

**MINUTES
CITY OF COSMOS
REGULAR MEETING
December 14, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, December 14, 2017

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke and Angelica Hopp

COUNCIL ABSENT: Jody Fruetel.

ALSO PRESENT: John Douville, Jeremy Anderson, Brent Schroeder and Tom McCarthy

Adopt Agenda – A motion by Hopp, seconded by Rennecke, to approve the Agenda. Motion carried.

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

- a. November 9, 2017 City Council Minutes
- b. Safe Assure Contract Renewal
- c. Res 17_12 Election Polling Place – 325 Sibley Ave N., Litchfield MN
- d. Res 17_13 2018 Final General, Enterprise Budgets, Tax Levy

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

- b. **ACGC School Board** – Scott Stafford, ACGC School Board member and Nels Onstad ACGC Superintendent, were present to review ACGC School operations, general finance, education and enrollment history.

December 14, 2017 Bills List - A motion by Rennecke, seconded by Anderson, to approve the December 14, 2017 Bills list with check numbers from 12799-12858 for a total of \$57,004.04. Motion carried.

City Center – Electronic Access Doors – A proposal by the building architects to design and bid out handicap electronic door access was presented. It was determined to not take action on the doors at this time.

Lake Lillian Administrative Contract - A motion by Hopp, seconded by Rennecke, approve the 2018 Lake Lillian Administrative Contract Schedules A and B. Motion carried.

Resolution 17_14 – Administrative Contract -A resolution authorizing the City Administrator to approve future administrative services contracts upon approval of the Mayor and a City Councilmember. Motion carried.

Compensated Pay - A motion by Hopp, seconded by Anderson, to approve payment of 227 hours vacation and compensation time for the City Administrator. Motion carried.

Resolution 17_15 – Disband Police Department -A resolution by Anderson, seconded by Rennecke, to disband the Cosmos Police Department at midnight on December 14, 2017. Motion carried.

Police Commission - A motion by Schmeling, seconded by Rennecke, to appoint Mayor Schmeling and Councilmember Anderson to the Police Commission. Abstain: Anderson Motion carried.

Resolution 17_16 2018 Employee Compensation- A resolution by Schmeling, seconded by Rennecke, to approve Resolution 17_16 2018 Employee Compensation. Ayes: Schmeling, Rennecke, Hopp. Abstain: Anderson. Motion Carried.

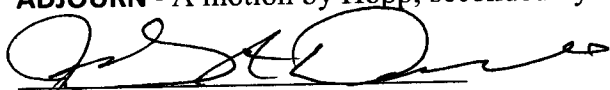
Department Heads

- Jeremy Anderson, Public Works, reported he was taking vacation December 19 – 22nd. Aaron Lang would provide help on day to day tasks and Wayne Sulflow, Public Works Lake Lillian will provide Wastewater and water coverage.

It was reported the Meeker County Sheriff would have a coffee/open house from 7 – 9am on Tuesday, January 9th. The Sheriff's department will be providing regular office hours in the City Hall on Tuesdays from 2:30 – 4:30 p.m. weekly.

The new Park Board had their first meeting on December 4th to begin the planning of new park equipment.

ADJOURN - A motion by Hopp, seconded by Rennecke, to adjourn at 6:42 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
November 9, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, November 9, 2017

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

ALSO PRESENT: John Douville, 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 Anderson, to adopt the Consent Agenda as listed. Motion carried.

- a. October 12, 2017 City Council Minutes
- b. 2018 Liquor Licenses – Casey’s 3.2 Off Sale, Mug Shots ON/Off Sale

November 9, 2017 Bills List - A motion by Rennecke, seconded by Hopp, to approve the November 9, 2017 Bills list with check numbers from 12760-12798 for a total of \$144,337.40. Motion carried.

Vacant City Council Position – Three candidates, Debra Minnick, Tom McCarthy and Dale Martin had submitted letters of interest for the January council position being vacated by Tom Rennecke. After each candidate gave a brief description the City Council voted on a private ballot with the majority vote getter being recommended for unanimous vote for the position.

City Council Position - A motion by Schmeling, seconded by Angelica Hopp to appoint Tom McCarthy to fill the one year vacant position of Councilmember Tom Rennecke. Motion carried.

Space Festival Ice Fishing Contest - A motion by Fruetel, seconded by Anderson, for the City of Cosmos to sponsor the Space Festival Ice Fishing Contest by providing liability insurance for the event. Motion carried.

Public Hearing – 2018 Utility Assessments – A motion by Rennecke, seconded by Schmeling to recess the City Council meeting for the public hearing.

Mayor Schmeling opened the public hearing for the utility assessments. There was no one present regarding the assessments. Administrator Douville reviewed the assessments.

A motion by Hopp, Seconded by Fruetel to close the public hearing at 5:45 p.m. Motion carried.

A motion by Schmeling, seconded by Hopp to reconvene the City Council meeting at 5:45 p.m. Motion carried.

Resolution 17_08 2017 Utility Special Assessments – A motion by Rennecke, seconded by Schmeling, to approve the 2018 Utility Special Assessments. Motion carried.

Resolution 17_09 Transfer Utility Funds to General Fund for Park Improvements- A motion by Schmeling, seconded by Hopp, to \$10,500 to the general fund from the utility funds for park improvements. Motion Carried.

Park Committee – A motion by Schmeling, seconded by Fruetel, to appoint Angelica Hopp, Sarah Miller, Megan Degner, Sarah Henschke, Pam Ainslie, Anita Bjur and Jenna McNeal. Motion carried.

Payoff 2013 GO Bonds – A motion by Anderson, seconded by Fruetel, to payoff the balance of the 2013A GO Bonds. Motion carried.

Resolution 17_10 2017/2018 Proprietary Fund Budgets - A motion by Fruetel, seconded by Anderson, to approve the 2017 and 2018 Proprietary Fund Budgets. Motion Carried.

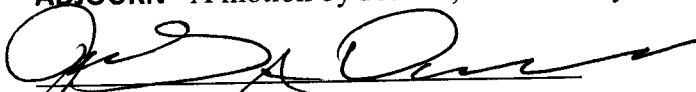
Resolution 17_11 Meeker County Police Contract - A motion by Anderson, seconded by Fruetel, to approve the Meeker County Police Contract. Motion Carried.

Department Heads

- Jeremy Anderson, Public Works, was approached regarding putting flashing stop signs at the intersection of Hwy 4 and Hwy 7. No action was taken.

- Options on the city hall/library were discussed. Some suggestions were pictures of the community for the community center and the possibility of adding handicap doors on the west and community center entrance.

ADJOURN - A motion by Fruetel, seconded by Anderson, to adjourn.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
October 12, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, October 12, 2017

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

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

Adopt Agenda – A motion by Hopp, 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. September 14, 2017 City Council Minutes
- b. November 9th Assessment Hearing – Utilities, bills 5:30 p.m.

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

- A. Deb Minnick was present to discuss animal license and enforcement, possible additional utility payment drop box and concerns about possible sewer back-ups with the rainy season we've had.
- B. Linda Hopp was present to discuss the public food shelf. It was determined the location by the old community center lot could work.

Food Shelf Location - A motion by Schmeling, seconded by Anderson, to locate the public food shelf at the old community center lot. Motion carried.

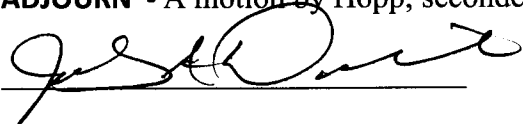
October 12, 2017 Bills List - A motion by Rennecke, seconded by Hopp, to approve the October 12, 2017 Bills list with check numbers from 12719-12758 for a total of \$29,526.19. Motion carried.

City Center Kitchen Island - A motion by Anderson, seconded by Hopp, to accept the quote of \$1,980 for a portable island cabinet from DSL Cabinets, LLC. Motion carried.

Additional City Work for insurance claim - A motion by Anderson, seconded by Rennecke, to authorize additional work on park and city buildings not covered by insurance hail damage for a total of 7,841.29. Motion carried.

Jub Descriptions - Councilmember Hopp requested job descriptions be updated for city staff.

ADJOURN - A motion by Hopp, seconded by Anderson, to adjourn at 6:00 p.m.



**MINUTES
CITY OF COSMOS
REGULAR MEETING
September 14, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, September 14, 2017

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

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

Adopt Agenda – A motion by Fruetel, seconded by Hopp, 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. August 10, 2017 City Council Minutes

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

a. Glenn Daniels, 140 Venus St. N. was present to discuss a possible blind spot for traffic at the intersection of Gemini and Milkyway S. He also proposed a solution using two mirrors across the intersection. MNDoT would have to approve any changes. No action was taken.

August 10, 2017 Bills List - A motion by Fruetel, seconded by Anderson, to approve the September 14, 2017 Bills list with check numbers from 12664-12717 for a total of \$49,809.86. Motion carried.

Resolution 17_05 2017 Proposed General Fund Budget and Property Tax Levy – A motion by Anderson, seconded by Fruetel, to approve Resolution 17_05 2018 Preliminary General Fund budget and 2018 Preliminary Tax Levy. The 2018 General Fund Budget of \$541,291 with a tax levy of \$264,513 is the same as 2017. Motion carried.

Resolution 17_06 2017 Home State Bank Wall Easement – A motion by Fruetel, seconded by Rennecke, to approve Resolution 17_06 Home State Bank Wall Easement, allowing access by either party to repair and maintain their infrastructure. Motion carried.

Tax Forfeited Property 551 Milkyway S.- A motion by Fruetel, seconded by Anderson, to authorize the county sale of the tax forfeited property at 551 Milkyway S., Cosmos. Motion carried.

Minutes Published in the Gazette - A motion by Fruetel, seconded by Hopp, to publish the city council minutes in the Gazette at \$80/page. Ayes: Schmeling, Fruetel, Hopp, Rennecke. Nays: Anderson. Motion carried.

6:00 p.m. Public Comment – Contracting Police Services – the public was invited to comment on the possibility of contracting with the Meeker County Sheriff's office for policing services in the community. 15 hours per week of service could be done with the current police city budget. The City was receiving approximately 10 hours of weekly service in 2017 with its own police department. Approximately 20 members of the public were present. There was concern that 15 hours a week was not enough coverage. It was noted that the county may often go over that amount, unless it is consistently higher, there would be no additional charge to the city. Councilmembers Fruetel and Hopp did not feel 15 hours a week was enough coverage and were open to revisiting the 2018 property tax levy for additional police coverage.

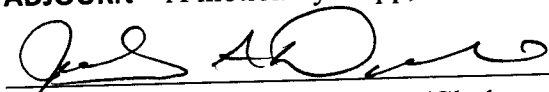
Resolution 17_07 Meeker County Contracted Police Services – A motion by Anderson, seconded by Rennecke, to approve Resolution 17_07 Meeker County Contracted Police Services for 15 hours per week coverage. Motion carried.

2018 Snow Clearing – A motion by Anderson, seconded by Hopp, to contract with Whittcomb Construction for snow clearing at 2017 prices. Motion carried.

2018 JD Tractor/Mower – A motion by Anderson, seconded by Rennecke, to trade in the 2017 JD Deere tractor mower for a 2018 model for approximately \$1,900. Motion carried.

2017 Mosquito Spraying – the 2017 mosquito spraying was discussed. By the contract it was discontinued at the end of August. Councilmembers have received multiple comments about how bad the mosquitos have been in September. The Council will look at what it would cost to extend the mosquito spraying into September of next year and the possibility of additional fogging in the alleys. No action was taken.

ADJOURN - A motion by Hopp, seconded by Fruetel, to adjourn.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
August 10, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, August 10, 2017

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

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

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

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

- a. July 20, 2017 City Council Minutes
- b. Resolution 2017_03 Mail Balloting

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

a. Linda Hopp was present to see if connections had been made with the food shelf pantry. Councilmember Fruetel was waiting for a call back a property owner. Ms. Hopp will contact Fruetel directly for updates on the property.

August 10, 2017 Bills List - A motion by Anderson, seconded by Rennecke, to approve the August 10, 2017 Bills list with check numbers from 12625 - 12663 for a total of \$153,278.34. Motion carried.

Contracting Police Services – Meeker County Sheriff Brian Kruze was invited to the council meeting to answer any questions the City Council had regarding the possible contracting of police services with Meeker County Sheriff's Office.

The City is considering the possibility of contracting 15 hrs. a week of service with the County. That level of service would match the current city budget for policing services and provide more hours of coverage than we currently have.

Travel by the deputy sheriff to and from the city is not counted towards the coverage hours and coverage time within the city is easily verifiable with call logs and vehicle gps. If the city had activities that went over the 15 hours a week, the city would not be charged. If it was a continuous, excessive amount of coverage time above the contracted amount the Sheriff would want to have the hour coverage revisited.

The coverage would most likely be in 3 5 hour shifts and could be any time of day or night with direction from the city. Currently the city typically has one or two long shifts on the weekend when it is available.

An assigned deputy would come to the city council meetings and provide a monthly report. In addition to the benefits of additional coverage time, the city would not have to have insurance liability or workman compensation coverage in place as it currently does.

All calls would be handled by county dispatch providing for continuous communication whereas city staff now currently relays calls via email to be addressed on the next weekend call duty.

The City Council set 6:00 p.m., September 14th for public comment regarding contracting with the Meeker County Sheriff's Office at the next city council meeting.

Tax Forfeited Property - A motion by Anderson, seconded by Rennecke, to accept the tax forfeited property at 551 Milkyway S., Cosmos. Ayes: Schmeling, Anderson, Rennecke, Hopp. Nays: Fruetel. Motion carried.

Fire Relief Retirement Benefit - A motion by Anderson, seconded by Fruetel, to approve increasing the annual fire relief retirement benefit from \$1,000 to \$1,200. Motion carried.

2017 Audit Proposal - A motion by Fruetel, seconded by Rennecke, to approve the 2017 audit proposal form Dennis E. Oberloh, LTD for \$6,800 over the next three years, a savings of over \$12,000 a year. Motion carried.

Vacant Council Position – Due to Councilmember Rennecke's council resignation as of January 1, 2018 the City will ask interested residents to submit a letter of interest for the remaining year of the term. Interested applicants would present themselves at the November council meeting with an expected council decision in December. People should drop off their letter of interest at the city hall.

Department Heads

- Jeremy Anderson, Public Works, reported back to the council regarding the painting of part of the water plant with two quotes, RNH \$4,800 and Schoen \$6,000.

Painting Project - A motion by Fruetel, seconded by Hopp, to approve painting of a tank structure at the water plant for \$4,800. Motion carried.

Sewer Manhole Lining - A motion by Schmeling, seconded by Hopp, to authorize Anderson to hire RNH at \$4,800 or if a lessor quote comes in from Thul Contracting. Motion carried.

It was determined the city would not require a \$4,000 water meter be installed at the new county shop for their fire suppression system.

Jeremy Anderson requested consideration for hiring Aaron Lang on Monday's through the winter for additional help. He estimated it would cost approximately \$3,000 for the additional hours. City Councilmembers were made aware that community service hours could also be used for additional city work.

Community Service Work - A motion by Schmeling, seconded by Anderson, to provide community service hours for additional work in the parks and public works. Motion carried.


Water Tower – The water tower report has come back noting a need for some maintenance items. It was recommended in the future that the inside of the tank should be pressured washed and the column of the tank has some corrosion that would require sandblasting and painting for approximately \$23,000.

New Fireman - A motion by Anderson, seconded by Rennecke, to authorize Chris Degner to join the Cosmos fire department. Motion carried.

Junk Vehicles – Police Chief Schroeder stated that Officer Danielson has talked to all the property owners regarding their junk vehicles. Officer Danielson will follow up on any vehicles still in need of action.

Park and Playground Equipment – Mayor Schmeling discussed putting together an ad-hoc park committee to begin discussions of what the community would like to see in the city parks.

ADJOURN - A motion by Fruetel, seconded by Anderson, to adjourn.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
July 20, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, July 20, 2017

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

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

Adopt Agenda – A motion by Anderson, seconded by Hopp, to approve the Agenda. Motion carried.

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

- a. Jun 15, 2017 City Council Minutes
- b. Cosmos Lions Club - \$800 Donation Space Festival Fireworks
- c. YTD Revenue/Expenditures

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

a. Linda Hopp was present to discuss placement of a miniature food shelf in the community. The self-serving food shelf would provide public access to food items for people in the area. The Council was receptive to the idea and interested in finding a location for it. Litchfield is the closest food shelf, making it difficult for local people in need in gaining access to it.

b. Justin McGraw, CPA of Conway, Deuth and Schmiesing presented the 2016 audit. Mr. McGraw discussed the various funds, stating all were in solid financial position. He reviewed the management report noting challenges found in all small cities such as segregation of duties and development of the audit report.

2016 Audit - A motion by Fruetel, seconded by Hopp, to approve the 2016 Audit provide by Conway, Deuth and Schmiesing. Motion carried.

July 20, 2017 Bills List - A motion by Fruetel, seconded by Anderson, to approve the July 20, 2017 Bills list with check numbers from 12537-12624 for a total of \$88,421.75. Motion carried.

Junk Cars – City staff stated letters had gone out for removal of junk cars and nuisance properties. There was good response with property owners that had been notified but there were still some properties that had not complied with the ordinance request. City staff will follow up with updated properties to determine next steps in their compliance.

Department Heads

- Jeremy Anderson, Public Works, stated that a bid was received for concrete work at the fire hall at a price of \$8,800 by Mid-Central Concrete. They have done concrete work for the city in the past several years.

Fire Station Concrete– A motion by Hopp, seconded by Anderson, to proceed with the cement work at the fire station with Mid-Central Concrete at a price of \$8,800. Motion carried

- Mr. Anderson also discussed the possibility of lining a sewer man hole by SpectaShield at a cost of \$4,375. Council members requested additional quotes for the service.

- Mr. Anderson discussed the need for the sewer lift station wiring to be updated as it is the original wiring. Dave’s Electric provided a quote of \$8,900 for all new wiring of the system.

-There is a part of the water treatment plant that is in need of maintenance and showing signs of rust. Jeremy received a quote of \$4,800 with a 3 year warranty from SpectaShield to clean, repaint and coat the water treatment plant equipment. City Councilmembers requested Jeremy get additional quotes from other suppliers.

Sewer Lift Station Wiring– A motion by Anderson, seconded by Rennecke, to authorize Dave’s Electric to replace the wiring at the lift station for a cost of \$8,900. Motion carried

Administrator Douville discussed the upcoming 2018 preliminary budget with the end date of September 15th. This is the time to review services provided by the city and plan for the next year. Two items that were discussed were the 2017 City Audit as there is interest in providing this service at a much lower fee then we are currently paying.

The 2nd item was city policing services. Some dynamics have changed over the years and there now is the possibility of contracting with Meeker County Sheriff’s department for similar hours and cost as to what the city is currently providing. More review, discussion and public input would be needed to entertain such a change in service.

City Councilmember Resigning – Councilmember Tom Rennecke notified the City Council that he would be resigning as of January 1, 2018. Mayor Schmeling thanked Mr. Rennecke for his service and noted a well-deserved retirement from the Council.

ADJOURN - A motion by Fruetel, seconded by Rennecke to adjourn.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
June 15, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, June 15, 2017

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

COUNCIL ABSENT: Angelica Hopp

ALSO PRESENT: John Douville, Jeremy Anderson, Jon Fruetel, State Representative Dean Urdahl.

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

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

- a. May 11, 2017 City Council Minutes
- b. LG 220 Exempt Gambling Permit – Fire Relief
- c. Lions Club 4-Day Temporary On-Sale Liquor License
- d. LMCIT – Do Not Waive Statutory Tort Liability Limits
- e. City Hall Purchase and Sale Agreement

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

State Representative Urdahl was present to discuss the 2017 Legislative session. They passed a \$987 million dollar bonding bill this year and stated he would be chairing the 2017/18 Bonding Committee. Representative Urdahl was given a quick tour of the new City Hall/Library as he was an integral part in getting the City \$600,000 in matching funding from the State of MN.

June 15, 2017 Bills List - A motion by Rennecke, seconded by Anderson, to approve the June 15, 2017 Bills list with check numbers from 12499-12536 for a total of \$33,329.97. Motion carried.

MNDoT Highway Reimbursement – The city had been waiting for a final bill from the MNDoT regarding the Highway 4 construction project. When the final totals were tallied, MNDoT owed the City of Cosmos a reimbursement of \$30,322.80. These funds were paid for by a low interest loan from MN Public Finance Authority and will need to be reimbursed to MN PFA, lowering the City's debt on the project.

A motion by Fruetel, seconded by Anderson, to reimburse the MN PFA \$30,322.80 for funds received from the MNDoT Hwy 4 project. Motion carried.

Department Heads - Jeremy Anderson, Public Works, reported that the water tower had been cleaned and should be put on a 5-6 year schedule. Three ballpark light poles need to be straightened and wiring for the lift stations are old and need to be updated.

Cement Work at Ballpark, fire hall– A motion by Anderson, seconded by Rennecke, to authorize cement work to be done at the fire station and ballpark. Motion carried

Ballfield light poles – A motion by Schmeling, seconded by Rennecke, to reset the three leaning light poles at the ballpark. Motion carried

July City Council Meeting – A motion by Rennecke, seconded by Fruetel, to schedule the July City Council meeting for 5:00 July 20, 2017. Motion carried

ADJOURN - A motion by Fruetel, seconded by Anderson to adjourn.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

May 11, 2017

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, May 11, 2017

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke and Jody Fruetel. Angelica Hopp arrived at 5:10

ALSO PRESENT: John Douville, Jeremy Anderson, Rich Gieser and Mark Minnick.

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. April 13, 2017 City Council Minutes
- b. LG 220 Exempt Gambling Permit – Cosmos Space Festival
- c. 2017 YTD Revenues/Expenditures
- d. April 30, 2017 Bank Rec/Cash Balances

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE 5:10 p.m.

a. Brad Nelson via video, presented the 2017 Cosmos Summer Recreation program for the community. Handouts were available describing the programs and requested that Cosmos continue the annual contribution of \$1,200 to ACGC Community Education.

Summer Recreation Program – A motion by Fruetel, seconded by Anderson, to approve \$1,200 towards the ACGC summer recreation program. Motion carried.

b. Mark Minnick and Richard Gieser had questions regarding the spraying of mosquitoes and if some properties could be excluded if requested. City staff informed that the mosquito spraying will be done with a fogger from the streets and that it would not be possible to eliminate addresses.

May 11, 2017 Bills List - A motion by Anderson, seconded by Rennecke to approve the January 12, 2017 Bills list with check numbers from 12430-12496 for a total of \$83,954.09. Motion carried.

A invoice from Hopp Excavating for \$6,045.00 is being disputed by city staff as too high and will try and work with the contractor to come to an agreement.

2016 Hail Damage Bids – Due to rejection by the League of MN Cities Insurance Trust (LMCIT) for the 2016 bid for hail repair damage, city staff had requested updated bids from the other two contractors due

to increased costs of materials. Matt Kurth Construction submitted an updated bid of \$72,000 for the July 5th, 2016 hail damage to city property.


A motion by Fruetel, seconded by Rennecke, to accept the bid of \$72,000 from Matt Kurth Construction for hail damage repairs to the City of Cosmos property. Motion carried.

Department Heads -

- a. Jeremy Anderson, Public Works, reported the water tower cleaning will be done by Mcquire Iron for \$1,800.
- b. Two applicants were received to work the ballpark concession stand.
- c. Clean-up Week will be Saturday, May 13.
- d. The aluminum can trailer will be moved from the fire station to the northwest corner of the city hall parking lot.

Ballpark Concessions Stand – A motion by Fruetel, seconded by Anderson, to approve Paula Galvin for the ballpark concession stand position at a rate of \$10.50/hour. Motion carried.

ADJOURN - A motion by Anderson, seconded by Rennecke to adjourn at 5:50 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
April 13, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, April 13, 2017

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

COUNCIL ABSENT: Angelica Hopp

ALSO PRESENT: John Douville 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 Fruetel, to adopt the Consent Agenda as listed. Motion carried.

- a. March 9, 2017 City Council Minutes
- b. Clean-up Day, Saturday May 13th

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Adam Leitzau was present on behalf of the Cosmos Fire Department requesting review of a keypad door lock. The City is in the process of getting new doors for the fire hall from the 2016 hail storm and will coordinate the new locks with the new doors.

April 13, 2017 Bills List - A motion by Fruetel, seconded by Rennecke, to approve the April 13, 2017 Bills list with check numbers from 12370-12429 for a total of \$32,986.94. Motion carried.

Mosquito Spraying – Public Works supervisor Jeremy Anderson discussed the mosquito spraying services of Clarke Environmental Management. They currently spray in area communities including Hutchinson and have positive reviews of their effectiveness in mosquito control. There were two pricing options, 8 biweekly treatments at \$330 per treatment (\$2,640) or 15 weekly treatments at \$300 per treatment (\$4,500 annual). A \$2.00 per month surcharge on utility bills would cover the annual cost of the applications.

A motion by Anderson, seconded by Fruetel, to approve a one year contract with Clarke Environmental Mosquito Management, Inc. to be funded by a \$2.00/month utility bill surcharge. Motion Carried.

Digital Sign Policy/Form - A motion by Anderson, seconded by Fruetel, to approve the digital sign policy and form for information on the new digital sign. Motion carried.

Department Heads -

- a. Jeremy Anderson, Public Works, received four applicants for the seasonal summer help in public works/parks. All were good candidates with one being excluded due to age. Anderson recommended Aaron Lang and Collin Hoffman to this year's seasonal help.

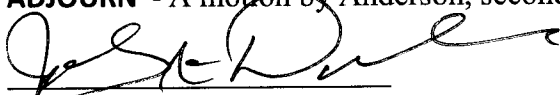
A motion by Schmeling, seconded by Fruetel, to hire Aaron Lang at \$10/hr. and Collin Hoffman at \$9.50/hr. for the 2017 seasonal help. Motion Carried.

- b. Jeremy Anderson discussed quotes and the timing of the water tower cleaning.

A motion by Anderson, seconded by Rennecke, to have the water tower cleaned and inspected at a cost of \$3,000. Motion Carried.

- c. Mayor Schmeling discussed the rain gardens, maintenance, and possible donations of pre-annuals. General discussion was held regarding the difficulty in maintaining the rain gardens.

ADJOURN - A motion by Anderson, seconded by Fruetel, to adjourn at 5:50 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
March 9, 2017**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, March 9, 2017

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke and Angelica Hopp.

COUNCIL ABSENT: Jody Fruetel

ALSO PRESENT: John Douville and Jeremy Anderson,

Adopt Agenda – A motion by Anderson, seconded by Hopp, 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. February 9, 2017 City Council Minutes
- b. American Legion Gambling License – Mug Shots
- c. Liquor License – Mug Shots, Marvella Miner
- d. 2017 Fire/Township Contracts
- e. Feb 28, 2017 Cash Balances

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

James Molinaro was present to discuss his utility account. There was an error in the original installation of the meter and he was requesting a credit to his account.

Utility Account - A motion by Schmeling, seconded by Hopp, to reduce the water charge on the utility bill by 50%. Motion carried.

Marvel Minor, new owner of the American Legion building was present to discuss her liquor license application.

March, 2017 Bills List - A motion by Anderson, seconded by Hopp, to approve the March 9, 2017 Bills list with check numbers from 12329-12369 for a total of \$28,240.44. Motion carried.

US Solar/David Watts – Mr. Watts was present to discuss US Solar’s contract offer for participation in their solar garden near Winsted. US Solar was offering \$0.1174/kwh flat rate vs. Xcel’s current \$0.12296 rate that is expected to increase 2.5% annual for a 25 year projected contract savings of \$58,999 to the City of Cosmos.

US Solar Contract - A motion by Anderson, seconded by Rennecke, to approve the contract with US Solar pending legal review of the contract and positive references from current US Solar subscribers. Motion carried.

June City Council Meeting Date – A motion by Schmeling, seconded by Anderson, to move the June City Council meeting to June 15th due to staff conflict. Motion Carried.

Sale of 233 Milkyway S., Old City Hall – Two written and one oral bid was received for the sale of 233 Milkyway S. The written bids of \$24,250 and \$10,000 were reviewed. An oral bid of \$20,000 was also noted. A motion by Anderson, seconded by Hopp, to authorize the sale of 233 Milkyway for \$24,250 to Brian Hauer and Kevin Baumgardt. Motion carried.

Department Heads -

- a. Jeremy Anderson, Public Works, discussed changing chemical companies for the water plant and saving 1/3 the cost of chemicals.
- b. The need to advertise for one summer help in public works and staffing for the concession stand at the ballfield.

ADJOURN - A motion by Anderson, seconded by Hopp, to adjourn at 6:05 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

February 9, 2017

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, January 12, 2017

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

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

Councilmember Fruetel was sworn in for her four-year term as City Councilmember

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

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

- a. January 12, 2017 City Council Minutes
- b. Res 17_02 Authorization Mayor - Bank Account Signature
- c. City Office Hours – Mon, Tue, Thur. 9 a.m. – 4 p.m.
- d. Res 17_03 League of MN Cities 4M Fund

February 9, 2017 Bills List - A motion by Anderson, seconded by Fruetel, to approve the February 9, 2017 Bills list with check numbers from 12278-12328 for a total of \$42,115.16. Motion carried.

Ordinance 17_01 Registered Offender - A motion by Fruetel, seconded by Hopp, to approve Ordinance 17_01 Registered Offender and publish its summary publication. Motion carried.

Election Mail In-Ballot - A motion by Anderson, seconded by Hopp, to proceed with application for Mail-In Ballot elections. Motion carried.

Department Heads -

- a. Police Chief Shroeder was looking for direction from the City Council if he should look into a body camera for the police department. Mayor Schmeling directed Chief Schroeder to review costs and potential use of a camera and bring back to the City Council.
- b. Jeremy Anderson, Public Works,
 - a. stated that John Frederickson was willing to provide the burn site again for the \$1,000 annual fee.
 - b. Requested permission to advertise for one summer help position for the summer season
- c. John Fruetel, Fire Chief, discussed the upcoming annual city/township fire meeting on Tuesday, February 21st.

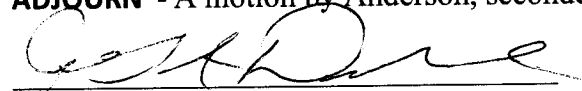
Other Business –

City Hall/Bank Property – The City Council discussed the unfinished easement between the new city hall property and Home State Bank. This is the 3rd discussion from the City Council reviewing the easement between the two properties. The City Council feels the open-ended liability in the easement language needs to be removed before they can complete the easement agreement.

Community Center Alcohol Policy – A motion by Anderson, seconded by Fruetel, to direct the City Administrator to develop an alcohol policy for the new community center. Motion carried

Community Center Parking – Councilmember Hopp discussed the issue of street parking during community center events and the negative effect it could have on local businesses.

ADJOURN - A motion by Anderson, seconded by Fruetel, to adjourn at 6:14 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING**

January 12, 2017

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 7:00 p.m. on Thursday, January 12, 2017

COUNCIL PRESENT: Council Members Terry Anderson, Tom Rennecke and Angelica Hopp.

COUNCIL ABSENT: Jody Fruetel

ALSO PRESENT: John Douville, Jeremy Anderson, Brent Schroeder, Jon Fruetel, Rich Gieser and Terry Hessler,.

Mayor Schmeling was sworn in for her two year term as Mayor of Cosmos

Councilmember Hopp was sworn in for her four year term as City Councilmember.

Adopt Agenda – A motion by Anderson, seconded by Hopp, to approve the Agenda. Motion carried.

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

- a. November 10, 2016 City Council Minutes
- b. December 8, 2016 City Council Minutes
- c. 2017 SafeAssure Program \$1,485.69
- d. 2106 YTD Revenue and Expense Report
- e. 2016 Cash Balances 12/31/16

January 12, 2017 Bills List - A motion by Anderson, seconded by Rennecke to approve the January 12, 2017 Bills list with check numbers from 12208-12271 for a total of \$92,668.06 Motion carried.

City Staff - A motion by Anderson, seconded by Rennecke, to hire Sarah Miller for part time office staff at \$10.00/hr. Motion carried.

City Hall/Library Pay Request No. 9 Final for \$17,489.03 A motion by Rennecke, seconded by Hopp, to approve Pay Request No. 9 for \$17,489.03 to Alliance Building Corp.. Motion carried.

Resolution 2017_01 2017 Fees – A motion by Anderson, seconded by Rennecke, to approve the 2017 fees schedule. Motion Carried.

MN Clerk's and Finance Officer's Conference – A motion by Hopp, seconded by Rennecke, to authorize City Administrator Douville to attend the annual conference. Motion carried.

City Council Meeting day/times – Mayor Schmeling discussed moving the regular meeting day of the week or time of the monthly city council meeting. After general discussion, it was determined to keep the regular monthly city council meeting on the 2nd Thursday but move the time to 5:00 p.m.

City Council Meeting Time – A motion by Anderson, seconded by Rennecke, to move the monthly city council meeting to the 2nd Thursday of the month at 5:00 p.m. Motion carried

EMS Conference – A motion by Anderson, seconded by Rennecke, to authorize 5 members of the Cosmos Ambulance Corps. to attend an EMS Conference. The city will pay the registration. Motion carried

2017 Annual Fire/Township Meeting – The 2017 Fire/Township meeting will be held at the Cosmos City Center on Tuesday, February 21st at 7:00 p.m. The fire department will provide a light meal. The 2018 Fire/Township meeting will be scheduled for a week earlier in the month.

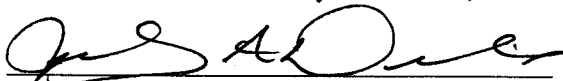
Department Heads -

- a. Jeremy Anderson, Public Works, discussed the water/wastewater conference in St. Cloud, March 7-9th. He also asked for direction on what to do with the old community sign.
- b. Brent Schroeder, Police Chief, discussed the busy activity over the last several weeks including several search warrants. Brent also asked for holiday pay consideration.
- c. Jon Fruetel, Fire Chief, discuss setting up fire training and the regional fire chiefs meeting in the City Center. He also discussed the possible use of the City Center for emergency shelter for stranded travelers.

Water/Wastewater Conference – A motion by Hopp, seconded by Rennecke, to authorize public works staff to attend the annual Water/Wastewater conference. Motion carried

Old Community Sign – A motion by Hopp, seconded by Rennecke, to authorize public works staff to dispose of the old community sign in the most practical manner. Motion carried

ADJOURN - A motion by Rennecke, seconded by Anderson to adjourn at 9:05 p.m.



John A. Douville, Administrator/Clerk