

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**December 11, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 6:00 p.m. on Thursday, December 11, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Jody Fruetel and Ron Tusha.

**ABSENT:** Tom Rennecke

**ALSO PRESENT:** John Douville and Jeremy Anderson.

**Adopt Consent Agenda** – A motion by Gieser seconded by Anderson to adopt the Consent Agenda as listed. Motion carried.

- a. November 13, 2014 City Council Minutes
- b. Res 14\_14 Acceptance of Donations Fire Relief State Aid \$10,610.75
- c. Fire Relief Supplemental State Aid \$2,567.18
- d. City Council Pay 2014
- e. Fire and Ambulance Pay 2013-2014
- f. Res 14\_15 Utility Bill Deposits – Refunding
- g. Safe Assure – OSHA Training Contract – Renewal
- h. On Sale, Sunday and Off-Sale Liquor License – Paula’s Place

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

- a. Mark Klema, Bolton & Menk, was present to review any questions from the City Council
- b. ACGC School Board Representatives Scott Stafford and Jeanna Lilleberg were present to discuss the ACGC School District’s operations. The school district received a National Blue Ribbon award for their work in achievement gap closure being the top 3% in the nation. The school currently has 19 students per class with 3 sections per grade. They are offering a 4 day pre-school for ½ days and are pleased with the early intervention with the four year olds. A CEO entrepreneurial has been started with very promising early results. The school currently has 756 K-12 students.

**December 11, 2014 Bills List** - A motion by Fruetel seconded by Tusha to approve the December 11, 2014 Bills list, Checks numbered 10868-10942 for \$63,042.41 Motion carried.

**2015 General Fund Budget** - A motion by Anderson, seconded by Tusha, to approve the 2015 General Fund Operation Budget of \$510,247. Motion carried.

**Resolution 14\_16 Approving the Payable 2015 Property Tax Levy** – A motion by Anderson seconded by Tusha to approve the 2015 Payable Tax Levy of \$268,977. Motion carried.

**Public Hearing Cosmos Municipal Building Project** - A motion by Anderson, seconded by Fruetel to recess the City Council meeting at 7:00 p.m. and open the public hearing for the municipal building project. Motion carried.

There were no visitors or correspondence present to present at the public hearing. City Administrator Douville updated the City Council on the municipal building project. The building committee has been meeting with Mod Feders of Beutow II Architects and currently has preliminary designs for a 7,000 s.f. facility that will house the library, community center and city hall.

Information is being prepared for USDA Rural Development in anticipation of acquiring funding from that agency to complete the financing needs of the community. The \$1,200,000 facility will also receive funding from a \$600,000 MN DEED grant.

**Close Public Hearing** - A motion by Gieser, seconded by Fruetel, to close the public hearing for the municipal building project and reconvene the regular City Council meeting at 7:25 p.m. Motion carried.

#### **DEPARTMENT HEADS**

##### **Public Works – Jeremy Anderson**

- a. Radio Meter Install – Anderson will place door hangers on properties that yet need to install the radio read water meters.
- b. Anderson discussed the sidewalk and snow clearing needs at the Lutheran Church. Council members felt it was important to be consistent and require the church to keep their sidewalk clear of snow.

##### **Police Department – Brent Schroeder**

- a. Chief recommended new tires on the squad car
- b. Police officer Jason Danielson will be covering the Santa Express on Dec. 12<sup>th</sup>.

#### **Other Business**

**Employee Wages** - A motion by Tusha, seconded by Fruetel to approve \$2.00/hr pay raises for the full time city employees. Abstain: Anderson. Motion carried.

**Police Department** - A motion by Anderson, seconded by Gieser, to approve \$750 clothing allowance and participation in the Police Chiefs conference for the police department. Motion carried.

**City Council Dates and Start Times** – The City Council agreed to start City Council meetings at 7:00 p.m. on the second Thursday of the month.

**Administrator Vacation** - Douville stated he would be on vacation December 26-January 2<sup>nd</sup> (5days) and February 9-20<sup>th</sup> (9 days).

MOTION by Gieser, seconded by Anderson to adjourn the meeting at 8:15 p.m.

A handwritten signature in black ink, appearing to read "JAD", written over a horizontal line.

John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**November 13, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, November 13, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

ALSO PRESENT: John Douville and Jeremy Anderson.

**Adopt Consent Agenda** – A motion by Fruetel seconded by Anderson to adopt the Consent Agenda as listed. Motion carried.

- a. October 9, 2014 City Council Minutes
- b. Letter – Sidewalk Snow Clearing
- c. Expert T Ambulance Billing contract – 2015
- d. MDH – Sanitary Survey Report – Cosmos Public Water System
- e. Beer License – Casey's General Store
- f. PFA Draw Request No. 10
- g. Industrial Park – Final Estimate Pay request
- h. American Legion – Off/On/Sunday Liquor License

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

Two letters were received by Chuck Dvorak discussing the timing of utility bill payments and operations. While he was concerned with the timing of the bills, readings and payments he did appreciate city staff following up with a call and an explanation.

Don Martin was present to discuss water usage for this winter during the deep frost. He felt he was instructed to run his water when it was reaching a low temp of 34 degrees. His understood that he would only be paying a monthly average utility usage. When the City policy was put into effect later it only allowed for credit of 2,000 gallons. Since Mr. Martin was instructed prior to the policy being put in place it was recommended credit Mr. Martin for average water usage and not the 2,000 gal credit.

**Utility Bill Adjustment** - A motion by Fruetel seconded by Gieser to credit Don Martin for average water use during the time water was run to prevent lines from freezing. Motion carried.

**November 13, 2014 Bills List** - A motion by Rennecke seconded by Tusha to approve the November 13, 2014 Bills list, Checks numbered 10817-10867 for \$118015.36 Motion carried.

**Public Hearing Utility Assessments** - A motion by Fruetel seconded by Anderson to recess the City Council meeting at 7:45 p.m. and open the public hearing for assessments of utilities. Motion carried.

The Mayor presented two letters requesting corrections to their utility accounts. Staff stated they would review the information and make corrections if needed.

**Close Public Hearing** - A motion by Fruetel seconded by Rennecke to close the public hearing for assessments of utilities at 8:15 p.m. Motion carried.

**Reconvene Council Meeting** - A motion by Fruetel seconded by Anderson to reconvene the City Council meeting at 8:15 p.m. Motion carried.

**Resolution 14\_13 Adopting Utility Assessments** - A motion by Gieser seconded by Anderson to adopt Resolution 14\_13 Adopting Utility Assessments. Motion carried.

**Utility Bill Due Date** - A motion by Gieser seconded by Fruetel to place the utility payment due date back on the last day of the month. Motion carried.

## **DEPARTMENT HEADS**

### **Public Works – Jeremy Anderson**

- a. Radio Meter Install – Anderson reported that there are approximately 45 meters left to install. He suggested letters may have to be sent out to the remaining homes to set appointments for installation.
- b. The street sweeper came into town the week of November 3<sup>rd</sup>.
- c. The new city mower with snow blower will be picked up Monday, November 17<sup>th</sup>.

**Municipal Building Project** – Kevin Friesen from USDA Rural Development will be meeting with the architect and city staff on Monday, November 17<sup>th</sup> at 3:00 to review the 2<sup>nd</sup> phase of the financial application. The Building Committee is entering the 2<sup>nd</sup> phase with the architect that will start to develop interior and exterior selections. The committee's next meeting is Monday November 17<sup>th</sup> at 5:00 p.m.

### **Other Business**

**Ambulance On-Call Pay** – Administrator Douville discussed the Cosmos Ambulance interest in receiving on call pay for their coverage. He stated the ambulance captain would be able to come to the December council meeting to review and that more budget information would be available. Councilmember Anderson stated the townships would have to be informed and approve of it at the annual meeting if it were to proceed.

**Canvas of Votes for Cosmos Municipal Election** - A motion by Tusha seconded by Rennecke to approve the canvassing of votes and the results of the 2014 Cosmos Municipal Election. Motion carried.

**Hire new Ambulance/Fireman** - A motion by Gieser seconded by Rennecke to authorize Fire Chief Fruetel to hire a new ambulance/fireman per his discretion. Motion carried.

**City Council Dates and Start Times** – The City Council agreed to start City Council meetings at 6:00 p.m. and starting in 2015 the City Council meetings will be held the third Thursday of the month.

MOTION by Fruetel, seconded by Rennecke to adjourn the meeting at 9:20 p.m.



---

John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**October 9, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, October 9, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

ALSO PRESENT: John Douville, Brent Schroeder and Jeremy Anderson.

Amended Agenda: Administrator Douville requested to add the Emerald Ash Borer Response to 6a of the Council Agenda.

**Adopt Amended Agenda** – A motion by Fruetel seconded by Anderson to approve the Amended Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Anderson seconded by Fruetel to adopt the Consent Agenda as listed. Motion carried.

- a. September 11, 2014 City Council Minutes
- b. September 29, 2014 Special City Council Minutes
- c. Public Hearing - Utility Special Assessments November 13, 2014 7:30 p.m.

**October 9, 2014 Bills List** - A motion by Rennecke seconded by Fruetel to approve the October 9, 2014 Bills list, Checks numbered 10778-10816 for \$33,867.61 Motion carried.

**DEPARTMENT HEADS**

**Public Works – Jeremy Anderson**

- a. Radio Meter Install – Anderson reported that there are approximately 80 meters left to install, Dustin has slowed down with helping due to his work responsibilities. Addressing some homeowners who do not want the new meter, it was noted that all utility meters will need the new meter and city ordinances allows for repair and replacement of all meters.
- b. Anderson reviewed two bids for snow clearing for the City of Cosmos. Vic's Landscaping and Lawn Care and LitzBlitz.
  - a. Skid steer use was priced at \$95/hour for each company
  - b. LitzBlitz Truck with 8' blade was \$85/hour
  - c. Viks Truck with 9' blade or less was \$70/hour

d. Litzblitz committed to snow clearing by 10 am the day of the snow

**Snow Removal** - A motion by Gieser seconded by Anderson to contract with LitzBlitz for the 2014-2015 snow clearing season . Motion carried.

**Public Hearing - Ordinance Amending Chapter 93 of the Code of Ordinances**

**Recess Meeting** - A motion by Fruetel seconded by Anderson to recess the regular City Council meeting and open the Public Hearing regarding Ordinance 2014\_01 Amending Chpater 93 of the Code of Ordinances at 7:30 p.m.

There were no visitors present. Section 93.02 of Chapter 93 of the Code of Ordinances is amended by removing Section 93.02 Tree Diseases and by adding the new subsection Section 93.03 Tree Management.

The Emerald Ash Borer (EMB) Response was also reviewed by the City Council.

**Close Public Hearing** - A motion by Fruetel seconded by Gieser to close the public hearing and reconvene the City Council meeting.

**Ordinance 2014\_01** - A motion by Fruetel seconded Anderson by to approve Ordinance 2014\_01. Motion carried.

**Emerald Ash Borer Response** - A motion by Fruetel seconded by Gieser to approve the City's Emerald Ash Borer Response. Motion Carried.

**Police Department – Schroeder**

- a. Reported that activity has been fairly quiet in Cosmos
- b. Discussed disposal of outdated evidence and the requirements for evidence storage in the new city hall.

**Municipal Building Project** – A general review of Cosmos Building Project was discussed. The building committee has met with the architect for a 2<sup>nd</sup> time. The architect brought 3 different proposals with the committee discussing the pros and cons of each one. The architect will bring back one or two draft proposals on Monday, October 13<sup>th</sup>.

MOTION by Fruetel, seconded by Rennecke to adjourn the meeting at 8:15 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
SPECIAL CITY COUNCIL MEETING**

**September 29, 2014**

A special meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 5:00 p.m. on Monday, September 29, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

**ALSO PRESENT:** John Douville

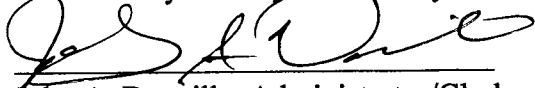
**Resolution 2014\_11** - A motion by Anderson seconded by Tusha to approve Resolution 2014\_11 Reimbursing Cosmos Municipal Building Project. Motion carried.

**Resolution 2014\_12** - A motion by Gieser seconded by Fruetel to approve Resolution 2014\_12 Authorize Mayor Gieser to Approve Rural Development Application Documents. Motion carried.

City Administrator Douville discussed the 2015 Preliminary Levy and General Fund budget in relation to the water utility fund in its needed debt service. No Action was taken.

Mayor Gieser reviewed the upcoming tree maintenance ordinance. A public hearing was scheduled for 7:30 p.m. October 9<sup>th</sup> at the regular City Council meeting.

**MOTION** by Gieser, seconded by Anderson to adjourn the meeting at 6:00 p.m.

  
\_\_\_\_\_  
John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**September 11, 2014**

A regular meeting of the Cosmos City Council was called to order by Acting Mayor Tom Rennecke at 7:00 p.m. on Thursday, September 11, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Jody Fruetel and Ron Tusha. Absent: Mayor Rich Gieser.

**ALSO PRESENT:** John Douville, Mark Klema and Jeremy Anderson.

**Adopt Agenda** – A motion by Anderson seconded by Rennecke to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Fruetel seconded by Tusha to adopt the Consent Agenda as listed. Motion carried.

- a. August 14, 2014 City Council Minutes
- b. September 4, 2014 Special City Council Minutes

**Board of Adjustments:** The Board of Adjustments met at 6:30 p.m. on Tuesday, September 9, 2014 to recommend two requests for City Council approval. 1) 151 Draco Avenue, Milan Retzlaff – Building over 900 s.f. and a height up to 15'. 2) 541 Mars St. S., Brian Radtke –minimum front yard setback for deck.

**Variance** - A motion by Fruetel seconded by Anderson to approve the variance for 151 Draco Ave. E. to allow a building over 900 s.f. and a height not to exceed 15' and the variance for 541 Mars. St. S. the minimum front yard setback for a deck. Motion carried.

**September 11, 2014 Bills List** - A motion by Tusha seconded by Anderson to approve the September 11, 2014 Bills list, Checks numbered 1010721-10776 for \$51,055.17 Motion carried.

**MES Fire Department Air Compressor/fill station** - A motion by Anderson seconded by Tusha to authorize payment of \$42,675.04 to MES upon approval of Fire Chief Fruetel. Motion carried.

**League of MN Cities Insurance Trust** - A motion by Fruetel seconded by Tusha to discontinue the LMCIT excess liability insurance for a savings of \$1,339. Motion carried.

**Mr. Dirt Invoice** - A motion by Anderson seconded by Tusha to authorize payment of \$8,093.75 to Mr. Dirt for city tree removal. Motion carried.

## **DEPARTMENT HEADS**

### **Public Works – Jeremy Anderson**

- a. Radio Meter Install – the belt receiver has come in, the last piece of the radio read equipment that was ordered. 124 radio read meters have been installed, almost ½ done with the installations.
- b. The city will advertise for snow clearing bids and also send direct RFP's to area contractors for the service
  - a. Letters are to be sent out for residents to clear snow off of sidewalks or be charged for the service.
- c. Dunnick will be in town asphaltting 4 spots
- d. Requested to have house numbers put on the homes for utility and emergency response needs

**Park Mower** - A motion by Anderson seconded by Fruetel to authorize Jeremy Anderson trade in 2014 mower for a similar 2015 model at \$2,093.81 . Motion carried.

**Tree Removal** - A motion by Anderson seconded by Fruetel to authorize Mr. Dirt to remove the trees at the pond and several at the school. Motion carried.

**Ballpark Electrical** - A motion by Fruetel seconded by Anderson to authorize Jeremy Anderson to have the ballpark electrical upgraded from 100 amp to 200 amp service. The city will pay the balance of the \$1,600 bill not paid for by the Cosmos Lions Club and Spacefest Committee. Motion carried.

### **Police Department – Danielson**

- a. Reported the Cosmos Space Fest street dance went well with one minor incident.
- b. Councilmember Anderson requested Officer Danielson follow up on a dog barking issue on Mars St.

### **City Engineer – Mark Klema**

- a. Reported that MNDOT has talked to the contractor regarding the trees on Hwy 4 needing to be replaced. The dead and stressed trees are to be replaced by September 20<sup>th</sup>.
- b. MNDOT has replaced all the sidewalks that they planned to. Any sidewalks with current cracks are not deemed sufficient to be replaced at this time.

## **2015 Preliminary General Fund and Tax Levy**

The City Council discussed the proposed 2015 General Fund Budget. New accounting codes are being set up for 2015 so current and proposed budgets were compared on a department level basis. After general discussion of the budget with concerns regarding needed improvements in equipment and

potential water utility debt service a proposed budget of \$431,392 was recommended. The proposed tax levy of \$268,977 is a 7% increase from 2014.

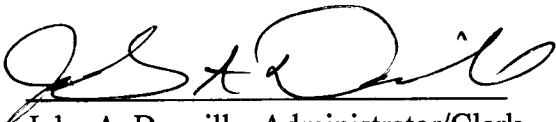
**Resolution 2014\_10 2015 Preliminary Budget and Tax Levy** - A motion by Anderson seconded by Rennecke to approve Resolution 2014\_10 2015 Preliminary Budget and Tax Levy. Motion carried.

**Other Business**

**Shade Tree Ordinance** - A motion by Fruetel seconded by Anderson to authorize a public hearing for the shade tree ordinance at 7:30 p.m., Thursday, October 9, 2014. Motion carried.

**Municipal Building Donations** - A motion by Fruetel seconded by Anderson to authorize donations for the Cosmos Municipal Building Project be used for Architectural services. Motion carried.

MOTION by Tusha, seconded by Fruetel to adjourn the meeting at 8:30 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
SPECIAL CITY COUNCIL MEETING**

**September 4, 2014**

A special meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 8:15 p.m. on Thursday September 4, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

ALSO PRESENT: John Douville, Tyson Throughbred.

**Accessory Building** - A motion by Rennecke seconded by Tusha to approve the conditional use for an accessory building at 440 N. Milky Way. Motion carried.

**LMCIT Waiver of Liability** - A motion by Anderson seconded by Fruetel not to waive the monetary limits on municipal tort liability. Motion carried.

**Resolution 2014\_05** - A motion by Gieser seconded by Tusha to approve Resolution 2014\_5 Source and Use of Funds Cosmos Building Project. Motion carried.

**Resolution 2014\_06** - A motion by Gieser seconded by Rennecke to approve Resolution 2014\_6 Operating Budget Cosmos Building Project. Motion carried.

**Resolution 2014\_07** - A motion by Fruetel seconded by Tusha to approve Resolution 2014\_7 Cosmos Municipal Building Project. Motion carried.

**Resolution 2014\_08** - A motion by Gieser seconded by Fruetel to approve Resolution 2014\_8 Select Architect for Cosmos Municipal Building Project. Motion carried.

**Resolution 2014\_09** - A motion by Fruetel seconded by Anderson to approve Resolution 2014\_9 Approving Financing Cosmos Municipal Building Project. Motion carried.

MOTION by Gieser, seconded by Fruetel to adjourn the meeting at 9:30 p.m.

  
John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**August 14, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday August 14, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

ALSO PRESENT: John Douville, Mark Klema, Chuck and Twyla Litzeau, Keven Freisen from USDA Rural Development, Tyson Throughbred and Jeremy Anderson.

**Adopt Agenda** – A motion by Anderson seconded by Rennecke to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Fruetel seconded by Tusha to adopt the Consent Agenda as listed. Motion carried.

- a. July 10, 2014 City Council Minutes
- b. PFA Loan Advance - \$9,454

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

Kevin Freisen, USDA-Rural Development was present to present potential financing for the Cosmos City Hall/Library project. Rural Development financing is currently at 4% for a 40 year amortization. Mr. Freisen also discussed a \$35,000 competitive grant program that the city would be eligible for. It was the direction of city council to continue to work with Rural Development for potential funding of the new city hall/library.

**August 14, 2014 Bills List** - A motion by Fruetel seconded by Anderson to approve the August 14, 2014 Bills list, Checks numbered 10656-10720 for \$256,324.74 Motion carried.

**DEPARTMENT HEADS**

**Public Works – Jeremy Anderson**

- a. Well Pumps – Reported that Irvin Well Co. provided a cost estimate of \$12,225 per well to maintain wells #3 and #4.
- b. MN Pollution Control Agency (MPCA) inspected the ponds and recommend additional rip rap, more mowing in areas, 6 trees to be removed and the purchase on dissolved oxygen meter.
- c. Radio Meter Install – City staff will begin installing the radio read meters on weekends.

**Well Pump #3** - A motion by Gieser seconded by Anderson to authorize Jeremy Anderson to choose the company to pull and maintain the pump on well #3. Motion carried.

**Tree Removal** - A motion by Anderson seconded by Fruetel to authorize Mr. Dirt to remove the trees at the pond and several at the school. Motion carried.

Councilmember Anderson discussed the state bid process for procuring a city tractor. The city is able to select the tractor and accessories needed and what dealer to purchase from. The city will receive a 23% discount on the list price.

**Police Department – Danielson**

- a. Reported that there is extra police coverage over the Labor Day weekend with the street dance.
- b. Reports on some break ins in the area but the suspect has been caught and lately activity has been quiet.

**City Engineer – Mark Klema**

- a. Discussed the two year warranty on trees on the Hwy 4 project. He would inspect them for stress and possible replacement.
- b. Estimates for the field approach/culvert work on Elroy Gunner property was \$7,473 and \$7,600. No action was taken on the field approach.

**CITY HALL/LIBRARY UPDATE**

The City Council was updated on the city hall/library building committee activity. The committee has set the fundraising goal of \$125,000. A draft fundraising mailer and poster were reviewed. Request for proposals from architects were expected by Aug 21<sup>st</sup> and reviewed by August 25<sup>th</sup>. Interviews are possible that week.

General discussion ensued regarding the two sites under consideration for the new city hall/library.

**City Hall/Library Site Selection** - A motion by Anderson seconded by Rennecke to vote for the city hall/library site between 220/230 Milky Way St. S. and 331/341 Milky Way St. S.

331/341 Milky Way St. S. – Gieser, Fruetel

220/230 Milky Way St. S. – Anderson, Rennecke, Tusha

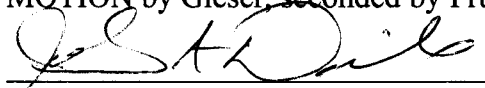
By a vote of three to two the site for the new city hall/library will be located at 220/230 Milky Way St. S. Motion carried.

**Other Business**

City Administrator Douville reported the copier has quit working. Due to previous copier breakdowns and difficulty in getting parts for the copier it was recommended to purchase a new one. A new HP Laserjet Pro 400 was recommended at a cost of \$399.00

**Copier** - A motion by Anderson seconded by Fruetel to authorize the purchase of an HP Laserjet Pro 400 with a two year maintenance agreement. Motion carried.

MOTION by Gieser, seconded by Fruetel to adjourn the meeting at 9:40 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**July 10, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday July 10, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

ALSO PRESENT: John Douville, Mark Klema, John Fruetel and Jeremy Anderson.

**Adopt Agenda** – A motion by Fruetel seconded by Anderson to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Anderson seconded by Rennecke to adopt the Consent Agenda as listed. Motion carried.

- a. June 12, 2014 City Council Minutes
- b. Bank Safety Box Authorization- Box 40, 110
- c. Fireworks Donation – Cosmos Lions \$800.00
- d. Rice Memorial Hospital ALS Intercept Agreement
- e. Cosmos Lions – Temporary On-Sale Liquor License – Aug 30-Sep 2<sup>nd</sup>
- f. Cosmos Fire Relief – Liquor License – 3.2 On Sale
- g. City Council 2014 Election filing Dates
  1. Jul 29 – Aug 12, 2014
- h. Appoint 2014 Election Judge
  1. Lorlane Schmeling

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

Ronald Mortensen, Meeker County Engineer, was present to discuss a proposed salt shed to be built beside the county's building at 90 Saturn St. N, Cosmos. He stated a building permit would be forthcoming.

Paul Harvego, of Conway, Deuth & Schmiesing, PLLP presented the 2013 Audit for the City of Cosmos. Mr. Harvego discussed several aspects of the audit and the potential cash flow of the water fund.

**2013 Audit** - A motion by Fruetel seconded by Rennecke to approve the 2013 Audit by Conway, Deuth & Schmiesing, PLLP. Motion carried.

**July, 2014 Bills List** - A motion by Fruetel seconded by Rennecke to approve the July 1-10, 2014 Bills list, Checks numbered 10597-10655 for \$45,115.39 Motion carried.

## DEPARTMENT HEADS

### Public Works – Jeremy Anderson

- a. Well Pumps - Presented a report from Tein Well discussing the decreased efficiency in both #3 #4 wells. Well #3 was approximately ½ as efficient (40.76/2007 vs. 20.79/2014). Well #4 was 61/2010 vs 41/2014. The estimated cost was approximately \$13,000-\$14,000 per pump. Discussion centered around getting other estimates and doing one pump this year and one next year.
- b. Space Fest – discussed the parade route being swept by the street sweeper and tree trimming was done along the parade route.

### Police Department – Brent Schroeder

- a. Police Chief Schroeder called in a report that requested reports will be forthcoming
- b. Two additional policeman will be added for the Space Festival

### City Engineer – Mark Klema

- a. Mr. Klema updated the City on the 2013 Hwy 4 project
- b. Reported that Dunnick Brothers provided the city with excess fill from the Hwy 7 project. Some fill was provided to the AD Wind site with the balance on the Cosmos Industries site for future use.
- c. Estimates for the field approach/culvert work on Elroy Gunner property was \$7,473 and \$7,600. No action was taken on the field approach.

### Fire Department – John Fruetel

- a. Fire Chief Fruetel discussed Space Festival activities including a pancake breakfast, fire trailer, parade.
- b. Some fire trucks will be tested this year for MNDoT

## CITY HALL/LIBRARY UPDATE

General Discussion regarding the process of the building committee. The committee is working on fundraising parameters and preparing RFP's for architects.

Building Site Analysis – Mark Klema presented information regarding calculations used in comparing the two sites under consideration. In comparing cost of land, parking lots and soil corrections it was determined that the engineers estimates calculated a difference of \$73,500 with the higher cost going to the 331/341 Milky Way S. over 220/230 Milky Way S.

**Site Selection** - A motion by Gieser seconded by Fruetel to bring a preferred site selection from the building committee. Motion carried.

MOTION by Rennecke, seconded by Anderson to adjourn the meeting at 9:00 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**June 12, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday June 12, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

**ALSO PRESENT:** John Douville, Mark Klema, Kelly Kurth and Representative Urdahl.

**Adopt Agenda** – A motion by Fruetel seconded by Anderson to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Anderson seconded by Fruetel to adopt the Consent Agenda as listed. Motion carried.

- a) May 13, 2014 City Council Minutes
- b) May 29, 2014 Special City Council Minutes
- c) Appoint 2014 Election Judges
  - a. Wayne Anderson
  - b. Sheila Bohrer
  - c. Phyllis Matthews
  - d. John Douville
- d) 2014 Board of Health Report

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

Representative Dean Urdahl was present to discuss the \$600,000 MN DEED matching grant for a new City Hall/Library provided to the City of Cosmos. Mayor Gieser and fellow Councilmembers expressed their appreciation for Rep. Urdahl continued work on the funding.

Kelly Kurth, insurance agent for Insurance by Strehlow, was present to discuss her firm's new offices in the Home State Bank, Cosmos location. She will be in the community Tuesday's and Thursday's during normal banking hours.

Administrator Douville discussed the League of MN Cities Insurance Trust (LMCIT) that the city uses for its insurance needs. It provides excellent coverage but does require the city to appoint an insurance agent for claims and the renewal process. Resolution 2014-4 appoints Insurance by Strehlow as the Agent of Record for the City of Cosmos.

**Resolution 2014-04 Appointing a City Agent** - A motion by Gieser seconded by Fruetel to approve Resolution 2014-04 Appointing A City Agent. Motion carried.

**June 1-12, 2014 Bills List** - A motion by Fruetel seconded by Rennecke to approve the June 1-12, 2014 Bills list, Checks numbered 10508-10596 for \$40,495.24 Motion carried.

City Engineer, Mark Klema, discussed the Hwy 7 project that is in process. He also discussed the requirements for a sign retro-reflectivity policy that would be needed to be adopted by the City Council.

**Sign Retro-Reflectivity Policy** - A motion by Gieser seconded by Fruetel to approve the Sign Retro-Reflectivity Policy. Motion carried.

**Temporary Office Staff** - A motion by Anderson seconded by Rennecke to approve Pamela Ainslie for the temporary office staff. Motion carried.

Councilmember Anderson reported on the Cosmos City Hall/Library Building Committee that had their first meeting on June 10<sup>th</sup> and are scheduled to meet again on June 30<sup>th</sup> at 5:00 p.m.

It was reported to the City Council by West Central Sanitation that the City would no longer have to separate the recyclables.

The American Legion reported the City has been distinguished as a Yellow Ribbon City.

The League of MN Cities Conference was being held in in St. Cloud on June 18-20 with Councilmember Fruetel and Administrator Douville attending.

Administrator Douville passed out a sample shade tree ordinance for Council review. An ordinance will need to be established to complete the city tree grant.

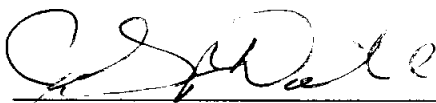
Administrator Douville discussed the possibility of acquiring an option to purchase land for the City.

**Land Purchase Option** - A motion by Rennecke seconded by Anderson to approve the option to purchase land. Ayes: Rennecke, Anderson Nays: Fruetel, Tusha, Gieser. Motion failed.

Councilmember Fruetel volunteered that Fire Chief Fruetel and herself would work with the county to test the civil defense sirens.

City Administrator Douville was directed to mail notices to property owners regarding noise violations between the hours of 10 P.M. and 7:00 A.M.

MOTION by Gieser, seconded by Anderson to adjourn the meeting at 9:00 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
SPECIAL CITY COUNCIL MEETING**

**May 29, 2014**

A special meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday May 29, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

**ALSO PRESENT:** John Douville, Mr. and Mrs. Chuck Litzau

The special council meeting was called with four items on the agenda.

- 1) Appoint Community Center Building Committee
- 2) Appoint Financial Advisor for Community Center
- 3) Radio Read Water Meter Purchase/Installation
- 4) Staff Involvement in City Projects

**Community Center:** Upon notification of \$600,000 in matching funds from the MN Department of Employment and Economic Development for a community center in Cosmos that will house a library, city office, public works and police offices it was determined an advisory committee would be formed to provide direction and input in the design of the building.

**MOTION** by Gieser, seconded by Fruetel to appoint Emily Schmeling, Jennifer Studemann, Chuck Litzau, Mike McRoberts, Joyce Kerrigan, Leslie Degner, Terry Anderson and Tom Rennecke with one position each to be filled by a representative from the Senior Citizen's and the Pioneerland Library Board. Motion approved.

**MOTION** by Anderson, seconded by Fruetel to appoint Springsted, Inc. as the financial advisor for the Cosmos Community Center Project. Motion approved.

**Public Works** –Mr. Anderson was directed to confirm all three civil defense sirens were working appropriately. Mr. Anderson stated a Honda 3” pump and hose were stolen from a lock city building where the city used to store the generator.

**Police Department** – Police Chief Brent Schroeder said things were going well in general for the police department.

**Fire Department** – Fire Chief Jon Fruetel discussed the potential of a new applicant for the fire department. He also discussed the Open House for Emergency Responders on Wednesday, May 21, 2014.

**Utility Deposits** – City Administrator Douville stated the City has stopped collecting utility deposits since 2007 and currently has \$9,927 in collected deposits. It is recommended that the City begin the process of refunding these deposits to the respective individuals.

**Utility Deposits** – A motion by Gieser seconded by Anderson to approve the reimbursement of the utility deposits. Motion carried.

**Temporary Office Staff** - Administrator Douville discussed the hiring of a temporary office staff to clean and scan city documents as part of our records retention schedule and document imaging. The individual would also be able to help in the disbursement of the utility deposits. It was expected the hours would be from 16-24 hours a week through 12 weeks with 6-8 hours a week in conjunction with the administrator for direction and review of their work.

**Temporary Office Staff** - A motion by Anderson seconded by Rennecke to approve the advertisement of temporary office staff with applications due by Noon on Monday, June 9, 2014. Motion carried.

**Supplemental State Fire Relief Aid** - A motion by Fruetel seconded by Gieser to approve the \$2,721.98 payment of the State Supplement Fire Relief Aid to the Cosmos Fire Relief Association. Motion carried.

MOTION by Gieser, seconded by Anderson to adjourn the meeting at 9:00 p.m.

  
\_\_\_\_\_  
John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**May 13, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Tuesday May 13, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

**ALSO PRESENT:** John Douville, Mark Klema, Jeremy Anderson and Brent Schroeder.

**Adopt Agenda** – A motion by Anderson seconded by Fruetel to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Fruetel seconded by Tusha to adopt the Consent Agenda as listed. Motion carried.

a) April 10, 2014 City Council Minutes

**Approve Bills** – A motion by Rennecke seconded by Tusha to approve the 14\_05\_13 bills list totaling \$52,395.58. Motion carried.

**Department Heads**

**Engineer** - City Engineer Mark Klema addressed the request by business owners to have a few parking stalls designated as one hour parking on Milky Way St.. Two signs installed would cost \$700 which would include signage, poles, cement boring and placement.

**One Hour Parking** – A motion by Gieser seconded by Fruetel to approve the placement of 2 one hour parking stalls in front of the hair salon and 1 one hour parking in front of Home State Bank. Ayes: Gieser, Anderson, Fruetel, Tusha Naves: Rennecke. Motion carried.

Mr. Klema discussed the completion of a street analysis for the city at an approximate cost of \$2,500. A lot of field work had been done with the 2013 construction projects in Cosmos and it would be a matter of completing the information in a Capital Improvements Program Report. The information would help prioritize what streets and utility mains should be repaired or replaced.

**Street Analysis** – A motion by Anderson seconded by Fruetel to approve the completion of the street analysis at an approximate cost of \$2,500. Motion carried.

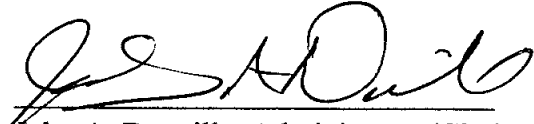
Mr. Klema discussed Xcel Energy's response to energy efficient street lighting. Xcel is regulated by the state utility commission and is not currently allowed to provide this type of lighting. Xcel is working with some pilot communities and the possibility of providing this service down the road.

**Radio Read Water Meter Project:** City Administrator Douville discussed the radio read meter project with the City Council. The radio read water meters provide many advantages for the residents and staff. The system would provide electronic readings for business and residential water usage. The technology also allows leak detection giving staff a heads up in potential problem areas. By using quotes from a large municipality, the city was able to purchase residential meters at \$129.20 instead of \$175 per meter. By using the lower purchase price and contracting with prior staff for the installation the City will save over \$20,000 in the system installation.

MOTION by Anderson, seconded by Rennecke to purchase the radio read water meter system. Motion approved.

MOTION by Gieser, seconded by Fruetel to pay overtime as needed for city staff in regards to the radio read meter installation and the community center building project, including time and mileage related to

MOTION by Gieser, seconded by Anderson to adjourn the meeting at 9:00 p.m.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**April 10, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 6:00 p.m. on April 10, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson, Tom Rennecke, Jody Fruetel and Ron Tusha.

**ALSO PRESENT:** John Douville, Mark Klema, Jeremy Anderson, Brent Schroeder, Judy Barka, city assessor and Joe Udermann, Meeker County Assessor

**Adopt Agenda** – A motion by Fruetel seconded by Anderson to approve the Agenda. Motion carried.

**Adopt Consent Agenda** – A motion by Fruetel seconded by Tusha to adopt the Consent Agenda as listed. Motion carried.

- a) February 13, 2014 City Council Minutes
- b) March 13, 2014 City Council Minutes
- c) CDS 2013 Audit Engagement Letter
- d) Clean up Day – Saturday, May 10 2014

**Visitors Presentations, Petitions and Correspondence**

ACGC Summer Recreation handouts and a video were provided to the City Council for consideration in supporting the summer program in 2014.

**2014 Summer Recreation** - MOTION by Fruetel, seconded by Tusha to provide \$1,000 in summer recreation funding to the ACGC School District for 2014. Motion carried.

City Administrator discussed staff from Meeker County HRA request for waiver of utility late fee payments. City Council felt there were other ways to address any payment issues such as pre-authorization by their board for utilities or advance payments. The Council did not want to set a precedent in waiving late fees. No action was taken.

City Engineer Mark Klema discussed conversations with Xcel Energy in regards to LED street lighting. He stated at this time Xcel does not have a program to provide that. Mr. Klema would keep discussions open with Xcel in regards to LED lighting.

**Department Heads**

Jeremy Anderson, Public Works Supervisor discussed John Fredrickson's request to increase the burning fee from \$900 to \$1,000 in 2014. Mr. Anderson discussed crack filling for 2014 and the city generally spent between \$4,000-\$5,000 year. Pegasus and Neptune were streets that were discussed for 2014.

2014 Burning Permit - MOTION by Anderson, seconded by Gieser to pay John Frederickson \$1,000 for the 2014 burning permit. Motion carried.

Mr. Anderson stated the city contracts for street sweeping 2 times a year, usually in the spring and for Space Festival. The lift station pump at the ball park was popping a circuit breaker and would need to be looked at.

Two applications were received by Mr. Anderson for seasonal help. Tyler Minnick who has worked previous seasons for the city and Colton Minnick.

**Seasonal Hire** - MOTION by Anderson, seconded by Rennecke to hire Tylor Minnick at \$10/hr for the 40 hr./wk. seasonal position and Colton Minnick at \$8/hr. for the 20+hr./wk. seasonal position. Motion carried.

Brent Schroeder, Police Chief reviewed the police chief's conference. Due to PERA retirement rules it is estimated that between 1,700 and 1,800 police officers are eligible for PERA retirement this summer. He noted the current part-time schedule seems to be working well.

City Administrator Douville discussed Health Savings Accounts for the city employees. The accounts are funded by employee deductions allowing for pre-tax savings on health costs. There are no additional costs to the City to provide Health Savings Accounts.

**Health Savings Accounts** - MOTION by Fruetel, seconded by Gieser to authorize the City of Cosmos to provide Health Savings Accounts for its employees. Motion carried.

### **Board of Equalization Hearing**

Mayor Gieser recessed the regularly scheduled Council meeting for the 2014 Board of Equalization Hearing at 7:00 p.m..

Meeker County Assessor Joe Udermann and City Assessor Jody Barka presented information regarding City of Cosmos property valuations along with summaries of other areas in the county. There were no property valuations adjustments for the City requested.

Motion by Anderson, seconded by Gieser to adjourn the 2014 Board of Equalization Hearing. Motion Carried.

Motion by Gieser, seconded by Anderson to re-convene the City Council meeting. Motion Carried.

Motion by Anderson, seconded by Fuetel to approve **Resolution 14\_03 PERA Police Officer Declaration** authorizing our part-time police chief to remain in the PERA Police and Fire Fund. Motion Carried.

Motion by Fruetel, seconded by Anderson to approve the bills list of \$14,925 including John Frederickson \$1,000 and Jody Barka of \$2,828.20. Motion Carried.

Administrator Douville discussed the benefits and costs associated with document imaging the city's records. The cost of the Laserfiche system, including scanner and software was \$3,602. Mr. Douville stated this would provide the needed equipment to provide state of the art imaging for the city. Consideration would be given at the next council meeting in regards to providing part-time staff this summer to clean and scan documents for the city.

**Document Imaging** - Motion by Fruetel, seconded by Anderson to purchase the Laserfiche Document Imaging System for \$3,602. Motion Carried.

Administrator Douville discussed the Building Inspection Service options available to the City. Meeker County Building Official and 101 Development Resources, Inc. out of Hutchinson has expressed interest in providing the services to the City. Meeker County would handle all the permit requirements and reporting to the state. Mr. Douville provided an administrative fee schedule for the City should the Council go with Meeker County.

**Building Inspection Services** - Motion by Gieser, seconded by Fruetel to contract with Meeker County Building Inspections for City Building Inspection requirements and approving the following administrative fees for inspections: Maintenance building permit \$7.50, New Construction; 1<sup>st</sup> \$50,000 at .5%, 2<sup>nd</sup> \$50,000 \$250 plus .35%, over \$100,000 \$425 plus .25%. Motion Carried.

**LMC Conference** - Motion by Gieser, seconded by Anderson to authorize Councilmember Fruetel and Administrator Douville to attend the 2014 LMC Annual Conference in St. Cloud on June 18-20<sup>th</sup>. Motion Carried.

**Uniform Chart of Accounts** – Motion by Fruetel, seconded by Rennecke to approve the City Administrator changing the City Chart of Accounts to match up the MN Uniform Chart of Accounts including the transition of funds into the general fund to be designated by reserve funds. Motion Carried.

**Other Business** – Councilmembers discussed the need for alley maintenance. Jeremy Anderson stated he would contact the suppliers to bring in supplies to maintain the alleys.

Adjourn – Motion by Gieser, seconded by Fruetel to adjourn the meeting.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**MARCH 13, 2014**

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 6:00 p.m. on February 13, 2014.

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke and Ron Tusha.

ABSENT: Councilor Jody Fruetel.

ALSO PRESENT: John Douville, Mark Klema, Jeremy Anderson, , Brent Schroeder, Owen Schlueter, 220 Draco Ave. W., Lance Hentges, 204 Gemini St. E. and Jon Fruetel.

**Visitors Presentations, Petitions and Correspondence**

City Engineer Mark Klema, Bolton & Menk, discussed briefly the MnDot Hwy 7 project and the availability of extra fill from the project that would be available to Cosmos if they were interested. Councilmember Anderson stated he would talk to Gary Martin of Cosmos Industries to see if they had interest.

Mr. Klema noted MnDot would allow a 50' wide access onto Hwy 7 for the Elroy Gunner Property. It was generally recommended the access be located in the center due to wetlands and housing. Mr. Klema would confer with the property owner before final recommendation.

Lance Hentges, 204 Gemini St. E., Cosmos was present to discuss his water bill. Upon review it was determined the two previous readings had been estimated and the 3 month average was reasonable in comparison to past usage.

MOTION by Tusha, seconded by Rennecke and carried to approve the special meeting minutes from February 18th, 2014.

MOTION by Anderson, seconded by Rennecke and carried to approve the March 13, 2014 Bills List totaling \$25,299.94

MOTION by Anderson, seconded by Tusha and carried to approve Administrator Douville attending the Municipal Clerks and Finance Officers Association Conference in St. Cloud from March 18<sup>th</sup>-20<sup>th</sup>, 2014.

MOTION by Anderson, seconded by Tusha and carried to approve Administrator Douville and Maintenance Supervisor Anderson attending the League of MN Cities Safety and Loss Control Workshop in Brooklyn Park and Willmar on April 16<sup>th</sup> and April 3<sup>rd</sup>, 2014.

MOTION by Anderson, seconded by Gieser and carried to approve City Office hours on Monday, Tuesday and Thursday from 9:00 a.m. until 3:00 p.m. with telephone and email monitoring Monday through Friday from 9:00 a.m. until 3:00 p.m.

MOTION by Gieser, seconded by Tusha and carried to Resolution 14\_02 MN Cities records Retention Schedule

MOTION by Anderson, seconded by Tusha and carried to approve a Sunday On-Sale Liquor License for Moonshine Pub at \$150.

MOTION by Anderson, seconded by Tusha and carried to approve advertising for two summer time help positions in the public works department.

Snow Fence – there was general discussion regarding the need for a snow fence on the Hackbarth property to minimize the snow drifts that have shut off the low maintenance road. The excess snow has also left a fire hydrant inaccessible. The general consensus was to request permission to snow plow a snow fence into the Hackbarth field to provide protection.

It was also discussed to install another fire hydrant further up the road for better fire protection. The city has the hydrant on hand and would only need to pay for the installation. After much discussion general consensus was to install the hydrant.

MOTION by Anderson, seconded by Tusha and carried to approve moving the utility billing payment date up from the end of the month to the 25<sup>th</sup> of the month.

Clean Up Day was discussed with the direction to staff to try for the May 10<sup>th</sup> date as the Cosmos Clean Up Day. Douville stated he would contact the company to finalize a date.

Frozen Water Line Policy – the City of Cosmos has several residents experiencing frozen water lines with this year’s deep frost. Councilmembers discussed ways of helping the residents get through this winter and provide a policy for frozen water lines.

MOTION by Anderson, seconded by Tusha and carried to approve the Frozen Water Line Policy as stated:

**Threat of Freezing Water Lines**

- 1) Residents must have city staff verify low water temperatures with risk of freezing lines
- 2) Residents must receive in writing from the City Office permission to run water continuously to prevent freezing.
- 3) Residents will be credited usage up to 2,000 gallons a month for the additional water flow

**Frozen Water Lines**


- 1) The City is responsible for a frozen line between the water main and the water shut off valve.

- 2) The resident is responsible for repairs for a frozen water line between the water shut off valve and the house
- 3) The City will contact a contractor to determine where the service line is frozen and if it is feasible to thaw the line. The City will contract all work and bill the residence if the line is frozen between the shut off valve and the house.
- 3) If it is not feasible to thaw the line, temporary above ground hoses will be connected between two neighbors. Both neighbors will be billed the historical average water usage for that home and not for the excessive water flow that will be needed to maintain the above ground line throughout the balance of the winter.
- 4) Residents will be requested to unhook and drain temporary lines when not in use for extended periods of time if practical.

MOTION by Gieser, seconded by Rennecke and carried to hire Paula Galvan to run the concession stand at the baseball Park for the 2014 season

Police Chief Schroeder reported on the part time police officer scheduling and that it is currently scheduled through May. Chief Schroeder discussed various incidents since the last council meeting.

MOTION by Gieser, seconded by Anderson and carried to adjourn the meeting at 8:50 p.m.

  
John A. Douville, Administrator/Clerk

**MINUTES  
SPECIAL MEETING  
CITY OF COSMOS**

**FEBRUARY 18, 2014**

A special meeting of the Cosmos City Council, with the Township Boards, and the Cosmos Fire Department was called to order by Mayor Gieser at 7:06 p.m. on Tuesday, February 18, 2014 at the Cosmos Legion.

**COUNCIL PRESENT:** Mayor Rich Gieser and Councilor Tom Rennecke.

**ALSO PRESENT:** Clerk/Treasurer Kathy Blackwell, Fire Chief Jon Fruetel, Ambulance Captain Emily Schmeling, Police Chief Brent Schroeder, Cosmos Township Board Member Doug Maahs, Cedar Mills Township Board Members Bruce Krueger, Karen Kohls, Willard Wendorff, and Gerald Burmeister, East Lake Lillian Township Board Member Jeff Wallenta, Cosmos Fire and Ambulance Members Adam Lietzau, Dale Ehrenberg, Chris Langness, Kelly Inselmann, Mike Inselmann, Alex Schmeling, Julie Langness, Yvette Martin, Tom McCarthy.

**MOTION** by Doug Maahs, seconded by Willard Wendorff and carried unanimously to approve the meeting minutes from February 19, 2013.


**MOTION** by Bruce Krueger, seconded by Doug Maahs and carried unanimously to approve the 2013 Fire Fund Statement.

**MOTION** by Willard Wendorff, seconded by Doug Maahs and carried unanimously to set the 2014 section rates the same as in 2013 at \$175 per section for fire protection and \$70 per section for ambulance service and to approve the list of 2014 equipment and training needs, including the air pack project.

**AMBULANCE** – A discussion was held on upcoming increased training requirements and consideration of an increase in pay for ambulance attendants.

**2015 MEETING** – The 2015 annual meeting will be held at 7:00 p.m. on February 17, 2015 at the Cosmos Legion.

**MOTION** by Doug Maahs and seconded by Bruce Krueger to adjourn the meeting.

  
\_\_\_\_\_  
Kathy L. Blackwell, Clerk/Treasurer

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**FEBRUARY 13, 2014**

A regular meeting of the Cosmos City Council was called to order by Acting Mayor Tom Rennecke at 6:00 p.m. on February 13, 2014.

**COUNCIL PRESENT:** Council Members Terry Anderson and Jody Fruetel.

**ABSENT:** Mayor Rich Gieser and Councilor Ron Tusha.

**ALSO PRESENT:** Kathy Blackwell, John Douville, Mark Klema, Barry Glienke, Jeremy Anderson, Jerry Pliesies, Dean Urdahl, Brent Schroeder, and Jon Fruetel.

**MOTION** by Fruetel, seconded by Anderson and carried to approve the meeting minutes from January 9<sup>th</sup>, 16<sup>th</sup> and 28<sup>th</sup>, 2014.

**MOTION** by Anderson, seconded by Fruetel and carried to approve the November 30, 2013 and December 31, 2013 Financial Statements.

**URDAHL** – Representative Dean Urdahl gave the city an update on the past and upcoming sessions. Urdahl is hopeful the Cosmos request to fund a new municipal building will be funded by the state legislature.

**TH 7** – Engineer Klema presented information on the MnDOT project on TH 7 that will begin this spring.

**GLIENKE** – Barry Glienke reported to the council that he has been transferred to the Bolton & Menk office in Fargo. Klema will remain in the Willmar office and continue to work in Cosmos.

**WATER LEAK** – Jerry Plieseis stated that he had a high use water and sewer bill due to a water pipe leak outside his house in Lot #6 of the trailer court. Plieseis requested a credit for the sewer portion of the bill since the water did not go through the sewer. Plieseis also requested a payment plan. Clerk Blackwell stated that since the bill is in the trailer court owner's name, no payment plan was available.

**MOTION** by Anderson, seconded by Fruetel and carried to charge the utility bill for Lot #6 in the trailer court the average monthly sewer usage and credit the sewer amount billed due to the leak.

**MAINTENANCE** – Maintenance Supervisor Jeremy Anderson reported that two water service lines for three houses are frozen. Anderson suggested some preventative efforts so other lines do not freeze.

**CLERK/TREASURER** – Blackwell reported that thirteen applications were received for the position. Blackwell reviewed the background and experience of the top four applicants and highly recommended the city council hire the top candidate, John Douville.

MOTION by Anderson, seconded by Fruetel and carried to hire John Douville as of 2/14/14 as the full-time City Administrator, with an hourly wage of \$21, and three weeks of vacation in the first year of service.

POLICE – Chief Schroeder updated the council on some purchases he made per the council’s approval in January. Schroeder returned to work without restrictions on January 25, 2014. Clerk Blackwell recommended the council increase Schroeder’s hourly wage \$3.55 to compensate for pro-rated vacation, holiday and sick time in lieu of actual time off. The council agreed that the city would donate the old taser to Schroeder to be used for training.

MOTION by Anderson, seconded by Fruetel to increase Schroeder’s hourly wage from \$21.01 to \$24.56.

RETIREMENT – The council discussed the retirement offer that was made to Dale Thomas on February 16, 2014. Thomas has not yet accepted the offer. Clerk Blackwell was directed to draft a letter to Thomas asking him to respond to the offer as soon as possible.

MOTION by Anderson, seconded by Fruetel and carried to approve payment of the General Bills, check numbers 10434-10458 , and Fire Bills, check numbers 4687-4697.

MOTION by Fruetel and seconded by Anderson to adjourn.



John A. Douville, City Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
SPECIAL MEETING**

**JANUARY 28, 2014**

A special meeting of the Cosmos City Council was called to order by Mayor Gieser at 6:00 p.m. on January 28, 2014, at City Hall.

COUNCIL PRESENT: Mayor Rich Gieser, Council Members Terry Anderson, Jody Fruetel, and Tom Rennecke.

COUNCIL ABSENT: Councilor Ron Tusha

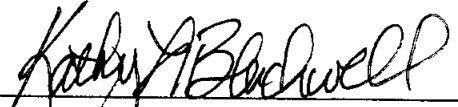
ALSO PRESENT: Kathy Blackwell, Jeremy Anderson and John Douville.

DOUVILLE – John Douville expressed interest in the Clerk/Treasurer position upon the resignation of Kathy Blackwell. Douville presented information on his background and 25 years of experience in local government. The council and Douville discussed projects, work hours, office hours, hourly pay and vacation pay. Douville offered to work with Blackwell 4-5 days in the next few weeks to become acquainted with day to day office operations.

APPLICATIONS – Help wanted advertisements for the Clerk/Treasurer position were posted with the League of MN Cities, Ridgewater College and published in the Galaxy with an application deadline of February 12, 2014. The council agreed that a final decision on filling the Clerk/Treasurer position should not be made until after review of all the applications.

MOTION by Gieser, seconded by Fruetel and carried to authorize Douville to work 4-5 days prior to February 13, 2014 at a rate of \$21 per hour.

MOTION by Anderson and seconded by Fruetel to adjourn.

  
\_\_\_\_\_  
Kathy L. Blackwell, Clerk/Treasurer

**MINUTES  
CITY OF COSMOS  
SPECIAL MEETING**

**JANUARY 16, 2014**

A special meeting of the Cosmos City Council was called to order by Mayor Gieser at 7:00 p.m. on January 16, 2014 at city hall.

**COUNCIL PRESENT:** Mayor Rich Gieser, Council Members Terry Anderson, Jody Fruetel, Tom Rennecke and Ron Tusha.

**ALSO PRESENT:** Kathy Blackwell, Jeremy Anderson, Dale Thomas and Brent Schroeder.

**RESIGNATION** – The council accepted the resignation of Kathy Blackwell from her position as Clerk/Treasurer, with her last day of actual work to be February 28, 2014. The council agreed that Blackwell should use available holiday, vacation and sick pay totaling 199.43 hours from March 1, 2014 to April 4, 2014, paid out on a weekly basis. Blackwell requested 50% pay out of accumulated sick time acquired over the last nineteen and one half years. Blackwell presented and explained several reasons the council should consider pay out of the sick time. Council Rennecke questioned if the city should consult an attorney to verify paying out accumulated sick time is legal. Mayor Gieser stated that it was a matter of the council approving or not approving the sick time pay out, but it was not a legal issue. Fruetel verbally supported 50% pay out of the sick time. The council considered calculations on Blackwell's current wage, an average of beginning and ending wage, and on her 2013 wage. It was also noted that in the event Blackwell had become ill and needed to use the sick time, the city would have been obligated to pay 100% of the sick time.

**MOTION** by Fruetel, seconded by Gieser and carried to approve 50% pay out of 680.42 hours of sick time to Kathy Blackwell using her 2013 wage, Anderson voted in favor, Rennecke and Tusha were opposed.

**RETIREMENT** – Thomas and the council discussed his pending retirement and amending the terms of the offer the council approved on January 9, 2014.


**MOTION** by Anderson, seconded by Fruetel and carried to amend the previous offer made to Thomas to include the following terms: approve a PERA Phased Retirement Agreement with a begin date of March 1, 2014 and end date of February 28, 2015, pay monthly single health insurance premiums from March 1, 2014 to December 31, 2014 at a cost of \$477.50 per month or pay Thomas \$477.50 per month if he chooses to waive continued coverage on the city's policy, last day of employment to be February 28, 2014, and available time off of four holidays, 48 hours sick time and 80 hours vacation time to be used by Thomas on or before February 28, 2014. Tusha opposed the motion.

TIME CLOCK USE – The mayor and council reminded employees that they are to use the time clocks at the beginning and end of all shifts. It was also noted that the council may not approve payment of wages for hours that are hand written on the time card by an employee.

CLERK/TREASURER – Blackwell stated that John Douville is interested in taking the Clerk/Treasurer position with the City of Cosmos. Douville is highly qualified for the position having over 24 years of experience in local government. Douville is also familiar with Cosmos after working as a consultant for the city in 2013. The council scheduled a special meeting for January 28, 2014 at 6:00 p.m. at city hall to meet with Douville. Blackwell was directed to place a help wanted ad in the Galaxy and on the League of MN web site with an application dead line of February 12, 2014.

THANK YOU – The council thanked Thomas and Blackwell for their many years of service with the City of Cosmos.

MOTION by Anderson and seconded by Fruetel to adjourn.

  
Kathy L. Blackwell, Clerk/Treasurer

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING**

**JANUARY 9, 2014**

A regular meeting of the Cosmos City Council was called to order by Acting Mayor Tom Rennecke at 7:00 p.m. on January 9, 2014, at city hall.

**COUNCIL PRESENT:** Council Members Terry Anderson, Jody Fruetel, Tom Rennecke and Ron Tusha. Mayor Rich Gieser arrived at 7:30 p.m.

**ALSO PRESENT:** Kathy Blackwell, Jeremy Anderson, Gayle Flemming, Tom McCarthy, Brent Schroeder, Dale Thomas, and Jon Fruetel.

**MOTION** by Tusha, seconded by Anderson and carried to approve the meeting minutes from December 12, 2013.

**CASH REPORT** – Clerk/Treasurer Blackwell gave a verbal report on the city’s cash status.

**SNOW REMOVAL** – Gayle Flemming requested more direction from the city on how often and when snow is to be moved on side streets. Jeremy Anderson agreed that he would provide the direction and communication with Flemming on the city’s behalf.

**MOTION** by Anderson, seconded by Fruetel and carried to add a paragraph to Chapter 92: Streets and Sidewalks that makes certain exceptions for properties with a boulevard that is less than four feet.

**MOTION** by Anderson, seconded by Fruetel and carried unanimously to adopt Resolution 2014-1 Setting License Fees, Other Fees, Expense Reimbursement Schedule and Appointments for 2014 with the following changes: increase both the Past Due Utility Disconnect and Reconnect Fees from \$25 to \$50, and delete the fee for a copy of a Police Report.

**POLICE** – The council and Chief Schroeder discussed details for the transition from a Full-time to a Part-time department. Tom McCarthy verbally opposed the reduction in hours of police protection in Cosmos. Jon Fruetel also expressed opposition to the reduction of hours.

**MOTION** by Fruetel, seconded by Anderson and carried unanimously to agree to the following terms and conditions in the transition to a Part-time Police Department effective on February 1, 2014: Schroeder will patrol approximately forty hours per month and schedule Part-time officers for approximately twenty hours per month, Schroeder will attend meetings (Cosmos City Council, CEE-VI, Chief’s meetings and law update meetings) when available in addition to his patrol hours, Schroeder will receive an annual clothing allowance of \$600, Schroeder is not expected to respond to non-emergency call outs, the city will pay the costs for Schroeder to attend the annual Chiefs of Police Conference, the city acknowledges Schroeder’s ownership of equipment and the transfer of that equipment (two suppressors and Glock 18c),

increase Part-time officer pay from \$13.50 to \$20 per hour, Part-time officers will be supplied with one set of uniforms every two years, the department cell phone will be updated with new iPhone 5S with accessories and be kept in the squad vehicle, squad vehicle will continue to be stored at Schroeder's residence, a master switch will be installed in the squad, squad vehicle will be lettered as a marked police vehicle, Schroeder's hourly wage will be increased to compensate for pro-rated vacation, holiday and sick time in lieu of actual time off, Schroeder will remain in the Police/Fire PERA retirement fund, a new computer and printer will be purchased for the office not to exceed \$1,000, and the 2014 Police Fund budget will not be amended in the event the city returns to operating a Full-time police department.

RETIREMENT – The pending retirement of Dale Thomas was discussed. Prior to Thomas being called away from the meeting, he stated to the Mayor that he intended to retire on April 1, 2014.

MOTION by Gieser, seconded by Fruetel and carried unanimously to make the following offer to Thomas regarding his retirement: approve a PERA Phased Retirement Agreement with a begin date of April 1, 2014 and ending date of March 31, 2015, pay monthly single health insurance premiums for Thomas from April 1, 2014 to December 31, 2014, last date of employment to be March 31, 2014, available time off of four paid holidays, 48 hours of sick time and 80 hours of vacation time to be used by Thomas on or before March 31, 2014

VACANCY – The council acknowledged the Maintenance Supervisor position will likely be vacant as of April 1, 2014. Jeremy Anderson expressed his interest in the position and described his qualifications and experience. Jeremy Anderson requested starting pay of \$21 per hour.

MOTION by Fruetel, seconded by Tusha and carried to promote Jeremy Anderson to the Maintenance Supervisor position and increase his hourly wage from \$12 to \$19 per hour. Anderson abstained from the motion.

CLERK/TREASURER – Clerk Blackwell informed the council that she has applied for and interviewed for a position with the City of Hector. Blackwell stated that no other details of the negotiations are public information at this time.

MOTION by Anderson, seconded by Gieser and carried unanimously to increase Kathy Blackwell's wage from \$17.06 to \$19 per hour.

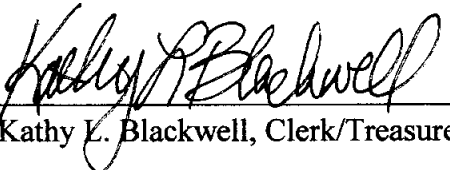
MAINTENANCE – The council approved Jeremy Anderson's attendance at the annual water and waste water conference. The council noted that over-time would resume to be allowed only in the event of an emergency and for Space Festival.

GAZETTE – Clerk Blackwell asked for council direction on placing minutes and ads in the Gazette. The city has been donating \$300 per year to the Gazette and allowed to publish minutes and notices for no additional cost. Blackwell was told that the city would now be charged \$80 per page for minutes or notices. After a discussion, Blackwell was directed to create a \$10 per month business card size ad to run

in the Gazette that promotes the city's web site and states that meeting minutes are posted on the web site. The city approved the \$300 annual donation in addition to the \$10 monthly ad.

MOTION by Gieser, seconded by Tusha and carried unanimously to approve payment of the General Bills, check numbers 18275-18307 and 10512-10433, and Fire Bills, check numbers 4679-4686.

MOTION by Fruetel and seconded by Anderson to adjourn the meeting.

  
Kathy L. Blackwell, Clerk/Treasurer