

**REGULAR ANDOVER CITY COUNCIL MEETING – MARCH 17, 2020
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, March 17, 2020, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Sheri Bukkila, Valerie Holthus and Jamie Barthel

Councilmembers absent: None

Also present: City Administrator, Jim Dickinson
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

Motion by Trude, Seconded by Holthus, to suspend the rules of order to efficiently moderate the meeting. Motion carried unanimously.

RESIDENT FORUM

No one appeared before the Council.

APPROVAL OF MINUTES

March 2, 2020 Regular Meeting:

Mayor Trude requested a change to page 5, lines 43-44: “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.”

Motion by Holthus, Seconded by Bukkila, to approve the March 2, 2020 Regular meeting minutes as amended. Motion carried unanimously.

SPECIAL RESOLUTION OF DECLARATION OF EMERGENCY FOR THE CITY OF ANDOVER IN RESPONSE TO THE CORONAVIRUS (COVID-19)

Mr. Dickinson requested the Council issue a Declaration of Emergency to respond to the Coronavirus (Covid-19) crisis. Mr. Dickinson stated the virus has spread into the metropolitan area and into Anoka County. Mr. Dickinson stated a Declaration of Emergency allows the City

to act quickly as the situation changes instead of waiting two weeks for a Council meeting. He stated the Declaration of Emergency also allows for variations for how the Council can conduct meetings. Mr. Dickinson reported the Resolution identifies the suspension of all in-person meetings unless it is safe to do so.

Mayor Trude requested adding the Economic Development Authority under #5 and asked the City Attorney if it was acceptable. City Attorney Baumgartner stated it was acceptable.

Councilmember Barthel noted the Declaration of Emergency ended April 7, 2020 and asked if the Council needs to pass a new Resolution if it were to continue. Mr. Dickinson stated the Council will need to approve a Resolution to continue the Declaration of Emergency, noting that is a Council meeting date.

Mayor Trude stated this Resolution is recommended by the League of Minnesota Cities for the City to conduct business while keeping staff and the public safe.

Motion by Holthus, Seconded by Bukkila, to approve Resolution No. R035-20 Declaration of Emergency with an amendment to add the Economic Development Authority to Item #5. Motion carried unanimously

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Approve 2020 Code Enforcement Abatement/Mowing Contract
- Item 4 Approve Application for Exempt Permit
- Item 5 Consider Amending City Code Title 5, Chapter 4, Section 1: Discharge of Weapons and Hunting/Discharge Map (See Ordinance 504)
- Item 6 Receive February 2020 City Investment Reports
- Item 7 Receive February 2020 General Fund Budget Progress Report
- Item 8 Approve Temporary Intoxicating Liquor License/Andover Lions/Fun Fest
- Item 9 Accept Retirement of Dorothy Adair-Building Permit Technician
- Item 10 Accept Retirement of Herb Blommel-Assistant Building Official

Motion by Barthel, Seconded by Holthus, to approve the Consent Agenda as presented in the agenda packet. Motion carried unanimously.

ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT

Commander Paul Lenzmeier provided a monthly report for February stating the Department responded to 1,166 calls for service resulting in 4 felony arrests, 1 gross misdemeanor arrests, and 20 misdemeanor arrests. The Department made 273 traffic stops, issued 22 written warnings, 103 citations, and 4 DWIs. He noted significant events in the month including a stolen vehicle, 3 fires, and a burglary where a furnace was taken. Commander Lenzmeier stated the protocol for responses has changed for medical calls with flu symptoms. He stated Deputies

wait for EMS responders who will go in first, followed by Deputies if necessary. Commander Lenzmeier stated Deputies are making more phone calls in place of in-person visits.

HOLD PUBLIC HEARING: VACATION OF ROW EASEMENT - ANDOVER HIGHWAY RIGHT OF WAY PLAT NO. 3

In 2019 the City approved a Conditional Use Permit (CUP) for the expansion of ABC Mini Storage, owned and operated by T-Squared Storage onto the property to the south. Subsequently the City discussed the possibility of a land transfer with the mini-storage facility which would make the new mini-storage parcel slightly wider while in return the City would receive a larger parcel that it could use if it needed to expand the stormwater pond.

City Administrator Dickinson gave background information about the item, identified the location, and stated the action the City Council is asked to take. Mr. Dickinson stated it's a win-win situation giving the business more land for operation and the City more acreage for stormwater.

Motion by Bukkila, Seconded by Barthel, to open the public hearing at 7:17 p.m. Motion carried unanimously.

No one appeared before the Council.

Motion by Barthel, Seconded by Bukkila, to close the public hearing at 7:18 p.m. Motion carried unanimously.

Motion by Barthel, Seconded by Bukkila, to approve Resolution No. R027-20 granting vacation of a portion of the right-of-way easement for the City owned property, PIN 34-32-24-41-0018. Motion carried unanimously.

CONSIDER REGISTERED LAND SURVEY AND LAND TRANSFER - 13535 GROUSE STREET NW/ROW PLAT NO. 3, PARCEL 3, T-SQUARED STORAGE, LLC - TRAVIS ROCHE

City Administrator Dickinson stated this is a continuation of the previous item approving a land survey and land transfer. Mr. Dickinson reviewed the item, noting the City Council would be asked to approve the Registered Land Survey (RLS), which includes property owned by the applicant and property owned by the City. The RLS shows the City property "Tract A", which is most of the existing parcel, and the eastern 16 feet of the City owned parcel is shown as "Tract C". He stated the City would then agree to a land transfer with the applicant where the City-owned property shown as "Tract C" on the Registered Land Survey would go to the mini storage facility and in return the City would receive "Tract B".

Motion by Barthel, Seconded by Holthus, approving Resolution No. R028-20 approving the Registered Land Survey in the I: Industrial Zoning District for the properties located at 13535

Grouse Street NW, PIN 12-32-24-14-0012, and PIN 34-32-24-41-0014 and Resolution No. R029-20 approving a land transfer between the City and T-Squared, a portion of the property located at 13535 Grouse Street NW, PIN 12-32-24-41-0014. Motion carried unanimously.

HOLD PUBLIC HEARING: VACATION OF THE NORTHERN 673.01 FEET OF THE BUTTERNUT STREET RIGHT-OF-WAY IN AUDITOR'S SUBDIVISION NO. 141 - MARK SMITH

City Administrator Dickinson identified the location of the property called Catcher's Creek East and stated the right-of-way is no longer needed. Mr. Dickinson stated this clears the property for the final plat.

Motion by Bukkila, Seconded by Holthus, to open the public hearing at 7:22 p.m. Motion carried unanimously.

No one appeared before the Council.

Motion by Holthus, Seconded by Bukkila, to close the public hearing at 7:23 p.m. Motion carried unanimously.

Councilmember Barthel asked how two neighboring properties would access Andover Boulevard during construction. Mr. Dickinson stated the properties have an agreement with the developer to access their property through the construction zone.

Motion by Holthus, Seconded by Barthel, to approve Resolution No. R030-20 granting the vacation of the Butternut Street right-of-way easement abutting PINS 25-32-24-41-0003, 25-41-5-32-24-41-0004, 25-32-24-41-0010, and 25-32-24-41-0011. Motion carried unanimously.

CONSIDER FINAL PLAT - CATCHER'S CREEK EAST

City Administrator Dickinson reviewed the information presented in the staff report and showed a map of the development and plat. Mr. Dickinson noted there are conditions attached to the final plat and identified in the resolution.

Councilmember Holthus asked how the development was working around the Indian Burial Mound. Mr. Dickinson stated the Indian Burial Mound has easements and construction must stay away from it.

Mayor Trude stated the development includes a trail easement for a nature trail which will eventually be paved. Mr. Dickinson stated there is a portion of the trail on property that is yet to be developed and the trail will most likely be constructed after the neighboring property is developed.

Councilmember Barthel asked how a neighboring property is going to access their land. Mr.

Dickinson stated the question would be addressed with the next agenda item. Mr. Dickinson stated the two developers are working with the same contractor so the projects will be coordinated.

Motion by Holthus, Seconded by Bukkila, to approve Resolution No. R031-20 approving the Final Plat of Catcher's Creek East. Motion carried unanimously.

HOLD PUBLIC HEARING: VACATION OF THE BUTTERNUT STREET RIGHT-OF-WAY SOUTH OF THE NORTHERN 673.01 FEET IN AUDITOR'S SUBDIVISION NO. 141 - JAN THOMAS

City Administrator Dickinson identified the location of the property, explained how the existing property will have street access, and stated the proposed vacation would include the right-of-way for Butternut Street NW. Mr. Dickinson stated the right-of-way is no longer necessary.

Motion by Barthel, Seconded by Holthus, to open the public hearing at 7:31 p.m. Motion carried unanimously.

No one appeared before the Council.

Motion by Holthus, Seconded by Barthel, to close the public hearing at 7:31 p.m. Motion carried unanimously.

Councilmember Barthel asked if the house at 14329 Butternut Street is going to remain. Mr. Dickinson replied the house is staying and is identified as lot 4.

Mayor Trude stated the entire area is going to be part of this development with the exception of one parcel from Andover Boulevard to the creek. Mr. Dickinson noted the alignment of roads that are planned to connect to the neighboring developments when the one remaining parcel is sold sometime in the future.

Motion by Barthel, Seconded by Bukkila, to approve Resolution No. R032-20 granting the vacation of the Butternut Street right-of-way easement at 14328 and 14329 Butternut Street NW, PINS 25-32-24-41-0005 and 25-32-24-41-0014. Motion carried unanimously.

HOLD PUBLIC HEARING: VACATION OF DRAINAGE AND UTILITY EASEMENT IN AUDITOR'S SUBDIVISION NO. 141 - JAN THOMAS

Mr. Dickinson stated this item is related to the previous item for the Shadowbrook North project and is a vacation of the drainage and utility easement. He stated the vacation would apply to the existing easement which would be replaced by new dedication of right-of-way and easements as part of the Shadowbrook North Plat.

Motion by Barthel, Seconded by Holthus, to open the public hearing at 7:36 p.m. Motion carried

unanimously.
No one appeared before the Council.

Motion by Barthel, Seconded by Holthus, to close the public hearing at 7:36 p.m. Motion carried unanimously.

Motion by Barthel, Seconded by Holthus, to approve Resolution No. R033-20 granting the vacation of a drainage and utility easement at 14328 and 14329 Butternut Street NW, PINS 25-32-24-41-0005 and 25-32-24-41-0014. Motion carried unanimously.

CONSIDER FINAL PLAT - SHADOWBROOK NORTH - JAN THOMAS

City Administrator Dickinson stated the proposed final plat creates fourteen (14) single-family lots with easements.

Mayor Trude stated these are going to be beautiful lots along the creek. Mayor Trude stated she is asked why the City takes down trees. She replied the City does not take down trees, developers take down trees on private property for houses and water management. She encouraged residents to plant trees and announced the City will be holding a tree sale this spring.

Motion by Bukkila, Seconded by Holthus, to approve Resolution No. R034-20 approving the Final Plat of Shadowbrook North. Motion carried unanimously.

CONSIDER RECOMMENDATION FOR APPOINTMENT/COON CREEK WATERSHED DISTRICT VACANCY

No recommendation made.

SCHEDULE ADVISORY COMMISSION INTERVIEW DATES

Mayor Trude asked if Council could wait to see how many applicants the City received and how things go with the shutdowns. Mr. Dickinson responded the City has 6 applications for 3 positions. Mayor Trude asked Council to keep the end of April open for meetings. Mr. Dickinson stated he will contact the applicants and let them know of the plan. Councilmember Bukkila noted the City needs to focus on essential services at this time.

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 reported his work has been related to reacting to the Coronavirus. He shared a City Action Plan effective through March 29, 2020 that is being regularly reevaluated. Mr. Dickinson stated the safety of the community and staff is the highest

priority. He reported the City is following recommendations by the Minnesota Department of Health. The City will have one reception window located at the Building Department with a plexiglass barrier. Mr. Dickinson announced the retirement of two employees, Dorothy Adair and Herb Blommel, and thanked them for their service. Mayor Trude commended the attention Mr. Blommel paid to the safety of Andover residents.

Mr. Dickinson reviewed additional safety precautions listed in the document. Mr. Dickinson stated all reservations have been canceled, the Community Center is closed, and all activities are canceled. Mr. Dickinson reported that building inspections are limited. Mayor Trude clarified that if a water heater broke, a homeowner can apply for a permit online, get a new water heater installed, and have the work inspected at a later date. Mr. Dickinson stated the City can work with the plumber and review pictures; however, the City will come and inspect at a later date. Mr. Dickinson stated solicitor permits are suspended and no one should be knocking on doors during this time. Mr. Dickinson stated updates on the policy are posted on the website.

Mr. Dickinson stated staff is preparing for summer activity and construction is continuing on the Public Works building and the Community Center.

Councilmember Holthus asked if the Andover Y was being used for food distribution. Mr. Dickinson replied the Andover Y is not being used for that purpose.

Mayor Trude reported she has heard from Andover residents who want to help the community. She stated one resident wants to create a website where people who need help ask for it and people who can give help, can offer. She stated her concerns for the health and safety of residents to the individual. Mayor Trude stated the County is able to provide help to those who are ill. She stated ACCAP is the agency to help with chores and urged residents to seek help with organizations they are familiar with and trust. She stated the City does not coordinate help and defers to the County.

Councilmember Bukkila informed the community can also call the Senior Linkage Line and urged residents to contact the County or friends and organizations they are familiar with.

Mayor Trude received a question about local restaurants and businesses closing. She stated the information regarding shutdown is on the Governor's page and many restaurants are moving to take out or delivery. Mr. Dickinson noted the City is working with businesses if they want to put up temporary signage with no permit fee.

Councilmember Bukkila encouraged residents to be mindful of where they get their information and to use trusted sources such as the CDC or the Minnesota Department of Health.

Mayor Trude noted the Emergency Declaration allows the City to hold meetings through a teleconference and post the agenda and outcome on the website. Mr. Dickinson stated the City would record the meetings and is looking for applications to provide video meetings. Mr. Baumgartner stated several cities are looking at various meeting formats such as email

comments, teleconference with the public, and video meetings.

Motion by Bukkila, Seconded by Barthel, to cancel the Council Workshop on March 24, 2020. Motion carried unanimously.

Mayor Trude noted the Resolution allows the Mayor or City Administrator to call emergency meetings if pressing issues arise.

ADJOURNMENT

Motion by Barthel, Seconded by Holthus, to adjourn. Motion carried unanimously. The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary

REGULAR ANDOVER CITY COUNCIL MEETING MINUTES – MARCH 17, 2020
TABLE OF CONTENTS

PLEDGE OF ALLEGIANCE..... 1
RESIDENT FORUM..... 1
AGENDA APPROVAL..... 1
APPROVAL OF MINUTES..... 1
SPECIAL RESOLUTION OF DECLARATION OF EMERGENCY FOR THE CITY OF
ANDOVER IN RESPONSE TO THE CORONAVIRUS..... 1
CONSENT ITEMS..... 2
Item 2 Approve Payment of Claims..... 2
Item 3 Approve 2020 Code Enforcement Abatement/Mowing Contract..... 2
Item 4 Approve Application for Exempt Permit..... 2
Item 5 Consider Amending City Code Title 5, Chapter 4, Section 1: Discharge of Weapons
and Hunting/Discharge Map (Ord. 504)..... 2
Item 6 Receive February 2020 City Investment Reports..... 2
Item 7 Receive February 2020 General Fund Budget Progress Report..... 2
Item 8 Approve Temporary Intoxicating Liquor License/Andover Lions/Fun Fest..... 2
Item 9 Accept Retirement of Dorothy Adair-Building Permit Technician..... 2
Item 10 Accept Retirement of Herb Blommel-Assistant Building Official..... 2
ANOKA COUNTY SHERIFF’S OFFICE MONTHLY REPORT..... 2
HOLD PUBLIC HEARING: VACATION OF ROW EASEMENT - ANDOVER HIGHWAY
RIGHT-OF-WAY PLAT NO. 3 (R027-20)..... 3
CONSIDER REGISTERED LAND SURVEY AND LAND TRANSFER - 13535 GROUSE
STREET NW/ROW PLAT NO. 3, PARCEL 3, T-SQUARED STORAGE, LLC -
TRAVIS ROCHE (R028-20 & R029-20)..... 3
HOLD PUBLIC HEARING: VACATION OF THE NORTHERN 673.01 FEET OF THE
BUTTERNUT STREET RIGHT-OF-WAY IN AUDITOR’S SUBDIVISION NO. 141
- MARK SMITH (R030-20)..... 4
CONSIDER FINAL PLAT - CATCHER’S CREEK EAST (R031-20)..... 4
HOLD PUBLIC HEARING: VACATION OF THE BUTTERNUT STREET RIGHT-OF-WAY
SOUTH OF THE NORTHERN 673.01 FEET IN AUDITOR’S SUBDIVISION NO.
141 - JAN THOMAS (R032-20)..... 5
HOLD PUBLIC HEARING: VACATION OF DRAINAGE AND UTILITY EASEMENT IN
AUDITOR’S SUBDIVISION NO. 141 - JAN THOMAS (R033-20)..... 5
CONSIDER FINAL PLAT - SHADOWBROOK NORTH - JAN THOMAS (R034-20)..... 6
CONSIDER RECOMMENDATION FOR APPOINTMENT/COON CREEK WATERSHED
DISTRICT VACANCY..... 6
SCHEDULE ADVISORY COMMISSION INTERVIEW DATES..... 6
ADMINISTRATOR’S REPORT..... 6
(Administrative Staff Report)..... 6
ADJOURNMENT..... 8