

**MINUTES
CITY OF COSMOS
REGULAR MEETING
January 6, 2022**

A regular meeting of the Cosmos City Council was called to order by Acting Mayor Emily Van Hatten at 5:00 p.m. on Thursday, January 6, 2022.

COUNCIL PRESENT: Emily Van Hatten, Katie Hansen and Angelica Hopp.

COUNCIL ASENT: Jody Fruetel and Tom McCarthy

ALSO PRESENT: John Douville, Dave Medina and Sarah Miller

Adopt Agenda – A motion by Hansen, seconded by Hopp to adopt the agenda. Motion carried.

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

- a. December 9, 2021 City Council Minutes
- b. Overtime Balances
- c. Meeker County Sheriff – Dec 2021 Report
- d. Res 2022_01 Bank Signature Cards

January 6, 2022 Bills List - A motion by Hopp, seconded by Hansen, to approve the January 6, 2022 bills list with check numbers from #15254-15338 for \$379,354.89. Motion carried.

Resolution 2022_02 Fees, Charges, Committees – A motion by Hopp, seconded by Hansen, to approve Res 2022_02 Fees, Charges and Committees. Motion carried.

Public Utilities – Dave Medina, Public Works Supervisor, reviewed wastewater lift station and the temporary work needed to be done for it to continue to operate. The water plant media replacement is working well with arsenic levels coming in at 5 and 7 respectively well under the federal limit of 10.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, February 10, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

Motion to Adjourn - A motion by Hopp, seconded by Hansen, to adjourn at 5:15 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
February 10, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday, February 10, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Katie Hansen, Angelica Hopp and Jody Fruetel.

ALSO PRESENT: John Douville, Deputy Sheriff Sarah Miller and David Medina

Adopt Agenda – A motion by Hopp, seconded by Hansen, to adopt the agenda. Motion carried.

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

- a. January 6, 2022 City Council Minutes
- b. Meeker County Sheriff – Jan 2022 Report
- c. Advertise for 2022 Seasonal Help – Parks/Public Works

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

February 10, 2022 Bills List - A motion by Van Hatten, seconded by Hopp, to approve the February 10, 2022 bills list with check numbers from 15339-15406 for \$106,757.87. Motion carried.

Finish Lawn Mower – City staff requested the purchase of 90” finish lawn mower attachment for the Tool Cat. The mower would be used in addition to the 72” riding mower.

A motion by Fruetel, seconded by Hansen, to approve the purchase of the 90” finish lawn mower for \$6,384.20 which will be purchased from our credit balance at Farm-Rite, Willmar. Ayes: Fruetel, Hansen, McCarthy. Nays: Van Hatten, Hopp. Motion carried.

Resolution 2022_03 Administrative Salary and HSA Contributions – A motion by Fruetel, seconded by Hansen, to approve Res 2022_03 Administrative Salary and HSA Contributions providing a monthly salary of \$1,630 and monthly HSA contributions of \$401. Motion carried.

Annual Fire/Ambulance Township Meeting – The annual fire/township meeting will be held at 7:00 p.m. Tuesday, February 22, 2022 at the Cosmos City Center with a light meal to follow.


City Council Date Changes - A motion by Van Hatten, seconded by Hopp, to approve 5:00 p.m. March 8 and 5:00 p.m. April 7, 2022 City Council meeting dates. Motion carried.

Department Heads – Public Works Supervisor David Medina reported the upcoming wastewater conference is March 1st – 3rd in St. Cloud.

The latest arsenic level taken on January 24, 2022 registered 3.75, well under the limit of 10.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Tuesday, March 8, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

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



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
March 8, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Tuesday, March 8, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Katie Hansen, Angelica Hopp and Jody Fruetel.

ALSO PRESENT: John Douville, Deputy Sheriff Sarah Miller, Sarah Miller and David Medina

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

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

- a. February 10, 2022 City Council Minutes
- b. Meeker County Sheriff – February 2022 Report

March 8, 2022 Bills List - A motion by Fruetel, seconded by Hansen, to approve the March 8, 2022 bills list with check numbers from 15407-15441 for \$46,567.17. Motion carried.

Mosquito Spraying – A motion by Van Hatten, seconded by Hopp, to approve a three year contract with Clark Mosquito Management for mosquito control. Motion carried.

City Office Personnel – A motion by Fruetel, seconded by Hansen, to approve the pay increase of \$2.00/hr. and position title of Deputy City Clerk to Sarah Miller. Motion carried.

Ambulance Recruitment Bonus – general discussion by city council regarding possible recruitment incentives for new EMT trainees to help rebuild the volunteer ambulance staffing. No action was taken.

Fire Department Member – Fire Chief Fruetel recommended Cole Lux to become a new member of the Cosmos Fire Department. A motion by Fruetel, seconded by Hansen, to approve Cole Lux as a new member of the Cosmos Fire Department. Motion carried.

Department Heads – Public Works Supervisor David Medina reported the north civil defense siren is not working due to last fall's construction. Contractors will work on fixing it this spring. Hydrant flushing will begin this spring with a reminder not to wash clothes during this time.

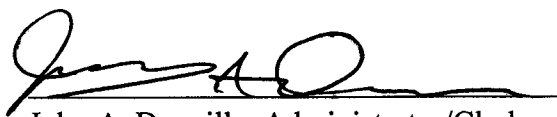
Ballpark Concession Stand – A motion by Hopp, seconded by Van Hatten, to approve Joyce Kerrigan to operate the ballpark concessions stand at \$16/hr. and authorize one additional hire for tournament days. Ayes: Hopp, Van Hatten, Hansen, McCarthy Nays: Fruetel Motion carried.

Meeker Business – Mayor McCarthy reported the Meeker Business group will be in Cosmos on Tuesday March 15th to meet and visit businesses in the community. Lunch will be held at Mug Shots.

SpaceFest - Councilmember Van Hatten discussed early planning for Spacefest with emphasis on activities for the 8-14 age group.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday April 7, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

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

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

John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
April 7, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday April 7, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Katie Hansen, Angelica Hopp and Jody Fruetel.

ALSO PRESENT: John Douville, Sarah Miller and David Medina

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

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

- a. March 8, 2022 City Council Minutes
- b. Meeker County Sheriff – March 2022 Report
- c. League of MN Cities Insurance Trust (LMCIT) Deny Liability Waiver
- d. LG220 Gambling Exemption Permit – Space Fest
- e. 2022 Pay Equity Compliance Certificate

Visitors Presentations, Petitions and Correspondence

Utility Bill – Janelle and John Wilson, 110 Jupiter St. N. and Darwin Blom Jr., were present to discuss a large utility bill they have received. The city will be reviewing the meter data and possibly testing the meter. No action was taken until further information is acquired.

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the upcoming season which will commence when the weather allows equipment access.

Deputy Sheriff – discussed the need for the Cosmos community to have a representative or two on the Beyond the Yellow Ribbon group.

April 7, 2022 Bills List - A motion by Van Hatten, seconded by Hopp, to approve the April 7, 2022 bills list with check numbers from 15407-15493 for \$62,105.72. Motion carried.

Ballpark Scoreboard – Councilmember Van Hatten discussed purchasing and installing a digital scoreboard from Daktronics at a cost of \$5,328 plus installation costs including electric, poles, etc. The American Legion has committed \$2,500 and the Lions 25% of the total costs up to \$2,000.

A motion by Fruetel, seconded by Hansen, to approve a Daktronics scoreboard for \$5,328 and the additional installation costs. Motion carried.

Pickleball Court – Administrator Douville discussed installing a pickleball court in the city. With road construction this year, asphalt paving will be available. The pickleball game is played on a flat surface with the court dimensions of 44' X 20'. Costs estimates for a 70' X 40' asphalt surface were \$18,000. Fencing replaced at the ballfield can be reused and painting and netting would be needed. The City has approximately \$12,000 left from federal funds that could be used. Douville would seek additional funding from the local non-profit groups.

A motion by Van Hatten, seconded by Hopp, to approve the installation of a pickleball court. Motion carried.

Ambulance Recruitment Bonus – Ambulance Director Van Hatton presented information from the ambulance corps regarding EMT recruitment incentives. The Cosmos Ambulance recommended a \$1,500 bonus in three phases: 1st phase \$500 for completing the appropriate training and passing the state test, 2nd \$500 for completion of one year of service and \$500 for completing the 2nd year on the ambulance corps.

A motion by Hopp, seconded by Hansen, to approve the \$1,500 ambulance recruitment incentive. Motion carried.

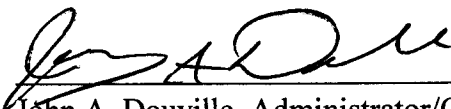
State EMT Reimbursements – Director Van Hatten reported that when the state reimburses \$275 for EMT's taking the refresher course but the EMR's do not receive that benefit. It was requested the city provide a \$150 benefit to the EMR's when the city receives the \$275 benefit.

A motion by Fruetel, seconded by Hansen, to approve the \$150 benefit to the EMR's when the city receives the \$275 state benefit. Motion carried.

Department Heads – Public Works Supervisor David Medina reported work needing to be done on the wastewater lift station. The lift station is scheduled to be replaced in Phase II of the utility and road construction projects but there are items wearing out that need to be replaced before the new lift station is installed.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday May 12, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

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



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
May 12, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday May 12, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Katie Hansen and Angelica Hopp.

COUNCIL ABSENT: Jody Fruetel

ALSO PRESENT: John Douville, Sarah Miller and David Medina

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

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

- a. April 7, 2022 City Council Minutes
- b. Meeker County Sheriff – April 2022 Report
- c. Delinquent Utility Bills List

Visitors Presentations, Petitions and Correspondence

Curtis Myer was present to discuss deferred assessments. He wanted to clarify that deferred assessments were still accruing interest at 3.5% during the deferral, which is correct.

Utility Bill – Janelle Wilson, and Darwin Jr. Blom were present to discuss a large utility bill they have received. In reviewing the limited data, the city agreed to charge the account based on the 2020 actual usage over the 2021 months that were affected.

A motion by Van Hatten, seconded by Hopp, to approve a utility adjustment for 110 Jupiter St. based on the 2020 6 month usage for the 2021 affected period. Motion carried.

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the pay request No. 3 of \$444,974.17 and update the Council on the process of the project.

A motion by Hopp, seconded by Hansen, to approve payment No. 3 for \$444,974.17. Motion carried.

Public Hearing – Ordinance 21_24 Salary of Mayor and Council

A motion by Van Hatten, seconded by Hansen, to recess the regular council meeting and open the public hearing regarding Ordinance 21_24 Salary of Mayor and Council at 5:20 p.m. Motion carried. City Administrator Douville reviewed that the council wages have not been adjusted for a significant period of time. Relative to other government boards and noting that changes happen infrequently,

meeting rates were presented at Mayor \$200/meeting, Councilmembers \$150/meeting and special meetings \$50 per attendance. Rates will not go in effect until 2023, after the election, per state statute.

There were no comments from those in attendance nor were written comments received.

A motion by Van Hatten, seconded by Hansen, to close the public hearing and reconvene the regular city council meeting. Motion carried.

A motion by Van Hatten, seconded by Hopp, to approve Ordinance 21_24 Salary of Mayor and Council and to become effective upon publication and no sooner than 2023 per state statute. Motion carried.

May 12, 2022 Bills List - A motion by Van Hatten, seconded by Hansen, to approve the May 12, 2022 bills list with check numbers from 5494-5540 for \$55,775.02. Motion carried.

Seasonal Help – A motion by Hopp, seconded by Hansen, to approve hiring Branden Jenkins for the 2022 seasonal help at \$16.50/hr. Motion carried.

Department Heads – Public Works Supervisor David Medina noted that he has passed his wastewater class D license and is authorized to operate the city wastewater system.

The compost/brush site was discussed, and work will take a few months to build the berm for the site.

Fire Department has two new potential members, Marcus Rothstein, and Andrew Person, to begin firefighter training. These two members will also begin EMT training for the Cosmos Ambulance Corps.


A motion by Hopp, seconded by Hansen, to approve Marcus Rothstein and Andrew Person, for membership to the Cosmos Fire Department. Motion carried.

A motion by Hansen, seconded by Hopp, to approve Marcus Rothstein and Andrew Person, for membership to the Cosmos Ambulance Corps. Motion carried.

Ambulance Repairs – Ambulance Director Van Hatten discussed current repairs on the ambulance. Some parts were yet to come in and the service will be down for a short time when that repair is completed. The service will be backed up during any down time.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday June 9, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

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


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
June 9, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday June 9, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten and Angelica Hopp.

COUNCIL ABSENT: Jody Fruetel and Katie Hansen

ALSO PRESENT: John Douville, Sarah Miller, Josh Halvorson Deputy Sheriff Sarah Miller and David Medina

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

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

- a. May 12, 2022 City Council Minutes
- b. Meeker County Sheriff – May 2022 Report
- c. Delinquent Utility Bills List
- d. Cosmos Ballpark Liquor License – On Sale
- e. Firemen’s SpaceFest Liquor License – Temporary On Sale 4 Day
- f. Lions Temporary On-Sale – Labor Day Weekend Tournament
- g. Lions Raffle – Labor Day Weekend

Visitors Presentations, Petitions and Correspondence

Utility Bill – Janelle Wilson and Darwin Blom Jr. were present to discuss their corrected utility bill. They were on the understanding that they would only have to pay a minimum fee. The council reviewed the situation and felt that using the previous average usage as a basis was fair. No action was taken.

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the pay request No. 4 of \$412,999.91 and update the Council on the project. **A motion** by Van Hatten, seconded by Hopp, to approve payment No. 4 for \$412,999.91. Motion carried.

June 9, 2022 Bills List - A motion by Hopp, seconded by Van Hatten, to approve the June 9, 2022 bills list with check numbers from 15543-15596 for \$50,784.51. Motion carried.

2021 Financial Audit – Sarah Oberloh, CPA of Oberloh & Oberloh, presented the 2021 City of Cosmos Financial Audit. The City is in a strong financial position and adheres to the Governmental Accounting Standards Board (GASB) of financial reporting. **A motion** by Hopp, seconded by Van Hatten, to approve the 2021 City of Cosmos Financial Audit. Motion carried.

West Central Sanitation – Don Williams, owner of West Central Sanitation was present to discuss higher costs of doing service. Solid waste rates haven't increased since 2007. 2017 rates were raised for recycling. After reviewing his areas of cost increases, he requested a 19% increase in rates. Ask if this increase would be good for awhile, Mr. Williams noted that he's only ask for an increase twice in the last 15 years but he also is seeing unprecedented cost increase and difficulty in getting equipment.

A motion by Hopp, seconded by Van Hatten, to approve a 19% increase in solid waste fees beginning July 1, 2022. Motion carried.

Civil Defense Siren – the civil defense siren has not been operational since a subcontractor cut the telephone line last fall. West Central Communications submitted a proposal to install a radio controlled system to operate the siren as digging a new telephone line would be prohibitive. The city will request the utility contractor to reimburse the cost of the repair.

A motion by Hopp, seconded by Van Hatten, to purchase the radio-controlled activation system for the civil defense sirens at a cost of \$2,512.64. Motion carried.

Meeker County Sheriff's Contract – The city and county are in the process of reviewing the expired policing contract for the city. It was determined to have the contract ready by the end of the year and that would also allow the contract dates to match up with other communities in the county.

Brush/Compost Site – John Frederickson stated he will open the brush/compost site through August 31st of this year. The city is working with the street contractor to build a brush site out by the lagoon. Weather and operations have not allowed that to be completed yet.


July Council Meeting - A motion by Van Hatten, seconded by Hopp, to move the July council meeting to 5:00 p.m. July 7, 2022. Motion carried.

Department Heads – Public Works operator David Medina discussed the civil defense siren on the south side of town, noting that it was approaching the end of its useful life. Discussion was also held regarding repairs needed at the ballpark and additional trimming on city property around the community.

City Council Filing Dates – It was noted the filing dates for this fall's general election for city offices is August 2 – August 16, 2022.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday July 7, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

Motion to Adjourn - A motion by Hopp, seconded by Van Hatten, to adjourn at 7:05 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
July 7, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday July 7, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Katie Hansen and Angelica Hopp.

ALSO PRESENT: John Douville, Sarah Miller, Josh Halvorson Deputy Sheriff Sarah Miller and David Medina

Adopt Agenda – A motion by Hopp, 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. June 9, 2022 City Council Minutes
- b. Meeker County Sheriff – June 2022 Report
- c. Past Due Utility Bills

Visitors Presentations, Petitions and Correspondence

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the pay request No. 5 of \$726,784.99 to and update the Council on the project. A **motion** by Fruetel, seconded by Hansen, to approve payment No. 5 for \$726,784.99. Motion carried.

July 7, 2022 Bills List - A motion by Van Hatten, seconded by Fruetel, to approve the July 7, 2022 bills list with check numbers from 15599-15655 for \$527,395.33. Motion carried.

Licensed Utility Operator – Dave Woelfle was present to discuss providing the Class C Water license for the City of Cosmos. Dave Medina is expected to test for the Class C Water License in 2023. A **motion** by Fruetel, seconded by Van Hatten, to appoint Dave Woelfle as the Cosmos licensed water operator at 20 hours per month at \$20 per hour. Motion carried.

Cosmos Firemen's Relief Pension – City Administrator Douville reviewed the annual assessment of the Fire Relief Pension Fund. After the review no change was recommended as any increase would put the fund below the 135% funded threshold. No action was taken.

Preliminary 2023 General Budget Discussion – the City Council reviewed the needs for the 2023 budget. Consideration was given to volunteer ambulance recruitment funding, ballpark maintenance and repair needs, park capital improvements needs including a possible child's play structure.

City Staff on Ambulance Squad – Ambulance Director Van Hatten discussed the continued service of Deputy City Clerk Sarah Miller serving on the ambulance corps. **A motion by Fruetel**, seconded by Hopp, to authorize Miller to participate in ambulance runs during officer hours. Motion carried.

Fire Department Equipment – Fire Chief John Fruetel was present to discuss the need to replace the thermal imaging camera. Two options were presented, 1) replace the camera for \$3,500 or purchase 4 cellphone size thermal cameras for \$2,800.

A motion by Van Hatten, seconded by Hopp, to purchase the four cell phone size thermal cameras for \$2,800. Motion carried.

August Council Meeting - A motion by Van Hatten, seconded by Hansen, to move the August council meeting to 5:30 p.m. Tuesday August 16, 2022. Motion carried.

Department Heads – Public Works operator David Medina discussed the civil defense siren on the south side of town, noting that it was approaching the end of its useful life. Discussion was also held regarding repairs needed at the ballpark and additional trimming on city property around the community.

City Council Filing Dates – It was noted the filing dates for this fall's general election for city offices is August 2 – August 16, 2022.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Tuesday August 16, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Thursday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

Motion to Adjourn - A motion by Van Hatten, seconded by Hansen, to adjourn at 6:00 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
August 16, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Tuesday August 16, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, and Katie Hansen.

COUNCIL ABSENT: Council Member Angelica Hopp.

ALSO PRESENT: Sarah Miller, Josh Halvorson, and David Medina

Adopt Agenda - A motion by Van Hatten, second by Hansen, to adopt the agenda. Motion carried.

Adopt Consent Agenda- A motion by Fruetel, second by Hansen, to adopt the Consent Agenda.

- a. July 7, 2022, City Council Minutes
- b. Meeker County Sheriff- July 2022 Report
- c. Delinquent Utility Bills List

Visitors Presentations, Petitions and Correspondence

ACGC School Superintendent- John Regan was present to introduce himself as the new ACGC School Superintendent.

City Engineer- Josh Halvorson, Bolt-Menk was present to discuss the pay request No. 6 of \$1,387,772.56 and update the Council on the project. Everything is going as planned and is right on schedule.

A motion by Van Hatten, seconded by Fruetel, to approve payment No. 6 for \$1,387,772.56. Motion carried.

August 16, 2022 Bills List- A motion by Hansen, seconded by Fruetel, to approve the August 16, 2022 bills list with the check numbers from 15657-15733 for \$1,561,802.28. Motion carried.

Meeker in Motion Leadership Program-Deputy City Clerk Sarah Miller discussed with the council that Meeker in Motion is looking for Cosmos residents to participate in their leadership training program that builds individual leadership skills, community knowledge, and strengthened relationships in and across Meeker County.

Department Heads- David Medina discussed the new brush site is on its way to being done. We will continue to use John Frederiksen's site till the end of the August. Also mentioned, David will be testing for his Class C water license in September.

Ambulance Squad- Ambulance Director Van Hatten discussed two new members passing their Emergency Medical Responder (EMR) class and are waiting to take their Emergency Medical Technician (EMT) Test.

Ball Park Score Board- Council Member Van Hatten discussed that the new score board for ball field was on its way and was hoping to have it up for the Labor Day tournaments.

Paula's Place, 249 Milky Way St S- Council Member Fruetel had concerns that Paula's Place has some holes in it and wanted to see what could be done.

Hughes Memorial Chapel, 481 Milky Way S- Council Member Katie Hansen had some safety concerns about the Hughes Memorial Chapel that was torn down. Hole was partially filled in and was wondering when and if they were going to come back and fill the rest in.

Ball Park Bathroom Doors- Mayor Tom McCarthy wanted the bathroom door knobs at the ball field replaced.

A Motion by Van Hatten, seconded by Hansen to have the city to reimburse Tom in the amount of \$122.91 for the doorknobs. Motion carried.

Raised Sidewalk- Mark Minnick was present and had concerns about the sidewalk west of the fire hall. Said it was raised and should be addressed.

Ball Park- Council Member Emily Van Hatten discussed what other public works departments in the area do to maintain their ball parks. Also discussed were all the volunteer projects that was done to the ball park in the last 7 years.

Next City Council Meeting- the next City Council Meeting is Scheduled for 5:00 p.m. Thursday September 8, 2022. The agenda will be posted in the city office window, post office, and bank vestibule by Thursday afternoon. Any changes in meeting dates or times will be displayed on the digital sign.

Motion to Adjourn- A motion by Van Hatten, seconded by Hansen, to adjourn at 6:15 p.m. Motion Carried

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

Sarah Miller, Deputy City Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
September 8, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Tom McCarthy at 5:00 p.m. on September 8, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Angelica Hopp, Jody Fruetel, and Katie Hansen.

ALSO PRESENT: John Douville, Sarah Miller, David Medina, and Josh Halvorson.

Adopt Agenda- A motion by Van Hatten, seconded by Hopp to adopt the agenda. Motion Carried.

Adopt Consent Agenda- A motion by Hansen, seconded by Fruetel to adopt the consent agenda. Motion carried.

- a. August 16, 2022, City Council Minutes
- b. Meeker County Sheriff- Aug 2022 Report
- c. Delinquent Utility Bills List

Visitors Presentations, Petitions and Correspondence

City Engineer- Josh Halvorson, Bolt -Menk was present to discuss the pay request No. 7 of \$813,326.60. Also discussed was a changing the completion date for the 2021 road and utility reconstruction project from October. 1, 2022, to November 15, 2022, at no additional charge.

A Motion by Hopp, seconded by Hansen, to approve payment No. 7 for \$813,326.60. Motion carried.

A Motion by Van Hatten, seconded by Fruetel, to approve the completion date change for the 2021 road and utility reconstruction project to November 15, 2022 at no additional cost.

September 8, 2022 Bills List- A motion by Hopp, seconded by Hansen, to approve the September 8, 2022 bills list with the check numbers from 15734-15777 for \$928,415.18. Motion carried.

2023 Preliminary General Budget- A motion by Hopp, Seconded by Van Hatten, to approve the 2023 preliminary general budget. Motion carried.

2023 Preliminary Property Tax Levey- A motion by Van Hatten, seconded by Fruetel, to approve the 2023 preliminary property tax levy of \$287,263.00, no change from the 2022 Tax Levy. Motion carried.

Truth in Taxation Hearing Date- A motion by Fruetel, seconded by Hansen, to approve the truth in taxation hearing date to December 8, 2022, at 6:00pm. Motion carried.

Department Heads- David Medina discussed he would need to obtain his CDL to drive the city plow truck. Also discussed was the new water testing kit he had ordered.

Cosmos Brush Site- The new city brush site was discussed by the city council and decided on opening October 1, 2022. Days and hours will be the 1st and 3rd Saturday of the month 8-12pm and the 2nd and 4th Wednesday of the month 12-4pm for Cosmos residents only. Holidays not included.

A motion by Hopp, seconded by Van Hatten to open the brush site October 1st 2022, the 1st and 3rd Saturday of the month 8-12pm and the 2nd and 4th Wednesday of the month 12-4pm for Cosmos residents only. Motion carried.

Ambulance Squad- Ambulance captain Emily Van Hatten reported on new member Carry Danielson who is taking the EMT classes and requested approval from the council for the City of Cosmos to pay her the sign on bonus of \$500 for completion of the class, \$500 for the 1st year of service, and \$500 for 2nd year of service.

A motion by Hopp, seconded by Fruetel to approve the City of Cosmos to pay Carry Danielson the EMT sign on bonus of \$500 for completion of the class, \$500 for 1st year of service, and \$500 for 2nd year of service. Motion carried.

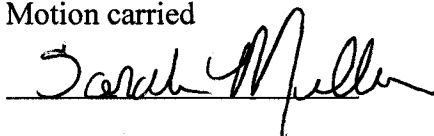
Score Board- Emily Van Hatten discussed that the scoreboard at the ballfield was up and working great and Dave Dahlk donated a lot of time working on it.

Grass/weeds- Tom McCarthy had discussed resident's yards with overgrown grass/weeds and that they needed a letter to address the grass/weeds.

Junk Yards- Tom McCarthy discussed the property at 311 Astro Blvd E needed to be cleaned up of debris and garbage and suggested a letter be sent out.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday October 13, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in the meeting dates or times will be displayed on our digital sign.

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



Sarah Miller, Deputy City Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
October 13, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Tom McCarthy at 5:00 p.m. on October 13, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Angelica Hopp, Jody Fruetel, and Katie Hansen.

ALSO PRESENT: Sarah Miller, David Medina, Deputy Sheriff Sarah Miller and Josh Halvorson.

Adopt Agenda- A motion by Hopp, seconded by Van Hatten to adopt the agenda. Motion Carried.

Adopt Consent Agenda- A motion by Hansen, seconded by Van Hatten to adopt the consent agenda. Motion carried.

- a. September 8, 2022, City Council Minutes
- b. Meeker County Sheriff- Sep 2022 Report
- c. Delinquent Utility Bills List

Visitors Presentations, Petitions and Correspondence

Resident- Brian Burgess at 411 Saturn St N was present to discuss the issues of the brush site and city staff.

Resident- Quincy McNeil at 80 Capricorn Ave E was present and wanted to know if the water in town was back to normal. The council discussed with him that after changing out the media at the water treatment plant last November the city levels are where they are supposed to be, and everything is in good standing order.

City Engineer- Josh Halvorson, Bolt -Menk was present to discuss the pay request No. 8 of \$650,337.32.

A Motion by Van Hatten, seconded by Fruetel, to approve payment No. 8 for \$650,337.32. Motion carried.

October 13, 2022, Bills List- A motion by Hopp, seconded by Fruetel, to approve the October 13, 2022 bills list with the check numbers from 15778-15827 for \$29,440.30. Motion carried.

5:30 PM Public Hearing Small Cities Development Grant Update- A Motion by Hopp, Seconded by Van Hatten to recess the City Council meeting and Open the Public Hearing at 5:30pm.

5:30 PM Public Hearing Small Cities Development Grant Update- Josh Halvorson was present to discuss the 2021 Small Cities Development Program Grant Progress Updates. The city was awarded \$600,000 from the MN Department of Employment and Economic Development Small Cities Development Program on May 24, 2021. SCDP is funded Federally through the Community Block Grant, a program administered by the U.S. Department of Housing and Urban Development. The Purpose of the funding award was to support Phase 1 public water distribution and sewer collection improvement and once complete, will provide the city with several environmental and economic benefits, including but not limited to: reductions inflow and infiltration, sewer back-ups and water loss; and increased water quality and pressure.

A motion by Van Hatten, seconded by Hopp to close the Public Hearing at 5:32 and reconvene the regular Council Meeting. Motion Carried.

Set Public Hearing- Past Due Utility Assessments/ Lawn Maintenance 5:30pm November 3rd.

A motion by Van Hatten, seconded by Hansen to set the public hearing for past due utility assessment/ lawn maintenance for November. 3rd at 5:30pm. Motion carried.

Set Public Hearing- Update Ord. 2013_01 Rural Service District 5:45pm November 3rd.

A Motion by Hansen, Seconded by Hopp to set the public hearing to update Ord 2013_1 Rural Service District for November 3rd at 5:45pm. Motion carried.

Proposed Cosmos City Park Sign and Location- Council Member Angelica Hopp discussed that the Community Club was wanting to purchase a new city park sign and having it in the same location as the old one that was damaged in the storm. Also was discussed was the Lions Club splitting the cost.

A Motion by Van Hatten, seconded by Hansen for the Community Club to move forward with the purchase of the sign located at the Cosmos City Park.

Department Heads- David Medina, Cosmos Public Works Superintendent discussed that he had passed his C water operator's license. Also was discussed that a roll off trailer and semi-truck parked on new city roads, and it would need to be moved due to city ordinance.

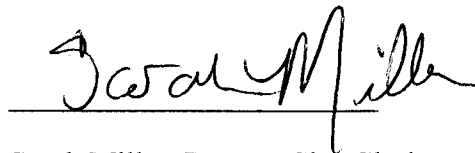
Cosmos Brush Site- The city council and public works superintendent went over some concerns and issues we are having with the new city brush site and will be taken care of.

Ball Field- Council Member Emily Van Hatten discussed with David Medina that winterizing needed to be done at the ball field. Actions have already been taken place.

Street Sweeping- Council Member Katie Hansen discussed having the street sweeper come out after fall. David Medina advised that we were already on the schedule for the town to be swept.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday November 3, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in the meeting dates or times will be displayed on our digital sign.

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

A handwritten signature in cursive script, reading "Sarah Miller", written over a horizontal line.

Sarah Miller, Deputy City Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
November 3, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday November 3, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Katie Hansen and Angelica Hopp.

ALSO PRESENT: John Douville, Josh Halvorson and David Medina

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

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

- a. October 13, 2022 City Council Minutes
- b. Meeker County Sheriff – Oct 2022 Report
- c. On/Off/Sunday Intoxicating Liquor License – Mug Shots

Visitors Presentations, Petitions and Correspondence

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the pay request No. 9 of \$234,501.33 and update the Council on the project. A motion by Hopp, seconded by Hansen, to approve payment No. 9 for \$234,501.33 to Hjerpe Construction. Motion carried.

County Sheriff's Contract - A motion by Van Hatten, seconded by Fruetel, to approve the 2023-2024 Meeker County Sheriff's contract with a 9% increase in 2023 (including 2022 COLA) and 4.5% increase for 2024. Motion carried.

Split Parcel PID #21-0063003 - A motion by Hopp, seconded by Hansen, to approve splitting Cosmos Industries property PID #21-0063. Motion carried.

November 3, 2022 Bills List - A motion by Van Hatten, seconded by Fruetel, to approve the November 3, 2022 bills list with check numbers from 15828-15864 for \$527,395.33. Motion carried.

Utility Assessment Hearing – A motion by Fruetel, seconded by Hansen, to recess the regular scheduled city council meeting and open the Utility Assessment Hearing at 5:30 p.m. Motion carried. There was no one present, and no written comments were received for the hearing.

A motion by Van Hatten, seconded by Hansen, to close the public hearing and reconvene the regular city council meeting at 5:35. Motion carried.

A motion by Fruetel, seconded by Hopp, to approve Res 2022-07 Utility Assessment listing. Motion carried.

Ordinance 2013_1 Rural Service District – **A motion** by Van Hatten, seconded by Fruetel, to recess the regular scheduled city council meeting and open the Rural Service District hearing at 5:45 p.m. Motion carried. There was no one present, and no written comments were received for the hearing.

A motion by Van Hatten, seconded by Hansen, to close the public hearing and reconvene the regular city council meeting at 5:49. Motion carried.

A motion by Fruetel, seconded by Hopp, to approve Ordinance 2013_1 Rural Service District update. Motion carried.

Resolution 22_06 Temporary Office Hours_Staff Reimbursement - **A motion** by Van Hatten, seconded by Hopp, to approve Resolution 22_06 allowing temporary office hours and staff reimbursement. Motion carried.

Canvas General Election - **A motion** by Van Hatten, seconded by Hopp, to approve 5:00 p.m., Thursday November 17, 2022 as the date and time to canvas the City of Cosmos 2022 election. Motion carried.

Property Tax Split – Tyson Throughbred, 230 Mercury St., was present to request a consolidation of 3 lots on his property into two lots. **A motion** by Fruetel, seconded by Van Hatten to table the discussion until the December 8, 2022 city council meeting.

Department Heads – Public Works operator David Medina stated the brush site would be closed for the season on Friday, November 11, 2022. Street Sweeping will be happening on Monday.

A motion by Van Hatten, seconded by Hopp, to authorize Jon Fruetle and Tom McCarthy to assist with winter snow plowing as needed. Motion carried.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, December 8, 2022. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

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



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
December 8, 2022**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday December 8, 2022.

COUNCIL PRESENT: Council Members Emily Van Hatten, Katie Hansen and Angelica Hopp.

COUNCIL ABSENT: Jody Fruetel.

ALSO PRESENT: John Douville, Josh Halvorson and David Medina

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

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

- a. November 3, 2022 City Council Minutes
- b. Meeker County Sheriff – Nov 2022 Report

Visitors Presentations, Petitions and Correspondence

City Engineer – Josh Halvorson, Bolton-Menk was present to discuss the pay request No. 10 of \$173,361.79 and update the Council on the project. A **motion** by Hopp, seconded by Hansen, to approve payment No. 10 for \$173,361.79 to Hjerpe Construction. Motion carried.

PER Update No. 1 – Josh Halvorson updated the City Council on Preliminary Engineering Report (PER) that needed Phase II of the construction project (S. half of Cosmos) cost updates. The Phase II project is expected to increase to just of \$9,000,000 with a 14% inflation rate with construction scheduled in 2024.

A **motion** by Van Hatten, seconded by Hopp, to approve the updated PER budget to \$9,000,000. Motion carried.

December 8, 2022 Bills List - A motion by Van Hatten, seconded by Hansen, to approve the December 8, 2022 bills list with check numbers from 15865-15942 for \$355,761.86. Motion carried.

Truth in Taxation Hearing – A **motion** by Hansen, seconded by Hopp, to recess the regular scheduled city council meeting and open the Truth in Taxation Hearing at 6:00 p.m. Motion carried. There was no one present, and no written comments were received for the hearing.

Administrator Douville reviewed the 2023 General Fund budget of \$543,121 and the 2023 proposed property tax levy of \$287,263

A motion by Hopp, seconded by Van Hatten, to close the public hearing and reconvene the regular city council meeting at 6:10 p.m. Motion carried.

Resolution 22_07 2023 General Fund Budget and 2023 Property Tax Levy - A motion by Hopp, seconded by Van Hatten, to approve Resolution 22_07 Approving the General Fund Budget of E543,121 And the 2023 Property Tax Levy of \$287,263. Motion carried.

Resolution 22_08 2023 Employee Benefits and Wages - A motion by Van Hatten, seconded by Hansen, to approve Resolution 22_08 2023 Employee Benefits and Wages. Motion carried.

Deputy City Clerk Interviews – A motion by Van Hatten, seconded by Hopp, for the Personnel Committee to interview the two candidates for the Deputy City Clerk position. The committee is authorized to hire their recommendation at \$17/hr. for a 24 hr. week. Ayes: McCarthy, Van Hatton, Hopp Nays: None Abstain: Hansen Motion carried.

Resolution 22_09 Tax Forfeited Property - A motion by Hopp, seconded by Hansen, to approve Resolution 22_09 to purchase the tax forfeited property, PID # 21-0344010 for \$1 from Meeker County. Motion carried.

Tabled November 3, 2022 Council Meeting - Property Tax Split – Tyson Throughbred, 230 Mercury St., was present to request a consolidation of 3 lots on his property to two lots. **A motion** by Van Hatten, seconded by Hopp to authorize combining the three lots into two lots pending satisfaction of zoning and easement requirements. Motion carried.

Highway 4 Landscaping – Administrator Douville reported on a zoom meeting with MNDoT officials to discuss the difficulty in maintaining the current landscape along Hwy 4. They have been out to review the project and have talked to locals in that regard. Preliminary plans are being prepared by MNDoT for late February city review with an effort to ease maintenance but maintain its natural storm water filter system.

Department Heads – Public Works operator David Medina stated the equipment is all ready for winter. Ambulance Captain Van Hatten stated they were in the process of their 2 year state inspection

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, January 12, 2023. The agenda will be posted in the city office window, post office and bank vestibule by Tuesday afternoon. Any change in meeting dates or times will be displayed on the digital sign.

Motion to Adjourn - A motion by Van Hatten, seconded by Hansen, to adjourn at 6:20 p.m. Motion carried.



John A. Douville, Administrator/Clerk