

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

August 5, 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, and Mark Vogel.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Community Development Director Jessica Rieland, Deputy City Clerk Natalie Santillo, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Dave Schmidt, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, and City Planner Beth Richmond (HKGi).

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 4-0

**4. CONSENT AGENDA**

- A. City Council Minutes - July 15, 2024
- B. Authorization Not to Waive Statutory Liability Limits
- C. DNR Realf Grant Project – Pay Estimate No. 1
- D. Police Department Policy Manual
- E. Withdraw Contingent Offer Part-Time Firefighter
- F. City Hall / Fire Station Appliances
- G. City Hall Fire Station Furniture
- H. Authorization to Purchase Mobile Radio
- I. Acknowledgement to Conduct a Raffle
- J. Change Orders – City Hall / Fire Station Project
- K. Turtle Ponds Revised Development Agreement
- L. Payment of Claims

Mayor Muehlbauer requested the removal of item A as new Councilmember Vogel was not present at this meeting.

MOTION BY: MAYOR MUEHLBAUER SECOND: VOGEL APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS B-L.

Robinson shared that Consent Agenda items are items that they do not need to spend much time discussing at Council meetings; however, they still mean something. He thanked Staff who worked on all of these items, specifically items F and G for City Hall Fire Station items. He noted that these items are budgeted for and Staff worked hard to save money on these items.

Vogel asked where the appliances that are being purchased for the City Hall Fire Station will be used and if they have existing appliances that they would be able to reuse in the building. City Administrator Thunstrom explained that the new building will have a break room for Staff, a break room for the firefighters, and a small kitchenette off of the Council chambers. She said all new refrigerators are being purchased as they only have one small refrigerator at City Hall currently and it also has mechanical problems. She noted that all of the other appliances would be new as they do not currently have them in City Hall.

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

Nays: None

Motion carries: 4-0

MOTION BY: ROBINSON SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEM A.

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

Nays: None

Abstain: Vogel

Motion carries: 3-0-1

## **5. MEETING OPEN TO THE PUBLIC**

Hunter Carlson, 23563 Marigold Street, came forward to discuss the leash law that they have in St. Francis and how it compares to other cities in the surrounding area. He shared that in St. Francis, dogs must be on a leash and the dog must be reactive to the word 'heel' which is not a word that is used in any other city's leash law.

Mayor Muehlbauer asked what the main purpose is for bringing this forward. Mr. Carlson stated that the law containing the word 'heel' is much more restrictive as compared to other cities. He added that the 6-foot leash requirement is also more restrictive than other, more populous cities. He asked that they make this leash law not as restrictive.

Robinson asked when they last updated the leash law. Thunstrom shared that she is not sure how old the leash law is. She noted that this would typically be updated by the Police Department.

Police Chief Schwieger explained that the leash law is similar to what it has always been. He noted this is pretty typical language; however, they could discuss updating this if there was interest.

Robinson said this would be worth talking about at an upcoming Work Session.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS**

**A. CIP 2025-2029 Hearing and Approval**

Finance Director Mulvihill reviewed the Staff report in regard to the CIP for 2025 to 2029.

Mayor Muehlbauer opened the Public Hearing at 6:12 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:13 p.m.

Robinson shared that he has already had his questions answered by Mulvihill.

Vogel asked about the street fund cash flow and he said that 2025 and 2026 are outliers on the total liabilities and fund balance. Mulvihill explained that they accumulate money then they use it all in one year so those years are when they will be accumulating the money for future projects.

Mayor Muehlbauer noted that there are certain funds that go up every year. He asked if there is a cap on these funds or a reason that it continues to go up every year. Mulvihill shared that there will be a point when they have enough funds to cover everything, and they will not need to continually increase the amount. She said they want to take the increase slowly to build up which is why they are seeing an increase every year.

Vogel asked if they had a fund that would set money aside to build a new City Hall every 50 years. Mulvihill said they have not funded that yet as residents are already funding the new City Hall and it would be hard to double this to have them start paying for the next City Hall. He shared that she hopes that the building fund will start to accumulate more funds as they go on and they will not have to put some much money into maintenance.

Robinson asked if they had consolidated a retired bond and rolled the money back into the general fund in the past. Mulvihill explained that they were able to redo some bonds and got better rates in the past.

**MOTION BY: ROBINSON SECOND: VOGEL APPROVING THE 2025-2029 CIP.**

A roll call vote was performed:

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

Motion carried: 4-0

B. Rivers Edge 7th Addition

Ordinance 332 amending the Rivers Edge Planned Unit Development -  
First Reading

Resolution 2024-28 vacating the drainage and utility easement over  
Outlot D 2nd Addition of the Rivers Edge subdivision

Resolution 2024-29 approving the final plat and plans for the 7th  
addition of the Rivers Edge subdivision

Development Agreement for Rivers Edge 7th Addition

Planning Manager Richmond reviewed the Staff report concerning a PUD request, a vacation of easement request, a final plat, and the Development Agreement for the Rivers Edge 7th Addition. She shared the Planning Commission's recommendation of approval for the PUD request.

Mayor Muehlbauer opened the Public Hearing at 6:28 p.m.

Hunter Carlson, 23563 Marigold Street, came forward and asked about the road that was originally planned to run through this area. Thunstrom explained that this area was in the County right-of-way, and it was never intended to be a road. She said it was a temporary access and went away once this development went through.

Mr. Carlson said that this area has gotten very hectic with the addition of the neighborhood and a road would have been a great addition to the plan.

Mayor Muehlbauer closed the Public Hearing at 6:30 p.m.

MOTION BY: KREKLOW SECOND: VOGEL TO ADOPT THE 1ST READING OF ORDINANCE 332 AMENDING THE RIVERS EDGE PUD TO INCLUDE 2.5 ACRES OF LAND AND TO ALLOW 6' SIDE YARDS SETBACKS FOR VILLA LOTS.

A roll call vote was performed:

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

Motion carried: 4-0

MOTION BY: ROBINSON SECOND: VOGEL TO ADOPT RESOLUTION 2024-28 APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENT OVER OUTLOT B OF THE 5TH ADDITION OF THE RIVERS EDGE SUBDIVISION.

A roll call vote was performed:

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

Motion carried: 4-0

MOTION BY: ROBINSON SECOND: VOGEL TO ADOPT RESOLUTION 2024-29 APPROVING THE FINAL PLAT AND PLANS OF THE 6TH ADDITION OF THE RIVERS EDGE SUBDIVISION WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

A roll call vote was performed:

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

Motion carried: 4-0

MOTION BY: VOGEL SECOND: ROBINSON TO APPROVE THE DEVELOPMENT AGREEMENT FOR RIVERS EDGE 7TH ADDITION.

A roll call vote was performed:

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

Motion carried: 4-0

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

A. 3503 Bridge Street Concept Review

Richmond reviewed the Staff report in regard to the concept review for 3503 Bridge Street.

Kreklow shared that she does like the concept as proposed. She said she looks forward to seeing more details come forward.

Robinson asked the applicant to come up and share more details on this project.

Jeff Weaver, The Weaver Bros Co., came forward and shared that they run a small family business and have been in the area for over 60 years. He explained that they have done lots of work in downtown Anoka and they would like to bring the same concepts they used there into St. Francis. He noted that they would take a phased approach to this project.

Robinson shared his concerns with the parking along Bridge Street which could create a visual barrier. He noted that he likes the idea of the apartment buildings as there is a current need for apartments in town. He emphasized his desire for some trails and natural areas as a part of this project.

Vogel asked what the apartments would look like. Mr. Weaver shared that they do not have any units that would be subsidized housing units and they would all be market rate.

Vogel asked how tall these buildings would be. Richmond said they would likely be three or four stories.

Mayor Muehlbauer stated he loves the idea of the apartments and the commercial aspect. He noted that the list of exceptions were kind of crazy. He said he is still up in the air on how he feels about this development and how critical it is to keep the feel that they were going for in this area. He said that he loves this idea of this development being here; however, he is just not sure about the layout. He explained that they have put a lot of time and effort into the design and vision of Bridge Street.

Robinson asked if it would be possible to turn the retail section of the development 90 degrees. Mr. Weaver shared that this would take away the visibility which is a big piece of this puzzle.

Robinson asked if they will have parking on both sides of the building. Mr. Weaver shared that the parking on the north and west would be for the apartments and the other parking in the southeast corner would be for the commercial buildings.

Robinson asked when they would like to know for sure whether or not the City is interested in this concept. Mr. Weaver said he can be patient; however, they are going to get to a point where they need to start spending money to get this process started and they do not want to do that until they know the interest of the Council. He added that there is also a lot of site preparation that will need to be done in this area.

Robinson noted that he would like some additional time to discuss this before making a decision. He added that he would like to get Udvig's feedback on this as

well.

The Council added this item to the Work Session on August 12, 2024.

## **10. MEETING OPEN TO THE PUBLIC**

Hunter Carlson, 23563 Marigold Street, shared that he thinks it would be a great idea for the Council to look at The Weaver Bros development in Anoka to get an idea of what the development here could look like. He added that he thinks the green space is a great idea.

## **11. REPORTS**

### **A. Fire Department Monthly Report - June**

Fire Chief Schmidt reviewed the Fire Department report for the month of June. He shared that there was an increase in response time to eight minutes and six seconds on average; however, it is still under their goal of ten minutes or less. He noted that there was an increase in calls for service with a total of 64 calls, including 38 EMS calls and 26 fire calls. He added that there was a significant increase in the number of firefighters responding to each call to an average of 7.3. He shared that there were two ambulance response times over 20 minutes for the month. He stated they conducted six initial fire inspections and five reinspections.

The Council thanked Schmidt for his report and the great work done by him and his Staff.

### **B. Public Works Quarterly Report - 2nd Quarter**

Thunstrom shared that Public Works Director Carpenter was not able to make it this evening as he is under the weather. She noted that if the Council has any questions about his report then they can reach out to him directly when he returns.

## **12. COUNCIL MEMBER REPORTS**

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

## **13. UPCOMING EVENTS**

August 06 - National Night Out - 5:00 pm - 7:30 pm  
August 08 - KARE 11 Sunrise - Dakotah Lindwurm Celebration 2024 Olympics  
August 12 - City Council Work Session  
August 13 - Safe at Home Program - 4:00 - 6:00 pm  
August 19 - City Council Meeting  
August 21 - Planning Commission Meeting - 7:00 pm  
August 22 - Cone with a Cop - 4:00 pm - 6:00 pm

## **14. CLOSED MEETING**

*Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation*

*strategies or developments or discussion and review of labor negotiation proposals.*

MOTION BY: ROBINSON SECOND: VOGEL TO RECESS THE MEETING TO A CLOSED SESSION

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

Motion carried: 4-0

The open session meeting recessed to closed session at 7:13 p.m.

MOTION BY: VOGEL SECOND: ROBINSON TO OPEN THE MEETING.

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

Motion carried: 4-0

The open session meeting reconvened at 7:59 p.m.

**15. ADJOURNMENT**

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:59 p.m.

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Jennifer Wida, City Clerk