



New Commission Member Orientation

Presented
March 10, 2025

Mission Statement

*Our Mission is to promote a high quality
of life to those we serve through
outstanding city services.*



Agenda

- The City
- City Departments
- Council & Commissions
- Special Laws and Concerns for Commissioners



The City

Our Mission is to promote a high quality of life to those we serve through outstanding city services.



The City

- 2.35 Total Square Miles
- 9,257 Population
 - 20% seniors
 - 20% children
- \$375,000 medium home value
 - ~40% without a mortgage
- 1,508 acres overall
 - 44% Residential
 - 8% Commercial/Industrial
 - 14% Streets/Utilities/Railroad
 - 34% Open Space/Park/Water

Households	
Current Households	46% Single Family Detached
	54% Attached
Household "Tenure"	55% Owner-occupied
	44% Renter-occupied
	1% Vacant
Affordability	65% of all housing affordable to households at 80% of Area Median Income



The City

- 855 cities in MN
- Statutory Plan B
- Mayor & Council - policy and legislative
- City Manager - administration and operations
- ~120 employees



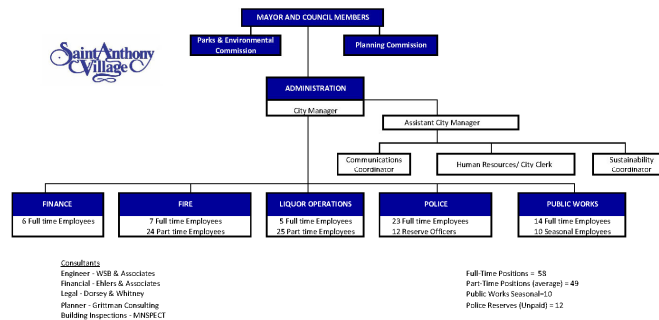
City Departments

Our Mission is to promote a high quality of life to those we serve through outstanding city services.



Organizational Chart

St. Anthony Organizational Chart



Administration

City Manager

The City Manager administers city government within the guidelines of State law and policies established by the City Council and supervises Finance, Police, Fire, Public Works and Liquor Departments in addition to the consulting planning, legal, and engineering services.

Assistant City Manager

The Assistant City Manager collaborates with the the City Manager to develop and recommend overall operating policies, procedures, and protocols consistent with existing governance structure. This position serves a variety of functions related to planning, zoning review, code enforcement, and economic development as well as provides planning, direction and leadership in the areas of Communications, City Clerk, Human Resources, and Sustainability.

Human Resources Coordinator & City Clerk

The Human Resources Coordinator & City Clerk is responsible for the human resources function in the City. Administering all the benefit programs and serving as a resource for staff needs. The position supports the City Manager, and performs City Clerk functions including serving as the point of contact for elections administered by Ramsey County.

Communications Coordinator

The Communications Coordinator works in conjunction with the Assistant City Manager to handle messaging, produce the quarterly newsletter, and support all departments in their communications and outreach efforts.

City Planner

The City contracts with Gritman Consulting to provide all planning related work for the city to be more efficient with the services provided to residents and be conscious of planning expenditures. The planner reviews land use and development applications, work with residents on a variety of home improvement projects, and advises on long range planning for the City.

Sustainability Coordinator

The Sustainability Coordinator is responsible for integrating City sustainability and resiliency efforts including but not limited to comprehensive planning, Climate Plan implementation and public education.



Finance Department

Responsibilities:

- Budget Preparation and Administration
- Manages Annual Audit
- Accounts Payable and Receivable
- Debt Management/Bond Issuance
- Utility Billing
- Fixed Asset Oversight
- Investments
- Payroll
- Licenses & Permits

Mission Statement

Ensure that City resources and assets are managed effectively to provide residents with the City services desired and to sustain the City's infrastructure for current and future residents.



Saint Anthony Police

Safety Through Service

- The St. Anthony Police Department takes pride in our high quality service. "Safety Through Service" is our motto. Our emphasis is on arresting offenders, preventing crime, solving problems, and increasing the overall quality of life for those we serve.
- In addition to providing police services for the City of St. Anthony, we provide services to the City of Lauderdale and effective March 2025, to the City of Falcon Heights.
- 25 full-time Police Officers
- 2 part-time cadets
- 1 volunteer Reserve Officers



Saint Anthony Fire

Demand the Best

- The St. Anthony Fire Department is committed to excellent service to our community. We demand the best from ourselves and others while minimizing the loss of life, loss of property, and environmental damage from the adverse effects of fires, medical emergencies, and hazardous conditions.
- The Fire Department is responsible for the House Code, Code Enforcement and Emergency Management.
- 7 full-time Firefighters – 24 hours a day
- 24 Paid-On-Call Firefighters
- Responds to all medical and fire calls



Saint Anthony Public Works

Livable and Sustainable

- The Public Works Department's mission is to deliver superior design, construction, operation and maintenance of the City's infrastructure. From quality roads to clean water, and by continually improving our efficiency and effectiveness, we strive for a more livable and sustainable village.
- 14 full-time employees
- 5 Divisions
 - Building Maintenance
 - Parks Division
 - Streets Division
 - Vehicle Maintenance
 - Water/Sewer Division



Parks

- The City Parks Division maintains a total of five primary parks (Emerald, Central, Water Tower, Silver Point, and Trillium). The City also partners in maintaining Salo Park, which is privately owned and is primarily for stormwater management and treatment.
- In addition, the Parks Division maintains the City's ice skating rinks, which are open from about December through February, weather dependent.



Saint Anthony Engineering

The City of St. Anthony City Engineer is WSB & Associates. They have served in this capacity with the City since 1996. The roll of the City Engineer is to:

- Prepare Feasibility Studies,
- Make Recommendations on Infrastructure Needs,
- Prepare Construction Plans, Speciation's and Solicit Bids
- Prepare Assessments
- Manage Construction and Contracts
- Current Priorities Include:
- Street and Utility Reconstruction Program
- Flood Reduction
- Sustainability Efforts



St. Anthony Liquor Operation

Mission Statement:

- Our goal at St. Anthony Village Wine and Spirits is to actively prevent the sale of federal, state, county and locally regulated consumables to minors and intoxicated persons, while simultaneously generating revenue for the community.
- The Liquor Operation contributes 100% of their profits back to the City's General Fund.



Council and Commissions

Our Mission is to promote a high quality of life to those we serve through outstanding city services.



Mayor and City Council

City Council

- The City Council is led by a Mayor and four-member non-partisan City Council elected at-large City's Authority
- Authority to act must be found expressly in Minnesota law or be inferred from such law
- City's authority may be pre-empted by state or federal law

Councilmember's Authority

- Council must approve contracts and other significant actions of the City by a vote of the Council as a whole

Role of the Mayor

- Official head of city
- Signs official documents
- Presides over and preserves order at council meetings
- Votes as member of council
- Represents all residents
- Chair of the Housing Redevelopment Authority (HRA)

Role of a Councilmember

- Community leadership At-large: represent all residents
- Legislating for city
- Stewards of city assets
- Member of the Housing Redevelopment Authority (HRA)

Role of a Commissioner

- Review and recommend to the council
- Represent all residents



Commission Powers and Duties - Planning

The Planning Commission advises the City Council on planning and zoning issues. The Commission also reviews plats and other land subdivisions, site plans for commercial and industrial buildings, rezoning requests, variances, conditional use permits, and other land use issues.

Planning Commission

32.06 POWERS AND DUTIES.

- (A) Review and make recommendations to the City Council as to a comprehensive municipal plan, including the land use plan, a community facilities plan, a transportation plan, and recommendations for plan adoption and execution;
- (B) Consider and make recommendations to the City Council as to all proposed subdivisions and plats;
- (C) Consider and make recommendations to the City Council as to all proposed amendments to Chapters 151 and 152 of this code regarding subdivisions and zoning;
- (D) Consider, hold hearings, and make recommendations on conditional use permit applications; 2010 S-2 18 St. Anthony - Administration
- (E) Review all applications for variance to zoning, hold hearings, and make recommendations to the City Council; and
- (F) Review requests for sign variances. (1993 Code, § 305.06)



Commission Powers and Duties - PEC

The Parks Commission advises the City Council regarding the promotion of the systematic, comprehensive and effective development of park facilities necessary for the overall health, ability and well-being of City residents of all ages.

Parks & Environmental Commission

33.25 POWERS AND DUTIES.

- (A) To prepare, revise, and maintain a comprehensive, long-term plan for the redevelopment of parks within the city. This plan shall be viewed as a working document that serves as a framework and reference to future redevelopment;
- (B) To make recommendations to and advise the City Council and staff regarding park and environmental issues and ideas;
- (C) To establish priorities and recommend a phasing plan and schedule for implementing innovative park and environmental initiatives improvements, renovations, and plans;
- (D) To work with other communities to explore cooperative arrangements to develop connecting routes in the form of bikeways, walking paths, and corridors of green space wherever possible;
- (E) To investigate funding sources, including requests for increases in the city budget, designated for parks, green spaces and environmental initiatives;
- (F) To seek new areas for additional parks, natural areas, walking paths, bikeways, and green space corridors;
- (G) To generate community involvement in the development of parks, environmental initiatives and their elements;
- (H) To review and recommend revisions to the operation and maintenance of city parks and environmental initiatives; and
- (I) To periodically review, re-evaluate, and update the comprehensive park and environmental initiatives plan to reflect current and future park needs of the city.



Roles and Responsibilities

CITY COUNCIL

- Define policy
- Serve as liaisons between City and public
- Establish future vision of the City
- Review and approve modifications to ordinances and resolutions
- Authorizing the city's financial operations (such as levy, budget, etc.)

COMMISSIONS

- Advisory body to City Council
- Review and provide recommendations to City Council related to policies, priorities and proposals
- Recommend prioritization to Staff/City Council related to policies, priorities and proposals
- Develop proposed annual work plan for the upcoming year

STAFF

- Manage day-to-day operations of City services
- Develop and publish materials for Commission and City Council meetings
- Provide technical expertise related to policies, priorities and proposals



Parks and Environmental Commission

- Commission meets quarterly, typically the first Monday of March, June, September and December
- May participate in work session meetings on an as-needed basis
- Key contributions:
 - Implementation of Climate Plan
 - Provide recommendations related to policy
 - In 2025, focus on action items related to Energy and Transportation
 - Provide recommendations related to City parks and open spaces



Commission Meetings

- Meetings generally operate using Robert's Rules of Order
- Commissioners should review agenda and related materials prior to meetings
- Staff posts agendas and materials online by Thursday end of day prior to a public meeting the following week
- Additional meetings (such as work sessions or joint work sessions) are posted at least three days prior to the meeting
- Stay up to date by signing up for notifications on city website



Annual Goal Setting Retreat

Be in the Moment

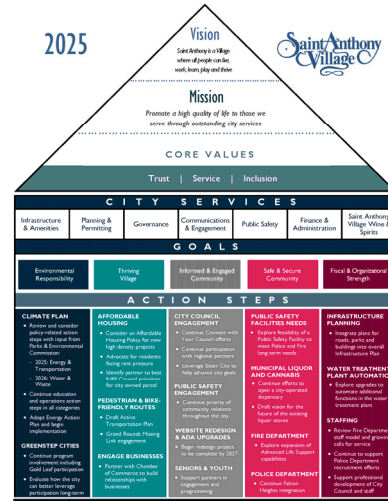
The City of Saint Anthony is widely respected as a cohesive group that works well together as a team, shares mutual respect, and understands roles and responsibilities. The City Council and staff share a great sense of pride in working together for the best interests of the citizens of the community.

The work sessions are recognized for positive, healthy and productive discussions. Each individual opinion is respected and all ideas are welcome. This is an important priority and post session feedback reinforced this outcome for the discussions that took place.



The "PYRAMID"

- Short & long term goals
- Creates creativity & innovation
- The Mayor, Council, City Manager, Department Heads and City Engineer review the ideas generated from the Thursday's Long Term Vision/Priorities discussion
- Each year the Pyramid's Action Steps are updated



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Special Laws and Concerns for City Commissioners

- Open Meeting Law
- Ordinance vs Resolution vs Motion
- City's Policies
- Gift Law
- Conflicts of Interest
- Contract Authority
- Data Practices
- Complaints
- Crisis Communications



Open Meeting Law

What is it?

- A requirement that public meetings must be open to the public. A “meeting” means a quorum of elected officials (here, three) where City business is discussed. Some meetings may be closed, and certain meetings must be closed.

Rule

- A meeting of a public body must be open to the public and can only be held after advance notice of the meeting has been given unless an exception applies

Purpose

- Protects public's right to be informed

Who Cares?

- Residents and especially the press

“But I didn’t think that was a meeting!”

- Before or after an open meeting
- Social gatherings where 3 or more Commission Members attend and City business is discussed
- Serial meetings
 - Phone
 - Email

Penalties

- Bad press
- Commission member subject to \$300 fine and forfeiture of office after three intentional violations
- Attorney fees (up to \$13,000) may be assessed against the City



Motions, Resolutions, and Ordinances – What's What?

Ordinance

- Is the highest and most authoritative form of action a City may implement. An ordinance is intended to be a permanent law, although it can be repealed.

Resolution

- Less formal than an ordinance and do not have same enforcement provisions as an Ordinance. Resolutions are used for administrative or executive matters or for statements of policy.

Motion

- Are used to provide acknowledgements or for giving direction.



Policies

Use of E-Mail

- Check your email for agenda and materials
- City-issued email address only for City business
 - Do not "Reply All"
 - Public nature of e-mail
 - Retention of e-mail
 - Public right to inspection



Gift Law

Elected and local officials, including employees, may not receive a gift from any “interested” person. An interested person is one who has a direct financial interest in a decision that a local official is authorized to make.

Exceptions

- Campaign contributions
- Food or beverage at a meeting where a person is presenting
- Other exceptions (that mostly relate to items with insignificant value)



Conflicts of Interest

A conflict of interest occurs when an individual has a personal interest (direct or indirect) in a Council or Commission decision (or another decision made in his or her official capacity).

Three categories of potential conflicts

- Contractual
- Incompatible offices
- Self-interest in non-contractual matters



Contractual Conflicts

- **What is it?**
 - A personal financial interest in a contract with the City.
- **Rule**
 - Prohibited unless a statutory exception exists
 - Purpose
 - Protects public money
- **Exceptions**
 - Designating a bank or newspaper
 - Contracting for goods or services that are not competitively bid
 - Several other minor exceptions
- **Procedure if a contractual contract exception exists**
 - Disclose interest and abstain from discussions
 - Abstain from vote
 - Council must approve contract by unanimous vote
 - Additional requirements for most exceptions

Penalties

- Bad press
- Contract void
- Gross misdemeanor
(\$3,000/one year prison)



Non-contractual Self Interest Conflicts

What is it?

- A personal financial interest in a non-contractual decision

Rule

- Self interest conflicts are prohibited, but the application of the rule is very fact specific

Procedure

- City Manager will contact City attorney for analysis
- Disclose interest and abstain from discussions
- Abstain from vote

Penalties

- Bad press
- Council decision can be reversed
- Personal liability



Data Practices Act

What is it?

- "Government data" means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Paper documents, email, CD-ROMs, videotape, and computer files are all forms of "government data."

Rules

- Commission Members receive Information that is Public, non-Public, Confidential, and Private.
- Staff will try to inform you of the type of information you are receiving.
- Correspondence and email may contain private or confidential data.
- Limited personnel data is public.
- Public has limited access to government data based on data's classification.
- An individual who is the subject of data has limited access to data regarding him/herself.
- Commission members are not delegated by the City with the authority to determine how data is characterized or respond to data practices act requests.
- All requests for data should be directed to the City Manager.



Saint Anthony
Village

WELCOME

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