

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
July 21, 2025
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, Sarah Udvig, Amy Faanes, and Joe Muehlbauer.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - July 7, 2025

B. Police Department Policy Manual

C. Wellhouse HVAC System Replacement

D. Rivers Edge 6th Addition Initial Acceptance of Public Infrastructure Improvements

Resolution 2025-36 accepting infrastructure improvements and starting the warranty period

E. Abandoned Property

Resolution 2025-37 declaring surplus property and authorizing the disposal of said property

F. Application for Exempt Permit - Raffle

G. Application for Off-Site Gambling

H. Payment of Claims

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Representative Bryan Lawrence came forward and introduced himself to the Council and shared that he will be attending the meeting this evening to hear more about what is going on in St. Francis.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Capital Improvement Plan 2026-2030

Finance Manager Mulvihill reviewed the Staff report in regard to the 2026 to 2030 Capital Improvement Plan.

Mayor Vogel opened the Public Hearing at 6:05 p.m.

Tina Carrol, 23045 Ambassador Boulevard, came forward and asked if they would be voting on the new levies this fall. Mulvihill explained that these levies have already been in place; they are just going up to fund other improvements.

Mayor Vogel closed the Public Hearing at 6:06 p.m.

Faanes asked if they would be voting on this tonight. Mulvihill said it is typically voted on right after the Public Hearing, but it would be up to the Council if they decide to vote this evening. She said it has to be approved by August 15.

Muehlbauer noted that the Capital Improvement Plan can be viewed by residents on the City's website in the agenda packet for this evening.

MOTION BY: UDVIG SECOND: MAYOR VOGEL TO APPROVE THE 2026-2030 CAPITAL IMPROVEMENT PLAN.

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

Nays: None

Motion carries: 5-0

8. OLD BUSINESS

A. Zoning Code Amendment – Accessory Structure Size – Second Reading

Ordinance 347 modifying section 10-68-04 accessory structure in the city code

Resolution 2025-34 authorizing the summary publication of ordinance 347

Mayor Vogel reviewed the Staff report concerning the second reading of the zoning code amendment request for accessory structure size.

MOTION BY: ROBINSON SECOND: MAYOR VOGEL TO ADOPT ORDINANCE 347 MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE IN THE CITY

CODE.

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2025-34 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 347.

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

Nays: None

Motion carries: 5-0

B. Stormwater Pollution Prevention Plan for Large Sites Code Amendment-Second Reading

Ordinance 348 amending the zoning code to modify the off-site treatments from structural BMP standards for the stormwater pollution prevention plan for large sites.

Resolution 2025-35 authorizing summary publication of Ordinance 348

Mayor Vogel reviewed the Staff report in regard to the second reading of the stormwater pollution prevention plan amendment.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT ORDINANCE 348 AMENDING THE ZONING CODE TO MODIFY THE OFF-SITE TREATMENTS FROM STRUCTURAL BMP STANDARDS FOR THE STORMWATER POLLUTION PREVENTION PLAN FOR LARGE SITES.

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: MUEHLBAUER SECOND: FAANES TO ADOPT RESOLUTION 2025-35 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 348.

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

Nays: None

Motion carries: 5-0

9. NEW BUSINESS

A. Code Enforcement Extension Request

City Administrator Thunstrom reviewed the Staff report concerning a code enforcement extension for 2127 243rd Avenue NW for an additional 30 days.

Robinson asked if these property owners had already been issued an extension. Thunstrom said this is the second extension request; however, the property owners have been working closely with Staff for the whole time. She added that they have been doing inspections throughout the process as well.

Robinson asked if the September 15 date is reasonable and attainable to get the work done. Thunstrom said it is a reasonable timeframe. She noted that it would allow time for the City to move towards an abatement during wintertime if they needed to do so.

Paul Cook, the property owner, said they will likely need into October to get everything cleaned up as they have a tenant on the property that will not be out until the end of September. He said they have gotten rid of a lot of things so far, but they still have cars, boats, trailers, and other large items on the property.

Robinson asked what actions the Council should take if the property owner is telling them that they will not have the property cleaned up by the extension date of September 15. City Attorney Schaps explained that the Council has discretion, and if they would like to give the property owner a longer extension, they can do so.

Mayor Vogel shared that he appreciates the progress the property owner has made to clean up the property; however, he does not want to continue to extend the time Staff is taking to work on this. He said he would be comfortable with an extension to November 1, but he would not want to grant any further extensions after this point.

Robinson asked if they would be able to get everything done by November 1. Mr. Cook said the tenant should be out at the end of September, and this would give them a whole month to keep up the rest of the items on the property.

Robinson asked if Mr. Cook has the ability and legal right to remove these items if the tenant does not. Schaps said this would be a private issue between the property owner and the tenant.

Muehlbauer thanked the property owner for how he has been working with the Staff through this process. He agreed with the extension date of November 1.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO APPROVE THE CODE ENFORCEMENT EXTENSION REQUEST TO NOVEMBER 1, 2025.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Police Department - 2nd Quarter Report

Police Chief Schwieger reviewed the second quarter report for the Police Department. He shared that there has been a 6% increase in instances from the first quarter of the year and a 21% increase from this quarter last year. He said there were a total of 2,065 instances throughout the quarter. He noted that officers performed 785 traffic stops and issued 227 citations. He added that officers also participated in numerous Towards Zero Death events during the quarter. He noted that they were very active with training throughout the quarter, completing 148 training hours. He shared that they also participated in a number of community events, including the 5th Annual Citizens' Academy, the 9th Annual Bike Rodeo, and their dog clinic in May. He said they have a number of other events still coming up throughout the year.

Robinson noted he has not been seeing the Friday Police Department updates on Facebook lately. Schwieger explained that he normally takes some of the information from the off-week memos and puts them out on Facebook; however, he has been gone on vacation for a few days lately and was unable to put these out. He said he will be sharing a post this Friday on Facebook.

Robinson asked about the increase in instances from the last quarter and this time last year. Schwieger noted that the increase from last quarter is likely due to more instances occurring in the spring and summer months. He said he is not sure if there are any factors behind the 21% increase from this time last year.

Udvig shared that she loves to see the officers out engaging with the public.

Mayor Vogel noted that St. Francis is building something good with the addition of the K-9 program. He said he does not want other cities to heavily rely on the City for mutual aid and would like to have transparency into how many mutual aid calls they are getting throughout the year by program. Schwieger said they can track this in a similar way to how they track their UAV deployments.

Muehlbauer asked if they should also be tracking how much mutual aid they are receiving from other cities as well. Mayor Vogel said yes.

Schwieger noted that they would likely be supplying mutual aid to the Sheriff's Office.

The Council thanked Schwieger and his Staff for their work.

B. Fire Department Monthly Report - June

Fire Chief Schmidt reviewed the report for the Fire Department for the month of June. He shared there were 85 calls for service, with an average en route time of four minutes and 56 seconds, and at scene time of nine minutes and 10 seconds. He noted they are projecting a volume increase for the year of 13.28%. He reviewed the times of day and days of the week when all calls came in, with the 3:00 p.m. hour being the busiest hour of the day and Tuesdays being the busiest day of the week. He shared that Mondays were the day of the week when they had the most firefighters responding per call. He noted there were 32 fire events and 53 EMS events, with the average time on scene of 23 minutes and 29 seconds, which was a significant decrease over the previous month. He said there was \$500 worth of property loss for the month. He shared that they provided mutual aid four times, two to Nowthen and once to East Bethel, and received no mutual aid.

Mayor Vogel asked if they have a way to track the number of firefighters and hours spent when they respond to mutual aid calls. Schmidt said yes and explained that they have to pull these calls out individually and run a report on them. He stated he can report on this data every quarter.

Robinson noted that the Fire Department did a joint training with Oak Grove for structure fire practice. Schmidt added that they are also doing another joint training with Oak Grove for steep banks along the river.

12. COUNCIL MEMBER REPORTS

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

Faanes shared that she attended the EDA meeting last week, and they had a great discussion around TIF and other ideas for the property behind Subway.

Muehlbauer shared that he has been working with Water and Sewer Supervisor Barten in regard to his water softener and the salt it sends to the water treatment plant. He said he hopes the information and direction this provides to residents will be well received. He noted that if they do not reduce the amount of salt going to the water treatment plant, the other solutions could be very costly.

Mayor Vogel shared that he sat in on the Chamber of Commerce meeting, and it was filled with great ideas and brainstorming around Pioneer Days and other events throughout the City. He noted that they are hoping to have the JPA written between St. Francis and Bethel Fire at their next meeting. He agreed with Faanes that great discussions were had at the EDA meeting; however, he is still not in favor of TIF for financing development. He shared his opinions as well as an article he found online about good and sustainable growth.

13. UPCOMING EVENTS

July 28 - City Council Work Session - 5:30 pm

August 04 - City Council Meeting - 6:00 pm
August 05 - National Night Out - 5:00 pm
August 13 - Stay Home Safe for Kids - 4:00 pm
August 14 - Parks Commission - 7:00 pm
August 18 - City Council Meeting - 6:00 pm
August 20 - Planning Commission Meeting

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 6:45 p.m.

Jennifer Wida, City Clerk