

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

**Call to Order.**

Mayor Jessica Stockamp called the meeting to order at 6:03 PM.

Roll Call: Mayor Jessica Stockamp; Councilmembers: Corey Tanner, Tina Goede, Tom Darkenwald. Councilmember Jason Warehime arrived at 6:06 PM. City Staff: City Administrator/Finance Director Adam Flaherty, Parks and Recreation Director Ross Demant, City Planner Dan Licht, and Deputy Clerk Bethany Benting.

**1. Discussion of Emergency Grant Program.**

City Administrator/Finance Director Flaherty suggested to defer and talk more in depth at the regular meeting. Flaherty introduced the possibility of developing an Emergency Grant Program to provide financial assistance to the small business community in Otsego.

**2. 2021 Budget and Property Tax Levy Review.**

Parks and Recreation Director Demant reviewed the 2021 Budget that is aligned with the strategic plan. Topics included: Engaging Stakeholders, Positioning for Growth, and Empowering the Organization. Currently the City is working with ISD 728 on approved JPA and also with increasing access to DNR properties. Within the next year the City plans to conduct a community survey and identifying land requirements for future city needs.

Parks and Recreation Director Demant reviewed the future growth plan suggesting to add more hours/City worker in the future due to the fact that 5 additional miles of trails have been added, .5 additional miles of sidewalks which require snow removal, 2 parks, 6 landscaped roundabouts, RC track built, Pickleball Complex to maintain, Farmer's Market, and an increase partnership with the School District specifically Cross Country meets and Adult Volleyball. Staff will continue to monitor maintenance operations to determine when to recommend the addition of another full-time person. Future projects that will have an impact include but are not limited: Ballfield Expansion, future Park expansion, Park Improvements and addition of amenities, Recreation program expansion and addition of City sponsored special events.

Parks and Recreation Director Demant brought up future projects that would need to be included in the capital improvement plan such as Updated Park and Trail Signage, trails that would provide access to the river, Prairie Center improvements via community survey recommendations, developing new neighborhood parks, highlands of River pointe improvements which is stated in the master plan, athletic field improvements: Covered dugouts, concession building, flushable bathrooms and back stop improvements and also classifying City owned open spaces and greenways/ natural areas. CM Darkenwald asked about potential grants that may be available. CM Tanner suggest that being along the river there probably is more funding available. Mayor Stockamp added she believes the City is in the right direction with the master plan.

City Administrator/Finance Director Flaherty reviewed the department budgets as outlined in the packet and tax levy. Staff is seeking Council input during these budget review meetings in order to effectively and efficiently move the budgeting process forward. The Property Tax Levy was attached in the packet for this meeting. The City Council concurred as presented.

Council and Staff reviewed the general fund department budgets. CM Goede asked about the rental budget for the Parks and Recreation department. Demant explained they rented a unit to see if the City would like to purchase in the near future for snow removal. The rental cost would no longer need to be in the budget if the City does purchase the unit.

The final budget and property tax levy will not be adopted by the City Council until December, so changes to the budget can still be made between now and then. Noted, the property tax levy can be decreased, but the levy cannot be increased. The City Council concurred as presented.

**CM Darkenwald motioned at 6:59 PM to continue the special meeting after completion of the regular scheduled meeting at 7:00 PM. Seconded by CM Goede. All in favor. Motion carried 5-0.**

**CM Darkenwald motioned at 8:21 PM to reconvene the special meeting. Seconded by CM Warehime. All in favor. Motion carried 5-0.**

3. City Administrator/Finance Director Review.

Mayor Stockamp said this portion of the meeting will be closed per MN Statute 13D.01 and 13D.05 Subdivision 3, for a performance evaluation of the City Administrator.

**Mayor Stockamp motioned to close this portion of the meeting at 8:22 PM. Seconded by CM Tanner. All in favor. Motion carried 5-0.**

Deputy Clerk Benting left the meeting at 8:23 PM.

**CM Darkenwald motioned to end the closed session at 9:05 PM. Seconded by CM Goede. All in favor. Motion carried 5-0.**

**CM Darkenwald motioned to reopen the special meeting at 9:06 PM. Seconded by CM Goede. All in favor. Motion carried 5-0.**

**CM Darkenwald motioned to approve step increase for the City Administrator/Finance Director to Step 8, Grade 21. Seconded by CM Warehime. All in favor. Motion carried 5-0.**

4. Adjourn.

**CM Darkenwald motioned to adjourn at 9:10 PM. Seconded by CM Warehime. All in favor. Motion carried 5-0.**

  
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Mayor Jessica Stockamp

ATTEST:   
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Bethany Benting, Deputy Clerk