

**REGULAR ANDOVER CITY COUNCIL MEETING – JANUARY 5, 2015
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Julie Trude, January 5, 2016, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Mike Knight, Sheri Bukkila, Valerie Holthus and James Goodrich
Councilmember absent: None
Also present: City Administrator, Jim Dickinson
Community Development Director, Dave
Carlberg
Director of Public Works/City Engineer,
David Berkowitz
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one wished to address the Council.

AGENDA APPROVAL

Supplemental materials were added to the Consent Agenda including: a replacement resolution for Item #3 and a replacement form for Item #12. In addition, supplemental materials were provided for the agenda item designating an official newspaper for 2016. A Closed Session is to be added to discuss Ehlers' litigation.

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

APPROVAL OF MINUTES

December 15, 2015, Regular Meeting: Correct as amended.

Mayor Trude requested corrections on:

Page 6, line 42, change “adopted” to “amended”.

Page 8, line 31, should read “give back/vacate excess right of way”.

Page 9, line 27, change “powerline easement” to “excessive easements”.

Page 9, line 41, insert comma after City and insert “with” following City, so it reads “...great experience they have had working in the City, with Councilmembers, and with City staff.”

Councilmember Holthus requested a correction on page 10, line 41 to state “effect,” instead of “affect.”

Motion by Holthus, Seconded by Bukkila, to approve the minutes as indicated above. Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Approve Resolution/Classification Form for Tax Forfeited Property (See Resolution R001-16)
- Item 4 Approve Ordinance Amendment – Crooked Lake Slow No Wake Ordinance (See Ordinance 456)
- Item 5 Approve Resolution – 2016 Community Development Block Grant Application (See Resolution R002-16)
- Item 6 Approve Drainage and Utility Easement – Country Oaks West – Shadow Ponds, LLC & Lamb Properties
- Item 7 Accept Contribution/Andover Lions Club/Andover Community Center (See Resolution R003-16)
- Item 8 Approve 2016 Tri-City GIS Contract
- Item 9 Approve 2016 Massage Therapist/Establishment License
- Item 10 Approve Election Judges for the Primary Special Election (See Resolution R004-16)
- Item 11 Approve Used Vehicle Sales Business License/16191 Round Lake Boulevard
- Item 12 Approve Used Vehicle Sales Business License/3138-162nd Lane

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

APPROVE OFFICIAL DEPOSITORIES & BANKS

Mr. Dickinson presented a resolution designating depositories for City funds as well as the City Administrator of the City of Andover as the approval authority for the release and acceptance of all collateral to be held by the City in conjunction with City funds on deposit with authorized institutions.

Mr. Dickinson reviewed the information with the Council.

Motion by Knight, Seconded by Holthus, to approve the resolution designating the depositories

for City funds and the City Administrator as the approval authority for collateral transactions. Motion carried unanimously. (See Resolution R005-16)

DESIGNATE OFFICIAL NEWSPAPER

Mr. Dickinson explained that each year the City Council must designate the official newspaper of the city where publication of official notices is made. The staff recommendation is that the *Anoka County Union* be designated as the official newspaper for 2016.

Mr. Dickinson reviewed the information with the Council noting that the *Anoka County Union* was the official newspaper in 2015 and that the total expenses for the year, related to public notices was \$6,200. There is no increase in the per inch cost proposed for 2016 by the *Anoka County Union*. The *Anoka County Record* also submitted a proposal to the City and indicated it would publish official public notices at no cost to the City. Administration recommended that the *Anoka County Union* be selected as the official newspaper for the City, in spite of the cost savings, due to the limited circulation and community recognition of the *Anoka County Record* versus that of the *Anoka County Union*'s, in addition versus the *Anoka County Union*'s current community coverage.

John Kysylyczyn, owner and publisher of the *Anoka County Record*, addressed the Council. He stated that his paper is the official newspaper of Anoka County and the only paper to publish both public notices of Anoka County and the City of Andover. The *Anoka County Record* has .2 percent circulation and the *Anoka County Union* has a circulation of 4%. Mr. Kysylyczyn asserted that there is not a single newspaper that has bid that covers the whole City. He continued by stating that to argue and claim that a newspaper is popular at the high school, has more employees than another, is a research tool, has a reputation with the majority of residents, is available in the farming community in this suburban bedroom community is "silly and disingenuous." Mr. Kysylyczyn stated that on the Council he believes there are individuals on the Republican side of the aisle that talk about cost and on the Democratic side of the aisle that talk about political content. He continued by saying that he believed he knew what the outcome of the vote would be at the meeting because it would be a political vote and not based on sound public policy. He concluded by stating that the *Anoka County Record* will determine this fall if and how to bring this concern to the citizens of the community as to why the City would spend \$6,200 to put public notices in a paper "that the majority has never heard of" when another newspaper would publish them at no cost to the City along with the Anoka County public notices.

Jill Donohue, Business Manager, of the *Anoka County Union Herald* which is part of ABC Newspapers and ECM Publishers, stated that she believed the choice of an official newspaper is about deciding what is good for a City and its citizens and that the decision reflects on the city and its transparency to constituents. Ms. Donohue shared examples of the visual appeal of both the *Anoka County Union* and the *Anoka County Record* and asked Councilmembers to consider which newspaper image they would like to represent their City. She stated further that the *Anoka County Union* could not meet the offer to publish notices for free and believes that the

newspaper provides value to the communities it serves. She explained that ABC Newspapers and ECM Publishers has over 70 employees working in Anoka County and pays over \$100,000 in property taxes. The newspapers cover news about the schools, cities, parks and events. Ms. Donohue stated that she felt the bid was a fair price for the services that they are providing. She concluded by stating that the *Anoka County Union* would be honored to continue as the official newspaper of the City of Andover.

Mayor Trude stated that she appreciated the opportunity to hear from each newspaper and the passion with which they brought their remarks. She referenced the data from the official City survey conducted in 2014. In answer to the survey question, what is your primary source of information about City government and activities, 12% of respondents indicated “local newspaper,” other sources were the City newsletter at 71%, cable television at 2%, the City website at 10 %, and some indicating “word of mouth.” In answer to the question, how would you prefer to receive information about City government and its activities, the City newsletter garnered 70% of responses, the local newspaper 11%, cable television 2%, City website 11% and then scattered answers. Mayor Trude commented that she found this information to be helpful in considering this matter. She noted that she has not seen a copy of the *Anoka County Record* for some time and stated that copies had previously been delivered to the City offices and that it costs \$100 per year for a subscription to have it delivered to her home. She commented that she reads a lot of stories about the community in the Anoka County Union and an annual subscription is about \$60 per year. She stated that she felt the articles fairly and objectively represents the activities of the community without politicalizing and with no profanity. Mayor Trude stated that she has had phone calls within the last year to her home because of published notices in the newspapers and that she felt strongly that the quality of the community requires a professional publication and has an impact on the community’s reputation. She concluded by stating that communication is one of her highest goals as a Mayor.

Motion by Holthus, Seconded by Goodrich, to approve the *Anoka County Union* as the official newspaper. Motion carried unanimously.

Mayor Trude expressed her appreciation to staff for their research on this topic.

APPOINT VICE MAYOR

Mr. Dickinson explained that each year the Mayor appoints a Councilmember to serve as Acting Mayor during times the Mayor is absent. Mayor Trude nominates Councilmember Mike Knight as Vice Mayor. The Vice Mayor would fulfill the role of Acting Mayor under the City Code and State Statute during times the Mayor is absent.

Motion by Goodrich, Seconded by Holthus, to approve Mike Knight as Vice Mayor. Motion carried unanimously.

APPOINT STANDING COMMITTEES

Mr. Dickinson stated that each year Committees and Commissions are appointed based upon the

recommendation of the Mayor.

Mr. Dickinson reviewed the proposed appointments with the Council.

Public Works Committee: Councilmember Goodrich (Chair) & Councilmember Knight

Newsletter Committee: Councilmember Holthus (Chair) & Councilmember Bukkila

Finance & Personnel Committee: Entire Council City

Fire Relief Association: Councilmember Bukkila

Andover Community Center Advisory Commission: Councilmember Knight, Councilmember Holthus as an alternate

Anoka - Hennepin Community Education Advisory Board: Councilmember Holthus

QCTV Commission: Councilmember Trude & City Administrator Jim Dickinson

Youth First: Jill Disher, City Administrator Jim Dickinson & Councilmember Goodrich

Motion by Goodrich, Seconded by Knight, to approve the appointments as recommended by Mayor Trude. Motion carried unanimously.

PUBLIC HEARING: VACATION OF EASEMENT – COUNTRY OAKS WEST – SHADOW PONDS, LLC & LAMB PROPERTIES, LLC

Mr. Carlberg stated that Shadow Ponds, LLC and Lamb Properties, LLC are seeking to vacate drainage and utility easements over, under, and across portions of Lots 14 — 23, Block 1, Country Oaks West. The developer submitted revised grading plans that would relocate the drainage easement to the eastern property line, yet still draining to the existing pond in the northern corner of the plat. Moving the drainage easements gives the property owners more usable yard space and provides a larger building pad.

Mr. Carlberg reviewed the staff report with the Council.

Motion by Knight, Seconded by Bukkila, to open the public hearing at 7:32 p.m. Motion carried unanimously.

There was no public comment.

Motion by Holthus, Seconded by Goodrich, to close the public hearing at 7:33 p.m. Motion carried unanimously.

Motion by Knight, Seconded by Bukkila, to approve Resolution R006-16, vacation of easement

– Country Oaks West. Motion carried unanimously.

SCHEDULE BOARD OF REVIEW

Mr. Dickinson stated that the Council needs to select potential dates for holding the 2016 Local Board of Appeal & Equalization.

Mr. Dickinson reviewed the staff report with the Council.

The Council discussed available dates. The dates of April 18 and 26, 2016 were selected as the first set of meeting dates, with April 26th as the designated follow up date. April 25, 2016 will be the alternate first meeting date, with May 3, 2016 as the follow up meeting date.

COUNCIL MEETING SCHEDULING

Mr. Dickinson requested the Council reschedule the first Council meeting of March, as State law prohibits Council meetings after 6:00 p.m. if it falls on the day of a major party caucus.

Mr. Dickinson reviewed the staff report with the Council.

The Council discussed available dates.

Motion by Knight, Seconded by Holthus, to reschedule the March 1, 2016 Council Meeting to March 2, 2016, at 7:00 p.m. Motion carried unanimously.

Mayor Trude recommended that the February Workshop meeting also be scheduled.

The Council discussed available dates.

Motion by Bukkila, Seconded by Goodrich, to schedule the Council Workshop meeting, at 6:00 p.m. on February 23, 2016. 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.

(Recycling) Mr. Dickinson indicated that there have been a substantial number of Christmas lights brought in for recycling and there has been a need to bring in additional dumpsters for cardboard at the Recycling Center. Residents are encouraged to keep bringing in their recyclables to the Recycling Center.

(New Homes and Online Permitting) Mr. Dickinson stated that 74 new homes were built in 2015. He complimented Chief Building Official Fred Patch on the online permitting initiative.

In the future there are plans to also utilize online permitting for the fire department. Even the processing of 10 – 15% of permits online does save staff effort. Going forward this is one way to keep costs down as plans are made for staffing moving forward.

Mayor Trude reminded everyone that online permitting had been discussed many years ago, but there were concerns about security for credit card payments. One nice feature of online permitting is that if your furnace or air conditioner goes out on the weekend, a permit can be purchased and work can proceed.

Mr. Dickinson thanked the building department for their hard work this past year.

(Public Works) Mr. Berkowitz stated that all rinks are now open. Staff worked hard to get everything ready to go at the rinks for use over the holiday break.

Mr. Berkowitz stated that they are working on easement agreements for the trail along Crosstown Boulevard. A Safe Routes to School application has also been submitted to get funding for that project, and included in that, an application has been made for the planning portion for that project. The plan would include all of the schools.

Coming up at the January 19, 2016, Council meeting there will be a Public Hearing on the Prairie Meadows street reconstruction. At the January Council Workshop meeting there will be an update on the City Campus Master Plan. The discussion will include the traffic situation around Oakview Middle School. The traffic study has been done and the results will be shared with the school district prior to the workshop meeting.

Mr. Berkowitz reminded the Council that there is a Joint Park and Recreation meeting at the January Council Workshop meeting. One item on the agenda is field usage.

Mayor Trude said that there is “a lot going on here in the City” and asked Mr. Carlberg to reiterate information about new commercial development in the City recently highlighted on social media.

(Development) Mr. Carlberg recapped that the gas station at Hanson Boulevard and Bunker Lake Boulevard will be torn down and a new building will be going in its place that is 13,000 square feet and will fill the lot space. More details will be forthcoming, but the building is planned to have retail space and restaurants. Construction will begin in the spring.

Mayor Trude spoke about the Country Oaks North 2nd Addition project, having been out to the site with City Forester, Kameron Kytonen, and the developer marking areas for lot development, where the road will go and marking substantial trees to be saved. She stated that she felt comfortable not requiring the conservation easement, based on the work that Mr. Wold is doing with custom grading. There will be a lot of trees lost with the smaller lots being developed and those trees are being removed now. Staff is still working through the final plat and the developer is still sorting out where the septic and drain fields will go. There are also potential issues with

the park and loss of trees and how large the parking lot will be, and maybe it should just be gravel, because it is a rural design.

Mr. Carlberg stated that the next thing the Council should see is the final plat.

MAYOR/COUNCIL INPUT

(Fire Department Officer Ceremony) Mayor Trude reminded Councilmembers that there is a special event the evening of January 6, 2016, at Fire Station Number 1 with a ceremony for the new officers, their families and Councilmembers.

(House Numbers) Councilmember Goodrich reminded residents about the importance of having address numbers on each home. If residents are in need of emergency services, and if the number is not on the home, it can increase response times. Three inch numbers should be affixed to the home, not just on the mailboxes.

RECESS

Mayor Trude recessed the regular City Council meeting at 7:53 p.m. to a Closed Session of the City Council to discuss litigation served on the City on December 23, 2015.

RECONVENE

The City Council reconvened at 8:08 p.m.

ADJOURNMENT

Motion by Goodrich, Seconded by Knight, to adjourn. Motion carried unanimously. The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Marlene White, Recording Secretary

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