

1 CITY OF ST. ANTHONY  
2 CITY COUNCIL REGULAR MEETING MINUTES  
3 FEBRUARY 28, 2023  
4

5 **CALL TO ORDER.**

6  
7 Mayor Stille called the meeting to order at 7:00 p.m.  
8

9 **PLEDGE OF ALLEGIANCE.**

10  
11 Mayor Stille invited the Council and audience to join in the Pledge of Allegiance.  
12

13 **ROLL CALL.**

14  
15 Present: Mayor Stille, Councilmembers Jenson, Randle, Walker and Webster  
16

17 Absent: None  
18

19 Also Present: City Manager Charlie Yunker, Metro INet Executive Director Holly LaRochelle,  
20 Metro INet IT Client Services Manager Sandor Gallo, and Liquor Operations  
21 Manager Mike Larson.  
22  
23

24 **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ALL OF THE FOLLOWING**  
25 **ITEMS.**

26  
27 **I. APPROVAL OF FEBRUARY 28, 2023 CITY COUNCIL MEETING AGENDA.**

28  
29 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve the City  
30 Council Meeting Agenda of February 28, 2023 adding Parks Commissioner appointment.  
31

32 **Motion carried 5-0.**

33  
34 **II. PROCLAMATIONS AND RECOGNITION.**

35  
36 **A. Metro INet Presentation.**  
37

38 Metro INet Executive Director Holly LaRochelle and Metro INet IT Client Services Manager  
39 Sandor Gallo provided the Metro INet Presentation. The presentation covers information about  
40 Metro-INET, 2022 Year in Review and 2023 Work Plan Highlights.

41  
42 Ms. LaRochelle reviewed INET started as Roseville's IT Department and in 2000-2020 grew to  
43 34 cities receiving full IT services. In 2021 it became a separate entity via JPA. There are 34  
44 Full Members, 10 Associate Members, 23 Employees, 2000+ User Accounts, 140+ Buildings  
45 and 15,000+ Tickets Annually. The benefit of a JPA (Joint Powers Act) were reviewed.  
46

47 The Strategic Goals include Transform into an independent entity, Enhance culture of  
48 excellence, Attract and retain top talent, Adequate staffing levels and Increase security. Ms.

1 LaRochelle reviewed what Staff thought in January on what is working well and what could be  
2 done better; compared to what Staff thought at year end.  
3 2022 was a Year of Change in staffing turnover, New Executive Director and IT Client Services  
4 Manager, New wages to be competitive, New job descriptions reflect skills and work, increased  
5 security work, increased outages, difficulties getting support and service with vendor  
6 relationships and increased communications frequency and formalized communications.

7  
8 Operations Highlights include updated classification and compensation to 95% of market,  
9 implemented on-call pay, provided merit pay for top performers, passed increased funding for  
10 more personnel in 2023, moved 23 Roseville IT staff to Metro-INET employees, new HR  
11 platform, new HR business partner, new budget process, reserve policy and forecasting, and  
12 increased security training completion rates from 31% to 71%.

13  
14 IT Infrastructure highlights included upgraded to Palo Alto firewall, deployed Albert Appliance  
15 for Security Monitoring, migrated personal U drives to OneDrive and replaced the St. Anthony  
16 Liquor Point of Sale Server.

17  
18 Mr. Sandor Gallo reviewed Client Services highlights included arbitrator servers for Police  
19 Departments, computer deployments (backlog), added desks at East Bethel and St. Francis, end  
20 of Windows 7 and State Fair Police Department is back.

21  
22 Charts showing customer satisfaction, request volume by year, request by Agency, requests by  
23 mode, and missed calls were displayed.

24  
25 Ms. LaRochelle reviewed the work plan highlights including Staffing, Microsoft 365, Security,  
26 IT Security Training and Budget Schedule were reviewed.

27  
28 Mayor Stille stated Metro-INET is just like another department for the City. It is a fabulous  
29 organization. The JPA takes the risk away from the City. Mayor Stille invited them to come back  
30 next year for an update.

31  
32 **III. CONSENT AGENDA.**

33  
34 A. Approval of February 14, 2023 City Council Meeting Minutes.

35 B. Licenses and Permits.

36 C. Claims.

37  
38 Motion by Councilmember Randle, seconded by Councilmember Webster, to approve the  
39 Consent Agenda items.

40  
41 **Motion carried 5-0.**

42  
43 **IV. PUBLIC HEARING – NONE.**

44  
45 **V. REPORTS FROM COMMISSION AND STAFF – NONE.**

1  
2 **VI. GENERAL BUSINESS OF COUNCIL.**

3  
4 A. Liquor Operations Annual Report.

5  
6 Liquor Manager Mike Larson presented the Liquor Operations Annual Report for 2022. There  
7 are two convenient locations at Silver Lake Village and Marketplace. Mr. Larson reviewed the  
8 Mission and Vision Statements. Mr. Larson introduced other Liquor Operations staff that were  
9 present at the meeting (Josh, Holly, and Bill). He explained the value of municipal liquor  
10 operations, and the value of St. Anthony Village Wine and Spirits. Charts showing the Sales and  
11 Profit Comparison 2022-2021, 5-year profit history, and 10-year profit history. Benchmarks and  
12 Comparisons including Inventory Turn Ratio, Inventory Value, Labor Costs, Total Operating  
13 Expense, Physical Inventory Adjustments. According to the 2021 State Auditors Report St.  
14 Anthony Village Wine and Spirits ranked 14<sup>th</sup> in the State in total sales, and 10<sup>th</sup> in net profits of  
15 18 metro operations. There are 177 cities operating 212 stores. It was noted that 100% of the  
16 profits go into the City's General Fund.

17  
18 Current conditions include Open 7 days a week, regular store hours; Increasing product  
19 availability; Continued delivery/supply chain issues; Rising product costs; and Resuming  
20 Sampling events. Mr. Larson reviewed plans for the future for the stores.

21  
22 In 2023 the Municipal Liquor Operation will be celebrating 75 Years of Public Service. There  
23 have been 1.5 Million Transactions in the last five years. The website has updates on events,  
24 monthly specials, news & updates, product requests, store hours and contact information for the  
25 Liquor Operations.

26  
27 Councilmember Randle asked about the bottle and can deposit. Mr. Larson stated a bill has been  
28 presented to the Legislature for a bottle and can deposit. This presents a problem for customers  
29 returning bottles and cans to stores. Mr. Larson is monitoring the situation closely.

30  
31 Councilmember Webster thanked Mr. Larson for the overview. She appreciated him identifying  
32 the purpose and she appreciates how helpful the employees are when she is in one of the stores.  
33 She asked about the staffing situation and whether there were unfilled openings. Mr. Larson  
34 stated during the last half of 2022 they were short-staffed. They are currently receiving a lot of  
35 applications for positions. She is looking forward to the tour.

36  
37 Councilmember Walker stated he makes purchases from either location and the staff is very  
38 professional. He asked Mr. Larson if sales will be increasing in 2023. Mr. Larson stated they  
39 have the opportunity to maintain a higher level of profits than 2014. It is difficult to say what  
40 will take place. Some product costs are tapering. He is more concerned about road construction  
41 this year.

42  
43 Councilmember Jenson stated it looks like there is some relation of controls and cost of goods  
44 sold. Net profits did increase and it appears to be at a steady incline which shows you have a  
45 good operation and employees.

1 Mayor Stille commended Mr. Larson on his presentation. We do not put profits over purpose.  
2 Retail operations need to be fresh. The Council is the Board of Directors for a Liquor Operation.  
3

4 B. Appoint Parks and Environmental Commissioner.  
5

6 City Manager Yunker reviewed a parks commissioner resigned recently. Cody Holiday was  
7 recommended for appointment in the Work Session.  
8

9 Motion by Councilmember Jenson, seconded by Councilmember Walker, to appoint Cody  
10 Holiday as a Parks and Environmental Commissioner.  
11

12 **Motion carried 5-0.**  
13

14 **VII. REPORTS FROM CITY MANAGER AND COUNCIL MEMBERS.**  
15

16 City Manager Yunker had no report.  
17

18 Councilmember Webster stated she attended the League of Minnesota Cities Elected Leaders  
19 Institute last Friday and Saturday. She reminded residents they have until March 1, 2023 to  
20 contact Aspen Waste Systems to order a yard waste bin or change the size of your garbage or  
21 recycling bins.  
22

23 Councilmember Randle had no report.  
24

25 Councilmember Jenson stated on February 16, he attended the Metro Cities Monthly Meeting.  
26 Their Annual Meeting will be held on April 19 at the Roseville Oval. On February 23, he  
27 attended the Northeast Youth and Family Services Board of Directors Meeting.  
28

29 Councilmember Walker stated on February 15, he met with the St. Anthony Chamber of  
30 Commerce Member Jennifer Gaveske. There is a need for Board Members and an Executive  
31 Director. On February 21, the St. Anthony Historical Society Meeting was held via zoom. He  
32 reached out and introduced himself to the Chair.  
33

34 Mayor Stille noted the videos from the Historical Society on their website are outstanding. He  
35 attended the Mississippi Watershed Management Organization on February 21. He also attended  
36 the Minnesota League of Cities Seminars on February 24-25.  
37

38 **VIII. COMMUNITY FORUM – NONE.**  
39

40 **IX. INFORMATION AND ANNOUNCEMENTS – NONE.**  
41

42 **X. ADJOURNMENT.**  
43

44 Mayor Stille adjourned the meeting at 8:10 p.m.  
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City Council Regular Meeting Minutes

February 28, 2023

Page 5

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Respectfully submitted,  
Debbie Wolfe  
*TimeSaver Off Site Secretarial, Inc.*

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Mayor

ATTEST: \_\_\_\_\_  
City Clerk