



CITY OF SOUTH ST. PAUL MEETING AGENDA

WORK SESSION

Training Room
125 3rd Avenue North
South St. Paul, MN 55075

Monday, April 28, 2025
7:00 PM

1. CALL TO ORDER

2. DISCUSSION ITEMS

- A. Marie Avenue Reconstruction Project – Phase II
- B. Update on Upcoming Planning Commission Review of Minor Comprehensive Plan Amendment (No attachment)
- C. Proactive Code Enforcement and Property Maintenance Code Discussion
- D. Discussion on Honeybees, Chickens, and Ducks on Residential Properties
- E. Goal Setting Follow-Up

3. COUNCIL COMMENTS & QUESTIONS

4. ADJOURNMENT



WORK SESSION AGENDA REPORT

DATE: April 28, 2025
DEPARTMENT: Engineering
PREPARED BY: Nick Guilliams
AGENDA ITEM NUMBER: 2.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Marie Avenue Reconstruction Project – Phase II

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Council direction regarding the proposed Marie Avenue Reconstruction Project from 9th Avenue to 21st Avenue

OVERVIEW

During the City Council work session on April 14th, staff presented the proposed engineering capital improvement projects for 2026. The primary focus of the discussion was the next phase of the Marie Avenue Reconstruction Project, which will extend from 9th Avenue to 21st Avenue. Staff was asked to return to a future work session to provide more details about this project's proposed design and funding. Specific questions brought up by the Council at the April 14th work session include the following:

1. *Are the two cemeteries along the corridor “commercial” and/or subject to assessment?*
2. *Estimated cost differences for implementing the project according to the Safe Routes to School (SRTS) Grant, which includes bike lanes on both sides and a sidewalk on one side, versus reconstructing the road in its current alignment.*
3. *Can we clearly illustrate the difference between the typical road section of the reconstructed road with the SRTS Grant and without it?*

Options will be presented for further discussion and guidance.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



WORK SESSION AGENDA REPORT

DATE:

April 28, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

2.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Proactive Code Enforcement and Property Maintenance Code Discussion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

- Discuss the pros and cons of increasing proactive code enforcement of nuisance code violations beyond the City's current approach of proactively inspecting an entire block when a nuisance complaint is received about any one property on the block.
- Review proactive code enforcement staffing models from other metro-area cities.
- City Council provides direction regarding whether they want to see any short-term or long-term changes to how the Planning Department handles proactive code enforcement of nuisance code violations.
- City Council provides direction about whether they want to explore adopting a property maintenance code.

OVERVIEW

Background

There are at least six different City departments that deal with code violations by doing code enforcement:

City Department	Type of Code Enforcement
Police Department	Issues tickets for illegal parking on public streets and issues warnings and citations for animal control issues and noise issues.
Fire Department	Issues warnings and citations for violations of the State Fire Code and local fire regulations.
Engineering Department	Issues warnings and citations for erosion control violations and illegal discharge of pollutants.
Building Department	Issues “stop work orders” and citations for work being done illegally without a required permit. Can declare buildings to be hazardous or uninhabitable.
City Clerk Department	Issues warnings and citations for violations of the rental housing licensing ordinance and other licensing ordinances.
Planning Department (Includes a Full-Time Code Enforcement Officer)	Issues warnings and citations for violations of the zoning code and various nuisance codes. This includes all parking violations that take place on private property and not on a public street.

The six departments all do code enforcement in response to complaints. Additionally, all six departments do some amount of proactive code enforcement:

- When the Code Enforcement Officer investigates a complaint, he proactively looks at every property on the entire block.
- The Building Official drives around the city every day doing inspections and stops any construction project that he sees while driving that does not have a required permit.
- The Engineering Department does erosion control inspections of active construction sites.
- The City Clerk’s office proactively investigates non-homesteaded properties that do not have a rental license.
- All departments do proactive code enforcement if they encounter a hazard that presents a clear danger to the public, the natural environment, or a piece of public infrastructure.

Code Enforcement Tools

Following an inspection that identifies a code violation, code enforcement generally begins with an in-person or telephone conversation with the property owner and a mailed warning letter that gives them a compliance deadline by which they must correct the violation. If the violation is not corrected, the City has a number of tools that it can employ, such as:

1. **Abatement.** The City or its contractor removes the violation, and the cost is billed to the property. This can be done for trash, long grass & weeds, snow on sidewalks, junk vehicles, dead trees, graffiti, and other removable nuisances.
2. **Administrative Citations.** City Staff issues a fine which is added to the property taxes as an assessment if it is not paid. The first fine is \$200 for most violations and each successive fine doubles in cost up to a maximum of \$2,000. A new fine can be issued each time a compliance deadline is not met, which can be as often as daily in extreme circumstances.
3. **Criminal Citations.** The City can pursue a criminal citation through the courts system if a code violation cannot be abated and administrative citations have been ignored.
4. **Statutory Injunction.** The City can obtain a court order that requires a building to be left vacant for one year. This tool can be used to deal with prostitution and drug houses as well as some other extreme nuisance properties.
5. **Hazardous Building Declaration.** If a building has deteriorated to the point of being dangerous, the Building Official can declare it a hazardous building. The City can obtain a court order to require the hazards to be corrected. If the hazards cannot be corrected, the City can use the court order to demolish the house and assess the cost of demolition against the property.

Are There Cities that do Proactive Code Enforcement for Nuisance Code Violations?

Most communities in the Twin Cities metro do primarily complaint-based code enforcement with some proactive code enforcement in specific situations. There appear to be just a handful of communities attempting to do across-the-board proactive code enforcement. Bloomington, Roseville, and Saint Anthony Village are three such communities and they were each willing to provide City Staff with an overview of how their programs operate:

Saint Anthony Village

- It is a small community with a population of less than 10,000. A dedicated code enforcement officer cruises ½ of the city each week and writes up any violations that are observed. Proactive code enforcement is focused on what is visible from the public street. Saint Anthony Village does not have any alleys.
- They treat code enforcement as an education campaign and connect people with financial aid resources. They do not have administrative citations and they do very little actual code enforcement where they are penalizing offenders.

Roseville:

- Hires a student intern every summer to do proactive code enforcement inspections. This intern works 40 hours per week from late May through early August and was paid \$20 per hour in 2024. Roseville provides them with a supervisor, a workspace, and a vehicle.
- The program is on a two-year cycle, so the intern inspects half of the commercial and residential properties in the community each summer.
- The intern is instructed to enforce all parts of the City Code and write up all code violations, just like how a homeowner's association would handle code enforcement. The intern only looks at code violations that are visible from the public street. Roseville does not have any alleys, so inspections are focused primarily on front yards and side yards.
- The intern does re-inspections throughout the summer and continues to send warning letters if code violations are not fixed. The intern does order long grass and graffiti abatements but does not issue any citations. At the end of the summer, the intern turns

over all remaining code violations to the full-time Code Enforcement Officer who begins issuing citations.

Bloomington:

- They have the equivalent of 5 full-time employees doing code enforcement and rental housing inspections (the two programs are intertwined). The City is divided up into 5 districts and all properties are proactively inspected at least once per year. Bloomington does not have alleys and proactive code enforcement is focused on what is visible from the public street.
- They utilize warning letters, abatements, and administrative citations to address most cases. They offer low cost and forgivable loan programs through their HRA and also work with volunteer groups that assist with property maintenance.

Pros and Cons of Additional Proactive Code Enforcement in South St. Paul

Pros

1. If proactive code enforcement is focused on front yards, it could lead to improved curb appeal in neighborhoods. In theory, this could result in slightly improved property values.
2. Proactive code enforcement is arguably more equitable than responding to complaints since some marginalized groups are not likely to submit complaints and their neighborhoods may be overlooked with a purely complaint-based approach. Proactive code enforcement can potentially catch a code violation early before it grows into a larger violation that is more complicated to fix.
3. Some SSP residents have a similar mentality as Roseville and Bloomington residents and would like to see the City handle code enforcement more like a homeowner's association. This group of voters will be pleased to see additional proactive code enforcement.

Cons

1. Code enforcement officer positions have a high level of turnover because the work is

unpleasant. Proactive code enforcement is even more unpleasant than normal code enforcement so employee retention can become a challenge. It can take months to hire a new code enforcement officer and get them up to speed, so high levels of turnover can mean frequent gaps where there is no code enforcement officer. It causes morale issues and staff capacity issues if other City employees are required to do code enforcement for long periods of time when the code enforcement officer position is vacant.

2. Many people choose to live in a neighborhood without a homeowner's association because they do not want to be proactively monitored for code compliance. Most residents violate an ordinance at least occasionally (i.e. storing a ladder outside) and it can upset voters when they get written up for minor infractions. City Councilmembers may start hearing from angry voters if City Staff begins proactively writing up residents for minor code violations when there has not been a complaint.
3. There is a danger in overreaching on proactive code enforcement because of the way that neighborhoods in South St. Paul are laid out. City Staff understands that some residents want the code enforcement officer to cruise down alleys and proactively address back yard code violations. None of the other communities in the Twin Cities metro that do proactive code enforcement have neighborhoods with alleys. Looking at back yards proactively would be uncharted territory and many residents will likely feel this is an invasion of their privacy.

Does South St. Paul Need a Property Maintenance Code?

It is only possible to do proactive code enforcement for property maintenance issues (holes in siding, holes in roof, cracked and peeling paint, etc.) if the City adopts a property maintenance code that defines what is and is not a code violation. South St. Paul does not currently have a property maintenance code and instead just has a reasonable maintenance code that is enforced in response to complaints:

Sec. 118-244. Reasonable maintenance required.

In all districts, all structures, landscaping, and fences shall be reasonably maintained so as to avoid health or safety hazards and prevent a degradation in the value of property.

Property maintenance codes are a double-edged sword. If a strict property maintenance code is put on the books, some residents will begin demanding that it be enforced on their neighbors. Many property owners will willingly comply. However, some households do not have the financial resources to comply with a strict property maintenance code that requires siding or roofing replacement and this means that they will start receiving citations which will be added to their property taxes at the end of the year if they cannot pay. Some of these households may end up deeply in debt from the citations, and they will either need to sell their home or lose their

home to tax forfeiture if the citations remain in place. This puts City Staff in a very difficult position because neighbors will demand that citations be issued to fix the problem and the homeowner will often beg for additional time or an outright waiver because they cannot afford to make major repairs. The City's EDA does offer low-interest home repair loans, but some homeowners are not in a financial position to take out a loan because they do not have the means to repay it.

There are generally two options if a City wants to adopt a property maintenance code:

1. Adopt the International Property Maintenance Code (IPMC):
<https://codes.iccsafe.org/content/IPMC2021P2/chapter-1-scope-and-administration>

Note: The IPMC is extremely strict and has some requirements that do not work well in Minnesota. Most communities need to adopt an amended version of the IPMC to tailor it to local conditions and this is a staff-time intensive project that involves multiple departments.

2. Create a local property maintenance code that is tailored to what is politically and economically feasible in the community. *Attachment A is a Property Maintenance Code that was developed for the City of Big Lake by Planning Manager Michael Healy when he was employed there.*

Proposal for Using Existing City Staff to Do More Proactive Code Enforcement

The intent of a proactive code enforcement program is to improve curb appeal citywide. The City Attorney has advised that City Staff can conduct proactive code enforcement if the City Council sets a clear and consistent policy and City Staff follows that policy. This should protect the City from any allegations by individual property owners that they are being unfairly targeted. A proactive enforcement offense list can be limited to those “neighborhood” issues that are visual, open and obvious from the street and that tend to have a detrimental impact on surrounding properties. City Staff would propose the following policy:

1. The Code Enforcement Officer can proactively look at front yards and street side yards from the rights of way and identify the following violations in one of those yard areas:
 - a. Long grass.
 - b. Parking on the grass.
 - c. Exterior storage.
 - d. Junk vehicles
2. The Code Enforcement Officer will use door hangars to make first contact with these property owners. Based on conversations with other communities doing this type of code enforcement, it is estimated that 75-90% of property owners will comply with the door hangar since these four specific code violations are easily fixed. The Code Enforcement

Officer will keep a log of the address of each property that has received a door hangar.

3. The Code Enforcement Officer will revisit each property 1-2 weeks after posting the door hangar. If the code violation is still present, he will start the official code enforcement process (door knocking, mailed compliance letter, citations, abatement, etc.).

Code Enforcement Officer Lindamood has stated that he believes he has enough capacity to incorporate this new approach into his workflow. Whether it works or not will depend upon whether we get the expected level of voluntary compliance with the door hangar program.

Direction Needed

City Staff is looking for answers to these three questions:

1. Should the Code Enforcement Officer be directed to begin proactive code enforcement of long grass, parking on the grass, exterior storage, and junk vehicle violations in front yards and street side yards?
2. Does the City Council want to explore adopting a property maintenance code?
3. Does the City Council want to explore setting up a comprehensive proactive code enforcement program with seasonal staffing like Roseville has? *It may or may not be possible to replicate Roseville's program. Other communities in Dakota County have recently discontinued this type of program because they have been unable to find seasonal workers willing to do this type of work.*

SOURCE OF FUNDS

NA

ATTACHMENTS

1. City of Big Lake's Property Maintenance Code

ATTACHMENT 1

CITY OF BIG LAKE'S PROPERTY MAINTENANCE CODE

§ 505.05 Property Maintenance.

The owner of a property is responsible for ensuring that the property complies with the following requirements.

Subd. 1. Stairs, Porches, and Decks. Every outside stairway attached to a dwelling, every porch, every deck, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and shall be kept in a professional state of maintenance and repair. Normal use live load shall be the uniform load as set out in the State Building Code.

Subd. 2. Guardrails and Handrails. Every outside handrail and outside guardrail shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

Subd. 3. Foundations, Roofs, Exterior Walls, and Surfaces.

1. All exterior surfaces shall be of a material manufactured or processed specifically for use in such a weather-exposed location, including redwood and other naturally suitable materials, and every exterior wall, chimney, foundation, and roof shall be reasonably weathertight, watertight, and rodentproof; and shall be kept in a professional state of maintenance and repair. Exterior walls shall be maintained and kept free from dilapidation by cracks, tears or breaks or from deteriorated plaster, stucco, brick, wood, or other material that is extensive and gives evidence of long neglect.

2. The protective surface on exterior walls of a building above ground level shall be maintained in good repair so as to provide a sufficient covering and protection of the structural surface underneath against its deterioration.

Subd. 4. Windows, Exterior Doors, and Hatchways. Every window, exterior door, and basement hatchway shall be reasonably weathertight, watertight, and rodentproof; and shall be kept in a professional state of maintenance and repair.

Subd. 5. Fences and Retaining Walls. Every fence and retaining wall shall be kept well mended and in good repair, consistent with the design thereof.



WORK SESSION AGENDA REPORT

DATE:

April 28, 2025

DEPARTMENT:

Planning & Zoning

PREPARED BY:

Michael Healy

AGENDA ITEM NUMBER:

2.D.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Discussion on Honeybees, Chickens, and Ducks on Residential Properties

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

- The City Council is asked to discuss whether they want to legalize beekeeping on residential properties in city limits. If the City Council wants to legalize beekeeping, they are asked to provide Staff with direction about whether beekeeping should be allowed outright as long as rules are followed or whether it should require a permit.

- The City Council is asked to discuss two elements of the chicken and duck ordinance that are not working well and need to be revisited
 1. The neighbor consent requirement is not working well in its current form. Staff is seeking direction regarding whether the requirement should be eliminated or revised.
 2. The City Code currently only allows chickens and ducks in backyards and does not provide for any exceptions. Staff is looking for direction about whether the Code should be updated to create either an administrative process or a City Council process for granting exceptions and allowing chickens and ducks in a side yard if a property does not have a usable backyard and all setback requirements can still be met.

OVERVIEW

Background

City Code Section 15-3 of the City Code states that it is illegal for any person to own, possess, harbor, or offer for sale any farm animals within city limits. The only exceptions to this rule are farm animals that are brought to town to be slaughtered at a lawfully operated slaughtering facility, farm animals that are part of an operating zoo, vet clinic, or research laboratory, and chickens and ducks that are kept in residential backyards with a license.

The City Code defines a farm animal as "those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chicken, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, **bees**, and other animals associated with a farm, ranch, or stable.

Residents Requesting that the City Council Review the Rules for Honeybees, Chickens, and Ducks on Residential Properties

City Staff and the City Council have repeatedly been contacted by residents asking the City to review the rules for having honeybees, chickens, and ducks on residential properties. There have been three main requests:

1. Some residents are seeking to have beekeeping legalized on residential properties. *Beekeeping is illegal within city limits today.*
2. Some residents do not have backyards, or they have hilly backyards with no flat ground. These residents would like permission to keep ducks or chickens in their side yard instead of their backyard if they have a large enough side yard to meet setback requirements from property lines and neighboring houses. *The City Code currently only allows chickens and ducks in backyards and there is no process for granting exceptions.*
3. Some residents are struggling with the chicken and duck ordinance's neighbor consent requirement and would like this requirement either eliminated or modified. Currently, a resident can only qualify to get a chicken license or a duck license if they can obtain written consent from 75% of the owners of abutting properties. *Some residents live next to rental properties, commercial properties, or multifamily buildings. Frequently, these residents are not able to get a signature from the neighboring property owner because that property owner is a corporate entity or an out-of-state landlord. The City Code also does not define what it means to be an "abutting property" for the purposes of neighbor consent, and it is unclear what definition City Staff should use when enforcing the ordinance. State Statute defines the word "abutting" in a way that would include properties that are across the street even though these properties would not be affected by the backyard chickens or backyard ducks.*

Options for Legalizing Beekeeping

Option #1: Legalize Beekeeping for Any Resident who Follows a Set of Regulations (Sustainability Task Force's Preferred Option)

The City could establish regulations including setback rules, maximum # of hive rules which are tied to parcel size, and a requirement that all colonies be fenced to deter unauthorized access. Residents can engage in beekeeping without a permit as long as they follow the regulations. The City will do code enforcement in response to nuisance complaints. The City of Stillwater legalized beekeeping in this manner (Stillwater's ordinance is ATTACHMENT #2). This is the most straightforward way to legalize beekeeping, and it requires the fewest

City resources to manage.

Option #2: Legalize Beekeeping but Require a Permit

The City could establish rules for beekeeping and require property owners to get a permit, submit a site plan, and pass an inspection by City Staff. Some communities require applicants to provide proof that they have taken beekeeping training before they can qualify for a permit. This approach requires significantly more staff time and the City would need to charge a fee to offset the cost of administering the program.

Options for Fixing the Neighbor Consent Requirement for Chicken and Duck Licenses

Option #1: Eliminate the Neighbor Consent Requirement (City Staff and Sustainability Task Force's Preferred Option)

It has become very common to keep ducks and chickens on residential properties in Minnesota, and they generally do not cause a nuisance unless somebody is keeping a very large flock (odor issues) or illegally keeping a rooster (noise issues). In SSP, standard lots are only allowed to have 4 birds total and large lots which are at least 1/2 acre are only allowed to have up to 8 birds total. Many communities have eliminated the neighbor consent requirement entirely for properties that have such a small number of birds.

Option #2: Update the Neighbor Consent Requirement

The consent requirement could be updated to eliminate the confusing term "abutting" and instead require consent only from properties that might be impacted. Staff would propose something similar to the following if the City Council wanted to go with this option:

"The Applicant must obtain the written consent of seventy-five (75) percent of the owners or occupants of privately or publicly owned real estate within one hundred fifty (150) feet of the outer boundaries of the premises for which the permit is being requested or, in the alternative, proof that applicant's property lines are one hundred fifty (150) feet or more from any structure. However, where an improved street separates the premises for which the permit is being requested from other neighboring property, no consent is required from the owners or occupants of property located on the opposite side of the street. Where a property within one hundred fifty (150) feet consists of a multiple dwelling or commercial building, the applicant need obtain only the written consent of the owner or manager, or other person in charge of the building."

Options for Allowing Residents Without Usable Backyards to Qualify for a Chicken or Duck License

Option #1: City Planner can Administratively Grant Exceptions (Staff and Sustainability Task Force's Preferred Option)

The City Code could be updated to grant the City Planner the authority to allow chickens and

ducks to be kept in a side yard in unique situations where there is not a usable backyard and the side yard is large enough to meet setback requirements.

Option #2: Only the City Council can Grant Exceptions

The City Code could be updated to create a variance process if the City Council wanted to be responsible for reviewing unique cases and granting exceptions. The City charges \$250 for variance applications because they are time-consuming to process. It seems likely that this expense and the perceived scariness of public speaking at a televised City Council meeting would deter most residents from seeing this as a viable option.

Discussion

Animal keeping regulations vary widely between municipalities and generally reflect community sentiments and an evolving understanding of best practices. Staff has some observations to frame the discussion:

- Most residents will follow the City Code's animal keeping rules if they feel that the rules are fair, but it is very common for residents to violate animal regulations if they feel the rules are unfair and they think there is little chance they will be caught. There are some residents who today are ineligible to obtain a chicken license because they do not have a clear pathway to get consent from 75% of abutting property owners or they do not have a usable backyard. It is very likely that some of these residents are instead keeping chickens illegally without a license. Eliminating the neighbor consent requirement and providing exceptions so that chickens can be in side yards on unique properties would provide these residents with a pathway to legalization, which would mean that each of these properties would get an inspection as part of the licensing process. Staff could address code violations during the inspection (setback issues, chicken coop building material issues, # of chicken issues, illegal roosters, etc.).
- Backyard beekeeping is a fun hobby, and it can help teach children about pollinators and foster a connection with nature. That being said, backyard beekeeping is not necessarily a "green" activity as it does not bring any direct environmental benefits. Honeybees are not native to Minnesota, and they actually compete against native bees for food. Per the University of Minnesota Bee Lab, a high density of bee colonies can lead to competition for few floral resources and the spread of pests and diseases, particularly if beekeepers do not monitor and treat these problems.
- Discussions about beekeeping can be an emotional issue for some residents who either have a bee sting allergy or have a loved one with a bee sting allergy. If backyard beekeeping is allowed, the beekeeping ordinance should include appropriate setback requirements from property lines and there should be some type of fencing requirement

to ensure that bees are flying up into the sky and not directly crossing neighboring properties at an altitude where there is a higher chance that they will sting somebody.

Review by Sustainability Task Force

The Sustainability Task Force discussed the potential changes to the City Code at their April 9th meeting. They are supportive of waiving the neighbor consent requirement for chickens and ducks and they are also supportive of giving City Staff the ability to grant exceptions to allow chickens and ducks in side yards when there is not a usable backyard and all setback requirements can be met. They were supportive of legalizing beekeeping with a set of rules and enforcing those rules in response to complaints instead of requiring a permit.

Direction Needed

Staff is seeking direction on whether the City Council wants to legalize beekeeping on residential properties and whether the City Council wants to make updates to the chicken and duck ordinance to address the identified issues. Staff will draft an ordinance amendment based on feedback that is received at this Worksession.

LINKS

Link to the University of Minnesota Bee Lab's Beekeeping Website: <https://beelab.umn.edu/beekeeping>

Webpage that tracks beekeeping ordinances throughout the metro: <https://beelab.umn.edu/ordinances>

SOURCE OF FUNDS

NA

ATTACHMENTS

1. Existing SSP Chicken and Duck Ordinance
2. Stillwater's Beekeeping Ordinance

ATTACHMENT 1
EXISTING SSP CHICKEN AND DUCK ORDINANCE

Sec. 15-9. Keeping of certain animals permitted.

- (a) *Keeping of certain fowl on urban residential lots.*
- (1) *Definition.* For the purposes of section 15-9, the only eligible fowl for a license are chicken and ducks.
 - (2) *License required.* No person shall keep eligible fowl on any residentially zoned property within the city without first obtaining a license from the city. The keeping of eligible fowl on a residential property shall be limited to single-family lots.
 - (3) *Application.* An application for a license to keep eligible fowl shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:
 - a. The name and address of the owner(s) where the eligible fowl will be kept;
 - b. The number of eligible fowl to be kept on the property;
 - c. A scaled site plan or property survey showing the proposed location of the building and enclosed outdoor area to house the eligible fowl on the subject property along with the dimensions of the building and enclosure;
 - d. A drawing or picture of the proposed building to house the eligible fowl along with a list of the exterior materials for the building;
 - e. The applicant must pay the fee for the license to keep eligible fowl as set forth in the city fee schedule.
- (b) *Consent from surrounding property owners.* The applicant shall be required to obtain consent from 75 percent of the abutting property owners on a form provided by the city clerk. The city will notify abutting property owners of the pending application.
- (c) *Granting issuance of license.* The city clerk may administratively grant a new or renewal license under this subsection provided all of the following have been met:
- (1) All required submittal information is submitted and complete.
 - (2) Appropriate fee is paid.
 - (3) The application filed demonstrates compliance with the requirements of this subsection and any other applicable regulations of this Code.
 - (4) At least 75 percent of the abutting property owners have consented in writing.
 - (5) The applicant has had no more than two property maintenance violations within the preceding 12-month period.
- (d) *Reserved.*
- (e) *Standards.* Any person keeping eligible fowl in residential areas of the city as noted in this section, shall comply with the following:
- (1) No person shall keep more than four total eligible fowl on the property that is one-half acre or less. No person shall keep more than eight total eligible fowl on a property that is larger than one-half acre.
 - (2) No person shall keep roosters or adult male chickens on the property.
 - (3) The slaughter of eligible fowl on residentially used or zoned properties is prohibited.
 - (4) The owner of the eligible fowl shall live in the dwelling on the property.

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- (5) The raising of eligible fowl for breeding purposes is prohibited.
 - (6) Eligible fowl more than four months old shall not be kept inside the dwelling.
 - (7) Raising of eligible fowl shall not be for commercial purposes and there shall be no selling of eggs on the premises.
- (f) *Shelter and enclosure requirements.* Every person who owns, controls, keeps, maintains or harbors eligible fowl must keep them confined on the premises at all times and provide them a building to shelter the eligible fowl and an enclosed outdoor area. Buildings to house the eligible fowl and enclosed outdoor areas for the eligible fowl shall comply with the following standards:
- (1) Only one building to house the eligible fowl and one enclosed outdoor area shall be allowed per lot.
 - (2) No building to house the eligible fowl or enclosed outdoor area to contain the eligible fowl shall be constructed on a lot prior to the time of occupancy of the principal structure.
 - (3) Buildings to house the eligible fowl and enclosed outdoor areas for the eligible fowl shall not be located in the front or side yards and shall not be placed within any drainage and utility easements.
 - (4) Any building to house eligible fowl and enclosed outdoor area for the eligible fowl shall be set back at least 25 feet from any principal structure on an adjacent lot and ten feet from all property lines.
 - (5) Any buildings to house the eligible fowl and enclosed outdoor areas must be consistent with applicable zoning codes.
 - a. Exterior materials for the building to house the eligible fowl shall be consistent with the requirements for accessory buildings; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.).
 - b. The maximum height for a building to house the eligible fowl is 12 feet from ground to the peak of the roof.
 - c. The maximum size for the building to house the eligible fowl is 120 square feet.
 - d. A floor is not required for a building housing the eligible fowl.
 - e. Fencing for the enclosed outdoor area for the eligible fowl may utilize poultry netting fence. Fencing may be galvanized or earth tone but shall not be bright colors and in no case can the fence be electrified. Fencing for the enclosed outdoor area should be six feet high to better protect the eligible fowl from predators.
 - (6) Eligible fowl shall be provided a secure well ventilated roofed structure in compliance with applicable zoning codes.
 - (7) The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
 - (8) Eligible fowl shall be contained within the building to house the eligible fowl or the enclosed outdoor area for the eligible fowl at all times.
 - (9) The enclosed outdoor area shall be well drained so there is no accumulation of moisture.
 - (10) If the license to have eligible fowl is not renewed the building to house the eligible fowl does not need to be removed provided the building meets the accessory building requirements (including the maximum number of accessory buildings).
- (g) *License modification.* The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten days after the mailing of a written notice by certified mail to the license holder. The license holder may challenge the modification by

contacting the city clerk and requesting a hearing within ten days after receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.

- (h) *Duration of license.* A license to keep eligible fowl shall be issued for the lifetime of the owner of the property, so long as the owner continues to own the property and continues to own eligible fowl. If property ownership is transferred or changes, the new owner must apply for a new license. If the property owner does not own eligible fowl for a period of six months, the license automatically terminates. The city will request ownership verification of the eligible fowl every two years.
- (i) *Conditions/maintenance and inspections.* No person who owns, controls, keeps, maintains or harbors eligible fowl shall permit the premises where the eligible fowl are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors to be carried to adjacent public or private property. Any building to house eligible fowl or enclosed outdoor area for the eligible fowl authorized under this section may be inspected at any reasonable time by authorized city staff to inspect for compliance with this chapter and other relevant laws and regulations.
- (j) *Revocation of license.* A license may be revoked by the city council for a violation of any condition of this section following notice and a hearing as provided for in this Code.
- (k) *Penalty.* Violation of this section shall be addressed through the administrative citation process.

(Ord. No. 1297, § 1, 4-20-2015; Ord. No. 1301, § 1, 2-16-2016; Ord. No. 1342, § 4, 5-20-2019; Ord. No. 1366, § 1, 11-2-2020; Ord. No. 1384, § 3, 10-4-2021)

ATTACHMENT 2 STILLWATER'S BEEKEEPING ORDINANCE

ARTICLE IV. BEEKEEPING

Sec. 8-86. Purpose.

Recognizing the importance of pollinators, the City wishes to encourage beekeeping within the community while establishing requirements to protect the health, safety and welfare of the public.

Sec. 8-87. Number of colonies.

A person may establish an apiary on residential and agriculturally zoned property that has one or two dwelling units with the following number of colonies of honeybees:

- (1) Two colonies for parcels that are one-half acre lot or less;
- (2) Three additional colonies allowed per every additional one-half acre;
- (3) A person may keep more than the allowable number of the colonies if the property upon which the colonies are kept is greater than five acres.

Sec. 8-88. Performance standards.

- (a) *Location of colonies.* Colonies must be located on the lot as follows:
 - (1) In a rear yard not adjacent to a street;
 - (2) At least 25 feet from any residence on the lot or any adjacent lot;
 - (3) Set back at least ten feet from any property line.
- (b) *Fencing.* Colonies must be fenced to prevent or deter unauthorized access. Fencing need not be permanent and may be made of wire or mesh fencing or netting.
- (c) *Water and food supply.* A convenient source of water must be readily available on the premises at all times. All materials used to feed bees must be stored in sealed containers or placed within a building unless it is inside the hive.

Sec. 8-89. Sales of products.

Public sales of bee products may occur on the premises pursuant to the following requirements:

- (1) Food products and packaging of all bee products must comply with State and federal laws.
- (2) Occupant must comply with home occupation requirements pursuant to Section 28-322.
- (3) One sign may be placed on the premises, not to exceed six square feet in size.

Sec. 8-90. City inspections.

The City, upon the receipt of a complaint, shall be allowed to inspect any structure or premises and issue any order as may be necessary to carry out the provisions of this article.



WORK SESSION AGENDA REPORT

DATE: April 28, 2025
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 2.E.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Goal Setting Follow-Up

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

For discussion only. Based upon Council input, Staff will return with a "final" report and priority list at a May Council Meeting for approval/adoption.

OVERVIEW

David Drown Associates (DDA) has prepared a report on the March goal setting session, summarizing the day's discussion and the identified priorities of Council and senior staff. As the report indicates, some priorities are an evolution of previous years' top priorities/goals, while additional goals, strategies and priorities have also emerged. The purpose of the report is to represent those issues and opportunities of focus that will guide the work that the City Council and Staff undertake through formal policies and actions. Using the DDA report as a springboard, Staff would like to confirm and synchronize the Council's priorities at Monday's worksession, so that Staff and Council are in alignment on the strategies and actions that we'll be taking to pursue these goals and priorities in 2025 and beyond.

SOURCE OF FUNDS

The Goal-Setting process is a budgeted expenditure in the General Fund, specifically in the City Administration 2025 Budget.

ATTACHMENTS

1. 2025 South St. Paul Goal Setting Report-Draft Final Version (2)



2025 Goal Setting Process Report

April 17, 2025

Prepared by DDA Human Resources, Inc.

Process

The City of South St. Paul undertook a goal setting process in March of 2025. The process included the consultant having individual meetings with the Mayor, City Council, and City Management Team as well as a facilitated group session on Saturday, March 15th. The session included:

- An Ice-Breaker/Team Building Exercise
- Mayor, Council, and Management Team presentations on recent accomplishments and priorities
- Discussion on priorities, strategies, and projects
- Discussion on actionable steps to move the priorities, strategies, and projects forward

This report summarizes the discussions from the individual meetings and facilitated session. It is intended to be a working document that is fluid as it elicits continued discussion on the priorities, strategies, projects, and action steps for the City of South St. Paul.



Participants

South St. Paul Officials

- Mayor James Francis
- Council Member Pam Bakken
- Council Member Lori Hansen
- Council Member Joe Kaliszewski
- Council Member Todd Podgorski
- Council Member Tom Seaberg
- Council Member Matthew Thompson
- City Administrator Ryan Garcia
- Asst. City Administrator/HR Director Shelly Anderson
- Airport Manager Andrew Wall
- City Clerk Deanna Werner
- Building Official Joe Heimkes
- City Planner Michael Healy
- City Engineer Nick Guilliams
- Finance Director Clara Hilger
- IT Director Ian Hardie
- Parks & Rec Director Shannon Young
- Police Chief Brian Wicke
- Public Works Director Howie Steenberg
- Community Affairs Liaison Deb Griffith
- Deputy Fire Chief Terry Johnson
- Housing Program Administrator Tiffany Greene

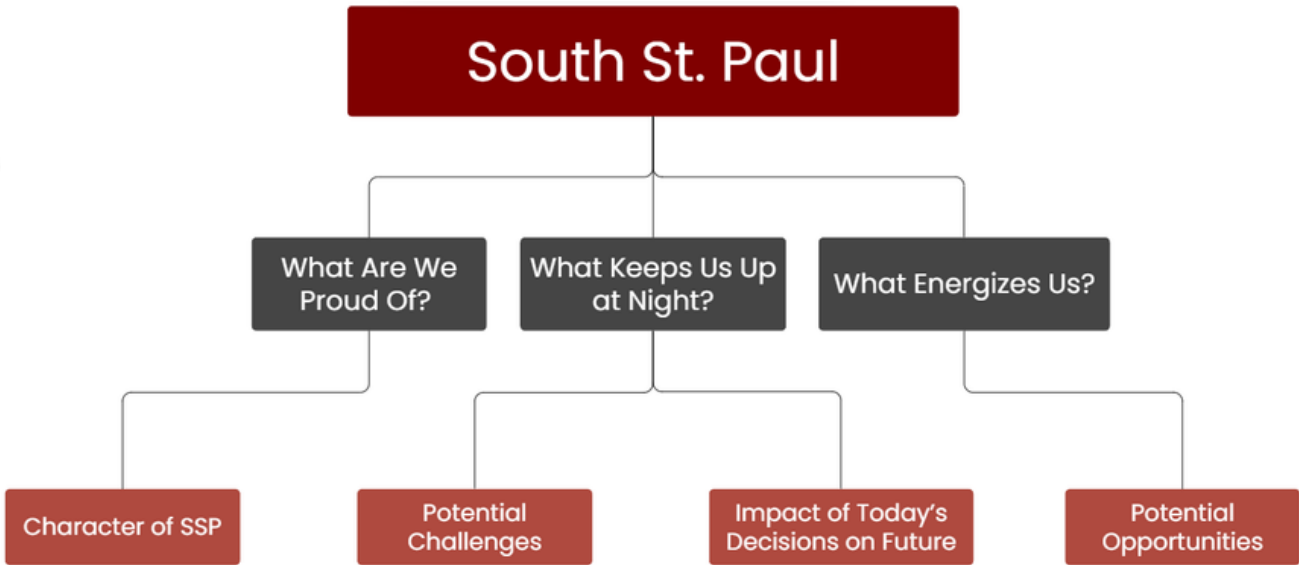
Consultants

- Bart Fischer, DDA Human Resources, Inc.
- Liza Donabauer, DDA Human Resources, Inc.

Discussion Themes

The input from the individual meetings with participants as well as the presentations of expectations by Council and Staff led to a discussion around three main themes and topics.

Themes from Pre-Session Meetings



Priorities/Strategies/Projects

This chart represents the priorities, strategies, and projects that came out of the group discussion during the strategic planning session. This list is in no order of importance and is meant to be fluid and adaptable. It is recommended that the South St. Paul Team regularly discuss target timelines and lead people/persons for each priority, strategy, and project.

For more information surrounding each PRIORITY/STRATEGY/PROJECT, please see the Supplemental Information section at the end of this report.

PRIORITY/STRATEGY/PROJECT	TARGET TIMELINE	LEAD
BUDGET FORECAST 1. Research the Pros & Cons of a rolling or biennial two-year budget and have a policy discussion/decision with the Council regarding these options 2. Take an in-depth review of the CIP process including the infrastructure fund and capital programs fund. Projects to focus on include roads/streets and aging water system		Finance Director, City Engineer, and City Administrator
STAFF & TECHNOLOGY 1. Determine the City's pay philosophy and approach to compensation 2. Obtain salary and benefit data annually from appropriate comparable organizations to analyze trends 3. Research and evaluate effective recruitment and retention trends 4. Explore opportunities to enhance the diversity of staff to mirror the community 5. Update and streamline technology across all departments. (e.g., utilize GIS system/data across multiple departments) 6. Regularly schedule staff team-building opportunities 7. Schedule quarterly meetings with the entire leadership team – Council and Management Team		HR Director, City Administrator, IT Director, and Fellow Department Heads as needed
CODE ENFORCEMENT AND RENTAL INSPECTION PROGRAM 1. Have a policy discussion with Council to provide direction on pro-active vs re-active code enforcement 2. Based on the results of #1, discuss options such as utilizing a contracted WSB inspector, coordinated code enforcement inspections by zone, and the public's involvement in submitting complaints 3. Have a policy discussion with Council regarding rental density 4. Consider the hiring of an in-house rental inspector		City Clerk, Building Official, City Administrator

Priorities/Strategies Cont'd

PRIORITY/STRATEGY/PROJECT	TARGET TIMELINE	LEAD
COMMUNICATIONS 1. Review Communications Strategy to identify and standardize priorities for internal and external communications 2. Seek ways to utilize external communications to empower a community of "givers" 3. Exercise increased communication methods to educate taxpayers (see supplemental information) 4. Establish a bi-monthly "Communications Update" on City Council Worksession Agendas		Communications Coordinator working with all Department Heads
FACILITIES 1. City Council to have discussions on and <u>determine</u> whether to move forward as well as the cost/risk of not moving forward with the Public Works Building and pool 2. Determine the future of the old library building. 3. Determine the need for a public safety (Police and Fire) facility 4. Consider a space/layout study of City Hall to address perceived silos of operation 5. Come to a decision on the Armour Gates – remove or re-locate		City Council, City Administrator, Finance Director, Public Works Director, Parks & Rec Director, Police Chief, Fire Chief
ECONOMIC DEVELOPMENT AND REDEVELOPMENT 1. Continue economic development and re-development efforts and opportunities as well as business retention and attraction efforts 2. Have a conversation and make a part of the communications strategy the realistic expectations around business types		City Administrator and City Planner
PUBLIC SAFETY 1. Pursue development of a Risk Assessment Study and Plan 2. Continue to explore enhanced and effective recruitment and retention efforts to maintain and develop an effective Public Safety Team		Fire Chief and Police Chief



Summary/Conclusion

The key takeaways from the session, as shared by the participants, are as follows:

- There is enthusiasm about the Public Safety Team further exploring a Risk Assessment Plan.
- There is excitement around focusing on employee retention initiatives.
- The Council and Management Team engaged in respectful and productive conversations, which allowed the Council to gain valuable insights from the Management Team.
- The Leadership Team (Council and Management Team) collaboratively defined actionable next steps.
- The City's Building Official, who interacts with 8-10 residents daily in their homes, shared valuable feedback regarding residents' concerns, needs, and expectations for City services and amenities.
- There is unanimous agreement on the need for improved communication – internal and external.
- All participants have acknowledged and committed to the action steps discussed.
- The action steps were formulated around the questions, "What would happen if we don't take action?" and "What would be the cost of inaction?"
- There is a recognition that much work remains to be done.
- The group is largely aligned in its goals and priorities.
- A clear priority hierarchy for tasks has been established.
- The Council recognizes and appreciates the work staff does.
- Action is the next step, with a concrete plan in place.
- The group is committed to moving forward with a decision: "We are done with the can we? Let's move ahead."
- The open and constructive conversations between the Council and the Management Team have been valuable.
- The group is united in how to proceed.
- Both the Management Team and Council are invested and ready to take action.
- South St. Paul is a highly functional Leadership Team.

The 2025 South St. Paul Goal Setting Process allowed the City Council and Management Team to discuss priorities, strategies, projects, and actionable steps for South St. Paul. The process allowed for listening and better understanding of individual goals in an effort to collaborate and move forward with a list of group strategies, priorities, projects, and action steps. It is recommended that opportunities are created throughout the year for updates and continued discussion by the South St. Paul Leadership Team (Council and Management Team) on the priorities, strategies, projects, and action steps as laid out in this document. This will be vital in keeping the lines of communication open for collaboration, understanding, the building of trusting relationships, and the continued momentum in maintaining and creating a successful future for the Community of South St Paul.



Supplemental Information

This section includes notes that were taken during the afternoon session where the group discussed priorities, strategies, and projects and explored action steps for each.

STAFF & TECHNOLOGY

- Is there a potential for a shared software/tech platform across departments? This could help break down silos between departments and provide better customer service (internal/external). This would require quite a bit of staff time on the front end which will be a heavy lift for many, but the benefits could be exponential.
- Investigate whether the City can utilize the GIS platform for:
 - Address location
 - Property records
 - Inspection notes and records
 - Building permits
 - Fire module
 - Front-end for customers to submit complaints, access forms, process building permits
 - Assist the City in becoming more paperless
- In an effort to demonstrate that staff is valued, the City needs to determine a pay philosophy, compensation, training and development, provide additional employee events such as the summer picnic, determine the City's niche as a recruitment tool, explore and be open to offering other employee benefits (e.g. summer hours, wellness programs, flexible hours).
 - Staff asked the City Council to allow for failure when trying new programs and endeavors.
 - Council asked staff to compile vetted comparables and data for discussion to determine pay philosophy and monitor trends.

BUDGET FORECAST

- The group expressed interest in moving forward with a two-year budget cycle/forecast. A two-year budget process will help the City Council to identify trends and plan ahead for future deficits. Staff asked Council to understand that the second year of the budget will likely be estimates.
- The group discussed taking a closer look at how the CIP is developed and whether there is a re-allocation that needs to be done in the Infrastructure or Maintenance Reserve Fund to be used to maintain the life of equipment and infrastructure.



Supplemental Information - Cont'd



COMMUNICATION (External/Internal)

- The group discussed how they have been utilizing the newly appointed Communications Coordinator position and the successes the departments have had as a result. There was an agreement amongst the group to utilize the Communications Coordinator more and effectively.
- The group discussed developing communication campaigns for the following:
 - Communicate results from the Space Study out to the public
 - Develop messaging about the Public Works Building
 - Educate the public on the Infrastructure Fund/CIP
 - Develop a video on what is under the street/pavement as an educational tool for the public
 - Utilize cable tv more on various city topics
- As a long-term goal, is there a potential to create a Legislative Commission which would include community members who could be a voice for the City on various initiatives?



FACILITIES

- There are many potential facility projects: Pool, Public Works, Police/Fire, Old Library, City Hall.
- The City is waiting to hear the results of a feasibility study on the pool. The City Council needs to determine when it will act - at failure or on a specific date.
- Discussion was had on what the associated costs and risks for not moving forward with new construction on the Public Works Building, Pool, Police/Fire, Old Library and City Hall would be.

Supplemental Information - Cont'd

CODE ENFORCEMENT PROGRAM

- Discussion was had on pro-active vs re-active code enforcement. Currently, the City is unable to be pro-active due to a lack of staffing power.
- The following ideas were brought forth for exploration:
 - Public involvement in submitting complaints
 - In-house rental inspector
 - How to address rental density
 - More needs to be learned about coordinated zone code inspections/enforcement – Rosemount was brought up as an example
 - A plan should be developed for license inspectors
 - Can the services of WSB be utilized more in the area of code enforcement
 - Can code enforcement become some sort of revenue source

ECONOMIC DEVELOPMENT AND RE-DEVELOPMENT

- The group touched on the future of the Hardman Triangle, Wakota Crossing, and Marie/Southview as well as other re-development opportunities for some of the city's older and more run-down properties.

PUBLIC SAFETY

- The Deputy Fire Chief discussed the Department's initial work on a risk assessment study and developing a plan to reduce risks. This study could include environmental assessments, fire, crime, and health issues within a community and identify risks that affect community members, such as falls, mental health, substance abuse, diabetes, cardiac arrest and other health issues. The plan would identify the need for resources such as social workers and assigning a specialist with an EMT.

RELATIONSHIPS

- There was a brief discussion on the City continuing to enhance its relationships with various community and regional partners including state legislators.

