

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

February 6, 2023

6:00 p.m.

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 p.m. by Mayor Steve Feldman.

**2. ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Robert Bauer, Kevin Robinson, and Sarah Udvig.

Absent: Councilmember Joe Muehlbauer

Also present: City Administrator Kate Thunstrom, Deputy City Administrator-City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi).

**3. APPROVAL OF AGENDA**

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

**4. CONSENT AGENDA**

- A. City Council Minutes - January 17, 2023
- B. Approve Purchasing Extrication Tools
- C. Police Officer Resignation/Vacancies
- D. Rental License Approvals
- E. Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)
- F. Acknowledgement to Conduct Excluded Bingo
- G. Acknowledgement for Exempt Permit
- H. Payment of Claims

MOTION BY: UDVIG SECOND: BAUER APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

**5. MEETING OPEN TO THE PUBLIC**

Mayor Feldman asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS – NONE**

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

Mayor Feldman announced that Item E on the Agenda will be the first item discussed.

**E. Car Detailing Interim Use Permit (IUP)**

Resolution 2023-05 approving the home extended business Interim Use Permit for a car detailing business at 5620 Ambassador Blvd with conditions and findings as present by Staff

City Planner Beth Richmond reviewed the Staff report concerning the request for an IUP for a home extended business for a car detailing business. She shared the recommendations from the County since Ambassador is a County Road. She added that the Planning Commission held a public hearing and many residents came forward to share their support or concerns with this request. She shared that the Planning Commission recommended approval of the IUP.

Mayor Feldman asked if this is a new business. Richmond explained that the business has been operating in the City but not at this site as the property owner has moved. Mayor Feldman asked if the applicant was on a commercial site before. Richmond said yes. Mayor Feldman asked if the 2-4 cars per day was written into the IUP. Richmond said yes and it was capped at a maximum of 4 cars per day. Mayor Feldman asked what would happen if the applicant were ever to try to do more cars per day. Richmond explained that the City would take the steps to get the applicant to comply and if they did not they would go through the process to revoke the IUP.

Udvig stated that she attended the Planning Commission meeting and she heard their discussion on this. She shared that she is confident that this is a good move to make and shared her support.

Bauer shared his concerns bringing the driveway down as asphalt and the parking. He asked if the parking space allowance presents itself in an IUP versus a traditional commercial parking space, in regard to the number of spaces, handicap spaces, and other similar parking matters. Richmond explained that there are no

specific standards for a home extended business for parking.

Mayor Feldman explained his thoughts behind the driveway being gravel with freshly detailed cars. Richmond stated that the applicant can pave the entire driveway if they wish, but the code only requires it to be paved for the first 50 feet.

Mayor Feldman asked about how the vehicles get to the property. Richmond explained that the vehicles are picked up off site and brought back to the home to be detailed then delivered back off site.

Robinson explained his thoughts on paving the whole driveway and stated that should be up to the applicant. He explained that the City always has the upper hand and can shut down the business if they are not being compliant. He stated he does not see a problem with this business. Mayor Feldman reiterated that there are checks and balances in place.

Beth Hubbard, 5632 Ambassador Boulevard, came forward and shared that she is next door to the site that is being discussed and has had a lot of communication with the applicant. She shared her support for the applicants.

A resident at 23263 Ambassador Boulevard, came forward and shared that he is also a small business owner and shared his support for the applicant.

Mayor Feldman explained that the code compliance is done on anonymous calls and if there is ever a complaint, they can call anonymously. He shared his support for small businesses, with compliance.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT A CAR DETAILING INTERIM USE PERMIT (IUP) RESOLUTION 2023-05 APPROVING THE HOME EXTENDED BUSINESS INTERIM USE PERMIT FOR A CAR DETAILING BUSINESS AT 5620 AMBASSADOR BOULEVARD WITH CONDITIONS AND FINDINGS AS PRESENTED BY STAFF.

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

A. St. Francis Area Chamber of Commerce Parade Permit

Community Development Director Colette Baumgardner reviewed the Staff report concerning the applicant for a parade permit from the St. Francis Area Chamber of Commerce. She shared that Michelle Anderson with the Chamber is in attendance to answer any questions. She added that they have discussed with Police Chief Todd Schwieger and Fire Chief Dave Schmidt.

Mayor Feldman stated that it is evident that Staff has done the work to determine

that this parade route is safer.

Mrs. Anderson discussed the road closures, the need for volunteers and City Staff, as well as medical assistance available on the parade route.

Udvig shared she is excited to have the parade back.

Bauer stated that he lives in this neighborhood. He expressed his concerns with moving the parade to where it does not go through town. He asked if the school was on board with having the activities on the property. Mrs. Anderson shared that this was a concern as they are spending so much money to have the carnival on this side of town. She stated that the Chamber makes their money for these events from the carnival and the parade costs money. She shared that a lot of the activities do not happen anymore. She stated that the Lions may have activities at the Legion. She explained that this route has more available non-street parking than the former route. She shared that they will be avoiding food trucks. She shared that the activities at the carnival will be advertised at the parade.

Bauer shared that he likes the parade route and would like it to start at the Elementary School and end at the High School. Police Chief Todd Schwieger explained the concerns with the previous parade route and how it affected traffic and safety.

Mayor Feldman added that things are always flexible and they can assess the outcome of the route change and take public input on how to move forward. He shared his excitement for the parade coming back.

Mrs. Anderson explained that this will be the first year since 2019 that they have done the parade. She said that they want to focus on the small town feel and she thinks that bringing it through a neighborhood will bring this. She stated that the school has approved all of this and they are very excited about this.

Robinson stated that if Police, Fire and Public Works are on board with this he thinks it is awesome. He thanked Mrs. Anderson for her enthusiasm and energy. He shared his support for this and bringing the east side and the west side of the City together.

MOTION BY: UDVIG SECOND: BAUER TO ADOPT ST. FRANCIS AREA CHAMBER OF COMMERCE PARADE PERMIT

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

B. Ordinance Amendment - Park Commission  
Ordinance 303 Amending City Code Chapter 2 Section 4-3

City Administrator Kate Thunstrom reviewed the Staff report in regard to updating an ordinance for the Park Commission. She reviewed the changes that are being proposed.

Mayor Feldman asked for clarification on what the terms will be for commissioners. Thunstrom explained that terms are staggered so that they do not all expire at the same time since this is a new commission. After this, she said it will go to a two year term.

Robinson shared his support for this.

Bauer also shared his support.

Udvig shared her support and stated that she has names of people waiting for applications to be available to apply for the commission.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT ORDINANCE AMENDMENT - PARK COMMISSION ORDINANCE 303 AMENDING CITY CODE CHAPTER 2 SECTION 4-3

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

C. Resolution for the Support of Corridors of Commerce Funding Resolution 2023-04 for the St. Francis city council supporting corridors of commerce funding of trunk highway (TH) 47 (St. Francis Blvd NW) improvements project and authorization for staff to provide a letter of support

Thunstrom reviewed the Staff report concerning the efforts to secure funds through the State Corridors of Funding program and the need for letters of support from schools and local businesses.

Mayor Feldman shared his support for this.

The Council also shared their support.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION FOR THE SUPPORT OF CORRIDORS OF COMMERCE FUNDING RESOLUTION 2023-04 FOR THE ST. FRANCIS CITY COUNCIL SUPPORTING CORRIDORS OF COMMERCE FUNDING TRUCK HIGHWAY(TH) 47 (ST. FRANCIS BLVD NW) IMPROVEMENTS PROJECT AND AUTHORIZATION FOR STAFF TO PROVIDE

## A LETTER OF SUPPORT

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

### D. 2022 Code Revisions – 1st Reading

Ordinance 304 - Amendments to Division 2 Rules and Definitions of the Zoning Code presented by Staff

Ordinance 305 - Amendments pertaining to agricultural uses in Division 4 Base Zoning Districts of the Zoning Code as presented by Staff

Ordinance 306 - Amendments pertaining to principal and accessory use-specific standards in Division 6 Use-Specific Standards as presented by Staff

Ordinance 307 - Amendments pertaining to architectural standards, parking requirements, and required screening in Division 7 Development Standards of the City Code as presented by Staff

Richmond reviewed the Staff report and reviewed the four ordinance revisions. She shared the Planning Commission's recommendation for approval.

Mayor Feldman asked about the billing permit versus a zoning permit. Richmond explained that a building permit is required for anything greater than 200 square feet in size. Mayor Feldman asked if this was something new. Richmond stated it is not a new requirement and is in place across the State.

Mayor Feldman noted that these ordinance changes are grandfathered in and do not affect current land, just anything moving forward under the new zoning requirements.

Udvig said that the changes are good and supports passing them.

Bauer agreed with Udvig and thinks that the changes make more sense. He asked when the publication of these will be. Richmond stated that these ordinances will have a second reading then will be published.

Robinson thanked Richmond for her work. He asked what the next administrative housekeeping item will be. Richmond stated that this will be done again next November for the amendments. She added that if something else of high priority comes forward it will be addressed separately.

Mayor Feldman commented that this keeps things up to date as the needs of the City changes. He stated that he likes the clarifications on these.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT ORDINANCE 304 AMENDMENTS TO DIVISION 2 RULES AND DEFINITIONS OF ZONING CODE PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: UDVIG SECOND: BAUER TO ADOPT ORDINANCE 305 AMENDMENTS PERTAINING TO AGRICULTURAL USES IN DIVISION 4 BASE ZONING DISTRICTS OF THE ZONING CODE AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE 306 AMENDMENTS PERTAINING TO PRINCIPAL AND ACCESSORY USE SPECIFIC STANDARDS IN DIVISION 6 USE-SPECIFIC STANDARDS AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: BAUER SECOND: UDVIG TO ADOPT ORDINANCE 307 AMENDMENTS PERTAINING TO ARCHITECTURAL STANDARDS, PARKING REQUIREMENTS, AND REQUIRED SCREENING IN DIVISION 7 DEVELOPMENT STANDARDS OF THE CITY CODE AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

F. 23543 DeGardner Circle – Comprehensive Plan Amendment Resolution 2023-06 approving the Comprehensive Plan amendment to reguide the property at 23543 DeGardner Circle NW from Parks and Open Space to High Density Residential with conditions and findings of fact as presented by Staff and to authorize submittal of this amendment to the Metropolitan Council for final review

Richmond reviewed the Staff report in regard to reguiding the area to High Density Residential to reflect the current zoning. She shared a public hearing was held at the Planning Commission meeting and the board recommended approval of the amendment.

Robinson that he was present at the Planning Commission meeting and stated that the individuals who came up and spoke during the public hearing were encouraged to join the Park Commission. He shared his support of this.

Mayor Feldman added that this allows for flexibility in the future.

Bauer stated he was in support of this and it was originally just due to an error made.

Udvig agreed with Bauer that this is just an error that needs to be fixed.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT 23543 DEGARDNER CIRCLE - COMPREHENSIVE PLAN AMENDMENT RESOLUTION 2023-06 APPROVING THE COMPREHENSIVE PLAN AMENDMENT TO REGUIDE THE PROPERTY AT 23543 DEGARDNER CIRCLE NW FROM PARKS AND OPEN SPACE TO HIGH DENSITY RESIDENTIAL WITH CONDITION AND FINDINGS OF FACT AS PRESENTED BY STAFF AND TO AUTHORIZE SUBMITTAL OF THIS AMENDMENT TO THE METROPOLITAN COUNCIL FOR FINAL REVIEW.

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

G. Work Session Request

Thunstrom reviewed the Staff report and shared the dates that are requested for work sessions.

The Council discussed their availability for the proposed meetings and they decided to change the June 26 meeting to June 27.

## **10. MEETING OPEN TO THE PUBLIC – NONE**



## **11. REPORTS**

### **A. Police Department Annual Report**

Police Chief Todd Schwieger reviewed the Police Department annual report and stated that this was a year of challenges that highlighted teamwork within the department. His report included highlighting each staff member and what they bring to the department. He continued his report by highlighting 543 training hours and 107 cases investigated in 2022. He recognized the reserve officers, putting in a total of 198 volunteer hours, and volunteer chaplains. He reviewed the annual statistics stating that they were similar to 2021. He thanked the Council for their continued support of the Police Department.

Mayor Feldman stated that this was a great report and shared that it would be great to send this report out to all St. Francis residents to let them know what the Police Department does. He said that there is a lot behind the scenes that the residents do not see. He asked about the calls for service at the schools and if they were in line with when there was an SRO on campus. Schwieger explained that the calls are less than expected since most incidents were reported to the SROs. Mayor Feldman asked if the SROs are helpful. Schwieger explained that when the Police Department is called to the schools, they should be called but the calls to the schools are very time consuming. Mayor Feldman stated that he is in support of SROs. He asked if there is any pandemic influence on the yearly statistics from 2021-2022. Schweiger stated that there were less pandemic-like call types in 2022.

Udvig said it was an excellent report and asked Schwieger to thank his officers and staff for all their hard work.

Robinson stated that he loved reading the weekly reports. He asked if there has been any internal action or relationship with the superintendent. Schwieger said that there has not been much yet as he has only had one conversation with the superintendent. Robinson asked Schweiger to reach out to the superintendent again. He asked if the officer has to also go into court time in regard to school incidents. Schwieger stated that it can lead to that. Robinson asked if there has been a change in the domestic violence calls. Schwieger said that there is nothing that is noticeably consistent. Robinson asked about the neighborhoods that have lots of calls and if the officers focus their routes and time in these neighborhoods. Schweiger said yes and the officers spend extra time in these areas. Robinson asked if any of these areas have become less problematic with the Police Department's concentrated efforts. Schwieger said yes. Robinson asked Schwieger to thank the whole Staff.

Bauer said it was a great report and asked Schweiger to thank his officers for the work that they do to support the community. He asked about the drug calls basically cut in half from 2021 to 2022. Schwieger explained that a lot of the drug arrests come out of traffic stops and being down a few officers, there were not as many traffic stops this year. Robinson stated that he is concerned when there are

immediate resignations and asked about these resignations. Schwieger stated that this is a concern of his too and they always like to look internally to see if the department is doing anything wrong. He explained the reasons for resignation for the officers that did leave. Robinson shared that it was a great report and appreciates all of the community outreach that the department does.

Mayor Feldman added that the community outreach events are a big deal and he emphasized the importance of making people not afraid to call the police in time of need. He thanked Schweiger for his report.

#### B. Public Works Annual Report

Public Works Director Paul Carpenter reviewed the Public Works annual report. He highlighted staff changes. He also highlighted projects accomplished, including the Poppy Street reconstruction, other road projects, Siwek Park, and the Bottle Shop and Public Works landscaping projects. He reviewed the Public Works statistics, including exceeding the tonnage goal for 2022. He shared that the Public Works Staff spent over 1000 hours on equipment repair and maintenance and 450 hours on building maintenance. He highlighted other events and the popularity of the ice rinks. He reviewed the stormwater highlights. He reviewed the asset management inspection for District 2. He shared that there is currently a moderate drought. He reviewed the plowing statistics. He thanked the Council and Staff for their support for the Public Works department. He thanked the Public Works Staff for their hard work and perseverance.

Mayor Feldman said it was a great report and wants to share this report with the public. He asked if people are still blowing snow out onto the roads. Carpenter said yes. Mayor Feldman asked if this is because the people have nowhere to put the snow. Carpenter said that there is no excuse for blowing it into the road when it could be blown into the yard. Mayor Feldman asked if letters are being sent out to these areas. Carpenter said yes. Mayor Feldman thanked Staff and Council for the equipment changes that were made in 2017 which are still paying off.

Bauer stated that it was a great report and asked Carpenter to thank his staff for all that they do. He said he has seen an improvement on residents and fire hydrants and encouraged the residents to shovel around the fire hydrants. He stated that the Public Works department is doing an amazing job. He asked residents to not blow snow into the street.

Udvig said it was a great report and it is always good to recap the year. She noted that some great changes have been made in Public Works and she looks forward to working with them more in the future. She asked if many people call about the snow banks at intersections. Carpenter stated that they have not had many calls about this.

Robinson said it was a great report and that the Public Works is a great team. He

said it is awesome to see recycling numbers up. He said he is looking forward to having an oil dump. He asked how they are targeting snow. Carpenter explained that if there is a specific address that is requested it will be targeted. Robinson asked if the City is getting compensated for the Bethel training. Carpenter said that was correct.

Mayor Feldman noted that the recycling events are great to bring them into the City. He reiterated the importance of the equipment that was approved in 2017. He added that safety is his number one concern with police, fire and Public Works.

## **12. COUNCIL MEMBER REPORTS**

Udvig stated that she attended the Charter Commission meeting and shared that there are two vacancies. She said that they discussed ways to showcase some of the commissions at different events. She added that she attended the Chamber Casino Night and thanked Baumgardner and Community Development Specialist Jodie Steffes for their work on this. She let residents know that with Pioneer Days coming up there will be many volunteer opportunities.

Robinson shared that he attended the Planning Commission meeting and said it was interesting to see the residents input on the matters. He stated he also attended the Building Committee meeting and they are in the process of putting out RFP's for a contract manager to put the bids out for the project. He said he attended the Fire meeting and shared the concerns from Bethel of response times. He noted that the Liquor Store is looking great. He stated he also attended the Chamber Casino Night and it was very well attended.

Bauer thanked all the department heads and Staff for doing such a great job managing their employees and being so flexible. He thanked Liquor Store Manager John Schmidt for his great work.

Mayor Feldman added that he has seen a difference in the liquor store and it is amazing. He stated that they are still working with Weber. He noted that there is a difference between a low bid company and a low quality company. He explained that the company that did Poppy Street was a low bid company but did a great job whereas the company hired for the liquor store was a low bid and low quality company. He said it is great to see the success of the store. He thanked all Staff and Council for being here and being flexible with his health issues. He stated he is working as hard as he can and staying as strong as he can. He thanked everyone for their support.

## **13. UPCOMING EVENTS**

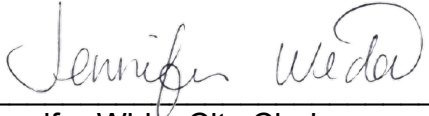
February 15 - Planning Commission Meeting

February 21 - City Council Meeting

March 6 - City Council Meeting

**14. ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular City Council at 7:55 p.m.

A handwritten signature in cursive script, reading "Jennifer Wida", written in black ink. The signature is positioned above a horizontal line.

Jennifer Wida, City Clerk