

***REGULAR ANDOVER CITY COUNCIL MEETING – MARCH 2, 2020
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, March 2, 2020, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Sheri Bukkila and Valerie Holthus

Councilmember absent: Jamie Barthel

Also present: City Administrator, Jim Dickinson
Director of Public Works/City Engineer, David Berkowitz
Associate Planner, Jake Griffiths
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one came forward.

AGENDA APPROVAL

Additional handout for Item 12.

Motion by Bukkila, Seconded by Holthus, to approve the Agenda as amended above. Motion carried unanimously.

APPROVAL OF MINUTES

February 18, 2020 Workshop:

Mayor Trude asked for the minutes to be clarified on page 3, line 21: “Mayor Trude raised a question about whether the impoundment of dangerous dogs should be a separate provision or not.”

Motion by Bukkila, Seconded by Holthus, to approve the February 18, 2020 Workshop minutes as amended. Motion carried unanimously.

February 18, 2020 Regular Meeting: Correct as written.

Motion by Holthus, Seconded by Bukkila, to approve the February 18, 2020 Regular meeting minutes as presented. Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Award Bid/19-19, Hills of Bunker Lk. West Park Trail Reconstruction/18-33, Kelsey Round Lake Park Trail Expansion/18-34, Andover Station North Trail Construction (See Resolution R021-20)
- Item 4 Approve Amending Bid Date/20-2/2020 Street Reconstruction (See Resolution R022-20)
- Item 5 Approve Amending Bid Date/20-14, 2020 Mill & Overlay/Jay Street NW/20-15, 2020 Mill & Overlay/Martin Street NW/20-16, 2020 Mill & Overlay/Woodland Estates 1st & 2nd Additions (See Resolution R023-20)
- Item 6 Approve Application for Exempt Permit
- Item 7 Approve Resolution Supporting Infrastructure Accountability (See Resolution R024-20)
- Item 8 Approve Amendment to City Code, Title 9, Chapter 15/Solar Energy Systems (See Ordinance 502)

Motion by Bukkila, Seconded by Holthus, to approve of the Consent Agenda as read. Motion carried unanimously.

PUBLIC HEARING - VACATION OF DRAINAGE AND UTILITY EASEMENT - 851 138th AVE. NW

Associate Planner Griffiths presented information detailed in the staff report stating the applicant is seeking to vacate the entire drainage and utility easement across parts of the residential lot located at 851 – 138th Avenue NW and then rededicate easement over all existing areas with the exception of the location of an existing shed and existing drainage swale. Mr. Griffiths displayed a document and photos showing the drainage and utility easement and the location of the shed. Mr. Griffiths reviewed City Code and stated the applicant constructed a shed that is located within a drainage and utility easement in violation of City Code. The applicant is requesting to vacate a portion of the easement in order to keep the shed in its current location. Mr. Griffiths stated staff is comfortable with vacationing the easement as long as the fence is removed from easement. Mr. Griffiths stated staff followed public notice procedures and did not receive any comments.

Motion by Holthus, Seconded by Bukkila, to open the public hearing at 7:11 p.m. Motion carried unanimously.

No one came forward.

Motion by Holthus, Seconded by Bukkila, to close the public hearing at 7:12 p.m. Motion

carried unanimously.

Motion by Bukkila, Seconded by Holthus, to approve Resolution No. R025-20 granting the vacation of drainage and utility easement at 851 138th Avenue NW, Outlot A Hills of Bunker Lake 5th Addition. Motion carried unanimously.

ACCEPT DEDICATION OF DRAINAGE AND UTILITY EASEMENT - ANTHONY SZYPLINSKI

Motion by Bukkila Seconded by Holthus, to accept the easement and approve the attached Quit Claim Deed from Anthony Szyplinski. Motion carried unanimously.

CONSIDER REPEALING CITY CODE TITLE 5 CHAPTER 1: ANIMAL CONTROL, ARTICLE A: DOGS AND CATS (CURRENT CODE) AND CONSIDER APPROVING CITY CODE TITLE 5 CHAPTER 1: ANIMAL CONTROL, ARTICLE A: DOGS AND CATS (NEW CODE WITH AMENDMENTS) AND SUMMARY ORDINANCE PUBLICATION

City Administrator Dickinson stated the Council is requested to consider repealing City Code Title 5 Chapter 1: Animal Control, Article A: Dogs and Cats (current code) and consider approving City Code Title 5 Chapter 1: Animal Control, Article A: Dogs and Cats (new code with amendments). In addition, the Council is requested to approve the Summary Ordinance for Publication.

Mr. Dickinson reviewed the background information pertaining to this item, indicating staff review of the code was based on direction provided by the Council for City Staff to determine if the Animal Control Code (Dogs and Cats) could be an easier read and implementation of the code more streamlined. Mr. Dickinson stated the proposed ordinance is the result of a Council Workshop, staff and City Attorney review, and alignment with State Statute.

Councilmember Bukkila stated the ordinance looks very good.

Motion by Holthus, Seconded by Bukkila, to repeal City Code Title 5:, Chapter 1: Animal Control, Article A: Dogs and Cats, approve ordinance 503 and summary ordinance publication.

Mayor Trude thanked Mr. Griffiths and staff for their work on the item. She recognized the attention staff and Council gave to improving the code and making it more efficient and concise. She stated dogs must be on a leash while in a park or on a trail within a park.

Motion carried unanimously.

Mayor Trude stated it is important to keep your dog on your property and under your control. Mayor Trude stated information regarding the ordinance will be in the next City Newsletter.

CONSIDER RESOLUTION ACCEPTING RESIGNATION AND DECLARING A COUNCIL MEMBER VACANCY

City Administrator Dickinson stated the City Council is requested to approve the resolution accepting resignation and declaring a Councilmember vacancy. In addition, the Council is requested to provide direction to City Administration on how the Council would like to fill the vacancy.

Mr. Dickinson stated the City was provided a written resignation from Mike Knight on February 26, 2020. He explained Mike Knight was serving his 36th year on the Andover City Council and the term of Mr. Knight's council seat was set to expire on January 5, 2021.

Mr. Dickinson explained the State Statute for the process of filling the Council seat which could be a Special Election or an appointment. Mr. Dickinson stated Council is not required to hold a Special Election since the vacancy is less than two years. The Council seat is up for election on the November 2020 General Election.

Mayor Trude reviewed Councilmember Knight's experience and contributions to the City of Andover. She explained he served for 36 years and has been involved for 40 of the 42 years that Andover has been a City. She stated the Council will talk about honoring him at a future date. She recognized his commitment, attendance, diligence, and concern of Andover retaining its positive reputation.

Councilmember Holthus expressed her admiration of Councilmember Knight's years of dedication. She stated he had a huge influence on her and interviewed her 23 years ago when she applied for the Park and Recreation Commission.

Motion by Holthus, Seconded by Bukkila, to approve Resolution No. R026-20 accepting the resignation of Councilmember Mike Knight and declaring a Councilmember vacancy. Motion carried unanimously.

Mayor Trude referred to the schedule presented by staff and opened the discussion for setting a schedule to fill the vacant seat. Councilmember Bukkila stated the process needs to be well publicized and time given for residents to consider their interest. Councilmember Bukkila preferred option 2 to give residents more time.

Mr. Dickinson stated he spoke with Councilmember Barthel who can accommodate either option but preferred option 2. Councilmember Holthus stated she prefers option 2 but cannot attend on April 2nd.

The Council came to a consensus for the following schedule:

- Application Deadline: March 27th at 12:00 p.m.
- Special Meeting to Review Applications: March 31st, 7:00 p.m.
- Tentative Special Meeting for Interview Dates and Appointment: April 6th, 7:00 p.m.

Motion by Trude, Seconded by Holthus, to schedule a Special Meeting on Tuesday, March 31, 2020 at 7:00 p.m. to review applications and set an interview date. Motion carried unanimously.

Mayor Trude stated Commissions will be notified of Councilmember Knight's resignation and Council vacancy. Councilmember Bukkila asked if there will be a City-wide mailing. Mr. Dickinson stated there will be an advertisement in the Anoka County Union and notification sent to the Star Tribune. Mayor Trude gave examples of other cities and how they advertise for their vacancies. Councilmember Bukkila stated she would like to see more effort in notifying the public of the opening. Mayor Trude stated she did not want to go through the added expense and time. Mayor Trude stated the vacancy will also be posted on the City's website and Facebook page. Mr. Dickinson presented a tentative posting and stated applicants are asked to submit a letter of interest and a resume or curriculum vitae.

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 Report) Mr. Dickinson gave an update on the Community Center construction project. He stated there has been a lot of inquiries about the walking track. Mayor Trude stated the City should look at policies for use of the track. Mr. Dickinson stated the City is prepping for the Presidential Primary on March 3rd and precinct locations have changed due to construction at the Community Center. Mr. Dickinson reported the Finance Department is working on the year end audit. He announced the Home Show on March 14th at the Andover Community Center.

(Public Works/Engineering Department Report) Mr. Berkowitz updated the Council on the trail projects and showed images of the new trails for Andover Station North, Kelsey Round Lake Park, and Hills of Bunker Lake West Park. Mayor Trude stated the City saved over \$50,000 as the bids came in lower than projected. Mr. Berkowitz stated street construction projects are out for bids. He stated the department is holding pre-con meetings on several projects with construction beginning early spring. He updated Council on the Public Works facility, moving in April and full operation in May. Mr. Berkowitz thanked Councilmember Knight for his mentorship and calm demeanor. He has high respect for him and wanted to publicly thank him.

Mayor Trude asked if staff is looking at pedestrian crossing when the Public Works facility is complete. Mr. Berkowitz stated the City is working with a consultant to establish logical pedestrian crossings and the item will come to Council at a future meeting. Mayor Trude stated the City is looking at a speed study along the southern half of Nightingale Boulevard to see if the speed can be reduced where there is high pedestrian activity.

MAYOR/COUNCIL INPUT

(Andover Community Center Advisory Committee) Mayor Trude attended the Andover Community Center Advisory Committee meeting. She stated the Community Center is looking at adjusting staffing. She stated the Council needs to provide clear direction on the Community Center walking track. Volunteers may help with monitoring users.

ADJOURNMENT

Motion by Bukkila, Seconded by Holthus, to adjourn. Motion carried unanimously. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary

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