

OTSEGO CITY COUNCIL EMERGENCY MEETING
OTSEGO PRAIRIE CENTER
MARCH 18, 2020
4:00 PM

Call to Order.

Mayor Stockamp called the meeting to order at 4:06 PM.

Roll Call: Mayor Jessica Stockamp; Councilmembers: Corey Tanner, Jason Warehime and Tina Goede. Councilmember Tom Darkenwald arrived at 4:22 PM. Staff: Adam Flaherty, City Administrator/Finance Director; Daniel Licht, City Planner; Dave Kendall, City Attorney; Kurt Neidermeier, Utility Manager; Ross Demant, Parks and Recreation Director; Kevin Lamson, Street Operation Manager; and Tami Loff, City Clerk.

1. This meeting has been called in accordance with MN State Statute 13D.04, Subd. 3 as well as City Code 1-7-2-D. The purpose of the meeting is to discuss the following item:

- Coronavirus Disease 2019 (COVID-19).

Mayor Stockamp stated this meeting has been called in accordance with MN State Statute 13D.04, Subd. 3 as well as City Code 1-7-2-D to discuss the Coronavirus Disease 2019.

City Administrator/Finance Director Flaherty gave an update on the current status of city services; City Hall under normal operations, Parks & Recreation has suspended all programming, events, & rentals through April 12, Public Utilities and Public Works are under normal operations and Building Safety is under normal operations as Metro West has not indicated any change in service. He further noted that the Planning Commission meeting for March 16 and the Parks & Recreation Commission meeting for March 17 were canceled.

City Attorney Kendall reviewed the option of declaring a local emergency per Minnesota Statute 12.29, and recommended the City Council consider declaring a Local Emergency. He noted that by doing so, it would implement the City of Otsego Emergency Plan. This gives the City Council more authority to take additional action if needed. The City Council concurred and this will be added to the March 23 special meeting agenda.

City Administrator/Finance Director Flaherty reviewed some items of consideration as outlined in his memo distributed this evening. The City Council concurred that due to health and well-being of the employees and the community and to help slow the spread of coronavirus that City buildings should be closed to the public until further notice. At this time City employees will continue with their normal operations. The Building Safety Department will continue with their normal operations. There was discussion on alternative methods to hold City meetings. City Attorney Kendall stated that MN State Statute 13D.021 allows for video/phone call meetings. There was discussion on using Zoom meetings on Monday, March 23 as CM Goede is not able to attend the City Council meeting in person. There is a Planning Commission meeting with public hearings scheduled for April 6. City staff has discussed having only the required four members for a quorum attend; no sign in sheet; and City staff has sent out notices asking for written comments to be sent to the City Planner prior to the meeting. All other Commission meetings will be canceled until further notice; that includes the Heritage Preservation Commission, Public Safety Commission and the Parks & Recreation Commission.

There was discussion on staff availability to work from home. At this time majority of staff is not set up to work remotely. City staff to prepare what would be needed if that was necessary. There was discussion on an employee that is currently out of the Country on vacation. The City Council concurred to require that employee to stay home when they return for the recommended 14 day quarantine.

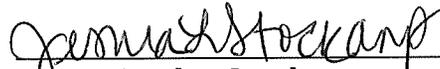
Mayor Stockamp motioned to require Steve Springer to quarantine for 14 days when he returns from his vacation and to pay him his wages for that 14 day period. Seconded by CM Warehime. All in favor. Motion carried.

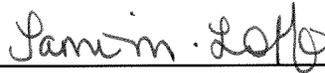
CM Warehime motioned to close all City buildings to the public starting Monday, March 23, 2020 at 8:00AM (except for instances required by law) until further notice. Seconded CM Darkenwald. All in favor. Motion carried.

This item will be added to the March 23 Special Meeting agenda for continued discussion to include defining essential services, working remotely if needed and a Leave Policy.

2. Adjourn.

CM Darkenwald motioned to adjourn. Seconded by CM Warehime. All in favor. Motion carried. Adjourned at 5:50 PM.


Mayor Jessica Stockamp

ATTEST: 
Tami Loff, City Clerk