

**ANDOVER ECONOMIC DEVELOPMENT AUTHORITY MEETING–  
JANUARY 2, 2019 - MINUTES**

The Meeting of the Andover Economic Development Authority was called to order by President Julie Trude, January 2, 2019, 6:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Present: Commissioners Jamie Barthel, Sheri Bukkila (arrived at 6:07 p.m.)  
Valerie Holthus, Mike Knight and Kari Kafer

Absent: Commissioner Joyce Twistol

Also present: EDA Executive Director, Jim Dickinson  
Community Development Director, Joe Janish

***OATH OF OFFICE***

Mr. Dickinson administered the Oath of Office for new Commissioner Jamie Barthel.

***APPROVAL OF MINUTES***

*November 20, 2018, Regular Meeting:* Correct as written.

***Motion*** by Knight, Seconded by Kafer, to approve the above minutes as written. Motion carried 5 ayes, 2 absent (Bukkila and Twistol).

***ORGANIZATIONAL ITEMS***

Mr. Dickinson indicated the current Andover EDA officers and staff appointments are as follows:

President – Julie Trude	Term expires 1/4/21
Vice-President – Mike Knight	Term expires 1/4/21
Secretary – Joyce Twistol	Term expires 1/1/20
Treasurer – Valerie Holthus	Term expires 1/2/23
Assistant Treasurer – Sheri Bukkila	Term expires 1/4/21
Commissioner – Jamie Barthel	Term expires 1/2/23
Resident Commissioner – Kari Kafer	Term expires 1/1/20

**Staff**

Executive Director – Jim Dickinson

Recording Secretary – Michelle Hartner  
Staff Support – Joe Janish

President Trude suggested titles for Commissioner Barthel and Mr. Janish be changed to Assistant Secretary and Assistant Executive Director.

**Motion** by Trude, Seconded by Holthus, to appoint EDA Officers and Staff for 2019: President – Julie Trude, Vice President – Mike Knight, Secretary – Joyce Twistol, Treasurer – Valerie Holthus, Assistant Treasurer – Sheri Bukkila, Assistant Secretary – Jamie Barthel, Resident Commissioner – Kari Kafer, Executive Director – Jim Dickinson, Recording Secretary – Michelle Hartner, Assistant Executive Director – Joe Janish. Motion carried 5 ayes, 2 absent (Bukkila and Twistol).

### ***DISCUSS DEPOT POND SIGNAGE***

Mr. Janish reviewed how the EDA had approved a sign to be placed at Depot Pond in Andover Station. A temporary banner was put up and was removed by an unknown individual two months later. EDA had requested a permanent sign be placed at the location. Mr. Janish continued that staff approached the City Sign Department. The Sign Department put together some sample signs that are in the EDA meeting packet. Staff is looking for direction from the EDA.

Commissioner Bukkila arrived at 6:07 p.m.

Mr. Janish reviewed the sign samples provided by the City Sign Department.

President Trude indicated she liked the white lettering with the dark background that was on the temporary banner.

Commissioner Kafer stated she prefers the circle with the Andover Station circle verses the circle with the trees. She feels the trees are more related to parks.

Commissioner Barthel stated he feels the sign should stay consistent to the other signs in the City, if you don't have consistency you lose the message.

Commissioner Bukkila stated with the Andover Station logo circle she feels it is presenting itself as a business sign rather than a city sign.

Commissioner Holthus indicated she would like to see a more modern sign. She suggested putting the Andover "A" logo in the circle.

President Trude reviewed the City owned property in Andover Station.

The EDA agreed the words economic development authority on the sign needs to be removed and would like to see clean lettering.

President Trude suggested staff search online for a caboose to buy for the Andover Station area.

Commissioner Kafer asked about putting a sign there with the history of the area on it. President Trude answered there is a plan to put a separate sign in the area with the history of Andover Station.

The EDA directed staff to have a few samples brought to a future meeting with the changes that were suggested.

### ***REDEVELOPMENT***

Mr. Janish reviewed the Bunker Lake Boulevard redevelopment area.

Mr. Dickinson stated staff continues to contact property owners in the area. The funds to be used in the area are set aside and can only be used for redevelopment.

Commissioner Barthel asked if there is a timeframe goal for the area. Mr. Dickinson replied basically it is when you can acquire the properties from willing sellers.

The area was discussed.

Mr. Dickinson stated staff continues to monitor the area.

### ***OTHER BUSINESS***

Mr. Janish stated there is a ribbon cutting ceremony at FedEx 1851 Bunker Lake Boulevard Friday January 4<sup>th</sup>, 2019 at 10:00 a.m. He will send the information via email to the EDA members.

### ***ADJOURNMENT***

***Motion*** by Bukkila, Seconded by Knight to adjourn. Motion carried unanimously. The meeting adjourned at 6:53 p.m.

Respectfully submitted,

Michelle Hartner, Recording Secretary