

***REGULAR ANDOVER CITY COUNCIL MEETING – JANUARY 7, 2025  
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Barthel, January 7, 2025, 7:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Rick Engelhardt, Scott Schue, and Jonathan Shafto

Councilmember absent: None

Also present: City Administrator, Sarah Cotton  
City Attorney, Scott Baumgartner  
Others

***PLEDGE OF ALLEGIANCE***

***OATH OF OFFICE - MAYOR AND COUNCILMEMBERS***

City Attorney Baumgartner gave the Oath of Office to new Mayor Barthel, and new Councilmembers Schue and Shafto.

***RESIDENT FORUM***

No one came forward to address the Council.

***AGENDA APPROVAL***

***Motion*** by Engelhardt, Seconded by Schue, to approve the Agenda as presented. Motion carried unanimously.

***APPROVAL OF MINUTES***

*December 17, 2024, Regular Meeting:* Correct as written.

Mayor Barthel asked how the new Councilmembers should vote on this item since they did not participate in the December 17, 2024 meeting. Mr. Baumgartner suggested the new Councilmembers vote present since they were not currently serving on the Council at the time of this meeting.

**Motion** by Engelhardt, Seconded by Mayor Barthel, to approve the December 17, 2024, Regular meeting minutes as presented. Motion carried 2 ayes, 2 present (Councilmembers Schue and Shafto).

***CONSENT ITEMS***

- Item 2 Approve Payment of Claims
- Item 3 Accept Contribution/Andover Lions Club Inc./Andover Community Center (See Resolution R001-25)
- Item 4 Accept Contribution/Andover Youth Hockey Assoc. (See Resolution R002-25)
- Item 5 Approve 2025 Kennel License
- Item 6 Approve Massage Therapist License
- Item 7 Designate Official Newspaper
- Item 8 Approve Official Depositories & Banks (See Resolution R003-25)
- Item 9 Delegate Authority to make Electronic Fund Transfers (See Resolution R004-25)
- Item 10 Approve Donation to Senior Class Events
- Item 11 Approve Sanitary Sewer Lift Station #3 Retrofit

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

***APPOINT VICE MAYOR***

The City Council is requested to appoint a Vice Mayor based upon the Mayor’s recommendation who would serve as Acting Mayor for 2025 during the Mayor’s absence.

Mayor Barthel shared he has discussed the role of Vice Mayor with Councilmember Schue and recommends him as Vice Mayor.

**Motion** by Engelhardt, Seconded by Shafto, to appoint Councilmember Schue as Vice Mayor. Motion carried unanimously.

***APPOINT COUNCIL COMMITTEES***

The City Council is requested to appoint members for the Standing Committees and Commissions for 2025 based upon the Mayor’s recommendation.

Mayor Barthel reviewed his recommended appointments.

**Motion** by Shafto, Seconded by Schue, to approve the Council Committee and Commission appointments. Motion carried unanimously.

***CONSIDER RESOLUTION DECLARING A VACANCY ON THE ANDOVER CITY COUNCIL***

The City Council is requested to adopt a resolution declaring a vacancy on the City Council. City Administrator Cotton reviewed the staff report in regard to adopting a resolution to declare a vacancy on the City Council. She explained when Mayor Barthel was elected Mayor, it caused a vacancy for his former Council seat. She shared staff will be seeking Council direction on how to fill this vacancy at the January 28, 2025, Workshop meeting.

Mayor Barthel shared when they have had a Council vacancy in the past, they have established a process to get the seat filled. He noted since they have two brand new Councilmembers and Councilmember Engelhardt has never been involved in this process before, he wanted the Council to have time to discuss this before deciding how to move forward.

***Motion*** by Schue, Seconded by Engelhardt, to adopt Resolution No. R005-25, declaring a vacancy on the Andover City Council. Motion carried unanimously.

***SCHEDULE ADVISORY COMMISSION INTERVIEWS***

The City Council is requested to schedule interviews for three of the City’s advisory commissions.

Ms. Cotton reviewed the staff report concerning scheduling interviews for the Park and Recreation Commission, the Planning and Zoning Commission, and the Nature Preserve Advisory Commission. She shared they received 20 applications from individuals they will need to interview.

The Council decided on January 14<sup>th</sup> and 22<sup>nd</sup> to hold the advisory commission interviews with January 27<sup>th</sup> as an alternative date.

***Motion*** by Shafto, Seconded by Engelhardt, to schedule the advisory commission interviews for January 14 and 22, 2025 with January 27, 2025 as an alternate date. 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)*** Ms. Cotton reviewed the Administrative Staff report. She shared they ended 2024 with 101 new single-family home construction permits and they already have four permits for 2025 with six more in progress. She stated staff has been busy preparing for another very active construction season across the City. She added there are two public hearings scheduled for the next City Council meeting for 2025 street reconstruction projects. She shared the City opened their outdoor rinks and warming houses on December 14<sup>th</sup> and it has been extremely popular. She reminded residents to check the City’s website for any weather-related

closures. She congratulated Mayor Barthel on his new role and congratulated Councilmembers Schue and Shafto on joining the Council.

***MAYOR/COUNCIL INPUT***

Mayor Barthel welcomed the new Councilmembers and shared he looks forward to all that they can accomplish together.

***ADJOURNMENT***

***Motion*** by Shafto, Seconded by Schue, to adjourn. Motion carried unanimously. The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Ava Major, Recording Secretary

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