



January 2025

RE: Franchise Fee Rebate Program

At a meeting of the City Council on November 25, 2024, the City Council approved an amendment to the Franchise Fee Ordinance for Wright-Hennepin Cooperative Electric Association (W/H). In conjunction with this amendment, the City is offering a Rebate Program for eligible property owners who have been billed by W/H for multiple franchise fees for accounts on the same property.

To reimburse property owners for the multiple fees, the City is offering a one-time, **\$108.00** rebate to eligible property owners, which represents twenty-seven (27) months of the residential franchise fee rate. This billing issue has been resolved between the City and W/H and the billings corrected beyond January 2025.

Eligibility Guidelines for Rebate Program

- Current Property Owner in the City of Otsego; and
- Current W/H Electric Utility Customers Only; and
- Properties With More than One W/H Electric Utility Account
 - o Example: Agricultural Property with Multiple Buildings
 - o Example: Residential Property with Primary Home and Accessory Buildings

Submission Requirements

- Fully Completed Rebate Request Form (see the second page)
- Submit Copy of a W/H Invoice for Each of the Multiple Accounts on the Same Property
 - o Only one month of invoices during the period from October 1, 2022, to December 31, 2024 required.

Submission Instructions

The Rebate Request form and all required submission documents (see above) can be sent to the City:

Via Email: jweiers@otsegomn.gov
Via Mail: City of Otsego
Attn: Franchise Fee Rebate
13400 90th Street NE
Otsego, MN 55330

Submission Processing

Upon receipt, City staff will review the request to determine eligibility and that all required documentation was provided with the submission. If approved, the Rebate Request will be included in the next available City Payment Batch, which are processed twice per month on the second and fourth Mondays of each month. A check for the rebate amount will be mailed to the Otsego address on the Rebate Request Form.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Flaherty".

Adam Flaherty
City Administrator & Finance Director



REBATE REQUEST FORM

Please note that all information lines need to be fully completed for the City to review and process the rebate. Forms that are not fully completed will not be reviewed and follow up with the submission will not be done by the City due to limited staffing availability.

FIRST NAME: _____

LAST NAME: _____

STREET ADDRESS: _____

I acknowledge by signing this rebate request form that I have read and understand the Franchise Fee Rebate Program information and that I have submitted all required documentation to be eligible for the rebate program and understand that if not all the necessary documentation and information requested is completed that the City will not honor or follow up on the rebate request.

One Month of W/H Invoices anytime between the period of October 2022 to December 2024 Submitted

SIGNATURE: _____

DATE: _____

INTERNAL USE ONLY

- Otsego Property
- Invoices Provided and Multiple Fees Charged
- Form Complete
- Signed and Dated