

**REGULAR ANDOVER CITY COUNCIL MEETING – APRIL 7, 2020
MINUTES**

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

Councilmembers present: Sheri Bukkila, Valerie Holthus, Jamie Barthel, and Ted Butler

Councilmembers absent: None

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

PLEDGE OF ALLEGIANCE

SWEAR IN NEW COUNCIL MEMBER FOR CURRENT CITY COUNCIL VACANCY

City Attorney Baumgartner administered the Oath of Office to newly appointed City Councilmember Ted Butler.

RESIDENT FORUM

No one appeared before the Council.

AGENDA APPROVAL

City Administrator Dickinson noted a change in the title of Item #9: “Villas at Crosstown Woods, 2nd Addition”.

Mr. Dickinson noted the addition of Item 13A: Schedule Advisory Commission Interviews.

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

APPROVAL OF MINUTES

March 17, 2020 Regular Meeting

Motion by Bukkila, Seconded by Barthel, to approve the March 17, 2020 Regular meeting

minutes as presented. Motion carried 4 ayes, 1 present (Butler).

March 31, 2020 Workshop

Mayor Trude requested a change to page 1 line 34: “9-month appointment” and a change on page 4 line 12: “Mayor’s List Serve on the League of MN Cities website”.

Motion by Holthus, Seconded by Barthel, to approve the March 31, 2020 Workshop meeting minutes as amended. Motion carried 4 ayes, 1 present (Butler).

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Award Bid 20-3, 2020 Crack Sealing & 20-5, 2020 Pavement Markings/Reject Bid 20- 4, 2020 Seal Coating, 20-7, 2020 Trail Maintenance & 20-10, 2020 Parking Lot Maintenance (See Resolution R036-20)
- Item 4 Award Bid/20-2, 2020 Street Reconstruction, 20-8, 2020 Curb, Sidewalk & Pedestrian Ramp Repairs (See Resolution R037-20)
- Item 5 Award Bid/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 R038-20)
- Item 6 Approve Amendment #1 for Grant Contract #OR19-001/Kelsey Round Lake Park Trail Expansion/18-33
- Item 7 Approve Application for Exempt Permit
- Item 8 Approve Offer to Purchase PID# 15-32-24-41-0001
- Item 9 Approve Final Plat-Villas at Crosstown Woods 2nd Addition-Crosstown Woods of Andover, LLC (See Resolution R039-20)
- Item 10 Adopt Resolution Setting Income Level/Senior Citizen and Disabled Individuals/Deferral of Assessments & Reduced Sewer Rates (See Resolution R040-20)

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

CONSIDER EXTENDING RESOLUTION OF DECLARATION OF EMERGENCY FOR THE CITY OF ANDOVER - CORONAVIRUS DISEASE 2019 (COVID-19)

City Administrator Dickinson stated Council is being asked to consider an extension of the Declaration of Emergency for an undetermined amount of time. Mr. Dickinson stated the Resolution allows the City to be eligible for Federal reimbursements, allows the City to act quickly on pressing items, allows protective equipment for front line staff, flexibility for purchasing, and meeting flexibility.

Mayor Trude stated the City is following the lead of the State and will review the Declaration of Emergency at each meeting.

Motion by Holthus, Seconded by Butler, to approve Resolution No. R041-20 extending Resolution of Declaration of Emergency for the City of Andover - Coronavirus Disease 2019 (COVID-19). Motion carried unanimously.

2020 CIP EQUIPMENT CHANGE

City Administrator Dickinson stated there is a Fire Engine replacement in the CIP and staff is recommending an addition rather than a replacement. Mr. Dickinson explained the existing engine has a low trade in value and the department would prefer to use it as a backup and place it at the City Hall campus for daytime response. Mr. Dickinson stated the new engine is in the CIP for \$510,000 and the bid from the purchasing consortium is \$676,000. Mr. Dickinson stated the City has saved CIP funds on other equipment purchases which will help offset the extra cost of this fire engine.

Councilmember Butler confirmed that the annual equipment CIP budget for 2020 will be met, it's just changing the amounts for specific items.

Mayor Trude stated she supports using the old engine at City Hall to expand the City's services. Mr. Dickinson explained how the old engine would benefit the City and if it doesn't show an added value of service, the City would sell the old engine. Councilmember Barthel asked if the old engine would be stored indoors. Mr. Dickinson replied it will be stored indoors.

Motion by Holthus, Seconded by Bukkila, approving moving forward with keeping the old engine as a back-up and increasing the budget for the new engine. Motion carried unanimously.

RESCHEDULE LOCAL BOARD OF APPEAL & EQUALIZATION MEETING

City Administrator Dickinson requested City Council to reschedule the Local Board of Appeal and Equalization Meeting due to the Stay Home Minnesota State order.

Motion by Bukkila, Seconded by Barthel, to cancel the Local Board of Appeal and Equalization meeting on April 20, 2020 and reschedule the meeting to May 11, 2020, 7:00 p.m. Motion carried unanimously.

SCHEDULE ADVISORY COMMISSION INTERVIEWS

City Administrator Dickinson requested City Council to schedule Advisory Commission interviews for openings on the Park and Recreation Commission and EDA. He announced 2 openings for the Park and Recreation Commission and 2 openings for the EDA. With the appointment of Ted Butler to the City Council, there is a third opening on the Park and Recreation Commission. Mayor Trude stated the applicants for the City Council seat may be interested in the openings on the Park and Recreation Commission. Mayor Trude stated there are 4 applications for 2 openings on the EDA meetings.

Mayor Trude asked if Council wants to move forward and fill the vacancies with the applications

they have received. Councilmember Barthel stated he is comfortable moving forward with the existing open positions and then post for the newly open Park and Recreation Commission later.

Motion by Barthel, Seconded by Butler, to schedule a Special Council meeting to interview Commission applicants on April 14, 2020 at 6:00 p.m. 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 Report) Mr. Dickinson presented additional detail on the Martin and Jay Street reconstruction Consent Agenda Items. Mr. Dickinson stated trail maintenance projects are approved on the Consent Agenda and will move forward. Mr. Dickinson explained he is working on staffing and response to COVID19. He stated some employees are working remotely and some on-site to serve residents. Mr. Dickinson stated he has worked on getting clarification of essential services for construction projects. Mr. Dickinson stated a property purchase was approved on the Consent Agenda to help make sewer and water connections. Mayor Trude stated this property is adjacent to another property donated by Woodland Development which can connect trails to wetlands and open space.

Mr. Dickinson stated the Public Works projects are working on punch list items. Mr. Dickinson updated the Council on the Community Center and YMCA expansion projects. Mr. Dickinson updated the Council on residential development projects. He stated street sweeping is 30% done, staff are pothole patching, and there are 29 new houses year to date.

Mayor Trude asked Mr. Dickinson to explain what projects will be going on during the Governor's shutdown. She stated residents will see road construction, new home construction, and home improvement projects. Mr. Dickinson stated emergency repairs and new home construction are considered essential services. He stated once road restrictions are removed, residents will see more activity on street reconstruction and new City projects. Mr. Dickinson stated parks and trails are open, but playgrounds are closed. He asked the public to stay off ball fields until the frost is out, so they are ready when sports resume.

Councilmember Holthus asked if the recycling center is open and if recycling days will still occur. Mr. Dickinson stated the recycling center is open, but recycling days are discontinued for a few months. The all-city garage sale in May is cancelled as well as the pet vaccination clinic in May.

Mayor Trude announced updates are located on the City's webpage along with the Governor's update.

MAYOR/COUNCIL INPUT

(Birth in Andover) Mayor Trude reported there was a baby boy born in Andover with Fire, Police, and EMS assistance.

(Easter Services) Mayor Trude stated churches are changing the way they deliver their services and residents should look online.

(Library) Mayor Trude stated the library is offering curbside pickups. Residents can order online or call with a request.

(Youth First) Mayor Trude stated Youth First is holding an online fundraiser. Mr. Dickinson stated Youth First is working with QCTV to tape a speaker and testimonials to do an online fundraiser instead of the Mayor's Breakfast. The date will be posted on the City's social media.

(Census) Mr. Dickinson presented an update on the census. Andover was #1 in the nation for one day and is now at 73.5% compliance.

(Councilmember Butler) Councilmember Butler thanked Council for appointing him to the vacant seat. He stated he has respect for Councilmember Knight and has learned a lot from him. He stated he looks forward to serving the residents of Andover and the new role he has.

ADJOURNMENT

Motion by Bukkila, Seconded by Barthel, to adjourn. Motion carried unanimously. The meeting adjourned at 7:56 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary
TimeSaver Off Site Secretarial, Inc.

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