



CITY OF CORCORAN

Corcoran City Council Agenda January 25, 2024 - 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: 817 3644 2090

Video Link and Instructions:

<https://us02web.zoom.us/j/81736442090>

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

Meeting ID: 817 3644 2090

**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. January 11, 2024 Regular Council Minutes*
 - b. Financial Claims January 25, 2024*
 - c. Resolution 2024-04 Planning Commissioner Jon Horn Resignation*
 - d. Resolution 2024-05 Hennepin County CSAH 19 and CR 117 HSIP Letter of Support*
 - e. Minks PP, FP, and Variance – 6925 Old Settlers Road (City file 23-025)*
 - f. Authorize 2024 Road Materials*
 - g. Holiday Toy and Food Drive – Budget and Date Selection*
 - h. Charter Commission Reappointment*
 - i. Parks and Trails Commission Reappointments*
 - j. Recruitment and Retention Policy*
 - k. Remote Work Policy and Procedures*
 - l. Cultural Assessment Proposal*
 - m. Centerpoint Energy Rate Change*
 - n. Water Tower – Pay Request 8*
 - o. Water Tower – Pay Request 9*
8. **Planning Business**
 - a. Review Process for Planning/Development: Flow Chart*
9. **Unfinished Business – Public Comment Opportunity**
 - a. 2022 Audit Reports-Abdo*
10. **New Business – Public Comment Opportunity**
 - a. NE Water Supply Infrastructure Improvements – Environmental Assessment Notice*
 - b. State Pay Equity Report*
11. **Staff Reports**
 - a. Planning Updates Report*
 - b. Finance Update
12. **Closed Session – Real Estate Purchase**
13. **2024 City Council Schedule***
14. **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**Agenda Item: 4.**

Council Meeting January 25, 2024	Prepared By Michelle Friedrich
Topic Commission Representatives	Action Required Informational

Summary

The advisory commission representatives for the January 25, 2024, Council meeting are as follows:

- Planning Commission: Jon Horn (virtually)
- Parks and Trails Commission: Val Nybo

Financial/Budget

N/A

Council Action

N/A

Attachments

N/A



CITY OF CORCORAN
City Council Minutes
January 11, 2024 – 7:00 pm

The Corcoran City Council met on January 11, 2024, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

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

City Administrator Tobin, City Clerk Friedrich, Director of Public Safety Gottschalk, Public Works Director Mattson, and Administrative Services Director Hughes were present.

1. Call to Order/Roll Call

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

2. Pledge of Allegiance

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

3. Agenda Approval

City Administrator Tobin noted revisions to items 7d Resolution 2024-001 Annual Appointments, 7i 2023-24 CIP Equipment Order Cost Over, 7j Minnesota Clean Energy Bill Communication (HERC), 9a Draft Update 2022 Audit, 10b North Pioneer Society Request for Assistance – Burschville School, and 10c 2023 Year in Review.

Council requested New Business item 10b North Pioneer Society Request for Assistance – Burschville School, be moved to Unfinished Business as item 9a., and moving the item Draft Update 2022 Audit to item 9b.

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

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

4. Commission Representatives

Mayor McKee noted Planning Commissioner Brummond and Parks and Trails Commissioner Friedrich were present.

5. Open Forum (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person during Open Forum for items not included on the agenda. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

6. Presentations/Recognitions

7. Consent Agenda

- a. January 3, 2024 Goal Setting Session Minutes
- b. Financial Claims December 29, 2023
- c. Financial Claims January 11, 2024
- d. Revised: Resolution 2024-001 Annual Appointments
- e. Water Treatment Plant – Pay Request 8
- f. City Center Drive and 79th Place Utility and Street Improvements – Pay Request 2
- g. Resolution 2024-002 Approving Election Judges for 2024
- h. Resolution 2024-003 Establishing Absentee Ballot Board for 2024
- i. Revised: 2023-24 CIP Equipment Order Cost Over

j. Revised: Minnesota Clean Energy Bill Communication (HERC)

Council requested item 7d, be pulled for discussion.

MOTION: made by Schultz, seconded by Vehrenkamp to approve items 7a-c, and 7e-j, as modified.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Council Schultz noted abstaining from vote on item 7d, due to conflict of interest with one of the annual appointments.

MOTION: made by Nichols, seconded by Verhenkamp to approve agenda items 7d as modified.

Voting Aye: McKee, Nichols, and Vehrenkamp

Nay:

Abstain: Schultz

(Motion carried 3:0)

8. Planning Business (Public Comment Opportunity)

9. Unfinished Business

Mayor McKee invited residents to communicate in-person during public comment opportunity for items 9a-b. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

a. Moved from 10b, Revised: North Pioneer Society Request for Assistance – Burschville School

City Clerk Friedrich outlined the current request for assistance in 2024 by the North Pioneer Society. City Clerk Friedrich noted the revision in the staff report reflects assistance extended from the City in 2016 for building repairs and repainting, not for reroofing. City Clerk noted previous assistance from the City included funding from the Lawful Gambling Fund. City Clerk Friedrich noted the future request for assistance in 2025 for reroofing the school facility, and noted State Statute allows local governments to utilize a percentage of General Funds based on a percentage of property value and other criteria. North Pioneer Society President Bonnie Maue outlined the need for assistance and noted the project includes stabilizing an old foundation of the school and adding a cement walkway.

Council discussed budget expenditures of the school. North Pioneer Society President Maue noted expenses for electricity, mowing, and insurance are approximately \$5,000 per year and funds are raised for the expenditures through the annual SummerFest event at the school each August. Council noted the value the Burschville School brings to the community and support of the school repairs.

MOTION: made by McKee, seconded by Nichols directing staff to draft a document for assistance with the foundation repair of the Burschville School in the amount not to exceed \$15,000.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Council noted scheduling a future work session to review how Gambling Funds can be utilized.

b. Moved from 9a, Draft Update: 2022 Audit

City Administrator Tobin reviewed the status of 2022 Audit.

MOTION: made by Schultz, seconded by Vehrenkamp to accept and submit the preliminary draft to Moody's and receive the final 2022 audit results at the January 25, 2024 Council meeting.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person during public comment opportunity for items 10a-c. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

a. City Park Ice Rink Direction

City Administrator Tobin reviewed the options regarding the operation of the ice rinks and warming house for the remainder of the winter season. Council discussed options of utilizing option 1b, and include a camera within the warming house, locking the warming house bathroom doors, utilizing timers on outside lighting, and providing access to an outdoor port-a-pottie.

MOTION: made by Nichols, seconded by Vehrenkamp to utilize option 1 and include modifications discussed.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

b. Moved to 9a, Revised: North Pioneer Society Request for Assistance – Burschville School

c. Revised: 2023 Year in Review

City Administrator Tobin reviewed the 2023 Year in Review and noted changes to the format for 2024 Year in Review. Council noted requests for future changes and provided staff with direction.

d. 2024 Core Strategies, Goals, and Measurables

City Administrator Tobin reviewed the updates to the goals and measurables established at the work session on January 3, 2024.

MOTION: made by Nichols, seconded by Vehrenkamp, to approve the 2024 Core Strategies, Goals, and Measurables as presented.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

11. Staff Reports

12. 2024 City Council Schedule

Council received schedule.

13. Adjournment

MOTION: made by Nichols, seconded by Schultz to adjourn.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Meeting adjourned at 7:40 pm on January 11, 2024.

Michelle Friedrich – City Clerk

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		\$879,489.95
(See attached Check Detail Registers)		
Total Checks		\$ 879,489.95
Total of Auto Deductions		\$ 160,484.49
 TOTAL EXPENDITURES FOR APPROVAL		 \$ 1,039,974.44

Auto Deductions / Electronic Fund Transfer / Other Disbursements

Date	Paid to	Amount	Description
1/5/2024	RevTrak	\$ 27.93	Credit Card Processing Fee
1/5/2024	ADP PAYROLL FEES	\$ 389.00	Payroll Processing Fee
1/5/2024	POSTALIA	\$ 800.00	Postage
1/9/2024	INVOICE CLOUD	\$ 1,311.97	Credit Card Processing Fee
1/11/2024	ADP	\$ 120,773.29	Net Payroll and Taxes
1/12/2024	MN PERA	\$ 25,277.26	Employee Pension
1/16/2024	EMPOWER	\$ 5,732.66	Employee Deferred Comp/Healthcare Savings
1/16/2024	Optum Bank	\$ 4,367.89	Employee HSA
1/17/2024	MN DEPT OF REVEN	\$ 111.72	Fuel Tax
1/18/2024	THE HARTFORD	\$ 1,692.77	Employee Disability Premium
 Total		 \$ 160,484.49	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34887							
100-41500-50300	12/31/23	ABDO LLP	FINANCIAL ASSISTANCE/BUDGET PREP A	481559	01/25/24	685.00	34887
100-41500-50300	01/11/24	ABDO LLP	2022 AUDIT SERVICES	482278	01/25/24	6,087.50	34887
						<u>6,772.50</u>	
Total For Check 34887							
Check 34888							
100-43100-50210	01/02/24	ACME TOOLS	RADIANS JACKET/MILWAUKEE SHOCKWAVE	12239551	01/25/24	261.99	34888
						<u>261.99</u>	
Total For Check 34888							
Check 34889							
100-41320-50210	01/12/24	AMAZON CAPITAL SERVICES	TV WALL MOUNT	1JYH-JWYG-WLNH	01/25/24	401.98	34889
100-41400-50207	01/07/24	AMAZON CAPITAL SERVICES	LEADERSHIP BOOKS/1099 FORMS	1K1V-CY36-MFJL	01/25/24	201.12	34889
						<u>603.10</u>	
Total For Check 34889							
Check 34890							
416-43100-50550	12/22/23	MGX EQUIPMENT SERVICES LLC	PLOW TRUCK LIGHT	FP219540	01/25/24	9,442.00	34890
						<u>9,442.00</u>	
Total For Check 34890							
Check 34891							
100-43100-50223	01/01/24	BAN-KOE SYSTEMS INC	2024 PUBLIC WORKS FIRE ALARM	203139	01/25/24	780.00	34891
						<u>780.00</u>	
Total For Check 34891							
Check 34892							
100-41900-50212	12/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2512545	01/25/24	16.06	34892
100-42100-50212	12/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2512545	01/25/24	730.77	34892
100-43100-50212	12/15/23	BEAUDRY OIL COMPANY	UNLEADED FUEL	2512545	01/25/24	56.21	34892
100-43100-50212	12/15/23	BEAUDRY OIL COMPANY	PREMIUM GASOLINE	2506052	01/25/24	1,329.15	34892
100-43100-50212	12/15/23	BEAUDRY OIL COMPANY	ULS DYED FUEL	2506050	01/25/24	1,660.78	34892
						<u>3,792.97</u>	
Total For Check 34892							
Check 34893							
100-00000-22205	12/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES DECEMBER 2023	4889	01/25/24	311.75	34893
100-00000-22205-017	12/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES DECEMBER 2023	4889	01/25/24	217.50	34893
100-41600-50300	12/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES DECEMBER 2023	4889	01/25/24	4,851.55	34893
100-42100-50304	12/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES DECEMBER 2023	4889	01/25/24	4,993.00	34893
419-43100-50304	12/28/23	CARSON, CLELLAND & SCHREDER	LEGAL SERVICES DECEMBER 2023	4889	01/25/24	261.00	34893
						<u>10,634.80</u>	
Total For Check 34893							
Check 34894							
100-43100-50380	01/02/24	CENTERPOINT ENERGY	PUBLIC WORKS GAS BILL 11/27/23-12/	9884559-7 12/20	01/25/24	804.38	34894
						<u>804.38</u>	
Total For Check 34894							
Check 34895							
100-41900-50381	01/08/24	CENTERPOINT ENERGY	GAS BILL DECEMBER 2023	01082024	01/25/24	15.00	34895
100-43100-50381	01/08/24	CENTERPOINT ENERGY	GAS BILL DECEMBER 2023	01082024	01/25/24	192.29	34895
						<u>207.29</u>	
Total For Check 34895							
Check 34896							
100-41900-50400	01/10/24	CINTAS - 470	CITY HALL FLOOR MATS	4179834770	01/25/24	146.37	34896
100-41900-50400	12/13/23	CINTAS - 470	CITY HALL MATS	4176965868	01/25/24	146.37	34896
100-41900-50400	12/27/23	CINTAS - 470	CITY HALL MATS	4178328898	01/25/24	146.37	34896
100-43100-50400	01/10/24	CINTAS - 470	UNIFORMS/DISPOSABLE BATHROOM MATS	4179834814	01/25/24	6.60	34896
100-43100-50400	01/10/24	CINTAS - 470	CRT CABINET/DISPOSABLE BATHROOM MA	4179834847	01/25/24	30.55	34896
100-43100-50400	12/27/23	CINTAS - 470	UNIFORMS/DISPOSABLE BATHRROM MATS	4178328890	01/25/24	6.60	34896
100-43100-50400	01/03/24	CINTAS - 470	UNIFORMS / DISPOSABLE BATHROOM MAT	4179012429	01/25/24	30.09	34896
100-43100-50400	01/03/24	CINTAS - 470	SHOP TOWELS / CRT CABINET	4179012381	01/25/24	83.70	34896

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34896							
100-43100-50400	12/27/23	CINTAS - 470	CRT CABINET/DISPOSABLE BATHROOM MA	4178328901	01/25/24	30.55	34896
100-43100-50417	01/10/24	CINTAS - 470	UNIFORMS/DISPOSABLE BATHROOM MATS	4179834814	01/25/24	35.27	34896
100-43100-50417	01/10/24	CINTAS - 470	UNIFORMS	4179834983	01/25/24	212.99	34896
100-43100-50417	12/27/23	CINTAS - 470	UNIFORMS/DISPOSABLE BATHRROM MATS	4178328890	01/25/24	35.27	34896
100-43100-50417	01/03/24	CINTAS - 470	UNIFORMS / DISPOSABLE BATHROOM MAT	4179012429	01/25/24	35.27	34896
100-43100-50417	01/03/24	CINTAS - 470	UNIFORMS	4179012539	01/25/24	212.99	34896
100-43100-50417	12/27/23	CINTAS - 470	UNIFORMS	4178328938	01/25/24	212.99	34896
Total For Check 34896						1,371.98	
Check 34897							
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0044 STAFF REVIEW TIME DEC 20	BP23-0044-3	01/25/24	1,180.75	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0045 STAFF REVIEW TIME DEC 20	BP23-0045	01/25/24	411.75	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0016 STAFF REVIEW TIME DEC 20	BP23-0016-10	01/25/24	48.75	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0048 STAFF REVIEW TIME DEC 20	BP23-0048-2	01/25/24	32.50	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP22-0012 STAFF REVIEW TIME DEC 20	BP22-0012-3	01/25/24	81.25	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0053 STAFF REVIEW TIME DEC 20	BP23-0053	01/25/24	308.75	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0038 STAFF REVIEW TIME DEC 20	BP23-0038-3	01/25/24	796.25	34897
100-00000-22205	01/04/24	CITY OF CORCORAN	BP23-0016 STAFF REVIEW TIME DEC 20	BP23-0016-9	01/25/24	16.25	34897
100-00000-22205	01/02/24	CITY OF CORCORAN	23-0040 21115 LARKIN RD STAFF TIME	BP23-0040-2	01/25/24	81.25	34897
100-00000-22205	01/02/24	CITY OF CORCORAN	23-0040 21115 LARKIN RD STAFF TIME	BP23-0040-3	01/25/24	81.25	34897
100-45200-50382	12/29/23	CITY OF CORCORAN	UB BILL 20200 CO RD 50	122923 UB	01/25/24	26.73	34897
100-45200-50382	12/29/23	CITY OF CORCORAN	6620 CO RD 116 WATER BILL	12/23 UB	01/25/24	26.73	34897
Total For Check 34897						3,092.21	
Check 34898							
100-41900-50321	01/05/24	COMCAST - 0023202	CITY HALL/POLICE INTERNET	01052024	01/25/24	269.18	34898
100-42100-50321	01/05/24	COMCAST - 0023202	CITY HALL/POLICE INTERNET	01052024	01/25/24	269.17	34898
Total For Check 34898						538.35	
Check 34899							
100-43100-50321	01/05/24	COMCAST 0044893	PHONE SERVICES 01/10/24-02/09/24	01052024	01/25/24	128.66	34899
Total For Check 34899						128.66	
Check 34900							
100-41920-50300	01/15/24	COMPUTER INTEGRATION TECH	AGREEMENT OFFICE 365 - JANUARY 202	366312	01/25/24	1,841.30	34900
100-41920-50300	01/10/24	COMPUTER INTEGRATION TECH	MANAGED SERVICES MONTHLY BILLING	366610	01/25/24	2,600.00	34900
100-41920-50300	01/15/24	COMPUTER INTEGRATION TECH	SIRIS 4 - P4000 BACKUP BILLING - F	366656	01/25/24	885.00	34900
100-41920-50300	01/15/24	COMPUTER INTEGRATION TECH	AGREEMENT MANAGED SERVICES FEBRUAR	367000	01/25/24	3,816.00	34900
100-41920-50300	11/30/23	COMPUTER INTEGRATION TECH	MONTHLY MANAGED SERVICES	363866	01/25/24	1,584.25	34900
100-41920-50300	12/31/23	COMPUTER INTEGRATION TECH	MONTHLY MANAGED SERVICE ONSITE SER	365811	01/25/24	1,551.00	34900
Total For Check 34900						12,277.55	
Check 34901							
100-42100-50210	12/31/23	CULLIGAN BOTTLED WATER	PD OFFICE WATER	100X07954907	01/25/24	86.00	34901
Total For Check 34901						86.00	
Check 34902							
100-45200-50221	01/09/24	DAKOTA SUPPLY GROUP	PIPE CLOSURE	S103391779.001	01/25/24	68.40	34902
601-49400-50210	01/11/24	DAKOTA SUPPLY GROUP	ZURN 2-975XL2	S103394112.001	01/25/24	1,143.70	34902
Total For Check 34902						1,212.10	
Check 34903							
101-41910-50300	12/31/23	DESIGN ELECTRIC, INC.	PEDESTRIAN CROSSING SIGN STIEG/ELM	03767-2	01/25/24	16,541.60	34903
Total For Check 34903						16,541.60	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34904							
100-41900-50350	12/21/23	ECM PUBLISHERS INC	JAN 4 PH MINKS PRELIMINARY VARIANC	978293	01/25/24	43.54	34904
100-41900-50350	12/28/23	ECM PUBLISHERS INC	ORDINANCE NO. 2023-512	979209	01/25/24	59.37	34904
Total For Check 34904						102.91	
Check 34905							
602-49450-50400	12/19/23	ELECTRIC PUMP	LIFT STATION SERVICE CALL	0077244-IN	01/25/24	2,398.50	34905
Total For Check 34905						2,398.50	
Check 34906							
100-41900-50433	12/31/23	ELM CREEK WATERSHED MGMT COM	2024 MEMBER ASSESSMENT	334	01/25/24	20,116.00	34906
Total For Check 34906						20,116.00	
Check 34907							
601-49400-50400	12/01/23	ENVIRONMENTAL SYSTEMS RESEAR	ARCGIS DESKTOP MAINTENANCE	26183069	01/25/24	222.50	34907
602-49450-50400	12/01/23	ENVIRONMENTAL SYSTEMS RESEAR	ARCGIS DESKTOP MAINTENANCE	26183069	01/25/24	222.50	34907
Total For Check 34907						445.00	
Check 34908							
100-00000-22205	01/17/24	GEORGE B GMACH	BP23-0002 PARTIAL ESCROW REFUND	BP23-0002	01/25/24	887.50	34908
Total For Check 34908						887.50	
Check 34909							
601-49400-50380	12/31/23	GOPHER STATE ONE CALL	DECEMBER 2023 SUPPORT SERVICES	3120316	01/25/24	58.05	34909
602-49450-50380	12/31/23	GOPHER STATE ONE CALL	DECEMBER 2023 SUPPORT SERVICES	3120316	01/25/24	58.05	34909
Total For Check 34909						116.10	
Check 34910							
100-41500-50433	01/12/24	GOVERNMENT FINANCE OFFICERS	2024 MEMBERSHIP DUES	0282146	01/25/24	150.00	34910
Total For Check 34910						150.00	
Check 34911							
100-42100-50403	10/11/23	GUARDIAN FLEET SAFETY	SQUAD 568 SEATBELT REPLACEMENT	231472	01/25/24	404.99	34911
Total For Check 34911						404.99	
Check 34912							
100-42100-50305	12/27/23	HENNEPIN COUNTY ACCTS RECEIV	JAIL CHARGES	1000216849	01/25/24	1,189.78	34912
Total For Check 34912						1,189.78	
Check 34913							
100-42100-50305	01/05/24	HENNEPIN CO SHERIFF	JAIL CHARGES NOV/DEC 2023	1000217732	01/25/24	525.00	34913
Total For Check 34913						525.00	
Check 34914							
100-41900-50430	02/23/23	HENNEPIN COUNTY GOVERNMENT C	DOCUMENT FILING FEE	2.23.2023	01/25/24	46.00	34914
Total For Check 34914						46.00	
Check 34915							
100-42100-50323	01/03/24	HENNEPIN COUNTY INFO TECH	PD RADIO FLEET/MESB FEE BILILNG DE	1000217097	01/25/24	1,442.97	34915
Total For Check 34915						1,442.97	
Check 34916							
100-43100-50323	01/03/24	HENNEPIN COUNTY ACCTS RECEIV	RADIO FLEET FEE 12/2023	1000217164	01/25/24	323.88	34916
Total For Check 34916						323.88	
Check 34917							

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34917							
101-41900-50300	01/11/24	HKGI	CORCORAN PARK PLANNING AND DESIGN	023-058-1	01/25/24	3,127.18	34917
			Total For Check 34917			<u>3,127.18</u>	
Check 34918							
100-42100-50403	01/01/24	HOLIDAY COMPANIES	CAR WASH NOVEMBER/DECEMBER 2023	003401012400	01/25/24	70.00	34918
			Total For Check 34918			<u>70.00</u>	
Check 34919							
100-43100-50220	12/13/23	HUSKY SPRING	GMC REAR LEAF SPRING AND BOLT ASSE	S2-2328416	01/25/24	492.40	34919
			Total For Check 34919			<u>492.40</u>	
Check 34920							
100-41900-50300	01/08/24	INTEGRITY EMPLOYEE BENEFITS	2024 BENEFITS CONNECT SERVICES	BC217	01/25/24	732.60	34920
			Total For Check 34920			<u>732.60</u>	
Check 34921							
100-00000-22206	11/28/23	J L Harmon & B C Harmon	ESCROW REFUND PLD23-0018	BCO23-0007	01/25/24	1,000.00	34921
			Total For Check 34921			<u>1,000.00</u>	
Check 34922							
100-41900-50430	01/07/24	JACOB ANDERSEN	WELLNESS TRAVEL REIMBURSEMENT	010724	01/25/24	971.61	34922
			Total For Check 34922			<u>971.61</u>	
Check 34923							
100-00000-11501	12/11/23	LANDFORM PROFESSIONAL SERVIC	COOK LAKE HIGHLANDS NEW HORIZON	35046	01/25/24	145.50	34923
100-00000-22205	01/08/24	LANDFORM PROFESSIONAL SERVIC	KARINIEMI MEADOWS FP 22-059	35151	01/25/24	565.00	34923
100-00000-22205	01/04/24	LANDFORM PROFESSIONAL SERVIC	BP23-0050 6210 PIONEER TRL	35059	01/25/24	522.50	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP22-0015 19220 HACKAMORE RD	35140	01/25/24	79.00	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP23-0014 PLANNING SERVICES	35157	01/25/24	118.50	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP23-0038 6925 OLD SETTLERS RD	35158	01/25/24	158.00	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP23-0045 19904 OSWALD FARM RD	35159	01/25/24	671.50	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP23-0050 6210 PIONEER TRL	35160	01/25/24	355.50	34923
100-00000-22205	01/16/24	LANDFORM PROFESSIONAL SERVIC	BP23-0053 19800 HACKAMORE RD	35162	01/25/24	118.50	34923
100-00000-22205	12/11/23	LANDFORM PROFESSIONAL SERVIC	KARINIEMI MEADOWS 22-059	35054	01/25/24	349.25	34923
100-00000-22205-009	12/11/23	LANDFORM PROFESSIONAL SERVIC	BASS LAKE CROSSING FP, FPUD AND DA	35040	01/25/24	194.00	34923
100-00000-22205-013	12/11/23	LANDFORM PROFESSIONAL SERVIC	BECHTOLD FARMS FINAL PLAT 22-024	35050	01/25/24	215.50	34923
100-00000-22205-017	01/08/24	LANDFORM PROFESSIONAL SERVIC	COOK LAKE HIGHLANDS FP/FPUD 21-057	35146	01/25/24	39.50	34923
100-00000-22205-024	01/08/24	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP, SP & VAR 21-012	35143	01/25/24	63.75	34923
100-00000-22205-024	12/11/23	LANDFORM PROFESSIONAL SERVIC	D&D SERVICE CUP SP & VAR 21-012	35045	01/25/24	39.50	34923
100-00000-22205-056	01/09/24	LANDFORM PROFESSIONAL SERVIC	TAVERA 6TH FPUD AND FP 23-032	35161	01/25/24	934.00	34923
100-00000-22205-056	01/08/24	LANDFORM PROFESSIONAL SERVIC	TAVERA FP & FPUD 20-042	35137	01/25/24	103.25	34923
100-00000-22205-056	01/08/24	LANDFORM PROFESSIONAL SERVIC	TAVERA 4TH FPUD & FP 22-028	35139	01/25/24	215.50	34923
100-00000-22205-056	01/08/24	LANDFORM PROFESSIONAL SERVIC	TAVERA 5TH FP & FPUD 22-068	35142	01/25/24	63.75	34923
100-00000-22205-056	01/08/24	LANDFORM PROFESSIONAL SERVIC	TAVERA 2ND ADD FP & FPUD 21-036	35144	01/25/24	24.25	34923
100-00000-22205-056	01/08/24	LANDFORM PROFESSIONAL SERVIC	TAVERA 3RD ADDITION FP & FPUD 21-0	35145	01/25/24	24.25	34923
100-00000-22205-056	12/11/23	LANDFORM PROFESSIONAL SERVIC	TAVERA FP AND FPUD 20-042	35043	01/25/24	79.00	34923
100-00000-22205-056	12/11/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 6TH FPUD AND FP 23-032	35060	01/25/24	39.50	34923
100-00000-22205-056	12/12/23	LANDFORM PROFESSIONAL SERVIC	TAVERA 4TH FP 22-028	35068	01/25/24	118.50	34923
100-00000-22205-058	12/11/23	LANDFORM PROFESSIONAL SERVIC	RAVINIA 13TH FP AND FINAL PUD 19-0	35041	01/25/24	24.25	34923
100-00000-22205-076	01/08/24	LANDFORM PROFESSIONAL SERVIC	NELSON TRUCKING CUP, SP, VAR 20-02	35136	01/25/24	39.50	34923
100-00000-22205-076	12/11/23	LANDFORM PROFESSIONAL SERVIC	NELSON TRUCKING CUP SP VAR 20-022	35042	01/25/24	39.50	34923
100-00000-22205-087	01/08/24	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 8TH FP & FPUD 22-007	35138	01/25/24	39.50	34923
100-00000-22205-087	12/12/23	LANDFORM PROFESSIONAL SERVIC	BELLWETHER 8TH FP AND FPUD 22-007	35067	01/25/24	39.50	34923
100-00000-22205-098	01/09/24	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 3RD 23-007	35156	01/25/24	103.25	34923

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34923							
100-00000-22205-098	12/11/23	LANDFORM PROFESSIONAL SERVIC	RUSH CREEK RESERVE 2ND FP 22-012	35049	01/25/24	237.00	34923
100-00000-22205-110	12/11/23	LANDFORM PROFESSIONAL SERVIC	SCHERBER CUP & SP 21-007	35044	01/25/24	367.25	34923
100-00000-22205-127	12/11/23	LANDFORM PROFESSIONAL SERVIC	WESTSIDE TIRE VAR, SP AND IUP 22-0	35048	01/25/24	273.00	34923
100-41910-50300	01/09/24	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS - PLANNER MEETING TI	35164	01/25/24	2,567.50	34923
100-41910-50300	12/11/23	LANDFORM PROFESSIONAL SERVIC	CITY BUSINESS	35062	01/25/24	4,214.00	34923
100-42401-50300	12/11/23	LANDFORM PROFESSIONAL SERVIC	CODE ENFORCEMENT	35063	01/25/24	42.50	34923
Total For Check 34923						13,224.25	
Check 34924							
100-42100-50300	11/15/23	LEADS ONLINE	2024 INVESTIGATION SERVICE PACKAGE	408577	01/25/24	2,237.00	34924
Total For Check 34924						2,237.00	
Check 34925							
100-42100-50207	01/02/24	LEAGUE OF MINNESOTA CITIES	PEACE OFFICER TRAINING (PATROL)	397402	01/25/24	1,800.00	34925
Total For Check 34925						1,800.00	
Check 34926							
100-00000-22205	01/16/24	LEE AND DARLENE BENNETT	BP23-0023 PARTIAL ESCROW REFUND	BP23-0023	01/25/24	860.25	34926
Total For Check 34926						860.25	
Check 34927							
100-42100-50207	01/01/24	LEXIPOL LLC	2024 ANNUAL LAW ENFORCEMENT POLICY	INVLEX1231235	01/25/24	3,447.55	34927
Total For Check 34927						3,447.55	
Check 34928							
100-41900-50221	12/12/23	LUBE-TECH & PARTNERS, LLC	MOBIL OIL DRUM/FILTERS	3376556	01/25/24	1,630.90	34928
Total For Check 34928						1,630.90	
Check 34929							
100-41600-50300	01/04/24	MADDEN, GALANTER, HANSEN LLP	LABOR RELATIONS SERVICES DECEMBER	01042024	01/25/24	2,967.00	34929
100-41600-50300	01/04/24	MADDEN, GALANTER, HANSEN LLP	ARBITRATION & ADMINISTRATIVE HEARI	01.04.24	01/25/24	337.50	34929
Total For Check 34929						3,304.50	
Check 34930							
601-00000-20800	01/01/24	CITY OF MAPLE GROVE	4TH QTR 2023 MAPLE GROVE WATER CON	122023	01/25/24	209,930.00	34930
Total For Check 34930						209,930.00	
Check 34931							
601-49400-50310	01/12/24	CITY OF MAPLE GROVE	4TH QTR WATER USAGE	12112023	01/25/24	218.12	34931
Total For Check 34931						218.12	
Check 34932							
100-41900-50300	12/31/23	MARIE RIDGEWAY LICSW, LLC	MANDATORY CHECK IN	2537	01/25/24	360.00	34932
Total For Check 34932						360.00	
Check 34933							
100-42100-50300	10/31/23	MARTIN-MCALLISTER	PERSONNEL EVALUATION	15697	01/25/24	1,500.00	34933
Total For Check 34933						1,500.00	
Check 34934							
100-43100-50210	12/27/23	MENARDS MAPLE GROVE	REACH TOOL/WINDTUNNEL	26851	01/25/24	133.94	34934
Total For Check 34934						133.94	
Check 34935							
100-00000-20205	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	89.02	34935

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34935							
100-41320-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	58.34	34935
100-41500-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	119.70	34935
100-41910-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	161.88	34935
100-42100-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	249.39	34935
100-42102-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	59.85	34935
100-42400-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	59.85	34935
100-43100-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	67.11	34935
100-45100-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	14.59	34935
100-45200-50130	02/01/24	METLIFE	DENTAL INSURANCE - FEBRUARY 2024	02012023	01/25/24	14.58	34935
Total For Check 34935						894.31	
Check 34936							
100-42400-50300	12/11/23	METRO WEST INSPECTION SERVIC	FINALIZED PERMITS NOVEMBER 2023	3947	01/25/24	47,223.93	34936
Total For Check 34936						47,223.93	
Check 34937							
602-49450-50312	01/02/24	METROPOLITAN COUNCIL ENVIRO	WASTE WATER SERVICE FEBRUARY 2024	0001166770	01/25/24	23,413.36	34937
Total For Check 34937						23,413.36	
Check 34938							
100-42100-50433	01/12/24	MN CHIEFS OF POLICE ASSOC	MEMBERSHIP - WILCOX	15415	01/25/24	212.00	34938
Total For Check 34938						212.00	
Check 34939							
100-41320-50433	01/01/24	MN CITY/COUNTY MGMT ASSOC	MCMA 2024 MEMBERSHIP - TOBIN	12042023	01/25/24	185.00	34939
Total For Check 34939						185.00	
Check 34940							
100-00000-20802	12/31/23	MN DEPT OF LABOR & INDUSTRY	Q4 12-2023 MN STATE SURCHARGE REPO	12-2023	01/25/24	10,951.72	34940
Total For Check 34940						10,951.72	
Check 34941							
100-43100-50210	12/29/23	NAPA AUTO PARTS - Corcoran	PRESSURE WASHER	513941	01/25/24	18.22	34941
100-43100-50210	01/02/24	NAPA AUTO PARTS - Corcoran	TIRE MOUNT	514366	01/25/24	16.95	34941
100-43100-50210	12/28/23	NAPA AUTO PARTS - Corcoran	CLEANER & POLISH	513684	01/25/24	94.18	34941
100-43100-50210	01/12/24	NAPA AUTO PARTS - Corcoran	LUBE EQUIPMENT	516269	01/25/24	112.49	34941
100-43100-50220	12/22/23	NAPA AUTO PARTS - Corcoran	10LB ROLL WHL	513146	01/25/24	56.39	34941
100-43100-50220	01/09/24	NAPA AUTO PARTS - Corcoran	DEALER CABINET	515409	01/25/24	585.39	34941
100-43100-50220	01/09/24	NAPA AUTO PARTS - Corcoran	TIRE SPREADER	515412	01/25/24	260.79	34941
100-43100-50220	01/11/24	NAPA AUTO PARTS - Corcoran	SWITCH	515869	01/25/24	35.99	34941
100-43100-50220	01/12/24	NAPA AUTO PARTS - Corcoran	BEARING CONE/SHAFT	516167	01/25/24	66.96	34941
Total For Check 34941						1,247.36	
Check 34942							
100-00000-21710	01/17/24	NATALIE DAVIS MCKEOWN	DEPENDENT CARE REIMBURSEMENT	01172024	01/25/24	192.31	34942
Total For Check 34942						192.31	
Check 34943							
100-00000-22205	01/02/24	NICK PUGLEASA	BP23-0040 21115 LARKIN RD ESCROW R	BP23-0040	01/25/24	740.00	34943
Total For Check 34943						740.00	
Check 34944							
100-41900-50300	01/03/24	NORTHLAND SECURITIES, INC.	ANNUAL CONTINUING DISCLOSURE FOR F	7835	01/25/24	1,500.00	34944
Total For Check 34944						1,500.00	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34945							
100-43100-50223	01/01/24	NOVA FIRE PROTECTION INC	2024 FIRE PROTECTION SERVICE AGREE	2024	01/25/24	1,295.00	34945
			Total For Check 34945			<u>1,295.00</u>	
Check 34946							
416-43100-50550	11/08/23	NUSS TRUCK & EQUIPMENT	EXTENDED WARRANTY	SIM-530	01/25/24	7,220.00	34946
			Total For Check 34946			<u>7,220.00</u>	
Check 34947							
100-45200-50530	01/01/24	NW TRAILS ASSOCIATION	2024 1ST BENCHMARK	2024-1	01/25/24	20,574.02	34947
			Total For Check 34947			<u>20,574.02</u>	
Check 34948							
100-41900-50200	12/15/23	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	345157280001	01/25/24	42.16	34948
100-41900-50200	12/25/23	ODP BUSINESS SOLUTIONS, LLC	WALL SIGN	345168506001	01/25/24	14.99	34948
100-41900-50200	01/08/24	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	348669722001	01/25/24	69.32	34948
			Total For Check 34948			<u>126.47</u>	
Check 34949							
602-49450-50300	01/01/24	OMNI SITE	2024 MONITORING SUBSCRIPTION RENEW	91904	01/25/24	580.00	34949
			Total For Check 34949			<u>580.00</u>	
Check 34950							
100-42151-50210	11/05/23	ONSOLVE, LLC	2024 CODERED RENEWAL	15297696	01/25/24	5,830.27	34950
			Total For Check 34950			<u>5,830.27</u>	
Check 34951							
100-41900-50401	01/10/24	PATNODE ELECTRIC	CITY HALL ELECTRICAL WORK	3026	01/25/24	850.00	34951
			Total For Check 34951			<u>850.00</u>	
Check 34952							
601-00000-16500	01/18/24	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	01/25/24	135,817.17	34952
601-00000-16500	01/18/24	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	01/25/24	242,299.92	34952
601-00000-20610	01/18/24	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	01/25/24	(6,790.86)	34952
601-00000-20610	01/18/24	PHOENIX FABRICATORS & ERECTO	CORCORAN WATER TOWER STORAGE TANK	2277052074 PAY	01/25/24	(12,114.99)	34952
			Total For Check 34952			<u>359,211.24</u>	
Check 34953							
100-41900-50380	12/31/23	REPUBLIC SERVICES	CITY HALL GARBAGE DECEMBER 2023	0894-006516834	01/25/24	258.43	34953
100-43100-50380	12/31/23	REPUBLIC SERVICES	PUBLIC WORKS GARBAGE DECEMBER 2023	0894-006517658	01/25/24	139.15	34953
100-43201-50300	12/31/23	REPUBLIC SERVICES	CITY RECYCLING DECEMBER 2023	0894-006526342	01/25/24	872.09	34953
100-45200-50380	12/31/23	REPUBLIC SERVICES	CITY PARK GARBAGE DECEMBER 2023	0894-006516688	01/25/24	208.17	34953
100-45200-50380	12/31/23	REPUBLIC SERVICES	WILDFLOWER PARK GARBAGE DECEMBER 2	0894-006518785	01/25/24	89.85	34953
			Total For Check 34953			<u>1,567.69</u>	
Check 34954							
100-41900-50200	01/12/24	RITEWAY BUSINESS FORMS	A/P CHECK STOCK	24-30095	01/25/24	433.28	34954
601-49400-50200	01/08/24	RITEWAY BUSINESS FORMS	UTILITY BILLING PAPER STOCK	24-85005	01/25/24	46.32	34954
602-49450-50200	01/08/24	RITEWAY BUSINESS FORMS	UTILITY BILLING PAPER STOCK	24-85005	01/25/24	46.32	34954
			Total For Check 34954			<u>525.92</u>	
Check 34955							
100-41900-50210	12/08/23	RUSSELL SECURITY RESOURCE IN	CITY HALL KEYS	A47131	01/25/24	88.00	34955
			Total For Check 34955			<u>88.00</u>	
Check 34956							



CITY OF CORCORAN
City Council Minutes
January 11, 2024 – 7:00 pm

The Corcoran City Council met on January 11, 2024, in Corcoran, Minnesota. The City Council meeting was held in person and the public was present in person and remotely through electronic means using the audio and video conferencing platform Zoom.

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

City Administrator Tobin, City Clerk Friedrich, Director of Public Safety Gottschalk, Public Works Director Mattson, and Administrative Services Director Hughes were present.

1. Call to Order/Roll Call

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

2. Pledge of Allegiance

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

3. Agenda Approval

City Administrator Tobin noted revisions to items 7d Resolution 2024-001 Annual Appointments, 7i 2023-24 CIP Equipment Order Cost Over, 7j Minnesota Clean Energy Bill Communication (HERC), 9a Draft Update 2022 Audit, 10b North Pioneer Society Request for Assistance – Burschville School, and 10c 2023 Year in Review.

Council requested New Business item 10b North Pioneer Society Request for Assistance – Burschville School, be moved to Unfinished Business as item 9a., and moving the item Draft Update 2022 Audit to item 9b.

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

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

4. Commission Representatives

Mayor McKee noted Planning Commissioner Brummond and Parks and Trails Commissioner Friedrich were present.

5. Open Forum (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person during Open Forum for items not included on the agenda. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

6. Presentations/Recognitions

7. Consent Agenda

- a. January 3, 2024 Goal Setting Session Minutes
- b. Financial Claims December 29, 2023
- c. Financial Claims January 11, 2024
- d. Revised: Resolution 2024-001 Annual Appointments
- e. Water Treatment Plant – Pay Request 8
- f. City Center Drive and 79th Place Utility and Street Improvements – Pay Request 2
- g. Resolution 2024-002 Approving Election Judges for 2024
- h. Resolution 2024-003 Establishing Absentee Ballot Board for 2024
- i. Revised: 2023-24 CIP Equipment Order Cost Over

j. Revised: Minnesota Clean Energy Bill Communication (HERC)

Council requested item 7d, be pulled for discussion.

MOTION: made by Schultz, seconded by Vehrenkamp to approve items 7a-c, and 7e-j, as modified.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Council Schultz noted abstaining from vote on item 7d, due to conflict of interest with one of the annual appointments.

MOTION: made by Nichols, seconded by Verhenkamp to approve agenda items 7d as modified.

Voting Aye: McKee, Nichols, and Vehrenkamp

Nay:

Abstain: Schultz

(Motion carried 3:0)

8. Planning Business (Public Comment Opportunity)

9. Unfinished Business

Mayor McKee invited residents to communicate in-person during public comment opportunity for items 9a-b. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

a. Moved from 10b, Revised: North Pioneer Society Request for Assistance – Burschville School

City Clerk Friedrich outlined the current request for assistance in 2024 by the North Pioneer Society. City Clerk Friedrich noted the revision in the staff report reflects assistance extended from the City in 2016 for building repairs and repainting, not for reroofing. City Clerk noted previous assistance from the City included funding from the Lawful Gambling Fund. City Clerk Friedrich noted the future request for assistance in 2025 for reroofing the school facility, and noted State Statute allows local governments to utilize a percentage of General Funds based on a percentage of property value and other criteria. North Pioneer Society President Bonnie Maue outlined the need for assistance and noted the project includes stabilizing an old foundation of the school and adding a cement walkway.

Council discussed budget expenditures of the school. North Pioneer Society President Maue noted expenses for electricity, mowing, and insurance are approximately \$5,000 per year and funds are raised for the expenditures through the annual SummerFest event at the school each August. Council noted the value the Burschville School brings to the community and support of the school repairs.

MOTION: made by McKee, seconded by Nichols directing staff to draft a document for assistance with the foundation repair of the Burschville School in the amount not to exceed \$15,000.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Council noted scheduling a future work session to review how Gambling Funds can be utilized.

b. Moved from 9a, Draft Update: 2022 Audit

City Administrator Tobin reviewed the status of 2022 Audit.

MOTION: made by Schultz, seconded by Vehrenkamp to accept and submit the preliminary draft to Moody's and receive the final 2022 audit results at the January 25, 2024 Council meeting.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

10. New Business (Public Comment Opportunity)

Mayor McKee invited residents to communicate in-person during public comment opportunity for items 10a-c. City Administrator Tobin explained the instructions to participate in the public comment opportunity. No persons participated in the public comment opportunity.

a. City Park Ice Rink Direction

City Administrator Tobin reviewed the options regarding the operation of the ice rinks and warming house for the remainder of the winter season. Council discussed options of utilizing option 1b, and include a camera within the warming house, locking the warming house bathroom doors, utilizing timers on outside lighting, and providing access to an outdoor port-a-pottie.

MOTION: made by Nichols, seconded by Vehrenkamp to utilize option 1 and include modifications discussed.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

b. Moved to 9a, Revised: North Pioneer Society Request for Assistance – Burschville School

c. Revised: 2023 Year in Review

City Administrator Tobin reviewed the 2023 Year in Review and noted changes to the format for 2024 Year in Review. Council noted requests for future changes and provided staff with direction.

d. 2024 Core Strategies, Goals, and Measurables

City Administrator Tobin reviewed the updates to the goals and measurables established at the work session on January 3, 2024.

MOTION: made by Nichols, seconded by Vehrenkamp, to approve the 2024 Core Strategies, Goals, and Measurables as presented.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

11. Staff Reports

12. 2024 City Council Schedule

Council received schedule.

13. Adjournment

MOTION: made by Nichols, seconded by Schultz to adjourn.

Voting Aye: McKee, Nichols, Schultz, and Vehrenkamp

(Motion carried 4:0)

Meeting adjourned at 7:40 pm on January 11, 2024.

Michelle Friedrich – City Clerk

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34956 210-41920-50300	12/20/23	SCANNING AMERICA, INC	SCANNING PROJECT	29365	01/25/24	13,828.79	34956
			Total For Check 34956			<u>13,828.79</u>	
Check 34957 100-43100-50212	12/26/23	SCHAEFFER MFG CO	SYNTHETIC GREASE	ABH2492	01/25/24	603.00	34957
			Total For Check 34957			<u>603.00</u>	
Check 34958 100-43100-50210	12/29/23	ST MICHAEL SPINAL REHAB CENT	DOT PHYSICAL	122923	01/25/24	190.00	34958
			Total For Check 34958			<u>190.00</u>	
Check 34959 100-42100-50300	01/05/24	STAR TRIBUNE	PD SUBSCRIPTION 01/05/2024-04/05/2	01052024	01/25/24	64.77	34959
			Total For Check 34959			<u>64.77</u>	
Check 34960 100-42100-50417	12/26/23	STREICHER'S POLICE EQUIPMENT	FIREARMS	I1673017	01/25/24	2,974.47	34960
			Total For Check 34960			<u>2,974.47</u>	
Check 34961 100-42100-50403	10/27/23	SUBURBAN TIRE WHOLESale INC	WINTER TIRE	10197404	01/25/24	632.00	34961
			Total For Check 34961			<u>632.00</u>	
Check 34962 100-43100-50321	12/21/23	T-MOBILE	CELL SERVICE 11/21/23-12/20/23	122123	01/25/24	338.38	34962
			Total For Check 34962			<u>338.38</u>	
Check 34963 100-42100-50417	12/01/23	TACTICAL SOLUTIONS	FIREARM 9MM MAGAZINES	2023-0110	01/25/24	56.65	34963
			Total For Check 34963			<u>56.65</u>	
Check 34964 100-42100-50417	01/01/24	TIDE CLEANERS	PD UNIFORM DRY CLEANING DECEMBER 2	12-2023	01/25/24	291.35	34964
			Total For Check 34964			<u>291.35</u>	
Check 34965 100-41900-50401	01/02/24	ULTIMATE CLEANERS LLC	CITY HALL & PD CLEANING	24010215	01/25/24	720.00	34965
			Total For Check 34965			<u>720.00</u>	
Check 34966 100-41110-50210	01/03/24	CREDIT CARD PURCHASES	COUNCIL MEETING MEALS	46	01/25/24	177.89	34966
100-41320-50433	12/27/23	CREDIT CARD PURCHASES	ICMA MEMBERSHIP - TOBIN	517722	01/25/24	1,002.00	34966
100-41500-50207	09/27/23	CREDIT CARD PURCHASES	TRAINING LODGING - PETERSON	665198	01/25/24	272.42	34966
100-41900-50200	01/09/24	DELUXE	ENVELOPES	9003577046	01/25/24	281.87	34966
100-41900-50200	12/28/23	DELUXE	WINDOW ENVELOPES	9003484626	01/25/24	119.52	34966
100-41900-50210	11/06/23	CREDIT CARD PURCHASES	CITY ADMINISTRATOR INTERVIEW MEAL	009492.2	01/25/24	16.00	34966
100-41900-50210	01/10/24	CREDIT CARD PURCHASES	NOTARY REGISTRATION	097729	01/25/24	21.80	34966
100-41900-50210	01/15/24	CREDIT CARD PURCHASES	NOTARY STAMP - CANTON	243461444	01/25/24	29.90	34966
100-41910-50207	01/16/24	CREDIT CARD PURCHASES	SENSIBLE LAND USE TRAINING	01.16.24	01/25/24	48.00	34966
100-41910-50433	01/16/24	CREDIT CARD PURCHASES	SENSIBLE LAND USE MEMBERSHIP	01162024	01/25/24	75.00	34966
100-42100-50207	01/09/24	CREDIT CARD PURCHASES	TRAINING MEAL	01092024	01/25/24	82.96	34966
100-42100-50207	01/09/24	CREDIT CARD PURCHASES	TRAINING MEALS	073409	01/25/24	97.10	34966
100-42100-50207	01/08/24	CREDIT CARD PURCHASES	TRAINING MEALS	122	01/25/24	111.47	34966
100-42100-50207	01/07/24	CREDIT CARD PURCHASES	TRAINING MEALS	1072024	01/25/24	123.69	34966
100-42100-50207	01/08/24	CREDIT CARD PURCHASES	TRAINING MEALS	1048577	01/25/24	84.75	34966

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Check 34966							
100-42100-50207	01/10/24	CREDIT CARD PURCHASES	TRAINING - SNACKS	3346	01/25/24	38.46	34966
100-42100-50207	01/10/24	CREDIT CARD PURCHASES	TRAINING MEAL	01102024	01/25/24	184.86	34966
100-42100-50300	01/14/24	CREDIT CARD PURCHASES	JOB FAIR BOOTH REGISTRATION	8700095599	01/25/24	81.88	34966
100-42100-50300	01/09/24	FLEETIO	FLEET MANAGEMENT SOFTWARE 01/09/24	667572	01/25/24	60.00	34966
100-42100-50300	01/01/24	TRANSUNION RISK & ALTERNATIV	PD INVESTIGATIONS OCT-DECEMBER 202	3609221-202312-	01/25/24	225.00	34966
100-42400-50207	01/04/24	CREDIT CARD PURCHASES	2024 ANNUAL INSTITUE FOR BUILDING	790835	01/25/24	450.00	34966
100-42400-50207	01/04/24	CREDIT CARD PURCHASES	2024 ANNUAL INSTITUE FOR BUILDING	790837	01/25/24	300.00	34966
100-42400-50207	01/04/24	CREDIT CARD PURCHASES	ICC ANNUAL EDUCATIONAL INSTITUTE	80738605	01/25/24	360.00	34966
100-42400-50433	01/04/24	CREDIT CARD PURCHASES	ICC MEMBERSHIP - ZUTHER	101694363	01/25/24	66.00	34966
100-43100-50207	12/19/23	CREDIT CARD PURCHASES	MEAL	50005	01/25/24	54.01	34966
100-43100-50225	01/03/24	CREDIT CARD PURCHASES	OEM PARTS STORE WEED WACKER FILL C	57512	01/25/24	20.41	34966
100-45200-50210	01/12/24	CREDIT CARD PURCHASES	CARHARTT BIBS	8728	01/25/24	199.99	34966
						4,584.98	
Check 34967							
601-49400-50300	01/11/24	WATER LABORATORIES, INC.	COLIFORM TEST	85675	01/25/24	54.00	34967
						54.00	
Check 34968							
100-42100-50403	01/09/24	WESTSIDE WHOLESALE TIRE	SQUAD 570 TIRE BALANCE	939188	01/25/24	120.00	34968
						120.00	
Check 34969							
100-41900-50381	12/28/23	WRIGHT-HENNEPIN COOP ELECT	UTILITY SERVICES	01152024	01/25/24	53.49	34969
						53.49	
Check 34970							
100-00000-22205	01/03/24	XCEL ENERGY	BELLWETHER - STREET LIGHTS	859438598	01/25/24	371.96	34970
						371.96	
Check 34971							
601-49400-50381	01/02/24	XCEL ENERGY	9820 CO RD 101 WATER METER	859297462	01/25/24	27.71	34971
						27.71	
Check 34972							
100-43100-50381	12/22/23	XCEL ENERGY	PW BUILDING ELECTRICITY	858264915	01/25/24	1,298.71	34972
						1,298.71	
Check 34973							
100-43100-50381	01/08/24	XCEL ENERGY	9700 CTY RD 19 STREET LIGHT	860044265	01/25/24	32.52	34973
						32.52	
Check 34974							
100-41920-50300	12/27/23	Z SYSTEMS, INC	AUDIO UPGRADE	84910	01/25/24	6,997.14	34974
210-41920-50300	12/27/23	Z SYSTEMS, INC	AUDIO UPGRADE	84910	01/25/24	12,342.49	34974
210-41920-50300	12/20/23	Z SYSTEMS, INC	AUDIO UPGRADE INSTALLATION	84911	01/25/24	3,371.16	34974
						22,710.79	
Check 34975							
100-43100-50210	01/11/24	ZEP SALES & SERVICE	CLEANER	9009365585	01/25/24	308.04	34975
100-45200-50210	12/29/23	ZEP SALES & SERVICE	CLEANING SUPPLIES	9009326661	01/25/24	446.33	34975
						754.37	
Check 34976							
100-41900-50401	12/27/23	ZEROREZ INC	CITY HALL DUCT CLEANING	620189	01/25/24	3,617.00	34976

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Check 34976						
			Total For Check 34976			<u>3,617.00</u>

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount Check
Fund Totals:						
			Fund 100 GENERAL FUND			215,725.36
			Fund 101 LONG-TERM PLANNING FUND			19,668.78
			Fund 210 ARPA FUND			29,542.44
			Fund 416 CAPITAL-EQUIPMENT CERTS			16,662.00
			Fund 419 HACKAMORE UPGRADE (LENNAR)			261.00
			Fund 601 WATER			570,911.64
			Fund 602 SEWER			26,718.73
			Total For All Funds:			<hr/> 879,489.95

STAFF REPORT

Agenda Item: 7c.

Council Meeting January 25, 2024	Prepared By Michelle Friedrich
Topic Honoring Commissioner Horn	Action Required None – Informational

Summary

The City received a notice of resignation from Jonathan Horn of the Planning Commission on January 16, 2024. Horn will resign from the Planning Commission at the end of his term, effective February 29, 2024. Commissioner Horn will attend the Council meeting on January 25, 2024, and the Planning Commission meeting on February 1, 2024. Commissioner Horn has been a member of the Planning Commission since September 2022 and has provided significant value to Planning Commission discussions and recommendations to Council.

Staff will begin the recruitment process to fill the vacancy. Council could discuss appointing a temporary commissioner until the vacancy is filled.

Financial/Budget

N/A

Council Action

Approve the resignation of Jon Horn from the Planning Commission.

Attachments

1. Resignation Letter from Commissioner Jonathan Horn
2. Resolution 2024-04 Honoring Outgoing Commissioner Jonathan Horn

January 16, 2024

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

RE: Planning Commission Appointment

Dear Mayor and Members of the City Council,

City staff has communicated that my current Planning Commission term expires on February 29, 2024. I have appreciated the opportunity to serve the City of Corcoran and have enjoyed getting to know the community better; however, I have a few personal circumstances that will make it difficult for me to continue my service beyond the current term. Please accept this letter as notice that I will not be pursuing an additional term.

Best wishes for 2024 and beyond!

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Horn', with a stylized flourish extending to the right.

Jon Horn

Copy: Natalie Davis McKeown, Planner

RESOLUTION NO. 2024-04

Motion By:
Seconded By:

A RESOLUTION HONORING OUTGOING COMMISSIONER JONATHAN HORN

WHEREAS, Jon Horn was appointed as a Planning Commissioner for an initial term from September 8, 2022, to February 29, 2024; and

WHEREAS, during his tenure on the Planning Commission, Jon assisted in reviewing various development plans including Red Barn Pet Retreat and Corcoran Storage II; and

WHEREAS, Jon’s civil engineering background proved valuable in the review of development proposals; and

WHEREAS, Jon provided input on several Zoning Ordinance Amendments including updates to Planned Unit Development standards; and

WHEREAS, Jon Horn has elected to end his service on the Planning Commission as his term expires on February 29, 2024; and

WHEREAS, the City of Corcoran recognizes the time, energy, dedication, and leadership provided by Jon Horn.

NOW, THEREFORE BE IT RESOLVED, by the City of Corcoran, that the City Council hereby honors Jon Horn for his distinguished service to the City of Corcoran and residents of the City.

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 25th day of January, 2024.

Tom McKee -- Mayor

ATTEST:

City Seal

Michelle Friedrich – City Clerk

STAFF REPORT

Agenda Item: 7d.

Council Meeting January 25, 2024	Prepared By Kevin Mattson
Topic Hennepin County – CSAH 19 & CR 117 Multimodal Safety Improvements 2024 HSIP	Action Required Approval

Summary

Hennepin County has requested a letter of support or resolution from the City of Corcoran related to the 2024 Highway Safety Improvement Program (HSIP) Application - CSAH 19 (County Road 19) and CR 117 (109th Avenue) Multimodal Safety Improvements within the cities of Corcoran and Hanover for program years 2028 and 2029.

Project design elements are anticipated to include reconstructing the intersection to roundabout control to more clearly assign right-of-way, constructing raised medians to improve crossings for pedestrians, and upgrading lighting to improve visibility (see Attachment 4 – Concept Plan).

Specific details regarding cost participation and maintenance responsibilities are anticipated to be determined during the design process as project development is advanced as outlined in the county's Cost Participation and Maintenance Policies.

If the City Council chooses to support the 2024 HSIP Program Application, there are check-in points allowing for withdrawal or removal of support prior to financial commitment.

In March of 2023, the City Council previously supported a 2024 Community Project Funding Request for County Road 19 Intersections in Hanover (see Attachment 6).

Financial/Budget

Currently, no financial commitment is required. The projected financial obligation to Corcoran for planning purposes only is estimated to be \$152,000 (see Attachment 5 – Projected Financial Obligation).

Options

1. Approve Resolution 2024-05 and approve the Letter of Support as part of 2024 Highway Safety Improvement Program Application - CSAH 19 and CR 117 Multimodal Safety Improvements
2. Provide direction to staff to update Resolution 2024-056 and the Letter of Support as part of 2024 Highway Safety Improvement Program Application - CSAH 19 and CR 117 Multimodal Safety Improvements
3. Decline the opportunity.

Recommendation

Consider a motion approving Resolution 2024-05 and the Letter of Support as part of 2024 Highway Safety Improvement Program Application - CSAH 19 and CR 117 Multimodal Safety Improvements.

Attachments

1. Resolution 2024-05 Support for 2024 Highway Safety Improvement Program Application - CSAH 19 and CR 117 Multimodal Safety Improvements
2. Corcoran Letter of Support Response (Draft)
3. Hennepin County Request Letter
4. Concept Plan
5. Projected Financial Obligation
6. 2024 Community Project Funding – County Road 19 Intersections in Hanover – Letter of Support (Corcoran)

RESOLUTION NO. 2024-05

Motion By:
Seconded By:

A RESOLUTION SUPPORTING HENNEPIN COUNTY 2024 HIGHWAY SAFETY IMPROVEMENT PROGRAM APPLICATION – CSAH 19 & CR 117 MULTIMODAL SAFETY IMPROVEMENTS

WHEREAS, the project for this funding application will involve safety enhancements to the CSAH 19 (County Road 19) and CR 117 (109th Avenue) intersection; and

WHEREAS, improvements anticipated as part of this project include reconstructing the intersection to roundabout control to more clearly assign right-of-way, constructing raised medians to improve crossings for people walking and biking, and upgrading lighting to improve nighttime visibility; and

WHEREAS, the proposed project presents an opportunity to enhance accessibility, safety, and mobility improvements for all modes of transportation; thereby enhancing the livability and quality of life for Corcoran, Hanover, and Hennepin County residents; and

WHEREAS, as project development advances, design and cost participation will be further reviewed and defined prior to support of City cost participation at \$152,000; and

NOW THEREFORE BE IT RESOLVED, that the City of Corcoran supports the Hennepin County 2024 Highway Safety Improvement Program Application - CSAH 19 and CR 117 Multimodal Safety Improvements.

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

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

Whereupon, said Resolution is hereby declared adopted on this 25th of January, 2024.

Tom McKee – Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

January 25, 2024

Carla Stueve, P.E.
Director and County Highway Engineer
Hennepin County Transportation Project Delivery
1600 Prairie Drive
Medina, MN 55340

Dear Ms. Stueve:

The City of Corcoran hereby expresses its support for Hennepin County's Highway Safety Improvement Program (HSIP) federal funding application for the proposed multimodal safety project at the CSAH 19 (County Road 19) and CR 117 (109th Avenue) intersection in the cities of Corcoran and Hanover.

The project for this funding application will involve safety enhancements to the CSAH 19 (County Road 19) and CR 117 (109th Avenue) intersection. Improvements anticipated as part of this project include reconstructing the intersection to roundabout control to more clearly assign right-of-way, constructing raised medians to improve crossings for people walking and biking, and upgrading lighting to improve nighttime visibility. The proposed project presents an opportunity to enhance accessibility, safety, and mobility improvements for all modes of transportation; thereby enhancing the livability and quality of life for Corcoran, Hanover, and Hennepin County residents.

The City of Corcoran acknowledges that the city will likely be required to cost participate in this project as outlined in the county's cost participation policy. Specific details regarding cost participation and maintenance responsibilities are anticipated to be determined during the design process as project development is advanced.

Thank you for making us aware of this application and project, and the opportunity to provide support. The city looks forward to working with you on this project.

HENNEPIN COUNTY
MINNESOTA

December 20, 2023

Kevin Mattson
Public Works Director
City of Corcoran – Department of Public Works
8200 County Road 116
Corcoran, MN, 55340

Re: Support for 2024 Highway Safety Improvement Program Application
CSAH 19 (County Road 19) and CR 117 (109th Avenue) Multimodal Safety Improvements

Dear Mr. Mattson:

As part of MnDOT's 2024 Highway Safety Improvement Program, Hennepin County is submitting an application to seek federal funding for a multimodal safety project at the CSAH 19 (County Road 19) and CR 117 (109th Avenue) intersection in the cities of Corcoran and Hanover. Federal funding through this solicitation is available for program years 2028 and 2029.

The project for this funding application will involve safety enhancements to the CSAH 19 (County Road 19) and CR 117 (109th Avenue) intersection, especially during the morning and evening peak periods. Project elements are anticipated to include reconstructing the intersection to roundabout control to more clearly assign right-of-way, constructing raised medians to improve crossings for people walking and biking, and upgrading lighting to improve nighttime visibility. The proposed project presents an opportunity to enhance accessibility, safety, and mobility improvements for all modes of transportation; thereby enhancing the livability and quality of life for Corcoran, Hanover, and Hennepin County residents.

We would appreciate a letter of support or resolution from the City of Corcoran for this application and project, acknowledging that the city is aware of this project and understands that the city will likely be required to cost participate in this project as outlined in the county's Cost Participation and Maintenance Policies. Specific details regarding cost participation and maintenance responsibilities are anticipated to be determined during the design process as

Hennepin County Public Works
1600 Prairie Drive | Medina, MN 55340
612-596-0300 | hennepin.us



project development is advanced. County staff will share a planning level estimate of the city's anticipated financial obligations by January 12, 2024.

If you agree to support this proposed project, please send a PDF letter via email addressed to:

Carla Stueve, P.E.
Director and County Highway Engineer
Hennepin County Transportation Project Delivery
1600 Prairie Drive
Medina, MN 55340

You may email the electronic version of the letter to me at Emily.Buell@hennepin.us. I have attached a letter template that you may use or modify as you see fit.

Hennepin County appreciates the opportunity to partner with the City of Corcoran on this important transportation improvement project. Given an application deadline of February 1, 2024, we would appreciate your support letter by January 26, 2024. If you have any questions, please contact me at (612) 543-1963 or at Emily.Buell@hennepin.us.

Sincerely,

Emily Buell

Emily Buell
Transportation Project Delivery – Capital Programming

Cc: Carla Stueve, P.E. – Transportation Project Delivery Director and County Highway Engineer

Jason Pieper, P.E. - Transportation Project Delivery – Capital Programming Manager

CSAH 19 (109th Ave) Multimodal Safety Project

Attachment XX | Potential Concept

Attachment: 7d4.
HENNEPIN COUNTY
MINNESOTA

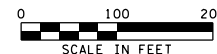
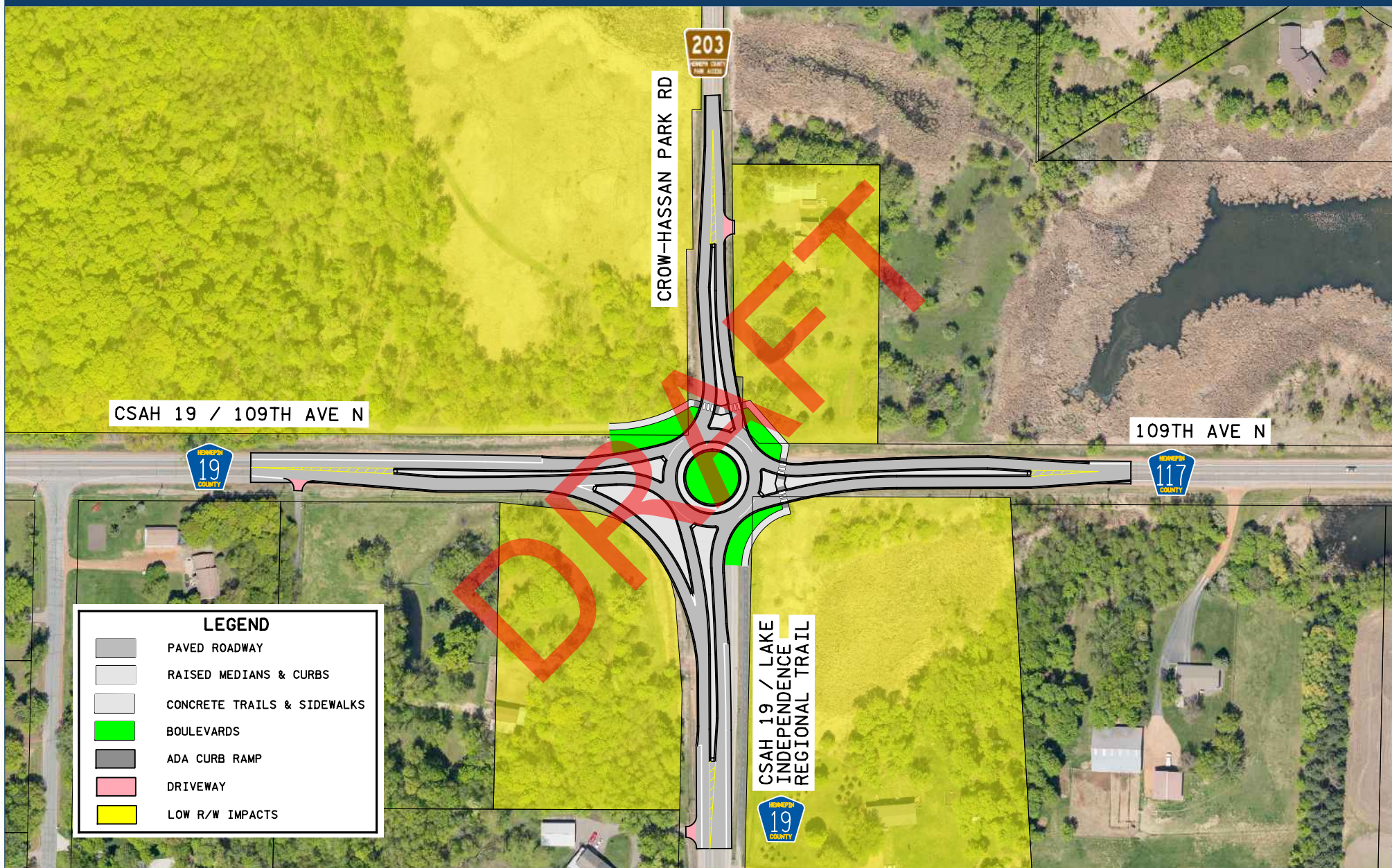


Figure 1

Section 7 | Anticipated Financial Obligations

	%	Federal	Hennepin County	Corcoran	Hanover	Select Agency
CSL DESIGN ¹	12%	\$ -	\$ 550,000	\$ 15,000	\$ 45,000	\$ -
ROW		\$ -	\$ 420,000	\$ 60,000	\$ -	\$ -
CRN		\$ 2,000,000	\$ 416,000	\$ 26,000	\$ 78,000	\$ -
CSL C/A ²	10%	\$ -	\$ 250,000	\$ 13,000	\$ 38,000	\$ -
CGY		\$ -	\$ 600,000	\$ 38,000	\$ 113,000	\$ -
Totals:		\$ 2,000,000	\$ 2,236,000	\$ 152,000	\$ 274,000	\$ -

Key

¹ Actual percentage for Design Engineering to be determined during project development

² Actual percentage for Construction Administration to be determined during project development

Fund 10 Financing within the county's Operating Budget

Fund 53 Financing within the county's Capital Budget

DRAFT FOR PLANNING PURPOSES ONLY

Total

\$ 610,000

\$ 480,000

\$ 2,520,000

\$ 301,000

\$ 751,000

\$ - \$ - \$ - \$ - \$ 4,662,000

FOR PLANNING PURPOSES ONLY

DRAFT



A Hidden Gem Waiting To Be Discovered

www.corcorammm.gov

March 9, 2023

Stacy Morse, District Director
Congressman Tom Emmer
6th District, Minnesota
464 Cannon House Office Building
Washington, DC 20515

RE: 2024 Community Project Funding – County Road 19 Intersections in Hanover

Honorable Congressman Tom Emmer,

Please receive this letter as an indication of support for much needed safety updates to intersections of County Road 19 through the City of Hanover. Improvement of intersections with Hennepin County 117/203 and Hennepin County 123 will be of regional benefit for residents, commuters, business traffic and pedestrian users of regional park and trails from throughout our growing communities. Recent major accidents with injuries during the 2022 holiday season have only increased concerns for safety, navigability and function for the strange and dangerous intersections.

CSAH 19 is an important north-south corridor through growing 6th District Wright County communities of Otsego, Albertville, St. Michael and Hanover. Significant growth in all of these communities as well as communities south and east has caused concerns for worsening safety conditions for our residents commuting daily through County 19. Upgrades are needed to the County 19 intersections with Hennepin County 117/203 next to the regional Crow Hassan Park, and at the nearby intersection with Hennepin County 123. Solutions have been identified by engineers including roundabouts at each intersection, but funding is not available through the County or other sources for the necessary improvements.

The City of Corcoran supports the City of Hanover's application for Community Project Funding through the House of Representatives and appreciates your support in helping to get this project completed.

Sincerely,

Tom McKee
Mayor
City of Corcoran

STAFF REPORT

Agenda Item 7e.

City Council Meeting: January 25, 2024	Prepared By: Natalie Davis McKeown
Topic: Minks Addition Preliminary Plat, Variance, and Final Plat (PID 27-119-23-43-0005 and 27-119-23-43-0006) (City File No. 23-025)	Action Required: Approval

Review Deadline: March 6, 2024

1. Application Request

The applicant, Lyndon Minks, requests approval of a preliminary plat application for “Minks Addition,” which adjusts the shared western lot line between two lots at 6925 Old Settlers Road and 7005 Old Settlers Road. The request includes a variance to allow a reduced lot width as measured at the front lot line for 6925 Old Settlers Road.



Figure 1 Site Location Map

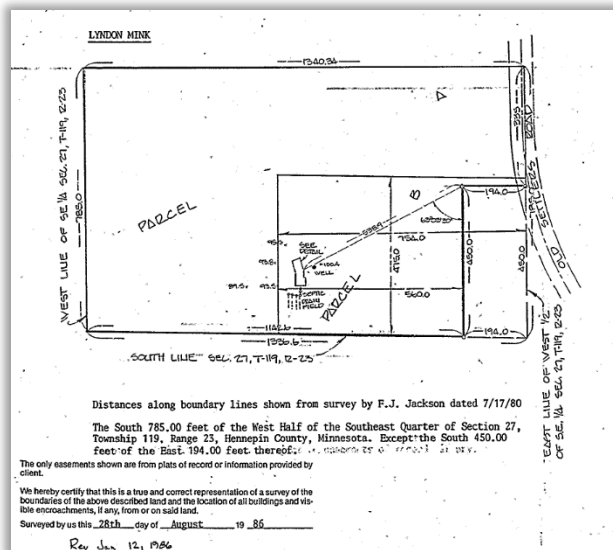


Figure 2 1987 Subdivision Exhibit

2. Background

The applicant owns both 6925 Old Settlers Road and 7005 Old Settlers Road. These properties were originally divided in 1987 through a subdivision process. This process was not handled through a formal plat or Registered Land Survey. This division allowed the applicant to carve off roughly 6 acres for the purpose of building a single-family home on 6925 Old Settlers Road. The exhibit from the original subdivision is attached to this report.

3. Planning Commission Review

The Planning Commission held a public hearing for this item during a regularly scheduled meeting on January 4, 2024. No comments were made during the public hearing or submitted to the City in writing. The Planning Commission unanimously (3-0; Commissioner Lanterman and Commissioner Lind absent) recommended approval of the preliminary plat and variance application.

It was clarified during the Planning Commission meeting that the applicant intends to continue farming 7005 Old Settlers Road for the foreseeable future. With this in mind, staff discussed options with the applicant to maintain tillable acreage for this parcel as establishing wetland buffers will likely sacrifice tillable acreage. The applicant submitted a revised preliminary and final plat to the City on January 19, 2024 that changes what was previously shown as Lot 1 Outlot A and Lot 2 (the residential lot) is now Lot 1. This will allow the establishment of wetland buffers and monuments to be deferred on the farmed property to when Outlot A is either re-platted to build a single-family home or subdivided further using the available development rights. This approach seems consistent with the Planning Commission discussion and recommendation. The enclosed preliminary plat, final plat, and approving resolutions address this change.

4. Context

Zoning and Land Use

The two existing parcels are located in the Rural Residential (RR) zoning district, and the Comprehensive Plan designates the site as Rural/Ag Residential. The properties are not located within the Metropolitan Urban Service Area (MUSA).

Surrounding Properties

All surrounding properties are located within the RR district, designated as Rural/Ag Residential, and outside of the MUSA. The present land uses on all surrounding properties include single-family residential and agricultural uses.

Natural Characteristics of the Site

The City's Natural Resource Inventory Areas map shows a high-quality natural community of Maple/Basswood on both properties. A wetland delineation confirmed the boundaries of one large wetland in the southwest portion of Lot 1. Four smaller wetlands were identified throughout Lot 2. None of these wetlands are classified on the City's Natural Resources Community Quality Ranking Map. The City assumes wetlands not classified on this map to be of medium quality. However, there is a MNRAM process with the State of MN the applicant can pursue to confirm the quality of the wetlands.

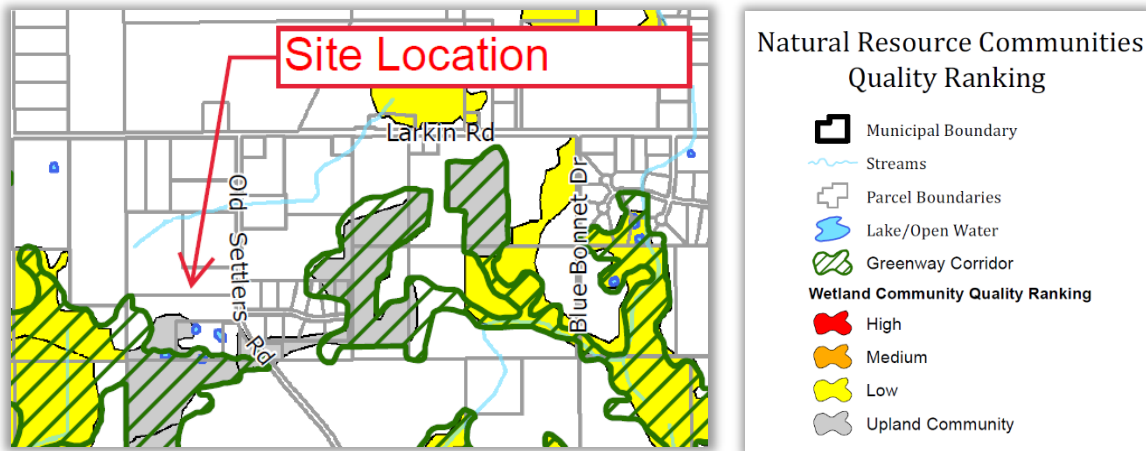


Figure 3 Natural Resources Community Quality Ranking Map

5. Analysis

Staff reviewed the application for consistency with the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and City Code requirements, as well as City policies. The City Engineer's comments are incorporated into this staff report, the detailed comments are included in the attached engineering memo and the approval conditions require compliance with the memo.

A. Level of City Discretion in Decision-Making

The City's discretion in approving a preliminary plat is limited to whether the proposed plat meets the standards outlined in the City's subdivision and zoning ordinances. If the proposed subdivision meets these standards, the City must approve the preliminary plat. The Planning Commission may choose to discuss whether they agree with staff's analysis that the preliminary plat is consistent with ordinance standards. Should the Commission find that the preliminary plat does not comply with the City's ordinance standards, conditions for preliminary approval can be recommended by the Commission. If the Commission recommends denial, findings of fact should be provided.

The City has a higher discretion with a variance because the burden of proof is on the applicant to show that the variance standards have been met. Conditions can be

applied to mitigate the impact of granting the variance.

The City’s discretion in approving a final plat is limited to whether the plat is consistent with the preliminary plat.

B. Consistency with Ordinance Standards

Preliminary Plat

Lot line adjustments are allowed without platting if the standards in Section 926, Subd. 1 of the City Code are met. Section 926, Subd. 1(C) includes the requirement that the affected lots be a part of a previously recorded plat or Registered Land Survey. This standard was not satisfied with the two existing lots. Theoretically, a minor subdivision could be processed when a lot line adjustment between two lots cannot be processed due to not satisfying this standard. However, per the standards for a Minor Subdivision in Section 927, Subd. 1(C), the resulting lots must meet the minimum dimensional requirement for the zoning district in which the property is located. The front lot width for Lot 1 is 26’ where 200’ is required. Since the proposed plat does not meet the minimum dimensional requirements to allow a minor subdivision, the change in lot lines must be processed as a preliminary plat with a variance.

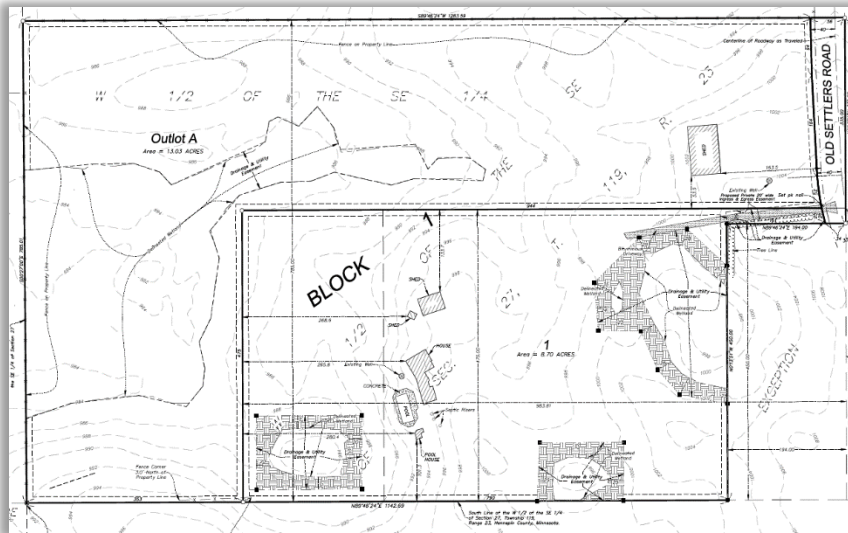


Figure 4 Minks Addition Preliminary Plat

Lot Size

A comparison of the RR district standards and the proposed lot dimensions are reflected in the table below.

	RR District Minimum	Outlot A	Lot 1
Lot area	2 acres	13.08 acres	8.71 acres
Lot width*	200 feet	311 feet	26 feet
Lot depth	300 feet	822 feet	870.50 feet

* As measured at the front lot line. Also referred to as “street frontage”.

Outlot A complies with the RR district standards. Lot 1 does not comply with the minimum lot width standard for the RR district. While the lot lines could be rearranged to further comply with the lot width requirement, there is not enough frontage between the two properties for each parcel to meet the minimum lot width requirement. Therefore, the applicant proposes keeping the street frontage as is. This must be memorialized as a variance; the variance request is analyzed further later in this report.

Setbacks

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

	Minimum Principal Structure Setback	Minimum Accessory Structure Setback
Front (All Other Roads)	50 feet	50 feet
Side	25 feet	20 feet
Rear	25 feet	15 feet

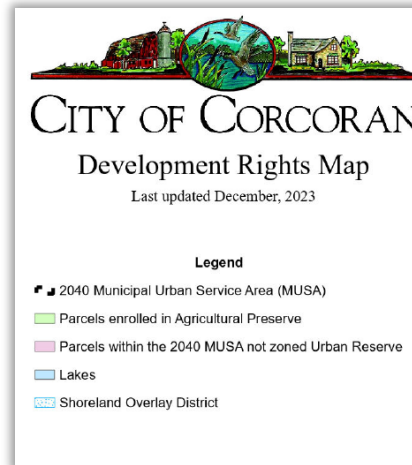
The existing home and all existing accessory buildings more than exceed the required front, side, and rear setbacks.

Development Rights

The current Development Rights Map reflects 2 property rights on 7005 Old Settlers Road based on the lot area of 15.89-acres. In the 1990s, a reset of the Development Rights program occurred which assigned 1 development right for every 10 acres, and this is rounded up in favor of property owners. There is an implied development right on the residential lot which is exhausted with the existing house. Even though the acreage is being rearranged between the two properties and 7005 Old Settlers Road will now be less than 15 acres, staff do not propose eliminating a development right since a new lot is not being created. The enclosed resolutions confirm that 2 development rights remain on Outlot A.



Figure 5 Development Rights Map



Accessory Structures

Section 1030.020 provides that a principal structure must be constructed prior to an accessory structure. Additionally, Subd. 4 of the same section limits accessory structure footprint based on the acreage of the site. Properties are allowed one structure not exceeding 200 square feet to be considered exempt from the footprint calculation. Additionally, the first 1,000 square feet of attached accessory structure space is considered exempt from the footprint calculations.

Outlot A has a shed of roughly 3,800 square feet with no other structures on the property. Sheds are considered accessory structures. Based on aerial views of the property, the presence of the accessory structure without a principal structure is considered a legal, non-conforming use as it pre-dates the prevailing Zoning Ordinance. An additional variance is not required because the change in lot lines and legal description to an outlot does not create the non-conformity, and the proposed changes cannot minimize the extent of the non-conformity. A property of more than 10 acres is allowed an accessory structure footprint of 3,969 square feet by right. The structure on the property complies with the footprint limit.

Based on the provided survey, Lot 1 has a principal structure (i.e., the house) and an estimated accessory structure footprint of less than 3,000 square feet. The proposed acreage for the site would allow a footprint of up to 3,594 square feet. The proposed plat complies with this standard.

Streets and Access

No new streets are proposed. However, road right-of-way (ROW) for Old Settlers Road must be dedicated as a requirement of the plat. As a collector roadway, a 40' half ROW is shown on the plat as required by the City Engineer's Memo.

Both properties will continue to have direct access to Old Settlers Road. The provided survey shows that a portion of the driveway for Lot 1 was constructed over the shared northern lot line and encroaches on to Outlot A. This appears to have been a mistake as this was not addressed in the approvals from 1987 or the existing Driveway Agreement for this property, both enclosed with this report. Staff provided the applicant with the following options to resolve the driveway encroachment on to Outlot A:

1. Correct the driveway so that it is entirely contained within Lot 1.
 - a. A Site Improvement Performance Agreement (SIPA) will be needed with a security for the value of the estimated work required to relocate the driveway.
 - b. Additionally, since the driveway will be located within a drainage and utility easement (D&U), an encroachment agreement with the City is required.

- i. City staff do not believe the private drive agreement addresses encroachment into D&Us as D&Us did not appear to be established with the subdivision in 1987.
2. Adjust the shared northern lot line further to the north to have the driveway entirely contained within Lot 1.
 - a. This would arguably decrease the existing non-conformity of the lot width and reduce the extent of the variance being requested without creating a new nonconformity within Outlot A.
 - b. Preliminary plat must be revised with this option.
 - c. It appears an encroachment agreement with the City will still be required in this instance due to the existing location of the driveway in relation to the non-common lot boundaries.
3. Prepare and record a private easement between the two properties to formalize the encroachment.
 - a. While a formal encroachment agreement may not be necessary with the current property owners, it will protect the interests of future property owners should either or both of the two properties be sold to unrelated properties in the future.
 - b. Additionally, an encroachment agreement with the City will still be required.

The Planning Commission agreed with the staff recommendation to provide the applicant with options to bring the driveway into compliance. Since the Planning Commission meeting, the applicant shared with staff his preference to proceed with the third option to prepare and record a private easement between the two properties to formalize the encroachment. The preliminary plat has been updated to show this private easement. The enclosed preliminary plat resolution has been updated to reflect the applicant's preferred method to address the driveway encroachment.

Perimeter Drainage and Utility Easements

The preliminary plat reflects a 10' perimeter D&U for both lots. This complies with City standards. D&Us were not established with the original subdivision in 1987, so it does not appear that an easement vacation must be processed for pre-existing D&Us.

Well and Septic

Outlot A has an existing well shown on the property. No septic is shown. However, given the size of the property, there is likely a viable septic location should a home be placed on the property in the future. Should the current landowner or a future landowner plan to construct a single-family home on Outlot A, a new plat will be required to change the legal description from an outlot to a lot, and approval of the septic location must be provided by Hennepin County prior to issuance of a building permit. Lot 1 has an existing septic site and well to serve the property.

Wetlands

A wetland delineation was finalized in September of 2023. Five wetlands were identified between the two properties. These are assumed to be medium quality wetlands. With the change in lot lines, the delineated medium-quality wetlands are required to be protected by a vegetated buffer and wetland buffer monuments must be installed as required in the Wetlands Overlay District (Section 1050.010 of the Zoning Ordinance). D&U easements must be placed over the identified wetlands and buffers; this is confirmed in the Engineering Memo. Medium quality wetlands must have an average wetland buffer width of 25' (no wider than 40' and no less than 20' for the purposes of calculating the average) and a structure setback of 15' must be applied. It appears this will not conflict with any existing structures on the sites.

As noted previously in this report, it was clarified during the Planning Commission meeting that the applicant intends to continue farming Outlot A for the foreseeable future. D&U easements will still be required over the delineated boundaries of the wetlands on the farmed lot, but establishment of wetland buffers and monuments on Outlot A will be deferred to when the outlot is either re-platted to build a single-family home or subdivided further using the available development rights. This approach seems consistent with the Planning Commission discussion and recommendation. The attached preliminary plat and Resolution 2024-06 addresses these changes.

The wetland buffers and buffer monument signs will be required for Lot 1. The preliminary plat has been revised since the Planning Commission meeting to show the required wetland buffers and buffer signs. Additionally, D&U easements are shown over the wetland and wetland buffers for the residential property.

Landscaping

A landscape plan is not required since this plat involves less than 4 residential units. Per Section 1060.070, a minimum of one overstory tree must be provided per dwelling unit. Since no new lots are being created with this plat, staff believes no additional trees are required at this time. Should future subdivision occur, additional trees would be required at that time.

Park Dedication

Section 955.020 of the Subdivision Ordinance states, "Park Dedication is only due in cases where additional new parcels are created." Since this preliminary plat is a lot line adjustment, no new lots are created. Therefore, park dedication is not due. Should subdivision occur on the northern property in the future, park dedication would become due for any newly created lots.

Variance

The applicant requests a variance to allow a minimum lot width of 26' for Lot 1 where a minimum of 200' is required. It is important to clarify that the lot width requirement is also referred to as the minimum street frontage requirement; this is because lot width is measured at the front lot line. Section 1070.040 provides the standards to review

variance requests. The applicant must show that the following standards are satisfied with their request:

1. *That there are practical difficulties in complying with the Zoning Ordinance.*

The League of MN Cities defines a three-factor test for the term “practical difficulties”:

- a. The property owner proposes to use the property in a reasonable manner not otherwise allowed by the zoning ordinance.
- b. The plight of the landowner is due to circumstances unique to the property and not created by the landowner; and
- c. The variance will not alter the essential character of the locality.

Section 1070.040, Subd. 2(B) of the Zoning Ordinance specifically calls out the last two factors as their own standards and will be discussed individually. Therefore, this first standard can focus on evaluating the “reasonableness” of the request.

The applicant’s narrative provides that the variance will allow the applicant to add 2.6 acres along the shared western lot boundary, which will not create any new nonconformities while allowing for all backyard improvements to be fully encompassed within the residential lot. Additionally, the combined street frontage is approximately 335’. There is no way for both properties to comply with the minimum street frontage requirement. The lot width of 26’ for Lot 1 is an existing legal nonconformity, and the combined street frontage is not changing.

2. *That the conditions upon which a petition for a variation is based are unique to the parcel of land for which the variance is sought and were not created by the landowner.*

These two properties were originally subdivided in 1987 by the landowner. It was unanticipated at that time that the City’s zoning requirements for minimum lot width would change to prevent “flag lots”. The fact that there is not 400’ of street frontage between the two properties was not a condition created by the landowner and is a fairly unique constraint of the plat.

3. *That the granting of the variation will not alter the essential character of the locality.*

Granting variance for the reduced lot width of Lot 1 will not alter the essential character of the locality as it has already existed since 1987. Additionally, there are other flag lots in the City that were created prior to the current Zoning Ordinance and still exist today.

4. *The proposed variance would be in harmony with the general purposes and intent of the Ordinance.*

It is unclear exactly why the City of Corcoran adopted a minimum lot width of 200’, but it is assumed to be a way to ensure sufficient street frontage, control density along public streets, and protect property values (as flag lots can have less “curb appeal”).

Additionally, Section 1010.020 of Zoning Ordinance lists 12 purposes and intents of the Ordinance in general, including the following purposes most relevant to this application:

1. Protecting the public health, safety, morals, comfort, convenience, and general welfare.
2. Facilitating adequate provisions for transportation, water, sewage, schools, parks, and other public requirements.
3. Conserving natural resources and maintaining a high standard of environmental quality.
4. Conserving the natural, scenic beauty, rural character, and attractiveness of the Corcoran countryside.

Lot 1 will continue to have the same amount of street frontage as the property has today. The variance will allow for a larger parcel to be created which will arguably not conflict with the City's density requirements in the RR and should not negatively impact property values in the immediate vicinity. It does not appear that granting the variance will conflict with the general purposes of the intent of the Ordinance.

5. The variance is consistent with the Comprehensive Plan.

The applicant's narrative explains he is not changing the land use of the properties. His proposal results in two lots of 8.71 acres and 13.08 acres. These large lots are consistent with the Rural/Ag Residential land use category of the 2040 Comprehensive Plan which specifically lists large residential lots as a planned feature of the area.

Conditions of Approval

Section 1070.040 provides that the City may impose conditions on the variance to address the impact of the variance. The Planning Commission did not recommend any conditions of approval. Theoretically, the shared northern property line could be adjusted further north to fully encompass the driveway as a way to minimize the permanent protection granted to the nonconformity through approval of the variance. However, the applicant prefers to address the driveway encroachment between Lot 1 and Outlot A as a private easement between the two properties. The enclosed resolution for the variance does not propose any conditions of approval.

Final Plat

Staff reviewed the final plat application for consistency with the preliminary plat, as well as City policies. The City Engineer's Memo dated 12/21/2023 included review of the final plat. Compliance with this memo is required as a condition of approval in the final plat resolution.

Accessory Structure

The accessory structure on what will become Outlot A will be allowed to remain as an existing legal, nonconformity. The applicant will be able to maintain this structure in compliance with the City's regulations for nonconforming uses and structures. However,

no other structures can be built on Outlot A without re-platting the property. Additionally, when Outlot A is re-platted, a single-family home must be constructed on the same lot as the accessory structure. In other words, the applicant cannot subdivide the outlot into two with a house on one lot and the existing accessory structure on another lot without plans to construct a residence or kept as an outlot.

Wetlands

As a condition of approval in the final plat resolution, the escrow account on file with the City will not be closed out until the wetland buffer monument signs are installed per City specifications. A registered surveyor must provide certification that the wetland buffer monument signs are installed as indicated on the preliminary plat.

Streets and Access

The final plat has been revised to reflect a 40' half ROW as a requirement of the final plat resolution and Engineering Memo.

The driveway for the residential lot does encroach on to the farmed lot. The applicant shared their intention with staff to address the driveway encroachment through a private encroachment agreement between the two properties. This agreement must be submitted to the City Attorney for review and approval. Additionally, since the driveway will be located within a D&U, an encroachment agreement with the City is required. The final plat resolution reflects this preference.

Park Dedication

There are two parcels today, and this plat results in two parcels. Therefore, no park dedication is due with this application. Since the property owner will be platting the northern property as an outlot, it should be clearly noted that should the property be re-platted as a single lot in the future, no park dedication would be due at that time either. However, should the outlot be further subdivided, then park dedication will become due on any newly created parcels.

Summary

Staff find that the proposed preliminary plat, variance, and final plat are generally consistent with the City's Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance. The enclosed resolutions approve the preliminary plat, variance, and final plat with conditions.

6. Recommendation

Staff and the Planning Commission recommend approval of the following resolutions:

- Resolution 2024-06 Approving the Preliminary Plat and Variance
- Resolution 2024-07 Approving the Final Plat

Attachments:

1. Resolution 2024-06 Approving the Preliminary Plat and Variance
2. Resolution 2024-07 Approving the Final Plat
3. Applicant Variance Narrative.
4. City Engineer's Memo Dated 12/21/2023.
5. Existing Conditions Survey.
6. Preliminary Plat "Minks Addition".
7. Final Plat "Minks Addition"
8. Exhibit of 1987 Subdivision.
9. Resolution 1987-3
10. Driveway Agreement Dated 2/12/1987.

RESOLUTION NO. 2024-06

Motion By:
Seconded By:

A RESOLUTION APPROVING A PRELIMINARY PLAT AND A VARIANCE FOR “MINKS ADDITION” ON THE PROPERTIES LOCATED AT 6925 OLD SETTLERS ROAD AND 7005 OLD SETTLERS ROAD (PID 27-119-23-43-0005 AND 27-119-23-43-0006) (CITY FILE NO. 23-025)

WHEREAS, Lyndon Minks (“the applicant”) requested approval of a preliminary plat to allow for a lot line adjustment between the two properties described as follows;

See Attachment A.

WHEREAS, the applicant also requested approval of a variance from the minimum lot width requirement for Lot 1, and;

WHEREAS, the Planning Commission reviewed the preliminary plat and variance at a duly called public hearing, and;

WHEREAS, the Planning Commission recommended approval, and;

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

1. A preliminary plat is approved, in accordance with the plans received by the City on November 7, 2023, and January 19, 2024, except as amended by this resolution.
2. The requested variance from the lot width requirement to allow a minimum lot width of 26’ for Lot 1 is approved based on the following findings:
 - a. That there are practical difficulties in complying with the Zoning Ordinance. The lot width of Lot 1 is an existing legal nonconformity, and the combined street frontage of the two lots is not changing. There is practical difficulty in complying with the zoning ordinance because it is not possible for both lots to meet the minimum lot width requirement. Adjusting the western common lot line will not increase the nonconformity of the lot width for Lot 1.
 - b. That the conditions upon which a petition for a variation is based are unique to the parcels of land for which the variance is sought and were not created by the landowners. The current minimum lot width requirement for which the variance is being sought was established after the two properties were originally subdivided. The combined street frontage of 335’ existed prior to the subdivision in 1987 and was not created by the current landowner.
 - c. That the granting of the variation will not alter the essential character of the locality. The proposed lots are being created where two lots already exist. No new lots are being created, and the minimum lot width will be no less than it exists today. There

RESOLUTION NO. 2024-06

are other lots in the surrounding areas that do not meet the minimum lot width requirement of the Rural Residential district.

- d. The proposed variance would be in harmony with the general purposes and intent of the ordinance. The intent of the minimum lot width requirement is to ensure street frontage for every property, control density, and protect property rights. Granting the variance does not conflict with these intents, nor does it conflict with the general intents and purposes of the Zoning Ordinance as provided in Section 1010.020.
 - e. The variance is consistent with the Comprehensive Plan and maintains the Rural/Ag Residential land use designation.
3. The applicant must comply with all conditions in the City Engineer's Memo dated December 21, 2023. Where there is conflict between the wetland related requirements within the Engineer's Memo and this Resolution, this Resolution prevails.
 4. There are two development rights remaining on Outlot A.
 5. The existing legal, nonconforming accessory structure will be allowed to remain on Outlot A. The building can be maintained in accordance with the City's nonconforming structure and use regulations in Section 1030.010 of the Zoning Ordinance.
 6. No other structures can be built on Outlot A until a new plat changes the property to a platted lot of record.
 7. Should Outlot A be platted as a lot or subdivided in the future, a single-family home must be constructed on the same parcel as the existing accessory structure. The existing accessory structure cannot remain in an outlot or on a lot by itself should Outlot A be further subdivided.
 8. Should Outlot A be platted as a lot or subdivided in the future, septic system permits must be approved through Hennepin County and submitted to the City.
 9. The applicant must prepare a private easement agreement between Lot 1 and Outlot A to address the driveway encroachment on to Outlot A. The agreement must be reviewed and approved by the City Attorney and recorded at Hennepin County.
 10. The applicant must enter into an encroachment agreement with the City to address the location of the driveway for Lot 1 within drainage and utility easements. This must be recorded at Hennepin County.
 11. The applicant must meet the following wetland requirements of Section 1050.010 of the Zoning Ordinance:
 - a. The wetland buffers and monument signs are deferred on Outlot A until the property is platted as a lot or further subdivided.

RESOLUTION NO. 2024-06

- b. The wetland buffers and monument signs must be established for the residential lot.
 - c. Wetland buffer monument signs must be installed according to the approved plan and must be certified by a registered land surveyor prior to release of the escrow account.
 - i. Wetland buffer monument signs must be purchased from the City.
 - ii. Wetland buffer monument signs must be installed on a treated 4x4 wooden post.
12. Park dedication is not due with this plat as there are no newly created parcels. Should Outlot A be platted in the future as a single lot, no park dedication would be due at that time either. However, should Outlot A be further subdivided, any newly created parcel would be subject to park dedication.
13. Additional landscaping is not required for this plat as there are no newly created parcels. Should Outlot A be platted in the future as a single lot, new landscaping would not be required at that time either. However, should Outlot A be further subdivided, any newly created parcel would be subject to landscaping requirements at that time.
14. Approval of the preliminary plat shall expire within one year of the date of approval unless the applicant has filed a complete application for approval of a final plat.

VOTING AYE

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

VOTING NAY

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

Whereupon, said Resolution is hereby declared adopted on this 25th day of January 2024.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2024-06

ATTACHMENT A

The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 475.00 feet of the East 754.00 feet thereof.

AND

The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 450.00 feet of the East 194.00 feet thereof.

RESOLUTION NO. 2024-07

Motion By:
Seconded By:

**A RESOLUTION APPROVING A FINAL PLAT FOR “MINKS ADDITION” ON THE
PROPERTIES LOCATED AT 6925 OLD SETTLERS ROAD AND 7005 OLD SETTLERS
ROAD (PID 27-119-23-43-0005 AND 27-119-23-43-0006)
(CITY FILE NO. 23-025)**

WHEREAS, Lyndon Minks (“the applicant”) requested approval of a final plat to allow for a lot line adjustment between the two properties described as follows;

See Attachment A.

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

1. A final plat is approved, in accordance with the plans received by the City on November 7, 2023, and January 19, 2024, except as amended by this resolution.
2. The applicant must comply with all conditions in the City Engineer’s Memo dated December 21, 2023. Where there is conflict between the wetland related requirements within the Engineer’s Memo and this Resolution, this Resolution prevails.
3. The applicant must comply with the requirements and conditions of approval outlined for the preliminary plat in Resolution 2024-06.
4. There are two development rights remaining on Outlot A.
5. The existing legal, nonconforming accessory structure will be allowed to remain on Outlot A. The building can be maintained in accordance with the City’s nonconforming structure and use regulations in Section 1030.010 of the Zoning Ordinance.
6. No other structures can be built on Outlot A until a new plat changes the property to a platted lot of record.
7. Should Outlot A be platted as a lot or subdivided in the future, a single-family home must be constructed on the same parcel as the existing accessory structure. The existing accessory structure cannot remain in an outlot or on a lot by itself should Outlot A be further subdivided.
8. Park dedication is not due with this final plat as there are no newly created parcels. Should the Outlot A be platted in the future as a single lot, no park dedication would be due at that time either. However, should Outlot A be further subdivided, any newly created parcel would be subject to park dedication.
9. Should Outlot A be platted in the future as a single lot, new landscaping would not be required at that time. However, should Outlot A be further subdivided, any newly created parcel would be subject to landscaping requirements at that time.

RESOLUTION NO. 2024-07

- 10. Prior to release of the final plat for recording, the applicant must:
 - a. The applicant must prepare a private easement agreement between Lot 1 and Outlot A to address the driveway encroachment on Outlot A. The agreement must be reviewed and approved by the City Attorney.
 - b. The applicant must enter into an encroachment agreement with the City to address the location of the driveway for Lot 1 within drainage and utility easements.

- 11. Prior to closing out the escrow account and release of any available refund:
 - a. Lot monuments must be installed as required by the Subdivision Ordinance.
 - b. Wetland buffer monuments for the residential lot at 6925 Old Settlers Road must be installed according to the approved plan.
 - i. Wetland buffer monument signs must be purchased from the City.
 - ii. Wetland buffer monument signs must be installed on a treated 4x4 wooden post.
 - c. Installation of the lot monuments and wetland buffer monuments must be certified by a registered land surveyor.
 - d. The approving resolutions, plat mylar, and encroachment agreements must be recorded at Hennepin County and proof of recording must be submitted to the City.

- 12. The applicant must file the final plat at Hennepin County within 2 years of the date of approval or the approval shall expire.

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 25th day of January 2024.

Tom McKee - Mayor

ATTEST:

Michelle Friedrich – City Clerk

City Seal

RESOLUTION NO. 2024-07

ATTACHMENT A

The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 475.00 feet of the East 754.00 feet thereof.

AND

The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 450.00 feet of the East 194.00 feet thereof.

11/7/2023: Minks Variance

1.)

The street frontage including both my properties is approx. 335', including the driveway to access the property I'm asking to extend the west survey line on the parcel with the home. The current requirement is 200' which I don't have between the 2-properties, A private driveway agreement was made with the city February 12, 1987, which at that time, almost 37 years ago, we thought lot requirements & frontage requirements would've changed with development. I anticipated moving this west line in the future, just not at the time purchased as this entire property was purchased as 1-PID, with other individuals as "Tenants in Common", it was divided later so I could build on 1-parcel. The additional request to add 2.60 acres to the west does not in any way affect any planning or city regulations. I'm only asking to increase the size of one of my properties & taking it from my other property, I'm not asking for building/accessory building variances, just an increase in land size on 1-PID.

2.)

The current home & land are currently 6.21 acres, I'm asking to increase to 8.71 acres, 2.60 acres larger than it is currently. I'm only asking to move my west line to create a larger parcel, it would then encompass the back pond-(dug by ducks-unlimited years ago), the back yard & landscaping over the years by myself & family living there. I was always intending on moving the west line in the future but didn't think it'd be a problem or become a "variance" owning both parcels. This parcel would almost be "unsaleable" without the additional acres-(look at aerial), the landscaping & conformity of the land, including the pond.

3.)

The granting of the variance would not have any impact on the city/neighborhood, I think it would actually benefit it as the home would have the pond encompassed on it & part of the landscaping & adding to the value of the parcel. The pond serves as a wildlife magnet, as deer/turkeys/ducks are always seen by it.

4.)

This in total harmony with the general purpose, as I know frontage requirements actually encourage larger parcel sizes. I'm actually conforming with this by making this parcel larger, only taking 2.60 acres from my adjoining parcel, making that parcel 13.08 acres instead of current 15.68 acres. I believe this totally goes along with the city vision, especially adding to the west line where it doesn't effect anything, it only adds natural woodland & wetland.

5.)

In allowing this variance I believe this follows the comprehensive plan 2040, everything I've read goes along with what I'm asking for, I'm not asking to change any of the land use, only creating one larger parcel. It seems to comply with preserving Corcoran & keeping it a rural setting by creating a larger parcel.

**Memo**

To: Kevin Mattson, PE Public Works
Director City of Corcoran

From: Steve Hegland, PE

Project: Minks Preliminary and Final Plat

Date: 12/20/2023

Exhibits:

This Memorandum is based on a review of the following documents:

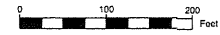
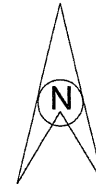
1. Minks Addition Final Plat by Otto Associates
2. Preliminary Plat of Minks Addition by Otto Associates dated 10/17/23

Comments:General:

1. Old Settler Road is a collector roadway and the right of way dedication should be revised to be 40' of half right of way.
2. Wetlands have been delineated for the site and are shown on the preliminary plat. Wetland buffers shall be established around the wetlands in accordance with the City Code. Drainage and utility easements shall be provided over the wetlands and buffers.
3. The existing driveway to Lot 2 Block 1 crosses Lot 1 Block 1. This shall be resolved by either
 - o Moving the lot line delineating the properties so the driveway is entirely on Lot 2.
 - o Moving the driveway to be entirely on the newly created Lot 1
 - o Providing a private driveway agreement for the driveway to encroach onto the other property.

End of Comments

Certificate of Survey "Before"



LEGEND

- denotes Delineated Wetland
- denotes Fence Line
- denotes Well

Note: Wetlands Delineated by Kjolhaug Environmental Services Company.

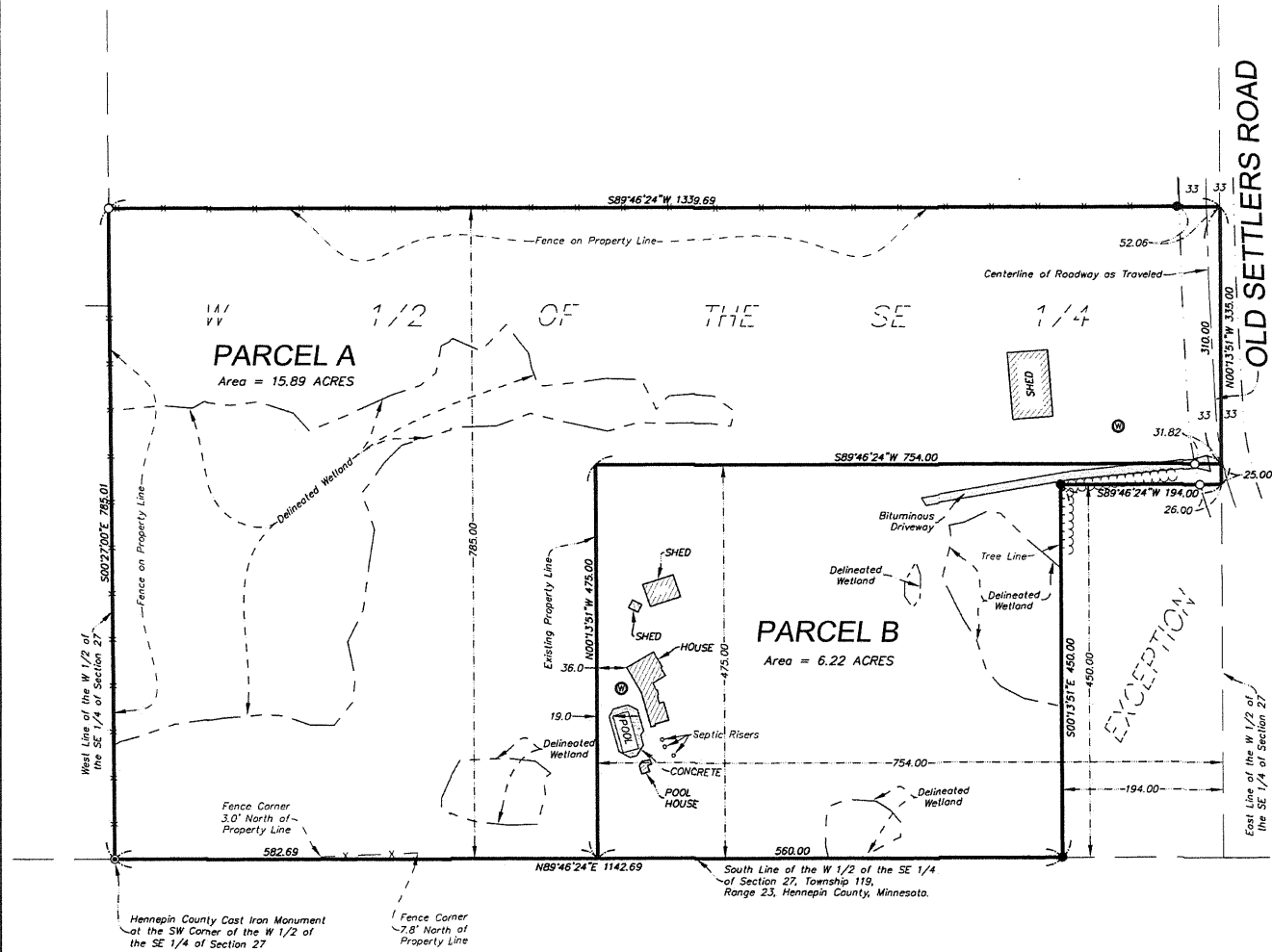
EXISTING PROPERTY DESCRIPTIONS

Parcel A:

The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 475.00 feet of the East 754.00 feet thereof.

Parcel B:

The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 450.00 feet of the East 194.00 feet thereof.



Certificate of Survey on Part of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota.

Revised:
ADD DELINEATED WETLANDS T.J.B. 7-14-23
ADD TEP APPROVED WETLANDS PEO 9-19-23

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Paul E. Otto
Paul E. Otto
License # 40062 Date: 9-19-23

Requested By:
Lyndon Minks

Date: 6-23-23
Drawn By: N.N.B.
Scale: 1"=100'
Checked By: P.E.O.

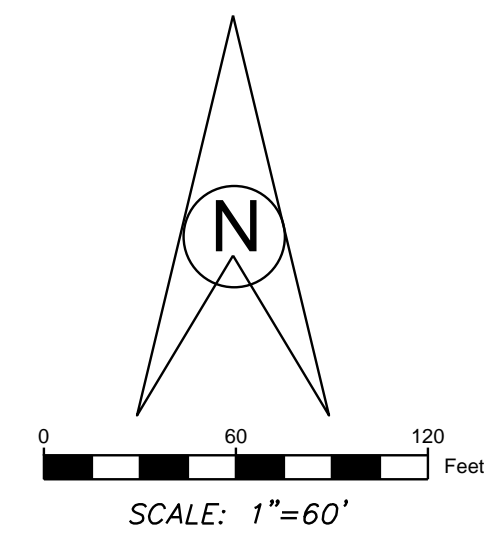
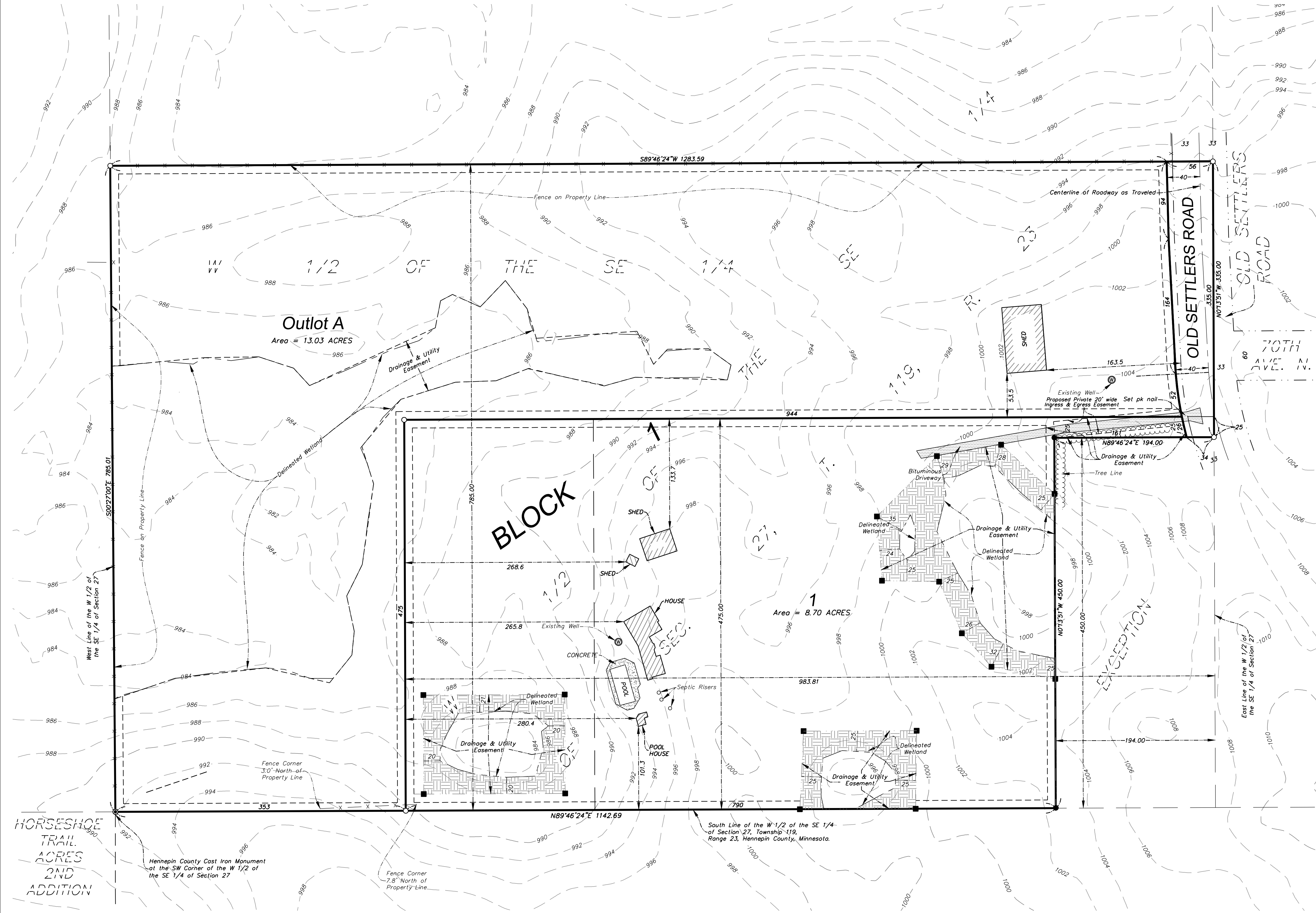
OTTO ASSOCIATES
Engineers & Land Surveyors, Inc.

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

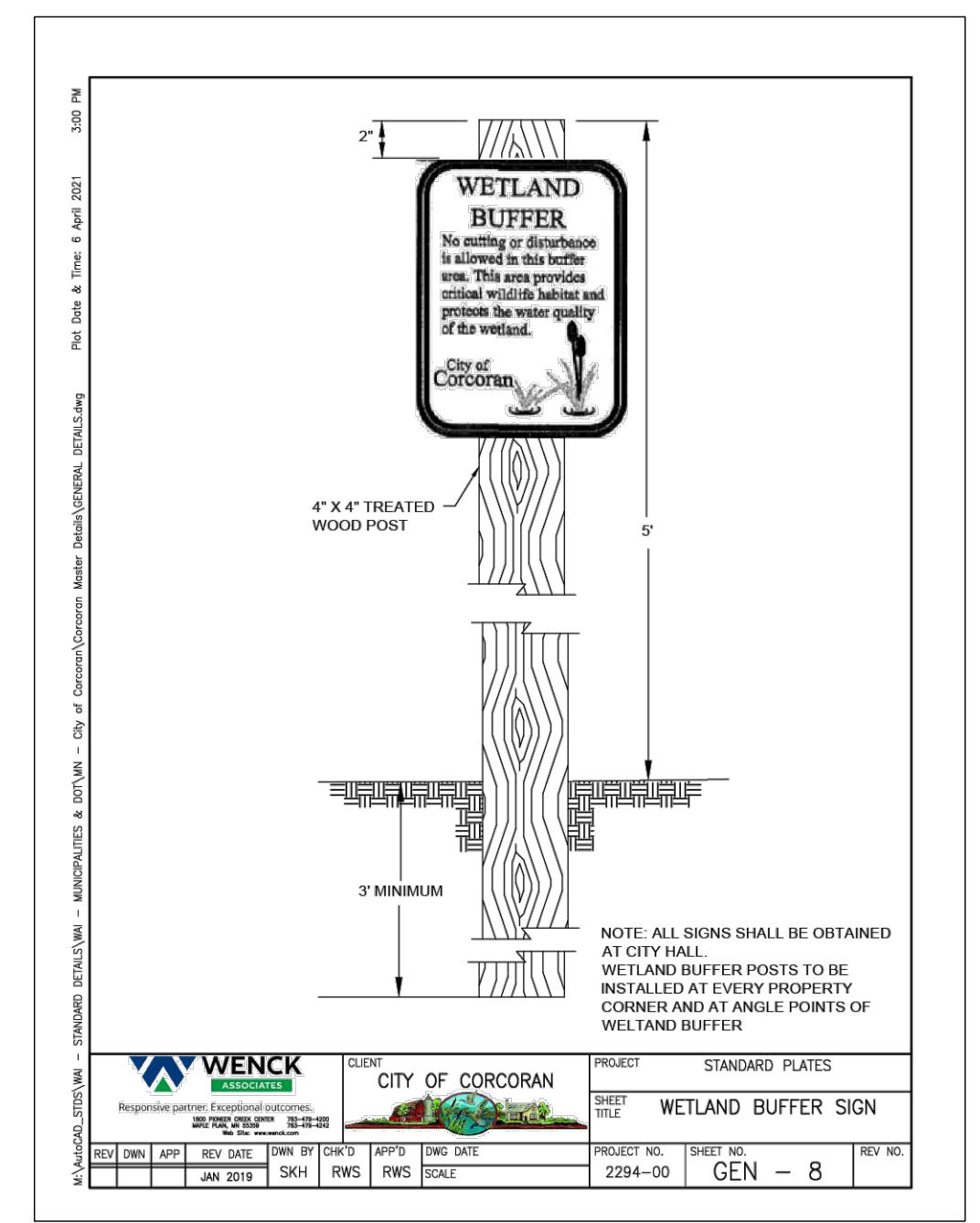
- denotes iron monument found
 - denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062
 - ⊙ denotes found Hennepin County Cast Iron Monument
- Project No. 23-0274

Preliminary Plat of MINKS ADDITION

Attachment: 7e6.



- LEGEND**
- 1002 — denotes Existing Contour
 - - - denotes Delineated Wetland
 - x - x - denotes Fence Line
 - ⊙ denotes Existing Well
 - - - - - denotes Proposed Drainage and Utility Easement
 - [Hatched Box] denotes Proposed Wetland Buffer area
 - denotes Monument Sign marking corners of Proposed Wetland Buffer area and Proposed Drainage and Utility Easement



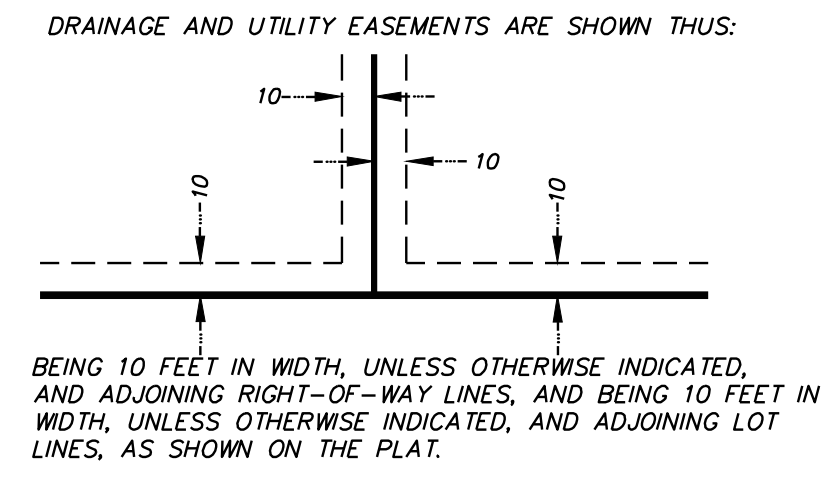
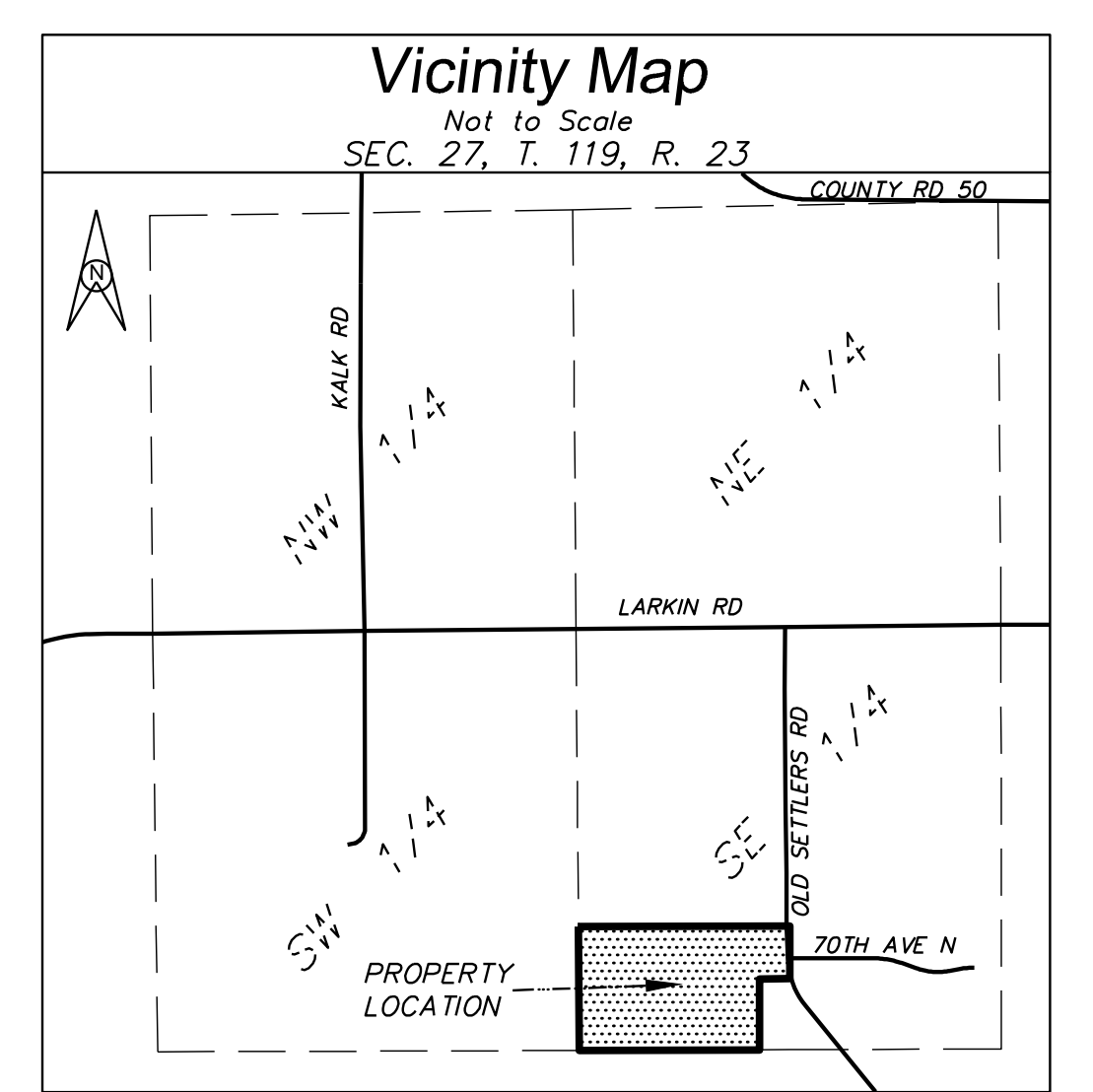
- Notes:**
- Wetlands Delineated by Kjalhaug Environmental Services Company.
 - Topography shown is from Hennepin County LIDAR data.

PROPERTY DESCRIPTION:

The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 475.00 feet of the East 983.81 feet thereof.

AND

The South 475.00 feet of the East 983.81 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 450.00 feet of the East 194.00 feet of said West Half of the Southeast Quarter.



● denotes iron monument found
○ denotes 1/2 inch by 1/4 inch iron pipe set and marked by License #40062
● denotes found Hennepin County Cast Iron Monument
△ denotes P.K. nail set
Project No. 23-0274

www.ottoassociates.com
9 West Division Street
Burling, MN 55313
(763) 662-4727
Fax: (763) 662-3522
OTTO ASSOCIATES
Engineers & Land Surveyors, Inc.

Lyndon Minks
Checked By: P.E.O.
Scale: 1"=60'
Drawn By: T.J.B.
Date: 10-30-23

Requested By:
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Paul E. Otto
License #40062 Date: 1-18-24

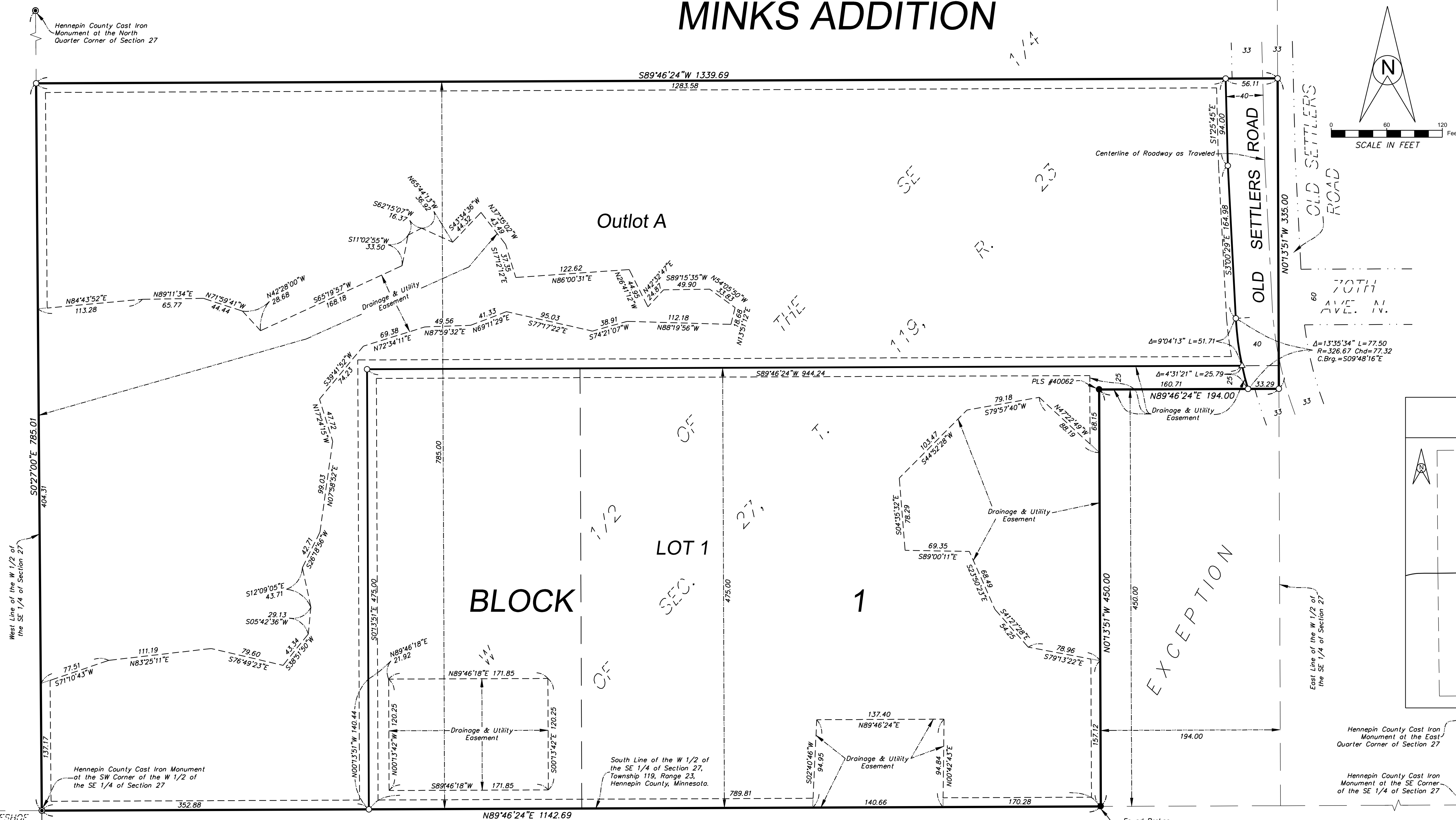
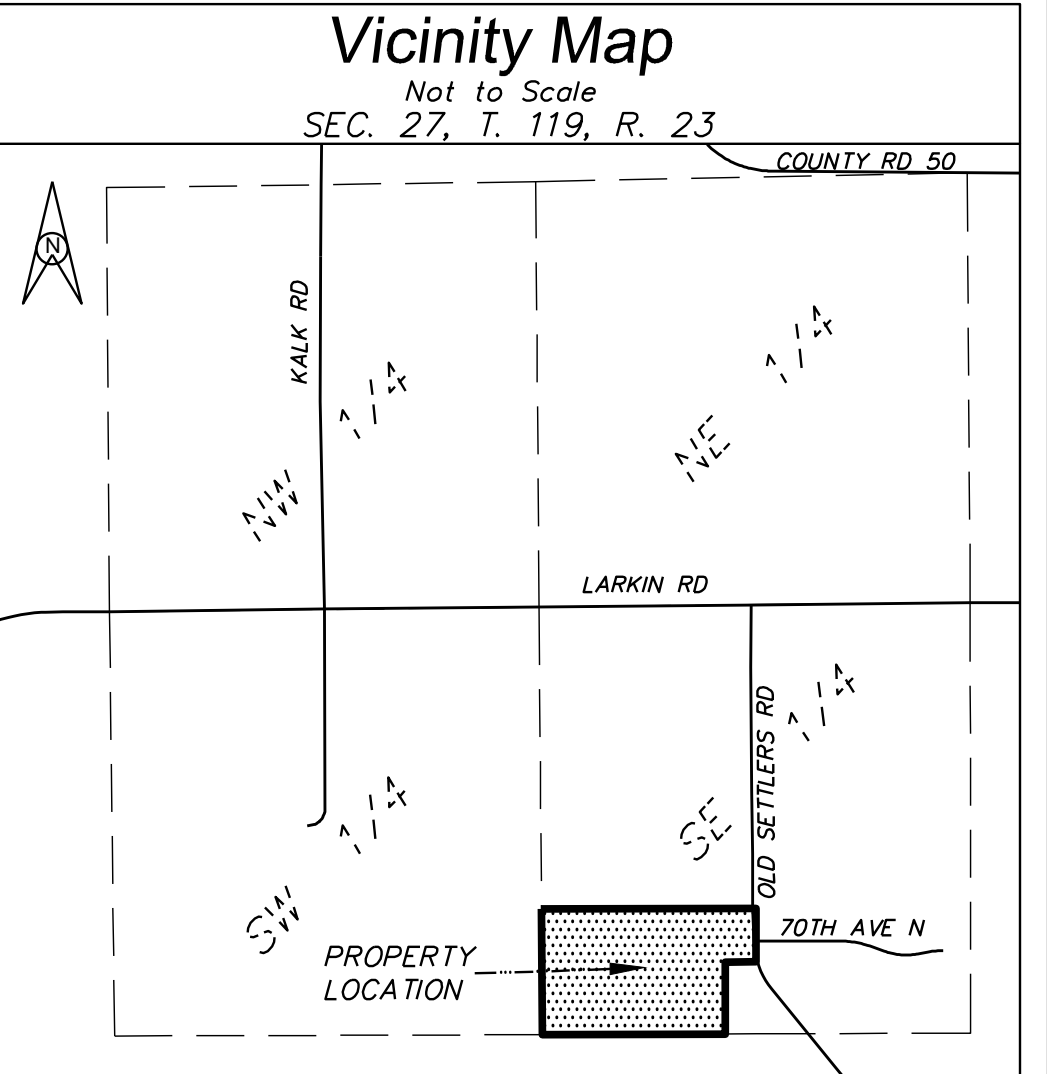
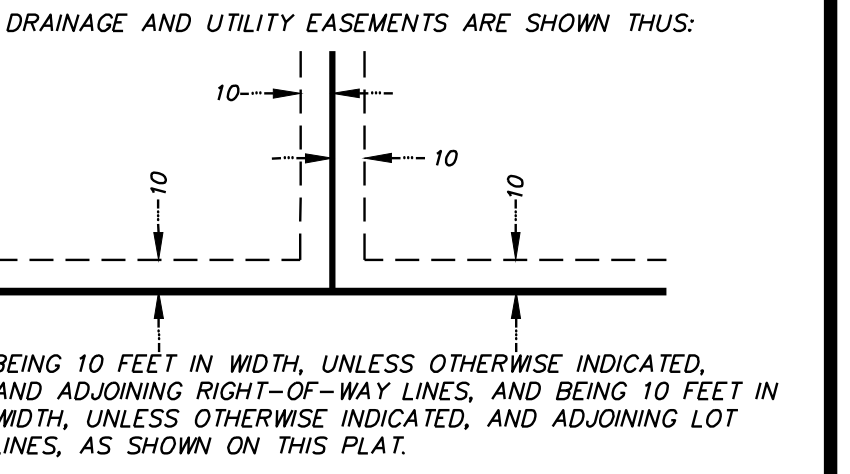
Preliminary Plat on part of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota
Revised:

MINKS ADDITION

C.R. DOC. NO. _____

- denotes 1/2 inch iron pipe monument found (Unless Otherwise Noted)
- denotes 1/2 inch by 14 inch iron pipe monument set and marked by License number 40062
- ⊙ denotes found Hennepin County Cast Iron Monument (Unless Otherwise Noted)
- △ denotes P.K. nail set
- ⊞ denotes monument sign marking Wetland Buffer Area and Drainage and Utility Easement

Bearing Note:
The South line of the W 1/2 of the SE 1/4 of Section 27, Township 119, Range 23, Hennepin County, Minnesota, is assumed to bear N89°46'24"E.



HORSESHOE TRAIL ACRES 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Lyndon E. Minks and Lisa J. Minks as Trustees of the Minks Living Trust, dated October 16, 2012, fee owners of the following described property situated in the County of Hennepin, State of Minnesota:

The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 475.00 feet of the East 754.00 feet thereof, according to the United States Government Survey thereof, Hennepin County, Minnesota.

AND

The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota, except the South 450.00 feet of the East 194.00 feet thereof.

Have caused the same to be surveyed and plotted as MINKS ADDITION and do hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said Lyndon E. Minks and Lisa J. Minks as Trustees of the Minks Living Trust, dated October 16, 2012, have hereunto set their hand this _____ day of _____ 20____.

Lyndon E. Minks, Trustee of the Minks Living Trust, dated October 16, 2012

Lisa J. Minks, Trustee of the Minks Living Trust, dated October 16, 2012

STATE OF _____ COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ 20____ by Lyndon E. Minks and Lisa J. Minks as Trustees of the Minks Living Trust, dated October 16, 2012.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____ County, Minnesota

My commission expires _____

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

Dated this _____ day of _____ 20____.

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

STATE OF MINNESOTA

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

(Notary Signature)

(Notary Printed Name)

Notary Public, _____ County, Minnesota

My commission expires _____

CITY COUNCIL, CITY OF CORCORAN, MINNESOTA

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

City Council, City of Corcoran, Minnesota

By _____ Mayor By _____ Clerk

COUNTY AUDITOR, Hennepin County, Minnesota

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

Daniel Rogan, County Auditor by _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to MN. STAT. Sec. 383B.565 (1969), this plat has been approved this _____ day of _____ 20____.

Chris F. Mavis, County Surveyor by _____

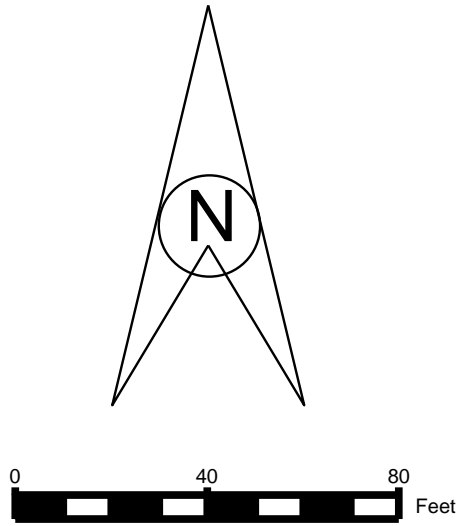
COUNTY RECORDER, Hennepin County, Minnesota

I hereby certify that the within plat of MINKS ADDITION was recorded in this office this _____ day of _____ 20____ at _____ o'clock _____ m.

Amber Baugie, County Recorder by _____ Deputy



Easement Exhibit

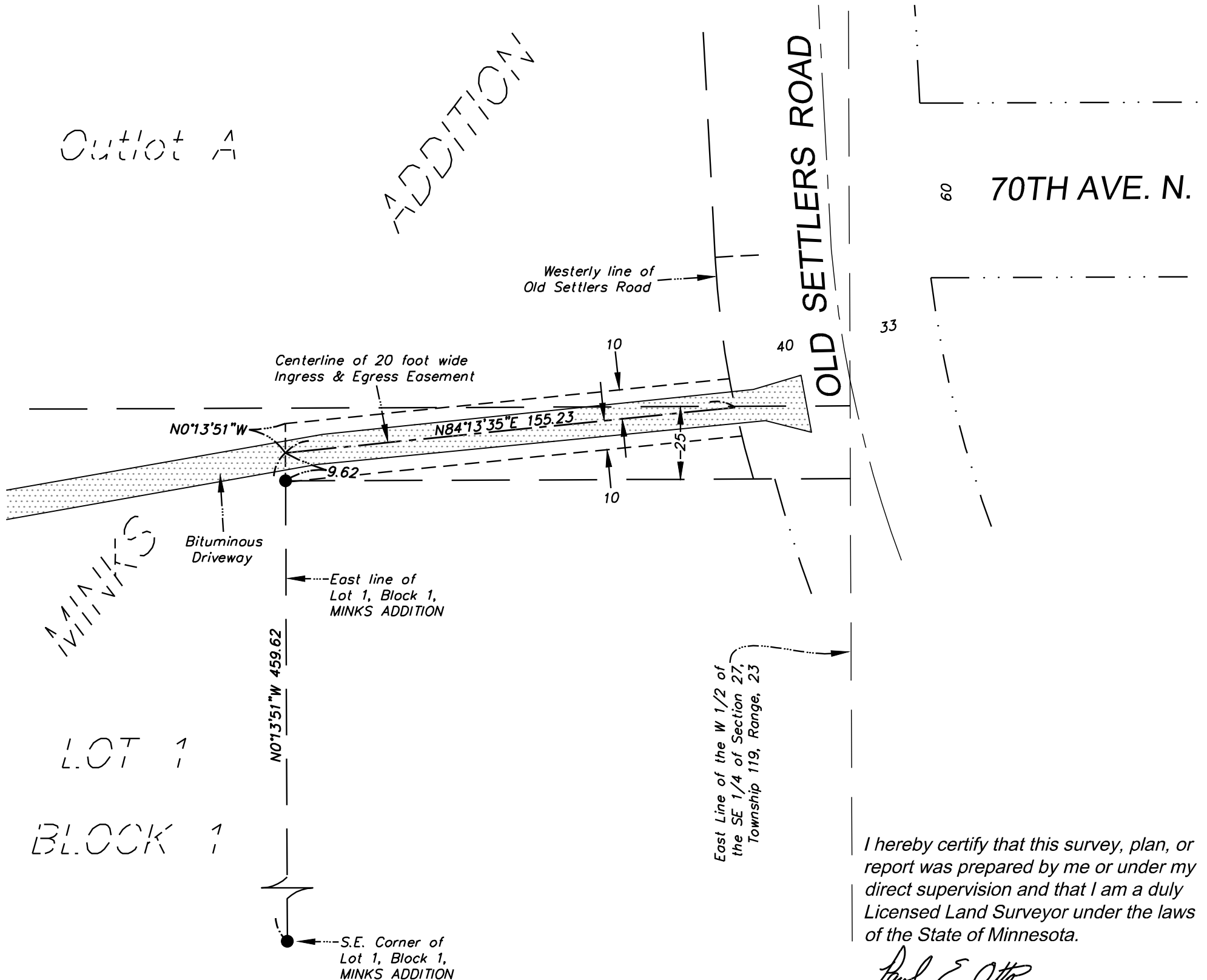


PROPOSED EASEMENT DESCRIPTION:

A 20 foot wide easement for ingress and egress purposes, over, under and across that part of Outlot A and Lot 1, Block 1, MINKS ADDITION, according to the recorded plat thereof, Hennepin County, Minnesota, being 10.00 feet on each side of the following described centerline:

Commencing at the southeast corner of Lot 1, Block 1, MINKS ADDITION, according to the recorded plat thereof; thence North 00 degrees 13 minutes 51 seconds West along the east line of said Lot 1 and its northerly extension, a distance of 459.62 feet to the point of beginning of the centerline to be described; thence North 84 degrees 13 minutes 35 seconds East a distance of 155.23 feet to the Westerly right of way line of Old Settlers Road and said centerline there terminating.

The sidelines of said easement shall terminate at a line drawn North 00 degrees 13 minutes 51 seconds West and South 00 degrees 13 minutes 51 seconds East from the point of beginning and at the Westerly right of way line of Old Settlers Road.



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
 Paul E. Otto
 License #40062 Date: 1-18-24

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Requested By:

Lyndon Minks

Date: 6-23-23

Drawn By: T.M.H.

Scale: 1" = 40'

Checked By: P.E.O.



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

Revised:

Project No. 23-0274

LOT SURVEYS COMPANY, INC.

LAND SURVEYORS

REGISTERED UNDER LAWS OF STATE OF MINNESOTA

7601 - 73rd Avenue North

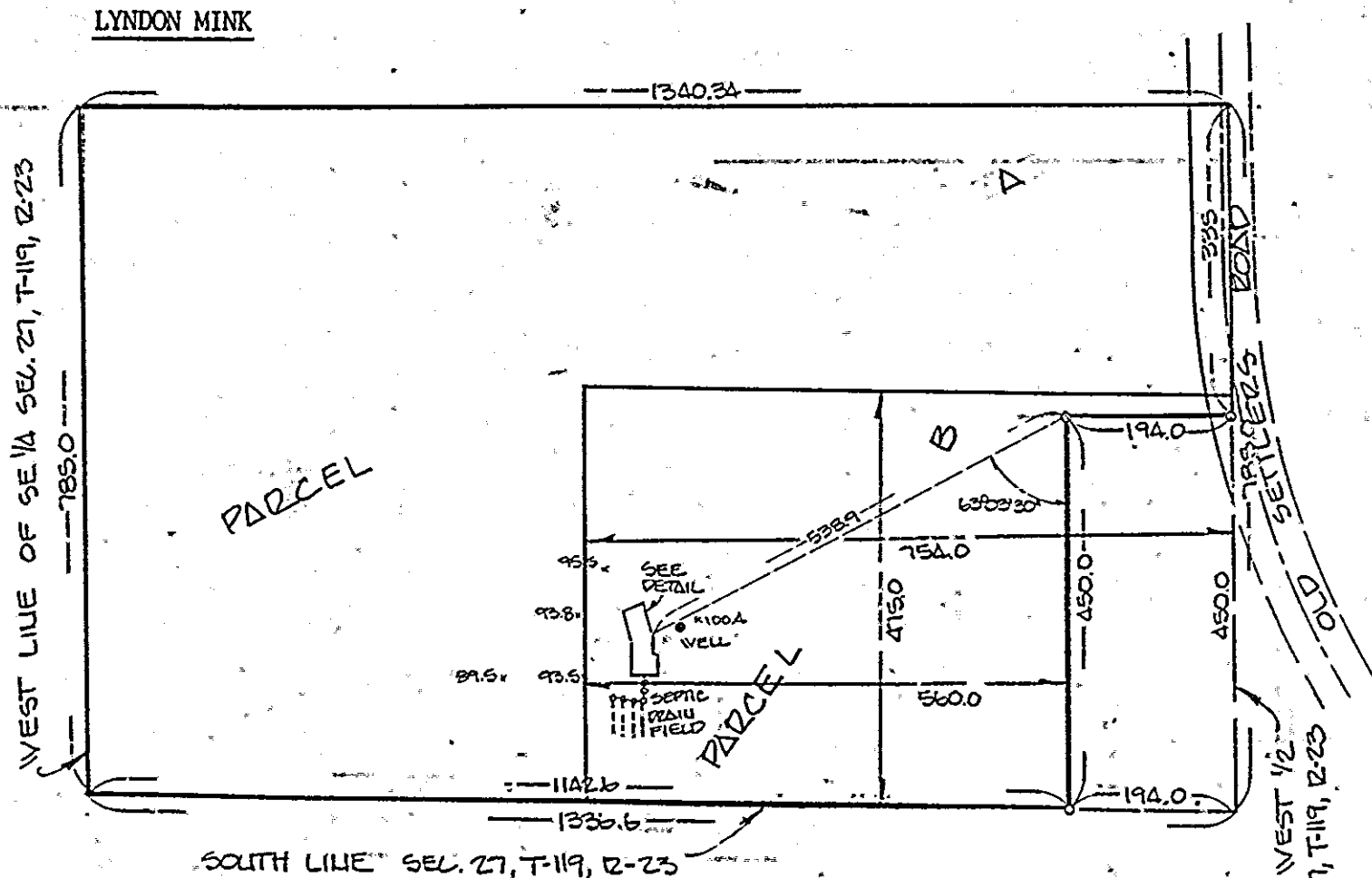
560-3093

Minneapolis, Minnesota 55428

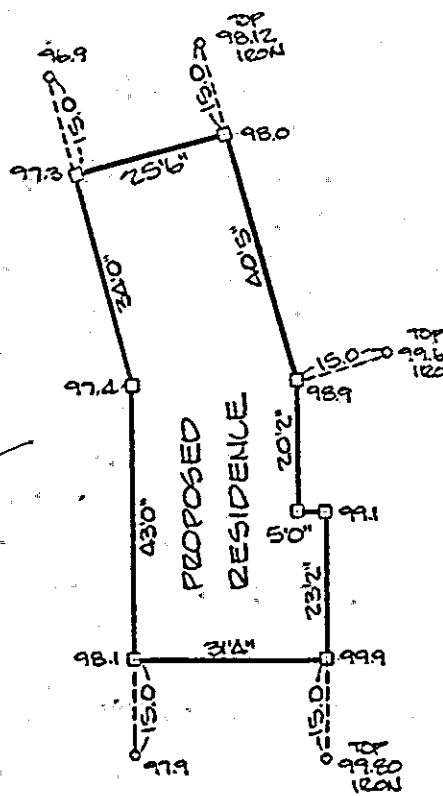
Surveyors Certificate

INVOICE NO. 18312
F. B. NO. 339-143
SCALE 1" = 200'
0 - DENOTES IRON

- Denotes wood hub set for excavation only
 - 000.0 Denotes existing elevation
 - Denotes proposed elevation
 - ↘ Denotes proposed surface drainage
- Elevation datum assumed



DETAIL 1" = 20'



PARCEL "A" (15.21 Acres)
The South 785.00 feet of the West 1/2 of the Southeast Quarter of Section 27, Township 119 Range 23, Hennepin County Minnesota except the South 475.00 feet of the East 754.00 feet thereof. Subject to easements of record.

PARCEL "B" (6.21 Acres)
The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119 Range 23, Hennepin County, Minnesota. Except the South 450.00 feet of the East 194.00 feet thereof. Subject to easement of records.

Distances along boundary lines shown from survey by F.J. Jackson dated 7/17/80

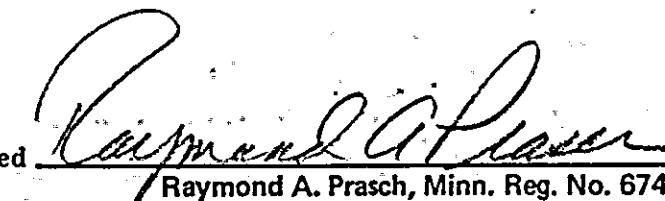
The South 785.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota. Except the South 450.00 feet of the East 194.00 feet thereof.

The only easements shown are from plats of record or information provided by client.

We hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land and the location of all buildings and visible encroachments, if any, from or on said land.

Surveyed by us this 28th day of August 19 86

Rev Jan 12, 1986

Signed 
Raymond A. Prash, Minn. Reg. No. 6743

A RESOLUTION PROVIDING PRELIMINARY AND FINAL APPROVAL OF THE LYNDON MINK LAND DIVISION TO CREATE A 6.21 ACRE LOT FROM A 22.15 ACRE PARCEL, FOR THE PURPOSE OF SECURING A RESIDENTIAL MORTGAGE, AT 6925 OLD SETTLERS ROAD.

PID # 27-119-23-43-0004

WHEREAS, Lydon Mink has constructed a single family residence on a 22.15 acre parcel, identified as PID # 27-119-23-43-0004, which has 0.73 basic development rights; and

WHEREAS, Lydon Mink desires to place a home mortgage on this property; and

WHEREAS, The financial institutions/mortgage companies have placed restrictions on the eligibility of home mortgages on lots in excess of 10 acres in size; and

WHEREAS, On January 8, 1987, the Planning Commission considered this request and moved to recommend approval with conditions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Corcoran, Minnesota.

That the Lyndon Mink Land Division to create a 6.21 acre lot from a 22.15 acre parcel, at 6925 Old Settlers Road, legally described on attached Exhibit "A", for the purpose of securing a residential mortgage, be and is hereby approved, subject to the following conditions:

1. That the City Attorney approve a restrictive covenant on the remaining parcel, which acknowledges the absense of development rights and agreement that owners shall not cause to be filed any applications for building permits on said property, until such time as the provisions of the zoning ordinance would permit additional development in this area.
2. The execution of a private driveway agreement, as approved by the City Attorney.
3. That the Restrictive Covenant and Private Driveway Agreement be filed with Hennepin County.

Moved by member Geo, seconded by member Past.

The following voted in favor of said resolution:

The following voted against the same:

Whereupon said resolution was declared carried.

Dated this 15th day of January, 1987.

Mayor

ATTEST:

Clerk/Administrator

*Geo. Anasimov
Atty. for Dept. of
ref*

*Jim Atkinson
Member of Council*

5352007

PRIVATE DRIVEWAY AGREEMENT

THIS AGREEMENT is made the 12 day of February, 1987, between the City of Corcoran, Hennepin County, Minnesota, a municipal corporation (hereinafter CITY); and Lyndon E. Minks, a single person (hereinafter MINKS).

WHEREAS, MINKS is the fee owner of real property located in the City of Corcoran and described as follows:

The South 475.00 feet of the East 754.00 feet of the West Half of the Southeast Quarter of Section 27, Township 119, Range 23, Hennepin County, Minnesota.

Except the South 450.00 feet of the East 194.00 feet thereof.

Subject to easements of record.

WHEREAS, MINKS intends to provide for the construction of one single family dwelling unit with accessory buildings upon said real property above described, and the dwelling unit and accessory buildings will be served by a private driveway, which is described as follows:

A strip of land 33 feet in width extending west from the northeast corner of the above described parcel a distance of 194 feet.

NOW, THEREFORE, MINKS and CITY agree that the above described real property shall be held subject to the following covenants and conditions which shall run with the land and be binding upon MINKS, his heirs, successors, and assigns, and shall enure to the benefit of the CITY:

1. MINKS covenants and agrees to maintain the private driveway upon the above described real property and that said driveway is to serve the dwelling unit and accessory units proposed to be constructed on said property.

AND PRIOR TAXES PAID
DEPT. OF PROPERTY TAX & PUBLIC RECORDS
TRANSFER ENTERED

SEP 22 1987

HENNEPIN COUNTY MINN.

2. That unless and until said driveway is upgraded to City standards for grading, base and servicing, and dedicated to the public and accepted by the City, all maintenance shall be performed and all costs of maintenance, including snow removal, grading, gravel, culvert repair, and all other matters, shall be borne by MINKS.

3. That MINKS agrees unless and until said driveway is upgraded to City standards for grading, base and servicing, and dedicated to the public, and accepted by the City, that the driveway above described shall only be used to gain access to one building site, together with accessory buildings permitted by law.

4. MINKS and the City agree and acknowledge that the upgrade of any driveway to City standards shall meet with the approval of the City Engineer and that the cost of such upgrade shall be borne by MINKS, his heirs or assigns.

IN WITNESS WHEREOF, the parties hereto have set their hands this 12 day of February, 1987.

CITY OF CORCORAN

Harold F. Schutte
Its Mayor

Robert T. Derus
Its Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

On this 12 day of February, 1987, before me, a Notary Public within and for said County, personally appeared Harold Schutte and Robert Derus, to me personally known, who, being duly sworn, did say that they were the Mayor and Clerk, respectively, of the City of Corcoran and who executed the foregoing instrument and acknowledged that they, by authority of the Corcoran City Council, executed the same as their free act and deed.

JEFFREY A. CARSON
NOTARY PUBLIC - MINNESOTA
HENNEPIN COUNTY
My Commission Expires June 11, 1993


J. A. Carson
Notary Public

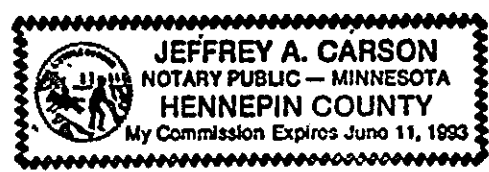
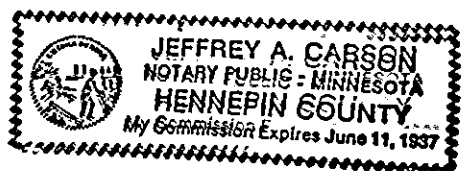
JEFFREY A. CARSON
NOTARY PUBLIC - MINNESOTA
HENNEPIN COUNTY
My Commission Expires June 11, 1993


Lyndon Minks

STATE OF MINNESOTA)
) ss
COUNTY OF HENNEPIN)

On this 12 day of February, 1987, before me, a Notary Public within and for said County, personally appeared Lyndon Minks to me know to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.


Notary Public



Drafted By:
Jeffrey A. Carson
CARSON AND CLELLAND
305 Brookdale Corporate Center
6300 Shingle Creek Parkway
Minneapolis, MN 55430
(612) 561-2800

STAFF REPORT

Agenda Item: 7f.

Council Meeting January 25, 2024	Prepared By Kevin Mattson
Topic Authorize 2024 Road Materials	Action Required Approval

Summary

Annually, the City contracts for various road materials. Staff requests authorization to obtain quotes and bids for dust control, asphalt maintenance, maltene based restorative seal, seal coat/fog seal, gravel material, gravel hauling services, concrete materials, sewer jetting/televising, street sweeping, and pavement striping.

Financial/Budget

Costs to purchase the above services are included in the 2024 budget. Staff will adjust the ultimate project scope depending on the cost of the quotes and bids received.

Council Action

Authorize staff to obtain quotes and bids for dust control, asphalt maintenance, maltene based restorative seal, seal coat/fog seal, gravel material, gravel hauling services, concrete materials, sewer jetting/televising, street sweeping, and pavement striping.

Attachments

N/A

STAFF REPORT

Agenda Item 7g.

Council Meeting January 25, 2024	Prepared By Jessica Christensen Buck
Topic Holiday Toy and Food Drive – Budget and Date Selection	Action Required Approval

Summary

During the December 18, 2023, City Council meeting, staff summarized the 2023 Holiday Toy and Food Drive, noting 6 neighborhood stops, 1,000 pounds of donated food, and \$15,000 worth of donated toys. Internally, staff discussed potential dates for the 2024 event, with discussions including other holiday events (i.e., Shop with a Cop, Holiday Train) and deadlines for donations. Staff is requesting approval of the proposed dates for the 2024 event:

- Planned date: Tuesday, December 10, 2024
- Backup date: Wednesday, December 11, 2024

The purpose of the dates being back-to-back is to allow staff to avoid duplicating set-up and teardown of the vehicles if the event must be postponed due to unforeseen circumstances. Staff is also requesting approval to seek outside donations for any necessary additional supplies for the event.

Financial/Budget

Staff is not anticipating budget impacts with the intention to seek outside donations for additional supply purchases.

Options

1. Approve December 10, 2024, as the planned date, Wednesday, December 11, 2024, as the backup date, and funding methods presented by staff.
2. Recommend alternative dates for the event and/or alternative funding options.
3. Decline to schedule dates for the 2024 Holiday Toy and Food Drive.

Recommendation

Staff recommends approval of December 10, 2024, as the planned date, Wednesday, December 11, 2024, as the backup date, and staff's request to seek donations as necessary.

Council Action

No action required at this time.

Attachments

None

STAFF REPORT

Agenda Item: 7h.

Council Meeting January 25, 2024	Prepared By Michelle Friedrich
Topic Charter Commission Reappointment	Action Required Approval

Summary

Charter Commissioners are appointed to four-year terms. On March 17, 2024, Commissioner Tilbury's term will expire.

Staff has received an application for reappointment from Commissioner. It is requested the City Council review the application and consider reappointment for Commission Tilbury.

Following Council approval, reappointment requests will be submitted to Chief Judge Meyer of the Fourth Judicial District for formal reappointment.

Financial/Budget

Commission members serve without compensation.

Council Action

Consider a motion to reappoint James A. Tilbury to the Charter Commission for a four-year term.

Attachments

1. Charter Commission Application – James A. Tilbury



8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

Please complete the information below:

Name: <u>James A. Tilbury</u>		
Address: [REDACTED]		
Phone: (h) [REDACTED]	(w) <input checked="" type="checkbox"/>	(c) [REDACTED]
Fax: <input checked="" type="checkbox"/>	E-mail: [REDACTED]	

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

1) How long have you been a Corcoran resident?

Built & moved in 11/78

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

I have been on Charter Commission since
5/25/09

I ran for Corcoran City Council in 11/08
but did not win.

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

I've been in Corcoran long enough to see many changes. Watching water & sewer surround Corcoran. Population growing with all the new developments to the point of our committee talking about wards.



8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

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

I want to be on the Commission to keep the city on track for the good of most of the people. Many of the people don't follow what's going on in the city, then complain about what goes on. I just want to keep Corcoran a better place!!

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

Please sign and date this Application and return to:

City of Corcoran
8200 County Road 116
Corcoran MN 55340

Or via email to Michelle Friedrich at mfriedrich@corcoranmn.gov.

Jana A. Tly
Applicant Signature

Date 1/5/24



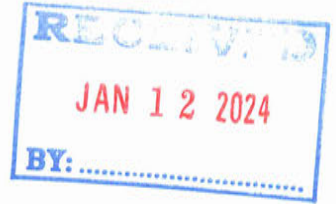
8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

COMMISSIONS APPLICATION

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



_____ **Parks and Trails Commission**
Meets the 3rd Tuesday of the month at 7:00 p.m. - City Hall

_____ **Planning Commission**
Meets the 1st Thursday of the month at 7:00 PM - City Hall

_____ **Watershed Commission**
Meets the 2nd Wednesday of the month, 11:30 AM – Maple Grove City Hall

_____ **Charter**
Meets once yearly

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

DATA PRACTICES ADVISORY

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

STAFF REPORT

Agenda Item: 7i.

Council Meeting January 25, 2024	Prepared By Michelle Friedrich
Topic Parks and Trails Commission Reappointment	Action Required Approval

Summary

Parks and Trails Commission members are appointed by the City Council on staggered terms. The following Commissioner term is set to expire at the end of February:

- Val Nybo
- Judy Strehler

Commissioner Nybo and Commissioner Strehler are interested in continuing his service on the commission and their applications are attached.

Financial/Budget

Parks and Trails Commission members serve without compensation.

Options

1. Appoint Val Nybo and Judy Strehler to the Parks and Trails Commission for a term expiring February 28, 2027.
2. Decline the appointment.

Recommendation

Appoint Val Nybo and Judy Strehler to the Parks and Trails Commission for a term expiring February 28, 2027.

Council Action

Appoint Val Nybo and Judy Strehler to the Parks and Trails Commission for a term expiring February 28, 2027.

Attachments

1. Commission Application – Val Nybo (application will be emailed to Council January 23)
2. Commission Application – Judy Strehler



8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

COMMISSIONS APPLICATION

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

 1

Parks and Trails Commission

Meets the 3rd Tuesday of the month at 7:00 p.m. - City Hall

Planning Commission

Meets the 1st Thursday of the month at 7:00 PM - City Hall

Watershed Commission

Meets the 2nd Wednesday of the month, 11:30 AM – Maple Grove City Hall

Charter

Meets once yearly

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

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8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

Please complete the information below:

Name: <i>Judy Strehler</i>			
Address: [REDACTED]			
Phone: (h)		(w)	(c) [REDACTED]
Fax:		E-mail: [REDACTED]	

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

1) How long have you been a Corcoran resident?

25 years

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

Country Dayz

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

I live here, married to a 4th generation farmer — I care about the land!



8200 County Road 116, Corcoran, MN 55340

763/420-2288 www.corcoranmn.gov

CITY OF CORCORAN

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

I want to see the city park completed

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

Please sign and date this Application and return to:

City of Corcoran
8200 County Road 116
Corcoran MN 55340

Or via email to Michelle Friedrich at mfriedrich@corcoranmn.gov.

Judy A. Strehler
Applicant Signature

Date *1/18/2024*

STAFF REPORT

Agenda Item: 7j.

Council Meeting: January 25, 2024	Prepared By: Jay Tobin
Topic: Recruitment and Retention Policy	Action Required: Informational

Summary

The staff report on the recruitment and retention policy for the Council meeting on January 25, 2024, will be provided separately to Councilmembers via email and will be placed in the City Hall Agenda Packet and on the website when available. The anticipated date is Tuesday, January 23, 2024.

STAFF REPORT

Agenda Item: 7k.

Council Meeting January 25, 2024	Prepared By Jay Tobin
Topic Remote Work Policy and Procedures	Action Required Approve Policy

Summary

The City Administrator requested to meet with all employees who have needed approval to work remotely to better understand the scope of Corcoran Employee current practice and need for remote work. Employees then emailed a recap of those meetings to the City Administrator and Human Resources (Administrative Services Director) to capture present informal agreements to have them added to employee personnel files until a policy could be developed.

The proposed policy appropriately captures the scope of remote work needs and clarifies procedures to protect the interests of the city and our employees. It is a modification of a practice tested and proven in another city (Shakopee). Employees were sent a copy of the DRAFT Remote Work Policy and Procedures on Tuesday January 16, 2024, with a request for feedback. Only positive feedback has been received from staff.

The policy would become effective immediately.

Recommendation

Approve the Remote Work Policy and Procedures for immediate implementation.

Council Action

Make a motion to approve the Remote Work Policy and Procedures for immediate implementation.

Attachments

7k1. Remote Work Policy and Procedures 2024



REMOTE WORK POLICY AND PROCEDURE

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I. PURPOSE

Remote work allows employees to work at home or other remote locations for an agreed upon period of time. The city of Corcoran considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with the city of Corcoran.

II. PROCEDURES

Remote work can be informal, such as working from home for a short-term project or emergency scenarios or a formal, set schedule of working away from the office.

Any remote work arrangement made may be discontinued at will and at any time at the request of either the employee or the city.

III. ELIGIBILITY

Individuals requesting formal remote work arrangements must be employed with the city of Corcoran for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. During emergency scenarios, the 12-months of employment requirement will be waived.

Before entering into any remote work agreement, the employee and supervisor, with the assistance of the human resource division, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote working arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs and the appropriate location for the remote work.

If the employee and supervisor agree, and the human resource division concurs, a remote work agreement will be prepared and signed by the employee, supervisor, and the department head. All agreements are subject to review and approval of the City Administrator (not including ad hoc arrangements).

Evaluation of remote work performance will include regular interaction by phone, e-mail or Teams meeting/messaging between the employee and the supervisor, and potentially face-to-face meetings to discuss work progress and problems. Evaluation of remote work performance will be consistent with that received by employees working at the office in both content and frequency. An appropriate level of communication between the remote worker and supervisor will be agreed to as part of the discussion process.

IV. EQUIPMENT

On a case-by-case basis, the city of Corcoran will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including laptop, monitors, keyboards, and other office equipment) for each remote work arrangement. The human resource and information technology divisions will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The city of Corcoran accepts no responsibility for damage or repairs to employee-owned equipment. The city reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote worker must sign an inventory of all city property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all city property will be returned, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. Corcoran will not be responsible for costs associated with the setting up of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. The city of Corcoran is not responsible for any use, wear and tear, loss or maintenance of employee-owned devices or systems.

V. SECURITY

Work done at the remote work site is considered official City business. All City records, papers, and correspondence must be safeguarded and protected from unauthorized use or disclosure. Employees are expected to ensure the protection of information and to adhere to data privacy and records retention laws. Employees must take care to ensure private and/or confidential data is not accessible and that proper methods are used to transmit any private/confidential data electronically.

Employees are required to comply with all data security standards established by the City. When assigned to remote work the employee must use an internet connection that is secure and locked to the public. The method of connecting to the City's network infrastructure must use the IT approved method of remote access and authentication. No remote work will be done on a non-password protected Wi-Fi, or in any public place, or on a public Wi-Fi connection.

If the employee has access to confidential information or related infrastructure, then they also need to ensure that their remote work environment complies with security rules related to maintaining the confidentiality of such information. At no time may a computer that is connected remotely to the city network be left unattended without locking the screen. The employee must alert the IT staff if they believe their connection has been compromised in any way. Other security steps include, but are not limited to, the use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

VI. SAFETY

The employee agrees to maintain a safe, secure, and ergonomically sound work environment. Injuries sustained by the employee while at their designated remote work location and in conjunction with their regular work duties are normally covered by the City's workers' compensation policy. Employees must promptly report work-related injuries to their supervisor at the earliest opportunity. Employees agree to hold the City of Corcoran harmless for injury to others at the remote working location.

Remote working is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting city demands. Employees must coordinate with their supervisor on a schedule that allows them to meet their parental responsibilities in addition to work obligations. This may be different for each employee based on the specifics of their situation. Employees must report any work/childcare scheduling conflicts to their supervisor in advance so schedule adjustments can be considered.

Although an individual employee's schedule may be temporarily modified to accommodate childcare needs, the focus of the remote work arrangement must remain on job performance and meeting City needs. If an employee is not meeting job expectations the employee will no longer be eligible for remote work.

VII. TIME WORKED

Remote working employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the city of Corcoran's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the department's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

VIII. AD HOC ARRANGEMENTS

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the operational needs of the city of Corcoran



Authorized Remote Work Agreement

I have read, understand, and agree to abide by the Remote Work Policy and this Remote Work Agreement with the City of Corcoran.

I have discussed the terms and conditions of employment, scheduling days and hours of work, communication, employee/supervisor responsibility for work progress and monitoring work, the use of City equipment, and data privacy with my supervisor.

I understand that I am expected to satisfy all job responsibilities and performance requirements of my position and acknowledge that if I fail to perform duties or meet project or other related milestones or deadlines my remote working privileges may be revoked or reduced at any time, and that I may be subject to discipline.

I understand that the city will not pay for the following expenses:

- Telecommunications services, internet services, telephone lines or long-distance charges not attributed to a city-owned cell phone.
- Maintenance or repairs on, or replacement of, privately-owned equipment
- Utility costs associated with the use of a computer, printer, personal phone, or occupation of the remote working location.
- Travel expenses associated with commuting to City offices, buildings, or meetings.
- Other expenses as outlined in the Remote Work Policy

I have read this Remote Work Agreement, understand it, and agree to its terms.

Briefly describe the remote work schedule (dates, times, duration, etc.):

I understand that remote working privileges may be revised or terminated by the City as provided in the policy, especially if abuse of the Remote Work Policy occurs.

Employee

Date

Department Head

Date

City Administrator

Date

Send this signed agreement to Human Resources for placement in the Employee's Personnel File. The employee and the supervisor should each keep a copy of this agreement for future reference.

STAFF REPORT

Agenda Item: 7I.

Council Meeting January 25, 2024	Prepared By Jay Tobin
Topic Cultural Assessment Proposal	Action Required Approve Proposal

Summary

The City is creating an opportunity for employees to share feedback regarding their work environment through a workplace culture assessment. With assistance and the recommendation of the League of Minnesota Cities, we've asked Susan Herreid Ph.D. to facilitate the process. As a part of this process, staff leader interviews are being scheduled along with workgroup interviews. The goal is to hear employee perspectives regarding what is currently working well within the organization as well as any suggestions for improvement.

This is being done as an investment in our employees, to continue to work together on building a healthy work culture for the future. Every employee is valued for the great work they offer for the benefit of Corcoran, and we're committed to continually enhancing the work environment where time and energy are selflessly invested each day and every week.

Process

The interviews (individual or workgroup) will be confidential and only common issues and general themes will be included in a summary of themes based on the majority of the participant's feedback. Additionally, Susan will also offer recommendations for consideration as a result of the overall feedback (NOTE: none of the information will be shared in a way that will identify specific individuals or comments).

Once completed, she will initially review the summary and recommendations with staff leaders and council. She will then meet with the workgroups without staff leaders in attendance (per the normal process). After reviewing the themes, Dr. Herreid will ask staff leaders to join the conversation to discuss the recommendations and propose alternatives for next steps.

Financial/Budget

Phase 1 of the Cultural Assessment is projected to cost \$8,165.00 with additional cost incurred based on any action options the city elects to implement for Phase 2.

Options

1. Approve the Cultural Assessment Proposal.
2. Decline to approve the Cultural Assessment Proposal.

Recommendation

Staff recommend approval of the Cultural Assessment Proposal.

Council Action

Make a motion to approve the Cultural Assessment Proposal.

Attachments

- 7I1. Cultural Assessment Proposal



Consulting Services

A Phased Approach to the Workplace Culture Assessment

Phase 1:

A culture assessment involves conducting assessment interviews with the identified participants (e.g., organization, department, or workgroup). The feedback themes and recommendations (phase 2) are outlined in a summary document. After the information is presented to the stakeholders the consultant can assist, as requested, with the development of an action plan for addressing the identified themes. Specific work steps in the assessment process include the following:

- Conduct individual interviews with the identified personnel (staff and management personnel)
- Compile and assess interview feedback and outline common themes and primary issues
- Develop a summary of themes based on feedback and interview results
- Work with identified stakeholders (e.g. Administrator, Assistant Administrator, Department Head or Director, Supervisor, and/or Human Resources Director) to develop an action plan
- Share the themes with management personnel and discuss tentative next steps
- Meet with the staff interview participants to review assessment themes and discuss the next steps

Phase 2:

Additional Services (optional)

Fees would be determined based on an identified action plan (per recommendations)

- Staff or team development/training
- Facilitated dispute resolution session(s)
- Leadership coaching and consultation
- Employee professional development session(s)
- Work sessions with management personnel including but not limited to
 - *Performance management (e.g., feedback, documentation, annual evaluations, etc.)*
 - *Managing employee conflict*
 - *Change management and implementation*
- Customized training(s) options
- Referral for additional services (as needed)
(e.g. employee assistance program, specific training and development needs, etc.)

Please see a description of several of the services below

Additionally work with management personnel/stakeholders to:

- Identify future needs and or strategic intent and define ongoing objectives
- Provide documentation of consultation results

Page 2

Estimated Fees:

Direct Services are billed at \$275.00 per hour:

Options:

Option1)

Individual interviews (45-60 minutes per interview) 38 city personnel and 5 council members interviews = **\$11,825.00**

Option 2)

Individual interviews with the city's management personnel and council members (1 hour per interview): 6 (city management personnel) + 5 (council members): 11 interviews = **\$3025.00**

Small group interviews with all staff (1.5-2 hours per group session) 4-5 groups of self-assigned interview participants = **\$ 2,750.00**

OR

Interviews conducted with specific department or workgroup(s) - cost dependent on individual or group interview option

Either option will include:

- A review and planning session (summary and recommendations document) with the identified stakeholders (1-2 hours) = **\$590.00**
- Review session with interview participants to review themes, recommendations, and next steps (1.5-2 hours) per group and likely 2-3 group review sessions = **\$1,650.00**

Documentation and Preparation Services are billed at 100.00 per hour

Notes compilation and summary document preparation: 10-15 hours = **\$1,500.00**

Travel is billed at \$75.00 per hour

Travel RT to Corcoran, MN: 3 hours = **\$150.00 per trip**

Additional Services:

Dispute Resolution

Individual interviews are conducted with each of the resolution participants to hear their perspectives regarding the workplace relationship with the other party or parties. They will discuss various issues and contributing factors that impact their communication, collaboration, and professional trust. etc. A joint resolution discussion will be scheduled and the Consultant will facilitate a conversation that focuses on the identified issues and action items to bring about resolution and a more proactive working relationship. Specific work steps in this resolution process include the following:

- Schedule planning discussion with the identified stakeholder(s) to discuss the conflict
- resolution process
- Conduct individual interviews with the resolution participants
- The consultant will compile themes and discussion topics and plan for a resolution session

- The consultant will facilitate a resolution session, often scheduled within a short time frame after the initial interviews, to resolve and identify agreed-upon action items that will be outlined in a resolution summary
- Present the summary to the resolution participants via email for their review and to ensure an accurate reflection of their conversation and outcomes
- Make minor revisions as needed to the resolution document and share the final version of the resolution summary with the identified stakeholder(s) for onsite support and accountability.

Page 3

Follow-up Resolution Session

A follow-up session is often recommended within 6-8 weeks to discuss the participant's efforts. The follow-up allows the participants to identify successes as well as any other issues that may have come up since their initial conversation. The follow-up also provides the opportunity to discuss both parties' ongoing efforts, additional strategies, and/or skill development needs as well as any other resources that might be beneficial.

Leadership Coaching and Consultation

** Similar services can also be offered to an employee*

Leadership Coaching:

This process includes meeting with the identified stakeholders to discuss coaching goals and objectives. This information would be used in creating a documented coaching plan that would include updates after each coaching session. This information would be reviewed with the stakeholders during status conversations.

Introductory Conversations:

An initial introductory coaching conversation is recommended with Dr. Herreid to discuss the process, identify goals and objectives, clarify expectations, answer any questions, and the parameters of confidentiality. After the initial conversation, Dr. Herreid would request to set up an initial coaching session (within several weeks of the introductory discussion).

Stakeholder Status Session and Coaching Plan:

After the third coaching session, Dr. Herreid will request a status conversation with the identified stakeholders. She would review the status of the coaching process to date. This would include identifying strengths, insights, and feedback about the engagement and initiative demonstrated by the coaching participant. It is important to clarify that specific discussions or comments will not be shared due to the confidentiality of the coaching interactions. Dr. Herreid will create a high-level coaching plan that will outline the topics and issues discussed to date.

- If for any reason there are concerns about the progress and/or efforts of the coaching participant these issues will be addressed during the initial status meeting. Dr. Herreid would talk with stakeholders about the benefits of continuing the process and/or other possible next steps dependent on the participant's progress.

It is recommended that the initial three coaching sessions be conducted within approximately 2-3 weeks of one other. After the third session, there would be a plan for the frequency going forward (generally over a 3-6 month period of time). As a part of the coaching process, Dr. Herreid may request that the participant do some additional work to supplement the coaching conversations, such as recommended readings, books or audiobooks, or other assignments that will require minimal time but will promote self-reflection, awareness, and continued professional growth.

Coaching Support:

Throughout the process, the participant is encouraged to contact Dr. Herreid at any time to process a situation, discuss a specific issue, or problem-solve. To be clear, guidance or recommendations will be focused primarily on behaviors such as coping strategies, effective communication, and style of delivery related to conflict resolution, performance management, etc. The coaching participant is always encouraged to share information with their direct supervisor for on-site support, guidance, and helpful feedback.

Page 4

Additional Coaching Sessions:

Once a plan for additional coaching work has been agreed upon it is generally recommended that Dr. Herreid and the participant schedule several meetings over a several month period of time. This plan would be approved by the stakeholders at a status session.

Additionally, Dr. Herreid would identify any additional training or professional development resources that would be beneficial for the coaching participant and help to further enhance their supervisory and leadership skills.

Final meeting with Stakeholders to

- Identify future needs and/or strategic Intent and define ongoing objectives
- Provide final coaching document

Work Session/Team Training

** This can include a variety of current or training created for a specific situation*

** Additional assessment tools can be referred to the appropriate trainer or certified facilitator for a variety of assessment tools*

Post-Investigation Support

Work with a team or group after the completion of an investigation. This process would help the participants to focus on resolving issues and moving forward.

Herreid & Associates Fees for Consultation Services:

- Direct services are billed at \$275.00 per hour
- Document preparation and planning services are billed at \$100.00 per hour
- Travel time within the Twin Cities Metro is billed at \$.62 per mile
- Travel time outside of the Twin Cities Metro is billed at \$75.00 per hour
- Lodging and Dining Services TBD

Susan J. Herreid Ph.D., CEAP:

Dr. Herreid has established a successful record as an Organization Development Consultant (ODC) for nearly 24 years. She has her consulting practice and has also worked with Sand Creek in several roles including as an EAP Counselor, and Clinical Director. For the past 24 years, she has been providing organization development services as Sand Creek's primary Organization Assistance Program (OAP) consultant. The OAP is a division of Sand Creek's Employee Assistance Program (EAP).

Dr. Herreid has worked with leaders, employees, and workgroups in both public and private sector organizations. She has assisted in the development of SC's national and international expansion by helping to structure, develop, and implement processes and procedures, as well as creating both national and international provider networks.

Dr. Herreid is a trained executive coach and certified as an Employee Assistance Professional (CEAP). She is also a critical incident (CISM) facilitator providing support with critical incident debriefing, compassion fatigue, and vicarious trauma. She is experienced in employee dispute resolution and workplace mediation.

Page 5

For more information please contact:

Susan J. Herreid Ph.D., CEAP * CURRENTLY IN THE PROCESS OF RE-CERTIFYING FOR CEAP

Pronouns: She / Her / Hers

3121 St. Croix Trail S

P.O. Box 391

Afton, MN 55001

651.747.6030

susanh@haci.net

** New website under construction*



505 Nicollet Mall
P.O. Box 59038
Minneapolis, MN 55459-0038

January 1, 2024

City of Corcoran
Attn: City Clerk
8200 County Road 116
Corcoran, MN 55340-2100



Dear Community Leader:

On November 1, 2023, CenterPoint Energy filed a request with the Minnesota Public Utilities Commission (MPUC) for an increase in natural gas rates of \$84.6 million or approximately 6.5 percent for 2024, and \$51.8 million or approximately 3.7% for 2025. On December 14, 2023, the Minnesota Public Utilities Commission ("PUC") accepted our filing as complete and approved an interim (temporary) rate increase of about 5.3 percent. This equates to a temporary increase of \$68.7 million. This interim rate increase for CenterPoint Energy customers takes effect January 1, 2024, and continues until the PUC issues a final order and the company implements new rates.

State law requires us to distribute a Notice of Application for Rate Increase and Notice of and Order for Hearing to all counties, municipalities, and local governing bodies in our service area (enclosed). We will send you the public hearing notices with details of the public hearing dates, times, and locations once they are scheduled. That information will also be advertised in the newspaper of record for each county seat in our service area and in the communities where hearings are to be held.

If you have questions or comments, please contact me directly at 612-321-5363 or visit our website at www.CenterPointEnergy.com/RateCase.

Sincerely,

A handwritten signature in black ink that reads "Emily Suppes".

Emily Suppes
Director, Regulatory
(612) 321-5363

Enclosure: Notice of Application for Rate Increase
Notice of and Order for Hearing

FOR CENTERPOINT ENERGY CUSTOMERS
Notice to Counties and Municipalities
Under Minn. Stat. § 216B.16, subd. 1

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION
STATE OF MINNESOTA

In the Matter of an Application by CenterPoint
Energy Minnesota Gas for Authority to
Increase Natural Gas Rates in Minnesota

MPUC Docket No. G-008/GR-23-173

**NOTICE OF APPLICATION FOR
RATE INCREASE**

NEW INTERIM RATES EFFECTIVE JANUARY 1, 2024

CenterPoint Energy Minnesota Gas (“CenterPoint Energy”) has requested approval from the Minnesota Public Utilities Commission (“MPUC”) to increase natural gas distribution service rates in 2024 and 2025. The requested increase is approximately 6.5 percent or \$84.6 million for 2024 and approximately 3.7 percent or \$51.8 million for 2025. The requested increase would add about \$5.91 to a typical residential customer’s monthly bill in 2024 and an additional \$2.58 to a typical residential customer’s monthly bill in 2025.

State law allows CenterPoint Energy to collect higher rates on a temporary basis while the MPUC reviews this request. The temporary rate increase will be approximately 5.3 percent or \$68.7 million more than current rates. The increase shows on customer bills as an *Interim Rate Adjustment* and will start with the January 2024 billing cycle. It’s expected that 2025 interim rates would be addressed in 2024, if needed, with the MPUC.

The MPUC will likely decide on our requested rate increase by early 2025. If final rates are higher than interim rates, customers will not be charged for the difference during the time the customer is billed for the interim rate. The customer may be charged for the difference between a lower interim rate and a final higher rate beginning on the date that final rates are ordered by the MPUC.

Why is CenterPoint Energy asking for a rate increase?

CenterPoint Energy is requesting this rate change to accommodate the increased expense to operate, maintain and deliver natural gas and our distribution system. CenterPoint Energy continues to make significant investments to maintain the safety and integrity of its natural gas distribution system that benefits its customers and communities. These investments include

infrastructure projects to replace or upgrade existing pipelines to prevent leaks, provide safe and reliable service and comply with federal pipeline regulations.

Here’s how the rate change will affect monthly bills:

Customer bills contain three parts: Basic Charge, Delivery Charge and Cost of Gas. The proposed Basic Charges and Delivery Charges cover the cost of delivering natural gas service and is 40-50 percent of the bill, while the Cost of Gas is 50-60 percent of the bill. The Cost of Gas is billed directly to customers without mark-up. This rate increase does not affect the Cost of Gas. The proposed rate changes will affect individual monthly bills differently depending on natural gas use and customer type. Bills will also vary because the wholesale cost of natural gas changes each month.

The chart below shows an example of the current and proposed rates for each customer type:

Customer Type (usage in therms)	Average monthly usage in therms	Average monthly bill: current rates	Average monthly bill: 2024 interim rates	Average monthly bill: 2024 proposed rates	Average monthly bill: 2025 interim rates	Average monthly bill: 2025 proposed rates
Residential	74	\$75	\$79	\$81	\$81	\$83
Commercial/Industrial						
- up to 1,499/year	66	\$80	\$85	\$87	\$89	\$92
- 1,500 to 4,999/year	244	\$231	\$242	\$249	\$249	\$259
- 5,000 or more/year	1,526	\$1,263	\$1,311	\$1,307	\$1,312	\$1,339
Small Volume Dual Fuel						
- up to 119,999/year	3,757	\$2,459	\$2,558	\$2,562	\$2,598	\$2,653
- 120,000 or more/year	14,944	\$9,411	\$9,752	\$9,770	\$9,992	\$10,226
Large Volume Dual Fuel	37,597	\$22,216	\$22,870	\$23,038	\$23,437	\$24,131
Large General Firm Sales Service	39,084	\$38,825	\$40,246	\$40,051	\$40,970	\$41,349

* Figures above are rounded (to the nearest whole number).

What is the process to review the request by CenterPoint Energy?

The MPUC, the Minnesota Department of Commerce, the Office of the Attorney General – Residential Utilities and Antitrust Division, public interest groups and customers can review and comment on the rate case proposal.

The MPUC will hold public hearings to collect verbal comments in-person and will also accept customers’ written comments through mail or email about our rate increase request. When

scheduled, a notice of the public hearing will give dates and locations. The notice will be published in local newspapers, bill inserts and at CenterPointEnergy.com/RateCase.

LEARN MORE

Current and proposed rate schedules for CenterPoint Energy Minnesota Gas are available at:

CenterPoint Energy
505 Nicollet Mall
Minneapolis, MN 55402
Phone: 612-372-4727 or 800-245-2377
Web: CenterPointEnergy.com/RateCase

Minnesota Department of Commerce
85 7th Place East, Suite 500
St. Paul, MN 55101
Phone: 651-539-1534
Web: <https://www.edockets.state.mn.us/EFiling/search.jsp>
Select 23 in the year field, type 173 in the number field, select Search, and the list of documents will appear on the next page.

The MPUC is asking customers to comment on CenterPoint Energy's request for a rate increase. Send comments to the MPUC's Consumer Affairs Office (CAO) or contact the CAO for assistance with submitting comments:

Minnesota Public Utilities Commission
121 7th Place East, Suite 350
St. Paul, MN 55101
Phone: 651-296-0406 or 800-657-3782
Email: consumer.puc@state.mn.us

Individuals with hearing or speech disabilities may call through their preferred Telecommunications Relay Service.

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Katie J. Sieben
Valerie Means
Matthew Schuerger
Joseph K. Sullivan
John A. Tuma

Chair
Commissioner
Commissioner
Commissioner
Commissioner

In the Matter of the Application of
CenterPoint Energy Resources Corp. d/b/a
CenterPoint Energy Minnesota Gas for
Authority to Increase Rates for Natural Gas
Utility Service in Minnesota

ISSUE DATE: December 28, 2023

DOCKET NO. G-008/GR-23-173

NOTICE OF AND ORDER FOR
HEARING

PROCEDURAL HISTORY

On November 1, 2023, CenterPoint Energy Resources Corp. (CenterPoint) filed an application seeking two consecutive annual increases in natural gas service rates under the multiyear rate plan statute¹ as follows:

2024: approximately \$84.6 million, or 6.5 percent
2025: approximately \$51.8 million, or 3.7 percent

If the Commission suspends the proposed rate increases under Minn. Stat. § 216B.16, subd. 2, CenterPoint requests an interim rate increase for 2024 of approximately \$68.7 million,² effective January 1, 2024. For 2025, CenterPoint requests an incremental interim rate increase of approximately \$33.2 million.³

On November 2, 2023, the Commission issued a notice of comment period on:

- (1) whether CenterPoint's application complies with the filing requirements of Minn. Stat. § 216B.16, Minn. Rules, parts 7825.3100 to 7825.4400, and relevant Commission orders,
and
- (2) whether this matter should be sent to the Office of Administrative Hearings (OAH) for a contested case hearing, and if so, what the scope of the hearing should be.

¹ Minn. Stat. § 216B.16, subd. 19.

² The requested \$68.7 for 2024 is 14.0 percent more than the current rate without the cost of gas or 5.3 percent more than the current rate with the cost of gas.

³ The total requested interim rate increase for 2024 and 2025 is approximately \$101.9 million, which represents an increase of 20.6 percent over current rates without the cost of gas, or 7.8 percent with the cost of gas.

On November 13, 2023, the Minnesota Department of Commerce, Division of Energy Resources (Department) and the Office of Attorney General-Residential Utilities Division (OAG) filed comments.

On November 17, 2023, the Citizens Utility Board of Minnesota (CUB) filed a petition to intervene.

This matter came before the Commission on December 14, 2023.

FINDINGS AND CONCLUSIONS

I. Summary

The Commission will refer this matter to the OAH for a contested case proceeding. By separate order, the Commission will (1) accept CenterPoint's petition and suspend the proposed rate change, and (2) set interim rates.⁴

II. Jurisdiction and Referral for a Contested Case Proceeding

The Commission has jurisdiction over the proposed rate changes of public utilities under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the reasonableness of the proposed rates based on the filing alone, the Commission is to refer the matter to the OAH for a contested case proceeding.⁵

The Commission finds that it cannot satisfactorily resolve all questions regarding the reasonableness of the proposed rates based on CenterPoint's filing. The Commission will therefore refer the matter to the OAH for a contested case proceeding.

III. Issues to be Addressed

In the course of this matter, the Commission expects the parties to thoroughly develop a full record addressing, at a minimum, the following issues:

- a. The standard rate case issues;⁶
- b. Whether the base cost of gas proposed in Docket No. G-008/MR-21-174 needs to be updated;

⁴ See Order Accepting Filing, Suspending Rates, and Extending Timeline, and Order Setting Interim Rates – both filed in this docket on this date.

⁵ Minn. Stat. § 216B.16, subd. 2.

⁶ The standard rate case issues are: 1) Is the test year revenue increase sought by the Company reasonable or will it result in unreasonable and excessive earnings by the Company? 2) Is the rate design proposed by the Company reasonable? and 3) Are the Company's proposed capital structure and return on equity reasonable? *In the Matter of the Application of Minnegasco, a Division of NorAm Energy Company, for Authority to Increase Natural Gas Rates in Minnesota*, Docket No. G-008/GR-95-700, Notice of and Order for Hearing at 3 (October 4, 1995).

- c. Whether it is appropriate to use the proposed hypothetical capital structure or whether an alternate capital structure should be adopted;
- d. Reasons for the significant changes of the following costs since the last rate case:
 - 1) Production Expense – 14.5 percent decrease in 2024 and 12.4 percent decrease in 2025
 - 2) Underground Storage Expense – 35.7 percent increase in 2024 and 38.9 percent increase in 2025
 - 3) Other Storage Expense – 36.3 percent increase in 2024 and 38.0 percent increase in 2025
 - 4) Distribution Expense – 13.0 percent decrease in 2024 and 12.9 percent decrease in 2025
 - 5) Customer Accounts – 4.2 percent increase in 2024 and 13.7 percent increase in 2025
 - 6) Customer Service – 32.7 percent increase in 2024 and 41.8 percent Increase in 2025
 - 7) Administrative & General Expense – 41.1 percent increase in 2024 and 45.2 percent increase in 2025
 - 8) Maintenance Expense – 9.7 percent decrease in 2024 and 7.9 percent decrease in 2025
- e. How much Top 10 executive compensation costs should be recovered in rates.

IV. Procedural Outline

A. Administrative Law Judge

The Administrative Law Judge (ALJ) assigned to this case is Ann O'Reilly. Her address is as follows:

Administrative Law Judge Ann O'Reilly
600 North Robert Street
St. Paul, Minnesota 55101

Her mailing address is as follows:

Administrative Law Judge Ann O'Reilly
P.O. Box 64620
St. Paul, MN 55164-0620

She can be reached through her legal assistant, Michelle Severson at 651-361-7874 or Michelle.Severson@state.mn.us.

B. Hearing Procedure

- *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Minnesota Administrative Procedure Act, Minn. Stat. §§ 14.57–14.62; the rules of the Office of Administrative Hearings, Minn. R. 1400.5100–1400.8400; and, to the extent that they are not superseded by those rules, the Commission’s Rules of Practice and Procedure, Minn. R. 7829.0100–7829.4000.

These rules and statutes can be accessed free of charge through the State of Minnesota’s website at www.revisor.mn.gov/pubs. Hardbound books of Minnesota’s statutes or rules may be requested from the Office of the Revisor of Statutes at 651-645-1224, ext. 107, or <https://www.mngovpublications.com/home.asp>.

The Office of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited from the unauthorized practice of law. Parties and their representatives have the right to present evidence, conduct cross-examination, and make written and oral arguments. Under Minn. R. 1405.1300, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. R. 1400.6700–1400.6800 or informal disposition under Minn. R. 1400.5900 should be directed to Ashley Marcus at 651-201-2192, ashley.marcus@state.mn.us, or

Ashley Marcus
Minnesota Public Utilities Commission
121 7th Place East, Suite 350
St. Paul, Minnesota 55101-2147.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the ALJ if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under Minn. Stat. § 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified neutral interpreter if necessary. Persons must promptly notify the ALJ if an interpreter is needed.

- *Scheduling Issues*

The times, dates, and places of evidentiary hearings in this matter will be set by order of the ALJ after consultation with the Commission and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (Attachment A) with the ALJ within 20 days of the date of this Notice and Order for Hearing.

- *Sanctions for Non-compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the ALJ, may result in facts or issues being resolved against the party who fails to appear or comply.

C. Parties and Intervention

The current parties to this case are CenterPoint, the Department, the OAG, and CUB. Other persons or entities wishing to become formal parties shall promptly file petitions to intervene with the ALJ.⁷

D. Prehearing Conference

A prehearing conference will be held on January 23, 2024, at 11:30 AM, via telephone, using the following call-in information:

Call-in Number: 651-395-7448
Conference Code: 822 231 034#

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the prehearing conference and to file their petitions to intervene as soon as possible.

E. Time Constraints

The Commission is required to act on substantially complete rate case filings within ten months, although this ten-month period can be extended under certain circumstances. In this matter, the Commission finds it has insufficient time to make a final determination within ten months because of the need to make final determinations in other pending rate cases. The ten-month

⁷ See Minn. R. 1400.6200.

period will be extended by 180 days under Minn. Stat § 216B.16, subd. 2(f) and subd. 19(f), plus an additional four months, as agreed to by the Company, until July 1, 2025.⁸

V. Applications of Ethics in Government Act

The lobbying provisions of the Ethics in Government Act, Minn. Stat. § 10A.01 *et seq.*, apply to general rate cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that act. All persons appearing in this case are urged to refer to the Ethics in Government Act and to contact the Campaign Finance and Public Disclosure Board with any questions at 651-539-1190.

VI. Ex Parte Communications

Restrictions on *ex parte* communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this order. Those restrictions and reporting requirements are set forth at Minn. R. 7845.7100-7845.7400, which all parties are urged to consult.

VII. Notices Required; Delegation of Authority

Finally, the rate case statute and the Commission's rules require comprehensive notice of proposed general rate increases. Notices are required as set forth in the ordering paragraphs below. To promote administrative efficiency, the Commission will delegate to the Executive Secretary the authority to approve notices, bill inserts, and bill format for the duration of this proceeding.

ORDER

1. The Commission hereby refers the matter to the Office of Administrative Hearings for a contested case.
2. The Commission requests the ALJ's report on or before April 1, 2025. If the deadline for the Commission's decision is extended beyond ten months plus one hundred eighty days plus an additional four months, at any point during this proceeding for any reason (e.g., settlement discussions, waiver, etc.), the Commission requests the ALJ's report at least three months before the extended deadline for its decision.
3. The Commission identifies the issues set forth above for development of a complete record in this case.
4. The Company shall mail copies of the Order resulting from this decision to all municipalities, counties, and local governing bodies in its Minnesota service area.
5. The Administrative Law Judge shall convene at least four public hearings in this matter at locations within the service area of the Company, including opportunities for both in-

⁸ See Order Accepting Filing, Suspending Rates, and Extending Timeline also filed into this docket on this date.

person and remote participation. The precise number and locations of the public hearings shall be determined at the prehearing conference in consultation with Commission staff. The Commission requests that the Office of Administrative Hearings work with Commission staff on facilitating new approaches to maximizing public participation. The Commission delegates authority to the Executive Secretary to make any approvals necessary to support enhanced public participation.

6. The Company shall file draft notices of the evidentiary and public hearings, file them for Commission approval, and, after receiving Commission approval, disseminate them as follows:
 - a. Individual written notice to each customer, which may be in the form of a bill insert, to be served at least ten days before the first day of hearings. These notices shall prominently display the email address for public comments and include a removable public comment form that is pre-addressed to the Commission and identifies the docket number of the rate case.
 - b. Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases, to be mailed at least ten days before the first day of hearings.
 - c. Advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area, to appear at least ten days before the first day of hearings. The advertisements shall include the heading **RATE INCREASE NOTICE**, which shall appear in bold face type no smaller than 30 points.
7. The Commission delegates authority to the Executive Secretary to approve notices, bill inserts, and bill format for the duration of this proceeding.
8. The Commission delegates authority to the Executive Secretary to extend deadlines and modify timelines throughout the duration of this proceeding.
9. This order shall become effective immediately.

BY ORDER OF THE COMMISSION

William C. Seuffert for

Will Seuffert
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing or speech impairment may call using their preferred Telecommunications Relay Service or email consumer.puc@state.mn.us for assistance.

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

In the Matter of the Application of CenterPoint
Energy Resources Corp. d/b/a CenterPoint
Energy Minnesota Gas for Authority to
Increase Rates for Natural Gas Utility Service
in Minnesota

NOTICE OF APPEARANCE

PLEASE TAKE NOTICE that:

1. The party/agency named below (Party/Agency) will appear at the prehearing conference and all subsequent proceedings in the above-entitled matter.

2. By providing its email address below, the Party/Agency acknowledges that it has read and agrees to the terms of the Office of Administrative Hearings' e-Filing policy and chooses to opt into receiving electronic notice from the Office of Administrative Hearings in this matter. **Note: Provision of an email address DOES NOT constitute consent to electronic service from any opposing party or agency in this proceeding.**

3. The Party/Agency agrees to use best efforts to provide the Office of Administrative Hearings with the email address(es) for opposing parties and their legal counsel.

Party's/Agency's Name: _____
Email: _____ Telephone: _____
Mailing Address: _____

Party's/Agency's Attorney: _____
Firm Name: _____
Email: _____ Telephone: _____
Mailing Address: _____

Respondent's/Opposing Party's
Name: _____
Email: _____ Telephone: _____
Mailing Address: _____

Dated: _____

Signature of Party/Agency or Attorney

CERTIFICATE OF SERVICE

I, Robin Benson, hereby certify that I have this day, served a true and correct copy of the following document to all persons at the addresses indicated below or on the attached list by electronic filing, electronic mail, courier, interoffice mail or by depositing the same enveloped with postage paid in the United States mail at St. Paul, Minnesota.

**Minnesota Public Utilities Commission
NOTICE OF AND ORDER FOR HEARING**

Docket Numbers: **G-008/GR-23-173**

Dated this **28th** day of **December, 2023**

/s/ Robin Benson

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Jorge	Alonso	jorge.alonso@state.mn.us	Public Utilities Commission	121 7th Place East Suite 350 St. Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Kristine	Anderson	kanderson@greatermngas.com	Greater Minnesota Gas, Inc. & Greater MN Transmission, LLC	1900 Cardinal Lane PO Box 798 Faribault, MN 55021	Electronic Service	No	OFF_SL_23-173_Official
Kristin	Berkland	kristin.berkland@ag.state.mn.us	Office of the Attorney General-RUD	445 Minnesota Street Bremer Tower, Suite 1400 St. Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
James J.	Bertrand	james.bertrand@stinson.com	STINSON LLP	50 S 6th St Ste 2600 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Barb	Bischoff	barb.bischoff@nngco.com	Northern Natural Gas Co.	CORP HQ, 714 1111 So. 103rd Street Omaha, NE 681241000	Electronic Service	No	OFF_SL_23-173_Official
Jason	Bonnett	jason.bonnett@state.mn.us	Public Utilities Commission	121 East 7th Place suite 350 St. Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Jocelyn	Bremer	jocelyn.bremer@minneapolis.mn.gov	City of Minneapolis	350 S Fifth St Ste 210 Minneapolis, MN 55415	Electronic Service	No	OFF_SL_23-173_Official
C. Ian	Brown	office@gasworkerslocal340.com	United Association	Gas Workers Local 340 312 Central Ave SW Minneapolis, MN 55414	Electronic Service	No	OFF_SL_23-173_Official
James	Canaday	james.canaday@ag.state.mn.us	Office of the Attorney General-RUD	Suite 1400 445 Minnesota St. St. Paul, MN 55101	Electronic Service	Yes	OFF_SL_23-173_Official
Melodee	Carlson Chang	melodee.carlsonchang@centerpointenergy.com	CenterPoint Energy	505 Nicollet Mall Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Steve W.	Chriss	Stephen.chriss@walmart.com	Wal-Mart	2001 SE 10th St. Bentonville, AR 72716-5530	Electronic Service	No	OFF_SL_23-173_Official
Generic Notice	Commerce Attorneys	commerce.attorneys@ag.state.mn.us	Office of the Attorney General-DOC	445 Minnesota Street Suite 1400 St. Paul, MN 55101	Electronic Service	Yes	OFF_SL_23-173_Official
Dean	Dalzell	ddalzell@caphennepin.org	Community Action Partnership of Hennepin County	8800 Highway 7 Ste 401 St. Louis Park, MN 55426	Paper Service	No	OFF_SL_23-173_Official
Richard	Dornfeld	Richard.Dornfeld@ag.state.mn.us	Office of the Attorney General-DOC	Minnesota Attorney General's Office 445 Minnesota Street, Suite 1800 Saint Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Brian	Edstrom	briane@cubminnesota.org	Citizens Utility Board of Minnesota	332 Minnesota St Ste W1360 Saint Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Sharon	Ferguson	sharon.ferguson@state.mn.us	Department of Commerce	85 7th Place E Ste 280 Saint Paul, MN 551012198	Electronic Service	No	OFF_SL_23-173_Official
Edward	Garvey	garveyed@aol.com	Residence	32 Lawton St Saint Paul, MN 55102	Electronic Service	No	OFF_SL_23-173_Official
Sean	Gosiewski	sean@afors.org	Alliance for Sustainability	2801 21st Ave S Ste 100 Minneapolis, MN 55407	Electronic Service	No	OFF_SL_23-173_Official
Annete	Henkel	mui@mnuutilityinvestors.org	Minnesota Utility Investors	413 Wacouta Street #230 St.Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Katherine	Hinderlie	katherine.hinderlie@ag.state.mn.us	Office of the Attorney General-DOC	445 Minnesota St Suite 1400 St. Paul, MN 55101-2134	Electronic Service	Yes	OFF_SL_23-173_Official
Bruce L.	Hoffarber	bhoffarber@kinectenergy.com	Kinect Energy Group	605 North Highway 169 Ste 1200 Plymouth, MN 55441	Electronic Service	No	OFF_SL_23-173_Official
Mary	Holly	mholly@winthrop.com	Winthrop & Weinstine, P.A.	225 S Sixth St Ste 3500 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Samuel B.	Ketchum	sketchum@kennedy-graven.com	Kennedy & Graven, Chartered	150 S 5th St Ste 700 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Nicolle	Kupser	nkupser@greatermngas.com	Greater Minnesota Gas, Inc. & Greater MN Transmission, LLC	1900 Cardinal Ln PO Box 798 Faribault, MN 55021	Electronic Service	No	OFF_SL_23-173_Official
Daniel	LeFevers	dlefevers@gti.energy	GTI	1700 S Mount Prospect Rd Des Plains, IL 60018	Electronic Service	No	OFF_SL_23-173_Official
Annie	Levenson Falk	annielf@cubminnesota.org	Citizens Utility Board of Minnesota	332 Minnesota Street, Suite W1360 St. Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Eric	Lindberg	elindberg@mncenter.org	Minnesota Center for Environmental Advocacy	1919 University Avenue West Suite 515 Saint Paul, MN 55104-3435	Electronic Service	No	OFF_SL_23-173_Official
Eric	Lipman	eric.lipman@state.mn.us	Office of Administrative Hearings	PO Box 64620 St. Paul, MN 551640620	Electronic Service	Yes	OFF_SL_23-173_Official

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Jason	Loos	jason.loos@centerpointenergy.com	CenterPoint Energy Resources Corp.	505 Nicollet Mall 3rd Floor Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Alice	Madden	alice@communitypowermn.org	Community Power	2720 E 22nd St Minneapolis, MN 55406	Electronic Service	No	OFF_SL_23-173_Official
Pam	Marshall	pam@energycents.org	Energy CENTS Coalition	823 E 7th St St Paul, MN 55106	Electronic Service	No	OFF_SL_23-173_Official
David	Moeller	dmoeller@allete.com	Minnesota Power	30 W Superior St Duluth, MN 558022093	Electronic Service	No	OFF_SL_23-173_Official
Andrew	Moratzka	andrew.moratzka@stoel.com	Stoel Rives LLP	33 South Sixth St Ste 4200 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Samantha	Norris	samanthanorris@alliantenergy.com	Interstate Power and Light Company	200 1st Street SE PO Box 351 Cedar Rapids, IA 524060351	Electronic Service	No	OFF_SL_23-173_Official
Ann	O'Reilly	ann.oreilly@state.mn.us	Office of Administrative Hearings	PO Box 64620 St. Paul, MN 55101	Electronic Service	No	OFF_SL_23-173_Official
Mike	O'Connor	mcoconnor@ibewlocal949.org	Local 949 IBEW	12908 Nicollet Ave S Burnsville, MN 55337	Electronic Service	No	OFF_SL_23-173_Official
Greg	Palmer	gpalmer@greatermngas.com	Greater Minnesota Gas, Inc. & Greater MN Transmission, LLC	1900 Cardinal Ln PO Box 798 Faribault, MN 55021	Electronic Service	No	OFF_SL_23-173_Official
Kevin	Pranis	kpranis@lunagro.com	Laborers' District Council of MN and ND	81 E Little Canada Road St. Paul, MN 55117	Electronic Service	No	OFF_SL_23-173_Official

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Generic Notice	Residential Utilities Division	residential.utilities@ag.state.mn.us	Office of the Attorney General-RUD	1400 BRM Tower 445 Minnesota St St. Paul, MN 551012131	Electronic Service	Yes	OFF_SL_23-173_Official
Kevin	Reuther	kreuther@mncenter.org	MN Center for Environmental Advocacy	26 E Exchange St, Ste 206 St. Paul, MN 551011667	Electronic Service	No	OFF_SL_23-173_Official
Nathaniel	Runke	nrunke@local49.org	International Union of Operating Engineers Local 49	611 28th St. NW Rochester, MN 55901	Electronic Service	No	OFF_SL_23-173_Official
Joseph L	Sathe	jsathe@kennedy-graven.com	Kennedy & Graven, Chartered	150 S 5th St Ste 700 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Elizabeth	Schmiesing	eschmiesing@winthrop.com	Winthrop & Weinstine, P.A.	225 South Sixth Street Suite 3500 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Peter	Scholtz	peter.scholtz@ag.state.mn.us	Office of the Attorney General-RUD	Suite 1400 445 Minnesota Street St. Paul, MN 55101-2131	Electronic Service	No	OFF_SL_23-173_Official
Will	Seuffert	Will.Seuffert@state.mn.us	Public Utilities Commission	121 7th PI E Ste 350 Saint Paul, MN 55101	Electronic Service	Yes	OFF_SL_23-173_Official
Janet	Shaddix Elling	jshaddix@janetshaddix.com	Shaddix And Associates	7400 Lyndale Ave S Ste 190 Richfield, MN 55423	Electronic Service	No	OFF_SL_23-173_Official
Peggy	Sorum	peggy.sorum@centerpointenergy.com	CenterPoint Energy	505 Nicollet Mall Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
James M	Strommen	jstrommen@kennedy-graven.com	Kennedy & Graven, Chartered	150 S 5th St Ste 700 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official

First Name	Last Name	Email	Company Name	Address	Delivery Method	View Trade Secret	Service List Name
Eric	Swanson	eswanson@winthrop.com	Winthrop & Weinstine	225 S 6th St Ste 3500 Capella Tower Minneapolis, MN 554024629	Electronic Service	No	OFF_SL_23-173_Official
Amelia	Vohs	avohs@mncenter.org	Minnesota Center for Environmental Advocacy	1919 University Avenue West Suite 515 St. Paul, MN 55104	Electronic Service	No	OFF_SL_23-173_Official
Dave	Wager	dave@mnpropane.org	Minnesota Propane Association	PO Box 220 209 N Run River Dr Princeton, MN 55371	Electronic Service	No	OFF_SL_23-173_Official
Joseph	Windler	jwindler@winthrop.com	Winthrop & Weinstine	225 South Sixth Street, Suite 3500 Minneapolis, MN 55402	Electronic Service	No	OFF_SL_23-173_Official
Jonathan	Wolfgram	Jonathan.Wolfgram@state. mn.us	Office of Pipeline Safety	445 Minnesota St Ste 147 Woodbury, MN 55125	Electronic Service	No	OFF_SL_23-173_Official



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: December 13, 2023
Subject: Pay Application #8 to Phoenix Fabricators and Erectors

Council Action Requested

Staff is recommending Council Approve Pay Application #8 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$129,026.31. This pay request covers work complete from November 16, through December 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 continued work on the concrete shaft construction. It also includes stored material steel invoices for steel required to fabricate the steel tank.

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	\$1,696,985.38
5% Retainage	\$84,849.27
Amount Paid to Date	\$1,483,109.80
Total Pay App #8	\$129,026.31

Engineer's Recommendation

We recommend approving Pay Application #8 to Phoenix Fabricators and Erector's in the amount of \$129,026.31.

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>EIGHT</u>	Application Date: <u>12/15/2023</u>
Application Period: From <u>11/16/2023</u> to <u>12/15/2023</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)	\$ 1,696,985.38
5. Retainage	
a. <u>5%</u> X \$ <u>1,537,132.76</u> Work Completed	\$ 76,856.64
b. <u>5%</u> X \$ <u>159,852.62</u> Stored Materials	\$ 7,992.63
c. Total Retainage (Line 5.a + Line 5.b)	\$ 84,849.27
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 1,612,136.11
7. Less previous payments (Line 6 from prior application)	\$ 1,483,109.80
8. Amount due this application	\$ 129,026.31
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	\$ 3,091,249.89

Contractor's Certification

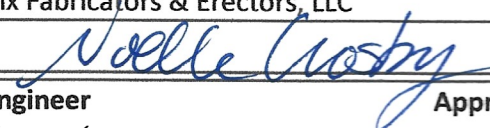
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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:** 12/15/2023

Recommended by Engineer	Approved by Owner
By: <u>Daryl Kirschenman</u>	By: _____
Title: <u>Project manager</u>	Title: _____
Date: <u>12-15-2023</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.: EIGHT **Application Period:** From 11/16/23 To 12/15/23 **Application Date:** 12/15/23

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	1.00	194,000.00		194,000.00	100%	-
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	0.90	797,400.00		797,400.00	90%	88,600.00
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	0.04	48,679.76	106,236.31	154,916.07	13%	1,062,077.93
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.: EIGHT **Application Period:** From 11/16/23 To 12/15/23 **Application Date:** 12/15/23

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		\$ 1,537,132.76	\$ 159,852.62	\$ 1,696,985.38	36%	\$ 3,006,400.62

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.: EIGHT Application Period: From 11/16/23 To 12/15/23 Application Date: 12/15/23

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			\$ 1,537,132.76	\$ 159,852.62	\$ 1,696,985.38	36%	\$ 3,006,400.62



Memo

To: Kevin Mattson, PE, PW Director From: Daryl Kirschenman, PE
Steve Hegland, PE
Project/File: 227705274 Date: January 16, 2024

Subject: Pay Application #9 to Phoenix Fabricators and Erectors

Council Action Requested

Staff is recommending Council Approve Pay Application #9 for the Corcoran Water Tower Project to Phoenix Fabricators and Erectors in the amount of \$230,184.93. This pay request covers work complete from December 16, 2023 through January 15, 2024.

Summary

Phoenix fabricators has completed the tower concrete shaft. The steel work is anticipated to be completed this spring.

This pay request is for completed work on the concrete shaft construction. It also includes stored material steel invoices for steel required to fabricate the steel tank.

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	\$1,939,285.30
5% Retainage	\$96,964.26
Amount Paid to Date	\$1,612,136.11
Total Pay App #9	\$230,184.93

Engineer's Recommendation

We recommend approving Pay Application #9 to Phoenix Fabricators and Erector's in the amount of \$230,184.93.

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>NINE</u>	Application Date: <u>1/15/2024</u>
Application Period: <u>From 12/16/2023</u>	<u>to 1/15/2024</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)	\$	1,939,285.30
5. Retainage		
a. <u>5%</u> X <u>\$ 1,614,632.64</u> Work Completed	\$	80,731.63
b. <u>5%</u> X <u>\$ 324,652.66</u> Stored Materials	\$	16,232.63
c. Total Retainage (Line 5.a + Line 5.b)	\$	96,964.26
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,842,321.04
7. Less previous payments (Line 6 from prior application)	\$	1,612,136.11
8. Amount due this application	\$	230,184.93
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	\$	2,861,064.96

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: *Noelle Cusby* **Date:** 1/15/2024

Recommended by Engineer	Approved by Owner
By: <u><i>Daryl Kirschenman</i></u>	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>1/16/2024</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.: NINE **Application Period:** From 12/16/23 To 01/15/24 **Application Date:** 01/15/24

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

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	1.00	194,000.00		194,000.00	100%	-
1.13	TANK SHAFT	1	LS	886,000.00	886,000.00	0.96	850,560.00		850,560.00	96%	35,440.00
1.14	TANK MATERIAL / SHOP FABRICATION	1	LS	1,216,994.00	1,216,994.00	0.06	73,019.64	271,036.35	344,055.99	28%	872,938.01
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.: NINE **Application Period:** From 12/16/23 To 01/15/24 **Application Date:** 01/15/24

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		\$ 1,614,632.64	\$ 324,652.66	\$ 1,939,285.30	41%	\$ 2,764,100.70

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.: NINE Application Period: From 12/16/23 To 01/15/24 Application Date: 01/15/24

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			\$ 1,614,632.64	\$ 324,652.66	\$ 1,939,285.30	41%	\$ 2,764,100.70

STAFF REPORT

Agenda Item: 8a.

City Council Meeting: January 25, 2024	Prepared By: Natalie Davis McKeown
Topic: Development Review Process	Action Required: No Action Required - Informational Only

1. Background:

The City Council requested staff outline the City’s development review process.

2. Analysis

The development process in the City is outlined in the City Code and is largely based on the statutory limitations provided by the State. Attached to this report is a newly drafted flowchart that summarizes the process. The flowchart is still a draft, but it can be improved upon to post on the City’s website as well as provide as a handout to potential applicants and developers going forward. This staff report is meant to provide a bit more context for each step. It is important to note that the staff report and flow chart are meant to provide a general expectation of the process. However, there can be some deviation based on the complexities of a specific development proposal.

The key steps in the Corcoran development process are as follows:

A. General Information Gathering

At the very beginning of the process, potential applicants and developers are welcome to reach out to City staff to get general zoning, land use, and utility information on a specific site to understand development options.

B. Pre-Application Meeting

Potential applicants and developers are highly encouraged to set up a meeting with City staff and consultants that make up the staff level Development Review Committee (DRC) to further discuss the specifics of a proposal. Staff will further discuss the proposed project and impacts as it relates to zoning, land use, and public utility and roadway infrastructure. Staff helps to identify the required application type(s) for the proposal as well as identify additional pre-application processes that must be completed.

The first hour of meeting with staff and consultants is “free” as it is considered to be built into the application fees. However, the fee schedule calls for a \$500 pre-application escrow deposit to be submitted after this first hour if additional meetings are requested prior to submittal of a concept plan or

formal application. Applicants are provided with the land use application form, application calendars (with application deadlines and anticipated meeting dates), fee schedule, and checklists of required materials specific to the application type(s). This information is also available online and at City Hall.

C. Pre-Application Processes

Many applications require processes that need to be completed prior to submitting a formal land use application for City approval.

i. Concept Plan

Certain applications such as Open Space & Preservation (OS&P) Plats, Planned Unit Developments (PUD), or projects requiring an environmental review require a Concept Plan. Concept Plans are strongly encouraged for complex applications involving policy, procedural questions, and/or a high degree of City Council discretion (such as Comprehensive Plan Amendments, Rezoning, or multiple Variance requests). Concept Plans typically go to the second City Council meeting each month and must be submitted at least 30 days prior to the desired meeting date.

ii. Environmental Review / Feasibility Studies

Some projects are required by State Statute to carry out Environmental Assessment Worksheets (EAW), Environmental Impact Studies (EIS), or Alternative Urban Areawide Reviews (AUAR). EAWs are a 6-month process while EIS and AUARs are a 1-year process. Additionally, many projects in the City will require an infrastructure feasibility study. These studies take 4-6 weeks. The City's engineering firm completes these reviews at the developer's expense, and an escrow deposit is required which is based on the scope of the project.

iii. Neighborhood Meetings

The City recently adopted a new Planned Unit Development (PUD) ordinance that requires a developer-hosted neighborhood meeting to discuss the proposed project. This occurs after the Concept Plan review by City Council, but prior to submittal of a formal preliminary application. Properties within 500' of the proposed project boundaries must be mailed an invitation to the neighborhood meeting.

iv. Wetland Delineation

Wetland delineations don't quite fall under a pre-application process as not all wetland delineations are associated with a development application. Sometimes wetland delineations are handled as a condition of approval. However, most land use applications and building permits require a wetland delineation certification. This is a Minnesota Board of Water and Soil Resources (BWSR) process which is implemented by the City as the Local Government Unit (LGU). Wetland delineations are completed during the plant growing seasons, as such they are typically performed between April-October. Finalizing the wetland delineation takes 30-60 days during the growing season.

D. Submit Formal Land Use Application

The applicant submits a formal land use application for City review and approval. The review process typically takes 60-120 days from the date a complete application is received and a final decision from the City Council is made. For plats and PUDs, a preliminary application must be submitted and approved before a final application can be reviewed and approved. Final applications typically are only reviewed by staff and the City Council. Final applications typically take 30-60 days between submittal of a complete application and City Council decision.

i. Completeness Review

Staff completes an initial completeness review within 15 business days of receiving the application submittal. The applicant is sent either a complete letter or an incomplete letter detailing what is needed to move forward. The state-mandated review period begins when an application is deemed complete based on the date of submittal. Incomplete applications must prepare a re-submittal before the review period begins and the meetings are scheduled. Applicants will resubmit plans until the application is deemed complete.

Determination of application completeness is a key step in the review process and is required by Minnesota State Statutes. The statutes outline the amount of time cities are allowed to review projects. It is often referred to as "The 60-day Rule". This refers to a state law that requires cities and governmental entities to approve or deny a written request relating to zoning within 60 days after the application has been deemed "complete" or the requested is automatically approved. The purpose of the rule is to keep governmental agencies from taking too long in deciding land use issues. Minnesota courts generally demand

strict compliance with the rule (MN Statute 462.358, Subd. 3b and MN Statute 15.99). The law does allow cities to give themselves an additional 60 days (up to a total of 120 days) to consider an application if it provides written notice with the reason for the extension. Any additional extensions must be negotiated with the applicant.

Preliminary and final plats are treated differently from zoning applications. The City automatically has 120 days to act on a preliminary plat and 60 days to act on a final plat. If the City does not act on a preliminary plat within 120 days, the applicant may demand a certificate of approval and proceed with a final plat application. If the final plat is consistent with the preliminary plat, the City must approve.

ii. Staff Review

Once an application is considered complete, staff and consultants complete their review, memorandums, and reports. Additional meetings and calls with the applicant can occur during this time. The staff report is made available to the applicant and posted on the City's website the Friday before the relevant meeting dates. Administrative applications, such as administrative permits for Accessory Dwelling Units, will be approved or denied following the staff review. If an administrative permit is denied, the decision can be appealed to the City Council.

iii. Parks and Trails Commission Review

Preliminary plats are reviewed by the Parks and Trails Commission. A recommendation is forwarded to Council regarding the acceptance of any park land, trails, and/or cash-in-lieu of land.

iv. Planning Commission

Most land use applications require a public hearing which is held by the Planning Commission. The Planning Commission completes their review of the application against the adopted City controls and forwards a recommendation of approval or denial for the overall application on to the City Council.

v. City Council Review and Decision

The City Council completes their own review of land use applications and makes the final decision to approve or deny. Preliminary Plats and

Preliminary PUD plans will require approval of a subsequent Final Plat and Final PUD plan before the development process can move forward. Final Plats and Final PUDs Plans in compliance with preliminary entitlements are only reviewed by City Council. Complex applications can take more than one meeting before a final decision is made should more information be requested. Should the City Council deny an application, a substantially similar application cannot be reviewed again for at least 6 months per the City Code.

E. Satisfy Conditions of Approval

After a project is approved, the applicant or developer must address any conditions of approval. These are outlined in the approved resolution adopted by the City Council. A copy of the resolution is provided to applicants to help them navigate this phase of the process. Conditions of approval can include required external agency review, revisions of plans, finalization of agreements, financial securities, and all projects are required to record relevant documents against the subject property with Hennepin County.

i. External Agency Review

Depending on the application, additional review may be required by external agencies. These entities all have varying review/approval timelines which are outside of the purview of the City. However, generally these agencies are also subject to a 60-day review timeline after a complete application is submitted. Examples of external agencies that may need to complete their own review and approval of a project include the following:

- Elm Creek Watershed
- Metropolitan Council
- Hennepin County
- Department of Labor and Industry
- BWSR for Wetland Impacts
- Minnesota Pollution Control Agency
- Minnesota Department of Health
- Army Corps

ii. Revisions

Applicants may be required to revise plans as outlined in the approving resolution for the project.

iii. Agreements

Applicants will work with City staff and the City Attorney to finalize any required agreements as outlined in the approving resolution for the project.

Projects that include public improvements are subject to a Developers Agreement (DA). Projects that include only site improvements are subject to a Site Improvement Performance Agreement (SIPA). DAs and SIPAs require a financial guarantee based on the estimated cost of improvements in the form of a Letter of Credit or a cash deposit. The financial guarantee is to protect the City by ensuring that the projects are completed in accordance with the approvals and, if not, provides a method for the City to complete the improvements.

Additional agreements that may need to be reviewed and finalized include easements, encroachment agreements, Homeowners Association documents, stormwater pond maintenance agreements, etc.

iv. Documentation Released for Recording at Hennepin County

Once conditions of approval required prior to recording are satisfied, final documentation is released to the applicant to record with Hennepin County.

v. Submit Proof of Recording to the City

The applicant must submit proof of recording from Hennepin County prior to moving forward with the construction phase of the process.

F. Construction Phase

After proof of recording is submitted, the construction phase can begin.

i. Pre-Construction Meeting

Before site work can begin, an on-site pre-construction meeting with the applicant, City Engineer, and Public Works Director is required.

ii. Site Improvements

The applicant completes the required site improvements. Some improvements, such as construction of a public street to serve a new development, must be completed prior to issuance of building permits.

iii. Inspections

Inspections occur throughout the process to confirm the project is completed as approved.

iv. Building Permit

Development proposals that include the construction of a building(s) will be required to enter the building permit process once any necessary site improvements are deemed acceptable to support the construction. The general building permit process is outlined below:

a. Submit Permit Application

The property owner, contractor, or representative submits a formal application through the City's online permit portal. The application includes all plans and supporting documents identified in the appropriate City checklist.

b. Plan Review

For new residential home construction, review takes up to 15 business days upon receipt of a complete application. Additional days may be needed to evaluate any revised plans and documents.

Commercial/industrial/multi-family construction (new and additions) review may take longer than 15 days depending on the size and complexity of the project.

c. Obtain Building Permit

When permits are ready for issuance, the applicant is notified with the permit fee amount. Once the permit fee is paid, along with any applicable escrow/surety, the permit is issued. The stamp approved plans and inspection report card must be kept on the job site until all inspection approvals are made.

d. Other Permits.

In addition to the building permit, additional permits may need to be obtained for sewer/water, plumbing, mechanical, fire sprinkler, and alarm systems (building permits for residential homes include plumbing and mechanical permits). Electrical permits are administered by the State. Septic permits are administered by

Hennepin County. Other permits that may be required include land disturbance and grading, driveway/access, fencing, retaining walls, signage, etc. Other agency permits such as watershed, MPCA, State Plumbing Department, etc., may also be required.

e. Building Inspections

The permit holder is responsible for contacting the Construction Services Division at least 48 hours in advance to arrange for required inspections. Inspection requests for specific times will be honored whenever possible. If the requested time is not available, the permit holder will be advised to select an alternate time or day.

f. Issuance of Certificate of Occupancy

Once all the work is completed related to the building permit and all required final inspections are approved, the Construction Services Division issues a Certificate of Occupancy.

v. Final Inspection

Once all site work and building construction is complete, a final inspection is completed. If the development is completed per plan, the project is deemed complete. Some aspects of projects will enter a 1-year warranty period. Once any warranty periods expire, any remaining financial securities and escrow accounts can be released and closed out.

3. Conclusion

The development review process is complex as it is highly dependent on the specific request at hand and can involve oversight from several entities. While this report attempts to provide a simplified, general outline of the process, at times the process adjusts based on the individualized needs of a specific site/project. Staff continuously evaluate what went well and not-so-well with development projects to find areas where the process can be improved in terms of providing upfront education, simplifying processes, and establishing proper protections for the City and community.

Attachments

1. Draft Development Review Process Flowchart

STAFF REPORT

Agenda Item: 9a.

Council Meeting January 25, 2024	Prepared By Jay Tobin
Topic FINAL 2022 Audit	Action Required Approval

Summary

Abdo completed the City of Corcoran's 2022 Audit with the DRAFT presented to City Council on January 11, 2024. They will present the FINAL 2022 Audit at the City Council meeting on January 25, 2022. Three material weaknesses were identified, and the staff is currently working to resolve those issues with the expectation of a clean opinion for the 2023 Audit. The following weaknesses identified with the management's response:

- Material Year-end Audit Adjustments
 - City management will review each journal entry and moving forward, the City will strive to complete all adjustments prior to the start of audit fieldwork.
- Developer escrow tracking and reconciliation
 - The City is currently working to refine its processes for escrow accounting. Going forward the City will reconcile balances regularly.
- Timely Bank Reconciliations
 - The City experienced reconciliation challenges as a result of software conversion that was completed in early 2022. These challenges have been remedied and, moving forward, the City will be able to complete bank reconciliations in a timely manner.

Appropriate notices and filings will be completed following the acceptance of the audit.

Financial/Budget

Finance process improvements to resolve the material weaknesses identified in accordance with the management response.

Recommendation

Move to approve the FINAL 2022 Audit as presented.

Council Action

Consider a motion to approve the FINAL 2022 Audit as presented.

Attachments

1. 2022 FINAL Audit Presentation
2. 2022 FINAL Executive Governance Summary
3. 2022 Final Annual Finance Report



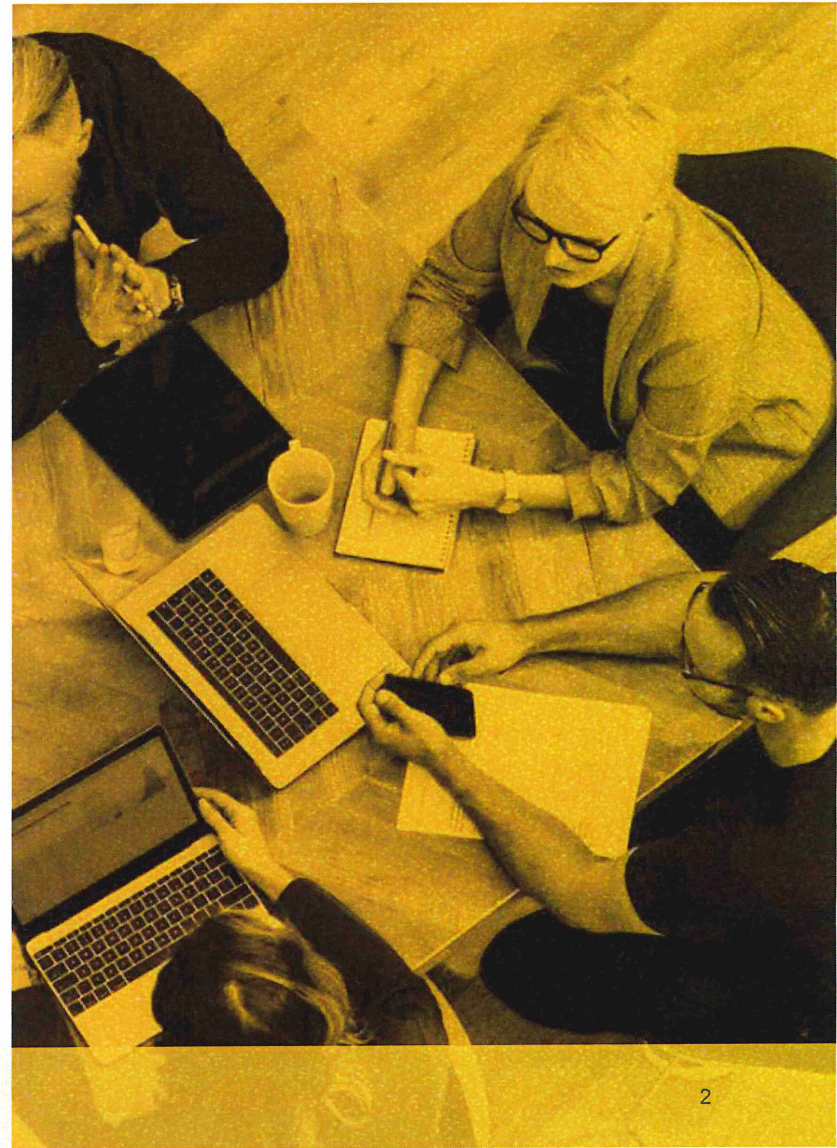
City of Corcoran

2022 Financial Statement Audit



Introduction

- Audit Results
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion



Unmodified Opinion –
Findings Noted on Next
Slide

Minnesota Legal Compliance



No Instances of
Noncompliance

Audit Results

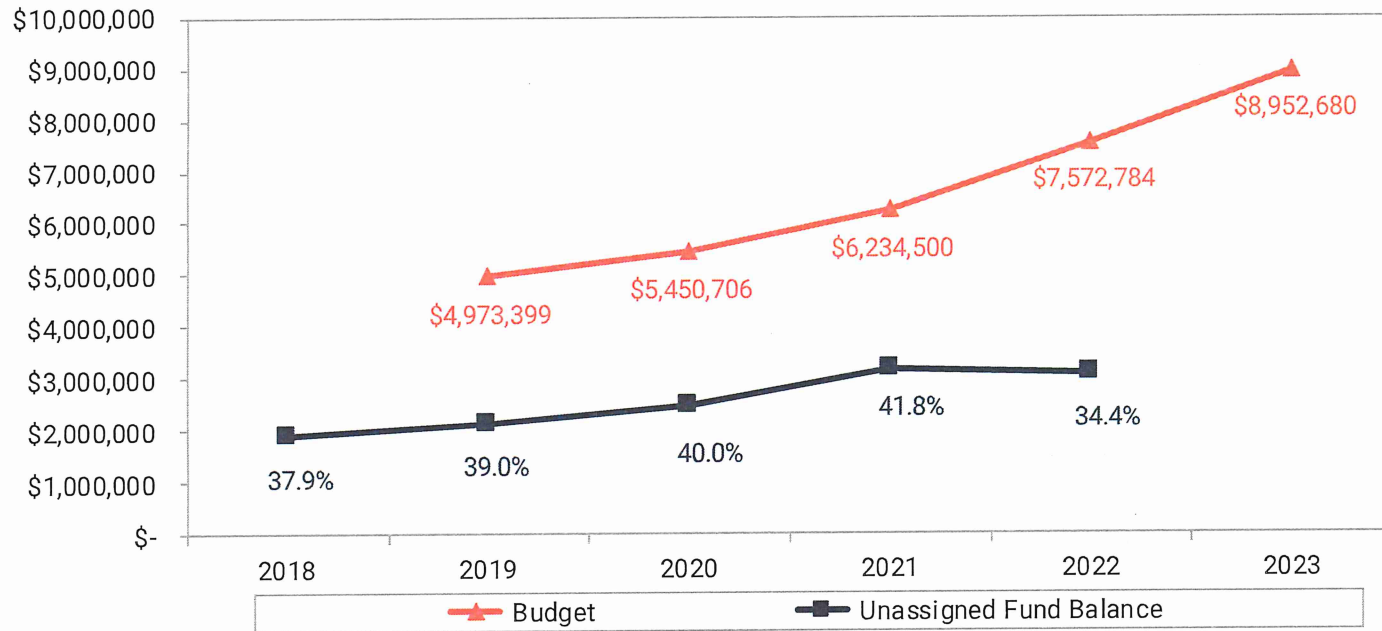
2022 Audit Findings

- **Material Audit Adjustment**
 - Internal Control Finding
- **Escrow Tracking**
 - Internal Control Finding
- **Timely Bank Reconciliations**
 - Internal Control Finding



General Fund - Fund Balances

City Policy to Maintain a Minimum Unrestricted Balance of 35%

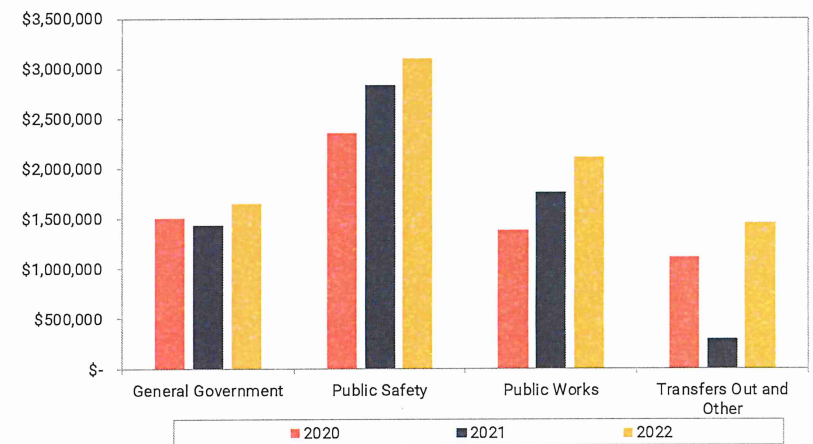
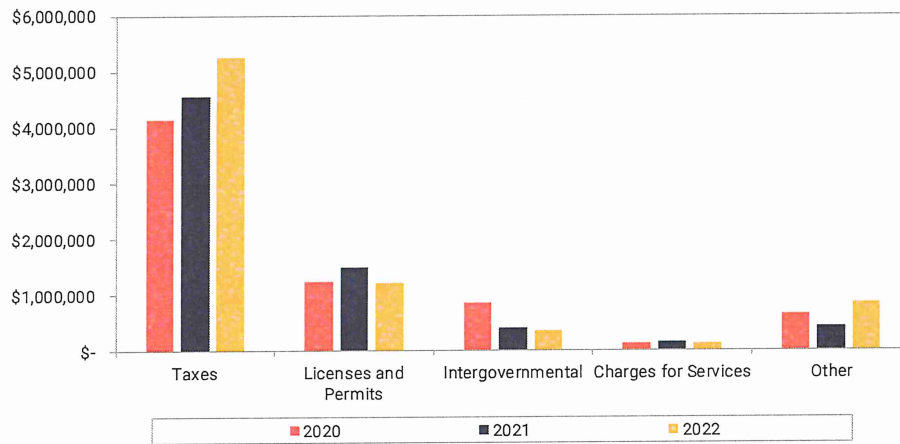


The City transferred previously assigned fund balances in the general fund to a new long range capital planning fund in 2022.

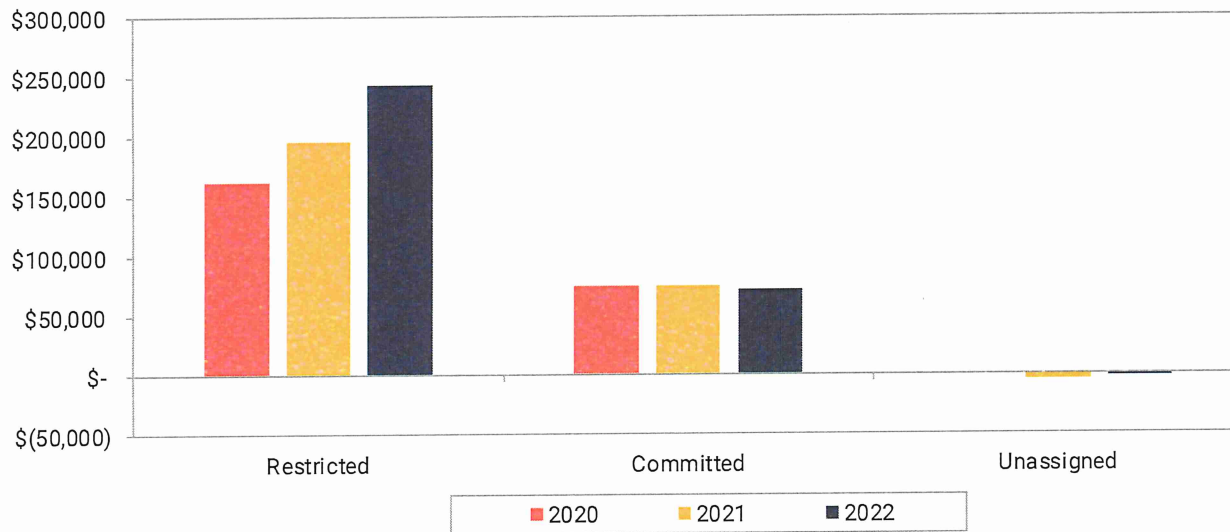
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 7,118,636	\$ 7,299,090	\$ 180,454
Expenditures	<u>7,183,367</u>	<u>7,117,249</u>	<u>66,118</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(64,731)</u>	<u>181,841</u>	<u>246,572</u>
Other Financing Sources (Uses)			
Transfers in	454,148	449,092	(5,056)
Transfers out	(389,417)	(1,198,349)	(808,932)
Sale of capital assets	-	63,858	63,858
Total Other Financing Sources (Uses)	<u>64,731</u>	<u>(685,399)</u>	<u>(750,130)</u>
Net Change in Fund Balances	-	(503,558)	(503,558)
Fund Balances, January 1	<u>3,591,265</u>	<u>3,591,265</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 3,591,265</u>	<u>\$ 3,087,707</u>	<u>\$ (503,558)</u>

General Fund Revenues and Expenditures

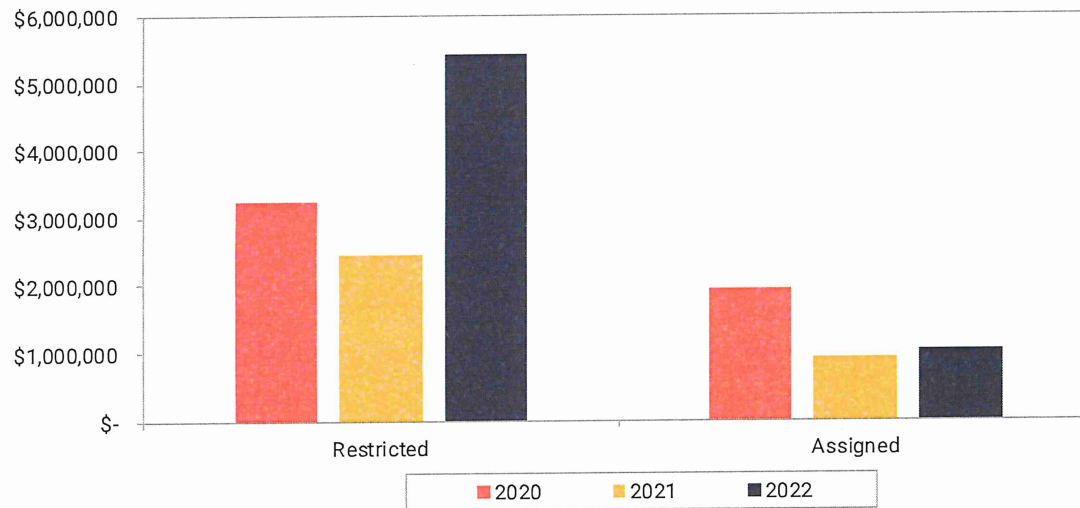


Fund	Fund Balances December 31,		Increase (Decrease)
	2022	2021	
Nonmajor			
Reserve Donation	\$ 14,398	\$ 3,417	\$ 10,981
Police Donation	(2,467)	(4,203)	1,736
Firearms Safety	12,067	14,212	(2,145)
DWI Forfeiture	9,913	7,095	2,818
Drug Forfeiture	2,761	2,742	19
Truck Safety	5,212	3,777	1,435
Lawful Gambling	230,393	186,856	43,537
Emergency Sirens	39,239	53,673	(14,434)
ARPA	-	(224)	224
Total	\$ 311,516	\$ 267,345	\$ 44,171



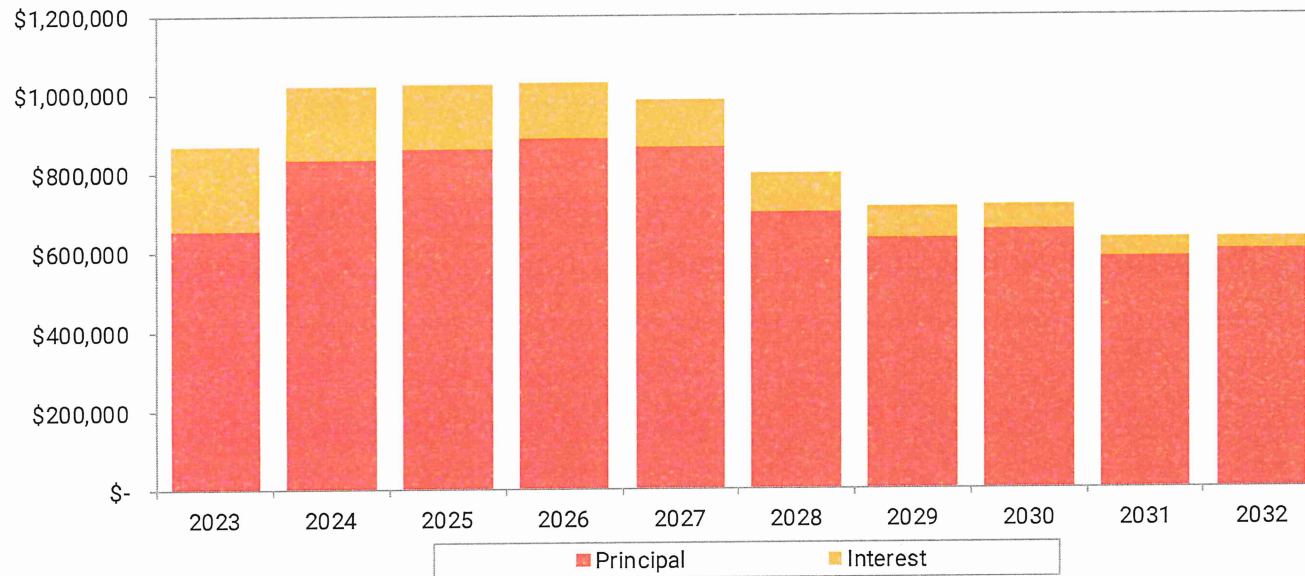
Special Revenue Fund Balances

Fund	Fund Balances December 31,		
	2021	2022	Increase (Decrease)
Major			
Park Capital	\$ 1,646,294	\$ 3,345,654	\$ 1,699,360
Pavement Management	722,988	357,362	(365,626)
Nonmajor			
City Hall Remodel	(67,936)	-	67,936
Long Range Capital Planning	-	471,015	471,015
Public Works Facility	49,200	49,541	341
Capital Equip-Cert	(68,859)	1,084,080	1,152,939
Hackamore Upgrade	989,441	854,499	(134,942)
Wetland Restoration	103,609	104,327	718
Pulte Encore	195,822	197,178	1,356
Old Closed Funds	(195,652)	-	195,652
Total	\$ 3,374,907	\$ 6,463,656	\$ 3,088,749



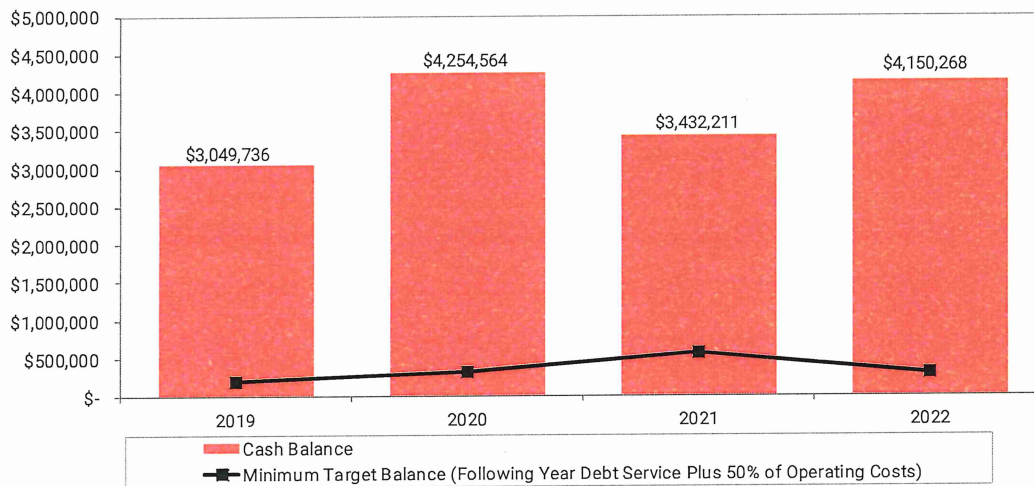
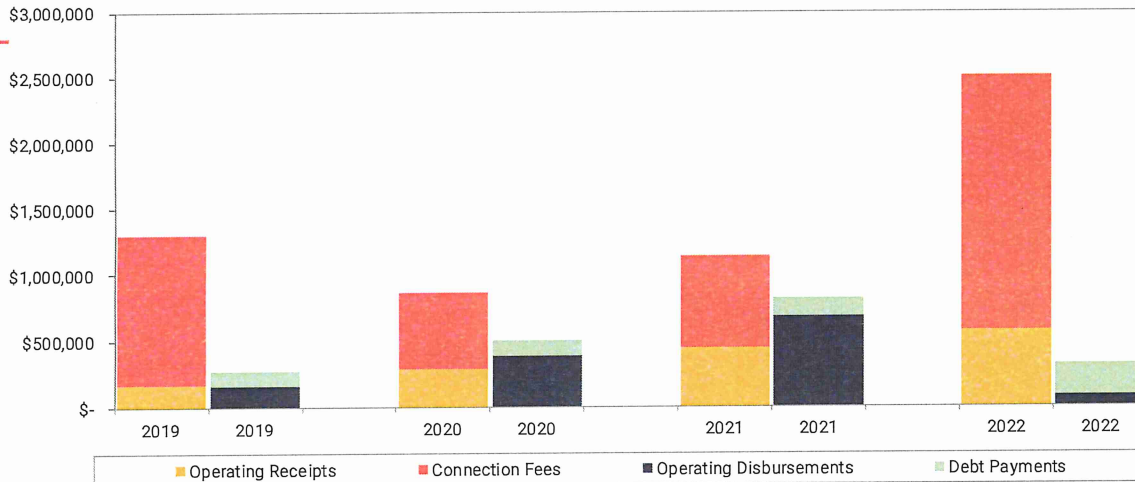
Capital Project Fund Balances

Debt Description		Cash Balances	Total Assets	Outstanding Debt	Final Maturity Date
309	G.O. Equipment Certificates	\$ 156,721	\$ 156,721	\$ 3,080,000	2026/2028/2030/2032
311	G.O. Series 2020B	141,467	141,467	3,220,000	2038
312	G.O. Bonds 2016A	(365,022)	(64,251)	1,505,000	2032
313	G.O. Bonds 2018A	113,262	113,262	1,030,000	2034
Total		<u>\$ 46,428</u>	<u>\$ 347,199</u>	<u>\$ 8,835,000</u>	
Total Remaining Interest Payments				<u>\$ 1,221,575</u>	



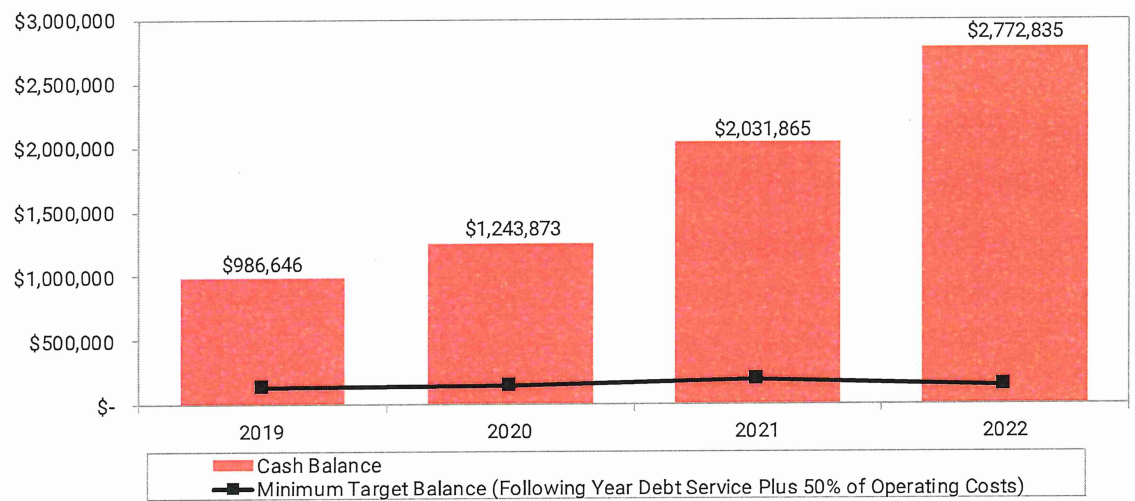
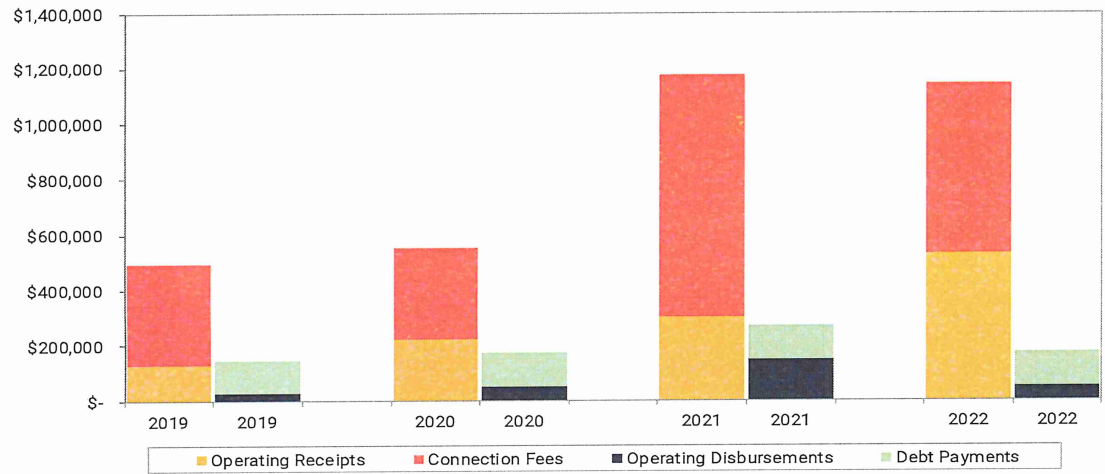
Debt Service Funds

We recommend the City annually review current and future resources to pay the debt for the 2016A Bonds. We feel it is good practice to review current and future resources for all debt service funds. The Fund is currently in deficit and could indicate resources are not sufficient to cover future debt service payments.



Water Fund

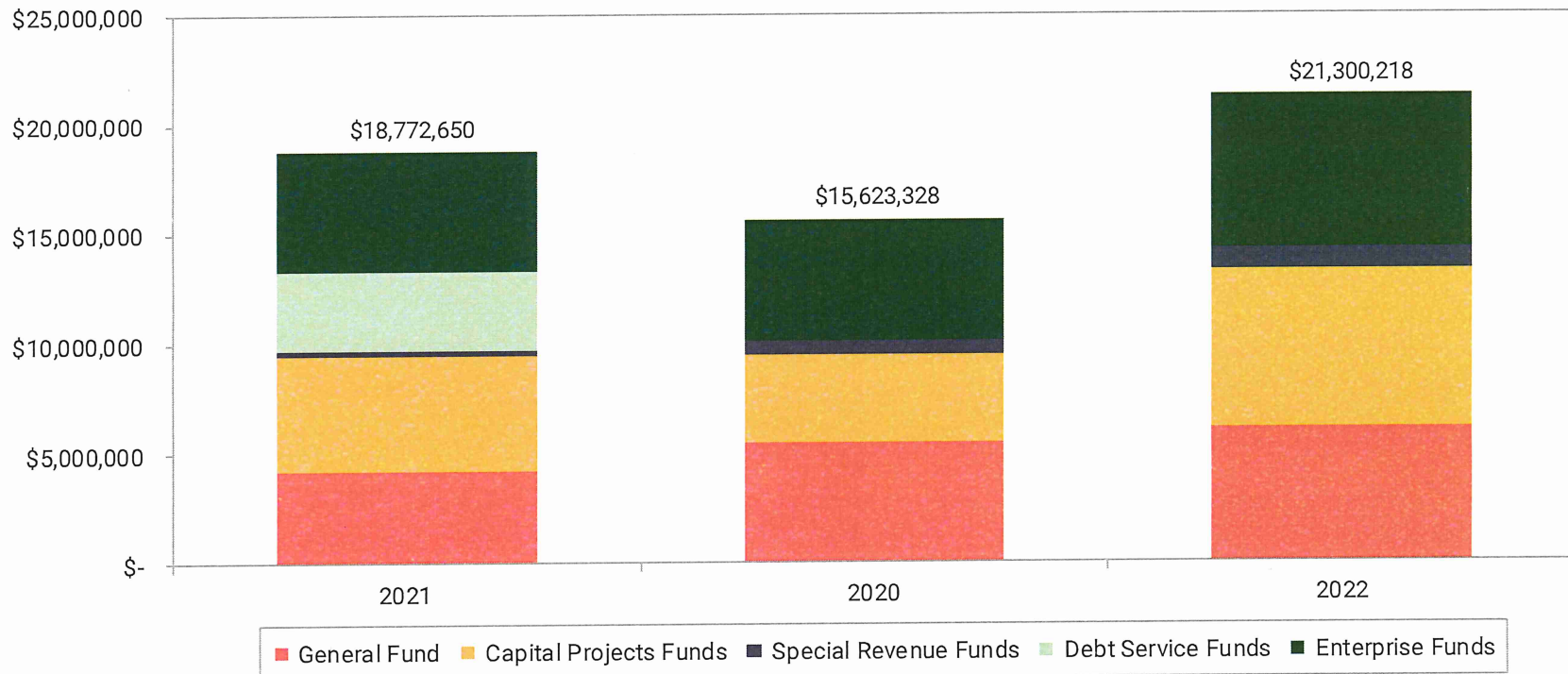
Cash Flows from Operations and Cash Balances



Sewer Fund

Cash Flows from Operations and Cash Balances

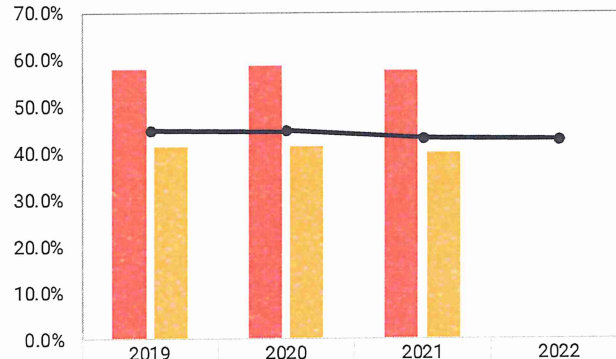
Cash and Investments Balances



Taxes

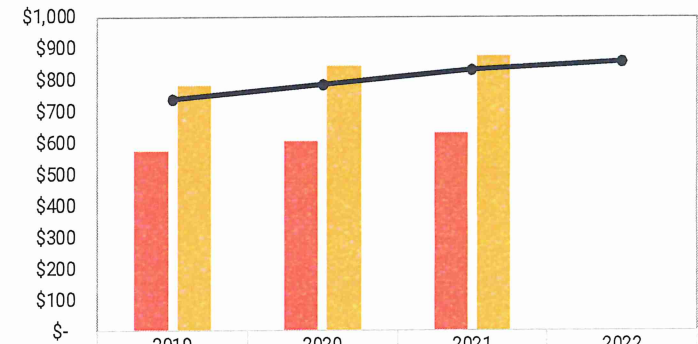
Key Performance Indicators

Tax Rates



	2019	2020	2021	2022
Class 4 Cities	58.1%	58.8%	57.6%	N/A
Cities in Hennepin County	41.5%	41.5%	40.1%	N/A
City of Corcoran	45.2%	45.0%	43.5%	43.2%

Taxes Per Capita

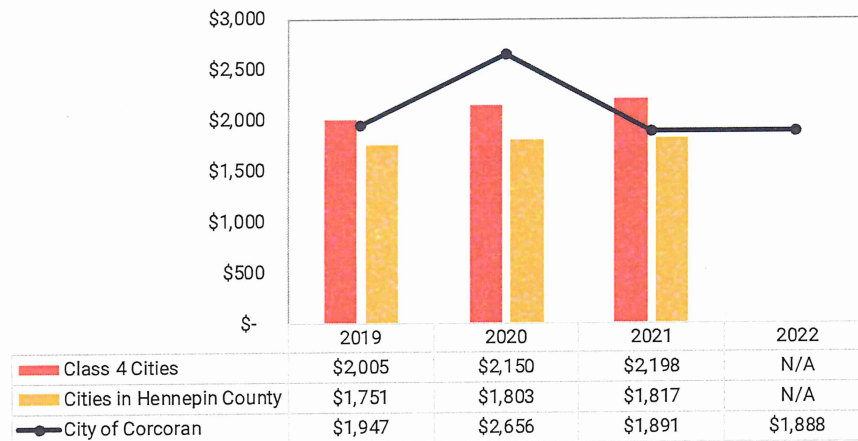


	2019	2020	2021	2022
Class 4 Cities	\$574	\$606	\$630	N/A
Cities in Hennepin County	\$785	\$847	\$878	N/A
City of Corcoran	\$737	\$785	\$832	\$861

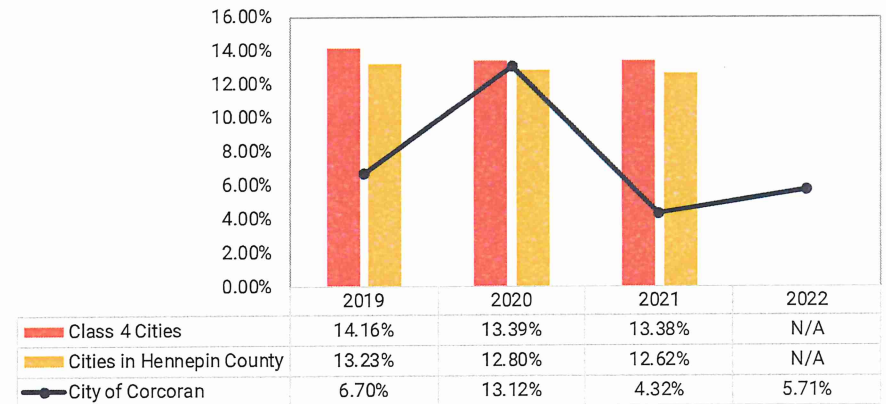
Debt

Key Performance Indicators

Debt Per Capita



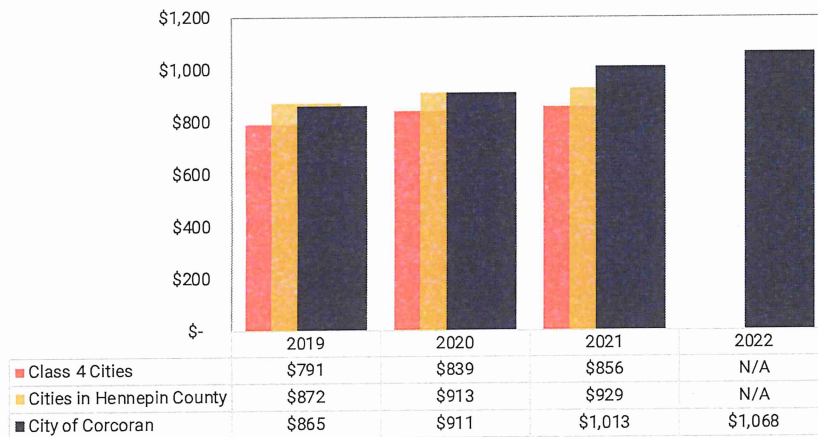
Debt Service Expenditures as a Percent of Total Expenditures



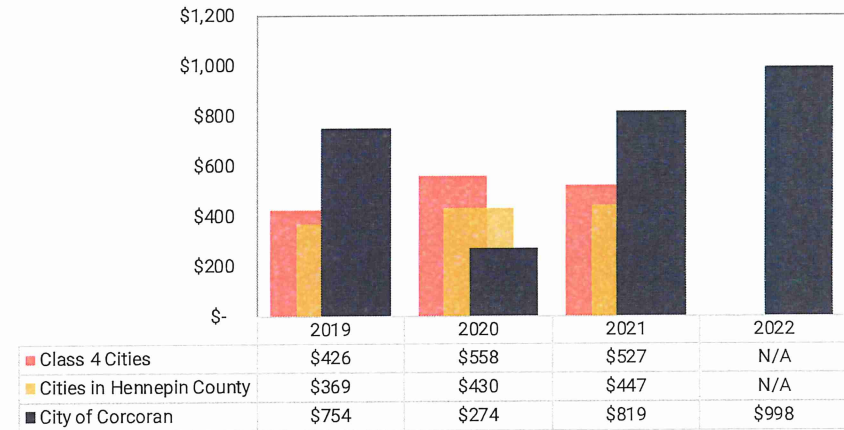
Expenditures

Key Performance Indicators

Current Expenditures Per Capita



Capital Expenditures Per Capita



Your Abdo Team



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Partner

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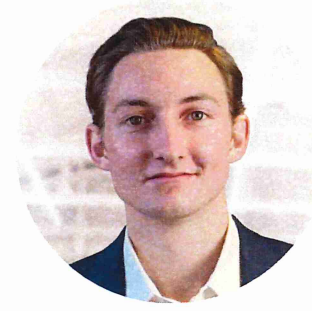
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Jason Fagan
Associate

jason.fagan@abdosolutions.com



Executive Governance Summary

City of Corcoran

Corcoran, Minnesota

For the year ended December 31, 2022



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

2022-001**Material Year-end Audit Adjustments**

Condition: During our audit, adjustments were needed to correct year-end balances in escrows and accounts payable for retainage. We believe the City did not properly monitor the internal financial statements to ensure there are not material exclusions or corrections.

Criteria: Such adjustments were needed to correct year-end balances. Material year-end audit adjustments were needed to adjust balance sheet accounts to correct beginning balances of escrows and related expenses.

Cause: City staff has not prepared a year-end trial balance reflecting all necessary accruals and year-end adjustments without auditor assistance.

Effect: This indicates that it would be likely that a misstatement may occur and not be detected by the City's systems of internal control. The audit firm cannot serve as a compensating control over this deficiency.

Recommendation: We recommend management review each journal entry, obtain an understanding of why the entry was necessary and modify current procedure to ensure that future corrections are not needed.

Management Response:

City management will review each journal entry and moving forward, the City will strive to complete all adjustments prior to the start of audit fieldwork.

2022-002**Developer Escrow Tracking and Reconciliation**

Condition: It was noted again during audit fieldwork a detailed listing of developer escrow accounts was not available and individual balances from the ending total are unknown.

Criteria: The City has a number of developer and other escrows held for ongoing projects. Escrow funds are received to cover the planning, legal, engineering, and any other City cost that a developer incurs. The balances need to be reconciled monthly to ensure sufficient resources are available when projects are completed and to ensure the City is not incurring costs over the escrow received.

Cause: It appears that reconciliations have not been completed for individual accounts on a monthly or periodic basis.

Effect: The effect of uncertainty in individual balances could lead to shortfall of resources or loss to the City. The uncertainty could also have an effect on other revenue and expense activity in the City General or capital funds.

Recommendation: We recommend that the City review current processes and procedures for escrows. This includes monitoring deposits received in advance of any activity and tracking expenses for individual developer and other escrows to ensure the balance is accurate at year-end. This policy should also address service charges for any account that does become negative. We recommend that the City continue to reconcile balances monthly.

Management Response:

The City is currently working to refine its processes for escrow accounting. Going forward, the City will reconcile the balances regularly.



Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumption about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were depreciation on capital assets, allocation of payroll including compensated absences and other postemployment benefits, and the liability for the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its OPEB liability is based on several factors including, but not limited to, anticipated retirement age for active employees, life expectancy, turnover, and healthcare cost trend rate.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements with the exception of the adjustments needed to adjust year-end escrows and accounts payable. The entries described were corrected and considered material.

We also assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year end entries is completed internally.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 15, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: ⁽¹⁾

GASB Statement No. 94 - *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

Summary

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

PPPs should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or if applicable to earlier periods, the beginning of the earliest period restated).

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by establishing the definitions of PPPs and APAs and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs.



Future Accounting Standard Changes (Continued)

GASB Statement No. 98 - *The Annual Comprehensive Financial Report*

Summary

This Statement establishes the term annual comprehensive financial report and its acronym ACFR. That new term and acronym replace instances of comprehensive annual financial report and its acronym in generally accepted accounting principles for state and local governments.

This Statement was developed in response to concerns raised by stakeholders that the common pronunciation of the acronym for comprehensive annual financial report sounds like a profoundly objectionable racial slur. This Statement's introduction of the new term is founded on a commitment to promoting inclusiveness.

Effective Date and Transition

The requirements of this Statement are effective for fiscal years ending after December 15, 2021. Earlier application is encouraged.

GASB Statement No. 99 - *Omnibus 2022*

Summary

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The practice issues addressed by this Statement are as follows:

- Classification and reporting of derivative instruments within the scope of Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument
- Clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives
- Clarification of provisions in Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset
- Clarification of provisions in Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA, and recognition and measurement of a subscription liability
- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP)
- Disclosures related to nonmonetary transactions
- Pledges of future revenues when resources are not received by the pledging government



Future Accounting Standard Changes (Continued)

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

Effective Date and Transition

The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections.

GASB Statement No. 101 - *Compensated Absences*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.





Annual Financial Report

City of Corcoran

Corcoran, Minnesota

For the year ended December 31, 2022



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Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
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INTRODUCTORY SECTION

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

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City of Corcoran, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2022

ELECTED

<u>Name</u>	<u>Term Expires</u>	<u>Title</u>
Tom McKee	12/31/22	Mayor
Jonathan Bottema	12/31/24	Council Member
Jeremy Nichols	12/31/22	Council Member
Dean Vehrenkamp	11/01/22	Council Member
Alan Schutlz	12/31/22	Council Member

APPOINTED

Jessica Beise	Interim City Administrator
Maggie Ung	Finance Director
Jodie Peterson	Accountant
Michelle Friedrich	Deputy Clerk

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FINANCIAL SECTION
CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Corcoran, Minnesota

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Corcoran, Minnesota (the City), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of December 31, 2022, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis Page 17 and the Schedule of Employer's Share of the Net Pension Liability, the Schedule of Employer's Contributions, and the related note disclosures, starting on page 72 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Supplementary Information

Our audit was conducted for the purpose of forming opinion on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statement do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated January 15, 2024 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control over financial reporting and compliance.



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Minneapolis, Minnesota
January 15, 2024



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Management's Discussion and Analysis

As management of the City of Corcoran, Minnesota (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2022.

Financial Highlights page

- The assets and deferred outflows or resources of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year as shown in the summary of net position on the following pages. The unrestricted amount of net position may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased as shown in the summary of changes in net position table on the following pages. The main reason for the increase was an excess of revenues over expenses.
- For the current fiscal year, the City's governmental funds fund balances are shown in the Financial Analysis of the City's Funds section of the MD&A. The total fund balance increased in comparison with the prior year. This increase was mainly due to an increase in park dedication fees over current year expenditures. The total of assigned and unassigned as shown in the governmental fund balance table is available for spending at the City's discretion.
- The total fund balance in the General fund, as shown in the financial analysis of the city's funds section, decreased from the prior year. The decrease can mainly be attributed to additional approved transfers out to other funds from the adopted budget.
- The City's total bonded debt increased during the current fiscal year. This was mainly due to the issuance of the 2022A bonds during the year offset by regularly scheduled principal payments as shown on the outstanding debt table.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of combining and individual fund financial statements and schedules that further explains and supports the information in the financial statements. Figure 1 shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining and individual fund financial statements and schedules that provide details about nonmajor governmental funds, which are added together and presented in single columns in the basic financial statements.

Figure 1
Required Components of the
City's Annual Financial Report

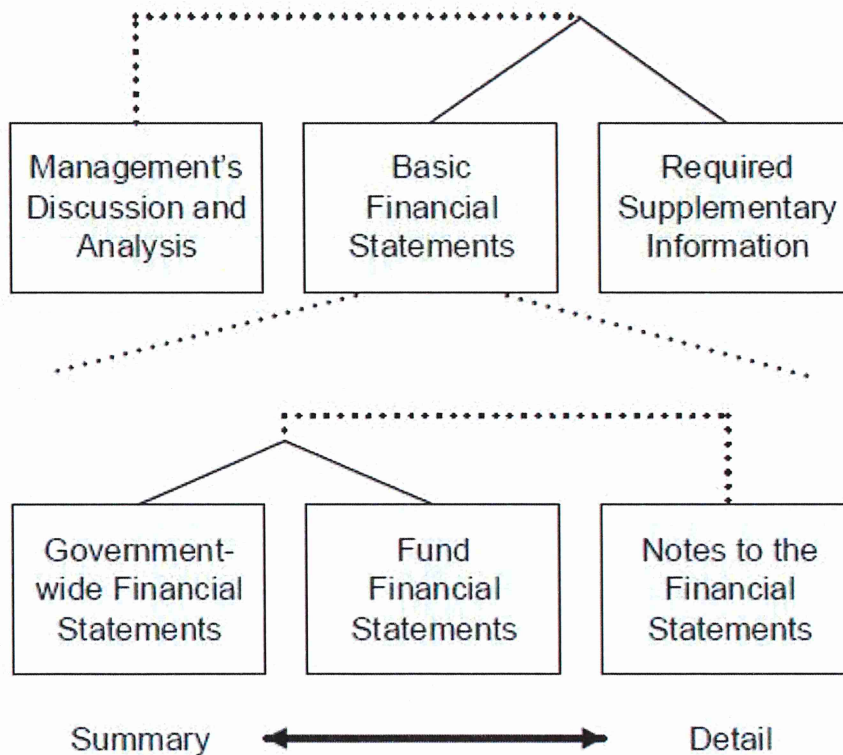


Figure 2 summarizes the major features of the City's financial statements, including the portion of the City government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure 2
Major Features of the Government-wide and Fund Financial Statements

	Fund Financial Statements		
	Government-wide Statements	Governmental Funds	Proprietary Funds
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary, such as police, fire, and parks	Activities the City operates similar to private businesses, such as the water and sewer system
Required financial statements	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balances 	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Revenues, Expenses and Changes in Net Position • Statement of Cash Flows
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included.	All deferred outflows/inflows of resources, regardless of when cash is received or paid.
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, and interest on long-term debt. The business-type activities of the City include water and sewer utilities.

The government-wide financial statements include not only the City itself (known as the *primary government*), but also a legally separate Economic Development Authority for which the City is financially accountable. The Economic Development Authority, although legally separate, functions for all practical purposes as a department of the City, and therefore has been included as part of the primary government.

The government-wide financial statements start on page 31 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains numerous individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General fund, Debt Service fund, Pavement Management fund, and Park Capital fund, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation identified as other nonmajor governmental funds. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

The City adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 36 of this report.

Proprietary Funds. The City maintains one type of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its Water, Sewer and Storm funds.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary funds financial statements provide separate information for each of the enterprise funds which are considered to be major funds of the City.

The basic proprietary funds financial statements start on page 41 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 45 of this report.

Required Supplementary Information. This report also presents certain required supplementary information concerning the progress in funding its obligation to provide pension and other postemployment benefits to its employees. Required supplementary information can be found starting on page 72 of this report.

Other Information. The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the notes to the financial statements. The combining and individual fund statements and schedules are presented immediately following the required supplementary information starting on page 80 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources at the close of the most recent fiscal year as shown in the Summary of Net Position below.

The largest portion of the City’s net position reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City’s investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Corcoran’s Summary of Net Position

	Governmental Activities			Business-type Activities			2022 Total
	2022	2021	Increase (Decrease)	2022	2021	Increase (Decrease)	
Assets							
Current and other assets	\$ 17,673,800	\$ 13,208,070	\$ 4,465,730	\$ 7,270,198	\$ 5,945,081	\$ 1,325,117	\$ 24,943,998
Capital assets	18,760,078	17,336,721	1,423,357	10,170,265	9,416,998	753,267	28,930,343
Total Assets	36,433,878	30,544,791	5,889,087	17,440,463	15,362,079	2,078,384	53,874,341
Deferred Outflows of Resources	2,938,941	1,511,433	1,427,508	-	-	-	2,938,941
Liabilities							
Noncurrent liabilities outstanding	14,488,234	9,672,687	4,815,547	3,561,091	3,859,690	(298,599)	18,049,325
Other liabilities	4,616,875	3,104,533	1,512,342	1,412,421	418,678	993,743	6,029,296
Total Liabilities	19,105,109	12,777,220	6,327,889	4,973,512	4,278,368	695,144	24,078,621
Deferred Inflows of Resources	120,001	1,880,794	(1,760,793)	-	-	-	120,001
Net Position							
Net investment in capital assets	10,778,090	9,498,468	1,279,622	7,122,284	5,827,365	1,294,919	17,900,374
Restricted	7,402,575	4,047,834	3,354,741	-	-	-	7,402,575
Unrestricted	1,967,044	3,851,908	(1,884,864)	5,344,667	5,256,346	88,321	7,311,711
Total Net Position	\$ 20,147,709	\$ 17,398,210	\$ 2,749,499	\$ 12,466,951	\$ 11,083,711	\$ 1,383,240	\$ 32,614,660
Net Position as a Percentage of Total							
Net investment in							
Capital assets	53.5%	54.6%		57.1%	52.6%		
Restricted	36.7%	23.3%		0.0%	0.0%		
Unrestricted	9.8%	22.1%		42.9%	47.4%		
	100%	100%		100.0%	100.0%		

An additional portion of the City’s net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* may be used to meet the City’s ongoing obligations to citizens and creditors. At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, for the City as a whole.

Governmental Activities. Governmental activities increased the City's net position. Key elements of the changes are as follows:

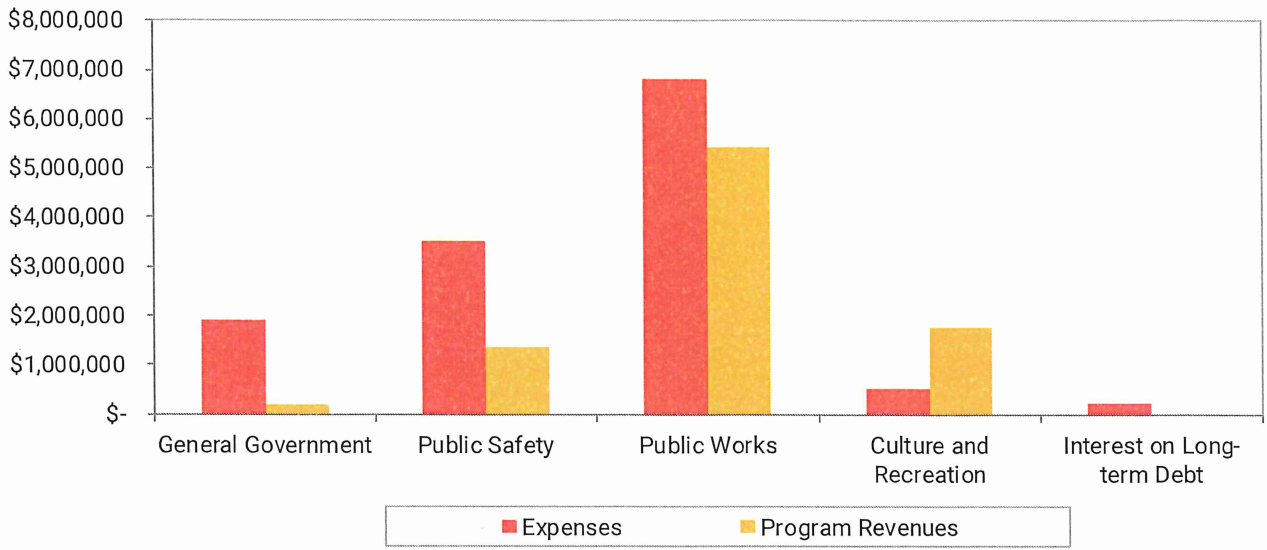
City of Corcoran's Changes in Net Position

	Governmental Activities			Business-type Activities		
	2022	2021	Increase (Decrease)	2022	2021	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	\$ 3,414,438	\$ 2,542,815	\$ 871,623	\$ 943,910	\$ 892,496	\$ 51,414
Operating grants and contributions	959,135	2,531,554	(1,572,419)	7,262	57,160	(49,898)
Capital grants and contributions	4,345,421	2,506,374	1,839,047	1,914,866	1,589,160	325,706
General Revenues						
Property taxes	5,696,404	5,086,505	609,899	-	-	-
Other taxes	62,153	56,691	5,462	-	-	-
Grants and contributions not restricted to specific programs	40,354	10,679	29,675	-	-	-
Unrestricted investment earnings	98,669	1,237	97,432	46,524	2,738	43,786
Gain on sale of capital assets	716,523	104,940	611,583	-	-	-
Total Revenues	<u>15,333,097</u>	<u>12,840,795</u>	<u>2,492,302</u>	<u>2,912,562</u>	<u>2,541,554</u>	<u>371,008</u>
Expenses						
General government	1,926,582	1,645,285	281,297	-	-	-
Public safety	3,532,589	2,820,935	711,654	-	-	-
Public works	6,820,075	2,793,997	4,026,078	-	-	-
Culture and recreation	524,594	339,603	184,991	-	-	-
Interest on long-term debt	226,930	137,428	89,502	-	-	-
Water	-	-	-	593,290	560,381	32,909
Sewer	-	-	-	488,860	398,345	90,515
Total Expenses	<u>13,030,770</u>	<u>7,737,248</u>	<u>5,293,522</u>	<u>1,082,150</u>	<u>958,726</u>	<u>123,424</u>
Change in Net Position						
Before Transfers	2,302,327	5,103,547	(2,801,220)	1,830,412	1,582,828	247,584
Transfers	<u>447,172</u>	<u>269,164</u>	<u>178,008</u>	<u>(447,172)</u>	<u>(269,164)</u>	<u>(178,008)</u>
Change in Net Position	2,749,499	5,372,711	(2,623,212)	1,383,240	1,313,664	69,576
Net Position, January 1	<u>17,398,210</u>	<u>12,025,499</u>	<u>5,372,711</u>	<u>11,083,711</u>	<u>9,770,047</u>	<u>1,313,664</u>
Net Position, December 31	<u>\$ 20,147,709</u>	<u>\$ 17,398,210</u>	<u>\$ 2,749,499</u>	<u>\$ 12,466,951</u>	<u>\$ 11,083,711</u>	<u>\$ 1,383,240</u>

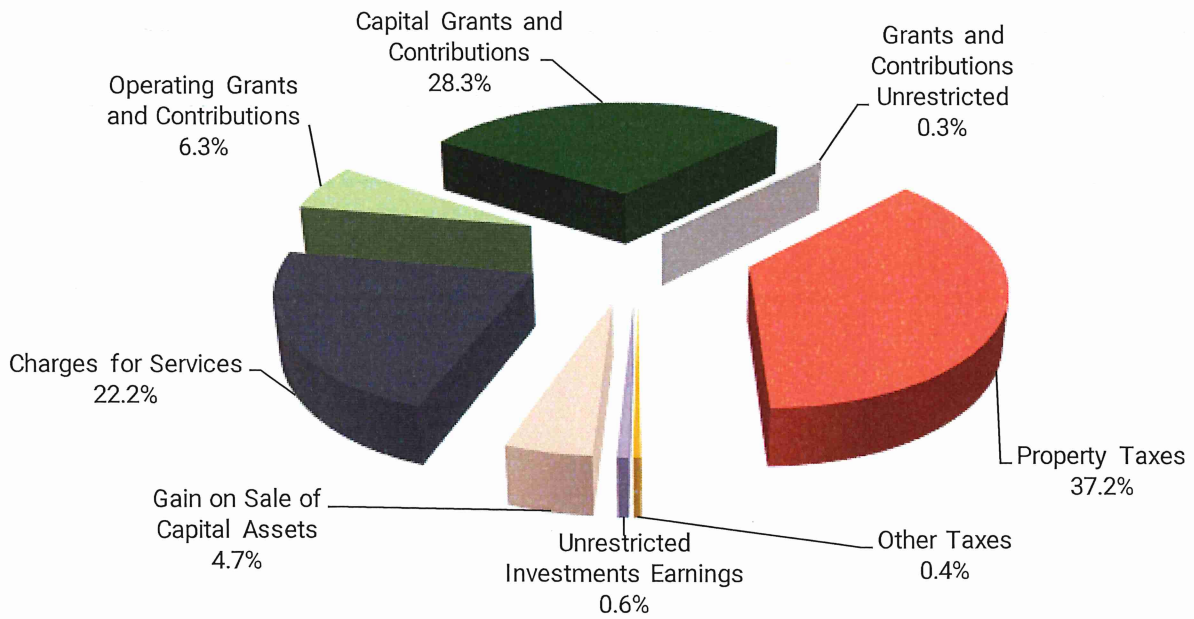
- Overall revenues increased \$2,483,614 from the prior year. The main reason for the increase was capital grants, property taxes, and gain on sale of capital assets.
- Expenses increased \$5,295,522 from the prior year. All categories in both governmental and business-type activities increased from the prior year as the City is experiencing growth related expenses.

The following graph depicts various governmental activities and shows the revenue and expenses directly related to those activities.

Expenses and Program Revenue - Governmental Activities



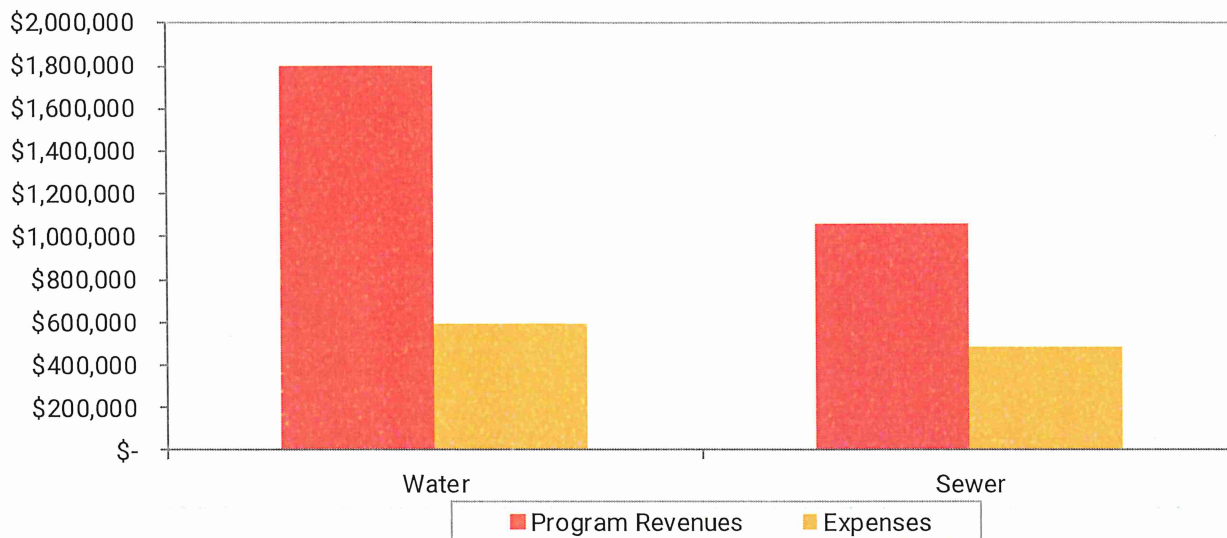
Revenues by Source - Governmental Activities



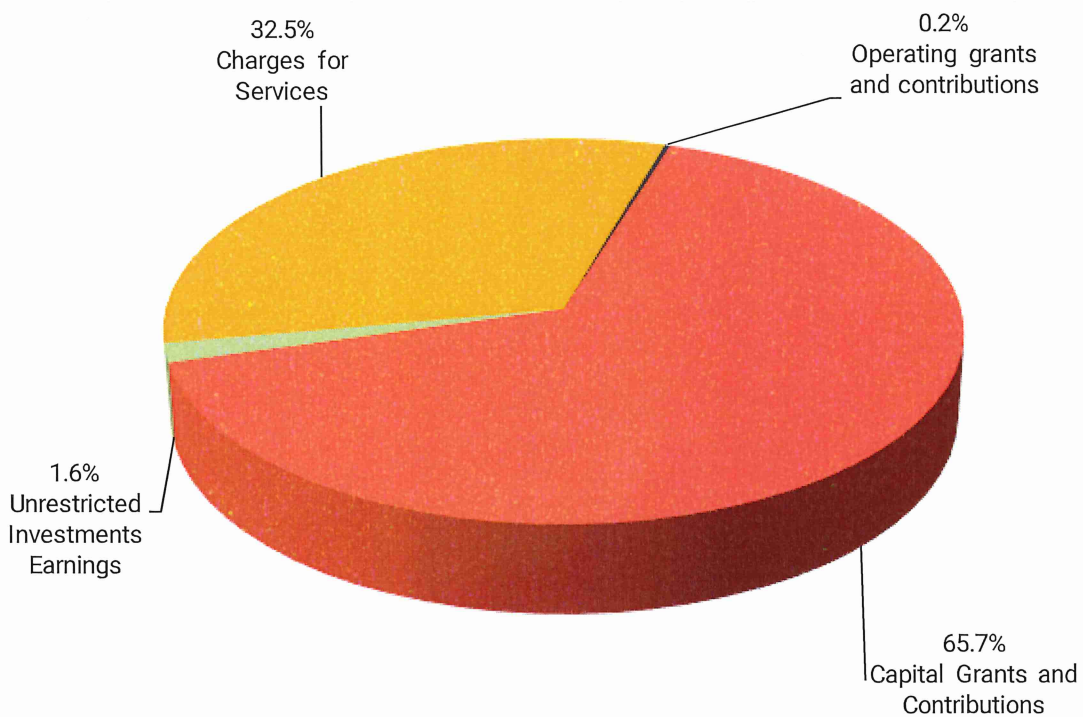
Business-type Activities. Business-type activities decreased the City's net position. Key elements of the changes are listed below:

- Overall revenues in the business-type activities increased mainly due to an increase in capital grants and contributions from connections fees during the year.
- Overall expenses increased mainly due to increases in professional services due to the increase in customers.

Expenses and Program Revenue - Business-type Activities



Revenues by Source - Business-type Activities



Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unreserved fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

	General Fund	Debt service	Pavement Management	Park Capital	Other Governmental Funds	Total	Prior Year Total	Increase / (Decrease)
Fund Balances								
Nonspendable	\$ 4,012	\$ -	\$ -	\$ -	\$ -	\$ 4,012	\$ 24,813	\$ (20,801)
Restricted	-	47,296	-	3,186,226	2,483,151	5,716,673	3,710,555	2,006,118
Committed	-	-	-	-	70,916	70,916	75,079	(4,163)
Assigned	-	-	357,362	159,428	520,556	1,037,346	1,330,899	(293,553)
Unassigned	3,083,695	-	-	-	(2,467)	3,081,228	2,148,741	932,487
Totals	\$ 3,087,707	\$ 47,296	\$ 357,362	\$ 3,345,654	\$ 3,072,156	\$ 9,910,175	\$ 7,290,087	\$ 2,620,088

The General Fund is the chief operating fund of the City. At the end of the current year, the fund balance of the General fund is shown in the table above. As a measure of the General fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. The total unassigned fund balance as a percent of total fund expenditures is shown in the chart below along with total fund balance as a percent of total expenditures.

	Current Year Ending Balance	Prior Year Ending Balance	Increase / (Decrease)
General Fund Balances			
Nonspendable	\$ 4,012	\$ 24,813	\$ (20,801)
Assigned	-	404,402	(404,402)
Unassigned	3,083,695	3,162,050	(78,355)
	\$ 3,087,707	\$ 3,591,265	\$ (503,558)
General Fund expenditures	\$ 7,117,249	\$ 6,318,593	
Unassigned as a percent of expenditures	43.3%	50.0%	
Total Fund Balance as a percent of expenditures	43.4%	56.8%	

The fund balance of the City's General fund decreased during the current fiscal year as shown in the table above. The decrease in fund balance can be attributed to increased unbudgeted transfers to other funds.

Major Funds	Fund Balance December 31,		Increase
	2022	2021	(Decrease)
General	\$ 3,087,707	\$ 3,591,265	\$ (503,558)
The General fund balance decreased as noted above during the year. The decrease can mainly be attributed to an to unbudgeted transfers out to other funds during the year.			
Debt Service	\$ 47,296	\$ 56,570	\$ (9,274)
The Debt Service fund has a total fund balance as note above, all of which is restricted for payment of future debt service. The fund balance decreased \$9,274 from the prior year mainly due to scheduled principal payments exceeding current year resources from property taxes and assessments.			
Pavement Management	\$ 357,362	\$ 527,336	\$ (169,974)
The Pavement Management fund balance decreased during the year. The decrease is mainly attributable to an increase transfers and other developer revenues in excess of current year expenditures.			
Park Capital	\$ 3,345,654	\$ 1,646,294	\$ 1,699,360
The Park Capital fund balance increased uring the year mainly due to charges for services, such as park dedication fees in excess of current year expenditures.			

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Net position of the City's proprietary funds increased or (decreased) as follows:

	Ending Net Position 2022	Ending Net Position 2021	Increase / (Decrease)
Net Position			
Water	\$ 5,801,684	\$ 4,815,198	\$ 986,486
Sewer	6,599,987	6,268,513	331,474
Storm	65,280	-	65,280
Total	<u>\$ 12,466,951</u>	<u>\$ 11,083,711</u>	<u>\$ 1,383,240</u>

General Fund Budgetary Highlights

The City's General fund was not amended during the year.

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 7,118,636	\$ 7,299,090	\$ 180,454
Expenditures	7,183,367	7,117,249	66,118
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(64,731)</u>	<u>181,841</u>	<u>246,572</u>
Other Financing Sources (Uses)			
Transfers in	454,148	449,092	(5,056)
Transfers out	(389,417)	(1,198,349)	(808,932)
Sale of capital assets	-	63,858	63,858
Total Other Financing Sources (Uses)	<u>64,731</u>	<u>(685,399)</u>	<u>(750,130)</u>
Net Change in Fund Balances	-	(503,558)	(503,558)
Fund Balances, January 1	<u>3,591,265</u>	<u>3,591,265</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 3,591,265</u>	<u>\$ 3,087,707</u>	<u>\$ (503,558)</u>

The City's General fund budget was not amended during the year and was balanced with revenues and transfers in equal to expenses and transfers out. Actual revenues were over budget and actual expenditures were under budget during the year as shown above.

Capital Asset and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business-type activities as of December 31, 2022, is shown below in the capital assets table (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment, Infrastructure and Construction in progress. The City's total investment in capital assets increased during the year as shown below.

Major capital events during the current fiscal year included the following:

- Public Works Vehicles and Equipment
- Well #1 and 2
- City Hall Remodel and Completion
- City Center Drive and 79th Place Improvements
- 66th Avenue/Gleason Parkway Improvements
- Water Supply and Treatment Facility
- Siren System

Additional information on the City's capital assets can be found in Note 3B starting on page 55 of this report.

City of Corcoran's Capital Assets
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2022	2021	Increase (Decrease)	2022	2021	Increase (Decrease)
Land	\$ 3,292,827	\$ 3,321,427	\$ (28,600)	\$ 492,784	\$ 492,784	\$ -
Construction in Progress	3,378,929	3,628,916	(249,987)	813,423	-	813,423
Buildings	3,474,149	3,643,962	(169,813)	-	-	-
Equipment	2,373,482	1,789,218	584,264	46,161	50,007	(3,846)
Infrastructure	6,240,691	4,953,198	1,287,493	8,817,897	8,874,207	(56,310)
Total	\$ 18,760,078	\$ 17,336,721	\$ 1,423,357	\$ 10,170,265	\$ 9,416,998	\$ 753,267

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding consisting of revenue bonds and improvement bonds as noted in the table below. While all of the City's bonds have revenue streams, they are all backed by the full faith and credit of the City.

City of Corcoran's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2022	2021	Increase (Decrease)	2022	2021	Increase (Decrease)
G.O. Bonds	\$ 8,835,000	\$ 7,655,000	\$ 1,180,000	\$ -	\$ -	\$ -
Revenue Bonds	-	-	-	3,255,000	3,505,000	(250,000)
Unamortized Premium on Bonds	231,068	183,253	47,815	76,658	84,633	(7,975)
Notes Payable	-	-	-	229,433	270,057	(40,624)
Total	\$ 9,066,068	\$ 7,838,253	\$ 1,227,815	\$ 3,561,091	\$ 3,859,690	\$ (298,599)

The City's total debt increased during the current fiscal year primarily because of the bonds issued during the current year. Additional information on the City's long-term debt can be found in Note 3D starting on page 58 of this report.

Economic Factors and Next Year's Budgets and Rates

The City continues to work towards increasing its unrestricted fund balance and remove unfunded liabilities. Property values continue to increase, and new residential development is at a pace of over 300 new homes per year.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City Administrator, City of Corcoran, 8200 County Road 116, Corcoran, MN 55340.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

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City of Corcoran, Minnesota
Statement of Net Position
December 31, 2022

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	\$ 14,311,835	\$ 6,988,383	\$ 21,300,218
Receivables			
Accounts	71,990	75,746	147,736
Interest	534	-	534
Taxes	80,040	-	80,040
Special assessments	596,631	187,615	784,246
Due from other governments	2,608,758	1,373	2,610,131
Prepaid items	4,012	17,081	21,093
Capital assets			
Land and construction in progress	6,671,756	1,306,207	7,977,963
Depreciable, net of accumulated depreciation	12,088,322	8,864,058	20,952,380
Total Assets	36,433,878	17,440,463	53,874,341
Deferred Outflows of Resources			
Deferred pension resources	2,938,941	-	2,938,941
Liabilities			
Accounts payable	1,338,819	341,830	1,680,649
Due to other governments	40,839	1,032,320	1,073,159
Deposits payable	2,358,064	-	2,358,064
Accrued salaries payable	145,761	-	145,761
Accrued interest payable	84,411	38,271	122,682
Unearned revenue	648,981	-	648,981
Noncurrent liabilities			
Due within one year			
Long-term liabilities	810,195	292,232	1,102,427
Due in more than one year			
Long-term liabilities	8,608,589	3,268,859	11,877,448
Net pension liability	4,719,076	-	4,719,076
Other postemployment benefits liability	350,374	-	350,374
Total Liabilities	19,105,109	4,973,512	24,078,621
Deferred Inflows of Resources			
Deferred pension resources	120,001	-	120,001
Net Position			
Net investment in capital assets	10,778,090	7,122,284	17,900,374
Restricted for			
Debt service	262,788	-	262,788
Park dedication	3,186,226	-	3,186,226
Public safety	243,067	-	243,067
Capital outlay	3,710,494	-	3,710,494
Unrestricted	1,967,044	5,344,667	7,311,711
Total Net Position	\$ 20,147,709	\$ 12,466,951	\$ 32,614,660

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Activities
For the Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 1,926,582	\$ 155,348	\$ 28,046	\$ 1,250
Public safety	3,532,589	1,113,333	228,684	-
Public works	6,820,075	416,758	661,906	4,344,171
Culture and recreation	524,594	1,728,999	40,499	-
Interest on long term debt	226,930	-	-	-
Total Governmental Activities	<u>13,030,770</u>	<u>3,414,438</u>	<u>959,135</u>	<u>4,345,421</u>
Business-type Activities				
Water	593,290	500,287	-	1,300,905
Sewer	488,860	443,623	7,262	613,961
Total Business-type Activities	<u>1,082,150</u>	<u>943,910</u>	<u>7,262</u>	<u>1,914,866</u>
Total	<u>\$ 14,112,920</u>	<u>\$ 4,358,348</u>	<u>\$ 966,397</u>	<u>\$ 6,260,287</u>

General Revenues

Taxes

Property taxes, levied for general purposes

Property taxes, levied for debt service

Franchise taxes

Grants and contributions not restricted to specific programs

Unrestricted investment earnings

Gain on sale of capital assets

Transfers

Total General Revenues

Change in Net Position

Net Position, January 1

Net Position, December 31

The notes to the financial statements are an integral part of this statement.

Net Revenues (Expenses) and
Changes in Net Position

Governmental Activities	Business-type Activities	Total
\$ (1,741,938)	\$ -	\$ (1,741,938)
(2,190,572)	-	(2,190,572)
(1,397,240)	-	(1,397,240)
1,244,904	-	1,244,904
(226,930)	-	(226,930)
<u>(4,311,776)</u>	<u>-</u>	<u>(4,311,776)</u>
-	1,207,902	1,207,902
-	575,986	575,986
<u>-</u>	<u>1,783,888</u>	<u>1,783,888</u>
<u>(4,311,776)</u>	<u>1,783,888</u>	<u>(2,527,888)</u>
5,136,686	-	5,136,686
559,718	-	559,718
62,153	-	62,153
40,354	-	40,354
98,669	46,524	145,193
716,523	-	716,523
447,172	(447,172)	-
<u>7,061,275</u>	<u>(400,648)</u>	<u>6,660,627</u>
2,749,499	1,383,240	4,132,739
<u>17,398,210</u>	<u>11,083,711</u>	<u>28,481,921</u>
<u>\$ 20,147,709</u>	<u>\$ 12,466,951</u>	<u>\$ 32,614,660</u>

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

City of Corcoran, Minnesota
Balance Sheet
Governmental Funds
December 31, 2022

	100 General	300's Debt Service	408 Pavement Management	415 Park Capital	Other Governmental Funds	Total Governmental Funds
Assets						
Cash and temporary investments	\$ 6,139,423	\$ 46,428	\$ 794,255	\$ 3,345,772	\$ 3,985,957	\$ 14,311,835
Receivables						
Accounts	69,661	-	-	-	2,329	71,990
Interest	534	-	-	-	-	534
Taxes	80,040	-	-	-	-	80,040
Special assessments	36,802	299,903	259,926	-	-	596,631
Due from other governments	2,607,890	868	-	-	-	2,608,758
Prepaid items	4,012	-	-	-	-	4,012
Total Assets	\$ 8,938,362	\$ 347,199	\$ 1,054,181	\$ 3,345,772	\$ 3,988,286	\$ 17,673,800
Liabilities						
Accounts payable	\$ 640,659	\$ -	\$ 430,893	\$ 118	\$ 267,149	\$ 1,338,819
Due to other governments	40,839	-	-	-	-	40,839
Deposits payable	2,352,064	-	6,000	-	-	2,358,064
Accrued salaries payable	145,761	-	-	-	-	145,761
Unearned revenue	-	-	-	-	648,981	648,981
Total Liabilities	3,179,323	-	436,893	118	916,130	4,532,464
Total Deferred Inflows of Resources						
Unavailable revenues - taxes	80,040	-	-	-	-	80,040
Unavailable revenues - special assessments	36,802	299,903	259,926	-	-	596,631
Unavailable revenues - intergovernmental	2,554,490	-	-	-	-	2,554,490
Total Deferred Inflows of Resources	2,671,332	299,903	259,926	-	-	3,231,161
Fund Balances						
Nonspendable	4,012	-	-	-	-	4,012
Restricted	-	47,296	-	3,186,226	2,483,151	5,716,673
Committed	-	-	-	-	70,916	70,916
Assigned	-	-	357,362	159,428	520,556	1,037,346
Unassigned	3,083,695	-	-	-	(2,467)	3,081,228
Total Fund Balances	3,087,707	47,296	357,362	3,345,654	3,072,156	9,910,175
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 8,938,362	\$ 347,199	\$ 1,054,181	\$ 3,345,772	\$ 3,988,286	\$ 17,673,800

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
 Reconciliation of the Balance Sheet
 to the Statement of Net Position
 Governmental Funds
 December 31, 2022

Amounts reported for governmental activities in the statement of net position are different because

Total Fund Balances - Governmental	\$ 9,910,175
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	26,633,982
Less: accumulated depreciation	(7,873,904)
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the fund statements.	
Long-term liabilities at year-end consist of	
Bonds payable	(8,835,000)
Unamortized premium on bonds	(231,068)
Compensated absences payable	(352,716)
Other postemployment benefits payable	(350,374)
Net pension liability	(4,719,076)
Some receivables are not available soon enough to pay for current period expenditures, and, therefore, are unavailable in the funds.	
Taxes receivable	80,040
Special assessments receivable	596,631
Intergovernmental	2,554,490
Governmental funds do not report long-term amounts related to pensions and other postemployment benefits.	
Deferred outflows of pension resources	2,938,941
Deferred inflows of pension resources	(120,001)
Governmental funds do not report a liability for accrued interest until due and payable.	(84,411)
Total Net Position - Governmental Activities	\$ 20,147,709

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2022

	100 General	300's Debt Service	408 Pavement Management	415 Park Capital	Other Governmental Funds	Total Governmental Funds
Revenues						
Taxes	\$ 5,239,856	\$ 559,718	\$ -	\$ -	\$ -	\$ 5,799,574
Licenses and permits	1,202,139	-	-	-	-	1,202,139
Intergovernmental	340,279	-	31,899	-	44,033	416,211
Charges for services	116,601	-	-	1,677,416	30,822	1,824,839
Fines and forfeitures	21,979	-	-	-	-	21,979
Special assessments	-	93,091	35,312	-	-	128,403
Interest on investments	45,356	1,582	5,992	22,297	23,442	98,669
Miscellaneous	332,880	-	4,289,150	-	93,796	4,715,826
Total Revenues	<u>7,299,090</u>	<u>654,391</u>	<u>4,362,353</u>	<u>1,699,713</u>	<u>192,093</u>	<u>14,207,640</u>
Expenditures						
Current						
General government	1,643,963	-	-	-	34,033	1,677,996
Public safety	3,103,590	-	-	-	44,085	3,147,675
Public works	2,110,098	-	-	-	-	2,110,098
Culture and recreation	207,580	-	-	-	-	207,580
Capital outlay						
General government	-	-	-	-	104,423	104,423
Public safety	-	-	-	-	311,892	311,892
Public works	11,519	-	5,268,101	-	684,208	5,963,828
Culture and recreation	40,499	-	-	353	251,668	292,520
Debt service						
Principal	-	620,000	-	-	-	620,000
Interest and other charges	-	151,715	-	-	65,220	216,935
Total Expenditures	<u>7,117,249</u>	<u>771,715</u>	<u>5,268,101</u>	<u>353</u>	<u>1,495,529</u>	<u>14,652,947</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>181,841</u>	<u>(117,324)</u>	<u>(905,748)</u>	<u>1,699,360</u>	<u>(1,303,436)</u>	<u>(445,307)</u>
Other Financing Sources (Uses)						
Transfers in	449,092	63,080	65,217	-	1,072,707	1,650,096
Sale of capital assets	63,858	-	670,557	-	10,708	745,123
Bond issued	-	44,970	-	-	1,755,030	1,800,000
Premium on bonds issued	-	-	-	-	73,100	73,100
Transfers out	(1,198,349)	-	-	-	(4,575)	(1,202,924)
Total Other Financing Sources (Uses)	<u>(685,399)</u>	<u>108,050</u>	<u>735,774</u>	<u>-</u>	<u>2,906,970</u>	<u>3,065,395</u>
Net Change in Fund Balances	(503,558)	(9,274)	(169,974)	1,699,360	1,603,534	2,620,088
Fund Balances, January 1	<u>3,591,265</u>	<u>56,570</u>	<u>527,336</u>	<u>1,646,294</u>	<u>1,468,622</u>	<u>7,290,087</u>
Fund Balances, December 31	<u>\$ 3,087,707</u>	<u>\$ 47,296</u>	<u>\$ 357,362</u>	<u>\$ 3,345,654</u>	<u>\$ 3,072,156</u>	<u>\$ 9,910,175</u>

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
 Reconciliation of the Statement of Revenues, Expenditures and
 Changes in Fund Balances to the Statement of Activities
 Governmental Funds
 For the Year Ended December 31, 2022

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	\$ 2,620,088
<p>Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.</p>	
Capital outlays	2,356,055
Depreciation expense	(904,098)
<p>A gain or loss on the disposal of capital assets, including the difference between carrying value and any related sales proceeds, is included in net position. However, only the sales proceeds are included in the change in the change in fund balance.</p>	
	(28,600)
<p>Governmental funds report a gain (loss) on sale of capital assets to the extent of cash exchanged, whereas the disposition of the assets book value is included in the total gain (loss) in the statement of activities.</p>	
Disposals	(9,164)
Depreciation on disposals	9,164
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts amortized in the statement of activities.</p>	
Bonds issued	(1,800,000)
Premium on bonds issued	(73,100)
Amortization of bond premium	25,285
Principal repayments	620,000
<p>Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.</p>	
	(35,280)
<p>Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, they cannot be recognized until they are available to liquidate liabilities of the current period.</p>	
Property taxes	(41,017)
Special assessments	(69,969)
Intergovernmental	479,566
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>	
Compensated absences	(42,766)
Other postemployment benefits	41,235
<p>Long-term pension activity is not reported in governmental funds.</p>	
Pension expense	(438,254)
Pension revenue	40,354
	40,354
Change in Net Position - Governmental Activities	\$ 2,749,499

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 5,202,711	\$ 5,202,711	\$ 5,239,856	\$ 37,145
Licenses and permits	1,312,000	1,312,000	1,202,139	(109,861)
Intergovernmental	302,945	302,945	340,279	37,334
Charges for services	67,800	67,800	116,601	48,801
Fines and forfeitures	40,000	40,000	21,979	(18,021)
Interest (loss) on investments	8,000	8,000	45,356	37,356
Miscellaneous	185,180	185,180	332,880	147,700
Total Revenues	<u>7,118,636</u>	<u>7,118,636</u>	<u>7,299,090</u>	<u>180,454</u>
Expenditures				
Current				
General government	1,593,332	1,593,332	1,643,963	(50,631)
Public safety	3,083,919	3,083,919	3,103,590	(19,671)
Public works	2,184,854	2,184,854	2,110,098	74,756
Culture and recreation	260,262	260,262	207,580	52,682
Capital outlay				
General government	6,000	6,000	-	6,000
Public safety	10,000	10,000	-	10,000
Public works	5,000	5,000	11,519	(6,519)
Culture and recreation	40,000	40,000	40,499	(499)
Total Expenditures	<u>7,183,367</u>	<u>7,183,367</u>	<u>7,117,249</u>	<u>66,118</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(64,731)</u>	<u>(64,731)</u>	<u>181,841</u>	<u>246,572</u>
Other Financing Sources (Uses)				
Transfers in	454,148	454,148	449,092	(5,056)
Transfers out	(389,417)	(389,417)	(1,198,349)	(808,932)
Sale of capital assets	-	-	63,858	63,858
Total Other Financing Sources (Uses)	<u>64,731</u>	<u>64,731</u>	<u>(685,399)</u>	<u>(750,130)</u>
Net Change in Fund Balances	-	-	(503,558)	(503,558)
Fund Balances, January 1	<u>3,591,265</u>	<u>3,591,265</u>	<u>3,591,265</u>	<u>-</u>
Fund Balances, December 31	<u>\$ 3,591,265</u>	<u>\$ 3,591,265</u>	<u>\$ 3,087,707</u>	<u>\$ (503,558)</u>

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Net Position
Proprietary Funds
December 31, 2022

	Business-type Activities - Enterprise Funds			Totals
	Water	Sewer	Nonmajor Storm	
Assets				
Current Assets				
Cash and temporary investments	\$ 4,150,268	\$ 2,772,835	\$ 65,280	\$ 6,988,383
Accounts receivable	31,461	44,285	-	75,746
Special assessments receivable	39,076	9,769	-	48,845
Due from other governments	1,098	275	-	1,373
Prepays	-	17,081	-	17,081
Total Current Assets	<u>4,221,903</u>	<u>2,844,245</u>	<u>65,280</u>	<u>7,131,428</u>
Noncurrent Assets				
Special assessments	111,016	27,754	-	138,770
Capital assets				
Land	366,167	126,617	-	492,784
Infrastructure	4,464,146	6,268,541	-	10,732,687
Machinery and equipment	57,700	-	-	57,700
Construction in progress	813,423	-	-	813,423
Less: accumulated depreciation	(808,152)	(1,118,177)	-	(1,926,329)
Net Capital Assets	<u>4,893,284</u>	<u>5,276,981</u>	<u>-</u>	<u>10,170,265</u>
Total Noncurrent Assets	<u>5,004,300</u>	<u>5,304,735</u>	<u>-</u>	<u>10,309,035</u>
Total Assets	<u>9,226,203</u>	<u>8,148,980</u>	<u>65,280</u>	<u>17,440,463</u>
Liabilities				
Current Liabilities				
Accounts payable	340,706	1,124	-	341,830
Due to other governments	739,264	293,056	-	1,032,320
Accrued interest payable	21,566	16,705	-	38,271
Notes payable - current	42,232	-	-	42,232
Bonds payable - current	169,700	80,300	-	250,000
Total Current Liabilities	<u>1,313,468</u>	<u>391,185</u>	<u>-</u>	<u>1,704,653</u>
Noncurrent Liabilities				
Notes payable	187,201	-	-	187,201
Bonds payable	1,923,850	1,157,808	-	3,081,658
Total Noncurrent Liabilities	<u>2,111,051</u>	<u>1,157,808</u>	<u>-</u>	<u>3,268,859</u>
Total Liabilities	<u>3,424,519</u>	<u>1,548,993</u>	<u>-</u>	<u>4,973,512</u>
Net Position				
Net investment in capital assets	3,083,411	4,038,873	-	7,122,284
Unrestricted	2,718,273	2,561,114	65,280	5,344,667
Total Net Position	<u>\$ 5,801,684</u>	<u>\$ 6,599,987</u>	<u>\$ 65,280</u>	<u>\$ 12,466,951</u>

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Revenues, Expenses and
Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2022

	Business-type Activities - Enterprise Funds			Totals
	Water	Sewer	Nonmajor Storm	
Operating Revenues				
Charges for services	\$ 499,127	\$ 443,623	\$ -	\$ 942,750
Operating Expenses				
Supplies	100,391	5,215	-	105,606
Repairs and maintenance	293,893	234,692	-	528,585
Depreciation	142,927	208,951	-	351,878
Total Operating Expenses	<u>537,211</u>	<u>448,858</u>	<u>-</u>	<u>986,069</u>
Operating Income (Loss)	<u>(38,084)</u>	<u>(5,235)</u>	<u>-</u>	<u>(43,319)</u>
Nonoperating Revenues (Expenses)				
Interest on investments	27,970	18,274	280	46,524
Other income	1,160	7,262	-	8,422
Interest expense	(56,079)	(40,002)	-	(96,081)
Total Nonoperating Revenues (Expenses)	<u>(26,949)</u>	<u>(14,466)</u>	<u>280</u>	<u>(41,135)</u>
Loss Before Contributions and Transfers	(65,033)	(19,701)	280	(84,454)
Capital Contributions	1,300,905	613,961	-	1,914,866
Transfers In	-	-	65,000	65,000
Transfers Out	<u>(249,386)</u>	<u>(262,786)</u>	<u>-</u>	<u>(512,172)</u>
Change in Net Position	986,486	331,474	65,280	1,383,240
Net Position, January 1	<u>4,815,198</u>	<u>6,268,513</u>	<u>-</u>	<u>11,083,711</u>
Net Position, December 31	<u>\$ 5,801,684</u>	<u>\$ 6,599,987</u>	<u>\$ 65,280</u>	<u>\$ 12,466,951</u>

The notes to the financial statements are an integral part of this statement.

City of Corcoran, Minnesota
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2022

	Business-type Activities - Enterprise Funds			Totals
	Water	Sewer	Nonmajor Storm	
Cash Flows from Operating Activities				
Receipts from customers and users	\$ 565,602	\$ 530,638	\$ -	\$ 1,096,240
Payments to suppliers	(79,834)	(49,044)	-	(128,878)
Net Cash Provided (Used) by Operating Activities	<u>485,768</u>	<u>481,594</u>	<u>-</u>	<u>967,362</u>
Cash Flows from Noncapital Financing Activities				
Transfers in	-	-	65,000	65,000
Transfers out	(249,386)	(262,786)	-	(512,172)
Net Cash Used by Noncapital Financing Activities	<u>(249,386)</u>	<u>(262,786)</u>	<u>65,000</u>	<u>(447,172)</u>
Cash Flows from Capital and Related Financing Activities				
Connection fees received	1,501,082	613,219	-	2,114,301
Principal paid on notes payable	(40,624)	-	-	(40,624)
Special assessments received	50,052	12,513	-	62,565
Acquisition of capital assets	(821,468)	-	-	(821,468)
Principal paid on bonds	(169,700)	(80,300)	-	(250,000)
Interest and other paid on bonds	(65,637)	(41,544)	-	(107,181)
Net Cash Provided by Capital and Related Financing Activities	<u>453,705</u>	<u>503,888</u>	<u>-</u>	<u>957,593</u>
Cash Flows from Investing Activities				
Interest received on investments	27,970	18,274	280	46,524
Net Increase (Decrease) in Cash and Cash Equivalents	718,057	740,970	65,280	1,524,307
Cash and Cash Equivalents, January 1	<u>3,432,211</u>	<u>2,031,865</u>	<u>-</u>	<u>5,464,076</u>
Cash and Cash Equivalents, December 31	<u>\$ 4,150,268</u>	<u>\$ 2,772,835</u>	<u>\$ 65,280</u>	<u>\$ 6,988,383</u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities				
Operating Income	\$ (38,084)	\$ (5,235)	\$ -	\$ (43,319)
Adjustments to reconcile operating loss to net cash provided (used) by operating activities				
Other income related to operations	1,160	7,262	-	8,422
Depreciation	142,927	208,951	-	351,878
(Increase) decrease in assets				
Accounts receivable	69,202	80,725	-	149,927
Special assessments receivable	(4,512)	(1,128)	-	(5,640)
Due from other governments	625	156	-	781
Prepaid items	707	(5,438)	-	(4,731)
Increase (decrease) in liabilities				
Accounts payable	14,266	484	-	14,750
Due to other governments	299,477	195,817	-	495,294
Net Cash Provided (Used) By Operating Activities	<u>\$ 485,768</u>	<u>\$ 481,594</u>	<u>\$ -</u>	<u>\$ 967,362</u>
Noncash Capital and Related Financing Activities				
Acquisition of capital assets on account	\$ 283,677	\$ -	\$ -	\$ 283,677
Amortization of bond premium	<u>\$ 7,436</u>	<u>\$ 539</u>	<u>\$ -</u>	<u>\$ 7,975</u>

The notes to the financial statements are an integral part of this statement.

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City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The City of Corcoran, Minnesota (the City), operates under a Home Rule Charter form of government. The charter provides for citizen input for initiative, referendum, and recall. Under this plan, the government of the City is directed by a City Council composed of an elected Mayor and four elected City Council members. The City Council exercises legislative authority and determines all matters of policy. The City Council appoints personnel responsible for the proper administration of all affairs relating to the City. The City has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide the specific benefits to or impose specific financial burdens on the primary government.

Blended component units, although legally separate entities, are in substance, part of the City's operations and so data from these units are combined with data of the primary government. The City has the following component unit:

Blended Component Unit

The Economic Development Authority (the EDA) of the City was created pursuant to Minnesota statutes 469.090 through 469.108 to carry out economic and industrial development and redevelopment consistent with policies established by the City Council. The EDA may not exercise any of the powers enumerated by the authorizing statutes without prior approval of the Board of Commissioners. The activity of the EDA is blended and reported as a Debt Service fund due to the financial benefit/burden relationship. The EDA has no activity during the year. Separate financial statements are not issued for this component unit.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlement and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

The City reports the following major governmental funds:

The *General fund* is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund.

The *Debt Service fund* accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds.

The *Pavement Management fund* accounts for the accumulation of resources and payments made for future street improvement and pavement management capital outlay.

The *Park Capital fund* accounts for resources to be used in ongoing park improvement related projects

The City reports the following major proprietary funds:

The *Water fund* accounts for costs associated with the City's water system and ensures that user charges are sufficient to pay for those costs.

The *Sewer fund* accounts for the costs associated with the City's sewer system and ensures that user charges are sufficient to pay for those costs.

The *Stormwater fund* accounts for the costs associated with the City's storm system and ensures that user charges are sufficient to pay for those costs.

As a general rule the effect of interfund activity has been eliminated from government-wide financial statements. Exceptions to this general rule are charges between the City's water and sewer functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. The proprietary funds' portion in the government-wide cash and temporary investments pool is considered to be cash and cash equivalents for purposes of the statements of cash flows.

Cash balances from all funds are pooled and invested, to the extent available, in certificates of deposit and other authorized investments. Earnings from such investments are allocated on the basis of applicable participation by each of the funds.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

The City may also invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.
2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.
3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.
4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.
5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.
6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.
7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies and maturing in 270 days or less.
8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.
9. Guaranteed Investment Contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

The City's investment policy limits the term of investments to be less than five years. All other policy provisions are limited to Minnesota statutes.

The broker money market investment pool operates in accordance with appropriate State laws and regulations. The reported value of the pool is the same as the fair value of the pool share.

The City has the following recurring fair value measurements as of December 31, 2022:

- Negotiable Certificates of Deposit of \$1,911,550 are valued using a matrix pricing model (Level 2 inputs)

The Minnesota Municipal Money Market Fund is regulated by Minnesota statutes and the Board of Directors of the League of Minnesota Cities and is an external investment pool not registered with the Securities Exchange Commission (SEC) that follows the regulatory rules of the SEC. In accordance with GASB Statement No. 79, the City's investment in this pool is valued at amortized cost, which approximates fair value. There are no restrictions or limitations on withdrawals from the 4M Liquid Asset Fund. Investments in the 4M Plus must be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period will be subject to a penalty equal to seven days interest on the amount withdrawn. Seven days' notice of redemption is required for withdrawals of investments in the 4M Term Series withdrawn prior to the maturity date of that series. A penalty could be assessed as necessary to recoup the Series for any charges, losses, and other costs attributable to the early redemption. Financial statements of the 4M Fund can be obtained by contracting RBC Global Management at 100 South Fifth Street, Suite 2300, Minneapolis, MN 55402-1240.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

Property Taxes

The City Council annually adopts a tax levy in December and certifies it to the County for collection in the following year. The County is responsible for collecting all property taxes for the City. These taxes attach an enforceable lien on taxable property within the City on January 1 and are payable by the property owners in two installments. The taxes are collected by the County Treasurer and tax settlements are made to the City during January, July, and December each year.

Delinquent taxes receivable includes the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred inflow of resources for taxes not received within 60 days after year end in the governmental financial statements.

Accounts Receivable

Accounts receivable include amounts billed for services provided before year end. Amounts outstanding at year end are considered fully collectible.

Special Assessments

Special assessments represent the financing for public improvements paid for by benefiting property owners. These assessments are recorded as receivable upon certification to the County. Special assessments are recognized as revenue when they are received in cash or within 60 days after year end. All governmental special assessments receivable is offset by a deferred inflow of resources in the fund financial statements.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are, reported in the governmental activity's column in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of five years. The City reports infrastructure assets on a network and subsystem basis. Accordingly, the amounts spent for the construction or acquisition on infrastructure assets are capitalized and reported in the government-wide financial statements.

In the case of the initial capitalization of general infrastructure assets (i.e., those reported by governmental activities) the City chose to include all such items regardless of their acquisition date or amount. The City was able to estimate the historical cost for the initial reporting of these assets through back trending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year). As the City constructs or acquires additional capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations, the City values these capital assets at the acquisition value of the item at the date of its donation.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

Property, plant, and equipment of the City are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Useful Lives in Years</u>
Buildings and Improvements	7 - 40
Infrastructure	15 - 50
Equipment and Machinery	5 - 60
Vehicles	3 - 50
Roads and Highways	20 - 40
Land Improvements	5 - 30

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has only one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statement of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

Furthermore, the City has additional items which qualify for reporting in this category on the statement of net position. The items, deferred pension resources are reported only in the statement of net position and results from actuarial calculations involving net differences between projected and actual earnings on plan investments and changes in proportions.

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation, which is paid to the employee upon separation. A portion of unused sick leave may also be paid upon separation from City service. In governmental fund types of the cost of these benefits are recognized when payments are made to the employees. The General fund is typically used to liquidate governmental compensated absences payable.

Postemployment Benefits Other than Pensions

Under Minnesota statute 471.61, subdivision 2b., public employers must allow retirees and their dependents to continue coverage indefinitely in an employer-sponsored health care plan, under the following conditions: 1) Retirees must be receiving (or eligible to receive) an annuity from a Minnesota public pension plan, 2) Coverage must continue in group plan until age 65, and retirees must pay no more than the group premium, and 3) Retirees may obtain dependent coverage immediately before retirement. All premiums are funded on a pay-as-you-go basis. The liability was actuarially determined, in accordance with GASB Statement 75, on January 1, 2021. The General fund is typically used to liquidate governmental another postemployment benefits payable.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is typically used to liquidate the governmental net pension liability.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 1: Summary of Significant Accounting Policies (Continued)

The total pension expense for the General Employee Plan (GERP), Police and Fire Plan (PEPFP) is as follows:

	Public Employees Retirement Association of Minnesota (PERA)		Total All Plans
	GERP	PEPFP	
City's proportionate share	\$320,933	\$ 369,188	\$ 690,121
Proportionate share of State's contribution	6,640	27,099	33,739
 Total Pension Expense	 \$327,573	 \$396,287	 \$723,860

Long-term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. The recognition of bond premiums and discounts are amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as an expense in the period incurred.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has only one type of item, which arises only under a modified accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from three sources: taxes, special assessments, and intergovernmental. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Furthermore, the City has additional items which qualify for reporting in this category on the statement of net position. The items, deferred pension resources are reported only in the statement of net position and results from actuarial calculations involving net differences between projected and actual earnings on plan investments and changes in proportions.

Note 1: Summary of Significant Accounting Policies (Continued)

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as due from other funds.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the City Council, which is the City's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the City Council modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the City Council itself or by an official to which the governing body delegates the authority. The City Council has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the City Administrator.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The City considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The City has formally adopted a fund balance policy for the General fund. The City's policy is to maintain a minimum unrestricted fund balance of 35 percent of budgeted operating expenditures for cash-flow timing needs.

Net Position

In the government-wide financial statements, net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

- a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by any outstanding debt attributable to acquire capital assets.
- b. Restricted net position- Consist of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.
- c. Unrestricted net position- All other net position balances that do not meet the definition of "restricted" or "net investment in capital assets"

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Comparative Data/Reclassification

The City combined funds presented in the prior year (Asphalt Maintenance, Pulte Encore, Appaloosa Woods, Corcoran Trail East/West, Bridge Project, City Center Drive, CSAH 101 and 105 Avenue, and Park Trail Improvements) to one fund titled Pavement Management in the current fiscal year. The result is no difference in total governmental fund balances from the prior year.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 2: Stewardship, Compliance and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General fund. All annual appropriations lapse at fiscal year-end. The City does not use encumbrance accounting.

In July of each year, all departments of the City submit requests for appropriations to the City Administrator so that a budget may be prepared. Before September 30th, the proposed budget is presented to the City Council for review. The City Council holds public hearings, and a final budget is prepared and adopted in December.

The appropriated budget is prepared by fund, function, and department. The City's department heads, with the approval of the City Council, may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the department level. The budget was not amended during the year.

B. Deficit Fund Equity

For the year ended December 31, 2022, the following funds were in deficit:

Fund	Amount
Nonmajor	
Police Donation	\$ 2,467

The deficit fund equity noted above is expected to be eliminated with future charges for services.

Note 3: Detailed Notes on All Funds

A. Deposits and Investments

Deposits

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the City's deposits and investments may not be returned or the City will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the City Council, the City maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all City deposits be protected by insurance, surety bond or collateral. The fair value of collateral pledged must equal 110 percent of the deposits not covered by insurance or bonds, with the exception of irrevocable standby letters of credit issued by Federal Home Loan Banks as this type of collateral only requires collateral pledged equal to 100 percent of the deposits not covered by insurance or bonds.

Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds.
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity.
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity.
- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the City.

At year end, the City's carrying amount of deposits was \$6,970,974 and the bank balance was \$7,652,715. A portion of the bank balance was covered by federal depository insurance. The remaining balance was covered by collateral held by the pledging financial institution's trust department in the City's name.

Investments

As of December 31, 2022, the City had the following investments that are insured or registered, or securities held by the City or its agent in the City's name.

Types of Investments	Credit Quality/ Ratings (1)	Segmented Time Distribution (2)	Amount	Fair Value Measurement Using		
				Level 1	Level 2	Level 3
Pooled Investments at Amortized Costs						
Money Market Mutual funds	N/A	Less than 1 year	\$ 590,387	\$ -	\$ -	\$ -
4M Money Market Accounts	N/A	Less than 1 year	11,827,307	-	-	-
Non-pooled Investments at Fair Value						
Brokered Certificates of Deposit	N/A	Less than 1 year	1,911,550	-	1,911,550	-
				-	-	-
Total Investments			<u>\$ 14,329,244</u>	<u>\$ -</u>	<u>\$ 1,911,550</u>	<u>\$ -</u>

1. Ratings are provided by various credit rating agencies where applicable to indicate associated credit risk.
 2. Interest rate risk is disclosed using the segmented time distribution method.
- N/A Indicated not applicable or unavailable.

The investments of the City are subject to the following risks:

- **Credit Risk.** Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings are provided by various credit rating agencies and where applicable, indicate associated credit risk. Minnesota statutes limit the City's investments to the list on page 48 of the notes.
- **Custodial Credit Risk.** The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The City's investment policy does not address custodial credit risk but typically limits its exposure by purchasing insured or registered investments.
- **Concentration of Credit Risk.** The concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City places no limit on the amount that may be invested in any one issuer.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

- *Interest Rate Risk.* The interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting the maturity of its investment portfolio to less than five years.

Cash and Investments Summary

A reconciliation of cash and temporary investments as reported on the statement of net position follows:

Carrying Amount of Deposits	\$ 6,970,974
Investments	<u>14,329,244</u>
Total	<u><u>\$ 21,300,218</u></u>
Cash and Temporary Investments Statement of Net Position	<u><u>\$ 21,300,218</u></u>

B. Capital Assets

Capital asset activity for the year ended December 31, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets not Being Depreciated				
Land	\$ 3,321,427	\$ -	\$ (28,600)	\$ 3,292,827
Construction in progress	<u>3,628,916</u>	<u>1,244,385</u>	<u>(1,494,372)</u>	<u>3,378,929</u>
Total Capital Assets not Being Depreciated	<u>6,950,343</u>	<u>1,244,385</u>	<u>(1,522,972)</u>	<u>6,671,756</u>
Capital Assets Being Depreciated				
Buildings	5,978,382	38,180	-	6,016,562
Equipment	5,189,596	1,073,490	(9,164)	6,253,922
Infrastructure	<u>6,197,370</u>	<u>1,494,372</u>	<u>-</u>	<u>7,691,742</u>
Total Capital Assets Being Depreciated	<u>17,365,348</u>	<u>2,606,042</u>	<u>(9,164)</u>	<u>19,962,226</u>
Less Accumulated Depreciation				
Buildings	(2,334,420)	(207,993)	-	(2,542,413)
Equipment	(3,400,378)	(489,226)	9,164	(3,880,440)
Infrastructure	<u>(1,244,172)</u>	<u>(206,879)</u>	<u>-</u>	<u>(1,451,051)</u>
Total Accumulated Depreciation	<u>(6,978,970)</u>	<u>(904,098)</u>	<u>9,164</u>	<u>(7,873,904)</u>
Total Capital Assets Being Depreciated, Net	<u>10,386,378</u>	<u>1,701,944</u>	<u>-</u>	<u>12,088,322</u>
Governmental Activities Capital Assets, Net	<u><u>\$ 17,336,721</u></u>	<u><u>\$ 2,946,329</u></u>	<u><u>\$ (1,522,972)</u></u>	<u><u>\$ 18,760,078</u></u>

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities				
Capital Assets not Being Depreciated				
Land	\$ 492,784	\$ -	\$ -	\$ 492,784
Construction in progress	-	1,105,145	(291,722)	813,423
Total Capital Assets not Being Depreciated	492,784	1,105,145	(291,722)	1,306,207
Capital Assets Being Depreciated				
Infrastructure	10,440,964	291,722	-	10,732,686
Machinery and Equipment	57,700	-	-	57,700
Total capital assets being depreciated	10,498,664	291,722	-	10,790,386
Less Accumulated Depreciation				
Infrastructure	(1,566,757)	(348,032)	-	(1,914,789)
Machinery and Equipment	(7,693)	(3,846)	-	(11,539)
Total accumulated depreciation	(1,574,450)	(351,878)	-	(1,926,328)
Total Capital Assets Being Depreciated, Net	8,924,214	(60,156)	-	8,864,058
Business-type Activities Capital Assets, Net	<u>\$ 9,416,998</u>	<u>\$ 1,044,989</u>	<u>\$ (291,722)</u>	<u>\$ 10,170,265</u>

Depreciation expense was charged to functions/programs of the City as follows:

Governmental Activities		
General government		\$ 55,272
Public safety		143,155
Public works		679,931
Culture and recreation		25,740
Total Depreciation Expense - Governmental Activities		<u>\$ 904,098</u>
Business-type Activities		
Water		\$ 142,927
Sewer		208,951

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

Construction Commitments

The City has three active construction projects as of December 31, 2022. At year end, the City's commitments with the contractors are as follows:

Project	Spent to Date	Remaining Commitment
66th Avenue/Gleason Parkway Improvements	<u>\$ 2,042,103</u>	<u>\$ 31,652</u>

C. Interfund Balances and Transfers

Interfund Transfers

The composition of interfund transfers as of December 31, 2022 is as follows:

Fund	Transfers In					Total
	General	Debt Service	Pavement Management	Stormwater	Nonmajor Governmental	
Transfers Out						
General	\$ -	\$ -	\$ 65,217	\$ 65,000	\$ 1,068,132	\$ 1,198,349
Water	224,546	24,840	-	-	-	249,386
Sewer	224,546	38,240	-	-	-	262,786
Nonmajor Governmental	-	-	-	-	4,575	4,575
Total	<u>\$ 449,092</u>	<u>\$ 63,080</u>	<u>\$ 65,217</u>	<u>\$ 65,000</u>	<u>\$ 1,072,707</u>	<u>\$ 1,715,096</u>

The City annually budgets transfers for specific purposes. Annual transfers include transfers designated as a percentage of annual revenues, transfers made to cover funds annual operations, transfers made as part of capital improvement plans, transfers are made for debt service payments and other transfers made to fund future capital projects.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

D. Long-term Debt

General Obligation Bonds (G.O. Bonds)

The City issued G.O. bonds in governmental activities for equipment purchases and the construction of the new public works facility. Both will be repaid with tax levy. Each year the tax levy equals 105 percent of the amount required for debt service. The excess of 5 percent is to cover any delinquencies in tax payments.

G.O. bonds are direct obligations and pledge the full faith and credit of the City. Bonds currently outstanding are as follows:

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Equipment Certificate of 2016A	\$ 290,000	2.00 - 3.00 %	05/01/16	05/01/26	\$ 140,000
G.O. Improvement Bonds Series 2016A	2,625,000	2.00 - 2.40	05/01/16	05/01/32	1,505,000
G.O. Equipment Certificate of 2018A	600,000	3.00 - 3.125	05/31/18	02/01/34	415,000
G.O. Bonds Series 2018A	1,235,000	3.00 - 3.125	05/31/18	02/01/34	1,030,000
G.O. Equipment Certificate of 2020A	805,000	1.60 - 2.35	07/01/20	02/01/30	725,000
G.O. Capital Improvement Bonds Series 2020B	3,365,000	1.20 - 2.00	11/05/20	02/01/38	3,220,000
G.O. Equipment Certificate of 2023A	1,800,000	3.12 - 4.00	06/02/22	02/01/32	<u>1,800,000</u>
Total General Obligation Bonds					<u>\$ 8,835,000</u>

Annual debt service requirements to maturity for general obligation bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2023	\$ 655,000	\$ 215,934	\$ 870,934
2024	835,000	186,833	1,021,833
2025	860,000	165,008	1,025,008
2026	885,000	142,483	1,027,483
2027	865,000	119,733	984,733
2028-2032	3,175,000	321,106	3,496,106
2033-2037	1,315,000	68,520	1,383,520
2038	245,000	1,958	246,958
Total	<u>\$ 8,835,000</u>	<u>\$ 1,221,575</u>	<u>\$ 10,056,575</u>

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

G.O. Revenue Bonds

The following bonds were issued to finance capital improvements, and finance acquisition and construction of capital facilities. They will be repaid from future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City.

G.O. revenue bonds currently outstanding are as follows:

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Utility Revenue Bonds, Series 2014B	\$ 3,130,000	2.00 - 3.625 %	08/01/14	02/01/35	\$ 2,215,000
G.O. Utility Revenue Bonds, Series 2020A	1,145,000	1.60 - 2.35	07/01/20	02/01/31	1,040,000
Total General Obligation Revenue Bonds					<u>\$ 3,255,000</u>

Annual debt service requirements to maturity for G.O. revenue bonds are as follows:

Year Ending December 31,	Business-Type Activities		
	Principal	Interest	Total
2023	\$ 250,000	\$ 89,675	\$ 339,675
2024	265,000	83,025	348,025
2025	270,000	76,100	346,100
2026	280,000	68,975	348,975
2027	280,000	61,725	341,725
2028-2032	1,355,000	192,509	1,547,509
2033-2035	555,000	30,541	585,541
Total	<u>\$ 3,255,000</u>	<u>\$ 602,550</u>	<u>\$ 3,857,550</u>

Annual revenue from operations, principal and interest payments on bonds, and the percentage of revenues required to cover principal and interest are as follows:

	Water	Sewer
Net Operating Revenues	\$ 499,127	\$ 443,623
Principal and Interest	235,337	121,844
Percentage of Revenues	212.1%	364.1%

Notes Payable

The City has the following notes payable outstanding for water connection charges.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
Maple Grove - WAC	\$ 300,000	5.50 %	01/01/14	12/20/27	\$ 170,538
Maple Grove - WAC	117,790	0.0	02/16/16	01/01/27	58,895
Total Notes Payable					<u>\$ 229,433</u>

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

Annual debt service requirements to maturity for notes outstanding are as follows:

Year Ending December 31,	Business-Type Activities		
	Principal	Interest	Total
2023	\$ 42,232	\$ 8,951	\$ 51,183
2024	43,931	7,252	51,183
2025	45,723	5,460	51,183
2026	47,617	3,566	51,183
2027	49,930	1,253	51,183
Total	<u>\$ 229,433</u>	<u>\$ 26,482</u>	<u>\$ 255,915</u>

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2022 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
G.O. bonds payable	\$ 7,655,000	\$ 1,800,000	\$ (620,000)	\$ 8,835,000	\$ 655,000
Unamortized premium on bonds	183,253	73,100	(25,285)	231,068	-
Total Bonds Payable	7,838,253	1,873,100	(645,285)	9,066,068	655,000
Compensated Absences Payable	309,950	249,296	(206,530)	352,716	155,195
Governmental Activity Long-term Liabilities	<u>\$ 8,148,203</u>	<u>\$ 2,122,396</u>	<u>\$ (851,815)</u>	<u>\$ 9,418,784</u>	<u>\$ 810,195</u>
Business-type Activities					
Bonds Payable					
Revenue bonds payable	\$ 3,505,000	\$ -	\$ (250,000)	\$ 3,255,000	\$ 250,000
Unamortized premium on bonds	84,633	-	(7,975)	76,658	-
Total Bonds Payable	3,589,633	-	(257,975)	3,331,658	250,000
Notes Payable	270,057	-	(40,624)	229,433	42,232
Business-type Activity Long-term Liabilities	<u>\$ 3,859,690</u>	<u>\$ -</u>	<u>\$ (298,599)</u>	<u>\$ 3,561,091</u>	<u>\$ 292,232</u>

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 3: Detailed Notes on All Funds (Continued)

E. Components of Fund Balance

At December 31, 2022, portions of the City's fund balance are not available for appropriation due to not being in spendable form (Nonspendable), legal restrictions (Restricted), City Council action (Committed), policy and/or intent (Assigned). The following is a summary of the components of fund balance:

	General	Debt Service	Pavement Management	Park Capital	Nonmajor Governmental Funds	Total
Nonspendable						
Prepaid items	\$ 4,012	\$ -	\$ -	\$ -	\$ -	\$ 4,012
Restricted for						
Debt service	\$ -	\$ 47,296	\$ -	\$ -	\$ -	\$ 47,296
Capital outlay	-	-	-	-	2,240,084	2,240,084
Park dedication fees	-	-	-	3,186,226	-	3,186,226
Lawful gambling	-	-	-	-	230,393	230,393
Police expenditures	-	-	-	-	12,674	12,674
Total Restricted	\$ -	\$ 47,296	\$ -	\$ 3,186,226	\$ 2,483,151	\$ 5,716,673
Committed to						
Emergency sirens	\$ -	\$ -	\$ -	\$ -	\$ 39,239	\$ 39,239
Police expenditures	-	-	-	-	26,465	26,465
Truck safety	-	-	-	-	5,212	5,212
Total Committed	\$ -	\$ -	\$ -	\$ -	\$ 70,916	\$ 70,916
Assigned to						
Long range capital planning	\$ -	\$ -	\$ -	\$ -	\$ 471,015	\$ 471,015
Capital outlay	-	-	357,362	159,428	49,541	566,331
Total Assigned	\$ -	\$ -	\$ 357,362	\$ 159,428	\$ 520,556	\$ 1,037,346

Note 4: Defined Benefit Pension Plans - Statewide

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota statutes*, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan

All full-time and certain part-time employees of the City are covered by the General Employees Plan. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

Public Employees Police and Fire Plan

The Police and Fire Plan, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the Police and Fire Plan also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

Note 4: Defined Benefit Pension Plans – Statewide (Continued)

B. Benefits Provided

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state Legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

General Employee Plan Benefits

General Employees Plan benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent of average salary for each of the first 10 years of service and 1.7 percent of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for average salary for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

Police and Fire Plan Benefits

Benefits for Police and Fire Plan members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for Police and Fire Plan members first hired after June 30, 2014, vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3.0 percent of average salary for each year of service. For Police and Fire Plan members who were first hired prior to July 1, 1989, a full annuity is available when age plus years of service equal at least 90.

Benefit increases are provided to benefit recipients each January. The postretirement increase is fixed at 1 percent. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2019 and the City was required to contribute 7.50 percent for Coordinated Plan members. The City's contributions to the General Employees Fund for the year ending December 31, 2022, 2021 and 2020 were \$110,142, \$97,494 and \$79,572, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 4: Defined Benefit Pension Plans – Statewide (Continued)

Police and Fire Fund Contributions

Police and Fire Plan members were required to contribute 11.80 percent of their annual covered salary in fiscal year 2021 and the City was required to contribute 17.70 percent for Police and Fire Plan members. The City's contributions to the Police and Fire Fund for the years ending December 31, 2022, 2021 and 2020 were \$175,464, \$137,660 and \$133,277, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

D. Pension Costs

General Employees Fund Pension Costs

On December 31, 2022, the City reported a liability of \$1,520,646 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled \$44,439. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022 relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0192 percent which was an increase of 0.0033 percent from its proportion measured as of June 30, 2021.

City's Proportionate Share of the Net Pension Liability	\$ 1,520,646
State of Minnesota's Proportionate Share of the Net Pension Liability Associated with the City	44,439
	44,439
Total	\$ 1,565,085

For the year ended December 31, 2022, the City recognized pension expense of \$320,933 or its proportionate share of General Employees Plan's pension expense. In addition, the City recognized \$6,640 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

At December 31, 2022, the City reported its proportionate share of the General Employees Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ 12,702	\$ 13,362
Changes in Actuarial Assumptions	286,786	4,735
Net Difference Between Projected and Actual Earnings on Plan Investments	112,680	-
Changes in Proportion	110,163	-
Contributions Paid to PERA Subsequent to the Measurement Date	57,539	-
	57,539	-
Total	\$ 579,870	\$ 18,097

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The \$57,539 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2023	\$	208,462
2024		173,423
2025		(15,171)
2026		137,520

Police and Fire Fund Pension Costs

At December 31, 2022, the City reported a liability of \$3,198,430 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2022, the City's proportionate share was 0.0735 percent which was an increase of 0.0147 percent from its proportionate share measured as of June 30, 2021.

The State of Minnesota contributed \$18 million to the Police and Fire Fund in the plan fiscal year ended June 30, 2021. The contribution consisted of \$9 million in direct state aid that does meet the definition of a special funding situation and \$9 million in supplemental state aid that does not meet the definition of a special funding situation. The \$9 million direct state was paid on October 1, 2020. Thereafter, by October 1 of each year, the state will pay \$9 million to the Police and Fire Fund until full funding is reached or July 1, 2048, whichever is earlier. The \$9 million in supplemental state aid will continue until the fund is 90 percent funded, or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90 percent funded, whichever occurs later. Strong asset returns for the fiscal year ended 2021 will accelerate the phasing out of these state contributions, although we do not anticipate them to be phased out during the fiscal year ending 2022.

The State of Minnesota is included as a non-employer contributing entity in the Police and Fire Retirement Plan Schedule of Employer Allocations and Schedule of Pension Amounts by Employer, Current Reporting Period Only (pension allocation schedules) for the \$9 million in direct state aid. Police and Fire Plan employers need to recognize their proportionate share of the State of Minnesota's pension expense (and grant revenue) under GASB 68 special funding situation accounting and financial reporting requirements. For the year ended December 31, 2022, the City recognized pension expense of \$369,188 for its proportionate share of the Police and Fire Plan's pension expense. In addition, the City recognized an additional \$27,099 as pension expense (grant revenue) for its proportionate share of the State of Minnesota's contribution of \$9 million to the Police and Fire Fund.

The State of Minnesota is not included as a non-employer contributing entity in the Police and Fire Pension Plan pension allocation schedules for the \$9 million in supplemental state aid. The City recognized \$6,615 for the year ended December 31, 2020, as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

At December 31, 2022, the City reported its proportionate share of Police and Fire Plan's deferred outflows of resources and deferred inflows of resources, related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ 181,890	\$ 3,735
Changes in Actuarial Assumptions	1,759,559	29,438
Net Difference Between Projected and Actual Earnings on Plan Investments	214,900	-
Changes in Proportion	107,289	68,731
Contributions Paid to PERA Subsequent to the Measurement Date	95,433	-
Total	\$ 2,359,071	\$ 101,904

The \$95,433 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2023	\$ 438,425
2024	432,406
2025	383,122
2026	641,665
2027	266,116

E. Long-term Expected Return on Investments

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness return on a regular basis of the long-term expected rate of using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Equity	33.5 %	5.10 %
International Equity	16.5	5.30
Fixed Income	25.0	0.75
Private Markets	25.0	5.90
Total	100.00 %	

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

F. Actuarial Assumptions

The total pension liability in the June 30, 2022 actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.5 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.5 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 27 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. Mortality rates for the Police and Fire Plan is based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions used in the June 30, 2022 valuation was based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2021, actuarial valuation.

The following changes in actuarial assumptions occurred in 2022:

General Employees Fund

Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

Police and Fire Fund

Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.
- The single discount rate changed from 6.50 percent to 5.40 percent.

Changes in Plan Provisions:

- There have been no changes since the prior valuation.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

G. Discount Rate

The discount rate used to measure the total pension liability in 2022 was 6.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund and the Police and Fire Fund were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

In the Police and Fire Fund, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members through June 30, 2060. Beginning in the fiscal year ended June 30, 2061 for the Police and Fire Fund, projected benefit payments exceed the funds' projected fiduciary net position. Benefit payments projected after were discounted at the municipal bond rate of 3.69 percent (based on the weekly rate closest to but not later than the measurement date of the Fidelity "20-Year Municipal GO AA Index"). The resulting equivalent single discount rate of 5.40 percent for the Police and Fire Fund was determined to give approximately the same present value of projected benefits when applied to all years projected benefits as the present value of projected benefits using 6.50 percent applied to all years of projected benefits through the point of asset depletion and 3.69 percent thereafter.

H. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	1 Percent Decrease (5.50%)	Current (6.50%)	1 Percent Increase (7.50%)
General Employees Fund	\$ 2,401,941	\$ 1,520,646	\$ 797,849
Police and Fire Fund	4,840,413	3,198,430	1,870,984

I. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 5: Postemployment Benefits Other Than Pensions

A. Plan Description

The City's defined benefit healthcare plan ("the Retiree Health Plan") provides healthcare insurance for eligible retirees and their spouses. The Retiree Health Plan is affiliated with the healthcare plan administered through LOGIS, an agent multiple-employer postemployment healthcare plan. LOGIS is a consortium of Minnesota local government units controlled by its members. LOGIS' Board of Directors is composed of one representative from each agency. LOGIS issues a publicly available financial report that includes financial statements and required supplementary information for the health plan. That report may be obtained by writing to LOGIS, 5750 Duluth Street, Golden Valley, MN 55422, or by calling (763) 543-2600.

Inactive Plan Members or Beneficiaries Currently Receiving Benefit Payments	1
Active Plan Members	23
Total Plan Members	24

B. Funding Policy

The contribution requirements of plan members and the City are established and may be amended by LOGIS' Board of Directors. For the year ended December 31, 2022, the City's average contribution rate was 0.90 percent of covered-employee payroll. For the year 2022, the City's implicit contributions to the plan totaled \$23,375.

C. Actuarial Methods and Assumptions

The City's total OPEB liability of \$350,374 was measured as of December 31, 2022, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of January 1, 2020. Roll forward procedures were used to roll forward the total OPEB liability to the measurement date.

The total OPEB liability in the January 1, 2020, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	4.05%	
20-Year Municipal Bond Yield	4.05%	
Inflation Rate	2.50%	
Salary Increases	N/A	
Medical Trend Rate	6.20% in 2022 decreasing 0.30% per year to an ultimate rate of 3.9%	

The discount rate used to measure the total OPEB liability was 3.40 percent. Assets were projected using expected benefit payments and expected asset returns. Expected benefit payments by year were discounted using the expected asset return assumption for years in which the assets were sufficient to pay all benefit payments. Any remaining benefit payments after the trust fund is exhausted are discounted at the 20-year municipal bond rate.

Mortality rates were based on the RP-2014 White Collar Mortality Tables with MP-2015 Generational Improvement Scale.

The actuarial assumptions used in the December 31, 2022 valuation was based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information as well as for consistency with the other economic assumptions.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 5: Postemployment Benefits other than Pensions (Continued)

D. Changes in the Total OPEB Liability

	Total OPEB Liability (a)
Balances at December 31, 2021	\$ 391,609
Changes for the Year:	
Service cost	25,166
Interest	8,344
Differences between expected and actual experience	-
Changes in assumptions or other inputs	(51,370)
Benefit payments	(23,375)
Net Changes	(41,235)
Balances at December 31, 2022	\$ 350,374

E. Sensitivity of the Total OPEB Liability

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (1.06 percent) or 1-percentage-point higher (3.06 percent) than the current discount rate:

1 Percent Decrease (3.05%)	Current (4.05%)	1 Percent Increase (5.05%)
\$ 375,246	\$ 350,374	\$ 327,329

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a Healthcare Cost Trend Rates that is 1-percentage point lower (5.75 percent decreasing to 4.00 percent) or 1-percentage-point higher (7.75 percent increasing to 4.90 percent) than the current discount rate:

1 Percent Decrease (5.2% Decreasing 0.30% Per Year)	Healthcare Cost Trend Rates (6.2% Decreasing 0.50% Per Year)	1 Percent Increase (7.2% Decreasing 0.30% Per Year)
\$ 315,915	\$ 350,374	\$ 389,833

F. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2022, the City recognized OPEB expense of \$41,235. At December 31, 2022, there are no deferred outflows of resources or deferred inflows of resources related to OPEB.

City of Corcoran, Minnesota
Notes to the Financial Statements
December 31, 2022

Note 6: Other Information

A. Risk Management

The City is exposed to various risks of loss related to torts; theft of damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the City carries insurance. The City obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT) which is a risk sharing pool with approximately 800 other governmental units. The City pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the City's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred, and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The City's management is not aware of any incurred but not reported claims.

B. Legal Debt Margin

In accordance with Minnesota statutes, the City may not incur or be subject to net debt in excess of three percent of the market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues or tax increments. The City has no outstanding debt subject to the limit.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

City of Corcoran, Minnesota
 Required Supplementary Information
 For the Year Ended December 31, 2022

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/22	0.0192 %	\$ 1,520,646	\$ 44,439	\$ 1,565,085	\$ 1,405,282	108.2 %	76.7 %
06/30/21	0.0159	679,001	20,754	699,755	1,136,701	59.7	87.0
06/30/20	0.0147	881,332	27,082	908,414	1,032,335	85.4	79.0
06/30/19	0.0133	735,327	22,832	758,159	941,564	78.1	80.2
06/30/18	0.0130	721,187	23,786	744,973	876,976	82.2	79.5
06/30/17	0.0111	708,617	8,921	717,538	715,840	99.0	75.9
06/30/16	0.0106	860,667	11,305	871,972	658,533	130.7	68.9
06/30/15	0.0102	528,617	-	528,617	306,733	172.3	78.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - General Employees Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/22	\$ 110,142	\$ 110,142	\$ -	\$ 1,468,560	7.5 %
12/31/21	97,494	97,494	-	1,299,920	7.5
12/31/20	79,572	79,572	-	1,060,960	7.5
12/31/19	74,497	74,497	-	993,293	7.5
12/31/18	68,497	68,497	-	913,292	7.5
12/31/17	59,070	59,070	-	787,600	7.5
12/31/16	52,496	52,496	-	699,947	7.5
12/31/15	46,319	46,319	-	617,587	7.5

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

City of Corcoran, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2022

Notes to the Required Supplementary Information - General Employee Fund

Changes in Actuarial Assumptions

2022 - The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

2021 - The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes. The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 - The price inflation assumption was decreased from 2.50% to 2.25%. The payroll growth assumption was decreased from 3.25% to 3.00%. Assumed salary increase rates were changed as recommended in the June 30, 2019, experience study. The net effect is assumed rates that average 0.25% less than previous rates. Assumed rates of retirement were changed as recommended in the June 30, 2019, experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination were changed as recommended in the June 30, 2019, experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter. Assumed rates of disability were changed as recommended in the June 30, 2019, experience study. The change results in fewer predicted disability retirements for males and females. The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the PUB-2010 General/Teacher disabled annuitant mortality table, with adjustments. The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019. The assumed spouse age difference was changed from two years older for females to one year older. The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

City of Corcoran, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2022

Notes to the Required Supplementary Information - General Employee Fund (Continued)

Changes in Plan Provisions

2022 - There were no changes in plan provisions since the previous valuation.

2021 - There were no changes in plan provisions since the previous valuation.

2020 - Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020, through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 - The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The state's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 - The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Contribution stabilizer provisions were repealed. Postretirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 - The State's contribution for the Minneapolis Employees Retirement Fund equals \$16,000,000 in 2017 and 2018, and \$6,000,000 thereafter. The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from \$21,000,000 to \$31,000,000 in calendar years 2019 to 2031. The state's contribution changed from \$16,000,000 to \$6,000,000 in calendar years 2019 to 2031.

2016 - There were no changes in plan provisions since the previous valuation.

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by \$1.1 billion and increased the fiduciary plan net position by \$892 million. Upon consolidation, state and employer contributions were revised.

City of Corcoran, Minnesota
 Required Supplementary Information (Continued)
 For the Year Ended December 31, 2022

Schedule of Employer's Share of PERA Net Pension Liability - Police and Fire Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll (a/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/22	0.0735 %	\$ 3,198,430	\$ 139,705	\$ 3,338,135	\$ 900,268	355.3 %	70.5 %
06/30/21	0.0588	453,874	20,390	474,264	701,855	64.7	93.7
06/30/20	0.0691	910,812	21,449	932,261	780,391	116.7	87.2
06/30/19	0.0692	736,704	-	736,704	729,156	101.0	89.3
06/30/18	0.0655	698,163	-	698,163	689,830	101.2	88.8
06/30/17	0.0620	837,074	-	837,074	631,383	132.6	85.4
06/30/16	0.0510	2,046,719	-	2,046,719	656,142	311.9	63.9
06/30/15	0.0560	636,291	-	636,291	475,475	133.8	86.6

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - Police and Fire Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/22	\$ 175,464	\$ 175,464	\$ -	\$ 991,320	17.70 %
12/31/21	137,660	137,660	-	777,738	17.70
12/31/20	133,277	133,277	-	752,977	17.70
12/31/19	131,228	131,228	-	774,204	16.95
12/31/18	113,901	113,901	-	703,095	16.20
12/31/17	106,295	106,295	-	656,142	16.20
12/31/16	93,418	93,418	-	576,654	16.20
12/31/15	77,027	77,027	-	475,475	16.20

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

City of Corcoran, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2022

Notes to the Required Supplementary Information - Public Employees Police and Fire Fund

Changes in Actuarial Assumptions

2022 - The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021. The single discount rate changed from 6.50 percent to 5.40 percent.

2021 - The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes. The inflation assumption was changed from 2.50 percent to 2.25 percent. The payroll growth assumption was changed from 3.25 percent to 3.00 percent. The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from MP-2019 to MN-2020. The base mortality table for disabled annuitants was changed from the RP-2014 healthy annuitant mortality table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety disabled annuitant mortality table (with future mortality improvement according to Scale MP-2020). Assumed rates of salary increase were modified as recommended in the July 14, 2020, experience study. The overall impact is a decrease in gross salary increase rates. Assumed rates of retirement were changed as recommended in the July 14, 2020, experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements. Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations. Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities. Assumed percent married for active female members was changed from 60 percent to 70 percent. Minor changes to form of payment assumptions were applied.

2020 - The mortality projection scale was changed from MP-2018 to MP-2019.

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2016 to MP-2017.

2017 - Assumed salary increases were changed as recommended in the June 30, 2016, experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65 percent to 60 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.6 percent to 7.5 percent.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2037 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 5.6 percent. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2037 and 2.5 percent per year thereafter.

City of Corcoran, Minnesota
Required Supplementary Information (Continued)
For the Year Ended December 31, 2022

Notes to the Required Supplementary Information - Public Employees Police and Fire Fund (Continued)

Changes in Plan Provisions

2022 - There were no changes in plan provisions since the previous valuation.

2021 – There were no changes in plan provisions since the previous valuation.

2020 – There were no changes in plan provisions since the previous valuation.

2019 – There were no changes in plan provisions since the previous valuation.

2018 - As set by statute, the assumed post-retirement benefit increase was changed from 1.0 percent per year through 2064 and 2.5 percent per year, thereafter, to 1.0 percent for all years, with no trigger. An end date of July 1, 2048, was added to the existing \$9.0 million state contribution. New annual state aid will equal \$4.5 million in fiscal years 2019 and 2020, and \$9.0 million thereafter until the plan reaches 100 percent funding, or July 1, 2048, if earlier. Member contributions were changed from 10.80 percent to 11.30 percent of pay, effective January 1, 2019, and 11.80 percent of pay, effective January 1, 2020. Employer contributions were changed from 16.20 percent to 16.95 percent of pay, effective January 1, 2019, and 17.70 percent of pay, effective January 1, 2020. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017- Assumed salary increases were changed as recommended in the June 30, 2016, experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The combined service annuity (CSA) load was 30.00 percent for vested and non-vested, deferred members. The CSA has been changed to 33.00 percent for vested members and 2.00 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.00 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65.00 percent to 60.00 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed postretirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.60 percent per annum to 7.50 percent per annum.

2016 – There were no changes in plan provisions since the previous valuation.

2015 - The post-retirement benefit increase to be paid after attainment of the 90 percent funding threshold was changed, from inflation up to 2.5 percent, to a fixed rate of 2.5 percent.

City of Corcoran, Minnesota
 Required Supplementary Information (Continued)
 For the Year Ended December 31, 2022

Schedule of Changes in the City's Total OPEB Liability and Related Ratios

	2021	2021	2020	2019	2018
Total OPEB Liability					
Service cost	\$ 25,166	\$ 25,258	\$ 21,963	\$ 16,254	\$ 16,488
Interest	8,344	8,966	10,358	12,423	10,632
Differences between expected and actual experience	-	(20,208)	1	(29,562)	-
Changes in assumptions	(51,370)	(12,838)	21,220	81,749	(17,796)
Benefit payments	(23,375)	(14,507)	(9,362)	(15,182)	(13,650)
Net Change in Total OPEB Liability	(41,235)	(13,329)	44,180	65,682	(4,326)
Total OPEB Liability - Beginning	391,609	404,938	360,758	295,076	299,402
Total OPEB Liability - Ending	<u>\$ 350,374</u>	<u>\$ 391,609</u>	<u>\$ 404,938</u>	<u>\$ 360,758</u>	<u>\$ 295,076</u>
Covered - Employee Payroll	\$ 2,600,000	\$ 2,300,000	\$ 1,700,000	\$ 1,700,000	\$ 1,300,000
City's total OPEB liability as a percentage of covered employee payroll	13.5 %	17.0 %	23.8 %	21.2 %	22.7 %

COMBINING AND INDIVIDUAL FUND
FINANCIAL STATEMENTS AND SCHEDULES

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

City of Corcoran, Minnesota
 Nonmajor Governmental Funds
 Combining Balance Sheet
 December 31, 2022

	Special Revenue	Capital Projects	Total
Assets			
Cash and temporary investments	\$ 959,857	\$ 3,026,100	\$ 3,985,957
Accounts receivable	2,329	-	2,329
Total Assets	\$ 962,186	\$ 3,026,100	\$ 3,988,286
Liabilities			
Accounts payable	\$ 1,689	\$ 265,460	\$ 267,149
Unearned revenue	648,981	-	648,981
Total Liabilities	650,670	265,460	916,130
Fund Balances			
Restricted	243,067	2,240,084	2,483,151
Committed	70,916	-	70,916
Assigned	-	520,556	520,556
Unassigned	(2,467)	-	(2,467)
Total Fund Balance	311,516	2,760,640	3,072,156
Total Liabilities and Fund Balances	\$ 962,186	\$ 3,026,100	\$ 3,988,286

City of Corcoran, Minnesota
 Nonmajor Governmental Funds
 Combining Statement of Revenues, Expenditures
 and Changes in Fund Balances
 For the Year Ended December 31, 2022

	Special Revenue	Capital Projects	Total
Revenues			
Intergovernmental	\$ 34,033	\$ 10,000	\$ 44,033
Charges for services	30,822	-	30,822
Interest on investments	2,235	21,207	23,442
Miscellaneous	66,411	27,385	93,796
Total Revenues	<u>133,501</u>	<u>58,592</u>	<u>192,093</u>
Expenditures			
Current			
General government	34,033	-	34,033
Public safety	44,085	-	44,085
Capital outlay			
General government	-	104,423	104,423
Public safety	35,930	275,962	311,892
Public works	-	684,208	684,208
Culture and recreation	-	251,668	251,668
Debt service			
Interest and other charges	-	65,220	65,220
Total Expenditures	<u>114,048</u>	<u>1,381,481</u>	<u>1,495,529</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>19,453</u>	<u>(1,322,889)</u>	<u>(1,303,436)</u>
Other Financing Sources (Uses)			
Transfers in	29,293	1,043,414	1,072,707
Bond issued	-	1,755,030	1,755,030
Premium on bonds issued	-	73,100	73,100
Transfers out	(4,575)	-	(4,575)
Sale of capital assets	-	10,708	10,708
Total Other Financing Sources (Uses)	<u>24,718</u>	<u>2,882,252</u>	<u>2,906,970</u>
Net Change in Fund Balances	44,171	1,559,363	1,603,534
Fund Balances, January 1	<u>267,345</u>	<u>1,201,277</u>	<u>1,468,622</u>
Fund Balances, December 31	<u>\$ 311,516</u>	<u>\$ 2,760,640</u>	<u>\$ 3,072,156</u>

City of Corcoran, Minnesota
 Nonmajor Special Revenue Funds
 Combining Balance Sheet
 December 31, 2022

	201 Reserve Donation	202 Police Donation	204 Firearms Safety	205 DWI Forfeiture
Assets				
Cash and temporary investments	\$ 14,398	\$ (778)	\$ 12,067	\$ 9,913
Accounts receivable	-	-	-	-
Total Assets	<u>\$ 14,398</u>	<u>\$ (778)</u>	<u>\$ 12,067</u>	<u>\$ 9,913</u>
Liabilities				
Accounts payable	\$ -	\$ 1,689	\$ -	\$ -
Unearned revenue	-	-	-	-
Total Liabilities	<u>-</u>	<u>1,689</u>	<u>-</u>	<u>-</u>
Fund Balances				
Restricted	-	-	-	9,913
Committed	14,398	-	12,067	-
Unassigned	-	(2,467)	-	-
Total Fund Balances	<u>14,398</u>	<u>(2,467)</u>	<u>12,067</u>	<u>9,913</u>
Total Liabilities and Fund Balances	<u>\$ 14,398</u>	<u>\$ (778)</u>	<u>\$ 12,067</u>	<u>\$ 9,913</u>

206 Drug Forfeiture	207 Truck Safety	208 Lawful Gambling	209 Emergency Sirens	210 ARPA	Total
\$ 2,761	\$ 5,212	\$ 228,064	\$ 39,239	\$ 648,981	\$ 959,857
-	-	2,329	-	-	2,329
<u>\$ 2,761</u>	<u>\$ 5,212</u>	<u>\$ 230,393</u>	<u>\$ 39,239</u>	<u>\$ 648,981</u>	<u>\$ 962,186</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,689
-	-	-	-	648,981	648,981
-	-	-	-	648,981	650,670
2,761	-	230,393	-	-	243,067
-	5,212	-	39,239	-	70,916
-	-	-	-	-	(2,467)
<u>2,761</u>	<u>5,212</u>	<u>230,393</u>	<u>39,239</u>	<u>-</u>	<u>311,516</u>
<u>\$ 2,761</u>	<u>\$ 5,212</u>	<u>\$ 230,393</u>	<u>\$ 39,239</u>	<u>\$ 648,981</u>	<u>\$ 962,186</u>

City of Corcoran, Minnesota
 Nonmajor Special Revenue Funds
 Combining Statement of Revenues, Expenditures and
 Changes in Fund Balances
 For the Year Ended December 31, 2022

	201 Reserve Donation	202 Police Donation	204 Firearms Safety	205 DWI Forfeiture
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Charges for services	9,187	-	435	-
Interest on investments	20	-	52	68
Miscellaneous	-	11,300	8,945	2,750
Total Revenues	<u>9,207</u>	<u>11,300</u>	<u>9,432</u>	<u>2,818</u>
Expenditures				
Current				
General government	-	-	-	-
Public safety	2,801	16,457	24,827	-
Capital outlay				
Public safety	-	-	-	-
Total Expenditures	<u>2,801</u>	<u>16,457</u>	<u>24,827</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>6,406</u>	<u>(5,157)</u>	<u>(15,395)</u>	<u>2,818</u>
Other Financing Sources (Uses)				
Transfers in	4,575	11,468	13,250	-
Transfers out	-	(4,575)	-	-
Total Other Financing Sources (Uses)	<u>4,575</u>	<u>6,893</u>	<u>13,250</u>	<u>-</u>
Net Change in Fund Balances	10,981	1,736	(2,145)	2,818
Fund Balances, January 1	<u>3,417</u>	<u>(4,203)</u>	<u>14,212</u>	<u>7,095</u>
Fund Balances, December 31	<u>\$ 14,398</u>	<u>\$ (2,467)</u>	<u>\$ 12,067</u>	<u>\$ 9,913</u>

206 Drug Forfeiture	207 Truck Safety	208 Lawful Gambling	209 Emergency Sirens	210 ARPA	Total
\$ -	\$ -	\$ -		\$ 34,033	\$ 34,033
-	-	-	21,200	-	30,822
19	35	1,521	296	224	2,235
-	1,400	42,016	-	-	66,411
<u>19</u>	<u>1,435</u>	<u>43,537</u>	<u>21,496</u>	<u>34,257</u>	<u>133,501</u>
-	-	-	-	34,033	34,033
-	-	-	-	-	44,085
-	-	-	35,930	-	35,930
-	-	-	<u>35,930</u>	<u>34,033</u>	<u>114,048</u>
<u>19</u>	<u>1,435</u>	<u>43,537</u>	<u>(14,434)</u>	<u>224</u>	<u>19,453</u>
-	-	-	-	-	29,293
-	-	-	-	-	(4,575)
-	-	-	-	-	24,718
19	1,435	43,537	(14,434)	224	44,171
<u>2,742</u>	<u>3,777</u>	<u>186,856</u>	<u>53,673</u>	<u>(224)</u>	<u>267,345</u>
<u>\$ 2,761</u>	<u>\$ 5,212</u>	<u>\$ 230,393</u>	<u>\$ 39,239</u>	<u>\$ -</u>	<u>\$ 311,516</u>

City of Corcoran, Minnesota
 Nonmajor Capital Projects Funds
 Combining Balance Sheet
 December 31, 2022

	400	401	411	416
	City Hall Remodel	Long Range Capital Planning	Public Works Facility	Capital Equip-Cert
Assets				
Cash and temporary investments	\$ -	\$ 471,015	\$ 49,541	\$ 1,311,864
Liabilities				
Accounts payable	\$ -	\$ -	\$ -	\$ 227,784
Fund Balances				
Restricted	-	-	-	1,084,080
Assigned	-	471,015	49,541	-
Total Fund Balance	-	471,015	49,541	1,084,080
Total Liabilities and Fund Balances	\$ -	\$ 471,015	\$ 49,541	\$ 1,311,864

419	420	425	
Hackamore Upgrade	Wetland Restoration	Pulte Encore	Total
<u>\$ 892,175</u>	<u>\$ 104,327</u>	<u>\$ 197,178</u>	<u>\$ 3,026,100</u>
<u>\$ 37,676</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 265,460</u>
854,499	104,327	197,178	2,240,084
<u>-</u>	<u>-</u>	<u>-</u>	<u>520,556</u>
<u>854,499</u>	<u>104,327</u>	<u>197,178</u>	<u>2,760,640</u>
<u>\$ 892,175</u>	<u>\$ 104,327</u>	<u>\$ 197,178</u>	<u>\$ 3,026,100</u>

City of Corcoran, Minnesota
 Nonmajor Capital Projects Funds
 Combining Statement of Revenues, Expenditures and
 and Changes in Fund Balances
 Changes in Fund Balances
 For the Year Ended December 31, 2022

	400	401	416
	City Hall Remodel	Long Range Capital Planning	Capital Equip-Cert
Revenues			
Intergovernmental	\$ -	\$ -	\$ 10,000
Interest on investments	75	2,018	8,564
Miscellaneous	-	-	27,385
Total Revenues	<u>75</u>	<u>2,018</u>	<u>45,949</u>
Expenditures			
Capital outlay			
General government	6,556	-	97,867
Public safety	-	-	275,962
Public works	-	-	541,131
Culture and recreation	-	-	251,668
Debt service			
Interest and other charges	-	-	65,220
Total Expenditures	<u>6,556</u>	<u>-</u>	<u>1,231,848</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(6,481)</u>	<u>2,018</u>	<u>(1,185,899)</u>
Other Financing Sources (Uses)			
Transfers in	74,417	468,997	500,000
Bond issued	-	-	1,755,030
Premium on bonds issued	-	-	73,100
Sale of capital assets	-	-	10,708
Total Other Financing Sources (Uses)	<u>74,417</u>	<u>468,997</u>	<u>2,338,838</u>
Net Change in Fund Balances	67,936	471,015	1,152,939
Fund Balances, January 1	<u>(67,936)</u>	<u>-</u>	<u>(68,859)</u>
Fund Balances, December 31	<u>\$ -</u>	<u>\$ 471,015</u>	<u>\$ 1,084,080</u>

411	419	420	425	
Public Works Facility	Hackamore Upgrade	Wetland Restoration	Pulte Encore	Total
\$ -	\$ -	\$ -	\$ -	\$ 10,000
341	8,135	718	1,356	21,207
-	-	-	-	27,385
<u>341</u>	<u>8,135</u>	<u>718</u>	<u>1,356</u>	<u>58,592</u>
-	-	-	-	104,423
-	-	-	-	275,962
-	143,077	-	-	684,208
-	-	-	-	251,668
-	-	-	-	65,220
<u>-</u>	<u>143,077</u>	<u>-</u>	<u>-</u>	<u>1,381,481</u>
<u>341</u>	<u>(134,942)</u>	<u>718</u>	<u>1,356</u>	<u>(1,322,889)</u>
-	-	-	-	1,043,414
-	-	-	-	1,755,030
-	-	-	-	73,100
-	-	-	-	10,708
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,882,252</u>
341	(134,942)	718	1,356	1,559,363
<u>49,200</u>	<u>989,441</u>	<u>103,609</u>	<u>195,822</u>	<u>1,201,277</u>
<u>\$ 49,541</u>	<u>\$ 854,499</u>	<u>\$ 104,327</u>	<u>\$ 197,178</u>	<u>\$ 2,760,640</u>

City of Corcoran, Minnesota
 General Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual (Continued on the Following Pages)
 For the Year Ended December 31, 2022
 (With Comparative Actual Amounts for the Year Ended December 31, 2021)

	2022				2021
	Budgeted Amounts		Actual Amounts	Variance with Final Budget	Actual Amounts
	Original	Final			
Revenues					
Taxes					
Property taxes	\$ 5,149,711	\$ 5,149,711	\$ 5,177,703	\$ 27,992	\$ 4,481,789
Cable franchise fees	53,000	53,000	62,153	9,153	56,691
Total taxes	<u>5,202,711</u>	<u>5,202,711</u>	<u>5,239,856</u>	<u>37,145</u>	<u>4,538,480</u>
Licenses and permits					
Business	16,000	16,000	16,251	251	14,550
Nonbusiness	1,296,000	1,296,000	1,185,888	(110,112)	1,472,323
Total licenses and permits	<u>1,312,000</u>	<u>1,312,000</u>	<u>1,202,139</u>	<u>(109,861)</u>	<u>1,486,873</u>
Intergovernmental					
State					
Police state aid	87,100	87,100	86,037	(1,063)	192,833
State aid for streets	150,000	150,000	157,694	7,694	150,864
Other	41,845	41,845	40,499	(1,346)	38,810
County					
Recycling	14,000	14,000	13,846	(154)	13,962
Other	10,000	10,000	42,203	32,203	1,500
Total intergovernmental	<u>302,945</u>	<u>302,945</u>	<u>340,279</u>	<u>37,334</u>	<u>397,969</u>
Charges for services					
General government	45,150	45,150	77,194	32,044	63,170
Public safety	9,400	9,400	14,131	4,731	8,507
Streets and highways	5,000	5,000	18,198	13,198	59,497
Recycling	8,250	8,250	4,462	(3,788)	7,576
Parks	-	-	2,616	2,616	-
Total charges for services	<u>67,800</u>	<u>67,800</u>	<u>116,601</u>	<u>48,801</u>	<u>138,750</u>
Fines and forfeitures	<u>40,000</u>	<u>40,000</u>	<u>21,979</u>	<u>(18,021)</u>	<u>7,558</u>
Special assessments	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,802</u>
Interest (loss) on investments	<u>8,000</u>	<u>8,000</u>	<u>45,356</u>	<u>37,356</u>	<u>(1,542)</u>
Miscellaneous					
Contributions and donations	-	-	1,250	1,250	998
Other	185,180	185,180	331,630	146,450	115,326
Total miscellaneous	<u>185,180</u>	<u>185,180</u>	<u>332,880</u>	<u>147,700</u>	<u>116,324</u>
Total Revenues	<u>7,118,636</u>	<u>7,118,636</u>	<u>7,299,090</u>	<u>180,454</u>	<u>6,719,214</u>

City of Corcoran, Minnesota
 General Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual (Continued)
 For the Year Ended December 31, 2022
 (With Comparative Actual Amounts for the Year Ended December 31, 2021)

	2022				2021
	Budgeted Amounts		Actual Amounts	Variance with Final Budget	Actual Amounts
	Original	Final			
Expenditures					
Current					
General government					
City council					
Personal services	\$ 20,735	\$ 20,735	\$ 20,733	\$ 2	\$ 17,778
Supplies	9,500	9,500	3,429	6,071	5,003
Other services and charges	-	-	102	(102)	-
Total city council	<u>30,235</u>	<u>30,235</u>	<u>24,264</u>	<u>5,971</u>	<u>22,781</u>
Newspaper/newsletter					
Other services and charges	<u>15,000</u>	<u>15,000</u>	<u>8,434</u>	<u>6,566</u>	<u>11,148</u>
Administrator					
Personal services	181,637	181,637	167,625	14,012	177,914
Supplies	5,500	5,500	2,439	3,061	1,838
Other services and charges	2,600	2,600	23,106	(20,506)	1,257
Total administrator	<u>189,737</u>	<u>189,737</u>	<u>193,170</u>	<u>(3,433)</u>	<u>181,009</u>
Administration					
Personal services	311,547	311,547	188,540	123,007	368,863
Supplies	7,000	7,000	964	6,036	5,381
Other services and charges	20,455	20,455	22,309	(1,854)	3,803
Total administration	<u>339,002</u>	<u>339,002</u>	<u>211,813</u>	<u>127,189</u>	<u>378,047</u>
Elections					
Supplies	<u>2,000</u>	<u>2,000</u>	<u>5,090</u>	<u>(3,090)</u>	<u>2,224</u>
Finance					
Personal services	228,633	228,633	211,991	16,642	-
Supplies	4,000	4,000	1,720	2,280	-
Other services and charges	43,750	43,750	49,659	(5,909)	45,360
Total finance	<u>276,383</u>	<u>276,383</u>	<u>263,370</u>	<u>13,013</u>	<u>45,360</u>
Assessor					
Supplies	1,000	1,000	13	987	-
Other services and charges	101,000	101,000	118,000	(17,000)	94,000
Total assessor	<u>102,000</u>	<u>102,000</u>	<u>118,013</u>	<u>(16,013)</u>	<u>94,000</u>
Legal services					
Other services and charges	<u>38,000</u>	<u>38,000</u>	<u>51,931</u>	<u>(13,931)</u>	<u>51,972</u>
Planning and zoning					
Personal services	134,418	134,418	125,536	8,882	81,397
Supplies	1,500	1,500	843	657	2,549
Other services and charges	51,407	51,407	102,053	(50,646)	102,170
Total planning and zoning	<u>187,325</u>	<u>187,325</u>	<u>228,432</u>	<u>(41,107)</u>	<u>186,116</u>
Information technology					
Supplies	61,500	61,500	99,205	(37,705)	62,664
Other services and charges	115,000	115,000	140,284	(25,284)	89,019
Total information technology	<u>176,500</u>	<u>176,500</u>	<u>239,489</u>	<u>(62,989)</u>	<u>151,683</u>

City of Corcoran, Minnesota
 General Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual (Continued)
 For the Year Ended December 31, 2022
 (With Comparative Actual Amounts for the Year Ended December 31, 2021)

	2022			Variance with Final Budget	2021
	Budgeted Amounts		Actual Amounts		Actual Amounts
	Original	Final			
Expenditures (Continued)					
Current (continued)					
General government (continued)					
Central services					
Supplies	\$ 37,250	\$ 37,250	\$ 74,480	\$ (37,230)	\$ 65,134
Other services and charges	199,900	199,900	225,477	(25,577)	233,909
Total central services	<u>237,150</u>	<u>237,150</u>	<u>299,957</u>	<u>(62,807)</u>	<u>299,043</u>
Total general government	<u>1,593,332</u>	<u>1,593,332</u>	<u>1,643,963</u>	<u>(50,631)</u>	<u>1,423,383</u>
Public safety					
Police					
Personal services	1,740,938	1,740,938	1,752,530	(11,592)	1,333,800
Supplies	102,250	102,250	140,809	(38,559)	117,615
Other services and charges	163,800	163,800	325,293	(161,493)	262,495
Total police	<u>2,006,988</u>	<u>2,006,988</u>	<u>2,218,632</u>	<u>(211,644)</u>	<u>1,713,910</u>
Fire					
Other services and charges	<u>427,000</u>	<u>427,000</u>	<u>445,934</u>	<u>(18,934)</u>	<u>384,241</u>
Code enforcement					
Personal services	-	-	354	(354)	-
Other services and charges	20,000	20,000	23,451	(3,451)	33,776
Total code enforcement	<u>20,000</u>	<u>20,000</u>	<u>23,805</u>	<u>(3,805)</u>	<u>33,776</u>
Building inspection					
Personal services	159,931	159,931	158,845	1,086	133,517
Other services and charges	470,000	470,000	256,374	213,626	567,722
Total police	<u>629,931</u>	<u>629,931</u>	<u>415,219</u>	<u>214,712</u>	<u>701,239</u>
Total public safety	<u>3,083,919</u>	<u>3,083,919</u>	<u>3,103,590</u>	<u>(19,671)</u>	<u>2,833,166</u>
Public works					
Streets and highways					
Personal services	1,233,254	1,233,254	962,695	270,559	798,005
Supplies	461,000	461,000	518,983	(57,983)	588,951
Other services and charges	364,100	364,100	482,633	(118,533)	198,915
Total streets and highways	<u>2,058,354</u>	<u>2,058,354</u>	<u>1,964,311</u>	<u>94,043</u>	<u>1,585,871</u>
Snow and ice removal					
Supplies	<u>53,000</u>	<u>53,000</u>	<u>45,351</u>	<u>7,649</u>	<u>40,350</u>
Engineering					
Other services and charges	<u>60,000</u>	<u>60,000</u>	<u>87,926</u>	<u>(27,926)</u>	<u>126,538</u>

City of Corcoran, Minnesota
 General Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual (Continued)
 For the Year Ended December 31, 2022
 (With Comparative Actual Amounts for the Year Ended December 31, 2021)

	2022			Variance with Final Budget	2021
	Budgeted Amounts		Actual		Actual
	Original	Final	Amounts		Amounts
Expenditures (Continued)					
Current (continued)					
Public works (continued)					
Recycling					
Supplies	\$ 3,500	\$ 3,500	\$ 3,987	\$ (487)	\$ 2,980
Other services and charges	10,000	10,000	8,523	1,477	7,483
Total recycling	<u>13,500</u>	<u>13,500</u>	<u>12,510</u>	<u>990</u>	<u>10,463</u>
Total public works	<u>2,184,854</u>	<u>2,184,854</u>	<u>2,110,098</u>	<u>74,756</u>	<u>1,763,222</u>
Culture and recreation					
Parks					
Personal services	150,982	150,982	110,256	40,726	121,524
Supplies	86,980	86,980	65,902	21,078	73,825
Other services and charges	22,300	22,300	31,422	(9,122)	25,508
Total parks	<u>260,262</u>	<u>260,262</u>	<u>207,580</u>	<u>52,682</u>	<u>220,857</u>
Total current	<u>7,122,367</u>	<u>7,122,367</u>	<u>7,065,231</u>	<u>57,136</u>	<u>6,240,628</u>
Capital outlay					
General government	6,000	6,000	-	6,000	-
Public safety	10,000	10,000	-	10,000	-
Public works	5,000	5,000	11,519	(6,519)	20,930
Culture and recreation	40,000	40,000	40,499	(499)	57,035
Total capital outlay	<u>61,000</u>	<u>61,000</u>	<u>52,018</u>	<u>8,982</u>	<u>77,965</u>
Total Expenditures	<u>7,183,367</u>	<u>7,183,367</u>	<u>7,117,249</u>	<u>66,118</u>	<u>6,318,593</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(64,731)</u>	<u>(64,731)</u>	<u>181,841</u>	<u>246,572</u>	<u>400,621</u>
Other Financing Sources (Uses)					
Transfers in	454,148	454,148	449,092	(5,056)	269,164
Transfers out	(389,417)	(389,417)	(1,198,349)	(808,932)	-
Sale of capital assets	-	-	63,858	63,858	-
Total Other Financing Sources (Uses)	<u>64,731</u>	<u>64,731</u>	<u>(685,399)</u>	<u>(750,130)</u>	<u>269,164</u>
Net Change in Fund Balances	-	-	(503,558)	(503,558)	669,785
Fund Balances, January 1	<u>3,591,265</u>	<u>3,591,265</u>	<u>3,591,265</u>	<u>-</u>	<u>2,921,480</u>
Fund Balances, December 31	<u>\$ 3,591,265</u>	<u>\$ 3,591,265</u>	<u>\$ 3,087,707</u>	<u>\$ (503,558)</u>	<u>\$ 3,591,265</u>

City of Corcoran, Minnesota
 Nonmajor Debt Service Funds
 Combining Balance Sheet
 December 31, 2022

	309 G.O. Equipment Certificates	311 2020B G.O. Bonds	312 2016A G.O. Bonds	313 2018A G.O. Bonds	Total
Assets					
Cash and temporary investments	\$ 156,721	\$ 141,467	\$ (365,022)	\$ 113,262	\$ 46,428
Special assessments receivable	-	-	299,903	-	299,903
Due from other governments	-	-	868	-	868
Total Assets	<u>\$ 156,721</u>	<u>\$ 141,467</u>	<u>\$ (64,251)</u>	<u>\$ 113,262</u>	<u>\$ 347,199</u>
Deferred Inflows of Resources					
Unavailable revenues - special assessments	-	-	299,903	-	299,903
Fund Balances					
Restricted for debt service	156,721	141,467	(364,154)	113,262	47,296
Total Deferred Inflows of Resources and Fund Balances	<u>\$ 156,721</u>	<u>\$ 141,467</u>	<u>\$ (64,251)</u>	<u>\$ 113,262</u>	<u>\$ 347,199</u>

City of Corcoran, Minnesota
 Nonmajor Debt Service Funds
 Combining Schedule of Revenues, Expenditures
 and Changes in Fund Balances
 For the Year Ended December 31, 2022

	309 G.O. Equipment Certificates	311 2020B G.O. Bonds	312 2016A G.O. Bonds	313 2018A G.O. Bonds	Total
Revenues					
Taxes	\$ 225,488	\$ 222,484	\$ -	\$ 111,746	\$ 559,718
Special assessments	-	-	93,091	-	93,091
Interest on investments	479	606	-	497	1,582
Total Revenues	<u>225,967</u>	<u>223,090</u>	<u>93,091</u>	<u>112,243</u>	<u>654,391</u>
Expenditures					
Debt service					
Principal	175,000	145,000	230,000	70,000	620,000
Interest and other charges	31,825	53,835	33,580	32,475	151,715
Total Expenditures	<u>206,825</u>	<u>198,835</u>	<u>263,580</u>	<u>102,475</u>	<u>771,715</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>19,142</u>	<u>24,255</u>	<u>(170,489)</u>	<u>9,768</u>	<u>(117,324)</u>
Other Financing Sources (Uses)					
Transfers in	-	-	63,080	-	63,080
Bonds issued	44,970	-	-	-	44,970
Total Other Financing Sources (Uses)	<u>44,970</u>	<u>-</u>	<u>63,080</u>	<u>-</u>	<u>108,050</u>
Net Change in Fund Balances	64,112	24,255	(107,409)	9,768	(9,274)
Fund Balances, January 1	<u>92,609</u>	<u>117,212</u>	<u>(256,745)</u>	<u>103,494</u>	<u>56,570</u>
Fund Balances, December 31	<u>\$ 156,721</u>	<u>\$ 141,467</u>	<u>\$ (364,154)</u>	<u>\$ 113,262</u>	<u>\$ 47,296</u>

City of Corcoran, Minnesota
 Summary Financial Report
 Revenues and Expenditures For General Operations
 Governmental Funds
 For the Years Ended December 31, 2022 and 2021

	Total		Percent Increase (Decrease)
	2022	2021	
Revenues			
Taxes	\$ 5,799,574	\$ 5,136,066	12.92 %
Licenses and permits	1,202,139	1,486,873	(19.15)
Intergovernmental	416,211	398,516	4.44
Charges for services	1,824,839	979,371	86.33
Fines and forfeitures	21,979	11,758	86.93
Special assessments	128,403	176,304	(27.17)
Interest on investments	98,669	1,237	7,876.48
Miscellaneous	4,715,826	2,361,737	99.68
Total Revenues	\$ 14,207,640	\$ 10,551,862	34.65 %
Per Capita	\$ 2,124	\$ 1,706	24.52 %
Expenditures			
Current			
General government	\$ 1,677,996	\$ 1,457,129	15.16 %
Public safety	3,147,675	2,826,992	11.34
Public works	2,110,098	1,763,222	19.67
Culture and recreation	207,580	220,887	(6.02)
Capital outlay			
General government	104,423	589,661	(82.29)
Public safety	311,892	138,921	124.51
Public works	5,963,828	4,242,680	40.57
Culture and recreation	292,520	95,089	207.63
Debt service			
Principal	620,000	3,995,000	(84.48)
Interest and other charges	216,935	196,272	10.53
Total Expenditures	\$ 14,652,947	\$ 15,525,853	(5.62) %
Per Capita	\$ 2,191	\$ 2,510	(12.72) %
Total Long-term Indebtedness	\$ 9,066,068	\$ 7,838,253	15.66 %
Per Capita	1,356	1,267	
General Fund Balance - December 31	\$ 3,087,707	\$ 3,591,265	(14.02) %
Per Capita	462	581	

The purpose of this report is to provide a summary of financial information concerning the City of Corcoran to interested citizens. The complete financial statements may be examined at City Hall, 8200 County Road 116, Corcoran, MN 55340. Questions about this report should be directed to Jessica Beise, Interim City Administrator at (763) 400 7029.

OTHER REQUIRED REPORT

CITY OF CORCORAN
CORCORAN, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2022

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**INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE**

Honorable Mayor and City Council
City of Corcoran, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the City of Corcoran, Minnesota (the City), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated January 15, 2024.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Corcoran failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use those charged with governance and management of the City and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Abdo
Minneapolis, Minnesota
January 15, 2024



Memo

To: Kevin Mattson, PE, PW Director From: Steve Hegland, PE
Joanne Cho
Project/File: 227705275 Date: January 17, 2024

Subject: Environmental Assessment – Trunk Utility Project NE Water Grant

Council Action Requested

Staff have completed the environmental review for the Northeast Water Grant and are recommending the City Council review and consider the attached Environmental Assessment and consider publishing the attached public notice.

Background

In late 2022, the City of Corcoran was notified that they were awarded \$3 million by the Federal Government 's Community Funding Program to be utilized towards the northeast water system. As the water treatment and water tower projects were already underway, the City elected to use these funds towards the infrastructure portion of the northeast water project. This project includes extending the watermain, raw water lines and sanitary sewer from the Bellwether Development to the water treatment facility and then extending utilities across County Road 116 and ultimately connecting the watermain to the new water tower which is being constructed adjacent to the Hope Community Church.

As this funding was being utilized for infrastructure projects, the money is being facilitated to the City through the U.S. Department of Housing and Urban Development (HUD). In April of 2023, the City approved Stantec to assist with completing the Environmental Assessment and grant application.

Environmental Assessment

In order to meet the HUD requirements for the project, an Environmental Assessment (EA) was completed to review and identify any potential impacts within the project corridor. Throughout the EA process, Stantec staff worked with the HUD grant specialist to gain their input and review the document to ensure that the EA was completed in accordance with the National Environmental Policy Act (NEPA) standards. The completed EA package is attached to this memo for the City Council Review.

The outcome of the EA determined that the project will have no significant environmental impacts.

The final step of the EA will be for the City Administrator to enter the HUD online database to submit the final document.

Reference: Environmental Assessment- Trunk Utility Project NE Water Grant

Public Notice

Following the approval of the City Council, the City must publish three separate public notices for the project in the City paper. Those notices being;

- A notice of Finding of No Significant Impact
- A notice of Intent to Request Release of Funds
- The 2nd Public Notice of the Floodplain & Wetland 8-Step Process

These notices will run once in the City paper and the City is required to receive all public comments on the notices for a 15-day period. Staff anticipate that the public notice would run in the paper on February 2nd and the public notice would end February 19th.

Following the public notice, any comments received would be submitted to HUD for their final approval of the EA.

Engineer's Recommendation

We recommend City Council review and approve the attached Environmental Assessment and approve publishing the attached public notice.

**NOTICE OF FINDING OF NO SIGNIFICANT IMPACT AND
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS AND
FLOODPLAIN & WETLAND 8-STEP PROCESS 2ND PUBLIC NOTICE**

January 25th, 2024

City of Corcoran City Hall
8200 County Rd 116,
Corcoran, MN 55340
(763) 420-2288

These notices shall satisfy three separate but related procedural requirements for activities to be undertaken by the City of Corcoran, Minnesota.

REQUEST FOR RELEASE OF FUNDS

January 25th, 2024 the City of Corcoran will submit a request to the U.S. Department of Housing and Urban Development – Minneapolis Field Office (HUD) for the release of Community Project Funding (CPF) Grant funds under section 14.251 and title is “Economic Development Initiative, Community Project Funding, and Miscellaneous Grants.” of the Fiscal Year 2023 Consolidated Appropriations Act (P.L. 117-328), as amended, to undertake a project known as City of Corcoran Water Supply Construction Project for the purpose of providing a trunk sanitary sewer and watermain extensions west to the Corcoran Water Treatment Facility and continue west to the constructed Water Tower (located approximately just south of 19951 Oswald Farm Rd, Rogers, MN 55374). The project received \$3 million in HUD funding with the remaining project costs of \$584,525.90 funded by the City of Corcoran.

FINDING OF NO SIGNIFICANT IMPACT

The City of Corcoran has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Record (ERR) on file at the Corcoran City Hall, 8200 County Rd 116, Corcoran, MN 55340 where ERR can be examined and name and address of other locations where the record is available for review and may be examined or copied weekdays 8 A.M to 4:30 P.M.

FLOODPLAIN & WETLAND 8-STEP PROCESS SECOND PUBLIC NOTICE

While the project will take place within a 100-year floodplain and wetland, the 8-Step process has concluded that the project will not have floodplain or wetland impacts. The nature of this project does not require the construction of infrastructure above ground. This project will connect to the future water tower and water treatment plant, however, construction of these two facilities is separate from the Watermain and Trunk Sanitary Sewer construction project. Because sites for the water tower and the water treatment plant have already been determined, this project was designed to minimize and avoid impacts.

An alternative that avoids the floodplain and wetland would enlarge the total footprint of the project immensely, increasing the degree of impact to other social and environmental resources

within the area. Additionally, a No Build alternative was considered “not an option” given that without the proposed improvements - extension of the watermain and sanitary pipes to connect to the water tower, water treatment plant, and existing pipe networks - Corcoran residents and businesses east of Hunters Ridge would not have access to safe and clean water. The City has been purchasing water for community use, however the quantity required is no longer available. Without this project, the City of Corcoran will be unable to provide additional water service in this area of the community.

The watermain and sanitary sewer extensions will be all underground. No permanent or long-term impacts to the wetland or the floodplain are anticipated due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit. A detailed 8-Step process is provided as part of the ERR. Any individual, group, or agency may submit written comments on the 8-Step process. The document that details the 8-Step Process is available at the Corcoran City Hall, 8200 County Rd 116, Corcoran, MN 55340. All comments received by February 19^h, 2024 will be considered by the City of Corcoran prior to authorizing submission of a request for release of funds.

PUBLIC COMMENTS

Any individual, group, or agency may submit written comments on the ERR and/or the 8-Step Process (floodplain and wetland impacts) to the Corcoran City Hall, 8200 County Rd 116, Corcoran, MN 55340. All comments received by February 19th, 2024 will be considered by the City of Corcoran prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

ENVIRONMENTAL CERTIFICATION

The City of Corcoran certifies to HUD/Minnesota that Mayor or Certifying Officer in his capacity as Environmental Officer consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. HUD’s Minnesota’s approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the City of Corcoran to use Program funds.

OBJECTIONS TO RELEASE OF FUNDS

HUD will accept objections to its release of fund and the City of Corcoran’s certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the City of Corcoran; (b) the City of Corcoran has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by HUD/Minnesota; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance

with the required procedures (24 CFR Part 58, Sec. 58.76) and CPDRROFMIN@HUD.gov. Potential objectors should contact HUD to verify the actual last day of the objection period.

Jason Tobin, City Administrator (City of Corcoran)

Note: The fifteen or eighteen-day public comment periods are the minimum time periods required by regulation prior to submission of a Request for Release of Funds and Certification (form HUD-7015.15) to HUD/State. The Responsible Entity may choose to allow a longer comment period. 24 CFR Part 58 requires, at Section 58.46, “Time delays for exceptional circumstances,” a 30-day comment period for controversial or unique projects or those similar to projects normally requiring preparation of an Environmental Impact Statement. The fifteen-day objection period is a statutory requirement. The objection period follows the submission date specified in the Notice or the actual date of receipt by HUD/State, whichever is later.

Following completion of the comment period recipients may FAX the form HUD-7015.15 to HUD/State together with a copy of the public notice and a cover letter stating whether comments were received and, if so, how the recipient responded to the comment. The Request for Release of Funds and Certification should not be submitted before the recipient has responded. If the request is sent by FAX, the original signed form should be mailed to HUD/State. The date of receipt by FAX will be counted as the submission date. However, HUD will not issue the 7015.16 “Authority to Use Grant Funds” until after the original signed form is received.

**Environmental Assessment
Determinations and Compliance Findings
for HUD-assisted Projects
24 CFR Part 58**

Project Information

Project Name: Corcoran-Water-Supply-Construction

HEROS Number: 900000010328248

Responsible Entity (RE): City of Corcoran, Corcoran MN,

RE Preparer: Jay Tobin

State / Local Identifier:

Certifying Officer:

Grant Recipient (if different than Responsible Entity):

Point of Contact:

Consultant (if applicable): Stantec

Point of Contact: Joanne Cho

Project Location: , Corcoran, MN 55374

Additional Location Information:

The Corcoran water supply project will run along the west side of Oswald Farm Road, turning north along the west side of Fletcher Lane until it crosses approximately 600 feet north of Hunter's Ridge, and extends east across a parcel of undeveloped land. The exact location/footprint of the project can be found in the project location map provided.

Direct Comments to:

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

This project supports the City of Corcoran's efforts to provide residents with a safe, clean and reliable drinking water supply. This project will construct infrastructure to provide raw water to a water treatment plant and carry the treated water to local residents and a new area water tower. The City is currently constructing the water tower under a different contract. The water tower is not included in this project. The water supply project includes the construction of one 16-inch diameter water main to deliver raw water to the existing water treatment plant, two water mains for the treated water (16- and 20-inch diameter lines) to supply the water tower and existing city businesses and residents, and a 30-inch diameter sanitary sewer line. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main.

Statement of Purpose and Need for the Proposal [40 CFR 1508.9(b)]:

The Corcoran water supply project will improve conditions for economic development in the City. Under the larger NE Water Supply Initiative, the City has already initiated the construction of a well, water treatment facility and a water tower for the City of Corcoran's Northeast District. This project would allow the City of Corcoran to obtain its own water supply system, starting with the northeast portion of the City. Currently, the City is required to contract for water from a surrounding community, which restricts its ability to grow and results in a limited number of residential units available. The City is experiencing significant growth in residential development and has also seen an increase in commercial interest within its boundaries. The ability to rely on a City owned water supply system will have a direct positive impact on its ability to continue to develop. A total of 568 new homes that will be served by the system have either been constructed or are under construction. Additionally, there are many acres of undeveloped land that will be also served as development continues. Proposed improvements have been discussed by the City of Corcoran for decades but have not proceeded due to a lack of funding sources and the ability to purchase water from an adjacent city. This has now become a growth limiting constraint which would be relieved by this federally funded Corcoran water supply project. The project would provide safe and clean drinking water to the community and support the significant residential and commercial growth in the area.

Existing Conditions and Trends [24 CFR 58.40(a)]:

The existing land use surrounding the proposed project site consists mainly of residential (rural, low-density) use with pockets of undeveloped land which have been identified as mixed use in the City's 2040 Comprehensive Plan. The only major

local/community attraction site in the project area is Hope Community Church. The church is located on the western side of Fletcher Lane/County Road (CR) 116 along Oswald Farm Road. Additionally, there are couple natural resources identified adjacent to the project area. Examples of natural/environmental resources identified in the City's Comprehensive Plan include: cattail marsh (an ecologically significant natural area); shallow marsh (wetland); and savanna/pasture and oak forest. The main purposed of this project is to ensure that existing and future water demands are met. The City is experiencing growth with new residential developments occurring east of Hunters Ridge and is anticipated to experience water shortage without this project. The area east of Hunters Ridge is already under development and the City's 2040 Comprehensive Plan details how the existing eastern terminus of Hunter's Ridge will be extended to connect to the new development. With that said, without the proposed improvements, not only would the City experience a water shortage but also could potentially jeopardize the health of its residents and community by being unable to provide safe and clean drinking water.

Maps, photographs, and other documentation of project location and description:

Determination:

✓	Finding of No Significant Impact [24 CFR 58.40(g)(1); 40 CFR 1508.13] The project will not result in a significant impact on the quality of human environment
	Finding of Significant Impact

Approval Documents:

7015.15 certified by Certifying Officer on:

7015.16 certified by Authorizing Officer on:

Funding Information

Grant / Project Identification Number	HUD Program	Program Name	Funding Amount
B-23-CP-MN-0884	Community Planning and Development (CPD)	Community Project Funding (CPF) Grants	\$0.00

**Estimated Total HUD Funded,
Assisted or Insured Amount:** \$3,000,000.00

**Estimated Total Project Cost [24 CFR 58.2 (a)
(5)]:** \$3,584,525.00

Compliance with 24 CFR §50.4, §58.5 and §58.6 Laws and Authorities

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §50.4, §58.5, and §58.6	Are formal compliance steps or mitigation required?	Compliance determination (See Appendix A for source determinations)
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §50.4 & § 58.6		
Airport Hazards Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The project site is not within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The project is in compliance with Airport Hazards requirements. Attached is a map that shows that there are no airports - military or civilian- within 15,000 feet of the project location.
Coastal Barrier Resources Act Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	This project is not located in a CBRS Unit. Therefore, this project has no potential to impact a CBRS Unit and is in compliance with the Coastal Barrier Resources Act.
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The project crosses a FEMA mapped 100 year floodplain as shown in the attached figure. However, based on the project description the project includes no activities that would require further evaluation under this section. The project will install pipes underground within the floodplain boundary and all excavated areas will be returned to existing ground surface elevations. The project does not require flood insurance or is excepted from flood insurance. While flood insurance may not be mandatory in this instance, HUD recommends that all insurable structures maintain flood insurance under the National Flood Insurance

		Program (NFIP). The project is in compliance with Flood Insurance requirements.
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §50.4 & § 58.5		
Air Quality Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Based on the project description, this project includes no activities that would require further evaluation under the Clean Air Act. The project is in compliance with the Clean Air Act.
Coastal Zone Management Act Coastal Zone Management Act, sections 307(c) & (d)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	This project is not located in or does not affect a Coastal Zone as defined in the state Coastal Management Plan. The project is in compliance with the Coastal Zone Management Act. The only coastal boundary in Minnesota is up north by Lake Superior. This project is not within proximity to Lake Superior.
Contamination and Toxic Substances 24 CFR 50.3(i) & 58.5(i)(2)]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Endangered Species Act Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	This project May Affect, but is Not Likely to Adversely Affect, listed species, and informal consultation was conducted. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act. If a bald eagle nest is observed in the vicinity of the proposed project, you will follow the National Bald Eagle Management Guidelines (May 2007). Additionally, all tree removal/trimming will be limited to November 15 - March 31.
Explosive and Flammable Hazards Above-Ground Tanks)[24 CFR Part 51 Subpart C	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Based on the project description the project includes no activities that would require further evaluation under this section. This is an underground construction of watermain and trunk sanitary sewer. All constructions will be underground and once the construction of the pipes have been completed, the disturbed ground will be restored to existing condition using natural seeding. The project is in compliance with

		explosive and flammable hazard requirements.
Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	This project does not include any activities that could potentially convert agricultural land to a non-agricultural use. The project is in compliance with the Farmland Protection Policy Act.
Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	This project is located in a 100-year floodplain and within a wetland and the 8-Step Process was required. Attached is a document that documents the 8-Step Process followed by the City and outlines how it was determined that the project will not impose flood risks. With the 8-Step Process, the project will be in compliance with Executive Order 11988.
Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	<input type="checkbox"/> Yes <input type="checkbox"/> No	Based on Section 106 consultation the project will have No Adverse Effect on historic properties. Conditions: None. Upon satisfactory implementation of the conditions, which should be monitored, the project is in compliance with Section 106.
Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Based on the project description, this project includes no activities that would require further evaluation under HUD's noise regulation. This will be a watermain constructed underground and will generate no noise. The project is in compliance with HUD's Noise regulation.
Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The project is not located on a sole source aquifer area. The project is in compliance with Sole Source Aquifer requirements.
Wetlands Protection Executive Order 11990, particularly sections 2 and 5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The project results will impact on- or off-site wetlands. An 8 Step Process has been completed. To comply with the requirements, a public notice was published in the Crow River News on August 17th, 2023 and was open for public comment for 15 days. Public comment period ended with no additional comments. With no comments received and no concerns

		expressed, the project will proceed with no direct impacts to the wetland or floodplain. There are no permanent or long-term impacts anticipated to the floodplain due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. With mitigation, identified in the mitigation section of this review, the project will be in compliance with Executive Order 11990.
Wild and Scenic Rivers Act Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The only designated Wild and Scenic River in the state is the St. Croix River, which does not run through the City of Corcoran. The St. Croix River is more than 37 miles east of the project location.
HUD HOUSING ENVIRONMENTAL STANDARDS		
ENVIRONMENTAL JUSTICE		
Environmental Justice Executive Order 12898	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No adverse environmental impacts were identified in the project's total environmental review. Based on the EJScreening Tool, there is only 1 percent of low-income and people of color within half mile of the project area. The project is in compliance with Executive Order 12898.

Environmental Assessment Factors [24 CFR 58.40; Ref. 40 CFR 1508.8 &1508.27]

Impact Codes: An impact code from the following list has been used to make the determination of impact for each factor.

- (1) Minor beneficial impact
- (2) No impact anticipated
- (3) Minor Adverse Impact – May require mitigation
- (4) Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement.

Environmental Assessment Factor	Impact Code	Impact Evaluation	Mitigation
LAND DEVELOPMENT			

Environmental Assessment Factor	Impact Code	Impact Evaluation	Mitigation
Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design	1	The City's 2040 Comprehensive Plan update shows the future land use of the existing area as mixed use and existing and single residential use. The City of Corcoran has been experiencing growth over the years and have identified water need to support its growth. The proposed project will require ground disturbance to install the watermain and trunk sanitary sewer underground. However, all disturbed ground will be restored to existing conditions.	
Soil Suitability / Slope/ Erosion / Drainage and Storm Water Runoff	2	Soil suitability - corridor has and will continue to serve transportation and utility needs. Erosion - no erosion issues are caused or solved by the project and the project would be completed consistent with state and local erosion avoidance/control measures. Stormwater - not anticipated to be impacted by this project.	
Hazards and Nuisances including Site Safety and Site-Generated Noise	2	NA	
SOCIOECONOMIC			
Employment and Income Patterns	2	NA	
Demographic Character Changes / Displacement	2	NA	
Environmental Justice EA Factor	2	NA	
COMMUNITY FACILITIES AND SERVICES			
Educational and Cultural Facilities (Access and Capacity)	2	NA	
Commercial Facilities (Access and Proximity)	2	NA	
Health Care / Social Services (Access and Capacity)	2	NA	

Environmental Assessment Factor	Impact Code	Impact Evaluation	Mitigation
Solid Waste Disposal and Recycling (Feasibility and Capacity)	2	NA	
Waste Water and Sanitary Sewers (Feasibility and Capacity)	1	The project includes construction of approximately 2,150-feet of 30-inch diameter trunk sanitary sewer. The sewer extension is consistent with the City's 2040 Comprehensive Plan. The City's trunk sewer system in this Northeast District flows to a regional interceptor that conveys flows to a regional wastewater treatment plant run by the Metropolitan Council. The majority of city residences have individual sewage treatment systems (ISTS). It is anticipated that this roughly 40-foot-deep sewer will disturb a width of 120 to 150-foot wide along the sewer alignment.	
Water Supply (Feasibility and Capacity)	1	This project will supply raw water to a water treatment plant and treated water to a water tower the city will be constructing separately from this project. The construction of the watermain will help meet the water demand within the City of Corcoran given the anticipated development surrounding Hope Community Church as well as single family residential homes east of Hunters Ridge.	
Public Safety - Police, Fire and Emergency Medical	1	The project would provide more dependable water supply that would provide water service and fire protection to Corcoran residents and businesses.	
Parks, Open Space and Recreation (Access and Capacity)	2	NA	
Transportation and Accessibility (Access and Capacity)	2	NA	
NATURAL FEATURES			
Unique Natural Features /Water Resources	1	The construction of the watermain and trunk sanitary sewer along Oswald Farm Road, Fletcher Lane, and through undeveloped land will all be restored to	

Environmental Assessment Factor	Impact Code	Impact Evaluation	Mitigation
		existing ground conditions. The proposed project will require initial ground disturbance to install the watermain and trunk sanitary sewer however, no long-term changes to the existing environment are anticipated including within the small area of wetland where the infrastructure will be constructed underground.	
Vegetation / Wildlife (Introduction, Modification, Removal, Disruption, etc.)	1	The construction of the watermain and trunk sanitary sewer along Oswald Farm Road and Fletcher Lane and through undeveloped land will all be restored to existing ground conditions. Additionally, given existence of structures and development in the area already, the project area is not considered suitable habitat for wildlife. Therefore, the proposed project is anticipated to have very minimal impact or no impact to existing wildlife. The proposed project will require initial ground disturbance to install the watermain and trunk sanitary sewer underground, however, all ground areas that have been disturbed due to the project will be restored to existing conditions and natural seeding will be used to help re-vegetate the area. The project team will also follow all mitigation and avoidance measures recommended by USFWS in their determination letter. Additionally, all tree removal/trimming will be limited to November 15 - March 31.	
Other Factors 1			
Other Factors 2			
CLIMATE AND ENERGY			
Climate Change	2	NA	
Energy Efficiency	2	NA	

Supporting documentation

Additional Studies Performed:

Field Inspection [Optional]: Date and completed
by:

List of Sources, Agencies and Persons Consulted [40 CFR 1508.9(b)]:

1. US Fish and Wildlife Service - Information, Planning, and Conservation (IPaC) Database 2. Minnesota Department of Natural Resources 3. Minnesota Department of Administration - State Historic Preservation Office (SHPO) 4. 12 Tribal Historic Preservation Offices (THPOs) - Apache Tribe of Oklahoma; Cheyenne and Arapaho Tribes, Oklahoma; Flandreau Santee Sioux Tribe of South Dakota; Fort Belknap Indian Community of the Fort Belknap Reservation of Montana; Iowa Tribe of Kansas and Nebraska Lower Sioux Indian Community in the State of Minnesota; Menominee Indian Tribe of Wisconsin; Prairie Island Indian Community in the State of Minnesota; Santee Sioux Nation, Nebraska; Sisseton-Wahpeton Oyate of the Lake Traverse Reservation, South Dakota; Spirit Lake Tribe, North Dakota; Upper Sioux Community, Minnesota

List of Permits Obtained:

Sanitary Sewer: MN Pollution Control Agency (MPCA) Sanitary Sewer Extension Permit
Water Supply: MN Dept. of Health (MDH) Plan Review for Community Water Systems
Hennepin County: Utility/ROW permit for utility crossing of CR 116 Natural
Resources: -Wetland Conservation Act (WCA) - Joint Application Form for WCA and
USACE concurrence on utility exemption -Elm Creek Watershed District- Erosion and
Sediment Control -MPCA National Pollutant Discharge Elimination System (NPDES)
Construction Permit Private Property: -Permanent and Temporary -Right of Entry

Public Outreach [24 CFR 58.43]:

NA

Cumulative Impact Analysis [24 CFR 58.32]:

No cumulative impacts are anticipated with the project given that all proposed improvements will be underground. All ground disturbances will be restored to existing condition using native plant seeds to ensure vegetation consistency in the area. The construction and installment of the watermain and the sanitary sewers are part of the larger water supply project for the City of Corcoran which includes the construction of the water tower and the water treatment plant. Neither the construction of the water tower nor the water treatment plant have a federal nexus.

Therefore, this project -the construction and installment of the watermain and the sanitary sewers- will ultimately connect to the water tower and the water treatment plant. Yet, no component of the HUD funding will be used to support the construction on the water tower and the water treatment plant.

Alternatives [24 CFR 58.40(e); 40 CFR 1508.9]

NA

No Action Alternative [24 CFR 58.40(e)]

The ability to purchase water, at the quantity desired, is no longer available to the City and the City of Corcoran has lost the ability to provide additional water service in this portion of the community. Therefore, without this project, the City of Corcoran will not be able to supply safe water to its residents and businesses.

Summary of Findings and Conclusions:

After all maps, data, and information that has been obtained for this environmental assessment for this proposed project there are no potential negative or changes that are deemed necessary that will cause any significant impact. All residents and facilities surrounding the project site areas are free and clear of any significant impact that would alter or change their daily routines. Additionally, all tree removal/trimming will be limited to November 15 - March 31 to minimize impacts to threatened and endangered species in the area identified by USFWS.

Mitigation Measures and Conditions [CFR 1505.2(c)]:

Summarized below are all mitigation measures adopted by the Responsible Entity to reduce, avoid or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure or Condition	Comments on Completed Measures	Mitigation Plan	Complete
Endangered Species Act	Any tree clearing necessary for the project will be conducted during winter (Nov 1-Mar 31). Once the construction of the watermain is complete, all grounds disturbed will be restored to existing conditions.	N/A	Any tree clearing necessary for the project will be conducted during winter (Nov 1-Mar 31). Once the	

			construction of the watermain is complete, all grounds disturbed will be restored to existing conditions.	
Floodplain Management	The nature of the project does not require any upright structures to be constructed. All proposed improvements will be installed/constructed underground and areas of ground disturbance will be restored to existing conditions using natural seeding. With no changes to the existing topography, elevation, or ground conditions, this project is not anticipated to create any flood risks.	N/A	The project team will restore the surface of the existing ground to current condition once the watermain and the trunk sanitary sewer are installed underground. The infrastructure installed underground will not change the elevation or slope to impact the mapped floodplain or floodway. A no loss permit will be submitted for the work in this area.	
Wetlands Protection	A wetland delineation has been completed. While the project will occur within a designated wetland, the project team will be submitting for no loss permit under the Wetland	N/A	All ground disturbance caused due to the project will be restored to	

	<p>Conservation Act (WCA) given that all existing ground condition will be resorted to existing condition once the watermains are installed underground.</p>		<p>existing condition. No improvements proposed as part of the project is anticipated to change the nature of the wetland and the project team has determined no wetland loss due to the project. A no loss permit will be submitted for the work in this area.</p>	
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Project Mitigation Plan

The construction documents (Plans and Specifications) developed for the Corcoran water supply project will include mitigation commitments made during the environmental review. Due to the nature of the project - the installation and construction of underground utilities - all existing ground that has been disturbed will be restored to current condition. Therefore, the project team is committed to the mitigation measures given that the dismissal of mitigation measures (i.e., not restoring ground disturbances) would be considered an incomplete contract.

Supporting documentation on completed measures

APPENDIX A: Related Federal Laws and Authorities

Airport Hazards

General policy	Legislation	Regulation
It is HUD's policy to apply standards to prevent incompatible development around civil airports and military airfields.		24 CFR Part 51 Subpart D

1. To ensure compatible land use development, you must determine your site's proximity to civil and military airports. Is your project within 15,000 feet of a military airport or 2,500 feet of a civilian airport?

No

Based on the response, the review is in compliance with this section. Document and upload the map showing that the site is not within the applicable distances to a military or civilian airport below

Yes

Screen Summary

Compliance Determination

The project site is not within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The project is in compliance with Airport Hazards requirements. Attached is a map that shows that there are no airports -military or civilian- within 15,000 feet of the project location.

Supporting documentation

[Airport.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Coastal Barrier Resources

General requirements	Legislation	Regulation
HUD financial assistance may not be used for most activities in units of the Coastal Barrier Resources System (CBRS). See 16 USC 3504 for limitations on federal expenditures affecting the CBRS.	Coastal Barrier Resources Act (CBRA) of 1982, as amended by the Coastal Barrier Improvement Act of 1990 (16 USC 3501)	

1. Is the project located in a CBRS Unit?

No

Document and upload map and documentation below.

Yes

Compliance Determination

This project is not located in a CBRS Unit. Therefore, this project has no potential to impact a CBRS Unit and is in compliance with the Coastal Barrier Resources Act.

Supporting documentation

[Coastal Barrier Resources Act.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Flood Insurance

General requirements	Legislation	Regulation
Certain types of federal financial assistance may not be used in floodplains unless the community participates in National Flood Insurance Program and flood insurance is both obtained and maintained.	Flood Disaster Protection Act of 1973 as amended (42 USC 4001-4128)	24 CFR 50.4(b)(1) and 24 CFR 58.6(a) and (b); 24 CFR 55.1(b).

1. Does this project involve financial assistance for construction, rehabilitation, or acquisition of a mobile home, building, or insurable personal property?

- ✓ No. This project does not require flood insurance or is excepted from flood insurance.

Based on the response, the review is in compliance with this section.

Yes

4. While flood insurance is not mandatory for this project, HUD strongly recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP). Will flood insurance be required as a mitigation measure or condition?

Yes

- ✓ No

Screen Summary

Compliance Determination

The project crosses a FEMA mapped 100 year floodplain as shown in the attached figure. However, based on the project description the project includes no activities that would require further evaluation under this section. The project will install pipes underground within the floodplain boundary and all excavated areas will be returned to existing ground surface elevations. The project does not require flood insurance or is excepted from flood insurance. While flood insurance may not be mandatory in this instance, HUD recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP). The project is in compliance with Flood Insurance requirements.

Supporting documentation

[floodplain_100year.pdf](#)

Are formal compliance steps or mitigation required?

Yes

✓ No

Air Quality

General requirements	Legislation	Regulation
The Clean Air Act is administered by the U.S. Environmental Protection Agency (EPA), which sets national standards on ambient pollutants. In addition, the Clean Air Act is administered by States, which must develop State Implementation Plans (SIPs) to regulate their state air quality. Projects funded by HUD must demonstrate that they conform to the appropriate SIP.	Clean Air Act (42 USC 7401 et seq.) as amended particularly Section 176(c) and (d) (42 USC 7506(c) and (d))	40 CFR Parts 6, 51 and 93

1. Does your project include new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units?

Yes

No

Based on the response, the review is in compliance with this section.

Screen Summary

Compliance Determination

Based on the project description, this project includes no activities that would require further evaluation under the Clean Air Act. The project is in compliance with the Clean Air Act.

Supporting documentation

Are formal compliance steps or mitigation required?

Yes

No

Coastal Zone Management Act

General requirements	Legislation	Regulation
Federal assistance to applicant agencies for activities affecting any coastal use or resource is granted only when such activities are consistent with federally approved State Coastal Zone Management Act Plans.	Coastal Zone Management Act (16 USC 1451-1464), particularly section 307(c) and (d) (16 USC 1456(c) and (d))	15 CFR Part 930

1. Is the project located in, or does it affect, a Coastal Zone as defined in your state Coastal Management Plan?

Yes

No

Based on the response, the review is in compliance with this section. Document and upload all documents used to make your determination below.

Screen Summary

Compliance Determination

This project is not located in or does not affect a Coastal Zone as defined in the state Coastal Management Plan. The project is in compliance with the Coastal Zone Management Act. The only coastal boundary in Minnesota is up north by Lake Superior. This project is not within proximity to Lake Superior.

Supporting documentation

[Coastal Zone Management Act.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Contamination and Toxic Substances

General requirements	Legislation	Regulations
It is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of the occupants or conflict with the intended utilization of the property.		24 CFR 58.5(i)(2) 24 CFR 50.3(i)

1. How was site contamination evaluated? Select all that apply. Document and upload documentation and reports and evaluation explanation of site contamination below.

- American Society for Testing and Materials (ASTM) Phase I Environmental Site Assessment (ESA)
- ASTM Phase II ESA
- Remediation or clean-up plan
- ASTM Vapor Encroachment Screening

None of the Above

2. Were any on-site or nearby toxic, hazardous, or radioactive substances found that could affect the health and safety of project occupants or conflict with the intended use of the property? (Were any recognized environmental conditions or RECs identified in a Phase I ESA and confirmed in a Phase II ESA?)

No

Explain:

Minnesota Pollution Control Agency (MPCA) has a database called What's in My Neighborhood (WIMN) that tracks sites that may be hazardous to the environment and people. Based on the review of WIMN, there is one site that has had hazardous waste: Lithgow Automotive Inc. However, MPCA's activity overview section shows this as to be inactive and the name of the hazardous waste was waste parts washer filters, sludge and skimmed oil. Furthermore, even though attached map shows Lithgow Automotive Inc site to be adjacent to the project location, MPCA WIMN does not always reflect the exact location. After additional review of the Lithgow Automotive Inc site on MPCA's database, the actual address is 10025 County Road 116 Rogers, MN 55374-9750, which is north of the project location and not anticipated to be impacted in any way or form. Additional information

related to the site is available here:
<https://webapp.pca.state.mn.us/wimn/site/95746> The other three sites that have been identified (Corcoran Water Tower, Corcoran Water Treatment Plan [WTP], and Hope Community Church Cemetery) have active permit status; active permits are for when stormwater drains off a construction site, it can carry sediment and pollutants that harm lakes, streams and wetlands. Stormwater permit requirements are designed to control erosion and limit pollution during and after construction. This project is not anticipated to impact the conditions and status of the three MPCA sites that have been programmed as "Stormwater."

Based on the response, the review is in compliance with this section.

Yes

Screen Summary
Compliance Determination

Supporting documentation

[MPCA_WIMN.pdf](#)

Are formal compliance steps or mitigation required?

Yes

✓ No

Endangered Species

General requirements	ESA Legislation	Regulations
Section 7 of the Endangered Species Act (ESA) mandates that federal agencies ensure that actions that they authorize, fund, or carry out shall not jeopardize the continued existence of federally listed plants and animals or result in the adverse modification or destruction of designated critical habitat. Where their actions may affect resources protected by the ESA, agencies must consult with the Fish and Wildlife Service and/or the National Marine Fisheries Service (“FWS” and “NMFS” or “the Services”).	The Endangered Species Act of 1973 (16 U.S.C. 1531 <i>et seq.</i>); particularly section 7 (16 USC 1536).	50 CFR Part 402

1. Does the project involve any activities that have the potential to affect species or habitats?

No, the project will have No Effect due to the nature of the activities involved in the project.

No, the project will have No Effect based on a letter of understanding, memorandum of agreement, programmatic agreement, or checklist provided by local HUD office

- ✓ Yes, the activities involved in the project have the potential to affect species and/or habitats.

2. Are federally listed species or designated critical habitats present in the action area?

No, the project will have No Effect due to the absence of federally listed species and designated critical habitat

- ✓ Yes, there are federally listed species or designated critical habitats present in the action area.

3. What effects, if any, will your project have on federally listed species or designated critical habitat?

No Effect: Based on the specifics of both the project and any federally listed species in the action area, you have determined that the project will have absolutely no effect on listed species or critical habitat. in the action area.

- ✓ May Affect, Not Likely to Adversely Affect: Any effects that the project may have on federally listed species or critical habitats would be beneficial, discountable, or insignificant.

Likely to Adversely Affect: The project may have negative effects on one or more listed species or critical habitat.

4. Informal Consultation is required

Section 7 of ESA (16 USC. 1536) mandates consultation to resolve potential impacts to endangered and threatened species and critical habitats. If a HUD-assisted project may affect any federally listed endangered or threatened species or critical habitat, then compliance is required with Section 7. See 50 CFR Part 402 Subpart B Consultation Procedures.

Did the Service(s) concur with the finding that the project is Not Likely to Adversely Affect?

- ✓ Yes, the Service(s) concurred with the finding.

Based on the response, the review is in compliance with this section. Document and upload the following below:

- (1) A biological evaluation or equivalent document
- (2) Concurrence(s) from FWS and/or NMFS
- (3) Any other documentation of informal consultation

Exception: If finding was made based on procedures provided by a letter of understanding, memorandum of agreement, programmatic agreement, or checklist provided by local HUD office, provide whatever documentation is mandated by that agreement.

No, the Service(s) did not concur with the finding.

6. For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.

✓ Mitigation as follows will be implemented:

Any tree clearing necessary for the project will be conducted during winter (Nov 1-Mar 31). Once the construction of the watermain is complete, all grounds disturbed will be restored to existing conditions.

No mitigation is necessary.

Screen Summary

Compliance Determination

This project May Affect, but is Not Likely to Adversely Affect, listed species, and informal consultation was conducted. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act. If a bald eagle nest is observed in the vicinity of the proposed project, you will follow the National Bald Eagle Management Guidelines (May 2007). Additionally, all tree removal/trimming will be limited to November 15 - March 31.

Supporting documentation

[Species List Minnesota-Wisconsin Ecological Services Field Office.pdf](#)

[NLAA Concurrence Verification Letter Minnesota-Wisconsin Federal Endangered Species Determination Key 2023-08-09.pdf](#)

[NLAA Concurrence Letter Northern Long-eared Bat Rangewide Determination Key 2023-08-09.pdf](#)

Are formal compliance steps or mitigation required?

✓ Yes

No

Explosive and Flammable Hazards

General requirements	Legislation	Regulation
HUD-assisted projects must meet Acceptable Separation Distance (ASD) requirements to protect them from explosive and flammable hazards.	N/A	24 CFR Part 51 Subpart C

1. Is the proposed HUD-assisted project itself the development of a hazardous facility (a facility that mainly stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries)?

No

Yes

2. Does this project include any of the following activities: development, construction, rehabilitation that will increase residential densities, or conversion?

No

Based on the response, the review is in compliance with this section.

Yes

Screen Summary

Compliance Determination

Based on the project description the project includes no activities that would require further evaluation under this section. This is an underground construction of watermain and trunk sanitary sewer. All constructions will be underground and once the construction of the pipes have been completed, the disturbed ground will be restored to existing condition using natural seeding. The project is in compliance with explosive and flammable hazard requirements.

Supporting documentation

Are formal compliance steps or mitigation required?

Yes

✓ No

Farmlands Protection

General requirements	Legislation	Regulation
The Farmland Protection Policy Act (FPPA) discourages federal activities that would convert farmland to nonagricultural purposes.	Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.)	7 CFR Part 658

1. Does your project include any activities, including new construction, acquisition of undeveloped land or conversion, that could convert agricultural land to a non-agricultural use?

Yes

No

If your project includes new construction, acquisition of undeveloped land or conversion, explain how you determined that agricultural land would not be converted:

The final improvement will be a watermain underground with no structure above ground. Ground that would be disturbed during the construction and installation of the watermain would be restored to existing condition; vegetation will be restored.

Based on the response, the review is in compliance with this section. Document and upload all documents used to make your determination below.

Screen Summary

Compliance Determination

This project does not include any activities that could potentially convert agricultural land to a non-agricultural use. The project is in compliance with the Farmland Protection Policy Act.

Supporting documentation

[Soil Report - Corcoran HUD EA Map.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Floodplain Management

General Requirements	Legislation	Regulation
Executive Order 11988, Floodplain Management, requires federal activities to avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable.	Executive Order 11988	24 CFR 55

1. Do any of the following exemptions apply? Select the applicable citation? [only one selection possible]

- 55.12(c)(3)
- 55.12(c)(4)
- 55.12(c)(5)
- 55.12(c)(6)
- 55.12(c)(7)
- 55.12(c)(8)
- 55.12(c)(9)
- 55.12(c)(10)
- 55.12(c)(11)
- None of the above

2. Upload a FEMA/FIRM map showing the site here:

[FEMA_27053C0043F.png](#)
[floodplain_100year\(1\).pdf](#)

The Federal Emergency Management Agency (FEMA) designates floodplains. The FEMA Map Service Center provides this information in the form of FEMA Flood Insurance Rate Maps (FIRMs). For projects in areas not mapped by FEMA, use **the best available information** to determine floodplain information. Include documentation, including a discussion of why this is the best available information for the site.

Does your project occur in a floodplain?

- No
- Yes

Select the applicable floodplain using the FEMA map or the best available

information:

Floodway

Coastal High Hazard Area (V Zone)

✓ 100-year floodplain (A Zone)

500-year floodplain (B Zone or shaded X Zone)

8-Step Process

Does the 8-Step Process apply? Select one of the following options:

✓ **8-Step Process applies**

Document and upload the completed 8-Step Process below. Be sure to include the early public notice and the final notice.

5-Step Process is applicable per 55.12(a)(1-4). Provide documentation of 5-Step Process.

8-Step Process is inapplicable per 55.12(b)(1-5).

Mitigation

For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.

The nature of the project does not require any upright structures to be constructed. All proposed improvements will be installed/constructed underground and areas of ground disturbance will be restored to existing conditions using natural seeding. With no changes to the existing topography, elevation, or ground conditions, this project is not anticipated to create any flood risks.

Which of the following mitigation/minimization measures have been identified for this project in the 8-Step or 5-Step Process? Select all that apply.

Permeable surfaces

- Natural landscape enhancements that maintain or restore natural hydrology
Planting or restoring native plant species

Bioswales

Evapotranspiration

Stormwater capture and reuse

Green or vegetative roofs with drainage provisions

Natural Resources Conservation Service conservation easements or similar easements

Floodproofing of structures

Elevating structures including freeboarding above the required base flood elevations

Other

Screen Summary

Compliance Determination

This project is located in a 100-year floodplain and within a wetland and the 8-Step Process was required. Attached is a document that documents the 8-Step Process followed by the City and outlines how it was determined that the project will not impose flood risks. With the 8-Step Process, the project will be in compliance with Executive Order 11988.

Supporting documentation

[B-23-CP-MN-0883 Corcoran 8-Step Process 1-9-2024 withAttachments.pdf](#)

Are formal compliance steps or mitigation required?

Yes

- No

Historic Preservation

General requirements	Legislation	Regulation
Regulations under Section 106 of the National Historic Preservation Act (NHPA) require a consultative process to identify historic properties, assess project impacts on them, and avoid, minimize, or mitigate adverse effects	Section 106 of the National Historic Preservation Act (16 U.S.C. 470f)	36 CFR 800 “Protection of Historic Properties” https://www.govinfo.gov/content/pkg/CFR-2012-title36-vol3/pdf/CFR-2012-title36-vol3-part800.pdf

Threshold

Is Section 106 review required for your project?

No, because the project consists solely of activities listed as exempt in a Programmatic Agreement (PA). (See the PA Database to find applicable PAs.)

No, because the project consists solely of activities included in a No Potential to Cause Effects memo or other determination [36 CFR 800.3(a)(1)].

- ✓ Yes, because the project includes activities with potential to cause effects (direct or indirect).

Step 1 – Initiate Consultation

Select all consulting parties below (check all that apply):

✓ State Historic Preservation Offer (SHPO) In progress

✓ Advisory Council on Historic Preservation Not Required

✓ Indian Tribes, including Tribal Historic Preservation Officers (THPOs) or Native Hawaiian Organizations (NHOs)

✓ Spirit Lake Nation Completed

Other Consulting Parties

Describe the process of selecting consulting parties and initiating consultation here:

As part of the HUD EA requirement process, SHPO and THPOs were selected for consultation. The Advisory Council on Historic Preservation (ACHP) is sought for consultation when there are substantial impacts to important historic properties. Based on a field review, there are no existing upright structures within the project area. Therefore, no historical resources are anticipated to be impacted by the project. While archaeological resources are not anticipated to be present in the project area and impacted by the project, the project team has reached out to all the recommended THPOs to identify any resources that may be underground.

Document and upload all correspondence, notices and notes (including comments and objections received below).

Was the Section 106 Lender Delegation Memo used for Section 106 consultation?

- Yes
- No

Step 2 – Identify and Evaluate Historic Properties

1. Define the Area of Potential Effect (APE), either by entering the address(es) or uploading a map depicting the APE below:

The APE runs along Oswald Farm Rd and Fletcher Ln and continues to extend on the east side of Fletcher Lane on some undeveloped land and wetland areas. A map is provided to show the exact extent of the APE.

In the chart below, list historic properties identified and evaluated in the APE. Every historic property that may be affected by the project should be included in the chart.

Upload the documentation (survey forms, Register nominations, concurrence(s) and/or objection(s), notes, and photos) that justify your National Register Status determination below.

Address / Location / District	National Register Status	SHPO Concurrence	Sensitive Information
----------------------------------	-----------------------------	------------------	--------------------------

Additional Notes:

2. Was a survey of historic buildings and/or archeological sites done as part of the project?

Yes

No

Step 3 –Assess Effects of the Project on Historic Properties

Only properties that are listed on or eligible for the National Register of Historic Places receive further consideration under Section 106. Assess the effect(s) of the project by applying the Criteria of Adverse Effect. (36 CFR 800.5)] Consider direct and indirect effects as applicable as per guidance on direct and indirect effects.

Choose one of the findings below - No Historic Properties Affected, No Adverse Effect, or Adverse Effect; and seek concurrence from consulting parties.

No Historic Properties Affected

No Adverse Effect

Based on the response, the review is in compliance with this section.

Document reason for finding:

A consultation with SHPO had been initiated and a formal determination from SHPO was received noting that no historical properties would be affected due to the project.

Does the No Adverse Effect finding contain conditions?

Yes (check all that apply)

No

Based on the response, the review is in compliance with this section. Document and upload

concurrence(s) or objection(s) below.

Adverse Effect

Screen Summary

Compliance Determination

Based on Section 106 consultation the project will have No Adverse Effect on historic properties. Conditions: None. Upon satisfactory implementation of the conditions, which should be monitored, the project is in compliance with Section 106.

Supporting documentation

[2023-2375b.pdf](#)

[THPO-SLT-868.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Noise Abatement and Control

General requirements	Legislation	Regulation
HUD’s noise regulations protect residential properties from excessive noise exposure. HUD encourages mitigation as appropriate.	Noise Control Act of 1972 General Services Administration Federal Management Circular 75-2: “Compatible Land Uses at Federal Airfields”	Title 24 CFR 51 Subpart B

1. What activities does your project involve? Check all that apply:

New construction for residential use

Rehabilitation of an existing residential property

A research demonstration project which does not result in new construction or reconstruction

An interstate land sales registration

Any timely emergency assistance under disaster assistance provision or appropriations which are provided to save lives, protect property, protect public health and safety, remove debris and wreckage, or assistance that has the effect of restoring facilities substantially as they existed prior to the disaster

None of the above

Screen Summary

Compliance Determination

Based on the project description, this project includes no activities that would require further evaluation under HUD's noise regulation. This will be a watermain constructed underground and will generate no noise. The project is in compliance with HUD's Noise regulation.

Supporting documentation

Are formal compliance steps or mitigation required?

Corcoran-Water-Supply-
Construction

Corcoran, MN

900000010328248

Yes

✓ No

Sole Source Aquifers

General requirements	Legislation	Regulation
The Safe Drinking Water Act of 1974 protects drinking water systems which are the sole or principal drinking water source for an area and which, if contaminated, would create a significant hazard to public health.	Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300f et seq., and 21 U.S.C. 349)	40 CFR Part 149

1. Does the project consist solely of acquisition, leasing, or rehabilitation of an existing building(s)?

Yes

✓ No

2. Is the project located on a sole source aquifer (SSA)?

A sole source aquifer is defined as an aquifer that supplies at least 50 percent of the drinking water consumed in the area overlying the aquifer. This includes streamflow source areas, which are upstream areas of losing streams that flow into the recharge area.

✓ No

Based on the response, the review is in compliance with this section. Document and upload documentation used to make your determination, such as a map of your project (or jurisdiction, if appropriate) in relation to the nearest SSA and its source area, below.

Yes

Screen Summary

Compliance Determination

The project is not located on a sole source aquifer area. The project is in compliance with Sole Source Aquifer requirements.

Supporting documentation

[Sole Source Aquifers.png](#)

Are formal compliance steps or mitigation required?

Yes

No

Wetlands Protection

General requirements	Legislation	Regulation
Executive Order 11990 discourages direct or indirect support of new construction impacting wetlands wherever there is a practicable alternative. The Fish and Wildlife Service's National Wetlands Inventory can be used as a primary screening tool, but observed or known wetlands not indicated on NWI maps must also be processed Off-site impacts that result in draining, impounding, or destroying wetlands must also be processed.	Executive Order 11990	24 CFR 55.20 can be used for general guidance regarding the 8 Step Process.

1. Does this project involve new construction as defined in Executive Order 11990, expansion of a building's footprint, or ground disturbance? The term "new construction" shall include draining, dredging, channelizing, filling, diking, impounding, and related activities and any structures or facilities begun or authorized after the effective date of the Order

No

✓ Yes

2. Will the new construction or other ground disturbance impact an on- or off-site wetland? The term "wetlands" means those areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances does or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, potholes, wet meadows, river overflows, mud flats, and natural ponds.

"Wetlands under E.O. 11990 include isolated and non-jurisdictional wetlands."

No, a wetland will not be impacted in terms of E.O. 11990's definition of new construction.

✓ Yes, there is a wetland that be impacted in terms of E.O. 11990's definition of new construction.

You must determine that there are no practicable alternatives to wetlands development by completing the 8-Step Process.

Document and upload the completed 8-Step Process as well as all documents used to make your determination, including a map below. Be sure it includes the early public

notice and the final notice with your documentation.

3. For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.

A wetland delineation has been completed. While the project will occur within a designated wetland, the project team will be submitting for no loss permit under the Wetland Conservation Act (WCA) given that all existing ground condition will be resorted to existing condition once the watermains are installed underground.

Which of the following mitigation actions have been or will be taken? Select all that apply:

Permeable surfaces

Natural landscape enhancements that maintain or restore natural hydrology through infiltration
Native plant species

Bioswales

Evapotranspiration

Stormwater capture and reuse

Green or vegetative roofs with drainage provisions

Natural Resources Conservation Service conservation easements

Compensatory mitigation

Other

Based on the response, the review is in compliance with this section.

Screen Summary

Compliance Determination

The project results will impact on- or off-site wetlands. An 8 Step Process has been completed. To comply with the requirements, a public notice was published in the Crow River News on August 17th, 2023 and was open for public comment for 15 days. Public comment period ended with no additional comments. With no comments

received and no concerns expressed, the project will proceed with no direct impacts to the wetland or floodplain. There are no permanent or long-term impacts anticipated to the floodplain due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. With mitigation, identified in the mitigation section of this review, the project will be in compliance with Executive Order 11990.

Supporting documentation

[B-23-CP-MN-0883 Corcoran 8-Step Process 9-26-2023 withAttachments\(1\).pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

Wild and Scenic Rivers Act

General requirements	Legislation	Regulation
The Wild and Scenic Rivers Act provides federal protection for certain free-flowing, wild, scenic and recreational rivers designated as components or potential components of the National Wild and Scenic Rivers System (NWSRS) from the effects of construction or development.	The Wild and Scenic Rivers Act (16 U.S.C. 1271-1287), particularly section 7(b) and (c) (16 U.S.C. 1278(b) and (c))	36 CFR Part 297

1. Is your project within proximity of a NWSRS river?

No

Yes, the project is in proximity of a Designated Wild and Scenic River or Study Wild and Scenic River.

Yes, the project is in proximity of a Nationwide Rivers Inventory (NRI) River.

Screen Summary

Compliance Determination

The only designated Wild and Scenic River in the state is the St. Croix River, which does not run through the City of Corcoran. The St. Croix River is more than 37 miles east of the project location.

Supporting documentation

Are formal compliance steps or mitigation required?

Yes

No

Environmental Justice

General requirements	Legislation	Regulation
Determine if the project creates adverse environmental impacts upon a low-income or minority community. If it does, engage the community in meaningful participation about mitigating the impacts or move the project.	Executive Order 12898	

HUD strongly encourages starting the Environmental Justice analysis only after all other laws and authorities, including Environmental Assessment factors if necessary, have been completed.

1. Were any adverse environmental impacts identified in any other compliance review portion of this project's total environmental review?

Yes

No

Based on the response, the review is in compliance with this section.

Screen Summary

Compliance Determination

No adverse environmental impacts were identified in the project's total environmental review. Based on the EJScreening Tool, there is only 1 percent of low-income and people of color within half mile of the project area. The project is in compliance with Executive Order 12898.

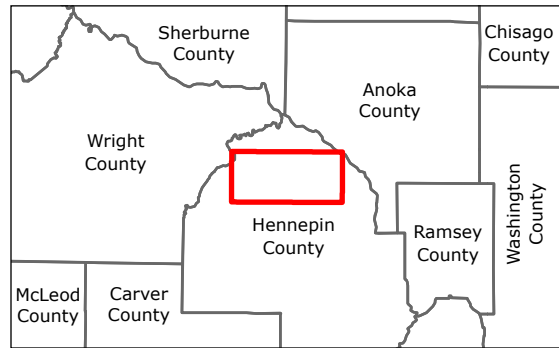
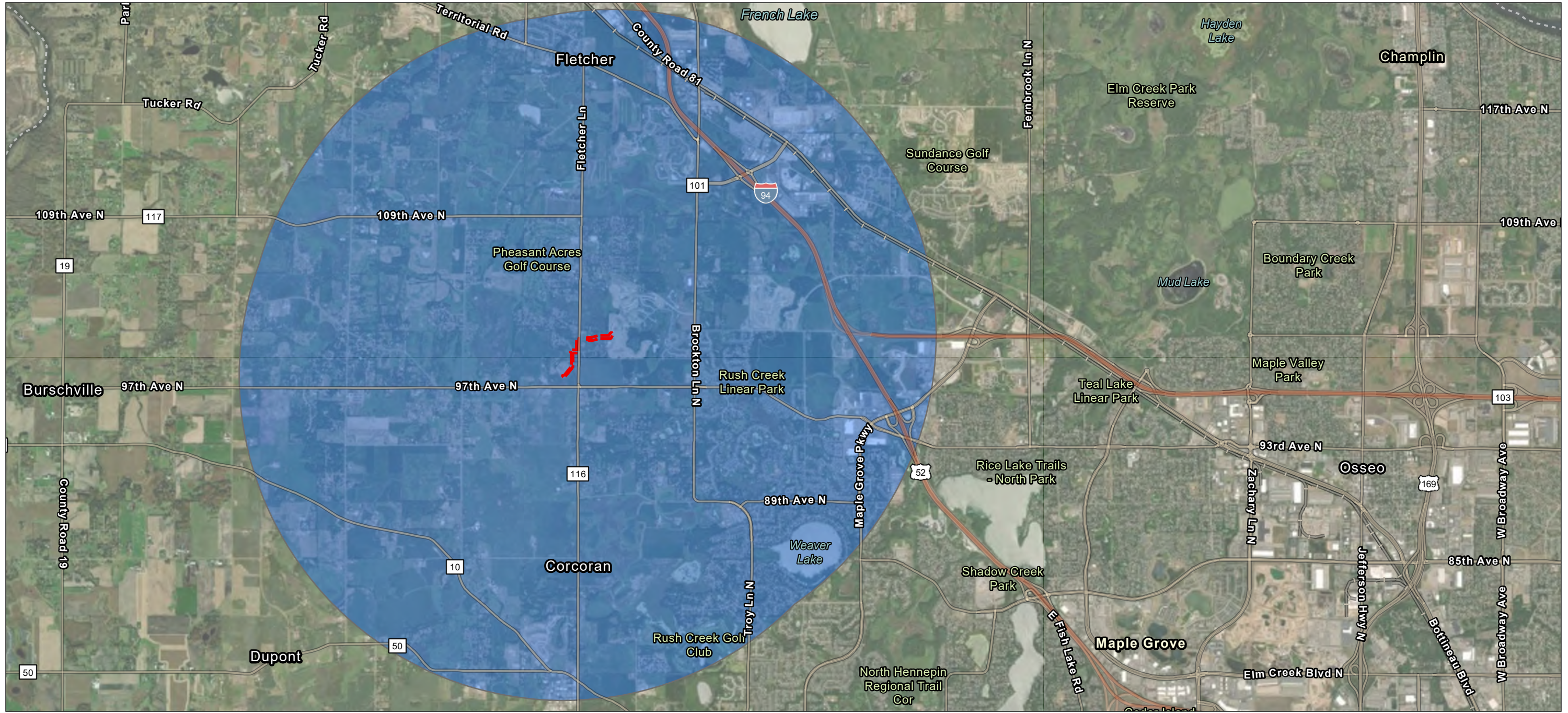
Supporting documentation

[EJScreen Community Report.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No



- Legend**
- Construction Impact Area
 - Parcels
 - 15,000 Feet Buffer

2500 Feet
 (At original document size of 11x17)
 1:55,879



Project Location T119N, R23W, S12 Corcoran, Hennepin Co., MN
Client/Project City of Corcoran NE Corcoran Trunk Infrastructure
 Prepared by ARH on 2023-10-04
 227705275

Figure No. 1
Title Project Area (Not within 15,000 ft of military or civilian airport)

- Notes**
1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
 2. Data Sources: Hennepin County, Stantec
 3. Background: Hennepin County 2021 Aerial

V:\2277\active\227705275\03_data\gis\proj\ne_corcoran_trunk_infrastructure\ne_corcoran_trunk_infrastructure.aprx Revised: 2023-10-04 By: jocho


Coastal Barrier Resources System Mapper Documentation



CBRS Units

- Otherwise Protected Area
- CBRS Buffer Zone
- System Unit
-  -93.542994, 45.135665

0 65 130 260 390 ft
1:4,514

 The pin location displayed on the map is a point selected by the user. Failure of the user to ensure that the pin location displayed on this map correctly corresponds with the user supplied address/location description below may result in an invalid federal flood insurance policy. **The U.S. Fish and Wildlife Service (Service) has not validated the pin location with respect to the user supplied address/location description below. The Service recommends that all pin locations be verified by federal agencies prior to use of this map for the provision or denial of federal funding or financial assistance .** Please note that a structure bisected by the Coastal Barrier Resources System (CBRS) boundary (i.e., both "partially in" and "partially out") is within the CBRS and therefore affected by CBRA's restrictions on federal flood insurance. A pin placed on a bisected structure must be placed on the portion of the structure within the unit (including any attached features such as a deck or stairs).

User Name: Joanne Cho

User Organization: Stantec

User Supplied Address/Location Description: Project area adjacent to Hope Community Church (19951 Oswald Farm Rd, Rogers, MN 55374)

Pin Location: Outside CBRS

Pin Flood Insurance Prohibition Date: N/A

Pin System Unit Establishment Date: N/A

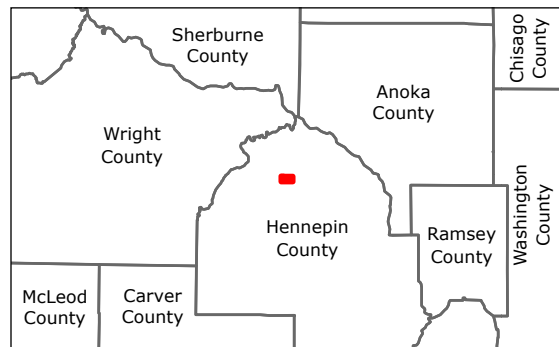
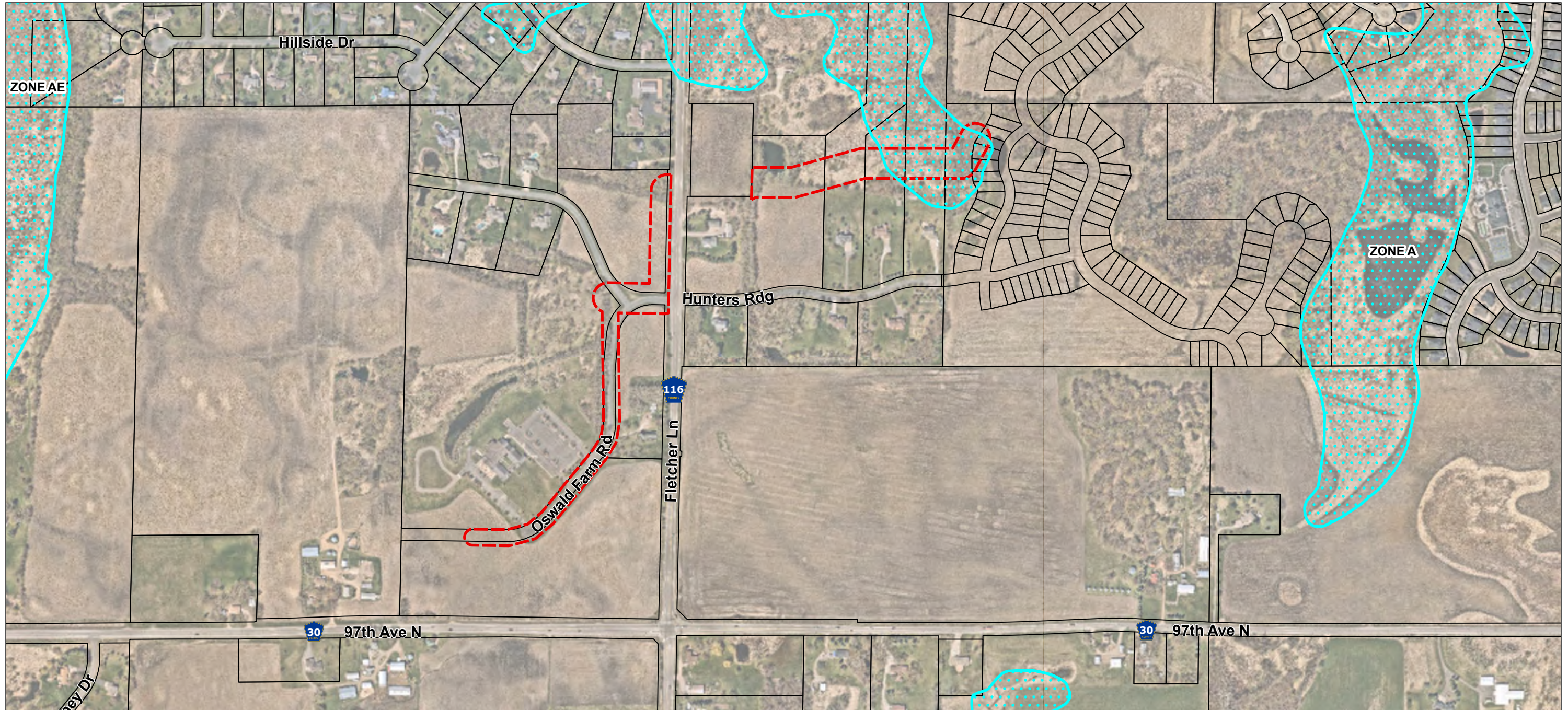
The user placed pin location is not within the CBRS. The official CBRS maps are accessible at <https://www.fws.gov/library/collections/official-coastal-barrier-resources-system-maps> .




The CBRS information is derived directly from the CBRS web service provided by the Service. This map was exported on 7/20/2023 and does not reflect changes or amendments subsequent to this date. The CBRS boundaries on this map may become superseded by new boundaries over time.

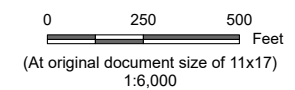
This map image may be void if one or more of the following map elements do not appear: basemap imagery, CBRS unit labels, prohibition date labels, legend, scale bar, map creation date. For additional information about flood insurance and the CBRS, visit: <https://www.fws.gov/node/263838> .



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- Legend**
-  150' Construction Impact Area
 -  Parcels
 -  FEMA Floodplains - 100 Year

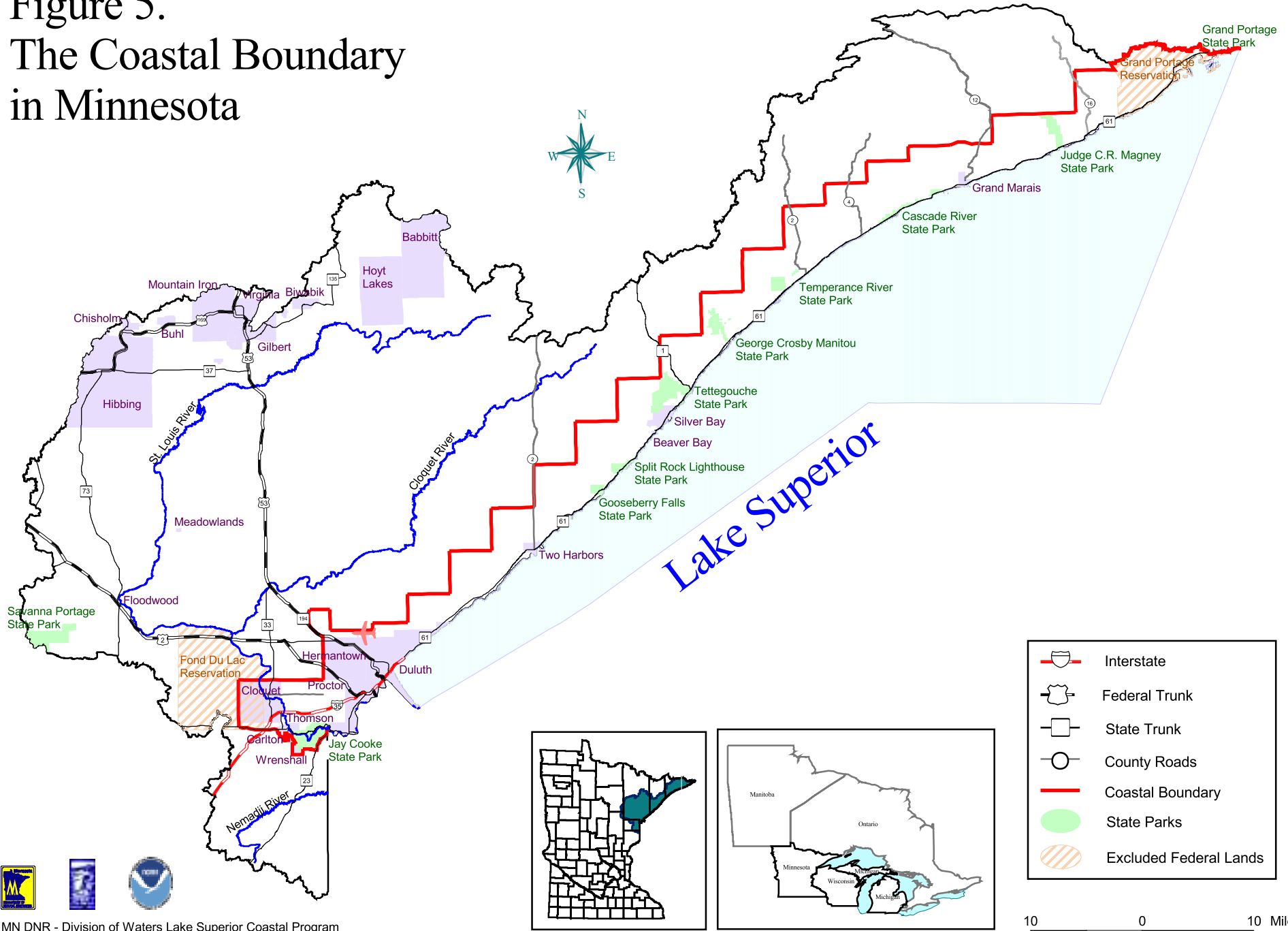


Project Location T119N, R23W, S12
Corcoran, Hennepin Co., MN
Client/Project City of Corcoran
NE Corcoran Trunk Infrastructure

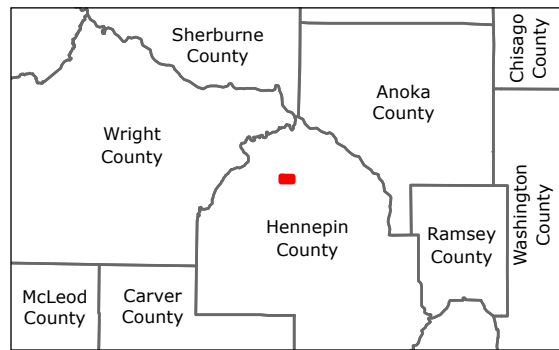
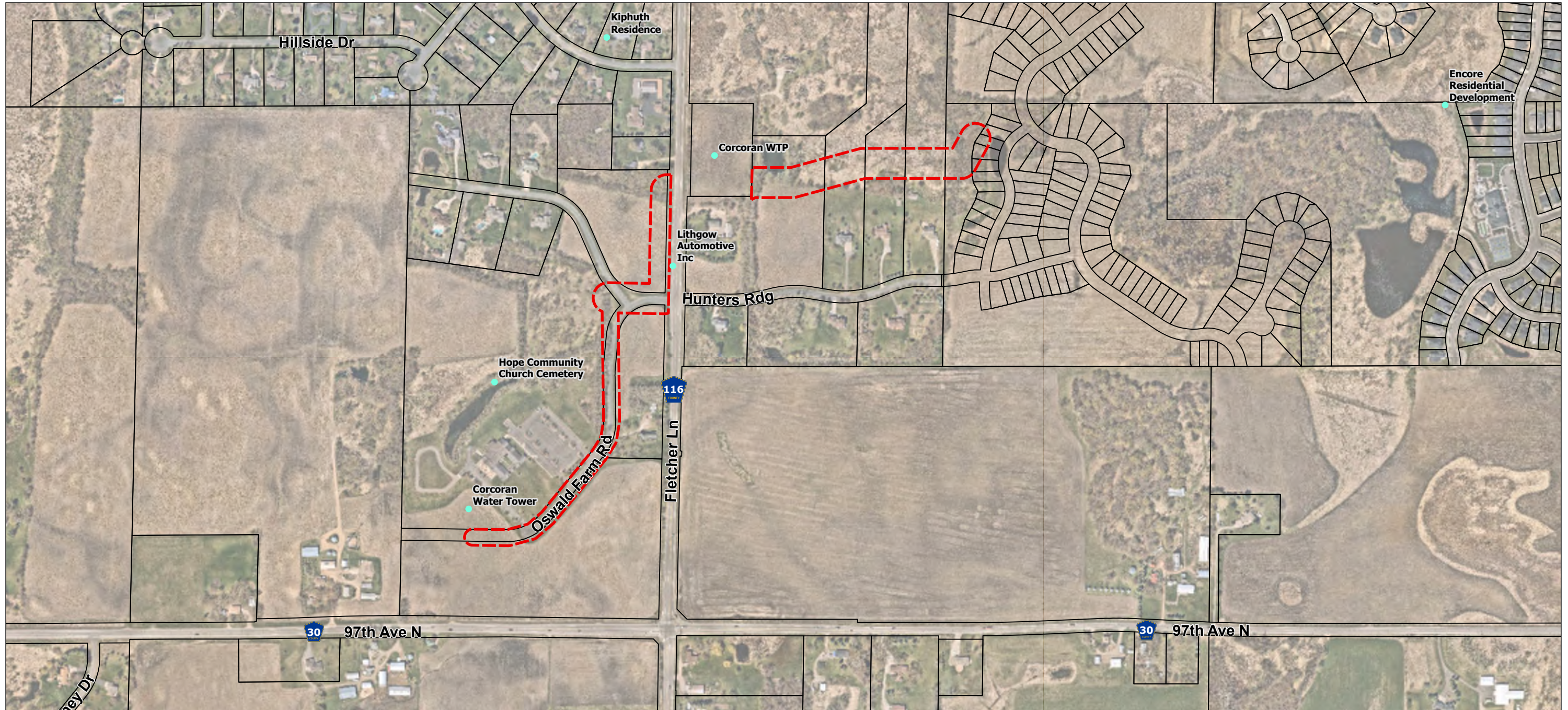
Prepared by ARH on 2023-07-20
227705275

Title
Floodplain (FEMA)

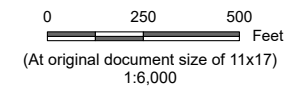
Figure 5.
The Coastal Boundary
in Minnesota



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- Legend**
-  150' Construction Impact Area
 -  Parcels
 -  MPCA Sites



Project Location T119N, R23W, S12
Corcoran, Hennepin Co., MN
Client/Project City of Corcoran
NE Corcoran Trunk Infrastructure

Prepared by ARH on 2023-07-20
227705275

Title
Floodplain (FEMA)



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793 Fax: (952) 646-2873

In Reply Refer To:

August 09, 2023

Project code: 2023-0114125

Project Name: Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

Federal Nexus: yes

Federal Action Agency (if applicable): Department of Housing and Urban Development

Subject: Federal agency coordination under the Endangered Species Act, Section 7 for 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project'

Dear David Nuccio:

This letter records your determination using the Information for Planning and Consultation (IPaC) system provided to the U.S. Fish and Wildlife Service (Service) on August 09, 2023, for 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project' (here forward, Project). This project has been assigned Project Code 2023-0114125 and all future correspondence should clearly reference this number. **Please carefully review this letter. Your Endangered Species Act (Act) requirements may not be complete.**

Ensuring Accurate Determinations When Using IPaC

The Service developed the IPaC system and associated species' determination keys in accordance with the Endangered Species Act of 1973 (ESA; 87 Stat. 884, as amended; 16 U.S.C. 1531 et seq.) and based on a standing analysis. All information submitted by the Project proponent into IPaC must accurately represent the full scope and details of the Project.

Failure to accurately represent or implement the Project as detailed in IPaC or the Northern Long-eared Bat Rangewide Determination Key (DKey), invalidates this letter. **Answers to certain questions in the DKey commit the project proponent to implementation of conservation measures that must be followed for the ESA determination to remain valid.**

Determination for the Northern Long-Eared Bat

Based upon your IPaC submission and a standing analysis completed by the Service, your project has reached the determination of "May Affect, Not Likely to Adversely Affect" the northern long-eared bat. Unless the Service advises you within 15 days of the date of this letter that your

IPaC-assisted determination was incorrect, this letter verifies that consultation on the Action is complete and no further action is necessary unless either of the following occurs:

- new information reveals effects of the action that may affect the northern long-eared bat in a manner or to an extent not previously considered; or,
- the identified action is subsequently modified in a manner that causes an effect to the northern long-eared bat that was not considered when completing the determination key.

15-Day Review Period

As indicated above, the Service will notify you within 15 calendar days if we determine that this proposed Action does not meet the criteria for a “may affect, not likely to adversely affect” (NLAA) determination for the northern long-eared bat. If we do not notify you within that timeframe, you may proceed with the Action under the terms of the NLAA concurrence provided here. This verification period allows the identified Ecological Services Field Office to apply local knowledge to evaluation of the Action, as we may identify a small subset of actions having impacts that we did not anticipate when developing the key. In such cases, the identified Ecological Services Field Office may request additional information to verify the effects determination reached through the Northern Long-eared Bat DKey.

Other Species and Critical Habitat that May be Present in the Action Area

The IPaC-assisted determination for the northern long-eared bat does not apply to the following ESA-protected species and/or critical habitat that also may occur in your Action area:

- Monarch Butterfly *Danaus plexippus* Candidate
- Tricolored Bat *Perimyotis subflavus* Proposed Endangered
- Whooping Crane *Grus americana* Experimental Population, Non-Essential

You may coordinate with our Office to determine whether the Action may affect the species and/or critical habitat listed above. Note that reinitiation of consultation would be necessary if a new species is listed or critical habitat designated that may be affected by the identified action before it is complete.

If you have any questions regarding this letter or need further assistance, please contact the Minnesota-Wisconsin Ecological Services Field Office and reference Project Code 2023-0114125 associated with this Project.

Action Description

You provided to IPaC the following name and description for the subject Action.

1. Name

Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

2. Description

The following description was provided for the project 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project':

This project supports the construction of a water supply system, including a well, water treatment facility, and water storage facility, for the City of Corcoran's Northeast District, Minnesota. This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). In addition to providing safe and clean drinking water to the community, the new system would spur significant residential and commercial growth in the area on the approximately 2,000 acres of mostly undeveloped land that would be served.

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.137460250000004,-93.53864147699394,14z>



DETERMINATION KEY RESULT

Based on the answers provided, the proposed Action is consistent with a determination of “may affect, but not likely to adversely affect” for the Endangered northern long-eared bat (*Myotis septentrionalis*).

QUALIFICATION INTERVIEW

1. Does the proposed project include, or is it reasonably certain to cause, intentional take of the northern long-eared bat or any other listed species?

Note: Intentional take is defined as take that is the intended result of a project. Intentional take could refer to research, direct species management, surveys, and/or studies that include intentional handling/encountering, harassment, collection, or capturing of any individual of a federally listed threatened, endangered or proposed species?

No

2. Do you have post-white nose syndrome occurrence data that indicates that northern long-eared bats (NLEB) are likely to be present in the action area?

Bat occurrence data may include identification of NLEBs in hibernacula, capture of NLEBs, tracking of NLEBs to roost trees, or confirmed acoustic detections. With this question, we are looking for data that, for some reason, may have not yet been made available to U.S. Fish and Wildlife Service.

No

3. Does any component of the action involve construction or operation of wind turbines?

Note: For federal actions, answer ‘yes’ if the construction or operation of wind power facilities is either (1) part of the federal action or (2) would not occur but for a federal agency action (federal permit, funding, etc.).

No

4. Is the proposed action authorized, permitted, licensed, funded, or being carried out by a Federal agency in whole or in part?

Yes

5. Is the Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), or Federal Transit Administration (FTA) funding or authorizing the proposed action, in whole or in part?

No

6. Are you an employee of the federal action agency or have you been officially designated in writing by the agency as its designated non-federal representative for the purposes of Endangered Species Act Section 7 informal consultation per 50 CFR § 402.08?

Note: This key may be used for federal actions and for non-federal actions to facilitate section 7 consultation and to help determine whether an incidental take permit may be needed, respectively. This question is for information purposes only.

No

7. Is the lead federal action agency the Environmental Protection Agency (EPA) or Federal Communications Commission (FCC)? Is the Environmental Protection Agency (EPA) or Federal Communications Commission (FCC) funding or authorizing the proposed action, in whole or in part?

No

8. Is the lead federal action agency the Federal Energy Regulatory Commission (FERC)?

No

9. Have you determined that your proposed action will have no effect on the northern long-eared bat? Remember to consider the [effects of any activities](#) that would not occur but for the proposed action.

If you think that the northern long-eared bat may be affected by your project or if you would like assistance in deciding, answer “No” below and continue through the key. If you have determined that the northern long-eared bat does not occur in your project’s action area and/or that your project will have no effects whatsoever on the species despite the potential for it to occur in the action area, you may make a “no effect” determination for the northern long-eared bat.

Note: Federal agencies (or their designated non-federal representatives) must consult with USFWS on federal agency actions that may affect listed species [50 CFR 402.14(a)]. Consultation is not required for actions that will not affect listed species or critical habitat. Therefore, this determination key will not provide a consistency or verification letter for actions that will not affect listed species. If you believe that the northern long-eared bat may be affected by your project or if you would like assistance in deciding, please answer “No” and continue through the key. Remember that this key addresses only effects to the northern long-eared bat. Consultation with USFWS would be required if your action may affect another listed species or critical habitat. The definition of [Effects of the Action](#) can be found here: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

No

10. [Semantic] Is the action area located within 0.5 miles of a known northern long-eared bat hibernaculum?

Note: The map queried for this question contains proprietary information and cannot be displayed. If you need additional information, please contact your State wildlife agency.

Automatically answered

No

11. Does the action area contain any caves (or associated sinkholes, fissures, or other karst features), mines, rocky outcroppings, or tunnels that could provide habitat for hibernating northern long-eared bats?

No

12. Does the action area contain or occur within 0.5 miles of (1) talus or (2) anthropogenic or naturally formed rock crevices in rocky outcrops, rock faces or cliffs?

No

13. Is suitable summer habitat for the northern long-eared bat present within 1000 feet of project activities?

(If unsure, answer "Yes.")

Note: If there are trees within the action area that are of a sufficient size to be potential roosts for bats (i.e., live trees and/or snags ≥ 3 inches (12.7 centimeter) dbh), answer "Yes". If unsure, additional information defining suitable summer habitat for the northern long-eared bat can be found at: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

Yes

14. Will the action cause effects to a bridge?

No

15. Will the action result in effects to a culvert or tunnel?

No

16. Does the action include the intentional exclusion of northern long-eared bats from a building or structure?

Note: Exclusion is conducted to deny bats' entry or reentry into a building. To be effective and to avoid harming bats, it should be done according to established standards. If your action includes bat exclusion and you are unsure whether northern long-eared bats are present, answer "Yes." Answer "No" if there are no signs of bat use in the building/structure. If unsure, contact your local U.S. Fish and Wildlife Services Ecological Services Field Office to help assess whether northern long-eared bats may be present. Contact a Nuisance Wildlife Control Operator (NWCO) for help in how to exclude bats from a structure safely without causing harm to the bats (to find a NWCO certified in bat standards, search the Internet using the search term "National Wildlife Control Operators Association bats"). Also see the White-Nose Syndrome Response Team's guide for bat control in structures

No

17. Does the action involve removal, modification, or maintenance of a human-made structure (barn, house, or other building) **known or suspected to contain roosting bats?**

No

18. Will the action cause construction of one or more new roads open to the public?

For federal actions, answer 'yes' when the construction or operation of these facilities is either (1) part of the federal action or (2) would not occur but for an action taken by a federal agency (federal permit, funding, etc.).

No

19. Will the action include or cause any construction or other activity that is reasonably certain to increase average daily traffic on one or more existing roads?

Note: For federal actions, answer 'yes' when the construction or operation of these facilities is either (1) part of the federal action or (2) would not occur but for an action taken by a federal agency (federal permit, funding, etc.). .

No

20. Will the action include or cause any construction or other activity that is reasonably certain to increase the number of travel lanes on an existing thoroughfare?

For federal actions, answer 'yes' when the construction or operation of these facilities is either (1) part of the federal action or (2) would not occur but for an action taken by a federal agency (federal permit, funding, etc.).

No

21. Will the proposed action involve the creation of a new water-borne contaminant source (e.g., leachate pond pits containing chemicals that are not NSF/ANSI 60 compliant)?

No

22. Will the proposed action involve the creation of a new point source discharge from a facility other than a water treatment plant or storm water system?

No

23. Will the action include drilling or blasting?

Yes

24. Will the drilling or blasting affect known or potentially suitable hibernacula, summer habitat, or active year-round habitat (where applicable) for the northern long-eared bat?

Note: In addition to direct impacts to hibernacula, consider impacts to hydrology or air flow that may impact the suitability of hibernacula. Additional information defining suitable summer habitat for the northern long-eared bat can be found at: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

No

25. Will the action involve military training (e.g., smoke operations, obscurant operations, exploding munitions, artillery fire, range use, helicopter or fixed wing aircraft use)?

No

26. Will the proposed action involve the use of herbicides or pesticides other than herbicides (e.g., fungicides, insecticides, or rodenticides)?

No

27. Will the action include or cause activities that are reasonably certain to cause chronic nighttime noise in suitable summer habitat for the northern long-eared bat? Chronic noise is noise that is continuous or occurs repeatedly again and again for a long time.

Note: Additional information defining suitable summer habitat for the northern long-eared bat can be found at: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

No

28. Does the action include, or is it reasonably certain to cause, the use of artificial lighting within 1000 feet of suitable northern long-eared bat roosting habitat?

Note: Additional information defining suitable roosting habitat for the northern long-eared bat can be found at: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

No

29. Will the action include tree cutting or other means of knocking down or bringing down trees, tree topping, or tree trimming?

Yes

30. Has a presence/probable absence summer bat survey targeting the northern long-eared bat following the Service's [Range-wide Indiana Bat and Northern Long-Eared Bat Survey Guidelines](#) been conducted within the project area? If unsure, answer "No."

No

31. Does the action include emergency cutting or trimming of hazard trees in order to remove an imminent threat to human safety or property? See hazard tree note at the bottom of the key for text that will be added to response letters

Note: A "hazard tree" is a tree that is an immediate threat to lives, public health and safety, or improved property and has a diameter breast height of six inches or greater.

No

32. Are any of the trees proposed for cutting or other means of knocking down, bringing down, topping, or trimming suitable for northern long-eared bat roosting (i.e., live trees and/or snags ≥ 3 inches dbh that have exfoliating bark, cracks, crevices, and/or cavities)?

Yes

33. [Semantic] Does your project intersect a known sensitive area for the northern long-eared bat?

Note: The map queried for this question contains proprietary information and cannot be displayed. If you need additional information, please contact your [state agency or USFWS field office](#)

Automatically answered

No

34. Will all tree cutting/trimming or other knocking or bringing down of trees be restricted to the inactive season for the northern long-eared bat?

Note: Inactive Season dates for summer habitat outside of staging and swarming areas can be found here: <https://www.fws.gov/media/inactive-season-dates-swarming-and-staging-areas>.

Yes

35. Will the action cause trees to be cut, knocked down, or otherwise brought down across an area greater than 10 acres?

No

36. Will the action cause trees to be cut, knocked down, or otherwise brought down in a way that would fragment a forested connection (e.g., tree line) between two or more forest patches of at least 5 acres?

The forest patches may consist of entirely contiguous forest or multiple forested areas that are separated by less than 1000' of non-forested area. A project will fragment a forested connection if it creates an unforested gap of greater than 1000'.

No

37. Will the action result in the use of prescribed fire?

No

38. Will the action cause noises that are louder than ambient baseline noises within the action area?

Yes

39. Will the action cause noises during the active season in suitable summer habitat that are louder than anthropogenic noises to which the affected habitat is currently exposed?
Answer 'no' if the noises will occur only during the inactive period.

Note: Inactive Season dates for areas within a spring staging/fall swarming area can be found here: <https://www.fws.gov/media/inactive-season-dates-swarming-and-staging-areas>.

Note: Additional information defining suitable summer habitat for the northern long-eared bat can be found at: <https://www.fws.gov/media/northern-long-eared-bat-assisted-determination-key-selected-definitions>

No

PROJECT QUESTIONNAIRE

Enter the extent of the action area (in acres) from which trees will be removed - round up to the nearest tenth of an acre. For this question, include the entire area where tree removal will take place, even if some live or dead trees will be left standing.

1.55

In what extent of the area (in acres) will trees be cut, knocked down, or trimmed during the inactive (hibernation) season for northern long-eared bat? **Note:** Inactive Season dates for spring staging/fall swarming areas can be found here: <https://www.fws.gov/media/inactive-season-dates-swarming-and-staging-areas>

1.55

In what extent of the area (in acres) will trees be cut, knocked down, or trimmed during the active (non-hibernation) season for northern long-eared bat? **Note:** Inactive Season dates for spring staging/fall swarming areas can be found here: <https://www.fws.gov/media/inactive-season-dates-swarming-and-staging-areas>

0

Will all potential northern long-eared bat (NLEB) roost trees (trees ≥ 3 inches diameter at breast height, dbh) be cut, knocked, or brought down from any portion of the action area greater than or equal to 0.1 acre? If all NLEB roost trees will be removed from multiple areas, select 'Yes' if the cumulative extent of those areas meets or exceeds 0.1 acre.

Yes

Enter the extent of the action area (in acres) from which all potential NLEB roost trees will be removed. If all NLEB roost trees will be removed from multiple areas, entire the total extent of those areas. Round up to the nearest tenth of an acre.

1.55

For the area from which all potential northern long-eared bat (NLEB) roost trees will be removed, on how many acres (round to the nearest tenth of an acre) will trees be allowed to regrow? Enter '0' if the entire area from which all potential NLEB roost trees are removed will be developed or otherwise converted to non-forest for the foreseeable future.

1.55

Will any snags (standing dead trees) ≥ 3 inches dbh be left standing in the area(s) in which all northern long-eared bat roost trees will be cut, knocked down, or otherwise brought down?

Yes

Will all project activities be completed by April 1, 2024?

No

IPAC USER CONTACT INFORMATION

Agency: Department of Housing and Urban Development

Name: David Nuccio

Address: 212 3rd Ave South

City: Minneapolis

State: MN

Zip: 55401

Email: david.a.nuccio@hud.gov

Phone: 6128436417



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793 Fax: (952) 646-2873

In Reply Refer To:

August 09, 2023

Project code: 2023-0114125

Project Name: Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

Subject: Verification letter for 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project' for specified threatened and endangered species that may occur in your proposed project location consistent with the Minnesota-Wisconsin Endangered Species Determination Key (Minnesota-Wisconsin DKey).

Dear David Nuccio:

The U.S. Fish and Wildlife Service (Service) received on **August 09, 2023** your effect determination(s) for the 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project' (Action) using the Minnesota-Wisconsin DKey within the Information for Planning and Consultation (IPaC) system. You have submitted this key to satisfy requirements under Section 7(a)(2). The Service developed this system in accordance of with the Endangered Species Act of 1973 (ESA) (87 Stat. 884, as amended; 16 U.S.C 1531 et seq.).

Based on your answers and the assistance of the Service's Minnesota-Wisconsin DKey, you made the following effect determination(s) for the proposed Action:

Species	Listing Status	Determination
Monarch Butterfly (<i>Danaus plexippus</i>)	Candidate	No effect
Tricolored Bat (<i>Perimyotis subflavus</i>)	Proposed Endangered	NLAA
Whooping Crane (<i>Grus americana</i>)	Experimental Population, Non-Essential	No effect

Determination Information

The Service will notify you within 30 calendar days if we determine that this proposed Action does not meet the criteria for a “may affect, not likely to adversely affect” (NLAA) determination for Federally listed species in Minnesota and Wisconsin. If we do not notify you within that timeframe, you may proceed with the Action under the terms of the NLAA concurrence provided here. This verification period allows the Minnesota-Wisconsin Ecological Services Field Office to apply local knowledge to evaluation of the Action, as we may identify a small subset of

actions having impacts that were unanticipated. In such instances, the Minnesota-Wisconsin Ecological Services Field Office may request additional information to verify the effects determination reached through the Minnesota-Wisconsin DKey.

Additional Information

Sufficient project details: Please provide sufficient project details on your project homepage in IPaC (Define Project, Project Description) to support your conclusions. Failure to disclose important aspects of your project that would influence the outcome of your effects determinations may negate your determinations and invalidate this letter. If you have site-specific information that leads you to believe a different determination is more appropriate for your project than what the Dkey concludes, you can and should proceed based on the best available information.

Future project changes: The Service recommends that you contact the Minnesota-Wisconsin Ecological Services Field Office or re-evaluate the project in IPaC if: 1) the scope or location of the proposed Action is changed; 2) new information reveals that the action may affect listed species or designated critical habitat in a manner or to an extent not previously considered; 3) the Action is modified in a manner that causes effects to listed species or designated critical habitat; or 4) a new species is listed or critical habitat designated. If any of the above conditions occurs, additional consultation with the Service should take place before project changes are final or resources committed.

For non-Federal representatives: Please note that when a project requires consultation under section 7 of the Act, the Service must consult directly with the Federal action agency unless that agency formally designates a non-Federal representative (50 CFR 402.08). Non-Federal representatives may prepare analyses or conduct informal consultations; however, the ultimate responsibility for section 7 compliance under the Act remains with the Federal agency. Please include the Federal action agency in additional correspondence regarding this project.

Species-specific information

Whooping Crane Nonessential Experimental Population: For Federal projects outside a National Wildlife Refuge or National Park, we treat the nonessential experimental population (NEP) of whooping crane as proposed for listing and only two provisions of section 7 would apply: section 7(a)(1) and section 7(a)(4). Section 7(a)(4) requires Federal agencies to confer with the Service on actions that are likely to jeopardize the continued existence of a proposed species. **You indicated that the Action is not likely to result in jeopardy of the NEP of whooping crane. As such, your obligations under section 7 for whooping crane are complete.**

Bald and Golden Eagles: Bald eagles, golden eagles, and their nests are protected under the Bald and Golden Eagle Protection Act (54 Stat. 250, as amended, 16 U.S.C. 668a-d) (Eagle Act). The Eagle Act prohibits, except when authorized by an Eagle Act permit, the “taking” of bald and golden eagles and defines “take” as “pursue, shoot, shoot at, poison, wound, kill, capture, trap, collect, molest or disturb.” The Eagle Act’s implementing regulations define disturb as “... to agitate or bother a bald or golden eagle to a degree that causes, or is likely to cause, based on the best scientific information available, (1) injury to an eagle, (2) a decrease in its productivity,

by substantially interfering with normal breeding, feeding, or sheltering behavior, or (3) nest abandonment, by substantially interfering with normal breeding, feeding, or sheltering behavior.”

If you observe a bald eagle nest in the vicinity of your proposed project, you should follow the National Bald Eagle Management Guidelines (May 2007). For more information on eagles and conducting activities in the vicinity of an eagle nest, please visit our regional eagle website or contact Margaret at Margaret_Rheude@fws.gov. **If the Action may affect bald or golden eagles, additional coordination with the Service under the Eagle Act may be required.**

The following species and/or critical habitats may also occur in your project area and **are not** covered by this conclusion:

- Northern Long-eared Bat *Myotis septentrionalis* Endangered

Coordination with the Service is not complete if additional coordination is advised above for any species.

Action Description

You provided to IPaC the following name and description for the subject Action.

1. Name

Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

2. Description

The following description was provided for the project 'Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project':

This project supports the construction of a water supply system, including a well, water treatment facility, and water storage facility, for the City of Corcoran's Northeast District, Minnesota. This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). In addition to providing safe and clean drinking water to the community, the new system would spur significant residential and commercial growth in the area on the approximately 2,000 acres of mostly undeveloped land that would be served.

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.137460250000004,-93.53864147699394,14z>



QUALIFICATION INTERVIEW

1. This determination key is intended to assist the user in evaluating the effects of their actions on Federally listed species in Minnesota and Wisconsin. It does not cover other prohibited activities under the Endangered Species Act (e.g., for wildlife: import/export, Interstate or foreign commerce, possession of illegally taken wildlife, etc.; for plants: import/export, reduce to possession, malicious destruction on Federal lands, commercial sale, etc.) or other statutes. Additionally, this key DOES NOT cover wind development, purposeful take (e.g., for research or surveys), communication towers that have guy wires or are over 450 feet in height, aerial or other large-scale application of any chemical (such as insecticide or herbicide), and approval of long-term permits or plans (e.g., FERC licenses, HCP's).

Click **YES** to acknowledge that you must consider other prohibitions of the ESA or other statutes outside of this determination key.

Yes

2. Is the action being funded, authorized, or carried out by a Federal agency?

Yes

3. Are you the Federal agency or designated non-federal representative?

No

4. Does the action involve the installation or operation of wind turbines?

No

5. Does the action involve purposeful take of a listed animal?

No

6. Does the action involve a new communications tower?

No

7. Does the activity involve aerial or other large-scale application of ANY chemical, including pesticides (insecticide, herbicide, fungicide, rodenticide, etc)?

No

8. Does the action occur near a bald eagle nest?

Note: Contact the Minnesota or Wisconsin Department of Natural Resources for an up-to-date list of known bald eagle nests.

No

9. Will your action permanently affect local hydrology?

No

10. Will your action temporarily affect local hydrology?

No

11. Will your project have any direct impacts to a stream or river (e.g., Horizontal Directional Drilling (HDD), hydrostatic testing, stream/road crossings, new stormwater outfall discharge, dams, other in-stream work, etc.)?

No

12. Does your project have the potential to impact the riparian zone or indirectly impact a stream/river (e.g., cut and fill; horizontal directional drilling; construction; vegetation removal; pesticide or fertilizer application; discharge; runoff of sediment or pollutants; increase in erosion, etc.)?

Note: Consider all potential effects of the action, including those that may happen later in time and outside and downstream of the immediate area involved in the action.

Endangered Species Act regulation defines "effects of the action" to include all consequences to listed species or critical habitat that are caused by the proposed action, including the consequences of other activities that are caused by the proposed action. A consequence is caused by the proposed action if it would not occur but for the proposed action and it is reasonably certain to occur. Effects of the action may occur later in time and may include consequences occurring outside the immediate area involved in the action. (50 CFR 402.02).

No

13. Will your action disturb the ground or existing vegetation?

Note: This includes any off-road vehicle access, soil compaction (enough to collapse a rodent burrow), digging, seismic survey, directional drilling, heavy equipment, grading, trenching, placement of fill, pesticide application (herbicide, fungicide), vegetation management (including removal or maintenance using equipment or prescribed fire), cultivation, development, etc.

Yes

14. Will your action include spraying insecticides?

No

15. Does your action area occur entirely within an already developed area?

Note: Already developed areas are already paved, covered by existing structures, manicured lawns, industrial sites, or cultivated cropland, AND do not contain trees that could be roosting habitat. Be aware that listed species may occur in areas with natural, or semi-natural, vegetation immediately adjacent to existing utilities (e.g. roadways, railways) or within utility rights-of-way such as overhead transmission line corridors, and can utilize suitable trees, bridges, or culverts for roosting even in urban dominated landscapes (so these are not considered "already developed areas" for the purposes of this question). If unsure, select NO..

No

16. Have you determined that the action will have no effect on individuals within the whooping crane nonessential experimental population (NEP)?

No

17. Does the action occur within a National Wildlife Refuge or National Park?

Note: For the purposes of section 7 of the Act, we treat nonessential experimental populations (NEPs) as threatened species when the NEP is located within a National Wildlife Refuge (NWR) or National Park (NP), and therefore section 7(a)(1) and the consultation requirements of section 7(a)(2) of the Act apply in NWRs and NPs. Section 7(a)(1) requires all Federal agencies to use their authorities to conserve listed species. Section 7(a)(2) requires that Federal agencies consult with the Service before authorizing, funding, or carrying out any activity that would likely jeopardize the continued existence of a listed species or adversely modify its critical habitat.

No

18. For Federal projects outside a National Wildlife Refuge or National Park, we treat the nonessential experimental population of whooping crane as proposed for listing and only two provisions of section 7 would apply: section 7(a)(1) and section 7(a)(4). Section 7(a)(4) requires Federal agencies to confer with the Service on actions that are likely to jeopardize the continued existence of a proposed species. Have you determined that your action is likely to jeopardize the continued existence of whooping crane?

No

19. [Hidden Semantic] Does the action area intersect the monarch butterfly species list area?

Automatically answered

Yes

20. Under the ESA, monarchs remain warranted but precluded by listing actions of higher priority. The monarch is a candidate for listing at this time. The Endangered Species Act does not establish protections or consultation requirements for candidate species. Some Federal and State agencies may have policy requirements to consider candidate species in planning. We encourage implementing measures that will remove or reduce threats to these species and possibly make listing unnecessary.

If your project will have no effect on monarch butterflies (for example, if your project won't affect their habitat or individuals), then you can make a "no effect" determination for this project.

Are you making a "no effect" determination for monarch?

No

21. Is this project funded, authorized, or carried out by the U.S. Fish and Wildlife Service?

No

22. [Hidden semantic] Does the action intersect the Tricolored bat species list area?

Automatically answered

Yes

23. The tricolored bat was proposed for listing as endangered on September 13, 2022. During winter, tricolored bats hibernate in caves, abandoned mines, and abandoned tunnels ranging from small to large in size. During spring, summer and fall months, they roost primarily among leaf clusters of live or recently dead deciduous/hardwood trees.

What effect determination do you want to make for the tricolored bat (Only make a "may affect" determination if you think the project is likely to jeopardize the continued existence of the species)?

2. *“May affect – not likely to adversely affect”*
-

IPAC USER CONTACT INFORMATION

Agency: Department of Housing and Urban Development

Name: David Nuccio

Address: 212 3rd Ave South

City: Minneapolis

State: MN

Zip: 55401

Email: david.a.nuccio@hud.gov

Phone: 6128436417



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Minnesota-Wisconsin Ecological Services Field Office
3815 American Blvd East
Bloomington, MN 55425-1659
Phone: (952) 858-0793 Fax: (952) 646-2873

In Reply Refer To:

November 16, 2023

Project Code: 2023-0114125

Project Name: Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

This response has been generated by the Information, Planning, and Conservation (IPaC) system to provide information on natural resources that could be affected by your project. The U.S. Fish and Wildlife Service (Service) provides this response under the authority of the Endangered Species Act of 1973 (16 U.S.C. 1531-1543), the Bald and Golden Eagle Protection Act (16 U.S.C. 668-668d), the Migratory Bird Treaty Act (16 U.S.C. 703-712), and the Fish and Wildlife Coordination Act (16 U.S.C. 661 *et seq.*).

Threatened and Endangered Species

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and may be affected by your proposed project. The species list fulfills the requirement for obtaining a Technical Assistance Letter from the U.S. Fish and Wildlife Service under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. The Service recommends that verification be completed by visiting the IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the IPaC system by completing the same process used to receive the enclosed list.

Consultation Technical Assistance

Please refer to our [Section 7 website](#) for guidance and technical assistance, including [step-by-step instructions](#) for making effects determinations for each species that might be present and for specific guidance on the following types of projects: projects in developed areas, HUD, CDBG, EDA, USDA Rural Development projects, pipelines, buried utilities, telecommunications, and requests for a Conditional Letter of Map Revision (CLOMR) from FEMA.

We recommend running the project (if it qualifies) through our **Minnesota-Wisconsin Federal Endangered Species Determination Key (Minnesota-Wisconsin ("D-key"))**. A [demonstration video](#) showing how-to access and use the determination key is available. Please note that the Minnesota-Wisconsin D-key is the third option of 3 available d-keys. D-keys are tools to help Federal agencies and other project proponents determine if their proposed action has the potential to adversely affect federally listed species and designated critical habitat. The Minnesota-Wisconsin D-key includes a structured set of questions that assists a project proponent in determining whether a proposed project qualifies for a certain predetermined consultation outcome for all federally listed species found in Minnesota and Wisconsin (except for the northern long-eared bat- see below), which includes determinations of "no effect" or "may affect, not likely to adversely affect." In each case, the Service has compiled and analyzed the best available information on the species' biology and the impacts of certain activities to support these determinations.

If your completed d-key output letter shows a "No Effect" (NE) determination for all listed species, print your IPaC output letter for your files to document your compliance with the Endangered Species Act.

For Federal projects with a "Not Likely to Adversely Affect" (NLAA) determination, our concurrence becomes valid if you do not hear otherwise from us after a 30-day review period, as indicated in your letter.

If your d-key output letter indicates additional coordination with the Minnesota-Wisconsin Ecological Services Field Office is necessary (i.e., you get a "May Affect" determination), you will be provided additional guidance on contacting the Service to continue ESA coordination outside of the key; ESA compliance cannot be concluded using the key for "May Affect" determinations unless otherwise indicated in your output letter.

Note: Once you obtain your official species list, you are not required to continue in IPaC with d-keys, although in most cases these tools should expedite your review. If you choose to make an effects determination on your own, you may do so. If the project is a Federal Action, you may want to review our section 7 step-by-step instructions before making your determinations.

Using the IPaC Official Species List to Make No Effect and May Affect Determinations for Listed Species

1. If IPaC returns a result of "There are no listed species found within the vicinity of the project," then project proponents can conclude the proposed activities will have **no effect** on any federally listed species under Service jurisdiction. Concurrence from the Service is not required for **no effect** determinations. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.
 2. If IPaC returns one or more federally listed, proposed, or candidate species as potentially present in the action area of the proposed project – other than bats (see below) – then project proponents must determine if proposed activities will have **no effect** on or **may affect** those species. For assistance in determining if suitable habitat for listed, candidate, or proposed species occurs within your project area or if species may be affected by project activities, you can obtain [Life History Information for Listed and Candidate Species](#) on our office website. If no impacts will occur to a species on the IPaC species list (e.g., there is no habitat present in the project area), the appropriate determination is **no effect**. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.
-

3. Should you determine that project activities **may affect** any federally listed, please contact our office for further coordination. Letters with requests for consultation or correspondence about your project should include the Consultation Tracking Number in the header. Electronic submission is preferred.

Northern Long-Eared Bats

Northern long-eared bats occur throughout Minnesota and Wisconsin and the information below may help in determining if your project may affect these species.

This species hibernates in caves or mines only during the winter. In Minnesota and Wisconsin, the hibernation season is considered to be November 1 to March 31. During the active season (April 1 to October 31) they roost in forest and woodland habitats. Suitable summer habitat for northern long-eared bats consists of a wide variety of forested/wooded habitats where they roost, forage, and travel and may also include some adjacent and interspersed non-forested habitats such as emergent wetlands and adjacent edges of agricultural fields, old fields and pastures. This includes forests and woodlots containing potential roosts (i.e., live trees and/or snags ≥ 3 inches dbh for northern long-eared bat that have exfoliating bark, cracks, crevices, and/or hollows), as well as linear features such as fencerows, riparian forests, and other wooded corridors. These wooded areas may be dense or loose aggregates of trees with variable amounts of canopy closure. Individual trees may be considered suitable habitat when they exhibit the characteristics of a potential roost tree and are located within 1,000 feet (305 meters) of forested/wooded habitat. Northern long-eared bats have also been observed roosting in human-made structures, such as buildings, barns, bridges, and bat houses; therefore, these structures should also be considered potential summer habitat and evaluated for use by bats. If your project will impact caves or mines or will involve clearing forest or woodland habitat containing suitable roosting habitat, northern long-eared bats could be affected.

Examples of unsuitable habitat include:

- Individual trees that are greater than 1,000 feet from forested or wooded areas,
- Trees found in highly developed urban areas (e.g., street trees, downtown areas),
- A pure stand of less than 3-inch dbh trees that are not mixed with larger trees, and
- A monoculture stand of shrubby vegetation with no potential roost trees.

If IPaC returns a result that northern long-eared bats are potentially present in the action area of the proposed project, project proponents can conclude the proposed activities **may affect** this species **IF** one or more of the following activities are proposed:

- Clearing or disturbing suitable roosting habitat, as defined above, at any time of year,
- Any activity in or near the entrance to a cave or mine,
- Mining, deep excavation, or underground work within 0.25 miles of a cave or mine,
- Construction of one or more wind turbines, or
- Demolition or reconstruction of human-made structures that are known to be used by bats based on observations of roosting bats, bats emerging at dusk, or guano deposits or stains.

If none of the above activities are proposed, project proponents can conclude the proposed activities will have **no effect** on the northern long-eared bat. Concurrence from the Service is not required for **No**

Effect determinations. No further consultation or coordination is required. Attach this letter to the dated IPaC species list report for your records.

If any of the above activities are proposed, and the northern long-eared bat appears on the user's species list, the federal project user will be directed to either the range-wide northern long-eared bat D-key or the Federal Highways Administration, Federal Railways Administration, and Federal Transit Administration Indiana bat/ Northern long-eared bat D-key, depending on the type of project and federal agency involvement. Similar to the Minnesota-Wisconsin D-key, these d-keys helps to determine if prohibited take might occur and, if not, will generate an automated verification letter.

Please note: On November 30, 2022, the Service published a proposal final rule to reclassify the northern long-eared bat as endangered under the Endangered Species Act. On January 26, 2023, the Service published a 60-day extension for the final reclassification rule in the Federal Register, moving the effective listing date from January 30, 2023, to March 31, 2023. This extension will provide stakeholders and the public time to preview interim guidance and consultation tools before the rule becomes effective. When available, the tools will be available on the Service's northern long-eared bat website (<https://www.fws.gov/species/northern-long-eared-bat-myotis-septentrionalis>). Once the final rule goes into effect on March 31, 2023, the 4(d) D-key will no longer be available (4(d) rules are not available for federally endangered species) and will be replaced with a new Range-wide NLEB D-key (range-wide d-key). For projects not completed by March 31, 2023, that were previously reviewed under the 4(d) d-key, there may be a need for reinitiation of consultation. For these ongoing projects previously reviewed under the 4(d) d-key that may result in incidental take of the northern long-eared bat, we recommend you review your project using the new range-wide d-key once available. If your project does not comply with the range-wide d-key, it may be eligible for use of the Interim (formal) Consultation framework (framework). The framework is intended to facilitate the transition from the 4(d) rule to typical Section 7 consultation procedures for federally endangered species and will be available only until spring 2024. Again, when available, these tools (new range-wide d-key and framework) will be available on the Service's [northern long-eared bat website](#).

Whooping Crane

Whooping crane is designated as a non-essential experimental population in Wisconsin and consultation under Section 7(a)(2) of the Endangered Species Act is only required if project activities will occur within a National Wildlife Refuge or National Park. If project activities are proposed on lands outside of a National Wildlife Refuge or National Park, then you are not required to consult. For additional information on this designation and consultation requirements, please review "[Establishment of a Nonessential Experimental Population of Whooping Cranes in the Eastern United States.](#)"

Other Trust Resources and Activities

Bald and Golden Eagles - Although the bald eagle has been removed from the endangered species list, this species and the golden eagle are protected by the Bald and Golden Eagle Act and the Migratory Bird Treaty Act. Should bald or golden eagles occur within or near the project area please contact our office for further coordination. For communication and wind energy projects, please refer to additional guidelines below.

Migratory Birds - The Migratory Bird Treaty Act (MBTA) prohibits the taking, killing, possession, transportation, and importation of migratory birds, their eggs, parts, and nests, except when specifically authorized by the Service. The Service has the responsibility under the MBTA to proactively prevent the

mortality of migratory birds whenever possible and we encourage implementation of [recommendations that minimize potential impacts to migratory birds](#). Such measures include clearing forested habitat outside the nesting season (generally March 1 to August 31) or conducting nest surveys prior to clearing to avoid injury to eggs or nestlings.

Communication Towers - Construction of new communications towers (including radio, television, cellular, and microwave) creates a potentially significant impact on migratory birds, especially some 350 species of night-migrating birds. However, the Service has developed [voluntary guidelines for minimizing impacts](#).

Transmission Lines - Migratory birds, especially large species with long wingspans, heavy bodies, and poor maneuverability can also collide with power lines. In addition, mortality can occur when birds, particularly hawks, eagles, kites, falcons, and owls, attempt to perch on uninsulated or unguarded power poles. To minimize these risks, please refer to [guidelines](#) developed by the Avian Power Line Interaction Committee and the Service. Implementation of these measures is especially important along sections of lines adjacent to wetlands or other areas that support large numbers of raptors and migratory birds.

Wind Energy - To minimize impacts to migratory birds and bats, wind energy projects should follow the Service's [Wind Energy Guidelines](#). In addition, please refer to the Service's [Eagle Conservation Plan Guidance](#), which provides guidance for conserving bald and golden eagles in the course of siting, constructing, and operating wind energy facilities.

State Department of Natural Resources Coordination

While it is not required for your Federal section 7 consultation, please note that additional state endangered or threatened species may also have the potential to be impacted. Please contact the Minnesota or Wisconsin Department of Natural Resources for information on state listed species that may be present in your proposed project area.

Minnesota

[Minnesota Department of Natural Resources - Endangered Resources Review Homepage](#)

Email: Review.NHIS@state.mn.us

Wisconsin

[Wisconsin Department of Natural Resources - Endangered Resources Review Homepage](#)

Email: DNRERReview@wi.gov

We appreciate your concern for threatened and endangered species. Please feel free to contact our office with questions or for additional information.

Attachment(s):

- Official Species List
 - USFWS National Wildlife Refuges and Fish Hatcheries
 - Bald & Golden Eagles
 - Migratory Birds
 - Wetlands
-

OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

Minnesota-Wisconsin Ecological Services Field Office

3815 American Blvd East

Bloomington, MN 55425-1659

(952) 858-0793

PROJECT SUMMARY

Project Code: 2023-0114125

Project Name: Corcoran, MN - Watermain and Trunk Sanitary Sewer Construction Project

Project Type: Water Supply Pipeline - New Constr - Below Ground

Project Description: This project supports the construction of a water supply system, including a well, water treatment facility, and water storage facility, for the City of Corcoran's Northeast District, Minnesota. This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). In addition to providing safe and clean drinking water to the community, the new system would spur significant residential and commercial growth in the area on the approximately 2,000 acres of mostly undeveloped land that would be served.

Project Location:

The approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/@45.137460250000004,-93.53864147699394,14z>



Counties: Hennepin County, Minnesota

ENDANGERED SPECIES ACT SPECIES

There is a total of 5 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

-
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9045	Endangered
Tricolored Bat <i>Perimyotis subflavus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/10515	Proposed Endangered

BIRDS

NAME	STATUS
Whooping Crane <i>Grus americana</i> Population: U.S.A. (AL, AR, CO, FL, GA, ID, IL, IN, IA, KY, LA, MI, MN, MS, MO, NC, NM, OH, SC, TN, UT, VA, WI, WV, western half of WY) No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/758	Experimental Population, Non- Essential

CLAMS

NAME	STATUS
Salamander Mussel <i>Simpsonaias ambigua</i> There is proposed critical habitat for this species. Species profile: https://ecos.fws.gov/ecp/species/6208	Proposed Endangered

INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9743	Candidate

CRITICAL HABITATS

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

YOU ARE STILL REQUIRED TO DETERMINE IF YOUR PROJECT(S) MAY HAVE EFFECTS ON ALL ABOVE LISTED SPECIES.

USFWS NATIONAL WILDLIFE REFUGE LANDS AND FISH HATCHERIES

Any activity proposed on lands managed by the [National Wildlife Refuge](#) system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS OR FISH HATCHERIES WITHIN YOUR PROJECT AREA.

BALD & GOLDEN EAGLES

Bald and golden eagles are protected under the Bald and Golden Eagle Protection Act¹ and the Migratory Bird Treaty Act².

Any person or organization who plans or conducts activities that may result in impacts to bald or golden eagles, or their habitats³, should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

-
1. The [Bald and Golden Eagle Protection Act](#) of 1940.
 2. The [Migratory Birds Treaty Act](#) of 1918.
 3. 50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)

There are bald and/or golden eagles in your project area.

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle <i>Haliaeetus leucocephalus</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. https://ecos.fws.gov/ecp/species/1626	Breeds Dec 1 to Aug 31

PROBABILITY OF PRESENCE SUMMARY

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read the supplemental information and specifically the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Green bars; the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during that week of the year.

Breeding Season (■)

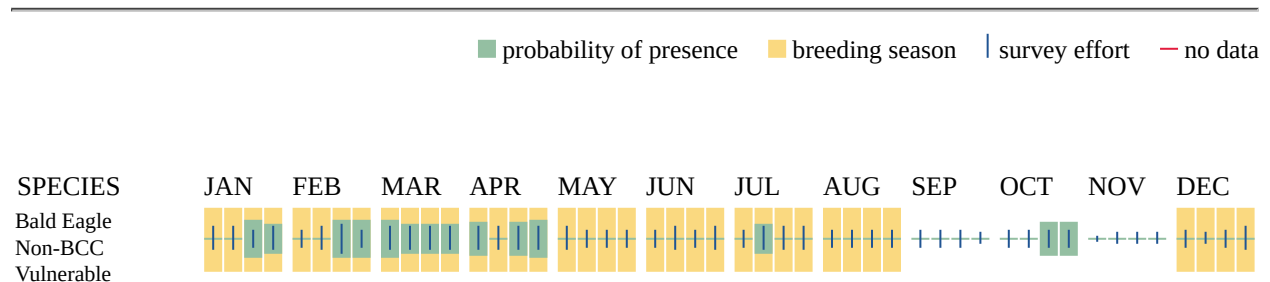
Yellow bars; liberal estimate of the timeframe inside which the bird breeds across its entire range.

Survey Effort (|)

Vertical black lines; the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps.

No Data (-)

A week is marked as having no data if there were no survey events for that week.



Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>

- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

MIGRATORY BIRDS

Certain birds are protected under the Migratory Bird Treaty Act¹ and the Bald and Golden Eagle Protection Act².

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats³ should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

-
1. The [Migratory Birds Treaty Act](#) of 1918.
 2. The [Bald and Golden Eagle Protection Act](#) of 1940.
 3. 50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle <i>Haliaeetus leucocephalus</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities. https://ecos.fws.gov/ecp/species/1626	Breeds Dec 1 to Aug 31
Bobolink <i>Dolichonyx oryzivorus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9454	Breeds May 20 to Jul 31
Chimney Swift <i>Chaetura pelagica</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9406	Breeds Mar 15 to Aug 25
Lesser Yellowlegs <i>Tringa flavipes</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9679	Breeds elsewhere

NAME	BREEDING SEASON
Pectoral Sandpiper <i>Calidris melanotos</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9561	Breeds elsewhere
Rusty Blackbird <i>Euphagus carolinus</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9478	Breeds elsewhere

PROBABILITY OF PRESENCE SUMMARY

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read the supplemental information and specifically the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Green bars; the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during that week of the year.

Breeding Season (■)

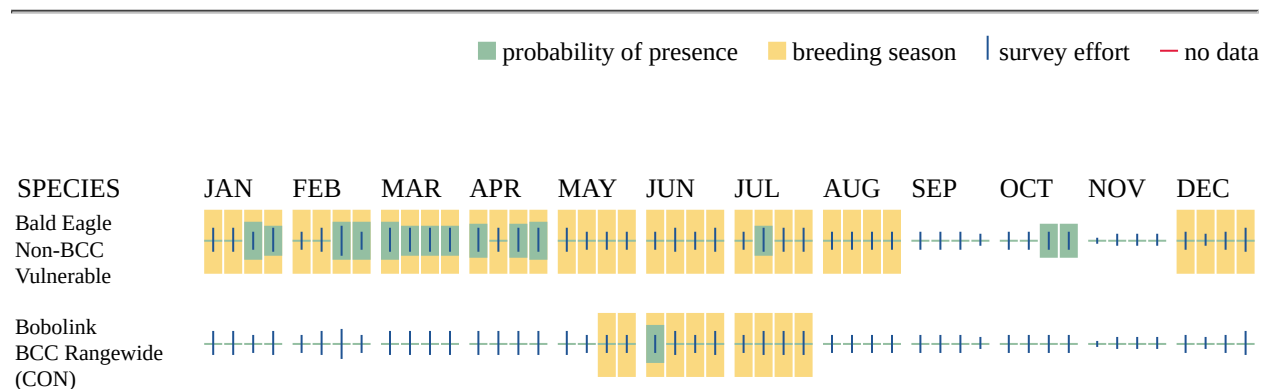
Yellow bars; liberal estimate of the timeframe inside which the bird breeds across its entire range.

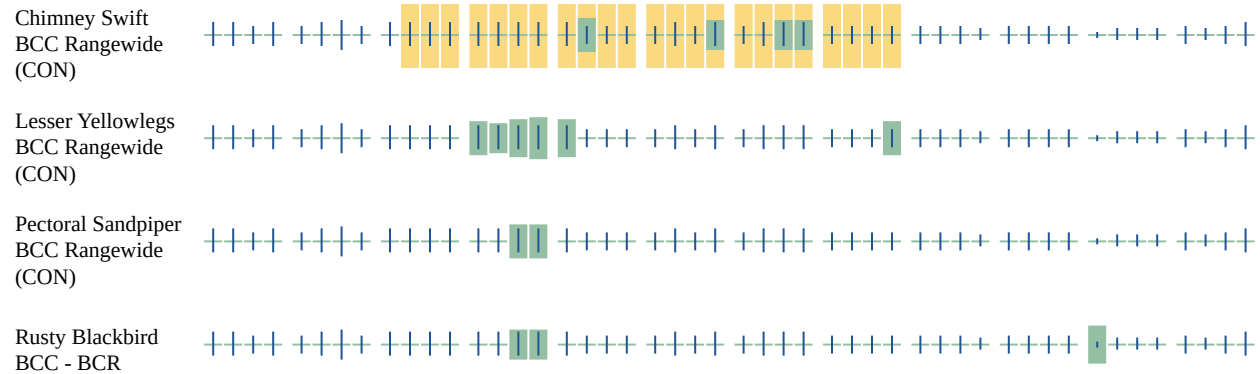
Survey Effort (|)

Vertical black lines; the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps.

No Data (-)

A week is marked as having no data if there were no survey events for that week.





Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

WETLANDS

Impacts to [NWI wetlands](#) and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local [U.S. Army Corps of Engineers District](#).

Please note that the NWI data being shown may be out of date. We are currently working to update our NWI data set. We recommend you verify these results with a site visit to determine the actual extent of wetlands on site.

FRESHWATER EMERGENT WETLAND

- PEM1C

FRESHWATER POND

- PABHx

IPAC USER CONTACT INFORMATION

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LEAD AGENCY CONTACT INFORMATION

Lead Agency: Corcoran city



United States
Department of
Agriculture

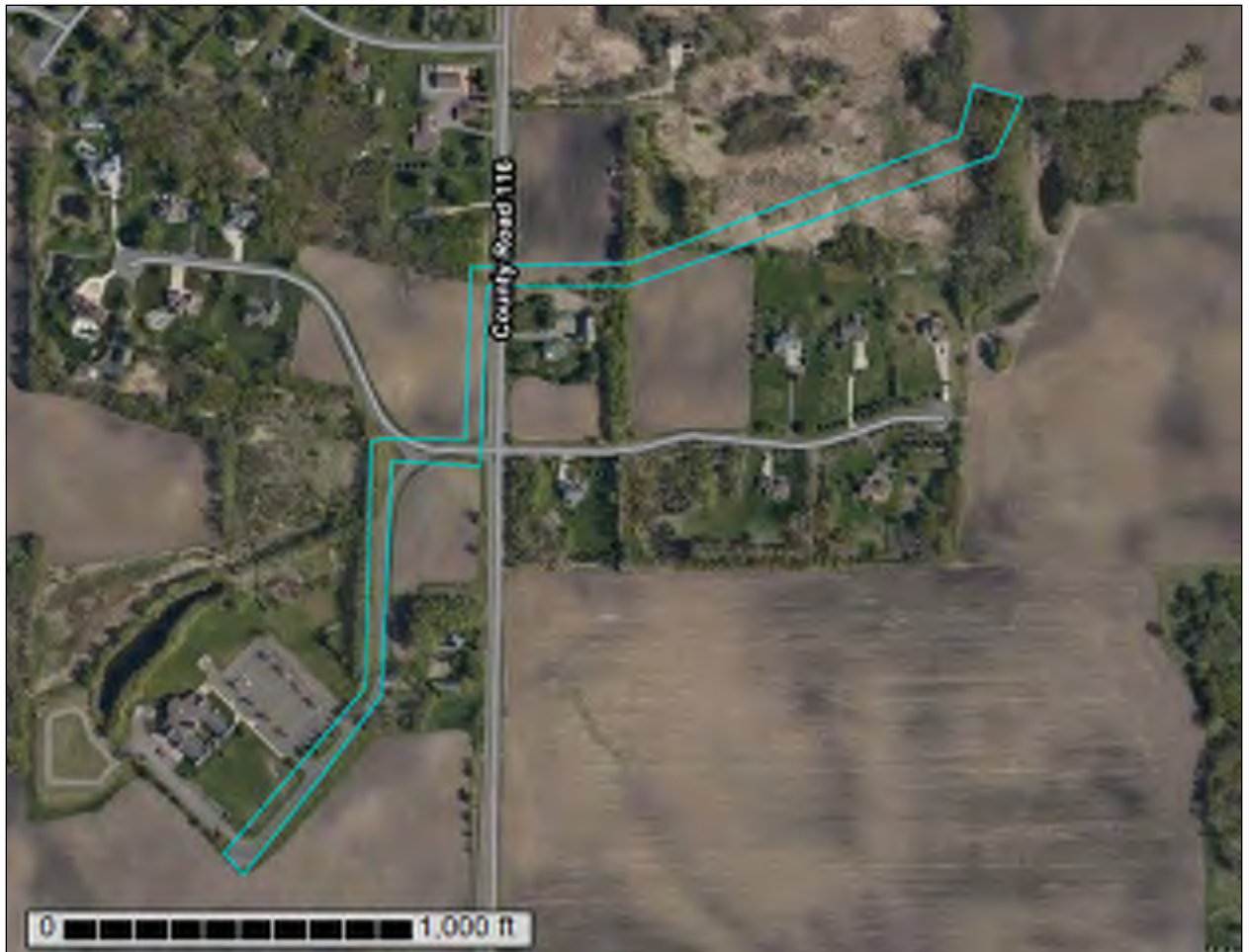
NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for **Hennepin County, Minnesota**

City of Corcoran HUD EA



Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

Custom Soil Resource Report

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

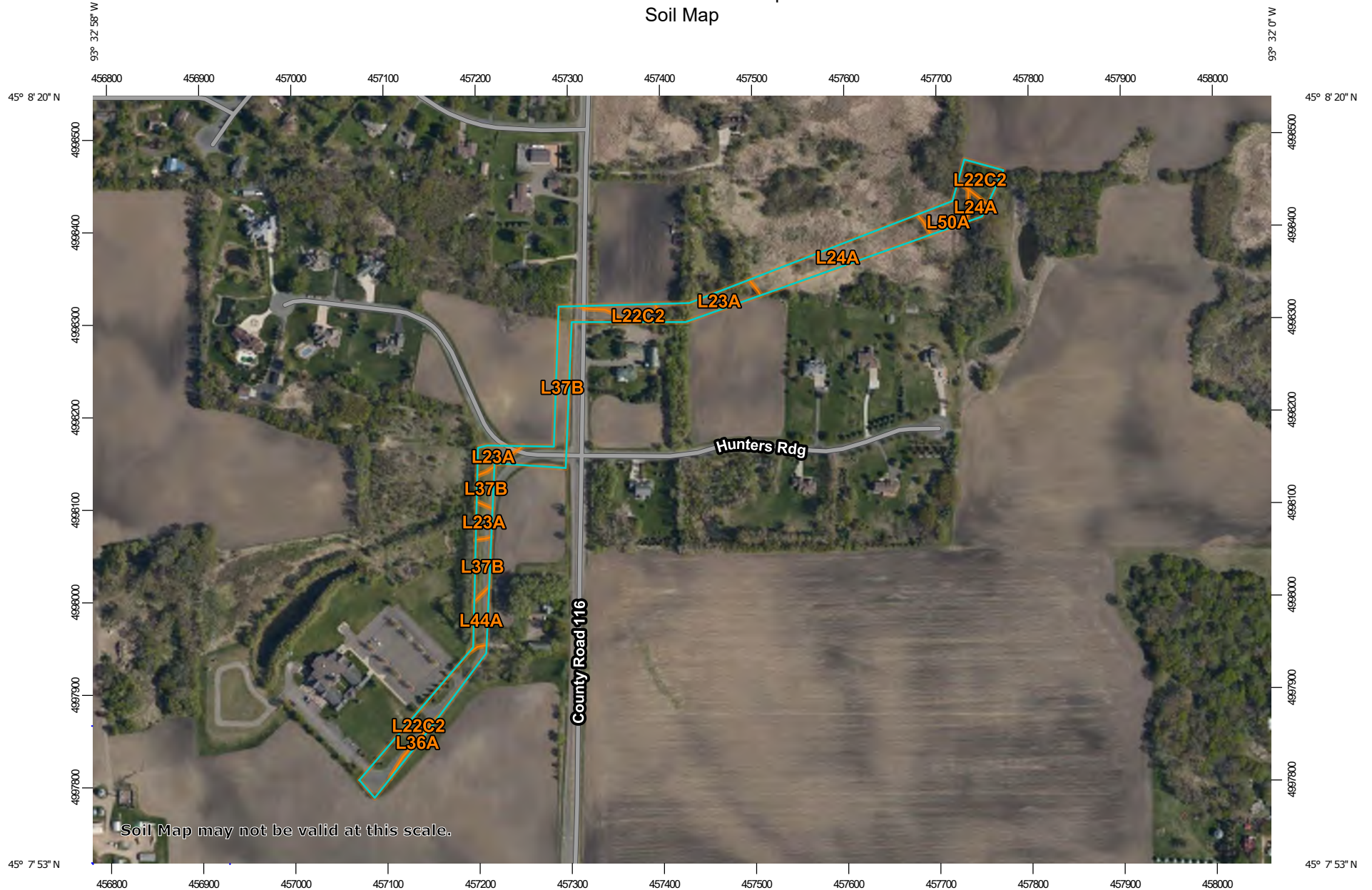
Custom Soil Resource Report

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report Soil Map



Map Scale: 1:5,850 if printed on A landscape (11" x 8.5") sheet.

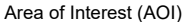



































0 50 100 200 300 Meters

0 250 500 1000 1500 Feet

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84



MAP LEGEND

- Area of Interest (AOI)**
 -  Area of Interest (AOI)
- Soils**
 -  Soil Map Unit Polygons
 -  Soil Map Unit Lines
 -  Soil Map Unit Points
- Special Point Features**
 -  Blowout
 -  Borrow Pit
 -  Clay Spot
 -  Closed Depression
 -  Gravel Pit
 -  Gravelly Spot
 -  Landfill
 -  Lava Flow
 -  Marsh or swamp
 -  Mine or Quarry
 -  Miscellaneous Water
 -  Perennial Water
 -  Rock Outcrop
 -  Saline Spot
 -  Sandy Spot
 -  Severely Eroded Spot
 -  Sinkhole
 -  Slide or Slip
 -  Sodic Spot
- Water Features**
 -  Streams and Canals
- Transportation**
 -  Rails
 -  Interstate Highways
 -  US Routes
 -  Major Roads
 -  Local Roads
- Background**
 -  Aerial Photography
- Other Features**
 -  Spoil Area
 -  Stony Spot
 -  Very Stony Spot
 -  Wet Spot
 -  Other
 -  Special Line Features

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Hennepin County, Minnesota
 Survey Area Data: Version 18, Sep 6, 2022

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 11, 2020—May 19, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
L22C2	Lester loam, 6 to 10 percent slopes, moderately eroded	1.6	27.2%
L23A	Cordova loam, 0 to 2 percent slopes	0.9	15.4%
L24A	Glencoe clay loam, 0 to 1 percent slopes	1.2	21.3%
L36A	Hamel, overwash-Hamel complex, 0 to 3 percent slopes	0.0	0.9%
L37B	Angus loam, 2 to 6 percent slopes	1.4	25.0%
L44A	Nessel loam, 1 to 3 percent slopes	0.2	3.7%
L50A	Muskego and Houghton soils, 0 to 1 percent slopes	0.4	6.5%
Totals for Area of Interest		5.7	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit

Custom Soil Resource Report

descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Hennepin County, Minnesota

L22C2—Lester loam, 6 to 10 percent slopes, moderately eroded

Map Unit Setting

National map unit symbol: 2ttc4

Elevation: 690 to 1,840 feet

Mean annual precipitation: 24 to 37 inches

Mean annual air temperature: 43 to 52 degrees F

Frost-free period: 140 to 180 days

Farmland classification: Farmland of statewide importance

Map Unit Composition

Lester, moderately eroded, and similar soils: 85 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Lester, Moderately Eroded

Setting

Landform: Ground moraines, hillslopes

Landform position (two-dimensional): Summit, shoulder, backslope

Landform position (three-dimensional): Interfluve, rise

Down-slope shape: Convex

Across-slope shape: Linear, convex

Parent material: Fine-loamy till

Typical profile

Ap - 0 to 6 inches: loam

Bt - 6 to 38 inches: clay loam

C - 38 to 79 inches: loam

Properties and qualities

Slope: 6 to 10 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Well drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.20 to 2.00 in/hr)

Depth to water table: About 47 to 63 inches

Frequency of flooding: None

Frequency of ponding: None

Calcium carbonate, maximum content: 20 percent

Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

Available water supply, 0 to 60 inches: High (about 10.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3e

Hydrologic Soil Group: C

Ecological site: R103XY020MN - Loamy Upland Savannas

Forage suitability group: Sloping Upland, Acid (G103XS006MN)

Other vegetative classification: Sloping Upland, Acid (G103XS006MN)

Hydric soil rating: No

Minor Components

Storden, moderately eroded

Percent of map unit: 10 percent

Landform: Ground moraines

Landform position (two-dimensional): Shoulder

Landform position (three-dimensional): Rise

Down-slope shape: Convex, linear

Across-slope shape: Linear, convex

Ecological site: R103XY020MN - Loamy Upland Savannas

Other vegetative classification: Sloping Upland, Calcareous (G103XS010MN)

Hydric soil rating: No

Le sueur

Percent of map unit: 3 percent

Landform: Hillslopes, ground moraines

Landform position (two-dimensional): Summit

Landform position (three-dimensional): Interfluve, talf

Down-slope shape: Convex, linear

Across-slope shape: Linear

Ecological site: R103XY020MN - Loamy Upland Savannas

Other vegetative classification: Sloping Upland, Acid (G103XS006MN)

Hydric soil rating: No

Hamel

Percent of map unit: 2 percent

Landform: Ground moraines

Landform position (three-dimensional): Dip

Down-slope shape: Concave, linear

Across-slope shape: Linear, concave

Ecological site: F103XY030MN - Wet Footslope/Drainageway Forests

Other vegetative classification: Level Swale, Neutral (G103XS001MN)

Hydric soil rating: Yes

L23A—Cordova loam, 0 to 2 percent slopes

Map Unit Setting

National map unit symbol: h4xf

Elevation: 800 to 1,080 feet

Mean annual precipitation: 23 to 35 inches

Mean annual air temperature: 43 to 50 degrees F

Frost-free period: 124 to 200 days

Farmland classification: Prime farmland if drained

Map Unit Composition

Cordova and similar soils: 85 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Cordova

Setting

Landform: Drainageways on moraines
Down-slope shape: Concave
Across-slope shape: Linear
Parent material: Till

Typical profile

Ap,AB - 0 to 13 inches: loam
Btg - 13 to 33 inches: clay loam
Cg - 33 to 80 inches: loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high (0.20 to 0.60 in/hr)
Depth to water table: About 6 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 20 percent
Gypsum, maximum content: 1 percent
Available water supply, 0 to 60 inches: High (about 10.6 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2w
Hydrologic Soil Group: C/D
Ecological site: F103XY027MN - Loamy Wet Forests
Forage suitability group: Level Swale, Neutral (G103XS001MN)
Other vegetative classification: Level Swale, Neutral (G103XS001MN)
Hydric soil rating: Yes

Minor Components

Glencoe, depressional

Percent of map unit: 10 percent
Landform: Depressions on moraines
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: R103XY015MN - Depressional Marsh
Other vegetative classification: Ponded If Not Drained (G103XS013MN)
Hydric soil rating: Yes

Nessel

Percent of map unit: 5 percent
Landform: Moraines
Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: F103XY025MN - Loamy Upland Forests
Other vegetative classification: Sloping Upland, Acid (G103XS006MN)
Hydric soil rating: No

L24A—Glencoe clay loam, 0 to 1 percent slopes

Map Unit Setting

National map unit symbol: 2tsjr
Elevation: 690 to 1,840 feet
Mean annual precipitation: 24 to 37 inches
Mean annual air temperature: 43 to 52 degrees F
Frost-free period: 140 to 180 days
Farmland classification: Prime farmland if drained

Map Unit Composition

Glencoe and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Glencoe

Setting

Landform: Depressions
Down-slope shape: Concave
Across-slope shape: Concave
Parent material: Local alluvium over till

Typical profile

Ap - 0 to 9 inches: clay loam
A - 9 to 39 inches: clay loam
Bg - 39 to 50 inches: clay loam
Cg - 50 to 79 inches: clay loam

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately low to high
(0.06 to 2.00 in/hr)
Depth to water table: About 0 to 6 inches
Frequency of flooding: None
Frequency of ponding: Occasional
Calcium carbonate, maximum content: 20 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: High (about 10.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3w
Hydrologic Soil Group: C/D
Ecological site: R103XY015MN - Depressional Marsh
Forage suitability group: Poned If Not Drained (G103XS013MN)
Other vegetative classification: Poned If Not Drained (G103XS013MN)
Hydric soil rating: Yes

Minor Components

Okoboji

Percent of map unit: 10 percent
Landform: Depressions
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: R103XY015MN - Depressional Marsh
Other vegetative classification: Ponded If Not Drained (G103XS013MN)
Hydric soil rating: Yes

Webster

Percent of map unit: 5 percent
Landform: Ground moraines
Landform position (three-dimensional): Talf
Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: R103XY001MN - Loamy Wet Prairies
Other vegetative classification: Level Swale, Neutral (G103XS001MN)
Hydric soil rating: Yes

Canisteo

Percent of map unit: 5 percent
Landform: Rims on depressions, ground moraines
Landform position (three-dimensional): Talf
Down-slope shape: Concave, linear
Across-slope shape: Linear
Ecological site: R103XY001MN - Loamy Wet Prairies
Other vegetative classification: Level Swale, Calcareous (G103XS009MN)
Hydric soil rating: Yes

L36A—Hamel, overwash-Hamel complex, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 2tsjx
Elevation: 690 to 1,840 feet
Mean annual precipitation: 24 to 37 inches
Mean annual air temperature: 43 to 52 degrees F
Frost-free period: 140 to 180 days
Farmland classification: Prime farmland if drained

Map Unit Composition

Hamel, overwash, and similar soils: 50 percent
Hamel and similar soils: 43 percent
Minor components: 7 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Hamel, Overwash

Setting

Landform: Ground moraines
Landform position (three-dimensional): Dip
Down-slope shape: Concave, linear
Across-slope shape: Linear, concave
Parent material: Colluvium over till

Typical profile

Ap - 0 to 12 inches: loam
A - 12 to 26 inches: loam
Btg - 26 to 48 inches: clay loam
Cg - 48 to 79 inches: clay loam

Properties and qualities

Slope: 1 to 3 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 2.00 in/hr)
Depth to water table: About 12 to 24 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 20 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: High (about 11.0 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2w
Hydrologic Soil Group: C/D
Ecological site: F103XY029MN - Footslope/Drainageway Forests
Forage suitability group: Level Swale, Neutral (G103XS001MN)
Other vegetative classification: Level Swale, Neutral (G103XS001MN)
Hydric soil rating: No

Description of Hamel

Setting

Landform: Ground moraines
Landform position (three-dimensional): Dip
Down-slope shape: Concave, linear
Across-slope shape: Linear, concave
Parent material: Colluvium over till

Typical profile

Ap - 0 to 10 inches: loam
A - 10 to 24 inches: loam
Btg - 24 to 46 inches: clay loam
Cg - 46 to 79 inches: clay loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained

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Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.20 to 2.00 in/hr)

Depth to water table: About 0 to 8 inches

Frequency of flooding: None

Frequency of ponding: None

Calcium carbonate, maximum content: 20 percent

Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

Available water supply, 0 to 60 inches: High (about 10.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 2w

Hydrologic Soil Group: C/D

Ecological site: F103XY030MN - Wet Footslope/Drainageway Forests

Forage suitability group: Level Swale, Neutral (G103XS001MN)

Other vegetative classification: Level Swale, Neutral (G103XS001MN)

Hydric soil rating: Yes

Minor Components

Terril

Percent of map unit: 5 percent

Landform: Ground moraines

Landform position (two-dimensional): Footslope, toeslope

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Linear

Ecological site: R103XY011MN - Footslope/Drainageway Prairies

Other vegetative classification: Level Swale, Neutral (G103XS001MN)

Hydric soil rating: No

Glencoe

Percent of map unit: 2 percent

Landform: Depressions

Down-slope shape: Concave

Across-slope shape: Concave

Ecological site: R103XY015MN - Depressional Marsh

Other vegetative classification: Pondered If Not Drained (G103XS013MN)

Hydric soil rating: Yes

L37B—Angus loam, 2 to 6 percent slopes

Map Unit Setting

National map unit symbol: 2syrq

Elevation: 690 to 1,840 feet

Mean annual precipitation: 24 to 37 inches

Mean annual air temperature: 43 to 52 degrees F

Frost-free period: 140 to 180 days

Farmland classification: All areas are prime farmland

Map Unit Composition

Angus and similar soils: 80 percent

Minor components: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Angus

Setting

Landform: Hillslopes, ground moraines

Landform position (two-dimensional): Summit

Landform position (three-dimensional): Interfluve, rise

Down-slope shape: Convex

Across-slope shape: Convex, linear

Parent material: Fine-loamy till

Typical profile

Ap - 0 to 7 inches: loam

Bt - 7 to 37 inches: clay loam

BC - 37 to 50 inches: clay loam

C - 50 to 79 inches: loam

Properties and qualities

Slope: 2 to 6 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Well drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.20 to 2.00 in/hr)

Depth to water table: About 39 to 51 inches

Frequency of flooding: None

Frequency of ponding: None

Calcium carbonate, maximum content: 20 percent

Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

Available water supply, 0 to 60 inches: High (about 10.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: C

Ecological site: R103XY020MN - Loamy Upland Savannas

Forage suitability group: Sloping Upland, Acid (G103XS006MN)

Other vegetative classification: Sloping Upland, Acid (G103XS006MN)

Hydric soil rating: No

Minor Components

Angus, moderately eroded

Percent of map unit: 10 percent

Landform: Hillslopes, ground moraines

Landform position (two-dimensional): Summit, shoulder

Landform position (three-dimensional): Interfluve, rise

Down-slope shape: Convex

Across-slope shape: Convex, linear

Ecological site: R103XY020MN - Loamy Upland Savannas

Other vegetative classification: Sloping Upland, Acid (G103XS006MN)

Hydric soil rating: No

Cordova

Percent of map unit: 5 percent
Landform: Ground moraines
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Linear
Ecological site: F103XY027MN - Loamy Wet Forests
Other vegetative classification: Level Swale, Neutral (G103XS001MN)
Hydric soil rating: Yes

Le sueur

Percent of map unit: 5 percent
Landform: Hillslopes, ground moraines
Landform position (two-dimensional): Summit
Landform position (three-dimensional): Interfluve, talf
Down-slope shape: Convex, linear
Across-slope shape: Linear
Ecological site: R103XY020MN - Loamy Upland Savannas
Other vegetative classification: Sloping Upland, Acid (G103XS006MN)
Hydric soil rating: No

L44A—Nessel loam, 1 to 3 percent slopes

Map Unit Setting

National map unit symbol: h657
Elevation: 820 to 1,080 feet
Mean annual precipitation: 23 to 35 inches
Mean annual air temperature: 43 to 50 degrees F
Frost-free period: 124 to 200 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Nessel and similar soils: 85 percent
Minor components: 15 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Nessel

Setting

Landform: Moraines
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Till

Typical profile

Ap - 0 to 6 inches: loam
Bt - 6 to 38 inches: clay loam
C - 38 to 80 inches: loam

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Properties and qualities

Slope: 1 to 3 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Moderately well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.60 to 2.00 in/hr)
Depth to water table: About 30 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 20 percent
Gypsum, maximum content: 1 percent
Available water supply, 0 to 60 inches: High (about 10.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 1
Hydrologic Soil Group: C
Ecological site: F103XY025MN - Loamy Upland Forests
Forage suitability group: Sloping Upland, Acid (G103XS006MN)
Other vegetative classification: Sloping Upland, Acid (G103XS006MN)
Hydric soil rating: No

Minor Components

Cordova

Percent of map unit: 10 percent
Landform: Drainageways on moraines
Down-slope shape: Concave
Across-slope shape: Linear
Ecological site: F103XY027MN - Loamy Wet Forests
Other vegetative classification: Level Swale, Neutral (G103XS001MN)
Hydric soil rating: Yes

Angus

Percent of map unit: 5 percent
Landform: Hills on moraines
Landform position (two-dimensional): Backslope
Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: R103XY020MN - Loamy Upland Savannas
Other vegetative classification: Sloping Upland, Acid (G103XS006MN)
Hydric soil rating: No

L50A—Muskego and Houghton soils, 0 to 1 percent slopes

Map Unit Setting

National map unit symbol: 2t3nt
Elevation: 690 to 1,840 feet
Mean annual precipitation: 24 to 37 inches
Mean annual air temperature: 43 to 52 degrees F

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Frost-free period: 140 to 180 days

Farmland classification: Not prime farmland

Map Unit Composition

Muskego, surface drained, and similar soils: 45 percent

Houghton, ponded, and similar soils: 40 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Muskego, Surface Drained

Setting

Landform: Depressions

Down-slope shape: Concave

Across-slope shape: Concave

Parent material: Organic material over coprogenic material

Typical profile

Oap - 0 to 10 inches: muck

Oa - 10 to 28 inches: muck

Lco - 28 to 79 inches: coprogenous mucky silt loam

Properties and qualities

Slope: 0 to 1 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Very poorly drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately low to high
(0.06 to 6.00 in/hr)

Depth to water table: About 0 to 6 inches

Frequency of flooding: None

Frequency of ponding: Frequent

Calcium carbonate, maximum content: 80 percent

Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

Available water supply, 0 to 60 inches: Very high (about 17.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6w

Hydrologic Soil Group: C/D

Ecological site: R103XY016MN - Organic Marsh

Forage suitability group: Organic (G103XS014MN)

Other vegetative classification: Organic (G103XS014MN)

Hydric soil rating: Yes

Description of Houghton, Ponded

Setting

Landform: Marshes

Down-slope shape: Concave

Across-slope shape: Concave

Parent material: Organic material

Typical profile

Oa1 - 0 to 9 inches: muck

Oa2 - 9 to 79 inches: muck

Properties and qualities

Slope: 0 to 1 percent

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Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.20 to 6.00 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: Very high (about 23.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 8w
Hydrologic Soil Group: A/D
Ecological site: R103XY016MN - Organic Marsh
Forage suitability group: Not Suited (G103XS024MN)
Other vegetative classification: Not Suited (G103XS024MN)
Hydric soil rating: Yes

Minor Components

Klossner, drained

Percent of map unit: 10 percent
Landform: Depressions
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: R103XY016MN - Organic Marsh
Other vegetative classification: Organic (G103XS014MN)
Hydric soil rating: Yes

Glencoe

Percent of map unit: 5 percent
Landform: Depressions
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: R103XY015MN - Depressional Marsh
Other vegetative classification: Ponded If Not Drained (G103XS013MN)
Hydric soil rating: Yes

Soil Information for All Uses

Suitabilities and Limitations for Use

The Suitabilities and Limitations for Use section includes various soil interpretations displayed as thematic maps with a summary table for the soil map units in the selected area of interest. A single value or rating for each map unit is generated by aggregating the interpretive ratings of individual map unit components. This aggregation process is defined for each interpretation.

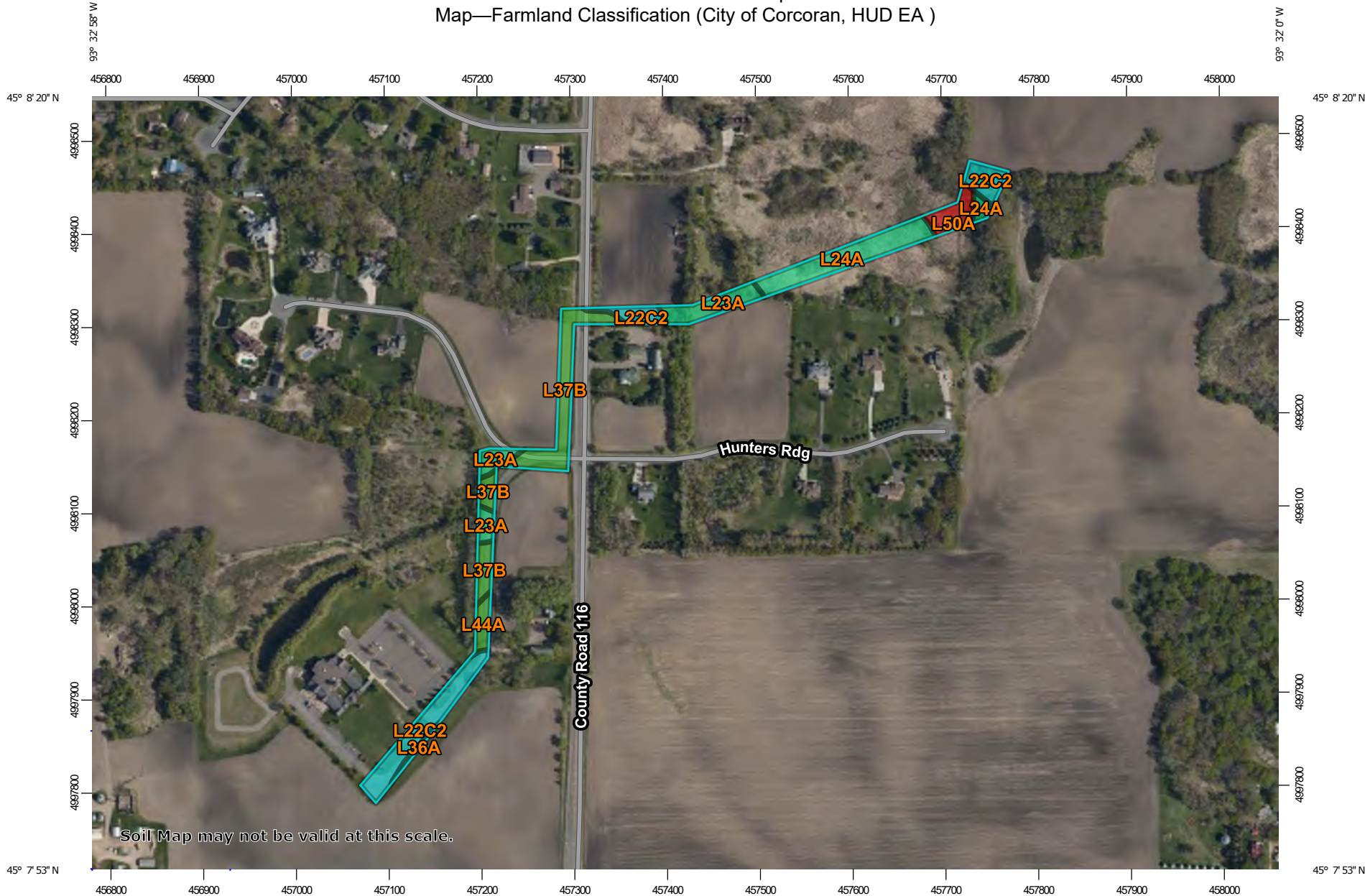
Land Classifications

Land Classifications are specified land use and management groupings that are assigned to soil areas because combinations of soil have similar behavior for specified practices. Most are based on soil properties and other factors that directly influence the specific use of the soil. Example classifications include ecological site classification, farmland classification, irrigated and nonirrigated land capability classification, and hydric rating.

Farmland Classification (City of Corcoran, HUD EA)

Farmland classification identifies map units as prime farmland, farmland of statewide importance, farmland of local importance, or unique farmland. It identifies the location and extent of the soils that are best suited to food, feed, fiber, forage, and oilseed crops. NRCS policy and procedures on prime and unique farmlands are published in the "Federal Register," Vol. 43, No. 21, January 31, 1978.

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 Map—Farmland Classification (City of Corcoran, HUD EA)



Soil Map may not be valid at this scale.

Map Scale: 1:5,850 if printed on A landscape (11" x 8.5") sheet.

0 50 100 200 300 Meters

0 250 500 1000 1500 Feet

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

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
MAP LEGEND








Area of Interest (AOI)






Area of Interest (AOI)








Soils



Soil Rating Polygons

-  Not prime farmland
-  All areas are prime farmland
-  Prime farmland if drained
-  Prime farmland if protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated
-  Prime farmland if drained and either protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated and drained
-  Prime farmland if irrigated and either protected from flooding or not frequently flooded during the growing season









-  Prime farmland if subsoiled, completely removing the root inhibiting soil layer
-  Prime farmland if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60
-  Prime farmland if irrigated and reclaimed of excess salts and sodium
-  Farmland of statewide importance
-  Farmland of statewide importance, if drained
-  Farmland of statewide importance, if protected from flooding or not frequently flooded during the growing season
-  Farmland of statewide importance, if irrigated

-  Farmland of statewide importance, if drained and either protected from flooding or not frequently flooded during the growing season
-  Farmland of statewide importance, if irrigated and drained
-  Farmland of statewide importance, if irrigated and either protected from flooding or not frequently flooded during the growing season
-  Farmland of statewide importance, if subsoiled, completely removing the root inhibiting soil layer
-  Farmland of statewide importance, if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60








































-  Farmland of statewide importance, if irrigated and reclaimed of excess salts and sodium
-  Farmland of statewide importance, if drained or either protected from flooding or not frequently flooded during the growing season
-  Farmland of statewide importance, if warm enough, and either drained or either protected from flooding or not frequently flooded during the growing season
-  Farmland of statewide importance, if warm enough
-  Farmland of statewide importance, if thawed
-  Farmland of local importance
-  Farmland of local importance, if irrigated

-  Farmland of unique importance
-  Not rated or not available

Soil Rating Lines

-  Not prime farmland
-  All areas are prime farmland
-  Prime farmland if drained
-  Prime farmland if protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated
-  Prime farmland if drained and either protected from flooding or not frequently flooded during the growing season
-  Prime farmland if irrigated and drained
-  Prime farmland if irrigated and either protected from flooding or not frequently flooded during the growing season

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 Prime farmland if subsoiled, completely removing the root inhibiting soil layer	 Farmland of statewide importance, if drained and either protected from flooding or not frequently flooded during the growing season	 Farmland of statewide importance, if irrigated and reclaimed of excess salts and sodium	 Farmland of unique importance	 Prime farmland if subsoiled, completely removing the root inhibiting soil layer
 Prime farmland if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60	 Farmland of statewide importance, if irrigated and drained	 Farmland of statewide importance, if drained or either protected from flooding or not frequently flooded during the growing season	 Not rated or not available	 Prime farmland if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60
 Prime farmland if irrigated and reclaimed of excess salts and sodium	 Farmland of statewide importance, if irrigated and either protected from flooding or not frequently flooded during the growing season	 Farmland of statewide importance, if warm enough, and either drained or either protected from flooding or not frequently flooded during the growing season	Soil Rating Points  Not prime farmland	 Prime farmland if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60
 Farmland of statewide importance	 Farmland of statewide importance, if irrigated and reclaimed of excess salts and sodium	 Farmland of statewide importance, if warm enough, and either drained or either protected from flooding or not frequently flooded during the growing season	 Prime farmland if drained	 Prime farmland if irrigated and reclaimed of excess salts and sodium
 Farmland of statewide importance, if drained	 Farmland of statewide importance, if subsoiled, completely removing the root inhibiting soil layer	 Farmland of local importance	 Prime farmland if protected from flooding or not frequently flooded during the growing season	 Farmland of statewide importance
 Farmland of statewide importance, if protected from flooding or not frequently flooded during the growing season	 Farmland of statewide importance, if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60	 Farmland of statewide importance, if warm enough	 Prime farmland if irrigated	 Farmland of statewide importance, if drained
 Farmland of statewide importance, if irrigated		 Farmland of statewide importance, if thawed	 Prime farmland if drained and either protected from flooding or not frequently flooded during the growing season	 Farmland of statewide importance, if protected from flooding or not frequently flooded during the growing season
		 Farmland of local importance	 Prime farmland if irrigated and drained	 Farmland of statewide importance, if irrigated
		 Farmland of local importance, if irrigated	 Prime farmland if irrigated and either protected from flooding or not frequently flooded during the growing season	

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<p> Farmland of statewide importance, if drained and either protected from flooding or not frequently flooded during the growing season</p>	<p> Farmland of statewide importance, if irrigated and reclaimed of excess salts and sodium</p>	<p> Farmland of unique importance</p> <p> Not rated or not available</p>	<p>The soil surveys that comprise your AOI were mapped at 1:12,000.</p>
<p> Farmland of statewide importance, if irrigated and drained</p>	<p> Farmland of statewide importance, if drained or either protected from flooding or not frequently flooded during the growing season</p>	<p>Water Features</p> <p> Streams and Canals</p>	<p>Warning: Soil Map may not be valid at this scale.</p> <p>Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.</p>
<p> Farmland of statewide importance, if irrigated and either protected from flooding or not frequently flooded during the growing season</p>	<p> Farmland of statewide importance, if warm enough, and either drained or either protected from flooding or not frequently flooded during the growing season</p>	<p>Transportation</p> <p> Rails</p> <p> Interstate Highways</p> <p> US Routes</p> <p> Major Roads</p> <p> Local Roads</p>	
<p> Farmland of statewide importance, if subsoiled, completely removing the root inhibiting soil layer</p>	<p> Farmland of statewide importance, if warm enough</p>	<p>Background</p> <p> Aerial Photography</p>	<p>Please rely on the bar scale on each map sheet for map measurements.</p>
<p> Farmland of statewide importance, if irrigated and the product of I (soil erodibility) x C (climate factor) does not exceed 60</p>	<p> Farmland of statewide importance, if thawed</p>		<p>Source of Map: Natural Resources Conservation Service Web Soil Survey URL: Coordinate System: Web Mercator (EPSG:3857)</p>
	<p> Farmland of local importance</p>		<p>Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.</p>
	<p> Farmland of local importance, if irrigated</p>		<p>This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.</p>
			<p>Soil Survey Area: Hennepin County, Minnesota Survey Area Data: Version 18, Sep 6, 2022</p>
			<p>Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.</p>
			<p>Date(s) aerial images were photographed: May 11, 2020—May 19, 2020</p>
			<p>The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.</p>

Table—Farmland Classification (City of Corcoran, HUD EA)

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
L22C2	Lester loam, 6 to 10 percent slopes, moderately eroded	Farmland of statewide importance	1.6	27.2%
L23A	Cordova loam, 0 to 2 percent slopes	Prime farmland if drained	0.9	15.4%
L24A	Glencoe clay loam, 0 to 1 percent slopes	Prime farmland if drained	1.2	21.3%
L36A	Hamel, overwash-Hamel complex, 0 to 3 percent slopes	Prime farmland if drained	0.0	0.9%
L37B	Angus loam, 2 to 6 percent slopes	All areas are prime farmland	1.4	25.0%
L44A	Nessel loam, 1 to 3 percent slopes	All areas are prime farmland	0.2	3.7%
L50A	Muskego and Houghton soils, 0 to 1 percent slopes	Not prime farmland	0.4	6.5%
Totals for Area of Interest			5.7	100.0%

Rating Options—Farmland Classification (City of Corcoran, HUD EA)

Aggregation Method: No Aggregation Necessary

Aggregation is the process by which a set of component attribute values is reduced to a single value that represents the map unit as a whole.

A map unit is typically composed of one or more "components". A component is either some type of soil or some nonsoil entity, e.g., rock outcrop. For the attribute being aggregated, the first step of the aggregation process is to derive one attribute value for each of a map unit's components. From this set of component attributes, the next step of the aggregation process derives a single value that represents the map unit as a whole. Once a single value for each map unit is derived, a thematic map for soil map units can be rendered. Aggregation must be done because, on any soil map, map units are delineated but components are not.

For each of a map unit's components, a corresponding percent composition is recorded. A percent composition of 60 indicates that the corresponding component typically makes up approximately 60% of the map unit. Percent composition is a critical factor in some, but not all, aggregation methods.

The majority of soil attributes are associated with a component of a map unit, and such an attribute has to be aggregated to the map unit level before a thematic map can be rendered. Map units, however, also have their own attributes. An attribute of a map unit does not have to be aggregated in order to render a corresponding

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thematic map. Therefore, the "aggregation method" for any attribute of a map unit is referred to as "No Aggregation Necessary".

Tie-break Rule: Lower

The tie-break rule indicates which value should be selected from a set of multiple candidate values, or which value should be selected in the event of a percent composition tie.

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- United States Department of Agriculture, Natural Resources Conservation Service. National range and pasture handbook. <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/landuse/rangepasture/?cid=stelprdb1043084>

Custom Soil Resource Report

United States Department of Agriculture, Natural Resources Conservation Service. National soil survey handbook, title 430-VI. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2_054242

United States Department of Agriculture, Natural Resources Conservation Service. 2006. Land resource regions and major land resource areas of the United States, the Caribbean, and the Pacific Basin. U.S. Department of Agriculture Handbook 296. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_053624

United States Department of Agriculture, Soil Conservation Service. 1961. Land capability classification. U.S. Department of Agriculture Handbook 210. http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052290.pdf

To: Rory J. Stierler, Field Environmental Officer Region V (U.S. Department of Housing and Urban Development) From: Joanne Cho, Transportation Planner Minneapolis, MN

Project: B-23-CP-MN-0883 - City of Corcoran Water Supply HUD EA Date: January 9, 2024

Reference: City of Corcoran Water Supply HUD EA Floodplain and Wetland Impact 8-Step Process

Step 1: Determine whether the action is located in 100-year floodplain (or a 500-year floodplain for critical actions) or wetland.

This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. The project includes the extension of 16- and 20-inch diameter water main, and 30-inch dia. sanitary sewer. This project will supply raw water to a water treatment plant (Plant) and treated water to a water tower (Tower). The Plant and the Tower were developed as separate projects and are both currently under construction. This project will distribute treated water to existing city businesses and residents. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main. Types of work anticipated with this project include: ground disturbance to install the water main and sanitary sewer underground and removal of trees and shrubs for the installation of pipes.

This action is located in a 100-year floodplain and a wetland. A small segment of the extension of 16- and 20-inch diameter water main and 30-inch diameter sanitary sewer that extends northeast to the new residential development at Hunter's Ridge is located within Zone A (area of special flood hazard with water surface elevations determined) as indicated on Flood Insurance Rate Map (FIRM) Panel 43 of 500 no. 27053C0043F, revised November 4, 2013. **Figure 1** in **Attachment 1** shows the project area and the FIRM map is also provided as **Figure 2**. The project is also anticipated to be located within a wetland (Freshwater Emergent Wetland habitat classified as PEM1C) as mapped on the Fish and Wildlife Service- National Wetlands Inventory (NWI) in **Figure 3**.

While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project. There are no permanent or long-term impacts anticipated to the wetland or the floodplain due to this project. This 2.6 acres of wetland and 1.8 acres of 100-year floodplain are temporary impacts and fall under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H.

Step 2: Notify the public for early review of the proposal and involve the affected and interested public in the decision-making process.

A public notice describing the project was published in the Crow River News, the local and regional paper, on August 17, 2023. The ad targeted local residents, including those in the floodplain and wetland. The notice was also sent to interested Federal, State, local agencies, and non-profit groups. Agencies included the Hennepin County, MN floodplain managers, Minnesota Board of Water and Soil Resources, Department of Natural Resources, and Department of Housing and Urban Development. A list of specific agencies and individuals and a copy of the published notification is kept in the project's environmental review record and attached to this document (**Attachment 2**). The required 15 calendar days were allowed for public comment. As required by regulation, the notice also included the name, proposed location and description of the activity, total number of floodplain and wetland acres involved, and the responsible entity contact for information (Jay Tobin [City of Corcoran, City Administrator], HUD Environmental Coordinator under Part 58) as well as the location and hours of the office at which a full description of the proposed action can be viewed.

No comments were received related to the project actions or impacts.

Step 3: Identify and evaluate practicable alternatives.

a) Locate the Project Within the Floodplain and Wetland (Selected alternative)

This project only has one proposed build alternative given that the watermain extension pipes have to connect with the water tower by Hope Community Church at the end of Oswald Farm Road and the new water treatment facility just north of Hunters Ridge on the eastside of Fletcher Lane/County State Aid Highway (CSAH) 116. Additionally, the watermain and sanitary extension pipes would have to connect to the new residential development occurring at the eastern terminus of Hunters Ridge (**Figure 1**).

The purpose of the proposed project is to provide safe water to the residents and businesses in Corcoran. With the water tower and water treatment plant locations already determined, there were limited alternative options that minimized impact to existing infrastructures. This build alternative has been determined to have the least amount of impact to existing areas, resources, and infrastructure and the proposed alternative was developed to ensure no changes to the topography or elevation of the area to impact floodplains or wetland while meeting the project purpose and need. No permanent or long-term impacts to the wetland or the floodplain are anticipated due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit.

Additionally, the City has been planning to construct a new water tower and water treatment plant to help support water needs for its residents and businesses for decades. However, the City was unable to move forward with its plans due to limited funding. Similarly, the proposed extension of the watermain and sanitary sewer pipes have also been in the works for decades. Due to the length of time spent in the planning phase, the City and its community members have well been aware of the needs for the extension of new watermain and sanitary sewer pipes in the area.

b) Locate the Project Outside of the Floodplain and Wetland

Reference: B-23-CP-MN-0883 - City of Corcoran Water Supply HUD EA Floodplain and Wetland 8-Step Process

As shown in **Figure 1**, the purpose of this project is to build watermain and sanitary sewer pipes that connect to the existing pipe systems. Due to the location of existing network of watermain and sanitary sewer pipes, the water tower, and the water treatment plant, other location alternatives would have increased environmental impacts and ground disturbance given the indirect extension of pipes to partially avoid the floodplain and the wetland; the existing watermain and sanitary sewer pipes for the residential development east of Hunters Ridge's eastern terminus.

c) No Action or Alternative Actions that Serve the Same Purpose

No action was not an option given that without the proposed improvements - extension of the watermain and sanitary pipes to connect to the water tower, water treatment plant, and existing pipe networks- Corcoran residents and businesses east of Hunters Ridge would not have access to safe and clean water. The City's ability to purchase water at the quantity required is no longer available. Without this project, the City of Corcoran will be unable to provide additional water service in this area of the community.

Step 4: Identify Potential Direct and Indirect Impacts of Associated with Floodplain Development.

The nature of this project does not require the construction of infrastructure above ground. The watermain and sanitary sewer extensions will be all underground. No permanent or long-term impacts to the wetland or the floodplain are anticipated due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit.

This project is not anticipated to have any direct or indirect impacts to the floodplain or wetland upon completion.

Step 5: Where practicable, design or modify the proposed action to minimize the potential adverse impacts to lives, property, and natural values within the floodplain and to restore, and preserve the values of the floodplain

The project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the watermain and the sanitary sewer pipes have been installed. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project.

Step 6: Reevaluating the Alternatives

While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation. All ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, the proposed improvements have been discussed for decades but have not proceeded because of lack of funding sources. With no public comments received and no long- or short-term impacts anticipated, this remains to be the best and only option.

A No Action is not an option as there are developments already occurring east of Hunters Ridge and without this project, Corcoran community members will not have access to water.

Step 7: Determination of No Practicable Alternative

It is the City of Corcoran's determination that there is no practicable alternative for partially or entirely locating the project outside of the flood zone and wetland. This is due to: 1) the need to provide water to communities and businesses east of Hunters Ridge; 2) this project has been planned for decades and only be prolonged due to lack of funding; and 3) the watermain and sanitary sewer extensions provide a connection between the water tower and the water treatment plant.

The City plans to publish a final notice in accordance with HUD's EA Floodplain and Wetland Impact 8-Step Process. This final notice will be published concurrently with the Finding of No Significant Impact (FONSI) and will be posted consistent with the prior notice. The notice explains the reasons why the modified project must be located in the floodplain, shares why other alternatives were not considered and a No Action was dismissed at Steps 3 and 6, and describes all mitigation measures at Step 5 taken to minimize adverse impacts and preserve natural and beneficial floodplain values. The notice is attached to this document. No concerns were expressed by the public concerning this notice.

Step 8: Implement the Proposed Action

The City will assure that this plan, as modified and described above, is executed and necessary language will be included in all agreements with participating parties. The city will also take an active role in monitoring the construction process to ensure no unnecessary impacts occur nor unnecessary risks are taken and all appropriate permits have been obtained for all project related activities, which includes the no loss permit.

STANTEC CONSULTING SERVICES INC.



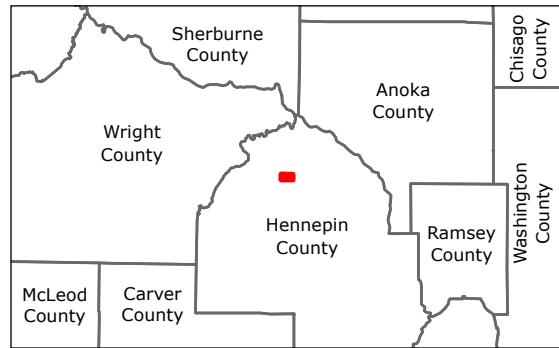
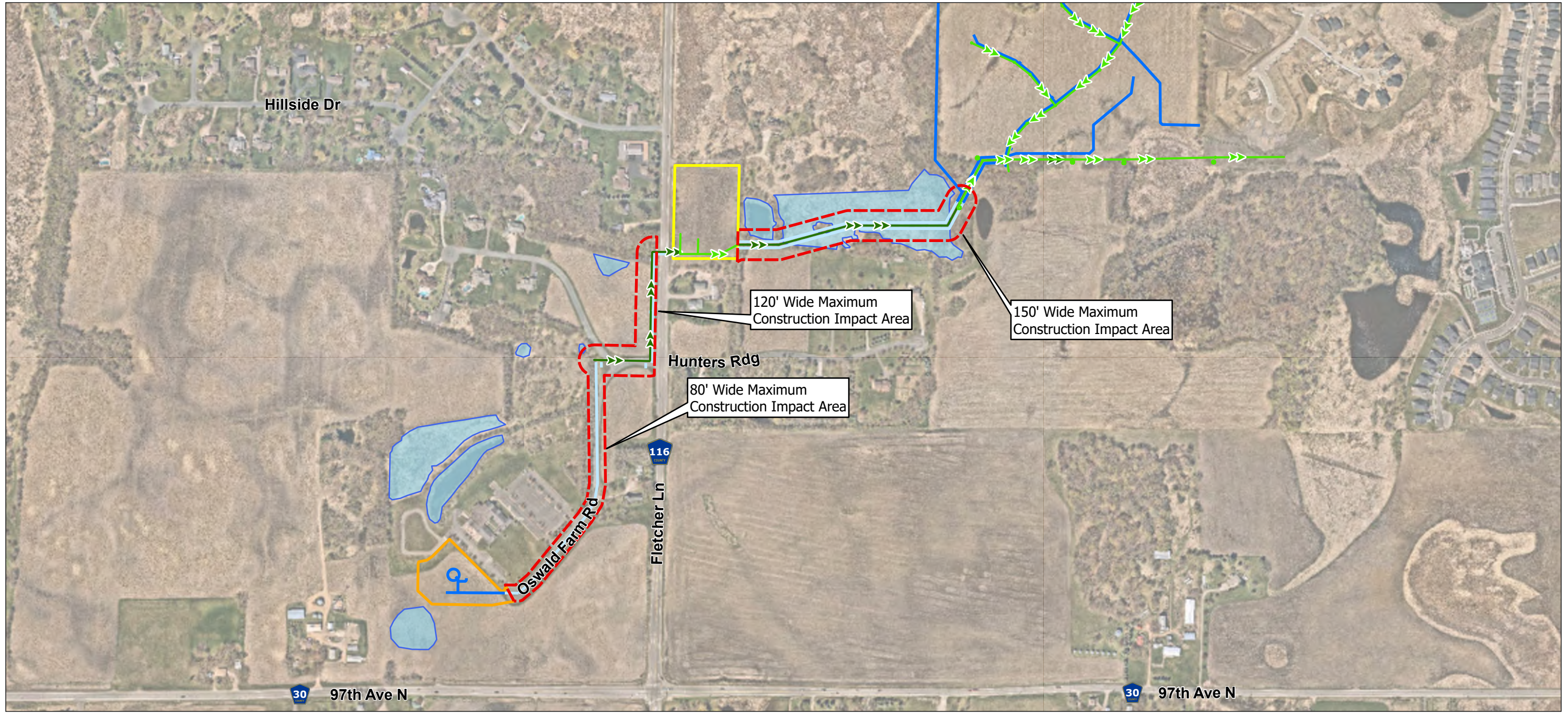
Joanne Cho
Transportation Planner
Phone: (612) 807-9224
joanne.cho@stantec.com

Attachments:

Attachment 1 – Figures

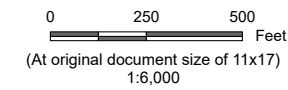
Attachment 2 – Copy of the Initial Public Notice Published in the Crow River News

Attachment 1 - Figures



- Legend**
- Construction Impact Area
 - Parcels
 - Water Treatment Facility
 - Water Tower
 - Wetland
 - Sanitary
 - Sanitary Proposed
 - Watermain
 - Watermain Proposed

Notes
 1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
 2. Data Sources: Hennepin County, Stantec
 3. Background: Hennepin County 2021 Aerial



Project Location
 T119N, R23W, S12
 Corcoran, Hennepin Co., MN

Prepared by ARH on 2023-08-03

Client/Project
 City of Corcoran
 NE Corcoran Trunk Infrastructure

227705275

Figure No.

1

Title

Proposed Project

V:\2277\active\227705275\03_data\gis\pro\ne_corcoran_trunk_infrastructure\ne_corcoran_trunk_infrastructure.aprx Revised: 2023-08-03 By: ahlyms

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The community map repository should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where Base Flood Elevations (BFEs) and/or floodways have been determined, users are encouraged to consult the Flood Profiles and Floodway Data and/or Summary of Stillwater Elevations tables contained within the Flood Insurance Study (FIS) Report that accompanies this FIR. Users should be aware that BFEs shown on the FIR represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS Report should be utilized in conjunction with the FIR for purposes of construction and/or floodplain management.

Coastal Base Flood Elevations shown on this map apply only forward of 0' of National Geodetic Vertical Datum of 1929 (NGVD 29). Users of this FIR should be aware that coastal flood elevations are also provided in the Summary of Stillwater Elevations table in the Flood Insurance Study Report for this jurisdiction. Elevations shown in the Summary of Stillwater Elevations table should be used for construction and/or floodplain management purposes when they are higher than the elevations shown on this FIR.

Boundaries of the floodways were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study Report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by flood control structures. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study Report for information on flood control structures for this jurisdiction.

The projection used in the preparation of this map was Universal Transverse Mercator (UTM) zone 16. The horizontal datum was NAD 27, GRS 1980 spheroid. Differences in datum, spheroid, projection or UTM zones used in the production of FIRs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of this FIR.

Flood elevations on this map are referenced to the National Geodetic Vertical Datum of 1929. These flood elevations must be compared to structure and ground elevations referenced to the same vertical datum. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at <http://www.ngs.noaa.gov> or contact the National Geodetic Survey at the following address:

NGS Information Services
NOAA, NNGS12
National Geodetic Survey
SSMC-3, #5202
1315 East-West Highway
Silver Spring, Maryland 20910-3282
(301) 713-3242

To obtain current elevation, description, and location information for bench marks shown on this map, please contact the Information Services Branch of the National Geodetic Survey at (301) 713-3242, or visit its website at <http://www.ngs.noaa.gov>.

Base map information shown on this FIR was provided in digital format by the Minnesota Department of Natural Resources. This information was photogrammetrically compiled at a scale of 1:12,000 from aerial photography dated 2010 or later.

The profile baselines depicted on this map represent the hydraulic modeling baselines that match the flood profiles in the FIS report. As a result of improved topographic data, the profile baseline, in some cases, may deviate significantly from the channel outline or appear outside the SFHA.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

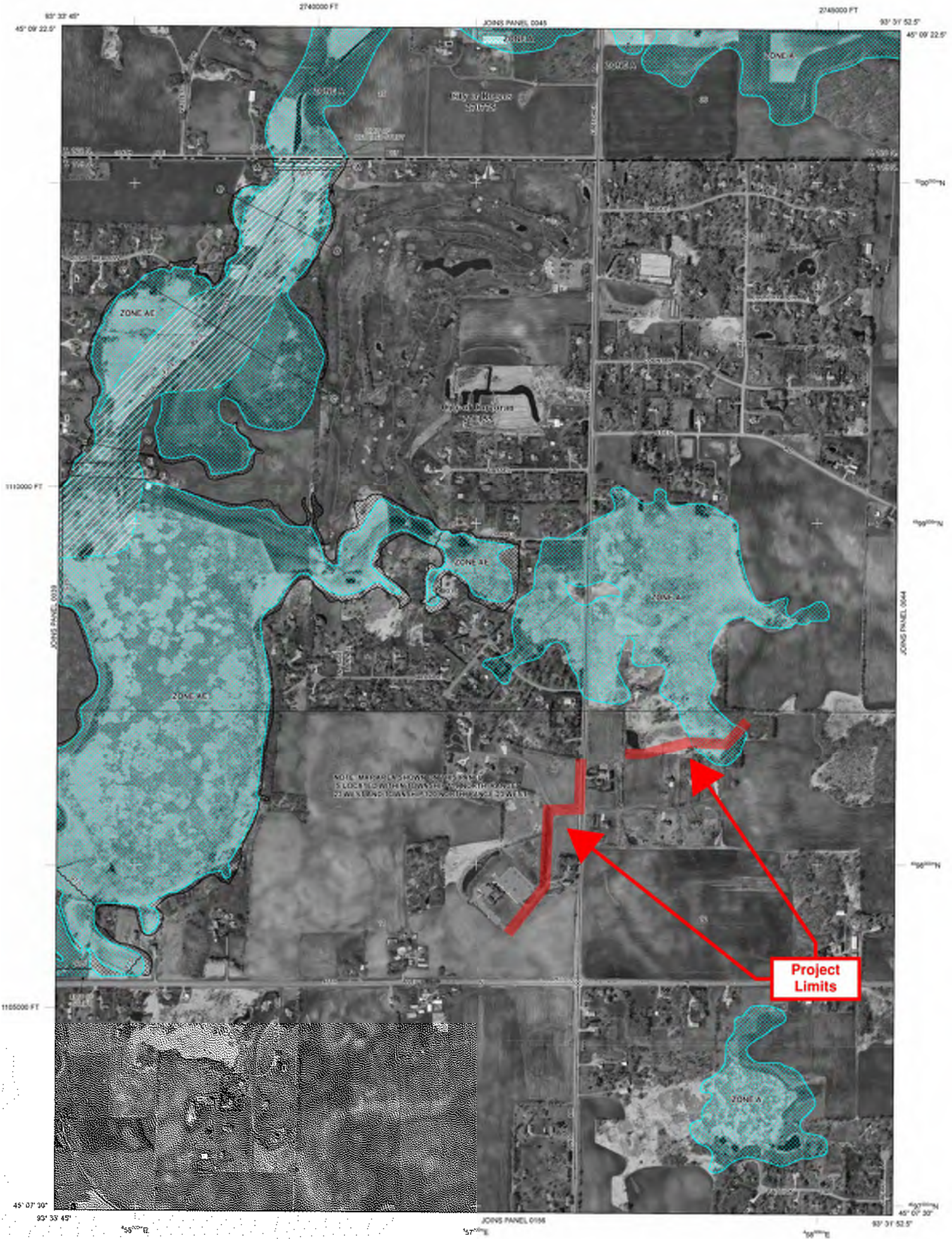
Please refer to the separately printed Map Index for an overview map of the county showing the layout of map sheets, community map repository addresses, and a Listing of Communities table containing National Flood Insurance Program data for each community as well as a listing of the panels on which each community is located.

For information on available products associated with this FIR visit the Map Service Center (MSC) website at <http://www.floodmaps.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the MSC website.

ADMINISTRATIVE FLOODWAY

*Administrative floodways designated in accordance with local regulations for management of these areas.

MODELED NODE LABEL



LEGEND

- SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO DETERMINATION BY THE 1% ANNUAL CHANCE FLOOD**
The 1% annual chance flood (200-year flood) is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zone A, AE, AH, AO, AV, V, VE, X, Y, and Z. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.
- ZONE A** No Base Flood Elevations determined.
- ZONE AE** Base Flood Elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (depths areas of ponding); Base Flood Elevation determined.
- ZONE AO** Flood depths of 1 to 3 feet (depths areas of ponding); average depths determined. For areas of shallow flooding, velocities are determined.
- ZONE AV** Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently abandoned. Zone AV indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
- ZONE AV** Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevation determined.
- ZONE V** Coastal flood zone with velocity hazard (wave action); no Base Flood Elevation determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevation determined.
- FLOODWAY AREAS IN ZONE AE**
The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachments so that the 1% annual chance flood can be carried without substantial increases in flood heights.
- OTHER FLOOD AREAS**
ZONE X Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected to levels from 1% annual chance flood.
- OTHER AREAS**
ZONE Y Areas determined to be outside the 0.2% annual chance floodplain. Areas in which flood hazards are undetermined, but possible.
- COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS**
- OTHERWISE PROTECTED AREAS (OPAs)**
CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.
- 1% Annual Chance Floodplain Boundary
- 0.2% Annual Chance Floodplain Boundary
- Floodway Boundary
- Zone A Boundary
- CBRS and OPA Boundary
- Boundary dividing Special Flood Hazard Area Zones and bounds during Special Flood Hazard Areas of different Base Flood Elevation depths, or flood velocities.
- Base Flood Elevation line and value; elevation in feet* (EL 95')

*Referenced to the National Geodetic Vertical Datum of 1929.

Cross Section
Traverse Line
Geographic coordinates referenced to the North American Datum of 1983 (NAD 83); Western Hemisphere
5000-foot ticks: Minnesota State Plane coordinate system, South Zone (SPS22NE 2203), Lambert Conformal Conic, project
1000-meter Universal Transverse Mercator grid values, Zone 16
Bench mark (see explanation in Notes to Users section of this FIR)
Spot Elevation
MAP REPOSITORIES
Refer to Map Repositories list on Map Index

EFFECTIVE DATE OF CURRENT-WIDE FLOOD INSURANCE RATE MAP
September 2, 2004

EFFECTIVE DATES OF REVISIONS TO THIS PANEL
November 4, 2010 - 12 3rd Special Flood Hazard Areas, no change Base Flood Elevation, no change Floodway. To change Special Flood Hazard Areas, to increase Base Flood Elevation, to incorporate previously issued Letters of Map Change, to increase Base Flood Elevation, to reflect updated topographic information, to update corporate limits, to update map format.

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-335-9522.

MAP SCALE 1" = 500'

NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0043F

FIRM
FLOOD INSURANCE RATE MAP
HENNEPIN COUNTY,
MINNESOTA
(ALL JURISDICTIONS)

PANEL 43 OF 500
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

COMMUNITY	COMMUNITY CITY OR TOWNSHIP	DATE	PANEL NO.
ROGERS	ROGERS CITY OF	10/15/03	0013

Notice to User: The Map Number shown should be used when placing map orders. Community Number shown above should be used on insurance applications for the community.

MAP NUMB
27053C004
MAP REVIS
NOVEMBER 4, 21
Federal Emergency Management Agency

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Figure 3 - National Wetlands Inventory (NWI) Map



U.S. Fish and Wildlife Service, National Standards and Support Team, wetlands_team@fws.gov

September 26, 2023

Wetlands

- | | | |
|--|---|--|
|  Estuarine and Marine Deepwater |  Freshwater Emergent Wetland |  Lake |
|  Estuarine and Marine Wetland |  Freshwater Forested/Shrub Wetland |  Other |
| |  Freshwater Pond |  Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

**Attachment 2 - Copy of the Initial
Public Notice Published in the
Crow River News**

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Crow River News

with the known office of issue being located in the county of:

HENNEPIN

with additional circulation in the counties of:
WRIGHT

and has full knowledge of the facts stated below:

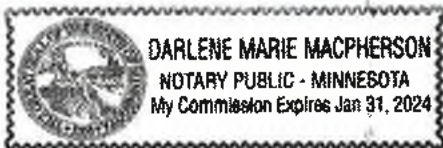
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 08/17/2023 and the last insertion being on 08/17/2023.

MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By:  Designated Agent

Subscribed and sworn to or affirmed before me on 08/17/2023 by Rhonda Herberg.


Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$999.99 per column inch

Ad ID 1334937

CITY OF CORCORAN EARLY NOTICE AND PUBLIC ACTIVITY IN A 100-YEAR FLOODPLAIN AND WETLAND

MN 55374.

To: All interested Agencies [MN Board of Water and Soil Resources, Department of Natural Resources, Hennepin County, Department of Housing and Urban Development], Groups and Individuals

This is to give notice that City of Corcoran has determined that the following proposed action under Community Project Funding and B-23-CP-MN-0883 is located in the 100-year floodplain and wetland, and City of Corcoran will be identifying and evaluating practicable alternatives to locating the action in the floodplain and wetland and the potential impacts on the floodplain and wetland from the proposed action, as required by Executive Order 11988 and 11990, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management and Protection of Wetlands.

This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). Both the Plant and the Tower are currently under construction separately from this project. This project will distribute treated water to existing city businesses and residents. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main. Types of work anticipated with this project include: ground disturbance to install the water main and sanitary sewer underground and removal of trees and shrubs for the installation of pipes. While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project. There are no permanent or long-term impacts anticipated to the wetland or the floodplain due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MnR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit. The proposed project is located adjacent to 19951 Osawald Farm Rd, Rogers,

There are three primary purposes for this notice. First, people who may be affected by activities in floodplains and wetlands and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Commenters are encouraged to offer alternative sites outside of the floodplains and wetlands, alternative methods to serve the same project purpose, and methods to minimize and mitigate impacts. Second, an adequate public notice program can be an important public educational tool. The dissemination of information and request for public comment about floodplains and wetlands can facilitate and enhance Federal efforts to reduce the risks and impacts associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in floodplains and wetlands, it must inform those who may be put at greater or continued risk.

Written comments must be received by City of Corcoran at the following address on or before September 5, 2023: Kevin Mattson, 8200 County Rd 116, Corcoran, MN 55340 and 763-420-2288, Attention: Kevin Mattson, Public Works Director. A full description of the project may also be reviewed from 8am-4:30pm at the same address listed above. Comments may also be submitted via email at kmattson@corcoranmn.gov.

Published in the
Crow River News
August 17, 2023
1334937

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Crow River News

with the known office of issue being located in the county of:

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and has full knowledge of the facts stated below:

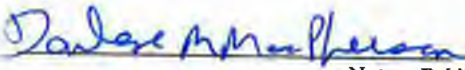
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By: 
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Notary Public



Rate Information:

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\$999.99 per column inch

Ad ID 1334937

CITY OF CORCORAN EARLY NOTICE AND PUBLIC REVIEW OF A PROPOSED ACTIVITY IN A 100-YEAR FLOODPLAIN AND WETLAND

MN 55374.

To: All interested Agencies [MN Board of Water and Soil Resources, Department of Natural Resources, Hennepin County, Department of Housing and Urban Development], Groups and Individuals

This is to give notice that City of Corcoran has determined that the following proposed action under Community Project Funding and B-23-CP-MN-0883 is located in the 100-year floodplain and wetland, and City of Corcoran will be identifying and evaluating practicable alternatives to locating the action in the floodplain and wetland and the potential impacts on the floodplain and wetland from the proposed action, as required by Executive Order 11988 and 11990, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management and Protection of Wetlands.

This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). Both the Plant and the Tower are currently under construction separately from this project. This project will distribute treated water to existing city businesses and residents. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main. Types of work anticipated with this project include: ground disturbance to install the water main and sanitary sewer underground and removal of trees and shrubs for the installation of pipes. While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project. There are no permanent or long-term impacts anticipated to the wetland or the floodplain due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit. The proposed project is located adjacent to 19951 Oswald Farm Rd, Rogers,

There are three primary purposes for this notice. First, people who may be affected by activities in floodplains and wetlands and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Commenters are encouraged to offer alternative sites outside of the floodplains and wetlands, alternative methods to serve the same project purpose, and methods to minimize and mitigate impacts. Second, an adequate public notice program can be an important public educational tool. The dissemination of information and request for public comment about floodplains and wetlands can facilitate and enhance Federal efforts to reduce the risks and impacts associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in floodplains and wetlands, it must inform those who may be put at greater or continued risk.

Written comments must be received by City of Corcoran at the following address on or before September 5, 2023: Kevin Mattson, 8200 County Rd 116, Corcoran, MN 55340 and 763-420-2288, Attention: Kevin Mattson, Public Works Director. A full description of the project may also be reviewed from 8am-4:30pm at the same address listed above. Comments may also be submitted via email at kmattson@corcoranmn.gov.

Published in the
Crow River News
August 17, 2023
1334937

**Spirit Lake Tribe
Tribal Historic Preservation Office
PO Box 359
Fort Totten, ND 58335**

To: JOANNE CHO
Date: AUGUST 08, 2023
Project: CORORAN WATER SUPPLY CONSTRUCTION
LTR.#: THPO-SLT-868

FINDING OF NO EFFECT – While there are cultural resources in the vicinity of the proposed undertaking - no cultural resources should be adversely affected by your proposed undertaking. If cultural materials are discovered during construction please notify the Tribal Historic Preservation Office.

Under the authority of Section 1N06 of the National Historic Preservation Act of 1966 and in accordance with 36CFR800.2A4, after reviewing the materials you gave us for the project, the Spirit Lake Tribal Historic Preservation Department finds there should be no effect by the proposed undertaking on cultural resources.

The proposed undertaking is near known and documented cultural resources. Many of these resources are Native American sites. The vicinity of the project is significant to the Mini Wakan Oyate – Spirit Lake Tribe (People of Spirit Waters). For millennia, the Mini Wakan Oyate have cekiya (prayed), gathered phezuta (medicines), and eti (camped) the surrounding vicinity. Since the area around the project was **HEAVILY** utilized in prehistoric times, it is particularly important for the construction to remain in the areas designated in the archaeological survey. No further cultural resource work is necessary for this project as long as the areas outlined are adhered to. If additional work is necessary outside the areas designated, please notify our department and we can make the necessary arrangements.

Please be aware though, because cultural inventories are done at different times of the year and under different circumstances there can be variations in the



**Spirit Lake Tribe
Tribal Historic Preservation Office
PO Box 359
Fort Totten, ND 58335**

effectiveness of pedestrian surveys. At times, certain resources are not visible. For instance, medicinal plants, some very significant to the ongoing traditions and lifeway of the Spirit Lake people, may only be seen in the spring or summer of the year. Other times, the grass is too deep for certain features or artifacts to be located through pedestrian surveys. With this in mind, we recommend that cultural resources not be forgotten with this letter of finding of no properties affected. **If resources are located during construction please halt activity and notify our office.**

Thank you for consulting with the Tribal Historic Preservation Office. If you have any questions please feel free to contact me at 701.381-2009, or Thpo@gondtc.com

Kenneth Graywater Jr., Director
SPIRIT LAKE TRIBE
Tribal Historic Preservation Office



January 4, 2024

VIA E-MAIL ONLY

Kevin Mattson, Public Works Director
City of Corcoran
9100 Co Rd 19
Corcoran, MN 55357

RE: Corcoran Water Supply Construction - Oswald Farm Rd and Fletcher Ln/CSAH 116
T119 R23 S11 NE and 12 NW
Corcoran, Hennepin County
SHPO Number: 2023-2375

Dear Mr. Mattson:

Thank you for providing additional information regarding this project via email on December 22, 2023. This additional information has been reviewed pursuant to the responsibilities given the State Historic Preservation Officer by Section 106 of the National Historic Preservation Act (54 U.S.C. § 306108) and its implementing federal regulations, "Protection of Historic Properties" (36 CFR Part 800).

We have completed a review of your letter dated December 22, 2023, a submission which included the following documentation in support of your agency's No Historic Properties Affected finding:

- Map of the project Area of Potential Effect (APE)
- Architecture-history reconnaissance survey report: *Historic Resources Investigations and Assessment of Effects for the Proposed Corcoran Water Treatment Facility Project, Corcoran, Hennepin County, Minnesota* (Nelson Cultural Services, December 2023).

Define Federal Undertaking and Determine the Area of Potential Effect

We understand that the federal undertaking includes construction of a trunk sanitary sewer line, water main, raw water pipe, and water treatment plant, as well as reconstruction of Hunter's Ridge Road and wetland restoration.

We note that the APE map submitted December 22nd doesn't include the area for the proposed water tower immediately south of Hope Community Church (19951 Oswald Farm Rd); therefore, we assume that the water tower construction is not part of the federal undertaking. Our review of this project does not include the water tower.

Based upon our understanding of the scope and nature of the proposed federal undertaking,

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287

mn.gov/admin/shpo ■ mnsppo@state.mn.us

AN EQUAL OPPORTUNITY AND SERVICE PROVIDER

we agree that the Area of Potential Effect (APE) boundary, as described in your December 22nd letter and documented on the APE map, is generally appropriate to take into account the potential direct and indirect effects of the proposed undertaking.

Identification of Historic Properties

History/Architecture

For our review of the architecture-history reconnaissance survey report (Phase I), it would have been helpful if the report had included more detail about the general development and settlement of the area. Even so, based on the information provided in report, we agree that no intensive survey and evaluation (Phase II) is warranted for the following properties:

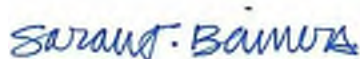
- House at 10015 County Road 116 (FLDNUM 01/HE-COC-00082)
- House at 10025 County Road 116 (FLDNUM 02/HE-COC-00083)
- House at 19900 Hillside Drive (FLDNUM 03/HE-COC-00084)
- House at 10110 County Road 116 (HE-COC-00005)
- House at 19904 Oswald Farm Road (HE-COC-00006)

Finding of Effect

Therefore, based upon information provided by your agency, we agree that **no historic properties will be affected** by the undertaking.

If you have any questions regarding our review of this project, please contact Leslie Coburn, Environmental Review Specialist, at 651-201-3286 or leslie.coburn@state.mn.us.

Sincerely,



Sarah J. Beimers
Environmental Review Program Manager

cc: Joanne Cho, Stantec



7630 Executive Drive
Eden Prairie, MN 55344
Ph: 952-658-8891
Web: www.insitucrm.com

September 1, 2023

Joanne Cho
Stantec Consulting Services Inc.
Joanne.cho@stantec.com

**Subject: Phase IA Cultural Resource Literature Review and Preliminary Reconnaissance of the Corcoran Water Supply Construction Project, Hennepin County, Minnesota
SHPO Number: 2023-2375**

Dear Ms. Cho,

On behalf of Stantec Consulting Services, Inc., this report presents the results of a Phase IA cultural resource literature review and preliminary reconnaissance conducted by In Situ Archaeological Consulting, LLC (In Situ) for the Corcoran Water Supply Construction Project (Figures 1-3). The proposed extension project area is located within the legal locations listed in Table 1.

Table 1: Legal Locations of the Proposed Project Area		
Township (T)	Range (R)	Section(s)
119 North	23 West	11, 12

The proposed construction impact area is approximately 9 acres in size and located on city-owned and privately-owned land. The literature review was conducted by In Situ staff on August 18, 2023, using files maintained by the Minnesota State Historic Preservation Office (SHPO). On August 28, 2023, In Situ conducted a preliminary reconnaissance of the construction impact area. Currently, the lead federal agency for the project is the Department of Housing and Urban Development (HUD) and the project is subject to Section 106 review and will be subject to review by the Minnesota SHPO.

Attached to this letter are the cultural resource literature review maps (Figures 4-6) and photographs from the preliminary reconnaissance of the construction impact area (Figures 7-13).

BACKGROUND RESEARCH

A literature review consisted of identifying any previously recorded archaeological sites and architectural properties within a 2-mile study area surrounding the proposed project area (1 mile from each side of the project area). The task was completed using site data files and previous inventory files maintained by the Minnesota SHPO. In addition, background research was completed by reviewing NRHP data, historic maps, atlases, current aerial photographs, soil maps, topographic and geomorphic data, and other sources that might provide information for the locations of historic-era sites, areas of prior disturbance, etc. (Figures 4-7). The literature/records search revealed two previous cultural resource surveys, two previously recorded archaeological sites, and 18 previously recorded architectural resources within the study area.

The records search revealed two previous cultural resource inventory/survey that was completed within the study area (Table 2). The survey was reported on in 1995 and 2001 and were completed for housing and transportation projects. The previous survey does not overlap with the project area.

Manuscript Number	Title	Authors	Year	Within Project Area
HE-1995-04	Report on Cultural Resource Reconnaissance within Proposed Gladstone Residential Development, City of Maple Grove, Hennepin County, Minnesota	Christina Harrison	1995	No
HE-2001-04	Report on Cultural Resources Reconnaissance Conducted for the West TH 610 and East TH 610 Alternative Urban Areawide Reviews (AUARs), City of Maple Grove, Hennepin County, Minnesota	Christina Harrison	2001	No

The data gathered revealed two previously recorded archaeological sites within the study area (Table 3). Two sites (21HE0512 and 21HE0250) are *unevaluated* for the NRHP. The sites are not located within the proposed project area.

Site	Legal Description	Cultural Affiliation	Site Type	NRHP Eligibility	Within Project Area
21HE0512	SE NW SW Section 31 T120N R22W	Precontact	Single Find Point	Unevaluated	No
21HE0250	SW NW SE NW Section 7 T119N R22W	Precontact	Lithic Scatter	Unevaluated	No

The literature review revealed 18 previously recorded architectural resources within the study area (Table 4). All 18 resources are *unevaluated* for the NRHP. No resources are located within the proposed project area.

Site Number	Site Name/Type	Address/Location	NRHP Eligibility	Within Project Area
HE-COC-001	St. Johannis Kirche	9141 Highway 101 N.	Unevaluated	No
HE-COC-002	Farmstead	9975 Highway 101 N.	Unevaluated	No
HE-COC-003	Farmstead	19301 Steig Rd.	Unevaluated	No
HE-COC-004	Farmstead	10700 Co. Hwy. 116	Unevaluated	No

Site Number	Site Name/Type	Address/Location	NRHP Eligibility	Within Project Area
HE-COC-005	Farmstead	10110 Co. Hwy. 116	Unevaluated	No
HE-COC-006	Farmstead	9825 Co. Hwy. 116	Unevaluated	No
HE-COC-007	Farmstead	20125 97th Ave. N.	Unevaluated	No
HE-COC-008	Farmstead	20400 97th Ave. N.	Unevaluated	No
HE-COC-009	Farmstead	20920 Co. Rd. 30	Unevaluated	No
HE-COC-016	House	21105 97th Ave. N.	Unevaluated	No
HE-COC-027	Farmhouse	20801 Co. Rd. 117	Unevaluated	No
HE-COC-029	Farmstead	10600 Trail Haven Rd.	Unevaluated	No
HE-COC-030	Farmstead	21410 93rd Ave. N.	Unevaluated	No
HE-COC-031	School	9525 Cain Rd.	Unevaluated	No
HE-COC-040	Maple Grove United Methodist Church	10025 Highway 101	Unevaluated	No
HE-MGC-004	Leonard Radintz Farmstead	17690 101st Ave. N.	Unevaluated	No
HE-MGC-032	Granbart General Store	Co. Rd. 30 & 97th Ave. N.	Unevaluated	No
HE-MGC-062	Paul Radintz Farmstead	174xx 101st Ave. N.	Unevaluated	No

BASIC ENVIRONMENT OF THE CONSTRUCTION IMPACT AREA

The physiography of the construction impact area is located within the Owatonna Moraine Area. This area is characterized by a series of moraine that formed along the eastern edge of the Des Moines lobe. The topography is rugged in the north area and becomes more gently sloped as it goes south (Wright 1972). The elevation within the project area is approximately 980-1,030 ft above mean sea level. This area is located within the Cordova-Hayden-Nessel and the Hayden-Cordova-Peaty soil associations. The Cordova-Hayden-Nessel soil association is described as “nearly level to gently undulating, moderately fine textured and medium textured soils that developed in deep, friable, loamy glacial till”. The Hayden-Cordova-Peaty soil association is described as “nearly level to rolling, medium-textured and moderately fine-textured that developed in glacial till, and level organic soils (U.S. Department of Agriculture 1974).” There are several specific soil series types present within the construction impact area (Table 5). These soil series have very poorly drained to well drained soils (Natural Resources Conservation Service 2023).

Soil Series	Parent Material	Drainage	Slope	Landform
Glencoe clay loam (L24A)	Local alluvium over till	Very poorly drained	0-1%	Depressions
Angus loam (L37B)	Fine-loamy till	Well drained	2-6%	Hillslopes, ground moraines
Cordova loam (L23A)	Till	Poorly drained	0-2%	Drainageways on moraines

Table 5: Summary of Soil Series within the Construction Impact Area.				
Soil Series	Parent Material	Drainage	Slope	Landform
Lester loam, moderately eroded (L22C2)	Fine-loamy till	Well drained	6-10%	Ground moraines, hillslopes
Nessel loam (L44A)	Till	Moderately well drained	1-3%	Moraines
Hamel, overwash-Hamel complex	Colluvium over till	Hamel, overwash: Somewhat poorly drained Hamel: Poorly drained	0-3%	Ground moraines

Source: Natural Resources Conservation Service (2023).

ARCHAEOLOGICAL RECONNAISSANCE FIELD METHODS

The reconnaissance survey consisted of a site visit by an archaeologist in order to assess the potential for cultural resources and to observe any indications of cultural resources or the potential for cultural resources. The site visit was completed using visual inspection methods. The general terrain, geomorphological setting, and topographic factors were observed and assessed in order to assess the absence or likelihood of any cultural resources within the construction impact area. Areas identified as disturbed areas, areas with a slope greater than 20 degrees, areas of poorly drained soils, and low lying-wet areas are considered to have a low potential for containing archaeological sites. However, for an area to be considered to have a potential for an archaeological site, the following factors are considered:

- Located within undisturbed land;
- Located on a topographically significant landscape feature;
- Proximity of a suitable former or existing water source (within 200 m);
- Proximity of a previously recorded archaeological site or historic structure (within 200 m).

In addition, the gathered background research data were used with current field conditions to assess the potential within the construction impact area for intact archaeological sites.

Photographs of the construction impact area as well as observational notes on the general terrain, features within the construction impact area, and other pertinent information regarding the landscape of the construction impact area were collected. All field notes, maps, and photos will be maintained at the In Situ's Eden Prairie, MN office.

PRELIMINARY RECONNAISSANCE RESULTS

On August 28, 2023, Abraham Ledezma and Sylvia Sandstrom of In Situ conducted a site visit review of the construction impact area. The construction impact area consists of established roadways, agricultural fields, and wooded/grassy areas (Figures 8-15). Vegetation consisted of mixed grasses, wooded vegetation, and agricultural crops. The topography consisted of fairly flat terrain. The area has been impacted by natural erosion, rural development, and agricultural practices.

During this visit, Mr. Ledezma noted indications that the project area has a low potential for significant cultural resources, as the eastern portion of the project area is situated within low-lying marshlands with poorly drained soils and the western portion of the project area has been subject to previous disturbances, as road and utility right of ways are present in most of the western project area. Thus, the probability that there are intact and eligible historic sites at these locations within the area are low.

CULTURAL RESOURCE POTENTIAL

The project is located mostly within road and utility right of ways, agricultural fields, mixed grasses, wooded area, and marshlands. The project area consists of fairly flat terrain and is on a landform with no topographically significant landscape features. The project location is approximately 0.8 miles west of the nearest natural suitable/permeant water source (Rush Creek). The project area consists of mostly fairly flat terrain and is not near any creek, river terrace, or permanent water source. Sources of fresh water and landforms such as river terraces have high potential for archaeological sites (MNDOT 2002, MNDOT 2019). Long-term occupations sites are more likely to occur along permeant water sources, as more resources are readily available (Anderson and Smith 2003; MNDOT 2002, MNDOT 2019). Historic maps did not indicate any prior cultural sites within the project area, nor are there any previously recorded sites located within the proposed project area. Also, there is a lack of the number of significant sites within the study area. In addition, due to the fact that portions of the western project area will be constructed along existing road right of ways, it is likely that these portions of the project area may likely have been heavily impacted by rural construction and road and utility construction. It is probable that those activities would have significantly, if not totally impacted any archaeological resources that may or may not have been present in relation to the western project area, leaving a nominal potential for the intact presence of significant archaeological remains within the proposed western project area. Also, portions of the eastern project area are located in low-lying areas with marshlands present. Low lying/marsh areas are not typically suitable for long term occupation, as the area may be subject to frequent flooding. Due to these factors, the project area has a low potential for significant cultural resources.

REPORT SUMMARY

In Situ completed a Phase IA Cultural Resource Literature Review for the Corcoran Water Supply Construction Project in Hennepin County, Minnesota. The literature/records search revealed two previous cultural resource surveys, two previously recorded archaeological sites, and 18 previously recorded architectural resources within the study area. None of these resources are located within the proposed project area.

During this visit, Mr. Ledezma noted indications that the project area has a low potential for significant cultural resources, as the eastern portion of the project area is situated within low-lying marshlands with poorly drained soils and the western portion of the project area has been subject to previous disturbances, as road and utility right of ways are present in most of the western project area. Thus, the probability that there are intact and eligible historic sites at these locations within the area are low.

The project is located mostly within road and utility right of ways, agricultural fields, mixed grasses, wooded area, and marshlands. The project area consists of mostly fairly flat terrain and is not near any creek, river terrace, or permanent water source. Historic maps did not indicate any prior cultural sites within the project area, nor are there any previously recorded sites located within the proposed project area. Also, there is a lack of the number of significant sites within the study area. In addition, due to the fact that portions of the western project area will be constructed along existing road right of ways, it is likely that these portions of the project area may likely have been heavily impacted by rural construction and road and utility construction. It is probable that those activities would have significantly, if not totally impacted any archaeological resources that may or may not have been present in relation to the western project area, leaving a nominal potential for the intact presence of significant archaeological remains within the proposed western project area. Also, portions of the eastern project area are located in low-lying areas with marshlands present. Low lying/marsh areas are not typically suitable for long term occupation, as the area may be subject to frequent flooding. Due to these factors, the project area has a low potential for significant cultural resources. Therefore, it is the opinion of In Situ that a Phase I cultural resource management survey may not be warranted for this project.

Please contact me at 952.658.8891 or aledezma@insitucrm.com should you have any further questions or concerns regarding the information assembled.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abraham Ledezma', written over a light blue horizontal line.

Abraham Ledezma, M.S., RPA
Principal Investigator

Enclosures: Figures 1-15: Project Maps, Literature Review Maps, and Recon Photos

REFERENCES CITED

Anderson, David G. and Steven D. Smith

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Natural Resources Conservation Service

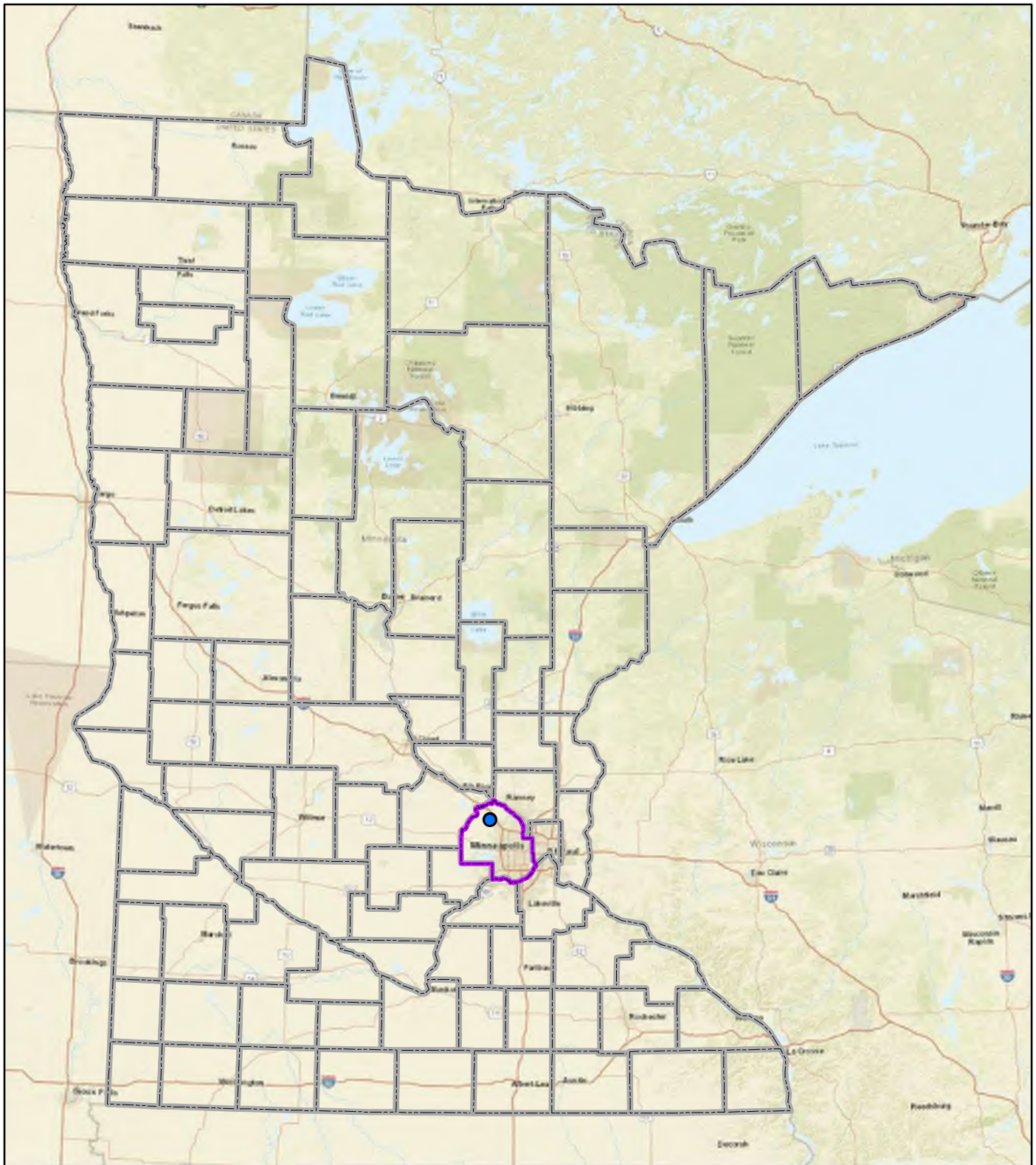
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U.S. Department of Agriculture

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- 1972 Physiology of Minnesota. In *Geology of Minnesota: A Centennial Volume*. pp. 561-
578. Minnesota Geological Society.



Legend

- Project Location
- Hennepin County
- County Boundary



POLITICAL MAP
Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

Note: Imagery courtesy of ESRI









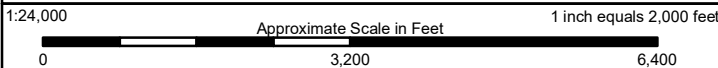
Figure 1. Political map showing project location.

1:3,456,623
Approximate Scale in Feet
1 inch equals 288,052 feet
0 460,000 920,000



Legend

-  Water Treatment Facility
-  Construction Impact Area
-  Township Boundary
-  Township/Range/Section
-  Streams/Rivers
-  Waterbody



TOPOGRAPHIC MAP
Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

Note: Imagery courtesy of ESRI

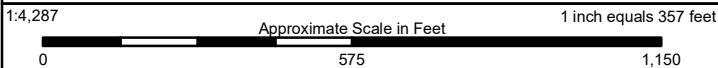
Figure 2. Project location on the USGS 1993 Rogers, MN 7.5 minute series topographic map.





Legend

- Water Treatment Facility
- Construction Impact Area
- Soils
- Township Boundary
- Township/Range/Section
- Streams/Rivers
- Waterbody

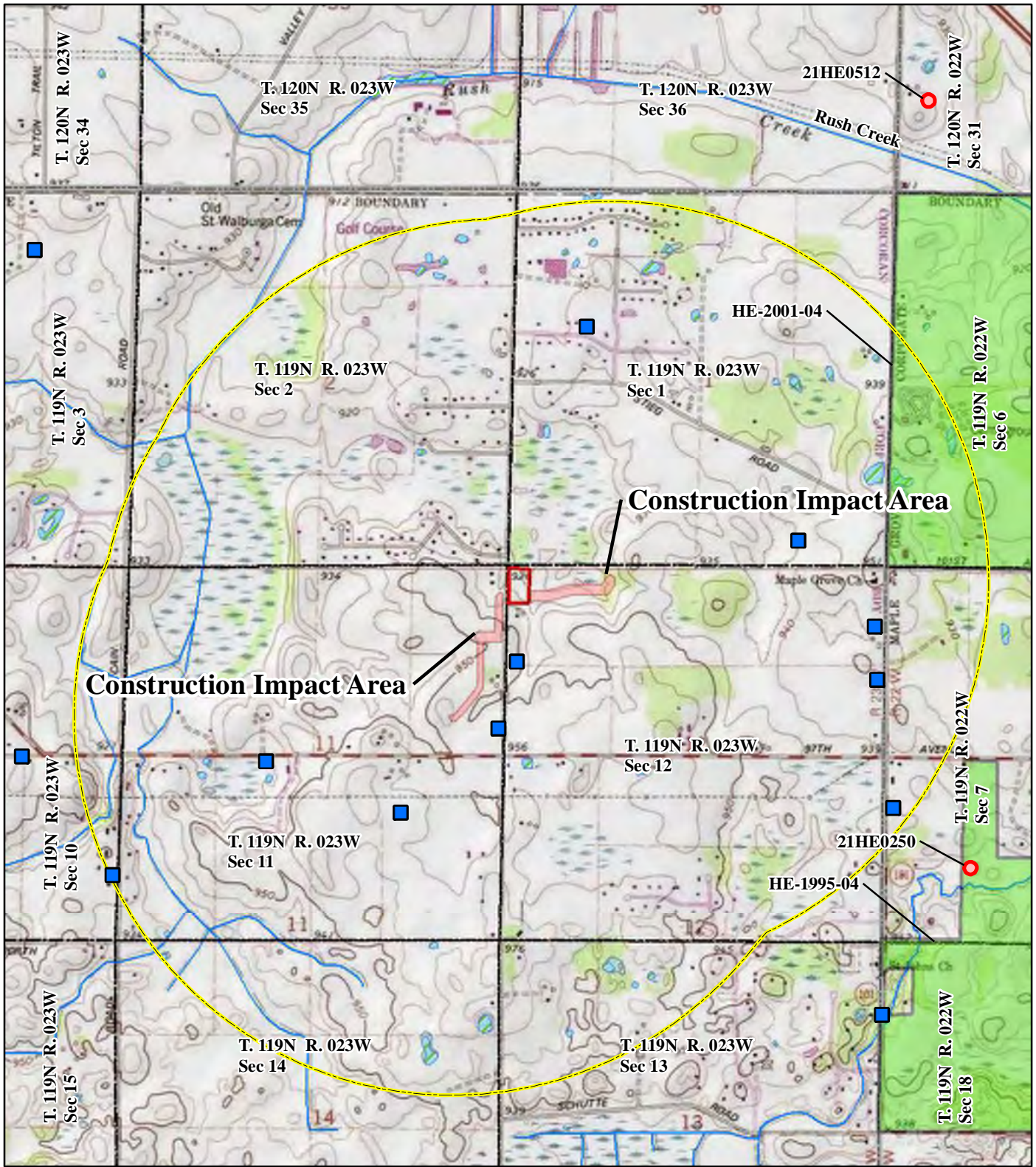


AERIAL MAP
Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

Note: Imagery courtesy of ESRI

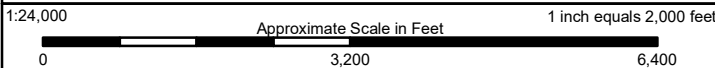
Figure 3. Project location on an aerial map.





Legend

- Archaeology Sites
- Unevaluated Structure
- Previous Survey
- Construction Impact Area
- Water Treatment Facility
- 1-Mile Study Area
- Township Boundary
- Township/Range/Section
- Streams/Rivers
- Waterbody



LITERATURE REVIEW TOPOGRAPHIC MAP

Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

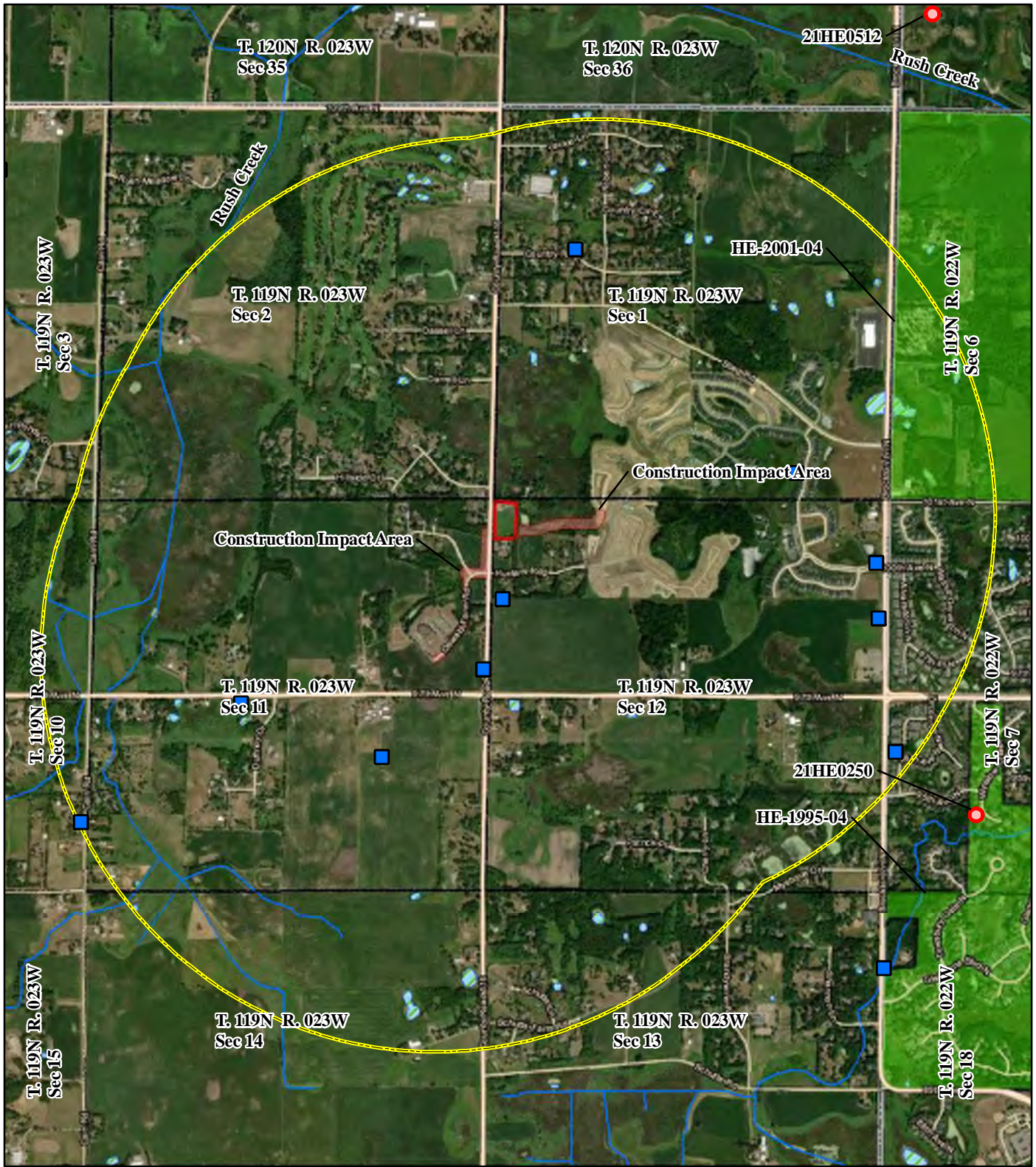
DO NOT RELEASE

Archaeological Site Location Not for Public Disclosure

Note: Imagery courtesy of ESRI

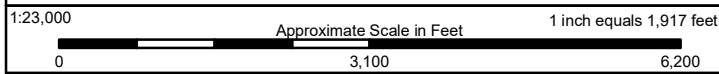
Figure 4. Topographic map with previous cultural resources surveys and previously recorded sites.





Legend

- Archaeology Sites
- Unevaluated Structure
- Previous Survey
- Construction Impact Area
- Water Treatment Facility
- 1-Mile Study Area
- Township Boundary
- Township/Range/Section
- Streams/Rivers
- Waterbody



LITERATURE REVIEW AERIAL MAP

Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

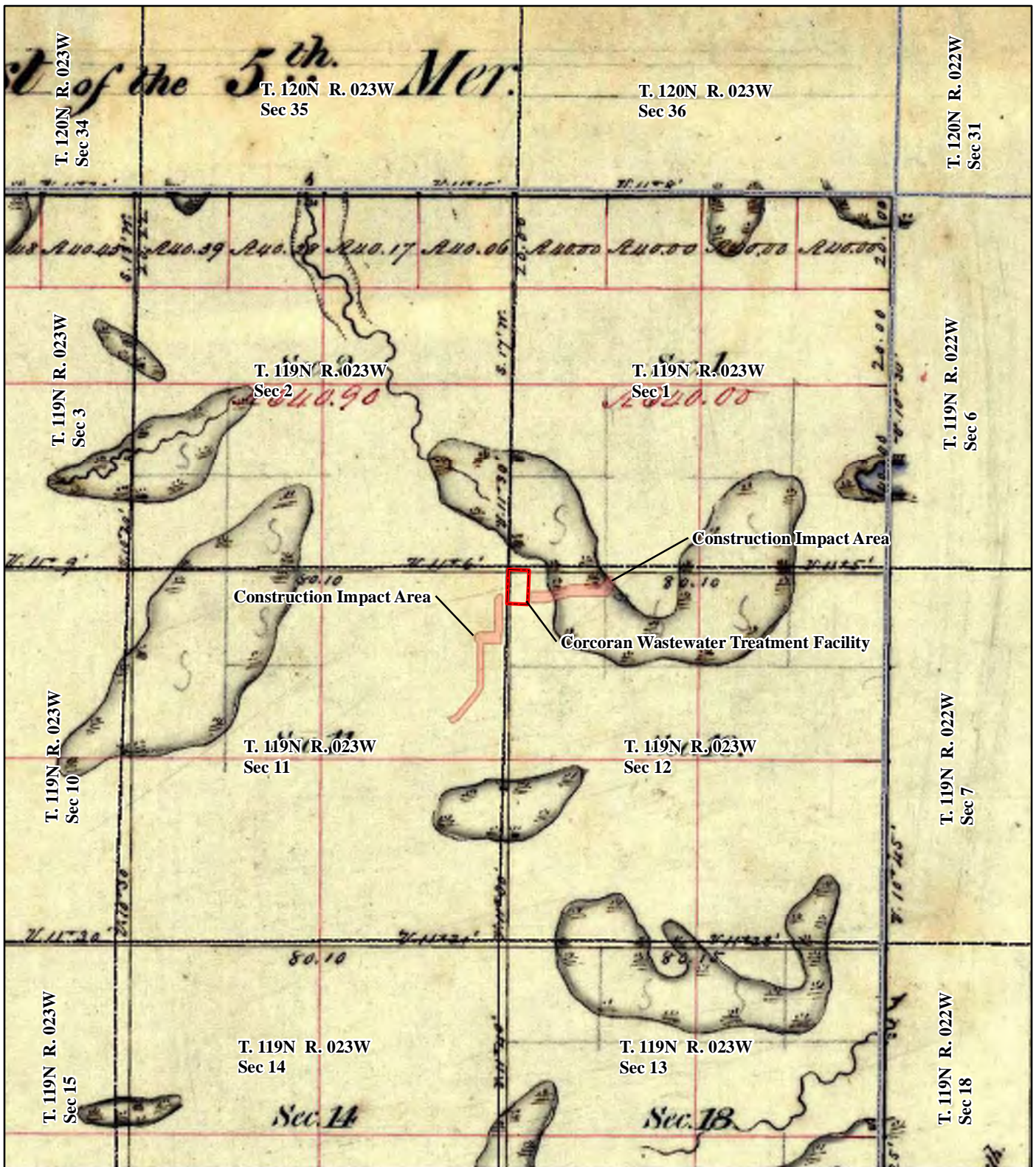
DO NOT RELEASE

Archaeological Site Location Not for Public Disclosure





Note: Imagery courtesy of ESRI

Figure 5. Aerial map with previous cultural resources surveys and previously recorded sites.





Legend

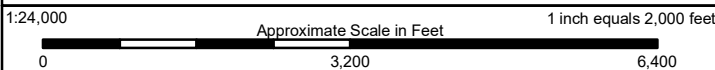
-  Water Treatment Facility
-  Construction Impact Area
-  Township Boundary
-  Township/Range/Section

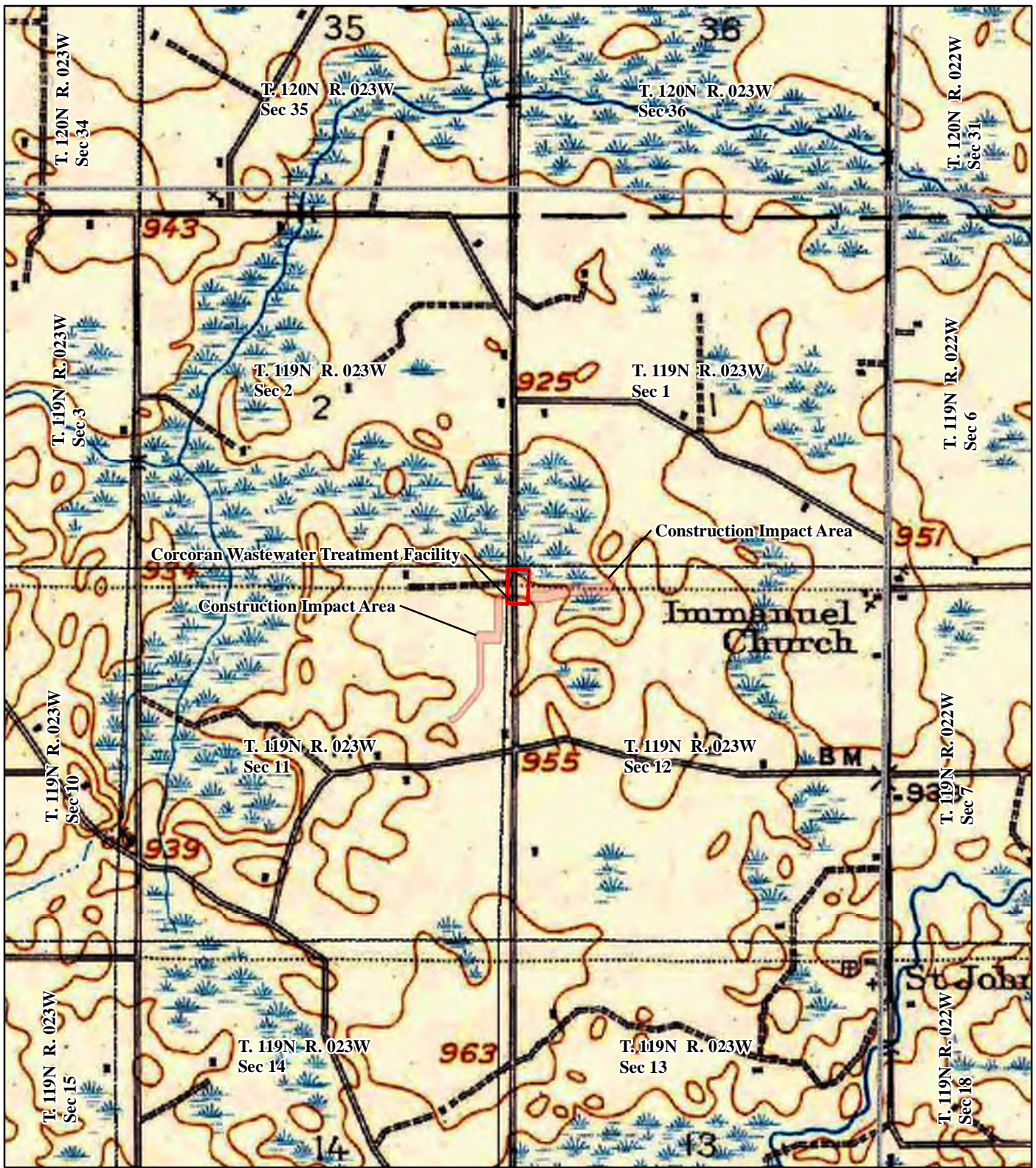


HISTORICAL BLM GLO PLAT MAP
 Corcoran Wastewater Treatment Facility
 Hennepin County, Minnesota





Note: Imagery courtesy of the U.S. Department of the Interior Bureau of Land Management.

Figure 6A. Project location on the 1856 BLM GLO Plat map.





Legend

-  Water Treatment Facility
-  Construction Impact Area
-  Township Boundary
-  Township/Range/Section

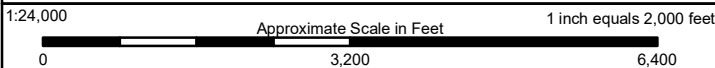


HISTORICAL TOPOGRAPHIC MAP

Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

Note: Imagery courtesy of the USGS.

Figure 6B. Project location on the 1909 Rockford, MN 62,500 series topographic map.



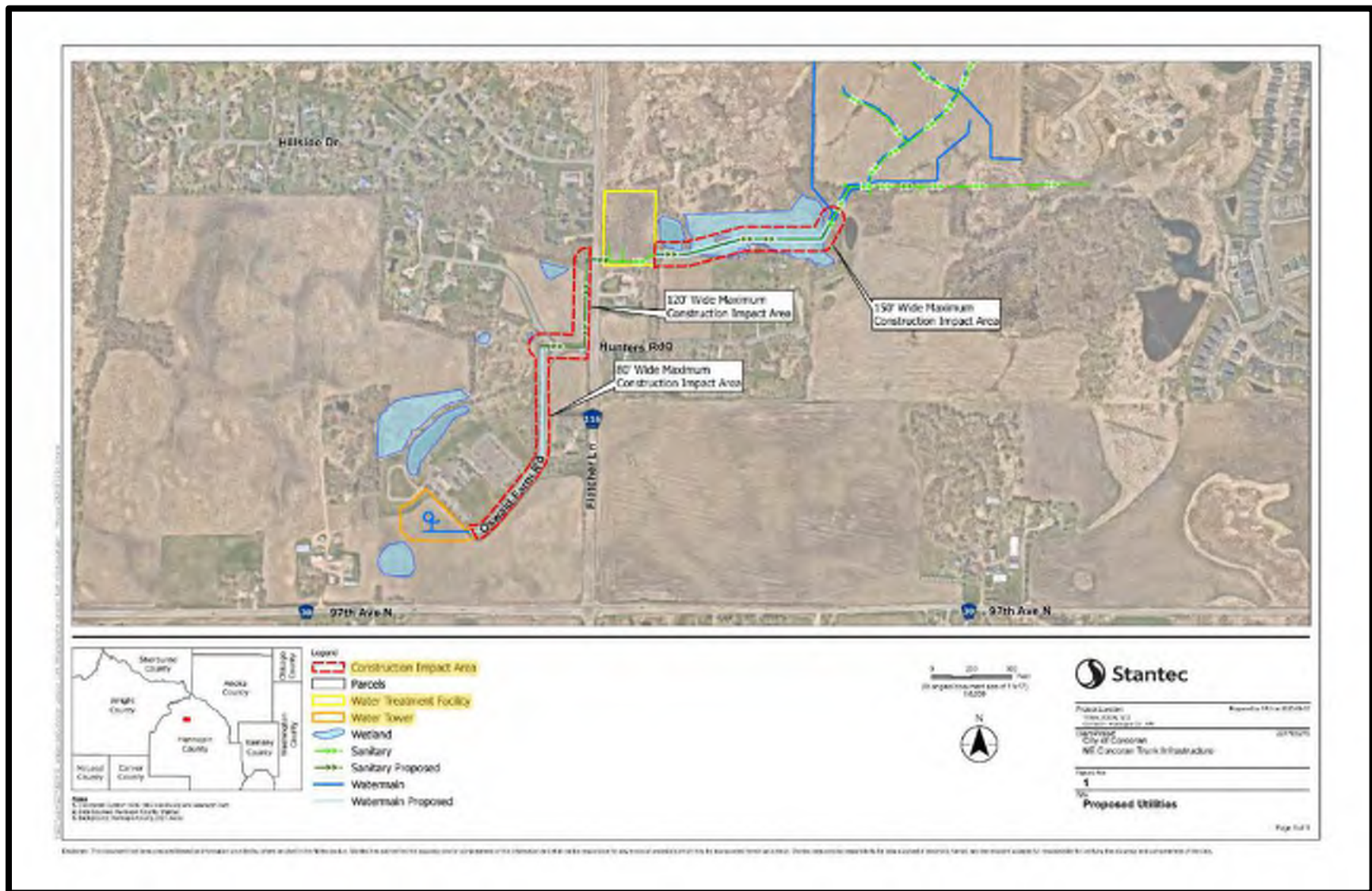
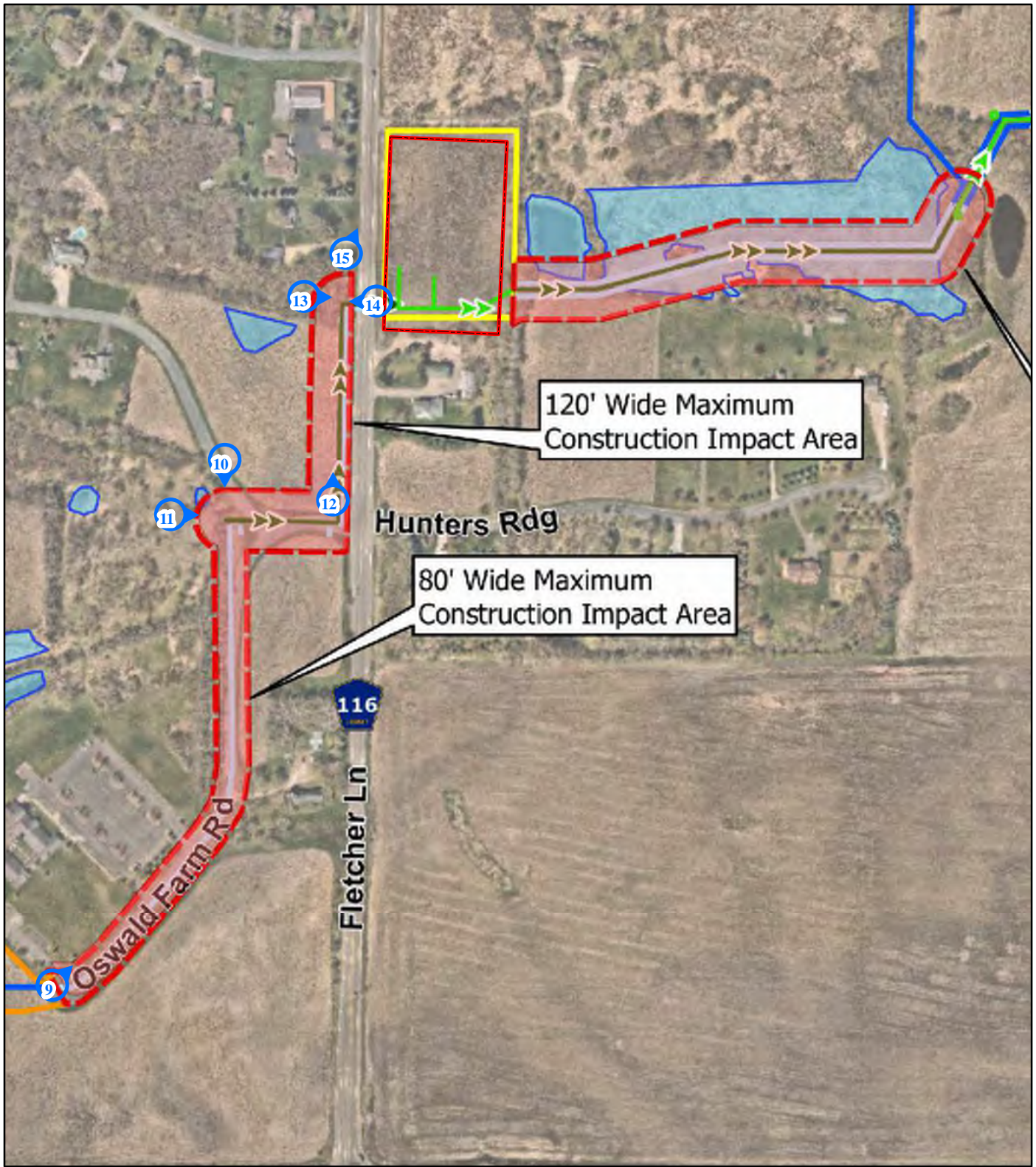


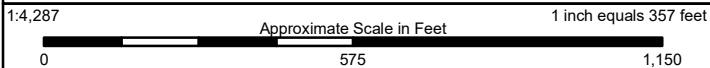
Figure 7. Project plans showing a schematic of the proposed project.





Legend

- Construction Impact Area
- ▭ Water Treatment Facility
- Photographic Orientation



FIELDWORK MAP
Corcoran Wastewater Treatment Facility
Hennepin County, Minnesota

Note: Imagery courtesy of Client.

Figure 8. Fieldwork map of the project indicating the results of testing and photo orientations.





Figure 9: View facing northeast towards the southwestern construction impact area from southern terminus (DSCN7108).



Figure 10: View facing south towards the southwestern construction impact area (DSCN7112).



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Figure 12: View facing north towards the southwestern construction impact area (DSCN7116).



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Figure 14: View facing west towards the construction impact area from project area (DSCN7121).



Figure 15: View facing north-northeast towards the project area from the construction impact area (DSCN7119).

Nelson Cultural Services

**Historic Resources Investigations and Assessment of Effects for the
Proposed Corcoran Water Treatment Facility Project, Corcoran,
Hennepin County, Minnesota**



Christopher Nelson

December 8, 2023

106 Gilbert Valley Drive
Lebanon, TN 37090
Phone: 740-407-5687

Nelson Cultural Services

Historic Resources Investigations and Assessment of Effects for the Proposed Corcoran Water Treatment Facility Project, Corcoran, Hennepin County, Minnesota

Prepared for:

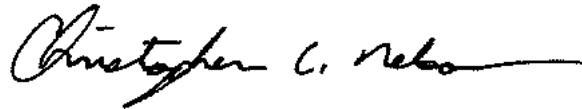
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Prepared by:

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Written by:

Christopher L. Nelson, M.S.



**Christopher L. Nelson
Principal Investigator**

December 8, 2023

**Lead Agency: United States Department of Housing and Urban Development
SHPO Number: 2023-2375**

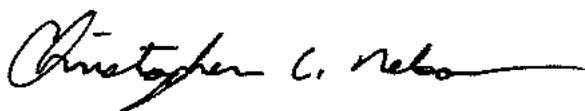
ABSTRACT

Under contract with In Situ Archaeological Consulting, LLC, on behalf of their client Stantec Consulting Services, Inc. (Stantec) representing the City of Corcoran, Nelson Cultural Services (NCS) conducted a historic resources survey for the proposed Corcoran Water Treatment Facility Project in Hennepin County, Minnesota. The project, which lies just north of the City of Corcoran in Hennepin County, consists of the construction of a new water treatment plant on city-owned property. Some portions of the project extend onto privately owned property but consist of subsurface components that will not be visible above ground, including sanitary sewer and water main improvements. The Project Area is located in Sections 11 and 12 of Township (T) 119 North (N), Range (R) 23 West (W) in Hennepin County, Minnesota. The Project Area is located on the east side of County Highway 116 and just south of Hillside Drive. The project, proposed to be funded through a United States Department of Housing and Urban Development (HUD) grant, is subject to review of the HUD and must meet the requirements of Section 106 of the National Historic Preservation Act. The project is also subject to review by the Minnesota State Historic Preservation Office (SHPO).

The investigation was conducted in two parts: historic resources (architectural) survey and archaeological investigation. This report covers the results of the historic resources survey of the entire area that may be affected by the proposed development of the project. The historic resources investigations consisted of a systematic survey of all properties 45 years of age or older that are situated within the proposed project site and an additional survey area surrounding the project that may have a direct line-of-sight to the project, which is considered the Area of Potential Effects (APE) for this project. A literature review found that there are no National Register of Historic Places (NRHP) listed or eligible properties in the immediately surrounding area that may be affected by the project.

The results of the field survey identified two previously recorded properties within the APE. Additionally, three newly identified properties were identified within the APE. Photographs and structural data for each property were collected in the field. None of the properties within the survey area appear likely to be eligible for listing in the NRHP. Therefore, NCS makes a recommendation of No Historic Properties Affected for the project.

I certify that this investigation was conducted and documented according to the Secretary of the Interior's Standards and Guidelines and that the report is complete and accurate to the best of my knowledge.



December 8, 2023

Signature of Principal Investigator

Date

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INTRODUCTION

Under contract with In Situ Archaeological Consulting, LLC, on behalf of their client Stantec Consulting Services, Inc. (Stantec) representing the City of Corcoran, Nelson Cultural Services (NCS) conducted a historic resources survey for the proposed Corcoran Wastewater Treatment Facility Project in Hennepin County, Minnesota (Figures 1-3). The project, which lies just north of the City of Corcoran in Hennepin County, consists of the construction of a new wastewater treatment plant on city-owned property. Some portions of the project extend onto privately owned property but consist of subsurface components that will not be visible above ground, including sanitary sewer and water main improvement (Figure 4). The Project Area is located in Sections 11 and 12 of Township (T) 119 North (N), Range (R) 23 West (W) in Hennepin County, Minnesota. The Project Area is located on the east side of County Highway 116 and just south of Hillside Drive. The project, proposed to be funded through a United States Department of Housing and Urban Development (HUD) grant, is subject to review of the HUD and must meet the requirements of Section 106 of the National Historic Preservation Act. The project is also subject to review by the Minnesota State Historic Preservation Office (SHPO).

The investigation was conducted in two parts: historic resources (architectural) survey and archaeological investigation. This report covers the results of the historic resources survey of the entire area that may be affected by the proposed development of the project. The historic resources investigations consisted of a systematic survey of all properties 45 years of age or older that are situated within the proposed project site and an additional survey area surrounding the project that may have a direct line-of-sight to the project, which is considered the Area of Potential Effects (APE) for this project. A literature review found that there are no National Register of Historic Places (NRHP) listed or eligible properties in the immediately surrounding area that may be affected by the project.

NCS was assisted by staff from In Situ Archaeological Consulting, LLC, with the documentation of properties in the field, but NCS was solely responsible for archival research and report authoring. Christopher Nelson served as Principal Investigator for the project. The field survey was conducted on November 22, 2023.



Figure 1. Political map of Minnesota showing the approximate location of the project (Hennepin County highlighted in red).

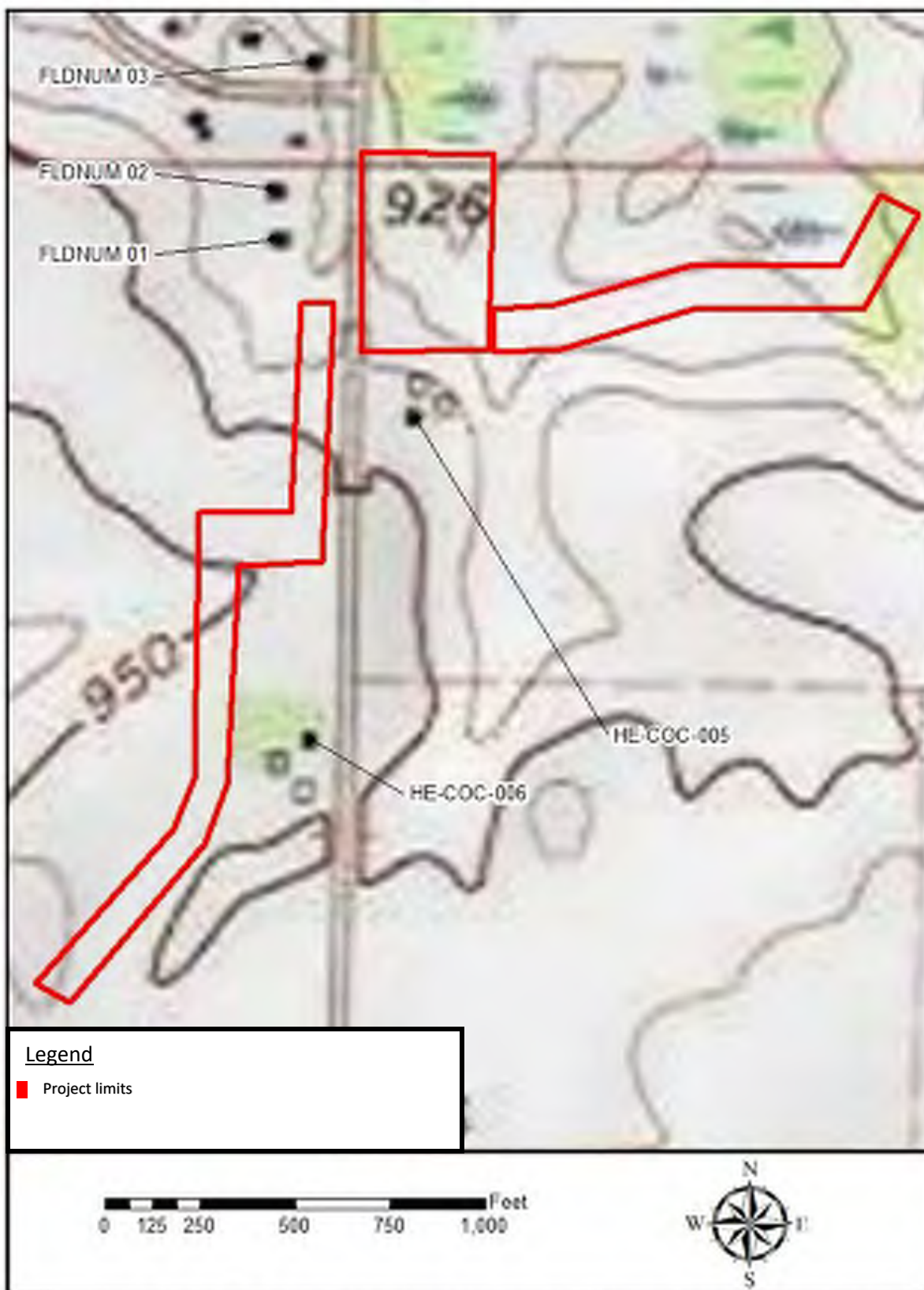
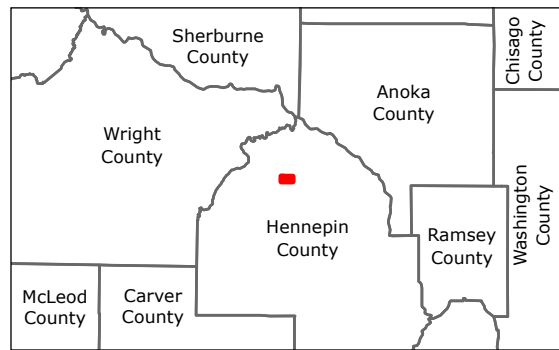
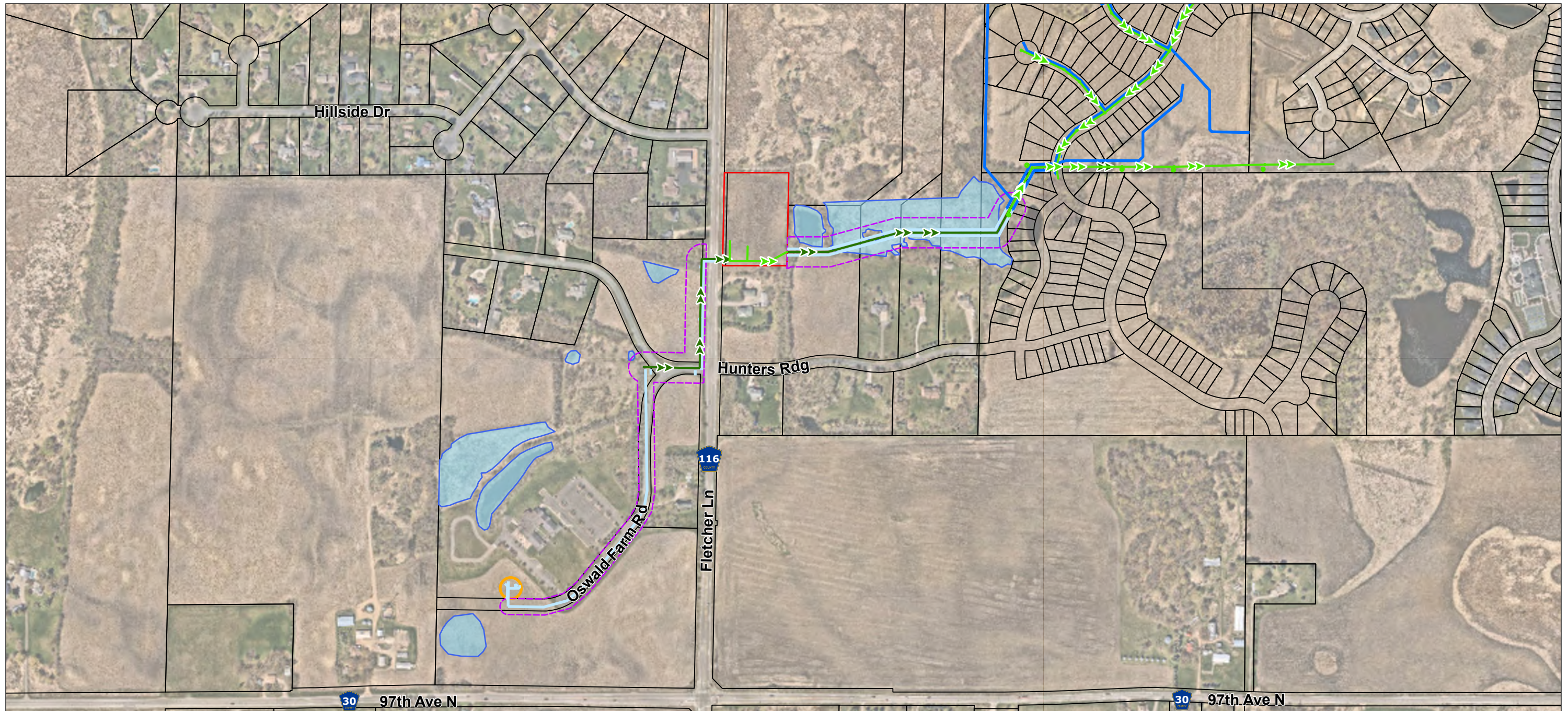


Figure 2. Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the project and resources recorded in the study area.



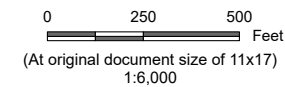
Figure 3. Aerial map indicating the location of the project and resources recorded in the study area.

V:\2277\active\227705275\03_data\gis\proj\ne_cororan_trunk_infrastructure\ne_cororan_trunk_infrastructure.aprx Revised: 2023-05-12 By: ahlyams



- Legend**
- 150' Construction Impact Area
 - Parcels
 - Water Treatment Facility
 - Water Tower
 - Wetland
 - Sanitary
 - Sanitary Proposed
 - Watermain
 - Watermain Proposed

Notes
 1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
 2. Data Sources: Hennepin County, Stantec
 3. Background: Hennepin County 2021 Aerial



Project Location Prepared by ARH on 2023-05-12
 T119N, R23W, S12
 Corcoran, Hennepin Co., MN

Client/Project 227705275
 City of Corcoran
 NE Corcoran Trunk Infrastructure

Figure No.
1

Title
Project Location Map

Figure 4. Project Limits.

RESEARCH DESIGN

The purpose of the cultural historic portion of the project was to identify historic properties in the area that may be affected by the proposed development of the project. These effects may be direct or indirect. Direct effects occur within the boundaries of the project, while indirect effects can occur for areas outside the direct boundaries and can include visual, audible, and atmospheric effects that are associated with the development of the project. Collectively, the entire area where these effects are possible is identified as the APE. Based on the nature of the project, the cultural historic investigations consisted of a systematic survey of all properties 45 years of age or older that are situated within the APE of the proposed project.

HISTORIC RESOURCES INVESTIGATION METHODS

The investigations, including a background literature review and reconnaissance field survey, were conducted in accordance with the guidelines set forth by the SHPO (Minnesota Historical Society 2017) and the guidelines established in *Archeology and Preservation: Secretary of the Interior's Standards and Guidelines* (National Park Service 1983) and *Guidelines for Local Surveys: A Basis for Preservation Planning. National Register Bulletin No. 24* (National Park Service 1997). When properties are identified, they are subjected to the guidelines outlined in *National Register Bulletin 15, How to Apply the National Register Criteria for Evaluation* (National Park Service 1996).

There are four criteria for eligibility to be listed in the National Register of Historic Places (NRHP). Only one of these criteria must be met to be considered eligible for listing; however, oftentimes more than one of the criteria is met. The criteria for significance include:

- A. Association with historic events or patterns of events;
- B. Association with persons important to our past;
- C. Exceptional or important architectural characteristics; and/or
- D. Data potential.

Architectural properties typically qualify under Criteria A, B, or C. Criterion D is typically reserved for archaeological sites.

In addition to meeting at least one of the established criteria, the appropriate integrity must also be retained by the resource. There must be integrity of location, design, workmanship, setting, materials, feeling, and association.

Prior to commencing fieldwork, a literature review was conducted to determine if any previously recorded architectural properties, NRHP properties, or recorded cemeteries were present within the APE. Historic maps were also reviewed to aid in guiding the fieldwork and detecting the possible presence of properties 45 years of age or older within the APE. Background research was also conducted in order to establish a historic context of the region. The context was compiled by utilizing materials from the SHPO, archival materials at any respective county courthouses, local libraries, and several online resources. The establishment of the historic context helped to guide the interpretation of the field survey results.

The field survey included a systematic approach to identifying all properties 45 years of age or older within the survey APE of the proposed project. Each property meeting established inventory criteria that was identified within the survey area was photographed and annotated on appropriate mapping and included in the report.

NCS focused on the ground plan, the height, and the roof configuration of each structure, noting all visible materials, appendages, extensions, or other alterations. Housing types and structural details within the report and utilized on survey forms follow the terminology used by geographers Jakle, Bastian, and Meyer (1988), architectural historians McAlester and McAlester (1992), and Gordon (1992). NCS then supplemented the field survey data with an examination of available tax records, aerial photographs, and cartographic sources. A summary and analysis of the field data detailing the overall architectural character of the survey APE is included as a narrative in the report.

Based on the results of the field survey and archival research for each identified property, the property was then subjected to the *National Register Criteria for Evaluation* to conclude eligibility for listing in the NRHP. Properties concluded to be eligible to the NRHP were also subjected to application of the *Criteria of Adverse Effects* (36CFR800.5). The descriptions and evaluations are found in later sections of the report.

Definitions

Within this report, an *architectural resource* is defined as aboveground buildings or structures that are 45 years of age or older. A *historic property* is defined as a building, structure, object, or site that is listed in, or considered eligible for listing in, the NRHP. An *effect* is defined as an activity associated with the project that alters a characteristic of a historic property that qualified it for inclusion in the NRHP.

HISTORICAL BACKGROUND

POST-CONTACT (POST- AD 1837)

The area that includes all of Minnesota and western Wisconsin was considered “Indian Territory” and settlements were not allowed. Although the French, British, and Americans established trading posts in Minnesota, the first official white settlements were established after AD 1837. This was due to the signing of two treaties, one with the Ojibwe and one with the Dakota. The 1837 treaties had the Ojibwe and Dakota ceding all their lands east of the Mississippi, which included the Golden Triangle, the land between Mississippi and St. Croix Rivers. The treaties were ratified by Congress in AD 1838 and the land was open to American settlement. In 1849, Minnesota officially became a territory and on May 11, 1858, was admitted as a State into the United States. In 1862, Congress passed the Homestead Act which allowed up to 160 acres of land to be claimed provided that the person was head-of-household or person over 21 years of age, was a United States citizen or filed a declaration to become a citizen, and stayed on the land and worked the land for five years and pay any administration fees (Blegen; Folwell 1956).

Railroad Development

In the mid-1800's, construction of railroads was started throughout the United States beginning with the first railroad built near Baltimore, Maryland in 1831 (Schwieder 2000). The railroad system in Minnesota began in 1862, with the construction of the St. Paul and Pacific, connecting St. Paul and St. Anthony. This resulted in the construction and expansions major railway lines to the southwest and west, including the Chicago; St. Paul, Minneapolis and Omaha Railway; Chicago, Milwaukee & St. Paul Railway; and the Chicago & Northwestern Railway. Railroad helped to create the current settlement pattern and economic developments in Minnesota. They are an efficient, inexpensive way to transport goods and people. Also, for the first time, people could travel anytime of the year (Quivik and Martin 1988; Schwieder 2000).

RESULTS

The records review for this project indicated that there are two previously recorded architectural resources within the APE for this project.

The APE for the current investigation includes the entire property containing the project and an additional survey area surrounding the project that may have a direct line-of-sight to the project. The APE is irregular in shape as some areas are blocked from having a direct line-of-sight by intervening buildings and mature vegetation, while other areas are more open and the potential for visibility extends a greater distance in these areas. The APE was determined based on the areas with the highest potential to experience direct and indirect effects as a result of the project. While some areas may experience indirect effects such as audible, dust, vibration, etc., these effects should be temporary and limited to the period of construction and will cease once construction is completed. Visual effects should be the only lasting effect that could occur due to the project.

The literature review found that there are no NRHP listed or eligible properties in the immediately surrounding area that may be affected by the project. The APE is somewhat sparsely populated since it is within a somewhat rural area north of the city limits. However, it was found that only two older resources, both old farmstead, were present within the APE. All other development was more recent with most structures less than 45 years of age. Based on historic mapping and aerials, the APE has changed over time as the entire area was mostly devoid of structures, but during the 1970s development began to appear throughout the area (Figures 5-6). The current investigation found that there are no existing buildings within the project footprint. However, five resources 45 years of age or older were identified in the APE for indirect effects.

As indicated above, two previously recorded resources were identified within the APE during the literature review. These include the two previously mentioned farmsteads recorded as HE-COC-005 and HE-COC-006. The properties were recorded in 1988. Baseline documentation was collected for the five resources identified in the surrounding survey area, which is included in Table 1 below. None of the buildings represent a particular significant style of architecture and are generally plain in appearance. It was determined that the resources are clearly ineligible for listing in the NRHP, so discussion for those resources is limited, but

includes the completion of inventory forms for these resources, which are provided in Appendix A.

Since NCS did not have access to the interiors of the properties and access to resources was generally restricted to the public right-of-way during the survey, no documentation for any resource interiors are included unless available through archival records.

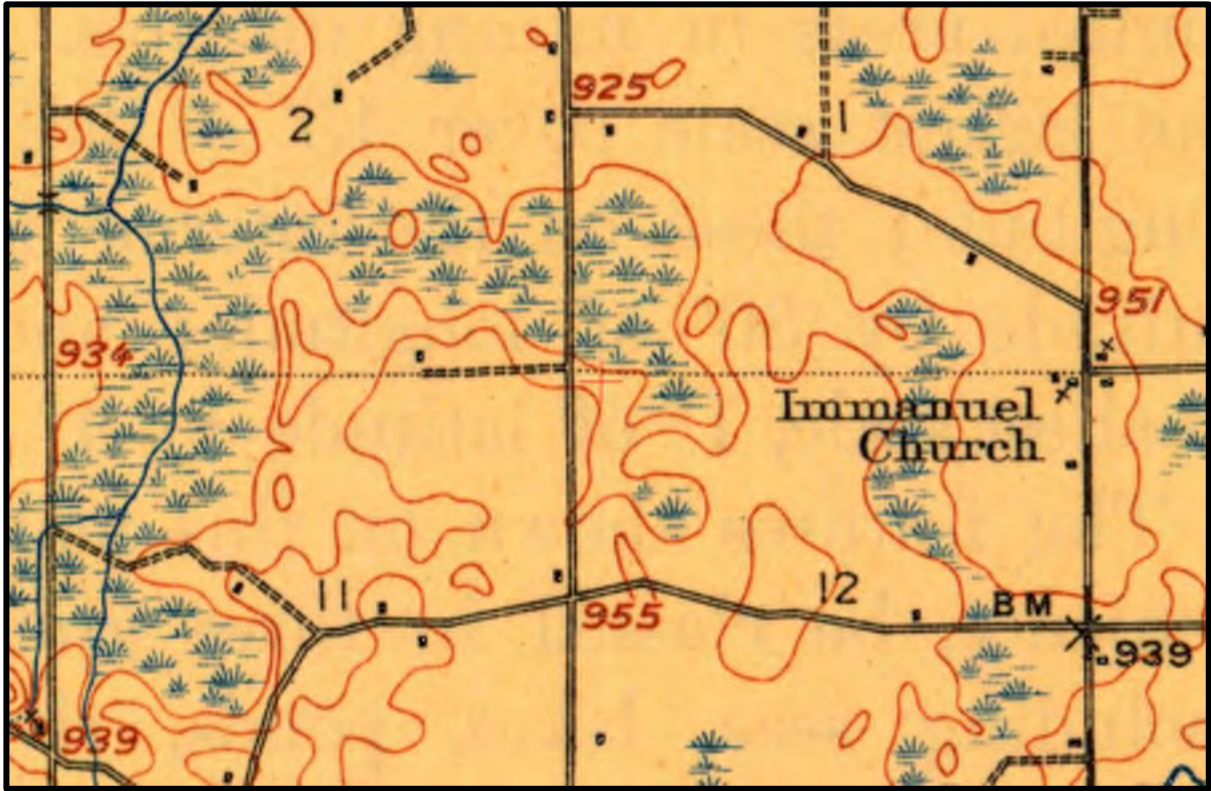


Figure 5. Portion of the USGS 1909 Rockford, MN 1-62,500 Series quadrangle showing the area containing the APE (red cross marks the project area location for reference) (oriented north).

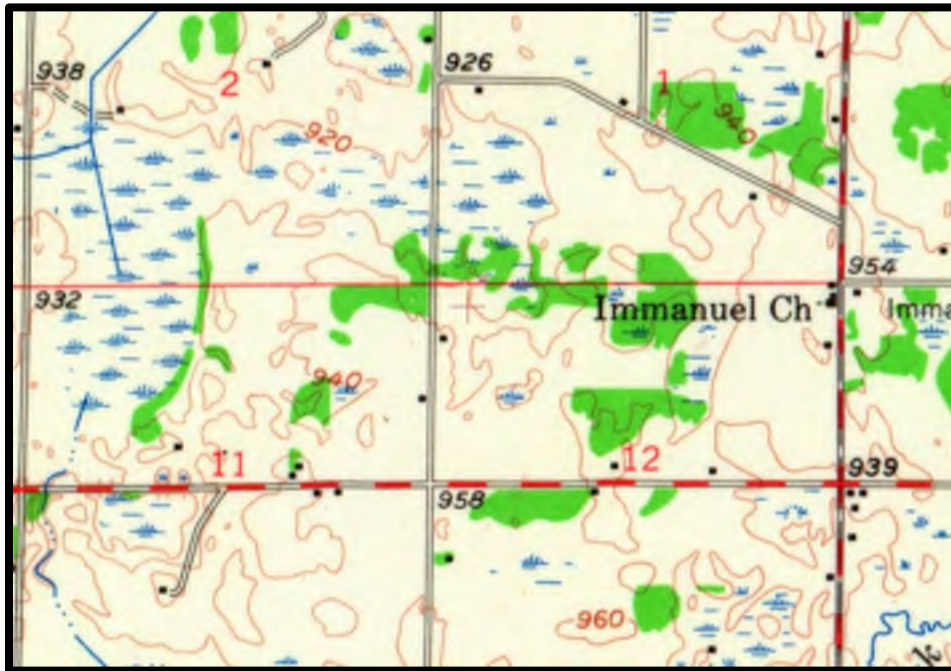


Figure 6. Portion of the USGS 1958 Rockford, MN 1-62,500 Series quadrangle showing the area containing the APE (red cross marks the project area location for reference) (oriented north).

Table 1: Results of the Field Survey: Newly and Previously Recorded Properties 45 Years of Age and Older within the APE.

Inventory #	UTM (Zone 15)	Figures	Tax Parcel / Size	Location	Classification	Original Use	Current Use	Date	Stylistic Influence	Type	Bays Wide	Stories	Construction	Foundation	Walls	Windows	Roof	Roof Type	Outbuildings	Additions	Alterations	NR
HE-COC-005	457363E 4998248N	7-8	1211923220009; 9.87 acres	10110 Co Rd No 116, Corcoran, MN	Building	Domestic – Single Dwelling	Domestic – Single Dwelling	1914	American Foursquare	Hipped	3	2	Frame	Unknown	Vinyl	1/1	Asphalt Shingle	Hipped	Garage and Barn	Yes	Yes	Ineligible
HE-OCC-006	457287E 4997972N	9-10	11119231400030 4.08 acre	19904 Oswald Farm Rd, Corcoran, MN	Building	Domestic – Single Dwelling	Domestic – Single Dwelling	1900	No Style	Gabled ell	3	1.5	Frame	Unknown	Vinyl	Modern replacement	Asphalt Shingle	Gabled ell	Garage and Shed	No	Yes	Ineligible
FLDNUM 01	457255E 4998370N	11-12	1111923110002 1.1 acre	10015 CO RD NO 116 ROGERS MN	Building	Domestic – Single Dwelling	Domestic – Single Dwelling	1970	Ranch	Side Gable	3	1	Frame	Concrete Block	Vinyl	1-1 horizontal	Asphalt Shingle	Side Gable	Garage	No	Yes	Ineligible
FLDNUM 02	457253E 4998426N	13-14	1111923110013; 2.14 acre	10025 Co Rd No 116, Corcoran, MN	Building	Domestic – Single Dwelling	Domestic – Single Dwelling	1968	No Style	Side Gable	7	1	Frame	Concrete Block	Wood Siding	1-1 horizontal	Asphalt Shingle	Side Gable	Detached Garage and Modern Metal Shop	Yes	Yes	Ineligible
FLDNUM 03	457269E 4998529N	15-16	0211923440001; 1.39 acre	19900 Hillside Dr, Corcoran, MN	Building	Domestic – Single Dwelling	Domestic – Single Dwelling	1976	No Style	Gable Front	4	1.5	Frame	Concrete Block	Wood Siding	1-1 horizontal	Asphalt Shingle	Gable Front	n/a	No	Yes	Ineligible

HE-COC-005

Address: 10110 Co Rd No 116, Corcoran, MN

Section / Township / Range: S12, T119N, R23W

UTM Location: 457363, 4998248 (NAD 83)

Quadrangle: Rogers, MN

Construction Date: ca. 1914

Description: HE-COC-005 is a ca. 1914 residential dwelling that is situated in a rural area north of Corcoran at 10110 Co Rd No 116 (Figures 2 and 3). This resource was previously recorded in 1988, but with minimal information on the original form. A new form has been completed for this resource and is included in Appendix A.

The two-story American Foursquare building is of frame construction (Figures 7-8). It rests upon an unknown foundation. The exterior walls were clad with stucco at the time of the 1988 recordation but has since been modified to have vinyl siding. The hipped roof is covered with asphalt shingles. The windows throughout the building consist of double-hung one-over-one sash windows. A single brick chimney pierces the ridgeline of the roof. The façade has a porch that has been enclosed and obscures some of the details of the façade. The house has experienced some modifications, but appears to still retain original windows.

The house is accompanied by three outbuildings including a frame garage, a frame barn, and a masonry-built silo. Four original buildings that were present on the property in 1988 are now demolished, which has left little of the original farmstead remaining.

NRHP Evaluation: The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. There is little remaining of the original farmstead to suggest potential eligibility. No intensive survey is recommended.

Assessment of Effects: Since the building is likely ineligible for listing in the NRHP a historic property is not present. Therefore, an assessment of effects is not necessary for this resource.



Figure 7. View of HE-COC-005 showing the façade of the building and outbuildings.



Figure 8. View of HE-COC-005 showing the façade.

HE-COC-006

Address: 19904 Oswald Farm Rd, Corcoran, MN

Section / Township / Range: S11, T119N, R23W

UTM Location: 457287, 4997972 (NAD 83)

Quadrangle: Rogers, MN

Construction Date: ca. 1900

Description: HE-COC-006 is a ca. 1900 residential dwelling that is situated in a rural area north of Corcoran at 19904 Oswald Farm Rd (originally recorded as 10110 Co Rd No 116) (Figures 2 and 3). This resource was previously recorded in 1988, but with minimal information on the original form. A new form has been completed for this resource and is included in Appendix A.

The one-and-a-half-story gabled ell building is of frame construction (Figures 9 and 10). It rests upon an unknown foundation. The exterior walls are clad with vinyl siding and the roof is covered with asphalt shingles. The windows throughout the building consist of modern replacement windows. An enclosed porch addition has closed in the ell on the façade. A single central brick chimney pierces the ridgeline of the roof. The building has been modified with vinyl siding and modern replacement windows since its original recordation in 1988. The original driveway entered the property from County Rd 116 in 1988. At some point, the driveway was abandoned and entry to the property is now from Oswald Farm Road at the rear of the property, which has prompted a change in address.

The house is accompanied by two outbuildings including a frame garage and a frame shed. The remaining original buildings, including a complex of barns and silos, that were present on the property in 1988 are now demolished, which has left little of the original farmstead remaining.

NRHP Evaluation: The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. There is little remaining of the original farmstead to suggest potential eligibility. No intensive survey is recommended.

Assessment of Effects: Since the building is likely ineligible for listing in the NRHP a historic property is not present. Therefore, an assessment of effects is not necessary for this resource.



Figure 9. View of HE-COC-006 showing the façade of the building.



Figure 10. View of HE-COC-006 showing the rear of the building and remaining outbuildings.

FLDNUM 01

Address: 10015 Co Rd 116, Corcoran, MN

Section / Township / Range: S11, T119N, R23W

UTM Location: 457255, 4998370 (NAD 83)

Quadrangle: Rogers, MN

Construction Date: ca. 1970

Description: FLDNUM 01 is a ca. 1970 residential dwelling that is situated in a rural area north of Corcoran at 10015 Co Rd 116 (Figures 2 and 3). A form has been completed for this resource and is included in Appendix A.

The one-story side gable building is of frame construction (Figures 11 and 12). It rests upon a concrete block foundation. The exterior walls are clad with vinyl siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A single central brick chimney pierces the ridgeline of the roof. The building has typical features of the period that it was built.

The house is accompanied by one outbuilding including a frame garage that is situated to the south of the house. The side gable building has an exterior clad with vinyl siding.

NRHP Evaluation: The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Assessment of Effects: Since the building is likely ineligible for listing in the NRHP a historic property is not present. Therefore, an assessment of effects is not necessary for this resource.



Figure 11. View of FLDNUM 01 showing the façade of the building.



Figure 12. View of FLDNUM 01 showing the façade of the building and the garage.

FLDNUM 02

Address: 10025 Co Rd 116, Corcoran, MN

Section / Township / Range: S11, T119N, R23W

UTM Location: 457253, 4998426 (NAD 83)

Quadrangle: Rogers, MN

Construction Date: ca. 1968

Description: FLDNUM 02 is a ca. 1968 residential dwelling that is situated in a rural area north of Corcoran at 10025 Co Rd 116 (Figures 2 and 3). A form has been completed for this resource and is included in Appendix A.

The one-story side gable building is of frame construction (Figures 13 and 14). It rests upon a concrete block foundation. The exterior walls are clad with wood siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A gabled garage extends from the façade of the house and may include a later addition of the extension. A single brick chimney pierces the ridgeline of the roof. The building has typical features of the period that it was built.

The house is accompanied by two outbuildings including a frame garage and a modern metal shop.

NRHP Evaluation: The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Assessment of Effects: Since the building is likely ineligible for listing in the NRHP a historic property is not present. Therefore, an assessment of effects is not necessary for this resource.



Figure 13. View of FLDNUM 02 showing the façade of the building.



Figure 14. View of FLDNUM 02 showing the rear of the building.

FLDNUM 03

Address: 19900 Hillside Drive, Corcoran, MN

Section / Township / Range: S2, T119N, R23W

UTM Location: 457269, 4998529 (NAD 83)

Quadrangle: Rogers, MN

Construction Date: ca. 1976

Description: FLDNUM 03 is a ca. 1976 residential dwelling that is situated in a rural area north of Corcoran at 19900 Hillside Drive (Figures 2 and 3). A form has been completed for this resource and is included in Appendix A.

The one-and-a-half-story gable front building is of frame construction (Figures 15 and 16). It rests upon a concrete block foundation. The exterior walls are clad with wood siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A gabled garage extends from the north elevation of the house. The building has typical features of the period that it was built.

NRHP Evaluation: The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Assessment of Effects: Since the building is likely ineligible for listing in the NRHP a historic property is not present. Therefore, an assessment of effects is not necessary for this resource.



Figure 15. View of FLDNUM 03 showing the façade of the building.



Figure 16. View of FLDNUM 03 showing the façade and south elevation of the building.

CONCLUSIONS

Under contract with In Situ Archaeological Consulting, LLC, on behalf of their client Stantec representing Brooklyn Park, NCS conducted a historic resources survey for the proposed Tessman Ridge Development Project in Hennepin County, Minnesota (Figures 1-3). The project, which lies within the City of Brooklyn Park in Hennepin County, consists of the construction of new affordable housing on the property. The Project Area is located in Section 17 of Township (T) 119 North (N), Range (R) 21 West (W) in Hennepin County, Minnesota. The Project Area is located on the north side of 85th Ave N and bounded on the west by College Parkway and on the east by Tessman Parkway. The project, proposed to be funded through a HUD grant, is subject to review of the HUD and must meet the requirements of Section 106 of the National Historic Preservation Act. The project is also subject to review by the SHPO.

The investigation was conducted in two parts: historic resources (architectural) survey and archaeological investigation. This report covers the results of the historic resources survey of the entire area that may be affected by the proposed development of the project. The historic resources investigations consisted of a systematic survey of all properties 45 years of age or older that are situated within the proposed project site and an additional survey area surrounding the project that may have a direct line-of-sight to the project, which is considered the APE for this project. A literature review found that there are no NRHP listed or eligible properties in the immediately surrounding area that may be affected by the project.

The APE for the current investigation includes the entire property containing the project and an additional survey area surrounding the project that may have a direct line-of-sight to the project. The APE is irregular in shape as some areas are blocked from having a direct line-of-sight by intervening buildings and mature vegetation, while other areas are more open and the potential for visibility extends a greater distance in these areas. The APE was determined based on the areas with the highest potential to experience direct and indirect effects as a result of the project. While some areas may experience indirect effects such as audible, dust, vibration, etc., these effects should be temporary and limited to the period of construction and will cease once construction is completed. Visual effects should be the only lasting effect that could occur due to the project.

The APE is somewhat sparsely populated since it is within a somewhat rural area north of the city limits. However, it was found that only two older resources, both old farmstead, were present within the APE. All other development was more recent with most structures less than 45 years of age. Based on historic mapping and aerials, the APE has changed over time as the entire area was mostly devoid of structures, but during the 1970s development began to appear throughout the area (Figures 5-6). The current investigation found that there are no existing buildings within the project footprint. However, five resources 45 years of age or older were identified in the APE for indirect effects.

As indicated above, two previously recorded resources were identified within the APE during the literature review. These include the two previously mentioned farmsteads recorded as HE-COC-005 and HE-COC-006. The properties were recorded in 1988. Baseline documentation was collected for the five resources identified in the surrounding survey area, which is included in Table 1 below. None of the buildings represent a particular significant style

of architecture and are generally plain in appearance. It was determined that the resources are clearly ineligible for listing in the NRHP, so discussion for those resources is limited, but includes the completion of inventory forms for these resources, which are provided in Appendix A. Additionally, no intensive survey is recommended for the identified resources.

An assessment of effects was conducted and it was found that there are no NRHP listed resources in the APE. Furthermore, there is a low likelihood of eligible resources that may be in the APE. Therefore, NCS recommends that a determination of No Historic Properties Affected is appropriate for the project.

REFERENCES CITED

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2000 History of Iowa. Electronic document. <http://publications.iowa.gov/135/1/history/7-1.html>, accessed on April 29, 2017.

Appendix A

Minnesota Property Inventory Forms

Minnesota Individual Property Inventory Form

Please refer to the *Historic and Architectural Survey Manual* before completing this form.

Must use *Adobe Acrobat Reader* to complete and save this form. *Adobe Acrobat Reader* can be downloaded at: <https://get.adobe.com/reader/?promoid=KLXME>

General Information

Historic Name: _____

Other Names: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No.): _____

New or Updated Form: Updated

Review and Compliance No.: 2023-2375

Extant: Yes

Agency Proj. No.: _____

Survey Type: Reconnaissance (Phase 1)

Grant No.: _____

Location Information

Street Address: 10110 Co Rd No 116

County: Hennepin

City/Twp: Corcoran

If Multiple, List All Counties: _____

If Multiple, List All Cities/Townships: _____

Total Acres: 9.87

UTM Coordinates:

Datum: NAD83

USGS 7.5 Quad Name(s): Rogers

UTM Zone	Easting	Northing
<u>15</u>	<u>457363</u>	<u>4998248</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township: 119 Range: 23 E/W: W Section: 12

QtrQtrQtr: NW QtrQtr: NW Qtr: NW

Township: _____ Range: _____ E/W: _____ Section: _____

QtrQtrQtr: _____ QtrQtr: _____ Qtr: _____

Urban:

Subdivision: _____

Block(s): _____

Lot(s): _____

Property Identification Number (PIN): 1211923220009

Previous Determinations

Previous Individual Determination:

- National Register Listed
- NPS DOE
- State Register Listed
- CEF
- SEF
- Locally Designated
- Not Eligible

Previous District Determination:

- District Name: _____
- Within a National Register-Listed District
Contributing Status: _____
 - Within a State Register-Listed District
Contributing Status: _____
 - Within a CEF District
Contributing Status: _____

- Within a SEF District
Contributing Status: _____
- Within a Locally Designated District
Contributing Status: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____

Classification

Associated Properties (Name and Inventory No.): _____

Property Category: Building

Number of Resources on the Property:

Buildings: 3 Structures: _____ Sites: _____ Objects: _____

Function or Use

Historic:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Current:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Description

Provide full Narrative Description on Continuation Sheet.

Architectural Style: No Style

Architectural Style (if other): _____

Exterior Material: Synthetics

Exterior Material (if other): _____

Significance

Provide full Statement of Significance on Continuation Sheet.

Applicable National Register of Historic Places Criteria:

Criterion A: Property is associated with significant events. Yes No More Research Recommended

Criterion B: Property is associated with the lives of significant persons. Yes No More Research Recommended

Criterion C: Property has significant architectural characteristics. Yes No More Research Recommended

Criterion D: Property may yield important information in history/prehistory. Yes No More Research Recommended

Criteria Considerations? No Yes

If yes, describe in Statement of Significance on Continuation Sheet.

Area of Significance: _____

Additional or Other Area(s) of Significance: _____

Period(s) of Significance: _____

Date(s) Constructed: ca. 1914

Other Significant Construction Dates: _____ *Discuss in Statement of Significance on Continuation Sheet.*

Date Source(s): mapping and Assessor data

Architect/Builder/Engineer: _____

Architect/Builder/Engineer Documentation: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____

Bibliography

Complete Bibliography on Continuation Sheet.

Additional Documentation

For all properties, the following additional documentation must be submitted with the inventory form. Refer to the *Historic and Architectural Survey Manual* for guidance.

1. Photographs
2. Maps

Preparer's Information and Recommendation

Preparer Name and Title: Christopher Nelson, Principal Investigator

Organization/Firm (if applicable): Nelson Cultural Services

Date Inventory Form Prepared: 12/8/2023

Recommended Individual Evaluation:

Recommended District Evaluation:

- Eligible for the National Register
 Not Eligible for the National Register
 More Information Needed for Evaluation

Within a National Register-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

- Eligible for Local Designation
 Not Eligible for Local Designation
 More Information Needed for Local Designation

Within a Locally-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

Minnesota Historic Preservation Office Comments (MnHPO Use Only)

Initials: _____ Date: _____

Individual Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Historic District Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Contributing/Noncontributing Status Recommendation

- Concur Does Not Concur More Information Needed

Comments:

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

HE-COC-005 is a ca. 1914 residential dwelling that is situated in a rural area north of Corcoran at 10110 Co Rd No 116. This resource was previously recorded in 1988, but with minimal information on the original form.

The two-story American Foursquare building is of frame construction. It rests upon an unknown foundation. The exterior walls were clad with stucco at the time of the 1988 recordation but has since been modified to have vinyl siding. The hipped roof is covered with asphalt shingles. The windows throughout the building consist of double-hung one-over-one sash windows. A single brick chimney pierces the ridgeline of the roof. The façade has a porch that has been enclosed and obscures some of the details of the façade. The house has experienced some modifications, but appears to still retain original windows.

The house is accompanied by three outbuildings including a frame garage, a frame barn, and a masonry-built silo. Four original buildings that were present on the property in 1988 are now demolished, which has left little of the original farmstead remaining.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. There is little remaining of the original farmstead to suggest potential eligibility. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____



Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-005

Associated MN Multiple Property Form (Name and Inventory No): _____



View of HE-COC-005 showing the façade of the building and outbuildings.



View of HE-COC-005 showing the façade.

Minnesota Individual Property Inventory Form

Please refer to the *Historic and Architectural Survey Manual* before completing this form.

Must use *Adobe Acrobat Reader* to complete and save this form. *Adobe Acrobat Reader* can be downloaded at: <https://get.adobe.com/reader/?promoid=KLXME>

General Information

Historic Name: _____

Other Names: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No.): _____

New or Updated Form: Updated

Review and Compliance No.: 2023-2375

Extant: Yes

Agency Proj. No.: _____

Survey Type: Reconnaissance (Phase 1)

Grant No.: _____

Location Information

Street Address: 19904 Oswald Farm Rd

County: Hennepin

City/Twp: Corcoran

If Multiple, List All Counties: _____

If Multiple, List All Cities/Townships: _____

Total Acres: 4.08

UTM Coordinates:

Datum: NAD83

USGS 7.5 Quad Name(s): Rogers

UTM Zone	Easting	Northing
<u>15</u>	<u>457287</u>	<u>4997972</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township: 119 Range: 23 E/W: W Section: 11

QtrQtrQtr: NE QtrQtr: SE Qtr: NE

Township: _____ Range: _____ E/W: _____ Section: _____

QtrQtrQtr: _____ QtrQtr: _____ Qtr: _____

Urban:

Subdivision: _____

Block(s): _____

Lot(s): _____

Property Identification Number (PIN): 11119231400030

Previous Determinations

Previous Individual Determination:

- National Register Listed
- NPS DOE
- State Register Listed
- CEF
- SEF
- Locally Designated
- Not Eligible

Previous District Determination:

- District Name: _____
- Within a National Register-Listed District
Contributing Status: _____
 - Within a State Register-Listed District
Contributing Status: _____
 - Within a CEF District
Contributing Status: _____

- Within a SEF District
Contributing Status: _____
- Within a Locally Designated District
Contributing Status: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____

Classification

Associated Properties (Name and Inventory No.): _____

Property Category: Building

Number of Resources on the Property:

Buildings: 3 Structures: _____ Sites: _____ Objects: _____

Function or Use

Historic:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Current:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Description

Provide full Narrative Description on Continuation Sheet.

Architectural Style: No Style

Architectural Style (if other): _____

Exterior Material: Synthetics

Exterior Material (if other): _____

Significance

Provide full Statement of Significance on Continuation Sheet.

Applicable National Register of Historic Places Criteria:

Criterion A: Property is associated with significant events. Yes No More Research Recommended

Criterion B: Property is associated with the lives of significant persons. Yes No More Research Recommended

Criterion C: Property has significant architectural characteristics. Yes No More Research Recommended

Criterion D: Property may yield important information in history/prehistory. Yes No More Research Recommended

Criteria Considerations? No Yes

If yes, describe in Statement of Significance on Continuation Sheet.

Area of Significance: _____

Additional or Other Area(s) of Significance: _____

Period(s) of Significance: _____

Date(s) Constructed: ca. 1900

Other Significant Construction Dates: _____ *Discuss in Statement of Significance on Continuation Sheet.*

Date Source(s): mapping and Assessor data

Architect/Builder/Engineer: _____

Architect/Builder/Engineer Documentation: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____

Bibliography

Complete Bibliography on Continuation Sheet.

Additional Documentation

For all properties, the following additional documentation must be submitted with the inventory form. Refer to the *Historic and Architectural Survey Manual* for guidance.

1. Photographs
2. Maps

Preparer's Information and Recommendation

Preparer Name and Title: Christopher Nelson, Principal Investigator

Organization/Firm (if applicable): Nelson Cultural Services

Date Inventory Form Prepared: 12/8/2023

Recommended Individual Evaluation:

Recommended District Evaluation:

- Eligible for the National Register
- Not Eligible for the National Register
- More Information Needed for Evaluation

Within a National Register-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

- Eligible for Local Designation
- Not Eligible for Local Designation
- More Information Needed for Local Designation

Within a Locally-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

Minnesota Historic Preservation Office Comments (MnHPO Use Only)

Initials: _____ Date: _____

Individual Recommendation (NRHP)

- Concur
- Does Not Concur
- More Information Needed

Historic District Recommendation (NRHP)

- Concur
- Does Not Concur
- More Information Needed

Contributing/Noncontributing Status Recommendation

- Concur
- Does Not Concur
- More Information Needed

Comments:

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

HE-COC-006 is a ca. 1900 residential dwelling that is situated in a rural area north of Corcoran at 19904 Oswald Farm Rd (originally recorded as 10110 Co Rd No 116). This resource was previously recorded in 1988, but with minimal information on the original form.

The one-and-a-half-story gabled ell building is of frame construction. It rests upon an unknown foundation. The exterior walls are clad with vinyl siding and the roof is covered with asphalt shingles. The windows throughout the building consist of modern replacement windows. An enclosed porch addition has closed in the ell on the façade. A single central brick chimney pierces the ridgeline of the roof. The building has been modified with vinyl siding and modern replacement windows since its original recordation in 1988. The original driveway entered the property from County Rd 116 in 1988. At some point, the driveway was abandoned and entry to the property is now from Oswald Farm Road at the rear of the property, which has prompted a change in address.

The house is accompanied by two outbuildings including a frame garage and a frame shed. The remaining original buildings, including a complex of barns and silos, that were present on the property in 1988 are now demolished, which has left little of the original farmstead remaining.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. There is little remaining of the original farmstead to suggest potential eligibility. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____



Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: HE-COC-006

Associated MN Multiple Property Form (Name and Inventory No): _____



View of HE-COC-006 showing the façade of the building.



View of HE-COC-006 showing the rear of the building and remaining outbuildings.

Minnesota Individual Property Inventory Form

Please refer to the *Historic and Architectural Survey Manual* before completing this form.

Must use *Adobe Acrobat Reader* to complete and save this form. *Adobe Acrobat Reader* can be downloaded at: <https://get.adobe.com/reader/?promoid=KLXME>

General Information

Historic Name: _____

Other Names: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No.): _____

New or Updated Form: New

Review and Compliance No.: 2023-2375

Extant: Yes

Agency Proj. No.: _____

Survey Type: Reconnaissance (Phase 1)

Grant No.: _____

Location Information

Street Address: 10015 County Road 116

County: Hennepin

City/Twp: Corcoran

If Multiple, List All Counties: _____

If Multiple, List All Cities/Townships: _____

Total Acres: 1.1

UTM Coordinates:

Datum: NAD83

USGS 7.5 Quad Name(s): Rogers

UTM Zone	Easting	Northing
<u>15</u>	<u>457255</u>	<u>4998370</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township: 119 Range: 23 E/W: W Section: 11

QtrQtrQtr: NE QtrQtr: NE Qtr: NE

Township: _____ Range: _____ E/W: _____ Section: _____

QtrQtrQtr: _____ QtrQtr: _____ Qtr: _____

Urban:

Subdivision: _____

Block(s): _____

Lot(s): _____

Property Identification Number (PIN): 1111923110002

Previous Determinations

Previous Individual Determination:

- National Register Listed
- NPS DOE
- State Register Listed
- CEF
- SEF
- Locally Designated
- Not Eligible

Previous District Determination:

- District Name: _____
- Within a National Register-Listed District
Contributing Status: _____
 - Within a State Register-Listed District
Contributing Status: _____
 - Within a CEF District
Contributing Status: _____

- Within a SEF District
Contributing Status: _____
- Within a Locally Designated District
Contributing Status: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____

Classification

Associated Properties (Name and Inventory No.): _____

Property Category: Building

Number of Resources on the Property:

Buildings: 2 Structures: _____ Sites: _____ Objects: _____

Function or Use

Historic:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Current:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Description

Provide full Narrative Description on Continuation Sheet.

Architectural Style: No Style

Architectural Style (if other): _____

Exterior Material: Synthetics

Exterior Material (if other): _____

Significance

Provide full Statement of Significance on Continuation Sheet.

Applicable National Register of Historic Places Criteria:

Criterion A: Property is associated with significant events. Yes No More Research Recommended

Criterion B: Property is associated with the lives of significant persons. Yes No More Research Recommended

Criterion C: Property has significant architectural characteristics. Yes No More Research Recommended

Criterion D: Property may yield important information in history/prehistory. Yes No More Research Recommended

Criteria Considerations? No Yes

If yes, describe in Statement of Significance on Continuation Sheet.

Area of Significance: _____

Additional or Other Area(s) of Significance: _____

Period(s) of Significance: _____

Date(s) Constructed: ca. 1970

Other Significant Construction Dates: _____ *Discuss in Statement of Significance on Continuation Sheet.*

Date Source(s): mapping and Assessor data

Architect/Builder/Engineer: _____

Architect/Builder/Engineer Documentation: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____

Bibliography

Complete Bibliography on Continuation Sheet.

Additional Documentation

For all properties, the following additional documentation must be submitted with the inventory form. Refer to the *Historic and Architectural Survey Manual* for guidance.

1. Photographs
2. Maps

Preparer's Information and Recommendation

Preparer Name and Title: Christopher Nelson, Principal Investigator

Organization/Firm (if applicable): Nelson Cultural Services

Date Inventory Form Prepared: 12/8/2023

Recommended Individual Evaluation:

Recommended District Evaluation:

- Eligible for the National Register
 Not Eligible for the National Register
 More Information Needed for Evaluation

Within a National Register-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

- Eligible for Local Designation
 Not Eligible for Local Designation
 More Information Needed for Local Designation

Within a Locally-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

Minnesota Historic Preservation Office Comments (MnHPO Use Only)

Initials: _____ Date: _____

Individual Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Historic District Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Contributing/Noncontributing Status Recommendation

- Concur Does Not Concur More Information Needed

Comments:

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

FLDNUM 01 is a ca. 1970 residential dwelling that is situated in a rural area north of Corcoran at 10015 Co Rd 116.

The one-story side gable building is of frame construction. It rests upon a concrete block foundation. The exterior walls are clad with vinyl siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A single central brick chimney pierces the ridgeline of the roof. The building has typical features of the period that it was built.

The house is accompanied by one outbuilding including a frame garage that is situated to the south of the house. The side gable building has an exterior clad with vinyl siding.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



View of FLDNUM 01 showing the façade of the building.



View of FLDNUM 01 showing the façade of the building and the garage.

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

FLDNUM 01 is a ca. 1970 residential dwelling that is situated in a rural area north of Corcoran at 10015 Co Rd 116.

The one-story side gable building is of frame construction. It rests upon a concrete block foundation. The exterior walls are clad with vinyl siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A single central brick chimney pierces the ridgeline of the roof. The building has typical features of the period that it was built.

The house is accompanied by one outbuilding including a frame garage that is situated to the south of the house. The side gable building has an exterior clad with vinyl siding.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 01

Associated MN Multiple Property Form (Name and Inventory No): _____



View of FLDNUM 01 showing the façade of the building.



View of FLDNUM 01 showing the façade of the building and the garage.

Minnesota Individual Property Inventory Form

Please refer to the *Historic and Architectural Survey Manual* before completing this form.

Must use *Adobe Acrobat Reader* to complete and save this form. *Adobe Acrobat Reader* can be downloaded at: <https://get.adobe.com/reader/?promoid=KLXME>

General Information

Historic Name: _____

Other Names: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No.): _____

New or Updated Form: New

Review and Compliance No.: 2023-2375

Extant: Yes

Agency Proj. No.: _____

Survey Type: Reconnaissance (Phase 1)

Grant No.: _____

Location Information

Street Address: 10025 County Road 116

County: Hennepin

City/Twp: Corcoran

If Multiple, List All Counties: _____

If Multiple, List All Cities/Townships: _____

Total Acres: 1.1

UTM Coordinates:

Datum: NAD83

USGS 7.5 Quad Name(s): Rogers

UTM Zone	Easting	Northing
<u>15</u>	<u>457253</u>	<u>4998426</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township: 119 Range: 23 E/W: W Section: 11

QtrQtrQtr: NE QtrQtr: NE Qtr: NE

Township: _____ Range: _____ E/W: _____ Section: _____

QtrQtrQtr: _____ QtrQtr: _____ Qtr: _____

Urban:

Subdivision: _____

Block(s): _____

Lot(s): _____

Property Identification Number (PIN): 1111923110013

Previous Determinations

Previous Individual Determination:

- National Register Listed
- NPS DOE
- State Register Listed
- CEF
- SEF
- Locally Designated
- Not Eligible

Previous District Determination:

- District Name: _____
- Within a National Register-Listed District
Contributing Status: _____
 - Within a State Register-Listed District
Contributing Status: _____
 - Within a CEF District
Contributing Status: _____
 - Within a SEF District
Contributing Status: _____
 - Within a Locally Designated District
Contributing Status: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____

Classification

Associated Properties (Name and Inventory No.): _____

Property Category: Building

Number of Resources on the Property:

Buildings: 3 Structures: _____ Sites: _____ Objects: _____

Function or Use

Historic:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Current:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Description

Provide full Narrative Description on Continuation Sheet.

Architectural Style: No Style

Architectural Style (if other): _____

Exterior Material: Wood

Exterior Material (if other): _____

Significance

Provide full Statement of Significance on Continuation Sheet.

Applicable National Register of Historic Places Criteria:

Criterion A: Property is associated with significant events. Yes No More Research Recommended

Criterion B: Property is associated with the lives of significant persons. Yes No More Research Recommended

Criterion C: Property has significant architectural characteristics. Yes No More Research Recommended

Criterion D: Property may yield important information in history/prehistory. Yes No More Research Recommended

Criteria Considerations? No Yes

If yes, describe in Statement of Significance on Continuation Sheet.

Area of Significance: _____

Additional or Other Area(s) of Significance: _____

Period(s) of Significance: _____

Date(s) Constructed: ca. 1968

Other Significant Construction Dates: _____ *Discuss in Statement of Significance on Continuation Sheet.*

Date Source(s): mapping and Assessor data

Architect/Builder/Engineer: _____

Architect/Builder/Engineer Documentation: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____

Bibliography

Complete Bibliography on Continuation Sheet.

Additional Documentation

For all properties, the following additional documentation must be submitted with the inventory form. Refer to the *Historic and Architectural Survey Manual* for guidance.

1. Photographs
2. Maps

Preparer's Information and Recommendation

Preparer Name and Title: Christopher Nelson, Principal Investigator

Organization/Firm (if applicable): Nelson Cultural Services

Date Inventory Form Prepared: 12/8/2023

Recommended Individual Evaluation:

Recommended District Evaluation:

- Eligible for the National Register
 Not Eligible for the National Register
 More Information Needed for Evaluation

Within a National Register-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

- Eligible for Local Designation
 Not Eligible for Local Designation
 More Information Needed for Local Designation

Within a Locally-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

Minnesota Historic Preservation Office Comments (MnHPO Use Only)

Initials: _____ Date: _____

Individual Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Historic District Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Contributing/Noncontributing Status Recommendation

- Concur Does Not Concur More Information Needed

Comments:

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

FLDNUM 02 is a ca. 1968 residential dwelling that is situated in a rural area north of Corcoran at 10025 Co Rd 116.

The one-story side gable building is of frame construction. It rests upon a concrete block foundation. The exterior walls are clad with wood siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A gabled garage extends from the façade of the house and may include a later addition of the extension. A single brick chimney pierces the ridgeline of the roof. The building has typical features of the period that it was built.

The house is accompanied by two outbuildings including a frame garage and a modern metal shop.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____



Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 02

Associated MN Multiple Property Form (Name and Inventory No): _____



View of FLDNUM 02 showing the façade of the building.



View of FLDNUM 02 showing the rear of the building.

Minnesota Individual Property Inventory Form

Please refer to the *Historic and Architectural Survey Manual* before completing this form.

Must use *Adobe Acrobat Reader* to complete and save this form. *Adobe Acrobat Reader* can be downloaded at: <https://get.adobe.com/reader/?promoid=KLXME>

General Information

Historic Name: _____

Other Names: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No.): _____

New or Updated Form: New

Review and Compliance No.: 2023-2375

Extant: Yes

Agency Proj. No.: _____

Survey Type: Reconnaissance (Phase 1)

Grant No.: _____

Location Information

Street Address: 19900 Hillside Drive

County: Hennepin

City/Twp: Corcoran

If Multiple, List All Counties: _____

If Multiple, List All Cities/Townships: _____

Total Acres: 1.39

UTM Coordinates:

Datum: NAD83

USGS 7.5 Quad Name(s): Rogers

UTM Zone	Easting	Northing
<u>15</u>	<u>457269</u>	<u>4998529</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Township: 119 Range: 23 E/W: W Section: 2

QtrQtrQtr: NE QtrQtr: NE Qtr: NE

Township: _____ Range: _____ E/W: _____ Section: _____

QtrQtrQtr: _____ QtrQtr: _____ Qtr: _____

Urban:

Subdivision: _____

Block(s): _____

Lot(s): _____

Property Identification Number (PIN): 0211923440001

Previous Determinations

Previous Individual Determination:

- National Register Listed
- NPS DOE
- State Register Listed
- CEF
- SEF
- Locally Designated
- Not Eligible

Previous District Determination:

- District Name: _____
- Within a National Register-Listed District
Contributing Status: _____
 - Within a State Register-Listed District
Contributing Status: _____
 - Within a CEF District
Contributing Status: _____
 - Within a SEF District
Contributing Status: _____
 - Within a Locally Designated District
Contributing Status: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____

Classification

Associated Properties (Name and Inventory No.): _____

Property Category: Building

Number of Resources on the Property:

Buildings: 1 Structures: _____ Sites: _____ Objects: _____

Function or Use

Historic:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Current:

Function/Use Category: Domestic

Function/Use Category (if other): _____

Function/Use Subcategory: Single Dwelling

Function/Use Subcategory (if other): _____

Description

Provide full Narrative Description on Continuation Sheet.

Architectural Style: No Style

Architectural Style (if other): _____

Exterior Material: Wood

Exterior Material (if other): _____

Significance

Provide full Statement of Significance on Continuation Sheet.

Applicable National Register of Historic Places Criteria:

Criterion A: Property is associated with significant events. Yes No More Research Recommended

Criterion B: Property is associated with the lives of significant persons. Yes No More Research Recommended

Criterion C: Property has significant architectural characteristics. Yes No More Research Recommended

Criterion D: Property may yield important information in history/prehistory. Yes No More Research Recommended

Criteria Considerations? No Yes

If yes, describe in Statement of Significance on Continuation Sheet.

Area of Significance: _____

Additional or Other Area(s) of Significance: _____

Period(s) of Significance: _____

Date(s) Constructed: ca. 1976

Other Significant Construction Dates: _____ *Discuss in Statement of Significance on Continuation Sheet.*

Date Source(s): mapping and Assessor data

Architect/Builder/Engineer: _____

Architect/Builder/Engineer Documentation: _____

Minnesota Individual Property Inventory Form

Historic Name: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____

Bibliography

Complete Bibliography on Continuation Sheet.

Additional Documentation

For all properties, the following additional documentation must be submitted with the inventory form. Refer to the *Historic and Architectural Survey Manual* for guidance.

1. Photographs
2. Maps

Preparer's Information and Recommendation

Preparer Name and Title: Christopher Nelson, Principal Investigator

Organization/Firm (if applicable): Nelson Cultural Services

Date Inventory Form Prepared: 12/8/2023

Recommended Individual Evaluation:

Recommended District Evaluation:

- Eligible for the National Register
 Not Eligible for the National Register
 More Information Needed for Evaluation

Within a National Register-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

- Eligible for Local Designation
 Not Eligible for Local Designation
 More Information Needed for Local Designation

Within a Locally-Eligible District

Contributing Status: _____

District Name: _____

District Inventory Number: _____

Minnesota Historic Preservation Office Comments (MnHPO Use Only)

Initials: _____ Date: _____

Individual Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Historic District Recommendation (NRHP)

- Concur Does Not Concur More Information Needed

Contributing/Noncontributing Status Recommendation

- Concur Does Not Concur More Information Needed

Comments:

Minnesota Individual Property

Historic Name: _____

Inventory Form – Continuation Sheet

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____

Narrative Description

FLDNUM 03 is a ca. 1976 residential dwelling that is situated in a rural area north of Corcoran at 19900 Hillside Drive.

The one-and-a-half-story gable front building is of frame construction. It rests upon a concrete block foundation. The exterior walls are clad with wood siding and the roof is covered with asphalt shingles. The windows throughout the building consist of horizontal sliding windows with a single pane to each side of the casing. A gabled garage extends from the north elevation of the house. The building has typical features of the period that it was built.

Statement of Significance

The building is unlikely to be eligible for listing in the NRHP due to its simple architectural design and displaying no characteristics of a particular or unique type of construction. No intensive survey is recommended.

Bibliography

United States Geological Survey

1909 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

1958 *Rockford, MN 1:62,500 Series Quadrangle*. United States Geological Survey, Washington D.C.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____



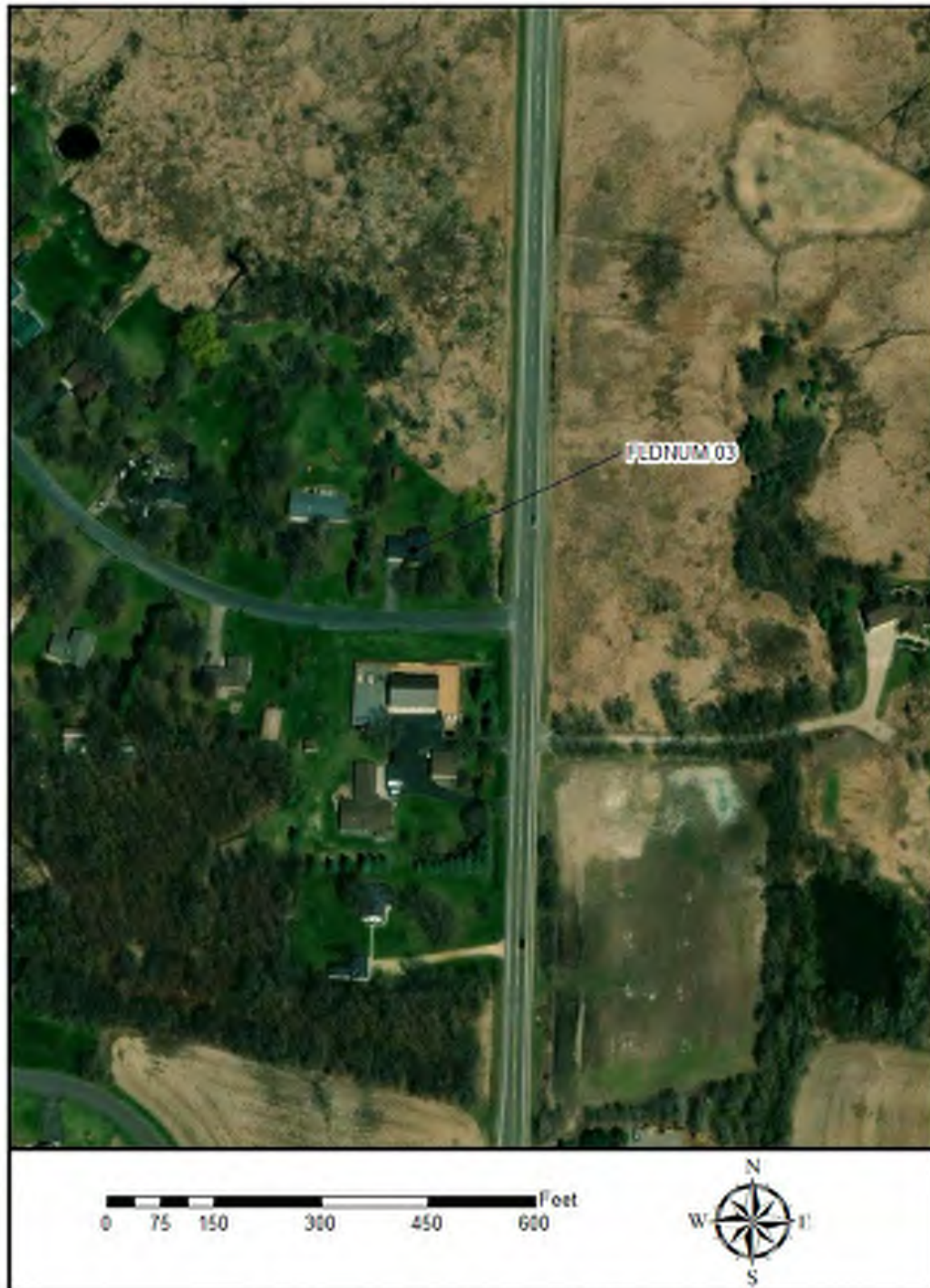
Portion of the USGS 1993 Rogers, MN 7.5 Minute Series (Topographic) map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____



Aerial map indicating the location of the resource.

**Minnesota Individual Property
Inventory Form – Continuation Sheet**

Historic Name: _____

Inventory No.: FLDNUM 03

Associated MN Multiple Property Form (Name and Inventory No): _____



View of FLDNUM 03 showing the façade of the building.



View of FLDNUM 03 showing the façade and south elevation of the building.

Christopher Lee Nelson
106 Gilbert Valley Drive
Lebanon, TN 37090 US
Mobile: 740-407-5687
Email: nelson-chris@hotmail.com

Work Experience:

USDA-Natural Resources Conservation Service - TN (NRCS)

801 Broadway
675 U.S. Courthouse
Nashville, Tennessee 37203 United States

10/2018 – Present

Salary: GS-12

Hours per week: 40

Cultural Resource Specialist (NRCS Tennessee State Archaeologist)

I serve as the Tennessee NRCS Cultural Resources Specialist (CRS) completing both archaeology and architectural reviews. I work as the NRCS CRS reviewing NRCS projects for compliance with Section 106 of the National Historic Preservation Act (NHPA). The NRCS administers several voluntary assistance programs for soil, water, and related resource conservation activities available to multiple eligible groups. These programs are related to several acts including the Agricultural Act of 2014, the Soil Conservation and Domestic Allotment Act of 1935, the Flood Control Act of 1944, the Agricultural and Food Act of 1981, the Agriculture Credit Act, the Watershed Protection and Flood Prevention Act, the Food, Agriculture, Conservation and Trade Act of 1990, the Flood Control Act of 1936, the Food Act of 1985, the Federal Agricultural Improvement and Reform Act of 1996, and various executive and secretarial orders. Through the agency conservation assistance programs and initiatives, there is a potential for the activities to affect historic properties. These activities are subject to review under Section 106 of the NHPA, which is typically conducted through use of a Programmatic Agreement between NRCS and the TN State Historic Preservation Office (SHPO). I review NRCS projects to determine whether significant cultural resources may exist within the area of potential effects. When necessary, I conduct field surveys to determine if resources are present and aid in making a determination of effect on behalf of TN NRCS. All reviews are tracked in a report that is presented annually to the TN SHPO. As the CRS, I am also responsible for providing cultural resources training to field personnel across Tennessee on an annual basis.

USDA-Natural Resources Conservation Service - TN (NRCS)

925 E. Baddour Parkway, Suite 101
Lebanon, Tennessee 37087 United States

5/2018 – 10/2018

Salary: GS-12

Hours per week: 20 (through interagency agreement)

Cultural Resource Specialist (Interagency Contractor)

I served as the Tennessee NRCS Cultural Resources Specialist (CRS) through an interagency agreement between NRCS and the U.S. Army Corps of Engineers, Nashville District. I worked a minimum of 20 hours per week as the NRCS CRS reviewing NRCS projects for compliance with Section 106 of the

National Historic Preservation Act (NHPA). The NRCS administers several voluntary assistance programs for soil, water, and related resource conservation activities available to multiple eligible groups. These programs are related to several acts including the Agricultural Act of 2014, the Soil Conservation and Domestic Allotment Act of 1935, the Flood Control Act of 1944, the Agricultural and Food Act of 1981, the Agriculture Credit Act, the Watershed Protection and Flood Prevention Act, the Food, Agriculture, Conservation and Trade Act of 1990, the Flood Control Act of 1936, the Food Act of 1985, the Federal Agricultural Improvement and Reform Act of 1996, and various executive and secretarial orders. Through the agency conservation assistance programs and initiatives, there is a potential for the activities to affect historic properties. These activities are subject to review under Section 106 of the NHPA, which is typically conducted through use of a Programmatic Agreement between NRCS and the TN State Historic Preservation Office (SHPO). I review NRCS projects to determine whether significant cultural resources may exist within the area of potential effects. When necessary, I conduct field surveys to determine if resources are present and aid in making a determination of effect on behalf of TN NRCS. All reviews are tracked in a report that is presented annually to the TN SHPO. As the CRS, I am also responsible for providing cultural resources training to field personnel across Tennessee on an annual basis.

U.S. Army Corps of Engineers, Nashville District

3701 Bell Road
Nashville, Tennessee 37214 United States

10/2016 – 10/2018

Salary: GS-12

Hours per week: 40 (20 of those were spent with NRCS through interagency agreement)

District Regulatory Archaeologist and Architectural Historian

I reviewed Clean Water Act Section 404 and River and Harbors Act permit applications that come into the USACE Regulatory Office to determine whether significant cultural resources may exist within the USACE permit area. When necessary, surveys were requested and the subsequent survey reports are reviewed to aid in making a determination of effect. The determination was coordinated with the appropriate State Historic Preservation Officers, Tribal Historic Preservation Officers, and others as identified during initial consultations for each project.

Nelson Cultural Services

106 Gilbert Valley Drive
Lebanon, TN 37090 United States

12/2016-present (part time)

Salary: Varies

Owner, Principal Investigator – Archaeology and Architectural History

As owner of the company, I am responsible for all aspects of cultural resources investigations. Responsibilities include marketing and client communications, budget and proposal preparation, conducting and overseeing both archaeology and architectural surveys, laboratory analysis, and authoring of technical and historical reports. I typically focus on small cultural projects that I can work on during my part-time schedule at the company.

Weller & Associates, Inc.
1395 W. Fifth Avenue
Columbus, OH 43212 United States

09/2014 - Present
Salary: 70,000.00 USD Per Year

Senior Cultural Resources Project Manager / Principal Investigator

Duties, Accomplishments and Related Skills:

At Weller & Associates, I am responsible for all aspects of cultural resources investigations. While my main duty is as a Senior Project Manager, I also serve as a Principal Investigator for both archaeology and historical investigations at the company. Responsibilities include marketing and client communications, budget and proposal preparation, conducting and overseeing both archaeology and architectural surveys, laboratory analysis, and authoring of technical and historical reports. I manage projects associated with our largest clients and am responsible for overseeing all aspects of their related investigations.

SWCA Environmental Consultants
117 W. Main Street
Suite 204
Lancaster, OH 43130 United States

07/2014 - 09/2014
Salary: 70,000.00 USD Per Year

Senior Cultural Resources Project Manager / Principal Investigator

Duties, Accomplishments and Related Skills:

At SWCA, I was responsible for all aspects of cultural resources consulting for the recently established Bridgeville, Pennsylvania and Lancaster, Ohio offices. While there only a short time, I was able to establish protocols related to fieldwork and reporting standards, as well as compliance consultation with State Historic Preservation Offices in Pennsylvania, Ohio, and West Virginia. My responsibilities also included client communications, budget and proposal preparation, and staff development and training. Once the cultural resources department was established and fully staffed, I moved on for personal reasons as well as remaining closer to my home in Ohio.

Cultural Resource Analysts, Inc.
117 W. Main Street
Suite 104
Lancaster, OH 43130 United States

02/2014 - 07/2014
Salary: 53,000.00 USD Per Year

Principal Investigator / Director of Operations

Duties, Accomplishments and Related Skills:

I was responsible for operations pertaining to the Lancaster, Ohio, office. This included maintaining contact with current and prospective clientele and offering our services to those individuals to meet their respective needs. Responsibilities included managing all aspects of historical, prehistoric, historic, and industrial archaeological field excavations and survey. This included meetings and consultation with clients and appropriate agencies, budget and proposal preparation, development of work plans, performing appropriate level of background research, supervising field operations, and the subsequent laboratory analysis, interpretations, and report authoring. I was also responsible for overseeing these same activities when performed by lower level personnel. Other responsibilities included historic materials analysis and interpretation, as well as managing any historic archaeological sites within our projects. Responsibilities also included historical research and authoring of historical reports related to specific assigned regions, events, time periods, or any combination of these. Evaluations of National Register of Historic Places eligibility was conducted for historic architecture and any cemeteries that could be affected by proposed projects. My responsibilities included the recordation of architectural resources as well as full recording of cemeteries to include mapping, photographing, archival research on the properties and individuals, and evaluating the eligibility of the properties to the NRHP. I was responsible for developing safety plans and standard operating procedures on a project-by-project basis and ensuring that all staff had proper First Aid, CPR, and Blood-Borne Pathogen training. I am OSHA certified as a competent person for deep trench excavations. I have supervised crews of up to 24 workers on Phase I (reconnaissance survey), II (NRHP assessments), and III (mitigations) prehistoric and historic projects and have been responsible for all administrative and managerial tasks for operations while in the field.

Ohio State Historic Preservation Office

800 E. 17th Ave.
Columbus, OH 43211 United States

02/2013 - 02/2014 (Individual contract 2/2014-6/2014 and 2/2015-6/2015)

Salary: 45,000.00 USD Per Year

Cultural Resources Project Reviews Manager

Duties, Accomplishments and Related Skills:

Responsible for reviews of projects that are subject to Section 106 of the National Historic Preservation Act of 1966, as amended, and the associated regulations at 36 CFR Part 800. My responsibilities were to ensure compliance with Section 106 as well as making sure that reports and other submissions met the guidelines set by the Ohio State Historic Preservation Office. As a dual reviewer, I was responsible for reviewing both archaeological and architectural history projects. In addition, based on my diverse background, I sat on the NRHP qualification committee for the State. Responsibilities also included maintaining accurate records for the massive amount of archaeological site and historic structure files maintained by the State. Processing of information and making informed decisions relating to the cultural resources of the State were a major part of the required work. Communicating effectively with Federal and State agencies, interested politicians, clients, and the public were an important aspect of the position. Development of multiple documents in the form of reports, comment letters, Memorandum of Agreements, and Programmatic Agreements were also part of my responsibilities.

I continued to work for this office under individual contracts on two occasions while employed elsewhere in order to aid in maintaining the State's workload. These additional periods included 2/2014-6/2014 and 2/2015-6/2015.

Cultural Resource Analysts, Inc.
3356 Teays Valley Road
Hurricane, WV 25526 United States

01/2010 - 02/2013

Salary: 45,000.00 USD Per Year

Archaeologist / Historian

Duties, Accomplishments and Related Skills:

Responsibilities included managing all aspects of prehistoric, historic, and industrial archaeological field excavations and survey. This included meetings and consultation with clients and appropriate agencies, budget and proposal preparation, development of a work plan, performing appropriate level of background research, supervising field operations, and the subsequent laboratory analysis, interpretations, and report authoring. Other responsibilities included historic materials analysis and interpretation, as well as managing any historic archaeological sites within our projects. Responsibilities also included historical research and authoring of historical reports related to specific assigned regions, events, time periods, or any combination of these. Evaluations of National Register of Historic Places eligibility was conducted for prehistoric and historic sites within the direct area of potential effects, and historic architecture and any cemeteries within the indirect area of potential effects around project boundaries that could be affected by the proposed projects. My responsibilities included supervision of archaeological surveys within the direct area of potential effects and the recordation of architectural resources as well as thorough documentation of cemeteries to include mapping, photographing, archival research on the properties and individuals, and evaluating the eligibility of the properties to the NRHP. As the sole Historian / Industrial Archaeologist within our office, I was responsible for all of the historic research that pertained to the company's projects. An additional responsibility was the Office Safety Officer for the WV office. I was responsible for developing safety plans and standard operating procedures on a project-by-project basis and ensuring that all staff had proper First Aid, CPR, and Blood-Borne Pathogen training. I am OSHA certified as a competent person for deep trench excavations. I have supervised crews of up to 24 workers on Phase I, II, and III prehistoric and historic projects and have been responsible for all administrative and managerial tasks for operations while in the field.

Archaeological Consultants of the Midwest, Inc.
Indianapolis, IN United States

06/2008 - 08/2008

Salary: 12.50 USD Per Hour

Field Archaeologist

Duties, Accomplishments and Related Skills:

Worked on a Phase III archaeological mitigation project in Salem, Indiana for a road widening associated with construction of a new bypass. This site was a Late Prehistoric village that yielded hundreds of diagnostic artifacts and several hundred features to include structural remains. Responsible for excavation of large units, artifact recovery, detailed mapping and recording of the site and units, and all paperwork related to the excavation. Several features were located and excavated at the site.

URS Corporation

St. Louis, MO United States

05/2007 - 08/2007**Salary:** 16.00 USD Per Hour**Crew Chief/Field Supervisor****Duties, Accomplishments and Related Skills:**

Responsible for supervising a crew of 10 to 24 workers along a 175-mile pipeline corridor on a Phase I archaeological survey. My crew worked independently in the southern portion of the corridor while working toward the northern crew that was led by the field director. I was responsible for all paperwork, notes, photographs, artifacts, and GPS coordinates along the corridor. I maintained communications with the field director each day and was responsible for maintenance of the vehicles and equipment for my crew. By working independently, the accuracy and detail of my field notes was crucial to the report author who had never been in the portions of the corridor that I was responsible for.

Environment and Archaeology, LLC

Florence, KY United States

08/2006 - 08/2006**Salary:** 12.00 USD Per Hour**Archaeological Field Technician****Duties, Accomplishments and Related Skills:**

Phase II project in Bradford County, Pennsylvania. Duties included excavation, profiling, mapping, and photographing test units. Also supervised a backhoe operator while he was excavating trenches across the site and mapped in the trenches at the conclusion of excavation.

URS Corporation

Gaithersburg, MD United States

07/2006 - 07/2006**Salary:** 13.00 USD Per Hour**Archaeological Field Technician****Duties, Accomplishments and Related Skills:**

Responsible for excavation, recording, and mapping of test units and shovel tests. Some pedestrian survey and visual inspection was also involved. The sites included both historic and prehistoric components. This project was an extended Phase I located in Harlan County, Kentucky, as required by the Army Corps of Engineers.

Coastal Carolina Research
Tarboro, NC United States

04/2006 - 06/2006

Salary: 12.00 USD Per Hour

Archaeological Field Technician

Duties, Accomplishments and Related Skills:

Archaeological Field Technician on a series of twelve Phase II NRHP evaluations along a proposed highway corridor in eastern Virginia. Responsible for excavation and all paperwork pertaining to the units excavated to include drawing profiles, plan views, feature paperwork, and photograph logs.

Cultural Resource Analysts, Inc
Lexington, KY United States

03/2006 - 04/2006

Salary: 12.50 USD Per Hour

Archaeological Field Technician

Duties, Accomplishments and Related Skills:

Archaeological Field Technician. Responsible for excavation of test units on a large Phase II investigation in Lawrenceburg, Indiana. Also responsible for all paperwork, plan drawings, and profile drawings related to the units I excavated. Also served as site photographer during this project.

Accurate Machine and Weld Company
Sabina, OH United States

12/1997 - 09/2004

Salary: 14.00 USD Per Hour

Machinist/Welder/Maintenance

Duties, Accomplishments and Related Skills:

Worked in several positions within the company wherever needed. My Army mechanic training was utilized as well as the development of many new skills in the machine shop.

United States Army
Erlangen, Germany

02/1991 - 09/1997

Hours per week: 40

Sergeant

Duties, Accomplishments and Related Skills:

Diesel Mechanic. Graduated from Primary Leadership Development Course, Combat Lifesaver Course, Hazardous Material Handling. Served under NATO and United Nations missions.

Basic - Fort Knox, KY, 1991. Duty stations - Erlangen, Germany 1991-1994. Kirchgoens, Germany 1994-1996. Fort Stewart, GA, 1996-1997.

Education:

Michigan Technological University Houghton, MI United States

Master's Degree 05/2010

GPA: 3.5 of a maximum 4.0

Credits Earned: 40 Semester hours

Major: Industrial Archaeology and History **Honors:** Cum Laude

Relevant Coursework, Licenses and Certifications:

Industrial Archaeology is a mixture of History and Archaeology. It is the study of technological changes during the Industrial Revolution. This information is many times lost due to the rapid changes in technology and insufficient recording of the older processes that were left behind. In addition to the processes and technologies used, the field focuses on the workforce used within the industries and aspects of their lives including their residences. Many industries built company towns, while others drew their workers from existing communities around the factories. Many immigrant communities formed and the builders incorporated elements of the styling of their home countries into the architecture, which is very recognizable on the surrounding landscapes. Therefore, the study of architecture, particularly vernacular architecture, was a major focus of the curriculum. The documentation of historic structures was a focal point of course activities. Courses were based on conducting historical research and combining the research with findings in the field. This degree allowed me to combine my education in History and Archaeology degrees to form a diverse set of skills to use in the work environment. Only two schools in the world offer a Masters in Industrial Archaeology. I attended a graduate level 6 week field school with MTU at West Point Foundry studying the process of making military cannons during the 19th century.

Industrial Archaeology M.S. Thesis

Title: The C.R. Patterson and Sons Company of Greenfield, Ohio: Survival and Adaptation of a Black-Owned Company in the Vehicle Building Industry, 1865-1939.

This research involved the study of an escaped slave that made it to Ohio and started a carriage company in the small town of Greenfield. Eventually, he included his sons in the company and in 1915 the focus of the company turned to building automobiles. This placed Frederick Patterson in history as being the first and only black automaker in the world. In 1919, unable to compete with the large auto manufacturers, they began to build special purpose vehicles such as buses, trucks, hearses, and delivery vans. They remained in business through the Great Depression until 1939 and the company passed through three generations of the Patterson family. Many questions were analyzed during this study ranging from racial relations, economic shifts, and the technical details of the vehicles and the factory. This story had never been fully explored and this research provides the first comprehensive history of this family and company that will be of interest to many audiences. Research conducted 10/08 to 12/09.

University of Rio Grande Rio Grande, OH United States

Bachelor's Degree 06/2008

GPA: 3.8 of a maximum 4.0

Credits Earned: 126 Semester hours

Major: Archaeology **Honors:** Magna Cum Laude

Relevant Coursework, Licenses and Certifications:

This BS in Archaeology is part of the continuing education partner program with Hocking College where I received my AAS in Archaeology. The curriculum continued the Cultural Resource Management based theme and prepared us for management positions in the CRM world. A large percentage of the classes in the curriculum focused on the ability to conduct thorough historical research for use in investigations. Historic structures are typically documented as part of historic archaeology, so training in this skill was also a key part to the curriculum. The capstone of this degree was the requirement to complete independent archaeological research and report on it in the form of an honors thesis.

I conducted excavations on an 1830s canal site in Hocking County, Ohio. This site was not constructed in the traditional manner due to geological obstacles, and when compared to other canals in the United States, it is entirely unique. The towpath was cut into the cliff high above the water and included several unusual features. This site required extensive excavation, surveying and mapping, and other investigation. As portions of the site were located on a floodplain and several features were constructed of soil, a major focus was placed on analyzing sediments and soils through methods such as coring and grain size analysis. There were well over 100 features located along the 365-meter segment of towpath. No records were left that documented the methods of construction or the pattern of use at the site. Using a combination of archaeological field investigation techniques and historical research, the methods of construction were determined and plausible use patterns were developed for the site. The research gained considerable accolades in the archaeological community. Excavation and research took place from 10/06 to 5/08.

Hocking College Nelsonville, OH United States

Associate's Degree 03/2006

GPA: 3.8 of a maximum 4.0

Credits Earned: 113 Quarter hours

Major: Archaeology **Honors:** Magna Cum Laude

Relevant Coursework, Licenses and Certifications:

This AAS in Archaeology was designed to meet the needs of the Cultural Resource Management industry in order to meet compliance standards for the National Historic Preservation Act. The curriculum was chosen by a panel of representatives from several CRM firms in the Ohio region based on the skills an ideal entry level archaeologist should know to be successful when entering the field. The curriculum included a mixture of field, laboratory, and historical research classes. This, combined with real world experience gained during the 11-week summer field school, allowed the students to easily compete for positions against those that had already achieved a BA at other non-CRM based institutions.

Listing the combined curriculum of the AAS and BS, field classes included geoaerchaeology, advanced geoaerchaeology, surveying and mapping using both a traditional transit and total station, geophysics, historical architecture, and map reading and interpretation. Several laboratory classes were taught including the analysis of ceramics, lithics, paleoethnobotany, cartography for archaeology, microwear analysis, photography for archaeology, human osteology, and zooarchaeology. The combination AAS and BS program built an extensive skill set to use in CRM or academic archaeological settings.

Wilmington College Wilmington, OH United States

Some College Coursework Completed

GPA: 3.5 of a maximum 4.0

Credits Earned: 72 Semester hours

Major: History

Relevant Coursework, Licenses and Certifications:

I began attending Wilmington College in 2002 as a History and Secondary Education major. Multiple history and art history courses were taken while at Wilmington College. A study of various architectural styles and elements were included in several of the art history courses. The original intention was to teach history at the high school level. After two years, I realized that Archaeology would be a great addition to my skill set, so I transferred to Hocking College to begin pursuing my first degree in

Archaeology. Although I really enjoy field Archaeology, I love to find ways to combine the results of archaeological research with historical research to develop new interpretations to the past. I am equally happy in the historical archives or in the field finding out information that has long been lost.

East Clinton High School Lees Creek, OH United States
High School or equivalent 06/1990

Affiliations:

Society for Historical Archaeology - Contributing member
Society for Industrial Archaeology - Contributing member
Register of Professional Archaeologists - Contributing member
Council for West Virginia Archaeology - formerly on Board of Directors
Tennessee Council for Professional Archaeology – Contributing member

Professional Publications (Selected History / Architectural History):

*All publications listed below contained architectural / historical documentation where Christopher Nelson served as the primary investigator / author

2010-2019 Conducted over 400 Archaeological and Architectural History surveys for FCC cell tower projects. Completed all aspects of fieldwork and authored the report of results.

2016 *Phase I Cultural Resources Management Investigations for the Proposed Marietta Silos Laydown Area in Marietta, Muskingum Township, Washington County, Ohio.* W-1866 Weller & Associates, Inc., Columbus, Ohio.

2016 *Phase I Cultural Resource Management Survey for a 16.4 ha (40.43 ac) Prospective Development Tract in Harrison Township, Pickaway County, Ohio.* W-1891 Weller & Associates, Inc., Columbus, Ohio.

2015 *Ohio's Hidden Mine: A View of the Abandoned Dessecker Mine Complex as a Typical 20th Century Mine Complex in Eastern Ohio.* W-1680 Weller & Associates, Inc., Columbus, Ohio.

2015 *Architectural Investigations for American Electric Power's 10.2 km (6.4 mi) long Spy Run to Robison 138kV Transmission Line Project in Allen County, Indiana.* W-1283 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Barnesville-Speidel Transmission Line Project, Warren Township, Belmont County, Ohio.* W-1602 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations for the Ohio Portion of the Proposed AEP Allen Station: Lima-Fort Wayne Transmission Line Project, Blue Creek and Benton Townships, Paulding County, Ohio.* W-1654 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Resource Investigations for the Proposed Meadowbrook Tipple Reclamation Project, Auburn Township, Tuscarawas County, Ohio.* W-1681 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Resource Investigations for the Proposed Willowbrook Tipple Reclamation Project, Jackson Township, Coshocton County, Ohio.* W-1682 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations for the Proposed AEP Ohio Poston North and Poston South Transmission Line Rebuild Projects, York and Waterloo Townships, Athens County; Knox and Madison Townships, Vinton County; and Milton and Lick Townships, Jackson County, Ohio.* W-1701 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed 35 ha (86.5 ac) South Field Energy Facility in Yellow Creek Township, Columbiana County Ohio.* W-1716 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Poston–Hocking Transmission Line Rebuild Project, York Township, Athens County, and Falls, Green, and Starr Townships, Hocking County, Ohio.* W-1735 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations for the Proposed AEP Scioto Trail–Circleville Transmission Line Project, Circleville Township, Pickaway County, Ohio.* W-1773 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Delano–Scioto Trail Transmission Line Rebuild Project, Pickaway Township, Pickaway County, and Green Township, Ross County, Ohio.* W-1790 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Harrison–Circleville Transmission Line Rebuild Project, Harrison, Walnut, and Circleville Townships, Pickaway County, Ohio.* W-1791 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Yager–Azalea Transmission Line New Build Project, Orange Township, Carroll County, and Monroe Township, Harrison County, Ohio.* W-1814 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations for the Proposed South Field Energy Facility Additional Areas Project, Yellow Creek and Madison Townships, Columbiana County, Ohio.* W-1821 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed AEP Ohio Summerfield–Barnesville Transmission Line Project, Warren Township, Belmont County; Millwood Township, Guernsey County; and Beaver and Marion Townships, Noble County, Ohio.* Weller & Associates, Inc., Columbus, Ohio.

2015 *Phase I Cultural Resource Management Investigations for the Licking County Bridge Replacement Project in Multiple Townships, Licking County, Ohio.* W-1833 Weller & Associates, Inc., Columbus, Ohio.

2015 *Phase I Cultural Resource Management Investigations for a Proposed Residential Septic System Replacement in Circleville Township, Pickaway County, Ohio.* W-1857 Weller & Associates, Inc., Columbus, Ohio.

2015 *Archival Research and Ohio Historic Inventory Form Preparation for a Segment of the Ohio & Erie Canal, Village of Carroll, Fairfield County, Ohio.* Weller & Associates, Inc., Columbus, Ohio.

2015 *Phase I Cultural Resource Management Investigations for the East Logan-Shawnee Pole Replacement Project in Falls Township, Hocking County, Ohio.* W-1835 Weller & Associates, Inc., Columbus, Ohio.

2015 *Cultural Historic Investigations and Assessment of Effects for the Proposed Lordstown Energy*

Center Power Generation Facility, Lordstown Township, Trumbull County, Ohio. Weller & Associates, Inc., Columbus, Ohio.

2014 Phase I Cultural Resource Management Survey for an Approximately 5.3 ha (13 ac) Solar Farm Project in Granville Township, Licking County, Ohio. Weller & Associates, Inc., Columbus, Ohio.

2014 An Archaeological Survey of the Shaker Run Development, Turtle Creek Township, Warren County, Ohio. Contract Publication Series 14-210. Cultural Resource Analysts, Inc., Lancaster, Ohio. (Co-authored with Gavin S. Davies)

2014 Cultural Resources Survey for the Proposed Oliphant Furnace Reclamation Project, Georges Township, Fayette County, Pennsylvania. Contract Publication Series 14-177. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2014 "Timeline Biography -- Frederick Douglass Patterson: Black Manufacturing Pioneer". In *Timeline*. April-June 2014. Journal of the Ohio Historical Society, Columbus, Ohio.

2014 Cultural Historic Survey for the AEP Biers Run-Hopetown-Delano 138 kV Transmission Line Project, Union and Green Townships, Ross County, Ohio. Contract Publication Series 14-158. Cultural Resource Analysts, Inc., Lancaster, Ohio.

2013 National Register Evaluation and West Virginia Historic Property Inventory for the Proposed West Fork Trail Portals Reclamation Project, Marion County, West Virginia. Contract Publication Series 12-455. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 Phase II National Register Evaluation of Chamber's Mill (44BK0351) in Buckingham County, Virginia. Submitted to VDOT, Lynchburg, Virginia. Contract Publication Series 12-214. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 Preliminary Geomorphic and Archaeological Investigations for Proposed Project Ascent, Lubeck District, Wood County, West Virginia. Contract Publication Series 12-160. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with C. Michael Anslinger, Russell S. Quick, and Jason A. Baker)

2012 Cultural Historic Survey for the Proposed Coal River Mining, LLC Mine No. 3 IBR 4 (U-5012-03), Washington District, Kanawha County, West Virginia. Contract Publication Series 12-210. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2012 Cultural Historic Survey for the Proposed Consolidation Coal Company, 2E Bleeder Shaft, Webster District, Marshall County, West Virginia. Contract Publication Series 12-333. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 Cultural Historic Survey for the Proposed Coal River Mining, LLC Nellis Amendment, Boone County, West Virginia. Contract Publication Series 12-261. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-Authored With William M. Hunter And Kathy Martinolich)

2012 Cultural Historic Survey for the Proposed Hobet Mining, LLC, Sandlick Surface Mine, Lincoln County, West Virginia. Contract Publication Series 12-195. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 Cultural Historic Survey for the Proposed Kanawha River Mining, Clearco Surface Mine, Greenbrier County, West Virginia. Contract Publication Series 12-169. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed Kanawha River Mining, Duo Surface Mine, Greenbrier County, West Virginia*. Contract Publication Series 12-175. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Recordation and National Register of Historic Places Eligibility Assessment of a Single Property, McElroy Mine 4 South IBR 64 (U-0033-83), Meade District, Marshall County, West Virginia*. Contract Publication Series 12-274. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed Shelby Run Deep Mine, Taylor County, West Virginia*. Contract Publication Series 12-214. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed Shelby Run Mining Tucker Run Mine, Taylor County, West Virginia*. Contract Publication Series 12-267. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Coal River Mining, LLC, Mine No. 15, Washington District, Kanawha County, and Peytona District, Boone County, West Virginia*. Contract Publication Series 12-401. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed Pocahontas Coal Company, LLC Devils Backbone Highwall Mine #1, Slab Fork District, Raleigh County, West Virginia*. Contract Publication Series 12-336. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter and Sarah J. Reynolds)

2012 *Cultural Historic Survey for the Proposed Rockspring Development, Inc. Right Fork of Camp Creek Refuse Disposal Facility, Wayne County, West Virginia*. Contract Publication Series 12-270. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2012 *Cultural Historic Survey for the Proposed Brooks Run Mining, LLC, Antietam Surface Mine, Nicholas and Webster Counties, West Virginia*. Contract Publication Series 12-099. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Long Branch Surface Mine Permit Area And Reserve Area, Fayette and Kanawha Counties, West Virginia*. Contract Publication Series 12-090. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed Coal River Mining, LLC, Haul Road 4, Scott District, Boone County, West Virginia*. Contract Publication Series 12-110. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2012 *Cultural Historic Survey for the Proposed No. 50 Mine, 9 Haulage (Indian Creek Portal), Center District, Wyoming County, West Virginia*. Contract Publication Series 12-031. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2012 *Cultural Resource Survey of the Environmental Corridor Associated with the Route 20 Bridge Replacement at Slate River, Buckingham County, Virginia*. Contract Publication Series 12-013. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Jason A. Baker and Hallie A. Fieser)

2012 *Cultural Historic Survey for the Proposed Brushy Fork Surface Mine, Logan District, Logan County, West Virginia*. Contract Publication Series 12-056. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Coal Mountain No. 1 Surface Mine, Amendment No. 2, Clear Fork District, Wyoming County, West Virginia*. Contract Publication Series WV11-095. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Newgate Development of Beckley, LLC, Three Marie Highwall Mine, Slab Fork District, Raleigh County, West Virginia*. Contract Publication Series WV11-113. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Brooks Run Mining Company, LLC, Hoover's Landing Surface Mine, Webster County, West Virginia*. Contract Publication Series WV11-094. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Mid-Vol Coal Sales Grey Eagle Surface Mine, McDowell County, West Virginia*. Contract Publication Series WV11-097. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Mid-Vol Coal Sales Jenkinjones Refuse Removal, Adkin District, McDowell County, West Virginia*. Contract Publication Series WV11-123. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Determination of Eligibility Report for the Proposed Prichard Intermodal Terminal Development Site (Full Facility), Wayne County, West Virginia*. Contract Publication Series WV11-104. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with S. Alan Higgins)

2011 *Desktop Analysis and Archaeological Reconnaissance Survey for the Proposed Expansion / Modification of the Beech Ridge Wind Energy Facility, Greenbrier County, West Virginia*. Contract Publication Series WV11-060. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Jamie S. Meece and C. Michael Anslinger)

2011 *Cultural Historic Survey for the Proposed Frasure Creek Mining Company Mandy Cline Deep Mine, McDowell County, West Virginia*. Contract Publication Series WV11-116. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Coyote Coal Company, LLC, Cub Branch Surface Mine, Logan County, West Virginia*. Contract Publication Series WV11-088. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Coal Mountain No. 1 Surface Mine, Amendment No. 2, Clear Fork District, Wyoming County, West Virginia*. Contract Publication Series WV11-095. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed ICG Eastern, LLC, 82 East Surface Mine Webster County, West Virginia*. Contract Publication Series WV11-067. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Cultural Historic Survey for the Proposed ICG Eastern, LLC, Strouds Creek Deep Mine, Webster County, West Virginia*. Contract Publication Series WV11-064. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Brooks Run Mining Company, LLC, Hoover's Landing Surface Mine, Webster County, West Virginia*. Contract Publication Series WV11-0xx. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Blue Knob Surface Mine No. 1, Falling Springs District, Greenbrier County, West Virginia*. Contract Publication Series WV11-087. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey for the Proposed Coleman Mine, Valley District, Fayette County, West Virginia*. Contract Publication Series WV11-043. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Robert C. Whetsell, S. Alan Higgins, and William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Mulberry Fork Surface Mine, Fayette County, West Virginia*. Contract Publication Series WV11-041. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Robert C. Whetsell, S. Alan Higgins, and William M. Hunter)

2011 *Cultural Historic Survey for the Proposed Copley Trace No. 2 Surface Mine, Amendment No. 6, Lincoln, Logan, and Mingo Counties, West Virginia*. Contract Publication Series WV11-019. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Elizabeth G. Heavrin)

2011 *National Register of Historic Places Evaluation and Effects Assessment for the Marmet Dam Major Rehabilitation Project, Marmet, Kanawha County, West Virginia*. Contract Publication Series WV11-023. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Supplementary Phase I and II Archaeological Survey of the Proposed Ground Disturbances Interim Risk Reduction Measures & Major Rehabilitation Activities at Bolivar Dam, Bethlehem Township, Stark County and Lawrence Township, Tuscarawas County, Ohio*. Contract Publication Series WV11-050. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Joshua D. Engle)

2011 *National Register of Historic Places Evaluation and Identification of Graves, Bradley Cemetery, 46RG219, Marsh Fork District, Raleigh County, West Virginia*. Contract Publication Series WV11-077. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2011 *Cultural Historic Survey Report for the Proposed Coyote Coal Company, Inc., Buck Fork Surface Mine, Boone County, West Virginia*. Contract Publication Series WV11-030. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Robert C. Whetsell)

2011 *Cultural Historic Survey for the Proposed Roaring Creek Complex, Roaring Creek District, Randolph County, West Virginia*. Contract Publication Series WV11-037. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with S. Alan Higgins)

2011 *Cultural Resources Survey for the Proposed Gatling Ohio, LLC Yellowbush Creek Surface Mine, Sutton Township, Meigs County, Ohio*. Contract Publication Series WV11-038. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Joshua D. Engle, Jamie S. Meece, and Holly B. Higgins)

2010 *Cultural Historic Resource Evaluations And Viewshed Analysis Report For the Proposed Frasure Creek Mining LLC, Taylor Branch No. 2 Surface Mine, Fayette County, West Virginia*. Contract Publication Series WV10-069. Cultural Resource Analysts, Inc., Hurricane, West Virginia. (Co-authored with Robert C. Whetsell)

2010 *Photographic Documentation of Architectural Resources Located in the Viewshed of the JMAC Leasing, Inc., Briar Mountain Surface Mine, Amendment 1, Kanawha County, West Virginia*. Contract Publication Series WV10-049. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *National Register of Historic Places Evaluation for the Lowe Cemetery, Logan District, Logan County, West Virginia*. Contract Publication Series WV10-053. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *Photographic Documentation of Architectural Resources Located in the Viewshed of the Pounding Mill Quarry Corporation, Mercer Crushed Stone Quarry Expansion, Mercer County, West Virginia*. Contract Publication Series WV10-030. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *Photographic Documentation of Architectural Resources Located in the Viewshed of the Kanawha Eagle Coal, LLC, White Oak Mine No. 1, Boone County, West Virginia*. Contract Publication Series WV10-023. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *The C. R. Patterson and Sons Company: Black Pioneers in the Vehicle Building Industry, 1865–1939*. Hurricane Creek Publishing, Hurricane, West Virginia.

2010 *National Register of Historic Places Evaluation for the White Oak Cemetery, Sherman District, Boone County, West Virginia*. Contract Publication Series WV10-022. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *Photographic Documentation of Architectural Resources Located in the Viewshed of the Planned Housing Development at the Entry Mountain Community, Pendleton County, West Virginia*. Contract Publication Series WV09-80. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2010 *Phase I Archaeological Survey of a Planned Housing Development in the Entry Mountain Community, Pendleton County, West Virginia*. Contract Publication Series WV09-79. Cultural Resource Analysts, Inc., Hurricane, West Virginia.

2009 *The C. R. Patterson and Sons Company of Greenfield, Ohio: Survival and Adaptation of a Black-Owned Company in the Vehicle Building Industry, 1865–1939*. M.S. Thesis, Department of Social Sciences (Industrial Archaeology), Michigan Technological University, Houghton, Michigan.

2009 *Structural Documentation of the Quincy Smelter Warehouse*. HAER report prepared for the Keweenaw National Historical Park, Calumet, Michigan.

2009 *Structural Documentation of the Quincy Smelter Ice House*. HAER report prepared for the Keweenaw National Historical Park, Calumet, Michigan.

2008 *The Construction and Use Pattern of the Hocking Canal Rock Cut Towpath and Bridge Located in Falls Township, Hocking County, Ohio (33HO702)*, B.S. Thesis, University of Rio Grande, Ohio.

References:

Name	Employer	Title	Phone	Email
Joshua Engle (*)	Weller & Associates, Inc.	Senior Archaeologist / Principal Investigator	304- 881- 5688	Archengle1@yahoo.com

Name	Employer	Title	Phone	Email
Annette Ericksen (*)	ASC Group	Manager WV Region / Principal Investigator	614- 271- 3005	aericksen@ascgroup.net
Christopher Jackson (*)	Archaeological Consultants of the Midwest	Owner / Principal Investigator Archaeology / Historian	317- 797- 5439	archmidwest@aol.com
Mike Naylor (*)	Friends of Mountwood Park	Chairman of History Committee	304- 485- 5365	mikecarol1@suddenlink.net
Stephen Potthoff (*)	Wilmington College	Professor/Archaeologist	937- 527- 9722	stephen_potthoff@wilmington.edu

(*) Indicates professional reference

Additional Information:

Through my work experience and education, I have achieved proficiency with Microsoft Office applications to include Word, Excel, Access, Outlook, and Powerpoint. I have also used programs such as Adobe Photoshop, Adobe Illustrator, Surfer, and GIS applications. I have used multiple software packages for different tasks as needed and adapt easily to new software types. My typing skills are above average and I am proficient with PC systems and email applications. Through military and academic training, I am proficient with GPS units and surveying equipment (optical transit and total station). I have also been trained in photography, both in the field and in laboratory environments and have used photograph correction software, such as Adobe Photoshop. I am also proficient with flatbed scanners.

I have worked with prehistoric, historic, and industrial archaeological sites. My degrees and the research that I have completed in academic and private sector settings have included all of these fields of archaeology.

In 2015, I worked with the Ohio Department of Natural Resources Abandoned Mine Land Program and the federal Office of Surface Mining Reclamation and Enforcement to produce a historical documentary video. The Dessecker Mine in Tuscarawas County, Ohio, was operated by twin brothers Marion and Milton Dessecker from the 1940s into the 1970s. Originally a strip mine, the brothers later transitioned into drift mining on the property that they owned. Together, the brothers created a fully operational mine complex, most of which still stands. The abandoned mine has now become a hazard as unauthorized visitation has increased over the years. The Ohio Abandoned Mine Land Program plans to reclaim the site and make the area safe for the public. Following review of the project by the Ohio State Historic Preservation Office, the mine complex was determined to be eligible for listing in the National Register of Historic Places. Based on this determination, some form of mitigation was necessary. Creative mitigation was used in this case by producing a documentary video that preserves the story and images of the Dessecker Mine Complex for the enjoyment and education of future generations. I developed the creative mitigation idea and was ultimately responsible for the archival research, narrative development, and general direction of the video production. A copy of the video, titled "Ohio's Hidden Mine" is available on YouTube and other media sources.

Participating in public outreach, I formerly served on the Board of Directors of the Council for West Virginia Archaeology. We aid in establishing events and awareness during West Virginia Archaeology Month, as well as dealing with archaeological issues that arise within the state. Recently, I organized the CWVA annual spring workshop that discussed the role of technology in archaeology. I invited speakers from several states who are experts in their fields to discuss how newer technologies can be used to solve archaeological problems.

I have consulted with several non-profit groups/parks in the Ohio/West Virginia area on how to approach interpretation of their sites. In 2010, the Friends of Mountwood Park, near Parkersburg, WV, contacted me about interpreting the first oil boom town in WV (Volcano). After several site visits and quite a bit of research, I was able to advise them on what approach they should take and have set them up with a local archaeological field school which has now agreed to a multi-year survey and excavation project at the now defunct ghost town. The information recovered during the excavations will lead to new ideas for the site interpretation at Mountwood Park. Before each season's excavations, I taught an Introduction to Archaeology seminar, which was free and open to the public. An average of 40 participants attended each class and applied the knowledge that was discussed to the excavations at the site while volunteering during the excavations. Dozens of Boy Scouts were in attendance and were able to attain their Archaeology badges to apply toward their Eagle Scout status.

I have presented my research to different groups on several occasions in the past. This has included lecturing about and giving tours of sites to groups of students and presenting my work in front of my professional peers in local environments, such as the Ohio Archaeological Council, and wide spread environments, such as the annual meeting of the Society for American Archaeology. While working excavations at the West Point Foundry in New York when I was with Michigan Tech, I was responsible for public interaction and giving talks about the excavations that were currently in progress at the foundry. I explained the history and processes that took place at the foundry as well as the current research and its importance.

During my research, I have developed a trend toward studying transportation and sites related to transportation activities. I have considerable experience with canals, carriages, automobiles, buses and trucks, and railroads. I have become known in the archaeological/historian community as being a transportation historian. Recently, an adaptation of my MS thesis from Michigan Tech was published as a book for the general public.

During February 2011, I was invited to Washington DC by the Association for the Study of African American Life and History to present my newly published book at the 95th Annual Black History Month Luncheon. I was one of the Featured Authors at the luncheon and was able to present a little-known piece of history to a large audience of historians and lay persons alike. I have also conducted radio interviews and several newspaper articles have been published about my work. In March 2011, Empowering Ideas, an internet-based radio show (www.rocktheflow.com) based in Washington DC/Maryland, gave me an hour long interview about my work and the Patterson story. It was a great opportunity to inform the public about historic preservation and the fact that history is all around us, but can easily be forgotten if not kept alive in the public eye.

Several multimedia projects, papers, or guest speaking presentations are listed below:

2015 "Ohio's Hidden Mine." A video documentary of the Dessecker Mine Complex in Tuscarawas County, Ohio. Created as a mitigation project for the National Register of Historic Places eligible Dessecker Mine. Developed and directed by Christopher Nelson. Produced by Varga Communications, Lancaster, Ohio. Copyright Ohio Department of Natural Resources Abandoned Mine Land Program. 18:03 minutes. Available on the ODNR Youtube and Facebook accounts as well as the ODNR website. Also released on DVD.

2014 "Timeline Biography -- Frederick Douglass Patterson: Black Manufacturing Pioneer". In Timeline. April-June 2014 (in publication). Journal of the Ohio Historical Society, Columbus, Ohio.

2014 "Oak Ridge Furnace" in *SAH Archipedia*, eds. Gabrielle Esperdy and Karen Kingsley, Charlottesville: University of Virginia Press—, <http://sah-archipedia.org/buildings/OH-01-087-0035>.

2013 Creed-Mills House National Register of Historic Places nomination. 219 N. Maple Street, Douglass, Kansas. Listed on the National Register 6/25/2013 (NRHP # 13000430).

2012 and 2013 An Introduction to Archaeology. Seminar presented at Pressley Ridge School at Mountwood Park. Parkersburg, West Virginia.

2010 *The C. R. Patterson and Sons Company: Black Pioneers in the Vehicle Building Industry, 1865–1939*. Hurricane Creek Publishing, Hurricane, West Virginia.

2009 *The C. R. Patterson and Sons Company of Greenfield, Ohio: Survival and Adaptation of a Black-Owned Company in the Vehicle Building Industry, 1865–1939*. M.S. Thesis, Department of Social Sciences (Industrial Archaeology), Michigan Technological University, Houghton, Michigan.

2009 Harvey Wells House National Register of Historic Places nomination. 403 E. A Street, Wellston, Ohio. Listed on the National Register 4/14/2009 (NRHP # 09000211).

2008 *The Construction and Use Pattern of the Hocking Canal Rock Cut Towpath and Bridge Located in Falls Township, Hocking County, Ohio (33HO702)*. Paper presented at the Spring meeting of the Ohio Archaeological Council, Columbus, Ohio.

2008 *Archaic Use of the Nazarene Rockshelter in Hocking County, Ohio*. Natasha Nelson and Christopher Nelson. Paper presented at the 73rd SAA Annual Meeting, Vancouver, B.C., Canada, March 26-30, 2008.

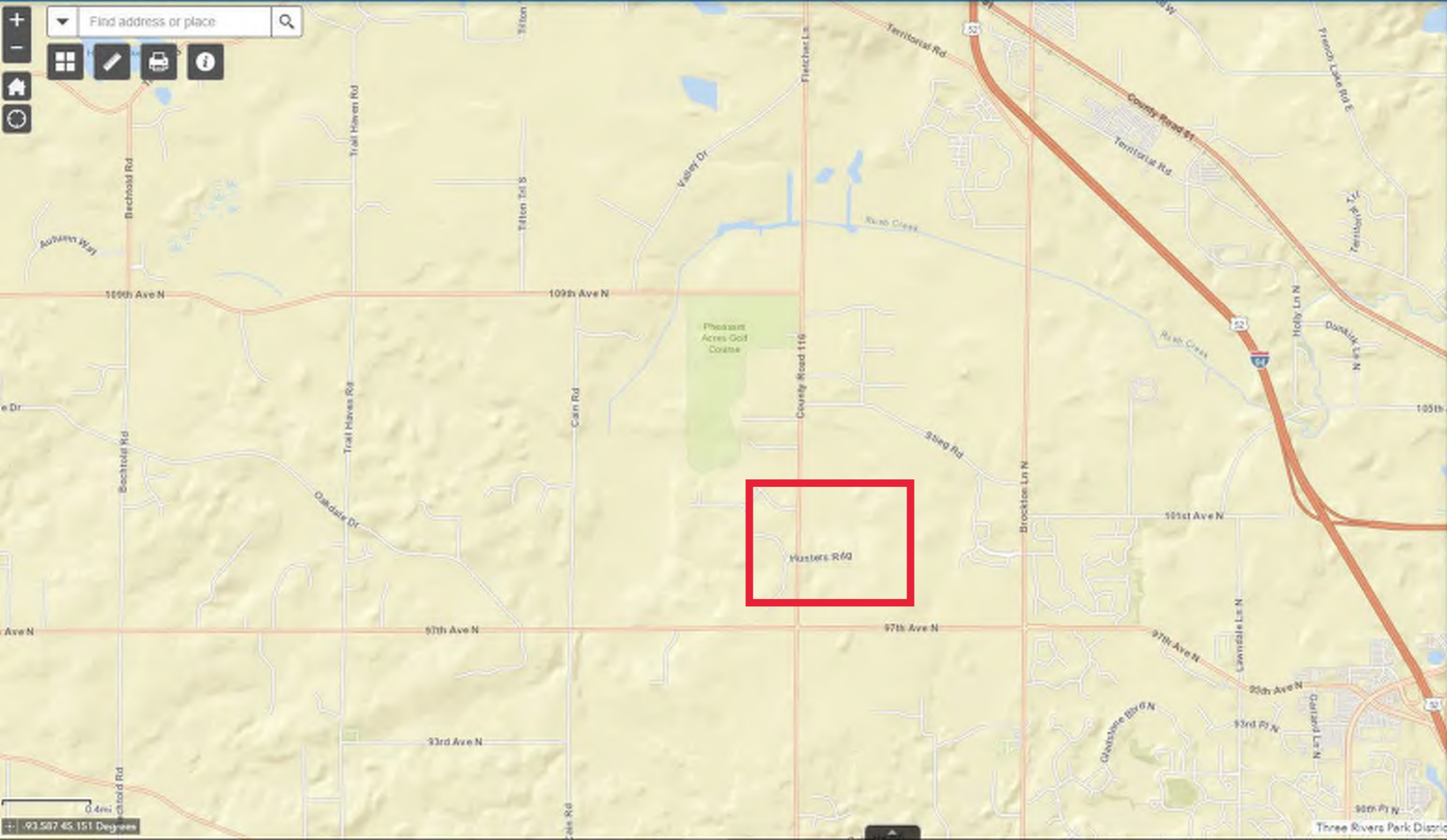
2008 Guest lecturer, Hocking College Archaeology Program, Historical Archaeology class. Presented lecture on the Archaeology of Canals and took students on a 4-hour field trip to canal sites to include the Hocking Canal Rock Cut Towpath and Bridge (33HO702) to show a canal archaeology site in the process of being excavated. Update of 2007 lecture.

2007 Guest lecturer, Hocking College Archaeology Program, Historical Archaeology class. Presented lecture on the Archaeology of Canals and took students on a 4-hour field trip to canal sites to include the Hocking Canal Rock Cut Towpath and Bridge (33HO702) to show a canal archaeology site in the process of being excavated.

Sole Source Aquifers

Find address or place

Map navigation controls: Home, Full Screen, Print, Info, Refresh, Zoom In, Zoom Out, Full Screen, Home, Refresh



Layer List

Layers

- EPA Regions
- Sole_Source_Aquifers
- Counties
- Surface Water Features

To: Rory J. Stierler, Field Environmental Officer Region V (U.S. Department of Housing and Urban Development) From: Joanne Cho, Transportation Planner Minneapolis, MN

Project: B-23-CP-MN-0883 - City of Corcoran Water Supply HUD EA Date: January 9, 2024

Reference: City of Corcoran Water Supply HUD EA Floodplain and Wetland Impact 8-Step Process

Step 1: Determine whether the action is located in 100-year floodplain (or a 500-year floodplain for critical actions) or wetland.

This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. The project includes the extension of 16- and 20-inch diameter water main, and 30-inch dia. sanitary sewer. This project will supply raw water to a water treatment plant (Plant) and treated water to a water tower (Tower). The Plant and the Tower were developed as separate projects and are both currently under construction. This project will distribute treated water to existing city businesses and residents. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main. Types of work anticipated with this project include: ground disturbance to install the water main and sanitary sewer underground and removal of trees and shrubs for the installation of pipes.

This action is located in a 100-year floodplain and a wetland. A small segment of the extension of 16- and 20-inch diameter water main and 30-inch diameter sanitary sewer that extends northeast to the new residential development at Hunter's Ridge is located within Zone A (area of special flood hazard with water surface elevations determined) as indicated on Flood Insurance Rate Map (FIRM) Panel 43 of 500 no. 27053C0043F, revised November 4, 2013. **Figure 1** in **Attachment 1** shows the project area and the FIRM map is also provided as **Figure 2**. The project is also anticipated to be located within a wetland (Freshwater Emergent Wetland habitat classified as PEM1C) as mapped on the Fish and Wildlife Service- National Wetlands Inventory (NWI) in **Figure 3**.

While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project. There are no permanent or long-term impacts anticipated to the wetland or the floodplain due to this project. This 2.6 acres of wetland and 1.8 acres of 100-year floodplain are temporary impacts and fall under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H.

Step 2: Notify the public for early review of the proposal and involve the affected and interested public in the decision-making process.

A public notice describing the project was published in the Crow River News, the local and regional paper, on August 17, 2023. The ad targeted local residents, including those in the floodplain and wetland. The notice was also sent to interested Federal, State, local agencies, and non-profit groups. Agencies included the Hennepin County, MN floodplain managers, Minnesota Board of Water and Soil Resources, Department of Natural Resources, and Department of Housing and Urban Development. A list of specific agencies and individuals and a copy of the published notification is kept in the project's environmental review record and attached to this document (**Attachment 2**). The required 15 calendar days were allowed for public comment. As required by regulation, the notice also included the name, proposed location and description of the activity, total number of floodplain and wetland acres involved, and the responsible entity contact for information (Jay Tobin [City of Corcoran, City Administrator], HUD Environmental Coordinator under Part 58) as well as the location and hours of the office at which a full description of the proposed action can be viewed.

No comments were received related to the project actions or impacts.

Step 3: Identify and evaluate practicable alternatives.

a) Locate the Project Within the Floodplain and Wetland (Selected alternative)

This project only has one proposed build alternative given that the watermain extension pipes have to connect with the water tower by Hope Community Church at the end of Oswald Farm Road and the new water treatment facility just north of Hunters Ridge on the eastside of Fletcher Lane/County State Aid Highway (CSAH) 116. Additionally, the watermain and sanitary extension pipes would have to connect to the new residential development occurring at the eastern terminus of Hunters Ridge (**Figure 1**).

The purpose of the proposed project is to provide safe water to the residents and businesses in Corcoran. With the water tower and water treatment plant locations already determined, there were limited alternative options that minimized impact to existing infrastructures. This build alternative has been determined to have the least amount of impact to existing areas, resources, and infrastructure and the proposed alternative was developed to ensure no changes to the topography or elevation of the area to impact floodplains or wetland while meeting the project purpose and need. No permanent or long-term impacts to the wetland or the floodplain are anticipated due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit.

Additionally, the City has been planning to construct a new water tower and water treatment plant to help support water needs for its residents and businesses for decades. However, the City was unable to move forward with its plans due to limited funding. Similarly, the proposed extension of the watermain and sanitary sewer pipes have also been in the works for decades. Due to the length of time spent in the planning phase, the City and its community members have well been aware of the needs for the extension of new watermain and sanitary sewer pipes in the area.

b) Locate the Project Outside of the Floodplain and Wetland

Reference: B-23-CP-MN-0883 - City of Corcoran Water Supply HUD EA Floodplain and Wetland 8-Step Process

As shown in **Figure 1**, the purpose of this project is to build watermain and sanitary sewer pipes that connect to the existing pipe systems. Due to the location of existing network of watermain and sanitary sewer pipes, the water tower, and the water treatment plant, other location alternatives would have increased environmental impacts and ground disturbance given the indirect extension of pipes to partially avoid the floodplain and the wetland; the existing watermain and sanitary sewer pipes for the residential development east of Hunters Ridge's eastern terminus.

c) No Action or Alternative Actions that Serve the Same Purpose

No action was not an option given that without the proposed improvements - extension of the watermain and sanitary pipes to connect to the water tower, water treatment plant, and existing pipe networks- Corcoran residents and businesses east of Hunters Ridge would not have access to safe and clean water. The City's ability to purchase water at the quantity required is no longer available. Without this project, the City of Corcoran will be unable to provide additional water service in this area of the community.

Step 4: Identify Potential Direct and Indirect Impacts of Associated with Floodplain Development.

The nature of this project does not require the construction of infrastructure above ground. The watermain and sanitary sewer extensions will be all underground. No permanent or long-term impacts to the wetland or the floodplain are anticipated due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit.

This project is not anticipated to have any direct or indirect impacts to the floodplain or wetland upon completion.

Step 5: Where practicable, design or modify the proposed action to minimize the potential adverse impacts to lives, property, and natural values within the floodplain and to restore, and preserve the values of the floodplain

The project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the watermain and the sanitary sewer pipes have been installed. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project.

Step 6: Reevaluating the Alternatives

While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation. All ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, the proposed improvements have been discussed for decades but have not proceeded because of lack of funding sources. With no public comments received and no long- or short-term impacts anticipated, this remains to be the best and only option.

A No Action is not an option as there are developments already occurring east of Hunters Ridge and without this project, Corcoran community members will not have access to water.

Step 7: Determination of No Practicable Alternative

It is the City of Corcoran's determination that there is no practicable alternative for partially or entirely locating the project outside of the flood zone and wetland. This is due to: 1) the need to provide water to communities and businesses east of Hunters Ridge; 2) this project has been planned for decades and only be prolonged due to lack of funding; and 3) the watermain and sanitary sewer extensions provide a connection between the water tower and the water treatment plant.

The City plans to publish a final notice in accordance with HUD's EA Floodplain and Wetland Impact 8-Step Process. This final notice will be published concurrently with the Finding of No Significant Impact (FONSI) and will be posted consistent with the prior notice. The notice explains the reasons why the modified project must be located in the floodplain, shares why other alternatives were not considered and a No Action was dismissed at Steps 3 and 6, and describes all mitigation measures at Step 5 taken to minimize adverse impacts and preserve natural and beneficial floodplain values. The notice is attached to this document. No concerns were expressed by the public concerning this notice.

Step 8: Implement the Proposed Action

The City will assure that this plan, as modified and described above, is executed and necessary language will be included in all agreements with participating parties. The city will also take an active role in monitoring the construction process to ensure no unnecessary impacts occur nor unnecessary risks are taken and all appropriate permits have been obtained for all project related activities, which includes the no loss permit.

STANTEC CONSULTING SERVICES INC.



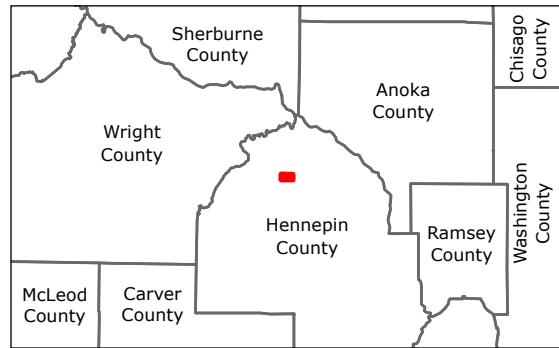
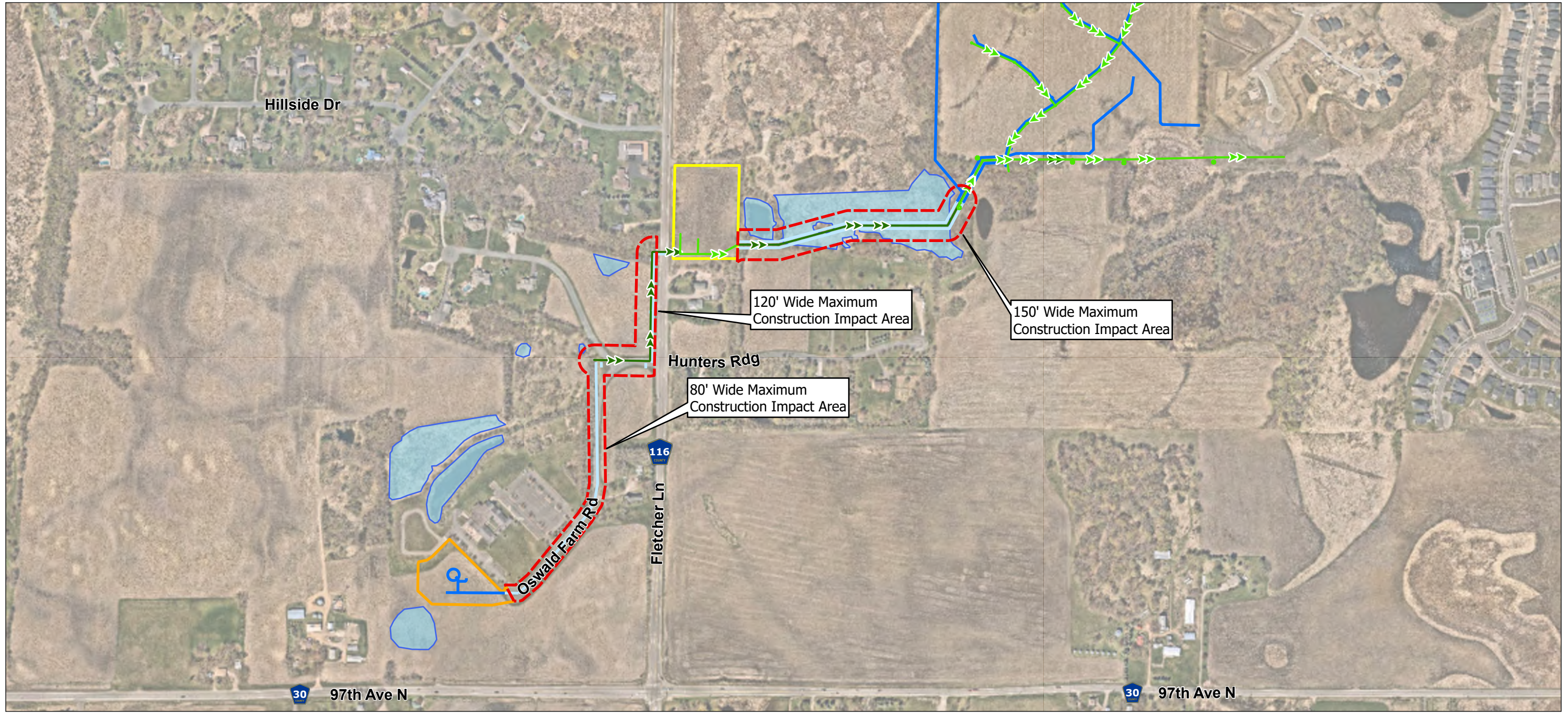
Joanne Cho
Transportation Planner
Phone: (612) 807-9224
joanne.cho@stantec.com

Attachments:

Attachment 1 – Figures

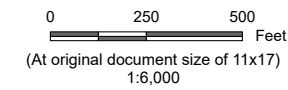
Attachment 2 – Copy of the Initial Public Notice Published in the Crow River News

Attachment 1 - Figures



- Legend**
- Construction Impact Area
 - Parcels
 - Water Treatment Facility
 - Water Tower
 - Wetland
 - Sanitary
 - Sanitary Proposed
 - Watermain
 - Watermain Proposed

Notes
 1. Coordinate System: NAD 1983 HARN Adj MN Hennepin Feet
 2. Data Sources: Hennepin County, Stantec
 3. Background: Hennepin County 2021 Aerial



Project Location Prepared by ARH on 2023-08-03
 T119N, R23W, S12
 Corcoran, Hennepin Co., MN
Client/Project 227705275
 City of Corcoran
 NE Corcoran Trunk Infrastructure

Figure No.
1
Title
Proposed Project

V:\2277\active\227705275\03_data\gis\pro\ne_corcoran_trunk_infrastructure\ne_corcoran_trunk_infrastructure.aprx Revised: 2023-08-03 By: ahayms

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The community map repository should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where Base Flood Elevations (BFEs) and/or floodways have been determined, users are encouraged to consult the Flood Profiles and Floodway Data and/or Summary of Stillwater Elevations tables contained within the Flood Insurance Study (FIS) Report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS Report should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Coastal Base Flood Elevations shown on this map apply only forward of 0' of National Geodetic Vertical Datum of 1929 (NGVD 29). Users of this FIRM should be aware that coastal flood elevations are also provided in the Summary of Stillwater Elevations table in the Flood Insurance Study Report for this jurisdiction. Elevations shown in the Summary of Stillwater Elevations table should be used for construction and/or floodplain management purposes when they are higher than the elevations shown on this FIRM.

Boundaries of the floodways were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study Report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by flood control structures. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study Report for information on flood control structures for this jurisdiction.

The projection used in the preparation of this map was Universal Transverse Mercator (UTM) zone 16. The horizontal datum was NAD 27. GRS 1980 spheroid. Differences in datum, spheroid, projection or UTM zones used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of this FIRM.

Flood elevations on this map are referenced to the National Geodetic Vertical Datum of 1929. These flood elevations must be compared to structure and ground elevations referenced to the same vertical datum. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at <http://www.ngs.noaa.gov> or contact the National Geodetic Survey at the following address:

NGS Information Services
NOAA, NNGS12
National Geodetic Survey
SSMC-3, #5202
1315 East-West Highway
Silver Spring, Maryland 20910-3282
(301) 713-3242

To obtain current elevation, description, and location information for bench marks shown on this map, please contact the Information Services Branch of the National Geodetic Survey at (301) 713-3242, or visit its website at <http://www.ngs.noaa.gov>.

Base map information shown on this FIRM was provided in digital format by the Minnesota Department of Natural Resources. This information was photogrammetrically compiled at a scale of 1:12,000 from aerial photography dated 2010 or later.

The profile baselines depicted on this map represent the hydraulic modeling baseline that match the flood profiles in the FIS report. As a result of improved topographic data, the profile baseline, in some cases, may deviate significantly from the channel outline or appear outside the SFHA.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

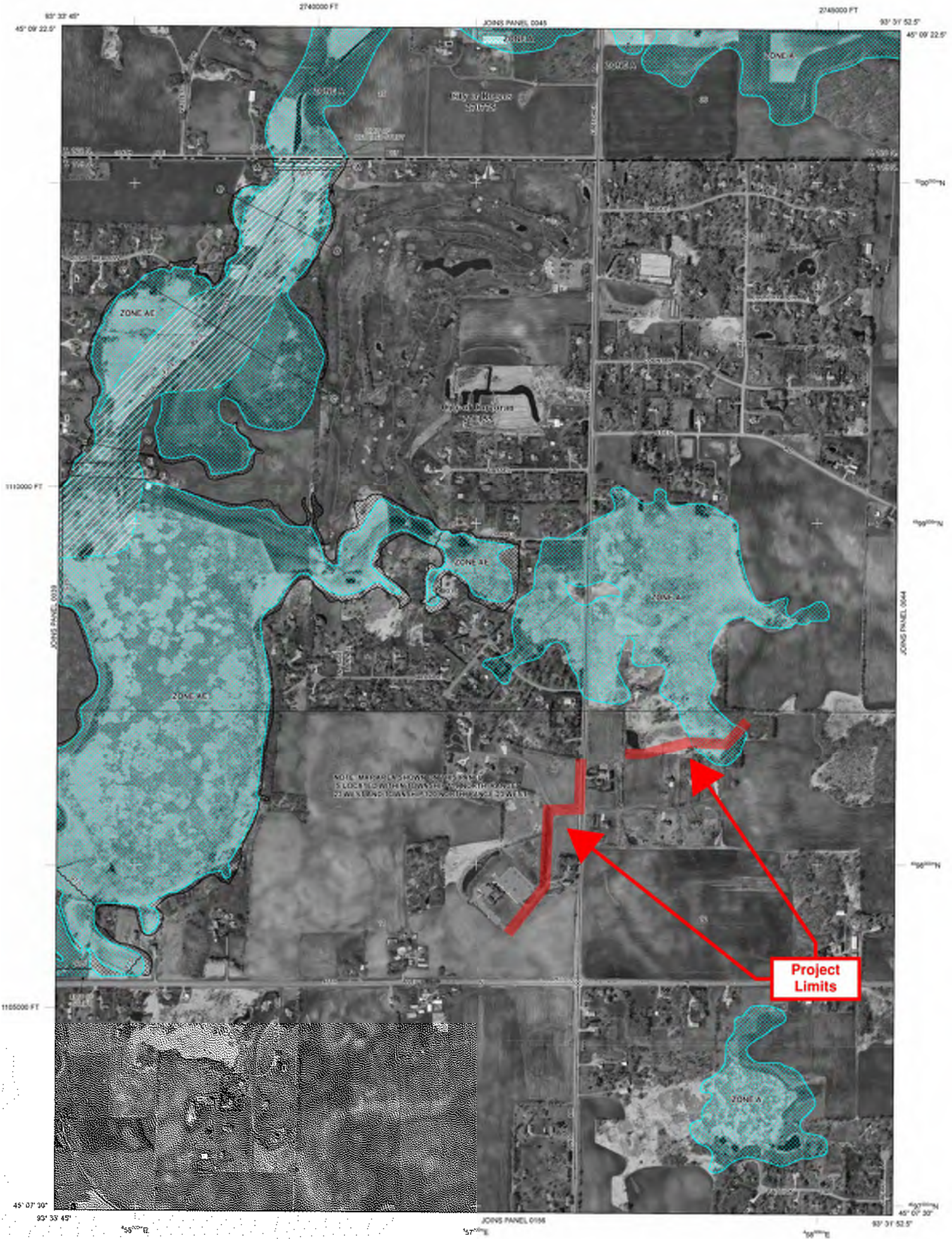
Please refer to the separately printed Map Index for an overview map of the county showing the layout of map sheets, community map repository addresses, and a Listing of Communities table containing National Flood Insurance Program data for each community as well as a listing of the panels on which each community is located.

For information on available products associated with this FIRM visit the Map Service Center (MSC) website at <http://www.floodmaps.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the MSC website.

ADMINISTRATIVE FLOODWAY

*Administrative floodways designated in accordance with local regulations for management of these areas.

MODELED NODE LABEL

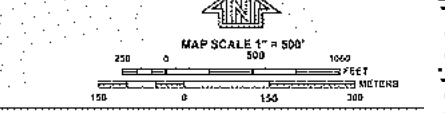


LEGEND

- SPECIAL FLOOD HAZARD AREAS (SFHA) SUBJECT TO DETERMINATION BY THE 1% ANNUAL CHANCE FLOOD**
The 1% annual chance flood (200-year flood) is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zone A, AE, AH, AO, AR, AW, X, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.
- ZONE A** No Base Flood Elevations determined.
- ZONE AE** Base Flood Elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (depths areas of ponding); Base Flood Elevation determined.
- ZONE AO** Flood depths of 1 to 3 feet (depths areas of ponding); average depths determined. For areas of shallow flooding, velocities are determined.
- ZONE AR** Special Flood Hazard Areas formerly protected from the 1% annual chance flood by a flood control system that was subsequently abandoned. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
- ZONE AW** Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevation determined.
- ZONE V** Coastal flood zone with velocity hazard (wave action); no Base Flood Elevation determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); Base Flood Elevation determined.
- FLOODWAY AREAS IN ZONE AE**
The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachments so that the 1% annual chance flood can be carried without substantial increases in flood heights.
- OTHER FLOOD AREAS**
ZONE B Areas of 0.2% annual chance flood, areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected to levels from 1% annual chance flood.
- OTHER AREAS**
ZONE C Areas determined to be outside the 0.2% annual chance floodplain. Areas in which flood hazards are undetermined, but possible.
- COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS**
- OTHERWISE PROTECTED AREAS (OPA)**
CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.
1% Annual Chance Floodplain Boundary
0.2% Annual Chance Floodplain Boundary
Floodway Boundary
Zone C Boundary
CBRS and OPA boundary
Boundary dividing Special Flood Hazard Area Zones and bounds during Special Flood Hazard Areas of different Base Flood Elevation depths, or flood velocities.
Base Flood Elevation line and value, elevation in feet*
Base Flood Elevation value worse within zone; elevation in feet*
*Referenced to the National Geodetic Vertical Datum of 1929.

- Cross section line**
- Traverse line**
- Geographic coordinates referenced to the North American Datum of 1983 (NAD 83); Western Hemisphere
- 3100000 FT
5000-foot ticks: Minnesota State Plane coordinate system, South Zone (SPS22NE 2203), Lambert Conformal Conic, project
- 1700-meter Universal Transverse Mercator grid values, Zone 16
- Bench mark (see explanation in Notes to Users section of this FIRM)
- Map scale
- MAP REPOSITORIES
Refer to Map Repositories list on Map Index
- EFFECTIVE DATE OF CURRENT-WIDE FLOOD INSURANCE RATE MAP
September 2, 2004
- EFFECTIVE DATES OF REVISIONS TO THIS PANEL
November 4, 2010 - 12 3rd Special Flood Hazard Areas, no change Base Flood Elevation, no change floodway. To change Special Flood Hazard Areas, to increase Base Flood Elevation to incorporate previously issued Letters of Map Change. To increase Base Flood Elevation to reflect updated topographic information, to update corporate limits, to update map format.

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.
To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-335-9522.



PANEL 0043F

FIRM
FLOOD INSURANCE RATE MAP
HENNEPIN COUNTY,
MINNESOTA
(ALL JURISDICTIONS)

PANEL 43 OF 500
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

JURISDICTION	COMMUNITY	REVISION	PANEL	DATE
CORONADO CITY, CA		201105	2043	
ROGERS, CITY OF		201215	0013	

Notice to User: The Map Number shown here should be used when placing map orders. Community Number shown above should be used on insurance applications for the community.

MAP NUMB
27053C004
MAP REVIS
NOVEMBER 4, 21
Federal Emergency Management Agency




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Figure 3 - National Wetlands Inventory (NWI) Map



September 26, 2023

Wetlands

- | | | | | | |
|---|--------------------------------|---|-----------------------------------|---|----------|
|  | Estuarine and Marine Deepwater |  | Freshwater Emergent Wetland |  | Lake |
|  | Estuarine and Marine Wetland |  | Freshwater Forested/Shrub Wetland |  | Other |
| | |  | Freshwater Pond |  | Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

**Attachment 2 - Copy of the Initial
Public Notice Published in the
Crow River News**

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Crow River News

with the known office of issue being located in the county of:

HENNEPIN

with additional circulation in the counties of:
WRIGHT

and has full knowledge of the facts stated below:

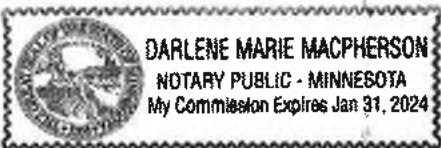
- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 08/17/2023 and the last insertion being on 08/17/2023.

MORTGAGE FORECLOSURE NOTICES
Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: 
Designated Agent

Subscribed and sworn to or affirmed before me on 08/17/2023 by Rhonda Herberg.


Notary Public



Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
\$999.99 per column inch

Ad ID 1334937

CITY OF CORCORAN EARLY NOTICE AND PUBLIC ACTIVITY IN A 100-YEAR FLOODPLAIN AND WETLAND

MN 55374.

To: All interested Agencies [MN Board of Water and Soil Resources, Department of Natural Resources, Hennepin County, Department of Housing and Urban Development], Groups and Individuals

This is to give notice that City of Corcoran has determined that the following proposed action under Community Project Funding and B-23-CP-MN-0883 is located in the 100-year floodplain and wetland, and City of Corcoran will be identifying and evaluating practicable alternatives to locating the action in the floodplain and wetland and the potential impacts on the floodplain and wetland from the proposed action, as required by Executive Order 11988 and 11990, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management and Protection of Wetlands.

This project supports the City of Corcoran's efforts to provide a safe, clean and reliable drinking water to a significant portion of the City. This project includes the extension of 16- and 20-inch diameter water main, 30-inch dia. sanitary sewer and 16-inch diameter raw water main. This project will supply raw water to a water treatment plant (WTP) and treated water to a water tower (Tower). Both the Plant and the Tower are currently under construction separately from this project. This project will distribute treated water to existing city businesses and residents. The sanitary sewer will be extended to the water treatment facility to allow for the backwash water from the treatment facility to be discharged to the Met Council wastewater system. The raw water main and the sewer pipe will be constructed adjacent to and in conjunction with the treated water main. Types of work anticipated with this project include: ground disturbance to install the water main and sanitary sewer underground and removal of trees and shrubs for the installation of pipes. While the project will occur within 2.6 acres of wetland and 1.8 acres of 100-year floodplain, the project will not alter the existing topography or elevation as all ground disturbances will be restored to existing conditions once the water main and the sanitary sewer have been installed underground. Additionally, native seeding will be used to ensure full restoration of the area disturbed due to the project. There are no permanent or long-term impacts anticipated to the wetland or the floodplain due to this project. This temporary impact falls under the no loss section of Wetland Conservation Act (WCA), Minnesota Rule (MnR) 8420.0415, Item H. 2.6 acres of wetland and 1.8 acres of 100-year floodplain fall within the project construction limit. The proposed project is located adjacent to 19951 Osawald Farm Rd, Rogers,

There are three primary purposes for this notice. First, people who may be affected by activities in floodplains and wetlands and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Commenters are encouraged to offer alternative sites outside of the floodplains and wetlands, alternative methods to serve the same project purpose, and methods to minimize and mitigate impacts. Second, an adequate public notice program can be an important public educational tool. The dissemination of information and request for public comment about floodplains and wetlands can facilitate and enhance Federal efforts to reduce the risks and impacts associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in floodplains and wetlands, it must inform those who may be put at greater or continued risk.

Written comments must be received by City of Corcoran at the following address on or before September 5, 2023: Kevin Mattson, 8200 County Rd 116, Corcoran, MN 55340 and 763-420-2288, Attention: Kevin Mattson, Public Works Director. A full description of the project may also be reviewed from 8am-4:30pm at the same address listed above. Comments may also be submitted via email at kmattson@corcoranmn.gov.

Published in the
Crow River News
August 17, 2023
1334937

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Crow River News

with the known office of issue being located in the county of:

HENNEPIN

with additional circulation in the counties of:

WRIGHT

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 08/17/2023 and the last insertion being on 08/17/2023.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: 
Designated Agent

Subscribed and sworn to or affirmed before me on 08/17/2023 by Rhonda Herberg.


Notary Public



Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
\$999.99 per column inch

Ad ID 1334937

CITY OF CORCORAN EARLY NOTICE AND PUBLIC REVIEW OF A PROPOSED ACTIVITY IN A 100-YEAR FLOODPLAIN AND WETLAND

MN 55374.

To: All interested Agencies (MN Board of Water and Soil Resources, Department of Natural Resources, Hennepin County, Department of Housing and Urban Development), Groups and Individuals

This is to give notice that City of Corcoran has determined that the following proposed action under Community Project Funding and B-23-CP-MN-0883 is located in the 100-year floodplain and wetland, and City of Corcoran will be identifying and evaluating practicable alternatives to locating the action in the floodplain and wetland and the potential impacts on the floodplain and wetland from the proposed action, as required by Executive Order 11988 and 11990, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management and Protection of Wetlands.

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There are three primary purposes for this notice. First, people who may be affected by activities in floodplains and wetlands and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Commenters are encouraged to offer alternative sites outside of the floodplains and wetlands, alternative methods to serve the same project purpose, and methods to minimize and mitigate impacts. Second, an adequate public notice program can be an important public educational tool. The dissemination of information and request for public comment about floodplains and wetlands can facilitate and enhance Federal efforts to reduce the risks and impacts associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in floodplains and wetlands, it must inform those who may be put at greater or continued risk.

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EJScreen Community Report

This report provides environmental and socioeconomic information for user-defined areas, and combines that data into environmental justice and supplemental indexes.

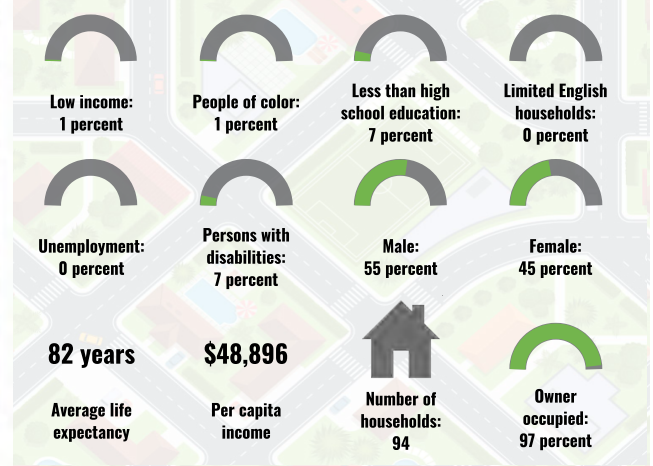
Corcoran, MN

0.5 miles Ring around the Corridor
 Population: 247
 Area in square miles: 1.36

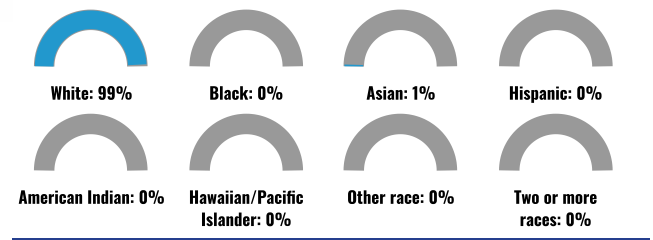


APR 18, 2025
 * Corcoran-Nease Supply Construction Project
 0 400 800 1.2 Miles
 0 6.15 12.30
 File: 1450_Screen_0101.html

COMMUNITY INFORMATION



BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN



LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	90%
Spanish	2%
Other Indo-European	1%
Chinese (including Mandarin, Cantonese)	1%
Other Asian and Pacific Island	6%
Total Non-English	10%

Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race. Source: U.S. Census Bureau, American Community Survey (ACS) 2017-2021. Life expectancy data comes from the Centers for Disease Control.

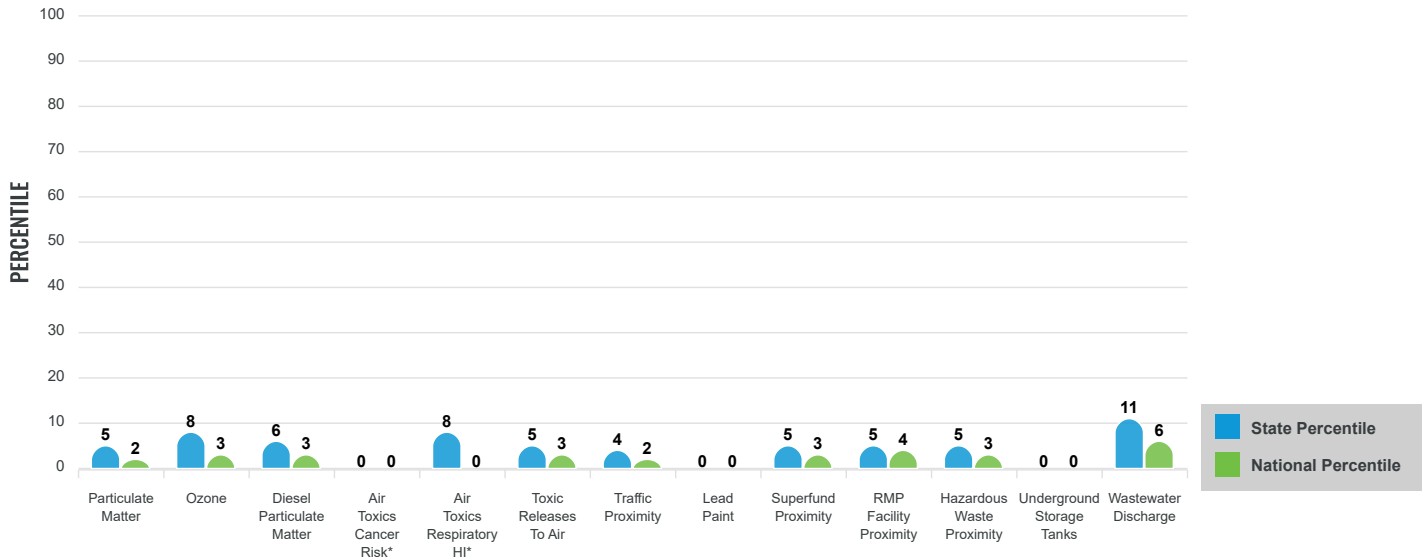
Environmental Justice & Supplemental Indexes

The environmental justice and supplemental indexes are a combination of environmental and socioeconomic information. There are thirteen EJ indexes and supplemental indexes in EJScreen reflecting the 13 environmental indicators. The indexes for a selected area are compared to those for all other locations in the state or nation. For more information and calculation details on the EJ and supplemental indexes, please visit the [EJScreen website](#).

EJ INDEXES

The EJ indexes help users screen for potential EJ concerns. To do this, the EJ index combines data on low income and people of color populations with a single environmental indicator.

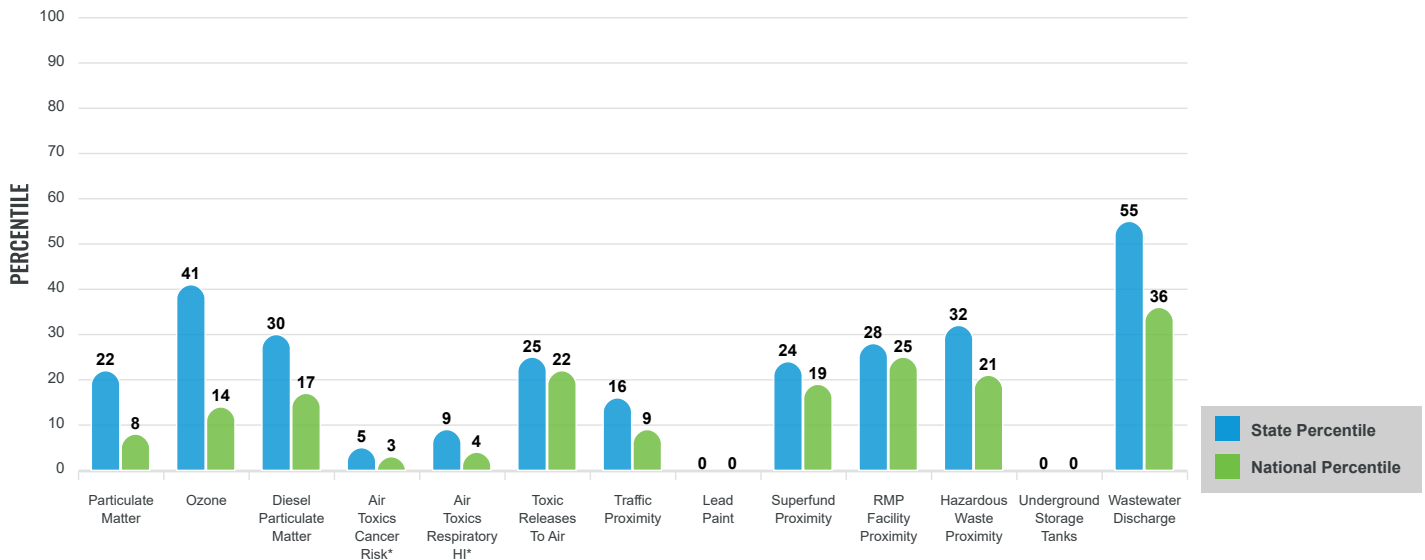
EJ INDEXES FOR THE SELECTED LOCATION



SUPPLEMENTAL INDEXES

The supplemental indexes offer a different perspective on community-level vulnerability. They combine data on percent low-income, percent linguistically isolated, percent less than high school education, percent unemployed, and low life expectancy with a single environmental indicator.

SUPPLEMENTAL INDEXES FOR THE SELECTED LOCATION



These percentiles provide perspective on how the selected block group or buffer area compares to the entire state or nation.

Report for 0.5 miles Ring around the Corridor

EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
POLLUTION AND SOURCES					
Particulate Matter ($\mu\text{g}/\text{m}^3$)	6.7	6.78	37	8.08	15
Ozone (ppb)	58.9	58.2	65	61.6	31
Diesel Particulate Matter ($\mu\text{g}/\text{m}^3$)	0.168	0.21	45	0.261	36
Air Toxics Cancer Risk* (lifetime risk per million)	20	25	1	28	3
Air Toxics Respiratory HI*	0.2	0.26	7	0.31	4
Toxic Releases to Air	490	1,500	39	4,600	46
Traffic Proximity (daily traffic count/distance to road)	11	140	24	210	17
Lead Paint (% Pre-1960 Housing)	0	0.33	0	0.3	0
Superfund Proximity (site count/km distance)	0.049	0.19	40	0.13	43
RMP Facility Proximity (facility count/km distance)	0.16	0.48	39	0.43	48
Hazardous Waste Proximity (facility count/km distance)	0.26	1.3	46	1.9	40
Underground Storage Tanks (count/km ²)	0	1.8	0	3.9	0
Wastewater Discharge (toxicity-weighted concentration/m distance)	0.047	0.19	94	22	78
SOCIOECONOMIC INDICATORS					
Demographic Index	1%	22%	2	35%	0
Supplemental Demographic Index	5%	11%	11	14%	5
People of Color	1%	20%	6	39%	4
Low Income	1%	23%	4	31%	3
Unemployment Rate	0%	4%	0	6%	0
Limited English Speaking Households	0%	2%	0	5%	0
Less Than High School Education	7%	7%	68	12%	46
Under Age 5	17%	6%	98	6%	97
Over Age 64	16%	17%	48	17%	50
Low Life Expectancy	16%	17%	34	20%	19

*Diesel particulate matter, air toxics cancer risk, and air toxics respiratory hazard index are from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics, emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. Cancer risks and hazard indices from the Air Toxics Data Update are reported to one significant figure and any additional significant figures here are due to rounding. More information on the Air Toxics Data Update can be found at: <https://www.epa.gov/haps/air-toxics-data-update>.

Sites reporting to EPA within defined area:

Superfund	0
Hazardous Waste, Treatment, Storage, and Disposal Facilities	0
Water Dischargers	0
Air Pollution	0
Brownfields	0
Toxic Release Inventory	0

Other community features within defined area:

Schools	0
Hospitals	0
Places of Worship	0

Other environmental data:

Air Non-attainment	No
Impaired Waters	No

Selected location contains American Indian Reservation Lands*	No
Selected location contains a "Justice40 (CEJST)" disadvantaged community	No
Selected location contains an EPA IRA disadvantaged community	Yes

Report for 0.5 miles Ring around the Corridor

EJScreen Environmental and Socioeconomic Indicators Data

HEALTH INDICATORS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Low Life Expectancy	16%	17%	34	20%	19
Heart Disease	4.8	5.6	35	6.1	24
Asthma	8.8	9	39	10	20
Cancer	6	6.4	39	6.1	45
Persons with Disabilities	5%	11.4%	5	13.4%	4

CLIMATE INDICATORS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Flood Risk	4%	8%	27	12%	34
Wildfire Risk	0%	4%	0	14%	0

CRITICAL SERVICE GAPS

INDICATOR	HEALTH VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Broadband Internet	0%	11%	0	14%	0
Lack of Health Insurance	4%	5%	50	9%	29
Housing Burden	No	N/A	N/A	N/A	N/A
Transportation Access	Yes	N/A	N/A	N/A	N/A
Food Desert	No	N/A	N/A	N/A	N/A

Footnotes

Report for 0.5 miles Ring around the Corridor

STAFF REPORT

Agenda Item: 10b.

Council Meeting January 25, 2024	Prepared By Kathy Hughes
Topic Pay Equity Report 2023	Action Required Approval

Summary

State law requires all public jurisdictions to complete a pay equity report once every three years. The City of Corcoran last reported in 2021 and is required to do so again by January 31, 2024.

According to the Minnesota Office of Management and Budget (MMB), Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means:

1. That all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job.
2. That salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

All public jurisdictions must report employees who work at least 67 days per year to include part-time positions. The spreadsheet used for reporting was provided by the MMB. The information in the report is public.

The MMB has reviewed our submitted data and stated we are in compliance based on the T-test results. The City will receive our Notice to Post within the next two months. The next step is to receive City Council approval of the attachments and once received post the compliance notice for 90 days.

Financial/Budget

The MMB found the City of Corcoran in compliance, which means no changes in compensation will be required by State.

Council Action

Approve the pay equity report as presented and direct staff to post the required notice.

Attachments

1. Compliance Report
2. Job Class Data Entry Verification List
3. Predicted Pay Report

Compliance Report

Jurisdiction: Corcoran
8200 County Road 116

Corcoran, MN 55340

Report Year: 2024
Case: 1 - 2023 Data (Shared (Jur and MMB))

Contact: Kathy Hughes

Phone: (763) 338-9293

E-Mail: khughes@corcoranmn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	17	12	0	29
# Employees	29	12	0	41
Avg. Max Monthly Pay per employee	7639.17	6925.08		7430.17

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 40.33614 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	13	5
b. # Below Predicted Pay	4	7
c. TOTAL	17	12
d. % Below Predicted Pay (b divided by c = d)	23.53	58.33

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 39	Value of T = 0.542
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 20

b. Avg. diff. in pay from predicted pay for female jobs = -40

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 5.00

*(If 20% or less, test result will be 0.00)

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

Job Class Data Entry Verification List

Case: 2023 Data

Corcoran

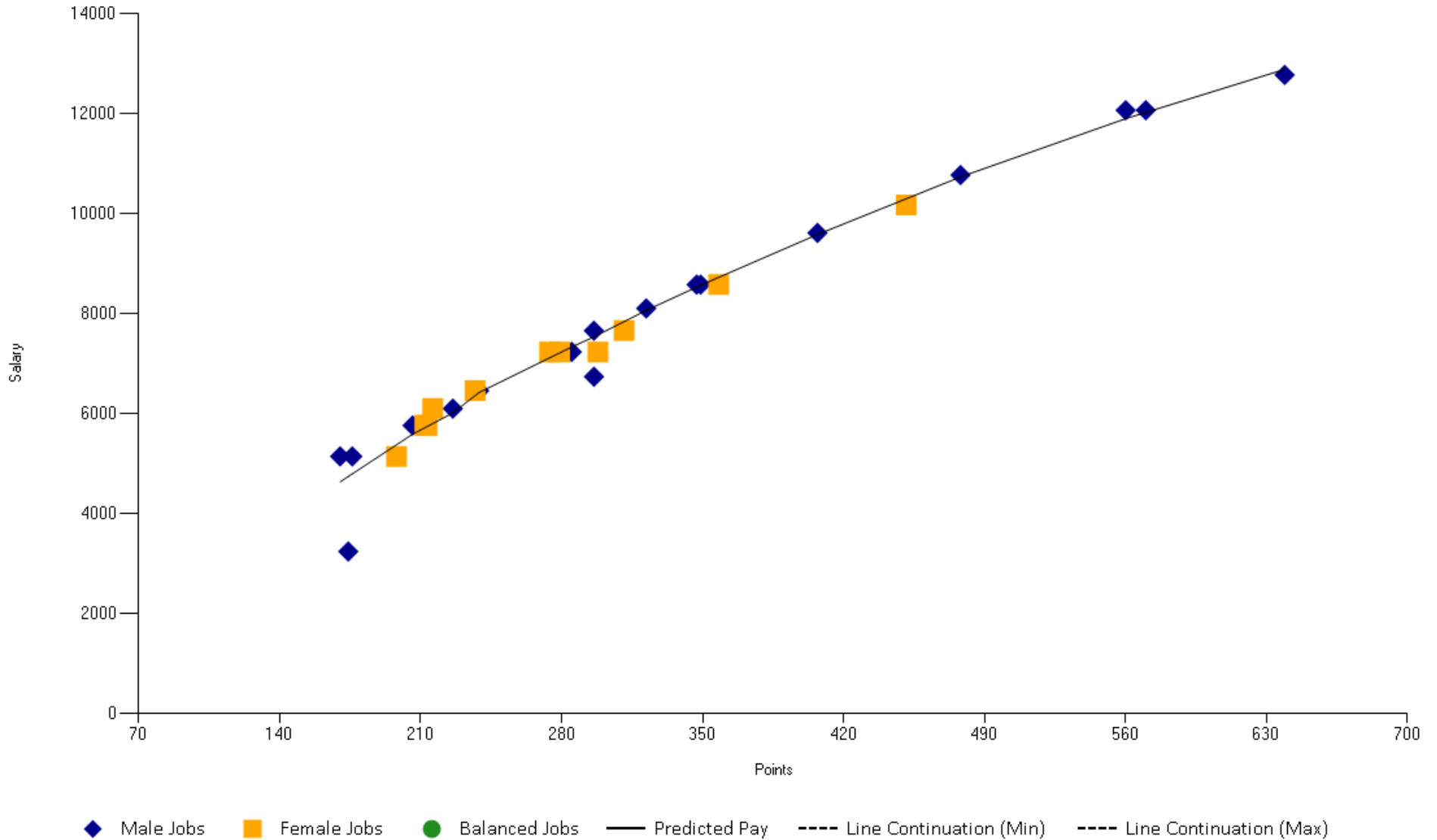
LGID: 655

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
29	Seasonal Maintenance Worker	2	0	0	M	170	4216.00	5144.00	5.00	0.00	
28	Seasonal Programs Coordinator	1	0	0	M	174	3242.00	3242.00	5.00	0.00	
27	Communucations Assistant	1	0	0	M	176	4216.00	5144.00	5.00	0.00	
26	Community Service Officer	0	1	0	F	198	4216.00	5144.00	5.00	0.00	
25	Accounting Clerk	1	0	0	M	206	4724.00	5762.00	5.00	0.00	
24	Administrative Assistant	0	1	0	F	212	4724.00	5762.00	5.00	0.00	
22	Administrative Assistant	0	1	0	F	213	4724.00	5762.00	5.00	0.00	
23	Administrative Assistant	0	1	0	F	213	4724.00	5762.00	5.00	0.00	
21	Permit Technician	0	1	0	F	216	5000.00	6100.00	5.00	0.00	
20	Planning Technician	1	0	0	M	226	5000.00	6100.00	5.00	0.00	
19	Accountant	0	1	0	F	237	5293.00	6457.00	5.00	0.00	
18	Maintenance Worker	5	0	0	M	239	5293.00	6457.00	5.00	0.00	
17	Recreation Supervisor	0	1	0	F	274	5930.00	7234.00	5.00	0.00	
16	Public Safety Administrative M	0	1	0	F	279	5930.00	7234.00	5.00	0.00	
15	Public Works Crew Leader	1	0	0	M	285	5930.00	7234.00	5.00	0.00	
12	Police Officer	6	1	0	M	296	6277.00	7658.00	5.00	0.00	
13	Police Officer part-time	1	0	0	M	296	6738.00	6738.00	5.00	0.00	
14	City Clerk	0	1	0	F	298	5930.00	7234.00	5.00	0.00	
11	Planner	0	1	0	F	311	6277.00	7658.00	5.00	0.00	
10	Construction Services Supervis	1	0	0	M	322	6644.00	8105.00	5.00	0.00	
9	Sergeant	2	0	0	M	347	7033.00	8580.00	5.00	0.00	
8	Public Works Operations Superv	1	0	0	M	349	7033.00	8580.00	5.00	0.00	
7	Finance Manager	0	1	0	F	358	7033.00	8580.00	5.00	0.00	
6	Public Works Operations Superi	1	0	0	M	407	7880.00	9613.00	5.00	0.00	
5	Administrative Services Direct	0	1	0	F	451	8341.00	10174.00	5.00	0.00	
4	Deputy Director of Public Safe	1	0	0	M	478	8830.00	10771.00	5.00	0.00	
3	Public Works Director	1	0	0	M	560	9892.00	12067.00	5.00	0.00	
2	Director Of Public Safety	1	0	0	M	570	9892.00	12067.00	5.00	0.00	
1	City Administrator	1	0	0	M	639	10471.00	12774.00	5.00	0.00	

0

Job Number Count: 29

Predicted Pay Report for: Corcoran Case: 2023 Data



Predicted Pay Report for: Corcoran

Case: 2023 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
29	Seasonal Maintenance Worker	2	0	0	2	Male	170	5144.0000	4636.6382	507.3618
28	Seasonal Programs Coordinator	1	0	0	1	Male	174	3242.0000	4742.0562	-1500.0562
27	Communcations Assistant	1	0	0	1	Male	176	5144.0000	4794.7652	349.2348
26	Community Service Officer	0	1	0	1	Female	198	5144.0000	5377.0447	-233.0447
25	Accounting Clerk	1	0	0	1	Male	206	5762.0000	5588.5009	173.4991
24	Administrative Assistant	0	1	0	1	Female	212	5762.0000	5747.2480	14.7520
22	Administrative Assistant	0	1	0	1	Female	213	5762.0000	5773.2925	-11.2925
23	Administrative Assistant	0	1	0	1	Female	213	5762.0000	5773.2925	-11.2925
21	Permit Technician	0	1	0	1	Female	216	6100.0000	5852.6660	247.3340
20	Planning Technician	1	0	0	1	Male	226	6100.0000	6013.4541	86.5459
19	Accountant	0	1	0	1	Female	237	6457.0000	6261.0790	195.9210
18	Maintenance Worker	5	0	0	5	Male	239	6457.0000	6422.5700	34.4300
17	Recreation Supervisor	0	1	0	1	Female	274	7234.0000	7116.5021	117.4979
16	Public Safety Administrative M	0	1	0	1	Female	279	7234.0000	7217.1421	16.8579
15	Public Works Crew Leader	1	0	0	1	Male	285	7234.0000	7332.6141	-98.6141
12	Police Officer	6	1	0	7	Male	296	7658.0000	7534.1673	123.8327
13	Police Officer part-time	1	0	0	1	Male	296	6738.0000	7534.1673	-796.1673
14	City Clerk	0	1	0	1	Female	298	7234.0000	7579.5707	-345.5707
11	Planner	0	1	0	1	Female	311	7658.0000	7840.9093	-182.9093
10	Construction Services Supervis	1	0	0	1	Male	322	8105.0000	8066.0389	38.9611
9	Sergeant	2	0	0	2	Male	347	8580.0000	8528.8916	51.1084
8	Public Works Operations Superv	1	0	0	1	Male	349	8580.0000	8567.8865	12.1135
7	Finance Manager	0	1	0	1	Female	358	8580.0000	8740.5882	-160.5882
6	Public Works Operations Superi	1	0	0	1	Male	407	9613.0000	9582.6127	30.3873
5	Administrative Services Direct	0	1	0	1	Female	451	10174.0000	10297.5316	-123.5316
4	Deputy Director of Public Safe	1	0	0	1	Male	478	10771.0000	10732.8219	38.1781
3	Public Works Director	1	0	0	1	Male	560	12067.0000	11897.9136	169.0864
2	Director Of Public Safety	1	0	0	1	Male	570	12067.0000	12022.7767	44.2233
1	City Administrator	1	0	0	1	Male	639	12774.0000	12885.3870	-111.3870

Job Number Count: 29



CITY OF CORCORAN

8200 County Road 116 • Corcoran, MN 55340
763-420-2288 • www.corcoranmn.gov

MEMO

Meeting Date: January 25, 2024
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 Commercial and Industrial Development Standards 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 *City Staff prepared a survey for current landowners and lessees to express their opinions on items to be addressed with this update. Staff mailed the online survey invitation to property owners and tenants whose property is either currently zoned, or guided for Commercial, Industrial, or Mixed-Use.*

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. *The Public Hearing for this item was held at the January 4, 2024, Planning Commission meeting. After a brief discussion, the Planning Commission recommended approval of the request, 3:0. This item has been scheduled for the January 25, 2024, Council Meeting.*

3. **2019 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 has been scheduled for the February 1, 2024, Planning Commission meeting.*

5. **Khacholing Center Place of Worship CUP (PID 06-119-23-13-0002) (City File 23-029)**

Lobsang Yeshi & Nga Thi Ngoc Nguyen, of the Khacholing Center, applied for a Conditional Use Permit to hold regular religious assembly services 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 complete for City Review and the Public Hearing for this item is scheduled for the February 1, 2024, Planning Commission Meeting.*

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. *This item is complete for City review and is tentatively scheduled for March 7th Planning Commission with City Council review anticipated on March 28th.*

10. **Chastek Farm Preliminary Plat, Preliminary PUD, Rezoning (PID 25-119-23-12-0002) (City File 23-034).**

Trek Real Estate & Development, Inc. submitted an application for a Preliminary Plat, Preliminary Planned Unit Development (PUD), and Rezoning of the Chastek Farm located at 7600 Maple Hill Road. The request is to allow the development of 117 single family lots on the 38.16-acre site. 101 of these lots would have a width of 55 feet, and the remaining 16 would have a width of 65 feet. This item is still being reviewed for completeness and is not currently scheduled for any upcoming meetings.

STAFF REPORT

Agenda Item: 11b.

Council Meeting January 25, 2024	Prepared By Vicki Holthaus
Topic Finance Update	Action Required None

Summary

Abdo has been appointed to serve as Finance Manager for the City of Corcoran until June 31, 2024. Abdo partner Vicki Holthaus is working at Corcoran City Hall 1-2 days per week and is responding to phone calls and emails as needed at other times.

The City Administrator has requested a process evaluation to assess current finance department processes and then propose appropriate best practices to improve efficiency and effectiveness for implementation. He also requested the implementation of a quarterly financial report to City Council to ensure transparency and appropriate managerial oversight/awareness of operations considering material weaknesses identified in the 2022 audit.

The Finance Manager will discuss implementing these two requests with the council. In addition, she will provide an update on addressing and resolving the material weaknesses identified in the 2022 audit, along with the preparation plans for the 2023 audit and 2025 preliminary budget.

Financial/Budget

Finance process continue to be evaluated and appropriate improvements implemented to resolve the material weaknesses identified in the 2022 Audit to achieve a clean opinion in the 2023 Audit.

Recommendation

Discuss Finance Department operations with Finance Manager

Council Action

Make recommendations and provide feedback regarding Finance Department

Attachments

1. Sample Process Evaluation
2. Sample Quarterly Report



Process Evaluation Report

Sample

City of Sample

City, State

Date



5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Date

FINANCIAL MANAGEMENT PROCESS EVALUATION

Contact Name, Title
Address
City, State Zip

Dear Contact Name:

Abdo Financial Solutions, LLC (Abdo FS) is pleased to present this Financial Process Evaluation to the City of Sample (the City).

The focus of the services has been the evaluation of financial management office functions, processes, procedures and personnel responsibilities, with associated recommendations. The scope also included interviews/discussions with staff performing the Community Development permit approval processes. The goal of this evaluation is to maximize the efficiency, effectiveness and control over financial management processes and workflows related to various application processes.

Scope & Background

The City signed an agreement with Abdo FS on Date to conduct a Financial Management Process Evaluation focusing on the areas of accounts receivable, cash receipting, purchasing, accounts payable, bank reconciliations, capital assets, financial reporting and approvals, human resources, payroll, utility billing and permits and licensing.

Methodology

This evaluation was completed through a series of interviews and discussions held virtually the first and second weeks of December, 20XX. An additional follow up with the Community Development department was held the third week of December, 20XX. Discussions were held with the City Administrator, Finance Director, all of the Finance staff, the majority of the Community Development staff as well as key individuals from all other City departments.

Summary

The evaluation of these eight areas resulted in 29 recommendations, focusing in on key areas such as control and oversight, compliance, efficiency and savings, documentation, process and segregation.

We have gathered sufficient information to evaluate the below transactions cycles and provide recommendations to help management in maximizing the effectiveness and/or efficiencies of financial processes and personnel.

Additional detail around procedures and recommendations may be found in the remainder of this report.

Outcomes

Recommendations for efficiency and productivity improvements by incorporating Best Practices and standardization in the following areas:

- Workflows (accounts payable, accounts receivable, human resources, work orders, and license and permitting);
- Electronic records management;
- Software integration (point-of-sale, library, and other timekeeping systems)

We would like to thank the staff at the City for their commitment to this project and for their assistance and input into the content of the report. Comments and questions are welcomed.

Sincerely,

Abdo Financial Solutions, LLC

Sample



Accounts Receivable

Sample

Accounts Receivable

Objective:

To review, document and evaluate the procedures associated with the Accounts Receivable transaction cycle.

Procedures:

The Finance Associate keeps a checklist of accounts receivable invoices to be issued each month. In addition, departments may submit a request to process an accounts receivable invoice. This process is explained below.

Department staff complete a form to initiate a request for an accounts receivable invoice to be issued to a customer. If supporting documentation is required to be sent along with the invoice, the department staff will attach it to the form. The form will be sent by interoffice mail or hand delivered to the Finance Associate. Upon receipt of the form by the Finance Associate, she will make a copy of the supporting documentation and attach it to the form. The Finance Associate will setup a new customer, if needed, or enter the existing customer account number. A description of the charges to be invoiced and the dollar amount are entered. Once all of the accounts receivable invoice requests are entered, the Finance Associate will generate a register which lists out the invoices to be issued, along with the general ledger coding. The Finance Associate will review the register for accuracy and then print two copies of the invoice on plain paper. One copy will be mailed to the customer and the second copy will be attached to the form and supporting documentation and will be retained by the Finance Department for the appropriate retention period.

See also Cash Receipt section for information on the collection of an accounts receivable invoice.

Beyond the general accounts receivable procedures explained above, departments are using the following procedures to administer accounts receivable.

Police

The Police department tracks reserve time worked in a spreadsheet. At the end of the month, the Administrative Assistant will complete the request for an accounts receivable invoice form and the Police Chief will sign the form. This form, along with a break-down of the hours, officers, and other supporting information will be sent to Finance for further processing.

Ice Arena

Ice Arena staff track the ice time rentals in Excel. This is necessary because the RecPro software that is used for scheduling is cumbersome to update and make changes. The spreadsheet lists each day of the year in blocks of 15 minute increments. The spreadsheet information is entered into RecPro and the software will calculate the fees based on the hourly rates established in the system for prime and non-prime time. At the end of the month, staff will generate a report from RecPro detailing the amount to be billed. Manual edits are necessary due to the challenges in changing the schedule in RecPro. Once the adjustments have been made, an invoice is generated. The invoices are turned into Finance along with a request to invoice form and Finance will bill the customer.

Ice Arena staff are not always notified of non-payment and so it can be hard to know when an ice time invoice has gone unpaid and management should discontinue rental privileges.

Liquor

The liquor store carries very little accounts receivable; however, any accounts receivable that is generated will be tracked in the liquor store's software, RMS. On the first of each month, RMS will close out the prior month's activity and the system will automatically generate statements. The accounts receivable information is sent to Finance for further processing.

Findings

Finding 1	Condition:	Manual processes exist within the Accounts Receivable process.
	Criteria:	Automated processes (workflow) are the most efficient way to process accounting transactions.
	Cause:	Past practice.
	Effect:	Paper forms must be completed and submitted manually to the Finance department, or individuals must electronically complete the form for submission.
	Recommendation:	Decentralize the accounts receivable process to allow department users to input their accounts receivable and attach supporting documentation. Finance should retain the control to post invoices after proper review of general ledger coding, the accounting period and other qualifications. The printing, mailing and management of aged receivables should be retained by the Finance department. In addition, the Finance department should continue to maintain a listing of monthly accounts receivable invoices to be issued to ensure that invoices are not overlooked.
	Cost to Implement/Benefit:	Additional licenses may be needed to provide department users access to the accounts receivable module.
Finding 2	Condition:	The systems utilized by some departments for accounts receivable management are inefficient, lack integration and do not adequately support the department's needs.
	Criteria:	Ideally, an organization's software will support the majority of the organization's accounting and tracking needs without the use of spreadsheets and other manual processes.
	Cause:	The City has not yet considered other solutions that may better support departmental needs.
	Effect:	Lack of an integrated solution results in the management of several spreadsheets and other manual systems to track operating activity. This results in additional staff time spent managing manual processes, updating records and increases the risk of error.
	Recommendation:	Consider further outlining departmental business processes and the related software requirements. Consider these needs within a comprehensive software evaluation for the organization so that software systems are right-sized for the organization. By taking an organization-wide approach to software decisions, it can help to ensure that end user needs are met and the organization operates efficiently with integrated solutions that minimize the need for work arounds or manual processes.
	Cost to Implement/Benefit:	The City may incur consultant fees if they outsource the review of business processes and development of software specifications.

Findings (Continued)

Finding 3	Condition:	Accounts receivable aging reports and procedures for the collection of aged receivables are not circulated routinely.
	Criteria:	Departments are not aware when accounts receivable invoices become delinquent.
	Cause:	Unknown need.
	Effect:	Departments are not aware when accounts receivable invoices become delinquent and may continue to provide services to customers with past due charges, exposing the City to additional risk that uncollectible amounts may increase.
	Recommendation:	Send an accounts receivable aging report to all departments monthly and circulate the collection procedures periodically so that departments remain aware of the steps taken to collect on past due charges.
	Cost to Implement/Benefit:	The staff time required to complete this task can be minimized by scheduling the accounts receivable aging report to automatically generate on a monthly basis.

** During a process evaluation, additional findings would be presented. For purposes of this sample document, additional findings are not presented.*

Finding 4	Condition:	
	Criteria:	
	Cause:	
	Effect:	
	Recommendation:	
	Cost to Implement/Benefit:	

Sample

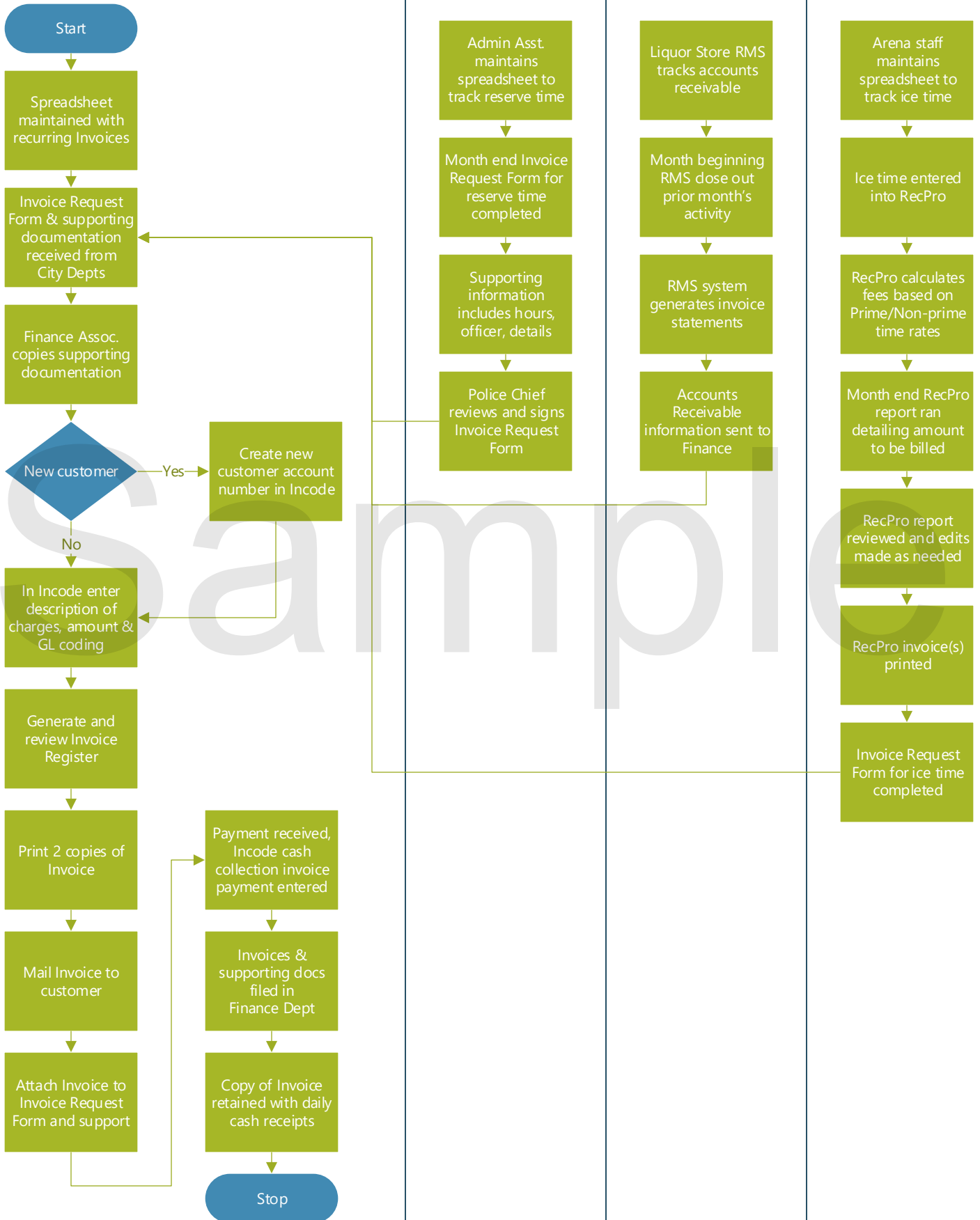
Accounts Receivable (current)

Finance Dept

Police

Liquor Store

Ice Arena



Accounts Receivable Future State

During a process evaluation, a future process recommendation, along with the process mapping, would be provided.

Sample

Accounts Payable

Sample

Accounts Payable

Objective:

To review, document and evaluate the procedures associated with the Accounts Payable transaction cycle.

Procedures:

Accounts payable invoices are received by individual departments. If an accounts payable invoice is received at City hall, it will be sent via interoffice mail or placed in the appropriate department's mailbox. Each department has a slightly different process and workflow for accounts payable, which are discussed further.

Library

The Library Clerk II processes accounts payable invoices for the Library and IT Departments bi-weekly.

Upon receipt of an invoice, the Library Clerk II will make a copy of the document. Next, the Library Clerk II will open an Excel workbook to create a label for the invoice. Basic information is input into the Excel label template, including: date to be paid, vendor, invoice number, general ledger account number, and invoice amount. There is a line on the label where the Library Director will initial to indicate that the invoice is approved for payment. There is also a box to check off that the invoice has been entered into Incode.

The label is printed and affixed to the invoice. The invoices are provided to the Library Director for review and approval. Once approved, the Library Director will initial the label and return the invoice(s) to the Library Clerk II for entry in Incode. The fields of data entry include: date, vendor, invoice amount, general ledger account number, and invoice number. Once the invoice has been entered into Incode, the Library Clerk II will check the box on the label to indicate the invoice has been entered.

The Library Clerk II will print a register from Incode which lists all of the invoices paid. The register along with a second copy of the invoices will be sent to the Finance Department via interoffice mail or directly placed in their mailbox for further processing. The second copy of the invoice is scanned into Laserfiche and retained for the appropriate period of time. The paper copies are retained for one year and then scanned to a flash drive and the paper copy is destroyed.

Human Resources and Communications

The Human Resource Specialist and Communications Specialist receive the invoices for their respective departments. The invoices are saved as PDF documents in a folder accessible to the department, and coded by the HR Specialist or Communications Specialist. The Communications and HR Director signs off on the invoice. The Human Resources Specialist or Communications Specialist will login to Incode, select the vendor, input the general ledger account codes, the amount to be paid, the general ledger date, and description. The accounts payable packet is created and a register is produced. The invoices are saved in a folder on the shared drive where the Finance department can access it for further processing.

Facilities

The Facilities Department processes invoices for multiple departments. Invoices may be received by the Facilities Manager directly via mail or email, or they may be received by the Public Works Administrative Assistant and then routed to the Facilities Manager for review via interoffice mail or email. Other times, the invoices will be received at City hall and then placed in the Facilities Manager's mailbox. Any invoices received by email are printed for further processing.

Once an invoice is received by the Facilities Manager he will write the general ledger account number on the invoice and initial it to indicate his approval. At times, the Facilities Technician will break down the invoice into various general ledger accounting codes based on the items ordered for each department. It is not always apparent how a particular department may want shared invoices coded and the Facilities Manager or Technician may need to reach out to discuss this with the appropriate department staff. Once coded and approved, the invoice is then given to the Administrative Assistant at Public Works for further processing. See also Public Works.

Public Works

The Public Works Department receives invoices in the mail or by email. Any invoices received by email are printed for further processing. Invoices will be given to the Public Works Director / Engineer or the Street Supervisor for general ledger account coding and approval. Once approved, the Administrative Assistant will enter the invoices into Incode. Invoices from the Facilities Manager will also be input. Upon completion, the Administrative Assistant will print the register and review to ensure that everything was properly entered. If everything has been entered correctly, the invoices and register will be sent to Finance for further processing. A copy is not retained in the Public Works Department.

Utilities

The Utilities Supervisor can approve invoices up to \$10,000 and his supervisors can approve invoices up to \$5,000. The Utilities Supervisor will review, sign off, and general ledger code invoices prior to submitting them to the Administrative Assistant in Public Works / Engineering.

Police

The Police Department receives invoices in the mail or by email. Any invoices received by email are printed for further processing. Bi-weekly, invoices are reviewed and entered into Incode by the Administrative Assistant. The first step in the process to enter the invoices is to search for the vendor. Often times there are duplicates and it is difficult to tell which vendor should be selected. If so, the Administrative Assistant will call Finance to determine the appropriate vendor to use. The fields of data entry include: date, vendor, invoice amount, general ledger account number, and invoice number.

Once all of the invoices have been entered, the Administrative Assistant will provide them to the Chief of Police for review and approval. If the Chief of Police requires any revisions, he will communicate them to the Administrative Assistant who will make the changes in Incode. After all revisions have been made, a register is printed and attached to the invoices. The invoices are scanned and saved on a network drive before they are sent to Finance for further processing.

Community Development

Invoices are received by multiple individuals in the Community Development Department. When an individual receives an invoice for processing they will scan it and save it to the shared network drive. Alternatively, they can email it to the Administrative Assistant. If the general ledger account number was not provided by the staff member submitting the invoice for payment, the Administrative Assistant will select the account number. The Administrative Assistant will enter all invoices into Incode. If the invoice is related to an escrow, the appropriate information will be input into the escrow tracking spreadsheet. Upon completion, a register is printed and the register, along with the invoices are sent to the Community Development Director, electronically, for approval. Once approved, the packet of information is sent to Finance for further processing.

Liquor

With rare exception, all invoices related to the liquor operations are received directly by the Liquor Operations Manager. Most are provided by the vendor at the time supplies are delivered. The Liquor Operations Manager will handwrite the date to be paid and his initials on each invoice. The invoice will be entered into the Liquor point-of-sale software to establish the cost basis and inventory record. From there, the Liquor Operations Manager will enter the invoice in Incode. A copy of the invoice is made and the original invoice, along with a register printed from Incode are sent to Finance for further processing. The Liquor Operations Manager files the second copy of the invoice at the Liquor Store and retains them for a period of two years.

City Clerk

The Administrative Assistant processes all accounts payable invoices for the four people in the Administration department. In addition, she enters the invoice for legal services, on behalf of all City departments. Certain invoices are given to the City Clerk for initial review (office supplies), while others are given to the City Administrator for initial review (purchasing card statements). Generally, the Administrative Assistant will review, document the general ledger accounting code, and route the invoices to the appropriate supervisor or director approval; the invoices explained above will also receive approval of the City Clerk or City Administrator. Once all invoices have been approved (signed) and returned to the Administrative Assistant, she will enter them into Incode. Upon completion, the Administrative Assistant will generate a register, an accounts payable packet and confirm the dollar amounts entered are correct. The printed register, along with the original invoices are provided to Finance for further processing. The Administration department does keep paper copies of most of the invoices for their records.

Due to COVID-19 remote work procedures, the above approvals have switched from being done manually (passing paper between individuals) to electronic (with electronic sign off and general ledger coding) for the interim.

Purchasing Cards

To make a purchase with a purchasing card, the user must go to the City's intranet site, print out a request form, and once completed, the request form will go to the City Administrator and Finance Director for approval. Once approved, the individual will obtain the card from Finance. All receipts must be retained by the individual card holder and photocopied for Finance. At the end of the month, card holders will review their statement, ensure all receipts are attached, provide the general ledger account coding, sign off and turn in the statement to their supervisor for approval. Once approved by the supervisor or department director, the statement and corresponding receipts will be given to the Administrative Assistant to be entered into the department's accounts payable packet.

Finance Procedures

The deadline for Departments to complete their accounts payable packet and turn it into the Finance Associate II is Monday at noon. Each department will turn in their accounts payable register to the Finance Associate II, along with the original invoices.

The Finance Associate II will check the invoice date, posting date, description and general ledger accounting code, one-by-one, by checking each invoice against the register. If the Finance Associate II is questioning the coding on any of the invoices, she will place a note on the invoice for the Accounting Supervisor's review. The Finance Associate II will document any error on the register so that the notes may be given to the originating department after the Accounting Supervisor completes her review. Additionally, the Finance Associate II documents changes that were made (general ledger accounting code, description, etc.) so that the originating department is aware of the change. The Finance Associate II will keep these reports until the Accounting Supervisor's review is complete in the even there are additional changes or comments to share.

In addition to reviewing general ledger coding and other data entry points, the Finance Associate II and the Accounting Supervisor must also review to ensure that proper approvals have taken place and are documented. Approval authority is dependent on the department and level of staff (i.e. supervisor or department director). The City Administrator must sign off on all claims over \$10,000, as well as the legal invoice.

The invoices will be sorted alphabetically and given to the Accounting Supervisor. The Accounting Supervisor will check the general ledger accounting codes and ensure each invoice has the appropriate approvals. If the Accounting Supervisor requests changes, she will pull the invoice and place it at the top of the stack with notes for the Finance Associate II.

Once reviewed, the Accounting Supervisor will give these documents back to the Finance Associate II who will make any requested changes, run a new register and re-alphabetize the invoices. The new register is archived and the packet with the original register is given to the Accounting Supervisor for a final review. Once reviewed, the packet is given back to the Finance Associate II and the original register will be shredded (an archived register has been saved electronically in Incode).

Now that the Accounting Supervisor has approved the claims, the register with notes will be sent to the supervisor for the department first, and then to the administrative assistant responsible for entering the accounts payable.

Finance Procedures (Continued)

The packet is merged into a single file, checks are printed and an ACH file is prepared. The Finance Associate II will give the ACH paper work to the Accounting Supervisor for review. Once approved, the Accounting Supervisor will verbally notify the Finance Associate II to that the ACH were approved. The Accounting Supervisor will transmit the ACH payments; however, the Finance Associate II will send out an electronic notification to vendors notifying them of the ACH payment. The checks are placed into envelopes and mailed weekly. The accounts payable packet is then closed and posted.

Any invoices that did not have proper authorization are re-routed to the correct departments for signature. Once they are received back by finance, they are filed.

The Accounting Supervisor will generate an accounts payable report for the City Council's approval bi-weekly.

Paper invoices are saved in banker's boxes by check number. The Finance Department has discontinued scanning accounts payable records into Laserfiche as it is cost prohibitive.

Sample

Findings

Finding 1	Condition:	At times, department staff report coding invoices based on available budget versus using the proper accounting code.
	Criteria:	It is important the expenses be coded accurately to reduce the risk of a material audit adjustment. In addition, consistent coding practices will help to ensure that historical expenditure records provide accurate information on trends.
	Cause:	Department staff are concerned about budget overages.
	Effect:	By coding things based on available budget versus the proper accounting, the City is at increased risk for a material misstatement of the financials and the integrity of historical expenditure information may be impacted.
	Recommendation:	Consult with management about the importance of coding expenditures based on the proper accounting code and consistently from one period to the next. Explain that budget amendments or department/fund-level rather than line-item budgeting may help to buffer some overages in various budget line items.
	Cost to Implement/Benefit:	There is no cost to implement this recommendation.
Finding 2	Condition:	End users report having to tab through multiple unused fields when entering accounts payable and customer user interfaces have not been implemented to address these challenges.
	Criteria:	Custom user interface design can be very valuable in reducing the amount of time spent by users interacting with the accounting system to complete transactions.
	Cause:	Unknown opportunity or limitations of the current system.
	Effect:	Staff spend extra time trying to complete processes.
	Recommendation:	The City should consult with Incode about the option to setup custom user interfaces.
	Cost to Implement/Benefit:	The cost to implement this benefit is unknown.

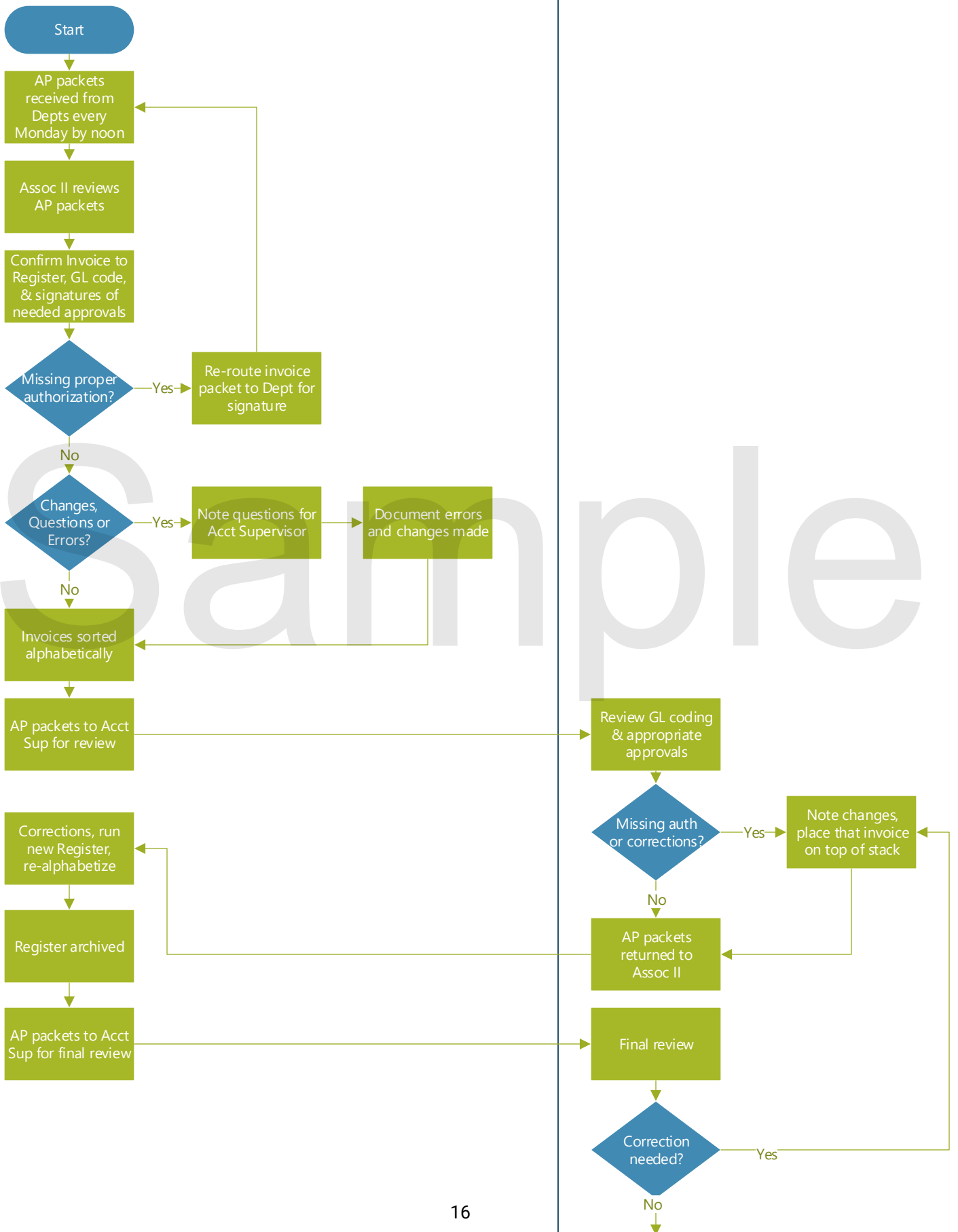
** During a process evaluation, additional findings would be presented. For purposes of this sample document, additional findings are not presented.*

Finding 3	Condition:	
	Criteria:	
	Cause:	
	Effect:	
	Recommendation:	
	Cost to Implement/Benefit:	

Accounts Payable (current)

Finance Department

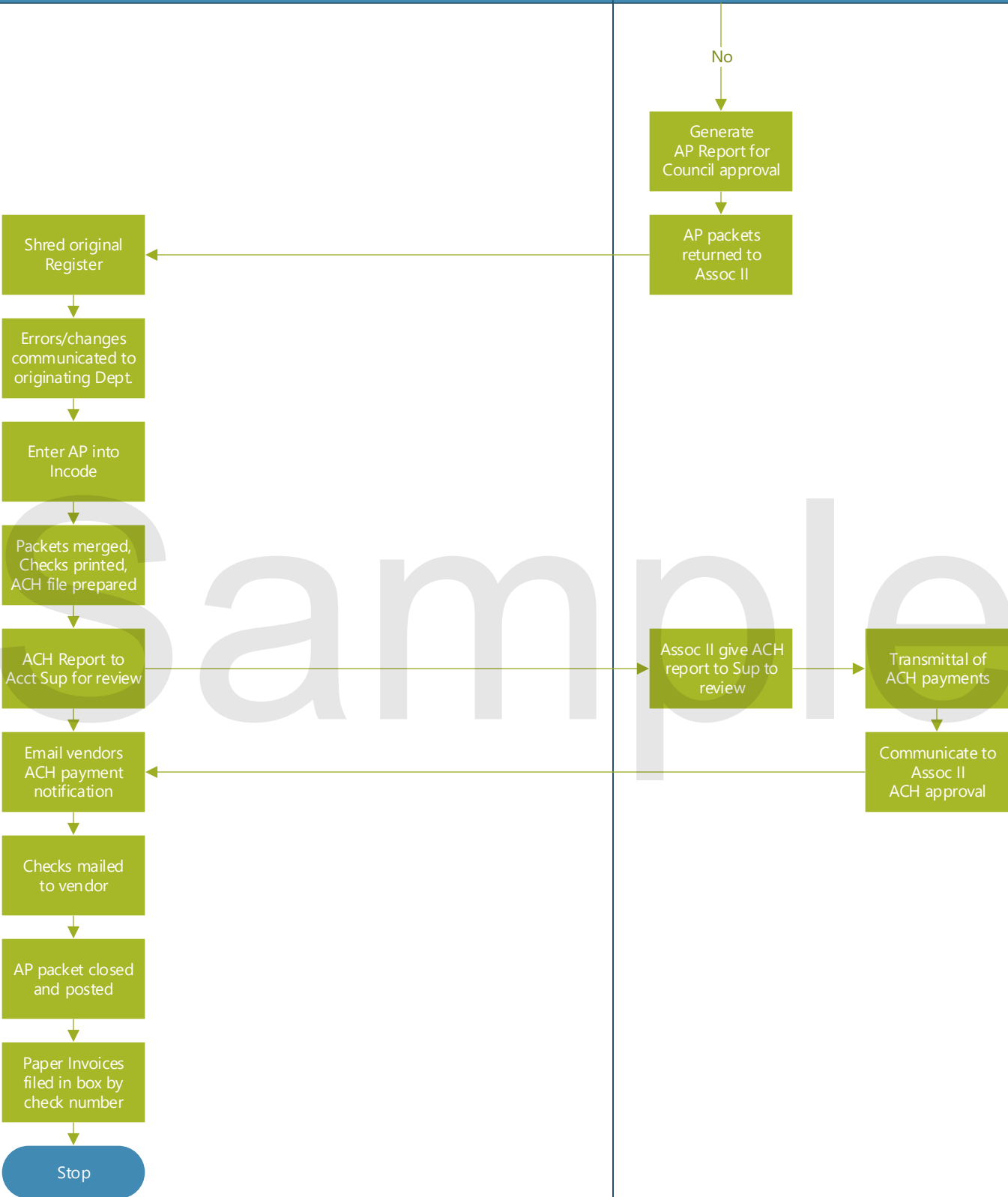
Accounting Supervisor



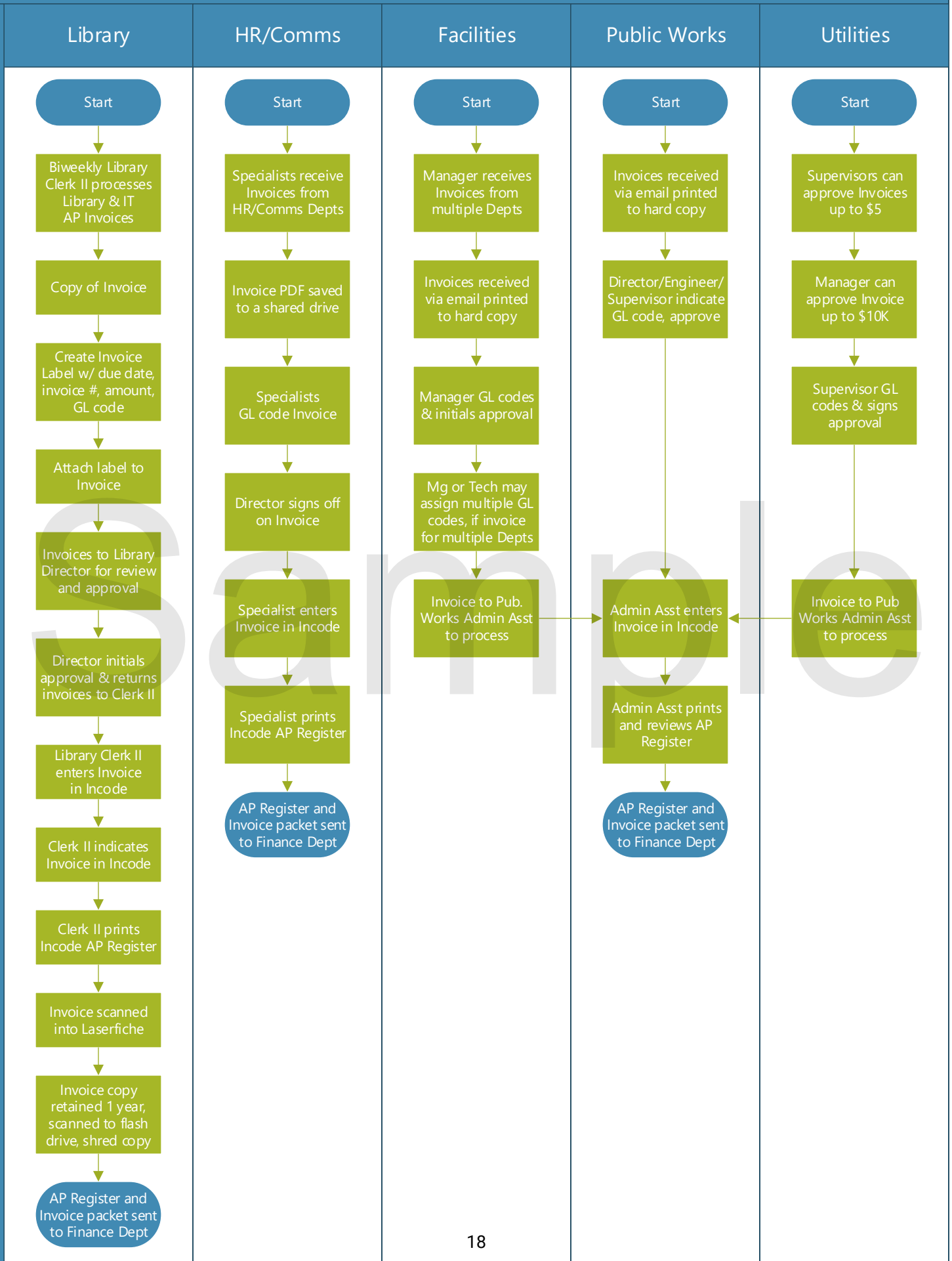
Accounts Payable (current) continued

Finance Department continued

Accounting Supervisor continued

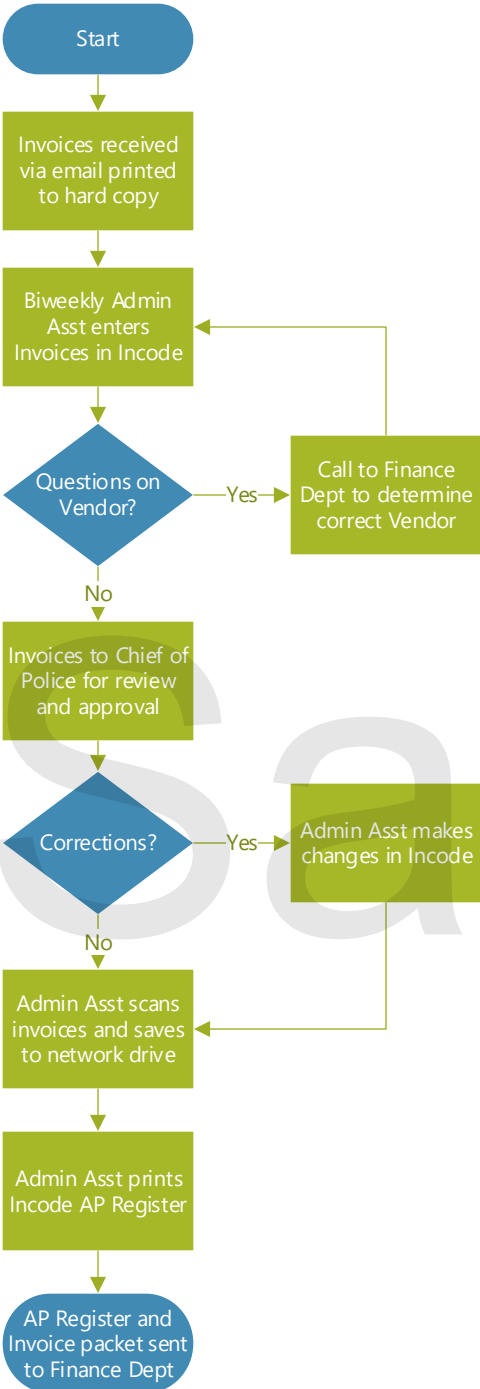


Accounts Payable (current) continued

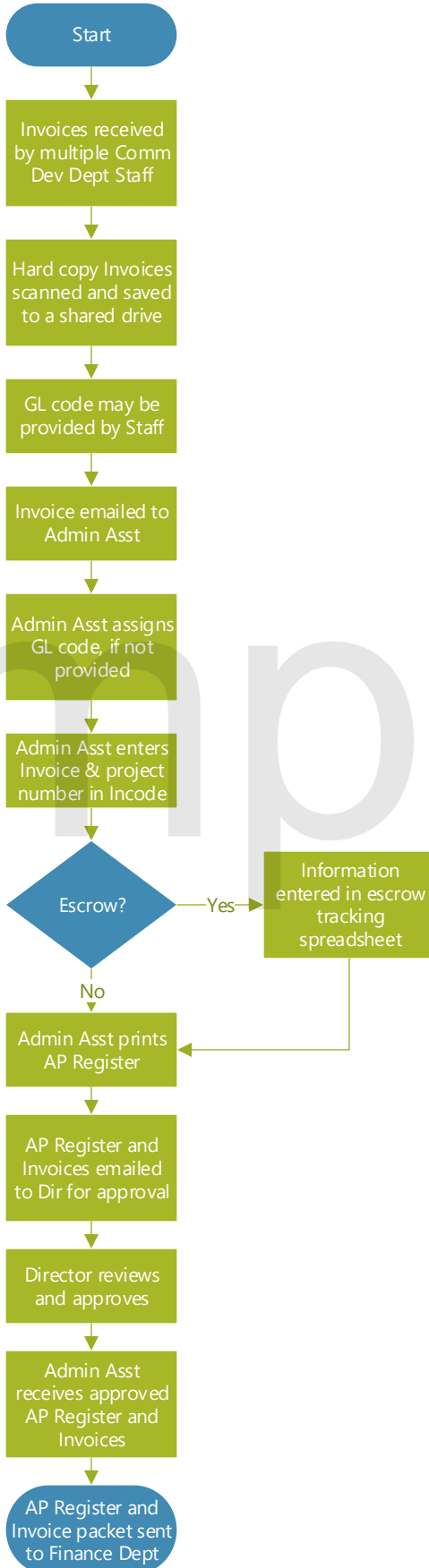


Accounts Payable (current) continued

Police



Community Development



Liquor Store

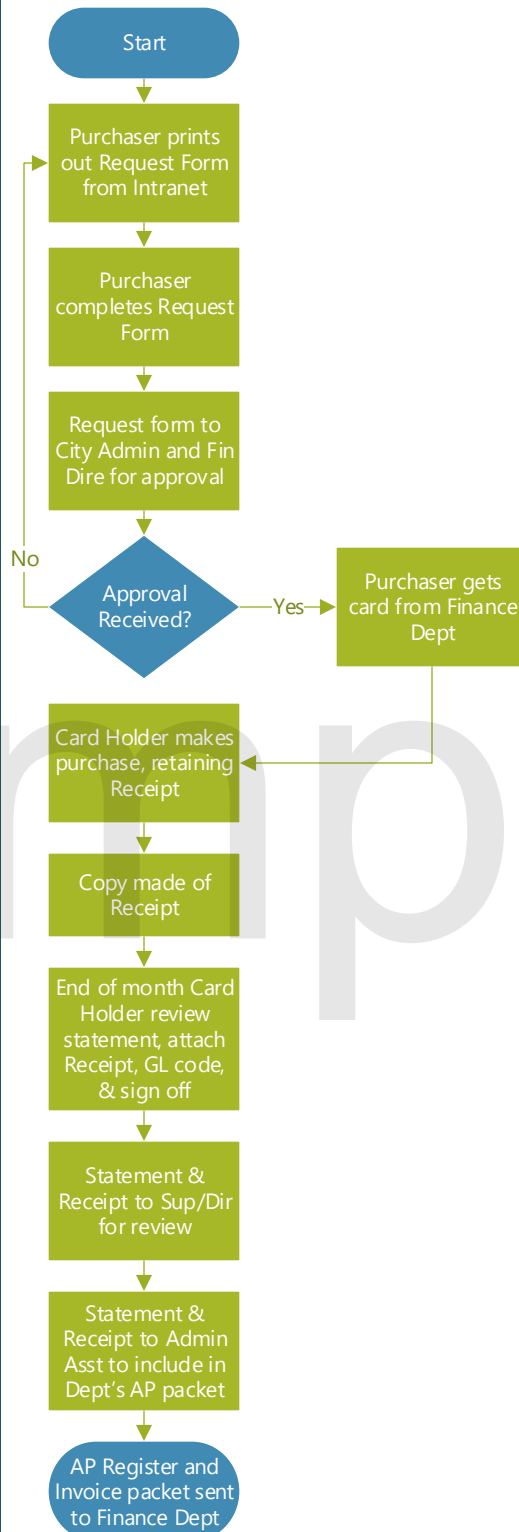


Accounts Payable (current) continued

City Clerk



Purchasing Cards



Accounts Payable Future State

During a process evaluation, a future process recommendation, along with the process mapping, would be provided.

Sample

Capital Assets

Sample

Capital Assets

Objective:

To review, document and evaluate the procedures associated with the Capital Assets transaction cycle.

Procedures:

Annually, in October or November, the Accounting Supervisor will begin the process of identifying asset acquisitions.

To begin, a report is generated from Incode which details all transactions recorded to the capital outlay general ledger codes. The data does not export clean to Excel and so the report is reviewed and any acquisitions that are identified are typed into a capital asset Excel spreadsheet. If an asset is split between multiple funds, it will be split out in the Excel spreadsheet accordingly.

At the time the purchase is keyed into the spreadsheet, the Accounting Supervisor is checking to ensure the item was properly coded. If not, a reclass entry is initiated.

A copy of the invoice is made and a data entry sheet is prepared (in Excel and then printed) and attached to the invoice. The data entry sheet will include information such as: vehicle identification number, expense account, asset description, department, asset category (vehicle, equipment or machinery), and any other information that will be needed for entry into the Incode fixed asset module.

Once the capital asset spreadsheet is complete and the data entry sheets have all been created, the Accounting Supervisor will begin to update the Incode fixed asset module. There is no integration between accounts payable and the fixed asset module, so assets will be keyed into the Incode fixed asset module based on the information present on the data entry sheet.

The depreciation calculations generated by the Incode fixed asset module are not accurate and, therefore, the capital asset Excel spreadsheet is used to calculate depreciation and track asset values and accumulated depreciation.

For construction projects, the process is similar; however, construction projects are only recorded in the Incode fixed asset module upon completion. During the construction in progress phase, the expenses are tracked in the capital asset Excel workbook. The process of updating the construction in progress records begins in June and the tracking workbook is updated as time allows.

Reconciliation of Insured Assets

Annually, the City Clerk will update the vehicle spreadsheet and send it out to departments for review, asking them to check the title information as well as to ensure it's recorded with the appropriate department. Generally, the City Clerk receives notice of asset purchases from Finance to ensure that assets are properly added to insurance.

Findings

Finding 1	Condition:	The fixed asset module is not fully integrated.
	Criteria:	Manual processes for tracking fixed asset activity are less efficient.
	Cause:	The City has been unable to dedicate additional resources to fully integrate the Incode fixed asset module and the depreciation calculations are not accurate, requiring research and correction.
	Effect:	Additional staff time is spent manually tracking fixed asset activity; the City incurs additional cost for consultants to support this activity.
	Recommendation:	The City should fully integrate a fixed assets module and utilize all features, including the calculation of depreciation and accumulations.
	Cost to Implement/Benefit:	There is no additional cost to procure the module, as the City does already own it. Additional staff or consultant time is necessary to clean up the fixed asset list and depreciation calculations.
Finding 2	Condition:	Identification of capital asset additions and disposals is not done consistently as part of month or quarter-end procedures.
	Criteria:	Best practice procedures are to identify fixed asset additions and disposals quarterly.
	Cause:	Unknown opportunity.
	Effect:	By implementing procedures to scan for fixed asset additions and disposals throughout the year it can help to ensure accurate interim financial reports, reduce the risk of missed additions at year-end and help to avoid a bottleneck of year-end activities in preparation for the annual audit.
	Recommendation:	Add the task of scanning for capital asset additions and disposals to the City's quarter-end procedures.
	Cost to Implement/Benefit:	There is no cost to implement this recommendation.

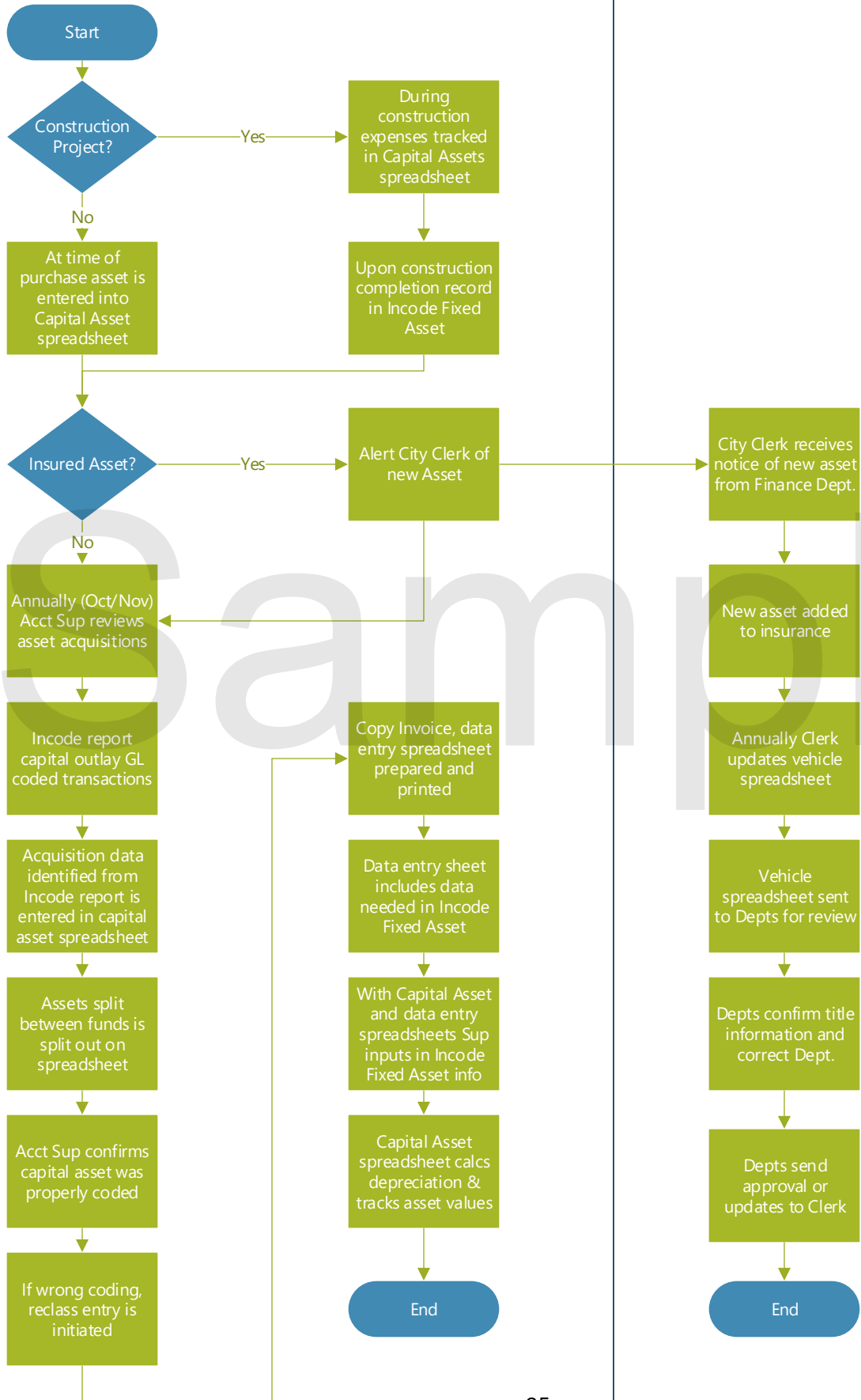
** During a process evaluation, additional findings would be presented. For purposes of this sample document, additional findings are not presented.*

Finding 3	Condition:	
	Criteria:	
	Cause:	
	Effect:	
	Recommendation:	
	Cost to Implement/Benefit:	

Capital Assets (current)

Finance Department

City Clerk



Capital Assets Future State

During a process evaluation, a future process recommendation, along with the process mapping, would be provided.

Sample

Utility Billing

Sample

Utility Billing

Objective:

To review, document and evaluate the procedures associated with the Utility Billing transaction cycle.

Procedures:

Meters are read on the first of the month and uploaded into Incode. After upload, the Finance Associate can view the readings on each account and run a report to check for zero, unread and other meter reading issues. The utility staff will also generate a report from the meter software to look for reading issues that must be resolved. Over the subsequent three weeks, the utility department and the Finance Associate will research and resolve reading issues.

The Finance department will create a work order for each account turnover. Daily requests are received from customers, companies, and realtors to process a final meter reading and bill. The work order for a final bill is sent via email to the Water department. Once the meter has been read, the return the email with the reading. Final bills are generated daily.

Next, the Finance Associate will process and recycling or garbage cart changes. A change form is updated and sent to the garbage company. The cart size and date of the change will be entered into the maintenance section of the customer's account in Incode. These changes are entered into the utility billing module daily.

Once all changes have been processed, the Finance Associate will run a bill calculation. A bill register will load on her screen and she will proceed to review bill amounts for reasonableness. The statement bills are printed first and the Finance Associate will place them in envelopes.

Next, the Finance Associate will run the in-house auto draft accounts. There are less than 1,000 customers enrolled in this program. The bills are printed and then placed into envelopes for mailing.

The third batch of bills are those that do not require a remittance envelope. They get boxed up and sent with envelopes to a third party for placement into envelopes and mailing.

Findings

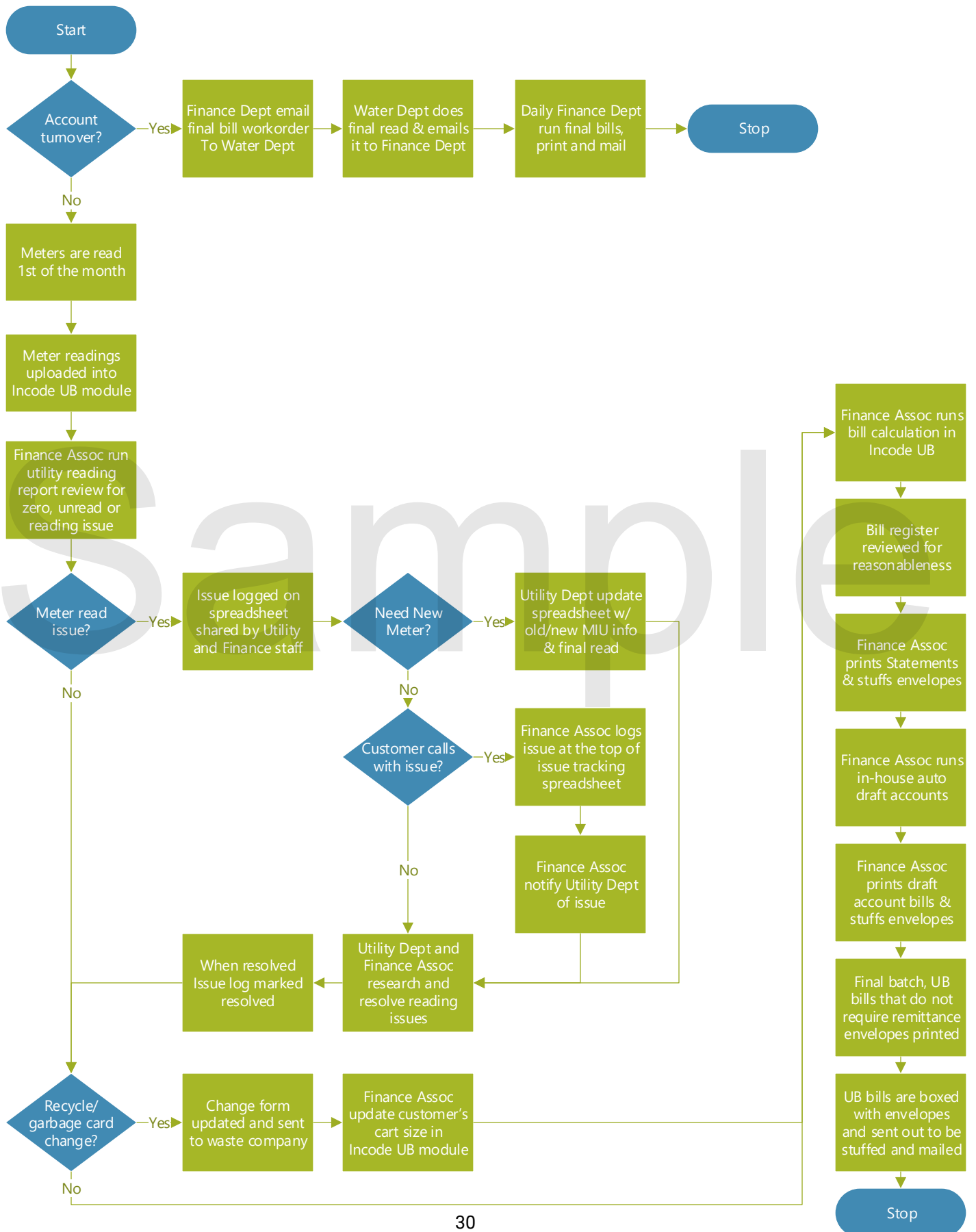
Finding 1	Condition:	Workflows related to utility work orders are manual in nature.
	Criteria:	Automated workflows for work orders are the most efficient.
	Cause:	The City's current software system does not provide the desired solution and/or the appropriate enhancements have not been deployed.
	Effect:	Without an electronic workflow solution, staff must route and monitor the movement of work orders manually. This may result in duplication of effort, redundancy, and decreased transparency surrounding the status of work order resolution. Manual processes also lead to inefficiencies, for example: staff time spent tracking down work order status or answering applicant questions about the status of approval.
	Recommendation:	Consider developing specifications for a more automated and integrated solution. Consult with the City's software vendor as to their ability to meet the software requirements and also consider sending the specifications out under a request for proposal to ensure the City has considered all options available in the market to select the most integrated solution.
	Cost to Implement/Benefit:	The software cost will be dependent on many variables including cloud, premise or subscription-based service. The City will be able to consider cost, along with functionality and other factors in their decision making process.

** During a process evaluation, additional findings would be presented. For purposes of this sample document, additional findings are not presented.*

Finding 2	Condition:	
	Criteria:	
	Cause:	
	Effect:	
	Recommendation:	
	Cost to Implement/Benefit:	

Utility Billing (current)

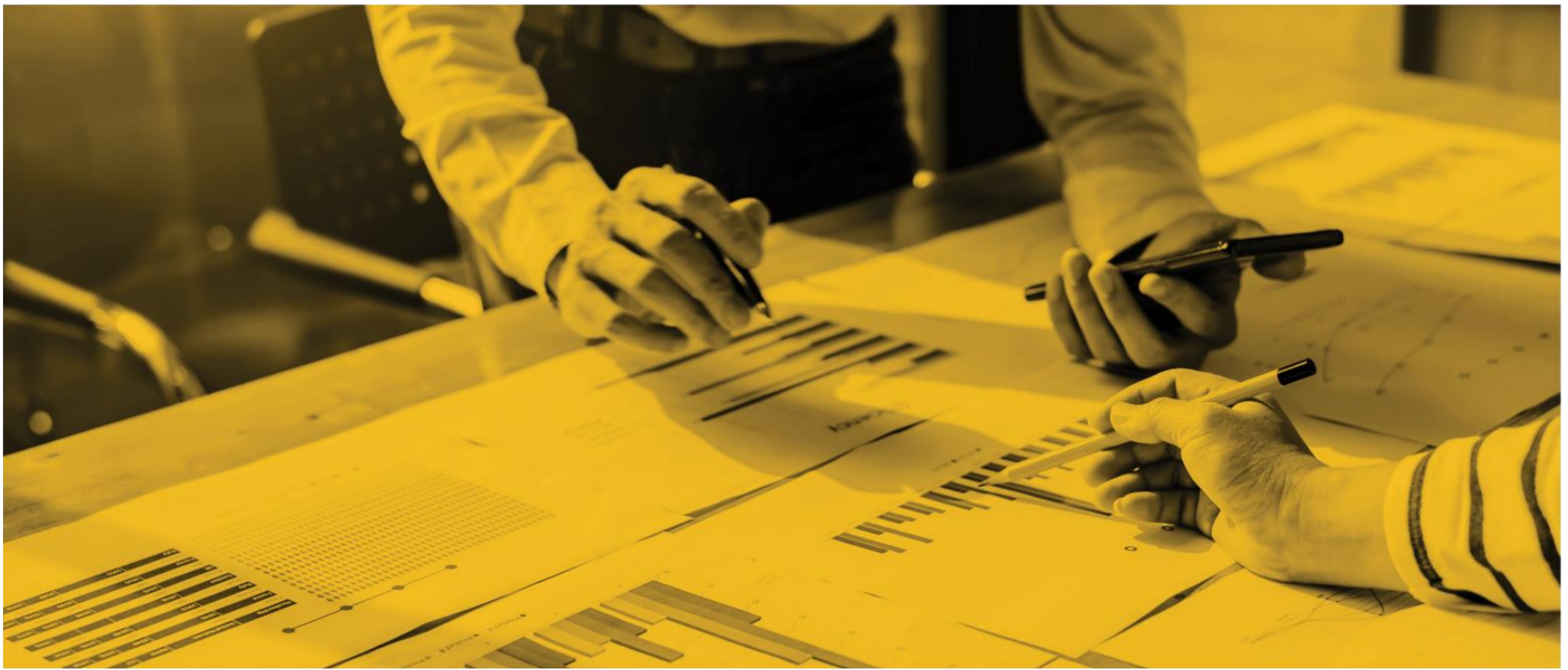
Utility Department and Finance Department



Utility Billing Future State

During a process evaluation, a future process recommendation, along with the process mapping, would be provided.

Sample



4th Quarter Report Sample

City of Sample

City, Minnesota

As of December 31, 20XX



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Date

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Sample
City, Minnesota

We have compiled the accompanying statement of revenues and expenditures for the General Fund and statements of revenues and expenses for the enterprise funds of the City of Sample as of December 31, 20XX for the quarter then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

Abdo Financial Solutions

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

Date

Honorable Mayor and City Council
 City of Sample
 City, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through December 31, 20XX and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

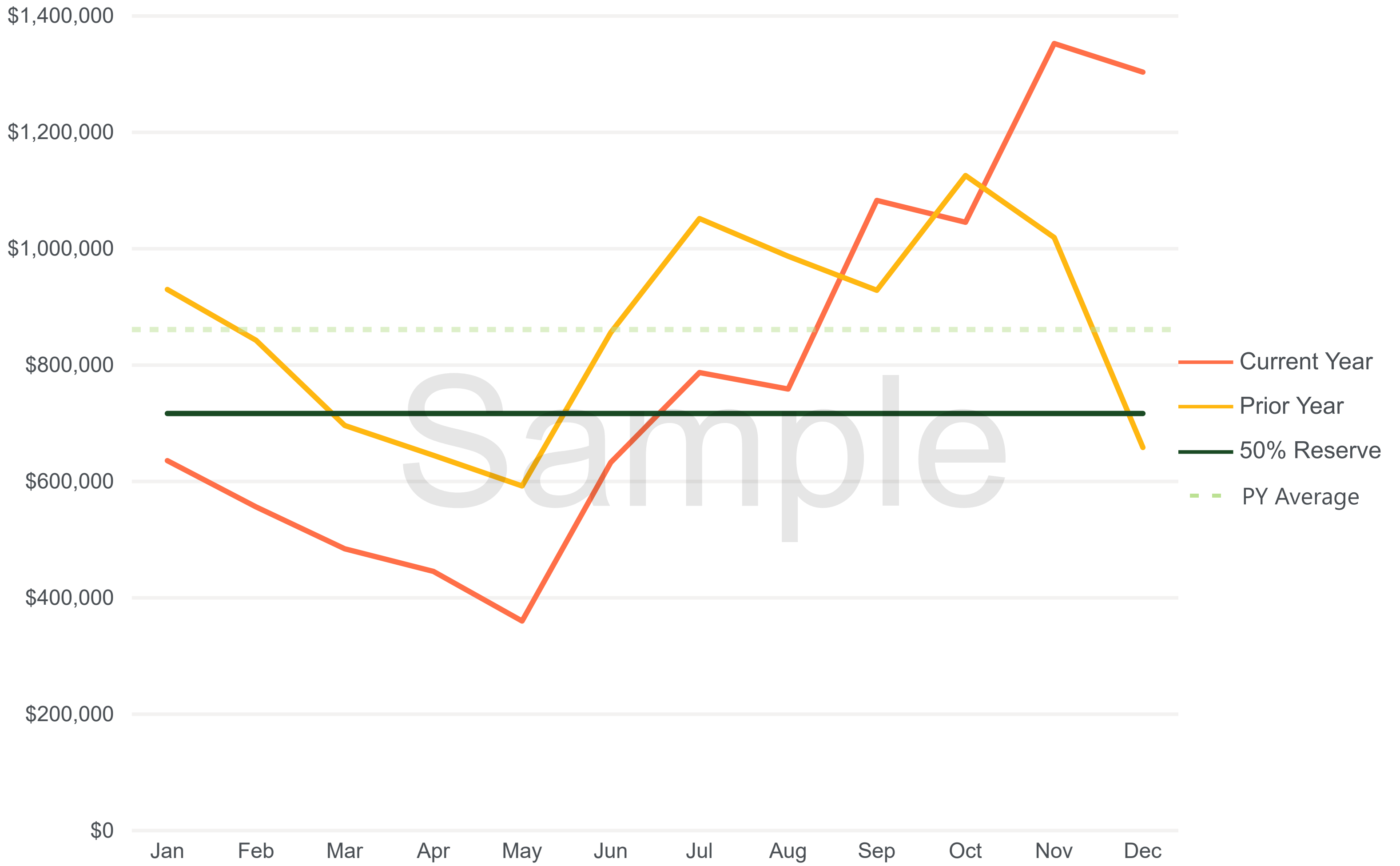
Cash and Investments

The City's cash and investment balances are as follows:

Sample

	12/31/20XX	12/31/20XX	Increase/ (Decrease)
Checking and Savings	1,838,810	1,501,860	336,950
Investments (Money Market)	424,787	424,640	147
Total Cash and Investments	2,263,597	1,926,500	337,097

General Fund Cash Balances



Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
3/31/2017	0.74	0.76	0.91	1.03	1.27	1.50	1.93	2.22	2.40
6/30/2017	0.84	1.03	1.14	1.24	1.38	1.55	1.89	2.14	2.31
9/29/2017	0.96	1.06	1.20	1.31	1.47	1.62	1.92	2.16	2.33
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
3/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
6/29/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
9/28/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
3/29/2019	2.44	2.43	2.44	2.39	2.31	2.28	2.31	2.41	2.52
6/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
9/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
3/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
6/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
9/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65
3/31/2021	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40
6/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
9/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52

Sample

* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

Abdo Financial Solutions

City of Sample, Minnesota
Statement of Revenues and Expenditures -Budget
and Actual -
General Fund (Unaudited)
For the Twelve Months Ended December 31, 20XX

	YTD Budget	YTD Actual	Variance	Percent of YTD Budget Received or Expended		
Revenues						
⊕ Taxes	832,179	846,183	14,004	101.7%	→	
⊕ Licenses and permits	9,150	10,047	897	109.8%	→	
⊕ Intergovernmental	448,207	475,128	26,921	106.0%	→	
⊕ Charges and services	123,200	111,670	-11,530	90.6%	→	
⊕ Fines and forfeitures	3,300	19,797	16,497	599.9%	↑	①
⊕ Special assessments	1,000	4,738	3,738	473.8%	↑	
⊕ Interest	1,500	141	-1,359	9.4%	↓	
⊕ Miscellaneous	12,100	39,568	27,468	327.0%	↑	②
Total	1,430,636	1,507,272	76,636	105.4%	→	
Expenditures						
⊕ Mayor and city council	-58,123	-31,911	26,212	54.9%	↑	③
⊕ City office	-169,540	-186,403	-16,863	109.9%	→	
⊕ Elections	0	-228	-228	0.0%		
⊕ City Hall/theatre	-5,400	-3,882	1,518	71.9%	↑	
⊕ Police administration	-336,581	-263,573	73,008	78.3%	↑	④
⊕ Ambulance service	-103,261	-82,591	20,670	80.0%	↑	
⊕ Fire department	-91,246	-66,119	25,127	72.5%	↑	⑤
⊕ Highways/streets/roads	-151,557	-151,457	100	99.9%	→	
⊕ Swimming pool	-73,165	-29,765	43,401	40.7%	↑	⑥
⊕ Parks	-43,712	-56,209	-12,497	128.6%	↓	
⊕ Library	-48,635	-42,100	6,535	86.6%	↑	
⊕ Economic development	-9,945	-14,404	-4,459	144.8%	↓	
⊕ Cemetery	-31,001	-24,674	6,327	79.6%	↑	
⊕ COVID 19	0	-6,375	-6,375	0.0%		
⊕ Unallocated expenses	-55,700	-52,921	2,779	95.0%	→	
Total	-1,177,866	-1,012,611	165,255	86.0%	↑	
Other Financing Sources (Uses)						
⊕ Transfers Out	-252,770	-252,770	0	100.0%	→	
Total	-252,770	-252,770	0	100.0%	→	
Total	0	241,891	241,891			

Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$15,000

Number	Comment
①	Variance due to an increase in trial court fines received.
②	Variance due to several generous donations received by the Fire Department.
③	Variance due to changing how legal fees were allocated to departments in 2021.
④	Variance due to lower number of officers than anticipated in 2021.
⑤	Variance due to slightly lower expenses across all categories for the fire department in 2021.
⑥	The swimming pool was not open in 2021 due to renovation plans. No seasonal employment costs were incurred due to the renovations.

Sample

City of Sample, Minnesota
 Unaudited Cash Balances by Fund
 December 31, 20XX and December 31, 20XX

	PY Ending Balance	Quarter Ending Balance	YTD Change	YTD % Change	
▲					
⊕ General	656,866	1,302,004	645,138	49.5%	①
⊕ ARPA	0	57,375	57,375	100.0%	②
⊕ Police Forfeiture	0	3,690	3,690	100.0%	
⊕ EDA/General	0	-189,370	-189,370	100.0%	③
⊕ EDA Loan	407,754	419,066	11,312	2.7%	
⊕ Community Center	1,106	3,016	1,909	63.3%	
⊕ Airport	0	-128,813	-128,813	100.0%	④
⊕ G.O Bond Series 2020A	0	28,809	28,809	100.0%	
⊕ 2004 Debt Scv 2nd St E	0	0	0		
⊕ Fire Department	3	3	0	10.9%	
⊕ Hummingbird Court	0	13,038	13,038	100.0%	
⊕ General Capital Projects	301,832	503,787	201,955	40.1%	⑤
⊕ Wastewater Construction	0	-593	-593	100.0%	
⊕ WWTP Improvements (project #16671)	0	0	0		
⊕ 2020 Street Project	5,965	2,926	-3,040	-103.9%	
⊕ 2020 Fire Hall Project	0	-10,596	-10,596	100.0%	
⊕ 2014 Infrastructure Project (project #15081)	0	5	5	91.4%	
⊕ Water	264,492	103,948	-160,544	-154.4%	⑥
⊕ Sewer	288,482	136,830	-151,652	-110.8%	⑦
⊕ Refuse (Garbage) Fund	0	14	14	100.0%	
⊕ Swimming Pool Renovations	0	18,460	18,460	100.0%	
⊕ Investments	0	0	0		
Total	1,926,500	2,263,597	337,097		

Explanation of Changes Greater than \$50,000 and 20%

Number	Comment
▲	
①	Increased cash balance due to repayment of interfund loans issued at year-end 2020.
②	Favorable variance due to American Rescue Plan Act (ARPA) funds, which did not exist in 2020.
③	Decrease in cash balance due to repayment of interfund loans in current year.
④	Decrease in cash balance due to repayment of interfund loans in current year.
⑤	Increased cash balance due to repayment of interfund loans issued at year-end 2020.
⑥	Decrease in cash balance due to scheduled bond payments made in 2021. As part of audit prep, an adjustment was made to record cash held with the fiscal agent.
	Decrease in cash balance due to scheduled bond payments made in 2021. As part of audit prep, an adjustment was made to record cash held with the fiscal agent.

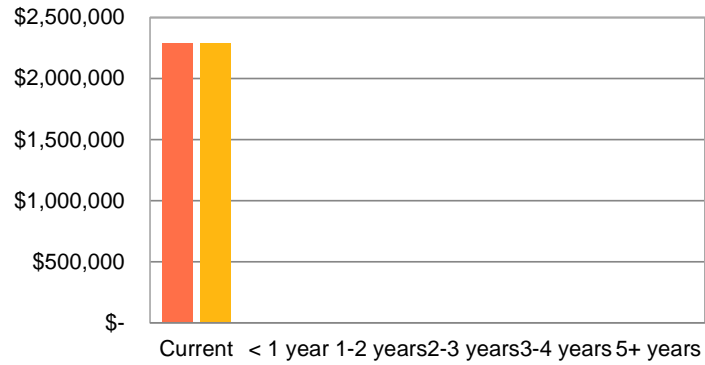
City of Sample, Minnesota
Schedule of Cash and Investments
For the Month Ending December 31, 20XX

FUND	Identification (CUSIP or Acct #)	Institution	Description	Type	Date	Market Value 1/1/20XX	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 12/31/20XX	Market Value 12/31/20XX
101	35248-103	4M		Money Market	Current	\$ 424,321.81	\$ -	\$ -	\$ -	\$ 147.43	\$ 424,469.24	\$ 424,469.24
320	35248-102	4M		Money Market	Current	298.44	-	-	-	-	298.44	298.44
101	35248-101	4M		Money Market	Current	19.25	-	-	-	-	19.25	19.25
						424,639.50	-	-	-	147.43	424,786.93	424,786.93
101	50088	FRANSEN	PUBLIC FUND INT CHECKING	Checking	Current	1,319,011.44	2,959,872.49	(2,651,657.78)	-	135.62	1,627,361.77	1,627,361.77
202	50492	FRANSEN	BUSINESS CHECKING	Checking	Current	197,759.04	41,149.68	(35,371.91)	-	20.37	203,557.18	203,557.18
202-10102	1110168258	FRANSEN	City EDA	Checking	Current	9,212.40	-	-	-	-	9,212.40	9,212.40
202-10102			Petty Cash	Checking	Current	98.38	-	-	-	-	98.38	98.38
101-10300	XXX0867	FRANSEN	City EDA	Savings	Current	1,888.25	-	-	-	0.15	1,888.40	1,888.40
101-10155	3003784	FRANSEN	LIBRARY CHECKING	Checking	Current	15,042.32	-	-	-	1.51	15,043.83	15,043.83
101/401	1110168486	FRANSEN	AUCTION CHECKING	Checking	Current	1,349.01	-	-	-	-	1,349.01	1,349.01
101-10310	10059663	FRANSEN	PRARIEVIEW SEC. DEPOSITS	Savings	Current	2,061.99	-	-	-	0.15	2,062.14	2,062.14
101-10300	Petty Cash		Cash on Hand	Checking	Current	50.00	-	-	-	-	50.00	50.00
						1,546,472.83	3,001,022.17	(2,687,029.69)	-	157.80	1,860,623.11	1,860,623.11
Total Cash and Investments						<u>\$ 1,971,112.33</u>	<u>\$ 3,001,022.17</u>	<u>\$ (2,687,029.69)</u>	<u>-</u>	<u>\$ 305.23</u>	<u>\$ 2,285,410.04</u>	<u>\$ 2,285,410.04</u>
											Deposits in Transit	\$ 2,861.94
											O/S Checks	(24,674.71)
											Reconciled Balance	<u>\$ 2,263,597.27</u>

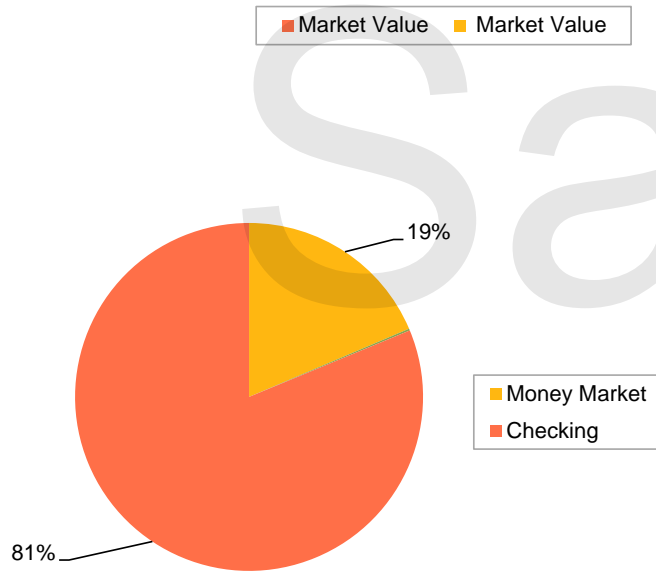
Sample

City of Sample, Minnesota
Investments
For the Month Ending December 31, 20XX

Maturities



Maturity	Unadjusted Market Value 12/31/20XX	Market Value 12/31/20XX	Variance 12/31/20XX
Current	\$ 2,285,410.04	\$ 2,285,410.04	\$ -
< 1 year	-	-	-
1-2 years	-	-	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
Total	\$ 2,285,410.04	\$ 2,285,410.04	\$ -



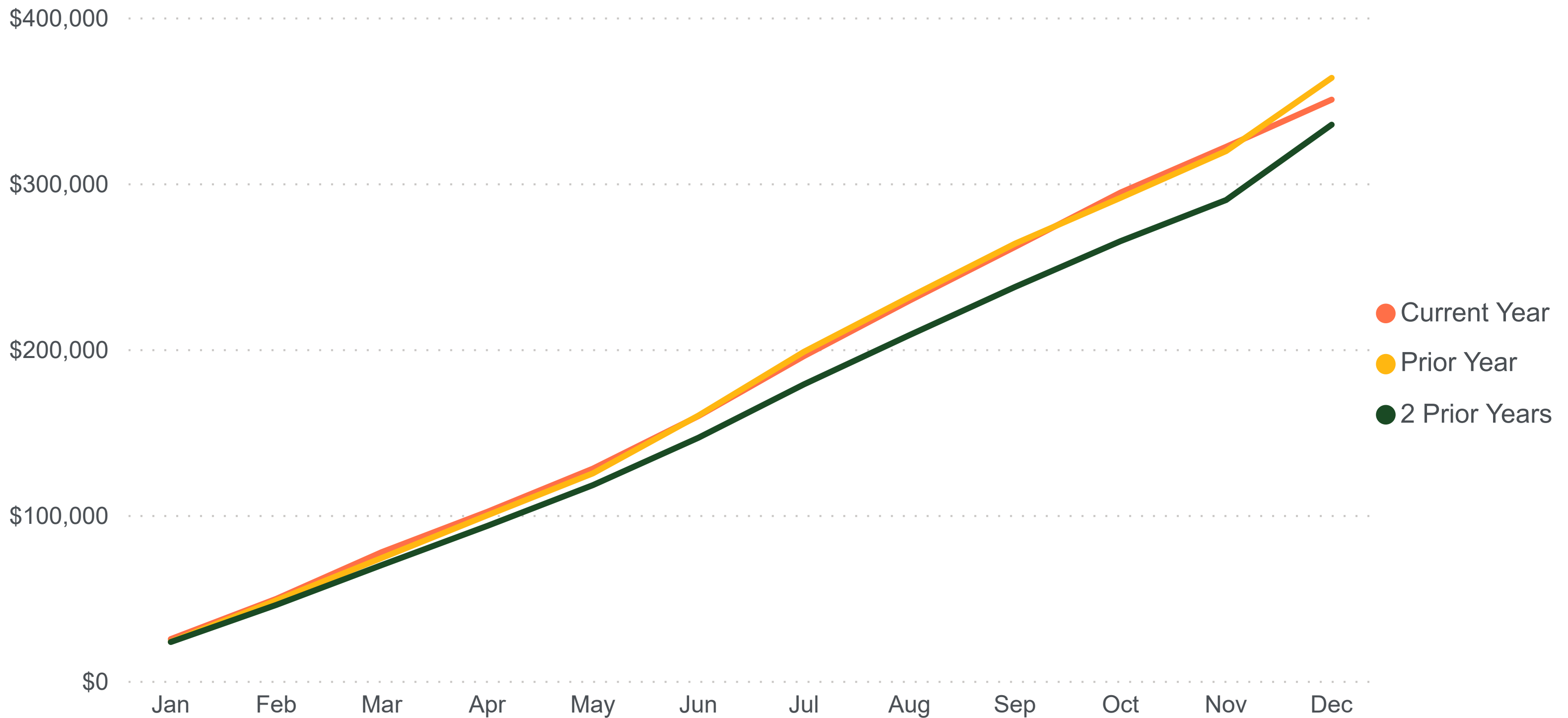
Investment Type	9/30/20XX
Money Market	\$ 424,786.93
Brokered CD	-
Savings	3,950.54
Government Securities	-
Municipal Securities	-
Checking	1,856,672.57
Total	\$ 2,285,410.04
	\$ 2,861.94
	(24,674.71)
	\$ 2,263,597.27

City of Sample, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Water Fund (Unaudited)
For the Twelve Months Ended December 31,
20XX

	PY Quarter Ending Balance	Quarter Ending Balance	YOY Variance	CY as a Percent of PY
Revenues				
⊕ Charges for Services	363,605	350,472	-13,133	96.4%
⊕ Miscellaneous	27,216	36,741	9,525	135.0%
⊕ Operating Transfers	31,590	31,590	0	100.0%
Total	422,411	418,803	-3,608	99.1%
Expenditures				
⊕ Salaries and Benefits	-52,534	-47,857	4,677	91.1%
⊕ Supplies	-18,060	-12,471	5,589	69.1%
⊕ Professional Services	-42,785	-55,607	-12,822	130.0%
⊕ Insurance	-3,468	-7,154	-3,686	206.3%
⊕ Repair and Maintenance	-38,089	-86,015	-47,925	225.8% ①
⊕ Utilities	-13,116	-10,965	2,151	83.6%
⊕ Depreciation	-319,307	-320,000	-693	100.2%
⊕ Debt Service	-77,190	-77,577	-386	100.5%
⊕ Capital Outlay	-5,105	-24,172	-19,067	473.5% ②
Total	-569,655	-641,817	-72,162	112.7%
Total	-147,244	-223,014	-75,770	

Sample

Water Revenue by Year



Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000

Number Comment

-
- | | |
|---|--|
| ① | Multiple Payments made for water repair on water main breaks and leaks (paid to Hjerpe Contracting Inc). |
| ② | Variance due to the purchase of the water generator shed (paid to County Wide Lumber). |
-

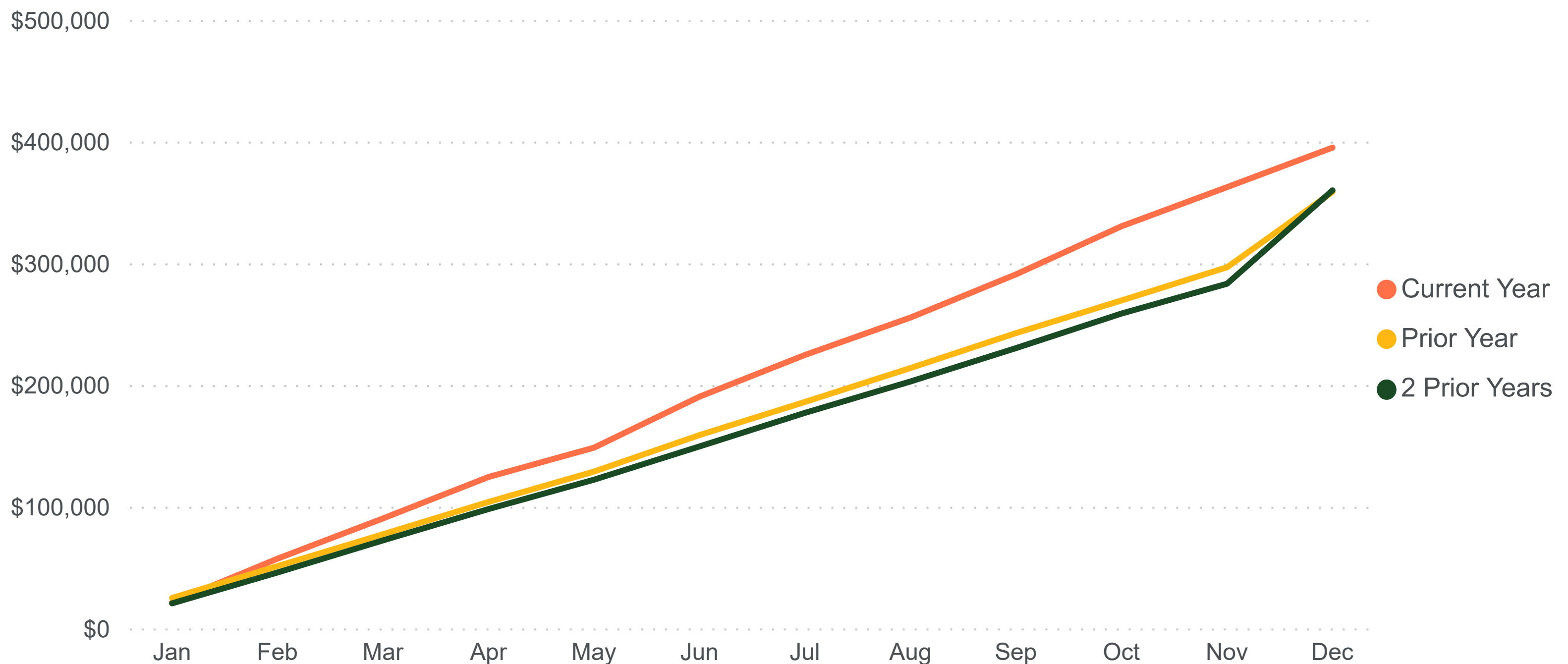
Sample

City of Sample, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Sewer Fund (Unaudited)
For the Twelve Months Ended December 31, 20XX

	PY Quarter Ending Balance	Quarter Ending Balance	YOY Variance	CY as a Percent of PY
Revenues				
Charges for Services	358,661	395,089	36,428	110.2%
Special assessments	10,773	10,420	-353	96.7%
Miscellaneous	28,700	33,860	5,160	118.0%
Operating Transfers	28,410	28,410	0	100.0%
Total	426,544	467,779	41,235	109.7%
Expenses				
Salaries and Benefits	-56,001	-47,857	8,145	85.5%
Supplies	-15,368	-18,594	-3,226	121.0%
Other services and charges	-52,384	-68,838	-16,454	131.4% ①
Insurance	-7,206	-9,854	-2,648	136.7%
Repair and Maintenance	-23,106	-105,779	-82,673	457.8% ②
Utilities	-54,008	-42,064	11,944	77.9%
Depreciation	-339,794	-340,000	-206	100.1%
Debt Service	-69,399	-69,780	-380	100.5%
Capital	0	-725	-725	
Total	-617,266	-703,489	-86,223	114.0%
Total	-190,722	-235,710	-44,988	

Sample

Sewer Revenue by Year



Explanation of Items Percentage Received/Expended Less than 80%
or Greater than 120% and \$ Variance Greater than \$15,000

Number Comment

-
- | | |
|---|---|
| ② | Purchase of new sewer mixer pump in August 2021. Other purchases to note are new air compressors, valve kits, pump parts, generators, transducers, etc. |
| ① | Variance due to higher than anticipated lab costs and tank pumping. |
-

Sample

City of Corcoran 2024 City Council Schedule

Agenda Item: 13.

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

2024

February 8, 2024 Work Session

- LPR Cameras

February 8, 2024

- Swearing in – Oath of Office for Dan Wilcox
- Acknowledge Officer Zeke (Check with Clayton)
- Hope CPA RZ, PP, PUD (City File 23-028)
- Cropland Bids
- Grading Permits for Lakeview Development
- Stieg Road improvements/Authorize

February 22, 2024

- Long Range Planning Fund / 2023 Transfers
- RFP – History and Discussion of RFP Schedule
- Lister Garage CUP (City file 23-028)
- Hope CPA, RZ, PP, PUD (City file 23-028)
- Revise Commerical/Industrial Zonng Districts (City file 23-023)
- Pioneer Trail FP and FPUD (City file 23-030)
- Tavera 6th FP and FPUD (City file 23-032)
- Watershed Letter of Support (Consent)
- Hennepin County Signal Agreements
- Zeke and Clay Recognition (K9 Unit)

March 14, 2024 Work Session

- Parks Fund – Review Interest Options

March 14, 2024

- Park Signs Plan
- MS4 – Salt Storage Ordinance
- Firearms Ordinance Review
- Street Management Snow and Ice Policy (City File 23-026)
- Award Cropland Bids

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
- Woodland Hills CPA, RZ, PP and Variance (City file 23-033)
- Chastek (City file 23-034)
- 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

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June 27, 2024

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July 11, 2024

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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