City of St. Francis
Works session Agenda
January 11th, 2021
Via zoom
6:00 p.m.

Agenda:

1) Call Meeting to Order
2) Roll Call
3) Fire Department
4) Public Works Department
5) Adjourn
TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Department – Chief and Assistant Chief
DATE: January 11th, 2021

OVERVIEW

The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of $75,069; $77,322; and $79,641. OR $232,032 over three years.

Staff has reviewed the Fire Chief job description and assessed the additional role of the Assistant Fire Chief. With that, there is support for reassessing each position’s salary. Staff’s assessment, based on the city’s pay guide, was that an increase in $6,986 for the Fire Chief is supportable. Due to the increased time for the Assistant Chief, assuming paid per call is removed, an increase of about $8,800 could be supported. These adjustments would make their salaries $99,902 and $17,500 respectively.

Comparisons
Staff found metro area comparisons used in 2019 when reviewing the full time Chief positions. Since these are 2019 salaries, 3%-5% could be added to get their 2021 salaries (2020 and 2021 COLAs likely impacted these salaries).

The Met Council Population Estimates for St. Francis and Nowthen are 8,045 and 4,771 totaling 12,816.

*Note St. Francis/Nowthen shown in 2021 Salary compared to 2019 salaries

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>2019 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>North St. Paul</td>
<td>12,069</td>
<td>$114,483</td>
</tr>
<tr>
<td>St. Anthony</td>
<td>8,437</td>
<td>$110,583</td>
</tr>
<tr>
<td>Mound</td>
<td>9,787</td>
<td>$107,723</td>
</tr>
<tr>
<td>Mahtomedi</td>
<td>8,143</td>
<td>$107,390</td>
</tr>
<tr>
<td>East Bethel</td>
<td>11,626</td>
<td>$98,737</td>
</tr>
<tr>
<td>St. Francis/Nowthen</td>
<td>12,816</td>
<td>$92,916</td>
</tr>
<tr>
<td>Victoria</td>
<td>10,144</td>
<td>$87,984</td>
</tr>
</tbody>
</table>

Alternatives
There is also a proposal to increase the pay of the Fire Chief 2% of the contract every year or – 2021 – $1,501 2022 - $1,546 2023 - $1,593.
No action required:
Review and discuss.
TO: Mayor & City Council  
FROM: Joe Kohlmann, City Administrator  
SUBJECT: Public Works Employees  
DATE: January 11th, 2021  

OVERVIEW  
The Public Works union has been decertified. There were a number of inconsistencies between the non-union Personnel Policy and the Union Contract. Some of the items that will be coming forward for personnel policy updates include but are not limited to:

- $1.15 to $1.40 hourly pay difference between union and non-union pay grades
- On Call pay is not addressed in the personnel policy – currently 1 hour per weekday and 2 hours per weekend day
- Safety shoes are not addressed in the personnel policy

In short, Staff will be working on language to address the items that need to be formally inserted into the personnel policy for Council consideration. All of the items would likely be processed on the agenda since the city would like to generally continue operations.

Staff just wanted to provide a brief overview of changes this will be coming forward will reviewing the contract for any other inconsistencies.

No Action:  
Review and discuss.