

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

September 16, 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, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, Liquor Store Manager Joe Pfeifer, and City Engineer Craig Jochum (Hakanson Associates, Inc.),

3. APPROVAL OF AGENDA

MOTION BY: VOGEL SECOND: ROBINSON 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 - September 3, 2024
- B. Stahl Construction – Pay Applications No. 12 – Labor & Material
- C. Facility Technician Job Posting
- D. URRWMO Joint Powers Agreement Update
- E. Public Works Policy Manual Update
- F. Change Orders – City Hall / Fire Station Project
- G. Acknowledgement to Conduct a Raffle
- H. Acknowledgement of Premise Permit
- I. Conditional Offer of Employment – Office Assistant-Accounting Clerk
- J. Payment of Claims

Kreklow shared that there was an error in the minutes which showed a vote for her when she was absent from the meeting. City Clerk Wida said this has been updated in the minutes and published online.

Vogel said he would like to discuss items B, D, F, and J. He noted that at the last meeting when they discussed the budget, they could not find anywhere to cut spending. He shared that in the proposal from Stahl, there is a \$50,000 fire pole with installation for \$7,000. He asked why this is so expensive. Fire Chief Schmidt shared that this was part of their discussion and design over two years ago. He explained that all of the day-to-day operations are upstairs at the Fire Station and this will allow them quicker access to downstairs.

Vogel noted that there is over \$38,000 going to outside contractors for the dog park. He said these are the kinds of things he thinks they could save money on. He also asked about the URRWMO agreement and if it is required by the State that they are a part of it. Public Works Director Carpenter said yes.

Vogel asked what their expenses that are for the URRWMO are used for. Carpenter explained that it is based on the size of the City. He shared that being a part of the URRWMO is a very good deal for the City.

Vogel asked about the change order that this discussed last week. He asked if there is any recourse that they can take in future contracts when something big is missed in the contract. He suggested looking at adding information about omissions to future contracts.

Robinson shared that the dog park was approved before Vogel started with the Council. He explained that they surveyed the public and they were interested in a dog park. He said this is something that the citizens were asking for.

Vogel stated it is sometimes the Council's job to say 'no' to the things the residents are asking for if they do not make sense. He asked if the public knew how much the dog park would cost before it was approved. Robinson said they discussed it at several public meetings and Work Sessions, and they have not gotten any push back from the residents.

Mayor Muehlbauer noted that this was one of the most requested and cheapest amenities they could give the public.

Udvig shared that they surveyed residents at a few different City events, and they got lots of feedback on the desire for a dog park.

Vogel said he never saw anything about the dog park at any of these events or in the newsletter with the cost for the project. He asked what they will tell the residents when they come forward and complain that their taxes are increasing.

Robinson said he would ask the residents why they were silent the other 11 months of the year when the Council is asking for feedback and engagement from residents.

Kreklow shared that they are hearing from several citizens that they are excited for the dog park.

Robinson shared that in the past he has gone door-to-door to talk to and engage with residents and encouraged Vogel to do the same.

MOTION BY: UDVIG SECOND: KREKLOW 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 - NONE

9. NEW BUSINESS

A. Interim Ordinance Temporarily Prohibiting the Issues of New Licenses to sell Tobacco Products

Ordinance 333 an emergency interim ordinance temporarily prohibiting the issuance of new licenses to sell tobacco products in the city

City Administrator Thunstrom reviewed the Staff report in regard to the request for an interim ordinance to temporarily prohibit the issuance of new tobacco licenses.

Kreklow asked if this would create a hindrance for any new business that wants to come into the City and just sell tobacco products. Thunstrom explained that they currently have nine tobacco licenses out and this would affect anyone who would be looking at having an establishment that would sell tobacco along with other goods. She noted that this would not impact any retail establishments coming into the City. She said it would put any business who just sells tobacco on notice that the Council is discussing this. She added that they do not currently have any new tobacco applications at the moment.

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT ORDINANCE 333, AN EMERGENCY INTERIM ORDINANCE TEMPORARILY PROHIBITING THE ISSUANCE OF NEW LICENSES TO SELL TOBACCO PRODUCTS IN THE CITY.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Vogel aye

Councilmember Robinson aye
Councilmember Kreklow nay
Councilmember Udvig aye

Motion carried: 4-1

B. Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period
Ordinance 334 an emergency interim ordinance prohibiting the operation of cannabis businesses within the City and establishing a study period pursuant to state statutes

Thunstrom reviewed the Staff report concerning the request for an interim ordinance prohibiting the operation of cannabis businesses and establishing a study period.

Kreklow shared that there have been complaints she has seen on Facebook concerning the new business that has gone in next to Subway, very close to the schools. Kreklow explained that when she got involved with the Council, this was on one of their agendas and it was not passed. She asked what they have done from the last time they looked at this until now. Thunstrom stated they were not able to do much before the legislative session this year since they knew changes were coming. She said the Office of Cannabis Management has released an ordinance for cities to follow and when they meet at the end of October, they will be able to answer some of the questions that need to be decided on a local level. She shared that Staff has been working on this ordinance.

Kreklow asked if this would prohibit the Liquor Store from selling the edible products and drinks that they have been selling. Assistant City Attorney Schaps explained that it would not affect existing businesses.

Mayor Muehlbauer asked if there was a different distance requirement depending on the dosage of the products. Thunstrom said yes and explained that there are low dose and high dose products. She noted that low dose products do not have the same distance and signage requirements as high dose products. She added that all they can regulate for signs is the size of them.

Kreklow asked about the distance requirement for low dose products. Schaps said there is no minimum distance.

Robinson asked if they do spot checks or tests on these kinds of businesses. Police Chief Schwieger shared that they conduct compliance checks similar to how they are done for tobacco and alcohol. He added that if they find any business selling products that they should not be, they will be reported to the Office of Cannabis Management.

Schaps shared that this discussion will have to be continued to the next meeting

as there is a requirement to hold a Public Hearing.

MOTION BY: ROBINSON SECONDED: UDVIG TO CONTINUE THIS ITEM TO THE NEXT COUNCIL MEETING.

Ayes: Kreklow, Udvig, Vogel, 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.

13. UPCOMING EVENTS

September 18 - Planning Commission Meeting - 7:00 pm

September 21 - Recycling Event 8:00 am - 12:00 pm

September 25 - Bark Park Leash Cutting Ceremony - 5:30 pm

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 6:32 p.m.



Jennifer Wida, City Clerk