- A. **Mailboxes** – Mailboxes shall be constructed sturdily enough to withstand snow rolling off a plow or wing. While the installation of mailboxes in the public right-of-way is permitted, the mailbox owner assumes all risk of damage except when a mailbox is damaged through direct contact by a plow blade, wing, or other piece of snow removal equipment. If the City determines a plow hit the mailbox, the City will replace the mailbox and post with a standard swing-away mailbox. All replacement mailboxes and posts, whether installed by the City or property owner must be installed per the City's standard detail as shown on the [Mailbox ABC's] exhibit. Plow operators make every effort to plow as close to the curb line as possible to provide mail carriers access to mailboxes. However, it is not possible to align the plow perfectly with the curb while attempting to minimize damage to mailboxes from indirect contact given the size of equipment, visibility, and amount of snow pushed into the boulevard. Thus, the final cleaning adjacent to mailboxes is the responsibility of each resident and subject to the delivery requirements of USPS and other carriers.
- B. **Landscaping** – The property owner assumes all risk of damage to landscaping, including nursery and inanimate materials that are installed or encroach into the public right-of-way. The exception are lawns that are scraped or gouged by snow removal equipment. Under this scenario, the area will be repaired by top dressing with topsoil and seeding during the following growing season. At the discretion of the Operations Superintendent, the City may perform limited ditch sweeping of material as time and resources allow. Property owners are required to water the areas that are repaired during the establishment period.
- C. **Irrigation systems** – The City will assume no responsibility for irrigation sprinkler heads.
- D. **Other Private installations** - The City will assume no responsibility for exterior lighting systems, underground electronic dog fences, or any other non-permitted private property installed in the public right-of-way.
- E. **Timeframe for claims** - The City will assume no responsibility for property damage if a claim is not received by the City by May 1 of the year following the winter season when damage occurred.

10. DRIVEWAYS

The City recognizes that one of the most frequent and irritable problems for homeowners resulting from plowing snow off public streets and trails, is snow deposited in driveways. The operators make every attempt to minimize the amount of snow deposited in driveways; however, due to the inherent design of the plow equipment, the amount can still be significant. Due to established priorities and staffing levels, City personnel do not provide driveway plowing. Exceptions are at the discretion of the Superintendent if snow accumulation affects emergency services or situations.

11. GARBAGE/RECYCLING CONTAINERS

The container(s) should be set back 3 feet behind the curb line and not placed in the street. Containers will not be repaired or replaced by the City if damaged during snow removal operations.

12. PARKING

Per City Code Chapter 71.01, on-street parking is prohibited between November 1 and April 1 between the hours of 1:00 AM and 7:00 AM, and also prohibited when there is 2 inches or more of snow on a street until the street has been plowed curb to curb. Representatives of the Corcoran Public Safety Department shall have the authority to impound vehicles in violation of this section.

13. CLEARING AROUND FIRE HYDRANTS

Property owners or occupants are highly encouraged to keep fire hydrants clear of snow to assist the fire department with emergency response. It is not necessary to clear all the way to the edge of the street, but it is important to shovel approximately 3 to 4 feet around the hydrant down to the area where the fire hoses are connected.

14. SNOW AND ICE REMOVAL FROM SIDEWALKS

Per City Code Chapter 82.04, Subd. 2(A), snow and ice removal from public concrete sidewalks abutting private property is the responsibility of the property owners or occupants (including Homeowners Associations or other shared maintenance entities). Removal of snow and ice from such concrete sidewalks shall be completed within 24-hours after the snow and ice has been deposited. Unless a sidewalk is specifically indicated as part of a route on the City's trail map, the responsibility is assumed to be that of the Homeowners Association or property owner.

15. COMPLAINTS/INQUIRIES

Complaints regarding snow and ice control operations, including damage claims, shall be made to the Public Works Department via phone 8:00AM – 4PM by calling (763) 420-2652 or via email at pw@corcoranmn.gov. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed forty-eight hours (2 business days) from any complaint. It shall be understood that the complaint responses are to ensure that the provision of this policy has been fulfilled and that all residents of the city have been treated uniformly.

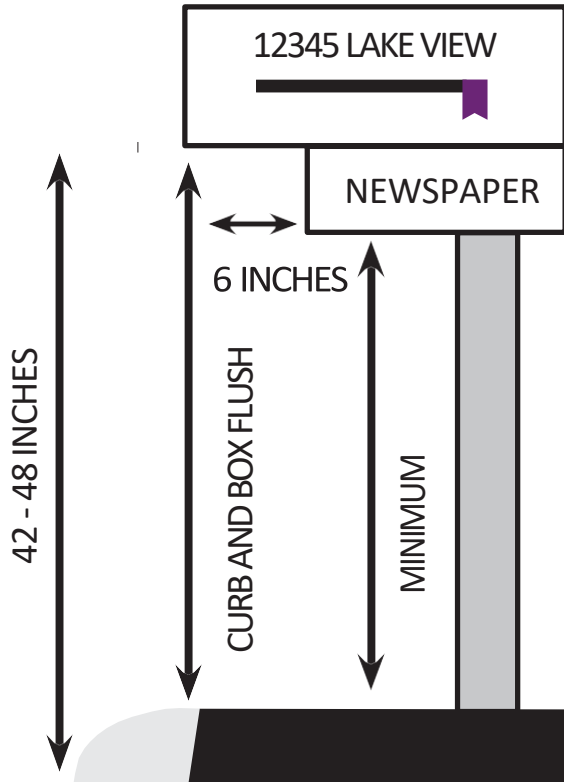
16. PLACING SNOW OR ICE IN A PUBLIC RIGHT-OF-WAY

Minnesota Statue 160.27 prohibits plowing, shoveling, blowing or placing snow from private property onto public streets. Chapter 82.304, Subd. 2(D) of the City Code also prohibits depositing or storing snow or ice within the public right-of-way. The act of placing snow onto a public street may subject a person or company to a civil liability if a street hazard such as a slippery area, frozen rut, or bump occurs and causes a traffic accident. The civil liability may extend to both the property owner and the person or company who actually placed the snow on the street.



Mailbox ABC's

Helpful hints to protect your mailbox from the snowplow.



Mailbox shown is at CORRECT height.

Snowplow blade CLEARs the mailbox.



Mailbox shown is below the correct height.

Snowplow blade hits the mailbox.

A

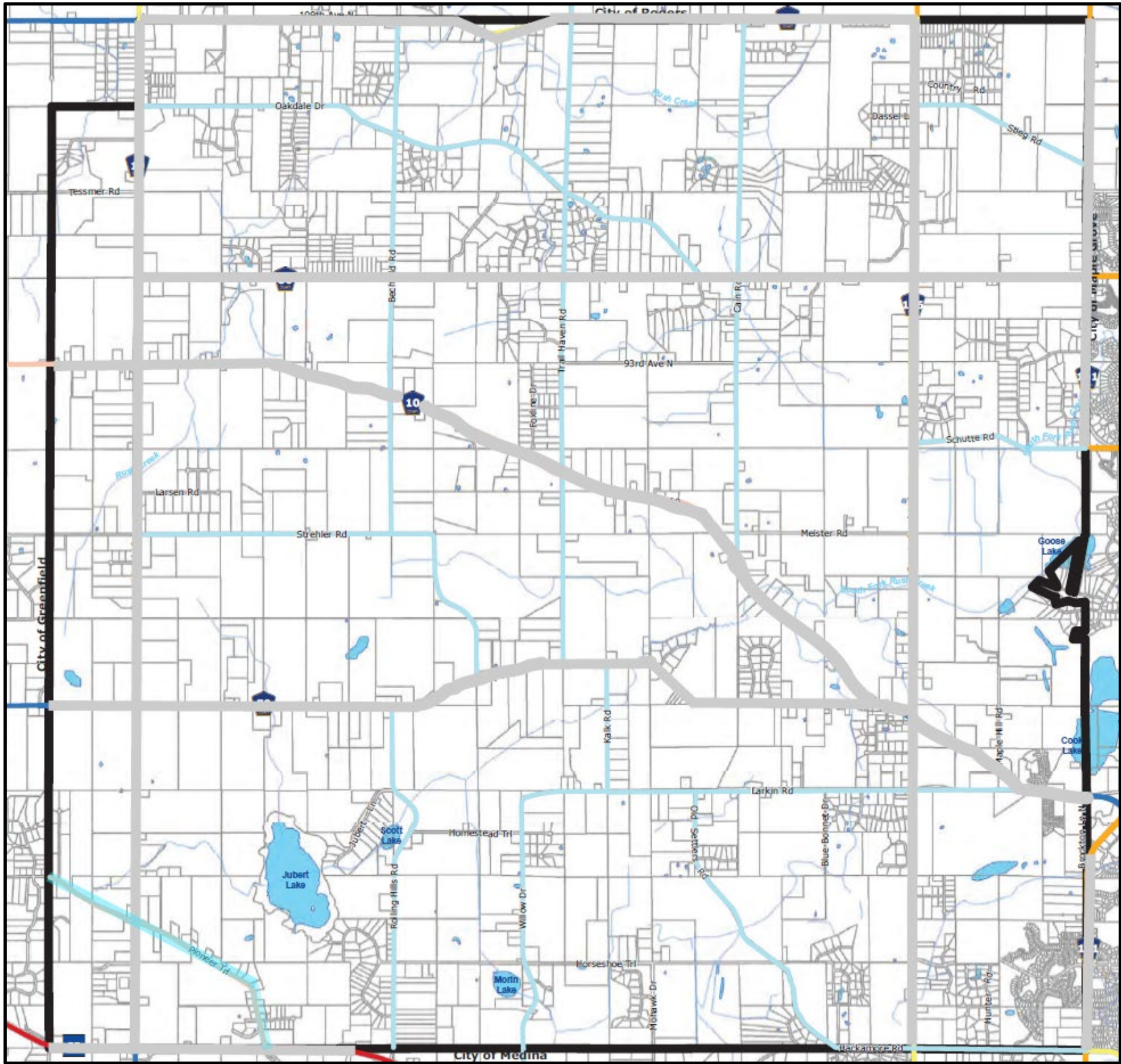
Front of mailbox should be flush with the back of the curb.

B

Bottom of mailbox should be 42 - 45 inches to top of the street.





C

Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.



City of Corcoran

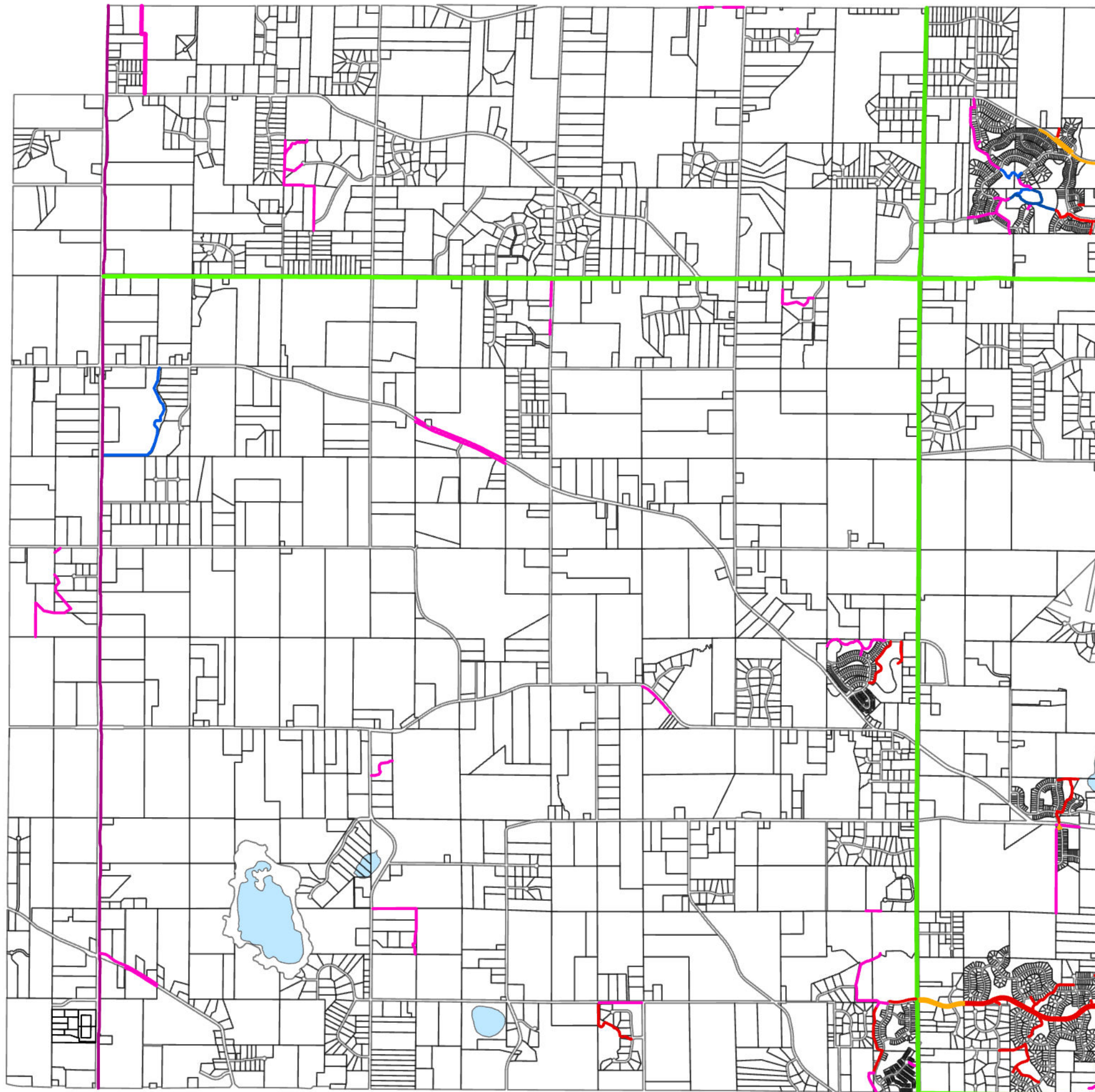
Snow Plow Routes (DRAFT)

-  Streets Maintained by Hennepin County or MNDOT
-  Priority A Route
-  Priority B Route
-  Priority C Route



CITY OF CORCORAN

Draft Trails Map*



Legend

- Bituminous Trail - City Maintained
- Bituminous Trail - Not Yet Accepted
- On-Road Trail
- Recorded Trail Easement
- Trail Easement - Expected Location
- Regional Trail





CITY OF CORCORAN

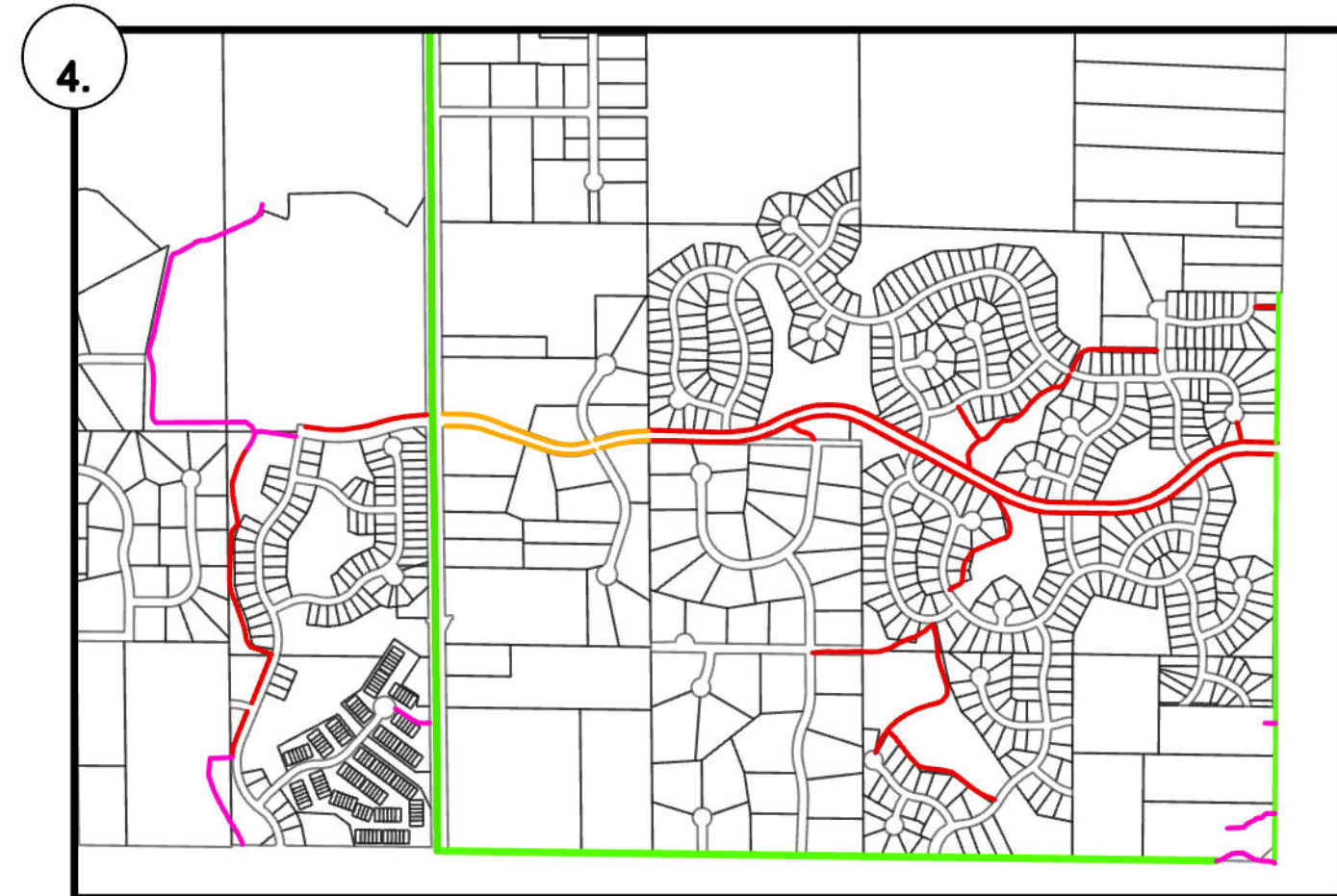
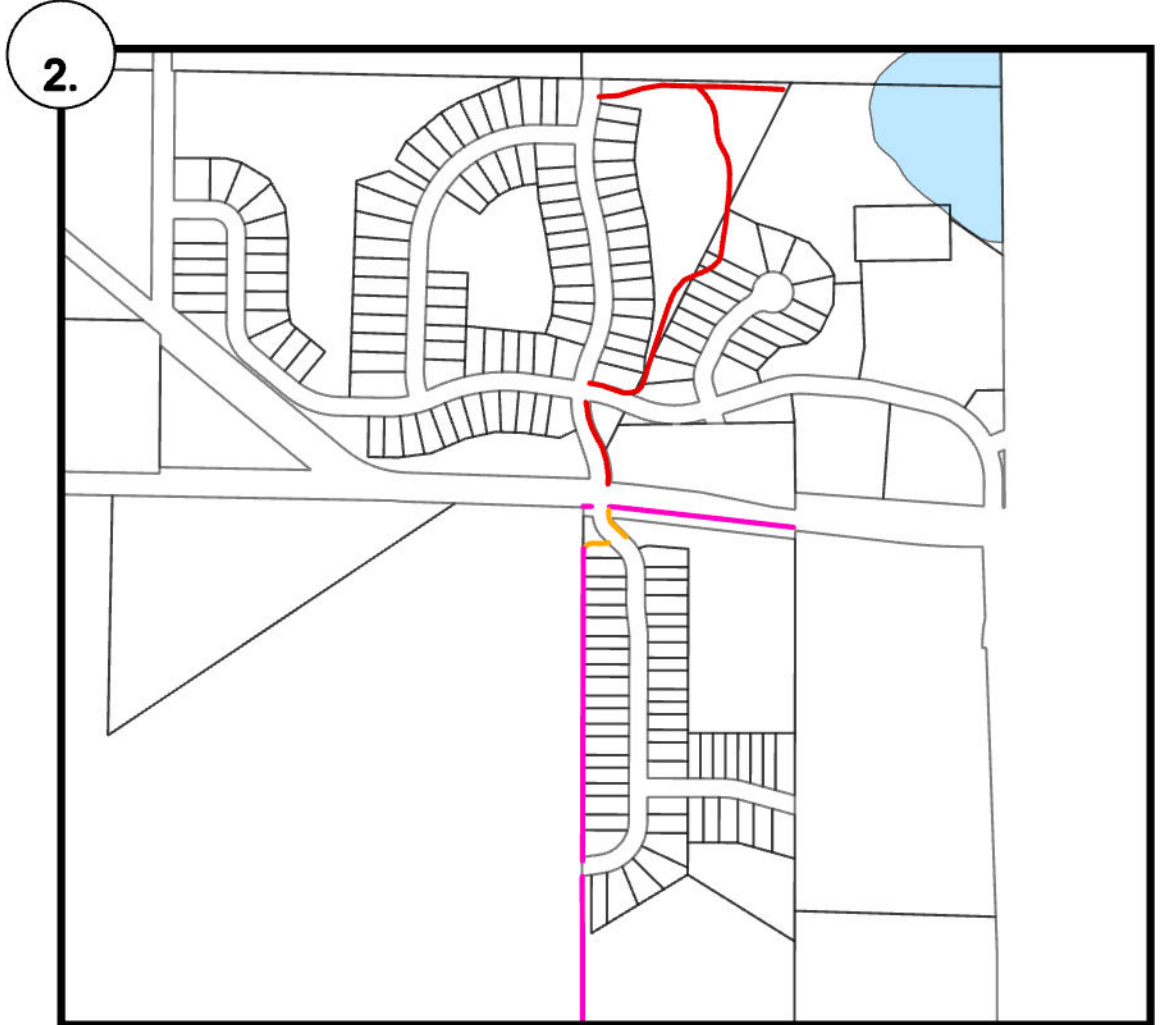
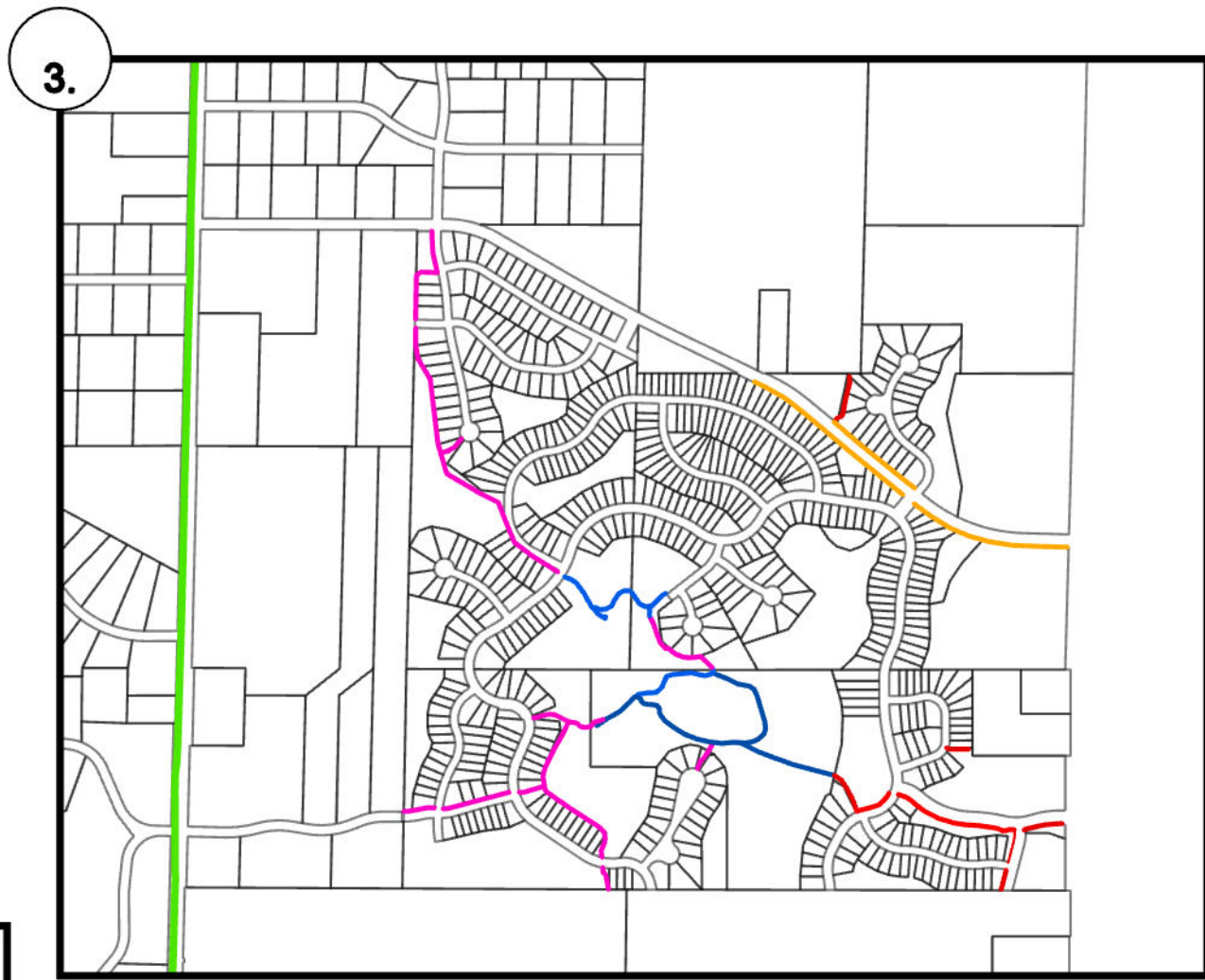
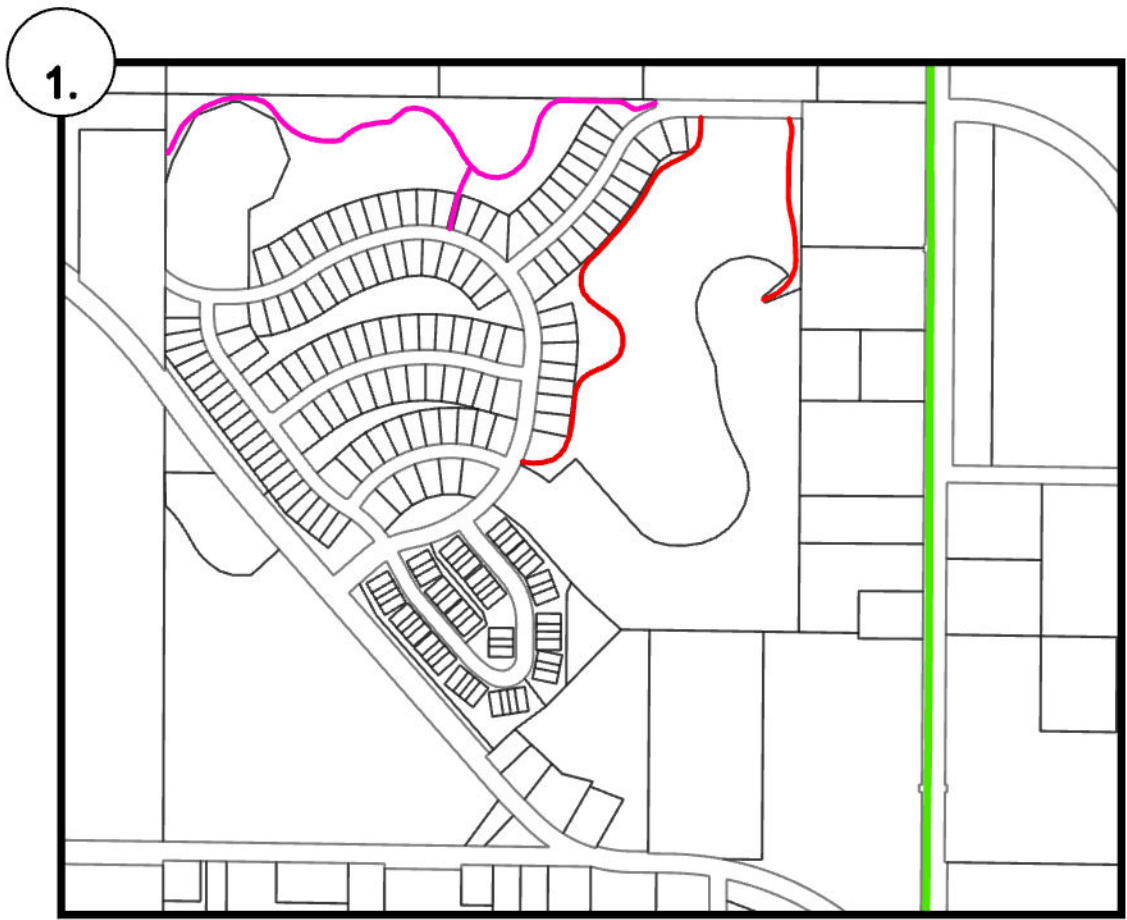
Draft Trails Map*

Planned Unit Developments

Legend

- Bituminous Trail - City Maintained
- Bituminous Trail - Not Yet Accepted
- On-Road Trail
- Recorded Trail Easement
- Trail Easement - Expected Location
- Regional Trail

- 1. Rush Creek Reserve
- 2. Bass Lake Crossing & Bass Lake Crossing South
- 3. Amberly & Bellwether
- 4. Ravinia & Tavera



ORDINANCE NO. 2023-503

Motion By:
Seconded By:

**AN ORDINANCE AMENDING THE TEXT OF CHAPTER 70 AND 71 OF TITLE VII OF
THE CORCORAN CITY CODE RELATED TO TRAFFIC RULES AND PARKING
REGULATIONS (CITY FILE 23-026)**

THE CITY OF CORCORAN ORDAINS:

SECTION 1. Amendment of the City Code. The text of Chapter 70.02 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

70.02 WEIGHT RESTRICTIONS

The City Council finds that it is in the public interest to regulate the weight of vehicles on city roads and hereby adopts the following regulations:

- a. **Seasonal Weight Limits; Posting.** The Public Works Department may prohibit the operation of vehicles upon any street under the jurisdiction of the city or impose restrictions as to the weight of vehicles to be operated upon any city street when, by reason of deterioration, rain, snow, or climatic conditions, such city street may be damaged or destroyed unless the use of vehicles thereon is prohibited or the permissible weight thereof reduced. The Public Works Department shall cause to be posted on any such city street appropriate signs designating such restrictions. The city will follow the State of Minnesota Commissioner of Transportation dates of seasonal load limits. Seasonal load limits shall start with the Metro Zone and end with the Central Zone. However, the City may deem necessary to extend the date or remove the limits early as recommended by the Public Works Department.
- b. **Administrative Regulation of Trucks.** The Public Works Department shall monitor the condition of all streets under the jurisdiction of the city and the use thereof by vehicles over 9,000 pounds gross weight, which vehicles are defined as trucks for purposes of this section. Whenever the Department determines that the excessive use of any city street by trucks has or is likely to endanger public health or safety or that such use has or may damage or destroy the street due to any condition, including but not limited to, street deterioration, rain, snow, climatic conditions, soil or subsurface conditions, or sight lines, the Department may regulate, restrict, or prohibit truck traffic on the street. The Department may set conditions or limitations on the use of the street to protect public health and safety or to prevent damage to the street, including requiring that a letter of credit or other financial guarantee be posted to compensate the city for damage to the street, establishing haul routes and restricting hours of operation. Any person aggrieved by a decision of the Public Works Department regarding regulation of truck traffic under this section may appeal that decision to the City Council. The City Council may continue, modify or terminate the regulations as it deems appropriate in order to protect public health and safety and to prevent or minimize damage to the city streets.

ORDINANCE NO. 2023-503

- c. **Weight Limits; Seasonal Restrictions.** Subdivision 1, Probation: Weight. It is unlawful to operate any vehicle or a combination of vehicles upon any public street, alley or highway within the city, between the dates set by the Commissioner of Transportation each calendar year where the gross weight on any single axle exceeds ~~8,000~~ 10,000 pounds on all city roads, unless otherwise posted, except that this limitation does not apply to emergency vehicles of public utilities used incidental to making emergency repairs to its plant or equipment within the city; nor to vehicles identified in Minnesota Statute, section 169.87, Subds. 2-6; and section 169.801 nor shall this limitation apply to roads paved with concrete.

Subd. 1. Posting of Signs. Upon the adoption of any prohibition or restriction as provided for in this Section, the Public Works Department and/or City Engineer shall cause to be posted or erected, signs plainly indicating the prohibition or restriction at each end of the street or alley or that portion of any street or alley affected thereby, and the prohibition or restriction is effective until after such signs so posted or erected are removed.

- d. **Restrictions Generally.** Prohibited vehicles – All motor vehicles, tractors, trailers, or any machine or instrument that is driven, pulled, pushed, or parked having axle weights over ~~four~~ five tons per axle are prohibited from traveling on any city street posted with weight restrictions in the city.

e. **Permits for Vehicles in Excess Of Weight Limitations.**

1. The Public Works Department may issue an “emergency overweight permit” authorizing an individual to travel with a vehicle having axle weight exceeding the restrictions herein set forth or otherwise posted on the street. The individual must make written application to the Public Works Department showing good cause for the emergency overweight permit. The application shall specifically describe the vehicle or vehicles, and the streets and particular routes to be traveled. Emergency overweight permits shall be valid for only a 24-hour period. If granted, the emergency overweight permit shall be carried in the vehicle and shall be open to inspection.
2. The ~~City Council~~ Public Works Director may issue an “overweight permit” authorizing an individual to travel with a vehicle having an axle weight exceeding the restrictions herein set forth or otherwise posted on the street. The individual receiving such overweight permit must make written application to the ~~City Council~~ Public Works Director showing good cause for the permit. The application shall specifically describe the vehicle or vehicles, the street and particular routes traveled, ~~and~~ the period of time for which the permit is requested, ~~and may require a financial guarantee be posted to compensate the City for damage to the street.~~ The application will be reviewed by the City Engineer and the Public Works Department for recommendation, ~~and may, at the discretion of the Public Works Director, be forwarded to the City Council for review.~~ If granted, the permit shall be carried in the vehicle at all times and shall be open to inspection.
- ~~3. The Public Works Department may issue an “overweight permit” authorizing an individual to travel with a vehicle having axle weight exceeding the restrictions herein set forth or otherwise posted on the street. The applicant must meet the following requirements:~~
 - ~~a. Applicant must be a resident of Corcoran~~

ORDINANCE NO. 2023-503

- ~~b. Applicant must have a valid Home Occupation permit~~
- ~~c. Permitted vehicle must be used as a commercial vehicle~~
- ~~d. Permitted vehicle must be parked at the applicant's residence in Corcoran~~
- ~~e. Permitted vehicle exceeds 4 tons per axle but no more than 5 tons per axle~~
- ~~f. Issued Permit must be maintained in the permitted vehicle~~
- ~~g. Permits will be issued on an annual basis without a fee to the applicant~~

4. 3. Issuance of an emergency overweight permit or overweight permit imposes upon the holder of the permit all responsibility for damage caused to the designated routes by such excess load and the holder of the permit shall reimburse the city for all reasonable and necessary expenditures to repair and replace the street to its formed condition.

SECTION 2. Amendment of the City Code. The text of Chapter 71 of the Corcoran City Code is hereby amended by removing the ~~stricken~~ material and adding the underlined material as follows:

71: PARKING REGULATIONS

71.01: RESTRICTED PARKING.

- A. No person shall park a motor vehicle on any public street within the city between the months of November 1 and April 1, between the hours of 1:00 AM to 7:00 AM. Penalty, see ' 10.99
- B. No parking on any city street shall be allowed at any times if snowfall is 2" or greater. This will be in effect until such roads are plowed and snow has been removed from such roads.
- C. No vehicle of 10,000 gross weight or greater shall park on any city street unless authorized by the Police Chief or Public Works Director.

71.02: OWNER RESPONSIBILITY.

The registered owner of a motor vehicle shall be deemed responsible for any violation of ' 71.01.

71.03: EMERGENCY PARKING REGULATIONS.

- A. **Definitions.** For purposes of this section, the term "emergency" shall mean any condition upon any public street, including the presence of snow, freezing rain, sleet, ice or other phenomenon, which condition creates or is likely to create any hazardous road condition or impedes or is likely to impede the free movement of traffic, when such condition shall have been declared by the City Administrator, or a designated agent of the City Administrator.
- B. **Declaration.** Upon the existence of an emergency as defined herein, the City Administrator, or a designated agent of the City Administrator may, in the discretion of such person, declare that an emergency exists, whereupon such person shall notify any radio or television station having facilities within or near the City, and request that such

ORDINANCE NO. 2023-503

media cooperate with the City in giving notice of such emergency to the community. The emergency regulations set forth below shall become effective two (2) hours after such notice has been given by the City to such news media.

- C. **Unlawful Acts.** During an emergency, it is unlawful for any person, as driver or operator of a vehicle, or as the registered owner of such vehicle, to park, stop or leave standing, or cause, allow, or permit to be parked, stopped or left standing, whether knowingly or unknowingly, any such vehicle upon any street until the conclusion of the declared parking emergency.

71.04: IMPOUNDING OF VEHICLES.

A vehicle parked in violation of this Chapter may be removed from any public street or public grounds by any police officer or City official when the vehicle is left unattended and constitutes an obstruction of traffic or hinders snow removal, street improvement, maintenance operations, firefighting, or other lawful purpose. The vehicle may be towed away to any garage, service station, or other place of safekeeping. Such vehicles shall not be released until the fees for towing and storage are paid in addition to any fine imposed for any violation of this chapter. The removal of a vehicle by or under the direction of the police officer or other City official does not prevent the prosecution of a violation of this chapter.

SECTION 3. Effective Date

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

ADOPTED by the City Council on the 26th day of October 2023.

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:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-89

**Motion By:
Seconded By:**

A RESOLUTION ADOPTING A SNOW AND ICE REMOVAL POLICY AND APPROVING FINDINGS OF FACT FOR AN ORDINANCE AMENDING TITLE VII OF THE CORCORAN CITY CODE RELATED TO STREET MANAGEMENT. (CITY FILE 23-026)

WHEREAS, the City of Corcoran proposed amendments to Chapter 70 and Chapter 71 of the City Code related to traffic and parking regulations; and

WHEREAS, the City Council directed staff to prepare a trail maintenance policy; and

WHEREAS, staff created a policy and proposed amendments based on the most challenging aspects of street and trail maintenance; and

WHEREAS, the City Council reviewed the proposed amendments at a regular scheduled meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota, that it does adopt the Snow and Ice Removal Policy and approve amendments to Title VII (Traffic Code) of the City Code to allow for improved street and trails management based on the following findings:

1. The Snow and Ice Removal policy addresses street and trail maintenance at one of the most challenging times of the year.
2. The amendments to Chapter 70 update the City Code to be consistent with City practice.
3. The amendments to Chapter 71 provide staff with necessary authority to tow and impound vehicles that violate the City Code's parking regulations, obstruct traffic, or otherwise create a hinderance with the City's ability to carry out duties such as snow removal, street improvements, street maintenance, or firefighting.
4. The amendments to Chapter 71 provide staff with the authority to remove vehicles that may cause loss of life or property.
5. The amendments are consistent with State Law, other City Code standards, and City policies.

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. 2023-89

Whereupon, said Resolution is hereby declared adopted on this 26th day of October, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

ORDINANCE NO. 2023-504

Motion By:
Seconded By:

CITY OF CORCORAN

SUMMARY OF ORDINANCE NO. 2023-503

AN ORDINANCE AMENDING THE TEXT OF TITLE VII (TRAFFIC CODE) OF THE CORCORAN CITY CODE RELATED TO STREET MANAGEMENT (CITY FILE 23-026)

Title VII of the City Code of the City of Corcoran, Minnesota, is hereby amended to revise practices and processes related to street management within the Traffic Code of the Corcoran City Code.

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 Ordinance is hereby declared adopted on this 26th day of October 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 10a.

Council Meeting: October 26, 2023	Prepared By: Maggie Ung/Kathy Hughes
Topic: 2024 Benefits Summary	Action Required: Approval

Summary

Annually the City approves employee benefits for the following year. The City is in a small employer market for which rates are not released by carriers until after October 1. Staff received 2024 rates from the benefits brokers on October 19 for 2024 health insurance benefits.

HealthPartners is our current medical provider. They have offered to renew both medical plans with a combined increase of 11.47%. Part of this increase of 7.4% is due to each member aging up one age band at renewal.

The City has a practice of sharing premium increases 70/30 employer/employee. Staff anticipates continuing this practice in 2024.

On November 14 staff have been invited to attend a 2024 benefit information session presented by our insurance broker. The details are contingent on Council approval at today's meeting. Open Enrollment for employees begins on November 15 and ends November 30.

Attached to this report is a draft benefits summary with plan details and cafeteria plan amounts.

Financial/Budget

The preliminary budget assumed a 10% increase to employer health insurance costs.

Options

1. Approve the 2024 benefits summary as presented and authorize staff to complete necessary documents for implementation.
2. Approve the 2024 benefits summary with amendments and authorize staff to complete necessary documents for implementation.

Recommendation

Approve the 2024 benefits summary as presented and authorize staff to complete necessary documents for implementation.

Council Action

Consider a motion to approve the 2024 benefits summary as presented and authorize staff to complete necessary documents for implementation.

Attachments

1. Draft 2024 Benefits Summary
2. Comparison of Health Insurance Plans



CITY OF CORCORAN

20234

Benefits
Summary

Style Definition: TOC 1

Style Definition: TOC 2: Tab stops: 6.49",
Right,Leader: ...

Disclaimer: If you have any questions after reviewing this booklet and the other provided materials, please contact the benefits contacts listed in this booklet. The information in this booklet is designed to provide only a brief description of the benefits included in the benefits program. If there is a conflict between the information in this booklet and the formal insurance plan documents or insurance contracts, the documents or contracts will govern. The benefit plans described in the booklet can have tax consequences for participants. Since this booklet is intended to be a summary of the Benefit Program, it can provide only generalized information regarding the tax rules involved. The City of Corcoran is not responsible for the tax consequences for any individual participating in this plan. See your tax advisor for additional assistance.

Table of Contents

BENEFITS OVERVIEW	4
ELIGIBILITY	4
CAFETERIA PLAN	4
<i>Employer Contributions</i>	<i>4</i>
<i>Your Benefit Options.....</i>	<i>4</i>
BENEFITS CONTACT	5
ENROLLMENT	5
CHANGE IN BENEFITS/STATUS.....	5
BENEFITS.....	6
MEDICAL	6
<i>Health Insurance.....</i>	<i>6</i>
<i>Health Savings Account (HSA)</i>	<i>6</i>
<i>City Health Savings Account (HSA) or Flexible Spending Account (FSA) Contribution</i>	<i>7</i>
DENTAL.....	7
LIFE INSURANCE	7
<i>Basic Life and Accidental Death and Dismemberment Insurance.....</i>	<i>7</i>
<i>Supplemental Life</i>	<i>7</i>
DISABILITY INSURANCE	7
<i>Short-Term Disability.....</i>	<i>7</i>
<i>Long-Term Disability.....</i>	<i>8</i>
SUPPLEMENTAL HEALTH BENEFITS	8
PAID TIME OFF (PTO)	8
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)	9
MSRS POST RETIREMENT HEALTH SAVINGS	9
FLEXIBLE SPENDING ACCOUNTS (FSAs)	9
DEFERRED COMPENSATION AND ROTH CONTRIBUTIONS	10
ADDITIONAL INFORMATION	10
CASH BENEFITS	10
ANNUAL NOTICES.....	11
HELPFUL LINKS.....	11

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Benefits Overview

The City of Corcoran recognizes that each employee has unique personal and family health care, ~~insurance~~insurance, and financial needs. ~~That's why we've made~~We have made choice and flexibility the cornerstones of our benefits program. Please read the benefits material carefully to learn how the ~~benefits~~ program works, what options are available, and how to enroll for your benefits.

In addition to contributing to employee benefits, the City contributes ~~sums~~ towards various programs that provide further benefits to employees such as Social Security and Workers Compensation Insurance.

Eligibility

All regular employees working over 30 hours per work week (prorated up to 40 hours) are eligible for the Plan. Newly hired employees will become eligible on the first of the month after date of hire. Employees who have met these eligibility requirements on the Plan's effective date may participate as of the effective date.

Cafeteria Plan

The benefits program lets you design a benefits package that fits your specific needs and goals in a "cafeteria design". The diagram below illustrates how the employer and employee contributions are used to purchase benefits from a menu. In 202~~34~~, the City provides employees selecting single coverage \$ ~~1,156.24~~ \$1,181.81 per month towards benefits and employees taking family coverage \$ ~~1,454.53~~ \$1,523.56 per month towards benefits.

Employer Contributions

The City of Corcoran makes employer contributions to each employee. A portion of the contributions will be used to purchase health insurance and the remainder, if any, can be used to purchase dental insurance or other optional benefits of your choice.

Your Benefit Options

Medical insurance coverage is required through the City's plan, a spouse's plan, Medicare or another health insurance plan. A variety of additional benefits are available for purchase with the employer contribution that is not spent on medical insurance. If there is employer contribution left after you purchase optional benefits you may receive the remaining employer contribution as taxable cash compensation. The City also offers an opt-out medical reimbursement for those waiving medical coverage who are on a spouse's plan (*A Waiver of Coverage Form must be completed*). The opt-out medical reimbursement for 202~~43~~ is \$617.00 per month. The opt-out medical reimbursement may be distributed towards other elected benefits or as taxable cash compensation. Employees cannot receive the opt-out medical reimbursement if they are on Medicare, covered under a parent's plan or enrolled in an outside medical insurance plan.

Employee Contribution

If you utilize all your Employer Contributions and still have additional coverage needs, you will contribute your own money to cover the cost of your benefits.



Benefits Contact

For information on benefits options and benefits processing through payroll contact your benefits team members:

<u>Jessica Beise</u> <u>City Administrator</u> <u>Administrative Services Director</u> <u>763-400-7029</u> / <u>763-338-9293</u> <u>jbeise@corcoranmn.gov</u> <u>kughes@corcoranmn.gov</u>	<u>Kathy Hughes</u> <u>Administrative Services Director</u> <u>763-400-7029</u> / <u>763-338-9293</u> <u>khughes@corcoranmn.gov</u>	<u>Maggie Ung</u> <u>Finance Manager</u> <u>Accounting Clerk</u> <u>763-400-7032</u> / <u>763-338-9292</u> <u>mung@corcoranmn.gov</u> <u>wbarhart@corcoranmn.gov</u>	Human Resources <u>humanresources@corcoranmn.gov</u>
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Enrollment

To enroll in health benefits, you can make elections through the City's online enrollment portal or schedule a meeting with a benefits team member, and they will provide the needed forms. They will walk through the benefit options and aid with the required paperwork.

Change in Benefits/Status

The benefits you select at open enrollment will remain in effect through December 31, 2023⁴ unless you experience a "change in family status." A change in family status may allow you to make mid-year changes to your benefit selections. A change in family status is defined as one of the following events:

- Change in legal marital status
- Change in number of tax dependents
- Employment status change for you, your spouse or dependent
- Change in cost or coverage of day care
- Dependent satisfies or ceases to satisfy eligibility requirements
- Residence change by you, your spouse or dependent

Please note: Individual benefits may have stricter requirements than the overall Flexible Benefit Plan. If you experience a change in family status, certain benefits, such as medical insurance, may not allow for mid-year benefit changes.

You can make changes throughout the year to your Health Savings Account should changes arise. If you have questions on changes in status, contact a benefits team member.

Benefits

The City offers a variety of benefits which are summarized below. If you have questions on any of the benefits described in this booklet, contact a benefits team member.

Medical

Health Insurance

The City offers two medical plan options with *Health-Partners* to our employees. The plans have two different coverage levels providing single and family coverage for a wide range of hospital and medical services and supplies. Medical insurance coverage is required through the City's *Health-Partners* plan, a spouse's plan, Medicare or another health insurance plan.

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Employees may waive medical coverage if they are on a spouse's health plan, Medicare or another health plan. Employees who choose to waive this coverage must provide proof of coverage. Only employees who are on a spouse's health plan are eligible for an opt out medical reimbursement.

Health Savings Account (HSA)

As part of our medical benefit options, the City of Corcoran offers a Health Savings Account (HSA) for those employees who choose the high deductible (HDHP) Plan offered with an HSA option. The maximum HSA contribution is ~~\$3,850.00~~ 4,150.00 for single and ~~\$7,750.00~~ 8,300.00 for family. Employees 55 or older can make an additional "catch-up" contribution of \$1,000 towards their HSA.

Employees select the amount they would like to contribute to their HSA. Individual accounts are set up at Optum and the amount deposited will be deducted pre-tax from the employee's paycheck each pay period and deposited into the account.

When funds in the HSA are used for medical tax qualified expenses, the funds are tax-free. Each employee will receive a debit card to use for paying for medical expenses or for reimbursing themselves from their account. Money in the HSA not used in any given year will rollover into the next year's balance or may be used for eligible expenses after termination from employment or retirement.

If you have switched from a previous HRA plan to an HSA plan, those funds are available on a limited dental and vision basis.

City Health Savings Account (HSA) or Flexible Spending Account (FSA) Contribution

The City will contribute **\$115.38** per pay period towards employees’ HSA for those employees taking health insurance through the City’s Health Partners plan.

Employees opting out of health care will receive a City Contribution of \$350.00 into a FSA account. Employees can submit receipts to the benefits team members for reimbursement of qualifying medical expenses or dependent care expenses. These FSA funds must be used within a calendar year or these may be forfeited and must be limited to certain types of expenses if you or a spouse has access to an HSA. For additional information on either a HSA or FSA, see those sections in this booklet or speak to a benefits team member.

Dental

Dental insurance is offered through Met Life. It offers a way for you and your family to maintain a program of regular dental checkups, preventive care and repair.

There are certain waiting periods on benefits you may want to be aware of.

Life Insurance

Basic Life and Accidental Death and Dismemberment Insurance

The City pays for \$50,000 worth of personal group term life insurance for each employee, including accidental death and dismemberment insurance.

Supplemental Life

Employees can purchase supplemental life insurance above basic life insurance, for themselves, their spouse or their children.

Disability Insurance

Employees will receive a stipend to purchase short-term and long-term disability coverage and will be required to maintain coverage. By the employee paying for the benefit, the benefit will not be taxed upon use rather than the benefit being taxed.

Short-Term Disability

Your Short-Term Disability (STD) policy is a City provided benefit offered through a selected insurance carrier. Employees qualify for short term disability when they are not able to perform their job duties because of the employee’s personal illness or disability. While employees may qualify for other types of leaves, employees do not qualify for short-term disability benefits based upon the illness or disability of another family member.

After a designated waiting period per the contracted insurance provider’s guidelines, the insurance carrier will pay employee’s pre-disability salary at 60% percent and the employer will pay the remaining total based on years of service at the following rates:

Commented [MU1]: Need to add if benefits are calculated based on salary beginning of the year or salary budgeted for the year. New employees are based on hourly earning x 2080 for the year.

Commented [MU2R1]: Need to also state that the employee will not be paid out of the bank and then refunded bank after STD check received - this make it hard on payroll purposes.

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- 0-6 years of service: 70%
- 7 + years of service: 100%
- Any employees represented by a labor agreement hired after January 1, 2016 will receive employee’s pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.
- Any employees not represented by a labor agreement hired after January 1, 2017 will receive employee’s pre-disability salary up to a maximum of 60% provided by a short-term disability insurance provider.

Employees may receive short-term disability payments of up to 90 consecutive calendar days per year, after which long-term disability coverage may be utilized. PTO may be used to bridge the gap from short-term disability. For employees who worked at the City before 2007, they may use their Extended Leave Bank to bridge the gap to short-term disability. See the employee handbook for more information.

Long-Term Disability

Your Long-Term Disability (LTD) policy is a City provided benefit offered through a selected insurance carrier. Eligible employees are covered with a benefit equal to 60% of monthly pay subject to a maximum paid by the insurance carrier. PTO or an Extended Leave Bank can used to bridge the gap on long term disability.

It is the employee’s responsibility to communicate with the benefits team and their department supervisor weekly to inform them of their health/return to work status during their disability. An employee handbook can be obtained from the benefits team.

Supplemental Health Benefits

Supplement Health Benefits are voluntary insurance that the employer will offer in 2024. The City offers accident, critical illness and hospital insurance. It offers a way for employees to bridge the gap with High Deductible Health plans.

Paid Time Off (PTO)

Service Increment	Total PTO Days/year	Total PTO hours/per pay period
0 - .9 years	15	4.7
1 - 4.9 years	20	6.2
5 - 9.9 years	25	7.7
10 - 14.9 years	30	9.3
15 - 19.9 years	35	10.8
20 + *	40	12.4

**Applies only to employees hired prior to December 1, 2011*

Less than full-time status or leaves of absence can affect total days available.

Employees in regular part-time positions, generally scheduled to work 30 or more hours

per week, shall earn paid time off based on their years of service on a pro-rated basis. Every 173.33 hours worked is equal to a “month”. Temporary and seasonal employees are not eligible for PTO.

PTO may be used in one (1) hour increments for non-exempt employees. PTO should be scheduled with as much advance notice as possible to assist in scheduling workflow. Exempt employees should refer to the employee handbook for PTO usage.

At the end of each calendar year, you may roll over up to one time your annual PTO allocation into your PTO bank. Any PTO time over one year’s accrual will be forfeited. For non-union employees when you leave the City upon termination or retirement, an employee must contribute 50% of their PTO severance into their Post-Retirement Health Care Savings Plan. Union employees contribution is per the current labor agreement. For more information see the employee handbook.

Public Employees Retirement Association (PERA)

The City and employees are both required to participate in a pension program. State law sets the required amount of the contribution. For more information, see the Additional Information section for links to the PERA website.

MSRS Post Retirement Health Savings

Minnesota State Retirement System (MSRS) administers the Post-Retirement Health Care Savings Plan. Dollar amounts per the employee handbook or current labor agreement are set aside tax-free both going into and when taken out of your account. Money set aside in this account is used to pay for medical expenses, health insurance, and other premiums after your termination from state employment. For more information view the Additional Information section for links to the MSRS website.

Flexible Spending Accounts (FSAs)

Two Flexible Spending Accounts offer participating employees a convenient way to use pre-tax dollars to pay for non-covered health care and dependent care expenses:

- Health Care Expense Reimbursement Account--Under our Medical Plan, you pay deductible and co-insurance costs out of your own pocket. You also pay the full cost of other items that are not covered by the Plan. By participating in this expense reimbursement account, you can pay up to \$ 3,050 of these expenses with pre-tax dollars. **Health Care Expense Reimbursement Accounts must be limited to vision and dental expenses if you or your spouse have participation in an HSA.** Contact a benefits team member for more information or questions.

For 2023~~4~~: Eligible 2023~~4~~ Health Care FSA expenses may be incurred between Jan. 1 – Dec. 31, 2023~~4~~. You have until March 31, 2024~~5~~, to submit your claims for reimbursement. Any funds

remaining in your account after March 31, 2024⁵, will be forfeited, so it is important to estimate your expenses carefully.

- **Dependent Care Expense Reimbursement Account**--If you must pay for the care of a dependent child or adult care. Eligible employees who enroll in the expense reimbursement account can also cover up to \$5,000 of such expenses per Plan year.

The dependent care account reimburses dependent day care expenses necessary while you (and your spouse, if you're married) are attending school on a full-time basis or working. Typically, these would be day care expenses for children, but you can also use this account to reimburse day care for other dependents, such as spouses, parents, or grandparents, who cannot care for themselves. Your dependent must live in your home at least eight hours a day.

Allowable expenses include those for care provided in your home, a sitter's home, or a day care facility. Allowable expenses must include proof of payment for the services. Expenses for certified all-day kindergarten programs are not eligible. For 2023⁴: Eligible 2023⁴ dependent care FSA expenses may be incurred between Jan. 1 – Dec. 31, 2023⁴. You have until March 31, 2024⁵, to submit your claims for reimbursement. Any funds remaining in your account after March 31, 2024⁵, will be forfeited, so it is important to estimate your expenses carefully.

The above two accounts do not change the amount or shape of your current health care benefits. They are a means of budgeting and paying for these expenses in a more economical manner.

Deferred Compensation and ROTH Contributions

The Minnesota Deferred Compensation Plan (MNDCP) and ROTH is open to all Minnesota public employees. This program allows an employee to voluntarily set aside a portion of their income and accumulate it on a pre-tax basis, after tax basis or both. For more information, see the Additional Information section for links to the MSRS website.

Additional Information

Cash Benefits

After you have selected your benefits, you may still have part of your monthly employer contribution left over. Any unspent monthly employer contributions will be paid to you as taxable cash compensation.

If you are waiving "medical insurance" because you are covered under a spouse's health insurance plan, the City's "opt out" contribution for your cafeteria plan will be distributed amongst any of the other cafeteria benefits if you choose. If no elections, the entire amount will be paid out to you as taxable income each month. If you participate in another plan or Medicare you are not eligible for the "opt out" contribution.

Annual Notices

Medicare Creditable Coverage Notice

We are required to provide a Medicare Creditable Coverage Notice to any Medicare-eligible members enrolled or seeking enrollment on our medical Plan.

Medicaid and the Children's Health Insurance Program (CHIP) Notice

We are also required to provide this notice which offers information to help employees and their children who are eligible for our health coverage, but need assistance in paying their health premiums, as well as Special Enrollment periods. The notice gives state contact information for Minnesota.

Women's Health and Cancer Rights Act Notice

The Women's Health and Cancer Rights Act Notice outlines your coverage required by federal law in the event of a mastectomy.

HIPAA Special Enrollment Rights

If you are waiving coverage under our medical Plan, you may have special enrollment rights if you have a qualified status change.

In the interest of being environmentally conscious, more information on the above notices is available by contacting the benefits team.

Notification of Possible Federal Public Service Loan Forgiveness Eligibility (PSLF)

If you have student loans, there is a public service loan forgiveness program.

Protecting Your Health Information Privacy Rights

The City of Corcoran is committed to the privacy of your health information. The administrators of the City's Health Partners (the "Plan") use strict privacy standards to protect your health information from unauthorized use or disclosure.

The Plan's policies protecting your privacy rights and your rights under the law are described in the Plan's Notice of Privacy Practices. You may receive a copy of the Notice of Privacy Practices by contacting Maggie Ung, Finance Manager at 763-400-7032 or via email at mung@corcoranmn.gov or Human Resources at humanresources@corcoranmn.gov.

Helpful Links

PERA - <http://www.mnpera.org/>

MSRS (Post Retirement Health Care Savings Plan **and** Deferred Compensation) - <https://www.msrs.state.mn.us/>

Federal Public Service Loan Forgiveness - <https://studentaid.gov/manage-loans/forgiveness-cancellation>

Agenda Attachment: 10a2.

City of Corcoran
 Medical Fully-Insured Renewal Effective 01/01/2024

Carrier Name	Current		Renewal		Alternates			
	HealthPartners, Inc.		HealthPartners, Inc.		Blue Cross of Minnesota		Medica	
Plan Type	PPO	PPO	PPO	PPO	PPO	PPO	PPO	PPO
Network	Open Access	Open Access	Open Access	Open Access	Aware Open Access	Aware Open Access	Passport Open Access	Passport Open Access
Plan Choice	\$3000-100% HSA Embedded Gold SE	\$2400-100% HSA Gold SE	\$3200-100% HSA Embedded Gold SE	\$2400-100% HSA Non-Embedded Gold SE	BlueAccess HSA Gold \$3750 Plan 690	BlueAccess HSA Gold \$2600 Plan 653	\$3200-0% HSA Gold	\$2600-0% HSA + Rx Copays Gold
\$3000-100% HSA Embedded Gold SE	\$1,248.67		\$1,357.53		\$1,283.01		\$1,487.96	
\$3000-100% HSA Embedded Gold SE	\$2,363.90		\$2,558.16		\$2,417.76		\$2,803.94	
\$3000-100% HSA Embedded Gold SE	\$444.42		\$483.92		\$457.35		\$530.41	
\$3000-100% HSA Embedded Gold SE	\$677.55		\$761.48		\$719.68		\$834.64	
\$3000-100% HSA Embedded Gold SE	\$416.22		\$463.45		\$438.01		\$507.98	
\$3000-100% HSA Embedded Gold SE	\$1,910.73		\$2,098.97		\$1,983.75		\$2,300.64	
\$3000-100% HSA Embedded Gold SE	\$1,784.84		\$1,950.16		\$1,843.12		\$2,137.54	
\$3000-100% HSA Embedded Gold SE	\$1,740.75		\$1,892.61		\$1,788.72		\$2,074.45	
\$3000-100% HSA Embedded Gold SE	\$967.88		\$1,086.37		\$1,026.73		\$1,190.74	
\$3000-100% HSA Embedded Gold SE	\$1,715.73		\$1,858.93		\$1,756.89		\$2,037.53	
\$3000-100% HSA Embedded Gold SE	\$501.22		\$544.89		\$514.98		\$597.24	
\$3000-100% HSA Embedded Gold SE	\$397.16		\$428.07		\$404.57		\$469.19	
\$3000-100% HSA Embedded Gold SE	\$1,567.98		\$2,231.57		\$2,109.07		\$2,445.97	
\$3000-100% HSA Embedded Gold SE	\$870.57		\$944.39		\$892.55		\$1,035.12	
\$3000-100% HSA Embedded Gold SE	\$885.67		\$994.70		\$940.10		\$1,090.26	
\$3000-100% HSA Embedded Gold SE	\$460.31		\$504.38		\$476.70		\$552.84	
\$3000-100% HSA Embedded Gold SE	\$526.24		\$578.57		\$546.81		\$634.16	
\$2400-100% HSA Gold SE		\$796.88		\$894.60		\$900.13		\$922.01
\$2400-100% HSA Gold SE		\$1,232.06		\$1,326.99		\$1,335.19		\$1,367.65
\$2400-100% HSA Gold SE		\$1,740.73		\$1,894.45		\$1,906.15		\$1,952.50
\$2400-100% HSA Gold SE		\$819.74		\$898.10		\$903.66		\$925.62
\$2400-100% HSA Gold SE		\$952.42		\$1,068.70		\$1,075.31		\$1,101.44
\$2400-100% HSA Gold SE		\$871.59		\$977.92		\$983.97		\$1,007.89
\$2400-100% HSA Gold SE		\$463.35		\$508.26		\$511.40		\$523.83
\$2400-100% HSA Gold SE		\$1,698.68		\$1,838.32		\$1,849.68		\$1,894.65
\$2400-100% HSA Gold SE		\$515.20		\$560.44		\$563.91		\$577.61
\$2400-100% HSA Gold SE		\$910.38		\$1,023.09		\$1,029.42		\$1,054.44
\$2400-100% HSA Gold SE		\$2,125.30		\$2,380.34		\$2,395.06		\$2,453.28
\$2400-100% HSA Gold SE		\$832.81		\$936.26		\$942.05		\$964.95
Estimated Monthly Premium	\$18,479.84	\$12,959.14	\$20,738.15	\$14,307.47	\$19,599.80	\$14,395.93	\$22,730.61	\$14,745.87
Combined Monthly Premium	\$31,438.98		\$35,045.62		\$33,995.73		\$37,476.48	
Estimated Annual Premium	\$377,267.76		\$420,547.44		\$407,948.76		\$449,717.76	
Monthly Dollar Difference	N/A		\$3,606.64		\$2,556.75		\$6,037.50	
Percent Change	N/A		11.47%		8.13%		19.20%	



City of Corcoran
 Medical | Fully-Insured Renewal | Effective 01/01/2024

	CURIU:NT		RENEWAL		ALTERNATE RENEWAL		ALTERNATE RENEWAL	
Carrier Name	HealthPartners, Inc.		HealthPartners, Inc.		Blue Cross of Minnesota		Modica	
Plan Name	\$3000-100% HSA Embedded Gold SE	\$2400-100% HSA Gold SE	\$3200-100% HSA Embedded Gold SE	\$2400-100% HSA Non-Embedded Gold SE	BlueAccess HSA Gold \$3750 Plan 690	BlueAccess HSA Gold \$2600 Plan 653	\$3200-0% HSA Gold	\$2600-0% HSA • Rx Copays Gold
Plan Type	PPO	PPO	PPO	PPO	PPO	PPO	PPO	PPO
Network	Open Access	Open Access	Open Access	Open Access	Aware Open Access	Aware Open Access	Passport Open Access	Passport Open Access
PLAN DESIGN'								
In-Network Benefits								
Deductible Type	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Non-Embedded	Embedded	Non-Embedded
Calendar Year (CY) Deductible (Individual/ Family)	\$3,000 / \$6,000	\$2,400 / \$4,600	\$3,200 / \$6,400	\$2,400 / \$4,800	\$3,750 / \$7,500	\$2,600 / \$5,200	\$3,200 / \$6,400	\$2,600 / \$5,200
Out-of-Pocket Max Type	Embedded	Embedded	Embedded	Aggregate	Embedded	Aggregate	Embedded	Aggregate
CY Out-of-Pocket Max (Individual/ Family)	\$3,000 / \$6,000	\$2,400 / \$4,600	\$3,200 / \$6,400	\$2,400 / \$4,600	\$3,750 / \$7,500	\$2,600 / \$5,200	\$3,200 / \$6,400	\$3,300 / \$6,600
Coinurance /member nays after deductible	0%	0%	0%	0%	0%	0%	0%	0%
Preventive Care	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Primary Care Visit	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Specialist Visit	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Urgent Care	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Emergency Room	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Inpatient Hospital	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Outpatient Surgery	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded	Covered 100% After Ded
Prescription Drug Benefit								
Retail								
Generic / Formulary brand/ Non Formulary brand	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded.	Covered 100% After Ded.	Covered 100% After Ded.	Deductible, then \$0 Copay Generic / \$60 Copay Preferred Brand Name / \$150 Copay Non-Preferred
Specialty	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded Non-Formulary No Coverage	Covered 100% After Ded.	Covered 100% After Ded.	Covered 100% After Ded.	Deductible, then \$25 Copay Preferred Formulary / \$350 Copay Non-Preferred
Out-of-Network Benefits								
Deductible Type	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Non-Embedded	Embedded	Non-Embedded
CY Deductible (Individual/ Family)	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000	\$10,000 / \$20,000
Out-of-Pocket Max Type	Embedded	Embedded	Embedded	Aggregate	Embedded	Aggregate	Embedded	Aggregate
CY Out-of-Pocket Max (Individual/ Family)	\$30,000 / \$60,000	\$30,000 / \$60,000	\$30,000 / \$60,000	\$30,000 / \$60,000	\$30,000 / \$60,000	\$30,000 / \$60,000	Unlimited	Unlimited
Coinurance /member nays after deductible	50%	50%	50%	50%	50%	50%	50%	50%

*NOTE: dev;abons from cur1ent and renewal rates are Identified in bold font
 Notes

STAFF REPORT

Agenda Item: 10b.

Council Meeting: October 26, 2023	Prepared By: Mike Pritchard
Topic: Conference Room Communications Audio/Video System Upgrade	Action Required: Approval

Summary

The City currently has two conference rooms, one large room that accommodates 12-14 people and one small room which accommodates 6. Staff is requesting to update these spaces with technology for audio/video systems to allow more use opportunities and options, including remote meetings. Each system would include a Ben-Q receiver unit and two transmitters (the same units utilized in the Council Chambers and E.O.C./Police Training Room), a wall-mounted TV/monitor, webcam, tabletop microphone, and a new electrical outlet in the small conference room. The large conference room is already equipped with a 65" wall-mounted TV/monitor and tabletop speakerphone.

To continue workflow and respond as necessary should a pandemic re-emerge, or a new emergency arise, this project is consistent with the eligibility requirements to access funding of the America Rescue Plan Act (ARPA). Eligible funds could be accessed for the implementation and set up costs of a communications audio/video system in the two conference rooms at City Hall.

Financial/Budget

The estimated cost for the project is approximately \$3,700 and would be funded through ARPA.

Recommendations

Staff recommends proceeding with the implementation and setup of a communications audio/video system in the conference rooms of City Hall.

Council Action

1. Authorize staff to proceed with the implementation of a communications audio/video system in the conference rooms.
2. Decline implementation of a communications audio/video system for the conference rooms.
3. Request staff to review other communications audio/video system options for the conference rooms.

Attachments

1. BenQ Units Estimate
2. LG TV 65" Wall-Mounted Estimate
3. Tabletop Microphone Estimate
4. Webcam Estimate (x2)



Benq InstaShow

Quote #025363 v1



<p>Prepared For: City of Corcoran</p> <p>Kathy Hughes 8200 County Road 116 Corcoran, MN 55340 P: (763) 338-9293 E: khughes@corcoranmn.gov</p>	<p>Prepared by: Computer Integration Technologies, Inc.</p> <p>Colton Jesse 2375 Ventura Drive Woodbury, MN 55125-3930 P: (651) 255-5732 E: colton.jesse@cit-net.com</p>
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Date Issued:
09.06.2023

Date Expires:
11.28.2023

Hardware/Software

Description	Qty	Price	Ext. Price
BenQ InstaShow IEEE 802.11ac 867 Mbit/s Wireless Presentation Gateway - 2.40 GHz, 5 GHz - 1 x Network (RJ-45) - Desktop, Ceiling Mountable	2	\$1,186.00	\$2,372.00
Subtotal:			\$2,372.00

Quote Summary	Amount
Hardware/Software	\$2,372.00
Subtotal:	\$2,372.00
Shipping:	\$25.00
Total:	\$2,397.00

By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

Beyond the standard configuration and deployment of the tool/service, additional configuration, tuning will be billed T&M.

Quotes are subject to customer credit terms and conditions. CIT requires 50% down payment upon acceptance on all orders over \$10,000 unless prior approval has been given. Additional down payment may be required if customer credit line is insufficient.

Each of the parties hereto has caused this Schedule to be duly executed by their authorized representatives on the date expressed below. The terms of this project proposal ("Schedule") by and between Computer Integration Technologies, Inc., ("CIT") and Customer are part of, and are hereby incorporated into, the Master Service Agreement executed by CIT and Customer.

Please do not pay from quote; taxes, shipping, handling, and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.



Acceptance

Computer Integration Technologies, Inc.

City of Corcoran

Colton Jesse

Colton Jesse

Kathy Hughes

Signature / Name

Signature / Name

Initials

09/06/2023

Date

Date

TV/Monitor

BEST BUY Menu Maple Grove Cart

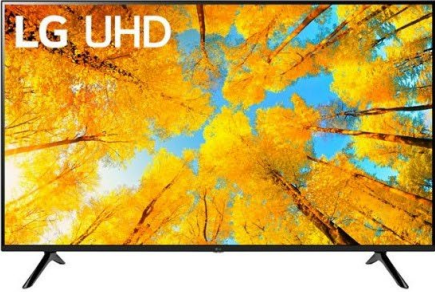
Top Deals Deal of the Day My Best Buy Memberships Credit Cards Best Buy Outlet Gift Cards Gift Ideas More

Account Recently Viewed Order Status Saved Items

Keep your LG appliances running smoothly. Enjoy free maintenance support with ThinQ Care. **ThinQ Care** Shop now: ThinQ Care is included on eligible models.

Best Buy > TV & Home Theater > TVs > All Flat-Screen TVs

-
-
-
- + 15 more
- 1 Video
- 3D
- Customer Images



LG - 65" Class UQ75 Series LED 4K UHD Smart webOS TV

SKU: 6501938
★★★★★ 4.5 (1,252 Reviews)

\$479.99 ~~Was \$499.99~~ **\$40.00/mo.***
Save \$20 suggested payments with 12-Month Financing
[Show me how >](#)

3 free months of Apple TV+
Open-Box: from \$455.99

Series: **UQ75 Series**

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CITY OF CORCORAN

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MEMO

Meeting Date: October 26, 2023
To: City Council
From: Dwight Klingbeil, Planning Technician
Re: Planning Project Update

Projects/comments in blue italics are new.

The following is a status summary of active planning projects:

1. **“Red Barn Pet Retreat” (PID 01-119-23-44-0045) (City File No. 23-008)**
Daniel Benjamin submitted an application for the expansion of his business, “Red Barn Pet Retreat” to a site on the Northwest corner of Stieg Road and County Road 101. This application includes a Comprehensive Plan Amendment, Rezoning, Preliminary Plat, Conditional Use Permit, Variance, and a Site Plan. The Public Hearing for this item was held during the September 7, 2023, Planning Commission Meeting. After some discussion, the Planning Commission recommended approval of this item with the additional requirement that the applicant transition to municipal water and sewer once available. *This item was reviewed by Council at the September 28, 2023, regular meeting, and was approved as presented.*
2. **Sunram IUP (PID 26-119-23-21-0006) (City File No. 23-015)** Ryan Sunram applied for an Interim Use Permit to allow staging and stockpiling soil for construction projects at 20305 County Road 50. *The Public Hearing for this item was held during the September 7, 2023, Planning Commission Meeting. After some discussion the Planning Commission voted to recommend approval of the IUP request with the addition of a 35-foot maximum stockpile height. This item was reviewed by Council at the September 28 and October 12, 2023 regular meetings. The IUP was approved on October 12 as presented with the removal of the condition that the applicant be required to provide email updates to the surrounding properties.*
3. **Corcoran Storage II (PID 31-119-23-33-0001) (City File No. 23-016)** Scherber and Associates, LLC. applied for a Site Plan, Conditional Use Permit, Variance, and a Rezoning to allow a 6-building storage facility at 23730 Highway 55. *The applicant requested the Council to table this item at the August 24, 2023,*

regular meeting. Council reviewed this item at the September 28, 2023, regular meeting and approved the application as presented.

4. **Kariniemi/Jensen Concept Plan (PID 11-119-23-21-0002) (City File No. 23-018)**
Nate Kariniemi submitted a concept plan for a proposed Open Space and Preservation plat subdivision at 20400 County Road 30. The concept consists of 16 single-family lots ranging from 1-2.2 acres and a 52.4-acre outlot. The applicant received Council feedback at the July 27. *Since the July 27, 2023, regular meeting, the applicant has submitted more material for review which received Council feedback at the September 28, 2023, regular meeting. This item is not currently scheduled for any upcoming meetings.*

5. **South Fork Village Concept Plan (PID 01-119-23-44-0046) (City File No. 23-020)**
Fenway Land Company submitted a concept plan for an apartment complex on the Martin property, located on the southwest corner of Stieg Road and County Road 101. The concept includes a 100-unit market rate apartment, and an outlot that would allow the development of 1-2 retail/commercial spaces along Stieg Road. *The applicant received Council feedback at the September 28, 2023, regular meeting and is not scheduled for any upcoming meetings.*

6. **Accessory Structure Zoning Ordinance Amendment (Citywide) (City File 23-021)** After some discussion at the August 24th Regular Meeting, Council directed staff to bring forward an amendment to Section 1030.020 of the Zoning Ordinance to allow flexibility from the eave and overhang requirements on new accessory buildings to match legal nonconforming structures on the property. *The Public Hearing for this item was held at the October 5, 2023, Planning Commission meeting. After some discussion, the Planning Commission motioned 3-0 to recommend approval of the staff alternative of a 12" minimum standard eaves and overhangs on accessory buildings regardless of sidewall height. This item is scheduled to be reviewed by Council at the October 26, 2023, regular meeting.*

7. **Ordinance Cleanup (Citywide) (City File 23-022)** *At the request of staff, Council authorized Staff make minor edits to Title IX & X of the City Code. The edits address minor typographical errors, formatting errors, and other inconsistencies. The update will also include an expansion to the public hearing notice radius from 350 feet to 500 feet. The public hearing for this item was held at the October 5, 2023, Planning Commission meeting. After some discussion, the Planning Commission motioned to recommend approval of the draft ordinance and draft resolution, as presented by staff. This item is scheduled to be reviewed by the Council at the October 26, 2023, regular meeting.*

8. **Commercial and Industrial Development Standards (Citywide) (City File 23-023)**
The purpose of this zoning ordinance amendment is to address and evaluate the allowed uses and use specific standards within commercial and industrial developments. A draft work plan is anticipated to be presented to the City Council at the November 20, 2023, regular meeting.

9. **Pugleasa ADU Administrative Permit (PID 27-119-23-42-0006) (City File 23-024)**
Nick Pugleasa applied for an Accessory Dwelling Unit that would coincide with a building permit for a new accessory building at 21115 Larkin Road. Since this item is an Administrative Permit, it will not be scheduled for a Council Meeting.

10. Minks Preliminary Plat, Final Plat, and Variance (PID 27-119-23-43-0005) (City File 23-025)

Lyndon Minks applied for a preliminary plat, a final plat, and a variance which would allow him to adjust the western lot line of his property at 6925 Old Settlers Road. This item is still being reviewed for completeness, and the public hearing is tentatively scheduled for the December 5, 2023, Planning Commission meeting.

11. Street Management Code and Policy Updates (Citywide)(City File 23-026).

Planning and Public Works staff prepared a Snow and ice Removal Policy to apply to City streets and accepted trails. As a part of this update, Chapter 70 and 71 also will be updated to reflect current practices for weight restrictions and provide City staff the authority to tow vehicles that will conflict with the ability to carry out maintenance or other official duties, such as snow and ice removal. The street management updates are anticipated to be reviewed by the City Council at the October 26, 2023 regular meeting.

12. 3019 Addition, Comprehensive Plan Amendment, Rezoning, Preliminary Plat (PID 07-119-23-14-0003). (City File 23-027).

Scherber and Associates submitted a land use application for a property located at the northeast quadrant of County Road 30 and County Road 19. The plat shows 4 residential lots near the existing residential neighborhood to the east and 10 commercial rural lots. The application is currently under review for completeness and it not yet scheduled for public meetings.

13. Hope Community Comprehensive Plan Amendment, Rezoning, Preliminary PUD, Preliminary Plat (PIDs 11-119-23-14-0003, 11-119-23-14-0005, 11-119-23-14-0006, and 11-119-23-11-0012)(City File 23-028).

Hope Community Church submitted an application to move forward with the Hope Community mixed-use concept plan reviewed by Council earlier this year. The application is currently under review for completeness and is not yet scheduled for public meetings.

City of Corcoran 2023 City Council Schedule

Agenda Item: 12.

Below is a tentative schedule for City Council meetings. The items and schedule are subject to change.

November 6, 2023 – Special Meeting

- City Administrator Interviews

November 9, 2023

- Funding Plan for Hackamore and City Center Drive and 79th Place – 2023A bonds and ARPA
- Hennepin County Signal Agreements
- Discuss the Assessor Contract – Need to Give Notice of Renewal by March 1, 2024 – If RFP Start in December
- Draft 2024 Fee Schedule
- Three Rivers Park Coop Agreement

November 20, 2023 (Monday Meeting Due to Holiday)

- Robbie Kottke - Years of Service Recognition (5 Years-October 22)
- Park Signs Discussion
- Public Hearing - Charter Amendment
- Charter Amendment Adoption
- Planning Project Update
- Solid Waster Haulers Renewals and Staff Report
- Council Schedule 2024

December 18, 2023 (Monday Meeting - Only Meeting in December)

- Truth and Taxation Hearing
- Final 2024 Budget and Levy
- 2024 Wage Schedule
- 2024 Enterprise Fund Budget
- 2024 Fee Schedule Adoption
- Planning Project Update
- 2022 Audit Presentation and Annual Financial Report
- Resolution Polling Place Locations 2024