

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

June 3, 2024

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 Joe Muehlbauer.

**2. ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi), and Liquor Store Manager Joe Pfeifer

**3. APPROVAL OF AGENDA**

MOTION BY: ROBINSON SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes - May 20, 2024

B. Animal Control Service

C. Hiring Part-Time Firefighter- Contingent

D. Rental License Approvals

E. Stericycle Contract

F. Economic Development Software

G. Surplus Property

*Resolution 2024-20 Declaring surplus property and authorizing the disposal of said property*

H. Acknowledgement to Conduct a Raffle

I. Payment of Claims

J. Policy Amendment

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

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 5-0

**5. MEETING OPEN TO THE PUBLIC**

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS - NONE**

**8. OLD BUSINESS**

A. City Hall/Fire Station Final Plat

Resolution 2024-21 approving the final plat for the Village of St. Francis City Hall Addition

City Planner Richmond reviewed the Staff report in regard to the final plat for the new City Hall Fire Station.

MOTION BY: BAUER SECOND: KREKLOW TO ADOPT RESOLUTION 2024-21 APPROVING THE FINAL PLAT FOR THE VILLAGE OF ST. FRANCIS CITY HALL ADDITION.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 5-0

**9. NEW BUSINESS**

A. I-1 Clinic Zoning Ordinance Amendment – 1st Reading

Ordinance 331 Amending Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted use within the I-1 district.

Richmond reviewed the Staff report concerning the requested Zoning Ordinance Amendment to allow clinics and offices in the I-1 district. She shared the Planning Commission's recommendation of approval.

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 331 AMENDING ZONING CODE TO ALLOW CLINICS AND OFFICES, INCLUDING MEDICAL, DENTAL, AND THERAPEUTIC, AS A PERMITTED USE WITHIN THE I-1 DISTRICT.

A roll call vote was performed:  
Mayor Muehlbauer        aye  
Councilmember Udvig     aye  
Councilmember Robinson aye  
Councilmember Kreklow   aye  
Councilmember Bauer     aye

Motion carried: 5-0

B. Patriot Parkway Preliminary Plat

Resolution 2024-22 Approving the preliminary plat for the Patriot Parkway development with conditions and findings of fact as present by staff

Richmond reviewed the Staff report in regard to the preliminary plat for Patriot Parkway. She shared the Planning Commission's recommendation of approval.

Robinson shared that the biggest concern with this at the Planning Commission meeting was with the access and safety of the entrances.

Mayor Muehlbauer asked how this differs from the original plat. Richmond explained that this item has been ongoing for a while and this plat does not differ from the original plat.

Mayor Muehlbauer asked why this is coming forward for preliminary plat now. Richmond explained that this is coming forward now to get the foundation of the acceptance of the preliminary plat to help things move forward with the church and developers.

MOTION BY: UDVIG SECOND: KREKLOW TO ADOPT RESOLUTION 2024-22 APPROVING THE PRELIMINARY PLAT FOR THE PATRIOT PARKWAY DEVELOPMENT WITH CONDITIONS AND FINDINGS OF FACT AS PRESENT BY STAFF.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

**10. MEETING OPEN TO THE PUBLIC - NONE**

**11. REPORTS - NONE**

**12. COUNCIL MEMBER REPORTS**

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

Udvig shared that she attended Pioneer Days and she had the honor of presenting the Certificates of Appreciation from the City. She added that they also crowned the Little Miss and Miss St. Francis'.

Bauer thanked the Chamber of Commerce and the City for all of their work on Pioneer Days as it was well organized and well attended by the community. He shared that his resignation from the Council will be coming shortly as he will be moving in the next few weeks. He stated that it has been a privilege to serve the people of St. Francis over his time on the Council. He added that Staff are amazing

and thanked everyone for all they do.

Kreklow thanked law enforcement for all of their hard work to keep the citizens safe with the increased traffic in the City over the weekend.

Robinson shared his appreciation for the new members of the Planning Commission. He noted that there was a great turnout for the Pioneer Days parade and thanked all the volunteers who helped out with the event. He shared that there will be a new clinic opening up in Downtown St. Francis.

Mayor Muehlbauer thanked the Chamber of Commerce, City Staff, the Bottle Shop, and all first responders for all they did to help with Pioneer Days.

### **13. UPCOMING EVENTS**

June 6 - Bike Rodeo - 5:00 - 7:00 pm  
June 17 - City Council Meeting - 6:00 pm  
June 18 - Planning Commission \*Cancelled\*  
June 19 - City Offices Closed in observance of Juneteenth

### **14. ADJOURNMENT**

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

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:16 p.m.

---

Jennifer Wida, City Clerk