

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Administrative Assistant Position  
**DATE:** January 16, 2024

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**OVERVIEW:**

After 16 years of employment with the City of St. Francis, Lori Roberts is ready for the next phase of her life. Lori Roberts began with the St. Francis Police Department on July 7th, 2008 working as a Records Clerk until February 2013 when she was promoted to the position of Administrative Assistant. Lori has faced and conquered numerous challenges over that time and kept the department moving forward as Anoka County Law Enforcement evolved in many areas.

Lori has also played a major role in the police departments community engagement efforts over that time. Lori has been an exceptional Records Clerk and Administrative Assistant for the police department and a dedicated employee to the City of St. Francis. Lori has submitted a letter of resignation which will be effective October 1<sup>st</sup>, 2024. Staff will work with City Council over the next several months on coordinating a plan to replace the future vacant position.

**ACTION TO BE CONSIDERED:**

City Council to accept Lori Roberts's letter of resignation effective October 1, 2024.

**BUDGET IMPLICATION:**

The police department will work with City administration and City Council to replace the Administrative Assistant position leading up to and following Lori Roberts's resignation. The Administrative Assistant is a budgeted position for the police department.

**Attachments:**

- Resignation Letter



# St. Francis Police Department

*Todd Schwieger, Chief of Police*

January 4, 2024

Dear Jenni,

This letter is my official notification to you and to the city of St. Francis that my last day of work at the St. Francis Police Department will be **Oct 1, 2024**, on that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all you have done for me and the police department throughout the years. Through all the ups and downs and changes, I have genuinely enjoyed my employment as the administrative assistant and will miss you and my coworkers very much when my retirement day comes.

Please let me know what I can do to help with the transition of my work to another employee. I am happy to help you make it a smooth transition if needed.

I wish the city nothing but the best for the future.

Please feel free to contact me if you need additional information.

Sincerely,

Lori Roberts