

**OTSEGO CITY COUNCIL MEETING
OTSEGO PRAIRIE CENTER
MONDAY, AUGUST 24, 2020**

Call to Order.

Mayor Stockamp called the meeting to order at 7:05 PM.

Roll Call:

Mayor Jessica Stockamp; Councilmembers: Tom Darkenwald, Corey Tanner, Jason Warehime and Tina Goede. Staff: City Administrator/Finance Director Adam Flaherty, City Engineer Ron Wagner (*); City Assistant Attorney Soren Mattick; City Planner Daniel Licht; and Deputy Clerk Bethany Benting.

This meeting is proceeding under MN State Statute 13D.021 allowing members to appear by telephone or video conference due to the ongoing health pandemic and state of emergency. For the record, the Mayor, four Council members, and certain City staff were present in-person. Those indicated with a (*) attended via video conference.

Pledge of Allegiance: Mayor Stockamp led in the Pledge of Allegiance.

1. Open Forum:

Mayor Stockamp opened the Open Forum at 7:07 PM.

No comments were made.

Mayor Stockamp closed the Open Forum at 7:08 PM

2. Consider Agenda Approval.

CM Darkenwald motioned to approve as written. Seconded by CM Goede. All in favor. Motion carried.

3. Consent Agenda.

3.1 Approve Claims List.

3.2 Approve City Council Meeting Minutes.

A. August 10, 2020 Meeting.

B. August 10, 2020 Special Meeting.

3.3 Project Payments:

A. Pay Application #4 for the East WWTF Biosolids Project.

3.4 Approve Interim Operational Strategy for Material from the West Wastewater Treatment Facility.

3.5 Accept Quotes and Approve Contracted Patching Project.

3.6 Accept Quotes and Approve Accounts Payable Workflow Implementation.

3.7 Adopt Resolution 2020-54 Ordering Plans and Specifications for Trunk Watermain and Tower #4.

CM Darkenwald motioned to approve. Seconded by CM Warehime. All in favor. Motion carried.

4. Public Hearing:

4.1 Lot 7, Block 7, Country Ridge Addition, Vacation of Existing Drainage and Utility Easements.

A. Presentation by the City Administrator.

B. Open for Public Hearing.

C. Close the Public Hearing.

D. Approve Resolution 2020-53 Vacation Existing Drainage and Utility Easements.

City Planner Licht presented the Staff Report.

Mayor Stockamp opened the Public Hearing at 7:11 PM.

Robert Theisen, 8251 Palmgren Avenue NE, asked if there is something the City can help out with in terms of fees or is that his responsibility. City Planner Licht explained the property owner needs to request for the easement to be vacated and be paid for by the property owner. CM Warehime asked how much fees are. City Planner Licht said \$500 and \$1000 for escrow but typically some of the escrow is refunded.

Mayor Stockamp closed the Public Hearing 7:14 PM.

CM Warehime asked if the City has ever waived fees for this reason. City Planner Licht said No. CM Darkenwald noted that getting this off his property will increase residents' value. Councilmembers continued to discuss if any other properties will be needing the same to help share the fee cost. City Administrator/Finance Director Adam Flaherty commented that the Public Hearing item was just this specific address.

CM Darkenwald motioned to adopt Resolution 2020-53 vacating existing drainage and utility easement within the plat of Country Ridge. Seconded by Mayor Stockamp. All in Favor. Motion carried.

5. Administration:

5.1 Emergency Grant Program.

A. Presentation by the City Administrator.

B. City Council Review and Discussion.

C. Approve Resolution 2020-55 Adopting the Emergency Grant Program Policy.

City Administrator/Finance Director Adam Flaherty and Representative Keith Dahl from Ehlers introduced the possibility of developing an Emergency Grant Program to provide financial assistance to the small business community in Otsego. City Council unanimously agreed that such a program should be put in place, and provide further direction to City staff to work with a third-party to develop such a program. City Staff has since engaged Ehlers to provide assistance to the City to establish a Program. The purpose of this program is to ensure the viability of the community's small businesses in light of the current COVID-19 health pandemic. The goal of the program would be to provide needed financing for local businesses to help sustain operations and endure economic hardships during the pandemic.

Councilmembers asked many questions about dates, requirements, how many businesses this will affect and how to get the information out. Both Mr. Flaherty and Mr. Dahl read and explained the application and policies that would allow eligible businesses to apply. Businesses would not be able to double dip on any other programs. Mr. Flaherty explained City Staff would be advertising on City's social media pages, posting on City website, working through the local Chambers, posting in Star News and mail information directly to businesses if necessary.

Mr. Flaherty then asked Council for direction on the policy. Mayor Stockamp wanted to know more about the total money amount the City would be granted. Mr. Flaherty said \$1.3 million was received in CARES Act funding. CM Warehime and CM Darkenwald asked what the average percent other cities were giving to each business. Mr. Dahl suggested average amounts included 15-20% of funding received. Councilmembers also asked who will be keeping records and amounts on businesses that apply and are accepted. Mr. Dahl said the City is required to keep records and keep for 5 years for if the State would ever want to audit the City. CM Tanner asked what City staff would keep track. Mr. Flaherty said the

City would need to establish how it would be coming in and go from there. CM Goede asked what if the money wasn't all used up. Where would the rest of the money go? Mr. Flaherty explained the \$1.3 million that isn't used the County would get it, and if the County doesn't use it, it would go to the State. Mayor Stockamp asked the Council what they were thinking. Councilmembers all agreed that they liked the idea of being flexible with the dollar amount after setting a cap.

CM Darkenwald motioned to approve Resolution 2020-55 adopting the emergency grant program policy amending that Ehlers is the third party to administer help with the City. Seconded by CM Tanner. All in favor. Motion carried.

Mayor Stockamp asked City Staff to market the Emergency Grant Program.

6. City Council Reports and Updates.

CM Tanner mentioned a resident requesting a walking path to the trails by CSAH 19 and 70th Street. City Administrator/Finance Director explained there is a gap in the trail system and the trail segment is in the master plan to complete it, and will also be added to the Capital Improvement Plan.

CM Tanner gave an update on the Wright County Economic Development task force meeting he attended.

CM Tanner told City Staff and Council that many residents called him who were upset with signs from a contractor that didn't look too official. City Staff will develop a template to give to contractors moving forward in placing signs in the city.

CM Darkenwald updated Council about the site and building plans for the ISD 728 Otsego Middle School.

7. Staff Reports and Updates.

City Administrator/Finance Director Adam Flaherty gave an update on the CARES Act funds, wanting recommendation/guidance from council on what technology improvements if any they are wanting. Both CM Warehime and CM Goede agrees improving technology such as installing camera and upgrading sound system is a good thing. Mayor Stockamp added she would like to see more microphones. City Staff will look into the best locations to install cameras and purchase/upgrading microphones. CM Goede asked if we have looked at any other companies. City Administrator/Finance Director Adam Flaherty said no due to the timing of COVID-19.

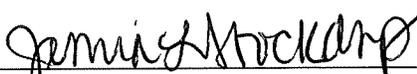
City Planner Licht asked the Council if a quorum would be available for a special meeting for the approval of a final Plat for Hunter Hills on September 1 at 5:30 PM.

Mayor Stockamp motioned for a Special Meeting to be held September 1 at 5:30 PM for a Final Plat for Hunter Hills. Seconded Warehime. All in favor. Motion carried.

City Engineer Ron Wagner updated on CSAH roundabouts, constructions, Well #9 and micro surfacing.

8. Adjourn.

CM Darkenwald motioned to adjourn. Seconded by CM Warehime. All in favor. Motion carried. Adjourned at 8:16 PM.



Mayor Jessica Stockamp

ATTEST: Bethany J. Benting
Bethany Benting, Deputy Clerk