

Collaborative Planning, LLC

Memorandum

To: City Council
From: Cindy Nash, AICP, EDFP
Date: December 12, 2019
Subject: Variance – 307 Pleasant Street East

The City received a variance application for review and consideration, that was denied by the Board of Adjustments and Appeals. The property owner appealed the decision to the City Council. Additional information regarding the proposed variance came to light both during the City Council meeting of November 18, 2019. Additional discussion regarding conditions also occurred at the December 2, 2019 Council meeting. As a result, this memo is updated to reflect the new information provided to the City and additional discussions.

Overview of Request



The subject property is a lot of record in Sauter's Second Addition consisting of approximately .48 acres (20,908 square feet). A variance request is being made to permit the construction of an accessory building exceeding the size permitted by ordinance. A copy of the application is attached. Note that the drawing of the home and accessory buildings provided by the applicant is not to scale. No certificate of survey, architecture or floor plan for the accessory building was provided for review. On the figure to the left, the blue box represents what an approximately 900 square foot building size would be in relation to the size of this property.

The property is zoned R-1 Single Family Detached. The property currently contains a home with a 3-car attached garage and an existing accessory shed consisting of approximately 300 square feet. The applicant is proposing to construct a new accessory structure consisting of approximately 900 square

feet (30 feet by 30 feet) to the rear of the home for a total of approximately 1200 square feet of detached accessory buildings if the existing detached accessory structure were not removed. The applicant stated at the November 18th Council meeting that the existing approximately 300 square foot shed would be demolished. In addition, the 900 square foot building was portrayed at the Council meeting as a garage rather than a new shed, and would require a means to access it.

Section 153.016 of the Cologne Code of Ordinances limits detached accessory structures to a maximum of 200 square feet. An exception is provided in the case of properties in the Downtown Overlay District (which this property is within) when the property only has a single-car garage or when the property does not have an existing detached or attached accessory structure (which does not apply) whereby the aggregate total of detached accessory structures then shall not exceed 1000 square feet. This exception serves to provide older homes that do not have a garage with the opportunity to construct a garage.

Applicable ordinance and design requirements related to an accessory structure in this zoning district are the following:

Requirement	Does the proposal meet it?	Notes
Does the property have only a single-car garage?	No, the property has an attached 3-car garage	Does not meet the exception requirements to have more than 200 feet of accessory space in Section 153.016
Not more than 200 square feet of accessory building	Proposal is for 900 square feet, which is over 4 times greater than amount allowed under ordinance.	
Accessory structure with permanent foundation must meet setback requirements of the principal structure	Cannot review without a Certificate of Survey including the accessory structure being provided by the applicant.	
Detached accessory structures in excess of 150 square feet shall be compatible with the principal structure in appearance, architectural style and building materials.	Verbal response provided by applicant at November 18 th Council meeting, but no plans for the building have been provided. These would be required before moving forward with a building permit.	
A determination shall be made during site plan review whether a	During the November 18 th meeting, it was stated that the applicant would be driving down the west side property line to access	1. There would need to be sufficient width on the side of the home to keep the

<p>new or realigned driveway to the accessory structure is necessary and appropriate.</p>	<p>the garage. During the December 2, 2019 meeting, the applicant said that if the stormwater infrastructure contained within the drainage and utility easement required maintenance or repairs, that he would be responsible to repair or maintain.</p> <p>1.The west property line is subject to a drainage and utility easement that is being used for stormwater purposes and contains a 12” diameter culvert that is 6” deep. The City does not permit improvements within or the use of easements in a manner that may cause harm to the City’s improvements or use of those easements.</p> <p>2. There must be sufficient room shown on a survey to access the garage without entering onto the property of others.</p>	<p>“driveway” to the accessory building a reasonable distance from the home and outside of the drainage and utility easement.</p> <p>2. A review of the aerial photography for this property suggests that there will not be sufficient room on the west side of the property to accommodate a driveway and the easement. There may also not be sufficient room on the east side of the home, but there may be more room there without the constraint of the easement.</p>
<p>Building height may not exceed 20 feet.</p>	<p>Cannot be determined without reviewing building plans which were not submitted.</p>	
<p>Removal of existing accessory structure is necessary</p>	<p>Applicant stated that they would not plan to remove the existing accessory structure until the new one is installed. This can be an enforcement issue to compel the removal of the original structure.</p>	
<p>Lot coverage may not exceed 25%</p>	<p>This would need to be verified with a survey. The property is approximately 20,908 square feet, which would allow approximately 5,227 square feet of impervious surfaces. Imprecise measurements on aerial photos suggest that the combined home, driveway and proposed building may be approaching that limit.</p>	

Staff Recommendation

The variance was applied for related to having more square feet of accessory building (900 square feet vs. 200 square feet) without supporting documentation that verifies that other ordinance requirements can be met. Given that further review of the situation indicates that a number of these other requirements may not be possible to meet, staff does not recommend adopting a resolution until at

least a certificate of survey can be provided for review. In particular, there appears to be difficulty with this proposal, as supplemented verbally by the applicant at the November 18th City Council meeting, being able to meet requirements related to impervious surface coverage, side yard setbacks, and maintaining a driveway area outside of the City easement or neighboring properties.

If the City Council determines it should approve the request for a 900 square foot accessory building even though it is not possible to know if the proposal can meet the remaining city requirements, it is suggested that the following conditions be added to the approval:

1. No building permit shall be issued until a Certificate of Survey prepared by a licensed professional is provided for the review and approval of City staff. If the Certificate of Survey is approved, the accessory building shall be constructed in substantial conformance with those approved plans. No improvements other than those shown on the Certificate of Survey are permitted.
2. No grading or land disturbing activities are permitted to occur within the existing easement on the property, nor may the easement be utilized for driveway purposes.
3. The existing accessory building shall be removed within one month of the issuance of a certificate of occupancy for the new accessory building. The escrow in condition #4 shall not be released until the existing accessory building has been removed.
4. Prior to the issuance of a building permit an escrow of \$5000 shall be provided to the City to ensure compliance with the conditions of this variance and may be used by the City as it determines necessary to complete any conditions of the variance or to restore or mitigate any damage to the easement area caused by the construction on the site. Following completion of the project and conditions in a manner determined satisfactory by the City Engineer, any remaining escrow balance shall be returned to the applicant without interest.
5. The Certificate of Survey to be submitted shall comply with all ordinance requirements including but not limited to setbacks, height, impervious surface coverage. The only variance granted is to permit an accessory structure of not to exceed 900 square feet.
6. Building plans shall be submitted that document compliance of the new building with relation to the maximum building height of 20 feet as well as ensuring that the exterior design of the garage is compatible with the existing home in relation to roof and siding materials, roof pitch, and other design characteristics. The plans shall be reviewed by city staff, and no building permit shall be issued until building plans in compliance with the zoning ordinance have been approved by staff.
7. Outside storage is not permitted. All vehicles and trailers shall be parked inside a building or on the paved driveway in front of the home.
8. The accessory building shall be used for personal use only and not for the operation or storage for a business use.

9. Any maintenance or repairs that may be needed to the stormwater infrastructure contained within the drainage and utility easement on the western side of the property shall be the responsibility of the property owner.
10. All funds owed to the City for the processing of this application shall be paid in full prior to the issuance of a building permit.
11. The variance shall expire if these conditions are not met and a building permit is not received for the property by June 16, 2020.

**CITY OF COLOGNE
CITY COUNCIL
RESOLUTION NO. 19-21
RESOLUTION APPROVING APPEAL OF VARIANCE DECISION BY THE BOARD OF
APPEALS AND ADJUSTMENT FOR 307 PLEASANT STREET EAST**

WHEREAS, Mary and James Meuwissen (“Applicant”) are the applicant for an application related to property located at 307 Pleasant Street East; and

WHEREAS, the property is zoned R-1, Single Family Detached; and

WHEREAS, the Applicant had applied for a variance to permit the construction of an additional detached accessory structure consisting of approximately 900 square feet on the property; and

WHEREAS, the property currently has an attached accessory structure (2-car garage) and an approximately 300 square foot detached accessory structure; and

WHEREAS, the zoning ordinance does not permit detached accessory structures in excess of an aggregate total of 200 square feet within the R-1 zoning district; and

WHEREAS, Minnesota Statute Section 462.357, subd. 6 provides:

- a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
- b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. “Practical difficulties,” as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.

WHEREAS, the public hearing was properly noticed and scheduled for October 7, 2019; and

WHEREAS, the application was reviewed by the Board of Appeals and Adjustment at its meeting on October 7, 2019; and

WHEREAS, the Board of Appeals and Adjustment made the following findings of fact at its meeting on October 7, 2019:

1. The proposed variance is not a reasonable use of the land. Section 153.016 of the City Code of Ordinances provides all homeowners with the opportunity to have a reasonable amount of accessory structure (typically garages and storage), which may be either attached or detached from the principal structure (home). The proposed request to construct an additional 900 square feet of detached accessory structure on a property that is small in size (.48 acres) and that already contains at least a 2-car garage that is attached to the home and an additional approximately 300 square feet of detached accessory structure is already in excess of the City ordinances.

2. The plight of the landowner is due to circumstances created by the landowner and are not unique to the property. The lot is a typical lot in the City and already has more accessory storage space than a typical lot.
3. The variance would alter the essential character of the locality. The homes in the neighborhood are typical single-family homes with a 2-car attached garage, and an occasional small storage shed in the back. In addition, the proposed accessory structure does not have a practical means of access given the size of the lots in the neighborhood and the close proximity of the home on the lot to the side lot lines preventing access from the street.

WHEREAS, the Board of Appeals and Adjustment adopted Resolution 19-03 denying the variance at its meeting on October 7, 2019; and

WHEREAS, the Applicant filed an appeal of the decision of the Board of Appeals and Adjustment as permitted Under Section 153.090 (C) of the City Code of Ordinances; and

WHEREAS, a public hearing before the City Council was scheduled for November 18, 2019;

NOW, THEREFORE, BE IT RESOLVED, the City Council makes the following findings:

1. The proposed variance is a reasonable use of the land. The applicant is storing items outside and is proposing to store them inside a building if allowed to construct the building.
2. The plight of the landowner is due to circumstances not created by the landowner and that are unique to the property. The rear of the lot abuts TH 212, allowing the occupants of the home to hear highway noise. One of the traffic turnarounds on TH 212 is also situated in a way that headlights can shine into the back windows of the home, which the shed would block. This situation is unique to this property.
3. The variance would alter the essential character of the locality. The homes in the immediate vicinity are typical single-family homes constructed in the 1970's and 1980's with a 2-car attached garage, and an occasional small storage shed in the back. The homes located approximately one block to the north are of an older vintage and style that frequently did not include an attached garage and as such where space has allowed some of these property owners have constructed a larger detached garage in compliance with the terms of the zoning ordinance. The newer portion of the neighborhood is accessed through this older portion of the community.

BE IT FURTHER RESOLVED, the City Council approves a variance to permit accessory buildings on the Subject Property not to exceed 900 square feet, subject to the following conditions:

1. No building permit shall be issued until a Certificate of Survey prepared by a licensed professional is provided for the review and approval of City staff. If the Certificate of Survey is approved, the accessory building shall be constructed in substantial conformance with

those approved plans. No improvements other than those shown on the Certificate of Survey are permitted.

2. No grading or land disturbing activities are permitted to occur within the existing easement on the property, nor may the easement be utilized for driveway purposes.
3. The existing accessory building shall be removed within one month of the issuance of a certificate of occupancy for the new accessory building. The escrow in condition #4 shall not be released until the existing accessory building has been removed.
4. Prior to the issuance of a building permit an escrow of \$5000 shall be provided to the City to ensure compliance with the conditions of this variance and may be used by the City as it determines necessary to complete any conditions of the variance or to restore or mitigate any damage to the easement area caused by the construction on the site. Following completion of the project and conditions in a manner determined satisfactory by the City Engineer, any remaining escrow balance shall be returned to the applicant without interest.
5. The Certificate of Survey to be submitted shall comply with all ordinance requirements including but not limited to setbacks, height, impervious surface coverage. The only variance granted is to permit an accessory structure of not to exceed 900 square feet.
6. Building plans shall be submitted that document compliance of the new building with relation to the maximum building height of 20 feet as well as ensuring that the exterior design of the garage is compatible with the existing home in relation to roof and siding materials, roof pitch, and other design characteristics. The plans shall be reviewed by city staff, and no building permit shall be issued until building plans in compliance with the zoning ordinance have been approved by staff.
7. Outside storage is not permitted. All vehicles and trailers shall be parked inside a building or on the paved driveway in front of the home.
8. The accessory building shall be used for personal use only and not for the operation or storage for a business use.
9. No driveway shall be operated or maintained on the drainage and utility easement. Any maintenance or repairs that may be needed to the stormwater infrastructure contained within the drainage and utility easement on the western side of the property shall be the responsibility of the property owner.
10. All funds owed to the City for the processing of this application shall be paid in full prior to the issuance of a building permit.
11. The variance shall expire if these conditions are not met and a building permit is not received for the property by June 16, 2020.

Approved:

Matt Lein
Mayor

Attested:

Michelle Morrison
City Clerk

M/_____

Lein_____

Szaroletta_____

Kells_____

S/_____

Bruss_____

Lenzen_____

**CITY OF COLOGNE
CITY COUNCIL
RESOLUTION NO. 19-21
RESOLUTION DENYING APPEAL OF VARIANCE DECISION BY THE BOARD OF
APPEALS AND ADJUSTMENT FOR 307 PLEASANT STREET EAST**

WHEREAS, Mary and James Meuwissen (“Applicant”) is the applicant for an application related to property located at 307 Pleasant Street East; and

WHEREAS, the property is zoned R-1, Single Family Detached; and

WHEREAS, the Applicant had applied for a variance to permit the construction of an additional detached accessory structure consisting of approximately 900 square feet on the property; and

WHEREAS, the property currently has an attached accessory structure (2-car garage) and an approximately 300 square foot detached accessory structure; and

WHEREAS, the zoning ordinance does not permit detached accessory structures in excess of an aggregate total of 200 square feet within the R-1 zoning district; and

WHEREAS, Minnesota Statute Section 462.357, subd. 6 provides:

- a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
- b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. “Practical difficulties,” as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.

WHEREAS, the public hearing was properly noticed and scheduled for October 7, 2019; and

WHEREAS, the application was reviewed by the Board of Appeals and Adjustment at its meeting on October 7, 2019; and

WHEREAS, the Board of Appeals and Adjustment made the following findings of fact at its meeting on October 7, 2019:

1. The proposed variance is not a reasonable use of the land. Section 153.016 of the City Code of Ordinances provides all homeowners with the opportunity to have a reasonable amount of accessory structure (typically garages and storage), which may be either attached or detached from the principal structure (home). The proposed request to construct an additional 900 square feet of detached accessory structure on a property that is small in size (.48 acres) and that already contains at least a 2-car garage that is attached to the home and an additional approximately 300 square feet of detached accessory structure is already in excess of the City ordinances.

2. The plight of the landowner is due to circumstances created by the landowner and are not unique to the property. The lot is a typical lot in the City and already has more accessory storage space than a typical lot.
3. The variance would alter the essential character of the locality. The homes in the neighborhood are typical single-family homes with a 2-car attached garage, and an occasional small storage shed in the back. In addition, the proposed accessory structure does not have a practical means of access given the size of the lots in the neighborhood and the close proximity of the home on the lot to the side lot lines preventing access from the street.

WHEREAS, the Board of Appeals and Adjustment adopted Resolution 19-03 denying the variance at its meeting on October 7, 2019; and

WHEREAS, the Applicant filed an appeal of the decision of the Board of Appeals and Adjustment as permitted Under Section 153.090 (C) of the City Code of Ordinances; and

WHEREAS, a public hearing before the City Council was scheduled for November 18, 2019; and

NOW, THEREFORE, BE IT RESOLVED, the City Council concurs with the findings of the Board of Adjustment and Appeal; and hereby denies the appeal to issue a variance to permit the use of an additional accessory building.

Approved:

 Matt Lein
 Mayor

Attested:

 Michelle Morrison
 City Clerk

M/_____ Lein_____ Szaroletta_____ Kells_____

S/_____ Bruss_____ Lenzen_____

**CITY OF COLOGNE
RESOLUTION NO. 19-22**

**RESOLUTION ADOPTING 2020 BUDGET FOR ALL GENERAL, ENTERPRISE, AND
CAPITAL INVESTMENT ACTIVITIES**

WHEREAS, the 2020 Budget for all City funds has been prepared in the manner prescribed by the Governmental Accounting Standards Board (GASB); and

WHEREAS, the 2020 Summary Budget for all City Funds has been presented and reviewed are hereby adopted as follows:

General Fund	\$1,286,971
Water Fund	\$628,342.62
Sewer Fund	\$471,212.61
Storm Water Fund	\$8,350
Debt Service	\$811,336.76

WHEREAS, additional budget detail is available at Cologne City Hall; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Cologne hereby adopts the 2020 Budgets for all City funds including General, Enterprise, and Capital Investments.

Adopted by the City Council of the City of Cologne this 16th day of December, 2019.

Matt Lein, Mayor

ATTEST:

Michelle Morrison, City Clerk

M/_____

Lein_____ Kells_____ Szaroletta_____

S/_____

Bruss_____ Lenzen_____



**CITY OF COLOGNE
RESOLUTION NO. 19-23
ADOPTING FINAL
TAX LEVY COLLECTIBLE IN 2020**

WHEREAS, the City of Cologne has prepared its 2020 Tax levy; and

WHEREAS, the following final tax levy, net of Local Government Aid, will be certified to the County Auditor by December 30, 2019;

General Fund Tax Levy	\$766,875
2013A Crossover Refunding	\$609,510
2018A Equipment Certificates	\$65,912
Total Tax Levy Collectible in 2020	\$1,442,297

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cologne, Minnesota, to authorize a final 2020 Tax Levy collectible net of Local Government Aid of \$1,442,297.

Adopted by the City Council of the City of Cologne, Minnesota, this 16th day of December, 2019.

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Szaroletta _____

Bruss _____

Lein _____

Kells _____

S/ _____

Lenzen _____

**CITY OF COLOGNE
RESOLUTION NO. 19-24
RESOLUTION APPROVING PUBLICATION OF
ORDINANCE NO. 161-O BY TITLE AND SUMMARY**

WHEREAS, on December 16, 2019 the City Council of the City of Cologne adopted Ordinance No. 161-O entitled “An Ordinance Establishing Certain Fees for License, Permits, Land Use and Zoning Matters, Water and Sewer Rates and Related Matters; and

WHEREAS, the ordinance amends the fees for numerous city licenses, permits and service; and

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances upon a vote of 4/5 of the Council; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLOGNE:

1. The City Council of the City of Cologne has adopted Ordinance No. 161-O. The Ordinance establishes fees for city licenses, permits and services.
2. The City Clerk is directed to publish this resolution in lieu of publication of the entire ordinance.
3. The City Clerk is directed to post a copy of the entire text of Ordinance No. 161-O on the City Hall bulletin board for a period of not less than thirty (30) days. In addition, a printed copy of Ordinance No. 161-O is available for inspection by any person during regular office hours at the Cologne City Hall.

Adopted by the City Council of the City of Cologne, Minnesota, this 16th day of December, 2019.

Matt Lein, Mayor

ATTEST:

Michelle Morrison
City Clerk

M/ _____

Lein

Kells

Szaroletta

Bruss

S/ _____

Lenzen

CITY OF COLOGNE FEE SCHEDULE

Approved Fee Schedule Effective January 1, 2020 per Ordinance 161-O

UTILITIES**Storm Water Rates (monthly)**

Residential	\$3.50
Commercial (1/4 acre or less)	\$3.50
Commercial (>1/4 acre up to 1/2 acre)	\$4.00
Commercial (>1/2 acre up to 3/4 acre)	\$4.50
Commercial (>3/4 acre)	\$5.00

Water Rates

0-7,500	\$12.00 base/\$6.00/1000
7,501-20,000	\$6.50/1,000
20,001-50,000	\$7.25/1,000
50,001-100,000	\$8.00/1,000
Over 100,000	\$8.75/1,000
MN Water Supply Service Connection Fee	\$0.81/month
Hydrant Sales	\$6.30/1000 gallons plus \$60.00 hookup fee
Water Disconnect/Reconnect Fee	\$75.00 each
Water Plant Fee	\$9.00/month

Sewer Rates

Based on average use May-October and actual use November-April	\$6.00 per 1000 gallons of water ERU (Equivalent Resident Unit) \$13.30/month
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Utility Connection Fees

Water Hookup	\$140.00
Water Meter	\$350.00
Water Permit	\$65.00
Water Access Charge	\$4,000.00
Sewer Hookup	\$140.00
Sewer Permit	\$65.00
Sewer Access Charge	\$3,250.00
Curbstop Cover*	\$100.00

*Required for curbstop located in driveway or other bituminous, as determined by Public Works Superintendent.

LIQUOR LICENSES**Annual**

On-Sale Liquor	\$1,750.00
Off-Sale Liquor	\$100.00
CCC On-Sale Liquor	\$525.00
Sunday Liquor	\$200.00
On-Sale Wine	\$310.00
3.2 License (Commercial)	\$110.00
3.2 License (Non-profit)	\$55.00

Temporary

1-3 Day Intoxicating	\$55.00
1-3 Day Intoxicating (If a Special Council Meeting is required)	\$160.00
3.2 License	\$30.00

New Licenses

Investigation Fee	\$350.00
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CITY OF COLOGNE FEE SCHEDULE

Approved Fee Schedule Effective January 1, 2020 per Ordinance 161-O

MISCELLANEOUS ANNUAL LICENSES & OTHER FEES

Adult Use Permit Fee	\$3,570.00
Adult Use Permit Investigation Fee	\$310.00
Sanitation/Solid Waste Haulers (up to 3 licensees per year)	\$175.00 per vehicle used in Cologne
Peddler, Transient Merchant	\$200.00 Annual License Fee
Solicitor	No Charge
Utilities/Special Assessment Search (written)	\$35.00
Returned Checks	\$35.00
Utility Installation Review 4 Blocks or<	\$80.00
Utility Installation Review 4 Blocks or>	\$160.00
Rental Property Inspection (inc. 1 reinspect.)	\$55 base/\$12.00 Unit Bi-annually
Rental Property Reinspections>2	\$80/ea. Additional
Late Fee - Utility Bills	5% of past due balance/month
Late Fee - Other Items	18% APR

BUILDING PERMITS**Total Valuation****Building Permit Fee**

\$1.00 to \$500.00	\$25.50
\$501.00 to \$2,000.00	\$25.50 for the first \$500.00, plus \$3.32 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$75.30 for the first \$2,000.00, plus \$15.05 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$431.80 for the first \$25,000.00, plus \$10.97 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.00 to \$100,000.00	\$706.05 for the first \$50,000.00, plus \$7.65 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.00 to \$500,000.00	\$1,088.55 for the first \$100,000.00, plus \$6.12 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.00 to \$1,000,000.00	\$3,536.55 for the first \$500,000.00, plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000 and up	\$6,086.55 for the first \$1,000,000.00, plus \$4.08 for each additional \$1,000.00, or fraction thereof
State Surcharge Fee	0.0005 of Building Valuation - Minimum of \$0.50

Additional Building Permit Fees

Residential Zoning Fee	\$110.00
Plumbing Fee (Includes Sprinkler/Irrigation)	\$6.00/fixture - minimum of \$50.00
Mechanical Fee	\$70.00
Reroofing	\$80.00
Residing	\$80.00
Rewindow (Same Size; Requires Rewindow worksheet)	\$80.00
Front/Exterior Doors	\$80.00
Fence / Accessory Structure (150 sq ft or less) Fee	\$50.00
Plan Check Fee	67% of Building Permit Fee
Redundant Plan Check Fee	27% of Building Permit Fee
Fixed Cost Building Permit Surcharge	Rate set by state
Erosion Control Fee	\$30.00
Trail / Transportation (HHH) Fee	\$735.00

CITY OF COLOGNE FEE SCHEDULE

Approved Fee Schedule Effective January 1, 2020 per Ordinance 161-O

LAND USE FEES***Preliminary Plat Applications***

Residential Escrow*	to be replenished when balance falls below \$200.00)
Residential Processing Fee	\$510.00 plus \$30.00/lot
Non-residential Escrow	to be replenished when balance falls below \$200.00)
Non-residential Processing Fee	\$850.00 plus \$30.00/lot

Final Plat Applications

Civil Defense Fee	\$40.00 ERU
Map Updating Fee	\$12.50/lot

Concept Plan Review/Site Plan Review Deposit**

Residential - Single Lot	\$110.00
Residential - Multiple Lots	\$510.00
Commercial Lot	\$255.00

Variances, Interim Use Permits, and Other Requests Requiring a Public Hearing

Application Fee	\$255.00
Consulting Escrow**	\$1,000.00

**Actual costs will be deducted, any unused portion will be refunded. Excess costs will be billed to applicant.

Sign Permits

Permanent	\$60.00
Temporary	No Charge

COLOGNE FITNESS CENTER***Monthly Rates***

Single - Resident	\$20.00
Single - Business Owner/Employee	\$21.00
Single - Regular	\$24.00
Second Family Member	\$9.00
Each Additional After Second Member	\$5.00
Daily Rate	\$3.00

Monthly City Employee/CFD/Elected Officials Rates

Single	No Charge
Second Family Member	\$9.00
Each Additional After Second Member	\$5.00

Other Charges

Initial Signup Fee - First Member	\$20.00
Signup Fee for Each Additional Member	\$10.00
Lost Card Replacement	\$15.00
Reactivate Account	\$10.00
30-Day Notice to Discontinue Membership	No Charge

CITY OF COLOGNE FEE SCHEDULE

Approved Fee Schedule Effective January 1, 2020 per Ordinance 161-O

FACILITY RENTALS: COLOGNE FIRE & RESCUE STATION (Formerly LOUIS HALL)

Daily Rental	\$75.00
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FACILITY RENTALS: COLOGNE COMMUNITY CENTER**Conference Room**

Per Hour	\$20.00/hr - Max \$50/day
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Community Room (per day)

Resident (Fri - Sun & Holidays)	\$60.00
Regular (Fri - Sun & Holidays)	\$80.00
Resident (Mon - Thurs, excluding holidays)	\$40.00
Regular/Com. (Mon - Thurs, excl. holidays)	\$50.00

Gymnasium

Sporting Events / Practices / Activities	\$22.50/hr
Fitness Classes (Minimum 6 classes)	\$10.00/class - Up to 1 hour
Monday - Friday 5:00 a.m.-3:30 p.m. School Rentals	\$10.00/hr

Social Gatherings (Gym & Serving Kitchen)

Per Hour (4 hour minimum)	\$40/hr
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Birthday Party Rental

3 hrs. gym & serving kitchen	\$90.00
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Gymnasium - Weddings/Large Event (Full day use)

Facility Charge	\$550.00
Event Clean Up and Takedown	\$400.00
Event Security	\$200.00
Full Drapery	\$500.00
Ceiling Drapery	\$350.00
Accessory Drapery (All Pieces)	\$150.00
Stage Drapery Only	\$50.00

Wedding - Additional Services

Wedding Setup	\$250.00
Place Setting (Dishes/Utensils/Water Glass)	\$.50 each
Wedding Early Access - 11 am day before (If Avail)	\$100.00

Serving Kitchen

Daily Rental	\$30.00
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Damage Deposits

Wedding / Large Event	\$1,000.00
Social Gathering	\$100.00
Community Room / Birthday Party / Louis Hall	\$50.00

MISCELLANEOUS**Photocopy fees**

Black and White 8.5X11	\$0.25 per page
Black and White 11X17	\$0.50 per page
Color 8.5X11	\$0.50 per page
Color 11X17	\$1.00 per page

Old Fire Station

Tables	\$7.50
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CITY OF COLOGNE FEE SCHEDULE

Approved Fee Schedule Effective January 1, 2020 per Ordinance 161-O

Chairs	\$2.00
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MEMORANDUM

TO: Mayor Matt Lein & City Council Members
FROM: Jesse Dickson, City Administrator
SUBJECT: Windows 7 upgrades for City of Cologne
DATE: 12/13/2019

Background:

The City of Cologne is using Windows 7 machines at most of its facilities and workstations. With support for Windows 7 ending in 2020, Cologne's tech support contractor, Techstar, has provided staff with a quote to upgrade the machines to Windows 10. With the included setup cost for the computers, Techstar's quote per machine is competitive with any of the wholesale sellers online (ie Amazon, NewEgg).

Currently there is room in the budget for these upgrades to take place in 2019.

Action Requested:

Approve the attached quote from Techstar for upgraded Windows 10 machines for the various City departments.

Quote Expired

This quote has expired. It was valid until November 15, 2019.



Your IT Department

Prepared For:

Jesse Dickson
City of Cologne
1211 Village Pkwy
PO Box 120
Cologne, MN 55322

Prepared By:

Matt Bonderman
Lead Systems Engineer

Is your company
at risk on the
Dark Web?

[Learn More](#)



COC - 614673 - Windows 7 PC Upgrade

Quote Reference: AAAQ2010 | Quote Date: 10/21/2019 | Quote Valid to: 11/15/2019

Please review the detail of the quote below. Payment is required to process your order.

QUOTE DETAIL

Qty	Description	Unit	Total
	Desktop Computer Windows 10 Upgrade		\$10,472.00

Lenovo Desktop PC

11	Lenovo ThinkCenter M720s Desktop Computer & Setup 6 PCs for city hall 2 PCs for Fire Dept 2 for water dept. 3 for public works PC Specs: Core i5 i5-8400 - 8 GB RAM - 256 GB SSD - Small Form Fact ...more	\$952.00	\$10,472.00
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Optional PC RAM Upgrade

<input type="checkbox"/>	11 Optional Ram upgrade to 16GB (1QTY = 1PC upgrade) Additional 8GB of RAM for new PC's to bring them to 16GB total Samsung 8GB DDR4 PC4-21300, 2666MHZ, 288 PIN DIMM, 1.2V, CL 19 desktop ram memory module To ...more		\$49.99	\$549.89
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Option Monitor Upgrade

<input type="checkbox"/>	6	Used Dell 24" LCD 1080p monitor (6 available) These units are barley used and retail for over \$130 new 2 Monitors will go to the 2 front PCs with old VGA only monitors. 1 Monitor recommended for Fire Reli ...more	\$75.00	\$450.00
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On-Site NAS Solution

\$1,862.16

In-House NAS (Network Attached Storage)

<input checked="" type="checkbox"/>	1	Onsite Synology Backup Solution Possible uses include: - Cloud Sync, you can seamlessly sync and share files among your Synology NAS and multiple public cloud services - Active Backup for B ...more		\$1,862.16	\$1,862.16
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(Qty 1) - Synology 5 Bay NAS DiskStation DS1019+ (Diskless)

(Qty 2) - Seagate Exos 7E8 8TB 512e SATA 256MB Cache 3.5-Inch Enterprise Hard Drive (ST8000NM0055)

High-Reliability Drive for servers, storage systems, and business-centric NAS systems

Performance-Optimized for heavy application usage, supports 24x7 workload [...more](#)



(Qty 1) - Setup and Installation

Setup includes the Image Based backup for the PC hosting QuickBooks

Setup of the Active Backup for Office 365

Setup of cloud sync for Dropbox sync

Setup [...more](#)



(Qty 1) - Seagate Desktop 8TB External Hard Drive HDD - USB 3.0 for PC Laptop and Mac (STGY8000400)

Ideal for the home, office, or dorm, the Seagate Desktop Drive offers 8TB of enormous desktop storage for photos, movies, music, and more

An external hard drive [...more](#)



<input checked="" type="checkbox"/>	(Qty 1) - Managed Offsite Cloud Cold Storage per 1TB block Monthly Subscription Used for Replication of existing backups to cold storage		\$25.00	\$25.00 <i>Monthly</i>
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New Subscription Based Security Appliance

\$216.00

~~The Current City Hall Firewall/Security Appliance security services Expired the end of October~~

1	WatchGuard Firebox T35 MSSP ongoing Total Security Monthly security subscription City Hall Device Monthly subscription covers the Total Security services on a new TechStar owned T35 security device	\$66.00	\$66.00 <i>Monthly</i>
1	Firewall Setup and configuration	\$150.00	\$150.00

Fire Halt Recommended Upgrades

\$689.82

The current router and switch are not complaint gear for contract support. The current router is a residential grade unit and lack any real security benefit. The switch is old and 10 times slower than new gear and could be impacting the user experience. The proposed security appliance is for small remote sites with minimal



network use. The USG does not require an ongoing security subscription like an upgraded WatchGuard unit would.

<input checked="" type="checkbox"/>	1	Ubiquiti Unifi Security Gateway (USG) 3 Gigabit Ethernet ports, CLI management for advanced users 1 million packets per second for 64-byte packets 3 Gbps total line rate for packets 512 bytes or la ...more		\$154.76	\$154.76
<input checked="" type="checkbox"/>	1	Ubiquiti Networks Networks UniFi Switch, 16 Port, 150W Ubiquiti Networks networks Unifi switch, 16 port, 150W		\$335.06	\$335.06
<input checked="" type="checkbox"/>	1	Equipment Setup and configuration		\$200.00	\$200.00

Public Works Recommended Upgrades

\$592.76

The current router and switch are not complaint gear for contract support. The current router is a residential grade unit and lack any real security benefit. The proposed security appliance is for small remote sites with minimal network use. The USG does not require an ongoing security subscription like an upgraded WatchGuard unit would.

<input checked="" type="checkbox"/>	1	Ubiquiti Unifi Security Gateway (USG) 3 Gigabit Ethernet ports, CLI management for advanced users 1 million packets per second for 64-byte packets 3 Gbps total line rate for packets 512 bytes or la ...more		\$154.76	\$154.76
<input checked="" type="checkbox"/>	1	UniFi US-8-60W 8-Port Gigabit PoE Compliant Managed Switch UniFi Switch 8 US-8-60W 8-Port Fully Managed Gigabit Switch 802.3af PoE ports 60 Watts The UniFi Switch 8-port models feature Gigabit Ethernet ports in a compact ...more		\$139.80	\$139.80
<input checked="" type="checkbox"/>	1	Ubiquiti Unifi Ap-AC Lite - Wireless Access Point - 802.11 B/A/G/n/AC (UAPACLITEUS) Ubiquiti Networks networks Unifi AC Lite AP Wi-Fi 802.22 2.4 GHz Speed : 300 Mbps, 5 GHz Speed : 867 Mbps		\$98.20	\$98.20
<input checked="" type="checkbox"/>	1	Equipment Setup and configuration		\$200.00	\$200.00

Acceptance of this quote will trigger a contract update for 2020.

This quote is confidential and may contain proprietary information. Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Quotes are valid for 15 days or while supplies last.

Update

Have a question?
click on the chat icon
in the lower right corner



SubTotal:	\$13,832.74
Sales Tax:	\$0.00
Grand Total:	\$13,832.74
Monthly Recurring:	\$91.00
Deposit Required:	\$13,832.74

PAYMENT OPTIONS



Credit Card or ACH, [plus \$91.00 monthly]

\$13,832.74
full payment

QUOTE APPROVAL

Sorry, you cannot accept your quote because it has expired. Please contact Matt Bonderman to request an updated quote.



Relationships



Reliability



Responsiveness



CONTACT US

888.397.7662 - Support | 952.467.9655 - Sales
info@techstars.us

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City of Cologne 2020 Meeting Schedule Planning Commission / City Council

Planning Commission is scheduled to meet on the 1st Monday of each month at 6:00 pm unless there is no business.

Planning Commission meeting dates for 2020

January 6, 2020
February 3, 2020
March 2, 2020
April 6, 2020
May 4, 2020
June 1, 2020
July 6, 2020
August 3, 2020
September 8, 2020 – Tuesday (Labor Day)
October 5, 2020
November 2, 2020
December 7, 2020

City Council is scheduled to meet on the 1st and 3rd Mondays of each month at 7:00 pm.

City Council meeting dates for 2020

January 6, 2020 –
January 21, 2020 – Tuesday (MLK Jr. Day)
February 3, 2020
February 18, 2020 – Tuesday (President's Day)
March 2, 2020
March 16, 2020
April 6, 2020
April 20, 2020
May 4, 2020
May 18, 2020
June 1, 2020
June 15, 2020
July 6, 2020
July 20, 2020
August 3, 2020
August 17, 2020
September 8, 2020 – Tuesday (Labor Day)
September 21, 2020
October 5, 2020
October 19, 2020
November 2, 2020
November 16, 2020
December 7, 2020
December 21, 2020

2020 Holidays - Offices Closed

Wednesday, January 01	New Year's Day
Monday, January 20	MLK Jr Day
Monday, February 17	President's Day
Monday, May 25	Memorial Day
Friday, July 03	Independence Day (Observed)
Monday, September 07	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day

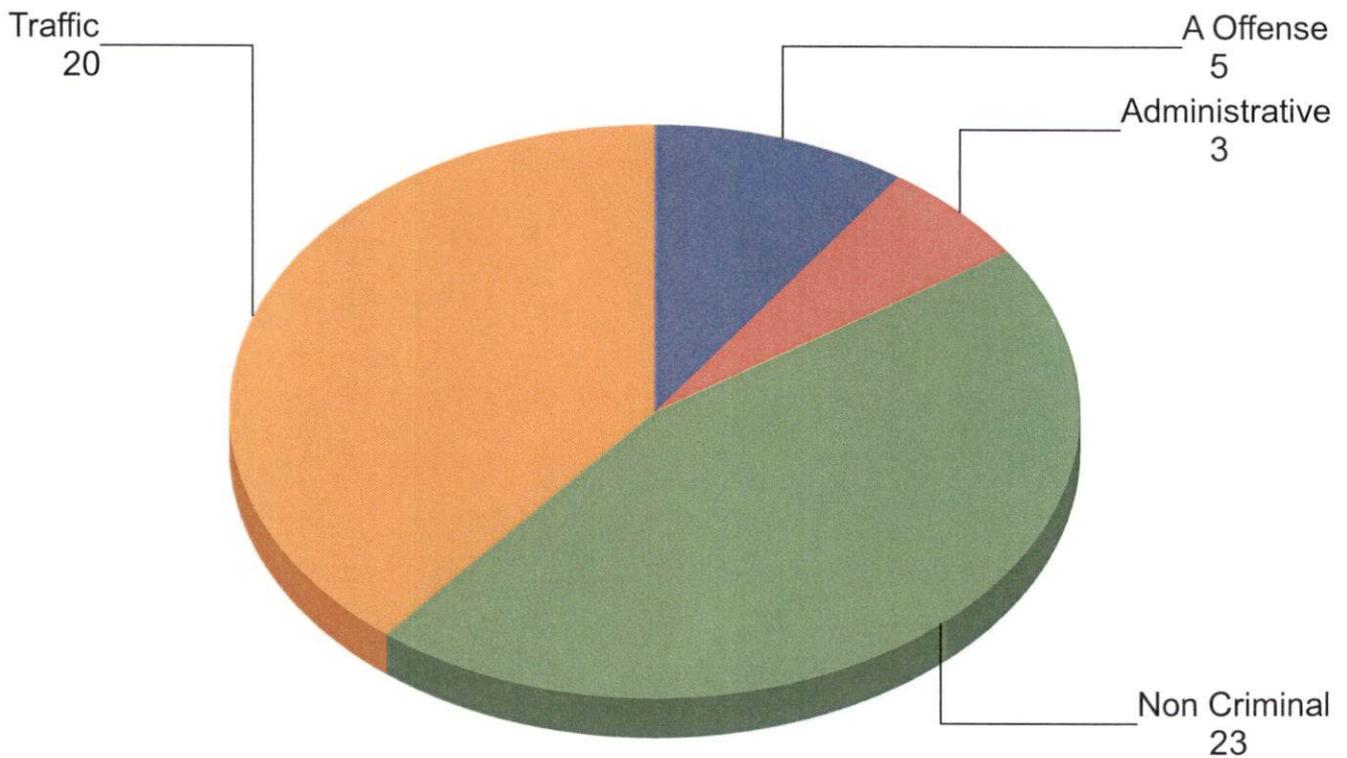
City of Cologne 2020 Appointments

Official Depositories	<i>Old National, Security Bank, Citizens State Bank-NYA, 4M Fund</i>
Official Newspaper	<i>News & Times</i>
Acting Mayor	
Public Safety	
Watershed Representative	
Parks & Streets	
Emergency Management Dir	
Planning Commission Liaison	
Weed Inspector	<i>Brian Vos</i>
Health Clinic	<i>Lakeview Clinic</i>
Auditor	<i>Eide Bailly</i>
Building Inspector	<i>Metro West Inspections</i>
City Attorney	<i>Melchert, Hubert, & Sjodin</i>
City Planner	<i>Collaborative Planning</i>
City Engineer	<i>Bolton & Menk</i>
Fire Chief (Term end 12-31-20)	<i>Nick Joos</i>
1st Assistant Chief	<i>Chad Vos</i>
2nd Assistant Chief	<i>Justin Reich</i>
Transportation Committee	
Personnel Committee	



Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2019 To: 11/30/2019

Cologne City



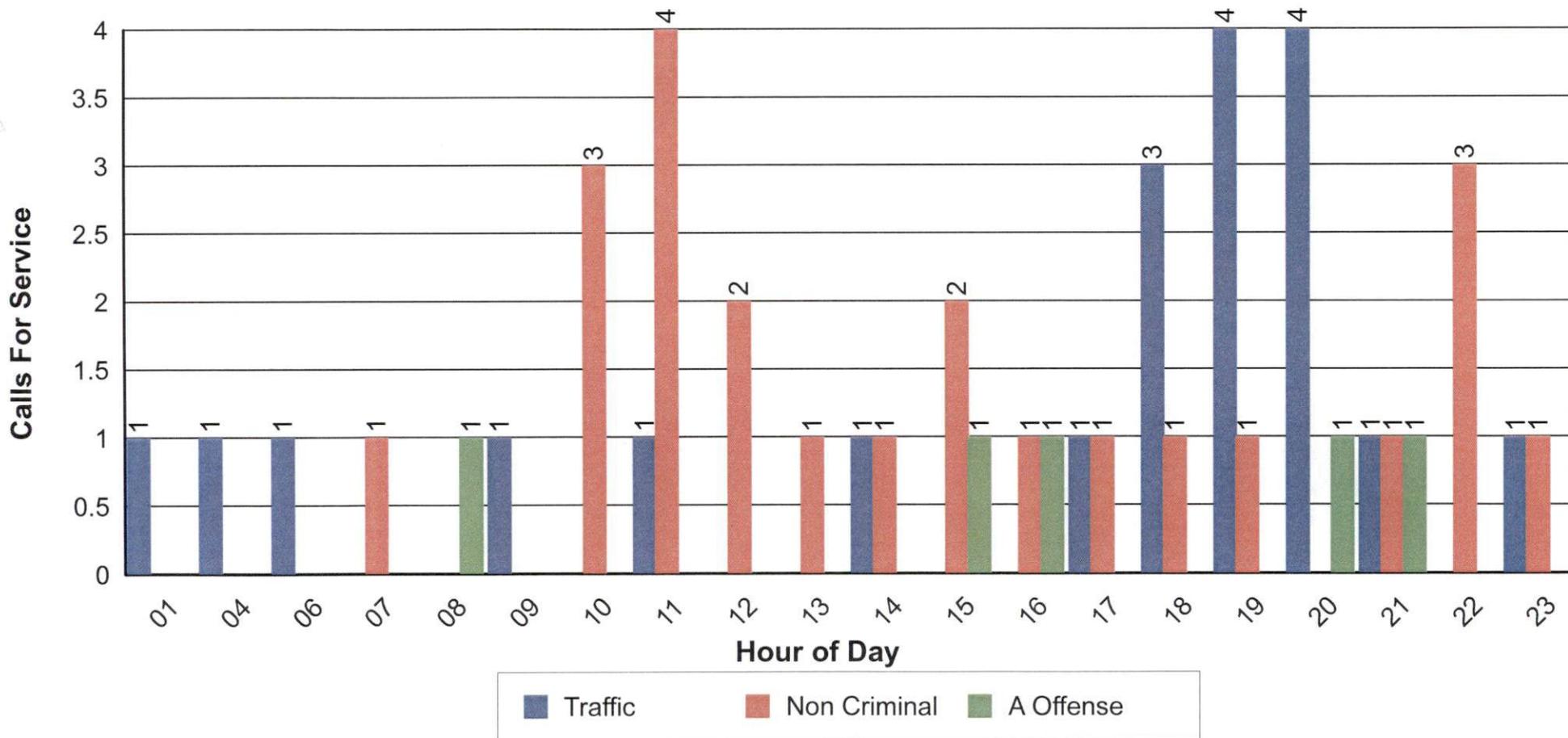
Total A Offense:	5
Total Non Criminal:	23
Total Traffic:	20
Total Administrative:	3

Total Cologne City: 51



**Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 11/1/2019 To: 11/30/2019**

Cologne City

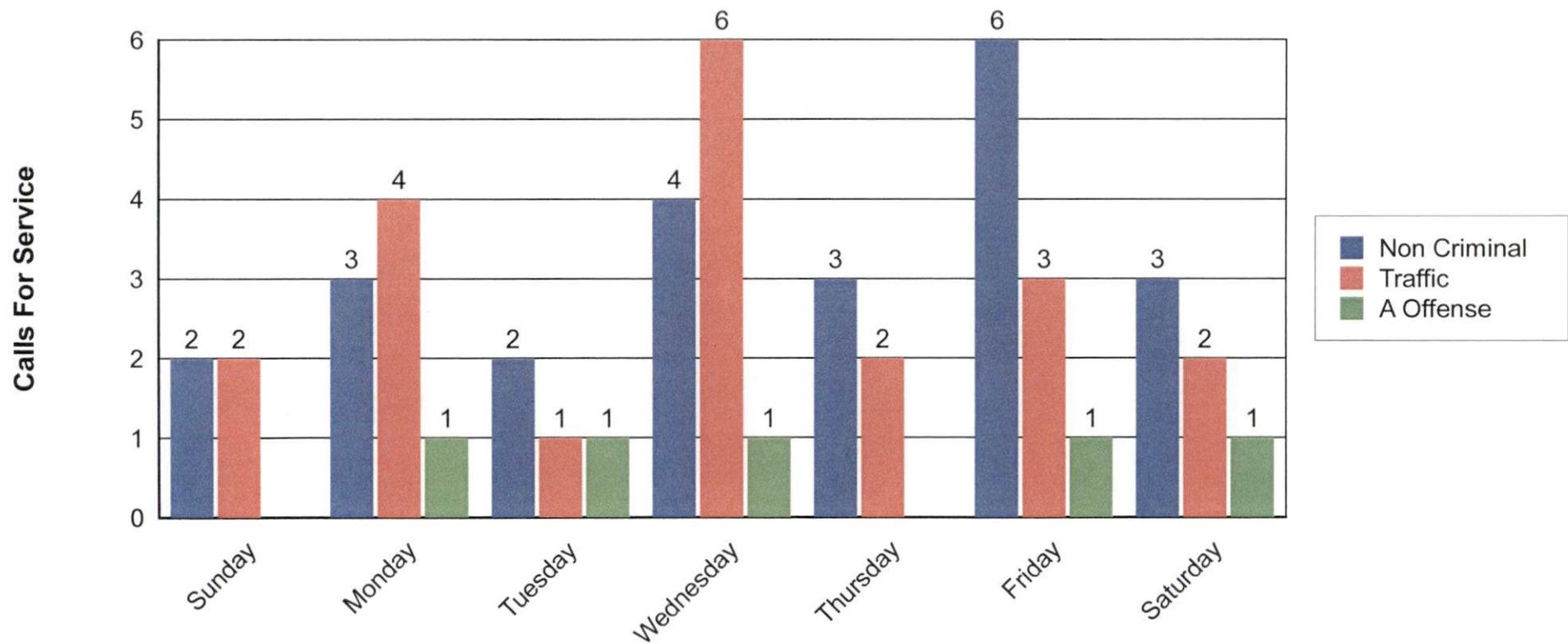


Total Cologne City: 48



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 11/1/2019 To: 11/30/2019

Cologne City



Total Cologne City: 48



Carver County Sheriff's Office
Monthly Calls for Service
From: 11/1/2019 To: 11/30/2019

Cologne City

Patrol

A Offense

Assault	2
Theft	2
Fraud	1

Total A Offense: 5

Non Criminal

Misc Non-criminal	8
Domestic	3
Abuse/Neglect (Info Only)	1
Animal	4
Fire Call	1
Mental Health	2
Transport	1
Suspicious Activity	2
Disturbance (Info Only)	1

Total Non Criminal: 23

Traffic

Traffic - Misc	2
Traffic Stop	10
Pd Accident	1
Pd Accident Mv/deer	1
Driving Complaint	6

Total Traffic: 20

Total Patrol: 48

Administrative

Administrative

GunPermit-Acquire	2
GunPermit-CarryRenew	1

Total Administrative: 3

Total Administrative: 3

Total Cologne City: 51



Carver County Sherff's Office

Traffic Citation Summary

From: 11/1/2019 To: 11/30/2019

Cologne City

Snowbird / Winter Parking:	8
Total Cologne City:	8



Carver County Sherff's Office
Arrest Summary
For: Cologne City
From: 11/1/2019 To: 11/30/2019

Cologne City

13B - Simple Assault

Totals for Cologne City

Total Charges

Total Arrestees

Total Incidents

2

2

2

2

2

2



**Carver County Sheriff's Office
Verbal Warnings
From: 11/1/2019 to 11/30/2019**

Cologne City

Animal:	1
Driving Complaint:	1
Traffic Stop:	10
Grand Total Verbal Warnings:	12