

***REGULAR ANDOVER CITY COUNCIL MEETING – MARCH 2, 2021
MINUTES***

The Regular Bi-Monthly Meeting of the Andover City Council was called to order by Mayor Sheri Bukkila, March 2, 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 Planner, Peter Hellegers
City Attorney, Scott Baumgartner
Others

PLEDGE OF ALLEGIANCE

RESIDENT FORUM

No one appeared before the Council.

AGENDA APPROVAL

Motion by Barthel, Seconded by Nelson, to approve the Agenda.

Mayor Bukkila requested an amendment to the motion to pull Item #7 from the Consent Agenda and place it after Item #12. Barthel and Nelson accepted the amendment.

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

February 16, 2021 Regular Meeting

Motion by Butler, Seconded by Barthel, to approve the February 16, 2021 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 Plans & Specs/Order Ad for Bids/21-14, Tom Anderson Trail Maintenance Improvements & 20-18, Prairie Knoll Park Plan/North Parking Lot Paving (See Resolution R024-21)
- Item 4 Approve Resolution Authorizing Speed Limit/Nightingale Street NW between Crosstown Blvd. NW and 161st Avenue NW (See Resolution R025-21)
- Item 5 Approve Resolution Authorizing Speed Limit/Veterans Memorial Blvd. NW between Nightingale Street NW and Tower Drive NW (See Resolution R026-21)
- Item 6 Approve Boulevard Tree Maintenance Policy
- Item 8 Approve Application for Exempt Permit
- Item 9 Approve Recruitment and Advertising for a Maintenance Worker
- Item 10 Accept Dedication of Drainage and Utility Easement - 14314 Crosstown Blvd. NW - Brian & Tracy Chapman
- Item 11 Approve Massage Therapist License

Motion by Barthel, Seconded by Nelson, 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.

CONSIDER LOT SPLIT AND ACCEPTANCE OF EASEMENTS – 2225 167TH AVE. NW – CLINT AND DANICA SHEIFELBEIN (APPLICANT)

The City Council is asked to consider a lot split at 2225 167th Avenue NW and to consider acceptance of public easements. The property owners propose to split the 19.56-acre parcel to create two conforming rural lots and plan to build a new home on the larger parcel.

Mr. Hellegers identified the location of the property and lot split on a map. Mr. Hellegers stated a pole barn exists on Parcel A where the property owner is proposing a new home. A land use agreement is required to comply with City Code since the accessory structure will be on Parcel A without a home for a period of time. He stated Parcel A includes a large amount of drainage area and wetland which limits future development. Mr. Hellegers pointed out the driveway access to Parcel A stating it would come from 167th Avenue NW via the existing driveway to the pole barn and would then branch off to the new home location just to the north.

Mr. Hellegers stated the Planning and Zoning Commission recommended approval with differing comments from members that recommended keeping the existing time frame of building a home on Parcel A to one year and others that recommended extending the timeline up to three years.

Councilmember Butler asked if the standard land use agreement permits a one-year period for a home to be built on property with an accessory structure. City Administrator Dickinson responded one year is the City's standard agreement. Councilmember Butler asked if there is precedence in extending the time period to build a primary structure. Mr. Dickinson stated there is not precedence, but staff is not opposed to a slight extension if unforeseen circumstances impact the applicant.

Mayor Bukkila responded there was a case with an unoccupied lot where the property owner lived in a different city. She said in that case, there were issues in getting the accessory building down. She indicated the property owner is proposing to live in the existing home on Parcel B until the new home is built on Parcel A. She asked the property owner to come forward.

Clint Sheifelbein, 2225 167th Avenue NW, came forward and explained they are currently residing on Parcel B. He stated they plan on building right away, but the price of lumber is high which may delay their project. He stated they intend to submit their plans to builders soon.

Mayor Bukkila asked if their intent is to move from Parcel B to Parcel A after the home is built. Mr. Sheifelbein stated that is their intent. Mayor Bukkila stated since the Sheifelbeins are living on the adjacent property she supports removing the condition of requiring a year to build on the Parcel A as long as they are retaining ownership of both properties.

Mr. Dickinson cautioned against removing the condition, stating in the event they sell Parcel A, the City will not be part of that transaction and cannot enforce building a primary structure. He said the property owner probably will not do that, but the City needs to protect its interest and following the existing City Code.

Mayor Bukkila agreed and stated the applicant can return to the City if they cannot meet the deadline. Mr. Dickinson stated an extension will not be an issue as long as there is communication between the City and the applicant.

Motion by Holthus, Seconded by Barthel, to adopt Resolution No. R027-21 approving a lot split request to subdivide into two parcels in the R-1 Single-Family Rural District for the property located at 2225 167th Avenue NW, PIN 10-32-24-32-0007. Motion taken by roll call:
Councilmember Barthel - aye
Councilmember Butler - aye
Councilmember Holthus - aye
Councilmember Nelson - aye
Mayor Bukkila - aye
Motion carried unanimously.

APPROVE USE OF PARK DEDICATIONS FUNDS FOR REPLACEMENT OF SHELTER/HAWKRIDGE PARK/21-12

Mayor Bukkila asked to pull the item because she had discussions with Assistant Public Works Director Todd Haas about receiving three quotes for projects in the City. She asked Mr. Dickinson to share further information with the Council.

Mr. Dickinson explained the City is presenting one quote for this project this evening because the vendor is on the State Contract. Mr. Dickinson explained vendors provide their best quote to the State and the State compiles them in a Contract which allows Cities to use them without pursuing multiple quotes or go through the competitive bid process because the State has already done the work. He said the State Contract often provides the most favorable price.

Mayor Bukkila indicated the State Contract for a 20'x20' shelter was \$32,685 and the alternative quote was \$38,415. Mayor Bukkila stated the State Contract for a 24'x24' shelter was \$40,614 and the alternative quote was \$44,860. Mayor Bukkila expressed concern with the concrete costs and installation. She asked if the City was contracting for the concrete and the structure separately or for the total project. Mr. Dickinson replied the City is contracting for the total project. He stated the biggest variable in the quote is the structure because the price of steel has the most volatility. Mr. Dickinson stated the cost of concrete has stabilized while the cost of lumber and steel is increasing. He explained if the City does not lock in the price from the State Contract soon, costs will likely go up.

Mayor Bukkila stated the prices seem high and she would like to see thorough information in the Council packet that shows multiple quotes instead of just one vendor. Mr. Dickinson stated sometimes the State Contract does not provide more than one option.

Councilmember Butler suggested the Council asks for a price justification section where staff can explain they are going through the State Contract or have solicited bids/price quotes. He stated in his job, anything over \$10,000 includes a price justification. Councilmember Butler stated the price justification can be a standard contract that exists with the vendor or by collecting other quotes and information that benchmarks the price and shows that the City is not overpaying. He suggested discussing this at a workshop and setting a policy.

Mayor Bukkila stated her concern is she does not know what the Park and Recreation Commission review was like and if they selected the shelter with the best aesthetics it would likely be more expensive. She stated she would like to see those items broken out when they are presented.

Mr. Dickinson stated staff can bring more detail or add details that were presented to the Park and Recreation Commission. Mr. Dickinson indicated what was presented this evening is what has been done historically.

Mayor Bukkila asked the Council their opinion on her suggestion. Councilmember Holthus stated she agrees but does not want to delay this project.

Councilmember Barthel stated he would like more information and the minutes from the Park and Recreation Commission discussion may be enough. Mr. Dickinson replied the minutes were not completed due to the recent meeting and to proceed timely to secure the pricing.

Mayor Bukkila stated she is looking for rationale when presented to the Council, instead of just a bill on a project.

Motion by Butler, Seconded by Holthus, to approve use of Park Dedication Funds for replacement of the shelter at Hawkridge Park/21-12. Motion taken by roll call:

Councilmember Barthel - aye

Councilmember Butler - aye

Councilmember Holthus - aye

Councilmember Nelson - aye

Mayor Bukkila - aye

Motion carried unanimously.

SCHEDULE LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

City Administrator Dickinson stated the Council is requested to schedule the Local Board of Appeal and Equalization meeting for April 19, 2021 at 7:00 p.m.

Motion by Barthel, Seconded by Nelson, to schedule the Local Board of Appeal and Equalization on April 19, 2021 at 7:00 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.

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 stated seasonal road restrictions are in effect beginning Thursday, March 4th. The City has issued 12 new home permits. Mr. Dickinson updated the Council on community meetings he will be attending. Staff is working on closing out contracts for last year's large construction projects. Staff are looking at personnel changes with the recent vacancies and will bring recommendations to Council. Mr. Dickinson stated the Council Chambers has been updated for remote meetings and is now fully compliant with public meeting regulations. He stated there will be many items coming from the Planning and Zoning Commission to the Council in the next few months.

MAYOR/COUNCIL INPUT

(Andover Fire Department) – Mayor Bukkila stated she and Mr. Dickinson attended a swearing in and pinning ceremony for the Fire Department. She said three new firefighters joined the department and nine are in new leadership positions. She expressed her appreciation for their service.

ADJOURNMENT

Motion by Barthel, Seconded by Nelson, to adjourn. Motion taken by roll call:

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

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Shari Kunza, Recording Secretary
TimeSaver OffSite Secretarial, Inc.

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