

**MINUTES
CITY OF COSMOS
REGULAR MEETING
January 12, 2023**

Mayor McCarthy and Councilmember Emily Van Hatten received the Oath of Office.

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday January 12, 2023.

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

COUNCIL ABSENT: Mark Minnick. (Covid Contact)

ALSO PRESENT: John Douville, Katie Hansen 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 Van Hatten, to adopt the Consent Agenda. Motion carried.

- a. December 8, 2022 City Council Minutes
- b. Meeker County Sheriff – Dec 2022 Report
- c. Appoint Katie Hansen, Deputy City Clerk
- d. Res 2023_01 Bank Authorization

Visitors Presentations, Petitions and Correspondence

Comet Street – A motion by Fruetel, seconded by Van Hatten, to authorize public works to plow Comet St. from beginning to the end. Motion carried.

Snow Removal – City Fire Hydrants – City staff will clean fire hydrants of snow as time permits.

January 12, 2023 Bills List - A motion by Hopp, seconded by Van Hatten, to approve the January 12, 2023 bills list with check numbers from 15943-16011 for \$103,774.26. Motion carried.

Resolution 2023-02 Fees, Charges, Committees – A motion by Hopp, seconded by Van Hatten, to approve Resolution 2023-02 2023 Fees, Charges, Committees. Motion carried.


City Council Meeting Start Time - A motion by Hopp, seconded by Van Hatten, to start the February, March and April City Council meetings at 5:30 p.m. Motion carried.

City Office Hours - A motion by Van Hatten, seconded by Hopp, to update the City Office hours from 9:00 am to 4:00 pm, Tuesday, Wednesday and Thursdays. Motion carried.

Ambulance Director Van Hatten stated the Cosmos Ambulance Corp. passed its annual inspection with the state.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, February 9, 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 Hopp, seconded by Fruetel, to adjourn at 5:35 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
February 9, 2023**

Councilmember Mark Minnick received the Oath of Office.

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday February 9, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, and Mark Minnick.

COUNCIL ABSENT: Angelica Hopp

ALSO PRESENT: John Douville 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 Van Hatten, seconded by Fruetel, to adopt the Consent Agenda. Motion carried.

- a. January 12, 2023 City Council Minutes
- b. Meeker County Sheriff – Jan 2023 Report
- c. Past Due Utility Bills
- d. Authorize Advertisement of Seasonal Help

Visitors Presentations, Petitions and Correspondence

Ballpark Building Doors – Gary Martin was present on behalf of the Cosmos Lions requesting permission for the organization to replace the doors on the concession stand and bathrooms at the ball park. The doors and corresponding frames need repair. The current locks would be reused.

A motion by Van Hatten, seconded by Minnick, to authorize the Cosmos Lions to replace the respective doors at the ball park. Motion carried.

February 9, 2023 Bills List - A motion by Van Hatten, seconded by Fruetel, to approve the February 9, 2023 bills list with check numbers from 16012-16051 for \$66,910.47. Motion carried.

Water Treatment Plant Power Outage – the community suffered a power outage on November 21, 2022 that caused a power spike at the water treatment plant. Various electronic hardware/software was affected even though the system had an electrical surge protection. The replacement cost for the hardware/software is \$27,060. It is expected the City's insurance will cover the replacement costs.

A motion by Fruetel, seconded by Minnick, to authorize replacement of the software/hardware at a cost of \$27,060 with InControl out of Fridley, MN. Motion carried.

Xcel Energy Power Line – Administrator Douville reported on a TEAMS meeting call with Xcel Energy regarding the proposed 345Kv power line route from Lion County to the Becker power plant. There are multiple routes being reviewed, one potential route would come down MN Hwy 4 up to and around the City of Cosmos. We are at the very beginning of the route process with potential completion in 2027/28.

Ambulance Director Van Hatten reviewed a potential \$1/hr. increase for the Ambulance crew for call and training hours. This would have an estimated \$500 increase in the ambulance budget for 2023.


2023 Spacefest – Van Hatten stated a 2023 Spacefest is being planned but with potential changes. The committee will continue to meet and fine tune the plans for the community celebration in July.

Ballpark/Concession Staff – Van Hatten discussed bringing back the seasonal help for the concession stand and a possible new cooler for the stand from Viking Coke.

Fire/Township Meeting – The annual Fire/Township meeting will be held at 7:00 p.m. Tuesday, February 21, 2023.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, March 9, 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 Minnick, to adjourn at 6:03 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
March 9, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday January 12, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Mark Minnick and Angelica Hopp.

ALSO PRESENT: John Douville, Katie Hansen and David Medina

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

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

- a. February 9, 2023 City Council Minutes
- b. February 28, 2023 Fire/Township Minutes
- c. Meeker County Sheriff – Feb 2023 Report
- d. Past Due Utility Bills

Visitors Presentations, Petitions and Correspondence

Senior/Child Care Facility - Sam & Nasra Mohamed-Salah were present to request a letter of recommendation from the City Council to request state funding for child/adult care facility in the old Cedar Crest senior facility in Cosmos. Nasra Mohamed-Salah has an extensive background in care giving and has a passion to provide senior and childcare at the facility.

Letter of Recommendation – A motion by Van Hatten, seconded by Fruetel, to approve a letter of recommendation to Representative Urdahl sp??, requesting state funds for building improvements to support a day care center. Motion carried.

2021 Street & Utility Improvements – A motion by Minnick, seconded by Van Hatten, to approve Change Order No. 2, Saturn St. Improvements at \$559,924 including water, wastewater, storm water and street costs. Motion Carried.

- This phase I change order will need to be approved by USDA RD to proceed.

March 9, 2023 Bills List - A motion by Van Hatten, seconded by Fruetel, to approve the March 9, 2023 bills list with check numbers from 16052-16093 for \$70,813.67. Motion carried.

MNDoT Hwy 4 Rain Garden Project - Administrator Douville reported the MNDoT was looking at a rain garden repair/maintenance project along Hwy 4 in front of the City Center. The rain gardens have been a tremendous burden on the community, trying to keep them maintained and weed free. MNDoT

representatives were not able to attend but cost estimates, depending on the amount of volunteer work done, the cost to the city could range from \$14,000 to \$50,000. More information and requirements will be coming from MNDoT in the near future.

Ambulance Wages – A motion by Fruetel, seconded by Minnick, to approve a \$2.00/hr. increase in the ambulance runs and training hours. Motion carried.

David Medina, Public Works Operator, reported that all the software and hardware for the water treatment plant has been installed and up and running. The equipment was damaged in last fall's power outage. A majority of the costs will be covered by the City's insurance.

It was noted that residents and businesses have been pushing their snow onto the streets. The public should note that this is not allowed and enforcement could include fines to the property owner.

Fire Hall Generator – A motion by Hopp, seconded by Fruetel, to purchase a natural gas generator for the fire hall at a cost of \$9,719.07. Motion Carried.

Councilmember Van Hatten noted that Viking/Coke would provide a cooler for the ballpark concession stand during the summer use. The cooler would be removed each fall.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, April 13, 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 Hopp, seconded by Van Hatten, to adjourn at 6:35 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
April 13, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday April 13, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Mark Minnick and Angelica Hopp.

ALSO PRESENT: John Douville and David Medina

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

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

- a. March 9, 2023 City Council Minutes
- b. Meeker County Sheriff – Mar 2023 Report
- c. Past Due Utility Bills
- d. LMCIT – Annual non-waiver of Statutory Tort Limits

Public Hearing North Saturn St. – With funding left over from Phase I of the Street and Utility Reconstruction project, it was determined there were issues with the utility lines covering a block of N. Saturn St.

A motion by Van Hatten, seconded by Minnick, to recess the regular city council meeting and open the Public Hearing to discuss the project and potential assessments to properties along North Saturn St. Motion carried.

City Engineer Josh Halvorson reviewed the one block project with the council and public. There are four properties to be assessed for \$42,240 with a total project cost of \$447,940. The balance of the funds will be paid with by grants and loans from USDA Rural Development.

There were some general comments regarding the need for the project and there were no written comments received.

A motion by Minnick, seconded by Van Hatten, to close the public hearing and reconvene the regular city council meeting at 5:55 p.m.. Motion carried.

Resolution 23_04 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment – A motion by Van Hatten, seconded by Fruetel, to approve Resolution 23_04 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment. Motion carried.

Resolution 23_05 Adopt Hearing of Proposed Assessment – A motion by Van Hatten, seconded by Hopp, to approve Resolution 23_5 Adopt Hearing on Proposed Assessment. Motion carried.

Visitors Presentations, Petitions and Correspondence

MNDOT Access – Dale Van Loh was present to discuss access improvements off of Highway 7. No action was needed by the City of Cosmos

Troy Doering was present to discuss his vehicle being towed off of the sidewalk after a snowfall. No action was taken by the city council.

April 13, 2023 Bills List - A motion by Hopp, seconded by Fruetel, to approve the April 13, 2023 bills list with check numbers from 16096-16138 for \$57,217.92. Motion carried.

Liquor License – Tyler Ellman is in the process of purchasing Mugshots and looking to apply for the applicable liquor licenses. A motion by Van Hatten, seconded by Hopp, to approve the liquor licenses for Mr. Ellman upon receipt of the proper liquor license forms and insurance. Motion carried.

Resolution 23_03 Adopt Meeker County All-Hazard Mitigation Plan – A motion by Minnick, seconded by Fruetel, to approve Resolution 23_3 Adopt Meeker County All-Hazard Mitigation Plan. Motion carried.

Water/Waste Water License – A motion by Fruetel, seconded by Minnick, to appoint David Medina as the certified water/wastewater operator for the City of Cosmos. Motion carried.

Fire Relief Retirement Benefit – Administrator Douville reported on the annual firemen’s relief benefit, currently at \$1,700 per year of active volunteer firefighting service. The benefit totals, paid for by the State of MN, is currently at a healthy 122% of retirement liabilities, down from 150% in 2021. It was recommended that no action be taken to increase the benefit this year.

Sunday Liquor Ordinance – A motion by Van Hatten, seconded by Minnick, to set a public hearing, for Sunday liquor sales ordinance change, in May. Motion carried. **Liquor Statute 340a.504**

Spring Clean-Up – West Central Sanitation will not do a curbside spring clean up this year due to lack of staffing. The City of Cosmos will set a date to be determined and WCS will provide a drop off site for Cosmos citizens to dump off items to be discarded.

Department Heads

David Medina, Public Works Operator, reported on concerns of mud coming onto the roads from the recycling center. The city will work with the business to make sure the streets are maintained properly. City will send letter to owner that they are responsible for keeping it clean and city will charge if we need to keep it clean.

- Mosquito spraying – get extra mosquito spray for Thurs of SpaceFest, July 13th???

- Spring clean up on messy properties – Hannah Reyback contracts w/Litchfield to do clean up letters

Brush Site – A motion by Van Hatten, seconded by Fruetel, to authorize the brush site to be open 10-3 on Saturday's and every Wednesday from 7 am – 3:30 p.m. through May. Limbs no larger than 6" in diameter and 10' in length shall be received by the brush site. Motion carried.

Seasonal Help – A motion by Van Hatten, seconded by Minnick, to authorize personnel committee to review seasonal help applications and offer seasonal, temporary employment. Motion Carried.

May Council Meeting – A motion by Van Hatten, seconded by Hopp, move the May City Council meeting to 5:00 p.m. May 4, 2023. Motion Carried.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, May 4, 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 Fruetel, to adjourn at 7:03ol p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
May 4, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday May 4, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel and Mark Minnick.

COUNCIL ABSENT: Angelica Hopp

ALSO PRESENT: John Douville and David Medina

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

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

- a. April 13, 2023 City Council Minutes
- b. Past Due Utility Bills

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Curtis Meyer, 410 Taurus Ave W., Cosmos was present to discuss his shrubs that were removed from his property during last year’s construction. City Engineer Josh Halvorson stated they would take a look at it.

Resolution 23_06 A Hearing on Proposed Assessment Phase I, Change Order No. 2 A motion by Van Hatten, seconded by Fruetel, to approve Res 23_06 Ordering an Assessment Hearing for Phase I, Change Order No. 2. Motion carried.

Public Hearing Ordinance 112.32 Hours of Operation Malt Liquor - A motion by Minnick, seconded by Van Hatten, to recess the city council meeting and open the public regarding Ordinance 112.32 Hours of Operation Malt Liquor at 5:15 p.m. Motion carried.

There were no written or verbal comments regarding Ordinance 112.32

Public Hearing Ordinance 112.32 Hours of Operation Malt Liquor - A motion by Minnick, seconded by Van Hatten, to close the public hearing and reconvene the regular city council meeting at 5:20 p.m. Motion carried.

Ordinance 112.32 Hours of Operation Malt Liquor – A motion by Fruetel, seconded by Van Hatten, to approve changing Ordinance 112.32 Malt Liquor sales may begin at 8:00 am on Sundays. Motion carried.

May 4, 2023 Bills List - A motion by Van Hatten, seconded by Minnick, to approve the May 4, 2023 bills list with check numbers from 16140-16207 for \$48,066.63. Motion carried.

Federal EV Charging Station Grant – Administrator Douville discussed a federal grant for 80% cost sharing for building an EV charging station. A motion by Van Hatten, seconded by Fruetel, to approve applying for the grant before the deadline. Ayes: Fruetel, Van Hatten, McCarthy Nays: Minnick Motion carried.

Department Heads

David Medina, Public Works Operator, discussed trailers being parked on the streets. Notices will be given out to owners to remove the trailers.

- Spring clean up on messy properties – Hannah Reyback contracts w/Litchfield to do clean up letters

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, June 8, 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 Fruetel, seconded by Van Hatten, to adjourn at 6:00 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
June 8, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday June 8, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Mark Minnick and Angelica Hopp.

ALSO PRESENT: John Douville 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 Minnick, seconded by Van Hatten, to adopt the Consent Agenda. Motion carried.

- a. May 4, 2023 City Council Minutes
- b. Seasonal Help Hire – Juan Martinez \$18/hr.
- c. Special Meeting, Date to Be Determined (June) – 2022 Audit Approval

Visitors Presentations, Petitions and Correspondence

Brian Burgess, 411 Saturn St. N. stated he was not satisfied with the restoration after the street project and his property stakes have not been replaced. City engineer, Josh Halvorson noted punch list items were still being done and he would follow up with Mr. Burgess' concerns.

City Engineer Josh Halvorson reviewed the nearly complete Phase I project including the portion of Saturn St. that was added with change order No. 2. July 15th is the substantial completion date of the project with the final asphalt wear course to be completed in the next several weeks, weather permitting.

Pay Request No. 11 - A motion by Hopp, seconded by Van Hatten, to authorize payment of Pay Request No. 11 for \$314,891.35 for Phase I Street Reconstruction project. Motion passed.

Public Hearing North Saturn St. Assessment Hearing – A hearing was set to review the assessment of four properties in relation to the reconstruction of a block of North Saturn St.

A motion by Van Hatten, seconded by Hopp, to recess the regular city council meeting and open the assessment hearing to discuss the assessments to properties along North Saturn St at 5:30p.m. Motion carried.

City Engineer Josh Halvorson reviewed the one block project with the council and public. There are four properties to be assessed for \$42,240 with a total project cost of \$447,940. The balance of the funds will be paid by grants and loans from USDA Rural Development.

The assessments will be over 20 years at 3.5%.

Brigitte Franziska, 101 Saturn St. N. questioned why her assessment on the short side cost more than the long side of her property. Staff noted that Ms. Franziska benefited from the long side only being assessed at the ½ rate of a corner lot, therefore actually saving her assessment costs.

There were no written comments received.

A motion by Van Hatten, seconded by Hopp, to close the public hearing and reconvene the regular city council meeting at 5:55 p.m.. Motion carried.

Resolution 23_08 Adopting Assessments – A motion by Fruetel, seconded by Hopp, to approve Resolution 23_08 Adopting the Assessments for N. Saturn St.. Motion carried.

June 8, 2023 Bills List - A motion by Van Hatten, seconded by Minnick, to approve the June 8, 2023 bills list with check numbers from 16213-16264 for \$401,256.41. Motion carried.

Department Heads

David Medina, Public Works Operator, introduced Juan Martinez the city's new seasonal help and state he has been doing well.

Councilmember Mark Minnick offered to follow up with contacting Hannah Reyback (City of Litchfield) in regards to contracting with the city in regards to junk vehicles and cleaning up properties in the city.

Councilmember Hopp raised concerns regarding limited parking in front of the post office. Staff will look at the main street parking ordinance. Councilmember Hopp also wanted Councilmembers to be informed if staff is not going to be available during regular working hours.

Discussion was also had regarding constant speeding through town.

Councilmember Van Hatten discussed needs at the ballpark and questioned the damage done by frozen water lines at the park.

Staff will look at the main street parking ordinance.

Need to figure out gravel/grading of road

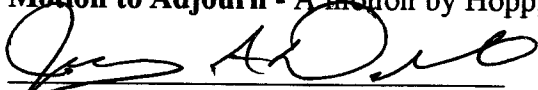
City will send letter to owner that they are responsible for keeping it clean and city will charge if we need to keep it clean.

Are responsible for stand pipe damage

- Spring clean up on messy properties – Hannah Reyback contracts w/Litchfield to do clean up letters

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, July 13, 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 Hopp, seconded by Fruetel, to adjourn. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
June 27, 2023**

A special meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Wednesday June 27, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Mark Minnick and Angelica Hopp.

ALSO PRESENT: John Douville

Mayor McCarthy called the meeting to order.

July City Council Meeting – Due to Space Festival the City Council decided to move the July council meeting to 5:00 p.m. Thursday July 20, 2023. A motion by Hopp, seconded by Van Hatten, to move the July City Council meeting to 5:00 p.m. Thursday, July 20th. Motion carried.

2022 City Audit – City Auditor Sarah Oberloh of Oberloh & Oberloh presented the city audit findings to the City Council. A motion by Fruetel, seconded by Minnick, to authorize approval of the 2022 City of Cosmos Audit. Motion carried.

Motion to Adjourn - A motion by Van Hatten, seconded by Fruetel, to adjourn at 5:35 p.m. Motion carried.

John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
July 20, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday July 20, 2023.

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

COUNCIL ABSENT: Jody Fruetel

ALSO PRESENT: John Douville 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 Minnick, seconded by Van Hatten, to adopt the Consent Agenda. Motion carried.

- a. June 8, 2023 City Council Minutes
- b. June 27, 2023 Special City Council Minutes
- c. Meeker County Assessor – 2024-2027 Assessment Contract
- d. Res 23_09 Meeker County Prosecuting Attorney Agreement
- e. Cosmos Lions 4 Day Temporary Liquor License – Sep 1-4, 2023

Visitors Presentations, Petitions and Correspondence

The Dive Liquor License – Brent Minor was present to ask the status of the Dive’s liquor license application. City staff stated an original form was needed to be sent in and that would be done the following day.

City Engineer Josh Halvorson reviewed Change Order No. 3 Final Quantities and Final Pay Request No. 12 for \$597,272.39.

Change Order No. 3 Final Quantities - A motion by Van Hatten, seconded by Hopp, to authorize Change Order No. 3 Final Quantities for -\$285,744.14 for the Phase I Street Reconstruction project. Motion passed.

Pay Request No. 12 - A motion by Hopp, seconded by Minnick, to authorize payment of Final Pay Request No. 12 for \$597,272.39 for Phase I Street Reconstruction project. Motion passed.

2:00 AM Liquor Sales – Tyler Ellman , new owner of The Dive (formerly Mug Shots) was present to discuss extending liquor sales to 2 AM. After general discussion with the City Council, Councilmembers felt it best to see how things go with the new establishment before any changes are considered. The Councilmembers welcomed Mr. Ellman to come back and revisit the request down the road.

City Code Enforcement – Kim Linquist from WSB Consulting was present to discuss code enforcement services they could provide to the city in regard to junk and nuisance enforcement. The city will also look at tightening up the ordinance to help the process.

July 20, 2023 Bills List - A motion by Van Hatten, seconded by Hopp, to approve the July 20, 2023 bills list with check numbers from 16265-16342 for \$704,050.58. Motion carried.

National Night Out – Deputy Sheriff Bill Hudson was present to discuss the upcoming National Night Out on Tuesday August 1st. They were interested in participating in the communities' events for that evening.

62" Mower - A motion by Minnick, seconded by Hopp, to authorize trading in the 72" mower for a new 62" mower. With the new 96" trim mower deck on the Tool Cat, the 62" mower will replace the out of warranty 72" mower and be able to get into tighter locations. Motion carried.

Personnel Committee Authorization - A motion by Van Hatten, seconded by Minnick, to authorize the personnel committee to interview and hire a Deputy City Clerk. Motion carried.

Neptune/Norther Cross - Mr. Peterson was present to request gravel and blading work to be done on Northern Cross and Neptune St. The roads are the city's responsibility and have not been maintained to acceptable standards.

2024 General Fund Budget – general discussion was held regarding the 2024 general fund budget. Potential budget items were code enforcement improvements, potential capital park improvements, etc. The City Administrator will incorporate these items into the 2024 preliminary general fund budget for review in August.

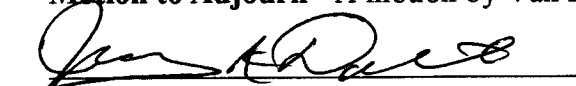
August City Council Meeting - A motion by Van Hatten, seconded by Hopp, to have the August 10, 2023 City Council meeting start at 5:30 p.m. Motion carried.

Department Heads

David Medina, Public Works Operator, reported that most of the broken water shutoffs on Main St. have been repaired. Medina requested the brush site fence be moved to the highway to discourage illegal dumping. Mr. Medina also reported that someone is dumping a compound into the sanitary sewer that is beginning to clog up the system. He will continue to investigate. Ambulance Captain Van Hatten reported the crew is up to 7 EMT's now with Marc Rothstein getting his qualifications.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, August 10, 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 Hopp, to adjourn. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
August 10, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday August 10, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Mark Minnick, Jody Fruetel and Angelica Hopp.

ALSO PRESENT: John Douville 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 Fruetel, seconded by Minnick, to adopt the Consent Agenda. Motion carried.

- a. July 20, 2023 City Council Minutes
- b. League of MN Cities – Recognition of Representative Urdahl

WSB Consulting Services – The City Council reviewed the proposal presented by WSB Consulting. The council felt the proposal to help the city update its Junk, Health & Safety Ordinance was good but had concerns about the total cost of updating and enforcing the ordinance on behalf of the city. The Council discussed budgeting for the service in 2024 but trying to complete the ordinance update and enforcement in house prior to the spring of 2024. If staff is unsuccessful in updating the ordinance, the city will have the consulting services budgeted to go to an outside contracting route.

Code Improvements - A motion by Van Hatten, seconded by Hopp, to have Health and Safety Ordinance Code improvements updated by May 1, 2024 for city council review and public hearing presentation to become effective by June 15, 2024. Motion passed.

August 10, 2023 Bills List - A motion by Van Hatten, seconded by Minnick, to approve the July 20, 2023 bills list with check numbers from 16343-16388 for \$185,929.37. Motion carried.

Deputy City Clerk – Brigitte Douglas was introduced as the personnel committee’s recommendation to hire for the Deputy City Clerk position. A **motion** by Van Hatten, seconded by Hopp, to hire Brigitte Douglas at \$18/hr. for the Deputy City Clerk position. Motion carried.

Department Heads – Public Works Supervisor David Medina reported that Juan Martinez had to take family leave and will be back Tuesday, August 15, 2023. Medina also stated there were damages to the control unit at the water plant due to moisture damage. He is in the process of getting it repaired. This will most likely be an insurance claim. The lift station continues to accumulate solids and he is trying to determine the cause of this increase.

Ambulance Captain Emily Van Hatten reported that the Cosmos ambulance will be going to electronic reporting which will help with filing reports.

Councilmember Minnick reported that National Night Out had a great community turnout.

Closed Meeting re Employment Matter, Public Works Supervisor – A motion by Fruetel, seconded by Minnick, to recess the regular City Council meeting and close the council meeting for an employment matter regarding the Public Works Supervisor at 6:00p.m.

Public Works Supervisor David Medina exercised his right and requested to have the meeting remain open.

Reconvene City Council Meeting – A motion by Minnick, seconded by Hopp, to close the Employment Hearing and reconvene the regular city council meeting at 6:50 p.m. Motion carried.

Resignation – After the employment hearing Mr. Medina offered his resignation to the City Council. This would be the third time Mr. Medina has offered his resignation to the city. After discussion with the City Council, Mr. Medina rescinded his resignation and stated that he was going to hire an attorney and sue the City Council and the City Administrator for four years of harassment.

Motion to Terminate – A motion by Van Hatten, seconded by Hopp, to terminate the employment of David Medina was presented. Ayes: Hopp, Van Hatten, McCarthy Naves: Minnick, Fruetel Motion carried.

Temporary Water/Sewer Operating License - A motion by Minnick, seconded by Hopp, to contract with Dave Woffle to carry the city's required water and sewer operating license. Motion carried.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, September 14, 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 Minnick, seconded by Van Hatten, to adjourn the City Council meeting at 7:00. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
SPECIAL COUNCIL MEETING
August 24, 2023**

A special meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday August 24, 2023.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jody Fruetel, Mark Minnick and Angelica Hopp.

ALSO PRESENT: John Douville

Review Water/Wastewater Operations – After general discussion by the City Council in regards to water/wastewater operations and licensing it was determined by the Council to prepare a Request for Proposal (RFP) to contract out the water/wastewater operations. A motion by Hopp, seconded by Van Hatten, to prepare and advertise a request for proposals to operate the City’s water and wastewater system and to advertise for a full-time public works position. Motion carried.

Public Works Operations

A motion by Hopp, seconded by Fruetel, to contract with Whitcomb Construction for city snow removal at \$75 per man hour. They will use the city’s equipment. Motion carried.

A motion by Van Hatten, seconded by Hopp, to pay volunteers that help out the city while we search for a full-time public works employee, \$18/hr. Motion carried.

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
September 14, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:00 p.m. on Thursday September 14, 2023.

COUNCIL PRESENT: Council Members Mark Minnick, Jody Fruetel and Angelica Hopp.

COUNCIL ABSENT: Emily Van Hatten (ambulance)

ALSO PRESENT: John Douville

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

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

- a. August 10, 2023 City Council Minutes
- b. August 24, 2023 City Council Minutes - Special
- c. Meeker County – Voter Operations Account agreement \$14.65
- d. Water/Waste Water Report

September 14, 2023 Bills List - A motion by Van Hatten, seconded by Minnick, to approve the September 14, 2023 bills list with check numbers from 16390-16435 for \$71,373.83. Motion carried.

Preliminary General Fund Budget – Administrator Douville reviewed the 2024 Preliminary General Fund Budget. Revenues increased by \$30,892 primarily from a \$17,392 increase in Local Government Aid (LGA) and the reinstated Small Cities Street Aid of \$13,500. Both of these aids come from the MN Department of Revenue. Expenditures increased by \$29,939 mostly due to increased costs in Ambulance and Fire Department expenses. A **motion** by Minnick, seconded by Hopp, to approve the Preliminary 2024 General Fund budget of \$574,013. Motion carried.

Preliminary 2024 Property Tax Levy – Administrator Douville reviewed the 2024 Preliminary General Fund Budget and noted that for the 7th year in a row, the City of Cosmos would not have to raise its property tax levy. A **motion** by Fruetel, seconded by Minnick, to approve the Preliminary 2024 General Property Tax Levy of \$287,263. Motion carried.

Public Works Job Description – Administrator Douville reviewed the revised Public Works Job Description, removing most items related to the water and wastewater systems. A **motion** by Hopp, seconded by Minnick, to approve the Public Works Job Description. Motion carried.

Water/Waste Water Contracted Services – Dave Woeffle will provide the licensed contracted services for the water and waste water functions of the city. A **motion** by Hopp, seconded by Minnick, to

approve contracting with Dave Woeffle for licensed utility services at \$500/month plus emergency calls. Motion carried.

Department Heads – Administrator Douville noted the office would be closed for Tuesday, September 18th for remote work.

Fire Chief Fruetel reported on getting the 50/50 MN DNR grant for \$5,000 to buy turnout gear and other misc. items. He stated they could do a fire training at the brush site but would need the city's toolcat to move brush.

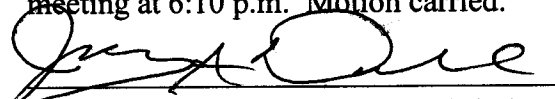
Councilmember Hopp and Minnick discussed hiring a lawn care service for city hall. No action was taken.

5:30 p.m. Council Meetings – A motion by Fruetel, seconded by Minnick to start City Council meetings at 5:30 p.m. Motion carried.

Councilmember Minnick discussed Lion sign additions and misc. park signs.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, October 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 Minnick, seconded by Van Hatten, to adjourn the City Council meeting at 6:10 p.m. Motion carried.


John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
November 9, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday November 9, 2023.

COUNCIL PRESENT: Council Members Mark Minnick and Jody Fruetel.

COUNCIL ABSENT: Emily Van Hatten, Angelica Hopp

ALSO PRESENT: John Douville

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

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

- a. September 24, 2023 City Council Minutes

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

Deb Minnick was present to request consideration for a handicap accessible utility billing drop box.

November 9, 2023 Bills List - A motion by Minnick, seconded by Fruetel, to approve the November 9, 2023 bills list with check numbers from 16346-16531 for \$130,418.91. Motion carried.

Utility Assessment Hearing – A **motion** by Minnick, seconded by Fruetel, to close the regular city council meeting and open the Utility Assessment hearing at 5:45p.m. Motion carried.

The City Council received the past due utility accounts to be assessed for a current total of \$11,941.43. There were no written or verbal comments received for the hearing. A **motion** by Minnick, seconded by Fruetel, to close the public hearing and reconvene the City Council meeting at 5:47 p.m.

Resolution 23_09 - A motion by Minnick, seconded by Fruetel, to approve Resolution 23_09 Assessing the 2023 Utility Bill Assessments Payable 2024. Motion carried.

ANZ, Inc. – Nursing Center Rehabilitation Project – Nasra Mohamed-Salah was present to discuss City Council support for proposed legislation to grant the city \$6.8 million to rehabilitate the nursing home into a modern nursing home and childcare facility.

In general, the city would be the financial conduit for the funding during construction and would own the building for the first seven years. After successful completion of the project and operations the building would go back to the original owner, Nasra Mohamed-Salah. Ms. Mohamed-Salah has purchased the current building and is working on her nursing home administrator's license. She has managed senior

care facilities at multi-site locations in Michigan with a total of 18 clients. MN Representative Dave Urdahl will be proposing the grant through the MN legislature upon City of Cosmos approval.

Table Nursing Home Discussion - A motion by Minnick, seconded by Fruetel, to table the nursing home rehabilitation project until the December meeting with a full city council. Motion carried.

Public Works Maintenance Position - A motion by Minnick, seconded by Fruetel, to authorize the personnel committee to interview and hire if appropriate, the public works applicant for the city. Motion carried.

Water/Wastewater License - A motion by Minnick, seconded by Fruetel, to authorize Mayor McCarthy to work towards his water and wastewater license for the City of Cosmos. This would include all costs associated with training, testing and paid time to acquire the required hours and education for the licenses. Motion carried.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, December 14, 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 Minnick, seconded by Fruetel, to adjourn the City Council meeting at 6:40 p.m. Motion carried.



John A. Douville, Administrator/Clerk

**MINUTES
CITY OF COSMOS
REGULAR MEETING
December 14, 2023**

A regular meeting of the Cosmos City Council was called to order by Mayor Thomas McCarthy at 5:30 p.m. on Thursday December 14, 2023.

COUNCIL PRESENT: Council Members Mark Minnick, Emily Van Hatten and Angelica Hopp. Jody Fruetel arrived at 5:40 p.m.

ALSO PRESENT: Public Works Nikki Brazzi, Deputy City Clerk Brigitte Douglas and City Administrator John Douville

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

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

- 1) November 9, 2023 City Council Minutes.
- 2) 2024 On-Sale, Off-Sale, Sunday Liquor License – The Dive

VISITORS PRESENTATIONS, PETITIONS AND CORRESPONDANCE

ANZ, Inc. Nursing/Day Care Facility (tabled Nov 9, 2023) – ANZ, Inc. had requested support from the City of Cosmos in acquiring a state grant and overseeing the refurbishing of the nursing home into and updated nursing and day care facility at the November 9, 2023 City Council meeting.

Mayor McCarthy, Councilmember Hopp and City Administrator met with city attorney Steve Bessor to review the preliminary proposal. After said meeting, it was determined that the city did not have the resources to properly oversee the project as presented. The City Council recommended ANZ, Inc. to work with Meeker County EDA in this endeavor as they may be more suited to oversee the project.

ANZ, Inc. Nursing Home Letter of Support - A motion by Hopp, seconded by Van Hatten, to authorize writing a letter of support on behalf of the City to ANZ, Inc. in the endeavor. Motion carried.

December 14, 2023 Bills List - A motion by Van Hatten, seconded by Hopp, to approve the December 14, 2023 bills list with check numbers from 16532-16592 for \$45,886.79. Motion carried.

LSS Meals Program – City Administrator Douville reported that the LSS meals program is interested in providing luncheon meals at the city center Mondays through Fridays. The Council had more questions to be answered before and decisions could be made. No action was taken.

5:40 p.m. Public Works Hire – Nikki Brazzi was introduced to the City Council as the new Public Works Operator. A motion by Hopp, seconded by Fruetel, to authorize hiring Nikki Brazzi at \$23/hr. for the public works operator position. Motion carried.

Resolution 23_12 2024 Wage and Benefits - A motion by Minnick, seconded by Van Hatten, to approve Resolution 23_12 2024 Wage and Benefits. Motion carried.

Resolution 23_11 2024 Utility and Service Fees - A motion by Hopp, seconded by Fruetel, to approve Resolution 23_112024 Utility and Service Fees. Motion carried.

2024 Truth in Taxation Hearing – A motion by Minnick, seconded by Hopp, to recess the regular city council meeting and open the 2024 Truth in Taxation Hearing at 6:00p.m. Motion carried.

City Administrator Douville reviewed the 2024 General Fund Budget. Budgeted revenues and expenditures increased approximately 6% at \$574,013. For the eighth consecutive year, there was no change in the city property tax levy of \$287,263. There were no verbal or written comments from the public. A **motion** by Van Hatten, seconded by Hopp, to close the public hearing and reconvene the City Council meeting at 6:10 p.m.

Resolution 23_10 2024 General Fund Budget and Property Tax Levy- A motion by Van Hatten, seconded by Minnick, to approve Resolution 23_10 2024 General Fund Budget and Property Tax Levy. Motion carried.

Department Heads

Jon Fruetel, Fire Chief reviewed the possible repairs needed for some fire department vehicles.

Ambulance Captain Van Hatten discussed setting up annual maintenance on the ambulance and having some mechanical items look at.

Councilmember Van Hatten discussed reviewing the requirements of marijuana ordinance with the new state statutes.

City Hall Entrance Overhang – A motion by Van Hatten, seconded by Fruetel, to approve additional construction on the city center entrances to help direct snow and rain off of the door overhang. Motion carried.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, January 11, 2024. 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 Minnick, seconded by Hopp, to adjourn the City Council meeting at 6:20 p.m. Motion carried.


John A. Douville, Administrator/Clerk