

1 CITY OF ST. ANTHONY
2 CITY COUNCIL REGULAR MEETING MINUTES
3 MARCH 28, 2023
4

5 **CALL TO ORDER.**

6 Mayor Stille called the meeting to order at 7:00 p.m.
7

8 **PLEDGE OF ALLEGIANCE.**

9
10 Mayor Stille invited the Council and audience to join in the Pledge of Allegiance.
11

12 **ROLL CALL.**

13
14 Present: Mayor Stille, Councilmembers Jenson, Randle, Walker and Webster.

15
16 Absent: None

17
18 Also Present: City Planner Steve Grittman, Police Captain Jeff Spiess, Police Chief Jon Mangseth,
19 and Assistant to the City Manager Nicole Miller
20

21
22 **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ALL OF THE FOLLOWING**
23 **ITEMS.**

24
25 **I. APPROVAL OF MARCH 28, 2023 CITY COUNCIL MEETING AGENDA.**

26
27 Motion by Councilmember Randle, seconded by Councilmember Webster, to approve the City
28 Council Meeting Agenda of March 28, 2023 as presented.
29

30 **Motion carried 5-0.**

31
32 **II. PROCLAMATIONS AND RECOGNITION.**

33
34 **A. Promotion of Officer Jim South to Sergeant.**

35
36 Police Chief Mangseth announced Officer Jim South was promoted to Sergeant. Officer South
37 has been a member of the St. Anthony Police Department since 2005. He reviewed Officer
38 South's roles and accomplishments since joining the Department. Chief Mangseth invited Jim
39 South and his wife to come forward. Robin pinned the Sergeant badge on Sergeant South. Chief
40 Mangseth presented Sergeant Jim South to the Council and residents.
41

42 Sergeant South thanked all for allowing him to be present at the meeting to receive his
43 promotion. He is overwhelmed with the support from his fellow officers present. He is proud and
44 happy to be with the St. Anthony Police Department. St. Anthony is a wonderful community and
45 he has made friends outside of work in St. Anthony and he does not live in St. Anthony. He
46 thanked his wife Robin for her support.
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48 Mayor Stille and the Council congratulated Sergeant South on his promotion and thanked him
49 for his service to St. Anthony.

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III. CONSENT AGENDA.

- A. Approval of March 14, 2023 City Council Meeting Minutes.
- B. Licenses and Permits.
- C. Claims.

Motion by Councilmember Walker, seconded by Councilmember Jenson, to approve the Consent Agenda items.

Motion carried 5-0.

IV. PUBLIC HEARING - NONE.

V. REPORTS FROM COMMISSION AND STAFF.

- A. Resolution 23-022 – Approving a Request for a Conditional Use Permit for a Adult Daycare Facility in the C Commercial District.

City Planner Steve Gritman reviewed the Applicant (Healyan Omer) is seeking approval of a Conditional Use Permit tot remodel and occupy a portion of an existing shopping center space at 2900 Pentagon Drive, Suite 2933. The site is zoned “C” Commercial and is surrounded by other Commercial parcels and business tenants in the shopping center.

The proposed use would be a commercial Adult Daycare business and the use supports vulnerable and developmentally disabled adults from the surrounding areas. The applicant has stated that the use would operate during daytime weekday hours, with many of the clients arriving via van operated by the facility.

The space is a portion of the existing St. Anthony Shopping Center, a structure that occupies the northeasterly portion of the site, along with a second major building to the west and with its attendant parking and circulation spaces. The building exterior would be modified only slightly through internal remodeling to accommodate the proposed use. While client parking would be available in the parking field southwest of the building (to the front) the facility’s two vans would have access and be parked along the northeast wall which serves as a service area and drive for the center. The vans would be parked on-site when not in active use.

The zoning ordinance lists the following required findings for consideration of a Conditional Use Permit:

City Council action. A conditional use permit may be granted only by a majority vote of all members of the City Council after determining that:

1. The use is one of the conditional uses specifically listed for the district in which the property is located;

- 1 2. The City Council has specified all conditions which the City Council deems necessary to
- 2 make the use compatible with other uses in the area;
- 3 3. The use will not be detrimental to the health, safety, or general welfare of persons residing or
- 4 working in the vicinity or to the values of property in the vicinity; and
- 5 4. The use will provide a service or a facility which is in the interest of public convenience and
- 6 will contribute to the general welfare.

7
8 The Planning Commission reviewed the proposal at a public hearing on March 21, 2023. The
9 Commission asked questions related to a variety of topics, including hours of operation, parking,
10 building accommodations, regulatory requirements and responsibilities, and other aspects of the
11 use.

12
13 The applicant was available remotely at the Planning Commission's meeting. She clarified that
14 she has no other locations for this type of use.

15
16 Staff received one written correspondence regarding the application. The inquiry related to many
17 of the operational and organization aspects of the request, most of which are governed by
18 Minnesota Department of Human Services (DHS). The inquirer did not express either support or
19 opposition to the application.

20
21 Staff has reviewed the project for land use compliance with the intent and policies of the City's
22 Comprehensive Plan, and for zoning consistency with the "C" Commercial District as a baseline.
23 In summary, the Comprehensive Plan promotes use of the subject properties that reflect the
24 proposed commercial uses in the area. The proposed Conditional Use Permit meets the
25 requirements of the Zoning Ordinance for the baseline district zoning standards.

26
27 After the public hearing, the Planning Commission voted unanimously to recommend approval
28 of the Conditional Use Permit to allow the proposed Adult Daycare facility in the proposed
29 location. The Commission incorporated staff's recommended conditions as a part of their
30 motion, which relate to compliance with City public code requirements, DHS regulations, and
31 limitation of the CUP to the tenant space proposed, clarifying the CUP does not apply to the
32 entire parcel on which the building is located.

33
34 The location of the subject parcel was indicated on a drawing. Also included for Council
35 consideration was the application and supporting materials.

36
37 Staff and the Planning Commission recommend approval with the following conditions:

- 38
39 1. Issues related to building, fire, and other related city codes shall be subject to comment and
40 recommendation by applicable staff.
 - 41 2. The applicant receives and provides the required licensing from the State of Minnesota and
42 provides evidence of such licensing throughout occupancy in the space.
 - 43 3. The CUP is provided for the requested tenant suite only. Changes in location, size, operation,
44 or other aspects of the facility will require a new CUP application.
- 45

1 This recommendation is based on a finding that the proposal, with the conditions cited, is
2 consistent with the requirements for Conditional Use Permit consideration, with the long-term
3 objectives of the recommendations and policies of the St. Anthony Comprehensive Plan.
4

5 Councilmember Randle asked for an explanation of what adult day care is. He has an adult
6 daycare in his neighborhood and on any given day there are 15-20 cars there. He has never seen
7 an adult walk in or out of the building. Mr. Grittmann stated he does not know how to respond to
8 that particular use. Adult Day Care is licensed by DHS. Councilmember Randle stated it is
9 located on 37th Avenue and Stinson. Mayor Stille stated it has been there for quite a while and
10 the parking lot is full. Mr. Grittmann can look into that to see if there is anything that needs to be
11 addressed. In this case there is a parking lot for the shopping center.
12

13 Mayor Stille stated this CUP is subject to licensing by DHS. Mr. Grittmann stated if they don't get
14 their license the CUP goes away. The code states they need to put it into use within 6 months.
15

16 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve Resolution
17 23-022 – Approving a Request for a Conditional Use Permit for an Adult Daycare Facility in the
18 C Commercial District.
19

20 **Motion carried 4-1(Randle).**
21

22 **VI. GENERAL BUSINESS OF COUNCIL.**
23

24 A. Body Worn Camera Audit Presentation.
25

26 Police Captain Jeff Spiess reviewed the Independent Audit Report of the St. Anthony Police
27 Department's Portable Recording System (body-worn cameras) that was conducted October 27,
28 2022. The objective of the audit was to verify St. Anthony Police Department's compliance with
29 Minnesota Statutes 13.825 and 626.8473.
30

31 Data elements the audit includes:
32

33 Minnesota Statute 13.825

- 34 • Data Classification – no discrepancies noted.
- 35 • Retention of Data – no discrepancies noted.
- 36 • Access by Data Subjects – no discrepancies noted.
- 37 • Inventory of Portable Recording System Technology – no discrepancies noted.
- 38 • Use of Agency-Issued Portable Recording Systems – no discrepancies noted.
- 39 • Authorization to Access Data – No discrepancies noted.
- 40 • Sharing Among Agencies – No discrepancies noted.
41

42 Minnesota Statute 626-8473

- 43 • Public Comment – No discrepancies noted.
- 44 • Portable Recording System Policy – No discrepancies noted.
45

46 This audit covers the time period November 1, 2020 through September 30, 2022.

1
2 Councilmember Jenson commented the operating system of 9 elements and compliance rate of
3 99% says a lot of how the Department complies with the requirements. He appreciates living in a
4 community with this high of a level of compliance.
5

6 Councilmember Walker asked if someone can have access to the data if their voice is on the
7 recording. He asked how that is determined that the person was actually on the recording. Police
8 Captain Jeff Spiess stated there has never been a request where a person on the recording can't
9 be confirmed.
10

11 Councilmember Webster thanked Captain Spiess for the overview. The audit is part of the State
12 Statute as part of wearing the body worn cameras.
13

14 Councilmember Randle commented he voted against the use of body worn cameras as he thought
15 it was too expensive and not necessary. He was wrong.
16

17 Mayor Stille asked Captain Spiess how he feels about the program. Captain Spiess stated it is
18 great and before implementation they had officer's asking for body cams. St. Anthony is lucky to
19 have professionals in the department that embrace technology. Mayor Stille thanked the Police
20 Department for their work.
21

22 B. Police Annual Report.
23

24 Police Chief Jon Mangseth provided a department summary showing Department Strength (20
25 Full Time Police Officers (4 contract); 4 Volunteer Reserve Officers (Authorized for 14); 1 Full
26 Time Community Service Officer; and 2 Full Time Civilian Support Staff). The Department
27 Fleet consists of 6 Marked Squads, 1 Marked Reserve Unit, 1 Marked CSO unit, 5 passenger
28 vehicles assigned to Chief, Captain, Detective and Special Detail.
29

30 Chief Mangseth provided the Crime Statistics for Part I and Part II Crimes along with a graph
31 showing Part I and Part II Crimes by Year. The Investigation Review showed Total Criminal
32 Cases 589, Total Cases Cleared 217, Total Cases Cleared by Arrest 163, and Total Cases Cleared
33 by Other 54.
34

35 There were 7415 calls for service in 2022. There are 16 personnel assigned to Patrol (covering
36 four shifts: 1 supervisor and 3 officers. They respond to 911 calls, provide proactive patrol,
37 community building, crime detection and deterrence and traffic safety initiatives. The Reason for
38 Stop Data chart included 76% Moving, 14% Vehicle, 7% Investigative and 3% 911 Calls.
39

40 The total training hours for Department Staff were 1615 hours utilizing both virtual and in-
41 person platforms. Trainings included SWAT/Negotiator, Annual Post/License Requirements;
42 Department Policy; OSHA; and Elected Trainings.
43

44 The Police Reserves logged 308 hours of service in 2022. These are trained volunteers whose
45 duties include Park Patrol; Animal Control; Transports; Vehicle Impounds; Vacation Home
46 Checks and Community Events.

1
2 Police Officers use social media as a method of effectively informing the public about
3 department services, issues, investigations and other relevant events via Facebook (5400
4 Followers); Instagram (2085 Followers); and Twitter (5843 Followers).

5
6 Chief Mangseth reviewed the Police Department's Mission, Vision, Goals and Objectives.
7 Community Engagement includes every officer as a community engagement officer and every
8 encounter is engagement. There is a team of four that operates social media, meets quarterly to
9 plan, organizes community events and presents to the public, and develops youth and other
10 programs as a form of engagement and education. Events included collaboration with SA
11 Community Services to present bicycle safety event; annual summer survival school/safety camp
12 instructing 30 incoming 4th graders on topics as bicycle safety, using 911, and fire safety,
13 speaking at Home Alone classes through Community Services, partnered with Cub Foods to
14 offer "Hot Dogs with Police and Fire" event, hosted Cops vs Kids Basketball event, scam
15 prevention seminars, education and engagement through social media, MN Nite to Unite,
16 Smart911, and CATGuards (Catalytic Converter Theft Prevention).

17
18 Chief Mangseth reviewed the Body Worn Camera Program noting 2022 was the fourth full year
19 of implementation. The 2022 biennial audit was conducted and passed with a 100% compliance.
20 Monthly internal compliance checks are also conducted with reviewing 457 videos and 99.6%
21 compliance rate. Videos are reviewed in all Use of Force incidents and allegation of officer
22 misconduct. The next biennial audit will be November 2024.

23
24 Chief Mangseth provided a progress report including:

- 25 • Continued performing Body Worn Camera (BWC) internal monthly auditing all officer's
26 Body Worn Cameras.
- 27 • Contracted with an audit to conduct an independent audit of the St. Anthony Police
28 Department's Portable Recording System (BWC) on October 27, 2022.
- 29 • In January 2022, signed service agreements and began year-long project of transitioning
30 to a new Records Management System platform. Target completion for data migration,
31 system integration and staff training is second quarter of 2023.
- 32 • Implemented officer training based on protocols for investigating sexual assault cases as
33 set forth by the MN POST Board. Training created 2020.
- 34 • Continued training and employee development related to the department
35 policy/procedure manual. Issue daily training bulletins that expanded officer knowledge
36 and awareness pertaining to policy, applicable State/Federal and changes as a result of
37 case law rulings.
- 38 • Completed officer training that emphasizes officer skill development in areas associated
39 to mental health concerns, de-escalation strategies and community relations.
- 40 • Completed department training utilizing Integrating Communications, Assessment and
41 Tactics into officer development and training. Focused on training platforms related to
42 Use of Force, Emergency Medical Responder, Firearms and responding to persons in
43 crisis.
- 44 • Continued professional development of first line supervisors, as well as Office Manager,
45 Office Support Specialist, Lieutenant, Captain and Police Chief.

- 1 • All officers completed League of MN Cities, MN POST Board approved, 2022 “Patrol
2 Online” training for officers.
- 3 • Adjusted Detective assignment tenure to allow for additional depth within the
4 Investigative Unit.
- 5 • Created an interface that allows the automated transfer of digital media to the Ramsey
6 County Attorney’s Office.
- 7 • Continue to evaluate methods for implementing online reporting for selected offenses.
- 8 • Maintained police department membership with city wide involvement with the
9 Government Alliance on Race and Equity.
- 10 • Created an interface that allows the automated transfer of digital media to the Ramsey
11 County Attorney’s Office.
- 12 • Continued to evaluate methods for implementing online reporting for selected offenses.
- 13 • Maintained police department membership with city-wide involvement in the
14 Government Alliance on Race and Equity.
- 15 • Offered medicine disposal drop box services. Collected 455.20 lbs. of pharmaceuticals
16 and packaging.
- 17 • Hired for vacancy at the position of Community Services Officer.
- 18 • Hired for three vacancies at the position of police officer.
- 19 • Created a hiring and staffing plan to staffing needs in the next 1-5 years due to increased
20 staffing needs and pending retirements.

21
22 Chief Mangseth reviewed What’s on Deck for the Police Department. Chief Mangseth
23 congratulated Captain Spiess on his completion advanced education through a Cohort he joined.

24
25 The Police Department can be emailed at police@savmn.com; police records can be requested at
26 sapdrecords@savmn.com; the department can be called at 612-782-3350 to arrange for a meeting
27 via phone or in person. Residents can sign up for updates on the St. Anthony Village website.
28 The Police Department annual report can be viewed online at www.savmn.com.

29
30 The Hyundai & Kia Steering Wheel Lock Giveaway will be held Saturday April 15 from 9am –
31 12noon. Must pre-register to receive one at www.savmn.com/steeringwheellock.

32
33 Councilmember Walker asked if the steering wheel lock is for any vehicle and Chief Mangseth
34 stated only for certain models of Hyundai and Kia. Councilmember Walker asked if the Citizen
35 Academy will be held in 2023. Chief Mangseth stated Sergeant Huddle is already planning it.
36 Are the three officers handling social media assigned to one site and Chief Mangseth stated they
37 share responsibility. Councilmember Walker commented on the RX drop boxes and the amount
38 that was dropped off. Councilmember noted there was an increase in calls in 2019. Chief
39 Mangseth stated the Department became more mindful of calls for mental health services.

40
41 Councilmember Jenson highlighted the fact that training was mentioned a lot throughout the
42 presentation.

43
44 Councilmember Webster thanked Chief Mangseth for the excellent overview. She stated 25% of
45 the training was elected training. All elected training needs to be approved. Chief Mangseth
46 stated they want officers to share skillsets.

1 Mayor Stille asked about the roundtable discussion in Washington DC last year. That was an
2 honor. Chief Mangseth stated he was humbled by the experience. He and the Captain were asked
3 to participate in telephone calls regarding the COPS office. His comments were well received.
4 Mayor Stille stated we are proud of our Police Department.

5
6 C. Resolution 23-023 – “Supporting the Mayor’s Challenge for Water Conservation”.

7
8 Assistant to the City Manager Nicole Miller reviewed a resolution is presented to Council for
9 consideration to provide support of the “Mayor’s Challenge for Water Conservation”. The
10 Wyland Mayor Challenge is an annual month-long campaign, from April 1-30 to promote
11 drought resiliency and protect water quality. This is a friendly competition see which city is the
12 most “water wise” in the nation, where residents make a pledge to change behaviors in their
13 water consumption at home and reduce human impact on lakes, river, streams and other water
14 systems.

15
16 All residents are invited to join the effort to reduce St. Anthony’s water consumption and
17 preserve water resources. Students and teachers can join the effort by participating using the
18 educational resources available on the website.

19
20 The City will promote the challenge through the upcoming newsletter to households in April, the
21 City website and social media channels.

22
23 Go to www.mywaterpledge.com and click on “Take the Pledge” to sign-up. When searching for
24 the city, enter it as “Saint Anthony, Minnesota” and follow the instructions.

25
26 Motion by Councilmember Walker, seconded by Councilmember Jenson, to approve Resolution
27 23-023 Supporting the “Mayor’s Challenge for Water Conservation”.

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29 **Motion carried 5-0.**

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31 **VII. REPORTS FROM CITY MANAGER AND COUNCIL MEMBERS.**

32
33 Assistant to the City Manager Miller reminded residents to get your trash cans out on the curb as
34 tomorrow is the last day of collection. The new service begins next week. Any questions should
35 be directed to City Hall. The haulers will send a recycling truck ahead of their trash trucks.

36
37 Councilmember Randle had no report.

38
39 Councilmember Webster had no report.

40
41 Councilmember Jenson stated on March 23 he attended the NE Youth and Family Services
42 Board of Directors Meeting.

43
44 Councilmember Walker stated on March 21 he attended via zoom the St. Anthony Historical
45 Society Meeting the Annual Meeting is next month.

1 Mayor Stille stated prior to tonight's meeting there was a work session to review zoning changes.

2

3 **VIII. COMMUNITY FORUM - NONE.**

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5 **IX. INFORMATION AND ANNOUNCEMENTS.**

6

7 Councilmember Jenson announced on April 19 at 5pm is the Metro Cities Annual Meeting at the
8 Roseville Skating Center. RSVP's can be done online.

9

10 **X. ADJOURNMENT.**

11

12 Mayor Stille adjourned the meeting at 8:25 p.m.

13

14 Respectfully submitted,

15 Debbie Wolfe

16 *TimeSaver Off Site Secretarial, Inc.*

17

18

Mayor

19

ATTEST: _____

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City Clerk

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Approved