

1. Agenda And Items

Documents:

CC AGENDA 02-09-26.PDF
ITEM 3.1 CLAIMS LIST 2026.02.09.PDF
ITEM 3.2.A. 2023.01.26 CITY COUNCIL MINUTES.PDF
ITEM 3.3 CITY COUNCIL SPECIAL PAY JANUARY 2026.PDF
ITEM 3.4 WELLHOUSE 4 TREATMENT IMPROVEMENTS PROJECT PAY APPLICATION 16.PDF
ITEM 3.5 RELEASING SECURITIES FOR BOULDER PASS GRADING AND MINERAL EXTRACTION.PDF
ITEM 3.6 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT.PDF
ITEM 3.7 ORDINANCE 2026-01 AMENDING STREET NAME DESIGNATIONS TANGLEWOOD AND TANGLEWOOD 2ND ADDITION.PDF
ITEM 3.8 RESOLUTION 2026-10 ACCEPTING A DONATION.PDF
ITEM 3.9 2026 MICROSURFACE AND STRIPING PROJECT PLANS AND SPECIFICATIONS AND ORDER ADVERTISEMENT FOR BIDS.PDF
ITEM 3.10 WELLHOUSE NO 4 WATER TREATMENT PLANT AMENDMENT NO 2 TO ENGINEERING AGREEMENT.PDF
ITEM 4.1 FIRE DEPARTMENT STAFFING.PDF



CITY COUNCIL AGENDA

Monday, February 9, 2026

7:00 PM

Otsego Prairie Center

Members of the public are invited to attend in person at the Otsego Prairie Center (8899 Nashua Avenue NE) or may view the meeting on the internet via Zoom.com using the meeting ID and password below or the dial-in number below. Persons wishing to provide comments during open forum or during public hearings must be present in person at the meeting location or submit comments in writing in advance of the meeting.

Meeting ID: 813 6861 4186

Passcode: 982456

Dial-in: 1-312-626-6799

Call to Order:

Roll Call:

Pledge of Allegiance:

1. Open Forum.
2. Consider Agenda Approval.
3. Consent Agenda:
 - 3.1 Approve Claims List.
 - 3.2 Approve City Council Meeting Minutes.
 - A. January 26, 2026, Meeting.
 - 3.3 Approve City Council Special Compensation for January 2026.
 - 3.4 Approve Pay Application #16 for the Wellhouse 4 Treatment Improvements Project.
 - 3.5 Adopt Resolution 2026-09 Releasing Securities for Boulder Pass Grading and Mineral Extraction.
 - 3.6 Approve a Grant Program Agreement – Polling Place Accessibility Grant.
 - 3.7 Adopt Ordinance 2026-01 Amending Street Name Designations – Tanglewood & Tanglewood 2nd Addition.
 - 3.8 Adopt Resolution 2026-10 Accepting a Donation.
 - 3.9 Approve Plans and Specifications and Order Advertisement for Bids – 2026 Microsurface & Striping Project.
 - 3.10 Approve Amendment No. 2 to Engineering Agreement – Wellhouse No. 4 Water Treatment Plant.
4. Public Safety:
 - 4.1 Fire Department Staffing.
 - A. Presentation by Interim Fire Chief.
 - B. Consider Approval of a Job Description and Authorize Recruitment – Fire Captain.
 - C. Consider Approval of a Job Description and Authorize Recruitment – Part-Time Firefighter.
5. City Council Reports and Updates.
6. Staff Reports and Updates.
7. Adjourn.

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Open Forum:

This is an opportunity for members of the public to bring an item that is not on tonight's agenda but related to the governance of the City of Otsego, to the attention of the City Council. In providing this limited public forum, the City of Otsego expects respectful participation. We encourage all speakers to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the presiding officer. Anyone wishing to address the Council should approach the podium to make your comments and identify yourself by your first and last name and your address for the record. Please limit your comments to three (3) minutes. No discussion or action will be taken by the Council on this matter. If requested by the Council, City staff will prepare a report for the Council regarding the matter and place it on the next agenda.

Public Hearing Items:

The City Council wants to ensure that public comments are received at the proper time and place to be most effective. For some comments to be legally considered by the City Council they must be presented at a properly noticed public hearing specifically related to a certain issue. This includes comments related to zoning or subdivision applications, public improvement projects, assessments, code enforcement or other issues that are by State law or City Code subject to a hearing process. You may be advised by the City Council and/or the City Attorney to present comments related to the issues listed above at the appropriate forum to assure that your comments are given proper consideration.

Consent Agenda Items:

These items are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member requests, in which case the item will be removed from the consent for discussion later in the agenda.

Information:

The City Council has been provided background information for agenda items in advance by staff and appointed commissions, committees, and boards. Decisions are based on this information, as well as City policy, practices, input from constituents and a Council member's personal judgment.

The next regular City Council Meeting will be held on Monday, February 23, 2026, 7:00 PM at Otsego Prairie Center.

**COUNCIL ITEM
CITY COUNCIL MEETING
February 9, 2026**

TO: City Council

Claims List is attached; please refer to the Check Registers for payment detail.

CHECK REGISTERS:	\$ 1,512,200.76	78284 -78295
	\$ 777,698.14	78296 - 78366

Total	<u>\$ 2,289,898.90</u>
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VOIDED CHECKS:	\$ (1,706.25)	78143
Total	<u>\$ (1,706.25)</u>	

PAYROLL:	
January 2026 Payroll Transactions	\$ 321,245.90
Total	<u>\$ 321,245.90</u>

ELECTRONIC PYMTS:	
Bldg Permit Surcharge	\$ 5,979.84
Dept of Revenue-Fuel Permit	\$ -
Dept. of Revenue-Fuel Tax	\$ 637.27
Dept. of Revenue-Sales Tax	\$ 1,923.00
Elk River Utilities	\$ 5,174.75
Wright-Hennepin	\$ 35,061.63
Pitney Bowes	\$ -
PSN	\$ 7,726.12
Transfirst	\$ 235.73
Merchant Services	\$ 10.00
Wage Works	\$ -
BambooHR	\$ 862.42
Alerus Cobra	\$ 40.00
Bank of Elk River	\$ 29.30
Total	<u>\$ 57,680.06</u>

GRAND TOTAL:	<u><u>\$ 2,667,118.61</u></u>
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Please let me know if you have any questions or would like additional information. Thank you.

Mary Olson
Finance

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78284										
01/26	01/27/2026	78284	2006	BCI CONSTRUCTION INC	PAY #8 12.31	1	446-42200-525	PAY #13 - ESD FACILITY	125,325.01	125,325.01
Total 78284:										125,325.01
78285										
01/26	01/27/2026	78285	2036	BROTHERS FIRE & SECURITY	J002344	1	446-42200-525	PAY #13 - ESD FACILITY	15,891.32	15,891.32
Total 78285:										15,891.32
78286										
01/26	01/27/2026	78286	2026	CONTRACT HARDWARE CO INC	WS 08-A PAY	1	446-42200-525	PAY #13 - ESD FACILITY	20,898.10	20,898.10
Total 78286:										20,898.10
78287										
01/26	01/27/2026	78287	2078	CRAWFORD DOOR SALES COMPANY	WS 08-D PA	1	446-42200-525	PAY #13 - ESD FACILITY	359,480.00	359,480.00
Total 78287:										359,480.00
78288										
01/26	01/27/2026	78288	2008	JRK STEEL	PAY #3 12.31	1	446-42200-525	PAY #13 - ESD FACILITY	166,250.00	166,250.00
Total 78288:										166,250.00
78289										
01/26	01/27/2026	78289	2005	KLEIN ELECTRIC INC	WS 23-B PA	1	446-42200-525	PAY #13 - ESD FACILITY	213,631.48	213,631.48
Total 78289:										213,631.48
78290										
01/26	01/27/2026	78290	2018	MASTERS PLUMBING HEATING & COOLIN	WS 23-B PA	1	446-42200-525	PAY #13 - ESD FACILITY	338,541.34	338,541.34
Total 78290:										338,541.34
78291										
01/26	01/27/2026	78291	2066	NORTHERN GLASS & GLAZING INC	WS 08-F PAY	1	446-42200-525	PAY #13 - ESD FACILITY	43,510.00	43,510.00
Total 78291:										43,510.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78292										
01/26	01/27/2026	78292	464	OMANN BROTHERS INC.	WS 32-A PAY	1	446-42200-525	PAY #13 - ESD FACILITY	97,275.25	97,275.25
Total 78292:										97,275.25
78293										
01/26	01/27/2026	78293	2017	ROOF TECH INC	WS 07-H PA	1	446-42200-525	PAY #13 - ESD FACILITY	50,977.24	50,977.24
Total 78293:										50,977.24
78294										
01/26	01/27/2026	78294	2007	SPARTAN STEEL ERECTORS INC	PAY #6 12.16	1	446-42200-525	PAY #13 - ESD FACILITY	7,719.51	7,719.51
Total 78294:										7,719.51
78295										
01/26	01/27/2026	78295	2057	VOSS PLMG & HEATING OF PAYNESVILLE I	WS 03-A PAY	1	446-42200-525	PAY #13 - ESD FACILITY	72,701.51	72,701.51
Total 78295:										72,701.51
Grand Totals:										1,512,200.76

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
446-20200	.00	1,512,200.76-	1,512,200.76-
446-42200-525	1,512,200.76	.00	1,512,200.76
Grand Totals:	1,512,200.76	1,512,200.76-	.00

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: GL detail

Check.Type = {<->} "void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78296										
02/26	02/09/2026	78296	1174	ANCOM COMMUNICATIONS	131725	1	414-42000-501	RADIO REPEATER - ANTENNA & INSTALL	33,015.75	33,015.75
02/26	02/09/2026	78296	1174	ANCOM COMMUNICATIONS	131824	1	101-43240-390	TWO WAY RADIO PROGRAMMING, REPEATER REL	1,235.00	1,235.00
Total 78296:										34,250.75
78297										
02/26	02/09/2026	78297	967	ARCHERY COUNTRY	49656	1	101-45250-390	ARCHERY CLASS 2025- 2 CLASSES	300.00	300.00
Total 78297:										300.00
78298										
02/26	02/09/2026	78298	1242	ARROW REAL ESTATE CORP	WATERFRO	1	701-22695	WATERFRONT COMMONS ESCROW REFUND	381.70	381.70
Total 78298:										381.70
78299										
02/26	02/09/2026	78299	2043	ASCEN TEK INC	4046999	1	602-49450-210	OIL	516.51	516.51
Total 78299:										516.51
78300										
02/26	02/09/2026	78300	74	BRAUN INTERTEC CORPORATION	IN1003900	1	602-49450-530	TESTING SERVICES - WEST WWTF	2,357.50	2,357.50
Total 78300:										2,357.50
78301										
02/26	02/09/2026	78301	97	CENTRAL HYDRAULICS INC.	00664394	1	101-43240-220	HOSE/FITTINGS	65.30	65.30
Total 78301:										65.30
78302										
02/26	02/09/2026	78302	749	CENTURYLINK	432961938 F	1	601-49400-320	FEB 2026 - UTILITY ALARM LINE	83.15	83.15
02/26	02/09/2026	78302	749	CENTURYLINK	432961938 F	2	602-49450-320	FEB 2026 - UTILITY ALARM LINE	83.16	83.16
Total 78302:										166.31
78303										
02/26	02/09/2026	78303	749	CENTURYLINK	333870972 F	1	101-41945-320	FEB 2026 - CH ALARMS/ELEVATOR	230.54	230.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78303:										230.54
78304										
02/26	02/09/2026	78304	1572	CHARTER COMMUNICATIONS	1753455010	1	101-41945-322	FEB 2026 - CITY HALL INTERNET	129.99	129.99
Total 78304:										129.99
78305										
02/26	02/09/2026	78305	1457	CINTAS	5314611407	1	101-41945-390	JAN 2026 - FIRST AID SUPPLIES - CH	131.11	131.11
02/26	02/09/2026	78305	1457	CINTAS	5314611407	2	101-41940-390	JAN 2026 - FIRST AID SUPPLIES - PC	44.86	44.86
Total 78305:										175.97
78306										
02/26	02/09/2026	78306	1457	CINTAS CORP	4257226991	1	101-43240-225	SHOP TOWELS AND UNIFORM SERVICE	42.61	42.61
Total 78306:										42.61
78307										
02/26	02/09/2026	78307	112	CITY OF ELK RIVER	11131206	1	101-42200-390	ER FIRE CONTRACT - 2026 1ST HALF	220,703.00	220,703.00
Total 78307:										220,703.00
78308										
02/26	02/09/2026	78308	113	CITY OF MONTICELLO	0044660	1	101-42710-390	DEC 2025 - ANIMAL BOARDING	832.00	832.00
Total 78308:										832.00
78309										
02/26	02/09/2026	78309	446	COMPASS MINERALS AMERICA	1606704	1	101-43100-272	23.6 TON REGULAR ROAD SALT	2,570.04	2,570.04
02/26	02/09/2026	78309	446	COMPASS MINERALS AMERICA	1607713	1	101-43100-272	25.81 TON REGULAR ROAD SALT	2,810.71	2,810.71
02/26	02/09/2026	78309	446	COMPASS MINERALS AMERICA	1608097	1	101-43100-272	25.39 TON REGULAR ROAD SALT	2,633.20	2,633.20
02/26	02/09/2026	78309	446	COMPASS MINERALS AMERICA	1617669	1	101-43100-272	72.52 TON REGULAR ROAD SALT	7,521.05	7,521.05
Total 78309:										15,535.00
78310										
02/26	02/09/2026	78310	1092	CORNERSTONE FORD	15532504	1	101-43240-220	BATTERY AND CORE CREDIT	195.45	195.45
02/26	02/09/2026	78310	1092	CORNERSTONE FORD	15532779	1	101-43240-220	SWITCH ASSEMBLY	89.13	89.13

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78310:										284.58
78311										
02/26	02/09/2026	78311	810	COUNTRY SIDE SERVICES	1-114741	1	101-43240-220	PLOW SPRINGS, BOLTS AND SNOW DEFLECTOR	648.93	648.93
Total 78311:										648.93
78312										
02/26	02/09/2026	78312	150	DAKOTA SUPPLY GROUP	S105198555.	1	601-49400-220	DISTRIBUTION SYSTEM SUPPLIES	650.79	650.79
02/26	02/09/2026	78312	150	DAKOTA SUPPLY GROUP	S105228486.	1	601-49400-210	CURB STOP COMPONENTS	12.49	12.49
Total 78312:										663.28
78313										
02/26	02/09/2026	78313	2012	ELK RIVER AREA CHAMBER OF COMMERC	17805	1	101-46580-355	2026 ER AREA CHAMBER DUES	650.00	650.00
Total 78313:										650.00
78314										
02/26	02/09/2026	78314	198	ENVIROTECH SERVICES INC.	CD20260785	1	101-43100-272	1,475 GALLONS APEX-C	2,433.75	2,433.75
Total 78314:										2,433.75
78315										
02/26	02/09/2026	78315	1500	FERGUSON ENTERPRISES INC #2518	0559348	1	601-49400-228	WATER METERS	107,100.00	107,100.00
02/26	02/09/2026	78315	1500	FERGUSON ENTERPRISES INC #2518	0560818	1	601-49400-228	WATER METERS	3,843.58	3,843.58
Total 78315:										110,943.58
78316										
02/26	02/09/2026	78316	219	FINKEN WATER SOLUTIONS	11163TP	1	101-41940-210	BOTTLED WATER - PC	41.70	41.70
02/26	02/09/2026	78316	219	FINKEN WATER SOLUTIONS	11165TP	1	101-41945-210	BOTTLED WATER - CH	18.45	18.45
02/26	02/09/2026	78316	219	FINKEN WATER SOLUTIONS	1530684	1	101-41940-210	FEB 2026 - COOLER RENTAL - PC	10.00	10.00
02/26	02/09/2026	78316	219	FINKEN WATER SOLUTIONS	1530685	1	101-41945-210	FEB 2026 - COOLER RENTAL - CH	10.00	10.00
02/26	02/09/2026	78316	219	FINKEN WATER SOLUTIONS	1530686	1	101-41945-210	FEB 2026 - COOLER RENTAL - CH	10.00	10.00
Total 78316:										90.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78317										
02/26	02/09/2026	78317	1461	GREAT NORTHERN ENVIRONMENTAL	6477	1	602-49450-210	FILTERS - BLOWERS WWTF	188.00	188.00
Total 78317:										188.00
78318										
02/26	02/09/2026	78318	263	H & L MESABI	15969	1	101-43240-210	CURB GUARDS	1,401.00	1,401.00
02/26	02/09/2026	78318	263	H & L MESABI	15994	1	101-43240-210	CUTTING EDGES AND HARDWARE	936.10	936.10
Total 78318:										2,337.10
78319										
02/26	02/09/2026	78319	1789	IDEAL ENERGIES SOLAR LEASING 2021 LL	01.20.2026	1	602-49450-322	1ST QTR 2026 - SOLAR LEASING	429.51	429.51
Total 78319:										429.51
78320										
02/26	02/09/2026	78320	1242	INDEPENDENT SCHOOL DISTRICT 728	ISD 728 AD	1	701-22765	ISD 728 ADMIN SUBDIVISION ESCROW REFUND	240.00	240.00
Total 78320:										240.00
78321										
02/26	02/09/2026	78321	305	INK WIZARDS	12824	1	101-45200-225	HATS FOR PARKS AND REC-FEB-2026	679.50	679.50
02/26	02/09/2026	78321	305	INK WIZARDS	12850	1	602-49450-227	SAFETY CLOTHING	1,630.10	1,630.10
02/26	02/09/2026	78321	305	INK WIZARDS	12882	1	601-49400-225	UNIFORM EMBROIDERY	30.00	30.00
Total 78321:										2,339.60
78322										
02/26	02/09/2026	78322	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5038287	1	602-49450-227	NITRILE GLOVES	216.00	216.00
02/26	02/09/2026	78322	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5038288	1	602-49450-227	NITRILE GLOVES	54.92	54.92
02/26	02/09/2026	78322	1979	INNOVATIVE OFFICE SOLUTIONS LLS	IN5038303	1	602-49450-227	NITRILE GLOVES	54.92	54.92
Total 78322:										325.84
78323										
02/26	02/09/2026	78323	315	JOHN DEERE FINANCIAL	P67996	1	101-43240-220	BOLTS	36.36	36.36
Total 78323:										36.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78324										
02/26	02/09/2026	78324	1126	KLM ENGINEERING INC	11305	1	414-42000-501	RADIO REPEATER - TOWER ANTENNA REVIEW	4,300.00	4,300.00
Total 78324:										4,300.00
78325										
02/26	02/09/2026	78325	349	LANO EQUIPMENT INC.	02-1214284	1	101-43240-220	SPRING SHOCK	1,055.00	1,055.00
02/26	02/09/2026	78325	349	LANO EQUIPMENT INC.	02-1214284	2	101-43240-210	FILTERS/SHIPPING	100.88	100.88
Total 78325:										1,155.88
78326										
02/26	02/09/2026	78326	480	LARSON COMPANIES	2504514307	1	101-43240-220	FUEL TANK STRAP	184.11	184.11
Total 78326:										184.11
78327										
02/26	02/09/2026	78327	1237	LEGACY TITLE	32510-05	1	001-11111	UTIL REFUND - 7357 LAMBERT AVE NE	21.43	21.43
Total 78327:										21.43
78328										
02/26	02/09/2026	78328	1397	LEGALSHIELD	LS JAN 2026	1	101-21712	JAN 2026 - LEGAL SHEILD	76.80	76.80
Total 78328:										76.80
78329										
02/26	02/09/2026	78329	1556	MACQUEEN EQUIPMENT GROUP	P61579	1	446-42200-525	SMOKE TRAINING MACHINE - FIRE STATION	3,320.25	3,320.25
02/26	02/09/2026	78329	1556	MACQUEEN EQUIPMENT GROUP	P61613	1	446-42200-525	SCBA COMPRESSOR - FIRE STATION	49,081.30	49,081.30
02/26	02/09/2026	78329	1556	MACQUEEN EQUIPMENT GROUP	P61670	1	101-42200-240	FIRE SUPPRESSION EQUIPMENT - SUV/BRUSH/EN	1,115.20	1,115.20
02/26	02/09/2026	78329	1556	MACQUEEN EQUIPMENT GROUP	P61793	1	446-42200-525	SCBA COMPRESSOR CYLINDERS - FIRE STATION	11,190.00	11,190.00
Total 78329:										64,706.75
78330										
02/26	02/09/2026	78330	881	MCMaster-CARR	58788443	1	101-43100-220	WALL ANCHORS	49.43	49.43
Total 78330:										49.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78331										
02/26	02/09/2026	78331	392	MENARDS	30457	1	101-43100-220	ORGANIZER, PIPE FITTINGS	48.35	48.35
02/26	02/09/2026	78331	392	MENARDS	30819	1	101-43100-220	HOSE FITTINGS	22.85	22.85
Total 78331:										71.20
78332										
02/26	02/09/2026	78332	396	METRO WEST INSPECTION SVC INC.	4905	1	101-42410-390	DEC 2025 - BUILDING SAFETY (328.50 HRS)	24,637.50	24,637.50
Total 78332:										24,637.50
78333										
02/26	02/09/2026	78333	412	MN CITY/COUNTY MANAGEMENT ASSOC	2026 S HILL	1	101-41800-355	2026 - MCMA/APMP DUES - SABRINA	237.00	237.00
Total 78333:										237.00
78334										
02/26	02/09/2026	78334	851	MN DEPT OF PUBLIC SAFETY-EPCRA PRO	8699900052	1	601-49400-306	TIER 2 REPORT ANNUAL	100.00	100.00
Total 78334:										100.00
78335										
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	1	101-41400-130	MOO FEB 2026	198.15	198.15
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	2	101-41600-130	MOO FEB 2026	176.74	176.74
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	3	101-43100-130	MOO FEB 2026	285.68	285.68
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	4	101-43240-130	MOO FEB 2026	36.89	36.89
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	5	101-45200-130	MOO FEB 2026	175.42	175.42
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	6	101-45250-130	MOO FEB 2026	281.61	281.61
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	7	601-49400-130	MOO FEB 2026	115.58	115.58
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	8	602-49450-130	MOO FEB 2026	346.75	346.75
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	9	101-42410-130	MOO FEB 2026	68.78	68.78
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	10	101-41320-130	MOO FEB 2026	50.50	50.50
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	11	101-21707	MOO FEB 2026 - VOL LIFE	961.68	961.68
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	12	101-41800-130	MOO FEB 2026	50.50	50.50
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	13	101-41650-130	MOO FEB 2026	50.76	50.76
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	14	101-41850-130	MOO FEB 2026	32.99	32.99
02/26	02/09/2026	78335	1851	MUTUAL OF OMAHA	0020276893	15	602-49450-130	MOO S WILKES RETRO JAN 2026	12.58	12.58
Total 78335:										2,844.61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78336										
02/26	02/09/2026	78336	435	NAPA OF ELK RIVER INC	326401	1	101-43240-210	CABIN AIR FILTER	17.80	17.80
02/26	02/09/2026	78336	435	NAPA OF ELK RIVER INC	327579	1	101-43240-220	BATTERIES AND CORES	304.08	304.08
02/26	02/09/2026	78336	435	NAPA OF ELK RIVER INC	327618	1	101-43240-220	CORE CREDIT	36.00-	36.00-
02/26	02/09/2026	78336	435	NAPA OF ELK RIVER INC	327713	1	101-43240-220	TIE ROD END	49.70	49.70
Total 78336:										335.58
78337										
02/26	02/09/2026	78337	1590	NELSON SANITATION & RENTAL INC	IN/2026/0737	1	101-45200-390	ICE RINK BIFFY-FEB-2026	110.00	110.00
02/26	02/09/2026	78337	1590	NELSON SANITATION & RENTAL INC	INV/2026/07	1	101-45200-390	PRAIRE PARK BIFFY-FEB-2026	110.00	110.00
02/26	02/09/2026	78337	1590	NELSON SANITATION & RENTAL INC	INV/2026/09	1	101-45200-390	DOG PARK BIFFY-FEB-2026	110.00	110.00
Total 78337:										330.00
78338										
02/26	02/09/2026	78338	1751	NORTHLAND REFRIGERATION INC	7267	1	101-41940-402	ELECTRICAL REPAIRS PC-DEC-2025	288.00	288.00
02/26	02/09/2026	78338	1751	NORTHLAND REFRIGERATION INC	7331	1	101-41945-402	HVAC SERVICE	3,602.35	3,602.35
Total 78338:										3,890.35
78339										
02/26	02/09/2026	78339	682	NUSS TRUCK & EQUIPMENT	PSO276891-	1	101-43240-220	SWITCH	23.69	23.69
Total 78339:										23.69
78340										
02/26	02/09/2026	78340	2001	OFFICE OF MN IT SERVICES	25120622	1	101-41650-309	JAN - CROWDSTRIKE MDR FOR ALL CITY DEVICES	117.33	117.33
Total 78340:										117.33
78341										
02/26	02/09/2026	78341	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	JAN 2026 AF	1	101-21703	JAN 2026 - HSA - ADAM - EE	296.00	296.00
02/26	02/09/2026	78341	1203	OPTUM HSA ADMINISTRATOR FOR ADAM F	JAN 2026 AF	2	101-41320-130	JAN 2026 - HSA - ADAM - ER	160.00	160.00
Total 78341:										456.00
78342										
02/26	02/09/2026	78342	486	PLAYPOWER LT FARMINGTON INC	1400303122	1	101-45200-220	FRANKFORT PARK SLIDE-FEB-2026	8,002.03	8,002.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78342:										8,002.03
78343										
02/26	02/09/2026	78343	1776	RENEE DEVRIES	MILEAGE/W	1	601-49400-321	WATER EXAM MILEAGE	62.06	62.06
02/26	02/09/2026	78343	1776	RENEE DEVRIES	MILEAGE/W	2	601-49400-360	WATER EXAM	32.00	32.00
Total 78343:										94.06
78344										
02/26	02/09/2026	78344	512	RICOH USA INC	41280288	1	101-41945-410	CH MAIN FLOOR - LEASE - FEB 2026	147.77	147.77
Total 78344:										147.77
78345										
02/26	02/09/2026	78345	530	RUSSELL SECURITY RESOURCE INC	A54524	1	602-49450-220	WEST WWTF HARDWARE	497.00	497.00
Total 78345:										497.00
78346										
02/26	02/09/2026	78346	800	SCHAEFFER'S MFG CO	ABH2667-IN	1	101-43240-210	15W-40 AND 5W-30 MOTOR OIL	4,561.15	4,561.15
Total 78346:										4,561.15
78347										
02/26	02/09/2026	78347	1660	SCHWING BIOSSET INC	61441089	1	602-49450-210	SCHWING BIOSSET MAINTENANCE	1,721.04	1,721.04
Total 78347:										1,721.04
78348										
02/26	02/09/2026	78348	2064	SCOTT, MICHAEL	2601	1	214-42200-390	JAN 2026 - INTERIM FIRE STAFFING	24,616.44	24,616.44
Total 78348:										24,616.44
78349										
02/26	02/09/2026	78349	851	STATE OF MN DEPT OF PUBLIC SAFETY	8699900032	1	601-49400-306	TIER 2 REPORT ANNUAL	100.00	100.00
02/26	02/09/2026	78349	851	STATE OF MN DEPT OF PUBLIC SAFETY	8699900042	1	601-49400-306	TIER 2 REPORT ANNUAL	100.00	100.00
02/26	02/09/2026	78349	851	STATE OF MN DEPT OF PUBLIC SAFETY	8699900062	1	601-49400-306	TIER 2 REPORT ANNUAL	100.00	100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78349:										300.00
78350										
02/26	02/09/2026	78350	1686	TAFT STETTINIUS & HOLLISTER	M23377/000	1	601-49400-620	BOND LEGAL - 2025 PFA	12,500.00	12,500.00
Total 78350:										12,500.00
78351										
02/26	02/09/2026	78351	587	TERMINAL SUPPLY CO INC.	85830-00	1	101-43240-210	PLOW BOLTS, NUTS	252.82	252.82
Total 78351:										252.82
78352										
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	1	101-46570-303	JAN2026 - GENERAL PLANNING SERVICES	4,450.00	4,450.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	2	101-46570-303	JAN2026 - COUNCIL/COMMISSION MEETINGS	750.00	750.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	3	101-42410-303	JAN2026 - ZONING ADMINISTRATION/PERMITS	260.00	260.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	4	101-46570-303	SNOWMOBILE ROW PERMITS	100.00	100.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	5	601-49400-303	JAN2026 - WATER PLANNING	100.00	100.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	6	603-49490-303	JAN2026 - STORM WATER PLANNING	100.00	100.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	7	101-46570-303	SIGNS / ACCESSORY BUILDINGS / FENCE UPDATE	750.00	750.00
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	8	701-22723	JAN2026 DEVELOPMENT CHARGES	72.50	72.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	9	701-22730	JAN2026 DEVELOPMENT CHARGES	362.50	362.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	10	701-22757	JAN2026 DEVELOPMENT CHARGES	507.50	507.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	11	701-22761	JAN2026 DEVELOPMENT CHARGES	72.50	72.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	12	701-22774	JAN2026 DEVELOPMENT CHARGES	72.50	72.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	13	701-22771	JAN2026 DEVELOPMENT CHARGES	72.50	72.50
02/26	02/09/2026	78352	607	TPC	TPC Jan 202	14	701-22780	JAN2026 DEVELOPMENT CHARGES	1,377.50	1,377.50
Total 78352:										9,047.50
78353										
02/26	02/09/2026	78353	608	TR COMPUTER SALES LLC	36947-MS	1	101-41650-309	FEB - MONTHLY OFFICE 365 LICENSES	1,282.25	1,282.25
Total 78353:										1,282.25
78354										
02/26	02/09/2026	78354	2022	TRUST SECURITY & SOLUTIONS INC	ST0837	1	101-41650-309	DOOR ACCESS LICENSES FOR 2026	3,500.00	3,500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
Total 78354:										3,500.00
78355										
02/26	02/09/2026	78355	2004	TWIN STAR EQUIPMENT & MFG	TP23940	1	101-43240-220	HEATED LED LIGHT	171.80	171.80
Total 78355:										171.80
78356										
02/26	02/09/2026	78356	620	ULINE INC.	203531327	1	101-45200-210	TRASH BAGS AND GLOVES-OPERATING-FEB-2026	676.88	676.88
Total 78356:										676.88
78357										
02/26	02/09/2026	78357	759	UTILITY CONSULTANTS INC	126755	1	602-49450-390	WEST WWTF LABS 12/17/2025 - 01/14/2026	1,142.80	1,142.80
02/26	02/09/2026	78357	759	UTILITY CONSULTANTS INC	126797	1	601-49400-390	COLIFORM 12.2025	378.45	378.45
02/26	02/09/2026	78357	759	UTILITY CONSULTANTS INC	126798	1	602-49450-390	EAST WWTF LABS 12/22/2025 - 01/21/2026	2,798.22	2,798.22
Total 78357:										4,319.47
78358										
02/26	02/09/2026	78358	1900	VERIZON	3180000858	1	101-43240-309	GPS MONITORING	932.55	932.55
Total 78358:										932.55
78359										
02/26	02/09/2026	78359	646	WAGeworks INC	INV8649904	1	101-41800-390	JANUARY 2026 - FLEX BENEFIT ADMIN	78.00	78.00
Total 78359:										78.00
78360										
02/26	02/09/2026	78360	651	WASTE MANAGEMENT	0050294-170	1	602-49450-325	REFUSE 01/01/2026 - 01/15/2026	932.96	932.96
Total 78360:										932.96
78361										
02/26	02/09/2026	78361	1242	WINDSONG II LLC	WINDSONG	1	701-22502	WINDSONG 3RD ADDITION ESCROW REFUND	7,674.86	7,674.86
Total 78361:										7,674.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Inv Seq	Invoice GL Account	Description	Invoice Amount	Check Amount
78362										
02/26	02/09/2026	78362	1741	WOLD ARCHITECTS & ENGINEERS	10319	1	446-42200-525	ESD FACILITY - ARCHITECTURAL	15,875.50	15,875.50
02/26	02/09/2026	78362	1741	WOLD ARCHITECTS & ENGINEERS	10540	1	414-43100-525	COLD STORAGE - ARCHITECTURAL	52.50	52.50
Total 78362:										15,928.00
78363										
02/26	02/09/2026	78363	665	WRIGHT COUNTY FINANCE	200025188	1	101-42100-390	FEB 2026 - SHERIFF CONTRACT	174,895.83	174,895.83
Total 78363:										174,895.83
78364										
02/26	02/09/2026	78364	665	WRIGHT COUNTY FINANCE	200025189	1	101-42100-310	JAN 2026 - COURT FINES	3,812.82	3,812.82
Total 78364:										3,812.82
78365										
02/26	02/09/2026	78365	672	XCEL ENERGY	963644573	1	101-45200-322	STREET LIGHTS - JAN 2026	645.84	645.84
Total 78365:										645.84
78366										
02/26	02/09/2026	78366	676	ZIEGLER INC	IN002269281	1	101-43240-220	SEAL AND HOSES	271.55	271.55
Total 78366:										271.55
Grand Totals:										777,698.14

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-11111	21.43	.00	21.43
001-20200	.00	21.43-	21.43-
101-20200	36.00	487,036.84-	487,000.84-
101-21703	296.00	.00	296.00
101-21707	961.68	.00	961.68
101-21712	76.80	.00	76.80

GL Account	Debit	Credit	Proof
101-41320-130	210.50	.00	210.50
101-41400-130	198.15	.00	198.15
101-41600-130	176.74	.00	176.74
101-41650-130	50.76	.00	50.76
101-41650-309	4,899.58	.00	4,899.58
101-41800-130	50.50	.00	50.50
101-41800-355	237.00	.00	237.00
101-41800-390	78.00	.00	78.00
101-41850-130	32.99	.00	32.99
101-41940-210	51.70	.00	51.70
101-41940-390	44.86	.00	44.86
101-41940-402	288.00	.00	288.00
101-41945-210	38.45	.00	38.45
101-41945-320	230.54	.00	230.54
101-41945-322	129.99	.00	129.99
101-41945-390	131.11	.00	131.11
101-41945-402	3,602.35	.00	3,602.35
101-41945-410	147.77	.00	147.77
101-42100-310	3,812.82	.00	3,812.82
101-42100-390	174,895.83	.00	174,895.83
101-42200-240	1,115.20	.00	1,115.20
101-42200-390	220,703.00	.00	220,703.00
101-42410-130	68.78	.00	68.78
101-42410-303	260.00	.00	260.00
101-42410-390	24,637.50	.00	24,637.50
101-42710-390	832.00	.00	832.00
101-43100-130	285.68	.00	285.68
101-43100-220	120.63	.00	120.63
101-43100-272	17,968.75	.00	17,968.75
101-43240-130	36.89	.00	36.89
101-43240-210	7,269.75	.00	7,269.75
101-43240-220	3,095.10	36.00-	3,059.10
101-43240-225	42.61	.00	42.61
101-43240-309	932.55	.00	932.55
101-43240-390	1,235.00	.00	1,235.00
101-45200-130	175.42	.00	175.42
101-45200-210	676.88	.00	676.88
101-45200-220	8,002.03	.00	8,002.03
101-45200-225	679.50	.00	679.50
101-45200-322	645.84	.00	645.84
101-45200-390	330.00	.00	330.00

GL Account	Debit	Credit	Proof
101-45250-130	281.61	.00	281.61
101-45250-390	300.00	.00	300.00
101-46570-303	6,050.00	.00	6,050.00
101-46580-355	650.00	.00	650.00
214-20200	.00	24,616.44-	24,616.44-
214-42200-390	24,616.44	.00	24,616.44
414-20200	.00	37,368.25-	37,368.25-
414-42000-501	37,315.75	.00	37,315.75
414-43100-525	52.50	.00	52.50
446-20200	.00	79,467.05-	79,467.05-
446-42200-525	79,467.05	.00	79,467.05
601-20200	.00	125,308.10-	125,308.10-
601-49400-130	115.58	.00	115.58
601-49400-210	12.49	.00	12.49
601-49400-220	650.79	.00	650.79
601-49400-225	30.00	.00	30.00
601-49400-228	110,943.58	.00	110,943.58
601-49400-303	100.00	.00	100.00
601-49400-306	400.00	.00	400.00
601-49400-320	83.15	.00	83.15
601-49400-321	62.06	.00	62.06
601-49400-360	32.00	.00	32.00
601-49400-390	378.45	.00	378.45
601-49400-620	12,500.00	.00	12,500.00
602-20200	.00	12,981.97-	12,981.97-
602-49450-130	359.33	.00	359.33
602-49450-210	2,425.55	.00	2,425.55
602-49450-220	497.00	.00	497.00
602-49450-227	1,955.94	.00	1,955.94
602-49450-320	83.16	.00	83.16
602-49450-322	429.51	.00	429.51
602-49450-325	932.96	.00	932.96
602-49450-390	3,941.02	.00	3,941.02
602-49450-530	2,357.50	.00	2,357.50
603-20200	.00	100.00-	100.00-
603-49490-303	100.00	.00	100.00
701-20200	.00	10,834.06-	10,834.06-
701-22502	7,674.86	.00	7,674.86
701-22695	381.70	.00	381.70
701-22723	72.50	.00	72.50
701-22730	362.50	.00	362.50

GL Account	Debit	Credit	Proof
701-22757	507.50	.00	507.50
701-22761	72.50	.00	72.50
701-22765	240.00	.00	240.00
701-22771	72.50	.00	72.50
701-22774	72.50	.00	72.50
701-22780	1,377.50	.00	1,377.50
Grand Totals:	<u>777,770.14</u>	<u>777,770.14-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

Check.Type = {<>} "void"

Report Criteria:

Report type: GL detail
 Check.Type = "Void"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Description	Invoice Amount	Check Amount
78143										
01/26	01/27/2026	78143	1754	GOLIATH HYDRO-VAC INC	42965	1	602-49450-390	ODOR CONTROL UNIT MEDIA REMOVAL	1,706.25-	1,706.25-
Total 78143:										1,706.25-
Grand Totals:										1,706.25-

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
602-20200	1,706.25	.00	1,706.25
602-49450-390	.00	1,706.25-	1,706.25-
Grand Totals:	1,706.25	1,706.25-	.00

**OTSEGO CITY COUNCIL MEETING
MONDAY, JANUARY 26, 2026
7:00 PM
OTSEGO PRAIRIE CENTER**

Call to Order:

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

Roll Call:

Mayor Jessica Stockamp and Councilmembers: Ryan Dunlap, Michelle Lund, and Corey Tanner. City Staff: City Administrator/Finance Director Adam Flaherty, City Planner Dan Licht, City Engineer Ron Wagner, City Attorney Dave Kendall (*), and City Clerk Audra Etzel. Absent: Councilmember Tina Goede

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 7:01 PM.

Kathy Coles, 15613 90th Street NE provided an updated photo of Coborns showing they have not completed the screening. City Planner Licht has been in contact with Coborns.

Mayor Stockamp closed the Open Forum at 7:02 PM.

2. Consider Agenda Approval:

CM Dunlap asked to have item 3.3 removed from the consent agenda for discussion, adding item 6.1 to the agenda, and City Planner Licht asked to have item 3.20 removed from the consent agenda so a revision may be prepared for a future meeting.

CM Dunlap motioned to approve the agenda as amended, seconded by CM Tanner. All in favor. Motion carried 4-0.

3. Consent Agenda:

3.1 Approve Claims List.

3.2 Approve City Council Meeting Minutes.

A. January 12, 2026, Meeting.

~~3.3 Approve Pay Application #13 for the Fire and Emergency Services Facility Project.~~ Moved to item 6.1.

3.4 Schedule the Local Board of Appeal and Equalization Meeting – April 22, 2026, at 6:00 PM.

- 3.5 Adopt Resolution 2026-05 Accepting Public Improvements – Harvest Run East 4th Addition.
- 3.6 Adopt Resolution 2026-06 Accepting Public Improvements – Meadows of Riverpointe 3rd and 4th Additions.
- 3.7 Approve the Purchase of a Fleet Vehicle – Zero Turn Mower.
- 3.8 Approve the Purchase of a Fleet Vehicle – Pickup Truck & Plow Equipment.
- 3.9 Approve the Purchase of a Fleet Vehicle – Compact Track Loader.
- 3.10 Approve the Purchase of a Fleet Vehicle – Dump Trailer.
- 3.11 Approve the Purchase of a Fleet Vehicle – Flatbed Pickup Truck.
- 3.12 Approve the Purchase of a Fleet Vehicle – Excavator Drum Mulcher Attachment.
- 3.13 Accept Quotes and Authorize Purchase and Installation of Equipment – East WWTF Grit Classifier.
- 3.14 Approve Project Change Orders Requested – Wellhouse No. 4 Water Treatment Plant.
- 3.15 Adopt Resolution 2026-07 Ordering Plans and Specifications – Water System Connection Phase 2.
- 3.16 Accept Proposal and Approve Agreement and Geotechnical Evaluation – South Central Water Treatment.
- 3.17 Approve a Job Description and Authorize Recruitment – Human Resources/Payroll Coordinator.
- 3.18 Approve a Job Description and Authorize Recruitment – Utility Foreperson for Water, Collection, Distribution.
- 3.19 Approve a Memorandum of Understanding with Wright County – Brush Chipping and Compost Processing.
- ~~3.20 Adopt Ordinance 2026-01 Amending Street Name Designations – Tanglewood 2nd Addition.~~ Removed.
- 3.21 Approve Plans and Specifications and Order Advertisement for Bids – 2026 Mill and Overlay Project.
- 3.22 Accept a Resignation from an Advisory Commissioner.

CM Dunlap motioned to approve the consent agenda as amended, seconded by CM Tanner. All in favor. Motion carried 4-0.

4. Planning:

- 4.1 Great River Centre of Otsego 8th Addition (Foss Swim School).
 - A. Presentation by City Planner.
 - B. Consider Adopting Resolution 2026-08 Approving a Preliminary Plat.

City Planner Licht reviewed the staff report and presentation.

Duane Boris, Foss Swim School representative provided information regarding their company and the upcoming project. Mr. Boris agrees with the staff report and was present to answer questions.

CM Tanner noted his excitement for the development and the benefits the business will bring to the community.

CM Tanner motioned to adopt Resolution 2026-08 approving a preliminary plat for the Great River Centre of Otsego Eighth Addition, seconded by Lund. All in favor. Motion carried 4-0.

5. Public Safety:

5.1 Public Safety:

A. Presentation by Interim Fire Chief.

B. Consider Approval of a Job Description and Authorize Recruitment – Fire Chief.

Interim Fire Chief Scott reviewed the staff report and presentation.

CM Dunlap asked about the financial impact of moving up the recruitments. Flaherty said staff are gathering data and waiting for the Captain's job description to be scored to verify the budget impact and will present it to the City Council before requesting authorization to recruit.

CM Lund noted the reconfiguration and savings with Department staff doing their own training. Flaherty said there would be some cost off set by having staff assist with the training but noted it would not be equivalent to the wages for the staff.

CM Tanner asked about the interviews. Chief Scott recommends surrounding Fire Chiefs, City Council and staff will assist with the interview process.

Mayor Stockamp asked if a roadmap could be presented to the public in an open house format. Chief Scott recommended moving forward with the Fire Chief hire and having the station available for a place to host an open house.

CM Lund asked about what is being approved tonight. Chief Scott said the request tonight is to approve the Fire Chief job description and staff to start the recruitment.

CM Tanner motioned to approve the Fire Chief Job Description and to authorize recruitment, seconded by CM Lund.

CM Dunlap appreciates the memo from CityGate but notes the contradiction of the memo recommending a comprehensive plan in relation to shared services. CM Dunlap is not comfortable paying any more money until a plan has been established.

Voting in favor: Stockamp, Lund, and Tanner. Voting against: Dunlap. Motion carried 3-1.

6. City Council Reports and Updates:

6.1 Approve Pay Application #13 for the Fire & Emergency Services Facility Project.

CM Dunlap opposes this action because the City receives services from the existing contract providers at a price point that is cost-effective for the taxpayers, noting the cost to date.

CM Tanner motioned to approve Pay Application #13 in the amount of \$1,512,200.76 for work completed on the Fire & Emergency Service Facility project, seconded by CM Lund. Voting in favor: Stockamp, Lund, and Tanner. Voting against: Dunlap. Motion carried 3-1.

A. Heritage Preservation Commission CM Tanner said the Commission has not met and no meetings are scheduled until March of 2026.

B. Parks and Recreation Commission Liaison CM Lund said the Commission reviewed the budget and planning for Lily Pond and discussed Prairie Park.

C. Planning Commission Liaison CM Dunlap said the Commission met and reviewed an application and proposed ordinance amendments.

D. Public Safety Commission Liaison Mayor Stockamp said Allina, Wright County, and Fire Chief Scott provided updates. Additionally, CM Dunlap and Mayor Stockamp had a Fire Advisory Committee meeting that same night with staff.

7. Staff Reports and Updates:

7.1 Consider Scheduling a Special City Council Meeting to Discuss the 2026 Street Renewal Project.

City Administrator/Finance Director Flaherty is looking to schedule a Special City Council meeting.

Mayor Stockamp motioned to schedule a Special City Council meeting for February 23, 2026, at 5:30 PM to discuss the 2026 Street Renewal Project, seconded by CM Tanner. All in favor. Motion carried 4-0.

Flaherty said a survey has been sent for Goal Setting dates and Thursday, February 26th at 5pm was available to all City Council. The I-94 Corridor Coalition breakfast is next Friday which is the same time as the LMC training. Flaherty recently attended the ribbon cutting at the Condo Suites of Otsego and noted the first business in that development.

CM Dunlap motioned to schedule a Special City Council for February 26, 2026, at 5:00 PM meeting to discuss goal setting, seconded by CM Tanner. All in favor. Motion carried 4-0.

City Clerk Etzel said Advisory Commission interviews have been scheduled for February 12th and said the Otsego Winter Festival event is Saturday, February 7th from 10am-noon.

Sergeant Jason Oltmanns, Wright County Sheriff's Office provided updates on training, cold weather challenges, and the recent Amber Alert. Sergeant Oltmanns thanked Ben Boyd for assisting with the internet issues, Detective Lamer working hard cases, and donations from Otsego Lions and Gifts Anonymous for a family recently involved in a call.

8. Adjourn.

CM Tanner motioned to adjourn at 7:57 PM, seconded by CM Lund. All in favor. Motion carried 4-0.

Minutes prepared by Audra Etzel, City Clerk.

City of Otsego:

Jessica Stockamp, Mayor

ATTEST: _____
Audra Etzel, City Clerk



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	City Clerk Etzel	February 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.3 - City Council Special Pay

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
X	Is a strong organization that is committed to leading the community through innovative communication. Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending that the City Council approve the Special Compensation for January 2026.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Title 1, Chapter 7, Section 1 outlines compensation for the Mayor and City Council for each special City Council meeting attended, each meeting of any established committee or commission which the Mayor or any City Council member is the appointed liaison or alternate, any meeting with the City Administrator and City Attorney to discuss or receive information related to City legal issues, any City sponsored event or any private event, tour or function where the Mayor or Council member is attending as representative of the City, any public hearing of a City board or commission, any meeting of another political subdivision, State agency or committee or the State Legislature where the Mayor or City Council member is appearing or functioning as a representative of the City and any other meeting, event or function which the City Council has directed or authorized the Mayor or any City Council member to attend either prior to or after the meeting, event or function has occurred.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> January 2026 – City Council Special Timesheets 	

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve City Council Special Compensation for January 2026.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – City Council Department	Yes



City Council Time Sheet

January 2026

Date	Meeting Description	Location	Comments	Charge
1-13-26	Public Safety	PC		45.00
			Total	\$ 45.00

Type Name: Tina Goede

This is a fillable PDF in order to keep documents electronic in nature. By typing Your name above, you are signing this document.

Date: 1-31-26

Abbreviations:
N/A= Not Applicable
NC= No Charge



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.4 – Pay Application for Wellhouse 4 Treatment

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City Staff is recommending City Council approval of Pay Application #16 to Market & Johnson.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The amounts requested in Pay Application No. 16 are consistent with the progress of work completed to date. The current request totals \$923,313.71, reflecting 83.0% of the contract value completed or stored to date. The remaining balance to finish, including retainage, is \$1,573,684.63.</p> <p>In accordance with Minnesota Statute, the City is withholding 5% retainage on completed work, which totals \$283,862.99 for this pay application.</p> <p>No change orders were processed during this period. Cumulatively approved change orders to date represent a 1.86% increase in the overall project cost. A 5.0% contingency is included in the approved project budget and financing package.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> Pay Application #16 	

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve Pay Application #16 in the amount of \$923,313.71 to Market & Johnson for work completed on the Wellhouse 4 Treatment Improvements project.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes

Contractor's Application for Payment

Owner: <u>City of Otsego</u>	Owner's Project No.: _____
Engineer: <u>AE2S</u>	Engineer's Project No.: <u>P05409-2020-010</u>
Contractor: <u>Market & Johnson</u>	Contractor's Project No.: <u>3416</u>
Project: <u>Otsego Wellhouse No. 4 Treatment Improvements</u>	
Contract: <u>All labor & materials to complete construction of expansion & treatment system improvements</u>	
Application No.: <u>16</u>	Application Date: <u>1/30/2026</u>
Application Period: From <u>12/27/2025</u>	to <u>1/31/2026</u>

1. Original Contract Price	\$ 6,840,000.00
2. Net change by Change Orders	\$ 127,081.49
3. Current Contract Price (Line 1 + Line 2)	\$ 6,967,081.49
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 5,677,259.85
5. Retainage	
a. <u>5%</u> X <u>\$ 5,654,719.85</u> Work Completed	\$ 282,735.99
b. <u>5%</u> X <u>\$ 22,540.00</u> Stored Materials	\$ 1,127.00
c. Total Retainage (Line 5.a + Line 5.b)	\$ 283,862.99
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 5,393,396.86
7. Less previous payments (Line 6 from prior application)	\$ 4,470,083.15
8. Amount due this application	\$ 923,313.71
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)	\$ 1,573,684.63

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Market & Johnson, Inc.

Signature:  **Date:** 1/30/2026

Recommended by Engineer	Approved by Owner
By: <u>RYAN HANSON, PE</u>	By: _____
Title: <u>PROJECT MANAGER</u>	Title: _____
Date: <u>2/3/2026</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Otsego Wellhouse No. 4 Water Treatment Improvements		Application Number: 16						
Application Period: 12/24/2025 - 01/31/2026		Application Date: 1/30/2026						
A		B	Work Completed		E	F		G
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
02 41 19	Selective Demolition	30,853.00	30,853.00			30,853.00	100%	-
03 20 01	Concrete Reinforcing Labor	67,068.00	67,068.00			67,068.00	100%	-
03 20 02	Concrete Reinforcing Material	93,399.00	93,399.00			93,399.00	100%	-
03 30 00	Cast In Place Concrete	1,092,954.00	1,087,235.84	3,491.00		1,090,726.84	100%	2,227.16
04 20 00	Unit Masonry	144,000.00	136,280.00	7,720.00		144,000.00	100%	-
05 10 01	Structural Steel Install	17,075.00	17,075.00			17,075.00	100%	-
05 10 02	Structural Steel Supply	7,400.00	7,400.00			7,400.00	100%	-
06 10 00	Building Works	63,733.00	63,733.00			63,733.00	100%	-
07 10 00	Dampproofing and Waterproofing	7,000.00	7,000.00			7,000.00	100%	-
07 21 00	Insulation	13,999.00	10,819.37	3,179.63		13,999.00	100%	-
07 27 00	Air Barriers	6,200.00	6,200.00			6,200.00	100%	-
07 30 00	Singles and Roofing Tiles	132,100.00	132,100.00			132,100.00	100%	-
07 46 00	Siding	9,056.00	-			-		9,056.00
07 50 00	Membrane Roofing	53,200.00	10,036.00	43,164.00		53,200.00	100%	-
07 90 00	Joint Sealants	8,808.00	-			-		8,808.00
08 10 00	Doors Frames & Hardware	105,354.00	76,076.94	26,221.50		102,298.44	97%	3,055.56
09 21 16	Gypsum Board Assemblies	37,802.00	-	37,802.00		37,802.00	100%	-
09 67 00	Fluid Applied Flooring	24,780.00	-			-		24,780.00
09 90 00	Painting & Coating	108,300.00	-	34,873.00		34,873.00	32%	73,427.00
10 14 00	Signage	3,172.00	-			-		3,172.00
10 40 00	Safety Specialties	1,327.00	-			-		1,327.00
21 00 00	Fire Protection	5,000.00	-			-		5,000.00
22 00 00	Plumbing							
22 00 00	Plumbing Below Grade Material	18,250.00	18,250.00			18,250.00	100%	-
22 00 00	Plumbing Below Grade Labor	5,850.00	5,850.00			5,850.00	100%	-
22 00 00	Plumbing Above Grade Material	27,350.00	-	2,870.00		2,870.00	10%	24,480.00
22 00 00	Plumbing Above Grade Labor	22,815.00	-	4,830.00		4,830.00	21%	17,985.00
22 00 00	Plumbing & Hydronic Pipe Insulation Material and Labor	22,485.00	3,730.00	4,220.00		7,950.00	35%	14,535.00
23 00 00	HVAC							
23 00 00	HVAC Material	187,650.00	16,870.00	86,515.00		103,385.00	55%	84,265.00
23 00 00	HVAC Labor	25,255.00	2,340.00			2,340.00	9%	22,915.00
26 00 00	Electrical							
26 00 00	General Electrical Conditions	82,000.00	42,500.00	8,000.00		50,500.00	62%	31,500.00
26 00 00	Power Distribution Gear	120,750.00	36,800.00	16,500.00		53,300.00	44%	67,450.00
26 00 00	Lighting Fixtures	11,040.00	-		11,040.00	11,040.00	100%	-
26 00 00	Generator Equipment	126,000.00	-	118,000.00		118,000.00	94%	8,000.00
26 00 00	Control Station and Instrumentation	89,700.00	89,700.00			89,700.00	100%	-
26 00 00	Branch Power and lighting Wiring	18,500.00	-	2,500.00		2,500.00	14%	16,000.00
26 00 00	Power Distrubution Wiring Labor	36,000.00	3,700.00	3,300.00		7,000.00	19%	29,000.00
26 00 00	Power Distrubution Wiring Material	55,400.00	1,500.00	1,100.00		2,600.00	5%	52,800.00
26 00 00	Controls and Motor Controls Wiring Labor	165,000.00	4,800.00	26,500.00		31,300.00	19%	133,700.00
26 00 00	Controls and Motor Controls Wiring Material	57,510.00	1,500.00	6,500.00		8,000.00	14%	49,510.00
26 00 00	Gear and Controls Submittals	40,000.00	40,000.00			40,000.00	100%	-
26 00 00	Spare Parts	15,000.00	-		11,500.00	11,500.00	77%	3,500.00
26 00 00	Start-up	3,000.00	-			-		3,000.00
26 00 00	O&Ms	1,100.00	-			-		1,100.00
28 00 00	Electronic Safety and Security Allowance	70,000.00	-			-		70,000.00

31 00 00	Earthwork								
31 00 00	Mobilization	53,800.00	53,800.00				53,800.00	100%	-
31 00 00	Demolition	30,000.00	30,000.00				30,000.00	100%	-
31 00 00	Erosion Control	10,000.00	10,000.00				10,000.00	100%	-
31 00 00	Earthwork	294,000.00	265,400.00				265,400.00	90%	28,600.00
31 00 00	Utilities	175,000.00	175,000.00				175,000.00	100%	-
32 12 16	Asphalt Paving	24,010.00	6,962.90				6,962.90	29%	17,047.10
32 16 00	Site Concrete	35,922.00	30,533.70				30,533.70	85%	5,388.30
40 10 00	Process Piping								
40 10 00	Process Pipe Material	423,595.00	219,909.90	118,304.00			338,213.90	80%	85,381.10
40 10 00	Process Pipe Labor and Misc.	188,720.00	18,872.00	58,495.00			77,367.00	41%	111,353.00
40 10 00	Process Valves	65,275.00	-	65,275.00			65,275.00	100%	-
40 10 00	Process Pipe Support Material	12,450.00	-				-		12,450.00
40 10 00	Process Pipe Support Labor	4,850.00	-				-		4,850.00
40 10 00	Process Pipe Chemical Pipe Material	8,350.00	-				-		8,350.00
40 10 00	Process Pipe Chemical Pipe Labor	14,875.00	-				-		14,875.00
43 00 00	Water and Wastewater Equipment								
43 25 00	Submersible Liquid Pumps	67,109.00	-	67,109.00			67,109.00	100%	-
43 32 76	Chlorine Gas Feed Equipment	150,325.00	112,000.00	38,325.00			150,325.00	100%	-
46 33 20	Liquid Chemical Storage Tanks and Scales	59,056.25	59,056.25				59,056.25	100%	-
46 33 40	Chemical Feed System Pumps	75,162.50	75,162.50				75,162.50	100%	-
46 33 80	Chemical Feed System Accessories	85,900.00	85,900.00				85,900.00	100%	-
46 61 21	Pressure Filter Airwash Blower	37,581.25	37,581.25				37,581.25	100%	-
46 61 21	Pressure Filters	859,000.00	515,400.00	257,700.00			773,100.00	90%	85,900.00
91 10 00	Builders Risk Insurance	6,937.00	6,937.00				6,937.00	100%	-
91 20 00	Performance and Payment Bonds	31,545.00	31,545.00				31,545.00	100%	-
91 30 00	Contractors Insurance	46,000.00	46,000.00				46,000.00	100%	-
91 40 00	Building Permit	40,000.00	9,515.06				9,515.06	24%	30,484.94
91 50 00	General Conditions	787,278.00	614,032.70	62,862.00			676,894.70	86%	110,383.30
91 60 00	Cold Weather Protection	20,024.00	8,009.60	7,001.20			15,010.80	75%	5,013.20
98 00 01	COR#001R1 - Modify the Distribution Piping and add a 12" Watermain Connection	40,872.65	40,872.65				40,872.65	100%	0.00
98 00 02	COR#002 - RFQ#02 - Abandoned Sanitary Fill and Plug	6,090.13	-				-		6,090.13
98 00 03	COR#003 - Add Temporary Overland Bypass Piping for Utility Work.	6,546.03	6,546.03				6,546.03	100%	-
98 00 04	COR#005R1 - RFQ#03 - Switching to Chemical Feed Pumps	(4,802.27)	-	(4,802.27)			(4,802.27)	100%	-
98 00 05	COR#008 - RFP#05 - Modifications to Valves and Piping	(5,086.14)	-	(5,086.14)			(5,086.14)	100%	-
98 00 06	COR#009 - RFP#08 - Grout Sloping at Reclaim Tank	41,262.85	38,200.00				38,200.00	93%	3,062.85
98 00 07	COR#012 - Backwash Tank Water Stop Removal per RFI #19	(917.68)	-	(917.68)			(917.68)	100%	-
98 00 08	COR#011R1 Flowable Fill Below South Addition Footings	26,783.27	26,783.27				26,783.27	100%	-
98 00 09	COR#014R1 Reusing Existing SSMH 103	(9,788.08)	-	(9,788.08)			(9,788.08)	100%	-
98 00 10	COR#016 Filter-to-Waste Valve Removal	(5,266.14)	-	(5,266.14)			(5,266.14)	100%	-
98 00 11	COR#013R1 Modifications to Submersible Pumps & Accessories	3,982.69	-	3,982.69			3,982.69	100%	-
98 00 12	COR#010 Addition of a Lintel at Door 110	2,359.56	2,359.56				2,359.56	100%	-
98 00 13	COR#007 Upsizing Blower Pipe Intake from 4" to 6" Piping	2,312.56	-	2,312.56			2,312.56	100%	-
98 00 14	COR#015R1 Floor Assembly and Roof Layout Modifications	18,914.39	6,970.00	11,944.39			18,914.39	100%	-
98 00 15	COR#021 RFP #14, RFI #28 Roofing Hardware	3,817.67	3,817.67				3,817.67	100%	-
	Totals	6,967,081.49	4,549,983.19	1,104,736.66		22,540.00	5,677,259.85	81%	1,289,821.64



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	February 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.5 – Release of Security

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
Staff recommend the City Council approve release of securities regarding Boulder Pass Grading and Mineral Extraction.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Fehn Companies has a promissory note with the City to ensure that they adhered to the grading permit, which included mineral extraction for the area that is now Boulder Pass. One item the security may be used for was milling and overlaying for that portion of Quaday Avenue designated as the allowed haul road. When the street area (Quaday Avenue from the mine exit to CSAH 38) was reviewed, it was in no worse shape than any other section of Quaday and was milled and overlaid in 2024 as part of the City’s regular maintenance schedule. The security was also intended that when the gravel extraction was “trued up,” the security was there to ensure payment of the gravel extraction fee. However, since the County requires a fee, the City legally cannot impose an additional fee.</p> <p>Therefore, staff recommends release of all securities regarding Boulder Pass Grading and Mineral Extraction.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> Resolution 2026-09 	

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to adopt Resolution 2026-09 releasing securities regarding Boulder Pass Grading and Mineral Extraction.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 701 – Development Escrow	N/A

**CITY OF OTSEGO
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION NO: 2026-09

**RELEASING SECURITIES REGARDING
BOULDER PASS GRADING AND MINERAL EXTRACTION**

WHEREAS, Fehn Companies Incorporated has a promissory note with the City to ensure that they adhered to the grading permit, which included mineral extraction for the area that is now Boulder Pass; and

WHEREAS, the City and Fehn Companies Incorporated entered into a Grading Agreement; and

WHEREAS, all requirements of the Grading Agreement have been met.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA:

1. Releases all financial securities regarding Boulder Pass Grading and Mineral Extraction.

ADOPTED by the Otsego City Council this 9th day of February, 2026.

**MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:**

CITY OF OTSEGO

Jessica L. Stockamp, Mayor

ATTEST:

Audra Etzel, City Clerk



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Administration	City Clerk Etzel	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty City Attorney Kendall	3.6 – Grant Agreement

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
X	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff are recommending that the City Council accept a Polling Place Accessibility Grant Program Agreement.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>2023 Minnesota Laws, Chapter 62, Article 1, section 6 appropriated \$500,000 for the Secretary of State to make grants to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. This is a one-time appropriation and is available until June 30, 2027.</p> <p>The Office of Minnesota Secretary of State worked in consultation with the office’s Disability Advisory Council for feedback and to prioritize need to best allocate the available funds. As a result, improving access to buildings was given the first priority.</p> <p>Jurisdictions were to be limited to \$20,000 of grant awards, however applications exceeded the total grand funds appropriated by the legislature and in some instances, adjustments were made to award amounts following a review of the eligible expenses in the application. City staff submitted an application for an ADA button to allow voters access to the main entrance through City Hall’s two doors. The estimated cost for installation for two ADA compliant push buttons and to install wiring to connect to the City’s door access system is \$9,002.04. The City has been approved for a grant amount of \$4,441.92 to implement ADA accessibility. If the City accepts the grant, work needs to be completed by the November 3, 2026, General Election.</p> <p>The Administrative Subcommittee reviewed this request at its January 14, 2026, meeting and recommends consideration of approval by the City Council. The City Attorney has reviewed the 2025 Polling Place Accessibility Grant Program Agreement.</p>	

SUPPORTING DOCUMENTS ATTACHED:

- **Grant Award Letter**
- **Grant Agreement**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to accept a 2025 Polling Place Accessibility Grant in the amount of \$4,441.92 and to approve a grant program agreement between the City of Otsego and the State of Minnesota.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – City Hall/PW Building (41945)	No

2025 Polling Place Accessibility Grant

Grant Award Letter

Jurisdiction: City of Otsego

Home County: Wright County

The 2025 Polling Place Accessibility Grant application submitted by City of Otsego has been reviewed and approved for a grant award in the amount of \$4,441.92 to implement the first priority project(s) outlined in the project proposal.

Applications for first priority categories exceeded the total grant funds appropriated by the legislature (\$500,000.00). Therefore, all first priority grant awards have been pro-rated, and no second priority grant applications were approved.

Grant contracts are being prepared and will be sent for signature via email over the next few weeks.

In some instances, adjustments were made to the award amount following a review of the eligible expenses in the application. If that applies to your jurisdiction, those adjustments will be listed below.

- approved item 1 in the grant application

Wolid Ahmed

*State Program Administrator
Office of the Minnesota Secretary of State*

12/15/2025

Date

**Jurisdiction information, award amount, and digital signatures reflected on this Grant award form were transposed from the approved application document. Timestamps of these signatures can be found within the application in Foundant that specify the name and date of the signatory.*

STATE OF MINNESOTA
2025 POLLING PLACE ACCESSIBILITY GRANT PROGRAM AGREEMENT

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State", or "Grantor") acting through its Secretary of State, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155 ("State") and City of Otsego, 13400 90th Street NE Otsego, MN 55330 ("Grantee").

Recitals

- 1 Under Minnesota Laws 2023, Chapter 62, Article 1, section 6, Grantor is authorized to distribute funds to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. Grantee is a county or municipality in the State and thus empowered to apply for the funds requested in this Agreement. Grantee submitted a grant application and State is empowered to enter into this grant.
2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat.§16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
3 Grantee is responsible for the administration of elections in the area under their jurisdiction.

Agreement

1 Effectiveness of Agreement

1.1 Effective date: December 1, 2025, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Grantee agrees to apply for reimbursement of costs only for those costs identified in the grant application ("Approved Expenses"), attached here as Exhibit A. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed; Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement; and Grantee submits appropriate documentation of the expenses incurred in furtherance of the Approved Expenses.

1.2 Expiration date: June 30, 2027, or until all funds have been expended, whichever is later.

1.3 Survival of Terms. The following clauses survive the fulfillment of this Agreement: 2.5. Reporting Requirements; 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 Grantee's Duties

2.1 Activities. Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1) and will apply for reimbursement of funds only for expenses in furtherance of the Approved Expenses, which are set forth in Exhibit A of this Agreement. The Chief Election Official of Grantee is responsible for fulfilling all requirements of Grantee under this agreement.

2.2 Award. Grantee is hereby allocated up to \$4,441.92 for reimbursement of expenses in furtherance of the Approved Expenses.

2.3 Expenditures. Grantee will apply for reimbursement only for expenses in furtherance of the Approved Expenses. Expenses must be incurred no later than October 31, 2026.

2.5 Reporting Requirements. Grantee shall report to the State's Authorized Representative as specified in this Agreement.

2.5.1 Reimbursement. Grantee shall submit receipts and invoices in the format determined by the State that show the amounts paid for the expenses for which they are requesting reimbursement and the specific goods and services purchased, which shall be in furtherance of the Approved Expenses. Grantee shall submit with those receipts and invoices a sworn statement attesting to the specific Approved Expenses to which the receipts and invoices relate. Reimbursement requests must be submitted within 60 days after the final project expenses are incurred, but no later than December 30, 2026.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant as outlined in Section 2.6 and must transmit those records to the secretary of state within two business days upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority to conduct any evaluation of the performance of Grantee that the State deems necessary in its sole discretion, including, but not limited to, site visits, interviews with grantee program staff, and obtaining and reviewing all documentation related to the grant.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion.

2.6 Accounting Requirements - Fiscal Control and Accounting Procedures. Grantee's fiscal control and accounting procedures must be sufficient to:

- a) Permit preparation of reports required by this Agreement,
- b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and
- c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

3 Time

Grantee must comply with all the time requirements described in this Agreement.

4 Consideration and Payment

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

- (1) **Grant Award.** Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.
- (2) **Total Obligation.** The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 Fiscal Requirements. Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after all funds have been expended, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State.

4.3 Payment Invoices. State will reimburse expenses that have been documented in accordance with Section 2 in furtherance of the Approved Expenses to an account of Grantee within 30 days after the state receives and approves the reimbursement.

4.4 Conditions. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

5 Satisfaction

All duties required of and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 Authorized Representative

State's Authorized Representative is Paul Linnell, Director of Elections, Veterans Service Building, Suite 210, 20 W 12th Street, Saint Paul, MN 55155, 651-556-0647, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Audra Etzel, City Clerk, 13400 90th Street NE Otsego, MN 55330, or their successor.

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Agreement Complete

7.1 Assignment. Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 Waiver. If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 Liability

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees. Grantee agrees to hold State harmless and to pay any fines or penalties, should the expenditures of Grantee be found to be improper in an audit of any kind.

9 Audits and Reports

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the

State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the expenditure of all funds provided under this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, and must make the reports described in this agreement stating expenditures during the current or most recently ended periods as directed by State.

10 *Government Data Practices*

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

11 *Workers' Compensation*

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 *Property and Casualty Insurance*

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds provided under the Agreement. The insurance limit shall be equal to the replacement cost of any equipment purchased with funds from this Agreement. Any deductible shall be the sole responsibility of Grantee.

13 *Governing Law, Jurisdiction, and Venue*

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 *Data Disclosure*

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 *Termination.*

State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee. Grantee may terminate this agreement upon 30 days written notice to State. Reporting requirements will continue as necessary to complete reporting for the reimbursements requested or paid prior to the termination of the Agreement.

16 *Grantee Procurement*

Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: *Dennis Kun*

Date: *1/8/2026*

Agreement No. *281533/AD5379*

2. GRANTEE (Local Jurisdiction)

Grantee certifies that the appropriate person(s) have executed the Agreement t on behalf of Grantee as required by applicable resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: _____
(with delegated authority)

Title: Director of Elections

Date: _____

Distribution: Grantee
State's Authorized Representative

2025 Polling Place Accessibility Grant Proposal Form

Organization	City of Otsego
---------------------	----------------

Instructions

Please complete the proposal template below, then attach this document to your Foundant application as supporting documentation for your complete application. This information will help the grant committee review your complete request for funds to support improvements to polling places and/or voting services for voters with disabilities, according to 2023 Minnesota Laws, Chapter 62, Article 1, section 6.

Project Description

The City of Otsego City Hall does not have ADA compliant buttons to allow Voters to enter City Hall without assistance. We would like to install the ADA buttons the front doors (exterior and interior) so Absentee and Early Voting Voters can access City Hall independently.

Project Timeline

The project would start once approved and a contractor is available.
Our ID Department would need to coordinate to make sure the building remains secure upon installation.
Finish prior to November 2026 general election.

This Project Addresses the Grant Priority By...

The ADA buttons would allow Voters to enter City Hall without having to have assistance, unless requested.

Estimated Budget

(add more rows as needed)

Item #*	Item Descriptions (materials, known project fees, labor cost estimates)	Estimated Costs
	We are still waiting for the contractor to provide estimates	\$
	ADA buttons/labor	\$
	Electrician parts/labor	\$
	IT security to City Hall once ADA buttons are installed	\$
	Unknown items?	\$
		\$
		\$
Estimated total cost		\$20,000

*This item # should correspond to the item # listed in section 1A and/or section 1B in your Foundant application



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Planning	City Planner Licht	9 February 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty City Engineer Wagner	3.7 – Street Names

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
X	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
X	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommends the City Council approve an ordinance amending designated street names.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City Council approved the final plats of Tanglewood and Tanglewood 2nd Addition including dedication of right-of-way and designation of names for streets within each plat. Street names are to be designated in accordance with the Wright County Grid system in accordance with Section 10-8-5.B.13 of the Subdivision Ordinance.</p> <p>The Tanglewood and Tanglewood 2nd Addition final plats designated a segment of street north of 71st Street as Large Avenue NE. There is also an existing parallel segment of Large Avenue NE to the west of Tanglewood and Tanglewood 2nd Addition within Sunray Farms 2nd Addition. The duplicative street names necessitate that the City amend the street name designation for the street segment within Tanglewood and Tanglewood 2nd Addition.</p> <p>Minnesota Statue 440.11 provides that the City may change the designated name of a street segment by ordinance. City staff has prepared the necessary ordinance for consideration by the City Council. The draft ordinance was published on the City website at least 10 days in advance of the City Council meeting on 9 February 2026 as required by Minnesota Statutes 415.19.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> • Ordinance 2026-01 • Summary of Ordinance 2026-01 	

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to adopt Ordinance 2026-01 amending street name designations within Tanglewood and Tanglewood 2nd
Addition and approving publication in summary form.

BUDGET INFORMATION

FUNDING:	BUDGETED:
N/A	N/A

**CITY OF OTSEGO
COUNTY OF WRIGHT
STATE OF MINNESOTA**

ORDINANCE NO: 2026-01

ORDINANCE AMENDING STREET NAME DESIGNATIONS WITHIN TANGLEWOOD AND TANGLEWOOD 2ND ADDITION.

WHEREAS, the final plat of Tanglewood was approved by the City Council on July 8, 2024; and

WHEREAS, the final plat of Tanglewood 2nd Addition was approved by the City Council on May 12, 2025; and

WHEREAS, the final plats of Tanglewood and Tanglewood 2nd Addition include designation of street names for rights-of-way and streets within the plat; and

WHEREAS, a segment of right-of-way and street within Tanglewood and Tanglewood 2nd Addition was designated as Large Avenue NE; and

WHEREAS, this street name designation duplicates an existing parallel street name designation within the City; and

WHEREAS, it is necessary to amend this street name designation within Tanglewood and Tanglewood 2nd Addition to avoid confusion, traffic congestion, and ensure public health safety and welfare; and

WHEREAS, Minnesota Statute 440.11 provides that the City may change the designated name of a street segment by ordinance.

NOW THEREFORE, the City Council of the City of Otsego does hereby ordain that:

Section 1. The segment of street designated as Large Avenue NE north of 71st Street NE within the plats of Tanglewood and Tanglewood 2nd Addition shall be designated as Landau Avenue NE.

Section 2. This Ordinance shall become effective immediately upon its passage and publication.

(Remainder of page intentionally blank signatures follow)

ADOPTED by the Otsego City Council this 9th day of February, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF OTSEGO

Jessica L. Stockamp, Mayor

ATTEST:

Audra Etzel, City Clerk

**CITY OF OTSEGO
COUNTY OF WRIGHT
STATE OF MINNESOTA**

SUMMARY OF ORDINANCE NO.: 2026-01

ORDINANCE AMENDING STREET NAME DESIGNATIONS WITHIN TANGLEWOOD AND TANGLEWOOD 2ND ADDITION.

NOTICE IS HEREBY GIVEN that on February 9, 2026, the City Council of the City of Otsego, Minnesota adopted Ordinance 2026-01.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council amends the designation of Large Avenue NE to Landau Avenue NE within Tanglewood and Tanglewood 2nd Addition.

ADOPTED by the Otsego City Council this 9th day of February, 2026.

CITY OF OTSEGO

Jessica L. Stockamp, Mayor

ATTEST:

Audra Etzel, City Clerk

Pursuant to Minnesota Statutes 412.191, Subd. 4 and 331A.01, Subd.10, this Ordinance is published in summary form. Complete copies of the ordinance are available for inspection by contacting the City Clerk, Otsego City Hall, 13400 90th Street NE, Otsego, Minnesota 55330 during regular office hours.



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	Street Operations Manager Lamson	February 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.8 – Accept Donation

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
x	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council adopt a resolution accepting a donation.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>The City of Otsego was approached by a representative of DEKRA Services, Inc. about the availability of some lightly used office furniture that the City could acquire free of charge. City staff inspected the furniture and concluded that (6) tables, (12) chairs and (4) cubicle sections would be of use at the City Hall and Public Works Facility. City staff was able to pick up and transfer the furniture to the City Facility in January.</p> <p>The City of Otsego is grateful for this donation.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> Resolution 2026-10 	

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to adopt Resolution 2026-10 accepting a donation from DEKRA Services, Inc.

BUDGET INFORMATION

FUNDING:	BUDGETED:
N/A	N/A

**CITY OF OTSEGO
COUNTY OF WRIGHT
STATE OF MINNESOTA**

RESOLUTION NO: 2026-10

**ACCEPTING A DONATION FROM
DEKRA SERVICES, INC.**

WHEREAS, DEKRA Solutions Inc. has made a donation of office furniture to the City of Otsego; and

WHEREAS, the donation to the City is (6) tables, (12) chairs, (4) office cubicles to be used within the City Hall and Public Works Facility; and

WHEREAS, Minnesota Statutes 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of the governing body; and

WHEREAS, the City sincerely thanks DEKRA Services Inc. for their generous donation and for its support of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTSEGO, MINNESOTA:

1. That the donation from DEKRA Services Inc. for (6) tables, (12) chairs, (4) office cubicles is hereby adopted.

ADOPTED by the Otsego City Council this 9th day of February, 2026.

**MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:**

CITY OF OTSEGO

Jessica L. Stockamp, Mayor

ATTEST:

Audra Etzel, City Clerk



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Public Works	City Engineer Wagner	February 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.9 – 2026 Microsurface & Striping Project

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend City Council approval of plans and specifications and authorize the bid process.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Plans and specifications have been completed for the 2026 Otsego Microsurfacing & Striping project. The Street Maintenance Plan (SMP) includes micro-surfacing and paint striping of various streets throughout the City according to the current street maintenance schedule and CIP.</p> <p>The project is not scheduled to start until at least July 15, 2026 to allow City public works staff to perform patching necessary as well as have all crack filling completed.</p> <p>The Capital Improvement Plan (CIP) includes \$210,356 to fund this project, with the current engineer estimate of project costs to be \$211,972. Pending approval, City staff would anticipate bid results being presented to the City Council in March.</p>	
SUPPORTING DOCUMENTS ATTACHED:	
<ul style="list-style-type: none"> • Project Map • Engineer's Estimate 	

POSSIBLE MOTION

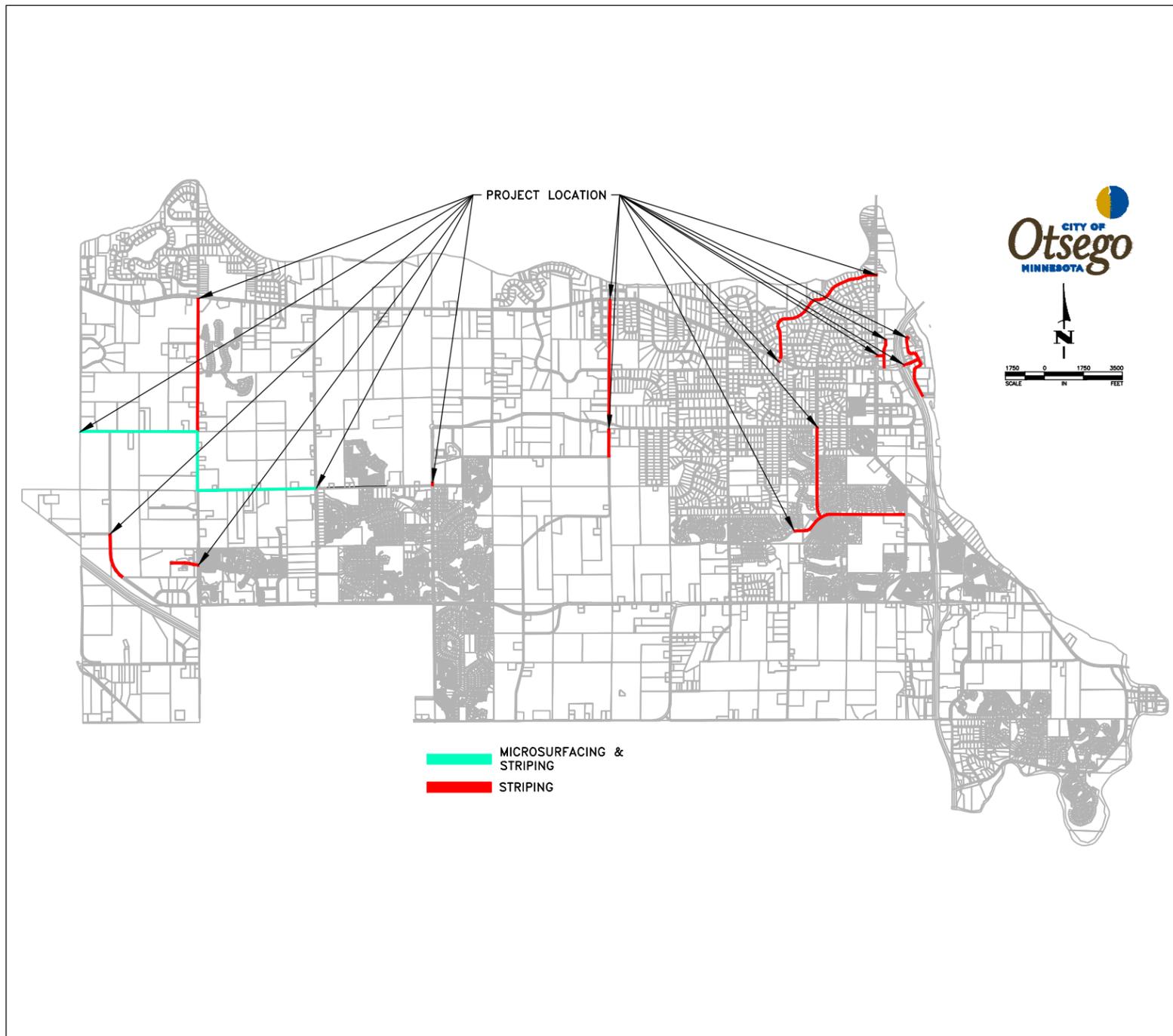
PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:
Motion to approve the Plans and Specifications and Order Advertisement for Bids for the 2026 Otsego Microsurfacing & Striping Project.

BUDGET INFORMATION

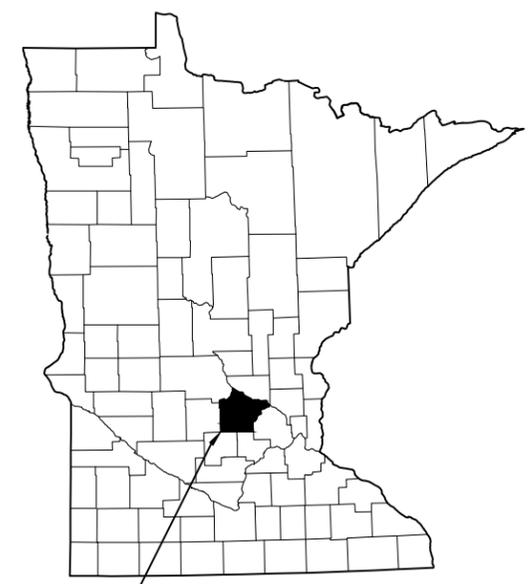
FUNDING:	BUDGETED:
Fund 201 – Pavement Management	Yes

2026 OTSEGO MICROSURFACING & STRIPING

OTSEGO, MN



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



CITY OF OTSEGO,
WRIGHT COUNTY,
MINNESOTA

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2026 OTSEGO MICROSURFACING & STRIPING PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 49 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES & DETAILS
3-5	85TH ST MICROSURFACING
6-7	KADLER AVE NE MICROSURFACING
8-10	80TH ST NE MICROSURFACING
11-14	70TH ST NE STRIPING
15	73RD ST NE STRIPING
16-18	85TH ST NE STRIPING
19-21	80TH ST NE STRIPING
22-27	KADLER AVE NE STRIPING
28	MACIVER AVE NE STRIPING
29-32	NASHAU AVE NE STRIPING
33-34	OHLAND AVE NE STRIPING
35-37	96TH ST NE STRIPING
38	75TH ST NE STRIPING
39-41	78TH ST STRIPING
42-44	PAGE AVE NE STRIPING
45	PARK AVE NE STRIPING
46	QUADAY AVE NE STRIPING
47	90TH ST NE STRIPING
48-49	QUANTRELLE AVE NE STRIPING

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Ronald J. Wagner
RONALD J. WAGNER, P.E.
HAKANSON ANDERSON
DESIGN ENGINEER

26052 LIC. NO. DATE 1/22/26

DATE	REVISION

Feb 04, 2026 - 12:06pm
K:\MUNICIPAL\OT387\2026\MICRO & STRIPING\ENGINEERING\PLAN DWG\OT387_MICRO&STRIPING_TITLE.dwg



Engineer's Estimate
City of Otsego
2026 Mill and Overlay and Overlay Project



SCHEDULE A - Microsurfacing

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2021.5	MOBILIZATION	1	LS	\$ 15,000	\$ 15,000
2	2564.6	TRAFFIC CONTROL	1	LS	\$ 10,000	\$ 10,000
3	2354.51	BITUMINOUS MATERIAL FOR MICRO-SURFACING	15373	GAL	\$ 4	\$ 61,490
4	2354.51	MICRO-SURFACING SCRATCH COURSE	248	TON	\$ 150	\$ 37,192
5	2354.51	MICRO-SURFACING SURFACE COURSE	248	TON	\$ 150	\$ 37,192
Total Estimated Construction Cost						\$ 160,874
Engineering and Construction Contingency					5%	\$ 8,044
					5%	\$ 8,044
TOTAL COST						\$ 176,961

SCHEDULE B - Striping

Item No.	MnDOT Spec	Description	Estimated Quantity	Unit	Unit Price	Extension
1	2582.5	4" DOUBLE SOLID LINE YELLOW - PAINT	47501	LF	\$ 0.30	\$ 14,250
2	2582.5	4" SOLID LINE YELLOW - PAINT	921	LF	\$ 0.15	\$ 138
3	2582.5	4" SOLID LINE WHITE - PAINT	45923	LF	\$ 0.15	\$ 6,888
4	2582.5	4" BROKEN LINE WHITE - PAINT	818	LF	\$ 0.15	\$ 123
5	2582.5	12" SOLID LINE WHITE - PAINT	356	LF	\$ 3.30	\$ 1,175
6	2582.5	24" SOLID LINE WHITE - PAINT	801	LF	\$ 3.60	\$ 2,884
7	2582.5	24" SOLID LINE YELLOW - PAINT	0	LF	\$ 3.60	\$ -
8	2582.52	PAVEMENT MESSAGE (ARROW) - PAINT	37	EACH	\$ 60.00	\$ 2,220
9	2583.52	PAVEMENT MESSAGE - PAINT	4	EACH	\$ 75.00	\$ 300
10	2582.52	CROSSWALK MARKING (3'X6' BLOCKS) - PAINT	1674	SF	\$ 2.30	\$ 3,850
Total Estimated Construction Cost						\$ 31,828
Engineering and Construction Contingency					5%	\$ 1,591
					5%	\$ 1,591
TOTAL COST						\$ 35,011
TOTAL COST BOTH SCHEDULES						\$ 211,972



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Utilities	Utility Manager Neidermeier	February 9, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	AE2S Engineer Hanson City Administrator/Finance Director Flaherty	3.10 – Wellhouse 4 WTP

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City Staff is recommending City Council approve an amendment to the AE2S professional services contract for the Wellhouse No. 4 Treatment Improvements project.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>The City of Otsego has an existing professional services agreement with AE2S to provide engineering services for the Wellhouse No. 4 Water Treatment Improvements project. The original agreement included engineering design, bidding, and construction phase services based on assumptions of part-time construction support and limited on-site observation.</p> <p>Since the start of construction, project conditions have required a greater level and duration of engineering construction administration and on-site observation than originally anticipated. AE2S has provided increased on-site representation, contractor coordination, submittal and RFI review, QA/QC oversight, bi-weekly progress meetings, and construction documentation review to ensure construction accuracy and compliance. Construction schedule delays, increased field coordination needs, and a City-approved 11-day schedule extension have further increased the required level of effort.</p> <p>As a result, AE2S has requested an amendment to the Owner–Engineer Agreement to address additional construction administration, resident project representative (RPR) services, and associated support beyond the original scope. The amendment also includes additional plumbing design services required to address code changes identified during construction.</p> <p>The requested amendment totals \$73,550.00. Approval of this amendment will increase the total not-to-exceed amount of the professional services agreement with AE2S to \$1,166,250.00.</p>	

AE2S Agreement	Amount
Original Agreement Amount + Construction & IC Services:	\$ 1,092,700.00
This Amendment Amount:	\$ 73,550.00
Adjusted Agreement Amount:	\$ 1,166,250.00
Construction Contract	Amount
Original Contract Amount:	\$ 6,840,000.00
Net Change Orders to Date:	\$ 139,459.86
Adjusted Contract Amount:	\$ 6,979,459.86

When viewed together, the construction change orders and amended engineering services agreement currently increase the project costs by \$213,009.86, which represents approximately 62% of the project contingency in the financing package. With this month's pay application from Market & Johnson, the construction contract is approximately 83.0% complete, and only limited additional changes are anticipated as the project progresses toward commissioning and startup.

The proposal was presented to the Public Works Subcommittee on January 21, 2026. The City Attorney has reviewed the proposed amendment. Staff recommend approval of the amendment to allow AE2S to continue providing construction support services through project completion.

SUPPORTING DOCUMENTS ATTACHED:

- **Amendment No. 2 to Owner-Engineer Agreement**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve "Amendment to Owner-Engineering Agreement, Amendment No. 2" – a professional services contract amendment in the amount of \$73,550.00 with Advanced Engineering and Environmental Services, LLC.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 601 – Drinking Water Utility	Yes

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 2

Effective Date of Owner-Engineer Agreement: **February 13, 2023**
Owner: **City of Otsego**
Engineer: **Advanced Engineering and Environmental Services, LLC**
Specific Project: **Wellhouse No. 4 Treatment Improvements**

Nature of Amendment:

- Modifications of services performed by Engineer
- Modification of payment to Engineer
- Modifications to time(s) for rendering services

Description of Modifications:

- a. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:
 - Additional on-site observation (RPR) services beyond the originally scoped part-time effort.
 - Additional plumbing design services required to address code changes.
 - Additional construction administration and RPR services associated with an 11-day construction schedule extension resulting from approved change orders.
- b. For the modifications of services set forth above, Owner shall pay Engineer the following additional compensation on an hourly basis, not to exceed \$73,550.00 without written authorization from the Owner.
- c. The schedule for rendering services under this Amendment is modified as follows:
 - 11-day extension from the original 18-month substantial completion date.

Agreement Summary:

Original agreement amount:	\$ 390,200.00
Net change for prior amendments:	\$ 702,500.00
This amendment amount:	\$ 73,550.00
Adjusted Agreement amount:	\$ 1,166,250.00

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is February 9, 2026.

OWNER:

City of Otsego

By:

Date:

Name:

Title:

ENGINEER:

Advanced Engineering and Environmental Services,
LLC

By:

Date:

Name: Justin Klabo

Title: Operations Manager

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$73.00	IT 1	\$145.00
Administrative 2	\$88.00	IT 2	\$196.00
Administrative 3	\$103.00	IT 3	\$241.00
Communications Specialist 1	\$117.00	Land Surveyor Assistant	\$107.00
Communications Specialist 2	\$137.00	Land Surveyor 1	\$129.00
Communications Specialist 3	\$158.00	Land Surveyor 2	\$156.00
Communications Specialist 4	\$190.00	Land Surveyor 3	\$175.00
Communications Specialist 5	\$210.00	Land Surveyor 4	\$193.00
		Land Surveyor 5	\$213.00
Construction Services 1	\$140.00	Operations Specialist 1	\$112.00
Construction Services 2	\$171.00	Operations Specialist 2	\$140.00
Construction Services 3	\$190.00	Operations Specialist 3	\$173.00
Construction Services 4	\$211.00	Operations Specialist 4	\$198.00
Construction Services 5	\$232.00	Operations Specialist 5	\$222.00
Engineering Assistant 1	\$94.00	Project Coordinator 1	\$130.00
Engineering Assistant 2	\$111.00	Project Coordinator 2	\$145.00
Engineering Assistant 3	\$140.00	Project Coordinator 3	\$162.00
Engineer 1	\$152.00	Project Coordinator 4	\$178.00
Engineer 2	\$182.00	Project Coordinator 5	\$201.00
Engineer 3	\$213.00	Project Manager 1	\$229.00
Engineer 4	\$246.00	Project Manager 2	\$251.00
Engineer 5	\$264.00	Project Manager 3	\$269.00
Engineer 6	\$279.00	Project Manager 4	\$284.00
Engineering Technician 1	\$93.00	Project Manager 5	\$303.00
Engineering Technician 2	\$117.00	Project Manager 6	\$317.00
Engineering Technician 3	\$141.00	Sr. Designer 1	\$199.00
Engineering Technician 4	\$158.00	Sr. Designer 2	\$221.00
Engineering Technician 5	\$181.00	Sr. Designer 3	\$238.00
Financial Analyst 1	\$126.00	Sr. Financial Analyst 1	\$236.00
Financial Analyst 2	\$142.00	Sr. Financial Analyst 2	\$257.00
Financial Analyst 3	\$171.00	Sr. Financial Analyst 3	\$279.00
Financial Analyst 4	\$187.00	Technical Expert 1	\$361.00
Financial Analyst 5	\$209.00	Technical Expert 2	Negotiable
GIS Specialist 1	\$117.00		
GIS Specialist 2	\$142.00		
GIS Specialist 3	\$168.00		
GIS Specialist 4	\$188.00		
GIS Specialist 5	\$210.00		
I&C Assistant 1	\$112.00		
I&C Assistant 2	\$139.00		
I&C 1	\$166.00		
I&C 2	\$196.00		
I&C 3	\$221.00		
I&C 4	\$234.00		
I&C 5	\$246.00		

Reimbursable Expense Rates

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Fire	Interim Fire Chief Scott	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Fire	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	4.1 (B) – Job Description

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
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	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve of a job description and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff are requesting the City Council approve a job description for the Fire Captain position and authorize recruitment to fill this position. This position was first outlined in a presentation to the Public Safety Commission and City Council in March 2024. In April 2025, this position was again outlined in a City Council presentation of the Fire Department Staffing Plan.</p> <p>The 2026 General Fund Budget includes the hiring of three Fire Captains during 2026. The previous Emergency Services Director’s staffing plan identified the hiring of these positions with start dates in November 2026, which was accounted for in the budgeting process.</p> <p>Interim Fire Chief Scott updated the City Council at a previous meeting on January 26, 2026, and provided a recommendation to move the hiring timeline earlier in the year. This recommendation was supported by the peer review consulting firm, Citygate Associates, in their memo to the City Council. Chief Scott will present to the City Council the details of the position, the recommended hiring timeline, and City Administrator Flaherty will update the City Council on the budget impact.</p> <p>City staff have developed the job description with assistance and guidance from Chief Scott to reflect the duties, responsibilities, job functions, knowledge, skills, abilities, and qualifications of this position to best serve the Otsego Department in providing services to the community.</p> <p>The draft job description has undergone a position scoring through the City’s third-party evaluator. The position was scored at Grade 9, which was further supported by comparison to wages for similar positions in Minnesota cities with similar sized fire departments and community demographics.</p>	

The proposed recruitment schedule posts the position upon City Council approval with application deadlines, application reviews, candidate interviews throughout March and April, pre-employment screening throughout April and anticipated start date as early as May.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Description (DRAFT)**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Fire Captain Job Description and to authorize recruitment.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Fire Department (42200)	Yes. However, the change in hiring timeline is not fully accounted for in the General Fund and will warrant discussion on use of the Fire Reserve fund, or alternative phasing of hiring the positions.



Position Description

Position: Fire Captain
Department: Fire
Position Status: Full-time
FLSA Status: Non-exempt
Pay Grade: 9
Date Approved: TBD

DESCRIPTION OF WORK

General Statement of Duties: Supervises fire suppression personnel on an assigned shift. Protect and save life and property through effective rescue and firefighting work, perform related fire prevention activities, equipment, and facility maintenance, including driving and operating all apparatus, housekeeping functions as assigned, and perform other fire duties as directed. Respond to emergency medical calls and render aid to victims.

Immediate Supervisor: Fire Chief

Supervises: Full-time and Part-time Firefighters

Provides Work Direction to:

MAJOR JOB FUNCTIONS

1. Fire and EMS Operations:
 - a. Respond on or off duty to fire calls and/or emergencies as directed
 - b. Responds to all calls for service while on duty
 - c. Directs the positioning of fire apparatus and other equipment, evaluates the situation and determines the best approach and requests additional help if necessary, including Mutual Aid
 - d. Directs and performs firefighting and rescue work in a safe and efficient manner
 - e. Supervises and assists in the placing of ladder and hoses, use of water and other extinguishing agents, ventilation of structures, rescue and first aid treatment of victims, etc.
 - f. Work with Fire Marshal to determine the cause of the fire and completes required reports

- g. Supervise and assist in salvage and overhaul operations
 - h. Supervise and assist in the cleanup of equipment. Includes refueling vehicles, refilling water tanks, recharging air tanks and extinguishers, washing trucks and hand tools, drying and reloading hose, and other work needed to return vehicles and equipment to ready status
 - i. Supervise and assist in salvage and overhaul operations
 - j. Supervise and assist in the inspection, maintenance and repair, as necessary of all fire related equipment
 - k. Supervise and assist in maintenance and housekeeping duties
 - l. Responsible for completing incident reports
2. Fire Training and Drills
- a. Supervise and instruct EMS, rescue and fire training drills
 - b. Attends extra training and/or meetings that are required for the position
 - c. Maintain individual firefighting/EMS skills, including physical conditioning
3. Administration:
- a. Stay abreast of developments in the fire field and changes in related laws and ordinances
4. Fire Prevention, Suppression, Medical Emergencies and Emergency Preparedness Activities:
- a. Assist in fire prevention duties
 - b. Conducts, as directed, regular inspections of commercial and public buildings
 - c. Inspect fire hydrants as directed
 - d. May also assist with various fire safety or training programs for schools, hospitals, apartments, etc.
 - e. Additional duties include, but not be limited to, fire inspections, fire code enforcement, public speaking and education, pre-fire planning, follow up on inspections, plan checking on new construction, assist in training drills and exercises, making lesson plans, assisting in vehicle and building maintenance, and substituting for the fire shift commanders in their absence
5. Supervision
- a. Complete performance evaluations and recommend wage adjustments according to the City's Personnel Policy
 - b. Provide direction and assist in the development of staff
 - c. Assists and guides staff as needed, provides assigned instruction, and recommends development steps
 - d. Administer employee discipline according to the City's Personnel Policy
 - e. Ensure staff is adequately trained and department is cross-trained
 - f. Assign work and ensure that it is done professionally, efficiently, accurately and timely
 - g. Retains supervisory responsibility unless relieved by a superior officer of the department
 - h. Provide oversight of the Data Practices Act
6. General
- a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service

- d. Confer with supervisor, peers, and employees to discuss and resolve issues
- e. Make decisions that are always in the best interest of the City
- f. Perform other duties and projects as assigned
- g. Follow all safety policies and procedures
- h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Applied experience and knowledge in fire protection services and operational routines
- Demonstrable knowledge of and experience in Microsoft Office applications
- Applied knowledge of fire code and fire prevention methods
- Extensive knowledge of and experience in City operations, ordinances, and practices related to fire protection
- Experience making presentations to government bodies, professional associations, and community organizations
- Ability to communicate clearly, professionally, effectively, and precisely both verbally and in writing
- Ability to take command of an emergency incident
- Ability to resolve and diffuse conflicts
- Ability to understand, manage, and communicate complex ideas, projects, and situations
- Ability to interpret instructions and use logic to solve concrete problems
- Ability to work independently and as part of a team and to coordinate work with other departments and to lead multi-departmental or multi-jurisdictional projects.
- Ability to plan, prioritize and organize the department's work.
- Strong sense of honesty, integrity, and credibility

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age
2. Have a valid Minnesota Driver's License or eligible to be licensed in the State of MN
3. Must have a high school diploma or equivalent
4. IFSAC MN Firefighter II certification
5. Successfully completed a Hazardous Materials Operations NFPA 472 compliant class
6. Must have a current and valid Emergency Medical Technician or higher certification from Minnesota EMSRB and National Registry of EMT's at the time of hire.
7. IFSAC MN Fire Officer I certification
8. IFSAC MN Fire Inspector I certification or ability to obtain within one year of hire date.
9. IFSAC MN Fire Apparatus Operator certification or ability to obtain within one year of hire date.
10. Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota at time of hire.

PREFERRED QUALIFICATIONS

1. Experience as an EMT or paramedic

2. Post-secondary education in Fire Science or closely related field
3. Incident command experience and training, including Blue Card Incident Command Certification
4. Experience with fire and building codes

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work involves calls to emergency situations. There is exposure to very disagreeable working conditions such as fumes, fire, smoke, extreme weather conditions including ice, snow, extreme high and low temperatures, humidity, rain, dirt, and mud. The work involves exposure to hazardous conditions such as toxic chemicals, slippery conditions, working in traffic areas and adverse road conditions. While at emergency scenes, incumbent may have exposure to injury, trauma, blood-borne pathogens, traffic accidents, and visual and emotional trauma. Incumbent is required to take appropriate safety precautions and wear protective equipment.

Activities that **occur constantly** (5–8 hours/shift): sit, stand, climb ladders, balance, kneel, stoop, crouch, and reach.

Activities that **occur frequently** (2–5 hours/shift): lifting, pushing or pulling of up to 50 lbs.

Activities that **occur occasionally** (up to 2 hours/shift):

Activities that **occur rarely** (do not exist as regular part of job):

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Fire	Interim Fire Chief Scott	February 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Fire	City Administrator/Finance Director Flaherty Assistant City Administrator/Human Resources Hille	4.1 (C) – Job Descriptions

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
X	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff recommend the City Council approve of job descriptions and authorize recruitment.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>City staff are requesting the City Council approve job descriptions for the Firefighter Cadet and Part-Time Firefighter positions and authorize recruitment to fill this position. This position was first outlined in a presentation to the Public Safety Commission and City Council in March 2024. In April 2025, this position was again outlined in a City Council presentation of the Fire Department Staffing Plan.</p> <p>The 2026 General Fund Budget includes the hiring of up to 20 Part-Time Firefighters during 2026. The previous Emergency Services Director’s staffing plan identified the hiring of these positions with start dates in September 2026, which was accounted for in the budgeting process.</p> <p>Interim Fire Chief Scott updated the City Council at a previous meeting on January 26, 2026, and provided a recommendation to move the hiring timeline earlier in the year. This recommendation was based on the training requirements and safety equipment procurement timelines to have these firefighters fully trained and equipped prior to January 2027. Chief Scott will present to the City Council the details of the position, the recommended hiring timeline, and City Administrator Flaherty will update the City Council on the budget impact.</p> <p>City staff have developed the job descriptions with assistance and guidance from Chief Scott to reflect the duties, responsibilities, job functions, knowledge, skills, abilities, and qualifications of this position to best serve the Otsego Department in providing services to the community.</p> <p>This position will have its wage scale included within the City’s Seasonal and Temporary Pay Plan with a range of \$16.00 to \$25.00 per hour. This range accommodates firefighters still in the training period and those with more experience and is reflective of pay scales for similar positions in neighboring communities.</p>	

The proposed recruitment schedule posts the position upon City Council approval with application deadlines, application reviews, candidate interviews throughout March and April, pre-employment screening throughout April and May, and anticipated start dates as early as May.

SUPPORTING DOCUMENTS ATTACHED:

- **Job Descriptions (DRAFT)**
- **Seasonal and Temporary Pay Plan**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to approve the Firefighter Cadet and Part-Time Firefighter Job Descriptions and to authorize recruitment, and to amend the Seasonal and Temporary Employees Pay Plan to include the respective position and wage scale.

BUDGET INFORMATION

FUNDING:	BUDGETED:
General Fund – Fire Department (42200)	Yes. However, the change in hiring timeline is not fully accounted for in the General Fund and will warrant discussion on use of the Fire Reserve fund, or alternative phasing of hiring the positions.



Position Description

Position: Part-time Firefighter
Department: Fire
Position Status: Part-time
FLSA Status: Non-exempt
Pay Grade: PT Pay Plan
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Responds to fire, emergency medical, and other incidents. Performs firefighting, rescue, and emergency response activities under stressful conditions and in hazardous environments. Protect and save life and property through effective rescue and firefighting work. Participates in department training, preparedness, equipment maintenance, and public safety education efforts. After the initial training period, individuals in this position will work a designated number of shifts or hours as specified by the department.

Immediate Supervisor: Fire Captain

Supervises: None

Provides Work Direction to: None

MAJOR JOB FUNCTIONS

1. Emergency Response:
 - a. Responds on or off duty to fire calls and/or emergencies as directed.
 - b. Respond to fire and rescue emergencies – which involves getting to the scene with proper equipment quickly and safely.
 - c. Operates firefighting and rescue equipment, including SCBA, ladders, and hose lines.
 - d. Performs fire suppression, rescue, ventilation, and salvage operations.
 - e. Respond to emergency medical calls and render aid to victim(s) as required in accordance with department policy.

- f. Rescue individuals from fires and other emergency situations. Evacuates occupants of burning structures and assists them to safety.
 - g. Administers first aid to injured persons as required.
 - h. Extinguish fires, pull hoses and place ladders, operate pumps, directs streams of water, uses other extinguishing agents as appropriate, ventilates structures by opening windows or cutting holes, etc.
 - i. Operate aerial ladders, fire extinguishers, bars, axes, etc., as needed. Involves working inside, outside, and on top of burning and smoke-filled structures.
 - j. Perform salvage operations to include placing tarps, removing excess water, shoveling out debris, sometimes patching windows and holes, and performing clean-up as directed.
 - k. Assists in hazardous materials incidents at the operations level.
 - l. Performs emergency medical care as trained and certified.
 - m. Functions effectively within a team in high-risk, time-sensitive environments.
 - n. Operates apparatus and vehicles when assigned and properly credentialed.
 - o. Supports emergency scene accountability and follows department SOPs.
 - p. Responsible for completing reports and other documents.
 - q. Shall maintain all related skill levels in accordance with the laws of the State of Minnesota.
2. Training and Readiness:
- a. Participates in all required training sessions, drills, and certifications.
 - b. Maintains operational knowledge of equipment and response procedures.
 - c. Participates in ongoing physical conditioning as required.
 - d. Maintains assigned PPE and department-issued equipment.
3. Station and Equipment Maintenance:
- a. Assists in maintaining station cleanliness and equipment readiness.
 - b. Completes apparatus checks and reports deficiencies.
 - c. Performs minor equipment repairs and assists with vehicle upkeep.
 - d. Keeps workspaces orderly and compliant with safety policies.
4. Public Engagement and Prevention
- a. Participates in department outreach events and public education programs.
 - b. Represents the department professionally when interacting with the public.
5. General
- a. Treat fellow employees with respect and integrity
 - b. Promote a positive and motivating environment
 - c. Provide exceptional customer service
 - d. Confer with supervisor, peers, and employees to discuss and resolve issues
 - e. Make decisions that are always in the best interest of the City

- f. Perform other duties and projects as assigned
- g. Follow all safety policies and procedures
- h. Follow all City policies and procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate effectively under stress in emergency situations.
- Knowledge of firefighting, EMS, and rescue operations.
- Ability to communicate clearly with the public and team members.
- Ability to learn and retain operational procedures and protocols.
- Physical ability to perform strenuous tasks in hazardous environments.
- Ability to follow instructions and work under supervision.
- Ability to maintain professional composure in challenging situations.
- Ability to use tools, equipment, and technology required for fire service.
- Ability to lift and carry up to 100 pounds occasionally.
- Ability to work in adverse weather and low visibility conditions.
- Strong sense of honesty, integrity, and credibility

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. 18 years of age or older.
3. Valid driver's license.
4. Live within an approved response time of the fire station.
5. Ability to pass department criminal background, physical, psychological, and medical evaluations.
6. Firefighter I and Firefighter II certification (recognized by IFSAC ProBoard).
7. Current and valid Emergency Medical Technician certification from the Minnesota EMSRB or National Registry of EMT's at the time of hire or documentation showing proof of enrollment in an EMT certification program and the ability to obtain NREMT certification within one year of hire date.
8. Current licensed Firefighter in the State of Minnesota or the ability to become a licensed Firefighter in the State of Minnesota at time of hire.

PREFERRED QUALIFICATIONS

1. Experience as an EMT or paramedic
2. Experience as a Firefighter
3. Post-secondary education in Fire Science or closely related field
4. Certified Minnesota Fire Apparatus Operator (FAO)

5. Successful completion of a Hazardous Materials Operations NFPA 472 compliant class
6. Certified Fire Inspector
7. Experience with fire and building code
8. First aid/CPR certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Part-time Firefighters perform work in a wide range of environments, including structure fires, outdoor emergencies, motor vehicle accidents, and training facilities. The position requires frequent bending, climbing, lifting, kneeling, and prolonged physical exertion while wearing full protective gear, including SCBA. Work may involve exposure to extreme heat, smoke, toxic substances, infectious agents, noise, and hazardous terrain. Most non-emergency duties occur in a typical fire station setting.

Activities that **occur constantly** (5–8 hours/shift): standing, walking, lifting light objects.

Activities that **occur frequently** (2–5 hours/shift): carrying, climbing, crawling, kneeling, handling.

Activities that **occur occasionally** (up to 2 hours/shift): pushing, pulling, stooping, crouching, and grasping.

Activities that **occur rarely** (do not exist as regular part of job): sitting, repetitive motions, eye/hand/foot coordination under duress.

City of Otsego is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date



Position Description

Position: Firefighter Cadet
Department: Fire
Position Status: Part-time
FLSA Status: Non-exempt
Pay Grade: PT Pay Plan
Date Approved: DRAFT

DESCRIPTION OF WORK

General Statement of Duties: Responds to emergency calls for service, protects and saves life and property through effective medical, rescue, and firefighting work. Responsible for working shifts and being available for call-backs as needed. Completes fire training, physical training, public education, pre-fire planning, inspections, equipment & facility maintenance, housekeeping, and other duties as directed.

Immediate Supervisor: Fire Captain.

Supervises: None.

Provides Work Direction to: None.

MAJOR JOB FUNCTIONS

1. Emergency Response:
 - a. Responds to emergencies when available and signs up for part-time firefighter shifts that will be defined as the new Otsego Fire Department becomes operational.
 - b. Responds to emergency scenes safely and with the proper equipment per department standard operating guidelines.
 - c. Performs firefighting work extinguishing fires, placing hoses and ladders, operating pumps, directing streams of water, and ventilating structures.
 - d. Operates aerial ladders, fire extinguishers, power tools, and hand tools.
 - e. Rescues individuals from fires and other emergency situations, evacuates occupants and assists them to safety, administers emergency medical care as necessary.
 - f. Performs salvage operations including removing excess water, shoveling out debris, patching windows, placing tarps, and performing other clean-up tasks as directed.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age or older
2. High school diploma or equivalent
3. Must possess and maintain a valid driver's license with a clean driving record
4. Must reside within 15-minutes of the Otsego Fire Station
5. Must annually pass the department medical and physical exams
6. Must be able to meet the minimum shift attendance requirements and be available for call-backs

The following certifications must be obtained within two (2) years of hire and then maintained throughout employment:

1. Minnesota or IFSAC Accredited Firefighter II
2. National Registry EMT
3. Hazardous Materials Operations
4. National Incident Management System (NIMS) 100, 200, 700, & 800 Certifications

The following certifications must be obtained within five (5) years of hire and then maintained throughout employment:

1. Minnesota Fire Apparatus Operator (FAO)

PREFERRED QUALIFICATIONS

1. Conversational verbal language skills in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).
2. Experience with a fire or EMS provider
3. Currently enrolled in EMS or fire training program

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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Employee Name

Employee Signature

Date



**City of Otsego
Seasonal and Temporary Employees
Pay Plan (2026)**

Description	Range		Notes
	Minimum	Maximum	
Recreation Department	\$ 15.00	\$ 22.00	No change from 2025.
Seasonal Maintenance	15.00	22.00	No change from 2025.
Election Specialists and Judges	16.00	20.00	2025 Range of \$15.00 to \$19.00
Internships	16.00	22.00	No change from 2025.
Part-Time Firefighters	16.00	25.00	New position for 2026.

Notes:

Actual hourly rates for employees will be a recommendation from the Supervisor, based on qualifications, previous experience, market conditions, etc., subject to review and approval from Human Resources and the City Administrator.

Adjustments to this pay plan will be considered annually.

All pay is subject to State & Federal Minimum wage laws.

Approved by City Council - December 8, 2025.

Amendment to add Part-Time Firefighters - Pending City Council Action - February 9, 2026



CITY OF
Otsego
MINNESOTA

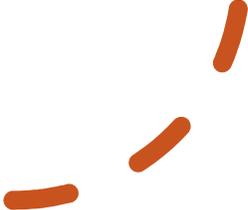
Fire Department Staffing

CITY COUNCIL MEETING
FEBRUARY 9, 2026

1

Fire Chief Recruitment Update

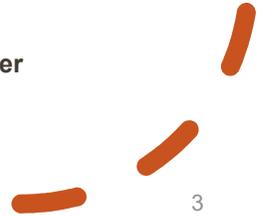
- POSTED IN JANUARY
- CLOSING FEBRUARY 16TH
- GOAL TO HAVE CHIEF ONBOARD IN APRIL



2

Next Steps

- **TONIGHT'S ASK:**
 - Approve Job Description & Authorize Recruitment
 - *Fire Captains*
 - **Goal to Start 2 in May and 1 in the fall**
 - *PT Firefighters*
 - **Goal to Start Training in June for non-experienced**
- **Future**
 - Late Summer
 - *FT Firefighters Job Description & Authorize Recruitment*
 - *3rd Captain*
 - **Goal to Start in October/November**

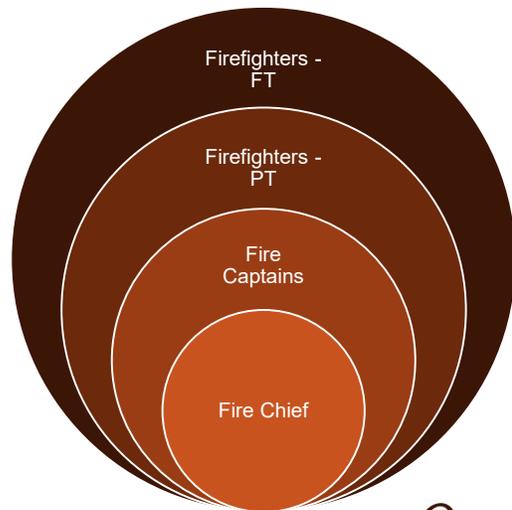


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3

Timing to be Ready January 2027

- **RECRUITMENT PROCESS**
 - Domino Effect
 - Multiple Positions & Long Process
- **POSITIONS TO FILL & START DATE**
 - Fire Chief – April
 - 2 Captains – May
 - PT Firefighters – June
 - 1 Capt. & 6 FT Firefighters – October/November



4

Fire Captains - Responsibilities

- **DEPARTMENT LEADERSHIP**
 - Build Community, City Council, and City Staff Relationships
 - Delegation of Assignments from Fire Chief
 - *Procurement Equipment, Uniforms, Turnout Gear*
 - *Station Readiness-Radios, Pagers, Dispatch*
 - *Apparatus Delivery, Training, and Readiness*
 - *Standard Operating Procedures & Guidelines*
 - *Fire Key Boxes*
 - *RMS program- FDIN- Work with state*
- **DEPARTMENT RECRUITMENTS**
 - Engaging & Attracting PT Firefighters
 - **Assist with Fire & EMS Training Programs for PT Firefighters**
 - Team Building
 - **Assist with Attracting & Selection of FT Firefighters**



History Timeline

FROM COUNCIL MINUTES





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Proposed Staffing Plan from Director Rausch 2025 compared to 2026 Plan

3 Full-time Captains starting November 2026

- 2 FT Captains starting **May 2026** + 1 in Oct/Nov

6 Full-time FIREFIGHTERS starting DECEMBER 2026

- 6 FT Firefighters starting Oct/Nov **2026**

20 POC Firefighters STARTING SEPTEMBER 2026

- 20 "**PART-TIME**" Firefighters starting **Summer 2026- Fall of 2026**

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Example Cities

City	Population	Square Miles Seved	Career Staff	Part-time	# Stations
Austin	29,000	73	3/shift 2 min staffing	15	1
Faribault	30,000	120	3/shift 2 min staffing & 1 40 hour/week FF	up to 25	1
Albert Lea	18,500	37.6	4/shift	18 never full	1
Winona	25,800	24	7/shift operate ambulance	23	1
Owatonna	30,000	206	2/shift min	20	1
Monticello	19,000	68.25	0	30	1
Farmington	25,000	80	2/shift	60	2
Otsego	25,000	30	3	20	1

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Ongoing Items

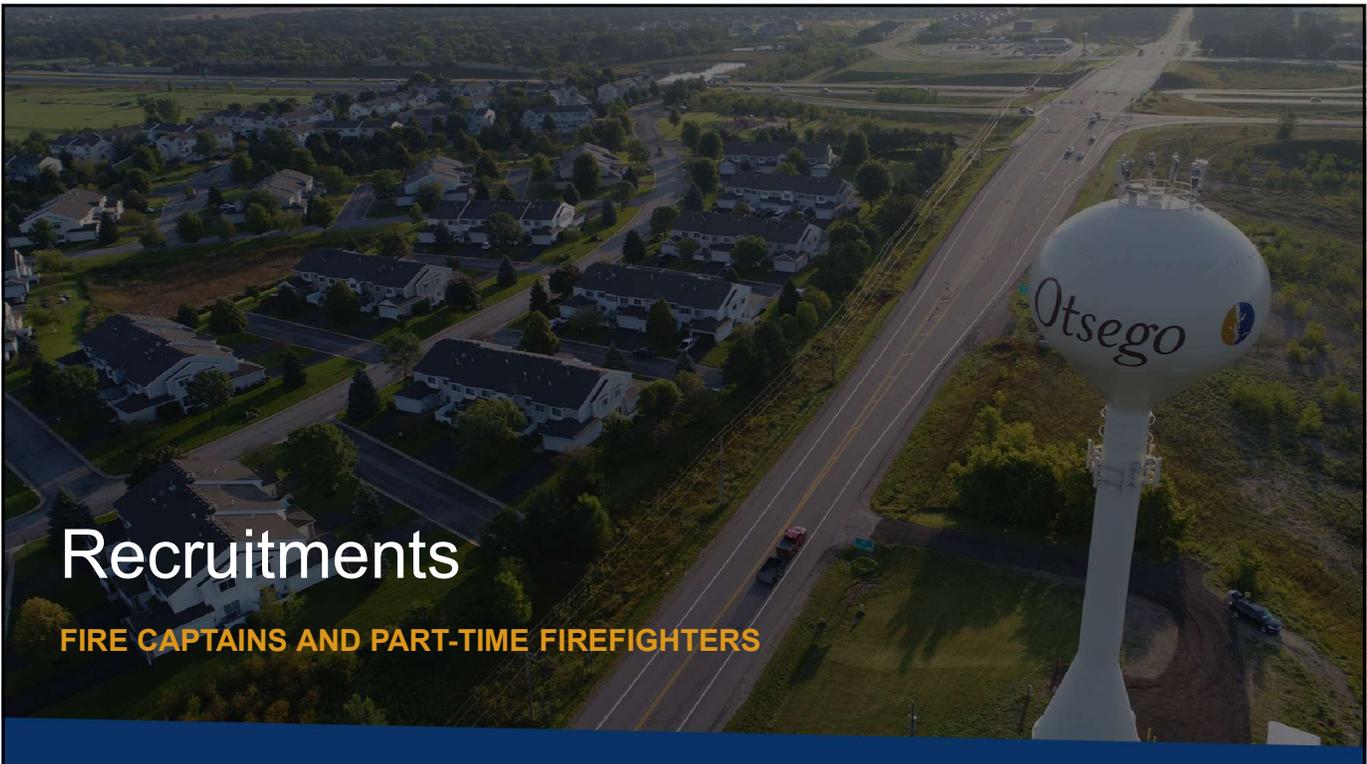
- **MINIMUM STAFFING**
 - Goal is 3 career and 1 part-time
- **CONTRACTS FOR 2027**
 - Expert opinion is that contracts not needed as you develop your own fire department
- **SHARED SERVICE CONVERSATIONS**
 - Since September, offer has been made that Otsego is interested in talking about shared services/fire districts
 - We actively continue to seek opportunities, Fire Districts, auto-aide
 - Otsego still needs the investment in infrastructure, station, trucks/equipment and staff
- **DEPARTMENT ROADMAP**
 - Fire Marshal
 - *Fire Prevention*
 - *Relationship with Building Official and Building Inspectors*
 - Administrative Support

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10

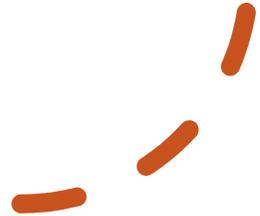
Shared Services vs Contracts

- POTENTIAL FUTURE SHARED SERVICE/FIRE DISTRICT OPPORTUNITIES WOULD STILL HAVE REQUIRED OTSEGO TO MAKE AN INVESTMENT IN INFRASTRUCTURE, EQUIPMENT, APPARATUS AND STAFFING AS POINTED OUT BY PAST ELK RIVER OFFERS.
- SHARED SERVICES/FIRE DISTRICTS ARE NOT CONTRACTS AS WE HAVE TODAY.
- NOT AWARE OF ANY CITY THAT HAS THEIR OWN FIRE DEPARTMENT THAT ALSO CONTRACTS FOR SERVICES FROM OTHER CITIES.



Part-Time Firefighters

- **RECRUITMENT**
 - Length of Process and Number of Positions
- **TRAINING REQUIREMENTS**
 - Anticipate a mix of Experienced and Non
 - State Fire Certification (5 months)
 - *Start in June*
 - *Testing in October*
 - EMS / First Responder (6-8 weeks)
 - *Start in November*
 - Department & Community Specific Training
 - Team Building
- **HIRING GOAL**
 - Start Training in June



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FT Firefighters

- **RECRUITMENT**
 - Length of Process and Number of Positions
 - Competitive Market in Twin Cities Region
- **ONBOARDING**
 - Turnout Gear Sizing & Procurement
 - Equipment Training
 - Department & Community Specific Training
 - Team Building
- **HIRING GOAL**
 - Start in October/November



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Cost Estimates - Wages

- **FIRE CHIEF**
 - Approved Job Description – Scored at Grade 16
 - Using Midpoint of Pay Scale
- **CAPTAINS**
 - Pending Job Description – Scored at Grade 9
 - Using Midpoint of Pay Scale
- **FIREFIIGHTERS**
 - Comparison Cities Wage Scales
 - Using Midpoint of Comparison Data
- **PT FIREFIIGHTERS**
 - Pending Job Description – Not a Scored Position
 - Proposed Wage Range of \$16 - \$25 per hour



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Budget vs. Proposed

Position	2026 Adopted Budget	Amended Hiring Timeline	Variance	Fire Reserve Fund	Net
Fire Chief	209,035.00	136,967.00			
Captains (3)	70,416.00	191,422.00			
FT Firefighters (6)	58,513.00	124,776.00			
PT Firefighters (20)	44,101.00	121,982.00			
Totals	382,065.00	575,147.00	(193,082.00)	194,142.91	1,060.91

- **FIRE RESERVE FUND**
 - Ending 2025 Cash Balance & Calculated Interest Allocation
 - Less: Capital Improvement Plan (Engine, Ladder, Small Tools/Equipment for Operations)
 - Less: Estimated Interim Fire Chief for February – June 2026
 - Equals = \$194,142.91



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PHASE	DETAILS	Q1			Q2			Q3			Q4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	POSITION: Sunday date ---->	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
1	Fire Chief (1) - Recruitment - Pre-employment Screens - Onboard		Recruitment	Pre-employment Screens	Onboard								
2	Fire Captains (3) - Recruitment - Pre-employment Screens - Onboard - Operational Documents - Lead Training		Recruitment	Pre-employment Screens	Onboard	Operational Documents	Lead Training						
3	Part-time Firefighters (20) - Recruitment - Pre-employment Screens - Training - EMS/First Responder Training - Testing/Gear		Recruitment	Pre-employment Screens	Training	EMS/First Responder Training	Testing/Gear						
4	Full-time Firefighters (6) - Recruitment - Pre-employment Screens - Onboard - Training						Recruitment	Pre-employment Screens	Onboard	Training			
5	Operating Department - SOP/SOG Training - Team Training - Responding									SOP/SOG Training	Team Training		



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PHASE	DETAILS	Q1			Q2		
		JAN	FEB	MAR	APR	MAY	JUN
	POSITION: Sunday date ---->	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
1	Fire Chief (1) - Recruitment - Pre-employment Screens - Onboard		Recruitment	Pre-employment Screens	Onboard		
2	Fire Captains (3) - Recruitment - Pre-employment Screens - Onboard - Operational Documents - Lead Training		Recruitment	Pre-employment Screens	Onboard	Operational Documents	Lead Training
3	Part-time Firefighters (20) - Recruitment - Pre-employment Screens - Training - EMS/First Responder Training - Testing/Gear			Recruitment	Pre-employment Screens	Training	
4	Full-time Firefighters (6) - Recruitment - Pre-employment Screens - Onboard - Training						
5	Operating Department - SOP/SOG Training - Team Training - Responding						

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