



## City Council Meeting Agenda

Monday, June 6, 2022 7:00 PM

Cologne Community Center, 1211 Village Parkway

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### Vision Statement

*The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.*

Mayor: Matt Lein

Councilmember: Carol Szaroletta

Councilmember: Sarah Bruss

Councilmember: Rachel Lenzen

Councilmember: Nathan Kells

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**NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 7:00 PM.**

- 1. CALL MEETING TO ORDER & ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**
  - a. Jason Kuerschner – Cologne Hollanders**
- 5. ADOPT CONSENT AGENDA**

Items listed below are considered routine and non-controversial by the Council. There will be no separate discussion of these items unless requested by a Councilmember, Staff or Citizen. If removed, the item will be discussed at the end of the regular agenda.

- a. May 16, 2022 City Council Minutes**
- b. May 27, 2022 Check Summary Register**
- c. May 24, 2022 Payroll Summary**
- d. June 7, 2022 Payroll Summary**
- e. Resolution No 22-11 Accepting Donation**

**f. Resolution No 22-12 Accepting Donation**

**6. COUNCIL BUSINESS**

**a. STARS ELA**

- i. Collaborative Planning Comment Memo 6-2-22**
- ii. Collaborative Planning PC Staff Report 5-12-22**
- iii. B&M Plan Review 6-2-22**
- iv. Melchert, Hubert, Sjodin Comment Memo 6-3-22**
- v. Resolution 22-13 STARS ELA Amending PUD, Approving Prelim Plat, Approving Final Plat**
- vi. Ordinance 150-X Amending PUD for STARS ELA Development**

**7. BOARD REPORTS**

- a. 2020 Street Reconstruction Punchlist 6-2-22**
- b. Swimming Pool Ordinance**

**8. ANNOUNCEMENTS**

**9. ITEMS REMOVED FROM THE CONSENT AGENDA**

**10. ADJOURN**

**CALENDAR OF EVENTS/MEETINGS**

June 20	Monday	Juneteenth (Observed) – Offices Closed
June 21	Tuesday	7:00PM City Council Meeting
July 4	Monday	Independence Day – Offices Closed
July 5	Tuesday	6:00PM Planning Commission Meeting
July 5	Tuesday	7:00PM City Council Meeting



## City Council Meeting Minutes

Monday, May 16, 2022 7:00 PM  
Cologne Community Center, 1211 Village Parkway

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### Vision Statement

*The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.*

Mayor: Matt Lein  
Councilmember: Carol Szaroletta  
Councilmember: Sarah Bruss  
Councilmember: Rachel Lenzen  
Councilmember: Nathan Kells

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**NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 7:00 PM.**

### **1. CALL MEETING TO ORDER & ROLL CALL**

Mayor Lein called the meeting to order at 7:00 PM. Councilmembers Kells, and Szaroletta were present. Also present were City Administrator Jesse Dickson and City Clerk Michelle Morrison. Councilmembers Bruss and Lenzen were absent.

### **2. PLEDGE OF ALLEGIANCE**

### **3. ADOPT AGENDA**

Mayor Lein asked to add item 7d Brian Vos discussion on patching quotes. Motion by Councilmember Szaroletta to adopt the agenda as amended, second by Councilmember Kells. Motion carried 3-0.

### **4. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE**

#### **a. Dick Arnst – Benton Lake Watershed Conservancy**

Dick Arnst updated the council on efforts to improve Benton Lake. Last year over 10,000 carp were removed from the lake. They have been raising funds and while not yet a 501c, the funds have been deposited with the Carver County Community of Giving and can be used for projects at the lake. 500 new fish have been added to the lake and Mr. Arnst was asking the city to pay for the fish and seek reimbursement from the Community of Giving. The group is also having informational signs made that describe the types of fish and vegetation in the lake and asked for public works to help with placement. Discussion was had about a means to get Kayaks into the lake, Mayor Lein asked Mr. Arnst to bring some firm estimates and ideas to a future council board meeting.

## **5. ADOPT CONSENT AGENDA**

Items listed below are considered routine and non-controversial by the Council. There will be no separate discussion of these items unless requested by a Councilmember, Staff or Citizen. If removed, the item will be discussed at the end of the regular agenda.

- a. May 2, 2022 City Council Minutes**
- b. May 16, 2022 Check Summary Register**
- c. May 10, 2022 Payroll Summary**
- d. Resolution No 22-09 Accepting Donation**
- e. Resolution No 22-10 Approving 2022 Seasonal Employee**
- f. Glad Days Temporary Liquor License**

Motion by Councilmember Szaroletta to adopt the consent agenda, second by Councilmember Kells. Motion carried 3-0.

## **6. OLD COUNCIL BUSINESS**

## **7. NEW COUNCIL BUSINESS**

- a. STARS ELA**
  - i. PUD Amendment**
  - ii. Final Plat**
  - iii. Site Plan**

City planner, Cindy Nash reviewed her memo to the council discussing the PUD amendment for the property concerning parking and shared that the planning commission had reviewed the same information at its 6:00 PM meeting with a recommendation that the City Council approve the Amendment. She also reviewed the Preliminary and Final Plan, Site Plan and PUD and the conditions included. The city attorney was reviewing the same information and had recommended that the council continue the resolution to the next council meeting to button up a few outstanding issues raised. Motion by councilmember Kells to continue the discussion to the June 6<sup>th</sup> meeting, second by councilmember Szaroletta. Motion carried 3-0

- b. Brian Vos, Public Works Supervisor patching quotes**

Brian Vos reviewed two quotes for patching various streets in the city, GMH Asphalt bid \$22,855 and WM Mueller and Sons bid \$19,718. Motion by Councilmember Szaroletta to accept the WM Mueller and Sons bid for \$19,718, second by Councilmember Kells. Motion carried 3-0.

**8. BOARD REPORTS**

**a. April 2022 Sheriff's Report**

**9. ANNOUNCEMENTS**

**10. ITEMS REMOVED FROM THE CONSENT AGENDA**

**11. ADJOURN**

Motion by Councilmember Kells to adjourn at 7:45PM, second by Councilmember Szaroletta. Motion carried unanimously.

Respectfully Submitted:

Attest:

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Michelle M Morrison

City Clerk

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Matt Lein

Mayor

## CITY OF COLOGNE

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**\*Check Summary Register©**

Batch: 052722CR

	Name	Check Date	Check Amt	
<b>10100</b>	<b>Checking</b>			
27238	ADAM'S PEST CONTROL, INC	5/27/2022	\$102.99	CFD Quarterly Maintenance
27239	BOUND TREE MEDICAL, LLC	5/27/2022	\$582.25	CFD Airways
27240	CENTERPOINT	5/27/2022	\$1,090.32	107 John Ave
27241	DAVIS EQUIPMENT CORPORATI	5/27/2022	\$34.52	Mower Repairs
27242	SCOTT ENGBRETSON	5/27/2022	\$50.00	Deposit Refund
27243	HAWKINS, INC	5/27/2022	\$70.00	Chlorine Cylinders
27244	LONA HENDRICKS	5/27/2022	\$50.00	Deposit Refund
27245	JOSTAN SERVICES, INC.	5/27/2022	\$1,148.50	CCC Cleaning - May
27246	MELCHERT, HUBERT,SJODIN, P	5/27/2022	\$17,415.45	413 Paul Broken Sewer Lateral
27247	METRONET	5/27/2022	\$173.42	Phones
27248	MICHEL MASONRY CONSTRUCT	5/27/2022	\$6,450.00	ADA Compliant Loomis Park
27249	MID COUNTY CO-OP	5/27/2022	\$3,355.80	PW 89 Octane Gas
27250	MINI BIFF INC	5/27/2022	\$2,097.36	Seasonal Rental Village Park
27251	MINNESOTA TOPSOIL	5/27/2022	\$470.00	Dog Park
27252	MN VALLEY ELECTRIC COOPER	5/27/2022	\$108.19	2140 N Village Parkway
27253	MN VALLEY TESTING LABS	5/27/2022	\$337.00	Water Analysis
27254	NCPERS Group Life Ins	5/27/2022	\$96.00	Employee Life Insurance - January
27255	PREMIUM WATERS, INC.	5/27/2022	\$44.86	CCC Drinking Water - April
27256	ROUFS, SUZANNA	5/27/2022	\$50.00	Deposit Refund
27257	LISA SHAW	5/27/2022	\$50.00	Deposit Refund
27258	ST CROIX RECREATION FUN PL	5/27/2022	\$4,260.00	Dog Park Drinking Fountains
27259	STORMS WELDING & MFG. INC	5/27/2022	\$401.63	Fill Station Stand
27260	ULINE	5/27/2022	\$1,280.40	Garbage Receptacle Dog Park
27261	VISA	5/27/2022	\$703.89	CFD 3 port air diverter
27262	XCEL ENERGY	5/27/2022	\$7,540.39	701 Lake St W
<b>Total Checks</b>			<b>\$47,962.97</b>	

Clerk Treasurer

Date

FILTER: ((([Act Year]='2022' and [period] in (5))) and (Source in ('052722CR')))

## CITY OF COLOGNE

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**\*Check Detail Register©**

Batch: 052722CR

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>27238</b>	05/27/22	<b>ADAM'S PEST CONTROL, INC</b>			
E 101-42210-401		Repairs/Maint Buildings	\$102.99	3453706	CFD Quarterly Maintenance
		Total	\$102.99		
<b>27239</b>	05/27/22	<b>BOUND TREE MEDICAL, LLC</b>			
E 101-42230-210		Operating Supplies (GEN	\$247.86	84508880	CFD Gloves - Masks
E 101-42230-210		Operating Supplies (GEN	\$334.39	84508881	CFD Airways
		Total	\$582.25		
<b>27240</b>	05/27/22	<b>CENTERPOINT</b>			
E 101-45200-383		Gas Utilities	\$219.95		107 John Ave
E 101-43100-383		Gas Utilities	\$16.80		306 Playhouse
E 101-43100-383		Gas Utilities	\$411.28		304 Louis St
E 101-42210-383		Gas Utilities	\$442.29		110 Louis St
		Total	\$1,090.32		
<b>27241</b>	05/27/22	<b>DAVIS EQUIPMENT CORPORATION</b>			
E 101-45200-404		Repairs/Maint Machinery/	\$34.52	15540	Mower Repairs
		Total	\$34.52		
<b>27242</b>	05/27/22	<b>SCOTT ENGBRETSON</b>			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
<b>27243</b>	05/27/22	<b>HAWKINS, INC</b>			
E 602-49450-216		Chemicals and Chem Pro	\$20.00	6184936	Sulfur Dioxide and Chlorine Cylinders
E 601-49400-216		Chemicals and Chem Pro	\$20.00	6184937	Chlorine Cylinder
E 601-49400-216		Chemicals and Chem Pro	\$30.00	6185802	Chlorine Cylinders
		Total	\$70.00		
<b>27244</b>	05/27/22	<b>LONA HENDRICKS</b>			
G 101-22000		Deposits	\$50.00		Deposit Refund
		Total	\$50.00		
<b>27245</b>	05/27/22	<b>JOSTAN SERVICES, INC.</b>			
E 101-45100-223		Building Repair Supplies	\$0.00		
E 101-45100-401		Repairs/Maint Buildings	\$1,148.50	8338	CCC Cleaning - May
		Total	\$1,148.50		
<b>27246</b>	05/27/22	<b>MELCHERT, HUBERT,SJODIN, PLLP</b>			
E 101-41600-304		Legal Fees	\$826.80	161899	STARS Community Development Grant
E 101-41600-304		Legal Fees	\$717.60	161900	Misc legal
E 101-41600-304		Legal Fees	\$7,503.75	161901	Winkler Crossing 4th
E 101-41600-304		Legal Fees	\$3,172.50	161902	STARS ELA
E 101-41600-304		Legal Fees	\$4,477.20	161903	Zoning Complaint
E 101-41600-304		Legal Fees	\$717.60	161904	413 Paul Broken Sewer Lateral
		Total	\$17,415.45		
<b>27247</b>	05/27/22	<b>METRONET</b>			
E 101-43100-320		Communications (GENER	\$173.42		Phones

## CITY OF COLOGNE

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**\*Check Detail Register©**

Batch: 052722CR

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$173.42		
<b>27248</b>	05/27/22	<b>MICHEL MASONRY CONSTRUCTION IN</b>			
E 101-45200-310		Other Professional Servic	\$6,450.00		ADA Compliant Loomis Park
Total			\$6,450.00		
<b>27249</b>	05/27/22	<b>MID COUNTY CO-OP</b>			
E 101-43100-212		Motor Fuels	\$975.80	64362	PW 89 Octane Gas
E 101-43100-212		Motor Fuels	\$2,380.00	64371	PW Diesel
Total			\$3,355.80		
<b>27250</b>	05/27/22	<b>MINI BIFF INC</b>			
E 101-45200-310		Other Professional Servic	\$524.34	131121	Seasonal Rental Village Park
E 101-45200-310		Other Professional Servic	\$524.34	131122	Seasonal Rental VFW Park
E 101-45200-310		Other Professional Servic	\$524.34	131123	Seasonal Rental Marion Fields
E 101-45200-310		Other Professional Servic	\$524.34	131124	Seasonal Rental Meadow Park
Total			\$2,097.36		
<b>27251</b>	05/27/22	<b>MINNESOTA TOPSOIL</b>			
E 101-45200-500		Capital Outlay (GENERAL	\$470.00	329	Dog Park
Total			\$470.00		
<b>27252</b>	05/27/22	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 602-49470-381		Electric Utilities	\$70.18		2140 N Village Parkway
E 101-43160-381		Electric Utilities	\$38.01		2043 Village Parkway Light
Total			\$108.19		
<b>27253</b>	05/27/22	<b>MN VALLEY TESTING LABS</b>			
E 602-49450-311		Analysis	\$168.50	1142783	Water Analysis
E 602-49450-311		Analysis	\$168.50	1143942	Water Analysis
Total			\$337.00		
<b>27254</b>	05/27/22	<b>NCPERS Group Life Ins</b>			
E 101-41400-130		Employer Paid Ins (GENE	\$48.00		Employee Life Insurance - January
E 601-49400-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - January
E 602-49450-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - January
E 101-43100-130		Employer Paid Ins (GENE	\$16.00		Employee Life Insurance - January
Total			\$96.00		
<b>27255</b>	05/27/22	<b>PREMIUM WATERS, INC.</b>			
E 101-43100-200		Office Supplies (GENERA	\$44.86		CCC Drinking Water - April
Total			\$44.86		
<b>27256</b>	05/27/22	<b>ROUFS, SUZANNA</b>			
G 101-22000		Deposits	\$50.00		Deposit Refund
Total			\$50.00		
<b>27257</b>	05/27/22	<b>LISA SHAW</b>			
G 101-22000		Deposits	\$50.00		Deposit Refund
Total			\$50.00		
<b>27258</b>	05/27/22	<b>ST CROIX RECREATION FUN PLAYGROUNDS</b>			



## CITY OF COLOGNE

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**\*Check Detail Register©**

Batch: 052722CR

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-500		Capital Outlay (GENERAL	\$4,260.00	21192	Dog Park Drinking Fountains
		Total	\$4,260.00		
<b>27259</b>	05/27/22	<b>STORMS WELDING &amp; MFG. INC</b>			
E 101-42230-404		Repairs/Maint Machinery/	\$401.63	62593	Fill Station Stand
		Total	\$401.63		
<b>27260</b>	05/27/22	<b>ULINE</b>			
E 101-45200-500		Capital Outlay (GENERAL	\$1,280.40	148688914	Garbage Receptacle Dog Park
		Total	\$1,280.40		
<b>27261</b>	05/27/22	<b>VISA</b>			
E 101-42230-404		Repairs/Maint Machinery/	\$72.55		CFD 3 port air diverter
E 101-42210-223		Building Repair Supplies	\$480.36		Misc Supplies
E 101-42220-208		Training and Instruction	\$129.00		CFD
E 101-42220-210		Operating Supplies (GEN	\$21.98		CFD Steak Fry Supplies
		Total	\$703.89		
<b>27262</b>	05/27/22	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$63.27		701 Lake St W
E 101-42210-381		Electric Utilities	\$417.86		Louis Hall
E 101-45200-381		Electric Utilities	\$113.46		Tennis Courts Lions Park
E 101-43160-381		Electric Utilities	\$205.92		1108 Village Pkwy Street Light
E 101-45200-381		Electric Utilities	\$14.15		3002 Gold Nuggett Dr
E 601-49400-381		Electric Utilities	\$2,905.32		2224 Naples
E 101-41940-381		Electric Utilities	\$15.15		PW Maintenance Bldg
E 101-45100-381		Electric Utilities	\$2,184.35		Cologne Community Center
E 101-43160-381		Electric Utilities	\$1,620.91		Street Lights
		Total	\$7,540.39		
		<b>10100 Checking</b>	\$47,962.97		

## Fund Summary

**10100 Checking**

101 GENERAL FUND	\$44,548.47
601 WATER FUND	\$2,971.32
602 SEWER FUND	\$443.18
	\$47,962.97

Clerk Treasurer

Date

**City of Cologne Payroll**  
**24-May-22**

Employee		EFT	\$ 10,828.01	May 24, 2022 Payroll
IRS	951E	EFT	\$ 3,964.26	May 24, 2022 Payroll
MN Department of Revenue	952E	EFT	\$ 681.73	May 24, 2022 Payroll
PERA	953E	EFT	\$ 2,251.30	May 24, 2022 Payroll
Deferred Compensation	940E	EFT	\$ 641.64	May 24, 2022 Payroll
Health Savings Account	941-943E	EFT	\$ 1,638.76	May 24, 2022 Payroll
		<b>Total</b>	<u>\$ 20,005.70</u>	

**City of Cologne Payroll**  
**7-Jun-22**

Employee		EFT	\$ 11,740.63	June 7, 2022 Payroll
IRS	968E	EFT	\$ 4,205.78	June 7, 2022 Payroll
MN Department of Revenue	969E	EFT	\$ 718.63	June 7, 2022 Payroll
PERA	970E	EFT	\$ 2,270.13	June 7, 2022 Payroll
		<b>Total</b>	\$ 18,935.17	

**CITY OF COLOGNE  
RESOLUTION NO. 22-11  
RESOLUTION ACCEPTING DONATION**

**WHEREAS,** The City of Cologne, Minnesota, is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of the City of Cologne and its citizens pursuant to Minnesota Statutes Section 471.17; and

**WHEREAS,** The following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Cologne Lions on behalf of John & Tracy Hildreth	\$300.00
Cologne Lions on behalf of Elephant Joe's Coffee	\$500.00

**WHEREAS,** The Cologne Lions is requesting that the \$800.00 be used to construct a public dog park in the City, and,

**WHEREAS,** The City Council finds that this is appropriate, and the City will accept this donation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COLOGNE, MINNESOTA, AS FOLLOWS:**

1. The donation described above is accepted and shall be used for the purposes described.
2. The City Administrator is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of the City of Cologne, Minnesota on Monday, June 6th, 2022.

Approved:

\_\_\_\_\_  
Matt Lein  
Mayor

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Clerk

M/ \_\_\_\_\_

Lein \_\_\_\_\_

Szaroletta \_\_\_\_\_

Kells \_\_\_\_\_

S/ \_\_\_\_\_

Bruss \_\_\_\_\_

Lenzen \_\_\_\_\_

**CITY OF COLOGNE**  
**RESOLUTION NO. 22-12**  
**RESOLUTION ACCEPTING DONATION**

**WHEREAS,** The City of Cologne, Minnesota, is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of the City of Cologne and its citizens pursuant to Minnesota Statutes Section 471.17; and

**WHEREAS,** The following persons and entities have offered to contribute the cash amounts set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Anthony Swanson on behalf of Terry Swanson	\$5,000.00

**WHEREAS,** Mr. Swanson is requesting that the \$5,000.00 be used to construct a public dog park in the City, and,

**WHEREAS,** The City Council finds that this is appropriate, and the City will accept this donation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COLOGNE, MINNESOTA, AS FOLLOWS:**

1. The donation described above is accepted and shall be used for the purposes described.
2. The City Administrator is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of the City of Cologne, Minnesota on Monday, June 6th, 2022.

Approved:

\_\_\_\_\_  
Matt Lein  
Mayor

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Clerk

M/ \_\_\_\_\_

Lein \_\_\_\_\_

Szaroletta \_\_\_\_\_

Kells \_\_\_\_\_

S/ \_\_\_\_\_

Bruss \_\_\_\_\_

Lenzen \_\_\_\_\_

# Collaborative Planning, LLC

## MEMORANDUM

To: Jesse Dickson, City Administrator

From: Cindy Nash, City Planner

Date: May 13, 2022

Subj: Planning Review Comments – STARS Early Learning Academy  
Plans dated May 12, 2022

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I have reviewed the site plans dated May 12, 2022 and prepared by Sathre Bergquist and have the following comments:

### General

1. Engineering and City Attorney comments are included in separate memos and must be addressed.
2. Easements shall be provided to the City, if they do not already exist, for the City monument sign, trails, and any other facilities maintained by the City on the Subject Property. These easements should be submitted to the City for review, and recorded at the same time the final plat is recorded.
3. A preliminary plat was not provided for review. Given the property consists of only one lot and associated easements, review of the final plat may be acceptable in place of a preliminary plat.
4. No lighting or signage plans were provided for review. Prior to installation of any lighting or signage, plans shall be submitted for review by the City.

### Final Plat

1. Please make the following changes:
  - a. Verify the legal description of the existing property.
  - b. Change references from City of Victoria to Cologne
  - c. Change City Manager to City Administrator

## Site Plan

5. Parking requirements are difficult to calculate for the proposed site. The site plan identifies a total of 42 parking spaces plus an additional unknown amount of stacking spaces in the drive-through.
  - a. Parking for the coffee shop is most similar to a drive-up restaurant, which requires 5 stacking spaces plus 1 space for every 3 seats. The floor plan identifies 28 seats. This would be a total of 5 stacking spaces and 9.3 parking spaces.
  - b. The parking section of the zoning ordinance does not identify a specific parking requirement for daycare center. The “General Service” category requires 4 spaces per 1,000 gross square feet of floor area. The daycare portion of the building contains 14,936 square feet which under this category would require 59.74 parking spaces. If the “Other Industry” category were applied instead, it would require 1 parking space per 1,000 gross square feet of floor area or 44.8 parking spaces for the daycare portion of the building.
  - c. The total parking required between the two uses is estimated between 54.1 and 69.04 parking spaces plus at least 5 stacking spaces. The amount provided is deficient by between 12.1 and 27.04 parking spaces.

The Developer has applied for an amendment to the Planned Unit Development for this area. If approved, the PUD amendment would address the reduction in the number of parking spaces.

6. No traffic study or information has been provided to verify that the free flow of traffic on Village Market Drive or School Street can be maintained. The site is providing for a minimum stacking of 5 vehicles behind the menu board in the drive-through.

cc: Jake Saulsbury, Bolton and Menk  
John Swanson, Bolton and Menk  
Jake Saufley, Melchert Hubert Sjodin



# Collaborative Planning, LLC

## ***MEMORANDUM***

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**TO:** Cologne Planning Commission

**FROM:** Cindy Nash, AICP, City Planner

**MEETING DATE:** May 16, 2022

**SUBJECT:** **STARS Early Learning Academy** for (1) PUD Amendment and Site Plan, and (2) Preliminary and Final Plat

**APPLICANT:** STARS Early Learning Academy

**LOCATION:** Generally located south of Village Parkway and west of CSAH 53

**ZONING DISTRICT:** Planned Unit Development (PUD)

### **Description of Request**

STARS Early Learning Academy is proposing an amendment to the PUD, a preliminary and final plat, and a site plan to replat an existing lot and outlot into one lot in order to develop a daycare center and coffee shop.

A copy of the plans for the development of the site are included for your consideration.

## **Item 1: Recommendation on Amendment to PUD**

**Public Hearing: May 16, 2022 Planning Commission**

### **Request**

The Developer is proposing to amend the existing planned unit development related solely to the uses and parking for this property. A draft resolution is included in the packets that contains the proposed conditions for the PUD.

A PUD was previously approved for the entire Village at Cologne, and was later subsequently modified for the commercial area called Village Market. However, the Village Market PUD was predominantly focused on the development of the commercial area to the north of Village Parkway. The subject property was not addressed in the Village Market PUD in relation to parking.

A draft ordinance amending the PUD is provided for consideration, which ties the development of this proposed lot to the specific site plans presented in relation to parking being provided.

### **Recommendation**

Staff recommends approval of the ordinance amending the PUD.

## **Item 2: Recommendation on Preliminary and Final Plat, PUD & Site Plan**

**Public Hearing for Preliminary Plat:      April 4, 2022 Planning Commission**

### **Land Use**

The proposed land use of the lots is for an early childhood learning academy and coffee shop.

### **Access, Roads, Pedestrian Circulation**

No new roads will be constructed. Access to the lot is proposed from both Village Market Drive and School Street.

No analysis has been prepared to estimate the number of vehicle trips per day or per peak hour, or to estimate if there would be any impacts on the free flow of traffic on School Street or Village Market Drive that could possibly occur if vehicles must wait to enter the site.

There are 42 parking spaces provided on the site, which is less than would be required by the zoning ordinance. The proposed PUD amendment would allow for this number of parking spaces to be provided.

A trail segment is proposed on the north side of School Street. Easements should be provided to the City for both the planned and existing trails. It is recommended that a sidewalk connect from the trail to the front of the building. Pedestrian improvements will also be completed on the northwest corner of the intersection of School Street and Village Market Drive.

### **Recommendation on Preliminary and Final Plat, Site Plan and PUD**

Staff recommends approval of the resolution provided in the packet, which includes conditions that must be met prior to recording the final plat.



June 2, 2022

City of Cologne  
Attn: Jesse Dickson  
1211 Village Parkway  
PO Box 120  
Cologne, MN 55322

RE: Stars Early Learning Academy  
4<sup>th</sup> Plan Review

Dear Mr. Dickson:

We have completed a fourth engineering review of the information submitted for the above referenced project. Our review is based on the plans bearing the general title "Stars Early Learning Academy", dated March 4, 2022, with latest revision date of May 26, 2022, prepared by Sathre - Berquist, Inc, for Community Asset Development Group.

We offer the following comments and recommendations for your consideration:

**General:**

- 1) Copies of all permits shall be submitted for the project files prior to construction.
- 2) The plans now include a rain garden. As such, it is recommended that that City own and maintain the watermain crossing the property, the rain garden, and the sanitary sewer from the manhole located in the NW corner of the site to the main. On site storm sewer, and water and sewer services should be owned and maintained by the property owner.

**Sanitary Sewer:**

- 1) Delete note 13, Sheet 3 regarding I/I barriers. It conflicts with another note regarding City standard chimney seals.

**Grading, Drainage and Erosion Control:**

- 1) The rain garden clean out shall be relocated outside the filtration area above the HWL on the south side. This can be accomplished by adding a wye just downstream of the proposed clean out, tile, and a cleanout on the south side.
- 2) The rain garden EOF detail shall be revised. It has a typo in the EOF elevation and is proposed to be below the HWL.

**Ingress and Egress:**

- 1) The west driveway from Village Market Drive has been revised to be a right in right out only access. Other information regarding proposed methods to mitigate traffic queuing at peak times has not been submitted as of his writing to our knowledge.
- 2) The proposed trail work west of Village Market Drive should connect to the existing trail. The plans should show the existing trail and connection to it.

**Easements and Plat:**

- 1) The trail easement shall be revised to be a minimum of 5 feet wider than the trail edge.
- 2) The utilities on site, as addressed herein, to be owned and maintained by the City shall be located in drainage and utility easements with a minimum width of 1:1 from pipe invert to finished ground elevation, on each side of the pipe, plus 5'. (Example: utility at 10' deep, easement width = 25', 12.5' each side of the pipe). Said easements shall have a minimum width of 20'. These easements shall be included in the plat.

An agreement may be required regarding the responsibility for repair of surface features, etc in the event a City owned facility requires repair or maintenance.

- 3) The proposed easements for the rain garden and trail result in an overlap of existing drainage and utility easements. Easement overlap should be reviewed by the City Attorney.
- 4) All existing and proposed easements shall be shown on the plans.

**Landscaping:**

- 1) There shall be no trees within drainage and utility easements with City owned and maintained facilities.
- 2) The trees shown on the landscape plan along the east side of the play area appear to be located within the drainage and utility easement, and within very close proximity to the existing storm sewer. The location of these trees shall be revised.

City of Cologne

RE: Stars Early Learning Academy  
4<sup>th</sup> Plan Review

The plans appear to be acceptable from an engineering perspective contingent on the comments addressed herein. Revised plans and plat shall be submitted for review.

We are available to discuss this matter at your convenience.

Respectfully Submitted,

**Bolton & Menk, Inc.**

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

John K. Swanson

cc: Jake Saulsbury, P.E.  
Cindy Nash, City Planner  
Jacob Saufley, City Atty

**Jacob M. Saufley, Esq.**

(952) 442-7721

jsaufley@mhsllaw.com



**MELCHERT HUBERT SJODIN**

ATTORNEYS AT LAW

121 W Main Street, Suite 200

Waconia, Minnesota 55387

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510 Chestnut Street N, Suite 100

Chaska, Minnesota 55318

Telephone: (952) 442-7700

[www.mhsllaw.com](http://www.mhsllaw.com)

June 3, 2022

I have the following comments.

1. The title commitment dated April 11, 2022 indicates the proposed insured to be a different entity than the entity shown on final plat. The City must receive the final title commitment to be issued for the subject property prior to release and recording of the final plat.
2. The final plat has the following defects, which must be corrected:
  - a. Cologne has a City Administrator, not a City Manager
  - b. The City Council is for Cologne, not Victoria
  - c. The final plat must reflect the fee owner of the property.
3. The trail easement must include the existing trail segment along the northeast corner of the subject property.
4. The trail easement must comply with the City Engineer's easement requirements, which require the easements to extend 5 feet wider than the physical improvement.
5. The developer shall obtain temporary construction easements from the City for the construction of the trail segment upon the southeast corner of the City-owned parcel immediately west of and across Village Market Drive from the subject property.
6. The developer's agreement and any easements must be recorded before any mortgage. If a mortgage is currently recorded, or will be recorded prior to the aforementioned, then the applicant must provide the City with consents executed by any and all mortgagees to the developer's agreement and easements.
7. Encroachment agreements will be required for any landscaping or construction of improvements over and across any easements benefiting the City.

Sincerely,

A handwritten signature in blue ink, appearing to read "JMS", followed by a stylized flourish.

Jacob M. Saufley

JMS/clw

**CITY OF COLOGNE  
CARVER COUNTY, MINNESOTA  
RESOLUTION NO. 22-13**

**A RESOLUTION AMENDING A PLANNED UNIT DEVELOPMENT AND TO  
APPROVE A SITE PLAN, PRELIMINARY AND FINAL PLAT FOR A  
DEVELOPMENT KNOWN AS STARS EARLY LEARNING ACADEMY**

**WHEREAS**, the City of Cologne is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

**WHEREAS**, STARS Early Learning Academy, a Minnesota non-profit corporation (the “Developer”) is the developer of the project located upon certain real property located in the City of Cologne, State of Minnesota, legally described as follows:

Lot 1, THE VILLAGE MARKET SECOND ADDITION, Carver County, Minnesota

and

Outlot A, THE VILLAGE MARKET SECOND ADDITION, Carver County, Minnesota

(the “Subject Property”); and

**WHEREAS**, Hans Hagen Commercial Properties, Inc. (f/k/a/ Hans Hagen Homes, Inc.), a Minnesota corporation, is the current fee owner of the Subject Property, which is under contract to be sold to Cologne STARS Building Company, a Minnesota non-profit corporation.

**WHEREAS**, the Subject Property was included in a Planned Unit Development approved by the City of Cologne under Resolution No. 150-K on March 21, 2005 (the “2005 PUD”) as amended under Ordinance No. 150\_L on February 6, 2006 (the “2006 PUD”); and

**WHEREAS**, the 2005 PUD and the 2006 PUD contained various conditions related to the manner and terms under which development of this property was permitted to commence; and

**WHEREAS**, the Developer has applied for an amendment to the 2005 PUD and the 2006 PUD in order to address specific development proposal for the Subject Property; and

**WHEREAS**, the Developer has also submitted an application for a preliminary plat and final plat and site plan so as to allow the Developer to plat the property into various lots and outlots as shown on a preliminary plat for a development entitled The Village Market Third Addition and a site plan entitled STARS Early Learning Academy, the most recent revision of said final plat and site plans containing the following sheets:



1. STARS Early Learning Academy Site Plan prepared by Sathre Bergquist, Inc. updated May 26, 2022
  - a. Site Plan/Title Sheet (Sheet 1)
  - b. Preliminary Parking Plan (Sheet 2)
  - c. Preliminary Sanitary Sewer and Watermain Plan (Sheet 3)
  - d. Preliminary Storm Sewer Plan (Sheet 4)
  - e. Preliminary Grading Plan (Sheet 5)
  - f. Basin Detail (Sheet 6)
  - g. Topsoil and Erosion Control Plan (Sheet 7)
  - h. SWPPP (Sheets 8 – 10)
  - i. Details (Sheets 11-13)
2. Preliminary Landscape Plan prepared by Norby Associates Landscape Architects, LLC dated May 25, 2022
3. Final Plat prepared by Sathre Bergquist, Inc.

(the “Site Plans”); and

**WHEREAS**, the Planning Commission of the City did on April 4, 2022, conduct a public hearing related to the Developer’s request for a preliminary plat; and

**WHEREAS**, the Planning Commission of the City did on May 16, 2022, conduct a public hearing in relation to the Developer’s request for an amendment to the planned unit development; and

**WHEREAS**, the Planning Commission of the City did on May 16, 2022 recommend approval of the amendment to the planned unit development to the City Council; and

**WHEREAS**, the City Council has considered the proposed applications for preliminary plat, final plat, amendment to the PUD, and site plan and it makes the following **findings of fact**:

***Application***

1. The Developer submitted an application (“Application”) for an amendment to the planned unit development with the final revised plan submittals being received by the City on May 26, 2022. The project proposed under the Application is an early childhood learning academy and a coffee shop with drive-through as shown on the Site Plans for development of the Subject Property and proposed to be platted as VILLAGE MARKET THIRD ADDITION.
2. The Subject Property is bordered on the south School Street and a parking lot, on the west by City Hall, on the north by a bank and undeveloped property, and on the east by County Road 53 and undeveloped property.

***Review Process***

1. Following appropriate published and mailed notice, public hearings were held by the Planning Commission on April 4, 2022 and May 16, 2022.
2. The Planning Commission, following receipt of public comments and deliberation on the proposed Application, recommended approval of preliminary and final plat at their April 4, 2022 meeting and the PUD and site plan at their May 16, 2022 meeting.
3. These findings and resolutions are based upon the Staff Memos dated March 29, 2022 and May 13, 2022, the City Planner Memos updated April 28, 2022, May 13, 2022 and June 2, 2022, and the City Engineer Memos dated March 23, 2022 April 22, 2022, May 18, 2022, and June 2, 2022 and City Attorney memo dated June 3, 2022, as well as all documents referenced in the memos and the staff report, the favorable recommendation of the City Planning Commission, and such additional information and documentation which is presented to the City Council on June 6, 2022 which will be the subject of a separate list prepared by the City Planner following the June 6, 2022 meeting (collectively the “Staff Letters”).

### ***Comprehensive Plan***

1. The City’s current Comprehensive Plan (“2040 Comp Plan”) was adopted in 2020 pursuant to Minnesota Statutes Section 473.859 to be in conformance with the Metropolitan Council’s Thrive MSP 2040 and the systems statements issued by the Metropolitan Council.
2. The Comp Plan guides the Subject Property as Retail and Other Commercial.
3. The proposed application is consistent with the guidance in the Comp Plan.

### ***Subject Property Zoning***

1. The property is currently zoned Planned Unit Development and is located within both the 2005 PUD and the 2006 PUD.
2. The Subject Property was not addressed in the 2006 PUD with respect to parking.
3. The proposed amendment to the PUD addresses the parking for the specific approved uses for this Subject Property.

### ***Traffic and Street Improvements***

1. The Subject Property is proposed to be accessed from School Street and Market Street.
2. No traffic study was completed for the application.

3. City staff have concerns that the internal traffic flow may result in traffic congestion. This congestion may impede the free flow of traffic on Village Market Drive and School Street if customers block driving lanes while waiting to turn into the Subject Property.

### *Utilities*

1. At this time, sufficient wastewater capacity is available to service this development based on existing experienced per capita volume and other plant capacity limit requirements. In the event that the City experiences a change in measured performance of the existing wastewater treatment facility prior to an upgrade to the existing plant, actions may need to be taken to restrict additional connections to the sanitary sewer system until the capacity situation is upgraded. This may result in the inability for the City to issue building permits for the Subject Property.
2. The proposed extensions of water and sanitary sewer are adequate for the development proposed in the Application, subject to compliance with the comments contained in the Staff Memos.

**NOW, THEREFORE, BE IT RESOLVED** the amendment to the planned unit development and site plan, preliminary and final plat for the development known as STARS Early Learning Academy are approved and will be effective upon completion of the following conditions:

1. The foregoing findings of fact are incorporated herein by reference.
2. Adoption and publication of Ordinance No. 150-X amending the 2005 PUD and 2006 PUD as required by law.
3. All conditions and comments contained within the Staff Letters are incorporated herein.
4. The improvements on the Subject Property shall be constructed in substantial conformance with the Site Plans as revised to conform to the requirements of this Resolution and the Staff Letters.
5. No construction shall be permitted on the Subject Property until the final plat has been recorded, a building permit has been secured, and plans addressing the comments of the Staff Letters and the conditions of this Resolution are provided for review and approval in writing by the City Engineer and City Planner. Following approval by the City Engineer and City Planner, these plans shall collectively be known as the "Approved Construction Plans". The final plat shall not be released for recording until Approved Construction Plans exist.
6. To the extent that there are differences or conflicts between the Approved Construction Plans and this Resolution, the terms of this Resolution shall be controlling.

7. The Developer shall secure all easements for and construct all improvements as shown on the Approved Plans at their sole expense.
8. Pedestrian improvements shall be constructed at the sole expense of the developer as shown on the Approved Plans. The following trails will be installed:
  - a. The Trail on the north side of School Street, including the improvements on the northwest corner of the intersection of School Street and Village Market Drive.
9. The Developer shall enter into a Developer's Agreement with the City and the approval of the Final Plat shall terminate if a Developer's Agreement has not been entered into between the City and Developer by August 5, 2022.
10. The approval of the Final Plat shall terminate unless all conditions of this Resolution are completed and the Final Plat is recorded no later than August 5, 2022.
11. A current title commitment shall be provided for the review of the City Attorney before the Final Plat is released for recording.
12. Map updating fees shall be paid prior to the release of the final plat for recording. Fees shall be paid by the Developer for each lot and outlot contained within the Subject Property as per the City fee schedule in effect at the time of the execution of the Developer's Agreement. The Developer shall submit the final plat, construction, and as-built plans in the electronic format required by the City Engineer.
13. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required, by the City prior to completion of the development of the Subject Property.
14. The Developer shall be responsible for obtaining and complying with all necessary permits from the Metropolitan Council, Minnesota Department of Health, DNR, Carver County Watershed District, PCA, MnDOT, Carver County Public Works Department, and any other governmental agencies.
15. The Developer shall complete construction, site restoration, and erosion control in accordance with all permitting agency requirements including but not limited to MPCA-NPDES, CCWMO, and City Standards.
16. The Developer may not commence construction of any improvements on the Subject Property until the City Engineer has approved both the detailed grading plan and the detailed construction plan and issued written confirmation to the City and the Developer of the approval of such plans.

17. The City projects that sufficient wastewater capacity is available to service this development based on existing experienced per capita volume and other plant capacity limit requirements. In the event that the City experiences a change in measured performance of the existing wastewater treatment facility prior to an upgrade to the existing plant, building permits may cease to be issued for the Subject Property until the capacity situation is upgraded.
18. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney prior to release of the final plat for recording.

Adopted and approved by the City Council of the City of Cologne on a vote of \_\_\_\_ ayes and \_\_\_\_ nays effective on the 6<sup>th</sup> day of June, 2022.

Approved:

\_\_\_\_\_  
Matt Lein  
Mayor

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Clerk

M/ \_\_\_\_\_

Lein \_\_\_\_\_

Szaroletta \_\_\_\_\_

Kells \_\_\_\_\_

S/ \_\_\_\_\_

Bruss \_\_\_\_\_

Lenzen \_\_\_\_\_

**CITY OF COLOGNE  
CARVER COUNTY, MINNESOTA  
ORDINANCE NO. 150-X**

**AN ORDINANCE AMENDING A PLANNED UNIT DEVELOPMENT FOR A  
DEVELOPMENT KNOWN AS STARS EARLY LEARNING ACADEMY**

THE CITY COUNCIL OF THE CITY OF COLOGNE, CARVER COUNTY,  
MINNESOTA, DOES ORDAIN:

Section 1. Introduction.

1. STARS Early Learning Academy, a Minnesota non-profit corporation, has applied to amend the Planned Unit Development for certain property legally described as follows:

Lot 1, THE VILLAGE MARKET SECOND ADDITION, Carver County,  
Minnesota

and

Outlot A, THE VILLAGE MARKET SECOND ADDITION, Carver  
County, Minnesota

(the “Subject Property”); and

2. The Subject Property is expected to be re-platted as Lot 1, Block 1, The Village Market Third Addition, Carver County, Minnesota.; and
3. On May 16, 2022, the City of Cologne Planning Commission following public notification and public hearings recommended approval of the amendment to the PUD.

Section 2. Amendment to Plan PUD. Appendix G: The Village Market PUD Standards is amended to add the following:

G. Standards for Lot 1, Block 1, The Village Market Third Addition

1. The use of the Subject Property shall be for early childhood learning academy and coffee shop.
2. The Subject Property shall be developed in substantial conformance with the Site Plan approved in City of Cologne Resolution No. 22-13. Any deviation in the development of the Subject Property from the site plan approved in City of Cologne Resolution No. 22-13 may only be made following application and

approval of an amendment to the prior site plan approval, and an amendment to rezone the property and the PUD accordingly.

3. Parking required for the Subject Property shall be as shown in the site plan approved in City of Cologne Resolution No. 22-13 and shall not consist of less than 42 parking stalls.
4. Except as otherwise modified by paragraphs 1 through 3 above, the Subject Property shall comply with the Village Market PUD Standards, the Village at Cologne PUD standards, the City of Cologne Zoning Ordinance, and all other applicable laws.

Section 3. Conditions to Effectiveness.

1. This ordinance shall be effective upon the occurrences of the following:
  - a. Its passage by the Cologne City Council.
  - b. Publication according to law.

Adopted and approved by the City Council of the City of Cologne on the 6<sup>th</sup> day of June, 2022.

Approved:

\_\_\_\_\_  
Matt Lein  
Mayor

Attested:

\_\_\_\_\_  
Michelle Morrison  
City Clerk

This Ordinance was published on \_\_\_\_\_, 2022

in the \_\_\_\_\_.

Attested:

\_\_\_\_\_ on \_\_\_\_\_, 2022  
Michelle Morrison  
City Clerk

**PROJECT PUNCHLIST**  
List of Work to be Completed

PROJECT NAME:		<b>2020 COLOGNE STREET AND UTILITY RECONSTRUCTION</b>							
BMI Project	C14.117172						Updated :	April 28, 2022	
H:\COLO\C14117172\7 Construction\C Punchlists\Cologne Street & Utility Punchlist.xls]Sheet1									
						<b>Completed</b>			
Item #	Contractor/ Responsible Party	Location	Description	Date Added	Added By:	Contractor Initial	Date Complete	Verified & Accepted By:	Item Notes
1	GMH	406 Adams st	Sprinklers need to be repaired	6/4/2021	ZRR		11/5/2021	ZRR	
2	GMH	305 Pleasant st	landscape rock to be replaced around yard sign	6/4/2021	ZRR		11/5/2021	ZRR	
3	Kusske	306 Adams ave	GV in second driveway is bent over and needs to be straightened	6/4/2021	zrr		11/5/2021	ZRR	
4	French Lake	317 Playhouse	Driveway is cracked and needs to be replaced	6/4/2021	ZRR		11/5/2021	ZRR	
5	Kusske	409 Lake St.	settlement under sod	6/4/2021	ZRR				
6	GMH	Playhouse deadend	cleanup brush piles from clearing trees	6/4/2021	ZRR		11/5/2021	ZRR	
7	French Lake	315 Lake st	sidewalk needs to be poured from existing sidewalk to curb	6/4/2021	ZRR		11/5/2021	ZRR	
8	GMH	308 Playhouse St. E	mailbox bank needs to be moved to property line	6/4/2021	ZRR		11/5/2021	ZRR	
9	GMH	304 Playhouse St. E	sump box needs to be re adjusted and landscape around it fixed	6/4/2021	ZRR		11/5/2021	ZRR	
10	French Lake	301 Lake St E	driveway needs to fixed so it drains to curb	6/4/2021	ZRR		11/5/2021	ZRR	Drain installed. Pavement will be placed when
11	GMH	Project Wide	all tile cleanouts lowered to Finished grade and caps put on	6/4/2021	ZRR		11/5/2021	ZRR	
12	Kusske	Project Wide	All Curb stops / tracer wire boxes lowered to finished grade	6/4/2021	ZRR				Still Yard settlements
13	GMH	210 & 208 Playhouse st	adjust sump boxes to finished grade	6/4/2021	ZRR		11/5/2021	ZRR	Finished Phases 1-3
14	GMH	204 Jacob	cut down pipe in sump box so resident has room to connect	6/4/2021	ZRR		11/5/2021	ZRR	
15	GMH	108 Paul Ave	sod & aggregate surfacing- call zac	6/4/2021	ZRR		11/5/2021	ZRR	
16	GMH	202 Paul Ave	raise sump box & ramp storm door	6/4/2021	ZRR		11/5/2021	ZRR	
17	GMH	Jacob Ave	fix/staighthen damaged fence along Jacob st./VFW park. Fence was damaged during underground construction	6/4/2021	ZRR				
18	GMH	284/Louis	vac out valve box	6/4/2021	ZRR				
19	GMH	Adams Ave/Playhouse st	vac out valve box	6/4/2021	ZRR				
20	Kusske	Project Wide	Install all SAFL Baffles	6/4/2021	ZRR		11/5/2021	ZRR	



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BMI Project	C14.117172						Updated :	April 28, 2022	
H:\COLO\C14117172\7 Construction\C Punchlists\Cologne Street & Utility Punchlist.xls]Sheet1									
						<b>Completed</b>			
Item #	Contractor/ Responsible Party	Location	Description	Date Added	Added By:	Contractor Initial	Date Complete	Verified & Accepted By:	Item Notes
21	Kusske	409 Adams Ave	settlement under sod	6/4/2021	ZRR				
22	Kusske	303 Pleasant St	settlement under sod	6/4/2021	ZRR				
23	Kusske	213 Pleasant St	settlement under sod	6/4/2021	ZRR				
24	Kusske	407 Adams Ave	Lower curb stop and tracer wire box	6/4/2021	ZRR				
25	GMH	409 Adams Ave	Fix broken dog fence. Ripped out with french lake driveway punlist work	6/4/2021	ZRR		11/5/2021	ZRR	
26	Rosti	314 Adams Ave S	build retaining wall or grade yard back to acceptable grade. Owners choice	6/4/2021	ZRR		6/2/2022	ZRR	
27	Kusske	FES 203	Place rip rap around FES 203	6/4/2021	ZRR				
28	Kusske	Project Wide	test all tracer wire	6/4/2021	ZRR				
29	Kusske	storage units off Adams Ave	install new hydrant and valve	6/4/2021	ZRR		11/5/2021	ZRR	
30	Kusske	John Ave	install sanitary manhole	6/4/2021	ZRR		11/5/2021	ZRR	
31	Kusske	306 Park St	fix cb 204. address settlement	6/4/2021	ZRR		11/5/2021	ZRR	Will Continue To Monitor
32	GMH	Project Wide	Repair all damaged stripping	6/4/2021	ZRR				
33	Kusske	314 Louis St E	grade to drain FES 127	6/4/2021	ZRR		6/2/2022	ZRR	
34	GMH	314 Louis St E	Fix damaged sprinklers	6/4/2021	ZRR		11/5/2021	ZRR	
35	Kusske	305 Pleasant st	raise curb stop, add tracer wire box	6/4/2021	ZRR				
36	GMH	Plesant St dead end	fix end of curb to drain towards cb	6/4/2021	ZRR				
37	Kusske	307 Pleasant St	Re-Install property pins removed during underground construciton.	6/4/2021	ZRR		11/5/2021	ZRR	
38	Kusske	Project Wide	Clean all catch basins and adress any cracked dog houses	6/4/2021	ZRR		11/5/2021	ZRR	
39	GMH	302 Playhouse St. E	reinstall handicap ramp	6/4/2021	ZRR		11/5/2021	ZRR	
40	GMH	302 Playhouse St. E	Aggregate between alley and driveway	6/7/2021	RRJ				

**PROJECT PUNCHLIST**  
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H:\COLO\C14117172\7 Construction\C_Punchlists\Cologne Street & Utility Punchlist.xls]Sheet1									
						<b>Completed</b>			
Item #	Contractor/ Responsible Party	Location	Description	Date Added	Added By:	Contractor Initial	Date Complete	Verified & Accepted By:	Item Notes
41	GMH	302 Playhouse St. E	Landscaping by mailbox	6/7/2021	RRJ				
42	GMH	284 / Mill St	Raise Gate Valve in 284	6/7/2021	RRJ		11/5/2021	ZRR	
43	GMH	284	Paint RR Symbols and any other striping	6/7/2021	RRJ				
44	GMH	Project Wide	Plant all trees	6/7/2021	RRJ		11/5/2021	ZRR	
45	GMH	Public Works / Fire Dept	Pond cleanout / restoration	6/7/2021	RRJ		11/5/2021		
46	GMH	Edwards Ave/Lake St.	clean up dirt piles left from ditch grading	6/8/2021	ZRR		11/5/2021	ZRR	Pond cleaned out. Restoration and Export of
47	GMH	Tennis Court	Pave Patch in Tennis court	9/24/2021	ZRR		11/5/2021	ZRR	
48	GMH	Playhouse St.	Install Missing Century Link MH casting	9/24/2021	ZRR		11/5/2021	ZRR	Abandoned MH
49	GMH	VFW Park	Fill/Abandon Ex Storm sewer pipe and cut off blow tubes	9/24/2021	ZRR				
50	GMH	VFW Park	Cut down piezometers in storm pond, call Chip Hentges before completing	9/24/2021	ZRR				
51	GMH	310 Park St	Riprap behind 310 Park St by storm outlet	9/24/2021	BV/RRJ				
52	GMH	Project wide	Verify hydrant markers on all hydrants (at least 3 missing from our count)	9/24/2021	BV/RRJ				
53	GMH	202 Lake St	Pave between concrete driveway and alley near 202 Lake St	9/24/2021	BV/RRJ				
54	GMH	302 Playhouse St. E	Water not draining properly in alley	9/24/2021	BV/RRJ				
55	GMH	308 Playhouse St. E	Pour concrete driveway in alley	9/24/2021	BV/RRJ		11/5/2021	ZRR	
56	GMH	405 Pleasant St E	Repair around manhole in bituminous driveway	9/24/2021	BV/RRJ				
57	GMH	Streets north of Lake St	Pave winter ramping/patches around gate valves and manholes for plowing	9/24/2021	BV/RRJ		11/5/2021	ZRR	
58	GMH	213 Paul Ave (Shep's Bar)	Sidewalk is cracked on Playhouse St. Poured in spring 2021	9/24/2021	BV/RRJ		11/5/2021	ZRR	
59	GMH	403 Lake St	Class 5 aggregate had some very large rocks in it. Verify gradations are in tolerance.	10/6/2021	RRJ				
60	French Lake	409 Edward Ave	Driveway replacement, cleanup topsoil	10/6/2021	RRJ		11/5/2021	ZRR	

**PROJECT PUNCHLIST**  
List of Work to be Completed

PROJECT NAME:		<b>2020 COLOGNE STREET AND UTILITY RECONSTRUCTION</b>							
BMI Project	C14.117172						Updated :	April 28, 2022	
H:\COLO\C14117172\7 Construction\C_Punchlists\Cologne Street & Utility Punchlist.xls]Sheet1									
						<b>Completed</b>			
Item #	Contractor/ Responsible Party	Location	Description	Date Added	Added By:	Contractor Initial	Date Complete	Verified & Accepted By:	Item Notes
61	GMH	414 Adams Ave	Add rip rap to FES under alley	10/6/2021	RRJ				
62	Xcel	414 Adams Ave	Electrical box has an exposed wire that needs to be fixed	10/6/2021	RRJ				
63	Xcel	315 Park St	Guy wire is still hanging in yard	10/6/2021	RRJ				
64	GMH	All alleys	Flare paving over the curb tranistions to prevent plow damage	10/6/2021	RRJ		11/5/2021	ZRR	
65	GMH	Alley D	Inverted crown at west end does not drain properly	10/6/2021	RRJ				
66	GMH	Playhouse deadend	Topsoil settlements that need to be filled in multiple areas	10/6/2021	RRJ				
67	GMH	Playhouse deadend	Fortify east end against edge of bituminous	10/6/2021	RRJ				
68	GMH	VFW Park	Place A1 covers on services and pave corner of court that was removed	10/6/2021	RRJ		11/5/2021	ZRR	
69	GMH	Edwards Ave	Remove Garbage from east side of Edwards Ave. (north of lake, south of Park)	4/11/2022	ZRR		6/2/2022	ZRR	
70	GMH/Kusske	Edwards Ave	Cut down sanitary riser pipe and put metal cap on. (corner of edwards/park)	4/11/2022	ZRR				
71	GMH	Adams Ave	Pave Bit wing on alley on the west side of adams ave, north of lake street.	4/11/2022	ZRR				
72	GMH	Adams Ave/Lake street	Fix pavement at intersection of Lake/Adams	4/11/2022	ZRR				
73	GMH	Phase 4b	Remove and replace all cracked concrete driveways,sidewalks and curb panels. (talk to zac before you start)	4/11/2022	ZRR				
74	Kusske	VFW Park	Investigate and fix sink hole over new storm pipe in the VFW Park. Call Zac if you have any questions	4/11/2022	ZRR				
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