

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

February 21, 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, Kevin Robinson, Sarah Udvig, and 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, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - February 6, 2023

B. Contingent Offers of Employment- Part-time Firefighters

C. HVAC Controller Replacement at Police/Public Works

D. Payment of Claims

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Udvig, Robinson, Muehlbauer, 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

A. 2022 Code Revisions – Second Reading

Ordinance 304 – An Ordinance Modifying General and Use Definitions in Division 2 of the Zoning Code; Resolution 2023-07 – A Resolution Authorizing the Summary Publication of Ordinance 304, Modifying General and Use Definitions in Division 2 of the Zoning Code

Ordinance 305 – An Ordinance Modifying Agricultural Uses in the Zoning Code; Resolution 2023-08 – A Resolution Authorizing the Summary Publication of Ordinance 305, Modifying Agricultural Uses In The Zoning Code

Ordinance 306 – An Ordinance Modifying Division 6 Use-Specific Standards in the Zoning Code; Resolution 2023-09 – A Resolution Authorizing the Summary Publication of Ordinance 306, Modifying Division 6 Use-Specific Standards in the Zoning Code

Ordinance 307 – An Ordinance Modifying Division 7 Development Standards In The Zoning Code; Resolution 2023-10 – A Resolution Authorizing the Summary Publication of Ordinance 307, Modifying General and Use Definitions in Division 2 of the Zoning Code

Community Development Director Baumgardner reviewed the Staff report and gave updates on the ordinances from the last reading.

Mayor Feldman shared that the City Attorney has reviewed these changes and is of the opinion that these ordinances can continue with the second reading.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING ORDINANCE 304 AN ORDINANCE MODIFYING GENERAL USE DEFINITIONS IN DIVISION 2 OF THE ZONING CODE RESOLUTION 2023-07

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye

Motion carried 4-0

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING RESOLUTION 2023-07 AUTHORIZING THE SUMMARY OF PUBLICATION OF

ORDINANCE 304 AN ORDINANCE MODIFYING GENERAL USE DEFINITIONS
IN DIVISION 2 OF THE ZONING CODE

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

MOTION BY: MUEHLBAUER SECOND: MAYOR FELDMAN APPROVING
ORDINANCE 305 AN ORDINANCE MODIFYING AGRICULTURAL USE
DEFINITIONS IN DIVISION 2 OF THE ZONING CODE

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye

Motion carried 4-0

MOTION BY: UDVIG SECOND: ROBINSON APPROVING RESOLUTION 2023-
08 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 305
AN ORDINANCE MODIFYING AGRICULTURAL USE DEFINITIONS IN DIVISION
2 OF THE ZONING CODE

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

MOTION BY: MUEHLBAUER SECOND: MAYOR FELDMAN APPROVING
ORDINANCE 306 AN ORDINANCE MODIFYING USE SPECIFIC STANDARDS
IN DIVISION 6 OF THE ZONING CODE

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye

Motion carried 4-0

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING
RESOLUTION 2023-09 AUTHORIZING THE SUMMARY OF PUBLICATION
OF ORDINANCE 306 AN ORDINANCE MODIFYING USE SPECIFIC
STANDARDS IN DIVISION 6 OF THE ZONING CODE

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

MOTION BY: MAYOR FELDMAN SECOND: MUEHLBAUER APPROVING ORDINANCE 307 AN ORDINANCE MODIFYING DEVELOPMENT STANDARDS IN DIVISION 7 OF THE ZONING CODE

A roll call vote was performed:

Mayor Feldman aye

Councilmember Robinson aye

Councilmember Udvig aye

Councilmember Muehlbauer aye

Motion carried 4-0

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING RESOLUTION 2023-10 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 307 AN ORDINANCE MODIFYING GENERAL AND USE DEFINITIONS STANDARDS IN DIVISION 2 OF THE ZONING CODE

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

9. NEW BUSINESS

A. Landscape Architecture Service

City Administrator Thunstrom reviewed the staff report and the request for landscape architecture services in regard to the new City Hall Fire Station facility through HKGI.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO APPROVE THE LANDSCAPE ARCHITECT SERVICE CONTRACT WITH HKGI.

Ayes: Udvig, Robinson, Muehlbauer, and Feldman

Nays: None

Motion carries: 4-0

B. Ordinance Amendment – Chapter 3 - First Reading

Ordinance 308 - An Ordinance Amending Chapter 3, Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, And Collections

Thunstrom reviewed the Staff report concerning language changes and updates in the City Code in regard to utilities.

Mayor Feldman shared he reviewed the changes and they seem to be

mainly housekeeping and help to clarify the language.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE AMENDMENT - CHAPTER 3 - FIRST READING ORDINANCE 308 AN ORDINANCE AMENDING CHAPTER 3, MUNICIPAL AND PUBLIC/PRIVATE UTILITIES - RULES AND REGULATIONS, RATES, CHARGES, AND COLLECTIONS.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye

Motion carried 4-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

12. COUNCIL MEMBER REPORTS

Udvig had nothing to report.

Muehlbauer shared that he was happy to be back in town and encouraged residents to drive safe.

Robinson stated that he attended the Planning and Zoning meeting and the Building meeting. He added that interviews for construction manager have been postponed to March 8. He stated that he also attended the Fire Committee meeting where they discussed combining resources with Bethel.

Mayor Feldman encouraged residents to be careful with the snow coming in the next few days and to be patient with the plows. He stated that he is glad for the opportunity to work from home so that Staff can stay safe at home while still working. He noted that Liquor Store Manager Schmidt will make the call on whether the liquor store will stay open or not. He asked City Engineer Jochum if there will be a sign off from MSA on Poppy Street. Jochum said yes, but not until next spring after the whole project, including landscaping is finished. Mayor Feldman added that he has seen many people using the sidewalk in this area. He hoped everyone would drive safely home this evening. He commended Public Works and public safety Staff for their work.

Thunstrom stated that the City Hall building will be closed and Staff will work remotely on Thursday.

13. UPCOMING EVENTS

March 6 - City Council Meeting
March 15 - Planning Commission Meeting
March 20 - City Council Meeting

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:17 p.m.

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

Jennifer Wida, City Clerk