

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

January 2, 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 Administrator-City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Public Works Director Paul Carpenter, Liquor Store Manager Joe Pfeifer, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), and Police Chief Todd Schwieger.

**3. APPROVAL OF AGENDA**

MOTION BY: BAUER SECOND: UDVIG 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 - December 18, 2023

B. Council Appointments

*Resolution 2024-01 Approving the appointments for 2024*

C. Park Commission Appointment

D. Policy Amendment

E. Accept the Resignation of Assistant Fire Chief Joe Lawrence

F. Payment of Claims

MOTION BY: ROBINSON SECOND: KREKLOW 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****A. ADA Transition Plan Public Hearing*****Resolution 2024-02 Approving ADA Transition Plan***

City Engineer Jochum reviewed the Staff report concerning the ADA Transition Plan.

Mayor Muehlbauer opened the Public Hearing at 6:02 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:03 p.m.

Bauer asked if this sets any type of standard for putting in sidewalks. Jochum said no and explained it is more to make the existing facilities ADA compliant.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING RESOLUTION 2024-02, A RESOLUTION ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

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

Nays: None

Motion carries: 5-0

**8. OLD BUSINESS - NONE****9. NEW BUSINESS****A. DNR ReLeaf Community Forest 2023 Grant Program**

Public Works Director Carpenter reviewed the Staff report in regard to the DNR ReLeaf Community Forest Grant Program. He shared that they were awarded over \$140,000 as a part of this grant, as well as an In-kind match of \$42,500.00.

Robinson asked if they will be able to spend all of the funds. Carpenter said yes and explained they already have very accurate pricing for this.

Robinson asked how they are choosing vendors for this work. Carpenter shared that he and Thunstrom are working on writing an RFP to request proposals from contractors.

Robinson asked if there are any local vendors that would be eligible to submit a proposal. Carpenter said yes.

Robinson asked if this is one time funding or if the program will be extended. Carpenter shared this has been going on for a few years and they will have this funding through 2026 when they can reapply for the grant again.

Robinson asked if they have found a way to repair or treat trees as opposed to having to buy new ones. Carpenter explained that before they applied for the grant program they had been testing this at Community Park. He shared they started injecting the trees in this area about three years ago and they are now dead. He said that once it is noticed that a tree is dying, it is too late. He stated they want to remove and replace these trees. He added that they will go off of the expertise of the contractor when deciding what to do.

Kreklow asked if it is part of the plan to maintain these new trees to make sure they do not get infested again. Carpenter explained there are ways to mitigate this. He said that after the trees are removed, the DNR is very specific on what types of trees they can replant with. He shared they will also be watering these trees for the first few years after they are planted.

Bauer asked if the in-kind match is dollars that the City has already spent. Carpenter explained they already have spent time working on this plan. He said these are in-house dollars as they will be adding this work to their daily duties.

MOTION BY: UDVIG SECOND: KREKLOW APPROVING THE DNR RELEAF COMMUNITY FOREST GRANT PROGRAM.

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.

Robinson shared that the St. Francis Chamber of Commerce will be having a Las Vegas night on January 26.

Mayor Muehlbauer shared he had the opportunity to meet with the Mayor of Oak Grove and they had a good conversation. He stated things look good for the two cities having a relationship moving forward.

**13. UPCOMING EVENTS**

- January 2 - New City Hall Hours in effect
- January 2 - URRWMO Meeting @ Oak Grove City Hall
- January 11 - City Council Work Session @ 5:00 Police/Public Works Building
- January 16 - City Council Meeting (Tuesday) @ 6:00 pm
- January 17 - Planning Commission Meeting @ 7:00 pm
- February 5 - City Council Meeting @ 6:00 pm

**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.

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Jennifer Wida, City Clerk

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