

***REGULAR ANDOVER CITY COUNCIL MEETING – JANUARY 2, 2024  
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Bukkila, January 2, 2024, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Jamie Barthel, Rick Engelhardt, and Randy Nelson

Councilmembers absent: Ted Butler

Also present: City Administrator, Jim Dickinson  
Community Development Director, Joe Janish  
City Attorney, Scott Baumgartner  
Others

***PLEDGE OF ALLEGIANCE***

***RESIDENT FORUM***

No one came forward to address the Council.

***AGENDA APPROVAL***

City Administrator Dickinson requested the addition of an agenda item:  
Item #8A – Hiring of a new Building Inspector

***Motion*** by Nelson, Seconded by Barthel, to approve the Agenda as amended. Motion carried unanimously.

***APPROVAL OF MINUTES***

*December 19, 2023, Regular Meeting*

***Motion*** by Barthel, Seconded by Nelson, to approve the December 19, 2023, Regular meeting minutes as presented. Motion carried unanimously.

***CONSENT ITEMS***

Item 2 Approve Payment of Claims

Item 3 Order Project/Direct Preparation of Final Plans & Specs/24-20/Water Treatment Plant

- Radon Mitigation (See Resolution R001-24)
- Item 4 Approve Memorandum of Understanding for Roadway, Trail & Drainage & Utility Easements/23-12A, Crosstown Blvd. NW Trail & 23-13, WM & SS Improvements
- Item 5 Approve Resolution Appointing Michelle Hartner as City Clerk (See Resolution R002-24)
- Item 6 Time Extension Request for Conditional Use Permits for 2184 and 2270 Bunker Lake Blvd. NW (See Resolution R003-24)
- Item 7 Approve Resolution Authorizing to Apply for 2024 CDBG Water Feasibility Study (See Resolution R004-24)
- Item 8 Approve City Hall Remodel/Phase 1- Tile Replacement
- Item 8A Approve the Hiring of a New Building Inspector

**Motion** by Barthel, Seconded by Nelson, to approve of the Consent Agenda as read. Motion carried unanimously.

### ***APPOINT VICE MAYOR***

Mayor Bukkila shared she has requested Councilmember Barthel to serve as Vice Mayor again this year as he has done a great job.

**Motion** by Nelson, Seconded by Engelhardt, to approve the appointed Vice Mayor. Motion carried unanimously.

### ***APPOINT COUNCIL COMMITTEES***

The City Council is requested to appoint standing Committees and Commission members for 2024 based on the Mayor's recommendations.

Mayor Bukkila recommended the following appointments for 2024:

#### Special Committees

Critical Infrastructure Planning Committee: Mayor Bukkila and Councilmember Engelhardt  
Newsletter Committee: Councilmember Nelson (Chair) & Councilmember Butler

#### Standing Committee

Finance & Personnel Committee: Entire Council

#### City Appointed Representatives in 2024

Fire Relief Association: Councilmember Barthel & Finance Manager Lee Brezinka  
Anoka County Fire Protection Council: Councilmember Barthel and Mayor Bukkila as alternate  
Anoka-Hennepin Community Education Advisory Board: Councilmember Nelson  
QCTV Commission: Councilmember Barthel & City Administrator Jim Dickinson  
Lower Rum River Watershed Management Organization: Resident Val Holthus  
Anoka County Joint Law Enforcement Council: Mayor Bukkila & City Administrator Jim Dickinson as alternate

North Metro Mayors Board of Directors: Mayor Bukkila & City Administrator Jim Dickinson

**Motion** by Nelson, Seconded by Barthel, to approve the appointment of the members for Committees and Commissions for 2024. Motion carried unanimously.

***DESIGNATE OFFICIAL NEWSPAPER***

The City Council is requested to designate the official newspaper of the City where publication of official notices is made.

Mr. Dickinson presented a proposal from the *Anoka County Union*. He noted there was no rate change from 2023.

**Motion** by Nelson, Seconded by Barthel, to designate the *Anoka County Union* as the City's official newspaper. Motion carried unanimously.

***APPROVE OFFICIAL DEPOSITORIES AND BANKS***

Each year the City Council is required by State law to approve a resolution designating the City's official depositories, supplemental depositories of investments and designating an individual as the approval authority for collateral transactions.

Mr. Dickinson stated the Andover office of Wells Fargo is the official depository. He added they also utilize Principle Finance Group for trust relationships. He identified Wells Fargo Investment Services Inc.; US. Bank Institutional Trust; the Minnesota Municipal Money Market Fund (4M); Northland Securities; Comerica Securities Inc.; and Raymond James as additional depositories for 2024 for investment and cash management purposes only. Mr. Dickinson identified the City Administrator or Finance Manager are the approval authority for the release and acceptance of all collateral with the authorized institutions.

**Motion** by Barthel, Seconded by Nelson, to adopt Resolution No. R005-24, designating depositories of City funds and supplemental depositories of City funds for investment purposes only. Motion carried unanimously.

***DELEGATION OF BUSINESS ADMINISTRATOR - ELECTRONIC FUND TRANSFER***

The City Council is requested to consider a resolution delegating the Finance Manager as the designated business administrator for electronic funds transfers. Mr. Dickinson noted that Finance Manager Lee Brezinka is in charge of this with himself as a backup.

**Motion** by Nelson, Seconded by Engelhardt, to adopt Resolution No. R006-24, approving the City's Finance Manager as the designated business administrator for electronic fund transfers. Motion carried unanimously.

***PUBLIC HEARING: CONSIDER VACATION OF EASEMENT - UNASSIGNED PARCELS  
IN FIELDS OF WINSLOW COVE SECOND ADDITION PID# 24-32-24-32-0073 and 23-32-  
24-41-0021***

The Council is requested to hold a public hearing and consider the easement vacation request.

Community Development Director Janish reviewed the Staff report in regard to the request for an easement vacation for Winslow Cove Second Addition.

***Motion*** by Nelson, Seconded by Barthel, to open the public hearing at 7:14 p.m. Motion carried unanimously.

No one came forward to address the Council.

***Motion*** by Nelson, Seconded by Barthel, to close the public hearing at 7:14 p.m. Motion carried unanimously.

***Motion*** by Barthel, Seconded by Nelson, to adopt Resolution No. R007-24 granting the vacation of a drainage and utility easement for Fields of Winslow Cove Second Addition. Motion carried unanimously.

***SCHEDULE ADVISORY COMMISSION INTERVIEWS***

Mr. Dickinson shared there are 11 applicants for the positions on the various Commissions. He recommended two nights of interviews due to the number of applicants.

Councilmember Barthel shared he prefers to do all interviews in one night as splitting them up presents memory challenges.

Mayor Bukkila proposed scheduling one night for interviews and having an alternate date only if it was needed. She proposed January 18<sup>th</sup> for the interviews.

***Motion*** by Nelson, Seconded by, Barthel, to set the Advisory Commission interviews for January 18, 2024 at 6:00 p.m. with an alternate date of January 23, 2024 if needed. 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 reviewed the Administrative Staff report. He shared the Community Center has been very busy over the holiday break. He noted there have been a few salt and sand events so far.

**(Public Works/Engineering Department Report)** Mr. Dickinson reviewed the Public Works and Engineering Department Report. He shared that many neighborhood meetings took place in December and more will be taking place in January. He added they will also be doing an open house for the Red Oaks Neighborhood project on January 10<sup>th</sup> from 5:00 p.m. to 7:00 p.m. He added they will need access agreements from everyone in the Red Oaks Neighborhood and a copy of this agreement was sent out with the notice for the open house and a notary will be available at the open house to sign the access agreement. He shared they have already been receiving agreements. He noted the Engineering Department is gearing up for the project season.

***MAYOR/COUNCIL INPUT***

Councilmember Nelson noted with the lack of snow so far in this season they are saving money on plowing and materials. He added as of January 1<sup>st</sup>, Michelle Hartner is the City Clerk, rather than the Deputy City Clerk. He congratulated Ms. Hartner on this new title.

***ADJOURNMENT***

***Motion*** by Barthel, Seconded by Nelson, to adjourn. Motion carried unanimously. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Ava Major, Recording Secretary

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