

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
December 18, 2018**

A special meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:30 p.m. on Thursday, December 18, 2018

COUNCIL PRESENT: Council Members Tom McCarthy, Angelica Hopp and Jody Fruetel

COUNCIL ABSENT: Terry Anderson

ALSO PRESENT: John Douville and Mayor Elect Gary Martin

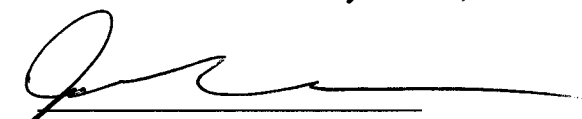
The special meeting was posted to address the issue of Councilmember Terry Anderson's resignation.

Resignation from City Council - A motion by Hopp, seconded by McCarthy, to accept the resignation of Councilmember Terry Anderson. Motion carried.

Resolution 18_14 - A motion by McCarthy, seconded by Hopp, approving Resolution 18_14 Authorizing Bank Signatures for 2019. Motion carried.

Advertise for Open Council Position - A motion by Fruetel, seconded by Hopp, to advertise for the open City Council position. Interested applicants should provide a letter of interest to the City Council by the February City Council meeting. Motion carried.

ADJOURN - A motion by Fruetel, seconded by McCarthy, to adjourn the meeting at 5:45 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
December 11, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Tuesday, December 11, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson, Josh Halvorson, City Engineer, Becky Howell, Sheriff's Department and Mayor Elect Martin.

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

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

- a. November 13, 2018 City Council Minutes
- b. 2019 Safe Assure Safety Training Contract 2019 \$1,576.02
- c. Nov. 2018 YTD Revenues/Expenditures
- d. Nov. 2018 Bank Reconciliation
- e. MMS Monthly Report
- f. Mediacom – rate adjustments

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Owen Schlueter was present to discuss snow buildup at the end of sidewalks where they meet the road. It was discussed that this is the resident's responsibility to clear their sidewalks all the way to the curb.

City Engineer - Josh Halvorson, Bolton-Menk, was present to discuss potential grants for a commercial road upgrade. He was directed to work with city staff regarding potential street projects.

Meeker County Sheriff's Report – Sergeant Becky Howell presented October and November call reports. There were 25 and 18 calls for October and November respectively.

Chuck Dvorak was present to verify that he was legally placing snow on his commercial property from the streets.

November 13, 2018 Bills List - A motion by Hopp , seconded by McCarthy, to approve the December 11, 2018 Bills list with check numbers from 13446-13489 for a total of \$167,421.43 Motion carried

Meeker County Housing Task Force - A motion by Hopp, seconded by Schmeling, to appoint Councilmember Jody Fruetel to the Meeker County Housing Task Force. Motion carried.

Resolution 18_10 2019 Employee Compensation - A motion by Hopp, seconded by Fruetel, to approve Resolution 18_10 2019 Employee Compensation. Motion carried.

Winter Snow Removal - A motion by McCarthy, seconded by Fruetel, to hire Nate Van Hatten at \$17.00/hr. going to \$20/hr. with commercial driver's license, for part time snow removal for the City of Cosmos. Ayes: Anderson, McCarthy, Hopp, Fruetel. Nays: None. Abstain: Schmeling. Motion carried.

Resolution 18_11 Meeker County Tax Forfeited Properties - A motion by Anderson, seconded by Hopp, to approve Resolution 18_11 Meeker County Tax Forfeited Property. Motion carried.

Sale of Used Tanker Truck – A motion by Anderson, seconded by McCarthy, to approve the sale of the used fire department tanker truck. Motion carried.

ADA Handicap Door Access Bids, City Hall – A motion by Fruetel, seconded by Schmeling, to approve the most qualified bid of \$9,991.91 from E2 Electrical to provide handicap access doors to the west city hall entrance, the library and west community room entrance. Motion carried.

Resolution 18_12 Close Fund 302 2011A Debt Service – A motion by McCarthy, seconded by Hopp, to approve Resolution 18_12 Closing Fund 302 2011A Debt Service. Motion carried.

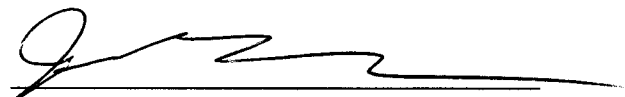
ACGC/CLC School Board/Building Update – Nels Onstad, Scott Stafford and Bailey Rettmann were present to discuss the Cosmos Learning Center building plans. They reviewed the preliminary plans with the city council hoping to have construction plans ready for a late winter bid.

Dismissal Proceedings Fire Department - A motion by McCarthy, seconded by Schmeling, to begin the process of dismissing a member of the Cosmos Fire Department. Motion carried.

Other Business

Resolution 18_13 A Resolution Censuring City Councilmember Terry Anderson – A motion by Fruetel, seconded by Schmeling, to approve Resolution 18_13 A Resolution Censuring City Councilmember Terry Anderson. Motion carried.

Motion to Adjourn - A motion by Hopp, seconded by McCarthy to adjourn at 6:20 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
November 13, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, November 13, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson, Josh Halvorson, City Engineer and Mayor Elect Martin.

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

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

- a. October 11, 2018 City Council Minutes
- b. Ballpark Concession Stand 2017/2018 Rev/Exp (TBP)
- c. Liquor License – Mug Shots – On/Off/Sunday Liquor Sales
- d. October 2018 YTD Income/Expense Report
- e. MMS Monthly Utility Report

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Variance Request - Julie and Richard Shafer were present to discuss the shed on their lot at the trailer park. It is currently out of compliance. The Shafer's stated they would apply for a variance to allow the 20 x 20 structure on their property to enclose the misc. items in their yard. While there was no guarantee a variance would be approved, the City Council allowed the Schafer's to proceed with their application.

Peace Lutheran Church Sidewalk - Tom Rennecke was present on behalf of Peace Lutheran Church. He was requesting to have the East Sidewalk become a no maintenance sidewalk during the winter as it is not commonly used and does not connect to the adjoining blocks. Mr. Rennecke was going to go back to the Church to see if they wanted to remove the sidewalk completely and put to grass.

City Engineer -Josh Halvorson, Bolton-Menk, was present to discuss the utility operations and potential grants for roads in the community.

November 13, 2018 Bills List - A motion by McCarthy, seconded by Anderson, to approve the October 11, 2018 Bills list with check numbers from 13372-13445 for a total of \$74,811.56 Motion carried

Past Due Utility Assessment Hearing

A motion by McCarthy, seconded by Hopp, to recess the regular city council meeting for the Utility Assessment Hearing. Motion carried

A motion by Fruetel, seconded by Anderson, to open the Utility Assessment Hearing. Motion carried.

There was no one present to discuss any issues with the past due utility assessment hearing. There were no written or oral objections to the assessment hearings.

A motion by Hopp, seconded by McCarthy, to close the Utility Assessment Hearing. Motion carried.

A motion by Anderson, seconded by Hopp, to reconvene the regular city council meeting. Motion carried.

A motion by Anderson, seconded by McCarthy, to approve Resolution 18_09 the 2018 Pay 2019 Utility Assessments. Motion carried.

Sale of City Property - A motion by Anderson, seconded by Fruetel, to sell city owned city property PID # 21-0237000 for \$2,200 to Jon Skjefte. Motion carried.

Winter Snow Removal - A motion by McCarthy, seconded by Fruetel, to authorize a pay between \$15/hr. to \$20/hr. for part time, on call snow removal position. Motion carried.

February Council Meeting - A motion by Hopp, seconded by Anderson, to move the February City Council meeting to 5:00 p.m. Thursday, February 7, 2019. Motion carried.

72" Snow Blower with Extended Chute – Discussion regarding whether to purchase a 72" snowblower with extended chute for clearing Hwy 4 during snow events. Concerns were raised if the snow blower chute would work well after MNDoT would plow the snow into the center of the street. No action was taken to purchase the snow blower.

Department Heads

Fire Department – Fire Chief Fruetel was present to discuss possible repairs to generator on the mini-pumper. Early estimates were \$7,000. It was noted the pumper truck also had a weak generator and a small crack in the tank. Estimates were being collected for those repairs.

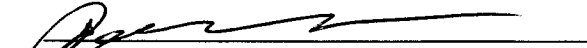
Ambulance - Mayor Schmeling reported two new EMT students starting classes and two more individuals that are interested in future classes as the current schedule did not work in their timelines.

Other Business

The 2019 Fire/Township Meeting date was set for 7:00 p.m. Tuesday, February 19, 2019

SpaceFest Fishing Contest - A motion by Anderson, seconded by McCarthy, to sponsor the Space Festival Ice Fishing Contest and authorizing city liability coverage for the event. Motion carried.

Motion to Adjourn - A motion by Hopp, seconded by McCarthy to adjourn. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
October 11, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, October 11, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson, Becky Howell – Meeker County Deputy, Josh Halvorson, City Engineer.

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

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

- a. September 13, 2018 City Council Minutes
- b. November City Council Meeting – 5:00 p.m. Tuesday, Nov 13, 2018
- c. Utility Assessment Hearing – 5:30 p.m. Tues, Nov 13, 2018

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Mark Minnick was present to discuss several issues. He presented on behalf of the Lions Club a prospective trophy display case to be mounted on the north wall of the city center.

Lions Trophy Case - A motion by McCarthy, seconded by Anderson, to approve the placement of the trophy case on the north wall of the city center. Motion carried.

Mark Minnick then discussed the Galactic printer was on its last legs and asking if the city would purchase a new printer and to be reimbursed by the community club as was done on the original printer. The city stated they would be able to do that.

Mark Minnick then discussed the city plow truck purchase and questioned how the city was planning on snow removal. City administrator Douville reviewed the plow truck purchase from Kandiyohi County and the preliminary plans for snow removal. While most MN Cities do their own snow removal the City of Cosmos contracted with three different companies last year to clear snow. Meeker County has stated they will no longer plow the Cosmos side streets in 2019/20 and the city preparing to take over those snow clearing tasks along with the rest of the community. With new public works staff and the proper equipment the city is confident over time that we will have a quality snow clearing process.

Sgt. Becky Howell was present on behalf of the Meeker County Sheriff's department reporting on 46 calls for the month of September.

5:30 p.m. Public Hearing – Nuisance/Junk Property – Julie and Richard Schafer were present to discuss the notice they received regarding junk on their property, no building permit for a shed and junk on their property.

Junk Property/Building Permit - A motion by Hopp, seconded by Fruetel, to allow the Shafer's until November 1st to remove any junk from their property and to have filed and complied with the City of Cosmos building coded and land use ordinance. Motion carried.

October 11, 2018 Bills List - A motion by McCarthy, seconded by Anderson, to approve the October 11, 2018 Bills list with check numbers from 13327-13371 for a total of \$53,944.55 Motion carried

Solar Garden Contract - A motion by Schmeling, seconded by Fruetel, to authorize transfer of the City's Solar Garden Contract with New Energy Equity, LLC to Prinsburg CSG, LLC upon review and approval by the city attorney. Motion carried

Assessment Correction - A motion by McCarthy, seconded by Hopp, to approve the 2013A Street Assessment of \$4,500 from property PID # 21-225000 to property PID# 21-0228000. Motion carried

Other Business

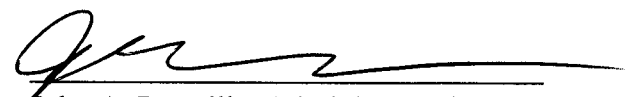
Mayor Schmeling discussed preliminary plans for the SpaceFest fishing contest on February 16, 2019.

Sale of City Property - A motion by McCarthy, seconded by Hopp, to authorize publish notice and advertisement of sealed bids for city property PID # 21-0237000 with a minimum bid requirement of \$6,100. Motion carried

2018 Bobcat Skid Steer – Councilmember Anderson discussed the possibility of the state bid prices increasing after November 1st for state contract purchases and recommended if the city was going to purchase a bobcat skid steer they should do so before November 1st.

2018 Bobcat Skid Steer - A motion by McCarthy, seconded by Hopp, to approve the state bid purchase of a 2018 Bobcat skid steer. Ayes: McCarthy, Hopp, Fruetel, Schmeling. Nays: Anderson Motion carried

Motion to Adjourn - A motion by Hopp, seconded by McCarthy to adjourn at 6:40 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
September 13, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, September 13, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson, Becky Howell – Meeker County Deputy.

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

Adopt Consent Agenda – A motion by Fruetel, seconded by McCarthy, to adopt the Consent Agenda after removal of item b. YTD Revenue/Expenditure and d. MMS Environmental Report.. Motion carried.

- a. August 9, 2018 City Council Minutes
- b. August 31 YTD Revenue/Expenditure
- c. August 31 Cash Balance
- d. MMS Environmental Monthly Report
- e. Police Department 9mm automatic hand gun w/silencer – authorize to destroy
 1. 12 gauge shot gun – sell

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

The park committee was present to discuss the proposed new playground equipment. The playground equipment layout was presented with an estimated cost of \$94,000 plus \$40,000 for installation and removal of the old equipment. The City Council was in favor of the project but wanted to consider additional state legacy grant funding through State Representative Dean Urdahl. If successful, the grant could cover up to half of the project. The committee has been doing some fund raising and will continue to promote the park project.

Sgt. Becky Howell was present on behalf of the Meeker County Sheriff's department reporting on 25 calls for the month of August. The lowest number to date since the county began contracting policing services. Sgt. Howell also provided insight into the sale of the police department shotgun and the destruction of the 9mm automatic pistol with silencer.

September 13, 2018 Bills List - A motion by Anderson, seconded by McCarthy, to approve the September 13, 2018 Bills list with check numbers from 13278 - 13326 for a total of \$49,012.43 Motion carried.

2019 General Fund Budget and Property Tax Levy – After general review and discussion of the 2019 General Fund Budget and Property tax levy it was determine to keep the 2019 total property tax levy the

same as in 2018. A motion by Anderson, seconded by McCarthy, to approve a general fund budget of \$665,673 And 2019 property tax levy of \$287,263. Motion carried.

Library Handicap Accessible doors – Pioneerland Library has requested the city look into providing handicap accessible doors to the library. The Council directed the city administrator to have an updated quote on preparing specifications for bids for the door improvements.

Winter Snow Removal - A motion by Fruetel, seconded by McCarthy, to advertise for a seasonal position to help with winter snow clearing. Motion carried.

Water Plant Door Replacement - A motion by Anderson, seconded by McCarthy, to authorize Lang Construction to replace the deteriorated doors at the water plant at a cost of \$16,283. Motion carried.

Used Snow Plow Truck - A motion by Fruetel, seconded by McCarthy, to purchase of a used snow plow truck from Kandiyohi County for \$11,000. Ayes: McCarthy, Hopp, Fruetel, Schmeling. Nays: Anderson Motion carried.

Other Business:

Ambulance Classes – Mayor Schmeling also the Cosmos Ambulance Captain stated there were 3 possible candidates for the EMT training. Classes will be held in Cosmos and the ambulance corps will look for additional students.

Ambulance Volunteers - A motion by Fruetel, seconded by Hopp, to waive ambulance fees above the insurance reimbursement for Cosmos Ambulance Volunteers. Motion carried.

Mosquito Spraying – Councilmembers have decided to continue mosquito spraying through the end of September.

Mail In Balloting – It was noted the 2018 primary had a 350% increase in participation over the 2016 presidential primary due to mail in balloting.

Annual Employee Review – Councilmember Hopp discussed preparing a more formal annual review of the city employees. Proposed evaluation formats will be looked into.

Motion to Adjourn - A motion by McCarthy, seconded by Hopp to adjourn at 7:15 p. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
August 9, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, August 9, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson, Jason Danielson – Meeker County Deputy and Josh Halvorson, Bolton & Menk Engineer.

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

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

- a. July 12, 2018 City Council Minutes
- b. July 26, 2018 Special City Council Minutes
- c. June 28, 2018 Special City Council Minutes
- d. LMC – Legislator of Distinction – Rep. Dean Urdahl
- e. MMS Environmental Report – July 2018

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Jon Skjefte, MC2 Auto, 320 Milkyway S, Cosmos was present to discuss a vacant city owned lot next to his property. Part of the lot is unbuildable due to a sewer line going through. Mr. Skjefte is interested in purchasing the lot. The Council stated interest in the project but no action was taken.

Clint Millerberned, Don Hopp and Brian Block were present to discuss S & S Recycling that will be located East of Mug Shots in Cosmos. They will be collecting paper and cardboard recycling throughout the United States and preparing it for customers' needs and reshipping out. There were some utility and storm water concerns that public works will look into. The road from the elevator to their building will have to be able to handle commercial traffic.

Josh Halvorson from Bolton-Menk discussed using fiberglass resin/plastic doors at the water plant because of the corrosive nature of the water plant on metal doors.

- **Note to Tyler – sealcoat streets**
- **S & S Recycling – new water service/meter, storm water issue**
- **Table – Ambulance billing/volunteers discussion to next council meeting.**
- **Call Kim Dralle re Chris ?? to hold billing on him until council discussion**

Chris Langness was present to discuss his ambulance bill and review the city policy regarding ambulance volunteers being billed for use of the Cosmos Ambulance services. Discussion was tabled until the September Council meeting.

Jason Danielson, Meeker County Sheriff's Office, was present to review 48 calls for the month of July.

August 9, 2018 Bills List - A motion by McCarthy, seconded by Fruetel, to approve the August 9, 2018 Bills list with check numbers from 13222 to 13277 for a total of \$212,482.39 Motion carried.

Preliminary 2019 General Fund Budget – Administrator Douville reviewed the 2019 General Fund Budget for the City Council. While some minor changes were still needed it appeared the overall tax levy for the City would be going down. New services the city was going to have to provide would be additional snow plowing and the purchase of the county shop and shed. From a debt service perspective the 2011A Bonds and the 2013A Bonds were paid off in 2018 and there is approximately \$800,000 in Public Finance Authority Debt remaining on the water fund. No action was taken.

2017 Firemen's Relief PERA Pension Report – Administrator Douville discussed the success of moving the Relief pension over to the MN Public Employee Retirement Account. The city has been able to increase the Cosmos firemen's pension benefits 33% from \$900/yr. of service to \$1,200/yr. of service with the fund remaining at a healthy 146% of pension liability.

Other Business:

Mosquito Spraying – Councilmembers will monitor mosquito activity and direct staff to continue spraying in September if conditions merit the additional service.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
July 26, 2018**

A special meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:30 p.m. on Thursday, July 26, 2018

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

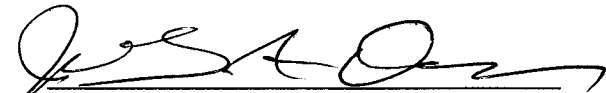
ABSENT: Angelica Hopp

ALSO PRESENT: John Douville

Resolution 2018_07 Purchase Meeker County Shop – A motion by McCarthy, seconded by Anderson, to approve Resolution 2018_07 to approve the purchase of the Meeker County shop at 90 Saturn St. N, Cosmos for \$30,000 payable over 5 years interest free to Meeker County. Motion carried.

Resolution 2018_08 Offer to Purchase the Meeker County Salt Shed – A motion by McCarthy, seconded by Fruetel, to approve Resolution 2018_08 an offer to purchase the Meeker County salt shed at 90 Saturn St. N, Cosmos for \$25,000 payable over 5 years interest free to Meeker County. Motion carried.

ADJOURN - A motion by Fruetel, seconded by McCarthy, to adjourn the meeting at 5:45 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
July 12, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, July 12, 2018

COUNCIL PRESENT: Council Members Terry Anderson, Tom McCarthy, Jody Fruetel and Angelica Hopp. **ALSO PRESENT:** John Douville, Tyler Anderson, Jason Danielson – Meeker County Deputy and Josh Halvorson, Bolton & Menk Engineer.

Adopt Agenda – A motion by Fruetel, seconded by McCarthy, 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. June 14, 2018 City Council Minutes
- b. Cosmos Lions – Fireworks Donation \$800
- c. June 2018 Bank Rec (TBP)
- d. June 2018 Rev/Exp YTD (TBP)
- e. * Res 18_05 Close DDA Fire Account
- f. MMS Environmental Report
- g. * \$1,385 American Legion Donation –
 - 1. \$600 Lions Fireworks, \$600 Spacefest
 - 2. \$85 Peewee Softball, \$100 Coloring Contest

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Keith Ackman – Cosmos Lions, was present to discuss the possibility of housing some of the school trophies at the city center. They would hold out select trophies from the silent auction if they could be displayed at the city center. The Council directed Mr. Ackman to hold out trophies for a 4x6 display. The display would be subject to where it could be placed and subject to reduction if need be.

Josh Halvorson presented 22x34 infrastructure maps for the city's use.

CLC - Jayson Northrup And Michele Whitcomb-Johnson were present on behalf of the Cosmos Learning Center (CLC) in regard to providing an environment for their students to begin vocational skills. The City was interested in providing opportunities for the students such as cleaning, etc.

Cosmos Learning Center Projects - A motion by Anderson, seconded by Fruetel, to authorize the city to work with the Cosmos Learning Center on city work opportunities. Motion carried.

Jesse Johnson and Ruth Anne Johnson were present to discuss mosquito spraying. He wanted the spraying to go around his yard through a legal alley. It was noted the spraying is going on the city streets and graveled alleys. Since his alley is a legal alley but not paved the spray truck does not travel on it.

Jason Danielson, Meeker County Sheriff's Office was present to review 38 calls for the month of June. The Meeker County Sheriff is providing extra deputies for Friday and Saturday night of Spacefest at no extra cost to the city.

July 12, 2018 Bills List - A motion by McCarthy, seconded by Anderson, to approve the June 14, 2018 Bills list with check numbers from 13182 to 13221 for a total of \$46,668.54. Motion carried.

Sale of Property – The city discussed the possibility of selling city property to a business. No action was taken.

Resolution 18_06 Correcting Legal Description of a Vacated Street - A motion by McCarthy, seconded by Fruetel to approve Resolution 18_06, correcting the legal description of a portion of vacated street on Taurus Avenue. Motion carried.

Super A Farmall Tractor - A motion by Anderson, seconded by McCarthy, to approve the bid of \$1,650 for the Super A Farmall Tractor by Larry Jackson. Motion carried.


2019 General Fund Budget – General discussion surrounding the 2019 General Fund Budget in regards to potential changes. There are expected increases in snow clearing with the county wanting to discontinue their service to the city. Additional monies will be needed for legal fees in cleaning up properties. The 2011 debt service tax levy will no longer be needed. No action was taken.

Playground Committee – Councilmember Angelica Hopp, Chairperson of the Park Committee, updated the Council on the playground project. They have visited with 3 salespeople and plan on providing play equipment both in the city park and baseball field. The committee is beginning fund raising and look for construction in 2019.

Other Business: Mayor Schmeling noted that the Cosmos Ambulance would be providing coverage for the Meeker County Fair bull riding event.

Change of City Council Meeting Dates - A motion by Hopp, seconded by Fruetel, to move the November and December meeting dates to Tuesday November 13th and Tuesday December 11th respectively. Motion carried.

ADJOURN - A motion by Hopp, seconded by McCarthy, to adjourn the meeting.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
June 28, 2018**

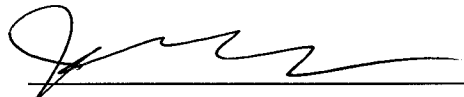
A special meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:30 p.m. on Thursday, June 28, 2018

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

ALSO PRESENT: John Douville and Tyler Anderson

The special meeting was posted to allow the City Council and staff an opportunity to view the Meeker County Shop for the possible purchase of the facility. No action was taken.

ADJOURN - A motion by Fruetel, seconded by McCarthy, to adjourn the meeting at 6:30 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
June 14, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, June 14, 2018

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

ALSO PRESENT: John Douville, Tom Rennecke, Mark Minnick and Meeker County Deputy Jason Danielson, County Administrator Paul Virnig and Commissioner Bryon Larson.

Adopt Agenda – A motion by Fruetel, seconded by Anderson, 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. May 10, 2018 City Council Minutes
- b. Cosmos Lions – 4 Day Temp ON-Sale Liquor License Sep 1-3, 2018
- c. LMCIT Insurance Liability Waiver – Do Not Wave

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Meeker County Administrator Paul Virnig and County Commissioner Bryan Larson were present to discuss the sale of the county shop to the city and to eventually have the city plow the city streets. The Council discussed looking for a plow truck and possibly working with the county when they trade theirs out. Mayor Schmeling and Councilmember Anderson will meet with the County to review the property and continue discussions.

Deputy Sheriff Jason Danielson reviewed calls for the month of May. General discussion regarding National Night Out on August 7 from 5-8 p.m. and having the city participate.

Mark Minnick discussed the mosquito spraying and the possible affect it has on other insects. He expressed concerns over the health effects of the spray.

June 14, 2018 Bills List - A motion by McCarthy, seconded by Anderson, to approve the June 14, 2018 Bills list with check numbers from 13043 to 13182 for a total of \$144,285.27. Motion carried.

Park Shelter Doors - A motion by McCarthy, seconded by Hopp, to authorize the purchase and installation of 3 doors on the park shelter for a cost of \$2,425 by Mike Lang Construction. Motion carried.

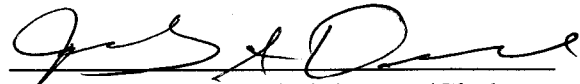
Park Board Fundraiser - A motion by Schmeling, seconded by Anderson to authorize \$1,100 towards the Park Boards fundraising efforts during Spacefest. Motion carried.

Equipment Bids - A motion by Hopp, seconded by McCarthy, to approve the high bid of \$2,018 for the Chevrolet Trailblazer to Tracy Schroeder. Three bids were received. No other bids for the other items were received. Motion carried.

May, 2018 Revenue/Expenditures and Bank Reconciliation – Year to Date revenues and expenses and the May 2018 bank reconciliation were presented to the Council. No action was taken.

Playground Committee – Councilmember Angelica Hopp, Chairperson of the Park Committee, updated the Council on the playground project. They have visited with 3 salespeople and plan on providing play equipment both in the city park and baseball field. The committee is beginning fund raising and look for construction in 2019.

ADJOURN - A motion by Hopp, seconded by McCarthy, to adjourn at 6:50 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
May 10, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, May 10, 2018

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

ALSO PRESENT: John Douville and Meeker County Sgt. Becky Howell.

Adopt Agenda – A motion by Hopp, seconded by Fruetel, to approve the Agenda with the additions of 9 a. land leveler, 9b. Dave’s Electric Quote, 9c MMS Environmental proposal and 9d. fire department personnel. Motion carried.

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

- a. April 18, 2018 City Council Minutes
- b. May 1, 2018 City Council Minutes – Special Meeting

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Sgt. Howell, Meeker County Sheriff’s office reported on 41 calls for April. The Tuesday office hours have been relatively quiet.

Personnel Policy – the City Council reviewed the sick leave section of the personnel policy. The current policy does not authorize the payout of sick leave upon termination of employment. The City Council in the past has paid out a portion of sick leave to individuals leaving employment and recently has had an employee leave employment requesting payment of sick leave.

Paid Sick Leave - A motion by Hopp, seconded by Fruetel, to approve the payment of sick leave based on three factors a) employee gives 30 days’ notice of resignation, b) employee has worked for the city for 5 years, c) Sick leave paid out at 50% of sick time not to exceed 200 hours. Ayes: Schmeling, McCarthy, Fruetel, Hopp. Nays: Anderson. Motion carried.

Sprayer - A motion by McCarthy, seconded by Fruetel, to approve purchase of a 100 gallon, 30’ boom sprayer for the Toolcat at an approximate cost of \$3,500. Motion carried.

Department Heads

- Mayor Schmeling noted the ambulance open house is scheduled for May 23 from 5 – 6:30 p.m.

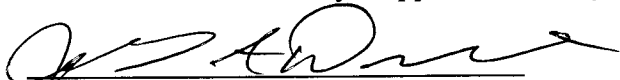
Land Leveler - A motion by McCarthy, seconded by Anderson, to purchase a land leveler for the Toolcat at a cost of \$900. Motion carried.

Dave's Electric - A motion by Fruetel, seconded by Schmeling, to authorize the purchase of additional lighting at the ballfield from Dave's Electric for \$4,695.30. Ayes: Schmeling, McCarthy, Fruetel, Hopp. Nays: Anderson. Motion carried.

MMS Environmental - A motion by McCarthy, seconded by Fruetel, to purchase remote monitoring equipment for the water/wastewater systems from MMS Environmental for \$7,750. Motion carried.

Administrative Leave - A motion by McCarthy, seconded by Hopp, to place fireman Adam Haman on administrative leave pending the outcome of current legal charges place on him. Motion carried.

ADJOURN - A motion by Hopp, seconded by McCarthy, to adjourn at 6:10 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
May 1, 2018**

A special meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 6:00 p.m. on Tuesday, May1, 2018

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

ALSO PRESENT: John Douville, Tyler Anderson and Michael Morris from MMS Environmental.

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

Authorize Purchase of Fire Tanker Truck - A motion by Fruetel, seconded by Anderson, to approve the purchase of a used Fire Tanker Truck at a price of \$58,510.63 for a 2008 Mack CH613 truck and \$88,924.37 for the tanker apparatus for a total of \$147,435 from Stoney Brook Fire Safety. Motion carried.

Authorize Purchase of Ballfield Lights - A motion by Hopp, seconded by Fruetel, to approve the purchase of baseball field lights from Dave’s Electric at a cost of \$11,206.45. Ayes: Schmeling, McCarthy, Hopp, Fruetel. Nays: Anderson. Motion carried.


Authorize Purchase of Bobcat 5600 (Toolcat) - A motion by McCarthy, seconded by Hopp, to approve the purchase of a Bobcat 5600 from Farm-Rite Equipment, Willmar at state bid price to include 68” angle broom, 80” snow & light material bucket, 68” low profile bucket, 4K Heavy Duty Pallet Fork/Frame, 72” Brushcat, 66” snow blower, 4x4 platform lift and Mattracks for the Toolcat 5600 at a price of \$69,373.99 with trades of old equipment. Motion carried.

Hire Full Time Public Maintenance Position – Tyler Anderson was present to discuss the full time public maintenance position. Tyler had interviewed with the public works committee and it was the committee’s recommendation to meet the full city council. Tyler has started the process of acquiring his D wastewater license and works part time for MMS Environmental in the municipal water/wastewater field. Tyler also has experience with commercial trucking and skid steer operations.

A motion by Fruetel, seconded by McCarthy, to approve the hire of Tyler Anderson for the full time public works position at a rate of \$16.00 per hour. Motion carried.

Authorize Water/Wastewater License Contract - A motion by McCarthy, seconded by Hopp, to approve a 3 year contract with MMS Environmental at \$700/month to provide water/wastewater license requirements. Motion carried.

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


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
April 19, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, April 19, 2018

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

ALSO PRESENT: John Douville, Jeremy Anderson, Josh Halvorson and Meeker County Deputy Jason Danielson.

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

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

- a. March 8, 2018 City Council Minutes
- b. Jeremy Anderson – Resignation

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Dennis Oberloh, CPA was present to discuss the 2017 Audit. After reviewing the audit and the management report, Mr. Oberloh stated the city was in good financial health and the two audit findings were most common in small cities relating to segregation of duties and preparation of financial statements.

Approve 2017 Audit - A motion by Fruetel, seconded by McCarthy, to approve 2017 Audit. Motion carried.

Meeker County Deputy Jason Danielson gave the monthly Sheriff's report to the City Council. There were 43 calls for service in March.

City Engineer Josh Halvorson discussed the need to repair approximately 50' of 1" pipe in the water treatment facility that helps control/minimize natural chemicals in the water.

April 19, 2018 Bills List - A motion by McCarthy, seconded by Fruetel, to approve the April 18, 2018 Bills list with check numbers from 12996-13043 for a total of \$47,463.47. Motion carried.

Sumer Seasonal Help - A motion by Fruetel, seconded by McCarthy, to approve the season summer help of Aaron Lang at \$12.00/hr and Dylan Studemann at \$9.65. Motion carried.

Public Works Job Description - A motion by Hopp, seconded by McCarthy, to approve the public works job description with edits. Motion carried.

Water/Wastewater Licensed Operator - A motion by Hopp, seconded by Fruetel, to approve Chuck Molitor as the City's licensed Water/Wastewater operator at \$800/month. Motion carried.

Fire Hall/Ambulance Lettering - A motion by Hopp, seconded by McCarthy, to authorize purchase of "Alumicore" lettering for the fire station. Motion carried.

Department Heads

- Jeremy Anderson, Public Works, presented the city with a Letter of Commendation for the waste water treatment plant from the MN Pollution Control Agency.

- Mr. Anderson requested clarification of paid vacation, compensation and sick time. That information will be brought to the next city council meeting for review.

- Fire Chief Jon Fruetel discussed a proposed fire tanker at the estimated cost of \$145,000. Administrator Douville discussed the need for specifications and advertisement for bids for equipment over \$100,000.

- Mayor Schmeling reported on the Cosmos Ambulance Corps that one new first responder has passed their class, one new EMT has passed the state testing and is working on the national testing and one new member has transferred from another service.

- Mayor Schmeling reported on the Cosmos Ambulance open house would be May 23rd with a light meal and refreshments.

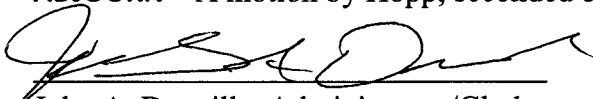
- Mayor Schmeling discussed area interest in a community CPR class and was working on coordinating that training in the near future.

Councilmember Anderson discussed additional property that the city could purchase for a \$1 and legal costs to acquire land adjacent to city property that is currently used for snow hauling. City staff will follow-up with the property owner.

Advertise Sale of Unneeded Items - A motion by McCarthy, seconded by Hopp, authorize the sale of the old city police vehicle and any other city items not needed. Motion carried.

Purchase of Mower - A motion by McCarthy, seconded by Hopp, authorize the purchase of a 72" 32 HP zero turn lawn mower from L & P Supply Co. for \$10,250. Ayes: Schemling, McCarthy, Fruetel, Hopp. Nays: Anderson. Motion carried.

ADJOURN - A motion by Hopp, seconded by McCarthy, to adjourn at 6:20 p.m.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
March 8, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, March 8, 2018

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

Absent: Jody Fruetel.

ALSO PRESENT: John Douville, Jeremy Anderson, Josh Halverson and Meeker County Deputy Jason Danielson.

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

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

- a. February 8, 2018 City Council Minutes
- b. Move April Council Meeting to April 19, 2018 5:00 p.m.
- c. 3.2 Liquor License – Fire Relief
- d. 2018 Fire/Ambulance Section Rates/Fire Contracts
- e. 2018 LMCIT Workman’s Comp – Regular Premium Option \$6,520
- f. Res 18_03 2017 General Fund Reserves

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Brad Nelson, ACGC Community Education, was present to discuss the summer recreation program. He provided a list of activities for kids that have completed grades K-6 this year. He requested the annual contribution of \$1,200 from the city.

Summer Recreation - A motion by Anderson, seconded by Hopp, to approve the \$1,200 for the summer recreation program. Motion carried.

Chuck Dvorak was present to discuss snow clearing in the business district and where snow was being pushed/stored. There was some communication between Councilmembers and Mr. Dvorak to clarify some issues and the Council would look at extending the area they are responsible for during snow clearing.

Josh Halverson, Bolton-Menk, discussed water quality issues that would be monitored and operations adjusted if need be.

Jason Danielson, Meeker County Sheriff's Department, was present to report on city policing coverage. 24 calls of service were provided in February.

March 8, 2018 Bills List - A motion by McCarthy, seconded by Hopp, to approve the March 8, 2018 Bills list with check numbers from 12943-12995 for a total of \$27,519.97. Motion carried.

Resolution 18_04 2018 Capital Plan – A short term capital plan was presented for equipment purchases in 2018. A change from purchasing a tractor to purchasing a skid steer with all the needed attachments was made in the plan along with the addition of ballfield lights and a zero turn mower.

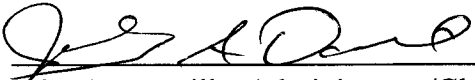
A motion by McCarthy, seconded by Hopp to approve Resolution 18_04 2018 Capital Plan. Motion carried.

Department Heads

- John Douville reported that the field audit just finished up and that went well. The 2017 audit presentation to the city council will possibly be presented at the April 19th council meeting.

Mosquito Spraying - A motion by Anderson, seconded by McCarthy, to approve the additional mosquito spraying of the alleys for 15 applications at an additional \$75 per spray for a total of \$5,625 with the general fund absorbing the additional costs. Motion carried.

ADJOURN - A motion by Hopp, seconded by McCarthy, to adjourn at 6:30 p.m.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
February 8, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, February 8, 2018

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

Absent: Angelica Hopp.

ALSO PRESENT: John Douville, Jeremy Anderson and Meeker County Deputy Jason Danielson.

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

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

- a. January 11, 2018 City Council Minutes
- b. Mug Shots Sunday Liquor License
- c. MN Cooperative Purchase Agreement
- d. Res 18_02 Close Out Fund 701 – Building Project to General Fund

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Chuck Lietzau was present to discuss water leaks within homes/properties in the city. He asked for better notifications from the city regarding leaks.

Dave Medena, 120 Comet St. S, was in to complain about the burning of garbage in fire pits and garbage accumulating in the trailer court.

Deb Minnick discussed the vaccinations and licensing of dogs in the community. She also asked that tables and chairs be set up in the community room and requested that her alley not be sprayed for mosquitos. The city has not yet received quotes or made a determination on mosquito spraying in the alley for 2018.

Jason Danielson, Meeker County Sheriff's Department, was present to report on the city policing coverage. They have issued multiple traffic warnings, letting people know of the increased coverage in the area.

February 8, 2018 Bills List - A motion by Fruetel, seconded by Anderson, to approve the February 8, 2018 Bills list with check numbers from 12908-12943 for a total of \$22,081.47. Motion carried.

Mayor Schmeling discussed the formation of a public works and utility committee. The Mayor felt the development of the Police Commission provided a good resource between the County Sheriff's office and the city and felt that structure could be beneficial for public works and utilities.

Resolution 18_03 Public Works and Utility Committee - A motion by Fruetel, seconded by McCarthy, to approve Resolution 18_03 Public Works and Utilities Committee appointing Councilmember McCarthy, Mayor Schmeling and Administrator Douville and Jeremy Anderson to the Committee. Ayes: Fruetel, McCarthy, Schmeling. Nays: None. Abstain: Anderson. Motion carried.

Wellhead Protection Plan – Administrator Douville discussed the city is required to develop a well head protection plan. Most of the work and expense will be done by MN Rural Water and the MN Department of Health.

Department Heads

- Jeremy Anderson, Public Works, discussed advertising for the seasonal maintenance position, noting that we are expecting one back from last year. The city was approached by the Maccray School district regarding our unused fitness bikes.

- Councilmember Tom McCarthy gave a park board update. The board is leaning towards play equipment for one of the parks. They hope to bring in a few different sales reps to see different types of equipment and related costs.

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Unused Fitness Equipment - A motion by Anderson, seconded by Fruetel, to authorize donating unused fitness equipment to the Maccray School District. Motion carried.

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



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
January 11, 2018**

A regular meeting of the Cosmos City Council was called to order by Mayor Emily Schmeling at 5:00 p.m. on Thursday, January 11, 2018

Councilmember Tom McCarthy was sworn in.

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

Absent: Jody Fruetel.

ALSO PRESENT: John Douville, Jeremy Anderson and Meeker County Deputy Jason Danielson.

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

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

- a. December 14, 2017 City Council Minutes
- b. Resolution 2018_01 Setting Fees, Reimbursements and Appointments Safety
- c. Deposit Box Signatures: City Admin, Mayor, Acting Mayor

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Jake Degner was present to discuss mosquito spraying. They are paying the \$2 fee on their water bill but the truck does not go out to their property. The cost of the service and the city's use of utility bills to recover that cost was discussed with different options discussed for future billing. No action was taken at this time.

Jason Danielson, Meeker County Sheriff's Department, was present to report on the city policing coverage. A deputy sheriff will have office hours on Tuesdays from 2:30 – 4:30 p.m. They may be patrolling the community and office staff will call them in should a resident wish to see them.

January 11, 2018 Bills List - A motion by Anderson, seconded by McCarthy, to approve the January 11, 2018 Bills list with check numbers from 12859-12907 for a total of \$162,443.77. Motion carried.

Resolution 18_02 Order of Condemnation, Trailer-Lot No. 13, Trailer Park - A motion by McCarthy, seconded by Anderson to approve Resolution 18_02 Order of Condemnation, Trailer on Lot No. 13, Cosmos Trailer Park. Motion carried.

Solar Energy – IPS Solar - A motion by Anderson, seconded by Hopp, to approve the solar energy agreement with IPS Solar. Motion carried.

Administrative Assistant – A motion by Hopp, seconded by McCarthy, to authorize the administrative assistant to increase her office hours to 24 hours a week and to participate in the three year Municipal Clerk's Institute program. Motion carried.

Department Heads

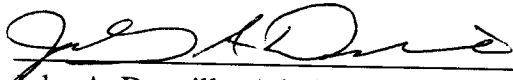
- Jeremy Anderson, Public Works, discussed the annual agreement with John Fredrickson regarding tree trimming and leaf compost site. He also reported on going to the MN Rural water conference in March.

- Mayor Schmeling requested the public works department to map out for additional mosquito spraying and the corresponding costs.

- Councilmember McCarthy discussed the possibility of having Jeremy provide basic operating instructions for the water plant in case Jeremy is out of town or unavailable.

-Councilmember Tom McCarthy discussed on behalf of the fire department the need to look for a new tanker truck for the fire department.

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



John A. Douville, Administrator/Clerk