



June 9, 2026

City of Cottonwood
Teather Bliss, City Administrator
231 West Main Street
Cottonwood, MN 56229

RE: **Cottonwood Daycare – Cottonwood, MN** (844.02)
Meeting #1 held on June 9, 2026

PRESENT:

PRESENT	CONTACT NAME	COMPANY	TITLE
X	Teather Bliss	City of Cottonwood	City Administrator
X	Corey Moseng	City of Cottonwood	Mayor
X	John Nilges	City of Cottonwood	Foreman
X	Allen Olsen	City of Cottonwood	Supervisor
X	Pete Hellie	North Star Mutual	President
X	Chris Fenske	Lakeview Public Schools	Superintendent
X	Kent Louwagie	Bolton and Menk	City Engineer
X	Karen Meiners	Lakeview Public Schools	ECFE Director
X	Andy Engan	Engan Associates Architects	Principal, Architect
X	Kaylie Windschitl	Engan Associates Architects	Interior Designer

I. Site:

- a. Location is west of fire hall.
- b. Owner is getting a boundary survey proposal.
 - i. Will be going over at the next city council meeting Tuesday 6/16.
 - ii. Survey will need to include parts of these additional parcels:
 1. City Hall
 2. Alley next to City Hall
 3. Fire Hall entrances
 4. Up to North Star parking lot
 5. Portions of people's backyards to the north and west
- c. The storm water and pond will need to be a discussion at a city council meeting.
- d. Considering if a storm water pond can be decorative.
- e. City is working on confirming existing storm sewer calculations to lake.
- f. Soonest a survey could be available is July.
- g. Water availability should be adequate for fire sprinkling system in new building.
- h. Need to factor in truck access to manhole on northwest corner of fire hall parcel.
- i. Daycare to have access from the north and east.
- j.

II. Building:

- a. Owner wants to include storm shelter even if not required by code.
- b. Program decided on is 40 toddlers and 12 infants.
- c. Plan is to use school kitchen.
 - i. Daycare kitchen to have freezer, fridge, warming, dry food storage, 3 compartment sink, and prep space.

III. Schedule:

- a. Schematic Design 100% due 3rd week in August.

IV. Action Items:

- a. Kent is looking into swales vs pond for storm retention.
- b. Replotting ideas to the city by end of August.
- c. Engan to create program of needs and bubble/block diagrams. Review in July.
- d. Teather to talk to Stacy with the Vet Clinic about possible changes to the alley.

Thank you for taking the time to meet. If you have any questions or concerns regarding these notes, or if you simply have additional comments that you wish to make, please contact me at (320) 235-0860, or email me at andy.engan@engan.com.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Andy Engan', with a long horizontal flourish extending to the right.

Andy Engan, Principal Architect
AME/kw