

**REGULAR ANDOVER CITY COUNCIL MEETING – APRIL 21, 2020  
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, April 21, 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

Councilmember absent: None

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

***PLEDGE OF ALLEGIANCE***

***RESIDENT FORUM***

No one appeared before the Council.

***AGENDA APPROVAL***

Mayor Trude noted a supplemental document to the Sheriff's Department Update.  
Mayor Trude noted the addition of agenda Item 9A. Discussion of Council Appointments.

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

***APPROVAL OF MINUTES***

*April 6, 2020 Special Meeting*

Mayor Trude requested a change to page 6, line 4 adding the words "to fill".  
Councilmember Holthus requested a change to page 3, line 37 changing the pronoun "his" to "Councilmember Knight's".

***Motion*** by Holthus, Seconded by Barthel, to approve the April 6, 2020 Special meeting minutes as amended. Motion carried 4 ayes, 1 present (Butler).

*April 7, 2020 Regular Meeting*

**Motion** by Holthus, Seconded by Butler, to approve the April 7, 2020 Regular meeting minutes as presented. Motion carried unanimously.

*April 14, 2020 Special Meeting*

**Motion** by Holthus, Seconded by Barthel, to approve the April 14, 2020 Special meeting minutes as presented. Motion carried unanimously.

**CONSENT ITEMS**

- Item 2 Approve Payment of Claims
- Item 3 Approve Permanent Drainage & Utility Easements/20-2/2020 Street Reconstruction
- Item 4 Approve Quote for Public Works North Yard Fencing 20-30
- Item 5 Award City Contract for Ash Injections/18-25/EAB Management Program
- Item 6 Receive March 2020 City Investment Reports
- Item 7 Receive March 2020 General Fund Budget Progress Report
- Item 8 Time Extension Request for Catchers Creek West Preliminary Plat (See Resolution R042-20)

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

**ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT**

Commander Paul Lenzmeier provided a monthly report for March stating the Department responded to 1,113 calls for service resulting in 2 burglaries, 4 DWIs, and 6 domestic assault arrests. 86 traffic arrests and 10 warrant arrests. CSOs 89 calls for service ordinance and animal complaints. Commander Lenzmeier stated investigators made progress on burglary investigations and were able to retrieve items stolen from an Andover family.

Mayor Trude stated the Sheriff's Department has been asked to participate in community events and asked Commander Lenzmeier to address it. Commander Lenzmeier stated the Department has been asked to visit birthday parties and celebrations, however, the priority of the Department is to respond to community emergencies. He stated the Sheriff's Department will appear at functions if it does not distract from public safety.

**DISCUSSION OF COUNCIL APPOINTMENTS**

Mayor Trude reviewed the Council appointments considering the retirement of Councilmember Knight. Mayor Trude suggested that Councilmember Butler serve on the Newsletter Committee and Andover Community Center Committee.

**Motion** by Trude, Seconded by Barthel, to appoint Councilmember Butler to the Newsletter and Community Center Advisory Committees. Motion carried unanimously.

**DISCUSS/CONSIDER ADOPTING 2021 BUDGET DEVELOPMENT GUIDELINES**

City Administrator Dickinson stated the budget process is typically conducted at Council Workshops; however, due to limiting public meeting gatherings, staff is bringing workshop items to Regular Council meetings. Mr. Dickinson reviewed the seven budget guidelines the City Council has historically used for developing the City's budget.

1. A commitment to a City Tax Capacity Rate to meet the needs of the organization and positioning the City for long-term competitiveness using sustainable revenue sources and operational efficiencies.
2. A fiscal goal that works toward establishing the General Fund balance for working capital at no less than 45% of planned 2021 General Fund expenditures and the preservation of emergency fund balances (snow emergency, public safety, facility management & information technology) through targeting revenue enhancements or expenditure limitations in the 2019 adopted General Fund budget. Mr. Dickinson explained how the Stay-at-Home Order is impacting City revenue.
3. A commitment to limit the 2021 debt levy to no more than 25% of the gross tax levy and a commitment to a detailed city debt analysis to take advantage of alternative financing consistent with the City's adopted Debt Policy.
4. A comprehensive review of the condition of capital equipment to ensure that the most cost-effective replacement schedule is followed. Equipment will be replaced based on a cost benefit analysis rather than a year-based replacement schedule.
5. The use of long-term financial models that identify anticipated trends in community growth and financial resources that will help designate appropriate capital resources for future City needs. The financial models will be used in the budget planning process to ensure that key short-term fiscal targets are in line with long-term fiscal projections.
6. Continued commitment to strategic planning targeted toward meeting immediate and long-term operational, staffing, infrastructure and facility needs.
7. A management philosophy that actively supports the funding and implementation of Council policies and goals, and a commitment to being responsive to changing community conditions, concerns, and demands, and to do so in a cost-effective manner.

Mr. Dickinson asked the Council for feedback and suggestions on the Budget Guidelines.

Councilmember Holthus asked if guideline #3 should be edited since the City was not looking at taking on debt in 2021. Mr. Dickinson stated this guideline allows the City to refinance current debt to potentially save money.

Councilmember Butler asked if the City was going to come up with scenarios for additional or revised revenue given the current economic climate. Mr. Dickinson stated the City will continue to review progress regularly and investigate other revenue options.

Mayor Trude stated several large municipalities rely on sales and hospitality tax which Andover does not. Andover relies on property tax for revenue.

**Motion** by Butler, Seconded by Bukkila, to approve 2021 Budget Development Guidelines. Motion carried unanimously.

***EMERGENCY RESPONSE (COVID-19) UPDATE***

City Administrator Dickinson summarized what the City is providing: general government, public safety, Public Works and park and recreation services. Mr. Dickinson stated neighboring cities have closed their recycling centers and their residents have been coming to Andover to drop their items off. The City will pursue additional SCORE dollars from the County to compensate for this increase in services.

Mayor Trude stated garbage haulers do not want residents to overfill their containers. She said if residents need larger containers, they can contact their garbage hauler. This is set in place to keep drivers in their trucks and safe from contamination. Mayor Trude stated the recycling center is filling a need.

Mr. Dickinson stated the City monitors the State's daily updates to stay current with changes in policy and status and communicates with residents via the newsletter, Facebook, and the website. He updated the Council on the staffing situation with employees working remotely and limited staffing at City Hall. Mr. Dickinson indicated the League of Minnesota Cities is advocating for cities and is asking what significant costs the City has occurred. Mr. Dickinson stated communication, unemployment for part-time employees, PPE, hand sanitizer, and signage are causing an increase in costs.

Mr. Dickinson stated the City and the Chambers of Commerce are advocating for local businesses and those providing takeout services.

Mayor Trude stated the City is still meeting in person because they have a large dais and a small Council. She said there is limited seating in the Council Chambers and the Council is following social distancing guidelines. Mayor Trude stated the City has posted a COVID update on the website to provide valid COVID health updates and what businesses are providing services. Mayor Trude stated there are many residents providing help to residents in need. Mayor Trude stated many organizations need donations, such as Stepping Stones and Youth First. Mayor Trude stated if you are looking for a contractor to make a repair or improvement, the North Suburban Home Show web page has a contact list for residents.

Councilmember Bukkila stated we are in unique times and people are conducting services in a different way. Councilmember Bukkila stated 911 operators will be asking additional questions to ensure first responders are safe when responding to calls.

***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 stated there are 21 new homes so far this year and the City budgeted for 50. Mr. Dickinson updated the Council on the mill and overlay projects and other construction projects in the City.

***MAYOR/COUNCIL INPUT***

**(Parks and Trails)** Councilmember Butler stated that parks, trails, and nature preserves are open, however, playgrounds are not open and encouraged residents to exercise and enjoy the outdoors.

***ADJOURNMENT***

**Motion** by Barthel, Seconded by Butler, to adjourn. Motion carried unanimously. The meeting adjourned at 8:01 p.m.

Respectfully submitted,

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

**REGULAR ANDOVER CITY COUNCIL MEETING MINUTES – APRIL 21, 2020**  
**TABLE OF CONTENTS**

PLEDGE OF ALLEGIANCE..... 1  
RESIDENT FORUM..... 1  
AGENDA APPROVAL..... 1  
APPROVAL OF MINUTES..... 1  
CONSENT ITEMS..... 2  
Item 2 Approve Payment of Claims..... 2  
Item 3 Approve Permanent Drainage & Utility Easements/20-2/2020 Street Reconstruction... 2  
Item 4 Approve Quote for Public Works North Yard Fencing 20-30..... 2  
Item 5 Award City Contract for Ash Injections/18-25/EAB Management Program..... 2  
Item 6 Receive March 2020 City Investment Reports..... 2  
Item 7 Receive March 2020 General Fund Budget Progress Report..... 2  
Item 8 Time Extension Request for Catchers Creek West Preliminary Plat (R042-20)..... 2  
ANOKA COUNTY SHERIFF’S OFFICE MONTHLY REPORT..... 2  
DISCUSSION OF COUNCIL APPOINTMENTS..... 2  
DISCUSS/CONSIDER ADOPTING 2021 BUDGET DEVELOPMENT GUIDELINES..... 3  
EMERGENCY RESPONSE (COVID-19) UPDATE..... 4  
ADMINISTRATOR’S REPORT..... 4  
(Administrative Staff Report)..... 5  
(Parks and Trails) ..... 5  
ADJOURNMENT..... 5