

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

December 10, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday December 10, 2015

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

ABSENT: Jody Fruetel

ALSO PRESENT: John Douville, Jeremy Anderson, Brent Schroeder, Terri Hessler and Jerry Verdon.

Adopt Agenda – Administrator Douville added Resolution 2015_23 MN DEED Declaration to the agenda. A motion by Anderson seconded by Rennecke to approve the Amended Agenda. Motion carried.

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

- a. November 16, 2015 City Council Minutes
- b. November 19, 2015 Special City Council Minutes
- c. YTD Revenues/Expense Report
- d. Cash Balance – November 30, 2015
- e. 2016 SafeAssure Contract – Safety Training
- f. Email- Jennifer Studeman – Rural Narrative Presentation

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

a. ACGC Superintendent Sheri Borderius and Board member Scott Stafford were present to discuss the ACGC school year. Ms. Broderius said the school is a 4 time reward school, top 5% middle school in the state with the elementary school a 3 time award recipient. ACGC has between 785-800 students with 68 faculty.

b. Ron Mortenson, Meeker County Engineer was present along with Brian Larson, Meeker County Chairman and Meeker County Public Works Supervisor. Mr. Mortenson wanted to discuss potential new snow clearing pricing for the City of Cosmos as the last agreement has expired. The county would like to charge \$80/hr for the grader and \$40 per man/hr. Feedback was needed from the

City Council as to the level of service the community wanted, at what level snow fall the city should be plowed and the issue with cars parked on the streets during snow plowing.

December 10, 2015 Bills List - A motion by Anderson seconded by Rennecke to approve the December 10, 2015 Bills list, Checks numbered 11461-11524 and ACH Checks numbered 150442E-150445E for a total of \$50,634.78 Motion carried

Single Sort Recycling Surcharge - A motion by Rennecke seconded by Anderson to approve a \$2.00 increase in solid waste fees for single sort recycling and increased land fill costs. A \$0.50 solid waste tax savings could be obtained by billing the recycling costs separately. Ayes: Anderson, Rennecke, Tusha. Nays: Gieser Motion carried.

Resolution 2015_17 Fees, Expense Reimbursement and Appointments for 2016 A motion by Tusha seconded by Anderson to approve Resoluiton 2015_17 Fees, Expense Reimbursements and Appointments. Motion carried.

Resolution 2015_18 2016 Employee Pay and Benefits A motion by Rennecke seconded by Anderson to approve Resolution 2015_18 2016 Employee Pay and Benefits with the removal of wage increases from the police department. Ayes: Gieser, Rennecke, Anderson. Nays: Tusha. Motion carried.

Resolution 2015_19 2016 General Fund Budget and Property Tax Levy A motion by Rennecke seconded by Tusha to approve Resolution 2015_19 a 2016 General Fund budget of \$506,992 And a property tax levy of \$279,763 with \$26,382 of that for debt service. Motion carried.

Res 2015_20 Approve Plans & Specs – City hall/Library. A motion by Tusha seconded by Anderson to approve Resolution 2015_20 Approve Plans & Specifications for a City Hall/Library/Community Center with the following changes/clarifications: Separate alternate bids for the sidewalk and bituminous paved parking lot being alternates 3 and 4 respectively and verifying storm water drains to the street and not the alley. Motion carried.

Res 2015_21 Authorize MN Rural Water Interim Loan A motion by Gieser seconded by Tusha to approve Resolution 2015_21 Authorizing a MN Rural Water Interim Loan for the construction funding of the City Hall/Library/Community Center. Motion carried.

Res 2015_22 Authorize Advance Payment of 2013A G.O. Debt Service A motion by Gieser seconded by Anderson to approve Resolution 2015_22 Authorizing a \$300,000 Advance Payment of the 2013A G.O. Debt Service. Motion carried.

February 11, 2016 Council Meeting – Change to Feb 9th or 18th? A motion by Anderson seconded by Gieser to change the February 9th City Council meeting to February 18th at 7:00 p.m. Motion carried.

Department Heads

- a. Jeremy Anderson stated the snow blower is in and new brushes have been installed on the sweeper attachment.
- b. Police Chief Schroeder discussed the January 1, 2016 requirement to have e-ticketing technology. Schroeder stated it could cost up to \$1,500 to install the system in the squad car.
- c. Chief Schroeder stated the water pump is out of the squad car. The car is 6 years old with 85,000 miles on it. He is recommending replacing the vehicle in 2017.


- d. Winter parking was discussed with the need to ticket cars parked on the streets during snowfalls

- e. Additional review/discussion was needed on the street parking ordinance in regards to campers and RV's.

E-Ticketing Equipment for Police Squad Car. A motion by Anderson seconded by Rennecke to authorize up to \$1,500 for E-Ticketing Equipment for the police squad car. Motion carried.

Res 2015_23 Authorize MN DEED Grant Declaration. A motion by Anderson seconded by Tusha to approve Resolution 2015_23 Authorizing MN DEED Grant Declaration on the new city hall property. Motion carried.

ADJOURN A motion by Anderson seconded by Tusha to adjourn at 11:15 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING**

November 19, 2015

A special meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 2:00 p.m. on Thursday, November 19, 2015

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

ABSENT: Ron Tusha.

ALSO PRESENT: John Douville

Resolution 15_16 USDA Rural Development Loan Security Agreement– A motion by Anderson, seconded by Fruetel, to adopt Resolution 15_16 USDA Rural Development Loan Security Agreement. Motion carried.

MOTION by Gieser, seconded by Anderson, to adjourn the meeting at 2:15 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

November 16, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Monday, November 16, 2015

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

ALSO PRESENT: John Douville, Jeremy Anderson, Jon Fruetel

Adopt Agenda - A motion by Fruetel, seconded by Anderson to approve the Council Agenda. Motion carried.

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

- a. October 8, 2015 City Council Minutes
- b. YTD Revenue/Expense Report – October, 2015
- c. 2016 Liquor License Applications – Casey's, Paula's Place, American Legion

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

a. Don Williamson, West Central Sanitation was present to discuss single sort recycling. They would like to bring the service to Cosmos as other communities in the area are going that way. Mr. Williamson said due to the cost of the cart and 3 landfill cost increases it would cost the city and additional \$2.00 a month. Approximately 50 cents a month could be saved by excluding the approximately \$5.50 from MN Solid Waste tax. It would take about 45 days upon City Council approval. No action was taken.

b. Terri Hessler and Jerry Verdon were present to learn more about the Cosmos city government.

c. Ms. Schiro, 75 Pegasus Ave. E. was present to discuss a large water bill due to a running toilet. Mayor Gieser offered the city to work with the resident on a payment schedule but since the water went through the home it was determined not to reduce the utility bill.

November 16, 2015 Bills List - A motion by Rennecke, seconded by Tusha, to approve the November 16, 2015 bills list checks numbered 11400-11459 in addition to ACH Checks 150435E-150441E for a total of \$93,736.17. Motion carried.

Open Public Hearing – Special Assessments - A motion by Fruetel, seconded by Anderson, to open the Special Assessment Public Hearing at 7:30 p.m.. Motion carried.

a. Carol Doering, 19597 Hwy 212, Brownton, MN 55312 was present to discuss the outstanding utility bill at 250 Milky Way S.. It was noted that an adjustment would need to be made on the account as the service at that location was shut off in September.

Close Public Hearing – Special Assessments - A motion by Fruetel, seconded by Tusha, to close the Special Assessment Public Hearing at 7:55 p.m.. Motion carried.

Resolution 2015_13 Pay 2016 Special Assessments - A motion by Anderson, seconded by Fruetel, to approve Resolution 2015_13 Pay 2016 Special Assessments. Motion carried.

Resolution 2015_14 Purchase City Hall/Library Property - A motion by Anderson, seconded by Fruetel, to approve Resolution 2015_14 Purchase City Hall/Library Property at a cost of \$22,032.15. Motion carried.

Pay Down 2013 G.O. Debt Service – Administrator Douville discussed the option to prepay the 2013 G.O. Debt Service. Additional payments can be made twice a year on the bond payment dates in February and August. There is approximately \$336,000 available for early debt service payment. Early payment costs \$200 and 1% but would save 3.6% annually in interest costs. No action taken.

Resolution 2015_15 Transfer Public Work Reserve Fund - A motion by Gieser, seconded by Anderson, to approve Resolution 2015_15 Transfer Public Works Reserve Fund of \$100,054.95 to the Building Fund as part of the matching funds for the City Hall/Library/Community Center. Motion carried.

DEPARTMENT HEADS

Fire Department –

- a. Fire Chief Jon Fruetel discussed bringing a new fire fighter Taylor Fruetel to the Cosmos Fire Department
- b. Chief Fruetel discussed a Fire Relief Association meeting scheduled for January 29, 2015

Public Works –

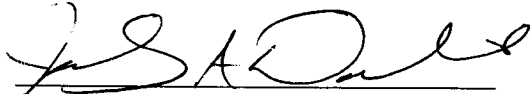
- a. Jeremy Anderson stated he is in the process of completing the winterization for the equipment and property in the city.

Other Business

City Hall/Library Floor Plans – Administrator Douville commented the architects for the building are finishing the plans and getting them ready for submittal to Rural Development. Assuming Rural Development stays on task we are still on schedule for an early year bid letting for the building.

Xcel Energy Street Lighting – Xcel Energy has reported they will replace all of their street lights to LED lighting over the next five years according to their schedule bulb replacement schedule. This will provide approximately 17% savings in energy costs to the community.

MOTION by Gieser, seconded by Anderson, to adjourn the meeting at 8:55 p.m.

A handwritten signature in black ink, appearing to read 'John A. Douville', written over a horizontal line.

John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

October 8, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, October 8, 2015

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

ALSO PRESENT: John Douville and Jeremy Anderson.

Adopt Agenda - A motion by Fruetel, seconded by Tusha to approve the Council Agenda. Motion carried.

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

- a. September 10, 2015 City Council Minutes
- b. YTD Revenue/Expense Report – September, 2015

October 8, 2015 Bills List - A motion by Anderson, seconded by Rennecke, to approve the October 8, 2015 bills list checks numbered 11355-11399 in addition to ACH Checks 150430E-150434E for a total of \$62,928.14. Motion carried.

November City Council Meeting - A motion by Gieser, seconded by Anderson, to moving the November City Council meeting to 7:00 p.m. Monday, November 16th . Motion carried.

November Assessment Hearing - A motion by Gieser, seconded by Fruetel, to authorize an assessment hearing for past due accounts at 7:30 p.m. Monday, November 16th . Motion carried.

Automated Utility Payments – Administrator Douville discussed the option for residents to have utility bills automatically taken out of the bank accounts. The one time software cost was \$975 and a \$30 a month banking ACH fee. General discussion with the City Council felt there would not be enough participation by the public to make it worthwhile. Mayor Gieser asked staff to get costs associated with providing a payment service through our city website. No action taken.

Meeker County Housing Study – Meeker County EDA Director David Krueger sent a request for cities to participate in a new housing study for the county. The cost would be approximately \$468 for the City

of Cosmos. The City has benefited from small cities development grants based on these surveys in the past.

A motion by Fruetel, seconded by Anderson, to authorize participating in the Meeker County housing study at \$1 per capital . Ayes: Gieser, Fruetel, Anderson, Tusha Naves: Rennecke Motion carried.

Snow Clearing Contract - A motion by Gieser, seconded by Anderson, to approve a two year agreement with LitzBlitz for snow clearing. Motion carried.

Public Works Compensation and Vacation Hours - A motion by Gieser, seconded by Fruetel, to authorize payment of 190 hours of compensation and vacation time for Public Works Supervisor Jeremy Anderson . Motion carried.

2015/2016 Tractor/Snow Blower - A motion by Anderson, seconded by Tusha, to trade in the mowing tractor/snow blower for the 2016 model for a cost of \$1,950. Motion carried.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

- a. Jeremy Anderson discussed having Grove City staff get familiar with city utilities for covering our city services while Jeremey is gone on vacations or training.

Other Business

City Hall/Library Floor Plans – Administrator Douville reviewed the current floor plans for the new city hall. It was also reported the Pioneerland Library would be able to provide \$25,000 for shelving and furniture.

MOTION by Gieser, seconded by Anderson, to adjourn the meeting at 8:45 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

September 10, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, September 10, 2015

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

ALSO PRESENT: Jon Fruetel, John Douville, Jeremy Anderson and Dale Thomas.

Adopt Agenda - A motion by Fruetel, seconded by Rennecke to approve the Council Agenda. Motion carried.

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

- a. August 13, 2015 City Council Minutes
- b. YTD Revenue/Expense Report

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Dale Thomas was present to discuss the utility bill of his rental property 540 Milky Way St. S. He stated he instructed city staff to turn on the water for the new renters. He stated no one had to be there for the Thursday turn on. City staff was unable to get to it until the following Monday where Mr. Thomas instructed staff to turn it on. There was a valve left open on the hot water heater causing an additional 9,500 gallons of water being used. Mr. Thomas was asking for 100% credit on his bill for the water usage. After City Council discussion with city staff, city council felt there was miscommunication on both parties. The City Council directed staff to have an individual present at any future water turn on.

Tyson Throughbread, 230 Mercury St., requested a street light be installed across from his house. It was noted that most street lights are on the end of the block but there was one that had considerable tree growth blocking the light. City staff would first try to get that light opened up more to see the effects of the light.

Thomas Water Bill - A motion by Fruetel, seconded by Rennecke to approve crediting Mr. Thomas for 50% of the water overflow for the property. Ayes: Fruetel, Anderson, Rennecke, Gieser Nays: Tusha Motion Carried.

September 10, 2015 Bills List - A motion by Anderson, seconded by Rennecke, to approve the September 10, 2015 bills list checks numbered 11312-11354 in addition to ACH Checks 150425E-150429E for a total of \$34,664.36. Motion carried.

Resolution 2015_09 2016 Preliminary Budget and Tax Levy - A motion by Anderson, seconded by Rennecke, to approve Resolution 2015_09 2016 Preliminary Budget and Tax Levy with a proposed tax levy of \$279,763 with \$26,382 going towards debt service, an increase of 4.01% over 2015. Motion carried.

Resolution 2015_10 2016 City Assessor Appointment - A motion by Fruetel, seconded by Anderson, to approve Resolution 2015_10 City Assessor Appointment with Meeker County Assessor doing the annual property evaluations. Motion carried.

Resolution 2015_11 Medical Benefits Provider - A motion by Fruetel, seconded by Gieser, to approve Resolution 2015_11 Medical Benefits Provider with A.T. Group. Motion carried.

Resolution 2015_12 MN DEED Grant Contract - A motion by Gieser, seconded by Fruetel, to approve Resolution 2015_12 MN DEED Grant Contract for the new City Hall/Library/Community Center. Motion carried.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

a. City Council was asked to consider paying out some compensation time to Public Maintenance Supervisor Jeremy Anderson. Mr. Anderson felt it was difficult to get all the required work done in 40 hours. The Council directed City Administrator Douville to look into the budget for possible payment of some compensation time in addition to Mr. Anderson scheduling some time off. Mayor Gieser stated it was still important for Jeremy to get time off or he will get burnt out on the job.

b. Jeremy Anderson discussed a possible slow pitch softball league for next year. He requested putting in additional locations for 65' bases on the fields.

- Jon Fruetel, Fire Chief

a. a quick review of the Fire Department Relief Associations investment returns versus the State of MN. Fire Chief Fruetel stated he would review and talk to the Relief board regarding the investments.

b. DNR Grant – Chief Fruetel reported the city would receive a \$4,200 on 50/50 matching grant from the DNR. The money is going towards an \$8,000 slide in unit for the grass rig in addition to a \$400 piece of equipment. Chief Fruetel was requesting the City

reimburse the Cosmos Fire Relief Association \$3,994.50 as they already purchased the slide in unit.


Other Business

Church Weed Spraying – Councilman Anderson reported that Gladys Macik was asking the city to consider spraying weeds at the Lutheran Church. City Staff felt there was not time available to do such work in addition to liability issues. The City would have to charge for such a service if it did provide it. No action was taken.

City Council was asked to consider paying out some compensation time to Public Maintenance Supervisor Jeremy Anderson. Mr. Anderson felt it was difficult to get all the required work done in 40 hours. The Council directed City Administrator Douville to look into the budget for possible payment of some compensation time in addition to Mr. Anderson scheduling some time off. Mayor Gieser stated it was still important for Jeremy to get time off or he will get burnt out on the job.

Jeremy Anderson discussed a possible slow pitch softball league for next year. He requested putting in additional locations for 65' bases on the fields.

MOTION by Gieser, seconded by Rennecke, to adjourn the meeting at 8:45 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

August 13, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday August 13, 2015

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

Absent: Jody Fruetel.

ALSO PRESENT: John Douville, Jeremy Anderson

Adopt Agenda - A motion by Anderson, seconded by Tusha, to approve the Council Agenda. Motion carried.

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

- a. July 21, 2015 City Council Minutes
- b. YTD Revenues/Expense Report
- c. July 2015 Cash Balances

August 13, 2015 Bills List - A motion by Anderson, seconded by Rennecke to approve the August 13, 2015 Bills list; Checks numbered 11273-11311 for \$149,771.69 Motion carried.

Approve Resolution 2015_08 Closing Accounts – A motion by Rennecke, seconded by Gieser, to approve Resolution 2015_08 Closing bank accounts no longer needed. Motion carried.

Preliminary 2016 Budgets – Administrator Douville gave the City Council an updated on the 2016 Preliminary General and Enterprise budgets that will need to be approved by September 15, 2015. The preliminary budgets recommend a 5% increase in water and sewer rates and a 4% increase in the general tax levy. The proposed budget would not require any transfers to the water enterprise fund.

Department Heads –

Jeremy Anderson, Public Works reported that the City of Hutchinson will provide sewer cleaning services to the city. The \$5,000 budgeted will provide for 3 days of cleaning. Jeremy will review what parts of the city are left for completion in 2016.

Jeremy Anderson, representing the Space Fest committee, requested to have two police officers on duty for the Labor Day street dance.

Jeremy Anderson presented bids for the sidewalks by Casey's and Home State Bank. They bids were \$3,780 Cosella Concrete and \$4,575 Henning.

Sidewalk Replacement – A motion by Gieser, seconded by Anderson, to approve the low bid of \$3,780 from Cosella Concrete to replace the east/west sidewalks at Home State Bank and Casey's. Motion carried.

Water Line Replacement – A motion by Anderson, seconded by Rennecke, to approve the replacement of the watermain in the alley by Casey's for a cost of \$7,320. Motion carried.

MOTION by Anderson, seconded by Gieser, to adjourn the meeting at 8:30 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

July 21, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Tuesday, June 21, 2015

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

ALSO PRESENT: Administrator John Douville, City Auditor Paul Harvego

Adopt Agenda - A motion by Gieser, seconded by Fruetel, to approve the Council Agenda. Motion carried.

7:00 Public Hearing – Amendment to Ord 2013_01 Rural Service District

Recess Council Meeting - A motion by Fruetel, seconded by Rennecke, to recess the regular council meeting for the public hearing. Motion carried.

Open Public Hearing - A motion by Anderson, seconded by Fruetel, to open the Public Hearing for the Amendment to Ordinance 2013_01 Rural Service District. Motion carried.

The Ordinance Amendment added parcel 21-0026000, 30.59 acres, and removed parcel 21-0056000, 64.14 acres, from section 3 Rural Service District.

In Section 6 the benefit ratio is changed from two times the township rate to one and a half times the township rate.

Close Public Hearing - A motion by Gieser, seconded by Anderson, to close the Public Hearing for the Amendment to Ordinance 2013_01 Rural Service District. Motion carried.

Approve Ordinance Amendment - A motion by Fruetel, seconded by Anderson to approve Ordinance 2013_01 Amendment. Motion carried.

Reconvene Meeting - A motion by Anderson, seconded by Fruetel, to reconvene the regular city council meeting. Motion carried.

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

- a. June 11, 2015 City Council Minutes
- b. July 9, 2015 Special Council Minutes
- c. YTD Revenues/Expense Report
- d. June 2015 Cash Balances

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

July 21, 2015 Bills List - A motion by Gieser, seconded by Anderson to approve the July 21, 2015 Bills list; Checks numbered 11208-11272 for \$52,723.73 Motion carried.

2014 City Audit – Paul Harvego CPA, Conway, Deuth & Schmiesing, PLLP was present to present to discuss the City of Cosmos financial audit for 2014.

Approve 2014 Financial Audit – A motion by Anderson, seconded by Gieser, to accept the 2014 City of Cosmos Financial Audit. Motion carried.

Utility Collection Policy – City Administrator reviewed the updated utility collection policy.

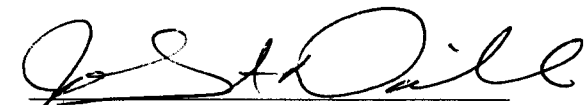
Approve Utility Collection Policy – A motion by Gieser, seconded by Rennecke, to approve the updated Utility Collection Policy. Motion carried.

Preliminary 2016 Budget Discussion – City councilmembers discussed possible changes in the 2016 budget. More detailed numbers will be presented at the August Council meeting with final approval scheduled for the September Council meeting.

Review Chapter 73: All-Terrain Vehicles – Councilmembers discussed concerns raised by youth operating all-terrain vehicles in the community. Young drivers and drivers with multiple young riders on the vehicles were of concern. Vehicles being driven in an un-safe manner without regards to vehicle and pedestrian traffic were issues discussed. The council directed the police department to contact families to express their concern.

City Assessor Resignation – It was noted that City Assessor Judy Barka has resigned and the city will need to look for another assessor. Meeker County Assessor provided estimates for their office to do the work. No action taken.

MOTION by Anderson, seconded by Fruetel, to adjourn the meeting at 9:35 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING**

July 9, 2015

A special meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 3:00 p.m. on Thursday, July 9, 2015

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

ALSO PRESENT: Jeremy Anderson and John Douville.

USDA Rural Development Loan – Kevin Friesen, Area Specialist for Rural Development was present to discuss the letter of conditions for the financing of the Cosmos city hall/library/community center. The 14 page document listed requirements for final plans, bidding and financing of the project. Rural Development will provide a \$450,000 39 year loan at 3.625%. The City will be required to obtain interim construction financing until the facility is complete.


USDA Rural Development Letter of Conditions - A motion by Gieser seconded by Fruetel to approve the USDA Rural Development Letter of Conditions for the financing of the City Hall/Library/Community Center. Motion carried.

Community Festival On-Sale Liquor Locations - A motion by Gieser seconded by Fruetel authorize Paula's Place to sell on-sale intoxicating liquor at the designated SpaceFest locations. Motion carried.

Temporary On-Sale Liquor License - A motion by Anderson, seconded by Gieser, to authorize the Cosmos Lions On-Sale Liquor Application for September 5-7, 2015. Motion carried.

Space Fest Update- Jeremy Anderson gave the Council a SpaceFest update, acknowledging the City was ready for the SpaceFest community festival.

MOTION by Anderson, seconded by Gieser to adjourn the meeting at 3:45 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

June 11, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, June 11, 2015

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

ALSO PRESENT: Jon Fruetel and John Douville.

Adopt Agenda - A motion by Gieser seconded by Anderson to approve the Council Agenda. Motion carried.

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

- a. May 14, 2015 City Council Minutes
- b. Cosmos Fire Relief Gambling Permit
- c. LMC Insurance Trust – Claim PC0037881
- d. Space Festival Gambling Permit
- e. PFA Loan Amendment #1
- f. State Demographer Estimate
- g. Emily Schmeling – Email re: softball tournament, Sat. June 27th.
- h. May 2015 Cash Balances
- i. June YTD Expenditures vs. Budget (By Department)

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

June 11, 2015 Bills List - A motion by Gieser, seconded by Anderson to approve the June 11, 2015 Bills list; Checks numbered 11161-11207 for \$41,718.67 Motion carried.

Water Fund Evaluation and Sewer Line Maintenance – Mayor Gieser discussed the needs of the water fund and additional preventive maintenance on the city sewer lines. In reviewing the sewer budget it was determined \$5,000 a year could be used to systematically clean out the sewer lines.

Sewer Line Maintenance - A motion by Gieser seconded by Anderson to pay \$5,000 for cleaning of sewer lines with the company to complete the nearest pipe section within that budgeted amount. Motion carried.

Rural Service District Ordinance 2013_01 Amendment – A motion by Gieser, seconded by Anderson to approve a public hearing to the amendments of the 2013-01 Rural Service District Ordinance for 7:00 p.m. Tuesday, July 21, 2015. Motion carried.

DEPARTMENT HEADS

Fire Department – Jon Fruetel

- a. The civil defense sirens are in need of new relay switches and should be fully operation in the middle of June.
- b. Raised concerns regarding youth riding 4 wheelers and golf carts around town without helmets.

Public Works – Terry Anderson reported for Jeremy Anderson

- a) Jeremy is set up for a CPR class with Colton Minnick and Aaron Lang already CPR Certified.
- b) Kim Anderson is willing to provide a 100 gallon fuel tank with pump free of charge for city use during the closing of Casey’s store. South Central Co-Op will have trucks coming through town on a daily basis to fill as needed.

League of MN Cities Insurance Trust – Non-Waiver of Liability - A motion by Anderson, seconded by Gieser to not waive the liability limits of the League of MN Cities Insurance. Motion carried.

MOTION by Gieser, seconded by Fruetel to adjourn the meeting at 8:25 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

May 14, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, May 14, 2015

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

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

Adopt Agenda - A motion by Anderson seconded by Gieser to approve the Council Agenda. Motion carried.

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

- a. May 14, 2015 City Council Minutes
- b. Clean Up Day Report
- c. Notice of Junk Cars, Debris in Property (Lang's station)
- d. 2014 Financial Report - Unaudited

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Paula Galvin, Paula's Place was present to discuss relocating the street banner sign in front of her business. The banner is blocking the view of her business sign from Northbound traffic on Hwy 4. Jeremy Anderson stated the City could move some banners to accommodate the request.

May 14, 2015 Bills List - A motion by Gieser, seconded by Anderson to approve the May 14, 2015 Bills list; Checks numbered 11096-11160 for \$76,244.84 Motion carried.

ACGC Summer Recreation Program – Brand Nelson was present to discuss the ACGC Summer Recreation program. They would provide multiple activities including kickball, yard games, flag football, soccer, golf, volleyball and community clean-up activities. The Cosmos Lions were providing \$5 off per registration for the programs.

A motion by Gieser seconded by Anderson to pay ACGC \$1,000 for the 2015 summer recreation program. Motion carried.

Rural Service District Ordinance 2013_01

Elroy Gunner, Paul Lux, David Lux and Judy Lux were present to discuss the rural service district rates. After review and discussion with the City Council it was determined to reduce the rural service district rate from 2X the township rate to 1.5 X the township rate. Parcel #21-0026000 was also to be included in the service district.

Rural Service District - A motion by Gieser seconded by Anderson to approve the 1.5 X rural service rate and to include Parcel #21-0026000 in the rural service district. Motion carried.

Mayor Gieser discussed the request by the Cosmos Bike Club to use the park for camping, band and a hog roast for the Annie benefit June 27th. The City would look at providing porta potties and a dumpster. Jeremy would have garbage cans available. The Council felt one police officer was sufficient.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

- a. The new water main was discussed near Casey's new store. It was decided to add approximately 20' of main to remove two angles in the old line.
- b. Jeremy Anderson recommended the hiring of Aaron Lang for the 2nd seasonal maintenance position.

Seasonal Help - A motion by Gieser seconded by Anderson to approve hiring of Aaron Lang for \$8.00/hour for the summer. Motion carried.

Mike Johnson was present on behalf of the MN Motorcycles Association donating teddy bears to the Cosmos fire department/ambulance service for children involved in emergency situations.

MOTION by Anderson, seconded by Rennecke to adjourn the meeting at 8:55 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

April 9, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday, April 9, 2015

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

ALSO PRESENT: Jon Fruetel, John Douville, Jeremy Anderson, City Assessor Judy Barka, County Assessor Joe Udermann and City Insurance agent Kelly Kurth.

Adopt Agenda - A motion by Tusha seconded by Rennecke to approve the Council Agenda. Motion carried.

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

- a. March 12, 2015 City Council Minutes
- b. Res 2015_05 Insurance Agent of Record
- c. Res 2015_06 Transfers Building Fund - \$9,700

Local Board of Appeal – Public Hearing 7:00 P.M.

Open Public Hearing – Local Board of Appeal – A motion by Anderson seconded by Tusha to open the public hearing. Motion carried.

County Assessor Udermann and City Assessor Barka were present to discuss the property valuations in the City of Cosmos. David Lux and Elroy Gunner were also present to discuss their valuations and question the reported acres on their listed property. Udermann and Barka agreed more information was needed and recommended the landowners get their respective farm records for further evaluation. Barka recommended the City Council take no action and these properties would be brought to the county appeal hearing with the additional information to be acted on. Meeker County will meet on June 16th.

County Assessor Udermann discussed that the board of appeals training for the city councilmembers is now online at www.revenue.state.mn.us under LBAE (Local Board of Appeal Education).

Close Public Hearing - A motion by Gieser seconded by Anderson to close the public hearing. Motion carried.

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Kelly Kurth, Kelly Kurth Insurance Services, LLC was present to discuss continuing as the City's insurance agent. She will office out of Hutchinson and Cosmos.

April 9 Bills List - A motion by Gieser, seconded by Anderson to approve the April 9, 2015 Bills list and Judy Barka Assessor bill;

Bills List - Checks numbered 11054-11095 for \$36,475.34 Motion carried.
Judy Barka, City Assessor \$2,828.20

League of MN Cities Annual Conference - A motion by Fruetel seconded by Anderson to authorize Douville to attend the LMC Annual Conference in Duluth on June 24-26th. Motion carried.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

- a. Mr. Anderson reported that all of the radio read meters have been installed to date. 3 shut offs were done on April 1st to complete the project.
- b. CPR/First Aid classes were available at Ridgewater at \$99 and done on Saturdays
- c. Mr. Anderson was requesting \$5,000 for crack sealing this year and potential seal coating for some streets in 2015.
- d. The 2nd well is scheduled for repair in May

- Jon Fruetel, Fire Chief

- a. the civil defense sirens are now working due to a malfunctioning sensor, they will be tested with the state wide test on Thursday, April 16th
- b. Chief Fruetel discussed the fireman's pay that was reviewed at the annual township meeting.

Fireman's Pay - A motion by Anderson seconded by Gieser to authorize firemen's hourly call and training pay to \$10/hour from \$8/hour. Abstain: Fruetel Motion carried.

Municipal Building Project – Douville reported that the land purchase option for the new City Hall/Library/Community Center has been signed and the City now controls the option on the land. This should allow the City to complete the financing with Rural Development.

Tabled Business

Frozen Water Policy – Mayor Gieser presented an updated revision of the City's frozen water policy.

Frozen Water Policy - A motion by Gieser seconded by Anderson to approve the updated frozen water policy. Motion carried.

Other Business

Clean Up Day – Clean-up day will be Saturday, May 2nd. Douville reported that pricing had just come in that day and posters were put up at the City Hall, Post Office and Home State Bank.

MNDOT – MnDOT reported that a round a bout will be installed at the intersection of Hwy 7/71 in 2017

A bill presented by Dick Hopp Excavating was denied payment as the dig was not the responsibility of the City.

MOTION by Fruetel, seconded by Gieser to adjourn the meeting at 9:22 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

March 12, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday March 12, 2015.

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

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

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

EMS On-Call Pay – Captain Schmeling – the City Council finished tabled discussions regarding the on-call pay for emergency medical service responders. After discussion with the townships at the annual fire/township meeting it was determined to proceed with on call pay for emergency medical responders for evening and weekend call coverage at \$1.00/hour.

EMS On-Call Pay - A motion by Gieser, seconded by Anderson, to authorize \$1/hour on call pay for evening and weekend call coverage by the Cosmos Ambulance Department. Payment to EMS personnel to be made quarterly with a minimum \$50 in accrued coverage. Ayes: Gieser, Anderson, Rennecke, Tusha. Nays: None Obstain: Fruetel. Motion carried.

Adopt Consent Agenda – A motion by Fruetel, seconded by Anderson to adopt the Consent Agenda item a. February 5, 2015 City Council Minutes and b. Local Board of Appeal scheduled for April 9th, 2015 at 7:00 p.m. as listed. Motion carried.

Labor Day Weekend Dumpster Charges - A motion by Fruetel, seconded by Anderson, to remove charges to the SpaceFest Committee and the Lions Club for weekend dumpster rental. Motion carried.

March 12 , 2015 Bills List - A motion by Fruetel seconded by Anderson to approve the March 12, 2015 Bills list, Checks numbered 11020-110552 for \$19,893.13, January Hand Checks for \$35,005.30 and February Hand Checks for 438.64 Motion carried.

RES 15_03 Local Transportation Funding – a resolution supporting new funding for city transportation projects. The resolution was provided by the MN Association of Small Cities. After much discussion of the resolution it was felt there would not be funding to support the requests of the resolution. No action was taken on the resolution.

RES 15_04 Fund Transfers -- A motion by Gieser, seconded by Rennecke, to approve Resolution 15_04 2014 Fund Transfers. Motion passed.

City Web Page – the Council discussed proposed updates to the City Web page by David Eastman. After general discussion it was determined the Mayor and city staff would sit down with Mr. Eastman this spring when he is in the area.

2015 Summer Help - A motion by Fruetel, seconded by Anderson, to approve hiring Colton Minnick for \$9.00/hour and to advertise in the Galactic for additional summer help in the summer maintenance and concession stand. Motion Carried

Footwear Policy – A motion by Gieser, seconded by Fruetel, to approve the City’s footwear policy requiring appropriate footwear for city staff. Motion carried.

Chainsaw Operations - , A motion by Gieser, seconded by Fruetel, to require any city staff operating a chain saw have all the appropriate equipment, training and steel toed shoes. The City will pay \$65 towards the purchase of steel toed shoes. Motion carried.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

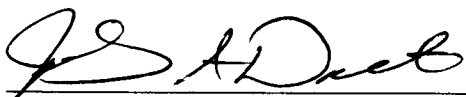
- a. Reviewed the Rural Water Conference

Fire Department – Jon Fruetel

- a. the Civil Defense Sirens are currently not working and will contact an electrician to troubleshoot
- b. The Fireman’s Dance is scheduled for April 18th
- c. there were no takers for the old air packs and the department would like to give away to another fire department in need of them.
- d. The fire department purchased a 300 gal. tank for the grass rig unit, the Fire Relief will reimburse the city for the approximate \$8,000 cost

Table Business – Review of the Freezing Water Policy will be put on the April meeting.

MOTION by Gieser, seconded by Rennecke to adjourn the meeting at 9:45p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

February 5, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday February 5, 2015.

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

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

Adopt Agenda – A motion by Tusha, seconded by Anderson to adopt the Council Agenda as listed. Motion carried.

Adopt Consent Agenda – A motion by Gieser, seconded by Fruetel to adopt the Consent Agenda item a. January 9, 2015 City Council Minutes as listed. With item b. Footwear Policy – LMC to be removed for further discussion. Motion carried.

Stop Payment Reimbursement - A motion by Fruetel, seconded by Tusha, to reimburse a stop payment fee of \$30 to Mortenson.

Freezing Water Lines – The Council discussed a request by Jerry Plieseis to participate in the frozen water line policy. It was determined the Jeremy should discuss with Mr. Plieseis additional insulation, heat tape on his lines. The Council had general discussion of the frozen water policy and asked to have it placed on the March Council meeting for discussion. No Action taken;

February 5, 2015 Bills List - A motion by Fruetel seconded by Anderson to approve the February 5, 2015 Bills list, Checks numbered 10980-11017 for \$22,442.01 Motion carried.

City Administrator Douville discussed the financing of the Cosmos Municipal Building Project. Currently the City is authorized to obtain debt financing for the building at \$375,000. Since other financing options are limited and with nominal additional lending costs, Douville requested increasing the financing to \$450,000 for the project. The funds may not be needed and can be put towards the debt if not used. The City Council would have final say on the cost of the new building and the ultimate debt level the city receives.

USDA Rural Development Finance - A motion by Fruetel, seconded by Tusha, to authorize USDA Rural Development loan request up to \$450,000. Ayes: Fruetel, Tusha, Anderson . Nays: Gieser, Rennecke. Motion passed.

Water Access Charge – A motion by Gieser, seconded by Anderson, to approve the Commercial Water Access Charge at \$2,950. Motion carried.

2015 Enterprise Fund Budgets - A motion by Gieser, seconded by Anderson, to approve the Water, Waste Water and Sanitation Budgets for 2015. Motion Carried

2015 Utility Rates – A motion by Tusha, seconded by Anderson, to increase the base water rate to \$21/month and \$10/1,000 gal. of water. Ayes: Anderson, Tusha. Nays: Gieser, Rennecke, Fruetel. Motion failed. . Motion carried.

A motion by Fruetel, seconded by Gieser, to increase the base water rate to \$21/month and \$9.75/1,000 gal. of water. Ayes: Anderson, Gieser, Rennecke, Fruetel. Nays: Tusha. Motion carried.

Ambulance Rates – A motion by Gieser, seconded by Anderson, to increase ambulance rates by \$75 per level of transport and to \$16 per mile. Ayes: Gieser, Anderson, Tusha, Rennecek. Nays: none Abstain: Fruetel. Motion Carried.

Ambulance On-Call Pay – General discussion was held regarding on-call pay for ambulance members. It was felt that some coverage could be covered within the budget but possible not the whole call schedule. More information and clarification was needed to be brought to the Annual Township Fire Meeting. No action was taken.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

- a. Radio Meter Install – Anderson stated there were approximately 12 meters left to install.

Police Department – Brent Schroeder

- a. The Police Chief stated that there was too much uncertainty regarding body cameras at this time and would recommend waiting until more clarity was available regarding public data, etc.

Option to Purchase Land – A motion by Gieser, seconded by Tusha, execute a land purchase agreement with Mark Minnick for the new municipal building site at a cost of \$10,000 plus assessments for the two parcels. Motion Carried.

Administrator Douville discussed officially moving the bidding of the new municipal building into early 2016 due to the continued work on the Rural Development funding. No action was taken.

MOTION by Gieser, seconded by Rennecke to adjourn the meeting at 10:45p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

January 8, 2015

A regular meeting of the Cosmos City Council was called to order by Mayor Rich Gieser at 7:00 p.m. on Thursday January 8, 2015.

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

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

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

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

- a. December 11, 2014 City Council Minutes
- b. Res 15-01 Appointments, Depositories, etc.
- c. Res 15-02 Authorize Electronic Fund Payments
- d. Authorize EMT Training Derick Wertz – Aprox. \$1,500

Non-Intoxicating Off Sale License - A motion by Gieser, seconded by Anderson, to the increase of the annual license fee from \$50 to \$100. Motion carried.

January 8, 2015 Bills List - A motion by Fruetel seconded by Tusha to approve the January 8, 2015 Bills list, Checks numbered 10943-10979 for \$67,844.11 Motion carried.

EMS Conference - A motion by Gieser, seconded by Anderson, to authorize up to four participants to attend an EMS Conference. Motion carried.

Water main Replacement – Councilmembers discussed the water main replacement in the alley by Casey's Convenience Store. Engineer Estimates were approximately \$5,900. No action was taken.

MN Rural Water Conference - A motion by Fruetel, seconded by Gieser, to authorize attendance at the MN Rural Water Conference March 3-5th in St. Cloud for the City Maintenance Supervisor. Motion carried.

DEPARTMENT HEADS

Public Works – Jeremy Anderson

- a. Radio Meter Install – Anderson stated there were approximately 11 residential and 10-15 business radio meters left to install.

Police Department – Brent Schroeder

- a. The Police Chief discussed interest in purchasing a body camera for the city. Councilmembers reviewed the idea with no action taken.

Other Business


Ambulance On-Call pay – Fire Chief Jon Fruetel was present to discuss On-Call Pay for Cosmos Emergency Responders. City Councilmembers recommended more detailed information regarding the budget effect of on-call pay at the next Council meeting in February before presenting it to the townships at the annual meeting.

MN Clerks and Finance Officers Conference - A motion by Fruetel, seconded by Anderson, to have the City Clerk attend the MN Clerks and Finance Officers Annual Conference March 18-20th, 2015. Motion carried.

Galactic Gazette - A motion by Anderson seconded by Rennecke to pay \$300 to the Galactic Gazette for publishing the City Council Minutes for 2015. Motion carried.

February City Council Meeting - A motion by Anderson, seconded by Gieser, to have the February meeting moved to Thursday, February 5th at 7:00 p.m. Motion carried.

MOTION by Gieser, seconded by Rennecke to adjourn the meeting at 8:05p.m.


John A. Douville, Administrator/Clerk