

**REGULAR ANDOVER CITY COUNCIL MEETING – JANUARY 5, 2021
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, January 5, 2021, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Valerie Holthus (remote), Jamie Barthel, Ted Butler, and Randy Nelson

Councilmember absent: None

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

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW COUNCILMEMBERS

City Attorney Baumgartner gave the Oath of Office to Mayor Sheri Bukkila, Councilmember Ted Butler and Councilmember Randy Nelson.

RESIDENT FORUM

Ben Riechers, 15844 Martin Street NW, came forward and congratulated the current City Council on their election win and stated he hopes they are able to perform their duties to the best of their abilities.

City Attorney Baumgartner thanked the City Council for their partnership and vote of confidence. He introduced his firm Bergland, Baumgartner, Kimball and Glaser (BBKG). Mr. Baumgartner introduced members of his firm, Mr. Bergland, Ms. Kimball, and Mr. Glaser.

AGENDA APPROVAL

City Administrator Dickinson introduced supplemental information for Item 16 Covid Update. Mr. Dickinson requested the addition of Item 13a Schedule Commission Interviews.

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

Councilmember Barthel - aye

Councilmember Butler – aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila -aye
Motion carried unanimously.

APPROVAL OF MINUTES

December 15, 2020 Regular Meeting: Correct as written.

Motion by Butler, Seconded by Barthel, to approve the December 15, 2020 Regular meeting minutes as presented. Motion taken by roll call:

Councilmember Barthel – aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila -aye
Motion carried unanimously.

CONSENT ITEMS

- Item 2 Approve Payment of Claims
- Item 3 Approve Resolution Accepting Donation/Andover Football Association/Pine Hills North Facility/Paving of Parking Lots (See Resolution R001-21)
- Item 4 Approve Resolution Accepting Donation/City Utilities/Anonymous (See Resolution R002-21)
- Item 5 Approve Resolution Removing No Parking Signs/Preserve at Petersen Farms (See Resolution R003-21)
- Item 6 Approve Resolution to Install No Parking Signs/Meadows at Petersen Farms (See Resolution R004-21)
- Item 7 Order Improvement/Order Plans and Specs/20-18/Prairie Knoll Park Plan/North Parking Lot Paving (See Resolution R005-21)
- Item 8 Order Improvement/Order Plans & Specs/21-14/Tom Anderson Trail Maintenance Improvements (See Resolution R006-21)
- Item 9 Approve Sheriff's Liaison Contract

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

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
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.

City Administrator Dickinson stated 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 (includes Maplewood, Rochester & Farmington charters); Northland Securities; Comerica Securities Inc.; and Raymond James as additional depositories for 2021 for investment and cash management purposes only.

Mr. Dickinson identified the City Administrator or Finance Manager are the approval authority for release and acceptance of all collateral with the authorized institutions.

Motion by Barthel, Seconded by Nelson, to approve Resolution R007-21 Designating Depositories of City Funds and Supplemental Depositories of City Funds for Investment Purposes Only and Designating the Approval Authority. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila -aye
Motion carried unanimously.

DESIGNATE OFFICIAL NEWSPAPER

The City Council is asked to designate the official newspaper of the City where publication of official notices is made. City Administrator Dickinson presented proposals from the Anoka County Union and the Star Tribune.

Motion by Butler, Seconded by Barthel, to designate the Anoka County Union as the City's official newspaper and the Star Tribune as the City's supplemental newspaper. Motion taken by roll call:

Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously.

APPOINT VICE-MAYOR

Mayor Bukkila nominated Councilmember Holthus as Vice-Mayor.

Motion by Bukkila, Seconded by Barthel, to appoint Councilmember Valerie Holthus as Vice-Mayor. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila -aye

Motion carried unanimously.

APPOINT COMMITTEES AND COMMISSIONS AND SET WORKSHOP DATES

City Administrator Dickinson explained there is a standing Workshop Meeting on the 4th Tuesday of the month at 6:00 p.m.

Mayor Bukkila recommended the following appointments for 2021:

Special Committees

Public Works Committee: Councilmember Holthus (Chair) & Councilmember Nelson

Newsletter Committee: Councilmember Barthel (Chair) & Councilmember Butler

Standing Committee

Finance & Personnel Committee: Entire Council

City Appointed Representatives in 2021

Fire Relief Association: Mayor Bukkila & Finance Manager Lee Brezinka

Anoka County Fire Protection Council: Mayor Bukkila & Councilmember Holthus as alternate

Andover Community Center Advisory Commission: Mayor Bukkila stated the Council will be discussing a potential restructuring of the Andover Community Center Advisory Commission and she is not appointing anyone at this time.

Anoka-Hennepin Community Education Advisory Board: Parks Maintenance Supervisor Jason Grode

QCTV Commission: Councilmember Barthel & City Administrator Jim Dickinson

Lower Rum River Watershed Management Organization: Assistant Public Works Director

Todd Haas & Councilmember Holthus as alternate

Anoka County Joint Law Enforcement Council: Mayor Bukkila (Anoka County appointment) & City Administrator Jim Dickinson as alternate.

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

Mr. Dickinson explained he received some feedback about redefining the purpose of the Andover Community Center Advisory Commission and stated a good time to make these changes is when new members are appointed. He asked the Council to review the by-laws and make recommendations for changes. Mr. Dickinson stated there will be three vacancies and only one current member plans on applying again.

Councilmember Barthel stated he is willing to look at the by-laws and asked that it be placed on a workshop agenda.

Councilmember Butler agreed that changes can be made especially with the expansion. He stated he supports bringing it to a workshop.

Councilmember Nelson and Councilmember Holthus agreed on placing it on a workshop agenda.

Motion by Barthel, Seconded by Butler, to appoint the Mayor's selections for Committees and Commissions and set a standing workshop on the 4th Tuesday of each month at 6:00 p.m.

Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila - aye

Motion carried unanimously.

Mr. Dickinson stated Assistant Public Works Director Haas is retiring and the Council will need to appoint another representative to the Lower Rum River Watershed Management Organization. He stated the representative must be a resident or elected official and can no longer be a staff member. Councilmember Holthus stated she is willing to be the representative at the time of retirement.

SCHEDULE ADVISORY COMMISSION INTERVIEWS

City Administrator Dickinson asked the Council to schedule two dates to conduct Advisory Commission Interviews. He stated the City has received 19 applications. Mr. Dickinson stated there are three openings on the Park and Recreation Commission, two openings on the Planning and Zoning Commission, three openings on the Open Space Commission, and three openings on the Community Center Advisory Commission. Mr. Dickinson stated interviews

are around 20 minutes and recommended two 2-hour time blocks.

Motion by Butler, Seconded by Barthel, to schedule Advisory Commission Interviews on January 12th and 13th at 6:00 p.m. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila -aye

Motion carried unanimously.

SELECT 2021 LOCAL BOARD OF APPEAL AND EQUALIZATION DATES

The Council is requested to select potential dates for holding the 2021 Local Board of Appeal & Equalization meeting. City Administrator Dickinson explained the meeting must fall between April 14, 2021 and May 10, 2021. The Council is requested to select two potential dates of choice to submit to the County Assessor.

The Council agreed to submit April 19th and April 26th to the County for the Local Board of Appeal and Equalization meeting.

APPROVE RESOLUTION DESIGNATING 2021 CITY OF ANDOVER BOARD OF APPEAL AND EQUALIZATION

Minnesota Statutes sets forth the process and procedures for municipalities to conduct an annual Board of Appeal and Equalization within their respective municipality. Each year the City of Andover has conducted a local Board of Appeal and Equalization rather than an Anoka County Assessor open book review. Mr. Dickinson is designated as an alternate to the Board if a trained member of the City Council is unable to attend. Mr. Dickinson stated Councilmember Barthel is trained and must be at the meeting. He recommended training an additional Councilmember.

Mayor Bukkila stated she will get trained. Councilmember Butler stated he will get trained as well. It was determined the resolution would not be necessary.

COVID 19 UPDATE

City Administrator Dickinson updated the Council on the primary changes to the COVID-19 response since the last meeting. He stated the Governor's Executive Order is in effect until the end of January. He suggested the City's Executive Order should end when the Governor's Executive Order ends. Mr. Dickinson stated City staff have been impacted by COVID-19. He stated staff are not taking on new projects and are helping staff from other departments when there are absences due to illness or quarantining. Youth and high school sports are starting, and Andover facilities are being used. The Community Center walking track is open and is being well used. Mr. Dickinson stated the change to the CDC quarantine guidelines has

helped the City manage staff absences. Mr. Dickinson stated the Federal requirement to provide two weeks of emergency paid sick leave to employees related to COVID expired 12-31-2020. The Human Resource Department is asking if Council is interested in continuing the provision with some revisions. He stated qualifying events would stay the same, would pertain to those who have not used the emergency paid sick leave before, and the benefit would be reduced to 40 hours. He explained the City would first attempt to have the employee work from home if possible.

Councilmember Butler asked how much other paid time off staff have in addition to the emergency paid sick leave. Mr. Dickinson stated the range is 10-12 days for employees with sick leave and 15-30 days for employees on annual leave. Councilmember Butler stated employees would use the emergency paid sick leave first and then supplement it with their other leave balances. Councilmember Butler asked if the sick leave would apply to employees who can work from home but are too sick to work. Mr. Dickinson replied yes, if they are sick, and they could work from home. Councilmember Butler stated the cost of this is primarily lost productivity and a potential increase in overtime. Mr. Dickinson stated he is not requesting additional funds for this provision. Councilmember Butler explained the goal is to allow the employee to stay home and comply with CDC guidelines, reducing the risk of getting others sick. Mr. Dickinson concurred that is the primary purpose.

Councilmember Holthus asked if Mr. Dickinson has heard any information about vaccination timelines. Mr. Dickinson replied he does not have information on the timing, but they are vaccinating locally at the archery center.

Mayor Bukkila stated vaccines are still being administered to Tier 1 individuals.

Mayor Bukkila asked if an employee used 24 hours of emergency paid sick leave, are they entitled to the remaining 16 hours. Mr. Dickinson replied they do have access to the remaining hours, but if an employee used all 40 hours, the leave would not be offered to them again.

Motion by Barthel, Seconded by Butler, to extend emergency paid sick leave to June 30, 2021, with the guidelines identified in the staff report. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila -aye

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 Activities) - Mr. Dickinson referenced a summary report from the

Building Department. He said the City ended the year with 139 new homes adding a value of \$63 million. He stated the report also provides a list of commercial area improvements. Staff are prepping for spring and summer projects. Mr. Dickinson stated snow plowing went well and explained the City does not plow too close to the curb during the first few snowfalls. They go back out to clean up the roads and this practice reduces damage to the boulevard. Mr. Dickinson stated the City is waiting for development projects to come in. He said the lot inventory is low which may increase lot prices. City staff have been getting questions from residents about the budget. Mr. Dickinson stated a common question has been why the City is spending so much on parks. His reply is parks are a draw for new residents and parks contribute to the quality of life in the community. The audit is being conducted and will be more extensive because of the CARES dollars the City received.

MAYOR/COUNCIL INPUT

(Snowplowing) Councilmember Barthel thanked the Streets Department for plowing over the holidays. Councilmember Butler extended his thanks as well.

(Ice Rinks) Councilmember Barthel brought his kids skating and was impressed with the quality of the rinks and the number of people skating. Councilmember Butler stated he received many calls about the ice rinks and was grateful they opened before the new year.

(New Mayor and Councilmembers) Councilmember Barthel congratulated Mayor Bukkila and Councilmembers Butler and Nelson on their election wins.

(Fire Hydrants) Mayor Bukkila asked residents to dig out fire hydrants and help their neighbors with snow removal.

ADJOURNMENT

Motion by Barthel, Seconded by Nelson, to adjourn. The meeting adjourned at 8:09 p.m.

Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila -aye

Motion carried unanimously.

Respectfully submitted,

Shari Kunza, Recording Secretary

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