

***REGULAR ANDOVER CITY COUNCIL MEETING – FEBRUARY 2, 2021
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, February 2, 2021, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Valerie Holthus (remote), Jamie Barthel, Ted Butler, and Randy Nelson

Councilmember absent: None

Also present: City Administrator, Jim Dickinson
Community Development Director, Joe Janish
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

Ben Riechers, 15844 Martin Street NW, came forward and wanted to make sure the Council received his email and offered to attend a council workshop.

AGENDA APPROVAL

City Administrator Dickinson added three items to the Consent Items:

- Item 8a Approve Purchase of ACC Sports Complex Turf
- Item 8b Approve Resolution Accepting Contribution from the Minnesota State Fire Marshalls Office, Declare Surplus Equipment, and Authorize a General Fund Budget Adjustment
- Item 8c Approve Purchase of Attack Fire Hose and Nozzles

Motion by Barthel, Seconded by Butler, to approve the Agenda as amended. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously.

APPROVAL OF MINUTES

*January 12, 2021 Special Meeting
January 13, 2021 Special Meeting
January 19, 2021 Regular Meeting*

Motion by Barthel, Seconded by Nelson, to approve the January 12, 2021 Special Meeting, January 13, 2021 Special Meeting, and January 19, 2021 Regular Meeting minutes as presented. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Accept Dedication of Drainage and Utility Easement – 17295 Ward Lake Drive NW – John and Trudy Delich
- Item 4 Approve Massage Therapy License
- Item 5 Approve Used Vehicle Sales Business Licenses
- Item 6 Order Improvement/Order Plans & Specs/21- 25/Tower #2 Reconditioning & Painting (See Resolution R013-21)
- Item 7 Approve Plans & Specs/Order Ad for Bids/21-17/2021 Mill & Overlay/SE Corner of City (See Resolution R014-21)
- Item 8 Declare Surplus Equipment
- Item 8a Approve Purchase of ACC Sports Complex Turf
- Item 8b Approve Resolution Accepting Contribution from the Minnesota State Fire Marshalls Office, Declare Surplus Equipment, and Authorize a General Fund Budget Adjustment (See Resolution R016-21)
- Item 8c Approve Purchase of Attack Fire Hose and Nozzles

Motion by Barthel, Seconded by Butler, to approve the Consent Agenda as read. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously.

CONSIDER REPEALING CITY CODE 9- 8: RENTAL HOUSING DWELLINGS AND CITY CODE 9- 9: HOUSING MAINTENANCE CODE AND CONSIDER APPROVING

PROPERTY MAINTENANCE CODE AMENDMENTS

The City Council is asked to review amendments to the City’s property maintenance code. Community Development Director Janish stated the reasons for the amendments are to address issues of clarity, consistency, and relevance; adopt policies to prepare Andover for the future; and adopt best practices in rental licensing. Mr. Janish summarized the changes to the code which include restructuring and reorganization, elimination of the Provisional Rental License, requiring an agent that lives in Minnesota for property owners residing out of state, crime free/drug free lease addendum, lead-free informational materials, Sober House License, and amendments to the fee schedule. Mr. Janish stated City staff will notify license holders of the amendments through the license renewal notification process, and any existing rental licenses will need to comply with the amendments at the time of license renewal.

City Attorney Baumgartner clarified the definition of a Sober House to state no more than 5 unrelated adults and noted a typo in the definition section.

The City Council is requested to consider the following actions in the order presented below:

1. Consider Approving Ordinance Repealing City Code Title 9, Chapter 8: Rental Housing Dwellings and City Code Title 9, Chapter 9: Housing Maintenance Code and Ordaining City Code Title 9, Chapter 8: Property Maintenance Standards.
2. Consider Approving Amendments to City Code 1- 7- 3: Permit Fees, Service Charges, and Penalties.
3. Consider Approving Summary Ordinance for Publication

Motion by Butler, Seconded by Barthel, to adopt Ordinance No. 515 repealing City Code Title 9, Chapter 8: Rental Housing Dwellings and City Code Title 9, Chapter 9: Housing Maintenance Code and Ordaining City Code Title 9, Building Regulations, Chapter 8: Property Maintenance Standards; amending City Code 1-7-3 Establishing Permit Fees, Service Charges, and Various Other Fees to be Collected by the City of Andover; and Approving Summary Ordinance for Publication. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously

STAFF ITEMS

***COVID 19 UPDATE AND CONSIDER RESOLUTION RESCINDING RES. NO. R035-20
DECLARATION OF EMERGENCY RESPONSE FOR THE CITY OF ANDOVER
(COVID-19)***

City Administrator Dickinson updated the Council on the primary changes to the COVID-19 response since the last meeting. He stated the Governor's Executive Order is in effect until February 12, 2021. Mr. Dickinson explained how staff have adjusted to COVID guidelines at City Hall and the Community Center. He said staff are encouraged to get the vaccine and has established a plan for staff who become ill from the vaccine. Mr. Dickinson stated the Council Chambers will be updated for a conferencing setup on February 24th and 25th.

Mr. Dickinson recommended rescinding the Declaration of Emergency as the City is operating under regular procedures.

Mayor Bukkila stated emergency declarations are put in place for a purpose and are meant to be temporary. She explained the City will continue to operate under COVID guidelines.

Motion by Barthel, Seconded by Nelson, to adopt Resolution No. R015-21 rescinding Res. No. R035-20 Declaration of Emergency for the City of Andover, Minnesota Coronavirus Disease 2019. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila - aye

Motion carried unanimously

ADMINISTRATOR'S REPORT

City Staff updated the Council on the administration and city department activities, legislative updates, updates on development/CIP projects, and meeting reminders/community events.

(Administrative Staff Activities) - Mr. Dickinson said the City has received 3 new home permits and is anticipating more development activity. He said the City is looking at refinancing debt to save approximately \$340,000 in the long term. Mr. Dickinson stated the water tower behind City Hall will be repainted in 2022 and planning begins this year. Mr. Dickinson announced the City will go to automated meter reading in the near future.

(Development Activities) - Mr. Janish updated the Council on public hearings the City will hold to expand the MUSA, amendment to the Comprehensive Plan, and a concept plan for a new development. The Anoka Area Chamber of Commerce will hold its State of the Cities presentation on Tuesday, February 16th.

MAYOR/COUNCIL INPUT

(COVID Policies and Community Center) – Councilmember Butler thanked City staff for their work in establishing and courteously enforcing COVID policies at the Community Center.

RECESS

Mayor Bukkila recessed the regular City Council meeting at 7:25 p.m. to a Closed Session of the City Council to discuss employee conduct/performance, the employee is Andrew Karney.

RECONVENE

The City Council reconvened at 7:38 p.m.

TERMINATION OF CITY EMPLOYEE

City Administrator Dickinson asked the Council to confirm his recommendation to terminate the employment of Andrew Karney.

Motion by Barthel, Seconded by Butler, to confirm the City Administrator's recommendation of terminating the employment of Andrew Karney. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila - aye

Motion carried unanimously

ADJOURNMENT

Motion by Barthel, Seconded by Nelson, to adjourn. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila - aye

Motion carried unanimously

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary
TimeSaver OffSite Secretarial, Inc.

REGULAR ANDOVER CITY COUNCIL MEETING MINUTES – FEBRUARY 2, 2021
TABLE OF CONTENTS

PLEDGE OF ALLEGIANCE..... 1
RESIDENT FORUM..... 1
AGENDA APPROVAL..... 1
APPROVAL OF MINUTES..... 2
CONSENT ITEMS..... 2
Item 2 Approve Payment of Claims..... 2
Item 3 Accept Dedication of Drainage and Utility Easement – 17295 Ward Lake Drive NW –
John and Trudy Delich..... 2
Item 4 Approve Massage Therapy License..... 2
Item 5 Approve Used Vehicle Sales Business Licenses..... 2
Item 6 Order Improvement/Order Plans & Specs/21- 25/Tower #2 Reconditioning & Painting
(R013-21)..... 2
Item 7 Approve Plans & Specs/Order Ad for Bids/21-17/2021 Mill & Overlay/SE Corner of
City (R014-21)..... 2
Item 8 Declare Surplus Equipment..... 2
Item 8a Approve Purchase of ACC Sports Complex Turf..... 2
Item 8b Approve Resolution Accepting Contribution from the Minnesota State Fire Marshalls
Office, Declare Surplus Equipment, and Authorize a General Fund Budget Adjustment
(R016-21)..... 2
Item 8c Approve Purchase of Attack Fire Hose and Nozzles..... 2
CONSIDER REPEALING CITY CODE 9-8: RENTAL HOUSING DWELLINGS AND CITY
CODE 9-9: HOUSING MAINTENANCE CODE AND CONSIDER APPROVING
PROPERTY MAINTENANCE CODE AMENDMENTS (Ord. 515)..... 3
COVID 19 UPDATE AND CONSIDER RESOLUTION RESCINDING RES. NO. R035-20
DECLARATION OF EMERGENCY RESPONSE FOR THE CITY OF ANDOVER
(COVID-19) (R015-21)..... 3
ADMINISTRATOR’S REPORT..... 4
(Administrative Staff Activities)..... 4
(Development Activities)..... 4
MAYOR/COUNCIL INPUT..... 4
(COVID Policies and Community Center)..... 4
RECESS Closed Meeting Discuss Employee Conduct/Performance..... 4
RECONVENE..... 5
TERMINATION OF CITY EMPLOYEE..... 5
ADJOURNMENT..... 5