

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
April 6, 2026
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 Mark Vogel.

2. ROLL CALL

Members Present: Mayor Mark Vogel, Councilmembers Kevin Robinson, Amy Faanes, and Joe Muehlbauer.

Also present: Deputy Administrator-City Clerk Jenni Wida, Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Community Development Director Jodie Steffes, City Planner Beth Richmond (HKGi), and Assistant City Attorney Travis Lutz (Barna, Guzy & Steffen).

3. APPROVAL OF AGENDA

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

Ayes: Faanes, Muehlbauer, Robinson, and Mayor Vogel.

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - March 16, 2026

B. City Council Work Session Minutes - February 23, 2026

C. Plant Place, Inc. - Temporary and Seasonal Outdoor Sales Permit

D. Water Treatment Facility Fiber Optic Project

E. Pioneer Days Fireworks Contract - Flashing Thunder Fireworks Spectacular

F. Bottle Shop New Hire - Tanya Peterson

G. Appoint Finance Director - Natalie Santillo

H. Rental License Approvals

I. Payment of Claims

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

Ayes: Faanes, Muehlbauer, Robinson, and Mayor Vogel.

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

No one came forward to address the Council.

6. SPECIAL BUSINESS - NONE**7. PUBLIC HEARINGS - NONE****8. OLD BUSINESS****A. City Charter Amendment to Section 2.05 Vacancies in Office - Second Reading
Ordinance 353 amending the City Charter relating to section 2.05 "Vacancies in Office"**

MOTION BY: FAANES SECOND: MUEHLBAUER TO ADOPT ORDINANCE 353 AMENDING THE CITY CHARTER RELATING TO SECTION 2.05 "VACANCIES IN OFFICE"

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye

Motion carried: 4-0

**B. City Charter Amendment to Section 3.09 When Ordinances Take Effect - Second Reading
Ordinance 354 amending the City Charter relating to section 3.09 "When Ordinances and Resolutions Take Effect"**

MOTION BY: ROBINSON SECOND: FAANES TO ADOPT ORDINANCE 354 AMENDING THE CITY CHARTER RELATING TO SECTION 3.09 "WHEN ORDINANCES AND RESOLUTIONS TAKE EFFECT"

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye

Motion carried: 4-0

**C. City Charter Amendment to Section 5.01 General Provisions Filing Fee - Second Reading
Ordinance 355 amending the City Charter relating to Chapter 5 "Nominations and Elections" Sections 5.01, Subd. 2 "Filing and Nomination"**

MOTION BY: MUEHLBAUER SECOND: FAANES TO ADOPT ORDINANCE 355 AMENDING THE CITY CHARTER RELATING TO CHAPTER 5 "NOMINATIONS AND ELECTIONS" SECTIONS 5.01, SUBD. 2 "FILING AND NOMINATION"

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye

Motion carried: 4-0

D. City Charter Amendment to Section 8.01 Improvement & Levy Assessments - Second Reading
Ordinance 356 amending the City Charter relating to Chapter 8 "Public Improvements & Special Assessments" Section 8.01 "Power to Make Improvements & Levy Assessments"

MOTION BY: ROBINSON SECOND: FAANES TO ADOPT ORDINANCE 356 AMENDING THE CITY CHARTER RELATING TO CHAPTER 8 "PUBLIC IMPROVEMENTS & SPECIAL ASSESSMENTS" SECTIONS 8.01, "POWER TO MAKE IMPROVMEENTS & LEVY ASSESSMENTS"

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye

Motion carried: 4-0

9. **NEW BUSINESS**

A. Turtle Ponds 6th Addition Concept Review

City Planner Beth Richmond reviewed the concept plan for the Turtle Ponds 6th Addition, located near the Ponds Golf Course on 229th Avenue Northwest. She noted the site is approximately 2.5 acres, is within the City's urban service area, and is zoned for medium-density residential use, allowing 3 to 7 units per net acre. The concept proposes two attached townhome buildings with four units each, served by a continuation of the private street from the 4th Addition. Richmond stated the proposed density of approximately 5 units per acre is consistent with other medium-density portions of the Turtle Run PUD. She noted the concept meets all attached townhome requirements and use-specific standards, including unit width, garage width, and units per structure. Richmond explained that the applicant proposes to fill approximately 775 square feet of wetland in two areas to meet buffer and setback requirements. She noted the Planning Commission reviewed a prior concept for detached townhomes at their

March meeting, and the concept was revised to the attached townhome design now before the Council. Richmond stated no formal action was required and that the purpose of the item was to provide feedback to Staff and the applicant.

Robinson asked how snow removal would be handled on the site. Richmond stated that snow removal is not typically addressed at the concept plan stage, but invited the applicant to respond.

Chris Don, Widseth, and Dylan Carroll, Home Improvement Shop, came forward. Don stated that the central grass area, approximately 40 by 40 feet, would serve as snow storage. He noted that snowmelt would flow into the curb and gutter and into the storm sewer system connecting to the ponds, and would not impact neighboring properties.

Robinson asked whether trees in the central area would conflict with snow storage. Don stated that the landscaping plan would be designed with snow storage in mind, keeping trees spaced to allow for snow placement.

Faanes asked whether the units would be for rent or for sale. Don confirmed the units would be for sale.

Mayor Vogel asked whether the Council was approving the concept or simply providing feedback. Muehlbauer clarified that no formal approval was being taken and that the item was for review and feedback only. Richmond confirmed that the next step would be a formal application returning to the Planning Commission before coming back to the Council.

Mayor Vogel asked about the process for filling the wetland and whether replacement is required. Don explained that fills under a certain square footage qualify as de minimis and do not require purchasing credits elsewhere, provided no other areas of the wetland have been previously filled. He noted that if de minimis does not apply, the applicant would need to purchase wetland credits.

Mayor Vogel stated he had no objections to the concept and noted he appreciated the changes made following the Planning Commission review.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

Muehlbauer asked Police Chief Todd Schwieger for an update on the Citizens Academy sign-up. Schwieger stated that approximately nine participants had

registered as of the prior week.

Faanes expressed interest in attending the Citizens Academy but noted that her schedule on Tuesdays is frequently occupied by track meets and soccer games. Schwieger encouraged her to sign up even if she anticipated missing some sessions.

Robinson reported that he attended the Rum River Fire District meeting approximately a week and a half prior. He noted that the Spring Recycle Day is scheduled for April 25th from 8:00 a.m. to noon at the Public Works Campus and reminded the public that trash will not be accepted this year.

Carpenter confirmed that trash collection has been eliminated from the recycling event, noting the change would save the City approximately \$5,000.

Mayor Vogel reported that the Council held a special meeting for Finance Director interviews and welcomed Natalie Santillo as the newest City employee. He reported that the Rum River Fire District meeting went well and that the City's new website is progressing. Mayor Vogel noted that Representative Lawrence and Senator Matthews have expressed interest in hosting another town hall in St. Francis in mid-May, with a proposed date of Tuesday, May 19. He stated that no date has been finalized and that details would be confirmed once City Administrator Thunstrom returns.

The Council discussed scheduling a special meeting to re-vote on the City Charter ordinances with all five members present. Muehlbauer confirmed via text that Councilmember Udvig would return on Saturday and suggested Monday, April 13, as the meeting date. Mayor Vogel proposed a 5:30 p.m. start time. The Council agreed to schedule the special meeting for Monday, April 13, 2026, at 5:30 p.m., pending final confirmation.

13. UPCOMING EVENTS

April 13 - City Council Special Meeting - 5:30 p.m. (proposed, pending confirmation)

April 15 - Planning Commission Meeting - 7:00 p.m.

April 20 - City Council Meeting - 6:00 p.m.

April 21 - Rum River Fire District Board Meeting - 5:00 p.m.

April 25 - Spring Recycle Day

14. ADJOURNMENT

MOTION BY: ROBINSON SECOND: FAANES TO ADJOURN THE MEETING.

Ayes: Faanes, Muehlbauer, Robinson, and Mayor Vogel.

Nays: None

Motion carries: 4-0

There being no further business, Mayor Vogel adjourned the regular City Council at 6:24 p.m.

Jennifer Wida, City Clerk

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