

**REGULAR ANDOVER CITY COUNCIL MEETING – OCTOBER 20, 2020
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, October 20, 2020, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Councilmember absent: None

Also present: City Administrator, Jim Dickinson
Public Works Director/City Engineer, David Berkowitz
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one appeared before the Council.

AGENDA APPROVAL

Motion by Bukkila, Seconded by Barthel, to approve the Agenda as presented. Motion taken by roll call:

Mayor Trude: aye
Councilmember Butler: aye
Councilmember Holthus: aye
Councilmember Bukkila: aye
Councilmember Barthel: aye

Motion carried unanimously.

APPROVAL OF MINUTES

October 6, 2020 Regular Meeting

Motion by Holthus, Seconded by Barthel, to approve the October 6, 2020 Regular Meeting

minutes as presented. Motion taken by roll call:

Mayor Trude: aye
Councilmember Butler: aye
Councilmember Holthus: aye
Councilmember Bukkila: aye
Councilmember Barthel: aye

Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Approve GIS Contract
- Item 4 Receive September 2020 General Fund Progress Report
- Item 5 Receive September 2020 City Investment Reports

Motion by Butler, Seconded by Barthel, to approve the Consent Agenda as read. Motion taken by roll call:

Mayor Trude: aye
Councilmember Butler: aye
Councilmember Holthus: aye
Councilmember Bukkila: aye
Councilmember Barthel: aye

Motion carried unanimously.

ANOKA COUNTY SHERIFF'S OFFICE MONTHLY REPORT

Commander Paul Lenzmeier provided a monthly report for September noting significant events. He updated the Council on the drowning of a 7-year-old on September 11th. Commander Lenzmeier reported 2 overdoses, one of which resulted in a death and 4 DWI arrests with remarkably high blood alcohol concentrations (BAC). Commander Lenzmeier stated the Department responded to 1,052 calls for service resulting in 3 felony arrests, 1 gross misdemeanor arrests, and 6 misdemeanor arrests. Commander Lenzmeier explained the Sheriff's Department is using a new reporting procedure to make calls for service numbers more accurate.

Mayor Trude noted the number of DWIs, the danger it puts the community in, and encouraged residents to call 911 to help get drivers under the influence off the road. Commander Lenzmeier added that it is helpful if residents can get a license plate number.

Councilmember Bukkila asked to get reports on narcotic activity in the City. She said the

Council wants to know how much drugs are contributing to crime and would like to partner with the Sheriff's Office to reduce drug usage. Commander Lenzmeier asked if the Council wanted the drug numbers in the data section or in the significant events narrative. Councilmember Bukkila stated she does not want to confuse residents with duplication of data and said she would just like a summary report. Commander Lenzmeier responded there would be a mild duplication of data but it would be clearly identified in the report.

Councilmember Bukkila stated the BAC level of those charged with a DWI is disturbing. She said people's schedules have changed so they are drinking earlier and drinking more.

Commander Lenzmeier stated he will run narcotic numbers for October 2019 and October 2020.

Mayor Trude stated that at a BAC of .20, most people cannot function or drive a car. She noted that when people are at .2 or above and are functioning, they are addicted. She said those individuals have adjusted to high levels of alcohol it is a high risk for the general public to interact with them.

HOLD PUBLIC HEARING/2021-2025 CAPITAL IMPROVEMENT PLAN (CIP)

City Administrator Dickinson announced the City Council is requested to hold a Public Hearing to give the public the opportunity to comment on the proposed 2021-2025 Capital Improvement Plan (CIP). He noted the public hearing was published in the Anoka Union Herald. Mr. Dickinson stated the 2021-2025 CIP is a result of numerous meetings and workshops with Commissions and the City Council. Mr. Dickinson explained the CIP document is designed as a practical guide to identify the needs in the community for City infrastructure and also to identify funding sources. Mr. Dickinson stated items in the CIP will go through a feasibility and approval process by the Council and neighborhood information meetings. Mr. Dickinson noted the 2021 CIP includes close to \$7 million in improvements with allocating 46% to streets, 24% to water, 14% to engineering, 7% to facility management, and 4% to parks.

Motion by Bukkila, Seconded by Barthel, to open the public hearing at 7:24 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Butler: aye
Councilmember Holthus: aye
Councilmember Bukkila: aye
Councilmember Barthel: aye

Motion carried unanimously.

No one appeared before the Council. Mayor Trude commented there were two emails

submitted by people that due to the weather could not attend the meeting in person.

Councilmember Bukkila read an email from Jeff Smith, 1527 139th Lane, asking the Council to rescind the Park and Recreation Commission's recommendation that the pickleball community contribute \$2,500 towards the site study. Mr. Smith stated the pickle ball community is willing to raise some money once the courts are actually approved.

Councilmember Butler read an email from Toni Peden, 15011 Swallow Street, asking the Council to build outdoor pickleball courts in the City as the pickleball community is growing and residents have to travel outside of the City to play. Ms. Peden explained the popularity of the sport and how they have to wait to play on outdoor courts in other communities. Ms. Peden requested the City to build 8 courts but said the pickle ball community would be happy with 6. Courts. Ms. Peden provided many examples of other cities with pickleball courts.

Mayor Trude referred to an article about pickleball that was submitted by a resident and describes the benefits to seniors. She stated the pickleball group wants the Council to understand how popular and beneficial pickleball is. She acknowledged that she has a better understanding of the sport and sees how busy the courts are at the Community Center. She said according to the article it is a trend growing amongst seniors and gets seniors out of their homes. It is a healthy activity they enjoy in the daytime. Mayor Trude stated the main concern is funding.

Motion by Bukkila, Seconded by Butler, to close the public hearing at 7:30 p.m. Motion taken by roll call:

Mayor Trude: aye

Councilmember Butler: aye

Councilmember Holthus: aye

Councilmember Bukkila: aye

Councilmember Barthel: aye

Motion carried unanimously.

Councilmember Butler commented that the addition of outdoor pickleball will be a cost of around \$450,000. He said it is common to conduct a planning process when the City makes an investment of that magnitude. He clarified that the pickleball feasibility study is not studying the sport, rather it is to determine the best location, how many courts to construct, and the requirements of the project. Councilmember Butler asked if the study would be performed by staff or consultants.

Public Works Director/City Engineer Berkowitz said the plan would be to hire a consultant to work with City staff to determine the best location and come up with an estimated cost which currently has an estimated figure of \$450,000 but that may change after the study has been completed. He said the draft of the study will be brought to the City Council to decide on the

number of courts and other amenities. He stated the feasibility study is then finalized and used as a master plan.

Councilmember Butler noted the funding for the pickleball study and construction is not tax dollars, but money acquired by the Park Improvement Fund through development activity. He stated the City does not have a history of asking users to contribute to the planning process of a project and said it is reasonable to hold off on asking the pickleball community to contribute funds until the City knows if and when it will move forward with a project.

Councilmember Bukkila agreed that the City does not ask for buy-in on introductory planning and the Council did not discuss the details of the \$450,000 amount listed in the CIP, it was estimated and inserted by staff. She stated that not everything listed in the CIP has a funding source. She explained that plans shift throughout the years based on available funding.

Mayor Trude stated the Council put a placeholder in for pickleball courts but did not identify the funding as requiring a contribution. She said she was not comfortable with the Park and Recreation Commission requiring the general public to contribute to a project.

Councilmember Holthus stated she would like to take out the requirement of a contribution from the pickleball community.

Councilmember Barthel stated he does not support requiring a contribution from the pickleball group to go towards the feasibility study. He stated the study should be the sole responsibility of the City.

Motion by Barthel, Seconded by Butler, to remove the contribution from the pickleball organization towards the feasibility study in the CIP and fund the study from Park Dedication fees. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

Councilmember Butler stated the CIP includes \$3 million in road construction projects using a variety of funding sources.

Councilmember Bukkila stated the CIP is a guiding document that identifies the City's goals for the next five years. She said each year the plan is up for review and items can be moved up or moved back and noted that just because it is listed in the CIP does not mean that it is set in stone.

Mayor Trude stated the next edition of the City's newsletter is going to highlight the 2021 mill and overlay showing which streets will be affected. Mayor Trude said the City completed mill and overlay projects as well as a street reconstruction in 2020.

Motion by Butler, Seconded by Bukkila, to adopt Resolution R079-20 approving the City of Andover 2021-2025 Capital Improvement Plan (CIP). Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

HOLD PUBLIC HEARING/ADOPT ASSESSMENT ROLL/20-14, 2020 MILL & OVERLAY/ JAY STREET NW AND HOLD PUBLIC HEARING/ADOPT ASSESSMENT ROLL/20-15, 2020 MILL & OVERLAY/ MARTIN STREET NW

Mayor Trude requested the public hearing combine the Jay Street NW Project 20-14 and Martin Street NW Project 20-15.

Public Works Director/City Engineer Berkowitz explained that he will present each project separately and the Council can hold the Public Hearing.

Mr. Berkowitz stated the City did a mill and overlay on Jay Street from Hanson Boulevard to Station Parkway and repaired water gate valves when necessary. Mr. Berkowitz stated the City worked with the property owners and said the City had to be creative with how they assessed it. He stated the City was able to assess 25% of the roadway improvement costs and divided it among the property owners so it was fairly applied. Mr. Berkowitz reported the total cost of the project is \$456,414.14 of which \$99,068.95 is assessed to the property owners. Mr. Berkowitz stated the north side of Bunker Lake Boulevard is assessed \$11.25 per linear foot and the south side is assessed \$18.06 per linear foot which were both lower than the feasibility report estimated costs. Mr. Berkowitz showed before and after photos of the project area.

Mr. Berkowitz stated that the Martin Street project is very similar to the Jay Street project and the City did a mill and overlay on Martin Street and repaired water shut off valves when necessary from Station Parkway to Bunker Lake Boulevard. Mr. Berkowitz reported that the total cost of the project is \$196,909.26 of which \$43,744.62 is assessed to the property owners which equates to \$18.34 per linear foot which is lower than the feasibility report estimated cost. Mr. Berkowitz showed before and after photos of the project area.

Mr. Berkowitz stated that the assessments for both projects will be over an 8-year period at 4.5% interest.

Motion by Bukkila, Seconded by Barthel, to open the public hearing at 7:54 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

Mayor Trude noted that there was no one in the Council Chambers and there is not any written testimony submitted.

Motion by Butler, Seconded by Bukkila, to close the public hearing at 7:55 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

Motion by Barthel, Seconded by Bukkila, to adopt Resolutions R080-20 and R081-20 setting the assessment roll for the Improvement of Project No. 20-14, 2020 Mill and Overlay/Jay Street NW, and setting the assessment roll for the Improvement of Project 20-15, 2020 Mill and Overlay/Martin Street NW. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

HOLD PUBLIC HEARING/ADOPT ASSESSMENT ROLL/20- 16, 2020 MILL & OVERLAY/WOODLAND ESTATES 1ST & 2ND ADDITIONS

The City Council is requested to hold a public hearing and approve the resolution adopting the assessment roll for Project 20- 16, 2020 Mill & Overlay/ Woodland Estates 1st & 2nd Additions.

Mr. Berkowitz stated that during the summer of 2020 Woodland Estates 1st and 2nd Additions were improved by a mill and overlay project and repaired water gate valves when necessary. Mr. Berkowitz reported the final cost was \$580,700.17 of which \$120,830.30 is assessed to property owners. He noted that the assessment impacted 247 lots with a final assessment amount of \$489.19 which is below the feasibility report estimate. Mr. Berkowitz shared before and after photos of the project area. He explained that this project is assessed on a per unit basis and will be assessed over an 8 – year period at 4.5% interest.

Motion by Butler, Seconded by Barthel, to open the public hearing at 8:00 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

Mayor Trude noted that there was no one in the Council Chambers and there is not any written testimony submitted.

Motion by Barthel, Seconded by Butler, to close the public hearing at 8:01 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

Motion by Butler, Seconded by Bukkila, to adopt Resolution No. R082-20 setting the assessment roll for the Improvement of Project 20-16, 2020 Mill and Overlay/Woodland Estates 1st and 2nd Additions. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye

Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

COVID 19 UPDATE

City Administrator Dickinson updated the Council on the primary changes to the COVID-19 response since the last meeting. He stated that the Governor did extend the Executive Order to November 12, 2020, so the City's State of Emergency coincides with the Governor's. Mr. Dickinson stated the City has finalized the distribution of the CARES dollars for small businesses and the program is now closed. He stated that staff will be putting together a final report for the Council on where the CARES dollars went. He stated that they have also been spending time making sure that facilities are safe for employees and public.

SCHEDULE NOVEMBER COUNCIL WORKSHOP

Mr. Dickinson stated that he has a request for scheduling a Council workshop meeting for the month of November.

Motion by Butler, Seconded by Bukkila, to schedule a workshop on November 24, 2020 at 6 p.m. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously.

ADMINISTRATOR'S REPORT

(Administrative Staff Activities) – Mr. Dickinson stated Andover has 115 new homes this year, and noted that the Parade of Homes generated a number of permits. He stated that he spent a lot of time on negotiations and noted that the EDA identified the acquisition of two additional four-plex units along Bunker Lake Boulevard. He stated that weather has created some challenges for a number of developers because no one was anticipating seeing snow quite this early. He stated that he is also actively working on budgetary items and employee health insurance negotiations and should be able to provide an update at the workshop meeting next week.

(Public Works Staff Activities) – Mr. Berkowitz gave an update on the Public Works paving project, but noted that the weather has delayed the final lift for the project. He stated that the

other project that has been impacted by the snow is The Meadows at Petersen Farms. He explained that the site is graded and the storm sewer has been put in and they are currently working on the streets which is a challenge because both concrete and asphalt do not mix well with cold weather. He noted that there are still some minor punch list items to be completed on the Public Works building but the building is functioning very well and offered to give a tour to any of the Councilmembers who would like to see it. He expressed his appreciation to the Council and City for allowing that project to move forward.

Mayor Trude asked about the street work happening near Public Works on Tower Drive. Mr. Berkowitz stated they are redoing the pavement connection at Tower Drive coming into the Community Center and redoing the pavement around the Public Works building which was in very bad shape. He noted that as part of this project was the elimination of one of the direct access points to the main garage from Crosstown Boulevard.

MAYOR/COUNCIL INPUT

(Joint Law Enforcement Governance Committee) – Mayor Trude said she attended the Anoka County Joint Law Enforcement Governance Committee meeting this past week. She explained that the City will continue to offer Zoom and in person meeting options for Council and Commissions.

(Early Voting) – Mayor Trude stated that residents are also welcome to come and vote early and explained that process and procedure for early voting. Mr. Dickinson stated that the City is averaging about 120 people a day for early voting.

ADJOURNMENT

Motion by Barthel, Seconded by Butler, to adjourn. Motion taken by roll call:

Mayor Trude: aye
Councilmember Holthus: aye
Councilmember Butler: aye
Councilmember Barthel: aye
Councilmember Bukkila: aye

Motion carried unanimously. The meeting adjourned at 8:15 pm.

Respectfully submitted,

Kayla Atkins-Rokosz, Recording Secretary
TimeSaver Off Site Secretarial, Inc.

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