

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

June 5, 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 Pro Tem Joe Muehlbauer.

**2. ROLL CALL**

Members Present: Councilmembers Robert Bauer, Kevin Robinson, Sarah Udvig, and Joe Muehlbauer.

Also present: City Administrator Kate Thunstrom, Community Development Director Colette Baumgardner, Deputy City Clerk Natalie Santillo, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), 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, and City Planner Beth Richmond (HKGi)

**3. APPROVAL OF AGENDA**

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

Ayes: Bauer, Udvig, Robinson, and Mayor Pro Tem Muehlbauer.

Nays: None

Motion carries: 4-0

**4. CONSENT AGENDA**

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

A. City Council Minutes - May 15, 2023

B. Animal Control Service

C. Woodbury Park Donation

D. 4020 Bldg. Garage Door Opener Replacement

E. Rear Swing Flail Mower

F. Portable Generator

G. UV ballast cards

H. Sergeant Promotion

I. 2023 Street Rehabilitation Project – Parking Restriction on Municipal State Aid Routes

Resolution 2023-26 Parking Restrictions on S.A.P. 235-138-001 Fox St and S.A.P. 235-139-001 232nd Ave NW

- J. Memorandum of Agreement, Local 49
- K. Dental Office Site Plan Extension  
Resolution 2023-27 Extending the site plan approval for the building and parking lot expansion at 3715 Bridge St NW
- L. Planning Commission Appointment
- M. Code Enforcement Extension Request
- N. Payment of Claims

Ayes: Bauer, Udvig, Robinson, and Mayor Pro Tem Muehlbauer.

Nays: None

Motion carries: 4-0

**5. MEETING OPEN TO THE PUBLIC**

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

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS – NONE**

**8. OLD BUSINESS**

A. City Hall/Fire Station Site Plan

City Planner Richmond reviewed the Staff report and the updated plans for the City Hall/Fire Station.

**9. NEW BUSINESS**

A. Code Amendment Request and Interim Use Permit (IUP) Application - First Reading

Ordinance 316 - Modifying Section 10-67-02 Parking Facility in the Zoning Code

Resolution 2023-28 - Approving a private parking facility Interim Use Permit in the B-1 District

Richmond reviewed the Staff report concerning requests for a code amendment and interim use permit for the dental clinic on Bridge Street. She shared that Anoka County does not see any concerns with this project. She added that the Planning Commission recommended approval of the code amendment and the interim use permit.

Mayor Pro Tem Muehlbauer stated that it is great to see that this area will be cleaned up and will look a lot better.

MOTION: BAUER SECOND: ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 316 - MODIFYING SECTION 10-67-02 PARKING FACILITY IN THE ZONING CODE.

A roll call vote was performed:

|                          |     |
|--------------------------|-----|
| Mayor Pro Tem Muehlbauer | aye |
| Councilmember Robinson   | aye |
| Councilmember Udvig      | aye |
| Councilmember Bauer      | aye |

Motion carried 4-0

MOTION BY: UDVIG SECOND: BAUER TO APPROVE RESOLUTION 2023-28 - APPROVING A PRIVATE PARKING FACILITY INTERIM USE PERMIT IN THE B-1 DISTRICT.

Ayes: Bauer, Udvig, Robinson, and Mayor Pro Tem Muehlbauer.

Nays: None

Motion carries: 4-0

- B. Code Revisions – B-1 Uses and Design Standards; Signage – First Reading  
Ordinance 317 - approving amendments to Section 10-44-00 Business and Industrial Districts of the Zoning Code as presented by Staff  
Ordinance 318 - approving amendments to Section 10-61-04 Dwelling, Apartment Mixed Use of the Zoning Code as presented by Staff  
Ordinance 319 - approving amendments to Section 10-91-00 Signs of the Zoning Code as presented by Staff

Richmond reviewed the Staff report concerning the code amendments to the B-1 district. She noted that these revisions are mainly to clean up and clarify the code language.

Robinson stated that this proper housekeeping and brings things in line for the future. He shared his appreciation for Staff and the hard work that they have done on this.

Udvig echoed Robinson's comments.

Bauer asked if this is contradictory to the last discussion item of the dental clinic expanding their parking lot. Richmond explained that they are adding the parking lot on the side and it will be a principal use, so it will not be between the building and the street, which is the language being cleaned up in the code revisions. She stated that the dental clinic is currently under-parked and is not compliant with the number of parking spaces that they have.

Mayor Pro Tem Muehlbauer shared that he likes the revisions.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE FIRST READING ORDINANCE 317 - APPROVING AMENDMENTS TO SECTION 10-44-00 BUSINESS AND INDUSTRIAL DISTRICTS OF THE ZONING CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

|                          |     |
|--------------------------|-----|
| Mayor Pro Tem Muehlbauer | aye |
| Councilmember Robinson   | aye |
| Councilmember Udvig      | aye |
| Councilmember Bauer      | aye |

Motion carried 4-0

MOTION BY: UDVIG SECOND: BAUER TO APPROVE FIRST READING OF ORDINANCE 318 - APPROVING AMENDMENTS TO SECTION 10-61-04 DWELLING, APARTMENT MIXED USE OF THE ZONING CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

|                          |     |
|--------------------------|-----|
| Mayor Pro Tem Muehlbauer | aye |
| Councilmember Robinson   | aye |
| Councilmember Udvig      | aye |
| Councilmember Bauer      | aye |

Motion carried 4-0

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE FIRST READING OF ORDINANCE 319 - APPROVING AMENDMENTS TO SECTION 10-91-00 SIGNS OF THE ZONING CODE AS PRESENTED BY STAFF.

A roll call vote was performed:

|                          |     |
|--------------------------|-----|
| Mayor Pro Tem Muehlbauer | aye |
| Councilmember Robinson   | aye |
| Councilmember Udvig      | aye |
| Councilmember Bauer      | aye |

Motion carried 4-0

#### C. 2024 to 2028 Financial Plan

Finance Director Mulvihill reviewed the Staff report and the 2024 to 2028 finance plan for St. Francis. She highlighted the future department requests, property tax levy, utility rates, capital improvement plan and debt services, and the overall financial plan.

Udvig shared that this plan was covered very well in several work sessions. She thanked Mulvihill for walking them through this plan.

Bauer noted that it is a flexible plan and that the residents can see the numbers from the general levy is a large spending cap. He encouraged residents who would

like to come speak at a Council meeting about where these dollars are being spent to come and talk about their requests.

Robinson agreed with Bauer. He emphasized that this is a flexible plan. He noted that this was a 10 year plan that they condensed to a 5 year plan. He noted this these are all projected numbers and they are anticipating lots of growth in the City over the next few years. He stated that this plan can change over the years and can be adjusted as needed. He shared his appreciation for Mulvihill and her work on this plan. He added that this was thoroughly discussed in work sessions.

Mayor Pro Tem Muehlbauer noted that this is a fluid document and will be adjusted as needed. He stated that they will be looking at the needs and growth of the City to adjust this plan. He added that many hours have been spent on this plan. He thanked Staff for all of their work.

MOTION BY: UDVIG SECOND: ROBINSON TO ACCEPT THE FINANCIAL PLAN OF THE GUIDING DOCUMENT TO THE CITY AS PRESENTED BY STAFF.

Ayes: Udvig, Robinson, and Mayor Pro Tem Muehlbauer.

Nays: Bauer

Motion carries: 3-1

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

## **11. REPORTS**

### **A. Fire Department Monthly Report - April 2023**

Fire Chief Schmidt reviewed the Fire Department report for April 2023. He highlighted the average response time of 7 minutes and 56 seconds, a total of 70 calls, and 6.2 firefighters per call for service. He noted that the fire and EMS run distribution was similar to the past with 53 EMS runs and 17 fire runs. He noted the variance uses were steady for the month and mentioned that they are no longer tracking COVID-19 calls. He shared that there were 6 ambulance response times over 20 minutes for the month. He added that there were 2 fire inspections and no reinspections for the month of April.

Bauer said it was a good report and asked Schmidt to explain how EMS runs are dispatched out. Schmidt explained that in the past, the dispatch delineates calls as either high priority, things like difficulty breathing, seizures, and other life threatening concerns, or not-high priority, which would be all other concerns. He stated that there were changes in this in 2018. He explained that they just absorbed all of the EMS calls as the Fire Department is the highest trained and cheapest labor unit in the City for EMS response. He noted that this also frees up the Police Department. Bauer asked if an Assistant Chief is needed and how this helps with reducing call volumes. Schmidt explained that not just one value is assigned to each position and a new Assistant Fire Chief would not just help with call volumes as the Department also does code enforcement, training, planning review and

many other things that go into the job.

Robinson asked how dispatch knows when the ambulance response time is greater than 12 minutes. Schmidt explained that when a call gets sent to the Anoka County dispatch and it is a medical call, they transfer the call to Allina dispatch which has a system where they can tell what kind of response time there will be from the starting point of the ambulance. Robinson asked how many other departments have the skillset that the firefighters have been trained to have. Schmidt stated that they are likely the highest trained EMS related Fire Department in the County with the exception of Coon Rapids. Robinson shared that he sits on the board for the discussions with Bethel. He stated that there is a need for an Assistant Chief. He added that this is what the citizens pay for, their needs, which includes fire. He asked how things are going with Bethel with 6 months left in the project. Schmidt stated that as part of Bethel's capital planning they have set aside funds to continue their contract. He stated that he does not know the duration of the next contract. He explained that there will likely be adjustments to the contract to compensate for Bethel's growth. Robinson asked if there is someone who would be able to fill the Assistant Chief who will be leaving at the end of the year. Schmidt stated that there are many internal candidates for this role.

Udvig stated it was a great report and thanked Schmidt and his Staff for the great job that they do.

Mayor Pro Tem Muehlbauer stated that he liked the report. He added that he would like to see a part-time Chief.

## **12. COUNCIL MEMBER REPORTS**

Robinson congratulated the Chamber of Commerce for Pioneer Days. He thanked all of the volunteers and Staff for their help. He thanked the citizens for their support of the event.

Udvig shared that she attended the St. Francis Elementary Family Fun Night and noted that there was a great presence with the Police and Fire Departments. She added she also attended the St. Francis Ambassador Golf Tournament. She stated that she was asked to be a part of the mock interviews to get the ambassadors ready for their interviews with the judges. She noted that she was also at Pioneer Days and wanted to congratulate Miss St. Francis and Little Miss St. Francis.

Bauer stated that the Pioneer Days parade was great. He said there was a great turn out for participants. He noted that the park was very nice as well. He shared that he is hopeful that this event will continue to grow. He encouraged everyone to come out and participate in the future.

Mayor Pro Tem Muehlbauer shared that he was able to participate in Pioneer Day and stated that it was a great turnout. He thanked Staff for all that they did for the event. He asked Liquor Store Manager Schmidt for an update on the Liquor Store.

Schmidt explained that they were to meet with the MMBA on June 1 but there were scheduling conflicts and this meeting has been moved to June 7 and he will have more information after that meeting. Mayor Pro Tem Muehlbauer stated that the social media posts for the store have been great.

Mayor Pro Tem Muehlbauer shared a message from Mayor Feldman, who wanted to thank Staff and show his appreciation for the great work with Pioneer Days. He shared that Mayor Feldman also wanted to note that they are still waiting on bids from the building and if the costs are too high they will not be moving forward.

**13. UPCOMING EVENTS**

June 8 - 7th Annual Bike Rodeo

June 19 - City Office Closed in Observance of Juneteenth

June 20 - City Council Meeting

**14. ADJOURNMENT**


MOTION BY: UDVIG SECOND: BAUER TO ADJOURN THE MEETING.

Ayes: Bauer, Udvig, Robinson, and Mayor Pro Tem Muehlbauer.

Nays: None

Motion carries: 4-0

There being no further business, Mayor Pro Tem Muehlbauer adjourned the regular City Council at 6:51 p.m.

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Jennifer Wida, City Clerk