

**REGULAR ANDOVER CITY COUNCIL MEETING – NOVEMBER 7, 2018
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, November 7, 2018, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Mike Knight, Sheri Bukkila, and James Goodrich

Councilmember absent: Valerie Holthus

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

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one wished to address the Council.

AGENDA APPROVAL

City Administrator Dickinson stated three items are proposed for addition to the Agenda:

- Approval of a quote from Sauter & Sons for demolition at the site of a recent Andover Fire Department training burn at Nightingale Street and Crosstown Boulevard;
- Authorize Resolution to accept a financial contribution from Andover Youth Hockey Association for locker room materials and rink dividers
- Set a date for an Election Results Canvassing meeting as required by State Statute.

Motion by Knight, Seconded by Bukkila, to approve the Agenda as amended above. Motion carried unanimously.

APPROVAL OF MINUTES

October 9, 2018, Special Meeting: Correct as amended.

Mayor Trude requested the following amendments to the October 9, 2018, City Council Special Meeting minutes:

Page 7 line 33 - replace “spike” with “peak”

Page 10, line 8 - Mr. Butler is introduced as “Vice Chair of the Community Center Advisory Commission”; and lines 14 and 16 should also reflect this.

Motion by Goodrich, Seconded by Knight, to approve the October 9, 2018 Special Meeting minutes as amended. Motion carried unanimously.

October 23, 2018, Workshop Meeting: Correct as written.

Motion by Goodrich, Seconded by Knight, to approve the October 23, 2018 Workshop meeting minutes as presented. Motion carried unanimously.

CONSENT ITEMS

Item 2 Approve Payment of Claims

Item 3 Accept Contribution/North Metro Soccer Association/Andover Community Center (See Resolution R079-18)

Item 4 Approve GIS Contract

Item 4a Approve Demolition Quote from Sauter & Sons

Item 4b Accept Contribution/Andover Youth Hockey Association/Andover Community Center (See Resolution R086-18)

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

PUBLIC HEARING – 2018 DELINQUENT SERVICE CHARGES

City Administrator Dickinson presented the staff report, stating City Code allows for collection of assessments following procedures outlined in State Statute 429. Written notification has been sent to residents. The resolution specifies that assessments will be certified with Anoka County on November 8, 2018. Residents may pay the full balance at that time, or it will be processed on their property taxes. A public hearing is required on this issue, and City staff is committed to working with residents who have comments or objections.

Mr. Dickinson stated the total delinquent service charges totaled \$320,142.73 when the process began on September 26, 2018. A total of \$60,901.93 has been collected, leaving a balance of \$259,240.80. The City will hold these charges until they are certified with Anoka County.

Mr. Dickinson stated City Council approval is requested to certify assessments with Anoka County.

Motion by Bukkila, Seconded by Knight, to open the public hearing at 7:09 p.m. Motion carried unanimously.

There were no comments.

Motion by Bukkila, Seconded by Knight, to close the public hearing at 7:10 p.m. Motion carried unanimously.

Motion by Bukkila, Seconded by Knight, to Adopt the Assessment Roll for the Certification of Delinquent Sewer, Water, Storm Sewer, Street Lighting Charges, False Alarm Fines, Tree Removal, Mowing Fees, and/or Miscellaneous Abatement Fees. Motion carried unanimously. (See Resolution R080-18)

PUBLIC HEARING – PRELIMINARY APPROVAL ON THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND ADOPTING THE CAPITAL IMPROVEMENT PLAN IN CONNECTION WITH THE PUBLIC WORKS FACILITIES EXPANSION

Mr. Dickinson presented the staff report, and stated a public hearing is required by State Statute. He introduced Todd Hagen of Ehlers, Inc. and invited him to address the City Council. Mr. Hagen reviewed the City's Capital Improvement Plan (CIP), including financing of the proposed Public Works facilities. He added State Statute requires this review process for consideration of these types of bonds. He noted the CIP has been provided for the City Council's review and approval is sought for the proposed resolution.

Mayor Trude asked how the bond market looks. Mr. Hagen stated the stock market rallied after yesterday's election, and the bond market is based on supply of bonds in the market. He added interest rates are slightly increased, so refinancings are not currently feasible, but rates are still favorable. He noted it is beneficial for the City of Andover to complete this process in 2018.

Mr. Dickinson agreed, adding this issue is being presented to the City Council as interest rates could potentially increase in January 2019 and to take advantage of bank qualification on the bonds.

Motion by Knight, Seconded by Bukkila, to open the public hearing at 7:18 p.m. Motion carried unanimously.

There were no comments.

Motion by Goodrich, Seconded by Knight, to close the public hearing at 7:19 p.m. Motion carried unanimously.

Motion by Bukkila, Seconded by Knight, to Approve Preliminary Approval on the Issuance of General Obligation Capital Improvement Plan Bonds and Adopt the Capital Improvement Plan in connection with the Public Works Facilities Expansion. Motion carried unanimously. (See Resolution R082-18)

CALL FOR THE SALE OF BONDS / EHLERS & ASSOCIATES

Mr. Hagen reviewed this issue, stating this resolution will set the bond sale date and authorize Ehlers, Inc. to sell it competitively into the market on December 18, 2018, with completion of sale in 2018. The City maintains a Double A Plus credit rating.

Mr. Dickinson stated the sale of bonds will support construction of the proposed Public Works facility and relocation of gas pumps currently near the walking trail and between all the schools. He added the new facility will provide safe and secure space for maintenance and storage of City equipment as well as a safe work environment for Public Works staff. He noted the proposed plans will be available on the City website.

Motion by Goodrich, Seconded by Knight, to Approve Resolution No. R081-18 Providing for the Sale of \$10,000,000 General Obligation Capital Improvement Plan Bonds, Series 2018A. Motion carried unanimously.

PUBLIC HEARING – 2019-2023 CAPITAL IMPROVEMENT PLAN

Mr. Dickinson presented the staff report, stating the City's 204-page Capital Improvement Plan (CIP) document will be available for review on the City website and in the lobby of City Hall. He added the CIP process is highly regarded by bond rating companies. He noted it is an indicator of community improvements and long-range planning consideration, review of possible project financing opportunities, and potential CIP bond improvement opportunities.

Mr. Dickinson stated the City Council is requested to hold a public hearing to give the public an opportunity to comment on the proposed 2019-2023 Capital Improvement Plan (CIP). Notice of tonight's public hearing was published in the *Anoka Union Herald*. The current CIP includes potential projects for 2019: community center expansion, facilities management, street reconstruction, fire safety, the City's water fund, emergency management, parks projects and election equipment.

Mayor Trude stated the Road and Bridge Fund appendix is a good example of forward planning and the processes for reviewing budgets, additional planning, and reducing expenses. Mr. Dickinson agreed, adding the Road and Bridge Fund also produces the most money in any given year.

Mr. Dickinson stated 2019 projects reviewed in the CIP include new roads and road reconstruction projects that qualify for Minnesota State Aid funding.

Mr. Berkowitz stated these projects include the Veterans Memorial Boulevard connection from Nightingale Street NW to Tower Drive NW; University Avenue reconstruction from Andover Boulevard to 157th Avenue NW; overlay on Crooked Lake Boulevard south of Bunker Lake Boulevard; and the City's contribution to the Hanson Boulevard reconstruction project.

Mayor Trude asked whether the Fire Department is well-equipped. Mr. Dickinson confirmed that fire equipment has been replaced and updated, and fire funding is not tied to the bonding

issuance.

Mr. Dickinson stated the CIP includes funds set aside for natural disasters. He added guidelines are included in the Capital Plan related to operations and utilities.

Motion by Goodrich, Seconded by Knight, to open the public hearing at 7:47 p.m. Motion carried unanimously.

There were no comments.

Motion by Goodrich, Seconded by Knight, to close the public hearing at 7:48 p.m. Motion carried unanimously.

Mr. Dickinson presented a depiction of the proposed maintenance facility for the City Council's review, showing the most recent elevation.

Councilmember Goodrich re-iterated that the CIP document provides direction but requires further review, consideration and approval.

Mayor Trude stated strategic long-term planning is the most important Council initiative. She re-iterated that the CIP is a planning document.

Motion by Goodrich, Seconded by Knight, to Approve Resolution No. R083-18 adopting the 2019-2023 Capital Improvement Plan. Motion carried unanimously.

PUBLIC HEARING – ADOPT ASSESSMENT ROLL/ 18-2/2018 STREET RECONSTRUCTION & 18-11/143RD AVENUE NW RECONSTRUCTION

Mr. Berkowitz presented the staff report, stating City Council consideration is requested for a public hearing and adoption of the assessment roll for 2018 street reconstruction projects west of Round Lake Boulevard and north of 143rd Avenue NW. Neighborhood meetings were held in November 2017 to review project details, and public hearings early in 2018 followed by summer construction. According to the City's Roadway Reconstruction Assessment Policy, 25% of the total project costs for a standard section will be assessed to the benefiting properties.

Mr. Berkowitz described the three separate assessment amounts were determined based on actual project costs: the standard street reconstruction; the areas with the mill and overlay of newer pavement; and, a deferred assessment for the cost of water main service stubs for properties along 143rd Avenue NW adjacent to the trunk water main extension. He noted the property owners of 14299 Underclift Street NW and 14299 Vintage Street NW had submitted letters after the feasibility report was approved that they were not interested in a water stub to their properties. Residents will be notified of the assessment roll by mail and have 30 days to pay the balance with no interest.

Motion by Knight, Seconded by Bukkila, to open the public hearing at 8:03 p.m. Motion carried

unanimously.

There were no comments.

Motion by Goodrich, Seconded by Knight, to close the public hearing at 8:04 p.m. Motion carried unanimously.

Motion by Bukkila, Seconded by Goodrich, to Approve Resolution No. R084-18 Adopting the Assessment Roll for the Improvement Project Nos. 18-2, 2017 Street Reconstruction, and 18-11, 143rd Avenue NW Reconstruction. Motion carried unanimously.

***PUBLIC HEARING – ADOPT ASSESSMENT ROLL / 17-44 / CROSSTOWN BOULEVARD
NW OVERLAY***

Mr. Berkowitz reviewed this item, stating an overlay is proposed for Crosstown Boulevard NW from Hanson Boulevard to 157th Avenue NW, and then north to Constance Boulevard. He added the proposed overlay will extend the life of the roadway by 15 years.

Mayor Trude stated many residents have expressed their approval of improvements, including bypass lanes, that have already been completed. She added there has been concern about the lack of a bypass lane at Bluebird Street NW.

Mr. Berkowitz stated bypass lanes were constructed at Yellow Pine Street NW and Avocet Street NW with Council approval. He added a bypass lane was not considered for Bluebird Street NW as potential development there could require more extensive improvements to the intersection, which can become very congested.

Councilmember Goodrich asked whether the City will pay for the bypass lane and turn lane portions of the project.

Mr. Berkowitz stated the final numbers have not been reviewed. He added the estimated project cost is \$ 812,494.84. He noted the assessment portion is proposed for 17 properties but 19 assessment units, and the rate under consideration is \$1,800 over a 5-year period, or less than 25%, which is the City's policy for assessments.

Mr. Berkowitz stated assessed residents will receive a letter from the City Clerk. Residents may pay the full assessment within 30 days, or it will be certified to their Anoka County property tax from 2019-2023.

Motion by Knight, Seconded by Bukkila, to open the public hearing at 8:13 p.m. Motion carried unanimously.

Twila Hauck, 14810 Palm Street NW, asked how many properties will be assessed. Mr. Berkowitz stated 18 properties will be assessed.

Motion by Goodrich, Seconded by Bukkila, to close the public hearing at 8:14 p.m. Motion carried unanimously.

Motion by Bukkila, Seconded by Goodrich, to Approve Resolution No. R085-18 Adopting the Assessment Roll for the Improvement of Project 17-44, Crosstown Boulevard NW Overlay. Motion carried unanimously.

DISCUSS PUBLIC INFORMATION SESSION(S) / COMMUNITY CENTER EXPANSION PROJECT

Mr. Dickinson requested City Council feedback and comment on the potential scheduling of public information sessions related to the Community Center expansion. He added City Staff has been directed to work with the designers and engineers to prepare bid documents, with a targeted amount of \$100 or less annual property tax increase on a home valued at \$250,000, which would yield a budget of approximately \$16.8 million. He noted the process has been moving forward slowly.

Mayor Trude asked whether December 2018 is too soon for an information session. Mr. Dickinson stated information could be available and ready for presentation by the 2nd week in December.

Councilmember Knight asked whether there is a venue that would be better than City Hall.

Mr. Dickinson stated the High School auditorium is a large venue, but it is usually booked.

Councilmember Bukkila stated December is a very busy month. She requested that the two proposed meetings be scheduled on different days of the week and times of the day to accommodate more residents. Mayor Trude agreed.

Mr. Dickinson agreed to work on an informational presentation and finding an appropriate venue. He added an Open House forum could include a presentation and Question & Answer session.

Councilmember Bukkila stressed the importance of making the information public. Councilmember Knight agreed. Mr. Dickinson stated the meeting details can be posted on an electronic sign as well as other locations on Hanson Boulevard and Crosstown Boulevard, on the City website, and the Cable TV channel.

Mayor Trude requested the Community Center Advisory Commission should be involved in the planning as they have been leaders on this project. She requested this information be communicated to Councilmember Holthus, who was absent from tonight's meeting due to a work-related conflict.

Jay Brozek, 14345 Quince Street NW, stated the meeting could be held at the Community Center

so residents can see firsthand the activities and events that go on there.

Erick Sutherland, Community Center Facility Manager, stated all event spaces at the Community Center are fully booked in December 2018 and January 2019. He agreed, however, it is a great idea.

Mr. Dickinson stated the Bunker Activity Center or the Sheriff's Station are also possible meeting venues. Councilmember Bukkila stated Andover High School has spaces that can accommodate large numbers of people.

Ryan Winge, 15946 Vintage Street NW, stated information regarding a public information meeting should have to be provided to residents prior to the setting of referendum discussion at the November 27, 2018 meeting, so they can attend the meeting.

Mr. Dickinson stated City Staff are preparing documents for this referendum-based project, but a staff report is not available yet.

Mr. Winge asked whether the total project cost includes a contingency fund. Mr. Dickinson stated construction and architectural contingency amounts have been identified based on the proposed budget. He added a percentage for escalation was included in the project total, which could be categorized as a contingency. He noted it is a project goal to include a contingency fund in the project estimate.

Mayor Trude stated the minutes of the October 9, 2018, City Council Special Meeting, at which this issue was discussed, were approved at tonight's meeting and will be posted online within a few days. She added this is an ongoing process.

SCHEDULE EDA MEETING

Mr. Dickinson requested the Council schedule a meeting of the Economic Development Authority (EDA) to discuss topics as detailed in the staff report.

Motion by Knight, Seconded by Goodrich, to schedule an EDA Meeting on November 20, 2018, at 6:00 p.m. Motion carried unanimously.

Mr. Dickinson stated City Staff is requesting a short meeting be scheduled related to certification of election results.

Motion by Goodrich, Seconded by Knight, to schedule an Election Results Canvassing meeting on November 13, 2018, at 4:00 p.m. Motion carried unanimously.

Mayor Trude requested a call or email reminder from City Staff regarding this meeting the day of. Mr. Dickinson agreed.

ADMINISTRATOR'S REPORT

(General Election) Mr. Dickinson stated City Staff did a fantastic job leading up to the recent General Election, handling absentee voting and the early voting process. He recognized City Staff for their contributions: Deputy City Clerk Michelle Hartner; Administrative Assistant Anne Heppell; Human Resources Manager Dana Makinen; Receptionist Stefanie Moseley; Public Works Administrative Assistant Barb Wells; Planning Administrative Assistant Brenda Holmer; Brenda Fildes from Finance; Recycling Coordinator Sarah Morgan; and Receptionist Marypat Nugent. He thanked the Public Works Department for all their hard work in preparing the polling locations.

(Work Tasks) Mr. Dickinson stated City Staff has been busy with City budget-related issues, CIP updates, preparation for year end, and employee reviews. He added health insurance benefit plans have been negotiated and will be presented to City Staff within a few weeks. He reviewed the City's bond call process with Standard & Poor's.

(Upcoming Meetings) Mr. Dickinson stated he serves on the Executive Committee of Youth First. He added a meeting is planned with the North Metro Mayor's Association, and he will provide an agenda to the Councilmembers.

(Maintenance Facility Project) Mr. Berkowitz gave a review of the proposed maintenance facility project. City Staff recently provided comments to the architect and civil engineers regarding the commercial site plan review, and a full building plan was submitted with bids tentatively set for January 22, 2018.

(Proposed Plats) Mr. Berkowitz stated 6 plat projects are currently being reviewed by City Staff. He added these projects are a combination of urban and rural plats. He noted the CIP document, containing details on all ongoing and proposed projects, will be available on the City's website soon.

(Trail Projects) Mr. Berkowitz stated trail design projects are planned from Andover Station through Kensington 7th Addition, as well as Kelsey Round Lake Park. He added MSA projects will be addressed in 2019.

Mayor Trude expressed her appreciation of the Public Works facility project process, which involved input and feedback from Public Works employees who will be using the building daily.

Mayor Trude asked whether roads near the new Preserve at Petersen Farms are complete. Mr. Berkowitz confirmed this.

(Update on 168th Avenue to The Preserve at Petersen Farms) Councilmember Goodrich requested an update on the connection from 168th Avenue to The Preserve at Petersen Farms. Mr. Berkowitz confirmed that connection is complete, and he encouraged the City Council to go there and see the completed project. He added the plat will be recorded in November 2018.

(Update on Fast Food Restaurants) Mayor Trude asked for an update on the two fast food restaurants that were looking for parcels. Mr. Dickinson stated they have not located parcels.

MAYOR/COUNCIL INPUT

(Trick-or Treaters) Mayor Trude stated a resident commented to her after Halloween that trick-or-treaters were respectful and polite, and asked her to pass that comment along to the City Council.

(The Farmstead Bake Sale) Mayor Trude stated The Farmstead is having a Lefse Bake Sale on Saturday, November 10, 2018, from 9:30 a.m. – 12:00 p.m. The general public is welcome to attend the sale, which is a fundraiser for The Farmstead’s life enrichment programs.

(Crooked Lake Area Association) Mayor Trude stated Crooked Lake Area Association has been recognized for their efforts to control invasive species. She added they have contacted the City Administration to express their appreciation for the City’s contributions to their efforts.

(Anoka County Joint Law Enforcement Council) Mayor Trude stated the Anoka County Joint Law Enforcement Council, of which she is a boardmember, meets quarterly with Anoka County Law Enforcement leadership. She reviewed a 9-1-1 “push-out” initiative, through which first responders receive a text notification if they are within 400 feet of an emergency situation. She noted Anoka County Law Enforcement has purchased this mobile application and have expressed their intention to move forward with its implementation.

ADJOURNMENT

Motion by Knight, Seconded by Goodrich, to adjourn. Motion carried unanimously. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Mary Mullen, Recording Secretary

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