

**OTSEGO CITY COUNCIL SPECIAL MEETING
OTSEGO PRAIRIE CENTER
MARCH 23, 2020
6:00 PM**

Call to Order.

Mayor Stockamp called the meeting to order at 6:06 PM.

Roll Call: Mayor Jessica Stockamp; Councilmembers: Corey Tanner, Jason Warehime, Tom Darkenwald and Tina Goede. Staff: Adam Flaherty, City Administrator/Finance Director; Dave Kendall, City Attorney; Daniel Licht, City Planner; Ron Wagner, City Engineer; and Tami Loff, City Clerk.

1. Coronavirus Disease 2019.

Mayor Stockamp noted for the record that the Council is proceeding under MN State Statute 13D.021 allowing Council members to appear by telephone or video conference due to the ongoing health pandemic and state of emergency.

City Administrator/Finance Director Flaherty distributed and reviewed the summary of the Families First Coronavirus Response Act signed into law by the President.

Mayor Stockamp motioned for the Otsego Personnel Policy to expand use of PTO to include use of FLMA. Seconded by CM Darkenwald. All in favor. Motion carried.

Mayor Stockamp motioned to support letting Employees PTO go negative 80 hours due to COVID-19 pandemic. Seconded by CM Darkenwald. All in favor. Motion carried.

City Attorney Kendall reviewed the attached Proclamation and Resolution Declaring a Local Emergency.

CM Darkenwald motioned to approve Proclamation No. 03 declaring a local emergency. Seconded by CM Tanner. All in favor. Motion carried.

CM Darkenwald motioned to adopt Resolution 2020-20 Enacted under authority of Minnesota Statutes 12.29 and 12.37 to extend the period of a Mayor declared local emergency. Seconded by CM Warehime. All in favor. Motion carried.

Mayor Stockamp motioned at 6:54 PM to table this meeting until after the regular scheduled City Council meeting at 7:00 PM . Seconded by CM Warehime. All in favor. Motion carried.

Mayor Stockamp re-opened the meeting at 7:24 PM.

There was discussion on who has the availability to work from home currently and the possibility of setting staggered shifts. City Administrator/Finance Director Flaherty reviewed what is required for department heads and additional staff to work from home. He stated that seven additional laptops would be needed which would include software. He reviewed the issue of phone access and that some staff has stated they don't want to use their personal phones or computers. Noting that some of the work is driven from daily phone and mail.

They discussed what they have heard from other Cities on their current operation situations; which included some working from home and some working staggered shifts. The Public Works Staff and Parks and Recordation staff are continuing to work their regular shifts just assigning them to one person per truck and working alone.

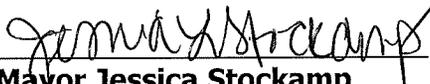
CM Darkenwald motioned to give City Administrator/Finance Director Flaherty authorization to spend up to \$30,000 from the Council Contingency on items needed to support remote work situations and also authorizing the Utilities Department to purchase two additional laptops from the Water and Sewer Fund. Seconded by CM Tanner. All in favor. Motion carried.

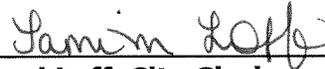
The City Council expressed that all City Services are essential and that a plan of operation is needed.

The City Council directed City staff to prepare an Emergency Operations Plan. Once the plan is drafted an emergency special meeting will be called to review, discuss and approve the plan. The City Council noted they would like to see outlined what services will continue and what services will not be continuing during the Emergency Operations Plan.

2. Adjourn.

CM Darkenwald motioned to adjourn. Seconded by CM Warehime. All in favor. Motion carried. Adjourned at 9:13 PM.


Mayor Jessica Stockamp

ATTEST: 
Tami Loff, City Clerk