

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

November 18, 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 Kevin Robinson, Crystal Kreklow, Sarah Udvig, and Mark Vogel.

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

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

- A. City Council Minutes - November 4, 2024
- B. City Council Work Session Minutes - October 28, 2024
- C. Compensation Study – Phase I Implementation
- D. Financial Policies
- E. Payment of Claims

MOTION BY: KREKLOW SECOND: VOGEL APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Kreklow, Udvig, Vogel, 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. Ordinance Amendment – Chapter 6 – Section 13 Taxicabs -2nd Reading

\*Ordinance 335 - Removing Chapter 6-13 Taxicabs from City Code

\*Resolution 2024-40 - Authorizing Summary Publication of Ordinance 335

City Administrator Thunstrom reviewed the Staff report in regard to the request to remove the taxicab ordinance from City Code.

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT ORDINANCE 335 REMOVING CHAPTER 6-13 TAXICABS FROM CITY CODE.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Vogel	aye
Councilmember Robinson	aye
Councilmember Kreklow	aye
Councilmember Udvig	aye

Motion carried: 5-0

MOTION BY: UDVIG SECONDED: KREKLOW TO ADOPT RESOLUTION 2024-40 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 335.

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

Nays: None

Motion carries: 5-0

B. Rum River Preserve of St. Francis PUD – 2nd Reading

\*Ordinance 336 Approving rezoning 3503 Bridge St NW from B-1 to The Rum River Preserve of St. Francis PUD

\*Resolution 2024-41 Authorizing Summary Publication of Ordinance 336

Community Development Director Rieland reviewed the Staff report concerning the Rum River of St. Francis PUD.

MOTION BY: ROBINSON SECONDED: KREKLOW TO ADOPT ORDINANCE 336 APPROVING REZONING 3503 BRIDGE ST NW FROM B-1 TO THE RUM RIVER PRESERVE OF ST. FRANCIS PUD.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Vogel	aye

Councilmember Robinson aye  
Councilmember Kreklow aye  
Councilmember Udvig aye

Motion carried: 5-0

MOTION BY: VOGEL SECONDED: UDVIG TO ADOPT RESOLUTION 2024-41  
AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 336.

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

Nays: None

Motion carries: 5-0

## 9. **NEW BUSINESS**

### A. Communication Strategic Plan

Thunstrom reviewed the Staff report in regard to the Strategic Plan. She reviewed the responses that they received from the survey.

Robinson shared he is disappointed at the lack of feedback received. He noted that the City's website is difficult to navigate on a cell phone. He stated the newsletter seems to be positive to the residents and said the Council should have more contributions to these. He shared his appreciation for Staff's work on this. He encouraged the use of QR codes as much as possible.

Vogel said that the newsletter and the City website are the two best avenues to communicate with the public. He suggested finding a way to keep the residents updated on developments. Thunstrom shared that the website does have a projects page which they try to keep up with public developments.

Udvig shared that the website is definitely something they need to work on.

Mayor Muehlbauer thanked the residents who did respond to the survey. He asked if they are interested in considering a mobile app down the line. He stated residents are asking for this but he wonders how much it will actually be utilized.

Vogel said the app can be something they pursue in the future; however, they need to get the website under control first. He stated he would also be comfortable with just having a robust, detailed website. Udvig agreed.

Kreklow noted she goes back and forth on the idea of having a City app. She stated the website already has all of the information and they are also on social media platforms. She said the app would just be an added expense and an additional app on her phone with the same information that could be found elsewhere. Robinson agreed.

MOTION BY: KREKLOW SECONDED: VOGEL TO REVIEW AND ADOPT THE  
COMMUNICATION STRATEGIC PLAN.

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

Nays: None

Motion carries: 5-0

B. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 1st Reading  
\*Ordinance 337 Amending Chapter 2 Section 9 of the City Code regarding the Fee Schedule

Thunstrom reviewed the Staff concerning updates to the fee schedule.

Vogel asked what is involved with someone having an event at the Community Center and if the \$50 fee covers this. Thunstrom shared that at the existing building, they do not have Staff present for these events, and the fee is tied to cleaning and maintaining the space.

Vogel asked how long the renewal is for the Community Center. Thunstrom said it can be anywhere from an hour to a full day.

Vogel said these fees seem really low and would like to look at raising this. He added that he definitely thinks the fee needs to be raised for non-residents. Thunstrom shared that between the first reading of this ordinance tonight and the second reading at the next meeting, Staff could pull comparisons from other cities and present those with the second reading.

Robinson agreed. He asked if this takes into account the wage increases for the Staff that will be cleaning and maintaining the space. He added that the amenities and square footage of the space matter when looking at comparing their rates to other cities. He said he wants to make sure these fees are fair and equitable.

Udvig asked how these fees will be changing once they move it to the new building. Thunstrom shared that they are not ready to tackle what this will look like at the new building. She noted a greater discussion will need to be had to figure out the new building.

Vogel asked about the insurance requirements for someone using this space. Thunstrom explained that those using the room have to sign a room rental agreement which includes a waiver. She added that they do not request the users to pull specific insurance coverage for this.

Vogel asked about the liability insurance aspect of this. He shared that when his church rents out space, they require the user to have their own event insurance. Mayor Muehlbauer stated the waiver would likely cover this.

Udvig asked if they have had any issues with the rental space being damaged. Thunstrom said no.

MOTION BY: ROBINSON SECONDED: UDVIG TO ADOPT ORDINANCE 337 AMENDING CHAPTER 2 SECTION 9 OF THE CITY CODE REGARDING THE

**FEE SCHEDULE.**

A roll call vote was performed:

Mayor Muehlbauer        aye  
Councilmember Vogel     aye  
Councilmember Robinson aye  
Councilmember Kreklow   aye  
Councilmember Udvig     aye

Motion carried: 5-0

**10. MEETING OPEN TO THE PUBLIC - NONE****11. REPORTS****A. Fire Department Monthly Report - October**

Thunstrom shared that Fire Chief Schmidt is currently on a call and was unable to attend the meeting. She said they can carry this report over to the next meeting if they have any questions.

Mayor Muehlbauer noted they do not usually have questions on this report, and if they do have questions, they can contact him directly.

**12. COUNCIL MEMBER REPORTS**

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

Vogel shared that there was a resident who reached out to him about the intersection outside of City Hall and concerns with people not stopping at the stop sign at Cree Street. He suggested putting some kind of lights on the stop signs so people know they are there. Public Works Director Carpenter said he has not heard anything about this but they can discuss it and see what can be done.

**13. UPCOMING EVENTS**

*November Planning Commission Meeting Cancelled*

November 28 - City Offices Closed

November 29 - City Offices Closed

December 02 - City Council Meeting - 6:00 pm

December 03 - City Hall (Cree St) Closed - Moving to new facility

December 04 - City Hall (Cree St) Closed - Moving to new facility

December 16 - City Council Meeting - 6:00 pm (New Building - 3750 Bridge St NW)

December 18 - Planning Commission - 7:00 (New Building - 3750 Bridge St NW)

**14. ADJOURNMENT**

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:37 p.m.

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Jennifer Wida, City Clerk

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