

***REGULAR ANDOVER CITY COUNCIL MEETING – JANUARY 3, 2023***  
***MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, January 3, 2023, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

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

Councilmembers absent:     None

Also present:                 City Administrator, Jim Dickinson  
                                      Others

***PLEDGE OF ALLEGIANCE***

***SWEARING IN OF NEW MAYOR AND COUNCILMEMBERS***

City Administrator Dickinson presented the Oath of Office to Mayor Sheri Bukkila, Councilmember Jamie Barthel, and Councilmember Rick Engelhardt.

***RESIDENT FORUM***

Rhonda Ganske, 2159 153rd Lane NW, came forward to discuss the stormwater management of Nightingale Villas and the effect on her property. She stated she has not received an answer regarding her request to remove the emergency overflow directed onto her property. Ms. Ganske said the development will cause flooding onto her property. She stated this is in violation of Section 5 of the City’s Stormwater Management Plan and City Code 12.14.11. Ms. Ganske stated the decisions of the City Council have made it more difficult for her property to be developed and it may decrease the value of her property. Ms. Ganske requested the City be responsible for any damage to her property as a result of the City’s decision. She is concerned about the privacy fence due to stormwater drainage. Ms. Ganske asked for a decision from the City Council regarding her requests.

City Administrator Dickinson stated a response has been provided through discussion and dialogue of the City Council. He explained the decision does meet Code and stormwater standards. He noted changing the decision puts the City in violation of standards. Mr. Dickinson explained Ms. Ganske's property would be developed at the same standards and water gets to go where it used to go pre-development or reduced. He stated the City can send a letter to Ms. Ganske detailing the decision. Mr. Dickinson explained the stormwater plan has been analyzed by the City and the Coon Creek Watershed and the design is appropriate.

Mayor Bukkila explained Ms. Ganske will get a response in the near future.

### ***AGENDA APPROVAL***

***Motion*** by Nelson, Seconded by Barthel, to approve the Agenda as presented. Motion carries unanimously.

### ***APPROVAL OF MINUTES***

#### *December 20, 2022 Regular Meeting Minutes*

Councilmember Nelson requested a correction to the minutes on page 7, line 28 change "drive" to "driven".

***Motion*** by Barthel, Seconded by Nelson, to approve the December 20, 2022 Regular Meeting Minutes as amended. Motion carries unanimously.

### ***CONSENT ITEMS***

- Item 2 Approve Payment of Claims
- Item 3 Approve Cannabinoid License/14029 Round Lake Blvd. NW
- Item 4 Accept Feasibility Report/Order Public Hearing/23-17/2023 Full Depth Reclamation (See Resolution R001-23)
- Item 5 Consider Resolution for 2023 CDBG Application and Project Water Connections (See Resolution R002-23)
- Item 6 Consider Resolution for 2023 CDBG Application and Project Water Feasibility Study (See Resolution R003-23)

***Motion*** by Nelson, Seconded by Butler, to approve the Consent Agenda as read. Motion carries 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. City Administrator Dickinson stated the Andover offices of Wells Fargo and US Bank are the City's official depositories. He identified Wells Fargo Investment Services Inc. and Wells Fargo Institutional Trust; US Bank Institutional Trust; the Minnesota Municipal Money Market Fund (4M); Premier Bank of Andover; Northland Securities; Comerica Securities Inc.; and Raymond James as additional depositories for 2023 for investment and cash management purposes only. Mr. Dickinson identified the City Administrator or Finance Director are the approval authority for the release and acceptance of all collateral with the authorized institutions.

***Motion*** by Butler, Seconded by Nelson, to approve Resolution No. R004-23 Designating Depositories of City Funds and Supplemental Depositories of City Funds for Investment Purposes Only and Designating the Approval Authority. Motion carries unanimously.

***DELEGATION OF BUSINESS ADMINISTRATOR – ELECTRONIC FUNDS TRANSFERS***

The City Council is requested to consider a resolution delegating the Finance Manager as the designated business administrator for electronic funds transfers. City Administrator Dickinson explained this item is a new requirement to pay some vendor claims by electronic funds transfers instead of paper checks to comply with State Statute. He noted the City has not yet used electronic funds transfers for vendor payments but does not for debt service payments.

***Motion*** by Nelson, Seconded by Barthel, to approve Resolution No. R005-23 approving the City's Finance Manager as the designated business administrator for electronic fund transfers. Motion carries unanimously.

***DESIGNATE OFFICIAL NEWSPAPER***

The City Council is requested to designate the official newspaper of the City where publication of official notices is made. City Administrator Dickinson presented a proposal from the Anoka County Union. He noted the cost is the same as 2022.

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

***APPOINT VICE-MAYOR***

City Administrator Dickinson stated Mayor Bukkila nominated Councilmember Barthel as Vice-Mayor.

***Motion*** by Butler, Seconded by Nelson, to appoint Councilmember Barthel as Vice-Mayor. Motion carries unanimously.

***APPOINT COMMITTEES AND COMMISSIONS AND SET WORKSHOP DATES***

The City Council is requested to appoint standing Committees and Commission members for 2023 based on the Mayor's recommendations. Mayor Bukkila presented supplemental documents for this item.

Mayor Bukkila recommended the following appointments for 2023:

Special Committees

Public Works Committee: Eliminated for 2023 and items will come before the entire City Council.

Critical Infrastructure Planning Committee: Mayor Bukkila and Councilmember Engelhardt

Newsletter Committee: Councilmember Butler (Chair) & Councilmember Nelson

Standing Committee

Finance & Personnel Committee: Entire Council

City Appointed Representatives in 2023

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 Butler, to appoint Committees and Commissions as presented.

Mayor Bukkila explained the Public Works Committee became irrelevant around three years ago

when the City realized the condition of streets and infrastructure. She stated it is important the entire Council be aware of the City's infrastructure. Mayor Bukkila stated the goal of the Critical Infrastructure Planning Committee is formalize a process to review infrastructure and systems with interdependencies.

Motion carries unanimously.

### ***SCHEDULE ADVISORY COMMISSION INTERVIEWS***

The City Council is requested to schedule interview dates for Advisory Commission applicants. City Administrator Dickinson stated the City received 16 applicants. He noted there are 2 openings on the Park and Recreation Commission, 3 openings on the Planning and Zoning Commission, and 2 openings on the Nature Preserve Advisory Commission. He recommended two evenings for interviews.

***Motion*** by Nelson, Seconded by Engelhardt, to schedule Advisory Commission interviews on January 18<sup>th</sup> and 19<sup>th</sup>, beginning at 6:00 p.m. Motion carries unanimously.

### ***SELECT 2023 LOCAL BOARD OF APPEAL AND EQUALIZATION DATES***

The City Council is requested to select potential dates for holding the 2023 Local Board of Appeal and Equalization. The Council reached consensus to request April 17<sup>th</sup> as first choice, April 24<sup>th</sup> as second choice and May 2, 2023 as a continuation if necessary at 7:00 p.m. as dates for the Local Board of Appeal and Equalization.

### ***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.

***(Administration)*** Mr. Dickinson stated the City is working on year-end activities. Staff are scheduling compliance training. He noted the State Legislature is in session and he has been in contact with by State Legislators regarding the Red Oak neighborhood. Mr. Dickinson explained group homes are being discussed by the State and the City may be involved in the process. He stated some cannabinoid license applications have been denied and may be appealed to the City Council. Mr. Dickinson noted Engineering is working on construction projects. The City ended the year on 103 new single-family home permits and 4 large commercial projects. Mr. Dickinson stated January is the busiest month of the year for the Community Center. Public Works is busy with snowplowing.

Councilmember Nelson asked if it is a requirement for snowplow drivers to have 8 hours of rest. Mr. Dickinson stated it is a Federal requirement.

***MAYOR/COUNCIL INPUT***

***(Newly Elected Mayor and Councilmembers)*** Councilmember Nelson welcomed Councilmember Engelhardt and congratulated Councilmember Barthel and Mayor Bukkila.

***(Sheriff James Stuart Retirement)*** Councilmember Nelson stated he and Mr. Dickinson attended the retirement party of Sheriff James Stuart. He wished him a happy retirement.

***(Winter Weather)*** Mayor Bukkila encouraged residents to drive safely, help their neighbors, and shovel out fire hydrants.

***ADJOURNMENT***

***Motion*** by Barthel, Seconded by Nelson, to adjourn. Motion carries unanimously. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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