

**MINUTES
CITY OF COSMOS
REGULAR MEETING
JANUARY 16, 2025**

Mayor Elect Dale Martin and Councilmember's Elect Jeremy Anderson and Daniel Cairl were sworn in to their respective Council positions at 5:30 p.m., January 16, 2025.

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:31 pm on Thursday, January 16, 2024.

COUNCIL PRESENT: Council Members Emily Van Hatten, Mark Minnick, Jeremy Anderson and Daniel Cairl.

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

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

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

- 1) December 19, 2024 City Council Minutes.
- 2) 2025 Pay Equity Report.

January 19, 2025 Bills List - A motion by Anderson, seconded by Cairl, to approve the December 12, 2024 bills list, with check numbers 17213-17261 in the amount of \$89,471.44. Motion carried.

Res 25_01 2025, Authorize Meeker County to Administer Cannabis Licensing – A motion Van Hatten, seconded by Cairl to approve Res 25_01 2025 Authorize Meeker County to Administer Cannabis Licensing. Motion carried.

Determine Zoning Area for Cannabis Operation in Cosmos – A motion by Minnick, seconded by Van Hatten to advertise for a public hearing regarding the zoning for cannabis operations. Motion carried.

DCP PERA – Newly elected Mayor and Council Members were given the option to sign up for the Defined Contribution Plans (DCP), administered by PERA.

Res 25_02 Xcel Franchise Agreement – A motion by Anderson, seconded by Van Hatten to approve Res 25_02 Xcel Franchise Agreement. Motion carried.

Water Tower Inspection – Josh Halvorson, Bolton-Menk, explained the water tower inspection report. Recommendations are to have the roof hatch repaired, install a mixing system to assist with the circulation of water within the tower, consider a safety climb system on the interior wet ladder and pressure washing the exterior to maintain the appearance of the tower. Since there is minimal sediment within the tower, no “clean out” is necessary at this time. A reinspection is recommended in 3-5 years.

Quality Flow Service Inspection – Pump 2 at the water plant is failing, repair would cost \$5680.00, replacement \$7955.00. A motion by Anderson, seconded by Van Hatten to replace the pump. Motion carried.

Spring Clean-up Day 2025 – Clean-up day, **Drop Off Only**, is scheduled for May 24, 2025, from 8-11am, at the public works building on 90 Saturn St N. Pre-pay for payable items and flyers are available at the office during business hours, tax is added to all amounts. The city would appreciate no drop off prior to this date.

Banyon Data Direct Deposit – A motion by Van Hatten, seconded by Cairl to approve purchasing the direct deposit software and support. Motion carried.

Vehicle Constituting a Public Nuisance Ordinance – The city council recommends getting a list of properties in need of cleaning started and also look into MN Statue 169.32, Stopping, Standing and Parking.

Nasra Mohamed-Salah

Parking Lot Painting – The council recommended to paint the City Hall parking lot and handicapped parking approved for the Bank themselves and find out if the state is responsible for painting on main street in town.

Public Works License Pay Raise – A motion by Van Hatten, seconded by Minnick to approve a \$1.00 pay raise for obtaining the waste water license. Motion carried.

Municipal Buildings – Council member Anderson suggested rehomeing the items stored at the municipal “warehouse” building and getting the building ready for sale.

Snow Plow – The city council discussed looking into different options to sell the old snow plow and to revisit the subject at the next council meeting.

Teri Boese Consulting Agreement – The signed consulting agreement was presented to the council, no further action is needed.

Department Heads –

No comments or updates at this time

Other Business –

Public Works Supervisor Nikki Brazzi is encouraging customers to call the office with water clarity complaints. Public Works is already backwashing more frequently as temperatures allow and adjusting chemicals as needed. Council Member Anderson suggested getting the water tower cleaned.

Ambulance Captain Emily Van Hatten discussed getting our billing system compliant with the Medicare billing system, to ensure that we are getting compensated for services rendered.

Tom McCarthy asked if he can still, on a voluntary basis, help with water related tasks like checking on the water plant and backwashing, on weekends or when the Public Works Supervisor is unavailable. A motion by Van Hatten, seconded by Minnick to allow Tom McCarthy's assistance until he told otherwise. Motion carried.

Matthew Engelson proposed for the city to use something other than smart meters, due to personal health concerns. It was recommended for Mr. Engelson to gather relevant information and bring this information to the office prior to the next council meeting, to give the council members adequate time to view this information.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, February 13, 2025. 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 6:23 pm. Motion carried.



Brigitte Douglas

City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
FEBRUARY 13, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:27 pm on Thursday, February 13, 2024.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson and Daniel Cairl.

COUNCIL ABSENT: Mark Minnick

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

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

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

- 1) January 16, 2025 City Council Minutes.

City Engineer – Josh Halvorson, Bolton-Menk, was present to update on the Phase II street and utility projects. The sewer line televising is done and we are waiting for the report. An Open House is planned for April 4, 2025 for the public to review and talk about the plans. Special Assessment and final Assessment hearings will need to be scheduled and bidding could start in July or August.

February 13, 2025 Bills List - A motion by Van Hatten, seconded by Cairl, to approve the February 13, 2025 bills list, with check numbers 117275-117306 in the amount of \$75,341.56. Motion carried.

Recess Council Meeting and open Public Hearing – A motion by Van Hatten and seconded by Cairl to recess the council meeting at 5:45pm and open the Public Hearing Cannabis Zoning. Motion carried.

A motion by Anderson, seconded by Van Hatten to close the public hearing and reconvene the council meeting at 5:50pm. There were no verbal or written comments from the public.

A motion by Van Hatten, seconded by Cairl to move forward with the Cannabis Zoning. Update the City Ordinance to allow Cannabis Retail with Conditional Uses in M-1 Manufacturing, B-2 Highway Business District and B-1 Central Business District. Motion carried.

Res 25_03 Xcel Gas Franchise Agreement – A motion by Anderson, seconded by Cairl to approve Res 25_03 Xcel Gas Franchise Agreement. Motion carried.

Res 25_04 New Regional Safety Group – is tabled for now.

Res 25_05 Grant Application for WIF-RD – A motion by Van Hatten, seconded by Anderson to approve Res 25_05 Grant Application for WIF-RD. Motion carried.

Contract for Service with Maguire Iron to clean Water Tower – is tabled for now. We will have our city engineer look at the condition of the tower before hiring anyone. Any cleaning of the tower would have to wait until spring.

PeopleService Inc, Introduction/Water Quality Discussion – Tim Gratke, Director Consulting Services, and Greg Stang, Regional Manager were present to introduce themselves and explain the services their company offers. They will have to look at our system, treatment products and procedures to diagnose our water issue before proposing a contract tailored to the cities needs to be introduced at the next council meeting.

A motion by Van Hatten, seconded by Cairl to have Jeremy Anderson replace Emily Van Hatten on the Public Works Committee. Motion carried.

Annual Fire/Township Meeting – A reminder about the upcoming Annual Fire/Township Meeting on February 18, 2025 at 7:00pm. Fire Chief Jon Fruetel and Ambulance Captain Emily Van Hatten explained what the meeting is for and about.

Department Heads – Emily Van Hatten discussed the possibility of forgiving outstanding Ambulance Service bills. No action was taken.

Other Business –

Documentation to provide general information about radio frequency emissions for the Neptune R900 smart meter was introduced and is available to the public at the city office.

During last month council meeting, Matt Engelson voiced concern about health issues he believes are caused by the smart meters the city uses. He removed his water meter prior to the council meeting. At this time he was given verbal instructions to have a water meter reinstalled at his residence within 30 days. The deadline passed.

A motion by Van Hatten, seconded by Anderson to have the city clerk expedite a letter to Matt Engelson to have a water meter reinstalled by a specific date set by the council, or have the water service discontinued. Opposed by Cairl, who believes Matt Engelson had ample time to have the missing meter reinstalled. Motion carried.

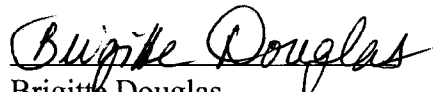
Chuck Dvorak expressed concerns about the water quality. When used in his humidifier, he believes it is the cause for frequent furnace air flow issues and furnace filter changes. The city is actively pursuing avenues to improve the water quality as soon as possible.

Owen Schlueter had questions about a survey company contacting customers in town. The city engineer explained that this is due to the Phase II project and suggested that he and other customers respond to the survey company for more information. Owen Schlueter also had questions about ownership of the road he lives on and concerns that paving the road would lead to unnecessary traffic and parking, despite it being signed a dead-end road. The city engineer spent time with Owen Schlueter after the meeting to go over the proposed plans.

Jeremy Anderson asked if there is any money set aside for equipment replacement. Silver Lake is selling their snow plow for \$20,000.00. It is a smaller truck, therefore better suited for our city, and in better condition than our current plow. No decision has been made.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, March 13, 2025. 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 Anderson, to adjourn the City Council meeting at 8:05 pm. Motion carried.


Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
March 13, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:37 pm on Thursday, March 13, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson and Daniel Cairl.

COUNCIL PRESENT BY PHONE: Mark Minnick

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

Adopt Agenda – A motion by Anderson, seconded by Cairl, to adopt the agenda. Motion carried.

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

- 1) January 16, 2025 City Council Minutes.
- 2) Past Due Utility Bills

March 13, 2025 Bills List - A motion by Van Hatten, seconded by Anderson, to approve the March 2025 bills list, with check numbers 117307-117338 in the amount of \$99,600.70. Motion carried.

City Engineer – Josh Halvorson, Bolton-Menk, was present to update on the Phase II street and utility project. He discussed the proposed assessment schedule time line, starting with a open house on April 3, 2025 and a preliminary assessment hearing at 5:20 pm on April 10, 2025. Hearing and Open House notices are planned to be mailed by March 21, 2024.

Res 2025-06 Calling a Hearing on Improvement – A motion by Van Hatten and seconded by Cairl to approve Res 2025-06, rescheduling the public hearing on proposed improvement to April 10, 2025 at 5:20pm. Motion carried.

Res 2025-04 New Regional Safety Group – the City of Cosmos is already part of a safety group, Highway 212 RSG and does not need to form another one.

John Douville's Consulting Proposal – Council member Anderson voiced his opinion about the public's perspective of having Mr. Douville in the office as a consultant to the clerk, at meetings or as coverage during the clerk's absence. He suggested another prospective candidate for consulting services, as well as hiring part-time, as needed office help for coverage during the

clerk's absence instead. Council members Van Hatten and Minnick pointed out that the cost of hiring two people could be higher than the proposal in question. Council Members Anderson and Cairl, as well as Mayor Martin were opposed to Mr. Douville's consulting services, so his proposal was not considered. No other suggestions were taken into consideration.

PeopleService proposal & contract – A motion to accept Phase II of the proposal, once the city's lawyer viewed the contract, and until the city's maintenance supervisor has all his necessary licenses, by Van Hatten, seconded by Cairl, abstained by Anderson. Motion carried.

Matt Engelson payment proposal – An agreement between Matt Engelson and the City Council was reached to resolve the outstanding utility bill. The agreement will be drawn up by the city clerk and signed by both Matt Engelson and Mayor Martin.

Quality Flow Lift Station Annual Service Proposal – A motion to hire Quality Flow for our annual lift station needs and accept their proposal by Anderson, seconded by Van Hatten. Motion carried.

Seasonal Public Works Position – Applications for this position are available at the City Office, Monday - Thursday 9-4.

Lester Prairie Snowplow – Since a sale between municipalities does not require a bidding process, a motion by Cairl, seconded by Minnick to bring a \$20,000.00 offer to Lester Prairie for the snowplow. Motion carried. Possibly auctioning off the current city plow is tabled for now.

Maquire Iron Water Tower Cleaning – The city engineer has an inspection of the water tower scheduled for next Tuesday and will provide a report thereafter. Any potential need of cleaning the water tower will be revisited at the next council meeting.

Municipal Building Inspections – Council member Anderson suggested the city inspects their municipal buildings and outbuildings to determine their uses and needs and considers selling what is not necessary to keep.

Department Heads –

Dave Woelfel, the current licensed water plant operator and Nikki Brazzi the maintenance supervisor talked extensively about what steps have been taken so far to improve the water clarity for the city. Frequently flushing the hydrants and adjusting the chemicals has shown improvement already and will continue until the issue is resolved.

Fire Chief Jon Fruetel informed the council that air packs, compressor inspection and compressor repair is needed for the fire department.

Ambulance Captain informed the council that the firemen completed their training, including driving and CPR, to be able to assist on the Ambulance side. They are now waiting for the State papers to be completed.

Other Business –

Angelica Hopp voiced her concern over personal feelings potentially interfering with the consideration of John Douville's consulting proposal. She also questioned if other water service companies were consulted before deciding on PeopleService.

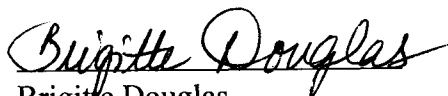
Tyson Throughbred inquired about council meetings being videotaped and posted online. When he brought this subject up about 10 years ago, it was dismissed as unnecessary. Council member Anderson explained that research would be needed, before a decision could be made. Mr. Throughbred also voiced concern about the city water being safe.

The council suggested we get more wood chips for the park playground, get necessary tree trimming done on the Boulevard, bring the "junk property" ordinance and letters to the next council meeting and inquire if the Meeker County building inspector can assist the city with the dilapidated (#12) trailer at the trailer park.

Council Member Van Hatten asked if the city would revisit looking into the cost of a basketball court, in an attempt to provide more positive things to do for our city's youth.

Next City Council Meeting – The next city council meeting is scheduled for 5:00 p.m. Thursday, April 10, 2025. The agenda will be posted in the city office window, post office and bank vestibules 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 Cairl, to adjourn the City Council meeting at 8:44 pm. Motion carried.


Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
SPECIAL CITY COUNCIL MEETING
MARCH 31, 2025**

A special meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:00 p.m. on Monday, March 31, 2025.

COUNCIL PRESENT: Council Members Mark Minnick, Emily Van Hatten, Jeremy Anderson and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas

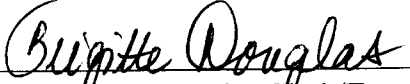
Adopt Agenda – A motion by Anderson, seconded by Van Hatten, to adopt the agenda. Motion carried.

Authorize Personnel Committee to hire office help – A motion by Anderson, seconded by Cairl, to hire Katie Hansen at \$18/hr as the part-time, as needed, clerk. Motion carried.

Terri Boese consulting proposal – A motion by Van Hatten, seconded by Minnick to hire Terri Boese as the as needed office consultant, at \$75/hr plus milage and ¼ of the hourly fee per 15 minutes for phone assistance, contingent on lawyer. Motion carried.

Clerk Institute – It has been decided that the city clerk will forgo attending the clerk institute this year and will resume attending next year.

Motion to Adjourn - A motion by Anderson, seconded by Cairl, to adjourn the City Council meeting at 5:44 p.m. Motion carried.



Brigitte Douglas, City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
April 10, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:10 pm on Thursday, April 10, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson, Mark Minnick and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

Adopt Agenda – A motion by Anderson, seconded by Cairl, to adopt the agenda. Motion carried.

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

- 1) March 13, 2025 City Council Minutes.

April 10, 2025 Bills List - A motion by Anderson, seconded by Minnick, to approve the April 2025 bills list, with check numbers 117341-117386 in the amount of \$174,053.45. Motion carried.

Recess Council Meeting and open Public Hearing – A motion by Van Hatten and seconded by Anderson to recess the council meeting at 5:20pm and open the Public Hearing on Improvement. Motion carried.

City Engineer – Josh Halvorson, Bolton-Menk, did a presentation on the Improvement project. Flyers are available for the public at the office. He explained that the city council will decide on the proposed assessment rate and to expect resolutions for policies and rates to be adopted by the next council meeting.

He also answered questions and concerns about potential tree and shrub removal necessary during construction, city and homeowner responsibility for water and sewer lines to and from properties and access for emergency vehicles during construction.

A motion by Anderson, seconded by Minnick to close the public hearing and reconvene the council meeting at 6:23pm. Motion carried.

Clarke Mosquito Management – A motion by Cairl, seconded by Anderson to approve a 3 year contract with Clarke. Opposed by Minnick. Motion carried.

Other Business –

A representative from the Sheriff's Office was present with a monthly status report. A total of 36 incidents were reported, 11 of those being traffic stops.

Council member Cairl would like the status report to be more detailed about traffic stops. He also suggested to enforce more noise control, especially at the Highway 4 and Highway 7 intersection in town. Getting a digital speed sign through the county or state also was mentioned, but previous attempts by the council have been unsuccessful, so the only option would be for the city to purchase one.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, May 8, 2025. The agenda will be posted in the city office window, post office and bank vestibules 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 Cairl, to adjourn the City Council meeting at 7:05 pm. Motion carried.



Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
May 8, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:30 pm on Thursday, May 8, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson, Mark Minnick and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

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

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

1) April 10, 2025 City Council Minutes.

May 8, 2025 Bills List - A motion by Van Hatten, seconded by Cairl, to approve the April 2025 bills list, with check numbers 117351-117426 in the amount of \$132,639.31, excluding check #117417, MMS Environmental, until further research. Motion carried.

City Engineer – Josh Halvorson, Bolton-Menk, discussed the revised assessment schedule, as well as the Assessment Policy Memo and Assessment Slideshow from April 10th. He answered questions and concerns about flooding issues at the E Draco area, raised by David Pederson and Andy O’Banion. Debris, sticks and mud gather at the end of the road by Mr. Pederson’s driveway creating a mess that does not get cleaned up. City Engineer Josh Halvorson will look into those complaints and see what can be done. For customers interested in an additional, or larger approaches to their properties, Josh Halvorson advised getting with him and the city for approval.

Res 25 – 06, Adopt Assessment Policy – A motion by Van Hatten, seconded by Anderson to adopt Res 25 – 06, Adopt Assessment Policy. Motion carried.

Res 25 – 07, Adopt Assessment Rate - – A motion by Van Hatten, seconded by Cairl to adopt Res 25 – 07, Adopt Assessment Rate. Motion carried.

Res 25 – 08 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment – A motion by Anderson, seconded by Minnick to declaring costs and ordering preparation of assessment. Motion carried.

Authorize Personnel Committee to Hire Danielle Martin as casual part-time Maintenance staff – Of the 2 candidates interviewed, Danielle Martin has more experience operating all the maintenance equipment necessary for the position. A motion to hire Danielle Martin by Van Hatten, seconded by Cairl. Motion carried. She will receive a starting wage of \$19/hour, there are no guaranteed hours, her supervisor is in charge of her schedule and anything over 40 hours has to be approved by the council.

Municipal Buildings, revisited – Sell the “Warehouse” building, at 241 Jupiter St S, via sealed bids in the next 1-2 month, when everything is cleared out. Ensure that prospective buyers are aware of pending assessments and get building sold before end of year.

Snow Plow, revisited – Remove the salt/sand spreader from the old snow plow to sell at a different time. Bring the plow to Steffes Auction house to be sold.

Junk Properties, revisited – Council members Cairl and Minnick volunteered to do the city property inspections to uphold the cities ordinance codes.

Parking Lot Painting revisited – Get quotes from different companies and a separate quote for the parking on main street, to present to the Highway Department for potential reimbursement.

LMC Liability Coverage Waiver Form – A motion by Cairl, seconded by Minnick to NOT waive the limits on municipal tort liability established by MN Statue 466.04.

Department Heads –

Maintenance Supervisor Nikki Brazzi explained that when replacing Pump 2 at the lift station it became apparent that Pump 1 is in need of repair/replacement as well. Both pumps need to be in good working and used on alternate schedules. Council advise to get estimates.

Other Business –

A representative from the Sheriff’s Office was present with a monthly status report. Again there were 11 traffic stops, mostly for speeding on Highway 7.

With the Memorial Day Program at the Park on May 26, 2025, the city council asked Public Works to have the park mowed and ready. They also want the of dirt and debris piles by the public works building disposed off.

Mayor Martin received an unpleasant phone call from a Realtor trying to sell a property adjacent to the trailer court. The Realtor was not happy with the current state of the trailer court property. Council members Cairl and Minnick will review the issue while touring the city to identify

properties in need of clean-up. Mayor Martin also encouraged the council to start looking into what is needed and of course cost for a Basketball court at the ball park, to provide more youth entertainment.

Next City Council Meeting – The next city council meeting is scheduled for 5:30 p.m. Thursday, June 12, 2025. The agenda will be posted in the city office window, post office and bank vestibules 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 the City Council meeting at 6:45 pm. Motion carried.

A handwritten signature in cursive script that reads "Brigitte Douglas".

Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
June 12, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:27pm on Thursday, June 12, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson, Mark Minnick and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

Adopt Agenda – A motion by Van Hatten, seconded by Anderson, 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) May 8, 2025 City Council Minutes.

Sheriff's Office – A representative from the Sheriff's Office was present to present the council with the monthly report consisting of 11 records, a mixture of traffic stops and other calls. Council Member Cairl questioned the number of traffic stops, insisting there should have been more.

June 12, 2025 Bills List - A motion by Van Hatten, seconded by Minnick, to approve the June 12, 2025 bills list, with check numbers 1000e-1004e and 117427-117475 in the amount of \$113,940.18. Motion carried.

City Engineer – Dylan Idso, Bolton-Menk, explained the proposed Assessment Roll, Easement Acquisition, Res 25 – 09 Hearing for Proposed Assessment and Notice of Hearing for Assessment.

Easement Acquisition – A motion by Anderson, seconded by Cairl to move forward with the acquisition. Motion carried.

Res 25 – 09, Resolution for Hearing on Proposed Assessment – A motion by Van Hatten, seconded by Cairl to approve Res 25 – 09. Motion carried.

Rural Development, Phase II Street Infrastructure Letter of Conditions – Mary Zahnow from USDA Rural Development was present to explain the Letter of Conditions, Letter of Intent to meet Conditions, Request for Obligations of Funds and Loan Resolution. A motion to accept and sign the Letter of Conditions, Letter of Intent and request for Obligations of Fund by Minnick, seconded by Cairl. Motion carried.

A motion to accept and sign the Loan Resolution by Van Hatten, seconded by Anderson. Motion carried.

City of Cosmos Annual Audit – Sara Oberloh was present to explain the City's Annual Audit. Everything looks good and balanced out and the city is in good financial standing. She recommended reserving more funds for equipment when preparing the budget.

Parking Lot and Main Street Parking Striping – A motion by Van Hatten, seconded by Cairl to accept the quote from Kohl's Sweeping to get our parking lot and main street parking re-striped and handicap parking added by the bank building. Motion carried.

Juneteenth Day – A motion by Van Hatten, seconded by Cairl to add Juneteenth Day to the city's list of observed holidays. Motion carried.

Neptune 360 software – A motion by Minnick, seconded by Van Hatten to upgrade our utility reading software to Neptune 360 and our Banyon Billing software to accommodate Neptune 360. Motion carried.

Water Plant Pump #1 – A motion by Van Hatten, seconded by Minnick to get Pump #1 replaced, as two pumps are needed to alternate during operations. Motion carried.

Municipal Buildings Sale – Get the flyer ready, post at office window and post office and bank vestibules. Advertise on city sign, Hector News Mirror and Gazette. Have the city attorney get all paperwork ready for sale.

Junk Properties, revisited – Council members Cairl and Minnick presented the city clerk with a list of properties in need of clean up, as well as mowing and weed removal. Letter will go out this week.

Next Council Meeting – July's council meeting will start at 5:00pm with a Public Assessment Hearing being held at 5:20pm. A motion by Minnick, seconded by Anderson to have July's council meeting start at 5:00pm.

Department Heads –

Maintenance Supervisor Nikki Brazzi reminded council that he will be on vacation from June 26 - July 1, 2025. All maintenance calls be re-routed.

Fire Chief Jon Fruetel would like to see the 2 doors on the SE side of the fire station being replaced with 1 large door and is getting estimates for the cost. He also informed the council that the mini pumper has been serviced.

Ambulance Captain Emily Van Hatten informed the council that the ambulance passed inspection.

Other Business –

Mayor Martin recommended getting our herbicide chemicals through the Co-op next year and to dispose of the outdated ones we have in a timely manner. Mayor Martin also complimented the maintenance staff on how nice the park looked for the Memorial Day festivities.

Mark Adams, American Legion, would like a long-term agreement, 20 years, with the city to use the building next to the old maintenance shop for storing their pull-tabs. They will do all the necessary updates to prepare the building and maintain the building.

Mark Adams also inquired about having a food truck in town. Since there being no ordinance regulating food trucks, Council Member Cairl agreed to allowing food truck visits on his Motorcycle Shop property.

Mark Adams also told Mayor Martin that the Legion would be open to donate towards a basketball/pickle ball court at the ball park. Council Member Anderson mentioned Bernick's giving grants towards projects like the city is planning for our youth and will look further into that.

Roger Trebbensee, project manager of UFC, asked the city council and fire chief for assistance with their fertilizer storage project at the east side of town. A sprinkler system exception is needed to go forward with the building plans, but is causing a delay with the county building official. They have already explored numerous avenues and he is hoping to receive a letter of support from the city council and fire chief. The city council and fire chief agreed to provide such letter of support.

Cordell Ludwig is asking for a revision of the ordinance 91.46 to allow chicken within city limits. Mayor Martin and Council Members Van Hatten, Minnick and Anderson are open to a revision, Council Member Cairl is opposed. The city will move forward with the revision.

Motion to Adjourn - A motion by Van Hatten, seconded by Minnick, to adjourn the City Council meeting at 8:37 pm. Motion carried.



Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
REGULAR MEETING
July 10, 2025**

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:07pm on Thursday, July 10, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson, Mark Minnick and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas and Public Works Supervisor Nikki Brazzi.

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

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

1) June 12, 2025 City Council Minutes.

Sheriff's Office – A representative from the Sheriff's Office was available to present the council with their monthly report, 36 records, a mixture of traffic stops and other calls. As every year, the Sheriff's Department will offer additional assistance during our annual Space Festival.

July 10, 2025 Bills List - A motion by Van Hatten, seconded by Cairl, to approve the July 10, 2025 bills list, with check numbers 1005e-1014e and 117478-117510 in the amount of \$67,667.60. Motion carried.

Recess Council Meeting and open Public Hearing - A motion by Van Hatten, seconded by Anderson to recess the Council Meeting at 5:20pm and conduct the Final Assessment Hearing. Motion carried.

City Engineers – Joshua Halverson and Dylan Idso, Bolton-Menk, conducted the Final Assessment Hearing and via slide show explained the purpose for the hearing. The objective was for residents to raise potential written or verbal objections. The council has the option to adopt the Assessments as they are, adopt the Resolution minus the objections, or table the decision until next month. The council took note of all written and verbal objections, tabled the decision until the next council meeting on August 14, 2025 and will hold a closed workshop on the matter in the meantime.

Written Objections were brought forth by: Matthew Engelson, Tyson Throughbred, Ruth Hase-Gutierrez, Adam & Matthew Lietzau and Charles & Twyla Lietzau.

Verbal Objections were brought forth by: Owen & Kimberly Schlueter, Isabell Sjorgen, James & Shirley Hackbarth, Jack & Joann Schoonover and David Lux.

Andrew O'Banion found his assessment to be fair, Thomas Roering inquired about the timeline of the project.

A motion by Anderson, seconded by Minnick to close the public hearing and reconvene the council meeting at 6:15pm. Motion carried.

Municipal “Warehouse” Bid Acceptance – City Clerk Brigitte Douglas was tasked with opening the sealed bids. The highest bid was received from Angelica Hopp and was accepted by the City Council.

Junk Property clean up, revisited – The Board of Health Committee will follow up on the progress made.

Department Heads –

Maintenance Supervisor Nikki Brazzi let the council know he will take care of the curbs on the parade route prior to the parade.

Other Business –

- * The Space Fest Committee and Public Works are busy preparing for the Space Festival.
- * Mayor Martin complimented public works for keeping the public grounds well taken care of.
- * Mark Minnick commented on the parking lot striping and how efficient the company handled the task.
- * Jeremy Anderson mentioned the work order system he would like to implement. He was advised to gather more information and present it at the next meeting.
- * Emily Van Hatten explained the roles of the Public Works Supervisor, Public Works Committee and City Council. Although the Public Works Supervisor answers to the City Council, he/she does not need to be supervised on their daily, weekly or monthly tasks. The council and committee are there to offer guidance or direction as needed by the supervisor.
- * Mark Adams, Cosmos Legion, was advised by the Council to draw up the contract they desire for the building next to the old maintenance shop and present it at the next council meeting.

Next City Council Meeting – The next city council meeting is scheduled for 5:30pm, Thursday, August 14, 2025. The agenda will be posted in the city office window, post office and bank vestibules 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 Anderson, to adjourn the City Council meeting at 6:40pm. Motion carried.



Brigitte Douglas
City Clerk/Treasurer

**MINUTES
CITY OF COSMOS
CLOSED WORKSHOP MEETING
JULY 23, 2025**

A closes workshop meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:03 p.m. on Wednesday, July 23, 2025.

COUNCIL PRESENT: Council Members Mark Minnick, Emily Van Hatten, Jeremy Anderson and Daniel Cairl.

ALSO PRESENT: Clerk/Treasurer Brigitte Douglas, Consultant Terri Boese, Engineers Johsua Halvorson and Dylan Idso.

Assessment Roll Discussion in conjunction with written and verbal objections:

Owen & Kimberly Schlueter – Asphalt on whole street but shorten footage from 200ft to 150ft, \$14,400.00 to \$10,800.00 with city paying \$5,300.00 for utility easement

Isabell Sjorgen – assessment stays, could apply for deferment

James & Shirley Hackbarth – Property 1 (slough) shorten footage from 116ft to 60ft, \$8,420.00 to \$4,320.00 with city paying \$6,200.00 for utility easement – Property 2 no change

Charles & Twyla Lietzau – assessment stays with \$3,300.00 for utility easement; if property is donated to city, no assessment

Jack & Joan Schoonover – assessment stays, could apply for deferment

Matt Engelson – assessment stays

David Lux – assessment stays, create apron for field approach, owner may qualify for green acres deferment

Lietzau LLC – assessment stays, with city paying \$50,360.00 for new easement. Suggested old easement buy-back deduction of \$36,600.00, leaving a net sum of \$13,800.00. Proposed change to city paying for new utility easement, but not charging for old easement. Owner may qualify for green acres deferment

Armando & Ruth Gutierrez – assessment stays with city paying \$1,400.00 for utility easement. Front footage was already adjusted from 407ft to 345ft.

Tyson Throughbred – assessment stays, could apply for deferment

City Engineer will notify customers with change in assessment. Revised assessment roll and resolution to defer payment will be presented to the City Council at the next Council Meeting, August 14, 2025.

Motion to Adjourn - A motion by Van Hatten, seconded by Cairl, to adjourn the closed workshop meeting at 6:28pm. Motion carried.



Brigitte Douglas, City Clerk/Treasurer

MINUTES
CITY OF COSMOS
REGULAR MEETING
August 14, 2025

A regular meeting of the Cosmos City Council was called to order by Mayor Dale Martin at 5:31pm on Thursday, August 14, 2025.

COUNCIL PRESENT: Council Members Emily Van Hatten, Jeremy Anderson, Mark Minnick and Daniel Cairl.

ALSO PRESENT: City Clerk/Treasurer Brigitte Douglas, Consultant Terri Boese and Public Works Supervisor Nikki Brazzi.

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

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

1) July 10, 2025 City Council Minutes.

Sheriff's Office – A representative from the Sheriff's Office was available to present the council with their monthly report, 36 records, a mixture of 14 traffic stops and other calls. The city clerk forwarded a complaint from a resident living at the south end of town, expressing concerns about the speed of trucks entering and exiting Cosmos, to the officer. Council Member Cairl asked for a more detailed break-down of contracted hours and extra calls on their report, which the officer will forward to his office.

MN DOT – represented by Nate Van Hatten, addressed the Highway 4 & 7 intersection concerns. 48hr camera studies were performed and accident information gathered by MN DOT. Neither warrant the current stop signs to be replaced with Halo Stop Signs. The city has the option to purchase these signs, but then also needs to place and maintain them. "Gated" stops signs were suggested, meaning stop signs on both sides of the road, the council is in favor of those. MN DOT brought a speed trailer to town for a couple of weeks. They are also evaluating if the highway signs placed prior to the stop signs are blocking the view and need to be moved. They encourage anyone to let them know if anything is blocking the view of signs.

August 14, 2025 Bills List - A motion by Van Hatten, seconded by Anderson, to approve the August 14, 2025 bills list, with check numbers 1015e-1024e and 117511-117563 in the amount of \$133537.59. Motion carried.

City Engineer – Joshua Halvorson was present for Res 25-10 and Res 25-11.

Res 25-10 – Adopting Assessment – A motion to adopt Res 25-10, Assessments, by Van Hatten, seconded by Minnick. Motion carried.

Res 25-11 – Establishing program to Defer Payment of Special Assessment – A motion by Van Hatten, seconded by Cairl to establish Res 25-11. Motion carried.

MN Paid Leave Law – Consultant Terri Boese informed the council about Minnesota's new Paid Leave Law and all the immediate steps necessary to be compliant by January 2026. Her recommendation is for the city to go with the states plan and to appoint Brigitte Douglas plan administrator.

A motion to appoint City Clerk Brigitte Douglas Administrator of the MN Paid Leave Law by Minnick, seconded by Van Hatten. Motion carried.

Preliminary 2026 General Fund Budget – Consultant Terri Boese discussed the 2026 Preliminary General Fund Budget, due by the end of September, with the council. She recommends a proposed 3% tax

levy increase and explained that the percentage can always be decreased but not increased by the end of the year's Truth in Taxation Hearing.

Chicken Ordinance – A chicken ordinance and permit application was drafted. Once reviewed by the city's attorney it can be implemented at the council's discretion.

People Service Operation and Maintenance Report – Council Member Anderson, representing PeopleService, presented the council with his monthly report. Council Member Van Hatten asked about the progress made with the water quality issue. Council Member Anderson explained that the iron is ok, but the permanganate is still a work in progress, trial and error with lots of monitoring and adjusting.

Department Heads –

Maintenance Supervisor Nikki Brazzi informed the council that the steps to the gazebo need to be replaced and got the councils approval to get the project done.

Ambulance Captain Emily Van Hatten informed the council that two staff members completed their EMR training and are now moving on to their EMT training.

Other Business –

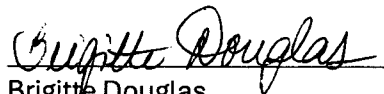
Council Member Van Hatten informed the council of the numerous compliments she received on the immaculate condition the city parks were in for the Space Festival and again thanked Public Works for their efforts.

Ben Hansen, Cosmos Lions, suggested the need for more picknick tables at the parks and potentially donating some. This led to a discussion for easier access tables which everyone agreed to do research on.

Former employee, Duane Martin, expressed his disapproval of the information the city provided to the Department of Labor and Industry and the League of MN Cities regarding his claims.

Next City Council Meeting – The next city council meeting is scheduled for 5:30pm, Thursday, September 11, 2025. The agenda will be posted in the city office window, post office and bank vestibules 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 6:50pm. Motion carried.



Brigitte Douglas
City Clerk/Treasurer