Corcoran Charter Commission Agenda
September 15, 2026
6:30 PM

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Approval of Minutes**
   a. Approval of Minutes October 15, 2025, Charter Commission Meeting
5. **Unfinished Business**
6. **New Business**
   a. Discuss Potential Charter Commission Nominations
   b. Discuss Response to Form of Petitions Questions
   c. Commissioner Term Update and Reappointments
   d. Annual Report to District Court Judge
   e. Charter Commission 2027 Annual Meeting Date
7. **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.a**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Approval of Minutes October 15, 2025, Charter Commission Meeting	**Action Required:** Approval

Summary
Staff has provided a draft of the minutes from the Annual Charter Commission meeting on October 16, 2025, for the Commission's review.

Recommendation
Approve October 16, 2025, Annual Meeting Minutes

Council Action
Approve October 15, 2025, Charter Commission Minutes

Attachments
1. 2025-10-15 DRAFT Charter Commission Minutes.docx

STAFF REPORT **Agenda Item: 6.a**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Discuss Potential Charter Commission Nominations	**Action Required:** Discussion

Summary

At its October 15, 2025, annual meeting, the Charter Commission identified several necessary amendments to the Charter that align the document with current practices and ensure compliance with Minnesota Rules. The Commission recommended three amendments to the City Council at a Public Hearing on December 11, 2025. The City Council adopted Ordinance 2025-557 Amending the City Charter. One of these amendments reduced the number of commission seats from ten to seven. Currently, the Charter Commission has five active members, leaving two seats vacant.

Minnesota Statute 410.05, subd. 3 authorizes the City Council, Charter Commission, or interested applicants to submit nominations. In the past, the City Council has made recommendations to the district court when interest was received from eligible residents. Staff recommends that the Charter Commission discuss the nomination process and coordination with City Council to efficiently fill the remaining vacancies.

Council Action

Discussion Only

STAFF REPORT **Agenda Item: 6.b**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Discuss Response to Form of Petitions Questions	**Action Required:** Information Only

Council Action
Information Only

STAFF REPORT **Agenda Item: 6.c**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Commissioner Term Update and Reappointments	**Action Required:** Information Only

Summary

The current appointment terms for Charter Commissioners are as follows:

- Term ending October 5, 2026: George Gmach, Brian Lother
- Term ending March 17, 2028: Jim Tilbury
- Term ending October 15, 2029: Daniel Buchholtz, Jonathan Coots

Staff has been advised that Commissioners Lother and Gmach intend to seek reappointment for a term concluding in October 2030. Two seats with terms ending October 2029 are presently vacant.

Recommendation

Consider Reappointments of Commissioners Lother and Gmach

Council Action

Consider Reappointments of Commissioners Lother and Gmach

Attachments

1. 2026-09-09 Charter Commission Application G. Gmach_Redacted.pdf

City of Corcoran
Commissions Application

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 Thursday 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 – Plymouth Community Center

1
_____ **Charter**

Meets once yearly

The City welcomes 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

The City is 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 qualification for appointment 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 forfeiture of a commission appointment.

Please complete the information below:

Name: George Gmach		
Address: [redacted]		
Phone: (h)	(w)	(c) [redacted]
E-mail: [redacted]		

Continued on the next page…

City of Corcoran
Commissions Application

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

1) How long have you been a Corcoran resident?

Since 1948 except military and school years.

Current address since 1976

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.

Planning Commission 1981-1982

City Council 1983 - 1990, 1993 - 1996, 1999 - 2002, 2009 - 2012

Charter Commission 2008 to 2011 (Chair in 2009 to 2011); 2014 - 2026 (Vice Cha

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.

Experience in city governance

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

Serve the community

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 Clerk Deb Johnson at dkjohnson@corcoranmn.gov or to City Hall located at:

City of Corcoran
8200 County Road 116
Corcoran, MN 55340

Applicant Signature

9/9/26

Date

STAFF REPORT **Agenda Item: 6.d**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Annual Report to District Court Judge	**Action Required:** Approval

Summary
Minnesota Statute 410.05 Subd. 2 states "The Commission shall submit to the chief judge of the district court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year."
Attached is a draft report for consideration.

Recommendation
Consider a motion to approve the annual report to the chief district judge

Council Action
Consider a motion to approve the annual report to the chief district judge

Attachments
1. 2026 City of Corcoran Charter Commision Annual Report.pdf

September 15, 2026

Chief Judge Kerry W. Meyer
Fourth Judicial District Court
Hennepin County Government Center
300 South 6th Street
Minneapolis, MN 55487-0422

Honorable Judge Meyer,

I am submitting this annual report on behalf of the Corcoran Charter Commission in accordance with Minnesota Statute 410.05, Subd. 2.

The Commission has met for their annual meeting on September 15, 2026. The agenda for the meetings can be found at www.corcoranmn.gov under Government->Charter Commission-> Meetings/Videos/Agenda Packets.

Sincerely,

Brian Lother
Commission Chair
Corcoran Charter Commission

STAFF REPORT **Agenda Item: 6.e**

Council Meeting: September 15, 2026	**Prepared By:** Deb Johnson, City Clerk
Topic: Charter Commission 2027 Annual Meeting Date	**Action Required:** Discussion

Recommendation
Discuss and consider a motion to schedule the 2027 annual meeting of the Charter Commission.

Council Action
Discuss and consider a motion to schedule the 2027 annual meeting of the Charter Commission.