

**REGULAR ANDOVER CITY COUNCIL MEETING – FEBRUARY 7, 2023  
MINUTES**

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, February 7 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  
Public Works Director/City Engineer, David Berkowitz  
Community Development, Director Joe Janish  
Natural Resources Technician, Kameron Kytönen  
City Attorney, Scott Baumgartner  
Others

***PLEDGE OF ALLEGIANCE***

***RESIDENT FORUM***

No one came forward for Resident Forum.

***AGENDA APPROVAL***

City Administrator Dickinson announced supplemental items for Item 2 – Payment of Claims.

***Motion*** by Nelson, Seconded by Butler, to approve the Agenda as amended. Motion carries unanimously.

***APPROVAL OF MINUTES***

*January 17, 2023 Regular Meeting Minutes*

*January 18, 2023 Special Meeting Minutes  
January 19, 2023 Special Meeting Minutes  
January 24, 2023 Workshop Minutes*

**Motion** by Barthel, Seconded by Engelhardt, to approve the January 17, 2023 Regular Meeting Minutes, January 18, 2023 Special Meeting Minutes, January 19, 2023 Special Meeting Minutes, and January 24, 2023 Workshop Minutes as presented. Motion carries unanimously.

***CONSENT ITEMS***

- Item 2 Approve Payment of Claims
- Item 3 Approve Plans & Specs/Order Ad for Bids/22-43/Lift Station #1 Piping Improvement & Valve Vault Addition (See Resolution R011-23)
- Item 4 Order Improvement/22-40/Kelsey Round Lake Park Boardwalk Replacement (See Resolution R012-23)
- Item 5 Order Improvement/23-22/Sunshine Park North Parking Lot Reconstruction (See Resolution R013-23)
- Item 6 Order Improvement/23-23/Fire Station #2 Parking Lot Reconstruction (See Resolution R014-23)
- Item 7 Approve Amendment to City Code 4-1-4-C & 4-4-5-A Relative to Abatement Administrative Fees and Summary Ordinance for Publication (Ordinance 547)
- Item 8 Approve Updated Guidelines for Fields and Park Facility Usage
- Item 9 Approve Amendment to City Code 1-7-3 Relative to Updated Park Related Fees & Summary Ordinance for Publication (Ordinance 548)
- Item 10 Approve Change Order #1 Replacement of Dehumidification Unit - Ice Arena/23-14/(Phase 1) (See Resolution R015-23)
- Item 11 Approve Solution Accepting 2022 Municipal Waste Prevention & Recycling Grant (See Resolution R016-23)
- Item 12 Approve Appointment - Maintenance Worker
- Item 13 Accept Removal of a Nature Preserve Commission Member and Appoint New Member
- Item 14 Amend Fee Ordinance (Ordinance 549)
- Item 15 Replace Rooftop Units at City Hall
- Item 16 Approve City Code Amendment/Title 3, Chapter 9 Cannabinoid Products (Ordinance 546)

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

***PUBLIC HEARING: CONSIDER VACATION OF EASEMENT – 3147 140<sup>TH</sup> AVE. NW***

The City Council is requested to consider vacating a portion of a drainage and utility easement for the property owner to construct a concrete addition to an existing swimming pool. Community Development Director Janish stated the Engineering Department reviewed the application and is comfortable with the vacation.

***Motion*** by Nelson, Seconded by Butler, to open the Public Hearing at 7:08 p.m. Motion carries unanimously.

No one came forward.

***Motion*** by Nelson, Seconded by Butler, to close the Public Hearing at 7:08 p.m. Motion carries unanimously.

***Motion*** by Butler, Seconded by Barthel, to adopt Resolution No. R017-23 granting the vacation of a drainage and utility easement at 3147 – 140<sup>th</sup> Avenue NW, PIN 33-32-24-22-0010. Motion carries unanimously.

***PUBLIC HEARING: CONSIDER VACATION OF EASEMENT – UNASSIGNED PARCELS IN FIELDS OF WINSLOW COVE – PID 24-32-24-32-0055, 24-32-24-33-0002, & 23-32-24-41-0002***

The City Council is requested to consider vacating the blanket drainage and utility easements in Outlots G, H, and I in the Fields of Winslow Cove. Community Development Director Janish explained the City vacates drainage and utility easements for platting and reestablishes them at the next phase. He stated the Engineering Department has reviewed the vacation and is comfortable with it due to reestablishing them with the 2<sup>nd</sup> Phase.

***Motion*** by Nelson, Seconded by Butler, to open the Public Hearing at 7:11 p.m. Motion carries unanimously.

No one came forward.

***Motion*** by Barthel, Seconded by Nelson, to close the Public Hearing at 7:11 p.m. Motion carries unanimously.

***Motion*** by Nelson, Seconded by Engelhardt, to adopt Resolution No. R018-23 granting the vacation of a drainage and utility easement in the Fields of Winslow Cove, PINs 24-32-24-32-

0055, 24-32-24-33-0002, & 23-32-24-41-0002. Motion carries unanimously.

***CONSIDER FIELDS OF WINSLOW COVE 2<sup>ND</sup> ADDITION FINAL PLAT***

The City Council is requested to consider the final plat for the Fields of Winslow Cove 2<sup>nd</sup> Addition. Community Development Director Janish stated the Phase is consistent with the Preliminary Plat with 383 residential units. Phase 2 consists of 36 villa lots and construction of a roundabout.

Councilmember Butler asked for the timing of construction of the roundabout. Mr. Janish stated construction will occur with the 2<sup>nd</sup> Phase in 2023.

***Motion*** by Barthel, Seconded by Nelson, to adopt Resolution No. R019-23 approving the Final Plat of the Fields of Winslow Cove 2<sup>nd</sup> Addition. Motion carries unanimously.

***NPDES (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM) PRESENTATION & PUBLIC MEETING 23-1***

The City Council is requested to hold a public meeting to review the status of the City's compliance with the NPDES. Natural Resources Technician Kameron Kytonen stated the City is required to conduct an annual public meeting to receive feedback on the program. Mr. Kytonen introduced Chris Lord with the Anoka Conservation District (ACD) for a presentation.

Mr. Lord stated the program focuses on the Rum River Watershed. He stated the goal setting and plans are complete and ready for implementation. Mr. Lord stated the program involves 9 counties and the Anoka Conservation District was selected to implement it. He stated the watersheds receive funding every two years to improve water quality. Mr. Lord stated half of the funds goes towards installation. ACD identifies projects within the watersheds for the remainder of the funds. He stated Lake George received improvements and bank stabilization. Mr. Lord stated the ACD installed 6 rain gardens in the City of Anoka. He explained the process the ACD takes to implement projects. Mr. Lord stated the ACD received a grant for additional water improvements.

Councilmember Nelson asked if the landowners lived on the lakes and rivers and if they are assessed. Mr. Lord stated the ACD does not target landowners for payment, they contact them to put in solutions.

Councilmember Butler asked if the landowner is responsible for maintaining and if the ACD

follows up to ensure the feature is being maintained. Mr. Lord stated the funding source has a life expectancy on the project and a strict inspection program.

**Motion** by Nelson, Seconded by Barthel, to open the Public Meeting at 7:33 p.m. Motion carries unanimously.

No one came forward.

**Motion** by Nelson, Seconded by Engelhardt, to close the Public Meeting at 7:34 p.m. Motion carries unanimously.

### ***SCHEDULE LOCAL BOARD OF APPEAL & EQUALIZATION MEETING***

**Motion** by Nelson, Seconded by Engelhardt, to schedule the Local Board of Appeal & Equalization Meeting on April 17, 2023 at 7:00 p.m. Motion carries 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.

**(Administration)** Mr. Dickinson stated the City is at 3 new home permits year to date. He stated staff are working on the audit, community survey, and facility study. Staff are working on implementing the CIP. Mr. Dickinson will resume all-staff meetings once per month. He updated the Council on meetings he attended. The Red Oaks neighborhood project is identified in the MPCA's funding request. Mr. Dickinson will meet with Legislators to acquire funding.

**(Engineering/Public Works)** Mr. Berkowitz stated they are working on the street and utility plans in the Fields of Winslow Cove. He stated staff are working on street improvement projects. Mr. Berkowitz explained the ice rinks are deteriorating quickly in February and staff are keeping them up as long as possible. He said the streets are in good condition due to Public Works staff plowing the slush.

**(Community Development)** Mr. Janish stated staff are reviewing commercial site plans and working with residents on home improvements.

Councilmember Nelson asked about the Fire Department employment status. Mr. Dickinson stated the Fire Department is continually recruiting and putting 3 new firefighters through the

onboarding process.

Councilmember Nelson asked when load limits will take effect. Mr. Berkowitz stated they normally go into effect in early March. He explained the City follows MNDOT's lead. He stated it could affect deliveries and exceptions are only given for emergencies. Councilmember Nelson asked what the fine would be for exceeding the load limit. Mr. Berkowitz stated the Sheriff would issue a ticket and people are caught through complaints.

***MAYOR/COUNCIL INPUT***

No updates.

***ADJOURNMENT***

***Motion*** by Barthel, Seconded by Engelhardt, to adjourn. Motion carries unanimously. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

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

**REGULAR ANDOVER CITY COUNCIL MEETING MINUTES – FEBRUARY 7, 2023**  
**TABLE OF CONTENTS**

PLEDGE OF ALLEGIANCE..... 1  
RESIDENT FORUM..... 1  
AGENDA APPROVAL..... 1  
APPROVAL OF MINUTES..... 1  
CONSENT ITEMS..... 2  
Item 2 Approve Payment of Claims..... 2  
Item 3 Approve Plans & Specs/Order Ad for Bids/22-43/Lift Station #1 Piping Improvement  
& Valve Vault Addition (R011-23)..... 2  
Item 4 Order Improvement/22-40/Kelsey Round Lake Park Boardwalk Replacement (R012-  
23)..... 2  
Item 5 Order Improvement/23-22/Sunshine Park North Parking Lot Reconstruction (R013-23)  
..... 2  
Item 6 Order Improvement/23-23/Fire Station #2 Parking Lot Reconstruction (R014-23)..... 2  
Item 7 Approve Amendment to City Code 4-1-4-C & 4-4-5-A Relative to Abatement  
Administrative Fees & Summary Ordinance for Publication (Ord. 547)..... 2  
Item 8 Approve Updated Guidelines for Fields and Park Facility Usage..... 2  
Item 9 Approve Amendment to City Code 1-7-3 Relative to Updated Park Related Fees &  
Summary Ordinance for Publication (Ord. 548)..... 2  
Item 10 Approve Change Order #1 Replacement of Dehumidification Unit - Ice Arena/23-  
14/(Phase 1) (R015-23)..... 2  
Item 11 Approve Solution Accepting 2022 Municipal Waste Prevention & Recycling Grant  
(R016-23)..... 2  
Item 12 Approve Appointment - Maintenance Worker..... 2  
Item 13 Accept Removal of a Nature Preserve Commission Member and Appoint New Member  
..... 2  
Item 14 Amend Fee Ordinance (Ord. 549)..... 2  
Item 15 Replace Rooftop Units at City Hall..... 2  
Item 16 Approve City Code Amendment/Title 3, Chapter 9 Cannabinoid Products (Ord. 546)...2  
PUBLIC HEARING: CONSIDER VACATION OF EASEMENT – 3147 140<sup>TH</sup> AVE. NW  
(R017-23)..... 3  
PUBLIC HEARING: CONSIDER VACATION OF EASEMENT – UNASSIGNED PARCELS  
IN FIELDS OF WINSLOW COVE – PID 24-32-24-32-0055, 24-32-24-33-0002, & 23-  
32-24-41-0002 (R018-23)..... 3  
CONSIDER FIELDS OF WINSLOW COVE 2<sup>ND</sup> ADDITION FINAL PLAT (R019-23)..... 4  
NPDES (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM)  
PRESENTATION & PUBLIC MEETING 23-1..... 4  
SCHEDULE LOCAL BOARD OF APPEAL & EQUALIZATION MEETING..... 5  
ADMINISTRATOR’S REPORT..... 5  
(Administration)..... 5

*Regular Andover City Council Meeting  
Minutes – February 7, 2023  
Page 8*

(Engineering/Public Works).....	5
(Community Development).....	5
ADJOURNMENT.....	6