



**Corcoran City Council Agenda
December 18, 2023 - 7:00 pm**

HYBRID MEETING OPTION AVAILABLE

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

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 847 3833 8679

Video Link and Instructions:

<https://us02web.zoom.us/j/84738338679>

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

Meeting ID: 847 3833 8679

**Please note in-person comments will be taken at the scheduled meeting where noted.*

Comments received via email to City Clerk Friedrich at mfriedrich@corcoranmn.gov or via public comment cards will also be accepted. All email and public comment cards must be received by the Wednesday prior to scheduled Council meeting.

For more information on options to provide public comment visit:

www.corcoranmn.gov

1. Call to Order / Roll Call

2. Pledge of Allegiance

3. Agenda Approval

4. Commission Representatives*

5. Open Forum – Public Comment Opportunity

6. Presentations/Recognitions

7. Consent Agenda

- a. March 9, 2023 Regular Session Minutes*
- b. Financial Claims Decembers 6, 2023*
- c. Financial Claims December 18, 2023*
- d. 2024 Enterprise Funds Budget*
- e. Water Tower - Pay Request 7*
- f. NE Trunk Infrastructure Project – Geotechnical Services Quote*
- g. Accept Officer Decker Resignation*
- h. Resolution 2023-103 and Police Canine Sale and Indemnification*
- i. CIP Squad Car Order*
- j. NW Trails and Grant-In-Aid Program 2024 Update*
- k. Resolution 2023-101 Designating Polling Place and Back Up Polling Place Locations*
- l. Resolution 2023-102 Appointing Jason R. Tobin as City Administrator*
- m. Council Sound System – Change Order 1*
- n. Resolution 2023-106 Holiday Toy and Food Drive*
- o. Tort Liability Coverage*
- p. Solid Waste Hauler Renewals*
- q. Land Sale Agreement*
- r. Accept Finance Manager Ung Resignation*
- s. Water Treatment Plant – Pay Request 7*
- t. Resolution 2023-107 Shop-with-a-Cop Annual Event and Donation*

8. Planning Business

9. Unfinished Business – Public Comment Opportunity

- a. **Public Hearing:** 2024 Truth-in-Taxation and Proposed Budget and Property Tax Levy
- b. 2024 Final General Fund Budget and Property Tax Levy*
- c. 2024 Full-time, Part-time, and Seasonal Wage Schedule*
- d. 2024 Fee Schedule Adoption*
- e. Website Maintenance Update and Cost Comparison*
- f. Logo Final Design *
- g. City Logo Water Tower*



10. New Business – Public Comment Opportunity

- a. Recycling Forgiveness Request*
- b. Earned Safe and Sick Time (ESST) Process*
- c. MS4 Stormwater Pollution Prevention Plan – Annual Public Input Opportunity*
- d. 2024 Strategic Planning Discussion*
- e. Call for Work Sessions First Quarter 2024*

11. Staff Reports

- a. Planning Projects Update Report*
- b. Financial Management Plan Update*

12. 2024 City Council Schedule*

13. Adjournment

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

STAFF REPORT

Revised Agenda Item: 4.

Council Meeting: December 18, 2023	Prepared By: Michelle Friedrich
Topic: Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the December 18, 2023, Council meeting are as follows:

- Planning Commission: Jay Van den Einde
- Parks and Trails Commission: John Schmidt

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A

STAFF REPORT

Agenda Item: 7a.

Council Meeting: December 18, 2023	Prepared By: Michelle Friedrich
Topic: Draft Council Minutes – March 9, 2023	Action Required: Informational

Summary

The draft Council Regular Minutes for March 9, 2023 will be emailed on Sunday, December 17, with hard copy provided to Council the evening of the December 18 meeting.

Attachments (Hard copies will be provided December 18, 2023)

1. 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		\$188,869.79
(See attached Check Detail Registers)		
Total Checks		\$ 188,869.79
Total of Auto Deductions		\$ 328,304.12
 TOTAL EXPENDITURES FOR APPROVAL		 \$ 517,173.91

Auto Deductions / Electronic Fund Transfer / Other Disbursements

Date	Paid to	Amount	Description
11/10/2023	ADP PAYROLL FEES	\$ 348.12	Payroll Processing Fee
11/16/2023	ADP WAGE PAY	\$ 108,735.66	Net Payroll and Taxes
11/17/2023	ADP PAYROLL FEES	\$ 109.20	Payroll Processing Fee
11/20/2023	EMPOWER	\$ 5,486.32	Employee Deferred Comp/Healthcare Savings
11/20/2023	Optum Bank	\$ 4,183.76	Employee HSA
11/20/2023	MN PERA	\$ 23,548.17	Employee Pension
11/21/2023	MN DEPT OF REVEN	\$ 75.53	Fuel Tax
11/24/2023	ADP PAYROLL FEES	\$ 322.28	Payroll Processing Fee
11/30/2023	Optum Bank	\$ 4,183.76	Employee HSA
11/30/2023	ADP WAGE PAY	\$ 116,583.91	Net Payroll and Taxes
12/1/2023	MN PERA	\$ 25,798.49	Employee Pension
12/1/2023	HealthPartners	\$ 31,943.37	Employee Health Insurance Premium
12/4/2023	EMPOWER	\$ 5,654.57	Employee Deferred Comp/Healthcare Savings
12/5/2023	THE HARTFORD	\$ 1,679.10	Employee Disability Premium
Total		\$ 328,304.12	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34603							
100-41500-50300	11/20/23	ABDO LLP	2022 AUDIT SERVICES	479688	12/06/23	16,000.00	34603
			Total For Check 34603			<u>16,000.00</u>	
Check 34604							
100-45200-50210	12/05/23	ACME TOOLS	GEAR WRENCH	20440618	12/06/23	937.99	34604
100-45200-50210	12/05/23	ACME TOOLS	MEASURING WHEEL	12115159	12/06/23	56.84	34604
100-45200-50210	12/05/23	ACME TOOLS	DEWALT BATTERY PACK	12112836	12/06/23	219.12	34604
			Total For Check 34604			<u>1,213.95</u>	
Check 34605							
100-43100-50225	11/29/23	ACME TOOLS	CHAIN SPROCKET AND LOOP	20428593	12/06/23	478.81	34605
			Total For Check 34605			<u>478.81</u>	
Check 34606							
100-45200-50210	12/04/23	ACME TOOLS	MILWAUKEE PRESS TOOL, WRENCH	12105461	12/06/23	2,625.03	34606
			Total For Check 34606			<u>2,625.03</u>	
Check 34607							
100-41900-50401	11/20/23	ADAMS PEST CONTROL, INC.	CITY HALL PEST CONTROL	3744352	12/06/23	111.14	34607
100-41900-50401	11/09/23	ADAMS PEST CONTROL, INC.	CITY HALL PEST CONTROL	3745204	12/06/23	130.57	34607
			Total For Check 34607			<u>241.71</u>	
Check 34608							
100-41900-50200	11/25/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - HAND SOAP DISPEN	1NNQ-WY69-NXDG	12/06/23	76.73	34608
100-41900-50200	11/26/23	AMAZON CAPITAL SERVICES	SDXC MEMORY CARD	1YLR-KLQL-TNRT	12/06/23	90.52	34608
100-42100-50200	11/15/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1G3W-6CP9-4PKQ	12/06/23	90.88	34608
100-42100-50200	11/22/23	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES - NOTEBOOK, DRY ER	17QC-JL6V-KX3L	12/06/23	79.66	34608
100-42100-50200	11/20/23	AMAZON CAPITAL SERVICES	RETURNED OFFICE SUPPLIES	1HHH-7XNQ-YJF1	12/06/23	(18.74)	34608
			Total For Check 34608			<u>319.05</u>	
Check 34609							
100-00000-22205-130	11/22/23	AMERICAN ENGINEERING TESTING	CITY CENTER DRIVE AND 79TH PLACE U	INV-164630	12/06/23	4,437.00	34609
408-48010-50530	11/22/23	AMERICAN ENGINEERING TESTING	CITY CENTER DRIVE AND 79TH PLACE U	INV-164630	12/06/23	1,332.50	34609
			Total For Check 34609			<u>5,769.50</u>	
Check 34610							
100-43100-50223	11/20/23	B & D PLUMBING HEATING & AC	PW OFFICE HEATING REPAIR	224744	12/06/23	2,548.00	34610
			Total For Check 34610			<u>2,548.00</u>	
Check 34611							
100-42100-50207	11/22/23	BCA TRAINING	TRAINING - WILCOX	45052	12/06/23	75.00	34611
			Total For Check 34611			<u>75.00</u>	
Check 34612							
100-45200-50221	11/15/23	BRYAN ROCK PRODUCTS INC	RED BALL D	62179	12/06/23	6,983.67	34612
			Total For Check 34612			<u>6,983.67</u>	
Check 34613							
100-41900-50400	11/15/23	CINTAS - 470	CITY HALL MATS	4174139281	12/06/23	146.37	34613
100-43100-50400	11/21/23	CINTAS - 470	SM SHOP TOWELS	4174832614	12/06/23	83.70	34613
100-43100-50400	11/21/23	CINTAS - 470	LG BATH TOWEL	4174832511	12/06/23	60.60	34613
100-43100-50400	11/21/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4174832623	12/06/23	30.09	34613
100-43100-50400	11/15/23	CINTAS - 470	LG BATH TOWEL	4174139432	12/06/23	60.60	34613
100-43100-50400	11/15/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4174139306	12/06/23	6.60	34613
100-43100-50400	11/15/23	CINTAS - 470	CRT BLUE/CABINET	4174139379	12/06/23	41.93	34613

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34613							
100-43100-50417	11/21/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4174832623	12/06/23	35.27	34613
100-43100-50417	11/21/23	CINTAS - 470	UNIFORMS	4174832644	12/06/23	212.99	34613
100-43100-50417	11/15/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4174139306	12/06/23	35.27	34613
100-43100-50417	11/15/23	CINTAS - 470	UNIFORMS	4174139399	12/06/23	212.99	34613
						926.41	
Total For Check 34613							
Check 34614							
100-41920-50300	11/15/23	COMPUTER INTEGRATION TECH	MONTHLY BILLING FOR NOVEMBER 2023	361976	12/06/23	1,856.30	34614
						1,856.30	
Total For Check 34614							
Check 34615							
100-45200-50210	12/04/23	DAKOTA SUPPLY GROUP	3' VENT AND MOUNT	S103304935.001	12/06/23	1,037.43	34615
						1,037.43	
Total For Check 34615							
Check 34616							
100-41900-50300	10/18/23	DEHMER FIRE PROTECTION	CITY HALL FIRE EXTINGUISHER INSPEC	101823 CH	12/06/23	73.20	34616
100-42100-50300	10/18/23	DEHMER FIRE PROTECTION	POLICE DEPT FIRE EXTINGUISHER INSP	101823 PD	12/06/23	36.25	34616
100-43100-50300	10/18/23	DEHMER FIRE PROTECTION	FIRE EXTINGUISHER INSPECTION	10282023	12/06/23	257.60	34616
						367.05	
Total For Check 34616							
Check 34617							
100-42100-50403	11/10/23	DVS	SQUAD 562 TAB RENEWAL	11102023	12/06/23	15.25	34617
						15.25	
Total For Check 34617							
Check 34618							
601-49400-50210	11/28/23	FERGUSON WATERWORKS #2518	WATER METERS	0523353	12/06/23	535.39	34618
601-49400-50210	11/20/23	FERGUSON WATERWORKS #2518	WATER METERS	00523412	12/06/23	40.75	34618
601-49400-50210	11/17/23	FERGUSON WATERWORKS #2518	WATER METERS	0523143	12/06/23	48,720.00	34618
601-49400-50210	11/17/23	FERGUSON WATERWORKS #2518	WATER METER OIL/PAINT/COUPLER	0523348	12/06/23	350.01	34618
						49,646.15	
Total For Check 34618							
Check 34619							
100-42100-50300	11/20/23	HUMANITY LLC	SHIFT SCHEDULING 11/20/23-12/19/23	INV00310460	12/06/23	80.00	34619
						80.00	
Total For Check 34619							
Check 34620							
100-00000-15500	11/14/23	IACP	2024 CHIEF OF POLICE MEMBERSHIP	0318471	12/06/23	190.00	34620
						190.00	
Total For Check 34620							
Check 34621							
100-43100-50220	11/15/23	ISC COMPANIES INC	OIL BATH SEAL	80449695	12/06/23	190.50	34621
						190.50	
Total For Check 34621							
Check 34622							
100-43122-50224	11/21/23	KRIS ENGINEERING	WEAR PARTS	39158	12/06/23	3,556.80	34622
100-43125-50210	11/21/23	KRIS ENGINEERING	SNO-SHOCK BLADE/GAUGES/3 & 4 FT ED	39159	12/06/23	13,756.29	34622
						17,313.09	
Total For Check 34622							
Check 34623							
100-43100-50226	11/20/23	M-R SIGN CO., INC.	STREET SIGNS	222397	12/06/23	495.09	34623
						495.09	
Total For Check 34623							
Check 34624							
100-43100-50210	11/14/23	MENARDS MAPLE GROVE	WASTE CAN	25172	12/06/23	29.88	34624
						29.88	
Total For Check 34624							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34624							
						Total For Check 34624	29.88
Check 34625							
100-42400-50300	11/20/23	METRO WEST INSPECTION SERVIC	FINALED PERMITS OCTOBER 2023	3912	12/06/23	56,952.69	34625
						Total For Check 34625	56,952.69
Check 34626							
100-43100-50220	01/01/23	MIDWEST MACHINERY CO.	SOLENOID	9480545	12/06/23	(300.21)	34626
100-43100-50220	01/01/23	MIDWEST MACHINERY CO.	JOHN DEERE ACTUATOR REPAIR	9746479	12/06/23	2,507.29	34626
100-45200-50210	01/01/23	MIDWEST MACHINERY CO.	BUSHING 2 PACK	9157687	12/06/23	3.67	34626
100-45200-50221	01/01/23	MIDWEST MACHINERY CO.	SHAIN SPOR/SNAP KEY RING	9455087	12/06/23	1,947.05	34626
100-45200-50221	01/01/23	MIDWEST MACHINERY CO.	OIL FILTERS	9834308	12/06/23	241.30	34626
						Total For Check 34626	4,399.10
Check 34627							
601-49400-50300	12/01/23	MN DEPARTMENT OF HEALTH	WATER CONNECTION 10/01/23-12/31/23	4Q 2023	12/06/23	3,042.00	34627
						Total For Check 34627	3,042.00
Check 34628							
100-43100-50223	11/24/23	MN HOIST INSPECTION INC	RADIO CONTROL AND CRANE SWITCH	2330	12/06/23	2,295.00	34628
100-43100-50300	11/30/23	MN HOIST INSPECTION INC	INSPECTION OF CRANE, AND AUTOMOTIV	2337	12/06/23	1,136.59	34628
						Total For Check 34628	3,431.59
Check 34629							
100-43100-50220	11/28/23	NORTHERN SAFETY TECHNOLOGY	REPLACEMENT PART FOR EMERGENCY LIG	56754	12/06/23	133.40	34629
						Total For Check 34629	133.40
Check 34630							
100-43100-50220	11/27/23	NUSS TRUCK & EQUIPMENT	MINIMIZER 13-22 MACK AND FLOOR MAT	PSO058227-1	12/06/23	787.75	34630
						Total For Check 34630	787.75
Check 34631							
100-41900-50200	11/21/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	340536797001	12/06/23	39.95	34631
						Total For Check 34631	39.95
Check 34632							
100-41900-50401	11/29/23	PATNODE ELECTRIC	CITY HALL ELECTRICAL CIRCUIT AND R	3002	12/06/23	1,750.00	34632
						Total For Check 34632	1,750.00
Check 34633							
100-41900-50413	11/13/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 12/15/23-03/	Q1067962	12/06/23	141.99	34633
601-49400-50413	11/13/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 12/15/23-03/	Q1067962	12/06/23	141.99	34633
602-49450-50413	11/13/23	QUADIENT LEASING USA INC	FOLDER INSERTER LEASE 12/15/23-03/	Q1067962	12/06/23	141.99	34633
						Total For Check 34633	425.97
Check 34634							
100-43100-50226	11/15/23	SIGN SOLUTIONS USA	NO PASSING ZONE SIGN	409237	12/06/23	174.57	34634
100-43100-50226	11/15/23	SIGN SOLUTIONS USA	SIGN SYMBOLS - PEDESTRIAN, AHEAD,	409238	12/06/23	702.04	34634
						Total For Check 34634	876.61
Check 34635							
100-00000-21709	12/01/23	STANDARD INSURANCE COMPANY	DECEMBER 2023 LIFE INSURANCE PREMI	12-2023	12/06/23	1,879.45	34635
						Total For Check 34635	1,879.45
Check 34636							
100-42100-50417	11/09/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE UNIFORM - WILCOX	I1664832	12/06/23	586.90	34636

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34636							
100-42100-50417	11/16/23	STREICHER'S POLICE EQUIPMENT	HOLSTER AND BELT	I1666142	12/06/23	222.97	34636
100-42100-50417	11/17/23	STREICHER'S POLICE EQUIPMENT	UNIFORM ALTERATION - WILCOX	I1666330	12/06/23	12.00	34636
100-42100-50417	11/17/23	STREICHER'S POLICE EQUIPMENT	SHIRT ALTERATION - WILCOX	I1666329	12/06/23	6.00	34636
100-42100-50417	11/17/23	STREICHER'S POLICE EQUIPMENT	NEW HIRE PISTOL & HOLSTER - WILCOX	I1666316	12/06/23	914.54	34636
			Total For Check 34636			<u>1,742.41</u>	
Check 34637							
100-42100-50417	11/14/23	SYMBOLARTS LLC	BADGE TIN	380491	12/06/23	402.50	34637
			Total For Check 34637			<u>402.50</u>	
Check 34638							
100-43100-50321	11/21/23	T-MOBILE	CELL SERVICE 10/21/23-11/20/23	11212023	12/06/23	338.38	34638
			Total For Check 34638			<u>338.38</u>	
Check 34639							
100-00000-21710	11/17/23	TIM SPELLACY	FSA REIMBURSEMENT	11172023	12/06/23	350.00	34639
			Total For Check 34639			<u>350.00</u>	
Check 34640							
100-42100-50207	11/16/23	CREDIT CARD PURCHASES	TRAINING PARKING	1010	12/06/23	16.00	34640
100-42100-50207	11/14/23	CREDIT CARD PURCHASES	TRAINING MEAL	231114-02-36	12/06/23	23.09	34640
100-42100-50207	11/17/23	CREDIT CARD PURCHASES	CRITICAL INCIDENT DEBRIEF MEETING	2311120012	12/06/23	76.59	34640
100-42100-50207	11/17/23	CREDIT CARD PURCHASES	TZD CONFERENCE LODGING	44184305	12/06/23	157.80	34640
100-42100-50300	11/27/23	ACTIVE911, INC.	ALERTING SUBSCRIPTION	520119	12/06/23	180.00	34640
100-42100-50321	11/16/23	CREDIT CARD PURCHASES	CELL PHONE REPAIR	22900421	12/06/23	342.99	34640
100-43100-50207	12/04/23	CREDIT CARD PURCHASES	TRAINING MEAL	120423	12/06/23	63.03	34640
100-45200-50210	12/06/23	CREDIT CARD PURCHASES	FIRE HOSE DIRECT FIRE NOZZLE	S164821	12/06/23	45.36	34640
			Total For Check 34640			<u>904.86</u>	
Check 34641							
100-41920-50210	11/18/23	US BANKCORP EQUIPMENT FINANC	COPIER LEASE	515933083	12/06/23	424.46	34641
			Total For Check 34641			<u>424.46</u>	
Check 34642							
100-43100-50225	11/21/23	WHITE CAP	PLASTIC BAGS FIBER PLUS	50024607081	12/06/23	1,118.88	34642
			Total For Check 34642			<u>1,118.88</u>	
Check 34643							
100-45100-50210	11/21/23	WRUCK SEWER & PORTABLE RENTA	PARK PORTABLE RENTAL OCT 2023	I19452	12/06/23	391.00	34643
			Total For Check 34643			<u>391.00</u>	
Check 34644							
100-43100-50381	11/21/23	XCEL ENERGY	PW BUILDING ELECTRICITY	854133756	12/06/23	1,076.92	34644
			Total For Check 34644			<u>1,076.92</u>	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund Totals:							
			Fund 100 GENERAL FUND			134,565.16	
			Fund 408 PAVEMENT MANAGEMENT			1,332.50	
			Fund 601 WATER			52,830.14	
			Fund 602 SEWER			141.99	
			Total For All Funds:			<hr/>	188,869.79

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 (See attached Check Detail Registers)		\$689,157.17
Total Checks		\$ 689,157.17
Total of Auto Deductions		\$ 121,550.82
 TOTAL EXPENDITURES FOR APPROVAL		 \$ 810,707.99

Auto Deductions / Electronic Fund Transfer / Other Disbursements

Date	Paid to	Amount	Description
12/7/2023	RevTrak	\$ 27.51	Credit Card Fee
12/8/2023	ADP PAYROLL FEES	\$ 339.80	Payroll Processing Fee
12/8/2023	INVOICE CLOUD	\$ 1,554.10	Credit Card Processing Fee
12/8/2023	Farmer's Bank	\$ 10.00	Bank Fee
12/14/2023	Optum Bank	\$ 4,183.76	Employee HSA
12/14/2023	ADP Wage Pay	\$ 115,463.16	Net Payroll and Taxes
Total		\$ 121,550.82	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34645							
100-41500-50300	11/30/23	ABDO LLP	FINANCIAL ASSISTANCE/AUDIT PREP	480447	12/18/23	8,137.50	34645
			Total For Check 34645			<u>8,137.50</u>	
Check 34646							
100-43100-50210	11/27/23	ACME TOOLS	CREDIT MEMO FOR CHAIN LOOP	12065617	12/18/23	(104.65)	34646
100-43100-50225	12/05/23	ACME TOOLS	CHAINSAW	12115163	12/18/23	462.48	34646
100-43100-50225	12/11/23	ACME TOOLS	CHAIN SPROCKET	12141963	12/18/23	16.33	34646
			Total For Check 34646			<u>374.16</u>	
Check 34647							
100-43100-50220	11/20/23	ASPEN EQUIPMENT COMPANY	STOP BOLT KIT	PSO051186-1	12/18/23	238.56	34647
			Total For Check 34647			<u>238.56</u>	
Check 34648							
100-41900-50212	11/22/23	BEAUDRY OIL COMPANY	UNLEADED 87	2490745	12/18/23	25.54	34648
100-42100-50212	11/22/23	BEAUDRY OIL COMPANY	UNLEADED 87	2490745	12/18/23	1,162.15	34648
100-43100-50212	11/22/23	BEAUDRY OIL COMPANY	UNLEADED 87	2490745	12/18/23	89.40	34648
100-43100-50212	11/22/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2490026	12/18/23	788.30	34648
			Total For Check 34648			<u>2,065.39</u>	
Check 34649							
100-41900-50210	12/12/23	BIG BORE BBQ CO.	CITY STAFF APPRECIATION LUNCH	12202023	12/18/23	607.07	34649
			Total For Check 34649			<u>607.07</u>	
Check 34650							
100-00000-22205-110	11/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES NOVEMBER 2023	4740	12/18/23	58.00	34650
100-41600-50300	11/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES NOVEMBER 2023	4740	12/18/23	6,062.30	34650
100-42100-50304	11/30/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES NOVEMBER 2023	4740	12/18/23	4,750.00	34650
			Total For Check 34650			<u>10,870.30</u>	
Check 34651							
100-43100-50381	11/30/23	CENTERPOINT ENERGY	PUBLIC WORKS GAS BILL 10/27/23-11/	9884559-7 11/20	12/18/23	583.03	34651
			Total For Check 34651			<u>583.03</u>	
Check 34652							
100-00000-15500	11/02/23	CENTRAL SQUARE TECHNOLOGIES	2024 LETG ANNUAL SUBSCRIPTION FEE	395654	12/18/23	16,868.28	34652
			Total For Check 34652			<u>16,868.28</u>	
Check 34653							
100-41900-50400	11/29/23	CINTAS - 470	CITY HALL MATS	41754457525	12/18/23	146.37	34653
100-42100-50400	12/06/23	CINTAS - 470	LG BATH TOWEL	4176247567	12/18/23	8.03	34653
100-43100-50210	11/29/23	CINTAS - 470	CRT CABINET/DISPOSABLE BATHROOM MA	4175457595	12/18/23	30.55	34653
100-43100-50210	11/29/23	CINTAS - 470	LG BATH TOWEL	4175457596	12/18/23	60.60	34653
100-43100-50400	12/06/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4176247603	12/18/23	30.09	34653
100-43100-50400	11/29/23	CINTAS - 470	UNIFORM AND DISPOSABLE BATHROOM MA	4175457507	12/18/23	6.60	34653
100-43100-50400	12/06/23	CINTAS - 470	LG BATH TOWELS	4176247624	12/18/23	32.12	34653
100-43100-50400	12/06/23	CINTAS - 470	SHOP TOWELS	4176247604	12/18/23	83.70	34653
100-43100-50417	12/06/23	CINTAS - 470	UNIFORM/DISPOSABLE BATHROOM MAT	4176247603	12/18/23	35.27	34653
100-43100-50417	12/06/23	CINTAS - 470	UNIFORMS	4176247732	12/18/23	212.99	34653
100-43100-50417	11/29/23	CINTAS - 470	UNIFORM AND DISPOSABLE BATHROOM MA	4175457507	12/18/23	35.27	34653
100-43100-50417	11/29/23	CINTAS - 470	UNIFORMS	4175457626	12/18/23	212.99	34653
			Total For Check 34653			<u>894.58</u>	
Check 34654							
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0044 STAFF PLANNER TIME 11/23	BP23-0044-2	12/18/23	471.25	34654

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Check 34654							
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0003 STAFF PLANNER TIME 11/20	BP23-0003-4	12/18/23	146.25	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0022 STAFF PLANNER TIME 11/23	BP23-0022-6	12/18/23	48.75	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0024 STAFF PLANNER TIME 11/23	BP23-0024-6	12/18/23	32.50	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0048 STAFF PLANNER TIME 11/23	BP23-0048	12/18/23	178.75	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0006 STAFF PLANNER TIME 11/23	BP23-0006.6	12/18/23	32.50	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP 23-00038 STAFF PLANNER TIME 11/	BP23-0038-2	12/18/23	32.50	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP22-12 STAFF PLANNER TIME 11/23	BP22-0012-2	12/18/23	16.25	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0016 STAFF PLANNER TIME 11/23	BP23-0016-8	12/18/23	16.25	34654
100-00000-22205	12/07/23	CITY OF CORCORAN	BP23-0052 STAFF PLANNER TIME 11/23	BP23-0052	12/18/23	32.50	34654
100-00000-22205-024	11/30/23	CITY OF CORCORAN	STAFF PLANNER TIME MAY 2023	DD 112023	12/18/23	130.00	34654
100-00000-22205-024	06/01/23	CITY OF CORCORAN	STAFF PLANNER TIME FOR MAY 2023	6012023	12/18/23	130.00	34654
100-00000-22205-024	11/30/23	CITY OF CORCORAN	STAFF ENGINEERING TIME NOV 2023	11302023	12/18/23	45.00	34654
100-00000-22205-044	11/30/23	CITY OF CORCORAN	STAFF ENGINEERING TIME 11/30/23 KA	KM 113023	12/18/23	90.00	34654
100-00000-22205-056	11/30/23	CITY OF CORCORAN	STAFF ENGINEER TIME 11/2023	11/30/23	12/18/23	45.00	34654
100-00000-22205-056	11/27/23	CITY OF CORCORAN	STAFF ENGINEERING TIME 11/2023	11.27.23	12/18/23	45.00	34654
100-00000-22205-076	11/29/23	CITY OF CORCORAN	STAFF ENGINEERING TIME 11/2023	NI 112923	12/18/23	45.00	34654
100-00000-22205-098	12/12/23	CITY OF CORCORAN	STAFF ENGINEERING TIME 11/2023	RCR 113023	12/18/23	45.00	34654
100-00000-22205-128	12/07/23	CITY OF CORCORAN	BP22-0021 STAFF ENGINEERING TIME 1	BP22-0021-3	12/18/23	45.00	34654
100-00000-22205-128	11/30/23	CITY OF CORCORAN	STAFF ENGINEER TIME 11/30/2023	WHE 113023	12/18/23	45.00	34654
100-00000-22205-130	12/12/23	CITY OF CORCORAN	STAFF ENGINEERING TIME 11/2023	RCR 112023	12/18/23	135.00	34654
						<u>1,807.50</u>	
Total For Check 34654							
Check 34655							
100-41900-50321	12/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	12052023	12/18/23	269.17	34655
100-42100-50321	12/05/23	COMCAST - 0023202	CITY HALL/POLICE INTERNET	12052023	12/18/23	269.18	34655
						<u>538.35</u>	
Total For Check 34655							
Check 34656							
100-43100-50380	12/01/23	COMCAST - 930899035	INTERNET NOVEMBER 2023	189152083	12/18/23	295.05	34656
						<u>295.05</u>	
Total For Check 34656							
Check 34657							
100-43100-50321	12/05/23	COMCAST 0044893	PHONE SERVICES 12/10/23-01/09/24	12052023	12/18/23	128.72	34657
						<u>128.72</u>	
Total For Check 34657							
Check 34658							
100-41920-50210	12/06/23	COMPUTER INTEGRATION TECH	5 MONTH SUB ACROBAT STANDARD DC	363779	12/18/23	113.95	34658
100-41920-50210	12/06/23	COMPUTER INTEGRATION TECH	WINDOW SERVER SOFTWARE ASSURANCE	363773	12/18/23	267.00	34658
100-41920-50300	11/21/23	COMPUTER INTEGRATION TECH	FORTINET FORTICARE PROTECTION BUND	363217	12/18/23	2,183.00	34658
100-41920-50300	11/15/23	COMPUTER INTEGRATION TECH	MANAGED BACKUP DECEMBER 2023	362518	12/18/23	885.00	34658
100-41920-50300	11/15/23	COMPUTER INTEGRATION TECH	AGREEMENT MANAGED SERVICES DECEMBE	362830	12/18/23	5,400.00	34658
100-41920-50300	11/21/23	COMPUTER INTEGRATION TECH	REMOTE SUPPORT SERVICES	363269	12/18/23	1,386.00	34658
						<u>10,234.95</u>	
Total For Check 34658							
Check 34659							
100-41900-50210	11/30/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07923605	12/18/23	86.00	34659
						<u>86.00</u>	
Total For Check 34659							
Check 34660							
100-41320-50331	12/11/23	DAVID CARLSON	CITY ADMINISTRATOR CANDIDATE MILEA	12112023	12/18/23	250.00	34660
						<u>250.00</u>	
Total For Check 34660							
Check 34661							
100-41320-50300	11/29/23	DDA HUMAN RESOURCES INC	CITY ADMINISTRATOR SEARCH EXPENSES	00000668	12/18/23	3,350.90	34661
						<u>3,350.90</u>	

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Check 34661							
						Total For Check 34661	3,350.90
Check 34662							
101-41900-50210	11/20/23	DESIGN ELECTRIC, INC.	PEDESTRIAN CROSSING RRFB SIGN	03767-1	12/18/23	4,135.40	34662
						Total For Check 34662	4,135.40
Check 34663							
100-43100-50225	11/28/23	DIAMOND MOWERS	CUTTER SHAFT REPLACEMENT	254776	12/18/23	3,831.52	34663
						Total For Check 34663	3,831.52
Check 34664							
100-41900-50350	11/30/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-504 NOTICE	975292	12/18/23	67.28	34664
100-41900-50350	11/30/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-509	975291	12/18/23	71.23	34664
100-41900-50350	11/30/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-511	975290	12/18/23	71.23	34664
100-41900-50350	12/07/23	ECM PUBLISHERS INC	DEC 18 PUBLIC HEARING T&T HEARING	976306	12/18/23	75.21	34664
						Total For Check 34664	284.95
Check 34665							
100-00000-20802	11/15/23	ECOWATER	PERMIT REFUND P23-0847	23-0847	12/18/23	1.00	34665
100-00000-32230	11/15/23	ECOWATER	PERMIT REFUND P23-0847	23-0847	12/18/23	55.00	34665
100-00000-36200	11/15/23	ECOWATER	PERMIT REFUND P23-0847	23-0847	12/18/23	(25.00)	34665
						Total For Check 34665	31.00
Check 34666							
100-42151-50381	12/04/23	EMBEDDED SYSTEMS, INC.	SIREN MAINTENANCE 01/2024-06/2024	344608	12/18/23	899.46	34666
						Total For Check 34666	899.46
Check 34667							
100-43122-50224	11/08/23	FEHN COMPANIES	SELECT GRANULAR	17576	12/18/23	30.00	34667
						Total For Check 34667	30.00
Check 34668							
100-42151-50210	11/27/23	FIRST ARRIVING IO, INC	AGENCY SETUP	2597	12/18/23	1,529.00	34668
						Total For Check 34668	1,529.00
Check 34669							
601-49400-50380	11/30/23	GOPHER STATE ONE CALL	NOVEMBER 2023 SUPPORT SERVICES	3110316	12/18/23	126.90	34669
602-49450-50380	11/30/23	GOPHER STATE ONE CALL	NOVEMBER 2023 SUPPORT SERVICES	3110316	12/18/23	126.90	34669
						Total For Check 34669	253.80
Check 34670							
100-42200-50300	11/01/23	CITY OF HANOVER	2023 4TH QTR FIRE PROTECTION	QTR4_2023	12/18/23	19,414.58	34670
						Total For Check 34670	19,414.58
Check 34671							
100-43170-50300	11/21/23	HAUGO GEOTECHNICAL SERVICES	23-0625 HORSESHOE BEND DRIVE	13375	12/18/23	420.00	34671
						Total For Check 34671	420.00
Check 34672							
100-41910-50300	12/04/23	HENNEPIN COUNTY ACCOUNTS REC	VIEW RECODED DOCUMENT	1000215909	12/18/23	10.00	34672
100-42400-50300	12/04/23	HENNEPIN COUNTY ACCOUNTS REC	VIEW RECODED DOCUMENT	1000215909	12/18/23	5.00	34672
						Total For Check 34672	15.00
Check 34673							
100-43100-50417	11/30/23	J&J ATHLETICS	PW APPAREL	14044	12/18/23	2,149.43	34673

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Check 34673							
Total For Check 34673						2,149.43	
Check 34674							
100-00000-21710	12/06/23	JESSICA BEISE	EMPLOYEE REIMBURESMENT & FSA REIMB	12062023	12/18/23	3,088.51	34674
100-41320-50321	12/06/23	JESSICA BEISE	EMPLOYEE REIMBURESMENT & FSA REIMB	12062023	12/18/23	450.00	34674
100-41320-50331	12/06/23	JESSICA BEISE	EMPLOYEE REIMBURESMENT & FSA REIMB	12062023	12/18/23	15.39	34674
Total For Check 34674						3,553.90	
Check 34675							
100-41320-50331	12/12/23	JOHN HARRENSTEIN	CITY ADMINISTRATOR CANDIDATE REIMB	12122023	12/18/23	250.00	34675
Total For Check 34675						250.00	
Check 34676							
100-41900-50321	12/01/23	KATHY HUGHES	CELL PHONE REIMBURSEMENT	12142023	12/18/23	300.00	34676
Total For Check 34676						300.00	
Check 34677							
100-43125-50210	11/27/23	LITTLE FALLS MACHINE	MACHINE PARTS - EATON SPINNER MOTO	369717	12/18/23	1,807.08	34677
Total For Check 34677						1,807.08	
Check 34678							
100-42100-50212	12/04/23	LUBE-TECH & PARTNERS, LLC	OIL DRUM	3369294	12/18/23	225.00	34678
100-43100-50212	12/04/23	LUBE-TECH & PARTNERS, LLC	OIL DRUM	3369294	12/18/23	2,972.83	34678
Total For Check 34678						3,197.83	
Check 34679							
100-43100-50207	12/08/23	MATTSON, KEVIN	APWA FALL CONFERENCE REIMBURSEMENT	12152023	12/18/23	445.04	34679
Total For Check 34679						445.04	
Check 34680							
100-00000-15500	11/22/23	MCFOA	2024 MEMBERSHIP RENEWAL - FRIEDRIC	00891	12/18/23	50.00	34680
Total For Check 34680						50.00	
Check 34681							
100-43100-50210	11/29/23	MENARDS MAPLE GROVE	COMB WRN STD/COFFEE MAKER/GORILLA	25796	12/18/23	233.66	34681
100-43100-50210	11/29/23	MENARDS MAPLE GROVE	BOLTS	25797	12/18/23	29.88	34681
Total For Check 34681						263.54	
Check 34682							
602-49450-50312	12/01/23	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICES DECEMBER 2023	0001165560	12/18/23	23,413.36	34682
Total For Check 34682						23,413.36	
Check 34683							
602-00000-20800	12/01/23	METROPOLITAN COUNCIL	NOVEMBER 2023 SAC CHARGES	11302023	12/18/23	67,095.00	34683
602-00000-36200	12/01/23	METROPOLITAN COUNCIL	NOVEMBER 2023 SAC CHARGES	11302023	12/18/23	(670.95)	34683
Total For Check 34683						66,424.05	
Check 34684							
100-45200-50210	12/05/23	MINNESOTA EQUIPMENT, INC.	ISOLATOR	P10797	12/18/23	98.20	34684
Total For Check 34684						98.20	
Check 34685							
100-00000-15500	12/01/23	MN CHIEFS OF POLICE ASSOC	2024 MEMBERSHIP RENEWAL - GOTTSCHA	15236	12/18/23	376.00	34685
Total For Check 34685						376.00	
Check 34686							

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Check 34686 100-43100-50220	12/11/23	NAPA AUTO PARTS - Corcoran	PITMAN ARM ASSEMBLY	510921	12/18/23	206.48	34686
			Total For Check 34686			<u>206.48</u>	
Check 34687 100-00000-21710	12/11/23	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	12122023	12/18/23	384.62	34687
			Total For Check 34687			<u>384.62</u>	
Check 34688 100-42100-50207	11/30/23	NORTH MEMORIAL	EMR REFRESHER	11302023	12/18/23	1,120.00	34688
			Total For Check 34688			<u>1,120.00</u>	
Check 34689 100-45200-50221	11/20/23	NUTRIEN AG SOLUTIONS, INC.	LIME PELLETS AND 20/10/10/50 BLEND	52993790	12/18/23	7,480.00	34689
			Total For Check 34689			<u>7,480.00</u>	
Check 34690 100-41900-50210	11/23/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGN	340570751001	12/18/23	29.98	34690
			Total For Check 34690			<u>29.98</u>	
Check 34691 100-41320-50210	12/06/23	OFFICE SUPPLY	WHITE BOARD	5725479	12/18/23	404.36	34691
			Total For Check 34691			<u>404.36</u>	
Check 34692 100-42100-50300	10/12/23	ON-SITE MEDICAL SERVICES INC	PD TESTING	24787	12/18/23	1,730.00	34692
			Total For Check 34692			<u>1,730.00</u>	
Check 34693 601-00000-16500	11/16/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	12/18/23	456,766.51	34693
601-00000-20610	11/16/23	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	12/18/23	(22,838.32)	34693
			Total For Check 34693			<u>433,928.19</u>	
Check 34694 100-41900-50322	11/20/23	ROGERS POST OFFICE	USPS MARKETING MAIL FEE	11202023	12/18/23	310.00	34694
			Total For Check 34694			<u>310.00</u>	
Check 34695 100-00000-21710	12/18/23	MIKE PRITCHARD	FSA REIMBURSEMENT	12182023	12/18/23	161.59	34695
			Total For Check 34695			<u>161.59</u>	
Check 34696 100-43201-50300	11/30/23	REPUBLIC SERVICES	CITY RECYCLING NOVEMBER 2023	0894-006471870	12/18/23	872.09	34696
			Total For Check 34696			<u>872.09</u>	
Check 34697 100-00000-36100	12/15/23	REPUBLIC SERVICES	2023 DELINQUENT RECYCLING BILLS	2023A	12/18/23	2,955.42	34697
			Total For Check 34697			<u>2,955.42</u>	
Check 34698 100-00000-34400	12/15/23	REPUBLIC SERVICES	2023 DELINQUENT RECYCLING BILLS	2023B	12/18/23	1,429.27	34698
			Total For Check 34698			<u>1,429.27</u>	
Check 34699 100-42100-50210	12/05/23	ROGERS PRINTING	BUSINESS CARDS - WILCOX	65035	12/18/23	103.00	34699
			Total For Check 34699			<u>103.00</u>	

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Check 34700							
100-41320-50331	12/11/23	SCOTT HILDEBRAND	CITY ADMINISTRATOR CANDIDATE MILEA	12/11/23	12/18/23	60.92	34700
						<u>60.92</u>	
Total For Check 34700						60.92	
Check 34701							
100-43121-50400	11/30/23	SIR LINES-A-LOT LLC	PAVEMENT MARKINGS	H23-1070-002	12/18/23	26,285.25	34701
408-00000-20610	11/30/23	SIR LINES-A-LOT LLC	PAVEMENT MARKINGS	H23-1070-002	12/18/23	(2,025.00)	34701
						<u>24,260.25</u>	
Total For Check 34701						24,260.25	
Check 34702							
100-00000-22205-130	11/14/23	STANTEC CONSULTING SERVICES	CITY CENTER DR & 79TH PLACE	2156554	12/18/23	1,976.00	34702
100-00000-22205-133	12/08/23	STANTEC CONSULTING SERVICES	COOK LAKE TURN LANE	2167827	12/18/23	8,727.92	34702
						<u>10,703.92</u>	
Total For Check 34702						10,703.92	
Check 34703							
100-42100-50207	03/24/23	STREICHER'S POLICE EQUIPMENT	AMMUNITION	I1624084-2	12/18/23	146.10	34703
100-42100-50417	11/17/23	STREICHER'S POLICE EQUIPMENT	FLASHLIGHT - WILCOX	I1666317	12/18/23	323.99	34703
						<u>470.09</u>	
Total For Check 34703						470.09	
Check 34704							
100-42100-50300	12/12/23	SUPERIOR BACKGROUND INVESTIG	BACKGROUND INVESTIGATION	12122023	12/18/23	810.00	34704
						<u>810.00</u>	
Total For Check 34704						810.00	
Check 34705							
100-43100-50321	11/16/23	T-MOBILE	CELL SERVICE 10/26/23-11/15/23	11162023	12/18/23	73.53	34705
						<u>73.53</u>	
Total For Check 34705						73.53	
Check 34706							
100-00000-21707	12/04/23	TEAMSTER LOCAL 320	UNION DUES/TLDF DECEMBER 2023	12012023	12/18/23	457.92	34706
						<u>457.92</u>	
Total For Check 34706						457.92	
Check 34707							
100-45200-50210	11/30/23	TERMINAL SUPPLY CO	INDENT CRIMPER/CONNECTORS/PARALLEL	88034-00	12/18/23	1,009.57	34707
						<u>1,009.57</u>	
Total For Check 34707						1,009.57	
Check 34708							
100-41900-50401	11/30/23	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	23113000	12/18/23	1,020.00	34708
						<u>1,020.00</u>	
Total For Check 34708						1,020.00	
Check 34709							
100-00000-15500	12/06/23	CREDIT CARD PURCHASES	2024 GFOA MEMBERSHIP RENEWAL	12062023	12/18/23	170.00	34709
100-42100-50403	12/12/23	CREDIT CARD PURCHASES	K9 SQUAD INTERIOR CLEANING	12122023	12/18/23	112.46	34709
						<u>282.46</u>	
Total For Check 34709						282.46	
Check 34710							
100-41900-50321	12/11/23	VERIZON WIRELESS	PD/CH CELL PHONE	9950249856	12/18/23	210.89	34710
100-42100-50321	12/11/23	VERIZON WIRELESS	PD/CH CELL PHONE	9950249856	12/18/23	534.20	34710
100-42100-50323	12/11/23	VERIZON WIRELESS	PD/CH CELL PHONE	9950249856	12/18/23	489.14	34710
						<u>1,234.23</u>	
Total For Check 34710						1,234.23	
Check 34711							
100-43121-50224	09/06/23	WHITE CAP	PATCHER II RENTAL	10018665943	12/18/23	6,750.00	34711
						<u>6,750.00</u>	
Total For Check 34711						6,750.00	
Check 34712							
100-00000-22205	12/04/23	XCEL ENERGY	BELLWETHER - STREET LIGHTS	855505259	12/18/23	378.55	34712

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34712							
Total For Check 34712						378.55	
Check 34713							
601-49400-50381	12/01/23	XCEL ENERGY	9820 CO RD 101 WATER METER	855375939	12/18/23	27.25	34713
Total For Check 34713						27.25	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			163,000.12
			Fund 101 LONG-TERM PLANNING FUND			4,135.40
			Fund 408 PAVEMENT MANAGEMENT			(2,025.00)
			Fund 601 WATER			434,082.34
			Fund 602 SEWER			89,964.31
			Total For All Funds:			<u>689,157.17</u>

STAFF REPORT

Agenda Item: 7d.

Council Meeting December 18, 2023	Prepared By Jay Tobin
Topic 2024 Enterprise Funds Budget	Action Required Approval

Summary

Attached to this report are proposed 2024 budgets for the water, sanitary sewer, streetlight, and stormwater funds, also known as Enterprise Funds. The budgets were created based upon a combination of past year's actual numbers and upon the assumptions of the 2022 City's Financial Management Plan for the water and sewer budget. The Streetlight Enterprise Fund was created in 2023, therefore there is little known data to predict the revenue/expenditures accurately at this time. Currently, Stormwater Enterprise Fund (603) FY 2022 expected ending cash balance is \$65,279.73. No further changes have been made since last presented.

Financial/Budget

Staff is anticipating a positive net impact to both the water and sewer fund for 2024. The gap between revenue and expenditures in each fund will aid in future infrastructure expansion.

	Water Fund	Sewer Fund	Stormwater*	Streetlight*
Revenue	\$ 3,321,200	\$ 1,648,350	\$10,000	0
Expenditures	\$ 3,073,012	\$ 1,156,088		\$1,000
Net Income	\$ 248,188	\$ 492,300	\$10,000	\$(1,000)

*Staff are working on policies, procedures, and fees for these funds.

Options

1. Adopt resolution 2023-100 Adopting Final 2024 Enterprise Funds Budget.
2. Adopt resolution 2023-100 Adopting Final 2024 Enterprise Funds Budget with amendments.

Recommendation

Adopt resolution 2023-100 Adopting Final 2024 Enterprise Funds Budget.

Council Action

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

Attachments

1. Water Enterprise Fund – 2024 Budget
2. Sanitary Sewer Enterprise Fund – 2024 Budget
3. Stormwater Enterprise Fund - 2024 Budget
4. Resolution 2023-100 Adopting Final 2024 Enterprise Funds Budget

Agenda Attachment: 7d1.

CITY OF CORCORAN 2024 BUDGET - WATER FUND

REVENUE

GL Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change
601-00000-36100	Special Assessments	7,362	17,468	22,236	-	-	-	-
601-00000-36210	Interest Earnings	26,990	2,014	27,970	15,000	15,000	-	-
601-00000-36400	Refunds/Reimbursements	8,589	74,675	1,160	-	-	-	-
601-00000-37101	Water Meters	85,290	102,956	62,658	93,750	85,500	(8,250)	-19.1%
601-00000-37102	Bulk Water Sales	-	-	16,878	500	500	-	-
601-00000-37110	Water Residential	183,880	350,827	357,126	545,600	763,300	217,700	52.7%
601-00000-37120	Water Multi-Residential	-	-	-	-	13,100	13,100	-
601-00000-37130	Water Commercial/Industrial	10,133	17,088	13,341	17,400	30,600	13,200	78.6%
601-00000-37150	Water Reconnect/Disconnect Fee	-	-	100	-	-	-	0.0%
601-00000-37155	Maple Grove Connection	637,259	853,539	595,483	-	-	-	0.0%
601-00000-37160	Water Penalty	-	-	-	100	100	-	-
601-00000-37170	Water Connection Charge	273,655	337,895	82,968	314,000	295,000	(19,000)	-
601-00000-37180	Water Trunk Charges (Tlac)	303,582	356,158	926,679	1,408,500	2,118,100	709,600	57.8%
601-00000-39201	Transfer From General Fund	-	-	(72,002)	-	-	-	-
	Total Revenue	1,536,740	2,112,621	2,034,597	2,394,850	3,321,200	926,350	53.0%

EXPENDITURE

GL Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change
601-49400-50101	Full-Time Employees - Regular	-	-	-	47,900	91,400	43,500	-
601-49400-50121	Pera	-	-	-	3,600	6,900	3,300	-
601-49400-50122	Fica	-	-	-	3,000	5,700	2,700	-
601-49400-50126	Medicare	-	-	-	700	1,400	700	-
601-49400-50130	Employer Paid Insurance	-	-	-	10,700	19,500	8,800	-
601-49400-50200	Office Supplies	-	-	135	100	600	500	175.7%
601-49400-50207	Training And Instructional Supplies	625	1,750	2,494	1,500	3,000	1,500	190.4%
601-49400-50210	Operating Supplies	3,500	4,493	3,709	6,700	6,700	-	0.0%
601-49400-50220	Repair And Maintenance Supplies	-	-	-	25,000	25,000	-	-
601-49400-50227	Utility System Maintenance Supplies	102,788	103,365	90,032	100,000	100,000	-	0.0%
601-49400-50300	Professional Services	5,785	35,887	476,923	20,000	45,000	25,000	22.9%
601-49400-50303	Engineering Fees	128,749	67,079	60,072	125,000	75,000	(50,000)	-233.9%
601-49400-50304	Legal Fees	570	-	78	3,000	5,000	2,000	9.4%
601-49400-50306	Inspections	5,634	9,923	4,021	10,000	10,000	-	0.0%
601-49400-50307	Personnel Administration	-	-	-	-	1,800	1,800	-
601-49400-50310	Other Professional Services	1,192,154	833,181	51,183	52,000	52,000	-	0.0%
601-49400-50311	Water Purchased	84,625	148,585	194,109	231,800	240,000	8,200	6.9%
601-49400-50322	Postage	-	-	1,448	2,000	2,500	500	1018.1%
601-49400-50350	General Notices And Pub Info	-	-	495	100	500	400	303.9%
601-49400-50360	Insurance	-	523	631	700	700	-	-
601-49400-50365	Worker'S Compensation Insurance	-	-	442	500	2,500	2,000	219.8%
601-49400-50380	Utility Services	2,136	2,215	3,726	2,500	1,500	(1,000)	-62.6%
601-49400-50381	Electric Utilities	-	-	639	-	500	500	328.8%
601-49400-50400	Repair And Maintenance - Contract	-	-	-	1,500	1,500	-	-
601-49400-50413	Office Equipment Rental	-	-	426	500	500	-	0.0%
601-49400-50420	Depreciation	106,461	142,927	142,927	250,000	145,000	(105,000)	-
601-49400-50430	Miscellaneous Expense	-	-	-	-	-	-	0.0%
601-49400-50432	Credit Card Fees	-	2,381	4,661	7,000	7,000	-	0.0%
601-49400-50433	Dues And Memberships	343	518	776	1,000	1,500	500	50.3%
601-49400-50530	Improvements Other Than Bldgs	71,823	-	-	-	-	-	-
601-49400-50600	Debt Service Principal	-	-	189,700	169,700	181,600	11,900	7.0%
601-49400-50610	Debt Service Interest	38,450	61,093	59,670	50,800	44,512	(6,288)	-17.6%
601-49400-50611	Bond Issuance Costs	27,305	-	248	-	-	-	-
601-49400-50720	Interfund Transfers	135,076	134,582	224,546	292,200	1,994,200	1,702,000	-
	Total Expenditure	1,906,024	1,548,502	1,513,090	1,419,500	3,073,012	1,653,512	167.2%

	Revenue less Expense	(369,284)	564,119	521,507	975,350	248,188	(727,162)	-95.7%
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Agenda Attachment: 7d2.

CITY OF CORCORAN 2024 BUDGET - SEWER FUND

REVENUE

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change
602-00000-36100	Special Assessments	1,841	4,368	-	-	-	-	-
602-00000-36200	Miscellaneous Revenues	-	6,262	7,262	3,000	10,000	7,000	45.8%
602-00000-36210	Interest Earnings	7,493	723	18,273	7,000	15,000	8,000	-
602-00000-36400	Refunds/Reimbursements	24,608	50,898	-	-	-	-	-
602-00000-37210	Sewer Residential	193,573	331,053	424,795	592,400	740,400	148,000	39.8%
602-00000-37220	Sewer Multi-Residential	-	-	-	-	35,750	35,750	-
602-00000-37230	Sewer Commercial/Industrial	12,464	15,897	24,756	13,500	28,200	14,700	91.3%
602-00000-37250	Sewer Reconnect/Disconnect Fee	-	-	100	-	-	-	0.0%
602-00000-37260	Sewer Penalty	-	-	-	100	100	-	-
602-00000-37270	Sewer Access Charges-Met Coun.	-	752,955	-	-	-	-	-
602-00000-37275	Sewer Access Charges-City	3,198	3,198	363,001	310,750	292,000	(18,750)	-8.7%
602-00000-37280	Sewer Trunk Charges	331,078	870,073	250,218	444,300	526,900	82,600	18.9%
602-00000-39201	Transfer From General Fund	-	-	(48,438)	-	-	-	-
	Total Revenue	574,255	2,035,427	1,039,966	1,371,050	1,648,350	277,300	26.2%

EXPENDITURE

G/L Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change
602-49450-50101	Full-Time Employees - Regular	-	-	-	47,900	91,400	43,500	-
602-49450-50121	Pera	-	-	-	3,600	6,900	3,300	-
602-49450-50122	Fica	-	-	-	3,000	5,700	2,700	-
602-49450-50126	Medicare	-	-	-	700	1,400	700	-
602-49450-50130	Employer Paid Insurance	-	-	-	10,700	19,500	8,800	-
602-49450-50200	Office Supplies	-	-	150	200	250	50	40.6%
602-49450-50207	Training And Instructional Supplies	625	-	-	1,100	1,500	400	41.4%
602-49450-50210	Operating Supplies	1,613	5,406	932	3,000	3,000	-	0.0%
602-49450-50220	Repair And Maintenance Supplies	-	325	430	20,000	20,000	-	0.0%
602-49450-50300	Professional Services	2,033	1,342	1,505	12,000	37,000	25,000	1162.5%
602-49450-50303	Engineering Fees	8,972	4,617	4,498	15,000	10,000	(5,000)	-574.8%
602-49450-50304	Legal Fees	-	-	-	1,000	2,500	1,500	-
602-49450-50306	Inspections	5,634	9,923	3,703	5,000	10,000	5,000	96.6%
602-49450-50307	Personnel Administration	-	-	-	-	1,800	1,800	-
602-49450-50310	Other Professional Services	-	797,439	-	-	-	-	-
602-49450-50312	Mces Sewage Treatment	48,924	68,343	139,713	205,000	281,000	76,000	44.5%
602-49450-50322	Postage	-	-	1,426	2,500	2,500	-	-
602-49450-50350	General Notices And Pub Info	-	-	38	100	500	400	-
602-49450-50360	Insurance	-	523	479	500	500	-	-
602-49450-50365	Worker's Compensation Insurance	-	-	(287)	500	2,000	1,500	197.1%
602-49450-50380	Utility Services	5,692	6,740	2,095	6,000	1,500	(4,500)	-516.0%
602-49450-50381	Electric Utilities	-	-	3,036	-	4,500	-	-
602-49450-50400	Repair And Maintenance - Contract	1,957	3,183	2,474	3,000	3,000	-	0.0%
602-49450-50413	Office Equipment Rental	-	-	426	500	500	-	0.0%
602-49450-50420	Depreciation	208,951	208,951	208,951	250,000	209,000	(41,000)	-
602-49450-50430	Miscellaneous Expense	-	-	-	-	-	-	0.0%
602-49450-50432	Credit Card Fees	-	2,381	4,661	7,000	7,000	-	0.0%
602-49450-50433	Dues And Memberships	69	-	-	1,000	1,500	500	-
602-49450-50530	Improvements Other Than Bldgs	-	-	26,190	-	-	-	-
602-49450-50600	Debt Service Prinicipal	-	-	110,300	115,300	85,600	(29,700)	-37.0%
602-49450-50610	Debt Service Interest	44,373	42,113	49,536	46,500	36,398	(10,102)	-50.4%
602-49450-50611	Bond Issuance Costs	-	-	248	-	-	-	-
602-49450-50720	Interfund Transfers	148,876	134,582	224,546	310,400	309,640	(760)	-
602-49450-50810	Refunds & Reimbursement	-	14	-	-	-	-	-
	Total Expenditure	477,719	1,285,882	785,047	1,071,500	1,156,088	84,588	20.4%

	Revenue less Expense	96,537	749,545	254,918	299,550	492,300	192,750	30.1%
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**CITY OF CORCORAN
2024 PRELIMINARY BUDGET - STORMWATER FUND**

603-43150-50350	General Notices And Pub Info	-	-	-	-	-	-	-	-	-
603-43150-50360	Insurance	-	-	-	-	-	-	-	-	-
603-43150-50365	Worker's Compensation Insurance	-	-	-	-	-	-	-	-	-
603-43150-50380	Utility Services	-	-	-	-	-	-	-	-	-
603-43150-50400	Repair And Maintenance - Contract	-	-	-	-	-	-	-	-	-
603-43150-50420	Depreciation	-	-	-	-	-	-	-	-	-
603-43150-50413	Office Equipment Rental	-	-	-	-	-	-	-	-	-
603-43150-50430	Miscellaneous Expense	-	-	-	-	-	-	-	-	-
603-43150-50432	Credit Card Fees	-	-	-	-	-	-	-	-	-
603-43150-50433	Dues And Memberships	-	-	-	-	-	-	-	-	-
603-43150-50600	Debt Service Prinicipal	-	-	-	-	-	-	-	-	-
603-43150-50610	Debt Service Interest	-	-	-	-	-	-	-	-	-
603-43150-50611	Bond Issuance Costs	-	-	-	-	-	-	-	-	-
603-43150-50720	Interfund Transfers	-	-	-	-	-	-	-	-	-
	Total Expenditure	-	-	-	-	-	-	-	-	-

	Revenue less Expense	-	-	65,280	-	-	10,000	10,000	-
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RESOLUTION NO. 2023-100

Motion By:
Seconded By:

A RESOLUTION ADOPTING FINAL 2024 ENTERPRISE FUNDS BUDGET

WHEREAS, it is the policy of the Corcoran City Council to prepare and adopt budgets for the Water, Sanitary Sewer, Stormwater, and Street Light Funds, also known as Enterprise Funds; and

NOW, THEREFORE BE IT RESOLVED, by the City of Corcoran, that the City Council hereby adopts the 2024 budgets for the Water, Sanitary Sewer, Stormwater, and Street Light Funds, also known as Enterprise Funds with the following revenues and expenditures:

	Water Fund	Sewer Fund	Stormwater	Streetlight
Revenue	\$ 3,321,200	\$ 1,648,350	\$ 10,000	\$ 0
Expenditures	\$ 3,073,012	\$ 1,156,088	\$	\$ 1,000
Net Income	\$ 248,188	\$ 492,300	\$ 10,000	\$(1,000)

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 18th day of December, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: December 4, 2023

Subject: Pay Application #7 to Phoenix Fabricators and Erectors – Pay Request No. 7

Council Action Requested

Staff is recommending Council Approve Pay Application #7 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$433,928.19. This pay request covers work complete from October 16, through November 15, 2023.

Summary

Phoenix fabricators has completed the tower foundation and have begun working on the tower shaft. The shaft construction will continue for the next 90 days.

This pay request is for the completed foundation work, along with the start of the concrete shaft construction.

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

Total Contract Value to Date	\$4,703,386.00
Work Completed to Date	\$1,561,168.21
5% Retainage	\$78,058.41
Amount Paid to Date	\$1,049,181.61
Total Pay App #7	\$433,928.19

Engineer's Recommendation

We recommend approving Pay Application #7 to Phoenix Fabricators and Erector's in the amount of \$433,928.19.

Contractor's Application for Payment

Owner: <u>City of Corcoran</u>	Owner's Project No.: _____
Engineer: <u>Stantec Consulting Services</u>	Engineer's Project No.: <u>227705274</u>
Contractor: <u>Phoenix Fabricators & Erectors, LLC</u>	Contractor's Project No.: <u>3927</u>
Project: <u>1.0 MG Elevated Water Storage Tank</u>	
Contract: <u>Corcoran Water Tower</u>	
Application No.: <u>SEVEN</u>	Application Date: <u>11/15/2023</u>
Application Period: <u>From 10/16/2023</u>	<u>to 11/15/2023</u>

1. Original Contract Price	\$ 4,703,386.00
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 4,703,386.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 1,561,168.21
5. Retainage	
a. <u>5%</u> X \$ <u>1,440,026.49</u> Work Completed	\$ 72,001.32
b. <u>5%</u> X \$ <u>121,141.72</u> Stored Materials	\$ 6,057.09
c. Total Retainage (Line 5.a + Line 5.b)	\$ 78,058.41
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 1,483,109.80
7. Less previous payments (Line 6 from prior application)	\$ 1,049,181.61
8. Amount due this application	\$ 433,928.19
9. Balance to finish, including retainage (Line 3 - Line 8)	\$ 4,269,457.81

Contractor's Certification

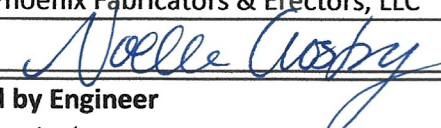
The undersigned Contractor certifies, to the best of its knowledge, the following:

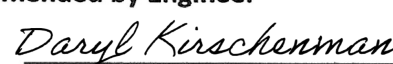
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Phoenix Fabricators & Erectors, LLC

Signature:  **Date:** 11/15/2023

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>11-16-2023</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.: SEVEN **Application Period:** From 10/16/23 To 11/15/23 **Application Date:** 11/15/23

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				

Original Contract

PART 1 SITE WORK

1	MOBILIZATION	1	LS	185,000.00	185,000.00	0.03	5,000.00		5,000.00	3%	180,000.00
2	TRAFFIC CONTROL	1	LS	4,000.00	4,000.00		-		-	0%	4,000.00
3	SALVAGE, STOCKPILE & RESPREAD TOPSOIL	1	LS	6,500.00	6,500.00	0.62	4,000.00		4,000.00	62%	2,500.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE PLACEMENT &	1	LS	4,000.00	4,000.00	0.75	3,000.00		3,000.00	75%	1,000.00
5	COMMON TOPSOIL BORROW (LV)	50	CY	40.00	2,000.00		-		-	0%	2,000.00
6	CONNECT TO EXISTING WATERMAIN 20" PVC WATER MAIN	1	EA	5,700.00	5,700.00		-		-	0%	5,700.00
7	20" PVC WATERMAIN, C900	355	LF	265.00	94,075.00		-		-	0%	94,075.00
8	20" GATE VALVE	1	EA	31,000.00	31,000.00		-		-	0%	31,000.00
9	20" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	18	LF	397.00	7,146.00		-		-	0%	7,146.00
10	6" DIP WATERMAIN, CL 52, INCLUDE POLY WRAP	55	LF	117.00	6,435.00		-	1,612.00	1,612.00	25%	4,823.00
11	6" GATE VALVE & BOX	2	EA	4,000.00	8,000.00		-	4,266.00	4,266.00	53%	3,734.00
12	6" HYDRANT	2	EA	8,512.00	17,024.00		-	11,349.00	11,349.00	67%	5,675.00
13	DUCTILE IRON FITTINGS	4,000	LB	15.00	60,000.00		-	36,389.31	36,389.31	61%	23,610.69
14	4' X 6' OVERFLOW SPLASHPAD	1	EA	1,800.00	1,800.00		-	-	-	0%	1,800.00
15	CONCRETE SIDEWALK	20	SY	75.00	1,500.00		-	-	-	0%	1,500.00
16	8" BOLLARD	2	EA	1,000.00	2,000.00		-	-	-	0%	2,000.00
17	CONCRETE DRIVEWAY APRON	1	LS	8,000.00	8,000.00		-	-	-	0%	8,000.00
18	GEOTEXTILE FABRIC TYPE V NON WEAR	1,750	SY	2.60	4,550.00		-	-	-	0%	4,550.00
19	AGGREGATE BASE	1,625	TN	49.00	79,625.00	472.00	23,128.00		23,128.00	29%	56,497.00
20	BITUMINOUS WEAR SPWEA340B	175	TN	190.00	33,250.00		-	-	-	0%	33,250.00
21	BITUMINOUS BASE SPNWB330B	225	TN	195.00	43,875.00		-	-	-	0%	43,875.00
22	BITUMINOUS RIBBON CURB	510	LF	31.00	15,810.00		-	-	-	0%	15,810.00
23	B618 CURB	410	LF	47.00	19,270.00		-	-	-	0%	19,270.00
24	SILT FENCE, MS	1,250	LF	4.50	5,625.00	1,000.00	4,500.00		4,500.00	80%	1,125.00
25	INFILTRATION BASIN, FILTER FABRIC, 6' DRAIN TILE & 6' FLARED END	1	LS	8,500.00	8,500.00		-	-	-	0%	8,500.00
26	MNDOT SEED MIXTURE 25-131	1.4	AC	8,220.00	11,508.00		-	-	-	0%	11,508.00
27	2.5" B&B DECIDUOUS TREE	11	EA	820.00	9,020.00		-	-	-	0%	9,020.00
28	6' HT CONIFEROUS TREE	10	EA	670.00	6,700.00		-	-	-	0%	6,700.00
29	SHRUB 5 GAL. CONTAINER	56	EA	100.00	5,600.00		-	-	-	0%	5,600.00
30	PERENNIAL 1 GAL. CONTAINER	118	EA	28.00	3,304.00		-	-	-	0%	3,304.00

ALTERNATE A - 1,000,000 GALLON COMPOSITE TANK

1	BONDS / INSURANCE	1	LS	115,000.00	115,000.00	1.00	115,000.00		115,000.00	100%	-
1.10	MOBILIZATION	1	LS	153,000.00	153,000.00	0.50	76,500.00		76,500.00	50%	76,500.00
1.11	ENGINEERING	1	LS	172,000.00	172,000.00	1.00	172,000.00		172,000.00	100%	-
1.12	FOUNDATION	1	LS	194,000.00	194,000.00	0.80	155,200.00		155,200.00	80%	38,800.00
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	0.85	753,100.00		753,100.00	85%	132,900.00
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	0.03	34,673.49	67,525.41	102,198.90	8%	1,114,795.10
1.15	TANK DELIVERY	1	LS	70,000.00	70,000.00		-		-	0%	70,000.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.: SEVEN Application Period: From 10/16/23 To 11/15/23 Application Date: 11/15/23

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1.16	TANK ERECTION	1	LS	380,000.00	380,000.00		-		-	0%	380,000.00
1.17	TANK PAINTING	1	LS	450,000.00	450,000.00		-		-	0%	450,000.00
1.18	TANK MIXING SYSTEM	1	LS	20,000.00	20,000.00		-		-	0%	20,000.00
1.19	EROSION CONTROL	1	LS	8,500.00	8,500.00	0.50	4,250.00		4,250.00	50%	4,250.00
1.20	ELECTRICAL / CONTROLS	1	LS	160,000.00	160,000.00	0.11	17,600.00		17,600.00	11%	142,400.00
2	LOGO ALLOWANCE	1	LS	25,000.00	25,000.00		-		-	0%	25,000.00
3	STRUCTURAL FILL BELOW FOUNDATION	825	CY	51.00	42,075.00	825.00	42,075.00		42,075.00	100%	-
4	COMMON EXCAVATION & SITE GRADING	1	LS	120,000.00	120,000.00	0.25	30,000.00		30,000.00	25%	90,000.00
					-		-		-		-
Original Contract Totals					\$ 4,703,386.00		\$ 1,440,026.49	\$ 121,141.72	\$ 1,561,168.21	33%	\$ 3,142,217.79

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Corcoran	Owner's Project No.:	
Engineer:	Stantec Consulting Services	Engineer's Project No.:	227705274
Contractor:	Phoenix Fabricators & Erectors, LLC	Contractor's Project No.:	3927
Project:	1.0 MG Elevated Water Storage Tank		
Contract:	Corcoran Water Tower		

Application No.: SEVEN Application Period: From 10/16/23 To 11/15/23 Application Date: 11/15/23

A	B	C	D	E	F	G	H	I	J	K	L	
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Change Orders												
					-			-		-	-	
					-			-		-	-	
					-			-		-	-	
Change Order Totals					\$ -			\$ -	\$ -	\$ -	\$ -	
Original Contract and Change Orders												
Project Totals					\$ 4,703,386.00			\$ 1,440,026.49	\$ 121,141.72	\$ 1,561,168.21	33%	\$ 3,142,217.79



Memo

To: Kevin Mattson, City of Corcoran From: Erik Peters, PE
Steve Hegland, PE
Project/File: 2277052775 Date: November 20, 2023

Reference: Geotechnical Services Support of NE Trunk Infrastructure Project

Council Action Requested

Staff is recommending Council authorize a Notice of Award for the drilling, sampling and geotechnical recommendations for the NE Trunk Infrastructure project. Five contractors were invited to quote on the project and two were received. Stantec has reviewed all submitted quotes and provided the following summary for consideration by Staff.

Quote Results

Two proposals were received on November 3, 2023, for geotechnical services support for the project as defined in the attached scope of work. The proposal costs are summarized below.

Contractor	Quote Amount
• Independent Testing Technologies (ITT), Inc.	\$ 10,625.00
• Haugo Geotechnical Services	\$ 17,260.00

The lowest priced proposal is ITT. We believe that the cost for this work is considered by HUD to be a reimbursable expense under their grant funding the majority of this project.

Engineer's Recommendation

The quoted costs are competitive, and we have no reason to believe that either firm is unable to complete the work. Therefore, Stantec recommends the contract be awarded to ITT Inc., the lowest priced proposal, in the amount of **\$ 10,625.00**

Thank you,

Stantec Consulting Services Inc.

Erik Peters

Civil Engineer

Phone: (952) 818-5433

erik.peters@stantec.com

Attachments: Scope of work, ITT's proposal

SCOPE OF WORK
FOR
GEOTECHNICAL SERVICES SUPPORT
OF
NE TRUNK INFRASTRUCTURE PROJECT

GENERAL

This scope of work describes geotechnical services to support the design and construction of trunk sewer and watermain in northeast Corcoran, MN (see Figure 1). The watermain will connect the City's water tower and water treatment plant with watermain further east. The sewer will extend from the east, past the water treatment plant consistent with the City's 2040 Comprehensive Plan (see Figure 2). This project supports the City's efforts to provide safe, reliable drinking water and municipal sewer service to a significant portion of the City.

This work will supplement existing geotechnical exploration work done in the area for the water tower and the water treatment plant. The geotechnical services of this scope of work will support the project portion between the water tower and treatment plant. The sewer and watermain will be jacked and drilled respectively under County Road (CR) 116. Watermain and sewer along CR 116 and Hunters Ridge will be installed in an open trench. The sewer will be installed using trench boxes due to its bury depth. Water main south of Hunters Ridge, along Oswald Farm Road will primarily be installed by horizontal directional drilling using fusible PVC pipe.

SCHEDULE

Draft Report: Seven weeks after Authorization to Proceed

Final Report: Two weeks after receipt of comments on draft report

TASKS, ITEMS AND WORK PRODUCTS

Task 1 – Project Management

The Consultant is responsible for the management and coordination of the work defined herein. Management measures to be provided include the following:

- Monthly invoicing that complies with the City of Corcoran's contracting requirements
- Maintenance of project files
- Regular communication with the client regarding progress and budget by email.
- Development and monitoring of a project schedule.

Deliverables:

- Monthly invoicing
- Emails on work status at least every 2 weeks.

Task 2 – Geotechnical Exploration and Laboratory Testing

The Consultant will develop and implement a subsurface exploration, testing and sampling plan. The Consultant's services will include the following:

2.1 Subsurface Explorations, Testing and Sampling: Perform the following.

- Review available, previous exploration files.
- Contact the Minnesota "One-Call" system for clearance of private and public utilities within the area of soil borings. Obtain all permits necessary to complete the Work.
- Locate the borings in greenspace adjacent to the existing asphalt. See Figure 2 below for the approximate boring locations.
- Perform five standard penetration test (SPT) borings in accordance with ASTM D1586 – Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils. The borings will be conducted to the minimum depths shown on Figure 2 below.
- Observe the drilling, retrieve soils samples at minimum 5-foot intervals, and visually classify the sample in accordance with ASTM D 2488 – Standard Practice for Description and Identification of Soils (Visual-Manual Procedure). Place soils sampled collected from the boreholes in jars for transport to a geotechnical laboratory and testing.
- Measure groundwater depth below ground surface at each boring location, 24-hours after drilling.
- Record the coordinates of the bore holes using a GPS unit having sub-meter accuracy.
- Backfill boring in accordance with State requirements. Collect boring spoils, containerize, and dispose of offsite. Clean and restore site disturbances to existing conditions to the extent practical upon completion of field work. Place straw mulch over the disturbed areas.
- Protect the existing roads and other infrastructure during the work. Delineate the work area, provide traffic control as necessary. Provide traffic control requirements of Hennepin County for work within CR 116 right of way.

Contaminated soils are not known to be present in the area. If encountered, the proper disposal of contaminated soils may require environmental testing. Such testing and disposal if required is outside this scope of work.

2.2 Laboratory Testing: Perform the following soil laboratory testing.

- Moisture content determinations: Conduct up to 5 tests at each bore. Relatively clean sands below the groundwater table will not be tested. Test each sample in accordance with ASTM D2216 – Standard Test Method for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass.
- Atterberg limits: Conduct 1 Atterberg Limit test per bore hole in accordance with ASTM D4318 – Standard Test Method for Liquid Limit, Plastic Limit and Plasticity Index of Soils.
- Sieve analysis: Conduct 8 sieve analysis (one for each boring less than 20 feet deep and 2 for each boring > 20 feet deep) in accordance with ASTM D6913 – Standard Test Methods for Particle-Size Distribution (Gradation) of Soils Using Sieve Analysis.
- Hydrometer: Conduct 3 hydrometer tests (one for each boring > 20 feet deep) in accordance with ASTM D7928 – Standard Test Method for Particle-Size Distribution (Gradation) of Fine-Grained Soils Using the Sedimentation (Hydrometer) Analysis.

2.3 Geotechnical Data and Design Report: Provide a report that includes the following:

- Boring logs
- Boring location figure
- GPS coordinates of final boring locations
- Ground surface elevations of boring locations (provided by Stantec based on boring coordinates)
- Results of laboratory tests
- Summary of findings
- Engineering opinions and recommendations for sewer and watermain installation:
 - Utility trench excavations
 - Dewatering for utility installation
 - Jacking of sewer pipe under CR 116
 - Directional drill of watermain pipe under CR 116 and along Oswald Farm Road.

Deliverables:

- Draft report in pdf format for City review.
- Signed final report in pdf format.

Assumptions:

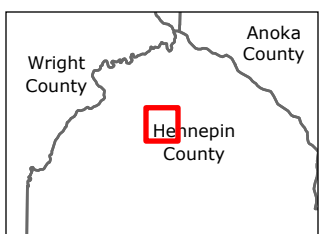
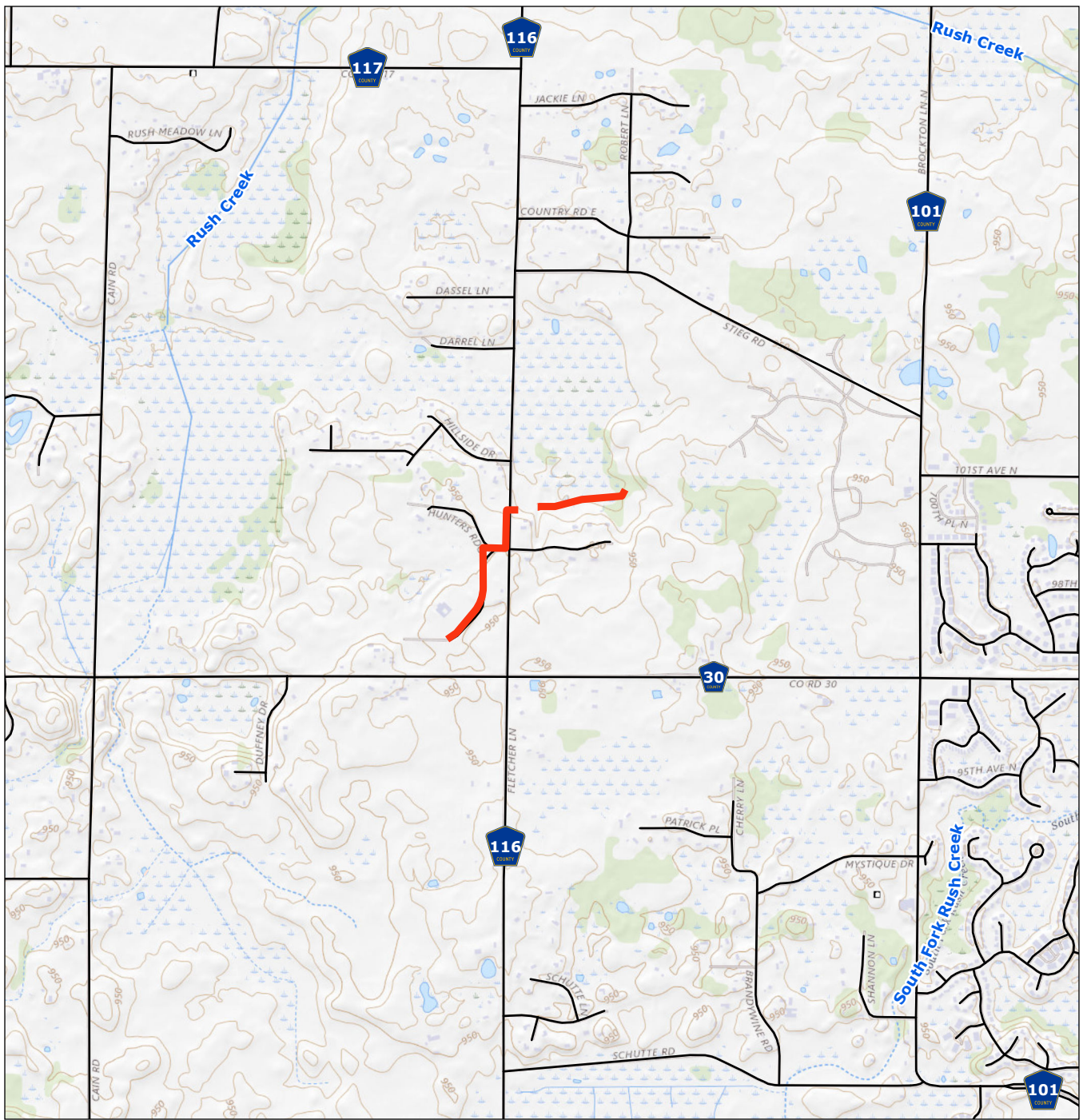
- The City or its consultant Stantec will provide one set of consolidated review comments on the draft report.

Attachments:

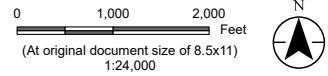
Figure 1 – Location Map

Figure 2 – Boring Location Map

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Legend
 Proposed Utility Corridor



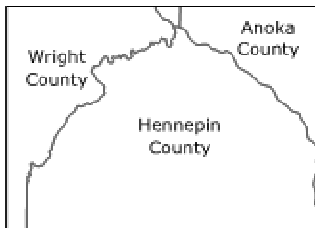
Project Location T119N, R23W, S12 Corcoran, Hennepin Co., MN Prepared by BS on 10-10-2023

Client/Project City of Corcoran NE Corcoran Trunk Infrastructure 227705275

Figure No. 1
Title Site Location Map

- Notes**
- 1. Coordinate System: NAD 1983 UTM Zone 15N
 - 2. Data Sources: USGS, NHD, MNDOT
 - 3. Background: USGS 7.5 Minute Quadrangle

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- Legend**
- Water Treatment Facility
 - Water Tower
 - Wetlands
 - Sanitary
 - Watermain
 - Proposed Sanitary Sewer
 - Proposed Raw Watermain
 - Proposed Finished Watermain
 - Boring Locations



Project Location: T119M, R23W, S12 Corcoran, Hennepin Co., MN
 Prepared by BS on 2023-10-19
 Client/Project: City of Corcoran 227705275
 NE Corcoran Trunk Infrastructure

Figure No. 2
 Title: Boring Location Map

Notes
 1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
 2. Data Sources: Hennepin County
 3. Background: Hennepin County 2022 Aerial

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



November 3, 2023

Mr. Erik Peters, PE
Stantec Consulting
733 Marquette Avenue Suite 1000
Minneapolis, MN 55402

RE: **Proposal #11-10** **Proposal for Geotechnical Services**
 NE Trunk Utility Improvements
 Corcoran, Minnesota

Dear Mr. Peters:

We are pleased to provide this proposal for geotechnical services for the proposed utility improvements in Corcoran, Minnesota. This proposal contains our understanding of the project and the projected costs for its completion.

Description of Project

The project will consist of the subsurface exploration of multiple streets approximately three miles north of the city of Corcoran. The anticipated work will include jacking and drilling of the sewer and watermain, respectively, under CR 116, open-cut sewer and watermain installation along CR 116 and Hunters Ridge and watermain installation via directional drilling along Oswald Farm Road. Two (2) split spoon borings are planned adjacent to the roadways to depths of fifty (50) feet, one (1) boring to a depth of thirty-five (35) feet and two (2) borings to depths of just under fifteen (15) feet. Our estimated total footage is one hundred & sixty-five (165) feet. We will contact Gopher One for existing utility locates prior to drilling. We will mark the field boring locations, unless directed otherwise.

Exploration & Laboratory Testing Scope:

The borings are planned to be performed with a truck-mounted drill rig. The borings will be sampled using standard penetration test procedures so that intact samples can be obtained and "N" values recorded to help estimate soil parameters. Standard penetration samples will be taken at 2 ½ -foot intervals for the first ten feet and every five feet, thereafter, in accordance with ASTM D1586. The soil samples collected during drilling will be identified in accordance with ASTM D2488. The rig is capable of drilling through normally consolidated soil material but not through rock. Auger cuttings will be used to backfill the boreholes. Excess material will be collected and disposed of after drilling operations are

complete. Laboratory moisture determinations will be conducted on the soil samples collected during drilling in accordance with ASTM D2216. Atterberg limit tests will be conducted in accordance with ASTM D4318. Particle-size distribution analysis will be conducted in accordance with ASTM D6913. Hydrometer analysis will be conducted in accordance with ASTM D7928.

Engineering Scope:

The completed report will include log sheets for the borings showing soil types, blow counts, groundwater levels, and a sketch of the boring locations as drilled. The report will include a summary of our findings as well as recommendations regarding earthwork, utility trench excavations, dewatering, jacking of the proposed sewer pipe and directional drilling of the proposed watermain. An electronic copy of the report will be provided.

Schedule

Our present schedule will allow us to perform the fieldwork within three weeks of authorization to proceed. The fieldwork will take two days to complete. Verbal results will be available one week after completion of the work and the geotechnical report will be complete within two weeks of completion of the fieldwork.

Fees & Payment

We will perform the work in accordance with the unit costs on the “Job Estimate” attached to this confirmation letter. The unit costs are valid for sixty days from the date of this proposal. The total cost of **\$10,625.00** will not be exceeded without a change in the work scope and the owner’s authorization. An invoice for the work performed will be mailed after completion of the engineering report.

Remarks

Mr. Peters, we appreciate the opportunity to provide you with this proposal. If you have any questions about the services we provide, please call me at (320) 253-4338.

Sincerely,



Tyler T. Burkes, EIT
Assistant Geotechnical Engineer

Authorization:

Please proceed as described above:

Authorized Signature

Title

Date

Independent Testing Technologies, Inc.
337 31st Avenue South, Waite Park, MN 56387
Phone: 320-253-4338
Fax: 320-253-4547

JOB ESTIMATE

DRILLING / LAB TESTING / ENGINEERING:

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
1	Gopher One Call & Stake Borings	LS	1	\$400.00	\$400.00
2	MDH Well Sealing Notification	LS	1	\$175.00	\$175.00
3	Mobilization/ Setup Drill Rig & Crew	Trip	2	\$675.00	\$1,350.00
4	Drilling & Sampling - Standard Penetration Test Borings	Foot	165	\$25.00	\$4,125.00
5	Environmental Well Sealing	Foot	135	\$7.00	\$945.00
6	Laboratory Testing	LS	1	\$2,550.00	\$2,550.00
7	Analysis & Report by P.E.	Hour	9	\$120.00	\$1,080.00
TOTAL					\$10,625.00

ADDITIONAL SERVICES (if needed):

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
1A	Additional Drilling and Sampling – SPT	Feet		\$25.00	
TOTAL					

STAFF REPORT

Agenda Item: 7g.

Council Meeting December 18, 2023	Prepared By Director Matt Gottschalk
Topic Police Resignation and Hiring Process Authorization	Action Required Acceptance and Authorization

Summary

On November 19, 2023, the City received a letter of resignation from Police Officer Clay Decker effective December 3, 2023.

Staff is requesting authorization from Council to begin the hiring process to fill the vacancy left by Officer Decker. The staff recommended candidate will be brought to council for approval.

Financial/Budget

This is a budgeted position. The costs associated with the hiring processes will include staff time, background check, psychological examination, and physical examination.

Council Action

Accept the resignation of Clay Decker and authorize staff to begin the hiring process.

Attachments

1. Decker Letter of Resignation.

Corcoran Police Department
8200 Co Rd 116
Corcoran, MN, 55340

Director Gottschalk,

Please accept this letter as my formal resignation, effective two weeks from today's date, 11/19/2023. I have accepted a final job offer with the Brooklyn Park Police Department.

Thank you for the support that you have given me during my time with the Corcoran Police Department. It has truly been an honor to serve my hometown and to work with such a great community. I will forever be grateful for the opportunities that you have given me over the years. Your trust and encouragement have allowed me to be successful in this job and I have always felt valued in this department.

Please let me know if there is anything that I can do prior to my departure that will help you and the department to move forward. I wish this department nothing but the best and I will always think of it as a family.

Thank you for everything that you have done. I will not be far, and I hope that we can stay in touch.

Respectfully,

A handwritten signature in black ink, appearing to read 'Clayton Decker', with a long horizontal flourish extending to the right.

Clayton Decker

STAFF REPORT

Agenda Item: 7h.

Council Meeting December 18, 2023	Prepared By Matt Gottschalk
Topic Police Canine Sale and Indemnification	Action Required Acceptance and Authorization

Summary

At the City Council Meeting on November 20, 2023, City Council directed staff to retire Police Canine Zeke from service and to have the City Attorney draft a sale and indemnification agreement.

Pursuant to the Council's consideration and direction, the City Attorney drafted an agreement for the sale of Zeke and his associated personal care items to Clay Decker for \$1.00.

Staff is planning a recognition of Police Canine Zeke's work at a subsequent meeting.

Financial/Budget

The city will receive \$1.00 from Clay Decker for the sale of Zeke.

Council Action

Authorize staff to enter into the Acknowledgment and Waiver agreement and approve Resolution 2023-103 Retiring Canine Officer Zeke from the Corcoran Police Department and Transferring Ownership.

Attachments

1. Acknowledgement and Wavier Agreement
2. Resolution 2023-103 Authorizing Retirement and Transfer of Canine Officer Zeke

ACKNOWLEDGMENT AND WAIVER AGREEMENT

This **ACKNOWLEDGMENT AND WAIVER AGREEMENT** (this “Agreement”) is made this _____ day of _____, 2023, by and between the City of Corcoran, a Minnesota municipal corporation (the “City”) and Clay Decker (“Decker”)(collectively the “parties”).

RECITALS

WHEREAS, in 2018 the City authorized the purchase and training of a police canine for the Corcoran Police Department (the “Department”) and the establishment of a canine handler position to initiate the Department’s canine program; and

WHEREAS, thereafter the Department selected a high drive and highly trained Belgian Malinois as the Department’s canine officer, later named “Zeke”; and

WHEREAS, Decker is a sworn peace officer with the Department and the City selected Decker to be the Department’s canine handler in 2021; and

WHEREAS, Decker trained and bonded with “Zeke” as his exclusive handler from the date of his appointment to the canine handler position; and

WHEREAS, in December of 2023, Decker notified the City that he was permanently separating from employment with the City and requested that he be granted permanent ownership and custody of “Zeke”; and

WHEREAS, Decker is very familiar with “Zeke”, his condition, training, disposition, temperament, tendencies, capabilities, deficiencies, habits and history as a police canine officer and in general and indicates it is his intent to re-train “Zeke” to be a personal companion canine; and

WHEREAS, on December 18, 2023, the City of Corcoran City Council resolved to grant Decker’s request, subject to his endorsement of an acknowledgment and waiver agreement with the City.

NOW THEREFORE, for the sum of One Dollar (\$1.00), the receipt and sufficiency of the same being acknowledged by the City, the City hereby transfers ownership of and delivers “Zeke” to Decker, subject to the terms of this Agreement and Decker’s agreement as follows:

1. Decker acknowledges receipt of “Zeke” that he is fully aware of the nature of the training received by “Zeke”, as well as the canine’s condition, training, disposition, temperament, tendencies, capabilities, deficiencies, habits and history as a police canine officer and in general.
2. Decker further acknowledges that he is aware that the canine’s training and tendencies may not make him suitable for Decker’s intended use. Decker further acknowledges and agrees that the City makes no warranties as to the canine’s fitness for such intended use. The City specifically disclaims all warranties, whether express or implied, including without limitation any implied warranty of merchantability or fitness for a particular purpose. Further, the City disclaims any warranty as to the condition of Zeke.
3. Decker hereby releases and forever discharges the City, its employees, agents, and officials, from any and all, claims, losses, damages, costs, liabilities, fees (including reasonable

attorneys' fees), and injuries which may occur to anyone or anything as a result of interaction with "Zeke" or actions by "Zeke" on or after the date of this Agreement.

4. Decker agrees to indemnify, defend, and hold harmless the City, its employees, agents, and officials for any and all claims, losses, damages, costs, liabilities, fees (including reasonable attorneys' fees), and injuries asserting injury or damage as a result of interaction with "Zeke" or actions by "Zeke" occurring on or after the date of this Agreement.
5. Decker agrees to use "Zeke" only as a pet and companion canine and agrees not to use "Zeke" for detection or future law enforcement related purposes without the written consent of the City.
6. In addition to the transfer of ownership of "Zeke" to Decker, and as a part of this Agreement, the City agrees that Decker may retain certain items designated for Zeke's specific use and in Decker's current possession, limited to: collar, leash, kong/balls, bite pillow/tug, at-home kennel, carrier crate. All other items provided to Decker for use by "Zeke" or as a part of the canine program shall be promptly returned to the City.
7. Decker agrees he will not sell, donate, or otherwise transfer "Zeke" to another party without the written consent of the City.
8. Decker agrees that the obligations contained in this Agreement shall apply to and bind his heirs and assigns.
9. Decker acknowledges that he has had sufficient time and opportunity to review the terms of this Agreement, and he understands and agrees to all such terms.
10. This Agreement shall be construed in accordance with the laws of the State of Minnesota. Any action to enforce the terms of this Agreement shall be brought in Hennepin County, Minnesota.

Clay Decker

Jay Tobin, Corcoran City Administrator

Dated: _____, 2023

Dated: _____, 2023

RESOLUTION NO. 2023-103

Motion By:
Seconded By:

RESOLUTION RETIRING CANINE OFFICER “ZEKE” FROM THE CORCORAN POLICE DEPARTMENT AND TRANSFERRING OWNERSHIP

WHEREAS, in 2018 the City of Corcoran (the “City”) authorized the purchase and training of a police canine for the Corcoran Police Department (the “Department”) and the establishment of a canine handler position to initiate the Department’s canine program; and

WHEREAS, thereafter the Department selected a high drive and highly trained Belgian Malinois as the Department’s canine officer, later named “Zeke”; and

WHEREAS, the City selected Officer Clay Decker to be the Department’s canine handler in 2021; and

WHEREAS, Officer Decker trained and bonded with “Zeke” as his exclusive handler from the date of his appointment to the canine handler position; and

WHEREAS, in December of 2023, Officer Decker notified the City that he was permanently separating from employment with the City and requested that he be granted permanent ownership and custody of “Zeke”; and

WHEREAS, the City has considered Officer Decker’s request and his explanation for it and has carefully investigated the status, adaptability, and the short and long term utility of “Zeke” as a canine officer for the Department, independent of working with Officer Decker, and has determined that the best course of action is to retire the canine officer concurrently with Officer Decker’s separation and transfer custody and ownership of “Zeke” to Officer Decker, subject to his endorsement of, and compliance with, the appropriate acknowledgment and waiver agreement required by the City.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Corcoran hereby authorizes staff to retire “Zeke” from active duty as a police canine officer with the Department and to transfer ownership and custody of “Zeke” to Officer Clay Decker, subject to his endorsement of, and compliance with, the appropriate acknowledgment and waiver agreement required by the City. The Council hereby authorizes the City Administrator to countersign said acknowledgment and waiver agreement.

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. 2023-103

Whereupon, said Resolution is hereby declared adopted on this 18th day of December 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 7i.

Council Meeting: December 18, 2023	Prepared By: Matt Gottschalk
Topic: CIP Squad Car Order	Action Required: Authorization

Summary

Pursuant to the 2023 Capital Improvement plan and Council authorization, the police department ordered two 2023 Ford Interceptor squad cars. The 2023 order window was closed, and the police department was required to take two of the dealer's allocated pre-orders, subject to the specifications of their existing squad car pre-orders. One of those two orders was filled.

The police department was notified that the second 2023 squad order had been canceled by the manufacturer and that we were required to immediately resubmit the order as a 2024 to stay in queue. Staff resubmitted the order but can cancel it if directed by the Council.

The new 2024 order is now in-line with the engine specifications and options of what the department typically orders, rather than the pre-order specifications included in the 2023 order. Some of the additional options include lighting and wiring packages that would have had to be done later at the upfitter. With the change in order specifications, the new 2024 order is \$5,584 more, but will require less cost at the upfitter.

The total cost of the 2024 squad after upfitting is anticipated to remain the same as the approved 2023 CIP squad cost even though the 2024 manufacturer order cost is now higher.

The authorization requested in this report is to continue with the order of a 2024 police interceptor squad car to fulfill the 2023 squad car order that was cancelled. This is separate from the advance CIP authorization received on August 10, 2023, to order our two 2024 Police Interceptor squad cars. New 2024 squad orders are not allowed yet.

Financial/Budget

This authorization does not change the planned 2023 CIP expenditure for this item. The 2023 squad car CIP allocation is \$70,000 for the squad car, equipment, and upfitting.

Recommendation

Authorize staff to continue with the 2024 police interceptor squad car order to fulfill the 2023 squad car order canceled by the manufacturer.

Council Action

Authorize staff to continue with the 2024 police interceptor squad car order to fulfill the 2023 squad car order canceled by the manufacturer.

Attachments

None

STAFF REPORT

Agenda Item: 7j.

Council Meeting December 18, 2023	Prepared By Michelle Friedrich
Topic Sponsoring Northwest Trails to Acquire DNR Funding	Action Required No action required. Council update only.

Summary

Northwest Trails (NW Trails) maintains and grooms all snowmobile trails in Corcoran. The city is a sponsor for NW Trails in the Minnesota DNR Snowmobile Grant-In-Aid Program. The Grant-In-Aid program provides grants to local units of government for the maintenance of snowmobile trails. The fiscal year 2024 grant amount is \$45,720.05.

Financial/Budget

Cost of issuing checks to NW Trails as the grant benchmark payments are received from the Minnesota Department of Natural Resources.

Council Action

No action is necessary, and documents are provided as an update for Council for the 2024 fiscal year grant-in-aid funding.

Attachments

1. Northwest Trails and DNR Grant Program
2. Resolution 2023-25 Sponsoring NW Trails to Acquire DNR Funding



**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

**SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2024 MAINTENANCE AND GROOMING GRANTS**

Local Unit of Government Sponsor:	City of Corcoran
Trail/Club Name:	Northwest Trails
Grant Amount:	\$45,720.05

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and City of Corcoran, 8200 County Rd 116, Corcoran MN 55340 ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: Northwest Trails.
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat.§43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2023 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 *Incur Expenses.*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2023 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

The Sponsor, who is not a state employee, will:

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 *Total Obligation.*

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed \$45,720.05

4.3 *Payment*

1. **Trail Completion Benchmark, 45% of Total Grant Amount**

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. **Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount**

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. **Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount**

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. **Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount**

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 *Contracting and Bidding Requirements*

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.
2. If it is determined that the **Grooming Certification benchmark for the period of opening day**

through January 15 in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is Dave Olsen, Area 3B Supervisor, 1200 Warner Road, St. Paul, MN 55106, 651-259-5774, David.Olsen@state.mn.us or his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is Michelle Friedrich, City Clerk, 8200 County Road 116, Corcoran, MN 55340, 763-400-7029, mfriedrich@corcoranmn.gov If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of

these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 *Endorsement*

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination and Funding

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Sponsor. Upon termination, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination or Reduction for Insufficient Funding*

The state can reduce or terminate this grant contract if:

- (a)** It does not obtain funding from the Minnesota Legislature.
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Sponsor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Sponsor notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Termination by Contract*

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 *Funding*

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event

that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 Invasive Species Prevention

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted

above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15

DocuSigned by:
Karen Potvin

Signed: _____

December 5, 2023

Date: _____

238851/PO# 3000242727

SWIFT Contract/PO No(s). _____

2. SPONSOR

The Sponsor certifies that the appropriate person(s) have executed the grant contract on behalf of the Sponsor as required by applicable articles, bylaws, resolutions, or ordinances.

DocuSigned by:
Michelle Friedrich

By: _____

City Clerk

Title: _____

December 5, 2023

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

DocuSigned by:
Linda Erickson-Eastwood

By: _____
(with delegated authority)

Title: Division and Fiscal Services Unit Manager

December 5, 2023

Date: _____

Distribution:

- Agency
- Sponsor
- State's Authorized Representative

City of Corcoran
County of Hennepin
State of Minnesota

April 13, 2023

RESOLUTION NO. 2023-25

Motion By: Bottema
Seconded By: Schultz

RESOLUTION SPONSORING THE NORTHWEST TRAILS ASSOCIATION TO ACQUIRE STATE OF MINNESOTA DNR FUNDING (2023-2024 SEASON)

WHEREAS, the City of Corcoran desires to establish a public snowmobile trail in furtherance of its public recreation program; and

WHEREAS, the Northwest Trails Association has asked the City of Corcoran to act as a sponsor to help acquire, construct, and maintain its trails; and

WHEREAS, the Northwest Trails Association has indicated it will help and assist the City to acquire, construct, and maintain said trail; and

WHEREAS, the State of Minnesota offers financial and technical assistance to the City for the construction of an approved trail; that the trail sponsored by Corcoran would be known as the Snowmobile Trails of Northwest Hennepin County.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CORCORAN:

1. The City of Corcoran shall apply to the State of Minnesota, through the Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance.
2. If said assistance is granted, the City of Corcoran shall contract with the Northwest Trails Association for the acquisition of the necessary interests in land and the subsequent construction and maintenance of the trail.
3. With the exception of the financial assistance provided by the State contract with the City, the City of Corcoran shall not be liable for any costs incurred by the club. The City shall be responsible only for the allocation of funds to the extent of the actual monies provided through the State contract.

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 13th day of April, 2023.



Jon Bottema – Acting Mayor

ATTEST:



Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2023-101

Motion By:
Seconded By:

**A RESOLUTION DESIGNATING POLLING PLACE LOCATIONS
FOR 2024 ELECTIONS**

WHEREAS Minnesota Statute Section 204B.16, Subd. 1 requires the governing body of each municipality to designate by resolution a polling place by December 31 each year and no less than 90 days before an election; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Corcoran, that the following polling places are in Corcoran and designated for each election precinct in 2024:

- Precinct 1 – St. Thomas the Apostle Church – 20000 County Road 10, Corcoran, MN 55340
- Precinct 2 – Hope Community Church – 19951 Oswald Farm Road, Corcoran, MN 55374
- Precinct 3 – Corcoran City Hall – 8200 County Road 116, Corcoran, MN 55340
Back up Location is designated as Hope Community Church, 19951 Oswald Farm Road, Corcoran, MN 55734.

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 18th day of December, 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

City of Corcoran
County of Hennepin
State of Minnesota

December 18, 2023

RESOLUTION NO. 2023-102

Motion By:
Seconded By:

**RESOLUTION APPOINTING JASON R. TOBIN AS CITY ADMINISTRATOR FOR
THE CITY OF CORCORAN, MINNESOTA**

WHEREAS, the City of Corcoran accepted the resignation of City Administrator Jessica Beise on July 27, 2023, Council meeting, with her last day on October 5, 2023; and

WHEREAS, the City selected four finalists for the City Administrator position on October 12, 2023, conducted finalist interviews with four candidates on November 6, 2023, and nominated Jason R. Tobin to fill the vacancy of City Administrator for the City.

NOW, THEREFORE, the Corcoran City Council **RESOLVES** as follows:

- 1) Appoint Jason R. Tobin to the position of City Administrator.
- 2) The Mayor is hereby authorized to execute employment agreement on behalf of the City of Corcoran.
- 3) The appointment is effective upon execution of the employment agreement.

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 18th day of December, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 7m.

Council Meeting December 18, 2023	Prepared By Jay Tobin
Topic Council Sound System – Change Order 1	Action Required Approval

Summary

Z Systems Inc. began installation of a City Council approved project of new Council Chambers equipment on December 6, 2023. During installation, it was discovered the potential location(s) for the new server rack had safety concerns for personnel (blocking the egress corridor from the chambers) and concerns of equipment risk of overheating (thus needing constant equipment temperature management/monitoring). To resolve concerns, staff worked with the vendor and identified an appropriate space for the equipment in the temperature-controlled server room. The original project was designated as an ARPA expenditure, and this change order would comply with ARPA funding requirements and can be allocated as an ARPA expenditure for the City.

Financial/Budget

Z Systems provided a change order for the wire installation to the server room. The change order amount is \$3,371.16 and was completed with no timeline impact on the project.

Recommendation

Council motion to approve the change order in the amount of \$3,371.16 and direct staff to use ARPA funding for the change order expense.

Council Action

Council motion to approve the change order in the amount of \$3,371.16 and direct staff to utilize ARPA funding.

Attachments

1. Z Systems Change Order



Z Systems, inc

3724 Oregon Ave S
Saint Louis Park, MN 55426
Tel. 952.974.3140
Fax. 952.974.3141
www.zsyst.com

Purchase Agreement

Date: 12/07/23 Quote #: ZSYQ2425

P.O. #: FOB: Mfr's Dock

Terms:

Project: Add - Move Rack to Server Closet Q4

Expiration 1/6/2024 Rep: freddieg

Ship To:

Attn: Michelle Friedrich
Corcoran, City of
8200 County Road 116
Corcoran, MN 55340

Sold To:

Michelle Friedrich
Corcoran, City of
8200 County Road 116
Corcoran, MN 55340

Item	Qty	Description	Unit Cost	Total
Installation	1	<p>Installation Labor (lot). - Scope:</p> <p>The new rack will be relocated to the server room. Cable runs will be extended to server room, as opposed to the office adjacent to council chambers.</p> <p>The wireless microphone systems will be installed in the rack. We have tested the new and existing microphones from within the council chambers, and in our tests, we were able to receive a clear signal to the wireless receivers mounted in the server room. However, there is a chance that the microphones may not reach under different conditions. In the future, if there is an issue with the wireless microphone signals reaching the new rack location (dropouts, etc.), an antenna distribution and extension system will have to be installed, so that the wireless microphone antennas can be moved from the rack to the somewhere within the council chambers. For now, we will keep the receivers in place with the existing antennas in the rack, due to our successful testing, and to save the cost of extending them.</p>	\$2,058.82	\$2,058.82
Materials	1	Misc Installation Materials and Installation Supplies (lot).	\$1,312.34	\$1,312.34

SIGNATURE: _____

Total

\$3,371.16



Please contact me if I can be of further assistance.

As an authorized representative of the organization listed above, I hereby order and agree to purchase these products and/or services from Z Systems based on the terms and conditions set forth in this agreement and the document 'Z SYSTEMS INC. Terms and Conditions' which can be found at zsyst.com/terms. All pricing quoted is subject to change / management approval at time of order entry/acceptance. Any returns, if accepted by our vendors, will be subject to a 20% restocking fee.

Subtotal	\$3,371.16
Sales Tax	\$0.00

SIGNATURE: _____

Total **\$3,371.16**

RESOLUTION NO. 2023-106

**Motion By:
Seconded By:**

A RESOLUTION RECOGNIZING THE HOLIDAY TOY AND FOOD DRIVE DONATIONS

WHEREAS, the City Council of the City of Corcoran, Minnesota, does hereby find as follows:

WHEREAS, the Holiday Toy and Food Drive is an event that is done to engage the community and acquire donations for Cross Services and Toys for Tots; and

WHEREAS, the City of Corcoran supports the efforts of the 2nd Annual Holiday Toy and Food Drive Events on December 12, 2023; and

WHEREAS, the Holiday Toy and Food Drive consisted of six neighborhood visits and a final stop at City Hall; and

WHEREAS, the City of Corcoran collected 1,000 pounds of food and personal care items; and

WHEREAS, the City of Corcoran collected approximately \$4,000 in toys and monetary donations for Toys for Tots; and

WHEREAS, The Stanchion Bar donated pizzas, soda, and water to the City of Corcoran to be utilized in support of the Holiday Toy and Food Drive event; and

WHEREAS, The Stanchion Bar provided \$11,000 in toys and monetary donations for Toys for Tots; and

WHEREAS, the success of this program is a direct result of support from the City Council, community volunteers, the City of Corcoran employees, Loretto Fire Department, Rogers Fire Department, Hanover Fire Department, North Memorial, Hennepin County Sherriff's Office, The Stanchion Bar, and our local businesses and sponsors; and

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges the outstanding efforts by the Holiday Toy and Food Drive planning team, event staff, and volunteers, and the generosity of all donors and graciously accepts the financial donations as listed.

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. 2023-106

Whereupon, said Resolution is hereby declared adopted on this 18th day of December, 2023.

Tom McKee – Mayor

City Seal

ATTEST:

Michelle Friedrich – City Clerk

STAFF REPORT

Agenda Item: 7o.

Council Meeting December 18, 2023	Prepared By Kathy Hughes
Topic Tort Liability	Action Required Approval

Summary

The City's property and liability insurance coverages are renewed annually. As part of the renewal, the City must decide whether to waive or not waive the statutory limits. There is no right or wrong answer, and it is a discretionary decision each governing body must make. Currently, statutory municipal tort liability is limited to a maximum of \$500,000 on any claim per individual and \$1,500,000 from all claimants for one incident. If the City chooses to waive the tort limits, per individual claims and per occurrence claims would be limited to \$2,000,000.

Financial/Budget

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

Council Action

Consider a motion to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.06 and authorize the Mayor to sign the liability coverage waiver form.

Attachments

1. Liability Coverage – Waiver Form



LIABILITY COVERAGE – WAIVER FORM

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

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

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

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

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

LMCIT Member Name:

Check one:

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

Date of member's governing body meeting: _____

Signature: _____ Position: _____

STAFF REPORT

Agenda Item: 7p.

Council Meeting December 18, 2023	Prepared By Michelle Friedrich
Topic Solid Waste Hauler Renewals	Action Required No action required. Council update only.

Summary

The City Council passed an ordinance regulating solid waste collection on October 14, 2021. The ordinance included requirements for licensing. As of the date of this meeting the solid waste haulers included below have submitted all the required documentation and fees to comply with Ordinance 2021-436 Regulating Solid Waste Collection:

Waste Management
490 Industrial Boulevard
Winsted, MN 55395

Republic Services
4351 US HWY 12
Delano, MN 55328

The following two company's licensing will expire on December 31, as no application or renewal fee has been submitted to the City:

Curbside Waste
4025 85th Avenue North
Brooklyn Park, MN 55443

Lightning Disposal
10730 Briggs Drive, Suite B
Inver Grove Heights, MN 55077

Financial/Budget

The city receives a \$75 license renewal fee from each solid waste hauler annually. All licenses renew January 1 and expire December 31 of each year.

Council Action

No Council action is required, and documents are provided for Council reference.

Attachments

1. Ordinance 2021-436 Regulating Solid Waste Collection for reference only.

ORDINANCE NO. 2021-436

Motion By: Schultz
Seconded By: Vehrenkamp

AN ORDINANCE REGULATING SOLID WASTE COLLECTION

THE CORCORAN CITY COUNCIL ORDAINS AS FOLLOWS:

Chapter 117. Solid Waste Collection

117.01: Purpose

The City Council finds that it is in the best interests of the health and safety of the residents of Corcoran to mandate that all residential and other generators of waste in the city provide for disposal thereof as set forth in this section. Disposal of waste in accordance with this section will help to ensure that waste is disposed of properly and promptly and will help to avoid the potential health and safety risks to residents and persons in the City caused by improper disposal or lack of disposal of waste. Further, the City finds that the licensing of solid waste haulers will assist the City in providing for the orderly and timely removal of waste.

117.02: Definitions

The terms "construction debris", "hazardous waste", "mixed municipal solid waste", "solid waste" and "yard waste" shall have the meanings given to them in Minnesota Statutes, sections 115A.03 and 116.06, unless the context clearly indicates to the contrary.

117.03: Solid waste storage and disposal requirements

Subd. 1 Storage. Each residential household is responsible for preventing the accumulation of solid waste on property occupied by the household. On the designated day of pickup, all solid waste must be set out in a designated container as described in Subd. 2 of this section for collection. Each household shall contain its solid waste in the designated container. Each container shall be placed as instructed by the collector along the street, sidewalk, or roadside for arranged collection.

Each commercial, industrial, or institutional generator of solid waste shall prevent the accumulation of solid waste on their property. Such storage shall be in containers similar to those used by residential households, except that dumpsters with closefitting covers may be substituted.

Subd. 2 Container Required. All solid waste shall be stored in containers which shall be watertight and shall have tight-fitting lids. All containers shall be maintained in a clean and sanitary manner. Any solid waste which by its size or bulk cannot be stored in a container shall be secured to the ground in such a manner to prevent the scattering of the waste by animals or wind.

117.04: Collection And Removal Of Solid Waste And Other Waste

Subd. 1 License Required. No person shall act as a solid waste hauler in the City without first obtaining the appropriate license issued by the City. Any person desiring a license to collect solid waste in the City shall submit a completed license application form along with the license fee and certificate of insurance required in Section 117.05 hereof.

Subd. 2 Contracted Provisions. The city may enter into contracts for the collection of recyclable materials, from residential households or other generators.

ORDINANCE NO. 2021-436

117.05: Requirements For License

Subd 1. License Fee. Payment of the license fee as prescribed from time to time by the City Council shall be required prior to issuance of such license.

Subd 2. Insurance. Before a solid waste hauler license shall be issued, the applicant shall carry and file insurance certificates with the City showing proof of workers' compensation insurance (including employer's liability insurance), commercial general liability insurance, and automobile liability insurance in accordance with the minimum requirements set forth below. The City, including its elected and appointed officials, employees, and agents, shall be named as an additional insured in all such policies with the exception for workers' compensation insurance.

1. **General Liability.** The applicant agrees to maintain Commercial General Liability insurance in a minimum amount of \$2,000,000 per occurrence; \$4,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, limited pollution liability, personal injury, advertising injury, and contractually assumed liability.
2. **Automobile Liability.** The applicant shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$2,000,000 per occurrence.
3. **Workers' Compensation.** The applicant agrees to provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The applicant shall also carry Employers' Liability Coverage with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident

The insurance requirements may be met through any combination of primary and umbrella/excess insurance.

The applicant's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the applicant's performance under its license with the City.

The applicant's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

Subd 3. Minimum Services. Before a solid waste hauler license may be issued, an applicant shall provide the following minimum services at a price indicated on the application form:

1. Residential Dwellings.

- a. Weekly collection of garbage and other refuse to be disposed of at a proper waste disposal site.
- c. Collection of organics recyclables and waste to be disposed of according to law not less than at a monthly interval
- d. Monthly collection of special waste to be disposed of according to law.
- e. Walk-up service for those customers who request it.

2. Multiple Residential Dwellings and Commercial Establishments.

- a. Weekly collection of garbage and other refuse to be disposed of at a licensed waste disposal site.

ORDINANCE NO. 2021-436

- b. Collection of organics recyclables and waste to be disposed of according to law not less than at a monthly interval.
- c. Monthly collection of special waste to be disposed of according to law.

Subd 4. Schedule of Rates. Before a solid waste hauler license shall be issued, the applicant shall file a schedule of rates to be charged during the licensing period for which the application is made. Every licensee shall provide written notification to the City and the licensee's customers at least sixty (60) days in advance of any change in rates to be implemented during the license period.

117.06: Expiration of License

All licenses shall expire annually on December 31.

117.07: Revocation

A licensee's failure to comply with the provisions of this Section or any of the conditions attached to the license shall be grounds for license revocation without refund of the license fee. City action to revoke a license shall in no way limit the City's authority to enforce the terms of this ordinance or exercise any other remedy available to the City at law or in equity.

117.08: Hauler's Equipment

Licensees shall use equipment so constructed that the solid waste material shall not leak or spill during transport to the disposal site. The equipment shall be kept clean and as free from offensive odors as possible and shall not be allowed to stand in any street stand in any street or public place longer than is necessary to collect the solid waste materials. The licensee shall also ensure that the collection site is left free of litter.

117.09: Report to City

Licensees shall submit to the City an annual report summarizing their business in the City on a form provided for such purpose. Upon request, licensee shall provide documentation supporting the data reported to the City.

117.10: Collection Required

Every single residential dwelling, multiple residential dwelling, commercial establishment and any other establishment generating solid waste shall make arrangements for the collection and disposal of solid wastes with a hauler licensed to do business in the City. Exceptions may be approved by the City Council for environmentally sound alternatives.

117.11: Residential Dwelling Zones

The City shall be divided into zones by the City Council for solid waste collection from residential dwellings. The entire City may be declared by the Council to be a single zone. Solid waste from those residential dwellings within each zone shall be collected on the same day.

117.12 Date and Time of Collection

Licensees may only collect solid waste on Tuesdays, unless the City Council specifically authorizes collection on another day. Council authorization for a different day of collection may be specific to a licensee(s), and the authorization shall not apply to other haulers, unless specifically permitted by the City Council. Collection of solid waste shall occur only during the following times: 7:00 a.m. -- 6:00 p.m.

117.13: Non-Compliance.

ORDINANCE NO. 2021-436

Subd. 1 Proper Disposal. No person shall deposit or allow the deposit of solid waste from any source in any place other than a sanitary landfill or other county-designated facility. The discarding of solid waste, construction debris, hazardous waste, yard waste or recyclable materials on any street, alley, drive, park, playground, or other public place or on any vacant lot shall constitute violation of this section whether it is discarded by the individual upon whose premises the material originates or by some other person or collector, licensed or unlicensed.

Subd. 2 Failure to Dispose. It shall be unlawful for any person, firm, or corporation to fail to dispose of solid waste or other waste which may be or which may accumulate upon property owned or occupied by the generator in a sanitary manner.

117.14 Enforcement.

Violations of the provisions of this ordinance shall be a misdemeanor. Further, any person who person or entity who performs or directs the performance of solid waste hauler activities within the City without obtaining and adhering to the terms of the license required by this Section shall be guilty of a misdemeanor. Every day in violation shall constitute a separate offense. The city may also seek enforcement of this ordinance through civil judicial remedy including, but not limited to, injunction and mandamus. Any costs incurred by the City in enforcing the provisions of this ordinance, including reasonable attorneys' fees, shall be the responsibility of the party in violation. Those such costs which are attributable to a specific property within the city and which are invoiced and remain unpaid may be assessed against the property in the same manner as are other unpaid fees.

This Ordinance shall be in full force and effect beginning January 1, 2022.

ADOPTED by the City Council on the 14th day of October 14, 2021.

VOTING AYE

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

VOTING NAY

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


Tom McKee – Mayor

ATTEST:


Jessica Beise – Administrative Services Director

City Seal

STAFF REPORT

Agenda Item: 7q.

Council Meeting December 18, 2023	Prepared By Jay Tobin
Topic Land Purchase Agreement	Action Required Update

Summary

Council held a Closed Session at the May 11, 2023, Council meeting to review the sale of City-owned land, identified as:

Outlot A, Snyders Rolling Hills 3rd Addition.
PID 35-119-23-42-0035

Financial/Budget

The buyer, Barry Bredahl, has agreed to pay the City of Corcoran \$10,000 for the purchase of the land owned by the City of Corcoran.

Recommendation

N/A

Council Action

No action required. Council provided staff direction at the May 11, 2023, Council meeting. Mayor to sign purchase agreement.

Attachment

1. Land Purchase Agreement

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (this “Agreement”) is made and entered into by and between the City of Corcoran, a Minnesota municipal corporation (“City” or “Seller”) and Barry J. Bredahl, (“Buyer”), the City and Buyer are sometimes collectively referred to herein as the “parties”. The effective date of this Agreement shall be when all parties have executed the Agreement.

RECITALS

1. The Seller is the fee owner of real property located in the City of Corcoran, Hennepin County, Minnesota described as follows:

Outlot A, Snyders Rolling Hills 3rd Addition, according to the recorded plat thereof, Hennepin County, Minnesota (the “Subject Property”)
2. The Subject Property is largely covered by a required stormwater retention pond which manages runoff from surrounding properties.
3. Buyer owns real property directly adjacent to the Subject Property and desires to purchase the Subject Property from Seller, subject to a drainage and utility easement permitting the Seller to continue full utilization of the pond and related stormwater infrastructure for drainage and utility purposes.
4. The Seller is willing to sell the Subject Property to Buyer, subject to certain conditions set forth herein.
5. Buyer is aware of his right/option to seek title insurance for the Subject Property and Buyer has declined to pursue a review of title or title insurance related to this proposed purchase and sale.
6. The parties acknowledge and agree that the consideration contemplated in this Agreement is fair compensation for the Subject Property.

NOW, THEREFORE, the parties hereto agree as follows:

- 1) **Purchase Price and Payment.**

Seller agrees to sell and Buyer agrees to purchase the Subject Property for the total purchase price of ten thousand dollars and no cents (\$10,000.00) (the “Purchase Price”), payable as follows:

 - a) \$10,000.00 cash at closing.

- b) In addition to the Purchase Price, Buyer agrees to pay all costs incurred by Seller in preparing for and completing this transaction to include, without limitation, appraisal costs, engineering costs, legal costs and fees (including attorneys' fees), and closing costs. Buyer has posted an escrow with the City and granted the City permission to utilize those posted funds to cover the costs contemplated herein. Should these costs exceed the posted escrow, Buyer agrees to pay such additional costs at Closing. If portions of the escrow are not utilized, they will be returned to Buyer, after Closing.

2) **Closing.**

The closing of this transaction shall occur on or before February 2, 2024, subject to satisfactory inspections of Subject Property by the Buyer (the "Closing"). The parties agree that counsel for Seller may act as closer or the parties may agree upon a designated third party to close the transaction.

3) **Representations of Seller.**

Seller represents and warrants to the Buyer as follows:

- a) That Seller is the fee owner of the Subject Property and has the right to convey the Subject Property as identified in this Agreement.
- b) As of the date of Closing, all payments will have been made for all labor and materials furnished to premises by or on behalf of the Seller.
- c) Seller warrants that, to Seller's knowledge and during Seller's term of ownership of the Subject Property, the Subject Property has not been used for the storage of hazardous substances or petroleum products and, as of the date of this Agreement, is not aware of any facts, the existence of which would constitute the violation of any local, state or federal environmental law, regulation or review procedure which would give any person a valid claim under the Minnesota Environmental Rights Act or the Federal Comprehensive Environmental Response, Compensation, and Liabilities Act.
- d) That Seller has not entered into any other contracts for the sale, lease or use of the Subject Property, nor as of the date of Closing will there be any first rights of refusal or options to purchase the same.
- e) Seller has no existing tenants or leases related to the Subject Property.

- 4) **Personal Property.** No personal property is being transferred to Buyer as part of this purchase and sale.
- 5) **Obligations of Seller.**
- a) Within five (5) days of full execution of this Agreement, Seller shall provide Buyer with all survey information in Seller's possession.
 - b) Within five (5) days of execution of this Agreement, Seller shall provide Buyer with any Phase I or other environmental reports in Seller's possession.
 - c) Seller shall deliver the Subject Property at Closing in a clean condition, free of the personal property of Seller.
- 6) **Inspection Period and Contingencies.**
- a) Buyer shall have thirty (30) days from the effective date of this Agreement to determine, in Buyer's sole discretion, whether the Subject Property is suitable for Buyer's intended use. ("Due Diligence"). Buyer may waive all or any portion of the Due Diligence period by informing Seller of that election, in writing.
 - b) If, during the Due Diligence period, Buyer determines that the Subject Property is not suitable for his intended use or otherwise determines, in Buyer's sole discretion, not to proceed with the acquisition of the Subject Property, Buyer may elect to terminate this Agreement, in writing, at which time neither party shall have any further obligation to the other, however, Buyer shall be responsible for reimbursing Seller for all costs incurred by Seller to the point of termination.
- 7) **Taxes – Special Assessments.**
Seller shall pay all special assessments, existing or pending (if any), on the date of Closing on Subject Property. Buyer and Seller agree to pro rate real estate taxes on the Subject Property for 2023 as of the date of Closing. Buyer shall be responsible for real estate taxes, on and after the date of Closing.
- 8) **Right of Entry.**
The Buyer and its duly authorized agents shall have the right during the period from the effective date of this Agreement until Closing, to enter in and upon the Subject Property in order to make, at Buyer's expense, inspections, soil tests or other tests that Buyer deems necessary. The Buyer agrees to restore any resulting damage to the premises and to indemnify and hold harmless and defend Seller from any and all claims by third persons of any nature whatsoever arising from Buyer's right of entry hereunder,

including all actions, suits, proceedings, demands, assessments, costs, expenses and attorneys' fees.

9) **Drainage and Utility Easement**

As a condition of completing this transaction, Seller requires that Buyer agree to and execute a permanent easement over the Subject Property in favor of Seller which grants Seller the right to use the Subject Property described in Exhibit A for drainage and utility purposes. Said easement shall be in a form acceptable to the Seller, in Seller's sole discretion, and the same shall be recorded at Closing after the recordation of the contemplated quit claim deed for the Subject Property. Buyer agrees to comply with all requirements of this Section 9.

10) **Closing Documents/Requirements.**

At Closing, the parties shall execute and deliver the following:

a) Seller shall execute and deliver:

1. Quit claim deed for the Subject Property.
2. Seller's Affidavit. A standard form affidavit by Seller indicating that on the date of Closing Seller is not aware of any outstanding, unsatisfied judgments, tax liens, or bankruptcies against or involving Seller or the Subject Property identified in this Agreement; that there has been no skilled, waiver or material furnished to the Subject Property for which payment has not been made or for which mechanic's liens could be filed; and that, to Seller's knowledge, there are no other unrecorded interests in the Subject Property.
3. Well Disclosure. A Well Disclosure Statement in form and substance appropriate for recording.
4. Certification. A Certification that the representations and/or warranties made by the Seller are the same as were in existence on the date of this Agreement.
5. Other Documents. All other documents reasonably determined by either party or the closer to be necessary to transfer and provide marketable title for the Subject Property identified in this Agreement.

b) Buyer shall execute and deliver:

1. Payment of the Purchase Price. Buyer shall pay the purchase price in cash at Closing.
2. Closing Costs. Buyer be responsible for all Closing costs including, without limitation, transfer taxes, deed taxes, Buyer real estate commissions (if any), recording costs, costs of the closer, and all costs associated with the preparation of this Agreement, the contemplated Closing documents, and Buyer's easement to Seller, including all legal costs and attorneys' fees.

3. Easement. Buyer shall execute and deliver to Seller a recordable form easement granting Seller full use of all ponding areas and related stormwater infrastructure on the Subject Property for drainage and utility purposes. The easement shall be in a form satisfactory to the Seller, in Seller's sole discretion, and shall grant drainage and utility rights to Seller over the easement area described in the attached Exhibit A (the "Easement").
4. Other Documents. All other documents reasonably determined by either party or the closer to be necessary to transfer and provide marketable title for the Subject Property identified in this Agreement.

11) **Miscellaneous**.

- a) Survival. All of the terms, covenants, conditions, representations, warranties and agreements contained in this Agreement shall survive and continue in force and effect and shall be enforceable after the Closing for a period of three months.
- b) Notices. Any notice or election required or permitted to be given or served by any party hereto upon any other shall be deemed given or served if personally delivered to an officer of the party to be notified or if mailed by US registered or certified mail, postage prepaid return receipt requested, sent by reputable overnight courier, or sent by first class US Mail to the property address as follows:

If to City/Seller: City Administrator
 City of Corcoran
 8200 County Road 116
 Corcoran, MN 55340

Copy to: John J. Thames, Esq.
 Carson, Clelland & Schreder
 6300 Shingle Creek Parkway, Suite 305
 Minneapolis, Minnesota 55430

If to the Buyer: _____

Except as otherwise expressly provided herein, each such notice shall be deemed to have been received by, or served upon, the party to whom addressed on the date on which is three (3) days after the date upon which the same is deposited in the US registered or certified mail, postage prepaid, return receipt requested, or US Mail,

properly addressed and if served personally or sent by reputable overnight courier, on the date of service or delivery. Should any party hereto change its address, notice of address change must be to the other party before the change of address is effective.

- c) Entire Agreement; Modification. This written Agreement constitutes the entire and complete agreement between the parties hereto and supersedes any prior oral or written agreements between the parties hereto with respect to the Subject Property. It is expressly agreed that there are no verbal understandings or agreement which in any way change the terms, covenants or conditions herein set forth, and that no modification of this Agreement and no waiver of any of its terms and conditions shall be effective unless in writing and duly executed by the parties hereto.
- d) Binding Effect. All covenants, agreements, warranties and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. When used herein, the singular shall include the plural, the plural shall include the singular, and the use of one gender shall include all other genders, as and when the context so requires.
- e) Controlling Law. This Agreement has been made and entered into under the laws of the State of Minnesota and said laws shall control the interpretation enforcement hereof.
- f) Brokerage. Buyer and Seller acknowledge and agree that there is no broker involved in this transaction. Any broker fees shall be the exclusive responsibility of the party who retained the broker.
- g) Recording. The parties agree to cooperate with one another in preparing final versions of all required recorded documents, and further agree to amend and re-execute any such documents as may be necessary to facilitate recording with Hennepin County.
- h) No Future Land Use Representations. Buyer agrees that Seller has not made any representations or promises as to Buyer's potential future use of the Subject Property. Buyer has disclosed a possible intent to pursue a lot consolidation of the Subject Property with other real property owned by Buyer, but Seller has not conducted a thorough review of, nor guaranteed the feasibility of, any such use. The City shall retain full discretion in reviewing any and all land use applications related to or involving the Subject Property and nothing in this Agreement should be interpreted to create any special land use entitlement for Buyer.

- i) Counterparts. This Agreement may be executed in one or more counterparts with the same effect as if the signatures thereto were on the same instrument. This Agreement shall be effective and binding upon all parties hereto when all parties have executed a counterpart of this Agreement. Signature by facsimile or electronic mail (including pdf format) shall be a valid form of execution and delivery of this Agreement.

(Signatures on following pages)

BUYER:

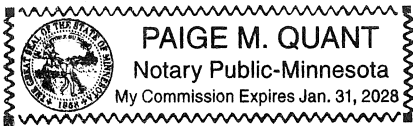
Dated: 11/16/23

By: *Barry J. Bredahl*
Barry J. Bredahl

STATE OF MINNESOTA)
) ss.
COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 16th day of November, 2023, by Barry J. Bredahl, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Paige M. Quant
Notary Public



THIS INSTRUMENT WAS DRAFTED BY:
John J. Thames, Esq.
CARSON, CLELLAND & SCHREDER
6300 Shingle Creek Parkway, Suite 305
Minneapolis, MN 55430
763-561-2800

EXHIBIT A

(the "Easement")

Outlot A, Snyders Rolling Hills 3rd Addition, according to the recorded plat thereof,
Hennepin County, Minnesota

STAFF REPORT

Agenda Item: 7r.

Council Meeting December 18, 2023	Prepared By Kathy Hughes
Topic Finance Manager Resignation	Action Required Acceptance and Authorization

Summary

On December 13, 2023, the City received Finance Manager Maggie Ung's resignation effective December 29, 2023.

Staff are requesting authorization from the Council to begin the hiring process to fill the vacancy. The recommended candidate will be brought to the council for approval.

Financial/Budget

This is a budgeted position. The costs associated will include staff time and a background check.

Council Action

Accept the resignation of Maggie Ung and authorize staff to begin the hiring process at the appropriate time.

Attachments

1. Maggie Ung's Letter of Resignation.

Margaret (Maggie) Jln

December 12, 2023

Kathy Hughes
Administrative Services Director
City of Corcoran
8200 County Rd 116
Corcoran, MN 55340


Dear Kathy,

I would like to resign from my position as a Finance Manager with the City of Corcoran, with my official last day being the 29th of December.

This has been a very difficult decision and being with the City of Corcoran has been such a positive experience, one that I will be forever grateful for. I have gained a lot here, not just in knowledge and experience but with the connections I have created. I truly have enjoyed working with you and the rest of the City of Corcoran staff. I appreciate all the guidance and support you have given me at Corcoran.

Let me know what I can do to be of assistance during this time.

Sincerely,


Margaret (Maggie) Jln



To: Kevin Mattson, PE, PW Director From: Ash Hammerbeck, PE
Steve Hegland, PE
Project/File: 227704426 Date: December 13, 2023

Subject: Corcoran WTP - Pay Application #7

Council Action Requested

Staff is recommending Council to approve Pay Application #7 for the Corcoran Water Treatment Plant Project to Rice Lake Construction Group in the amount of \$726,750.00.

Summary

Rice Lake continued work on the project including surveying, building earthwork, structural testing, clearwell walls and reinforcing steel, backwash tank deck and reinforcing steel, leak testing, and obtaining the necessary utilities and materials. This pay request is for the work performed through 11/30/2023.

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	\$ 3,602,352.64
5% Retainage	\$ 180,117.63
Amount Paid to Date	\$ 2,695,485.01
Total Pay App #7	\$ 726,750.00

Engineer's Recommendation

We have reviewed the request and recommend approving Pay Application #7 to Rice Lake Construction Group in the amount of \$726,750.00 for the work completed and materials stored to date.

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 7
 APPLICATION DATE: 12/07/23
 PERIOD TO: 11/30/23
 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)		
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	\$80,000.00	\$20,000.00		\$100,000.00	45.45%	\$120,000.00	
6	Layout/Surveying	\$15,000.00	\$6,500.00	\$500.00		\$7,000.00	46.67%	\$8,000.00	
7	Testing	\$25,000.00	\$8,000.00	\$2,000.00		\$10,000.00	40.00%	\$15,000.00	
8	Temporary Facilities	\$20,000.00	\$6,000.00	\$1,000.00		\$7,000.00	35.00%	\$13,000.00	
9	Winter Conditions	\$50,000.00		\$5,000.00		\$5,000.00	10.00%	\$45,000.00	
10	Safety	\$10,000.00	\$2,500.00	\$500.00		\$3,000.00	30.00%	\$7,000.00	
11	Weekly Cleanup (Labor)	\$10,000.00	\$2,500.00	\$500.00		\$3,000.00	30.00%	\$7,000.00	
12	Weekly Cleanup (Material)	\$10,000.00	\$2,500.00	\$500.00		\$3,000.00	30.00%	\$7,000.00	
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	\$300,000.00	\$75,000.00		\$375,000.00	83.33%	\$75,000.00	
20	Watertightness Testing (L&M)	\$20,000.00	\$5,000.00	\$1,000.00		\$6,000.00	30.00%	\$14,000.00	
21	Structural Testing & Special Inspections (L&M)	\$25,000.00	\$7,000.00	\$2,000.00		\$9,000.00	36.00%	\$16,000.00	
22	Concrete: General Conditions (L)	\$100,000.00	\$55,000.00	\$10,000.00		\$65,000.00	65.00%	\$35,000.00	
23	Concrete: General Conditions (M)	\$100,000.00	\$55,000.00	\$10,000.00		\$65,000.00	65.00%	\$35,000.00	
24	Footings (L)	\$15,000.00						\$15,000.00	
25	Footings (M)	\$25,000.00						\$25,000.00	
26	Waterstop (L)	\$20,000.00	\$10,000.00	\$2,500.00		\$12,500.00	62.50%	\$7,500.00	
27	Waterstop (M)	\$20,000.00	\$13,000.00	\$2,500.00		\$15,500.00	77.50%	\$4,500.00	
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		\$20,000.00		\$20,000.00	28.57%	\$50,000.00	
31	Detention Tank Base Slab (M)	\$70,000.00		\$20,000.00		\$20,000.00	28.57%	\$50,000.00	
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	\$55,000.00		\$70,000.00	100.00%		
35	Filter Room Walls (M)	\$70,000.00	\$15,000.00	\$55,000.00		\$70,000.00	100.00%		
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.

APPLICATION NO: 7
 APPLICATION DATE: 12/07/23
 PERIOD TO: 11/30/23
 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	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		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)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
38	Main Level Base Slab (L)	\$90,000.00		\$20,000.00		\$20,000.00	22.22%	\$70,000.00	
39	Main Level Base Slab (M)	\$90,000.00		\$20,000.00		\$20,000.00	22.22%	\$70,000.00	
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	\$10,000.00	\$10,000.00		\$20,000.00	33.33%	\$40,000.00	
50	Building Reinforcing Steel (M)	\$60,000.00	\$20,000.00	\$20,000.00		\$40,000.00	66.67%	\$20,000.00	
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	\$3,000.00	\$1,000.00		\$4,000.00	10.00%	\$36,000.00	
54	Misc. Concrete (L & M)	\$5,000.00						\$5,000.00	
55	Water Cure (L & M)	\$5,000.00	\$2,000.00	\$500.00		\$2,500.00	50.00%	\$2,500.00	
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	\$80,000.00			\$80,000.00	100.00%		
59	Clearwell Walls (M)	\$80,000.00	\$80,000.00			\$80,000.00	100.00%		
60	Clearwell Deck (L)	\$80,000.00		\$20,000.00		\$20,000.00	25.00%	\$60,000.00	
61	Clearwell Deck (M)	\$80,000.00		\$20,000.00		\$20,000.00	25.00%	\$60,000.00	
62	Clearwell Reinforcing Steel (L)	\$60,000.00	\$60,000.00			\$60,000.00	100.00%		
63	Clearwell Reinforcing Steel (M)	\$60,000.00	\$60,000.00			\$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	\$70,000.00			\$70,000.00	100.00%		
67	Backwash Tank Walls (M)	\$70,000.00	\$70,000.00			\$70,000.00	100.00%		
68	Backwash Tank Deck (L)	\$50,000.00	\$15,000.00			\$15,000.00	30.00%	\$35,000.00	
69	Backwash Tank Deck (M)	\$50,000.00	\$15,000.00	\$15,000.00		\$30,000.00	60.00%	\$20,000.00	
70	Backwash Tank Reinforce Steel (L)	\$40,000.00	\$40,000.00			\$40,000.00	100.00%		
71	Backwash Tank Reinforce Steel(M)	\$40,000.00	\$40,000.00			\$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

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

APPLICATION NO: 7
 APPLICATION DATE: 12/07/23
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 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.

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			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		\$2,500.00		\$2,500.00	16.67%	\$12,500.00	
83	Metals: General Conditions (M)	\$175,000.00		\$25,000.00		\$25,000.00	14.29%	\$150,000.00	
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	\$40,000.00	\$40,000.00		\$80,000.00	64.00%	\$45,000.00	
102	Fluid Applied Waterproofing (L & M)	\$45,000.00						\$45,000.00	
103	Clearwell Insulation (L & M)	\$35,000.00		\$30,000.00		\$30,000.00	85.71%	\$5,000.00	
104	Backwash Tank Insulation (L & M)	\$35,000.00	\$20,000.00	\$10,000.00		\$30,000.00	85.71%	\$5,000.00	
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	

CONTINUATION SHEET

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			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		\$25,000.00		\$25,000.00	50.00%	\$25,000.00	
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	

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			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	

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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		\$2,000.00			\$2,000.00	4.00%	\$48,000.00	
205	Metallic Process Pipe/Fittings (L)	\$850,000.00	\$25,000.00	\$5,000.00			\$30,000.00	3.53%	\$820,000.00	
206	Metallic Process Pipe/Fittings (M)	\$2,375,000.00	\$150,000.00	\$125,000.00			\$275,000.00	11.58%	\$2,100,000.00	
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	\$20,000.00			\$22,500.00	50.00%	\$22,500.00	
218	Sanitary Below Ground (M)	\$45,000.00	\$2,500.00	\$20,000.00			\$22,500.00	50.00%	\$22,500.00	
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		\$15,000.00			\$15,000.00	42.86%	\$20,000.00	
222	Facility Storm Drainage (M)	\$35,000.00		\$15,000.00			\$15,000.00	42.86%	\$20,000.00	

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
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		\$2,000.00	40.00%	\$3,000.00	
228	Floor Drains (M)	\$15,000.00	\$3,000.00	\$3,000.00		\$6,000.00	40.00%	\$9,000.00	
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	\$3,500.00		\$11,000.00	73.33%	\$4,000.00	
234	Sump Pumps (M)	\$25,000.00	\$12,500.00	\$6,500.00		\$19,000.00	76.00%	\$6,000.00	
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	

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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	\$35,000.00	\$2,000.00		\$37,000.00	12.33%	\$263,000.00	
268	Temporary Electrical	\$50,000.00	\$45,000.00	\$5,000.00		\$50,000.00	100.00%		
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							

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	GRAND TOTALS	\$16,728,200.00	\$2,837,352.64	\$765,000.00	\$0.00	\$3,602,352.64		\$13,125,847.36	

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: 7t.

City Council Meeting December 18, 2023	Prepared By Interim Deputy Director Peter Ekenberg
Topic 2023 Shop-with-a-Cop Recap	Action Required Approval of Donated Funds

Summary

The City of Corcoran held the 6th annual Shop-with-a-Cop event on Wednesday, December 13, 2023. During the event, children from the community go shopping with a police officer then gather at the Rogers Event Center. The City of Corcoran has partnered with the City of Medina, City of Rogers, and City of Dayton in this event.

The selected children were referred to area police departments from participating communities through established community outreach programs and local schools. The City of Rogers and City of Dayton also had children selected from their cites.

Area businesses, families, and groups donated to support the event. The donations from the Corcoran area include: \$1500 in Target gift cards from Ebert Construction, \$1500 in gift cards from the Ebert Family, \$1000 from the Corcoran Lions, \$1000 from the Northwest Area Jaycees, \$350 in Holiday Gas gift cards from the Stanchion, a 10% discount at Target from Target, and handmade blankets from an anonymous donor. The City of Rogers and City of Dayton also collected donations in the communities to support the event.

The money raised also helped purchase wrapping supplies, decorations, pizza, and refreshments at the Rogers Event Center. Each of the cities involved helped supply and set-up the event.

Six children from Corcoran attended the event. They shopped at Target in Medina with officers from Corcoran, Medina, and Three Rivers Park. The children were able to purchase approximately \$200-\$250 each worth of holiday gifts for their family and friends. After shopping, the officers and children attended a gathering at the Rogers Community Center where they wrapped gifts (with help of many volunteers), ate dinner, and were entertained by a live band, the Grinch, and Santa.

Each Corcoran family was also provided a handmade blanket, \$200 in target gift cards, to help complete their shopping, a \$50 gas card, and a box of food for a dinner.

One child selected from Corcoran was not able to attend and will be provided with similar resources.

The success of this program is a direct result of support from Corcoran City Council, Ebert Construction, the Ebert Family, Corcoran Lions, Northwest Area Jaycees, Target-Medina, the Stanchion, and City of Corcoran staff. The program was coordinated with

the Medina Police, Three Rivers Park Police, Dayton Police, and the Rogers Police. Each group also raised donations and assisted in making the event a success.

Financial/Budget

Staff time was used in planning and attending the event. The outlined donations were used to fund the event.

Organization	Donation
Ebert Construction	\$1,500.00 in Target Gift Cards
Ebert Family	\$1,500.00 in Target Gift Cards
Northwest Area Jaycees	\$1,000.00 For costs of wrapping supplies, pizza, decorations, etc.
Corcoran Lions	\$1,000.00 For costs of wrapping supplies, pizza, decorations, etc.
The Stanchion	\$350.00 Gas gift cards to give to the families
Target	10% Discount on purchase
Anonymous Donor	Blankets

Recommendation

Accept the donations and approve Resolution 2023-107

Council Action

Accept the donations and approve Resolution 2023-107

Attachment

1. Resolution 2023-107

RESOLUTION NO. 2023-107

Motion By:
Seconded By:

**A RESOLUTION RECOGNIZING THE CORCORAN POLICE DEPARTMENT
SHOP-WITH-A-COP PROGRAM**

WHEREAS, the City of Corcoran supports the efforts of the Corcoran Police Department’s Shop-with-a-Cop program; and

WHEREAS, the 6th annual Shop-with-a-Cop program gave six children an opportunity to buy gifts for themselves and their families;

WHEREAS, the 2023 program was coordinated by Officers Steve Warren and Jacob Andersen and supported by Director of Public Safety Matt Gottschalk, Interim Deputy Director Peter Ekenberg, Officers Jesse Olson, Josh Lawson, Aaron Burns, Abigail Edstrom, Chad Dickie, Caitlyn Sandstad, Community Service Officer Dani Monnens, Public Safety Administrative Manager Paula Steelman, Public Safety Administrative Assistant Amy Fadden, Reserve Officers Steve Emerson and Jim Shoulak, Hope Center Administrator Jill Dejewski, and the Hanover Elementary School. The program was also coordinated with the City of Medina, City of Rogers, and City of Dayton.

WHEREAS, the following donations were received by the City of Corcoran to be utilized in support of the Shop-with-a-Cop Program;

Organization	Donation
Ebert Construction	\$1,500.00 in Target Gift Cards
Ebert Family	\$1,500.00 in Target Gift Cards
Northwest Area Jaycees	\$1,000.00 For costs of wrapping supplies, pizza, decorations, etc.
Corcoran Lions	\$1,000.00 For costs of wrapping supplies, pizza, decorations, etc.
The Stanchion	\$350.00 Gas gift cards to give to the families
Target	10% Discount on purchase
Anonymous Donor	Blankets

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Corcoran acknowledges efforts of the Corcoran Police Department, and the generosity of the donors, and graciously accepts the financial donations as listed above.

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. 2023-107

Whereupon, said Resolution is hereby declared adopted on this 18th day of December, 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9b.

Council Meeting December 18, 2023	Prepared By Jay Tobin
Topic 2024 Final General Fund Budget and 2023 Property Tax Levy	Action Required Approval

Summary

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

The 2024 budget and levy have been discussed at four public meetings prior to the formal public hearing held at this meeting. The recommended final levy amount is equal to the preliminary levy adopted at the September 14, 2023, meeting. Per Council direction, staff reduced the preliminary proposed tax levy of 43.371% by reducing the proposed budget \$237,617 to meet the previous year's tax rate of 42.122%.

Financial/Budget

No change to the tax rate.

Options

1. Adopt Resolution 2023-104 Adopting 2024 Budget and 2023 Tax Levy as presented.
2. Amend and Adopt Resolution 2023-104 Adopting 2024 Budget and 2023 Tax Levy.

Recommendation

Adopt Resolution 2023-104 Adopting 2024 Budget and 2023 Tax Levy as presented.

Council Action

Consider a motion to adopt Resolution 2023-104 Adopting 2024 Budget and 2023 Tax Levy as presented.

Attachments

1. Proposed 2024 Budget
2. Resolution 2023-104 Adopting 2024 Budget and 2023 Tax Levy

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
GENERAL FUND REVENUE										
TAXES										
100-00000-31000	31000	GENERAL PROPERTY TAXES	4,067,936	4,443,243	5,099,598	6,354,020	7,184,348	830,328	13.1%	
100-00000-31020	31020	DELINQUENT PROPERTY TAXES	-	-	49,456	-	-	-	-	
		TOTAL TAXES	4,067,936	4,443,243	5,149,055	6,354,020	7,184,348	830,328	13.1%	
LICENSES AND PERMITS										
100-00000-32100	32100	BUSINESS LICENSES & PERMITS	-	75	576	10,350	5,450	(4,900)	-47.3%	Includes estimated \$10,000 for 2023, \$5,000 for 2024 rental license
100-00000-32110	32110	LIQUOR LICENSE FEE	11,250	14,475	15,675	15,500	15,750	250	1.6%	Includes \$250 for cannabis license
100-00000-32210	32210	BUILDING PERMITS	1,232,582	1,471,688	631,355	1,300,000	800,000	(500,000)	-38.5%	Single family, multi-tenant and commercial construction. Actual 2022 reflects building permit fees only. Going forward, this line item will only reflect building permit fees - took out Plumbing, Mechanical, Gas, other building related fees (not building permit fees), plan check fees and pass-through Surcharges.
100-00000-32220	32220	GAS INSTALLATION PERMITS	-	-	13,200	-	13,500	13,500	-	Fireplace and other gas permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32230	32230	PLUMBING CONNECTION PERMITS	-	-	27,340	-	40,000	40,000	-	Plumbing permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32260	32260	SIGN PERMITS	-	-	750	-	750	750	-	single family, multi-tenant and commercial construction , less surcharge
100-00000-32270	32270	MECHANICAL PERMITS	-	-	39,675	-	55,000	55,000	-	Mechanical permits - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-32290	32290	WETLAND PERMIT FEES	1,600	400	800	1,000	1,500	500	50.0%	
		TOTAL LICENSES AND PERMITS	1,245,432	1,486,638	729,371	1,326,850	931,950	(394,900)	-29.8%	
INTERGOVERNMENTAL REVENUE										
100-00000-33400	33400	STATE GRANTS AND AIDS	472,770	38,810	40,499	40,000	-	(40,000)	-100.0%	NW Trail Grant - moved to liability account as this is a pass through revenue/expenditure
100-00000-33416	33416	POLICE TRAINING REIMBURSEMENT	10,350	10,304	10,148	12,500	12,500	-	0.0%	
100-00000-33418	33418	MUNICIPAL STATE AID FOR STREETS - MAINTENAN	155,079	150,864	157,694	150,000	175,000	25,000	16.7%	
100-00000-33423	33423	POLICE STATE AID	119,168	68,944	62,603	80,000	80,000	-	0.0%	Police State Aid and Vest Reimbursement
100-00000-33426	33426	AGRICULTURAL MARKET VALUE CREDIT	19,831	38,546	28,649	20,000	30,000	10,000	50.0%	
100-00000-33429	33429	STATE AID - PERA	-	-	-	1,845	-	(1,845)	-100.0%	Only in years of PERA rate increases
100-00000-33615	33615	COUNTY RECYCLING GRANT	13,992	13,962	13,846	13,900	14,000	100	0.7%	
100-00000-33620	33620	OTHER COUNTY GRANTS AND AIDS	10,000	1,500	42,203	10,000	10,000	-	0.0%	UASI Grant
100-00000-33640	33640	TOWARD ZERO DEATH GRANT	(30,345)	104,057	13,286	10,000	12,000	2,000	20.0%	Offsets with Expenditure - Orono is administering in 2022 and forward
		TOTAL INTERGOVERNMENTAL REVENUE	770,845	426,987	368,929	338,245	333,500	(4,745)	-1.4%	
CHARGES FOR SERVICES										
100-00000-34100	34100	CHARGES FOR SERVICES	190	10	10,282	300	300	-	0.0%	
100-00000-34101	34101	FACILITY RENTAL	1,142	2,767	(357)	2,000	-	(2,000)	-100.0%	
100-00000-34103	34103	ZONING/LAND USE APPL FEE	50,535	57,866	64,580	55,000	55,000	-	0.0%	
100-00000-34104	34104	BUILDING PERMIT PLAN CHECK FEE	-	-	246,162	-	375,000	375,000	-	Building permit plan check fees - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose as this is charges for service

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-00000-34105	34105	COPIES/MAPS	6	5,271	2,332	2,000	2,000	-	0.0%	
100-00000-34107	34107	ASSESSMENT SEARCHES	25	25	-	30	30	-	0.0%	
100-00000-34109	34109	OTHER BUILDING RELATED FEES	-	-	44,065	-	100,000	100,000	-	Other building related fees (ex. SEC Fees) - prior budgets were lumped in building permit line 100-00000-32210, separating out for more efficient reporting purpose
100-00000-34110	34110	CITY PLANNER REVIEW FEE	80	-	19,496	50,000	50,000	-	0.0%	City Planner's time, 2021 and prior had this coded to miscellaneous revenue
100-00000-34200	34200	PUBLIC SAFETY PERMITS	4,190	3,880	4,280	4,000	4,000	-	0.0%	
100-00000-34201	34201	SPECIAL POLICE SERVICES	-	4,375	9,015	5,000	9,500	4,500	90.0%	
100-00000-34203	34203	POLICE REPORTS	286	252	836	300	400	100	33.3%	
100-00000-34300	34300	PUBLIC WORKS PERMITS AND FEES	16,131	17,257	17,135	16,500	17,000	500	3.0%	
100-00000-34301	34301	DUST CONTROL	48,350	42,240	2,902	-	-	-	-	Per council, no further assessment 2022 and forward
100-00000-34303	34303	ICE & SNOW REMOVAL	-	-	-	6,000	6,000	-	0.0%	
100-00000-34310	34310	PUBLIC WORKS REVIEW FEE	42,585	-	-	88,200	88,200	-	0.0%	Public Works Director & PW Development Superintendent's Time
100-00000-34400	34400	RECYCLING	3,166	2,230	2,391	5,000	5,000	-	0.0%	
100-00000-34403	34403	REFUSE COLLECTION CHARGES	-	5,346	5,662	4,500	5,717	1,217	27.0%	
100-00000-34700	34700	PARK RENTAL	-	-	2,616	-	3,000	3,000	-	
100-00000-34790	34790	RECREATION PROGRAMMING	5	51,274	51,940	46,735	50,000	3,265	7.0%	Spring Baseball, Summer Soccer, Fall Baseball
TOTAL CHARGES FOR SERVICES			166,691	192,794	483,337	285,565	771,147	485,582	170.0%	
FINES AND FORFEITS										
100-00000-35100	35100	FINES	18,118	17,086	21,979	25,000	25,000	-	0.0%	Reflects actual experience
TOTAL FINES AND FORFEITS			18,118	17,086	21,979	25,000	25,000	-	0.0%	
OTHER REVENUE										
100-00000-36100	36100	SPECIAL ASSESSMENT	-	350	60	-	-	-	-	Special Assessment Fee
100-00000-36200	36200	MISCELLANEOUS REVENUES	11,668	50,903	34,075	4,000	4,000	-	0.0%	Wetland Buffer Sign and Worker's Comp Reimb.; 2021 and prior had City Planner time in this line item
100-00000-36210	36210	INTEREST EARNINGS	17,644	11,427	145,188	11,500	25,000	13,500	117.4%	
100-00000-36220	36220	RENTS AND ROYALTIES	6,909	6,213	-	7,000	7,000	-	0.0%	
100-00000-36230	36230	DONATIONS	768	998	1,250	1,000	1,100	100	10.0%	
100-00000-36290	36290	SALE OF INVESTMENTS	(1,371)	-	-	-	-	-	-	
100-00000-36400	36400	REFUNDS/REIMBURSEMENTS	5,170	4,167	232,505	5,000	5,000	-	0.0%	
100-00000-38050	38050	CABLE FRANCHISE FEE	50,059	56,691	62,153	59,000	61,000	2,000	3.4%	
100-00000-39101	39101	SALE OF ASSETS	-	-	63,858	-	-	-	-	
100-00000-39203	39203	TRANSFER FROM OTHER FUND	218,872	269,164	449,092	535,500	561,200	25,700	4.8%	From Water/Sewer for selected PW items (see * in 43100 dept) and City staff time (3.74 FTE) *Will update once Enterprise Funds are budgeted
TOTAL OTHER REVENUE			309,719	399,913	988,181	623,000	664,300	41,300	6.6%	
TOTAL GENERAL FUND REVENUE			6,578,741	6,966,662	7,740,852	8,952,680	9,910,245	957,565	10.7%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
GENERAL FUND EXPENDITURES										
GENERAL GOVERNMENT										
CITY COUNCIL										
100-41110-50101	50101	FULL-TIME EMPLOYEES - REGULAR	19,260	16,515	19,260	19,260	19,260	-	0.0%	
100-41110-50122	50122	FICA	1,194	1,024	1,194	1,200	1,200	-	0.0%	
100-41110-50126	50126	MEDICARE	279	239	279	280	280	-	0.0%	
100-41110-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	3,089	3,555	2,600	5,000	5,000	-	0.0%	
100-41110-50210	50210	OPERATING SUPPLIES	1,727	1,087	829	2,000	2,000	-	0.0%	
100-41110-50365	50365	WORKER'S COMPENSATION INSURANCE	92	-	102	150	150	-	0.0%	
		TOTAL CITY COUNCIL	25,642	22,420	24,265	27,890	27,890	-	0.0%	
COMMUNICATION										
100-41130-50325	50325	OTHER COMMUNICATION - WEBSITE	400	3,508	120	3,000	3,000	-	0.0%	Website Expense
100-41130-50350	50350	GENERAL NOTICES AND PUB INFO	10,007	7,640	8,314	10,000	12,500	2,500	25.0%	Newsletter; increased to outsource for printing
		TOTAL COMMUNICATION	10,407	11,148	8,434	13,000	15,500	2,500	19.2%	
CITY ADMINISTRATOR										
100-41320-50101	50101	FULL-TIME EMPLOYEES - REGULAR	132,279	144,620	131,413	152,000	162,800	10,800	7.1%	
100-41320-50121	50121	PERA	9,921	10,007	9,856	11,400	12,300	900	7.9%	
100-41320-50122	50122	FICA	7,344	7,898	7,088	9,500	10,100	600	6.3%	
100-41320-50126	50126	MEDICARE	1,718	1,847	1,658	2,300	2,400	100	4.3%	
100-41320-50130	50130	EMPLOYER PAID INSURANCE	10,236	11,615	14,095	21,300	22,700	1,400	6.6%	
100-41320-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	1,156	630	1,911	5,000	4,000	(1,000)	-20.0%	MCMA Conference, ICMA Conference, LMC Conference, Leadership Growth Group, MAMA
100-41320-50210	50210	OPERATING SUPPLIES	638	1,208	528	1,200	-	(1,200)	-100.0%	Inactive Account - Moved expenditure to 100-41900-50210
100-41320-50300	50300	PROFESSIONAL SERVICES	-	-	21,000	-	-	-	-	
100-41320-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,500	1,500	-	Recruitment/Retention
100-41320-50321	50321	TELEPHONE	-	-	550	600	600	-	0.0%	
100-41320-50331	50331	TRAVEL EXPENSE	-	-	185	600	600	-	0.0%	
100-41320-50365	50365	WORKER'S COMPENSATION INSURANCE	964	1,927	1,085	1,000	1,500	500	50.0%	
100-41320-50433	50433	DUES AND MEMBERSHIPS	1,203	1,257	1,371	1,400	1,500	100	7.1%	MN City/County Managers, ICMA
		TOTAL CITY ADMINISTRATOR	165,458	181,009	190,739	206,300	220,000	13,700	6.6%	
ADMINISTRATION										
100-41400-50101	50101	FULL-TIME EMPLOYEES - REGULAR	263,711	255,568	117,616	249,800	285,100	35,300	14.1%	Transition PT to FT Communications Assistant on 10/1/2024
100-41400-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	2,792	4,888	9,093	2,500	8,500	6,000	240.0%	Presidential election year in 2024
100-41400-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	30,400	27,100	(3,300)	-10.9%	PT Intern
100-41400-50112	50112	PART-TIME EMPLOYEES - OVERTIME	-	-	-	-	-	-	-	
100-41400-50121	50121	PERA	19,988	19,534	9,458	21,200	24,100	2,900	13.7%	
100-41400-50122	50122	FICA	16,163	15,571	8,325	17,600	19,900	2,300	13.1%	
100-41400-50126	50126	MEDICARE	3,780	3,449	1,947	4,100	4,700	600	14.6%	
100-41400-50130	50130	EMPLOYER PAID INSURANCE	68,270	69,853	35,987	56,300	46,000	(10,300)	-18.3%	
100-41400-50140	50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	
100-41400-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	7,458	4,769	964	5,000	5,000	-	0.0%	Moved Finance staff to Finance Department, effective 2022
100-41400-50210	50210	OPERATING SUPPLIES	620	612	-	-	-	-	-	Inactive - Moved expenditure to 100-41900-50210 & 100-41400-331
100-41400-50300	50300	PROFESSIONAL SERVICES	-	10,125	6,238	-	-	-	-	
100-41400-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	6,000	6,000	-	Recruitment/Retention
100-41400-50321	50321	TELEPHONE	-	-	50	-	600	600	-	Cell Reimbursement for Admin Services Director
100-41400-50331	50331	TRAVEL EXPENSE	-	-	66	1,000	1,000	-	0.0%	Mileage Reimbursement

CITY OF CORCORAN 2024 BUDGET - GENERAL FUND

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41400-50365	50365	WORKER'S COMPENSATION INSURANCE	2,590	3,803	1,636	3,000	3,000	-	0.0%	
100-41400-50433	50433	DUES AND MEMBERSHIPS	1,007	-	170	1,500	750	(750)	-50.0%	
		TOTAL ADMINISTRATION	386,378	388,172	191,550	392,400	431,750	39,350	10.0%	
ELECTION										
100-41410-50114	50114	TEMPORARY/SEASONAL EMPLOYEES	-	-	11,399	500	25,000	24,500	4900.0%	Training for Presidential Primary (2023 budget), Presidential election in 2024
100-41410-50210	50210	OPERATING SUPPLIES	22,472	2,224	5,090	3,000	8,000	5,000	166.7%	
100-41410-50331	50331	TRAVEL EXPENSE	-	-	-	300	300	-	0.0%	
100-41410-50430	50430	MISCELLANEOUS EXPENSE	6,119	-	-	100	100	-	0.0%	
		TOTAL ELECTION	28,591	2,224	16,490	3,900	33,400	29,500	756.4%	
FINANCE										
100-41500-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	-	155,142	224,100	247,200	23,100	10.3%	Separated Finance Staff from Administration Staff eff. 2022.
100-41500-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	1,602	1,000	1,500	500	50.0%	
100-41500-50121	50121	PERA	-	-	11,809	16,900	18,700	1,800	10.7%	
100-41500-50122	50122	FICA	-	-	9,837	14,000	15,500	1,500	10.7%	
100-41500-50126	50126	MEDICARE	-	-	2,301	3,300	3,700	400	12.1%	
100-41500-50130	50130	EMPLOYER PAID INSURANCE	-	-	25,393	63,300	59,900	(3,400)	-5.4%	
100-41500-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	1,720	3,500	10,000	6,500	185.7%	MNGFOA Conference, Tuition request forthcoming
100-41500-50300	50300	PROFESSIONAL SERVICES	41,075	45,360	57,449	47,250	85,000	37,750	79.9%	Audit Service (\$50k), Finance/Escrow Assistance (\$10k), Financial Management Plan - moved from 100-41900-50300 (\$22,500), GASB75 Audit (\$2,500)
100-41500-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	4,500	4,500	-	Recruitment/Retention
100-41500-50331	50331	TRAVEL EXPENSE	-	-	-	500	500	-	0.0%	MNGFOA Conference
100-41500-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	1,373	-	2,000	2,000	-	
100-41500-50433	50433	DUES AND MEMBERSHIPS	-	-	210	1,000	1,000	-	0.0%	MNGFOA Membership & GFOA Membership
		TOTAL FINANCE	41,075	45,360	266,835	374,850	449,500	74,650	19.9%	
ASSESSING										
100-41550-50210	50210	OPERATING SUPPLIES	1,764	-	13	300	-	(300)	-100.0%	
100-41550-50300	50300	PROFESSIONAL SERVICES	57,204	94,000	118,000	120,000	165,000	45,000	37.5%	2023 actual - \$150,000, 2024 budget is county estimate
100-41550-50322	50322	POSTAGE	4	-	-	-	-	-	-	
		TOTAL ASSESSING	58,972	94,000	118,013	120,300	165,000	44,700	37.2%	
LEGAL										
100-41600-50300	50300	PROFESSIONAL SERVICES	39,226	51,972	51,931	45,000	50,000	5,000	11.1%	based on past years' average
		TOTAL LEGAL	39,226	51,972	51,931	45,000	50,000	5,000	11.1%	
CENTRAL SERVICES										
100-41900-50200	50200	OFFICE SUPPLIES	3,745	5,304	4,771	5,000	10,500	5,500	110.0%	Moved budgeted amount to 100-41900-50210
100-41900-50210	50210	OPERATING SUPPLIES	24,486	34,255	28,238	35,500	30,000	(5,500)	-15.5%	Moved budgeted amount from 100-41900-50200
100-41900-50212	50212	MOTOR FUELS	-	-	265	500	500	-	0.0%	Fuel for City Vehicle
100-41900-50221	50221	REPAIR AND MAINTENANCE SUPPLIES - EQUIPMEN	-	-	614	-	-	-	-	
100-41900-50300	50300	PROFESSIONAL SERVICES	21,254	24,770	30,891	30,000	7,000	(23,000)	-76.7%	Mental health policy costs (\$5,500); moved ADP and BenefitsConnect to 100-41900-50308; moved Financial Management Planning to finance 100-41500-50300
100-41900-50304	50304	LEGAL FEES	-	107	-	-	-	-	-	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41900-50308	50308	SOFTWARE	-	-	-	-	23,000	23,000	-	Moved moved ADP and BenefitsConnect from 100-41900-50300 to better classify expense accurately; ADP Admin Fee increased \$10,000 due to increase in EAP use, and ADP new modules
100-41900-50321	50321	TELEPHONE	2,812	4,171	5,622	4,000	6,000	2,000	50.0%	
100-41900-50322	50322	POSTAGE	3,275	3,177	3,463	4,000	4,000	-	0.0%	
100-41900-50350	50350	GENERAL NOTICES AND PUB INFO	-	-	245	1,000	1,000	-	0.0%	ECM Invoices
100-41900-50360	50360	INSURANCE	78,837	80,576	96,778	108,000	139,300	31,300	29.0%	Property/Casualty Insurance
100-41900-50380	50380	UTILITY SERVICES	13,949	28,611	9,472	15,000	15,000	-	0.0%	Randy's Garbage, Centerpoint Energy
100-41900-50381	50381	ELECTRIC UTILITIES	-	-	19,420	19,000	20,000	1,000	5.3%	Wright Hennepin
100-41900-50382	50382	WATER & SEWER	-	-	-	-	-	-	-	Once City connects, this will be the GL account
100-41900-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	13,814	11,196	2,790	14,000	14,000	-	0.0%	Cintas (Mats -\$5,000) & City Hall front landscaping and irrigation repairs (\$9,000)
100-41900-50401	50401	REPAIR AND MAINT - BUILDINGS	-	-	17,714	18,000	18,000	-	0.0%	Cleaning, includes \$6,000 budgeted previous years in 100-41900-50520
100-41900-50403	50403	REPAIR AND MAINT - VEHICLES	-	-	4,544	1,500	1,500	-	0.0%	
100-41900-50404	50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	8,137	2,000	3,000	1,000	50.0%	Service on Generator
100-41900-50413	50413	OFFICE EQUIPMENT RENTAL	-	-	426	600	600	-	0.0%	Folder Inserter rental (33%)
100-41900-50430	50430	MISCELLANEOUS EXPENSE	202,520	8,904	18,807	20,000	-	(20,000)	-100.0%	Moved PD vacation reimbursement to PD department (\$1,500 each FT employee)
100-41900-50431	50431	BANKING CHARGES	362	333	20	400	400	-	0.0%	
100-41900-50432	50432	CREDIT CARD FEES	7,765	9,426	4,893	8,000	500	(7,500)	-93.8%	
100-41900-50433	50433	DUES AND MEMBERSHIPS	25,166	28,086	25,373	25,300	28,600	3,300	13.0%	Moved expenditure to Recreation and Police department for better transparency in terms of what the transactions are for Includes Elm Creek Mgmt (\$1,252 increase for a total of \$20,116 for 2024), 2023 removed Metro City membership (\$2,700), LMC Dues (\$8,438, \$1,000 increase)
100-41900-50520	50520	BUILDINGS AND STRUCTURES	5,967	-	-	-	-	-	-	Inactive account - moved 2023 budget amount to 100-41900-50401
100-41900-50700	50700	TRANSFERS	337,000	-	794,569	360,000	382,000	22,000	6.1%	2022 actuals included previous years transfers/corrections. For 2024 budget: CIP (\$339k with \$14k for skidsteer originally budgeted yearly between PW and Parks department), transfer to stormwater fund (\$5,000), to facility fund (\$30,000), NTU (\$7,000), Holiday Drive (\$1,000)
100-41900-50810	50810	REFUNDS & REIMBURSEMENT	-	530	-	-	-	-	-	Inactive account
100-41900-50811	50811	INSURANCE REFUNDS	-	49,441	-	-	-	-	-	Inactive account; 2021 had roof damage - offsets with the insurance claim revenue
TOTAL CENTRAL SERVICES			740,953	288,888	1,077,051	671,800	704,900	33,100	4.9%	
PLANNING & ZONING										
100-41910-50101	50101	FULL-TIME EMPLOYEES - REGULAR	13,382	60,210	73,206	111,100	126,400	15,300	13.8%	City Planner and 50% Planning Technician
100-41910-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	1,000	1,200	200	20.0%	
100-41910-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	21,757	4,300	-	(4,300)	-100.0%	In 2023, Administrative Assistant - Planning transitioned to FT Planning Technician
100-41910-50121	50121	PERA	909	4,530	7,108	8,800	9,600	800	9.1%	
100-41910-50122	50122	FICA	960	3,948	5,159	7,300	8,000	700	9.6%	
100-41910-50126	50126	MEDICARE	225	923	1,207	1,700	1,900	200	11.8%	
100-41910-50130	50130	EMPLOYER PAID INSURANCE	1,372	11,786	14,508	25,000	32,000	7,000	28.0%	
100-41910-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	408	758	1,500	8,500	7,000	466.7%	Planetizen, Conferences, Other training as needed
100-41910-50210	50210	OPERATING SUPPLIES	448	2,141	85	500	500	-	0.0%	moved to -350, recode to specific funds
100-41910-50300	50300	PROFESSIONAL SERVICES	79,407	87,730	99,212	70,000	78,600	8,600	12.3%	Landform
100-41910-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,000	3,000	-	Recruitment/Retention
100-41910-50350	50350	GENERAL NOTICES AND PUB INFO	-	386	1,539	750	750	-	0.0%	ECM Invoices

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-41910-50365	50365	WORKER'S COMPENSATION INSURANCE	160	554	996	500	500	-	0.0%	
100-41910-50430	50430	MISCELLANEOUS EXPENSE	-	13,500	142	-	-	-	-	2021 - Grading escrow refunds from prior year revenue
100-41910-50433	50433	DUES AND MEMBERSHIPS	-	-	164	250	725	475	190.0%	APA/EDA Membership
TOTAL PLANNING & ZONING			96,864	186,116	225,840	232,700	271,675	38,975	16.7%	
INFORMATION TECHNOLOGY										
100-41920-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	-	42,800	42,800	-	IT Personnel
100-41920-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	800	800	-	
100-41920-50121	50121	PERA	-	-	-	-	3,300	3,300	-	
100-41920-50122	50122	FICA	-	-	-	-	2,700	2,700	-	
100-41920-50126	50126	MEDICARE	-	-	-	-	700	700	-	
100-41920-50130	50130	EMPLOYER PAID INSURANCE	-	-	-	-	11,200	11,200	-	
100-41920-50210	50210	OPERATING SUPPLIES	8,756	16,313	55,825	40,000	-	(40,000)	-100.0%	Moved Copier Lease, Annual License Renewals & Granicus to 100-41920-50308; Moved Motorola (previously Watchguard) (\$11,000), LETG (\$18,000), and Axon Fotokite license (\$3,800) to 100-42100-50210 as these are PD specific expense
100-41920-50221	50221	REPAIRS AND MAINTENANCE SUPPLIES - EQUIP	27,138	46,351	43,380	45,000	45,000	-	0.0%	Add't computers for new staff, replace old equipments, moved annual licenses to Operating Supplies
100-41920-50300	50300	PROFESSIONAL SERVICES	73,248	86,842	140,284	140,000	120,000	(20,000)	-14.3%	Managed Services
100-41920-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,500	1,500	-	Recruitment/Retention
100-41920-50308	50308	SOFTWARE	-	-	-	-	17,000	17,000	-	Moved Copier Lease, Annual License Renewals & Granicus from 100-41920-50210 for better clarity of expenditure type
100-41920-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	-	-	1,000	1,000	-	
100-41920-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	-	-	7,000	7,000	-	Council chamber sound system contract
100-41920-50530	50530	IMPROVEMENTS OTHER THAN BLDGS	2,072	2,177	-	-	-	-	-	Inactive in 2022 and forward. Combined with 100-41920-50210
100-41920-50810	50810	REFUNDS & REIMBURSEMENT	(8,000)	-	-	-	-	-	-	Inactive in 2022 and forward. Should be recorded as revenue.
TOTAL INFORMATION TECHNOLOGY			103,214	151,683	239,489	225,000	253,000	28,000	12.4%	
OTHER FINANCING USES										
100-49360-50720	50720	INTERFUND TRANSFERS	525,787	-	-	-	-	-	-	Inactive account.
TOTAL OTHER FINANCING USES			525,787	-	-	-	-	-	-	
TOTAL GENERAL GOVERNMENT			2,222,565	1,422,993	2,410,637	2,313,140	2,622,615	309,475	13.4%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
PUBLIC SAFETY										
POLICE										
100-42100-50101	50101	FULL-TIME EMPLOYEES - REGULAR	707,101	717,077	974,611	1,189,700	1,355,200	165,500	13.9%	
100-42100-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	24,893	68,921	43,512	39,400	47,500	8,100	20.6%	Sabatical coverage (\$8,000 added)
100-42100-50103	50103	FULL-TIME EMPLOYEES - EVENT PAY	3,611	8,428	27,668	18,000	18,000	-	0.0%	TZD & Events
100-42100-50111	50111	PART-TIME EMPLOYEES - REGULAR	67,302	56,575	69,321	134,100	116,700	(17,400)	-13.0%	Sabatical coverage (\$10,000 added)
100-42100-50112	50112	PART-TIME EMPLOYEES - OVERTIME	150	-	-	-	-	-	-	
100-42100-50113	50113	PART-TIME EMPLOYEES - EVENT PAY	15,763	18,397	10,114	15,000	12,000	(3,000)	-20.0%	
100-42100-50121	50121	PERA	133,616	140,149	189,867	228,700	258,000	29,300	12.8%	
100-42100-50122	50122	FICA	3,777	3,949	2,650	5,900	5,000	(900)	-15.3%	
100-42100-50126	50126	MEDICARE	11,833	12,375	16,078	19,800	22,100	2,300	11.6%	
100-42100-50130	50130	EMPLOYER PAID INSURANCE	162,749	182,601	208,858	216,700	252,600	35,900	16.6%	Additional staff; \$12,000 PERA Disability Requirement
100-42100-50140	50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	
100-42100-50200	50200	OFFICE SUPPLIES	2,015	7,712	2,105	3,600	4,000	400	11.1%	
100-42100-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	25,808	22,208	33,907	38,000	40,000	2,000	5.3%	New POST rules, 2 new officers, Tuition reimbursements
100-42100-50209	50209	POLICE RESERVES	3,385	1,985	3,428	3,500	3,500	-	0.0%	
100-42100-50210	50210	OPERATING SUPPLIES	13,675	35,132	29,648	21,000	29,000	8,000	38.1%	1 additional taser per year, Moved \$7,000 towards NTU to Interfund Transfer 100-41900-50700 (Classifying as City-Wide Event)
100-42100-50212	50212	MOTOR FUELS	18,410	27,581	42,817	27,000	30,000	3,000	11.1%	
100-42100-50220	50220	REPAIR AND MAINTENANCE SUPPLIES	16,196	15,958	13,989	8,000	12,000	4,000	50.0%	CSO Fleet Addition, Move \$3,000 of budget to 100-42100-50403 in 2022
100-42100-50223	50223	BUILDING REPAIR SUPPLIES	5,110	6,971	7,447	7,500	7,500	-	0.0%	Increased repairs needed
100-42100-50300	50300	PROFESSIONAL SERVICES	4,651	27,569	24,844	30,000	32,000	2,000	6.7%	Background checks & Evidence/Body Camera Audit alternate years, Social Worker (increased \$2k)
100-42100-50304	50304	LEGAL FEES	23,313	27,602	43,455	25,500	40,000	14,500	56.9%	
100-42100-50305	50305	PRISONER	1,671	1,396	2,956	4,000	4,000	-	0.0%	
100-42100-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	20,000	20,000	-	Police Retirement Contribution & Vacation Reimbursement (\$1,500/FT employee) - \$20,000 was budgeted/expensed for PD recruitment/retention in 100-41900-50430 in 2023 and now accurately moved to this line item
100-42100-50308	50308	SOFTWARE	-	-	-	-	38,600	38,600	-	Moved Motorola (previously Watchguard) (\$11,000), LETG (\$18,000), Data Storage maintenance (\$5,800), and Axon Fotokite license (\$3,800) from 100-41920-50210
100-42100-50321	50321	TELEPHONE	9,495	13,470	18,968	12,500	12,500	-	0.0%	
100-42100-50322	50322	POSTAGE	34	68	22	100	100	-	0.0%	
100-42100-50323	50323	RADIO UNITS	21,797	20,376	18,579	23,500	24,440	940	4.0%	Add 4 radios & 4% increase
100-42100-50350	50350	GENERAL NOTICES AND PUB INFO	-	-	295	800	800	-	0.0%	Business cards
100-42100-50365	50365	WORKER'S COMPENSATION INSURANCE	62,769	71,812	138,953	150,000	155,000	5,000	3.3%	Higher than anticipated costs due to experience
100-42100-50381	50381	ELECTRIC UTILITIES	9,336	10,020	-	-	-	-	-	Moved to Emergency Management Department
100-42100-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	230	500	1,000	500	100.0%	Cintas
100-42100-50403	50403	REPAIR AND MAINT - VEHICLES	-	-	4,712	7,700	15,000	7,300	94.8%	
100-42100-50417	50417	UNIFORMS	12,440	18,596	27,769	26,000	26,000	-	0.0%	Vest Reimbursement + additional officers
100-42100-50430	50430	MISCELLANEOUS EXPENSE	-	-	40,984	-	-	-	-	2022 expense was for 2021 TZD
100-42100-50432	50432	CREDIT CARD FEES	7,765	9,426	-	-	1,500	1,500	-	Moved from 100-41900-50432 - PD Credit Card processing fee
100-42100-50433	50433	DUES AND MEMBERSHIPS	1,892	3,821	2,932	3,500	3,500	-	0.0%	
100-42100-50435	50435	GRANT DISBURSEMENT	-	50,802	-	-	-	-	-	No longer administering TZD grant in 2022 and forward
100-42100-50438	50438	POLICE K9	-	-	616	-	3,000	3,000	-	K-9 moved from Special Revenue fund - ongoing operation expense
100-42100-50810	50810	REFUNDS & REIMBURSEMENT	2,929	16,285	-	-	-	-	-	Inactive account - revenue item
100-42100-50811	50811	INSURANCE REFUNDS	-	746	-	-	-	-	-	Inactive account - revenue item

CITY OF CORCORAN 2024 BUDGET - GENERAL FUND

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
TOTAL POLICE			1,373,487	1,598,009	2,001,335	2,260,000	2,590,540	330,540	14.6%	
POLICE ADMINISTRATION										
100-42102-50101	50101	FULL-TIME EMPLOYEES - REGULAR	66,500	91,337	122,533	140,300	155,500	15,200	10.8%	
100-42102-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	407	703	398	500	500	-	0.0%	
100-42102-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-	-	-	Added PT Police Technician, start date 10/1/2024
100-42102-50121	50121	PERA	5,018	6,900	8,835	10,600	11,700	1,100	10.4%	
100-42102-50122	50122	FICA	4,300	5,883	7,939	8,800	9,700	900	10.2%	
100-42102-50126	50126	MEDICARE	1,006	1,376	1,856	2,100	2,300	200	9.5%	
100-42102-50130	50130	EMPLOYER PAID INSURANCE	18,387	19,129	26,441	25,900	27,100	1,200	4.6%	1 Employee budgeted as waiving Cafeteria plan
100-42102-50140	50140	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	
100-42102-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,000	3,000	-	Recruitment/Retention
100-42102-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	1,095	-	1,600	1,600	-	
TOTAL POLICE ADMINISTRATION			95,618	125,329	169,098	188,200	211,400	23,200	12.3%	
EMERGENCY MANAGEMENT										
100-42151-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	166	3,000	3,000	-	0.0%	Additional officers going to training
100-42151-50210	50210	OPERATING SUPPLIES	-	-	5,182	5,450	5,450	-	0.0%	Code Red
100-42151-50381	50381	ELECTRIC UTILITIES	-	-	1,168	1,000	1,200	200	20.0%	Wright Hennepin
100-42151-50404	50404	REPAIR AND MAINT - MACHINERY/EQUIPMENT	-	-	830	1,700	1,800	100	5.9%	Siren Maintenance Fee
100-42151-50433	50433	DUES AND MEMBERSHIPS	-	-	100	500	500	-	0.0%	AMEM Membership
TOTAL EMERGENCY MANAGEMENT			-	-	7,447	11,650	11,950	300	2.6%	
FIRE										
100-42200-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	18,700	-	(18,700)	-100.0%	Fire Deputy Director
100-42200-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-	-	-	
100-42200-50121	50121	PERA	-	-	-	3,400	-	(3,400)	-100.0%	
100-42200-50122	50122	FICA	-	-	-	-	-	-	-	
100-42200-50126	50126	MEDICARE	-	-	-	300	-	(300)	-100.0%	
100-42200-50130	50130	EMPLOYER PAID INSURANCE	-	-	-	3,500	-	(3,500)	-100.0%	
100-42200-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	1,000	3,000	2,000	200.0%	
100-42200-50210	50210	OPERATING SUPPLIES	-	-	-	5,000	5,000	-	0.0%	
100-42200-50300	50300	PROFESSIONAL SERVICES	366,103	384,241	445,934	569,630	621,900	52,270	9.2%	
2024 Projected contract increase: Rogers budgeted increase of 28.4%, Loretto decreased 12.2%, Hanover increase 4%										
100-42200-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	-	-	-	Recruitment/Retention
100-42200-50321	50321	TELEPHONE	-	-	-	150	600	450	300.0%	
100-42200-50323	50323	RADIO UNITS	-	-	-	300	1,200	900	300.0%	
100-42200-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	-	3,500	-	(3,500)	-100.0%	Removed due to no longer budgeting for Fire personnel
100-42200-50403	50403	REPAIR AND MAINT - VEHICLES	-	-	-	1,200	2,000	800	66.7%	
100-42200-50417	50417	UNIFORMS	-	-	-	1,500	1,500	-	0.0%	
100-42200-50433	50433	DUES AND MEMBERSHIPS	-	-	-	500	500	-	0.0%	
100-42200-50580	50580	OTHER EQUIPMENT	-	-	-	10,000	10,000	-	0.0%	
Transfer to fund for future use, new education/inspection program										
TOTAL FIRE			366,103	384,241	445,934	618,680	645,700	27,020	4.4%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
BUILDING INSPECTION										
100-42400-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	107,012	120,831	197,100	216,300	19,200	9.7%	Permit Tech, Const. Srv. Coord., Allocated 20% of PW Director & Admin Assis.
100-42400-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	36	886	1,000	500	(500)	-50.0%	
100-42400-50121	50121	PERA	-	8,296	8,493	14,900	16,300	1,400	9.4%	
100-42400-50122	50122	FICA	-	7,186	8,054	12,300	13,500	1,200	9.8%	
100-42400-50126	50126	MEDICARE	-	1,903	1,894	2,900	3,200	300	10.3%	
100-42400-50130	50130	EMPLOYER PAID INSURANCE	-	8,814	13,598	32,700	35,500	2,800	8.6%	
100-42400-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	270	1,168	1,000	3,000	2,000	200.0%	
100-42400-50300	50300	PROFESSIONAL SERVICES	392,953	541,354	223,322	400,000	400,000	-	0.0%	200 new home permits anticipated compared to 230 in 2022
100-42400-50303	50303	ENGINEERING FEES	665	9,963	32,426	30,000	30,000	-	0.0%	
100-42400-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	3,000	3,000	-	Recruitment/Retention
100-42400-50331	50311	TRAVEL EXPENSES	-	-	130	-	1,000	1,000	-	
100-42400-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	1,493	-	1,500	1,500	-	
100-42400-50432	50432	CREDIT CARD FEES	-	-	431	-	500	500	-	
100-42400-50433	50433	DUES AND MEMBERSHIPS	-	-	65	-	1,000	1,000	-	
100-42400-50437	50437	Surcharges	44,520	16,405	-	-	-	-	-	Inactive - Pass through Due to Other Gov't Liability account
		TOTAL BUILDING INSPECTION	438,137	701,239	412,790	691,900	725,300	33,400	4.8%	
CODE ENFORCEMENT										
100-42401-50101	50101	FULL-TIME EMPLOYEES - REGULAR	70,887	-	-	28,000	34,300	6,300	22.5%	50% of Planning Technician
100-42401-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	609	-	-	1,000	400	(600)	-60.0%	
100-42401-50121	50121	PERA	5,362	-	-	2,200	2,600	400	18.2%	
100-42401-50122	50122	FICA	4,759	-	-	1,800	2,200	400	22.2%	
100-42401-50126	50126	MEDICARE	1,113	-	-	500	600	100	20.0%	
100-42401-50130	50130	EMPLOYER PAID INSURANCE	8,434	-	350	3,800	9,300	5,500	144.7%	
100-42401-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	-	1,500	1,500	-	0.0%	Training for employee
100-42401-50210	50210	OPERATING SUPPLIES	1,062	-	-	-	-	-	-	
100-42401-50300	50300	PROFESSIONAL SERVICES	33,388	33,776	23,451	15,000	15,000	-	0.0%	Contract Code Enforcement, reduce 2023 due to hiring FT assistant
100-42401-50365	50365	WORKER'S COMPENSATION INSURANCE	481	-	-	-	-	-	-	
100-42401-50417	50417	UNIFORMS	-	-	-	100	100	-	0.0%	
100-42401-50433	50433	DUES AND MEMBERSHIPS	65	-	-	-	-	-	-	
		TOTAL CODE ENFORCEMENT	126,159	33,776	23,801	53,900	66,000	12,100	22.4%	
TOTAL PUBLIC SAFETY			2,399,504	2,842,593	3,060,404	3,824,330	4,250,890	426,560	11.2%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
PUBLIC WORKS & PARKS										
HIGHWAY, STREETS & ROADWAYS										
100-43100-50101	50101	FULL-TIME EMPLOYEES - REGULAR	447,427	542,250	609,890	701,400	785,600	84,200	12.0%	Allocated 40% of PW Director & Admin Assistant, Moved Dev. Superintendent to Engineering
100-43100-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	38,885	51,848	70,929	52,500	53,300	800	1.5%	3 year average
100-43100-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	30,212	7,100	7,000	(100)	-1.4%	
100-43100-50112	50112	PART-TIME EMPLOYEES - OVERTIME	-	-	23	-	-	-	-	
100-43100-50121	50121	PERA	36,499	45,210	48,747	56,600	62,900	6,300	11.1%	
100-43100-50122	50122	FICA	29,045	34,494	44,374	47,200	52,500	5,300	11.2%	
100-43100-50126	50126	MEDICARE	6,793	8,305	10,140	11,100	12,300	1,200	10.8%	
100-43100-50130	50130	EMPLOYER PAID INSURANCE	109,959	115,898	126,507	150,000	161,300	11,300	7.5%	
100-43100-50140	50140	UNEMPLOYMENT COMPENSATION	4,949	-	-	-	-	-	-	
100-43100-50200	50200	OFFICE SUPPLIES	-	104	669	1,000	1,000	-	0.0%	
100-43100-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	2,219	5,422	1,156	7,500	7,500	-	0.0%	Grader training classes; addition of Permit Technician to PW
100-43100-50210	50210	OPERATING SUPPLIES	40,847	54,689	18,752	43,500	43,500	-	0.0%	*
100-43100-50212	50212	MOTOR FUELS	23,578	41,034	60,164	60,000	60,000	-	0.0%	*
100-43100-50220	50220	REPAIR AND MAINTENANCE SUPPLIES	60,997	69,130	41,960	70,000	75,000	5,000	7.1%	* Supplies for repair
100-43100-50223	50223	BUILDING REPAIR SUPPLIES	9,452	20,930	11,519	15,000	15,000	-	0.0%	* Building maintenance costs. Maintenance service contracts moved to -401
100-43100-50225	50225	LANDSCAPE/DITCH MATERIALS	12,362	29,564	68,199	50,000	43,000	(7,000)	-14.0%	Culverts
100-43100-50226	50226	SIGN REPAIR MATERIALS	6,382	-	5,171	10,000	10,000	-	0.0%	
100-43100-50300	50300	PROFESSIONAL SERVICES	-	305	732	-	-	-	-	
100-43100-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	15,000	15,000	-	Recruitment/Retention
100-43100-50321	50321	TELEPHONE	11,192	11,626	6,401	11,500	11,500	-	0.0%	* Removed Nexterra service, replacing with Verizon/Comcast
100-43100-50323	50323	RADIO UNITS	-	-	3,398	4,000	5,000	1,000	25.0%	* Radio - Hennepin County
100-43100-50350	50350	GENERAL NOTICES AND PUB INFO	-	-	431	500	500	-	0.0%	* ECM
100-43100-50365	50365	WORKER'S COMPENSATION INSURANCE	15,675	13,820	41,504	35,000	35,000	-	0.0%	*
100-43100-50380	50380	UTILITY SERVICES	22,497	12,988	16,496	22,000	22,000	-	0.0%	* Gas & Garbage
100-43100-50381	50381	ELECTRIC UTILITIES	4,221	10,006	18,998	10,000	20,000	10,000	100.0%	* street lighting
100-43100-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	3,400	153,127	6,854	7,500	9,000	1,500	20.0%	* Cintas
100-43100-50401	50401	REPAIR AND MAINT - BUILDINGS	-	-	4,319	10,000	10,000	-	0.0%	* Moved a portion from -223 - Maintenance service contracts.
100-43100-50403	50403	REPAIR AND MAINT - VEHICLES	-	-	1,779	10,000	10,000	-	0.0%	* Contracted work
100-43100-50417	50417	UNIFORMS	7,923	11,467	10,845	12,500	13,500	1,000	8.0%	*
100-43100-50430	50430	MISCELLANEOUS EXPENSE	-	-	108,073	-	-	-	-	
100-43100-50433	50433	DUES AND MEMBERSHIPS	373	250	373	500	500	-	0.0%	
100-43100-50810	50810	REFUNDS & REIMBURSEMENT	-	5,720	-	-	-	-	-	Inactive
100-43100-50811	50811	INSURANCE REFUNDS	-	50,746	35,519	-	-	-	-	Inactive - 2021 had Roof damage (offsetted with the insurance claim revenue)
TOTAL HIGHWAY, STREETS & ROADWAYS			894,674	1,288,934	1,404,133	1,406,400	1,541,900	135,500	9.6%	<i>* 20% reimbursed by Enterprise Funds (water/sewer)</i>
PAVED STREETS										
100-43121-50224	50224	STREET MAINTENANCE MATERIALS	101,297	76,565	6,263	15,000	20,000	5,000	33.3%	Crack filling (\$13k) and asphalt patching material (\$7k)
100-43121-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	-	-	243,266	290,000	300,000	10,000	3.4%	Asphalt maintenance (\$200k), seal coating fog sealing (\$100k)
TOTAL PAVED STREETS			101,297	76,565	249,529	305,000	320,000	15,000	4.9%	
UNPAVED STREETS										
100-43122-50224	50224	STREET MAINTENANCE MATERIALS	156,484	125,610	92,395	112,500	125,000	12,500	11.1%	\$125,000 gravel

CITY OF CORCORAN 2024 BUDGET - GENERAL FUND

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
100-43122-50400	50400	REPAIR AND MAINTENANCE - CONTRACT	111,075	109,565	222,672	232,500	275,000	42,500	18.3%	\$115,000 gravel, \$160,000 dust control
		TOTAL UNPAVED STREETS	267,560	235,175	315,067	345,000	400,000	55,000	15.9%	<i>\$160,000 Dust Control, \$240,000 Gravel</i>
ICE & SNOW REMOVAL										
100-43125-50210	50210	OPERATING SUPPLIES	47,069	40,350	45,351	55,000	60,000	5,000	9.1%	Salt and Sand - price increase in state contract and additional streets.
100-43125-50300	50300	PROFESSIONAL SERVICES	504	-	650	2,100	2,100	-	0.0%	Snow removal (Maple Grove) - previously in 43100 dept
		TOTAL ICE & SNOW REMOVAL	47,573	40,350	46,001	57,100	62,100	5,000	8.8%	
ENGINEERING										
100-43170-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	-	-	185,700	205,200	19,500	10.5%	Reallocated Development Superintendent, allocated 40% of PW Director & Admin Assistant
100-43170-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	-	-	-	
100-43170-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	-	-	-	-	
100-43170-50121	50121	PERA	-	-	-	14,000	15,500	1,500	10.7%	
100-43170-50122	50122	FICA	-	-	-	11,600	12,800	1,200	10.3%	
100-43170-50126	50126	MEDICARE	-	-	-	2,700	3,000	300	11.1%	
100-43170-50130	50130	EMPLOYER PAID INSURANCE	-	-	-	34,700	39,200	4,500	13.0%	
100-43170-50300	50300	PROFESSIONAL SERVICES	52,516	104,853	75,961	80,000	80,000	-	0.0%	City projects
100-43170-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,500	1,500	-	Recruitment/Retention
100-43170-50309	50309	WATERSHED LGU	17,605	21,685	11,965	10,000	10,000	-	0.0%	LGU wetland services.
		TOTAL ENGINEERING	70,121	126,538	87,926	338,700	367,200	28,500	8.4%	
RECYCLING										
100-43201-50210	50210	OPERATING SUPPLIES	-	2,980	3,987	3,500	3,600	100	2.9%	
100-43201-50300	50300	PROFESSIONAL SERVICES	11,778	7,483	8,523	10,000	10,000	-	0.0%	Provider to Managing Billing/Balance City Subsidy.
		TOTAL RECYCLING	11,778	10,463	12,510	13,500	13,600	100	0.7%	
RECREATION										
100-45100-50101	50101	FULL-TIME EMPLOYEES - REGULAR	-	-	34,102	38,800	64,500	25,700	66.2%	Park/Rec Supervisor split 50% with Parks
100-45100-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	-	-	-	-	600	600	-	
100-45100-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	27,000	28,200	-	0.0%	PT Program Coordinator
100-45100-50121	50121	PERA	-	-	2,558	3,000	4,900	1,900	63.3%	Park/Rec Supervisor split 50% with Parks
100-45100-50122	50122	FICA	-	-	2,252	4,200	5,800	1,600	38.1%	Park/Rec Supervisor split 50% with Parks
100-45100-50126	50126	MEDICARE	-	-	527	1,000	1,400	400	40.0%	Park/Rec Supervisor split 50% with Parks
100-45100-50130	50130	EMPLOYER PAID INSURANCE	-	-	4,658	8,800	14,100	5,300	60.2%	Park/Rec Supervisor split 50% with Parks
100-45100-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	-	537	17,770	7,000	(10,770)	-60.6%	MRPA Conference, other trainings
100-45100-50210	50210	OPERATING SUPPLIES	-	-	21,011	21,430	22,500	1,070	5.0%	
100-45100-50300	50300	PROFESSIONAL SERVICES	-	-	2,087	3,360	3,360	-	0.0%	Background checks and tournament
100-45100-50307	50307	PERSONNEL ADMINISTRATION	-	-	-	-	1,500	1,500	-	Recruitment/Retention
100-45100-50365	50365	WORKER'S COMPENSATION INSURANCE	-	-	3,940	-	4,000	4,000	-	
100-45100-50417	50417	UNIFORMS	-	-	-	150	180	30	20.0%	
100-45100-50432	50432	CREDIT CARD FEES	-	-	-	-	4,000	4,000	-	
										Moved from 100-41900-50432 - Recreation program credit card processing fee - moved from Central Service Department
100-45100-50433	50433	DUES AND MEMBERSHIPS	-	-	285	500	500	-	0.0%	Moved from 100-45200-50433
		TOTAL RECREATION	-	-	71,956	126,010	162,540	36,530	29.0%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
PARKS										
100-45200-50101	50101	FULL-TIME EMPLOYEES - REGULAR	83,573	94,065	47,440	38,800	21,500	(17,300)	-44.6%	Park/Rec Supervisor split 50% with Parks
100-45200-50102	50102	FULL-TIME EMPLOYEES - OVERTIME	1,433	1,066	-	1,000	200	(800)	-80.0%	
100-45200-50111	50111	PART-TIME EMPLOYEES - REGULAR	-	-	-	19,700	35,200	15,500	78.7%	Seasonal Employees
100-45200-50121	50121	PERA	4,118	4,551	2,433	3,000	1,700	(1,300)	-43.3%	Park/Rec Supervisor split 50% with Parks
100-45200-50122	50122	FICA	5,489	6,101	3,160	3,700	3,600	(100)	-2.7%	Park/Rec Supervisor split 50% with Parks
100-45200-50126	50126	MEDICARE	1,284	1,445	721	900	900	-	0.0%	Park/Rec Supervisor split 50% with Parks
100-45200-50130	50130	EMPLOYER PAID INSURANCE	11,540	14,326	9,856	8,800	4,700	(4,100)	-46.6%	Park/Rec Supervisor split 50% with Parks
100-45200-50140	50140	UNEMPLOYMENT COMPENSATION	17	-	-	-	-	-	-	
100-45200-50207	50207	TRAINING AND INSTRUCTIONAL SUPPLIES	-	110	-	100	100	-	0.0%	
100-45200-50210	50210	OPERATING SUPPLIES	21,967	24,404	16,913	30,000	34,000	4,000	13.3%	
100-45200-50221	50221	REPAIRS AND MAINTENANCE SUPPLIES - EQUIP	37,015	37,507	27,441	50,000	43,000	(7,000)	-14.0%	Materials for projects, improvements and maintenance (mulch, woodchip, gravel) (self performed)
100-45200-50261	50261	RECREATION PROGRAMMING	4,529	11,804	-	-	-	-	-	Inactive 2022 and forward, created Recreation department 45100
100-45200-50300	50300	PROFESSIONAL SERVICES	1,348	768	3,674	1,000	1,000	-	0.0%	Seasonal parks background check
100-45200-50321	50321	TELEPHONE	842	682	1,229	2,000	2,000	-	0.0%	
100-45200-50365	50365	WORKER'S COMPENSATION INSURANCE	13,504	15,281	9,184	14,000	10,000	(4,000)	-28.6%	Moved a portion to Recreation 100-45100-50365
100-45200-50380	50380	UTILITY SERVICES	4,520	5,767	8,545	6,500	6,500	-	0.0%	
100-45200-50381	50381	ELECTRIC UTILITIES	-	-	1,836	1,500	2,500	1,000	66.7%	Wright Hennepin
100-45200-50382	50382	WATER & SEWER	-	-	492	2,500	2,500	-	0.0%	City utility bills for water at parks
100-45200-50417	50417	UNIFORMS	-	-	-	-	-	-	-	
100-45200-50433	50433	DUES AND MEMBERSHIPS	-	800	150	-	-	-	-	Inactive - Move this budget to 100-45100-50433
100-45200-50530	50530	IMPROVEMENTS OTHER THAN BLDGS	39,312	38,810	40,499	40,000	-	(40,000)	-100.0%	NW Trail Grant - moved to liability account as this is a pass through revenue/expenditure
100-45200-50810	50810	REFUNDS & REIMBURSEMENT	-	2,210	-	-	-	-	-	Inactive - no longer using
		TOTAL PARKS	230,491	259,697	173,573	223,500	169,400	(54,100)	-24.2%	
TOTAL PUBLIC WORKS & PARKS			1,623,493	2,037,722	2,360,697	2,815,210	3,036,740	221,530	7.9%	
ALL GENERAL FUND EXPENDITURE			6,245,562	6,303,307	7,831,738	8,952,680	9,910,245	957,565	10.7%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
DEBT SERVICE										
EQUIPMENT CERTIFICATE FUND										
<i>Disbursements</i>										
Equipment Certificate										
Fiscal Agent Fees / Issuing Fees										
Principal										
		Principal & Interest-2012B	44,389	44,389	-	-	-	-	-	
		Principal & Interest-2014A	52,878	52,878	-	-	-	-	-	
		Principal & Interest-2016A Equip	36,015	36,015	39,690	38,955	38,220	(735)	-1.9%	
		Principal & Interest-2018A Equip	80,010	80,010	81,323	79,275	82,478	3,203	4.0%	
		Principal & Interest-2018A Debt Service	37,406	37,406	32,996	30,634	28,271	(2,363)	-7.7%	
		Principal & Interest-2018A Abatement	73,500	73,500	78,750	78,750	78,750	-	0.0%	
		Principal & Interest-2020A Equip			104,475	102,690	106,155	3,465	3.4%	
		Principal & Interest-2022A Equip			-	249,624	247,734	(1,890)	-0.8%	
		Total Principal & Interest	324,198	324,198	337,234	579,928	581,608	1,680	0.3%	
		Required 5% overage								
		Total	324,198	324,198	337,234	579,928	581,608	1,680	0.3%	
Pavement Projects 2023A										
		Principal & Interest - Tax Abatement	-	-	-	-	185,000	185,000	-	
		Principal & Interest - Debt Service	-	-	-	-	188,590	188,590	-	
		Required 5% Overage								
		Total	-	-	-	-	373,590	373,590	-	
Facility Expansion (Public Works) 2020B										
		Principal & Interest	231,617	231,617	222,485	224,375	231,410	7,035	3.1%	
		Required 5% Overage								
		Total	231,617	231,617	222,485	224,375	231,410	7,035	3.1%	
COMBINED DEBT SERVICE EXPENDITURES			555,815	555,815	559,719	804,303	1,186,608	382,305	47.5%	
		TOTAL PROPERTY TAX REVENUE	4,067,936	4,443,243	5,099,598	6,354,020	7,184,348	830,328	13.1%	
		TOTAL GENERAL FUND REVENUE	6,578,741	6,966,662	7,740,852	8,952,680	9,910,245	957,565	10.7%	
		TOTAL DEBT SERVICE TAX LEVY	555,815	555,815	559,718	804,303	1,186,608	382,305	47.5%	
		TOTAL ALL REVENUES	7,134,556	7,522,477	8,300,570	9,756,983	11,096,853	1,339,870	13.7%	
		TOTAL ALL EXPENSES	6,801,377	6,859,122	8,391,456	9,756,983	11,096,853	1,339,870	13.7%	
		REVENUE - EXPENSE	333,178	663,355	(90,886)	-	-	-	-	
		TOTAL CERTIFIED LEVY (INCLUDES DEBT SERVICE)	4,660,559	5,045,377	5,699,430	7,158,323	8,370,956	1,212,633	16.9%	Total Property Tax Levy + Debt Serv Tax Levy
		TOTAL PROPERTY TAX LEVY	4,104,744	4,447,791	5,139,711	6,354,020	7,184,348	830,328	13.1%	

**CITY OF CORCORAN
2024 BUDGET - GENERAL FUND**

Agenda Attachment: 9b1.

G/L Account	Account	Description	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2023/2024 \$\$ Difference	2023/2024 % Change	Comments
		ACTUAL PROPERTY TAX COLLECTED	4,067,936	4,443,243	5,149,055	-	-	-	-	

RESOLUTION NO. 2023-104

Motion By:
Seconded By:

**A RESOLUTION ADOPTING 2024 BUDGET AND FINAL 2023 TAX LEVY,
COLLECTIBLE IN 2024**

BE IT RESOLVED, by the City of Corcoran, that the City Council hereby adopt the 2024 City Budget; and

BE IT FURTHER RESOLVED, by the City of Corcoran, that the City Council hereby declare the following sums of money be levied for the current year, collectible in 2024, for the following purposes:

GENERAL PROPERTY TAX LEVY	\$7,187,648
EQUIPMENT CERTIFICATE DEBT 2016A	\$38,220
EQUIPMENT CERTIFICATE DEBT 2018A	\$82,478
DEBT SERVICE LEVY 2018A	\$28,271
ABATEMENT LEVY 2018A	\$78,750
EQUIPMENT CERTIFICATE DEBT 2020A	\$106,155
FACILITY EXPANSION DEBT – PUBLIC WORKS 2020B	\$231,410
EQUIPMENT CERTIFICATE DEBT 2022A	\$247,734
ABATEMENT LEVY 2023A	\$185,000
DEBT SERVICE LEVY 2023A	\$188,590
FOR A TOTAL LEVY OF	\$8,374,256

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 18th day of December 2023.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9c.

Council Meeting December 18, 2023	Prepared By Jay Tobin
Topic 2024 Full-Time, Part-Time, Seasonal Wage Schedule	Action Required Approval

Summary

The city adopts an updated wage schedule annually for City employees. Attached to this report is a resolution that includes the 2024 wage schedule for all City employees. The schedule reflects a 3% market adjustment and a 4% cost of living adjustment for all positions. The wage schedule mirrors the 2023-2025 Teamsters Labor Contract salary schedule of a 3% market adjustment and a 4% cost of living adjustment.

Financial/Budget

The items above are incorporated into the final recommended 2024 budget.

Options

1. Adopt Resolution 2023-105 Adopting 2024 Wage Schedule for City Employees.
2. Adopt Resolution 2023-105 Adopting 2024 Wage Schedule for City Employees with amendments.

Recommendation

Adopt Resolution 2023-105 Adopting 2024 Wage Schedule for City Employees.

Council Action

Consider a motion to adopt Resolution 2023-105 Adopting 2024 Wage Schedule for City Employees.

Attachments

1. 2024 Full-time Part-time and Seasonal Wage Schedule
2. Resolution 2023-105 Adopting 2024 Wage Schedule for City Employees

EXHIBIT A - 2024 FULL-TIME, PART-TIME, AND SEASONAL WAGE SCHEDULE
ADOPTED 3% MARKET ADJUSTMENT AND 4% COLA INCREASE

2024 FULL-TIME WAGE SCHEDULE

Grade	Steps						
	Start	6 Month	1	2	3	4	5 - MAX
1	\$21.95	\$22.75	\$23.56	\$24.36	\$25.17	\$25.97	\$26.78
2	\$23.23	\$24.09	\$24.94	\$25.79	\$26.64	\$27.49	\$28.34
3	\$24.59	\$25.49	\$26.40	\$27.30	\$28.20	\$29.10	\$30.00
4	\$26.03	\$26.99	\$27.94	\$28.89	\$29.85	\$30.80	\$31.76
5	\$27.55	\$28.56	\$29.57	\$30.58	\$31.59	\$32.60	\$33.61
6	\$29.17	\$30.24	\$31.30	\$32.37	\$33.44	\$34.51	\$35.58
7	\$30.87	\$32.00	\$33.14	\$34.27	\$35.40	\$36.53	\$37.66
8	\$32.68	\$33.88	\$35.07	\$36.27	\$37.47	\$38.67	\$39.87
9	\$34.59	\$35.86	\$37.13	\$38.39	\$39.66	\$40.93	\$42.20
10	\$36.61	\$37.96	\$39.30	\$40.64	\$41.98	\$43.32	\$44.67
11	\$38.76	\$40.18	\$41.60	\$43.02	\$44.44	\$45.86	\$47.28
12	\$41.02	\$42.53	\$44.03	\$45.53	\$47.04	\$48.54	\$50.04
13	\$43.42	\$45.01	\$46.61	\$48.20	\$49.79	\$51.38	\$52.97
14	\$45.96	\$47.65	\$49.33	\$51.02	\$52.70	\$54.39	\$56.07
15	\$48.65	\$50.44	\$52.22	\$54.00	\$55.79	\$57.57	\$59.35
16	\$51.50	\$53.39	\$55.27	\$57.16	\$59.05	\$60.94	\$62.82
17	\$54.51	\$56.51	\$58.51	\$60.50	\$62.50	\$64.50	\$66.50
18	\$57.70	\$59.82	\$61.93	\$64.04	\$66.16	\$68.27	\$70.39
19	\$61.08	\$63.31	\$65.55	\$67.79	\$70.03	\$72.27	\$74.51
20	\$64.65	\$67.02	\$69.39	\$71.76	\$74.13	\$76.50	\$78.86

2024 PART-TIME WAGE SCHEDULE

Position	Rate
Police Technician	\$26.03
Planning Administrative Assistant	\$26.03
Police Officer	\$41.60
Medical Responder	\$41.60
Community Service Officer	\$26.03
Intern	\$26.03

2024 SEASONAL WAGE SCHEDULE

Position	Start	1 Year	2 Year
Rink Attendant	\$ 14.13	\$ 14.92	\$ 15.70
Maintenance Worker 1	\$ 20.02	\$ 21.14	\$ 22.25
Maintenance Worker 2	\$ 27.23	\$ 28.74	\$ 30.26
Program Coordinator	\$ 20.02	\$ 21.14	\$ 22.25
Plow Operator	\$ 27.23	\$ 28.74	\$ 30.26

RESOLUTION NO. 2023-105

Motion By:
Seconded By:

A RESOLUTION APPROVING 2024 WAGE SCHEDULE AND BENEFIT PACKAGE FOR CITY EMPLOYEES

WHEREAS, the City Council of the City of Corcoran, Minnesota will adopt the 2024 General Fund Budget and the 2024 Property Tax levy; and

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

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

1. 2024 Full-time Part-time and Seasonal Wage Schedule (Exhibit A)
2. The City Administrator is authorized to approve step increases for eligible employees contingent upon a satisfactory performance evaluation.
3. The City Administrator is authorized to approve the hiring of part-time and seasonal employees for positions that have been approved in the 2024 budget.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 18th day of December 2023.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

STAFF REPORT

Agenda Item: 9d.

Council Meeting December 18, 2023	Prepared By Kathy Hughes
Topic 2024 Fee Schedule	Action Required Approval

Summary

Staff sought Council direction at the September 14, 2023, council meeting. Council provided feedback to staff on fees and staff have created a final draft of the 2024 fee schedule for adoption.

Below is a highlight of fee changes for the different sections of the fee schedule.

Administrative:

- Recycling Fee increased from \$51.42 to \$53.16 – Changed Per Contract with Republic Services.
- Removed Corcoran Bee Club from list of local non-profit groups. The club is no longer active.
- Added Data Request Copy charges of \$0.25/pg. up to 100 pages.
- Created a separate *Lawful Gambling* Permit Charges section.
- Under *Other Permits/Licenses* section, added Edible Cannabinoid Sale License with a new charge of \$125.

Police:

- Added verbiage (*up to 100 pages*) to Police Report – per page description.

Public Works:

- Increased price of Swing Away Mailbox Arms
 - Post only increased from \$65 to \$130.
 - Post and Installation increased from \$150 to \$215.
- Increased Bituminous Trail Reimbursement Costs from \$17 to \$22.

Planning and Zoning:

- No changes.

Utilities:

- Increased Water Rates by 5% – Changed Per Maple Grove Contract and the City's Financial Management Plan
- Increased Water and Sewer base rates by 3% per Financial Management Plan.
- Increased Sewer Usage rate by 3% per Financial Management Plan.
- Added Safe Drinking Water charge, \$9.72 per year or \$0.81 per month per State Statute § 144.3831.
- TLAC Fees – Increased by 1.8%.
- Connection Fees – Updated 3% Per Financial Management Plan and Maple Grove Fee Schedule

Building Permits:

- Updated *Repetitive Plan Review Fee* to *Repetitive Plan Review Fee*.
- Added 2 new categories to Over the Counter Permits
 - Commercial Re-Roof, Window/Door Replacement (with no alterations to openings)
 - Based on Valuation, Permit fee and state surcharge (only if no review required).
 - Water Heaters/Water Softeners (Replacement)
 - \$35/unit + State Surcharge Fee (\$1)
 - Removed “+\$45.00 per additional inspection” from Water hook up inspection fee and Sewer hookup inspection fee.
 - *Permit Cancellation Fee*; increased fee from \$25 to \$35.
 - *Replacement Permit Card Fee* increased from \$30 to \$35
 - Added *Expired Permit Re-Issue fee* of \$35 minimum up to 100% of permit fee.
 - Added *Financial Guarantee (Escrow/Contractor Surety) Notice*

Staff anticipate updates throughout the year to the fee schedule as needed.

Financial/Budget

The new fees will impact the 2024 budget.

Options

1. Adopt Ordinance 2023-512 Adopting the 2024 Fee Schedule.
2. Amend and adopt Ordinance Adopting the 2024 Fee Schedule.

Recommendation

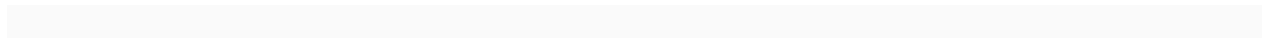
Staff recommends adopting Ordinance 2023-512 Adopting the 2024 Fee Schedule.

Council Action

Consider a motion to adopt Ordinance 2023-512 Adopting the 2024 Fee Schedule.

Attachments

1. 2024 Fee Schedule
2. Ordinance 2023-512 Adopting the 2024 Fee Schedule.





CITY OF CORCORAN

2024 FEE SCHEDULE

Table of Content

Administrative Fees

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

General Licenses & Permits

Liquor/Tobacco	Other Permits/Licenses
Lawful Gambling	Rental License

Public Safety

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

Public Works

Equipment Usage	Street Department Fees
Public Works Labor	Grading & Land Disturbance Permit
Lawn Mowing - Property Cleanup	Overweight Vehicle Permit
Swing Away Mail Box Arms	Utility Permit

Planning Development & Zoning Fees

Land Use Permit/Application	Sign Permit
Fence Permit	

Utility Rates

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

Building Permit and Related Fees

Building Permit	Emergency Communications Systems Fee
Plan Review Fee	Over the Counter Permit
State Surcharge	Other Inspections and Fees
SEC Fee	Certificate of Survey
Zoning & Set Back Review	Penalty

2024 FEE SCHEDULE		
ADMINISTRATIVE FEES		
	2024 FEE	2023 FEE
Records & Service for City Document (Includes Tax)		
Assessment Search from County	\$25.00	
USB Flash Drive	\$10.00	
Interest charge on 30 day past due Escrow accounts	10%	
Notary Fee - per document	\$1.00	
Candidate Filing Fee	\$10.00	
Code Books		
Code Book (Codes/Zoning/Subd) Binder	\$65.00	
Municipal Code Only	\$65.00	
Subdivision Code Only	\$35.00	
Zoning Code Only	\$35.00	
Comprehensive Plan Book Printed - special order	\$100.00	
Copies		
Copies Black/White - up to 8 1/2x14 per page	\$0.25	
Copies Black/White - 11 x 17 per page	\$0.55	
Copies Color up to 8 1/2x14 pp	\$1.00	
Copies Color 11x17	\$1.50	
Copies Oversize (Larger than 11X17) - Special Order	Varies	
Labor/Staff Research		
Data Request Retrieval Cost per hour	<i>Salary of the lowest-paid entity employee who can complete the task</i>	
Data Request Copies - Per Page (up to 100 pages)	\$0.25	
Normal Business Hrs (1 hr minimum) per hour	\$65.00	
After Hours (1 hr minimum) per hour	\$100.00	
Late Fees / Penalties / Cancellation		
Returned Check Fee	\$35.00	
ACH Return / NSF (non-sufficient fund) Chargeback	\$35.00	
Delinquent Fee	\$10.00	
Permit Cancellation Fee	\$25.00	
Processing Fees		
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C	
Recreation Credit Card Processing Fee - Transactions over \$100.00	4.19% less \$4.19	
InvoiceCloud Credit Card Processing Fee - Utility Bills (\$2.95 minimum)	1.25%	
InvoiceCloud Credit Card Processing Fee - Building Permits (\$2.95 minimum)	3.25%	
InvoiceCloud Credit Card Processing Fee - Invoices (\$2.95 minimum)	3.25%	
InvoiceCloud Credit Card Processing Fee - Miscellaneous	\$2.50	
Maps		
Color Maps - on cardstock	\$3.00	
Oversized or Laminated - special order	Varies	
Topos - special order	Varies	
Recycling Fee		
Recycling Fee - Annually	\$53.16	\$51.42
Recycling Delinquent Fee	\$10.00	
Recycling Provider Late Fee	1.5% per month	
City Park - Picnic Facility		
Group 1 (Local Non-Profit Groups): NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, St. John's Lutheran School *Damage deposit required	N/C	Corcoran Bee Club
Group 2: Corcoran Residents *Damage deposit required	10% Discount	
Damage Deposit - Required for All Rentals / Amenities	\$350.00	
Pavilion Rental Fee	\$100.00	
Soccer/Football/Baseball - per field (per hour usage minimum 2 hours)	\$22.00	
Lights (Lions Field only) - Additional per game	\$30.00	
Scoreboard and PA System (Snyder Field only per game)	\$25.00	
Tennis Courts - All courts 2 hour usage	\$15.00	

2024 FEE SCHEDULE		
ADMINISTRATIVE FEES		
	2024 FEE	2023 FEE
Engraved Memorial Bricks (tax included)		
4 x 8 Engraved Brick	\$50.00	
12 x 12 Engraved Brick	\$100.00	
Engraved Stone (Large)	\$135.00	
Engraved Stone (X-Large)	\$175.00	
48" Maintenance Free Bench	Varies*	
Concrete Bench - 22 Characters	Varies*	
Granite Bench	Varies*	
*Product and prices subject to change with vendors		
City Facility Rentals		
Mutiple Date Change Fee (1 Date Change Per Year Free)	\$10.00	
GENERAL LICENSES & PERMITS		
Liquor/Tobacco		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	\$25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	\$25.00	
Temporary 3.2 Malt Liquor License - Annual Max	\$100.00	
On Sale 3.2 Malt Liquor	\$100.00	
Off Sale 3.2 Malt Liquor	\$25.00	
Investigation (New/Transfer License)	\$100.00	
On Sale Intoxicating Liquor	\$4,000.00	
On Sale Wine	\$2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	\$150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	\$200.00	
Investigation Fee (New/Transfer License)	\$300.00	
2:00 am Closing	Paid to State	
Tobacco License	\$150.00	
Lawful Gambling		
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	\$50.00	
Edible Cannabinoid		
Edible Cannabinoid Sale Application	\$125.00	
Edible Cannabinoid Sale License	\$125.00	
Edible Cannabinoid Sale Renewal	\$125.00	
Other Permits/Licenses		
Fireworks Permit - Per Event	\$50.00	
Hobby Kennel - Annual Fee	\$75.00	
Solid Waste Hauler License Application	\$75.00	
Rental Licenses		
Single-family homes, twin-homes, and townhomes		
License Fee (per unit)	\$100.00	
Re-inspection Fee (per unit)	\$75.00	
Conversion Fee	\$100.00	
Apartments		
License Fee (per per building plus \$15.00 per unit)	\$200.00	
Re-inspection Fee (per unit)	\$75.00	
Conversion Fee	N/C	
Penalty for renewal applications filed and fees paid after July 1st (renewal date) (for each 30 days after December 1, but no more than 60 days)		
	\$25.00	
Filing fee for appeal of compliance order	\$50.00	
Reinstatement Fee	\$50.00	
Illegal Rental Operation/Let of Property		
First Violation	\$100.00	
Second violation within 24-month	\$250.00	
Third and subsequent violation within 24-month	\$500.00	

2024 FEE SCHEDULE		
PUBLIC SAFETY		
	2024 FEE	2023 FEE
Police Reports		
Police Reports - Per Page (up to 100 pages)	\$0.25	
Audio/Video on USB Flash Drive	\$10.00	
Normal Business Hrs (1 hr min.) per hour	<i>Salary of the lowest-paid entity employee who can complete the task</i>	
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	\$25.00	
Non-Resident - Additional Seats	\$10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	\$5.00	
Finger Printing		
Resident	N/C	
Non-Resident	\$25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	\$5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	\$75.00	
4+ In any 12-month period (Each)	\$150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	
4+ In any 12-month period	\$100.00	
Burning Permit		
Valid for 1 month	\$10.00	
Valid for 6 months	\$50.00	
Firearm & Hunting Permits		
Shooting Range Annual Review Fee	\$250.00	
Goose Lake Hunting Permit	\$10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	\$100.00	
Command Post per day	\$250.00	
Vehicle Impound		
Vehicle Impound Release	\$10.00	
Storage Fee Daily	\$35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	\$21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	\$42.96	
No Kennel License	\$50.00	
Event Security Rates		
Officer - per hour	\$100.00	
Officer - per hour Holiday rate	\$125.00	
Reserve Officer - per hour	\$30.00	
Emergency Communications Systems Fee		
Per Single Residential Unit	\$100.00	
Up to 4 Units	\$200.00	
Up to 10 Units	\$500.00	
For Any Number of Units Above 10 Units	\$1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

2024 FEE SCHEDULE		
PUBLIC WORKS		
	2024 FEE	2023 FEE
Equipment Usage Per Hour (Government Agency Assistance)		
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates	
Dump Truck		
Front End Wheel Loader		
Road Grader		
Skid Loader		
Wood Chipper		
Public Works Labor		
Per Hour	\$65.00	
Lawn Mowing - Property Cleanup		
Mowing 1 acre & under	\$315.00	
Mowing over 1 acre - \$315 + additional hourly rate	\$85.00	
Contract tree and weed removal	Cost + 65.00	
Contract rubbish removal	Cost + 65.00	
Swing Away Mail Box Arms (Sales Tax included)		
Post only (mailbox not included)	\$130.00	\$65.00
Post and Installation (mailbox not included)	\$215.00	\$150.00
Street Department Fees		
Street Sign Install Labor (Per hour)	\$75.00	
Bituminous Trail Reimbursement Cost (per lineal foot)	\$22.00	\$17.00
Culvert priced per foot	Cost + 65.00	
Grading & Land Disturbance Permit		
Greater than 50 Cubic Yards (or less than 50 Cubic Yards non-exempt)	\$100.00*	
One Acre or greater of disturbance	\$300.00*	
Driveway Review (New or Altered Access)	\$100.00*	
*Escrow Determined by City Engineer or City Representative	Varies - \$1,000.00 Minimum	
Engineering Review - per hour	Contract Rate	
Overweight Vehicle Permit		
Agriculture	N/C	
Commercial Tow Truck	\$750.00	
Daily Permit - Non Exempt Emergency	\$100.00	
Seasonal - Emergency (Septic, Liquid Propane & Similar)	N/C	
No Permit Penalty	Double Fee	
All Charges are Per Truck - Permits are Restricted		
Utility Permit		
Utility Work in the Right-of-Way - IE:Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc	\$100.00	
Local Government Unit Fees		
	Non-Refundable Application Fee	Escrow
Exemption Certificates	\$200.00	\$1,000.00
Determinations	\$200.00	\$1,000.00
Delineation Review	\$200.00	\$2,000.00
Pond Excavations	\$200.00	\$1,000.00
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways	\$400.00	\$2,000.00
All Other Replacement Plans	\$400.00	\$2,500.00
Replacement Plan in Conjunction with Wetland Banking	\$400.00	\$3,500.00
All Other Wetland Banking Applications	\$400.00	\$3,500.00
Monitoring - Per Basin	\$400.00	\$6,000.00
* Additional Wetland Replacement Plan and Banking Escrows and Sureties are determined on a site-specific basis.		
Wetland Conservation Act Violations (Restoration Order)		
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.		

2024 FEE SCHEDULE			
PLANNING DEVELOPMENT AND ZONING			
Land Use Permit/Application Type	2024 FEE		2023 FEE
	Non-Refundable Application Fee	Escrow	
Agriculture Preserve Application - Placement (fee limited by state)	\$50.00		
Agriculture Preserve Application - Removal (fee limited by state)	\$50.00		
Administrative Permit	\$100.00	\$1,000.00	
Minor Subdivision, Lot Line Adjustment/Consolidation	\$100.00	\$1,500.00	
Certificate of Compliance	\$80.00		
Development Rights Appeal	\$100.00	\$500.00	
Comprehensive Plan Amendment	\$1,000.00	\$2,200.00	
Conditional Use Permit (CUP)	\$550.00	\$2,200.00	
Conditional Use Permit (CUP) Amendment	\$200.00	\$1,000.00	
Environmental Review	\$500.00	\$5,000.00	
Interim Use Permit	\$500.00	\$2,000.00	
Final Plat – Base Fee Regular / OSP	\$400.00	\$5,000.00	
Final Plat – Per Lot Regular /OSP	\$15.00		
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955		
Single Family Per Unit	\$5,954.00		
Multi Family Per Unit	\$4,040.00		
Commerical and Industrial Per Acre	\$5,866.00		
Preliminary Plat – Base Regular / OSP	\$400.00	\$5,000.00	
Preliminary Plat – Per Lot Regular / OSP	\$15.00		
PUD -Preliminary Development Plan	\$575.00	\$5,000.00	
PUD - Final Development Plan	\$500.00	\$5,000.00	
PUD - Sketch Plat/Plan Review	\$450.00	\$2,000.00	
Rezoning	\$575.00	\$2,000.00	
Sign - Wetland Buffer Sign (per sign - requires site inspection)	\$20.00		
Sign - Development Notice Sign			
First Sign	\$165.00		
Each Additional Sign	\$50.00		
Site Plan	\$425.00	\$1,500.00	
Site Plan Amendment - Minor	\$200.00	\$1,000.00	
Sketch Plat/Plan Review - Regular / OSP	\$450.00	\$1,750.00	
Topography Exemption, Wetland Waiver, Electronic File Waiver	\$200.00	\$1,000.00	
Vacation	\$350.00	\$1,000.00	
Variance	\$550.00	\$2,000.00	
Zoning/Subdivision Code Amendment	\$700.00	\$2,000.00	
Infrastructure Feasibility Study / Review		\$5,000.00	
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Meeting with City Consultants and City Staff (first hour no charge)	Over 1 hour Contract fee	\$500.00	
Public Works Director Review - per hour	\$90.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
City Planner Review - per hour	\$65.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Fence Permit			
Any fence taller than 7' requires a building permit fee based on valuation + state surcharge			
Fence (residential within 6' of property line)	\$35.00		
<i>Zoning and Setback Review Only</i>			
Sign Permit			
No Planning Commission Review - Temporary	\$35.00		
No Planning Commission Review - Permanent	\$150.00		

2024 FEE SCHEDULE		
UTILITY		
	2024 FEE	2023 FEE
WATER FEES		
Residential		
Water Base Fees - per month	\$22.28	\$ 21.63
Water Usage Rates - residential (monthly use) per 1,000 gallons		
Tier 1: 0 gallons to 4,999 gallons	\$2.43	\$ 2.31
Tier 2: 5,000 gallons to 8,999 gallons	\$2.92	\$ 2.78
Tier 3: 9,000 gallons to 19,999 gallons	\$3.65	\$ 3.48
Tier 4: 20,000 gallons and over	\$4.71	\$ 4.49
Multi-Residential (7+ units)		
Water Base Fees - per month	\$22.28	\$ 21.63
Water rates - Multi-residential (monthly use) per 1,000 gallons		
Tier 1: 1,000 gallons +	\$2.92	\$ 2.78
* REU = residential equivalent unit		
Non-Residential		
Water Base Fees - per month		
Non residential - Under 1" Meter	\$27.53	\$ 26.76
Non residential - 1" to 3" Meter	\$27.53	\$ 26.73
Non residential - Over 3" Meter	\$35.65	\$ 34.61
Water rates - non residential (monthly use) per 1,000 gallons		
Tier 1: 1,000 gallons +	\$2.92	\$ 2.78
Safe Drinking Water Fee (Per MN Safe Drinking Water Act)	\$0.81	**New for 2024
SANITARY SEWER FEES		
Residential		
Sewer Base Fees - per month	\$31.36	\$ 30.45
Sewer rates - residential (monthly use) per 1,000 gallons		
Existing Customers - Based on Winter Water Usage (November-March)	\$3.11	\$ 3.02
New Customers - Based on 4,500 gallons per month	\$3.11	\$ 3.02
Multi-Residential		
Sewer Base Fees - per month	\$31.36	\$ 30.45
Sewer rates - non residential (monthly use) per 1,000 gallons		
Tier 1: 1,000 gallons +	\$3.11	\$ 3.02
Non-Residential		
Sewer Base Fees - per month	\$31.36	\$ 30.45
Sewer rates - non residential (monthly use) per 1,000 gallons		
Tier 1: 1,000 gallons +	\$3.11	\$ 3.02
Manufactured Homes Park		
Sewer rates - (monthly use) per 1,000 gallons		
Maple Hill Estates (804,000 gallons per month)	\$3.97	\$ 3.85
CONNECTION FEES		
Trunk Line Availability Charge (TLAC)		
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	\$9,318.44	\$ 9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	\$12,608.05	\$ 12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	\$12,369.75	\$ 12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	\$25,271.03	\$ 24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	\$7,621.91	\$ 7,526.31
Connection Fees - City of Corcoran		
Water Connection Fee (per unit) - Single Family	\$1,332.82	\$ 1,294.00
Water Connection Fee (per unit) - Multi-Family	\$1,065.02	\$ 1,034.00
Water Connection Fee (per unit) - Non-Residential	\$1,332.82	\$ 1,294.00
Sewer Connection Fee (per unit) - Single Family	\$1,318.40	\$ 1,280.00
Sewer Connection Fee (per unit) - Multi-Family	\$1,054.72	\$ 1,024.00
Sewer Connection Fee (per unit) - Non-Residential	\$1,318.40	\$ 1,280.00

2024 FEE SCHEDULE		
UTILITY		
	2024 FEE	2023 FEE
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)		
Water Connection Fee (per unit) - Residential/individual laundry facilities	\$2,999.00	\$ 2,942.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	\$2,399.00	\$ 2,942.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	\$11,996.00	\$ 11,767.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	\$5,998.00	\$ 11,767.00
Parks, per acre (0.5 times low density residential rate)	\$1,500.00	\$ 1,500.00
Volumetric Charges - per 1,000 gallons	\$2.36	\$ 2.36
Connection Fees - Metropolitan Council		
Sewer Access Charge (SAC)	\$2,485.00	
Meter Fees		
Meter - standard	Cost plus 10%	
Meter - larger than standard	Cost plus 10%	
Meter Inspection	\$65.00	\$ 65.00
Meter - Temporary Installation	\$65.00	\$ 65.00
OTHER UTILITY FEES		
Miscellaneous Fees		
Maple Grove Serviced Properties	Cost plus 10%	
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	\$10.94	\$ 10.40
Late/Past Due Payments		
Delinquent Utility Fee	\$10.00	\$ 10.00
Late Payment Penalty	10% of unpaid bill	
Water Disconnect	\$65.00	\$ 65.00
Water Reconnect	\$65.00	\$ 65.00
Bulk Water Sales		
Set Up/Administrative Fee	\$65.00	\$ 65.00
Water Meter Rental Deposit	\$1,000.00	\$ 1,000.00
Tier 1: 1,000 gallons +	\$2.92	\$ 2.78

2024 FEE SCHEDULE
BUILDING PERMIT AND RELATED

Building Permit Fee - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

TOTAL VALUATIONS (Residential & Commercial)	BUILDING PERMIT FEE SCHEDULE
\$1.00 to \$500.00	\$21.00
\$501.00 to \$2,000.00	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00 to \$25,000.00	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00 to \$100,000.00	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00 to \$1,000,000.00	\$2,887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00, or fraction thereof

Plan Review Fee: 65% of the Building Permit Fee calculated from the above schedule.

Similar Plan Review Fee: 25% of the Building Permit Fee calculated from the above schedule.
(Per MN State Building Code 1300.0160 Subp. 5 and 6)

PLAN REVIEW FEE IS NON-REFUNDABLE

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

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

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

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

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

2024 FEE SCHEDULE
BUILDING PERMIT AND RELATED

Building Permit Fee - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

OVER THE COUNTER PERMITS

Re-Roof, Re-side and Windows	\$90.00 each + State Surcharge Fee (\$1.00)
Commercial Re-roof, Re-side, Window/Door Replacement (with no alterations to openings)	Based on Valuation, Permit fee and State Surcharge Only (if no review required)
General Plumbing (Residential)	\$50.00 minimum + additional \$5.00 per fixture +
Water Heaters / Water Softeners (change out only)	Water Heater \$35.00 per unit + State Surcharge Fee (\$1.00) Water Softener \$35.00 per unit + State Surcharge Fee (\$1.00)
Water Heaters / Water Softeners (replacement)	\$35.00 per unit + State Surcharge Fee (\$1.00)
Mechanical (Residential)	\$75.00 per unit + State Surcharge Fee (\$1.00) (Furnace, AC or Gas line) Additional \$10.00 gas fitting/connection fee for each unit over 3 units The following qualify as a “unit” Furnace, AC, Air Exchange, In-floor heat, Boiler, Geothermal System, Ground System Heat Pump, Garage Heater, etc.
Gas Fireplace	\$75.00 + State Surcharge Fee (\$1.00)

*State Surcharge fee is subject to State changes.

OTHER INSPECTIONS AND FEES

Inspection outside normal business hours; minimum two hours	\$90.00 per hr.
Re-inspection Fee (minimum one hour charge)	\$45.00 per hr.
Inspections for which no fee is specifically indicated (Minimum one hour charge)	\$60.00 per hr.
Site Inspection Fee	RESIDENTIAL \$45.00 ea. COMMERCIAL \$80.00 ea.
Additional plan review required by changes, additions, or revisions	\$60.00 per hr.
Miscellaneous and special services per contract	\$60.00 per hr.
Water Hook Up/Connection Permit (Plan review and inspection)	\$100.00
Sewer Hook Up/Connection Permit (Plan review and inspection)	\$100.00
Pre-Move inspection	\$150.00 ea.
Moved – In structure (not including foundation, interior remodeling)	\$250.00 ea.
Commercial Plumbing permit and plan review	Based on valuation
Commercial Mechanical permit and plan review	Based on valuation
Electrical Inspections (Residential & Commercial)	Per State Inspector
Demolition	Residential \$150.00 + State Surcharge (\$1.00) Commercial \$250.00 + State Surcharge (\$1.00)
Mobile Home Installation	\$250.00 + State Surcharge (\$1.00)
Permit Cancellation Fee	\$35.00 + Plan Review Fee
Replacement Permit Card Fee	\$35.00
Expired Permit Re-issue Fee (Expired permits may be re-issued at the discretion of the City.)	\$35.00 Minimum up to 100% of permit fee

Certificate of Survey

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

2024 FEE SCHEDULE

BUILDING PERMIT AND RELATED

Building Permit Fee - Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

Financial Guarantee (Escrow/Contractor Surety)

A refundable financial guarantee may be required on some projects. The amount shall be determined based on the project. A minimum of \$1,000 cash escrow shall be deposited for all projects requiring a financial guarantee and shall be due prior to permit issuance. The escrow may include charges for staff time and/or costs incurred by the City to gain compliance with project requirements.

PENALTY

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

All fees are to be paid at time of permit issuance

ORDINANCE NO. 2023-512

Motion By:
Seconded By:

AN ORDINANCE ADOPTING 2024 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

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

Section 2. Amendment of 2024 Fee Schedule.

The fees to be charged by the City of Corcoran for 2024 are listed on the attached Exhibit A, (copy is available at City Hall); that said fee schedule is hereby adopted.

Section 3. Continuation/Amendment.

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

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

ADOPTED by the City Council on the 18th day of December, 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:

City Seal

*City of Corcoran
County of Hennepin
State of Minnesota*

December 18, 2023

Michelle Friedrich – City Clerk

STAFF REPORT

Agenda Item: 9e.

Council Meeting December 18, 2023	Prepared By Michelle Friedrich
Topic Website Maintenance Software Comparison	Action Required Approval

Summary

Website Maintenance Software

The City's current website hosting and maintenance agreement ends in the first quarter of 2024. Currently the City utilizes CivicLive website maintenance software. At the July 27 meeting, Council requested staff review three options for future website maintenance solutions and noted reviewing the current CivicLive vendor, CivicPlus Solutions, and Granicus Web Essentials.

Staff participated in demonstrations for CivicPlus Solutions and Granicus Web Essentials. Staff acknowledged both products would be beneficial to streamline current operations within the City, to both the frontend and backend user of each software solution. Each solution offers separate modules for Planning, Permitting, and Parks and Rec with additional implementation and annual maintenance costs.

Financial/Budget

CivicLive annual license maintenance fee is included in the 2024 budget. Please note quotes are reflective of 2023 pricing. Pricing in 2024 will increase. Estimated quotes presented are for comparison reference.

CivicLive Solutions (Current website maintenance provider)

Implementation	1-Year (Annually)	5-Year (Paid in Full)
	<i>(Paid through General Fund/Budget Annually)</i>	
N/A	\$1,802.50	N/A

CivicPlus Solutions

Implementation	3-Year (Annually)	5-Year (Annually)
<i>(Paid through ARPA*)</i>	<i>(Paid through General Fund/Budget Annually)</i>	
\$23,643.00	Year 1: \$7,950.00	Year 1: \$7,950.00
	Year 2: \$8,347.50	Year 2: \$8,347.50
	<u>Year 3: \$8,764.88</u>	Year 3: \$8,764.88
		Year 4: \$9,203.12
		<u>Year 5: \$9,663.27</u>

Total Costs: \$25,062.38

\$43,928.77

Granicus Web – Essentials Package

Implementation

(Paid through ARPA*)

\$7,110.00

3-Year (Annually)

(Paid through General Fund/Budget Annually)

Year 1: N/A

Year 2: N/A

Year 3: N/A

5-Year (Annually)

Year 1: \$5,400.00

Year 2: \$5,670.00

Year 3: \$5,953.50

Year 4: \$6,251.18

Year 5: \$6,563.73

Total Costs:

N/A

\$29,838.41

**To continue workflow and respond as necessary should the pandemic re-emerge, or a new emergency arise, a portion of 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 setup costs of any of the website maintenance solutions. The annual subscription portion would be funded through the General Fund and included in future year budgets.*

Recommendations

Staff recommends remaining with CivicLive Solutions for website maintenance software in 2024.

Council Action

1. Authorize staff to continue utilizing CivicLive website maintenance software at \$1,802.50 for 2024.

Attachments

1. CivicLive Estimate
2. CivicPlus 3- and 5- Year Estimate
3. Granicus 5-Year Estimate



Quote

Date 11/2/2023
Quote # 166910

Expires 12/2/2023
Quote Type
Representative Carrie Moore
Agent

Intrado Interactive Services Corporation

THIS IS NOT A BILL.

Prepared for:

City of Corcoran
 8200 County Road 116
 Corcoran MN 55340
 United States

Item	Quantity	Description	Rate	Amount
Support&Maint-CivicLive	1	CivicLive - Support and Maintenance	1,802.50	1,802.50
			Total	\$1,802.50

The terms and conditions available at <https://www.schoolmessenger.com/webterms> apply to this quote, unless the parties have entered into a separate mutually executed agreement.



Sales tax may be applied on invoice. Tax exemption certificates can be sent to SchoolMessengerBilling@west.com.



166910

Agenda Attachment: 9e2.

Corcoran, MN - CivicPlus Solutions - List

	One-Time Fees	Year 1 Annual	Total Year 1	Year 2	Year 3	Total 3-Year Cost	Year 4	Year 5	Total 5-Year Cost
Website (Engage Central)	\$ 23,643.00	\$ 7,950.00	\$ 31,593.00	\$ 8,347.50	\$ 8,764.88	\$ 48,705.38	\$ 9,203.12	\$ 9,663.27	\$ 67,571.77
Community Development (CivicGov)	\$ 6,500.00	\$ 9,000.00	\$ 15,500.00	\$ 9,450.00	\$ 9,922.50	\$ 34,872.50	\$ 10,418.63	\$ 10,939.56	\$ 56,230.68
Recreation Management (CivicRec)	\$ 9,713.00	\$ 6,000.00	\$ 15,713.00	\$ 6,300.00	\$ 6,615.00	\$ 28,628.00	\$ 6,945.75	\$ 7,293.04	\$ 42,866.79
3-Year Cost For All Solutions						\$ 112,205.88	5-Year Cost For All Solutions		\$ 166,669.24

Corcoran, MN - CivicPlus Solutions - Bundled Pricing & End-of Year Discounts

Bundled/discounted pricing assumes all solutions purchased on or before 12/22/2023

	One-Time Fees	Year 1 Annual	Total Year 1	Year 2	Year 3	Total 3-Year Cost	Year 4	Year 5	Total 5-Year Cost
Website (Engage Central)	\$ 17,732.25	\$ 5,962.50	\$ 23,694.75	\$ 7,656.86	\$ 8,039.70	\$ 39,391.31	\$ 8,441.69	\$ 8,863.77	\$ 56,696.77
Community Development (CivicGov)	\$ 2,250.00	\$ 3,750.00	\$ 6,000.00	\$ 7,500.00	\$ 7,875.00	\$ 21,375.00	\$ 8,268.75	\$ 8,682.19	\$ 38,325.94
Recreation Management (CivicRec)	\$ 6,713.00	\$ 2,250.00	\$ 8,963.00	\$ 4,500.00	\$ 4,725.00	\$ 18,188.00	\$ 4,961.25	\$ 5,209.31	\$ 28,358.56
3-Year Cost For All Solutions						\$ 78,954.31	5-Year Cost For All Solutions		\$ 123,381.27
Total 3-Year Savings						\$ 33,251.56	Total 5-Year Savings		\$ 43,287.96

408 St. Peter St, Suite 600
St. Paul, MN 55102

THIS IS NOT AN INVOICE

Order Form
Prepared for
Corcoran, MN

Granicus Proposal for Corcoran, MN

ORDER DETAILS

Prepared By: Stephanie Serbedzija
Phone: (224) 284-1107
Email: stephanie.serbedzija@granicus.com
Order #: Q-285592
Prepared On: 02 Jun 2023
Expires On: 21 Jul 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

The subscription includes the following domain(s) and subdomain(s):

- <https://www.corcoranmn.gov/>

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Web - Essentials Package	Milestones - 40/30/30	1 Each	\$7,110.00
SUBTOTAL:			\$7,110.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
OpenCities SaaS License	Annual	1 Each	\$5,400.00
SUBTOTAL:			\$5,400.00

Communications Cloud Tier:
for up to 4000 subscribers

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
OpenCities SaaS License	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73
SUBTOTAL:	\$5,670.00	\$5,953.50	\$6,251.18	\$6,563.73

PRODUCT DESCRIPTIONS

Solution	Description
Granicus Web - Essentials Package	<p>The Essentials package provides a citizen-focused website based on best practices & patterns out-of-the-box using proven pre-configured layouts. This implementation level is recommended for organizations that need a rapid implementation timeline or those with a small implementation team that does not have the capacity to engage in a traditional UX Design process.</p> <p>This package includes:</p> <ul style="list-style-type: none"> • Professional Project <ul style="list-style-type: none"> ○ Management - Weekly / bi-weekly communication • One (1) homepage layout from Granicus responsive design library • One (1) Information Architecture (IA) Package (basic) <ul style="list-style-type: none"> ○ Best practices review • One (1) Content Rationalization Package (basic) <ul style="list-style-type: none"> ○ Best practices review, one (1) hour session ○ Site scrape loaded into AIM framework document • One (1) Visual Design Package <ul style="list-style-type: none"> ○ One (1) homepage design mockup – based on logo + 3 colors ○ Interior page sample ○ Mobile version sample ○ One (1) round of design revisions • Development/CMS Implementation • Content Migration - up to fifty (50) pages • QA & Accessibility Report • Remote Training - Delivered in three (3) non-consecutive sessions <ul style="list-style-type: none"> ○ eight (8) hours total - Up to ten (10) people

Solution	Description
OpenCities SaaS License	<p>The OpenCities platform allows you to launch modern, easy to use websites that evolve to put the needs of your community at the center. The SaaS License includes:</p> <ul style="list-style-type: none"> • All OpenCities out of the box functionality (excluding optional/premium modules priced separately) • Platform setup and full project management • Managed cloud hosting via Microsoft AzureGov • Ongoing security updates • Ongoing product updates and enhancements • WCAG AA Accessibility maintained perpetually • 99.9% up-time guarantee and 24/7 support for Priority 1 issues (per SLA) • Comprehensive SLA and Support Ticketing system <p>See subscription agreement for details.</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-285592 dated 02 Jun 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Corcoran, MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[<input type="checkbox"/>] - No [<input type="checkbox"/>] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-285592 dated 02 Jun 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Corcoran, MN	
Signature:	
Name:	
Title:	
Date:	

STAFF REPORT

Agenda Item: 9f.

Council Meeting December 18, 2023	Prepared By Kathy Hughes
Topic City Logo Final Design	Action Required Approval

Summary

On April 14, 2022, City Council requested staff to write a proposal for simplifying the City of Corcoran’s current city logo. Over a period of months in 2023, staff worked with Councils chosen designer 99designs to create a logo draft. In November our community was given the opportunity to comment on five logo designs chosen by Council. On November 9, 2023, Council chose the final design. A subcommittee was chosen to include the Mayor and one Councilor to make final edits to the chosen design. The final version has been edited and is included in this staff report. The City has taken ownership of the logo design. The designer can make minor edits if needed.



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The last phase of the project is to create a brand strategy for the City. Staff will develop a plan and bring it back to council for approval. This will be completed in 2024 Q1.

Financial/Budget

The project stayed within the original budgeted amount of \$299.00.

Options

Council can approve the final design as is.

Council can approve the final design with minor edits.

Recommendation

Staff recommends Council accept the final design as is for the City's new logo design directing staff to move forward with developing a brand strategy.

Council Action

Council approves the final design as is for the City's logo.

Council approves the final design with minor edits for the City's logo.

STAFF REPORT

Agenda Item: 10a.

Council Meeting: December 18, 2023	Prepared By: Matt Gottschalk/Michelle Friedrich
Topic: Recycling Forgiveness Request	Action Required: Direction

Summary

The City received a request to forgive recycling fees for a property at 22805 County Road 50. The request is attached. Hennepin County requires cities to provide recycling services to all residences. If the City elected to forgive the fees for the property, the City would be required to cover that fee on behalf of the resident.

Staff anticipates that if the City covers the recycling fees in this circumstance there will be a substantial number of requests from other property owners. This places the burden of the recycling fees from those properties onto the City budget.

Council may elect to provide staff with additional direction on how to handle future requests for recycling fee forgiveness requests.

Financial/Budget

This forgiveness request did not include the current balance due. While the annual recycling fee is typically less than \$100, there would likely be cascading requests coming in if this forgiveness is granted.

Options

1. Deny the recycling fee forgiveness request for 22805 County Road 50.
2. Approve the recycling fee forgiveness request for 22805 County Road 50 not to exceed a specified amount.
3. Provide staff with other direction.

Recommendation

1. Deny the recycling fee forgiveness request for 22805 County Road 50.

Council Action

Direct staff how to proceed.

Attachments

1. Recycling Forgiveness Request – 22805 County Road 50.

December 5th, 2023

City Of Corcoran
8200 Couty Road 116
Corcoran, MN 55340

RE: Account# 3-0894-3473736
Invoice: 0894-006059973
Property: 22805 County Road 50

I am putting a request to have my Recycling removed from my property 22805 County Road 50 Corcoran, MN 553
This property have been vacant since July 2023 the previous renters destroyed the inside of my home and is
not liveable.

Me and brother Tom Patnode will be selling this property next spring and the only value is the Land and Shed.

Thank you,



Steve Patnode





1051 McKinley Pkwy
Delano MN 55328

Customer Service (763)972-3335
RepublicServices.com/Support

Important Information

Generally, you'll have a shorter wait time if you call after Wednesday. With My Republic Services, you can easily pay your bill, schedule a pickup and more. Sign up today at RepublicServices.com/MyAccount

Account Number 3-0894-3473736
Invoice Number 0894-006059973
Invoice Date December 31, 2022
Previous Balance \$0.00
Payments/Adjustments \$0.00
Current Invoice Charges \$51.42

Total Amount Due \$51.42
Payment Due Date January 20, 2023

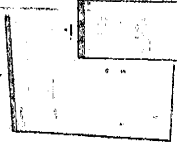
CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Steve Patnode 22805 County Road 50 Corcoran, MN Contract: 9894064 (C3)				
1 Recycle Cart 64/65 Gal, 1 Lift Per 2 Weeks Recycling Service 01/01-12/31			\$51.42	\$51.42
CURRENT INVOICE CHARGES				\$51.42

#13053

1-12-2023

LAST YEARS STATEMENT



Simple account access at your fingertips.

Download the Republic Services app or visit
RepublicServices.com today.



STAFF REPORT

Agenda Item: 10b.

Council Meeting December 18, 2023	Prepared By: Kathy Hughes
Topic: Earn Safe and Sick Time (ESST) Policy	Action Required: Approval

Summary

Effective January 1, 2024, Minnesota's Earned Sick and Safe Time (ESST) law requires employers to provide paid leave to employees who work in the state. Sick and safe time is paid leave that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault, or stalking. This law applies to all employees performing work for at least 80 hours in a year for the City:

- Part-time snowplow driver, communications assistant, election judge, police officer, community service officer, and seasonal employees will earn one hour of ESST for every 30 hours worked up to a maximum accrual of 48 hours per calendar year. The City's payroll system will reflect the earned and used time.
- Full-time employees' first 48 hours of PTO leave will be cross designated as ESST.
- This policy does not apply to elected officials or contract employees.

Staff have worked with the League of Minnesota Cities and our City Attorney creating a policy to be added to our employee handbook.

Financial/Budget

Cost to the City will be in wages paid to seasonal and part-time employees who use accrued ESST.

Recommendation

Council approved the Earned Sick and Safe Time policy.

Council Action

Approve the Earned Sick and Safe Time policy.

Attachments

1. Earned Sick and Safe Time policy.

City of Corcoran Employee Handbook Policy

Earned Sick and Safe Time

This Policy defines the City of Corcoran's compliance with the Minnesota Earned Sick and Safe Time (ESST) law outlined in Minnesota Statutes, §§ 181.9445 to 181.9448, effective January 1, 2024. Earn Sick and Safe Time (ESST) is paid time off earned at one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours per year. The hourly rate of ESST is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including seasonal and part-time employees) performing work for at least 80 hours in a year for the city.

As outlined below, for employees eligible for paid time off (PTO) benefits, ESST use will be cross-designated with PTO use for the first 48 hours. Employees eligible for PTO already have paid leave banks that meet or exceed the 48 hour per year requirement of ESST. As such, those employees will not receive any additional paid leave in addition to the paid leave banks they are already entitled to.

The City's 12-month period is calculated as a calendar year.

(a) Earned Sick and Safe Time Use

ESST may be used in 15-minute increments for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury, or other health condition.
 - Need for medical diagnosis, care, or treatment, of a mental or physical illness injury or health condition.
 - Need for preventative care.
 - Closure of the employee's place of business due to weather or other public emergency.
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.

- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Care of a family member:
 - With mental or physical illness, injury, or other health condition.
 - Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or other health condition.
 - Who needs preventative medical or health care.
 - Whose school or place of care has been closed due to weather or other public emergency.
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has contracted the communicable disease.
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

(b) For Earned Sick and Safe Time purposes, family member includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling.
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- A child of a sibling of the employee.
- A sibling of the parent of the employee.
- A child-in-law or sibling-in-law.
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

(c) Advance Notice for use of Earned Sick and Safe Time

If the need for use of ESST is foreseeable, the City requires you to provide seven (7) days' notice. However, if the need for use of ESST is not foreseeable, you must provide notice **as soon as practicable**.

You may provide notice by contacting your supervisor via telephone or text.

If an employee uses ESST for more than three (3) consecutive days, the City may require you to provide reasonable documentation demonstrating the ESST use is covered by one of the qualifying reasons, such as a signed statement by a health care professional, a court record, a signed document from a victim services organization, or a written statement from the employee indicating the employee is using or used ESST for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

The city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

(d) Accrual/Carryover Method Incorporated into Existing PTO Policy

For purposes of satisfying ESST, the City has previously negotiated or provided to non-union employees paid time off (PTO) which meets or exceeds ESST minimum requirements under the law for full-time employees and part-time employees per week.

Please be advised for full-time employees the **first 48 hours** of PTO leave you use **will be cross-designated as ESST**. If you choose to use all of your available PTO hours for reasons other than those outlined in this policy as ESST eligible hours, you will **not** be provided with additional ESST hours. While you may use any available PTO hours you have for an ESST purpose, you will **not** be provided with additional ESST hours once your available hours have been exhausted. Employees may roll over unused ESST to the next year up to a maximum accrual of 80 ESST hours.

For seasonal and part-time employees who do not earn PTO, you will earn one hour of ESST for every 30 hours worked after working 80 hours in a calendar year. This policy does not apply to elected officials. An employee who works at least 80 hours in a calendar year will earn one (1) hour of ESST leave for every 30 hours worked, up to a maximum accrual of 48 hours per calendar year. Employees begin accruing ESST on their first day of employment. Employees may roll over unused ESST to the next year up to a maximum accrual of 80 ESST hours.

Once an employee has used their yearly 48 hours of ESST (or up to a maximum of 80 hours if an employee has any ESST carry over from prior years), none of their remaining PTO they subsequently accrue or use in that year will be designated as ESST. Accordingly, the provisions of Minn. Stat. §§ 181.9445 – 181.9448 or this policy do not apply to PTO taken after an employee has used their yearly ESST entitlement.

(e) Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but accrued and available ESST hours may not exceed 80 hours at any time.

An employee's earnings statement will reflect an employee's accrued, used and remaining paid sick leave accrual.

(f) Retaliation prohibited

The City strictly prohibits retaliation or discrimination against employees who request or use ESST. Any employee who believes that they have been wrongfully denied ESST, retaliated, or discriminated against for requesting or using ESST must immediately notify the City Administrator.

The use of ESST will not be factored into any attendance point system the city may use. An employee has the right to file a complaint or bring a civil action if ESST is denied by the City or if the employee is retaliated against for requesting or using ESST. It is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

An employee injured by a violation of this policy pursuant to sections §§181.9445 - 181.9448 may file a complaint with the Minnesota Department of Labor and Industry and bring a civil action to recover any and all damages recoverable by law.

Questions regarding ESST or this City policy should be directed to the City Administrator. Employees may contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

(g) Benefits and return to work protections

During an employee's use of ESST, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using ESST is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ESST absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued ESST that had not been used will be reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

(h) Notice and Disclaimer

The City of Corcoran will provide all employees a copy of this policy upon City approval or prior to January 1, 2024. The City of Corcoran will provide all employees a copy of this policy upon the start of an employee's employment after January 1, 2024.

This policy is not a contract for employment. The City periodically may update this policy and reserves the right to interpret the policy as well as replace, modify, or revoke it at any time, upon reasonable notice.

STAFF REPORT

Agenda Item: 10c.

Council Meeting: December 18, 2023	Prepared By: Kevin Mattson
Topic: MS4 Stormwater Pollution Prevention Plan (SWPPP) Annual Public Input Opportunity	Action Required: Discussion

Summary

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

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

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

Financial/Budget

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

Options

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

Recommendation

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

Council Action

None

Attachments

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

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

Corcoran City Council

December 18, 2023

Why?



Clean Water Act
Regulates discharge of pollutants
to waters



NPDES Program



EPA



MPCA



City



Minnesota Pollution Control Agency



CITY OF CORCORAN

What's involved?

Permit to Discharge
Stormwater from MPCA
(MS4 Permit)



Develop and implement
a Stormwater Pollution
Prevention Plan
(SWPPP)



Minimum Control Measures (MCMs)

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

New MS4 PERMIT TIMELINE

November 16, 2020

MPCA reissues new MS4 General Permit

Spring – Summer 2021

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

Fall 2022

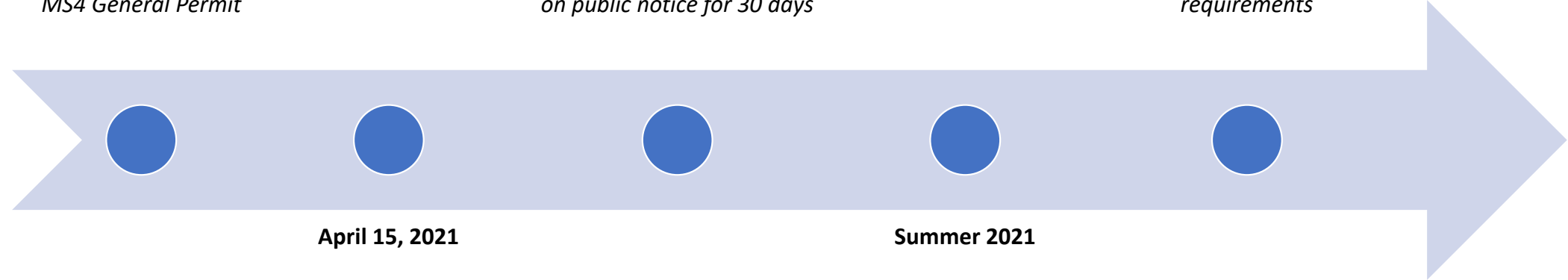
12 months from issuance to meet new permit requirements

April 15, 2021

150 days to submit updated SWPPP to MPCA

Summer 2021

Coverage is issued after permittee addresses any public comments



Comments or Questions?

Comments or questions can be submitted to:

Kevin Mattson, Public Works Director

kmattson@corcoranmn.gov

STAFF REPORT

Agenda Item: 10d.

Council Meeting: December 18, 2023	Prepared By: Jay Tobin
Topic: Strategic Planning and Goal Setting	Action Required: Choose Facilitator for 2024 Goal Setting

Summary

In keeping with past practice of scheduling work sessions for goal setting in the first month of the new year, staff reached out to potential facilitators. Richard Fursman is co-founder of Hue Life, an organization which specializes in facilitating strategic planning. He previously also provided executive recruitment services (handled the recruitment that brought Brad Martens to Corcoran). Phil Kern has helped facilitate goal setting sessions with the council in the past. As both facilitators have limited availability, staff have tentatively scheduled January 23rd for the goal setting work session.

Financial/Budget

The 2024 budget allocated funds for strategic planning/goal setting services. The Fursman proposal is \$2,500, while the Kern proposal is \$1,900.

Options

1. Choose Richard Fursman or Phil Kern as facilitator for 2024 goal setting work session.
2. Utilize staff or Councilmembers to coordinate the goal setting session for 2024.
3. Decline to host a goal setting session in 2024.

Recommendation

Staff recommend choosing a facilitator for goal setting work session.

Council Action

Consider a motion to engage the services of selected facilitator for goal setting session on January 23, 2023.

Attachments (Proposals will be sent to Council by December 18)

1. Richard Fursman (Hue Life) Proposal for 2024 Strategic Planning Services.
2. Phil Kern Proposal for 2024 Strategic Planning Services

STAFF REPORT

Agenda Item: 10e.

Council Meeting: December 18, 2023	Prepared By: Michelle Friedrich
Topic: Call for Work Sessions	Action Required: Schedule Work Sessions

Summary

Upon review of upcoming agenda items, Staff recommends hosting work sessions on January 13, 2024, for Strategic Planning and Goal Setting; February 8, 2024, to review the Police Department LPR cameras; and March 14 to review interest options on Parks and Trails Fund.

Financial/Budget

N/A

Options

1. Schedule work sessions on January 13, February 8, and March 14, at 5:30 pm.
2. Schedule work sessions for a different day and time.
3. Decline to schedule work sessions on the topics.

Recommendation

Schedule work sessions on January 13, February 8, and March 14, at 5:30 pm.

Council Action

Mayor to call work sessions on January 13, February 8, and March 14, at 5:30 pm.

Attachments

None



CITY OF CORCORAN

8200 County Road 116 • Corcoran, MN 55340
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MEMO

Meeting Date: December 18, 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. **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. The Council adopted a work plan at the November 20, 2023, regular meeting, and requested the Planning Commission to provide their initial feedback. *The Planning Commission discussed this item at the December 5, 2023, meeting and expressed their desire for commercial and industrial development standards to address a number of items, such as: specific architectural standards, infrastructure investment incentives, encouragement toward sustainable development practices, proper transitions of intensities and height, the permitted and conditional uses of each zoning type, verbiage, and lighting standards. The Commission also referenced and discussed the commercial areas of other municipalities such as Stillwater, Maple Grove, Delano, and Rogers.*

2. **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 complete for review, the public hearing is scheduled for the January 4, 2024, Planning Commission meeting.*

3. **3019 Addition Comprehensive Plan Amendment, Rezoning, and Preliminary Plat (PID 07-119-23-14-0003) (City File 23-027)**

Craig Scherber & Associates LLC have applied for a Preliminary Plat, Rezoning, and Comprehensive Plan Amendment for a Residential and Commercial Development on the property at PID 07-119-23-14-0003. The application includes 15 commercial lots and 4 single-family residential lots. This item is incomplete for City Review and is not currently scheduled for an upcoming meeting.

4. **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 application materials for a Preliminary Plat, Preliminary PUD, Rezoning, and Comprehensive Plan Amendment to allow for a mixed-use development around Hope Community Church. The proposed development includes medical offices, retail space, market rate apartments, townhomes, senior villas, and assisted living units. *This item is complete for city review and the public hearing is tentatively scheduled for the January 4, 2024, Planning Commission meeting.*

5. **Khacholing Center Home Occupation IUP (PID 06-119-23-13-0002) (City File 23-029)**

Lobsang Yeshi & Nga Thi Ngoc Nguyen, of the Khacholing Center, *is applying for an interim use permit for a conditional home occupation license to hold meditation classes of up to 25 people* at 23360 Oakdale Drive. This item is incomplete for City review and is not currently scheduled for any upcoming meetings.

6. **Pioneer Trail Industrial Park Final Plat & Final PUD (PID 32-119-23-43-0005, 32-119-23-43-0006, 32-119-23-43-0013) (City File 23-030).**

Contour Development LLC has applied for a Final Plat and a Final PUD at 6210 Pioneer Trail. The application consists of 0 lots and 3 outlots. This application is incomplete for City review and is not currently scheduled for any upcoming meetings.

7. **Lister Garage CUP (PID 32-119-23-21-0007) (City File 23-031).**

J Brothers Design, Build, and Remodel has applied for a Conditional Use Permit to allow the construction of an accessory structure with sidewalls that exceed 10 feet in height in the front yard of 23615 Julie Ann Drive. *This item is incomplete for city review and is not currently scheduled for any upcoming meetings.*

8. **Tavera 6 Final Plat & Final PUD (PID 35-119-23-11-0003) (City File 23-032).**

Lennar submitted application materials for the Final Plat and Final PUD for Tavera 6th Addition, and staff is reviewing the materials for completeness. If complete, this item is tentatively scheduled for Council review during the February 22, 2024, Regular Meeting.

9. **Woodland Hills Preliminary Plat, Rezone, & Variance (PID 36-119-23-33-0010, 36-119-23-33-0003, 36-119-23-33-0007) (City File 23-033).**

Woodland Hills of Corcoran, Inc. & Gonyea Company submitted application materials for a Preliminary Plat, Rezoning, and a Variance to develop 60 single family lots on the northeast corner of the Hackamore Road and County Road 116 intersection. The

proposal is to create 60 detached single-family lots, 1 amenity lot, and 5 outlots on a 36.74-acre site. Council provided informal feedback to the applicant's concept plan (Northeast Hackamore 116 Concept Plan) during the July 27, 2023, Regular Meeting. Staff is reviewing the item for completeness, and it could be scheduled for a Public Hearing as soon as the February 1, 2024, Planning Commission Meeting.

STAFF REPORT

Agenda Item: 11b.

Council Meeting: December 18, 2023	Prepared By: Jay Tobin
Topic: Financial Operations Plan	Action Required: Approval of Proposed Plan

Summary

On December 13, 2023, the City received Finance Manager Maggie Ung's resignation effective December 29, 2023. The city's 2022 audit is still in process with Abdo. Staff must begin preparation for the 2023 audit and start the 2025 budget process.

Recruiting and on-boarding a new Finance Manager delays progress and resolution on these significant tasks by at least a month and increases risk with decreased managerial oversight of day-to-day financial operations. To expeditiously progress and resolve the significant tasks outlined while maintaining managerial oversight of day-to-day financial operations, staff proposes a 6-month agreement with Abdo for a "Financial Manager." This provides an onsite person to work with staff for a designated amount of time each week, as well as the tremendous reach back capability of Abdo's financial solutions team. Adding this team to our capacity in the face of current financial operations challenges offers the most efficient and effective manner of addressing these significant tasks while also developing and implementing solutions that will improve the city's financial operations for the long-term.

Financial/Budget

The 6-month agreement will not exceed \$140,000 that can be partially paid for using \$70,500 of 2024 budget allocated for the city's Finance Manager position (annual total budgeted cost for Finance Manager is \$141,062.57). The remaining balance could be paid for using the long-range planning fund (balance of \$471,015 as of 10/28/23)

Options

1. Authorize staff to secure a professional services contract with Abdo for Finance Manager services for a period not to exceed 6 months using funding strategy as proposed.
2. Authorize staff to secure a professional services contract with Abdo for Finance Manager services for a period not to exceed 6 months using alternative funding strategy proposed by City Council.
3. Propose alternatives to meet the immediate need for an experienced Finance Manager.

Recommendation

Staff recommend authorizing staff to secure a professional services contract with Abdo for a period not to exceed 6 months using the proposed funding strategy.

Council Action

Consider a motion authorizing staff to secure a professional services contract with Abdo for a period not to exceed 6 months using the proposed funding strategy.

Attachments

1. Abdo proposal for Finance Manager services – will be complete Monday, December 18, 2023.

City of Corcoran 2023 City Council Schedule

Agenda Item: 13.

Below is a tentative schedule for City Council meetings. The items and schedule are subject to change.

2024

January 11, 2024

- Firearms Ordinance Review
- Annual Appointments
- Discuss the Assessor Contract – Need to Give Notice of Renewal by March 1, 2024 – If RFP Start in December
- Minnesota Clean Energy Bill Communication (Hennepin Energy Recovery Center-HERC)
- Funding Plan for Hackamore and City Center Drive and 79th Place – 2023A bonds and ARPA
- Minks PP, FP, and Variance at 6925 Old Settlers Road (City File 23-025)
- Hope CPA RZ, PP, PUD (City File 23-028)
- Pioneer Trail FP and FPUD (City File 23-030)
- Goal Setting 2024
- Street Management Snow and Ice Policy (City File 23-026)
- Grading Permits for Lakeview Development
- Hennepin County Signal Agreements Hackamore and County Road 101 and Hacakamore Road and County Road 116

January 13, 2024 (*Tenative Work Session*)

- Goal Setting (Strategic Planning)

January 25, 2024

- Construction Hours Review – Annually After Change in 2021
- Commission Appointments
- Calling of Bonds in 2024
- Set Sale of Bonds
- Holiday Toy and Food Drive – Budget and Date Selection
- Park Signs Discussion
- Hennepin County Signal Agreements
- 2022 Audit Results
- Preliminary Retention and Recruitment
- Cropland Bids

February 8, 2024 Work Session (*Tentative Work Session*)

- LPR Cameras

February 8, 2024

- Swearing in – Oath of Office for Dan Wilcox
- Acknowledge Officer Zeke (Check with Clayton)

February 22, 2024

- Long Range Planning Fund / 2023 Transfers
- RFP – History and Discussion of RFP Schedule
- Calling of Bonds in 2024
- Re-appoint Commissioners to Expired Commission Seats (Consent)
- Retention and Recruitment
- Award Cropland Bids
- 2023A Bond Sale Review
- Watershed Letter of Support (Consent)

March 14, 2024 Work Session (*Tentative Work Session*)

- Parks and Trails Fund – Review Interest Options

March 14, 2024

- Park Signs Plan
- MS4 – Salt Storage Ordinance

March 21, 2024

[Host Special Charter Commission Meeting – March 21, 2024 at 5:30pm](#)

March 28, 2024

- NW Trails Resolution of Support DNR Trails Funding
- THC Regulations Follow Up

April 11, 2024

April 25, 2024

- Proclamation – National Public Service Week

May 9, 2024

- Proclamation – National Police Week

May 23, 2024

- Proclamation – National Public Works Week

June 13, 2024

-

June 27, 2024

-

July 11, 2024

-

July 25, 2024

August 8, 2024

August 22, 2024

September 10, 2024

- [Annual Charter Commission Meeting](#)

September 12, 2024

September 26, 2024

- Communications Assistant – Transition to FT

November 14, 2024

- Tort Liability Coverage Waiver
- Certification of General Election 2024

November 25, 2024

December 16, 2024

- MS4 Permit

Additional Future Meeting Items