

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis City Hall 3750 Bridge Street NW  
November 17, 2025  
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 Mark Vogel.

**2. ROLL CALL**

Members Present: Mayor Mark Vogel, Councilmembers Kevin Robinson, Sarah Udvig, Amy Faanes, and Joe Muehlbauer.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Finance Director Darcy Mulvihill, and City Engineer Craig Jochum (Hakanson Associates, Inc.)

**3. APPROVAL OF AGENDA**

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

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

**4. CONSENT AGENDA**

- A. City Council Minutes - November 3, 2025
- B. City Council Work Session Minutes - October 27, 2025
- C. Approval of Pay Estimate No. 4 for the 2025 Street Reconstruction Project
- D. Accept Resignation– Finance Director
- E. Mindy Michels Resignation
- F. Embedded Systems Contract Renewal
- G. Planning Commission Appointments
- H. Payment of Claims

Mayor Vogel shared that he would like to discuss the Planning Commission appointments. He noted that they are voting on these appointments and asked the

Council if they wanted to see the applicants or be a part of the interviews for Commission appointments in the future.

Robinson shared that Commissioner Hingos has been a part of the Planning Commission for many years and does a great job. He noted that he is not as familiar with the other two applicants. He said that he thinks the Council should be involved in the interview process for these Commissions in the future.

Udvig agreed. She noted that they could have just a few Councilmembers involved in the actual interviews, but the whole Council could review these applications ahead of time, so they are aware of who the applicants are.

Muehlbauer said it would be nice to have two Councilmembers in these interviews if they were to write a policy for this.

Mayor Vogel agreed.

MOTION BY: MUEHLBAUER SECOND: FAANES APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

**5. MEETING OPEN TO THE PUBLIC**

No one came forward to address the Council.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS - NONE**

**8. OLD BUSINESS**

A. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 2nd Reading

Ordinance 351 - Amending Chapter 2 of the city code regarding the fee schedule

Resolution 2025-55 - Authorizing summary publication of Ordinance 351

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT ORDINANCE 351 AMENDING CHAPTER 2 OF THE CITY CODE REGARDING THE FEE SCHEDULE.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2025-55  
AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 351.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

B. No Limits, LLC – Rezoning – 2nd Reading

Ordinance 349 - Approving rezoning of 23671 St. Francis Blvd NW from I-1  
General Industrial to B-2 General Business

Resolution 2025-56 - Authorizing summary publication of Ordinance 349

MOTION BY: FAANES SECOND: UDVIG TO ADOPT ORDINANCE 349  
APPROVING REZONING OF 23671 ST. FRANCIS BOULEVARD NW FROM I-1  
GENERAL INDUSTRIAL TO B-2 GENERAL BUSINESS.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION  
2025-56 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 349.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

## **9. NEW BUSINESS**

### **A. MS4 – Annual Opportunity for Public Input**

City Engineer Jochum reviewed the Staff report in regard to the annual opportunity for public input on the MS4 program.

Mayor Vogel opened the meeting for public input at 6:09 p.m.

No one came forward for public input.

Mayor Vogel closed the meeting for public input at 6:10 p.m.

Robinson asked if there is a cost associated with this MS4 permit. Mr. Jochum said there is no fee associated with the permit itself; however, there are Staff costs.

Robinson noted that this is a part of an unfunded mandate from the State, which will not be included in the levy.

Muehlbauer shared that the money collected for this MS4 permit does not go directly to the permit; it goes to the work that needs to be done to adhere to the requirements of the permit. He noted that this is a lot of work for the Staff that is required by the State.

Robinson noted that while this is important work, it was pulled out of thin air by the State, and they were told they had to comply.

Mayor Vogel asked how they were addressing stormwater ponds before the MS4 permit process. Jochum said it was being addressed out of the general budget. He noted that it is a requirement of this permit that the ponds have to be inspected every five years, and this was not something that was necessary before the permit.

Monty Oakers came forward and asked how much the City spends a year on this MS4 program. Mayor Vogel said he can contact Public Works Director Carpenter to get these numbers.

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

## **11. REPORTS**

### **A. City Administrator Report**

City Administrator Thunstrom reviewed the City Administrator report. She shared that the Staff is monitoring the changes in THC laws at the Federal level and how these changes could affect the Bottle Shop. She noted that they presented to the State legislators last week regarding their utility project along Highway 47. She added that they welcomed the first resident to Vista Prairie, who was not a St.

Francis resident prior to moving to Vista Prairie. She shared that they are continuing to work on several housekeeping items at the Staff level.

Robinson shared his appreciation for how well Thunstrom did at the bond tour.

## **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 asked what would be accepted at the upcoming recycling event. Carpenter said they are accepting all of the general recycling items, such as steel, oil, appliances, and other similar items. He noted that this is the last recycling event for the year.

Robinson asked how the oil depository was going. Carpenter said it is going very well, and it has been very popular.

Robinson asked if they are going to be able to have this depository outside of a gated area so residents can recycle oil waste at any time. Carpenter said they currently allow residents to make appointments to use this depository during business hours.

Robinson shared his appreciation for Finance Director Mulvihill and shared that the City will miss her after she retires in July of 2026.

Mayor Vogel thanked Thunstrom and all of the Staff for the work that they put into preparing for their presentation at the bond tour. He also thanked the lobbyists and their representatives for their support as well.

## **13. UPCOMING EVENTS**

November 18 - URRWMO Meeting - 6:00 pm

November 19 - Planning Commission Meeting - 7:00 pm

November 22 - Recycling Event 8:00 am - 12:00 pm

November 27 - City Offices closed

November 28 - City Offices closed

## **14. ADJOURNMENT**

MOTION BY: FAANES SECOND: ROBINSON TO ADJOURN THE MEETING.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carried: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 6:21 p.m.

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Jennifer Wida, City Clerk

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