



MESSAGE FROM THE CITY MANAGER

The City's Administration Department supports the work of the City Council, Commissions, and all departments. All city staff take great pride in the services we provide to the community – public safety, public works, municipal liquor operations, and strong fiscal management. Behind the scenes, our Administration Department oversees the daily operations of the City – strategic planning, budgets, planning and development, managing the City's workforce, and communications and outreach.

New Faces. New Priorities.

For many years, the City has been committed to environmental responsibility. In May, the City added a significant role to our administration, with the hiring of Sustainability Coordinator, Minette Saulog. Minette's responsibilities include the coordination of sustainability initiatives, grants, and programs.

In 2024, we also welcomed Ashley Morello, Assistant City Manager, to the team. Ashley has a Master's in Urban and Regional Planning and previously worked as a Principal Transportation Planner for Hennepin County. Ashley works closely with our Commissions and City Planner to strategize and implement development growth.

Saint Anthony Village benefits from a wealth of employees who bring expertise and skill to the planning and implementation of the City's priorities and operations. My continued appreciation goes to our entire administration team, and all City employees, for their tireless work in 2024 and dedication to make Saint Anthony a thriving Village.



CITY COUNCIL & COMMISSIONS SUPPORT

The Administration Department works closely with the Mayor, City Council, Planning Commission, and Parks & Environmental Commission, preparing meeting agendas, minutes, resolutions, and ordinances.

During 2024, we conducted our regular meetings in person with a livestream of meetings provided by Nine North Media.

Below are our meeting statistics for 2024:

- 23 City Council meetings
- 27 City Council work sessions
- 6 Community Engagement Events
- 93 Resolutions passed
- 4 Housing & Redevelopment Resolutions passed
- 7 Ordinances adopted
- 9 Planning Commission meetings
- 4 Parks & Environmental Commission meetings

City Code Updates

For the convenience of our residents, we have moved the City Code to an online format that is easily searchable. This was also a great opportunity to recodify the code and ensure all of the referenced code numbers were up to date after making changes to the code over the years. You can find a link on the website by clicking the City Code button on the Home Page.

In 2024 the City Code Review Committee met monthly. The committee consists of the City Planner, Fire Chief, Code Official, and Assistant City Manager. The following code topics were discussed, researched and recommended changes relayed to the City Council:

- Nuisance
- Signage
- Sale and Distribution of Cannabis Products
- Recodifying the City Code
- Cannabis Businesses



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HUMAN RESOURCES

Organizational Strength

Saint Anthony Village has 123 full- and part-time staff and 17 seasonal public works employees. We are proud to have dedicated, talented individuals who care deeply about our community. The City continued to foster a culture that appreciates our staff and supports professional growth.

New Employees in 2024

The year brought new challenges and changes for our employment outlook with several retirements and job attrition. We continue our strong record of hiring skilled staff as openings arise.

The Police Department has implemented a bold recruitment strategy using referral incentives and state grants to build capacity. The Fire Department held its annual recruiting event in July to grow its paid on-call staffing, as well as promoting from within. Public Works operates at capacity as it serves our community with excellence.

We welcomed the following staff members in 2024:

- Chris Carroll, Accounting Clerk
- Minette Saulog, Sustainability Coordinator
- Ashley Morello, Assistant City Manager
- Josh Moellman, Public Works Superintendent
- Trevor Hon, Public Works Maintenance
- John Flanders, Paramedic
- Tony Mickelson, Police Officer
- James Devaney, Police Officer
- Leah Gulbranson, Police Officer
- Eli Schiro, Police Officer
- Billy Vang, Police Cadet

Spirit of Saint Anthony Award

The Spirit of Saint Anthony Award is given to an employee who has been nominated and chosen by their peers for demonstrating our core values of Trust, Service and Inclusion through their work alongside their peers and in our community. The award was presented to Ernie Hicks who has worked with excellence in our Public Works Maintenance Division for almost two decades. He also proudly represents the City each year at the Cub Scout Pinewood Derby.



COMMUNICATIONS

The Communications Department consists of the Communications Coordinator with support from the Assistant City Manager. The focus is to increase opportunities to engage with our community, promote city services, educate residents and businesses, and build trust and transparency through the use of the City website, social media, and print publications.

The department's responsibilities include coordinating City-wide communications to share our stories and drive community outreach and engagement, manage the City website, social media channels and print publications, provide consistent messaging and branding while providing timely distribution of important information, and collaborate across all departments to share upcoming events and highlight city services.

2024 Communications Highlights

- Implemented communications strategy for the Water Service Line Initiative which included web resources, social media outreach and print mailings
- Launched E-News & Updates platform for City, Public Safety, Sustainability and Public Works News that is translatable and accessible.
- Informed residents on exploration of providing police services for City of Falcon Heights including web resources, community survey, social media
- Held Sights of St. Anthony Photo Contest
- Created Night to Unite Online Registration and Party Map
- Partnered with Wilshire Park Elementary School, Community Services Pre-School, and St. Charles Borromeo Catholic School on Snow Plow Naming Contest as a Public Safety & Awareness Initiative
- Produced 132 NewsFlash items and 178 Facebook posts; grew social media reach 27%



Facebook @CityofSAV



Instagram @stanthonyvillagemn

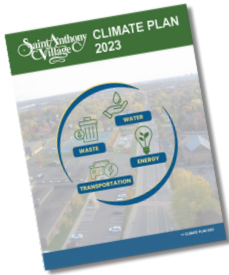


"X" @CityofStAnthony



Online @savmn.com

SUSTAINABILITY



2024 marked the first year of implementation of the City's Climate Plan and action items. The City hired Minette Saulog as our Sustainability Coordinator in May to increase staff capacity for sustainability and environmental initiatives and to manage the plan's action steps and increase staff capacity for sustainability and environmental initiatives.

Major updates took place in the Energy Section of the Climate Plan in 2024:



Partners in Energy: The City began the creation of an Energy Action Plan as a participant of the Xcel Energy Partners in Energy program. Three meetings were held July - November with the City's Energy Action Team, consisting of staff, the school district, Parks & Environmental Commission members, the Chamber of Commerce, faith leaders, youth representatives, and community groups. Anticipated completion of the Energy Action Plan is early 2025 and will complement the Climate Plan's Energy initiatives.

Solar Projects: The City was awarded two grants under the MN Department of Commerce Solar on Public Buildings program. These awards will fund 60% of the costs of rooftop solar installations at the Public Works Building and Water Treatment Plant, to be completed in 2025. 30% of the cost will be covered by direct/elective pay from the federal government and 10% will be covered by the City's Capital Improvement Plan. These projects will result in cost savings and increased energy efficiency at the two facilities, helping advance City goals.



2024 Energy Action Team

SUSTAINABILITY PROGRAMS



Recycling Events
The City held its annual **Clean-Up Day** in May for residents to dispose of items such as appliances, electronics, construction debris, tires, and batteries. Our waste hauler, Aspen, coordinated and ran the event which is always well-attended.

The City offered two **Cardboard Recycling** events at Public Works in 2024, one in January and one in July.

In October, the annual **Fix-It Clinic** and **Electronics Recycling Joint Event** took place at the Community Center. Hennepin County was the 2024 partner for the Fix-It Clinic, where 84 people attended. Our electronics recycling partner, Repowered, joined us for an event the same day.

Organics Drop-off Program: In 2024, the City renewed its agreement with Ramsey County to continue joint management and operation of the 24/7 organics drop-off in the City Hall parking lot.

Sustainability Recognition
In 2024 we continued to maintain our certification as a **Minnesota GreenStep 5 City**. Step 5 is the highest level that can be achieved through the GreenStep Cities program. The City also joined the **Gold Leaf Challenge**, which promotes working towards goals for local climate action. We were once again certified as a **Tree City** through the Arbor Day Foundation.



savmn.com/sustainability

PLANNING & DEVELOPMENT

Planning
Stephen Grittmann of Grittmann Consulting serves as Saint Anthony Village consultant planner and serves as the staff liaison to the Planning Commission. Planning oversees Community Development and Economic Development in the City.

Planning Commission
The Planning Commission's key focus is to review and recommend action related to land use and development applications, monitor common planning and zoning topics, and advise City Council on land use policy.

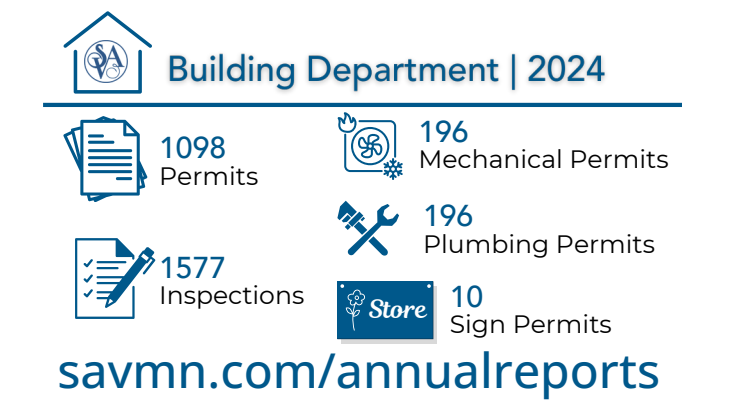
In 2024, the Commission met nine times and reviewed the following:

- Conditional Use Permit 2900 Pentagon Drive
- Conditional Use Permit 3930 Silver Lake Road
- Conditional Use Permit 4004 Silver Lake Road
- Conditional Use Permit 2801 Kenzie Terrace
- Conditional Use Permit 2401 Lowry Avenue NE
- Various Code Amendments
- Planning Guidance for Active Transportation Grant and Grand Rounds Missing Link

Cannabis Business Regulation
This year, the City Council passed regulations to manage cannabis business operations. The City has authority to set the number of cannabis retail licenses within the City and regulate cannabis business locations based on zoning. Per state statute, the City is required to approve at least one retail location for every 12,500 residents.

The City's regulations included buffer distances for cannabis retail businesses:

- 1,000 feet from schools
- 300 feet from daycares
- 300 feet from residential treatment facilities
- 500 feet from an attraction within a public park that is regularly used by minors, such as playgrounds and athletic fields.



2024 ADMINISTRATION ANNUAL REPORT

Governance
Saint Anthony Village has a Council/Manager form of government. The City Manager is appointed by the City Council and serves as the Chief Executive Officer for the city. The City operates under the Statutory Plan B form of government, which gives the Council responsibility for policy and legislative activity but delegates the administrative duties to the City Manager.

Goal Setting
Annually, City Council and staff hold Goal Setting Meetings in January. A facilitator helps lead discussions with City Council, department heads, consultant staff, city commission chairs, representatives from the League of Minnesota Cities and Metro Cities, and guests from other cities.

Strategic Roadmap for the Year
The council brings forward concerns and ideas they have received, and the Council and staff work together to discuss priorities and develop the City's pyramid of goals and a strategic plan for the year.

[View the Strategic Plan and Pyramid: savmn.com/strategicplan.](https://savmn.com/strategicplan)

This annual report summarizes the Administration Department's primary accomplishments for 2024.