

***REGULAR ANDOVER CITY COUNCIL MEETING – SEPTEMBER 3, 2019
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, September 3, 2019, 7:03 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Mike Knight, Sheri Bukkila, Valerie Holthus and Jamie Barthel

Councilmember absent: None

Also present: City Administrator, Jim Dickinson
Community Development Director, Joe Janish
Director of Public Works/City Engineer, David Berkowitz
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

PROCLAMATION

Mayor Trude read a proclamation declaring the month of October as Domestic Violence Awareness Month in the City of Andover.

RESIDENT FORUM

No one wished to address the Council.

AGENDA APPROVAL

City Administrator Dickinson requested the addition of supplemental agenda items:
Item #8 – Addition of an updated plat map.

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

APPROVAL OF MINUTES

August 20, 2019, Regular Meeting: Correct as written.

Motion by Barthel, Seconded by Bukkila, to approve the August 20, 2019, Regular meeting minutes as presented. Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Declare Cost/Order Assessment Roll/18-38/University Ave. NW Reconstruction (See Resolution R069-19)
- Item 4 Approve Hold Harmless & Right-of-Way Encroachment Agreement/2815–135st Circle NW
- Item 5 Award Quote/Approve Change Order No. 1/19-23/Coon Creek Watermain Crossing Emergency Repair
- Item 6 Approve Appointment - Temporary Maintenance Worker
- Item 7 Award Quote/Emergency Generator for New Vehicle Maintenance Facility

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

CONSIDER FINAL PLAT - VILLAS AT CROSTOWN WOODS - CROSTOWN WOODS OF ANDOVER, LLC - NATHAN FAIR

The City Council is asked to approve the final plat for Villas at Crosstown Woods. The final plat complies with the approved preliminary plat.

Community Development Director Janish presented the staff report to the Council and outlined the requirements listed in the Resolution. Staff is recommending Council approve the final plat.

Motion by Holthus, Seconded by Knight, to adopt Resolution No. R070-19 approving the Final Plat for Villas at Crosstown Woods. Motion carried 3 ayes, 2 nays (Barthel and Bukkila).

Councilmember Barthel explained his no vote is reflective of his past standing on the issue and does not approve of the lack of a long-term plan. Councilmember Bukkila explained she voted no due to the number of concessions and the minimal benefits the City received. Mayor Trude explained her support based on the quality of the product, the need residents have for this type of development and noting the developer was providing a trail connection saving two areas of trees and creating an association so the homes and lawns will always look attractive.

Mr. Dickinson stated the final plat is in compliance with the preliminary plat and all conditions at preliminary plat approval still need to be complied with.

DISCUSS/ADOPT PRELIMINARY 2020 PROPERTY TAX LEVY

It was noted that each year the City Council is required by State law to prepare a preliminary budget and submit a preliminary levy certification to Anoka County Property Records and

Taxation Division by September 30, 2019.

City Administrator Dickinson explained the State requirements for preliminary budget and levy process. Mr. Dickinson stated the preliminary levy the Council sets is the cap for the tax levy and it can be reduced, but not raised, until the final certification date of December 30, 2019.

Mr. Dickinson stated the preliminary 2020 budget proposes a total property tax levy of \$14,479,586: \$9,250,349 (63.89%) operational levy; \$3,152,728 (21.77%) debt service levy; and \$2,076,509 (14.34%) capital/watershed levy. Mr. Dickinson explained this preliminary budget when compared to 2019 reflects a 1.13% increase in the City tax rate and a 10.50% increase in the gross tax levy when applied to the growing tax base.

Mr. Dickinson reviewed and detailed the guidelines adopted by the Council in April that staff used to develop the preliminary budget indicating that the preliminary budget and levy meets these guidelines. Mr. Dickinson recommended the Council adopt the 2020 preliminary levy as presented.

Mayor Trude asked about 50% general fund balance of working capital. Mr. Dickinson explained the general fund working capital balance will go no lower than 45%. Mayor Trude explained insurance costs are uncertain but will be known by the time the budget gets certified in December. Mayor Trude pointed out that the 2019 budget looks favorable with revenues exceeding projections and expenditures below projections.

Councilmember Holthus thanked staff for the work they put into the preliminary budget. Councilmember Knight concurred. Mayor Trude commended staff on their work and the number of benefits the City is receiving on a fiscally responsible budget. Councilmember Bukkila stated she does not necessarily support everything in the budget, but the proposed budget is functional and supports the levy as it stands.

Motion by Barthel, Seconded by Knight, to adopt Resolution No. R071-19 setting the City of Andover 2020 Proposed Property Tax Levy at \$14,479,586 to be Certified to the County Auditor. Motion carried unanimously.

DISCUSS/ADOPT 2020 DEBT SERVICE LEVY CHANGES

Anoka County Property Records and Taxation Division requires a City Council resolution changing bonded indebtedness levies for 2020 that would have been certified to Anoka County as part of prior year's bond sales. City Administrator Dickinson explained when the City issues bonds, a certification of the bonded indebtedness levy is sent to Anoka County and the County makes a determination as to a levy amount that would sufficiently cover the City's indebtedness. If the City sets a levy that differs from the County, the City must submit a resolution to the County as to why. Currently, the City is levying less due to fund balance management, other revenue sources and other factors. Mr. Dickinson recommended that Council adopt the Resolution as presented.

Motion by Bukkila, Seconded by Knight, to adopt Resolution No. R072-19 updating Certified Bonded Indebtedness for 2020. Motion carried unanimously.

SET HEARING DATE(S) FOR 2020 BUDGET & LEVY DISCUSSION & PUBLIC COMMENT

City Administrator Dickinson reviewed the budget and levy discussion and public comment requirements with the Council and presented dates for meetings.

Motion by Bukkila, Seconded by Barthel, to set hearing dates for the 2020 Budget and Levy: Initial Hearing: Tuesday, December 3, 2019, 7:00 p.m.; Continuation Hearing: Tuesday, December 17, 2019, 7:00 p.m.; Official Adoption: Tuesday, December 17, 2019, 7:00 p.m. at Andover City Hall. Motion carried unanimously.

SCHEDULE JOINT MEETING WITH PARK & RECREATION COMMISSION

Director of Public Works/City Engineer Berkowitz requested the Council schedule a joint meeting with the Park and Recreation Commission to discuss items outlined in the staff report.

Motion by Bukkila, Seconded by Knight, to schedule a Joint Meeting with the Park and Recreation Commission on Tuesday, October 22, 2019, at 6:00 p.m. at Andover City Hall. Motion carried unanimously.

SCHEDULE OCTOBER CITY COUNCIL WORKSHOP

City Administrator Dickinson requested the Council schedule a Workshop Meeting to discuss topics outlined in the staff report.

Motion by Barthel, Seconded by Bukkila, to schedule a Workshop Meeting on Tuesday, October 22, 2019, at 7:00 p.m. at Andover City Hall. 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 reported he has participated in construction and developer meetings. Mr. Dickinson reported on meetings he will be attending: upcoming metro cities policy development meetings at the League of Minnesota Cities; development license and fee focus group; Youth First; and QCTV. There are 76 new home starts year to date. Mr. Dickinson reported that Andover High School is in session and has been determined to be safe by the Building and Fire Departments. Mr. Dickinson stated staff will be meeting with the Anoka-Hennepin School District on the Andover High School phase 2 construction project. Mr. Dickinson provided an update on the WDE project and the coordination of multiple agencies.

(Public Works/Engineering Department Report) Mr. Berkowitz updated the Council on the street reconstruction project. Mr. Berkowitz thanked engineering staff, specifically Al Koester and praised his communication skills. Staff is preparing for the 2020 street reconstruction project. Mr. Berkowitz updated the Council on several current development projects including private developments and the Public Works facility.

MAYOR/COUNCIL INPUT

(Storm Cleanup) Mayor Trude thanked staff for storm clean-up with trees and debris impacting the roads. Mr. Berkowitz explained that staff picks up debris that is impacting the roads. They look at each individual decision regarding removal and strives for consistency. The City is not picking up brush from this storm and notified the Council that residents can bring brush to the Anoka County Compost Site and a fee will apply.

(Farmstead) Mayor Trude described her visit to the Farmstead.

(AED) Mayor Trude received an email from the Sheriff's office about AED locations in the City and described the Pulse Point app which will locate AEDs in public places.

(Inspire Music Academy) Mayor Trude announced the opening of Inspire Music Academy providing music lessons.

(Dog Ordinance Reminder) Mayor Trude provided a reminder for dog owners to license and vaccinate their dogs. Mayor Trude reported the City has been receiving multiple calls that dogs are running loose and stated it is illegal for dogs to be off the owner's property and not under the owner control.

ADJOURNMENT

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

Respectfully submitted,

Shari Kunza, Recording Secretary

REGULAR ANDOVER CITY COUNCIL MEETING MINUTES – SEPTEMBER 3, 2019
TABLE OF CONTENTS

PLEDGE OF ALLEGIANCE.....1
PROCLAMATION – Domestic Violence Awareness Month.....1
RESIDENT FORUM.....1
AGENDA APPROVAL.....1
APPROVAL OF MINUTES.....1
CONSENT ITEMS.....2
Item 2 Approve Payment of Claims.....2
Item 3 Declare Cost/Order Assessment Roll/18-38/University Ave. NW Reconstruction (R069-19)2
Item 4 Approve Hold Harmless & Right-of-Way Encroachment Agreement/2815 – 135st Circle NW.....2
Item 5 Award Quote/Approve Change Order No. 1/19-23/Coon Creek Watermain Crossing Emergency Repair.....2
Item 6 Approve Appointment - Temporary Maintenance Worker.....2
Item 7 Award Quote/Emergency Generator for New Vehicle Maintenance Facility.....2
CONSIDER FINAL PLAT/VILLAS AT CROSSTOWN WOODS/CROSSTOWN WOODS OF ANDOVER LLC/NATHAN FAIR (R070-19).....2
DISCUSS/ADOPT PRELIMINARY 2020 PROPERTY TAX LEVY (R071-19).....2
DISCUSS/ADOPT 2020 DEBT SERVICE LEVY CHANGES (R072-19).....3
SET HEARING DATE(S) FOR 2020 BUDGET & LEVY DISCUSSION & PUBLIC COMMENT.....3
SCHEDULE JOINT MEETING WITH PARK & RECREATION COMMISSION.....4
SCHEDULE OCTOBER CITY COUNCIL WORKSHOP.....4
ADMINISTRATOR’S REPORT.....4
 (Administrative Staff Report).....4
 (Public Works/Engineering Department Report).....5
MAYOR/COUNCIL INPUT.....5
 (Storm Cleanup).....5
 (Farmstead).....5
 (AED)5
 (Inspire Music Academy).....5
 (Dog Ordinance Reminder)5
ADJOURNMENT.....5