

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
December 12, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, December 12, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Emily Van Hatten, Angelica Hopp and Jody Fruetel

**ALSO PRESENT:** John Douville, David Medina, Josh Halvorson and Jason Danielson, Deputy Sheriff

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

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

- a. November 12, 2019 City Council Minutes
- b. Liquor License – Mug Shots 2020 On/Off Sale, Sunday Liquor
- c. Res 19\_02 Designating Polling Place
- d. 2020 Safe Assure Safety Contract \$1,607.54
- e. Nov 2019 YTD Rev/Exp Report
- f. Nov 2019 Bank Reconciliation Report

**VISITORS PRESENTATIONS**

**New Business Owners** – Dan and Angie Cairl were present to discuss their recent purchase of a building at 211 Milkyway S. Their intent is to provide a motorcycle service shop. They were interested in the vacant lots to both the north and south of their building. The north lot is owned by the City of Cosmos and the South lot is owned by Cosmos Industries. Mayor Martin, on the Cosmos Industries board stated he would bring the request to their meeting. Councilmember Fruetel felt the city should donate the lot for a \$1.00 due to it being for a business.

**City Lot Sale** – A motion by Fruetel, seconded by Van Hatten, to approve the north lot sale for \$1.00. Motion carried.

**Laundry for Love** – Linda Hopp was present first to thank the city for providing space for the food shelf and 2<sup>nd</sup> to make the city aware of a new program called Laundry for Love. The program will provide laundry services to those in need on a monthly or regular basis. There were no supplies needed from the city, Ms. Hopp was there only to keep the city updated on their programs.

**City Engineer** – Josh Halvorson, Bolton-Menk Engineers, was present to discuss the wastewater lift station. A check valve has malfunctioned, possibly causing a pump to break its seals. Both will need to be repaired. There was discussion about the age of the lift station and that it has served its useful life. It is on schedule to be replaced during phase two of the street rehabilitation projects. There was some discussion of replacing the lift station before that time.

**Meeker County Sheriff's Dept.** – Jason Danielson, Meeker County Deputy, was present to discuss November's activities. There were 31 incidents, down from the previous months. Year to date total coverage hours were in line with the city's contract. Meeker County Sheriff's department does not charge the city for excess coverage hours.

**December 12, 2019 Bills List** - A motion by McCarthy, seconded by Hopp, to approve the December 12, 2019 Bills list with check numbers from 14034-14099 for \$66,451.36. Motion carried.

**Resolution 2019\_03 2020 Employee Pay and Benefits** – discussion was held by the City Council to have a more formal annual review of staff. A motion by Van Hatten, seconded by Hopp, to table Res. 2019\_03 until after the first of the year.

**Meeker County Road Maintenance Agreement** - A motion by McCarthy, seconded by Van Hatten, to approve the Meeker County Road Maintenance agreement. Motion carried.

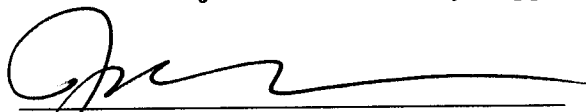
**Resolution 2019\_04 Order of No Trespass** –A motion by Van Hatten, seconded by Fruetel, to approve Resolution 2019\_04 an Order of No Trespass on City Hall to be effective for two years. Motion carried.

**Public Works** – Dave Medina, public works, discussed snow clearing for the city. He feels, after the last sizable snowfalls, that he should be able to handle the city's snow clearing duties with current city staff.

**Ambulance** – Ambulance Captain Emily Van Hatten reported that there were 2 medical incidents that used the new Allina Health day ambulance coverage for the city.

**2020 Annual Fire/Township Meetings** – It was noted that the annual Fire/Township meetings will be held Tuesday, February 25, 2020.

**Motion to Adjourn** - A motion by Hopp, seconded by McCarthy, to adjourn at 6:15 p.m. Motion carried.



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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
November 12, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Tuesday, November 12, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Emily Van Hatten and Jody Fruetel

**ABSENT:** Angelica Hopp

**ALSO PRESENT:** John Douville, David Medina, Josh Halvorson, Shannon Sweeney and Meeker County Deputy Sheriff

**Adopt Agenda** – A motion by Fruetel, seconded by Van Hatten, to adopt the Agenda. Motion carried

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

a. October 3, 2019 City Council Minutes

**VISITORS PRESENTATIONS**

**Allina Ambulance Coverage** – Pat Egan was present to present a proposal from Allina to provide workday backup ambulance service for Cosmos when the community is short of EMT's/1<sup>st</sup> Responders for the day. The Cosmos Ambulance Corps has lost several key day coverage EMT's and may from time to time be short on the coverage due to that.

**Allina Ambulance** – A motion by Fruetel, seconded by McCarthy, to approve Allina Ambulance to provide workday backup coverage as needed for the community. Motion carried.

**David Drown & Assoc.** – Shannon Sweeney was present on behalf of David Drown and Assoc. to discuss potential funding options and timing for projected street and utility projects. David Drown & Assoc. work closely with MN Rural Water which can provide low cost interim financing while the city waits for secured state and federal funding to reimburse for the projects.

**Bolton-Menk Engineering.** – Josh Halvorson was present to discuss project timing, financing and the current schedule for projected street projects.

**Meeker County Sheriff Department** – Ryan Schaefer, Deputy Sheriff was present to report on the October activities for the department. There were 55 calls for service in the month, a slight uptick in activity.

**November 12, 2019 Bills List** - A motion by Van Hatten, seconded by McCarthy, to approve the November 12, 2019 Bills list with check numbers from 13967-14033 for \$64,615.33. Motion carried.

**Public Hearing 2019 Pay 2020 Utility and Maintenance Assessments**

**Recess Regular Council Meeting** - A motion by McCarthy, seconded by Van Hatten to recess the council meeting for the assessment hearing at 5:30 p.m. Motion carried.

**Open Assessment Hearing** - A motion by McCarthy, seconded by Van Hatten to open the 2019 Pay 2020 Utility Assessment Hearing. Motion carried.

Mr. Donald Scott was present to discuss his utility and stated he would have it paid by the 1<sup>st</sup> of December. There were no other comments received by the public either at the public hearing or in writing regarding the 2019 Pay 2020 Utility Assessments.

**Close Assessment Hearing** - A motion by Van Hatten, seconded by McCarthy, to close the 2019 Pay 2020 Utility Assessment Hearing. Motion carried.

**Reconvene Regular Council Meeting** - A motion by Fruetel, seconded by McCarthy to reconvene the regularly scheduled council meeting at 5:40 p.m. Motion carried.

**2019 Pay 2020 Assessments** - A motion by McCarthy, seconded by Fruetel, to authorize the 2019 Pay 2020 Utility and Maintenance Assessments to be submitted to the Meeker County Auditor for 2020 collection. Motion carried.

**Shop Office Bids** – bids were received for the installation and construction of a maintenance office in the new shop. Total bids received for the 10 X 18 office, including restroom was \$22,167. A motion by McCarthy, seconded by Fruetel to approve the construction bids for the office shop. Motion carried.

**Financial Advisor** - A motion by Fruetel, seconded by Van Hatten, to appoint David Drown and Assoc. as the city's financial advisor. Motion carried.


**Snow Plowing – Part Time** - A motion by Van Hatten, seconded by Fruetel, to pay \$17/hr. for temporary part time snow clearing and \$19/hr. for snow clearing with CDL license. Motion carried.

**MnWARN**- A motion by Van Hatten, seconded by McCarthy, to participate in the MnWARN system where public entities support each other through natural disasters or other municipal emergencies. Motion carried.

**Public Works** – Dave Medina, public works, discussed how informative the training workshops that he has been able to attend.

**LMC Insurance/SpaceFest Fishing Contest** – A motion by Fruetel, seconded by McCarthy, to authorize the City's LMC insurance to cover the liability for the Spacefest Ice Fishing Contest February 15, 2020. Motion carried.

**Motion to Adjourn** - A motion by McCarthy, seconded by Van Hatten, to adjourn at 6:30 p.m. Motion carried.

  
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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
October 3, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, October 3, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Emily Van Hatten and Angelica Hopp

**ABSENT:** Jody Fruetel

**ALSO PRESENT:** John Douville, David Medina, Josh Halvorson and Brian Shafer, Deputy Sheriff

**Adopt Agenda** – A motion by Van Hatten, seconded by Hopp, to adopt the Agenda. Motion carried

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

- a. September 12, 2019 City Council Minutes
  1. Correct 2020 Tax Levy \$287,263, same as 2019
- b. November Utility Assessment Hearing 5:30 p.m. Tuesday Nov 12, 2019

**VISITORS PRESENTATIONS**

**Capital Improvement Plan – Streets** Josh Halvorson, Bolton-Menk was present to review the street and utility reconstruction plan. It was determined that the streets projects would be put into 3 phases, tentatively scheduled for 2021, 2024 and 2030. The city engineer will work with USDA Rural Development (USDA RD) amongst other state and federal agencies to acquire grants and low interest loans for the projects.

**Authorization to Proceed** – A motion by Hopp, seconded by Van Hatten, to authorize Bolton-Menk to proceed with the USDA RD Preliminary Engineering Report (PER) at a cost of \$90,000. Motion carried.

**October 3, 2019 Bills List** - A motion by McCarthy, seconded by Hopp, to approve the October 3, 2019 Bills list with check numbers from 13933-13966 for \$20,938.42. Motion carried.


**Laserfiche Seminar** – Administrator Douville reported that he has been offered a tuition scholarship for the annual Laserfiche seminar in Long Beach, CA. The scholarship would cover the seminar's registration, approximately \$1,100. Douville requested consideration by the City Council to approve 4 nights stay and he would provide transportation and any other incidentals. The city uses Laserfiche for its document imaging and records retention.

**Seminar Authorization** - A motion by Van Hatten, seconded by Hopp to authorize Douville to attend the Laserfiche Seminar and reimburse for the hotel accommodations. Ayes: Van Hatten, Hopp, McCarthy. Nays: Martin. Motion carried.

**Meeker County Road Maintenance Agreement** – The City is working with Meeker County on a road maintenance agreement. The road maintenance agreement needed some additional work and was tabled to the next meeting.

**Public Works** – Dave Medina, public works, finished the tree trimming and was waiting for Xcel to inspect their lines for potential tree issues.

**Motion to Adjourn** - A motion by Hopp, seconded by Van Hatten, to adjourn. Motion carried.



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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
September 12, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, September 12, 2019.

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

**ALSO PRESENT:** John Douville and David Medina

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

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

- a. August 15, 2019 City Council Minutes
- b. YTD Rev/Exp Aug 31, 2019
- c. Bank Reconciliation August 2019
- d. MMS Environmental – Monthly Report
- e. Clean Up Properties
- f. Mosquito Spraying – Butterfly mortality
- g. Sheriff's Report
- h. Engineer's Report

**September 12, 2019 Bills List** - A motion by McCarthy, seconded by Fruetel, to approve the September 12, 2019 Bills list with check numbers from 13882-13932 for \$62,804.95. Motion carried.

**2020 Preliminary City Budget and Tax Levy** – A motion by Fruetel, seconded by McCarthy to approve the 2020 Proposed Property Tax Levy of \$287,263, a zero percent increase from 2019 and a proposed 2020 General Fund budget of \$693,659, a 5.2% increase from 2019. Motion carried.

**Playground Equipment** – A motion by Schmeling, seconded by Fruetel to approve the purchase of playground equipment for the City Center park at a cost of \$72,897.37 for materials and \$29,294 for installation. Motion carried.

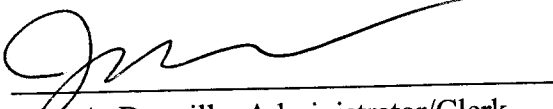
**City Website** - A motion by Schmeling, seconded by Hopp, to move the city website to GovOffice and have city employees develop and maintain the website. Motion carried.

**Change Upcoming Council Meeting Dates** - A motion by Schmeling, seconded McCarthy, to move the upcoming council meetings to 5:00 p.m. Thursday, October 3<sup>rd</sup> and 5:00 p.m. Tuesday, November 12<sup>th</sup>, 2019. Motion carried.

**Public Works** – Dave Medina, public works, discussed trees in the Xcel power lines throughout the city, he has contacted Xcel.

**City Council** discussed the possibility of providing a brush site next year, finalizing plans for the office in the city shop and presenting information to the public regarding the possible upcoming street replacement/repairs in 2021.

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



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John A. Douville, Administrator/Clerk

**MINUTES  
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REGULAR MEETING  
August 15, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, August 15, 2019.

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

**ABSENT:** Emily Schmeling.

**ALSO PRESENT:** John Douville, Josh Halvorson and the Brian Schafer, Meeker County Sheriff's Department, Jon Fruetel

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

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

- a. July 11, 2019 City Council Minutes
- b. YTD Rev/Exp July 31, 2019
- c. MMS Environmental – Monthly Report

**Visitors Presentations**

**Street Improvements** – Doug Grindberg, USDA Rural Development, was present to discuss potential funding for the water, sewer and streets. Depending on different variables the city will be eligible for a combination of grants/loans for the upcoming street projects. Applications can be made anytime between now and the spring of 2020 for potential 2020 funding.

**City Engineer** – Josh Halvorson, Bolton-Menk was present to discuss next steps for RD application needing a preliminary engineering report and an environmental report.

**Meeker County Sheriff's Dept.** – Deputy Sheriff Brian Schafer was present to discuss the 40 calls in July with 30 of them being traffic related.

**American Legion** – Ron Mortenson was present to present the city with a state and federal flag for the city center on behalf of the American Legion. The American Legion also presented donations of \$7,663.47 for park benches honoring the Legion and \$300 for the Galactic Gazette.

**Park Benches** - A motion by Fruetel, seconded by Hopp, to authorize purchase of the park benches for \$7,663.47. Motion carried.

**August 15, 2019 Bills List** - A motion by Fruetel, seconded by McCarthy, to approve the August 15, 2019 Bills list with check numbers from 13807-13881 for \$160,618.21. Motion carried.

**2020 Preliminary City Budget** – City Administrator Douville reviewed the 2020 preliminary General Fund Budget. Currently the budget stands at \$693,564 with a tax levy of \$281,000. Currently there is no proposed increase in the tax levy for 2020.

**Variance Request** – The property owner at 141 Draco East requested a side yard setback variance for a 26x26 garage to be built. Staff found no hardship in the variance request that would allow for council approval. A motion by McCarthy, seconded by Hopp, to deny the variance request for 141 Draco East. Motion carried.

**Fire Relief Pension Increase** - A motion by Hopp, seconded by Fruetel to increase the Cosmos Fire Relief Pension benefit from \$1,200/yr. to \$1,300/yr. Motion carried.

**New Ambulance Personal** - A motion by Fruetel, seconded Hopp to approve two new members to the Cosmos Ambulance Corps. Motion carried.

**Playground Equipment** – Discussion was held regarding the playground project. Efforts to gain grant funding through the State of MN were not successful in 2019. The Council directed staff to have the playground park proposal be revised and updated to the original project budget of \$100,000 plus donations with the intent to have spring/summer 2020 construction.

**Picnic Tables** - A motion by Fruetel, seconded Hopp to authorize park picnic tables to be loaned out with donations to be accepted for their use. Motion carried.


**City Website** – Dave Eastman has been maintaining the City website since its inception. He provided notice to the city that he would be retiring from that project after the first of the year. A motion by Fruetel, seconded Hopp to table the website maintenance discussion for the September council meeting. Motion carried.

**Public Works** – Dave Medina, the new public works superintendent gave a report on the summer tree trimming.

**Fire Pumper Truck Repair** - A motion by McCarthy, seconded Hopp to authorize repairs to the fire pumper truck. Motion carried.

**Playground Equipment** - A motion by Fruetel, seconded Hopp to remove the current playground equipment from the park. Motion carried.

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



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
July 11, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday July 11, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Jody Fruetel, Angelica Hopp and Emily Schmeling.

**ALSO PRESENT:** John Douville, Josh Halvorson and the Brian Schafer, Meeker County Sheriff's Department

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

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

- a. June 11, 2019 City Council Minutes
- b. Cosmos Lions 4 Day Temp On-Sale Liquor License - Aug 31-Sep 2nd

**Visitors Presentations**

**Street Improvements** – City Engineer, Josh Halvorson Bolton-Menk was present to discuss the street plan improvement project, stating upcoming deadlines for various types of grant applications.

Owen Schlueter was present to discuss water line repairs and looking for water shut off information.

**Meeker County Sheriff's Dept.** – Deputy Sheriff Brian Schafer was present to discuss the 30 calls in June and the upcoming Spacefest weekend.

**July 11, 2019 Bills List** - A motion by McCarthy, seconded by Fruetel, to approve the July 11, 2019 Bills list with check numbers from 13767- 13805 for \$43,827.61. Motion carried.

**Sharing Equipment/Skid Steer Trailer** – City staff discussed the possibility of sharing the cost of a used skid steer trailer with the City of Lake Lillian. The trailer would help in the transporting of the equipment between cities and also if repair work needed to be done. No action was taken on the purchase or sharing of equipment.

**Fulltime Public Works Position** – The public works committee will work on updating portions of the PW Job description. A candidate will be asked to come in for a 2<sup>nd</sup> interview on Tuesday, July 23<sup>rd</sup> at 4:30 p.m.

**2020 City Budget** – some discussion was held regarding grading city gravel roads, possibly getting seasonal quotes.

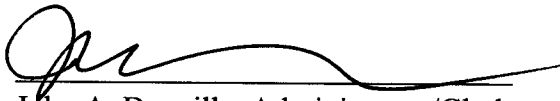
**Picnic Tables** - A motion by McCarthy, seconded by Fruetel to have Dennis Boelter make metal picnic table frames to replace worn out tables at the park. Motion carried.

**Tree Trimming** - A motion by Schmeling, seconded by Fruetel to complete the tree trimming throughout the city in 2019. Motion carried.

**Frost Boils/Road Repair** - A motion by McCarthy, seconded by Hopp to hire Whitcomb to repair marked frost boils throughout the community and replace a 70' culvert for an estimated cost of \$15,254 with the change of specifications of 1 foot of sand, 1 foot of crushed concrete and proper fabric. Motion carried.

**Sale of Vacant Lot** - A motion by McCarthy, seconded by Fruetel to rescind the offer to sell the vacant parcel to Jon Skeftke because of physical streets overlapping said property. Motion carried.

**Motion to Adjourn** - A motion by McCarthy, seconded by Fruetel to adjourn at 7:30 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
June 11, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Tuesday, June 11, May 9 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Jody Fruetel and Emily Schmeling. Angelica Hopp arrived at 5:15p.m.

**COUNCIL ABSENT:** Jody Fruetel

**ALSO PRESENT:** John Douville and Josh Halvorson

**Adopt Agenda** – A motion by McCarthy, seconded by Schmeling, to adopt the Agenda. Motion carried

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

- a. May 9, 2019 City Council Minutes

**Visitors Presentations**

**5:15 p.m.**

**Wellhead Protection Planning** – Robyn Hoerr, MN Rural Water was present to discuss Phase II of the City of Cosmos wellhead protection plan. The drinking water ground water infiltration map has been updated locating any possible areas of concern for the community's potable water. Once Phase II is completed there will be a public hearing and notification to affected local units of government regarding the finalized plan.

**American Legion** – Mark Adams and Ron Mortenson were present on behalf of the American Legion with proposed park improvements to the flagpole area. The Legion would like to install 3 benches and cement padding facing the flags in the park.

A motion by Schmeling, seconded by Hopp, to approve the American Legion design and have the installation coordinated with the proposed playground equipment. Motion carried.

**Street Improvements** – City Engineer, Josh Halvorson Bolton-Menk was present to discuss preliminary cost estimates of proposed street improvements on Hercules, Canis, Venus and Gemini. The city engineer will continue to refine the costs of street improvements.

**June 11, 2019 Bills List** - A motion by McCarthy, seconded by Schmeling, to approve the June 11, 2019 Bills list with check numbers from 13694-13766 for \$83,702.08. Motion carried.

**Tree Trimming** - A motion by Schmeling, seconded by Hopp, to contact Mr. Dirt to do tree trimming in the community and parks with the dead tree in the park a priority. Motion carried.


**Seasonal Staff** – A motion by Schmeling, seconded by Hopp, hire Brandon Jenkins for \$9.86/hr. for the 2019 seasonal public works position. Motion carried.

**Additional Staff Hours** – A motion by Schmeling, seconded by McCarthy, to increase an additional 8 hours a week for Sarah Miller with the additional time to help out the Public Works and seasonal maintenance workload. Motion carried.

**10 Hour Workdays** – A motion by Hopp, seconded by Schmeling, to authorize the seasonal help to work 10 hour days with the understanding that all work gets completed and the days are staggered providing someone on staff Monday - Friday. Motion carried.

**Public Works Interviews** – A motion by Hopp, seconded by Schmeling, to begin interviewing for the full time public works position on Monday June 24<sup>th</sup>. Motion carried.

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

  
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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
May 9, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, May 9 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Jody Fruetel, Emily Schmeling and Angelica Hopp.

**ALSO PRESENT:** John Douville and Josh Halvorson

**Adopt Agenda** – A motion by Schmeling, seconded by Hopp, to adopt the Agenda. Motion carried

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

- a. April 16, 2019 City Council Minutes
- b. Cosmos Fire Relief 4 Day Temp. Liquor License – Spacefest
- c. Lions Club Beer License Labor Day

**Visitors Presentations**

**2018 City Audit** – Sarah Oberloh, CPA Oberloh & Oberloh was present to distribute the 2018 financial audit. After review of the audit and the management report a motion by Hopp, seconded by Fruetel, to approve the 2018 City financial Audit. Motion carried.

The American Legion requested permission to expand the area around the flag pole with additional cement and benches. The Council was looking for additional information and would like the project coordinated with the new playground equipment.

Josh Halvorson, Bolton-Menk, was present to discuss the Pavement Management Plan proposal.

**Pavement Management Proposal** - A motion by Hopp, seconded by Schmeling, to authorize the Street Improvement Proposal of \$9,650 to cover tasks 1-5 regarding analyzing the streets and providing public feedback. Motion carried.

Mayor Martin and Councilmember McCarthy with do a street survey with Halvorson on May 29, 2019.

**May 9, 2019 Bills List** - A motion by McCarthy, seconded by Schmeling, to approve the May 9, 2019 Bills list with check numbers from 13685-13693 for \$6,908.40. Motion carried.

**Meeker County Shop Driveway** – Carlen Hansen, Meeker County Hwy Department was present to request permission to install a driveway at the county shop at 1001 Astro Blvd. E. The Council felt further review was needed in regards to storm water drainage, etc. The discussion was tabled until the June Council meeting.

**June Council Meeting Date** - A motion by Fruetel, seconded by Hopp, to change the June Council meeting date to 5:00 p.m. on Tuesday June 11, 2019. Motion carried.

**Frost Boils** – The City Council discussed the frost boils on the streets in the community and will review what needs to be repaired when they do a street survey on May 29<sup>th</sup>.

**Seasonal Staff** – A motion by McCarthy, seconded by Fruetel, to pay Dylan Studemann \$13/hr. for 2019. Motion carried.

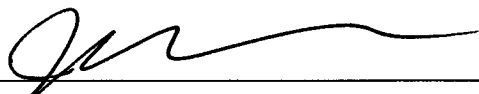
**Maintenance Position** – A motion by Hopp, seconded by Fruetel, to advertise the Public Works maintenance position. Motion carried.

**Baseball Park Manholes** – A motion by McCarthy, seconded by Hopp, to repair the manholes at the city park. Motion carried.

**Fencing** – A motion by Schmeling, seconded by Fruetel, to install fencing to prevent illegal dumping of material. Motion carried.

**Resignation** – A motion by Hopp, seconded by McCarthy, to accept the resignation of Tyler Anderson effective May 10, 2018. Motion carried.

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

  
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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
April 16, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Tuesday, April 16, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Jody Fruetel, Emily Schmeling and Angelica Hopp.

**ALSO PRESENT:** John Douville, Tyler Anderson, Jason Danielson, Sheriff Brian Cruze and Josh Halvorson

**Adopt Agenda** – A motion by McCarthy, seconded by Schmeling, to adopt the Agenda. Motion carried

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

- a. March 14, 2019 City Council Minutes
- b. LMCIT - Non-waive Tort Liability Limits
- c. Cosmos Fire Relief Gambling Permit – July 21, 2019
- d. SpaceFest Gambling Permit – July 20-21, 2019
- e. Approval of Part I plan, MN Dept. of Health, Wellhead Protection Plan
- f. 2019 Meeker County Assessment Contract
- g. MMS Environmental Monthly Report

**Visitors Presentations**

Meeker County Sheriff Brian Cruze presented the 2018 Cosmos/Meeker County Sheriff's report with 428 calls in Cosmos, a majority from the Cosmos Learning Center. Assault and burglary incidents are down with property damage incidents up in 2018.

Josh Halvorson, Bolton-Menk was present to discuss the Pavement Management Plan that is being worked on for the City of Cosmos.

**April 16, 2019 Bills List** - A motion by Fruetel, seconded by Hopp, to approve the April 16, 2019 Bills list with check numbers from 13631-13684 for \$46,710.25. Motion carried.

**Summer Help - Parks** - A motion by Schmeling, seconded by Hopp, to authorize the summer pay rate for Dylan Studemann at \$11.00. Motion carried.

**Summer Help – Concession Stand** - A motion by Fruetel, seconded by Hopp, to authorize the summer concession stand pay rate for Isabel Huck at \$11.00. Motion carried.

**Mosquito Spraying Contract** - A motion by Hopp, seconded by Schmeling, to approve a 3 year mosquito spraying contract with Clarke Environmental Mosquito Management Inc. for 15 weekly treatments annually at a cost of \$5,625/year with a maximum 3% inflation adjustment. Motion carried.

**Lift Station Pump Inspection** – The city reviewed a request for the lift station pumps to be inspected in conjunction with other cities. Since the quote came in, one pump had to be repaired due to a failed gasket. The council asked if the other pump could be inspected when that pump gets repaired. No action taken.

**Department Heads** – Tyler Anderson discussed meetings with the Mayor and Councilmember McCarthy regarding building a 9’x12’ office and a 5’x9’ restroom inside the new shop rather than an outside addition. The storage area would be similar in size as the current setup as a partition where there is a desk could be removed allowing better access for the vehicles. Plans will be developed and the project bid out.

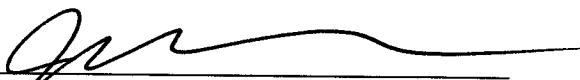
Tyler Anderson then discussed MN Rural Water’s proposal for smoke testing the community to find areas of inflow and infiltration (I&I).

**Councilmember Schmeling** – discussed the water line break at Mugshots and the need to tighten up the on-call procedures and availability of contact information for the community for a quicker response.

**Mayor Martin** – was working on community organizations adopting the rain gardens along Hwy 4. He has two groups committed at this time and hopes to get a third commitment, leaving the 4<sup>th</sup> garden to be maintained by the city.

**Utility/Street Operations** – Councilmembers discussed having the streets sprayed for weeds and discussed the need for the water main valves to be annually maintained.

**Motion to Adjourn** - A motion by Hopp, seconded by McCarthy to adjourn at 6:45 p.m. Motion carried.

  
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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
March 14, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, March 14, 2019.

**COUNCIL PRESENT:** Council Members Tom McCarthy, Jody Fruetel, Emily Schmeling and Angelica Hopp.

**ALSO PRESENT:** John Douville, Tyler Anderson and Josh Halvorson

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

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

- a. February 7, 2019 City Council Minutes
- b. LMC Workman's Comp-Standard Premium
- c. MMS Environmental Monthly Report

**Visitors Presentations**

Karla Lundin, Executive Director for Meeker County HRA requested support for the HRA to go to a voucher program for their housing.

**HRA Voucher** - A motion by Fruetel, seconded by Schmeling, to support Meeker County HRA to move to a voucher system for their housing program. Motion carried.

**Summer Recreation** – Brad Nelson was present on behalf of the ACGC Community Education to request \$1,200 for funding the Cosmos summer recreation program. There are 6 recreational programs over 6 weeks during the summer. They also do a Clean-up day before and if weather permitting, after the Spacefest Celebration.

**Cosmos Summer Recreation** - A motion by Schmeling, seconded by Fruetel, to authorize the summer recreation for 2019. Motion carried.

**Fire Chief Fruetel** discussed the Cosmos Fire Relief retirement benefits after receiving the annual report from the state. Funds are currently at 171% of retirement liabilities. The retirement funds are starting the third year of the five year buy in to the retirement fund, not allowing any immediate increase in retirement benefits until after year five. The City will continue to monitor the retirement funds and recommend appropriate increases. No action was taken.

**Josh Halvorson, Bolton-Menk** was present to discuss the recent repairs to the water plant and thanked city staff for their help in the 4 day repair project. Mr. Halvorson also presented a proposal to do preliminary studies and public input on Hercules, Canis and Venus streets that need improvement and could be carrying a heavier workload with the recycling plant. The three phases would be a total cost not to exceed \$4,300. City councilmembers discussed the process and potential cost of getting a complete community road reconstruction plan. The City council requested Mr. Halvorson to bring back a proposal for a complete community road reconstruction plan for the April council meeting.

**Industrial Road Improvement Study** - A motion by Schmeling, seconded by Hopp, to authorize Bolton-Menk to prepare the three-phase preliminary road improvement study for Hercules, Canis and Venus at a cost not to exceed \$4,300. Motion carried.

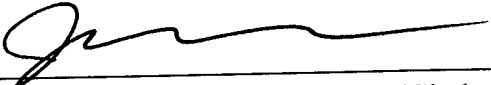
**March 14, 2019 Bills List** - A motion by McCarthy, seconded by Fruetel, to approve the March 14, 2019 Bills list with check numbers from 13581-13630 for \$46,771.84. Motion carried.

**City Shop Expansion** – Mayor Martin discussed the expansion of the new city shop. When the city purchased the building it was discussed that a bathroom would need to be installed and possibly office space for the public works employees. Mayor Martin, Councilmember McCarthy and Public Works employee Tyler Anderson will work together to determine space needs and work with a building supplier to obtain plans for a quote.

**Snow Clearing** - Councilmember Schmeling discussed recent snow clearing practices, stressing the need for keeping emergency space clear, the business district being a priority and communications to staff ahead of time.

**Ambulance Update** – President of the Cosmos Ambulance Corps, Emily Schmeling reported that two individuals have passed their practical exams and will be doing the written exams shortly. One more

**Motion to Adjourn** - A motion by Hopp, seconded by McCarthy to adjourn at 6:10 p.m. Motion carried.

  
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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
February 7, 2019**

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, February 7, 2019.

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

**ALSO PRESENT:** John Douville, Tyler Anderson and Emily Schmeling

The City Council reviewed two applications for the vacant city council position. Emily Schmeling and Wade Haley put in applications. Mr. Haley was not able to attend due to work commitments. The Council reviewed the two applicants and recommended Emily Schmeling to be appointed to fill out the vacant council position.

**Vacant Council Position** – A motion by Fruetel, seconded by Hopp, to bring the council position to a vote. Motion carried.

**Appoint Councilmember** – A motion by Hopp, seconded by McCarthy, to appoint Emily Schmeling to the vacant City Council Position. Motion carried.

Emily Schmeling was sworn in as the City Councilmember

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

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

- a. January 10, 2018 City Council Minutes
- b. Fire/Township Annual Meeting – 7:00 p.m. Tue Feb. 19, 2019
- c. MN Pay Equity Report
- d. MN Heritage Fund Appropriation Bill - \$110,000 Cosmos Parks Grant
- e. MMS Environmental Monthly Report

**February 7, 2019 Bills List** - A motion by McCarthy, seconded by Hopp, to approve the February 7, 2019 Bills list with check numbers from 13508-13580 for \$87,896.35. Motion carried.

**Snow Clearing** - A motion by McCarthy, seconded by Schmeling, to authorize MNDoT and the City to clear snow off of Hwy 4 one block North of Hwy 7 in addition to the snow being cleared on Hwy 4 South of Hwy 7. In addition the city will clear snow from the sidewalks along Hwy 4 from the North to the South edge of town on a trial basis. Motion carried.

**Sale of Used Fire Truck** - A motion by McCarthy, seconded by Hopp, to approve the high bid of \$6,700 out of four bids from Larry Jackson for the used fire tanker truck. Motion carried.

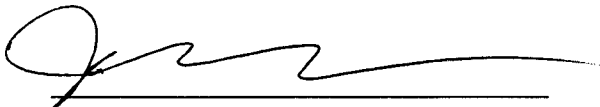
**Fire Department** – Fire Chief Fruetel stated they have a new firefighter that will be working with the fire department and will begin training next year if it works out.

**Ambulance** – Ambulance Director Schmeling reported two new EMT students have passed their skills test and are continuing their training. The department lost one member due to family commitments and will have 17 on the Corps when everyone completes their training

**Signage/Decorations** – Councilmember Hopp discussed the need for new community signage at the city’s entrance. She also discussed getting lighted Christmas decorations for main street. The new poles were not designed for lighted ornaments but City members thought it was worth considering.

**Stop Signs** – Mayor Martin discussed the issue of drivers going through the stop signs and the visibility of some signs due to trees, etc. Some trees may need to be trimmed or moved this summer. The Sheriff’s department has been stopping people going through the intersections improperly.

**Motion to Adjourn** - A motion by Hopp, seconded by McCarthy to adjourn at 6:00 p.m. Motion carried.



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John A. Douville, Administrator/Clerk

**MINUTES  
CITY OF COSMOS  
REGULAR MEETING  
January 10, 2019**

Mayor Gary Martin and Councilmember Tom McCarthy were sworn into their respective elected positions.

A regular meeting of the Cosmos City Council was called to order by Mayor Gary Martin at 5:00 p.m. on Thursday, January 10, 2019.

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

**ALSO PRESENT:** John Douville, Tyler Anderson and Josh Halvorson, City Engineer.

**Adopt Agenda** – A motion by McCarthy, 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. December 11, 2018 City Council Minutes
- b. December 18, 2018 Special City Council Minutes
- c. Dec. 2018 YTD Revenues/Expenditures
- d. Dec. 2018 Bank Reconciliation
- e. MMS Environmental Monthly Report

**VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE**

Ambulance President Emily Schmeling reported that two EMT students are halfway through their classes to becoming EMT's. There are two more individuals starting classes on January 10, 2019 and if all are successful the Cosmos Ambulance Squad will be at full staffing of 18 members this spring.

Josh Halvorson, Bolton-Menk was present to discuss the process of determining if grant funds would be available for industrial road improvements within the community. He will continue the process and bring back a preliminary project proposal should they ascertain the feasibility of the project.

Richard Shafer was present to discuss their attempts to have the trailer court property owner sign off on the variance request for their temporary shed structure.

**January 10, 2019 Bills List** - A motion by McCarthy, seconded by Fruetel, to approve the January 10, 2019 Bills list with check numbers from 13490-13507 for \$101,505.00 and Accounts Payable of \$34,673.61 Motion carried.

**Resolution 19\_01 Setting Fees, Reimbursements and Appointments** - A motion by Hopp, seconded by McCarthy, to approve Res. 19\_01 Setting Fees and Appointments. Motion carried

Under New Appointments and Fees, Councilmember Jody Fruetel was appointed Acting Mayor and the \$2.00 monthly mosquito spraying fee on the utility bills has been removed.

**Department Heads**

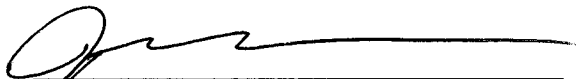
**Fire Department** – Fire Chief Fruetel was present to discuss possible repairs to generator on the mini-pumper. Early estimates were \$7,000. It was noted the pumper truck also had a weak generator and a small crack in the tank. Estimates were being collected for those repairs.

**Ambulance** - Emily 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**

**Public Works** – Tyler Anderson reported he has passed the written portion of the commercial driver’s license (CDL) and will soon do the driver’s test to complete his CDL.

**Motion to Adjourn** - A motion by Hopp, seconded by McCarthy to adjourn at 5:34 p.m. Motion carried.

  
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John A. Douville, Administrator/Clerk