

**SPECIAL CITY COUNCIL MEETING
OTSEGO PRAIRIE CENTER
JULY 27, 2020**

Call to Order.

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

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

1. 2021 Budget and Property Tax Levy Review.

City Administrator/Finance Director Flaherty presented the budget meeting #3 materials in detail which included Pavement Management and Trails Management. Parks and Recreation Director Demant has put together a PCI rating for the trail maintenance similar to the street maintenance PCI and it will be provided during the CIP discussion. City Administrator/Finance Director Flaherty also reviewed the funds for Parks Capital Equipment, Capital Equipment Revolving, Fire Station Reserve, Storm Water, and Capital Improvements Revolving. He further reviewed the newly added City Buildings & Property Maintenance fund; this is due to City Hall and other facility upkeep that is needed. The City Council concurred as presented.

City Administrator/Finance Director Flaherty reviewed the Fund Balance Policy- Calculation of Transfer; he stated the policy outlines that any balance more than the defined 45% minimum can be transferred to a capital reserve fund at the Council's discretion. He is recommending \$100,000 be transferred to kick start the CIP Trail Maintenance fund and \$100,000 to the Buildings & Property Maintenance fund, with the remaining balance to the Capital Improvement Revolving Fund. The Council concurred to wait on approving the respective transfer until more is known about the CIP Expenditure budgets later this fall.

City Administrator/Finance Director Flaherty is recommending closing the Community Facilities Fund and is recommending: 1) Norin Landing project costs from Park Dedication, as previously approved by the Council; and 2) moving the TRSA contributions of \$100,000 to the Parks Capital Equipment Fund. The City Council concurred; a resolution will be added to the August 10 City Council meeting.

City Administrator/Finance Director Flaherty is also recommending closing Collector Streets Reconstruction and transferring it to the Pavement Management fund after Page Avenue Reconstruction Project is completed. The City Council concurred. This will come back as an action item at year end.

City Administrator/Finance Director Flaherty is further recommending Odean Avenue Project and Slabtown Improvements Fund be closed and transferred to the Pavement Management fund. The City Council concurred. A resolution will be added to the August 10 City Council meeting.

Mayor Stockamp motioned at 6:44 PM to continue the special meeting after the regular scheduled meeting at 7PM. Seconded by CM Goede. All in favor. Motion carried 4-0.

The special meeting reconvened at 8:08 PM.

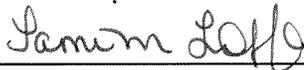
City Administrator/Finance Director Flaherty presented the budget meeting #4 materials as outlined in the packet. This included the Administration and Election budgets. City Clerk Loff was present for questions if needed on those two budgets. City Administrator/Finance Director Flaherty reviewed the City Administrator, Assessing and Finance budgets. The Finance department is requesting an addition of a PT 20 hour a week Utility Billing employee. He further reviewed the Information Technology, Human Resource and City Hall & Public Works Building. The City Council concurred as presented.

City Administrator/Finance Director Flaherty reviewed a Tax Levy summary thus far. The next budget meeting is scheduled at August 10th at 6:00 PM.

2. Adjourn.

CM Darkenwald motioned to adjourn. Seconded by CM Tanner. All in favor. Motion carried 4-0. Adjourned at 9:03 PM.


Mayor Jessica Stockamp

ATTEST: 
Tami Loff, City Clerk