OTSEGO CITY COUNCIL MEETING
OTSEGO PRAIRIE CENTER
MONDAY, SEPTEMBER 28, 2020

Call to Order.
Mayor Stockamp called the meeting to order at 7:00 PM.

Roll Call:
Mayor Jessica Stockamp; Councilmembers: Tom Darkenwald, Corey Tanner, and Jason Warehime. CM Goede arrived at 7:02 PM. Staff; City Administrator/Finance Director Adam Flaherty, Dave Kendall (*), City Attorney; Daniel Licht, City Planner; Ron Wagner, City Engineer (*); Kevin Lamson, Street Operations Manager (*); and Tami Loff, City Clerk.

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:
Jeff Dahl, 6319 Mason Avenue NE, questioned the water filtration for the City and asked for more detailed information regarding his sewage bill. City Administrator/Finance Director Flaherty explained how the utility billing is calculated; water is based on meter readings and for sewer we take the reading from December, January and February which are typically the lowest usage per year to determine for the next 12 months. Mr. Dahl had brought in a used filter stating it has a lot of iron. He asked if there are any future plans for the City to filter the water. CM Tanner stated after talking to Mr. Dahl he gave his contact to the Utility Department; he questioned if Mr. Dahl had gotten a chance to talk to the Utility Manager regarding these questions. He said yes, he had talked to City staff. City Engineer Wagner explained the plans with the new water tower and the water master plan that does include discussion of water filtration. Utility City staff to follow up with Mr. Dahl.

2. Consider Agenda Approval.
City Administrator/Finance Director Flaherty requested to add Item 7.1 Accept notice of retirement. CM Darkenwald asked to add Item 7.2 Closed session for the City Attorney update regarding property acquisition.
CM Tanner motioned to approve as amended with addition of Items 7.1 and 7.2 as outlined above. Seconded by CM Warehime. All in favor. Motion carried.

3. Consent Agenda.
3.1 Approve Claims List.
3.2 Approve City Council Meeting Minutes.
A. September 14, 2020 Meeting.
3.3 Project Payments:
A. Pay Estimate #5 for the Well No. 9 and Pumphouse No. 1 Improvements.
B. Pay Estimate #1 for the Prairie Park Pickleball Courts.
C. Pay Application #4 for the East WWTF Biosolids Project.
3.4 Adopt Resolution 2020-62 Designating Polling Locations for 2021.
3.5 Adopt Resolution 2020-63 Approving ISD 728 Prairie View Middle School Development Contract.

3.6 Approve a PUD Development Stage Plan Amendment for Riverwood Townhouse Association.
3.7 Adopt the ADA Transition Plan.
CM Tanner motioned to approve. Seconded by CM Goede. All in favor. Motion carried.

4. Development:
4.1 Villas at Kittredge Crossings.
A. Presentation by City Planner Licht.
B. Adopt Resolution 2020-64 Amending the Comprehensive Plan.
C. Adopt Ordinance 2020-15 Amending the PUD District for Kittredge Crossings.
D. Approve PUD Development Stage Plan and Preliminary Plat.
City Planner Licht presented the staff report for development of Outlot H of Kittredge Crossings. Applicant Steve Kroiss, Otsego Finest Homes LLC, was present and reviewed the project. He clarified that their homeowner's association once set up would be maintaining the monument sign.

CM Tanner asked about sidewalk construction along 70th Street. City Planner Licht said its part of the development to escrow the funds for the trail on the north side of 70th in the first phase and to be constructed in the second phase. He explained that this would be added to a future budget discussion.

CM Warehime asked about adding a large truck turnaround at the end of the private driveway. City Planner Licht stated yes this was added as a condition from the Planning Commission. Mr. Kroiss agreed with the addition. Mayor Stockamp stated this is a proposed two car driveway with no parking along Kittredge Parkway correct? City Planner Licht clarified the parking restrictions on Kittredge Parkway.
CM Tanner motioned to adopt Resolution 2020-64 amending the Comprehensive Plan; adopt Ordinance 2020-15 amending the PUD District for Kittredge Crossings; and approve a PUD Development Stage Plan and preliminary plat for the Villas Kittredge Crossings subject to the conditions as stated by the findings of fact and decision as presented. Seconded by CM Warehime. All in favor. Motion carried.

5. Public Works:
5.1 Water Tower No. 4 – 70th Street Trunk Watermain.
A. Presentation by City Engineer Wagner.
B. Approve Plans and Specifications and Authorize Advertisement for Bids.
City Engineer Wagner presented the staff report. With the water tower site purchase agreements finalized and construction of the water tower anticipated to begin in 2021, the 16" trunk watermain ending at Martin Farms Avenue and 70th Street needs to be extended to the new water tower site. CM Darkenwald asked about use of the trail during construction or timeline. City Engineer Wagner stated it can be added to the plans that trail must be completed by a certain date so that residents are able to use the trail. Mayor Stockamp asked if these trails are plowed by the City. Street Operations Manager Lamson said yes.
CM Tanner motioned to approve Plans and Specifications for the Water Tower No. 4-70th Street Trunk Watermain and authorize advertisement to bid. Seconded by CM Goede. All in favor. Motion carried.

5.2 Street Renewal Project–Heritage Hills.
A. Presentation by City Engineer Wagner.
B. Adopt Resolution 2020-65 Ordering Preparation of a Feasibility Report.
City Engineer Wagner presented the staff report.
CM Warehime motioned to adopt Resolution 2020-65 ordering preparation of a feasibility report for the improvement of streets within Heritage Hills; and authorize City staff to obtain a preliminary appraisal to support estimated assessments amounts. Seconded by CM Tanner. All in favor. Motion carried.

6. City Council Reports and Updates.

6.1 Commission Liaison Updates.

A. Heritage Preservation Commission Liaison CM Tanner.

CM Tanner noted the commission met in September; no new items.

B. Parks & Recreation Commission Liaison Mayor Stockamp.

Mayor Stockamp said the commission took an offsite tour of Lions Park in Elk River and also looked at the nature play area.

C. Planning Commission Liaison CM Darkenwald.

CM Darkenwald gave an update; these items were on the agenda this evening.

D. Public Safety Commission Liaison CM Warehime.

CM Warehime noted the commission met in September and reviewed the ambulance reports and had discussion on golf carts being used on City roads. City Planner Licht said he did follow up with Wright County Sheriff office on the rules for golf carts. He further explained that an Ordinance would need to be considered specifically for golf carts.

Other:

Business Grants; CM asked for an update on the business grant applications. City Administrator/Finance Director Flaherty stated the City has received eleven applications and there have been 7 grants awarded at the max of $15,000. He said there are currently four in the review process from Ehlers.

7. Staff Reports and Updates.

7.1 Accept Notice of Retirement.

City Administrator/Finance Director Flaherty stated Human Resource/Generalist Kathy Grover has submitted her notice of retirement; her last day will be October 16, 2020. CM Darkenwald stated he would like to speak with Kathy before accepting being they just received the notice today.

CM Warehime motioned to accept notice of retirement from Kathy Grover, Human Resource Generalist effective October 16, 2020. Seconded by CM Tanner. Motion carried 4-1. CM Darkenwald voted against.

7.2 Closed Session with City Attorney Per MN State Statute 13D.05 Subd. 3 (b).

City Attorney Kendall stated this meeting will be closed for Attorney Client privilege per MN Statute 13D.05 Subd. 3(b).

CM Darkenwald motioned to a closed session per Minnesota State Statute 13D.05 Subd. 3(b) at 8:21 PM. Seconded by CM Tanner. All in favor. Motion carried.

CM Darkenwald motioned to adjourn the closed session at 8:55 PM. Seconded by CM Tanner. All in favor. Motion carried.

CM Darkenwald motioned to reopen the regular meeting at 8:56 PM. Second by CM Tanner. All in favor. Motion carried.

Other:

City Administrator/Finance Director Flaherty asked for direction on the utility billing penalties; extend no penalties or back to the 10%. CM Warehime recommends increasing the penalties to 5%. CM Goede agreed.

CM Warehime motioned to increase the utility billing penalties to 5%. Seconded by CM Goede. Motion failed 2-3. CM Warehime and CM Goede voted in favor. Mayor Stockamp, CM Darkenwald, and CM Tanner voted against.

This item will be added to the October 12, 2020 City Council agenda. City staff will gather additional information.

City Administrator/Finance Director Flaherty gave notice that the city bond rating is AA+.

City Planner Licht said the next Planning Commission meeting is October 5, 2020 and City Engineer Wagner gave some project updates. Mayor Stockamp brought up the lack of notice of the Maciver and CSAH 38 closure. The City Council concurred and discussed the lack of communication from Wright County regarding road closure timelines at Maciver Avenue and CSAH 38.

8. Adjourn.

CM Darkenwald motioned to adjourn. Seconded by CM Warehime. All in favor. Motion carried. Adjourned at 9:32 PM.

Mayor Jessica Stockamp

ATTEST:
Tami Loff, City Clerk