

***ANDOVER CITY COUNCIL WORKSHOP MEETING – APRIL 30, 2019  
MINUTES***

The Workshop Meeting of the Andover City Council was called to order by Mayor Julie Trude, April 30, 2019 6:45 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Sheri Bukkila, Valerie Holthus and Jamie Barthel  
Councilmember absent: Mike Knight  
Also present: City Administrator, Jim Dickinson  
Director of Public Works/City Engineer, David Berkowitz

***AMEND AGENDA***

Mayor Trude requested to add two items under Other Business titled Discussion of Villas and Discussion of Communications Staff Person.

***PEDESTRIAN CROSSING DISCUSSION***

Mr. Berkowitz presented the staff report and explained there has been a lot of discussion recently on pedestrian safety and pedestrian crossings. He stated he has done evaluations and spoken with consultants to determine what could be done to create a safe pedestrian crossing on a 55-mph roadway. He explained there is a pedestrian hybrid beacon, used by Coon Rapids, that could be a potential option. He estimated about \$90,000 to \$110,000 to install this type of crossing. He noted if the decision is made to install this device at Veterans Memorial Boulevard and Nightingale Street, there should be criteria setup to identify what the need would be for this type of crossing.

Mayor Trude stated the first three homes near that intersection witness a lot of terrifying activity. She noted perhaps a speed study would be an option for that area as pedestrian traffic in that area has changed.

Mr. Berkowitz agreed it could be good to do a speed study because of the changing conditions over the past few years. He played a short video on the pedestrian hybrid beacon option. He stated he spoke with Coon Rapids staff to obtain input. He noted the biggest challenge is that people are not aware how to use the crossing and therefore public education is important.

Mayor Trude stated she is glad that staff looked at that option. She stated she has seen the crossing work in Coon Rapids.

Mr. Berkowitz reviewed a few possible funding options including the use of State Aid Funds or

the Trail Fund.

***RECESS AND RECONVENE***

Mayor Trude recessed the meeting at 6:55 p.m.

Mayor Trude reconvened the meeting at 7:24 p.m.

***PEDESTRIAN CROSSING DISCUSSION (continued)***

Mayor Trude suggested requesting a traffic study as there is an increase in pedestrian traffic from children and seniors. She stated perhaps a safe route for school grant project could be identified. She noted additional pedestrian traffic changes will continue to occur.

Mr. Berkowitz stated to do a proper analysis of that intersection the City should wait until the roadway is open. He suggested the road open and analysis be done in 2020, with a determination then to follow. He noted if the decision is made that the crossing is necessary, that could be placed in the CIP for 2021.

Mayor Trude stated she would like to see the item included in the 2020 CIP. She believed there will be concerns when the trail opens.

Mr. Berkowitz stated the pedestrian traffic will not be routed to cross at that location, that traffic would be routed to Crosstown Boulevard. He stated he will contact the manufacturer of the crossing equipment in attempt to better define the cost.

Councilmember Bukkila stated she would be concerned that the construction and landscaping would be completed and then torn up again in the future.

Mr. Berkowitz explained the full road is not being torn up and therefore in order to run electric conduit, that activity would need to occur with the crossing, should that be necessary. He agreed that staff could determine a method that would have the least amount of impact, should that go forward.

Councilmember Barthel agreed a method should be determined for how this crossing could be identified for certain locations. He stated as soon as one crossing is installed, the City will receive more requests and therefore there should be criteria developed.

Councilmember Bukkila suggested staff speak with Anoka about their pedestrian crossing on Ferry Street to get input on that crossing and in hindsight, asking if the City would do that again.

Mayor Trude stated she noticed something on social media that uses a type of paint that has a three-dimensional effect that can be painted onto crosswalks.

Mr. Berkowitz referenced the 5 day road closure that will occur on Nightingale Street and

provided additional details.

### ***2020 – 2024 CIP DEVELOPMENT DISCUSSION***

Mr. Dickinson presented the staff report and explained that staff has begun work on the CIP and described the process for staff and the Commissions to provide input. He displayed the 2019 CIP, identifying items that have been completed or are out for bid. He noted the past month has been very busy getting the bids awarded and projects started. He noted the CIP process also identifies the process and timeline for each project. He asked for input on the Council if there are additional elements that should be a focus for the next year when updating the CIP. He noted the Trail Fund and Park Fund do not have a large balance and therefore there will not be many additions. He noted the planned trail improvements for the next two years are fully funded but after that underfunded. He stated when planning in the future staff uses a financial projection to ensure that a project is not started that cannot be finished. He explained while a developer may plat over 100 lots, most developers are choosing to pay park dedication at the time of obtaining building permits. He highlighted upcoming park and trail projects and identified proposed trails within new developments that will be included on the list through the update.

Mayor Trude referenced a recommended trail along Station Parkway and the consensus of the Council was not to support that trail.

Councilmember Holthus referenced the old golf course and received confirmation that no new trails will be added to the property.

Mr. Dickinson stated the City has only agreed to mow the grass trails of the old golf course. He anticipated that an opening would occur later this year. He welcomed any additional input from the Council on the CIP process. He stated staff will focus on regrouping as there are large projects going on during this intensive construction year. He noted the same process will continue for street reconstructions and staff will attempt to find more options for mill and overlay rather than reconstructions.

Mayor Trude suggested the Council discuss assessments for rural roadways when the group meets with the Planning and Zoning Commission. She noted the current rural assessment method is not sustainable.

Mr. Dickinson stated staff will continue to review equipment needs and keep the replacement within the boundaries. He provided additional information on the skylight replacement in City Hall that is needed.

### ***2020 BUDGET DEVELOPMENT DISCUSSION***

Mr. Dickinson presented the staff report and explained that staff is still awaiting information from the County on the tax capacity rate of the City. He reviewed the fiscal goals of the Council for the budget process and provided an update on each goal thus far through the process.

Mayor Trude stated that Andover is fortunate to be a City that is not encumbered by certain types of debt that other cities incur such as costs for City Hall.

Mr. Dickinson provided an update on the new meter reading company that the City is using for water usage due to issues with the previous company. He continued to provide an update on the beginning process for the budget discussion. He noted administration is expecting new staff requests from various departments for the 2020 budget and the deadline for those submissions is July 1<sup>st</sup>. He reviewed the projected issues facing personnel related expenses.

Councilmember Holthus referenced the increase for employee health insurance and asked for details on the premium.

Mr. Dickinson was unsure of the premium amount, noting that Andover's rates are subaverage. He noted he will bring back additional information to a future discussion. He provided additional input on City staff contracts and Council memberships and donations/contributions. He reviewed the capital projects levy information including road and bridge, pedestrian and trail maintenance, park improvements, equipment/projects, capital equipment/projects, and facility maintenance. He also provided details on the debt service levy. He noted this work is in attempt to keep the levy as low as possible. He provided an update on the General Fund fund balance analysis. He stated currently there is \$318,762 available for a one-time transfer for a project and noted that perhaps those funds go to the Trail Fund.

Councilmember Barthel asked if there is a maximum amount of transfers that could be made out of the fund.

Mr. Dickinson stated multiple transfers could be made, there would simply be Council action required. He stated the City will be doing a bond rating and he would not recommend making any transfers prior to the bond rating occurring.

### ***2019 BUDGET PROGRESS REPORT***

Mr. Dickinson presented the staff report and reviewing the year to date information through March and comparing that to the 2018 figures. He compared the prediction for the end of 2018 to the actual. He provided background information on the budget process and the City's philosophy. He explained the City estimates revenue very conservatively, and therefore if there are increased revenues that increases the bottom line.

### ***2019 CITY INVESTMENTS REVIEW***

Mr. Dickinson identified a potential issue that was identified in the audit process related to collateralization. He explained that additional utility payments were received that were not expected.

***OTHER TOPICS***

- **Discussion of Communications Staff Person**

Mayor Trude acknowledged the City spoke with a consultant and asked if the City can advertise for the position.

Mr. Dickinson stated he will be talking to the consultant again the following day to determine if the tasks could be broken down further. He stated he would prefer to keep that to a contractual position rather than hiring an employee. He reviewed some of the tasks that the person would handle for the City.

Councilmember Barthel stated he would also like to see the website updated. He noted other communities have news and hot topics on the front page of the website.

Mayor Trude agreed that perhaps it would be worth it to designate additional funds, if necessary, to also include the website elements.

- **Discussion of Villas**

Mayor Trude stated a developer had provided a sketch plan on villas. She noted she visited the parade model in Brooklyn Park of the potential builder and there were also models in Blaine. She provided details on the available options for the homes from Meadow Brook Builders. She noted the builder will work with staff to develop their plan and will also work with the adjacent developer to transition the single-family homes.

***ADJOURNMENT***

***Motion*** by Bukkila, Seconded by Holthus, to adjourn. Motion carried unanimously. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Amanda Staple, Recording Secretary