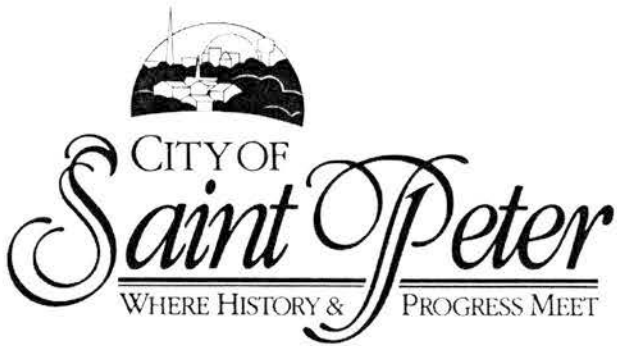


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

City Council Workshop Session of Monday, April 18, 2022
5:30 p.m. – Senior Center of the Community Center - 600 South Fifth Street, Saint Peter

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Police Department Presentation
 - B. Community Center Anniversary Event Update
 - C. MRVT Compliance Manager Position Description
- III. **ADJOURNMENT**

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

DATE: 4/15/22

FROM: Todd Prafke
City Administrator

RE: Department Presentation: Police Department

ACTION/RECOMMENDATION

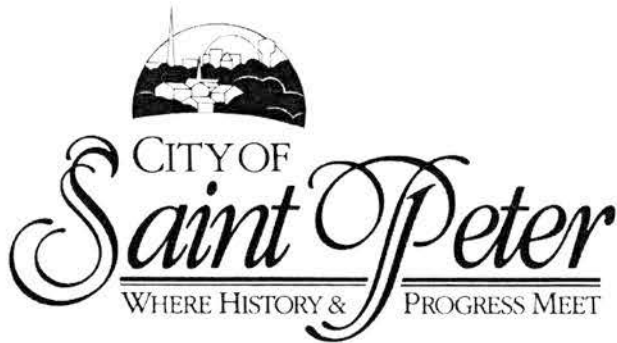
None needed. For Council information and discussion only.

BACKGROUND

Each year, the various departments of the City make an annual presentation to the City Council on activities in the department. The workshop on Monday evening will feature a presentation from the Police Department.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 4/13/2022

FROM: Joey Schugel
Recreation and Leisure Services Director

RE: Community Center/Library 20 Year Anniversary

ACTION/RECOMMENDATION

None needed. For your review and discussion only.

BACKGROUND

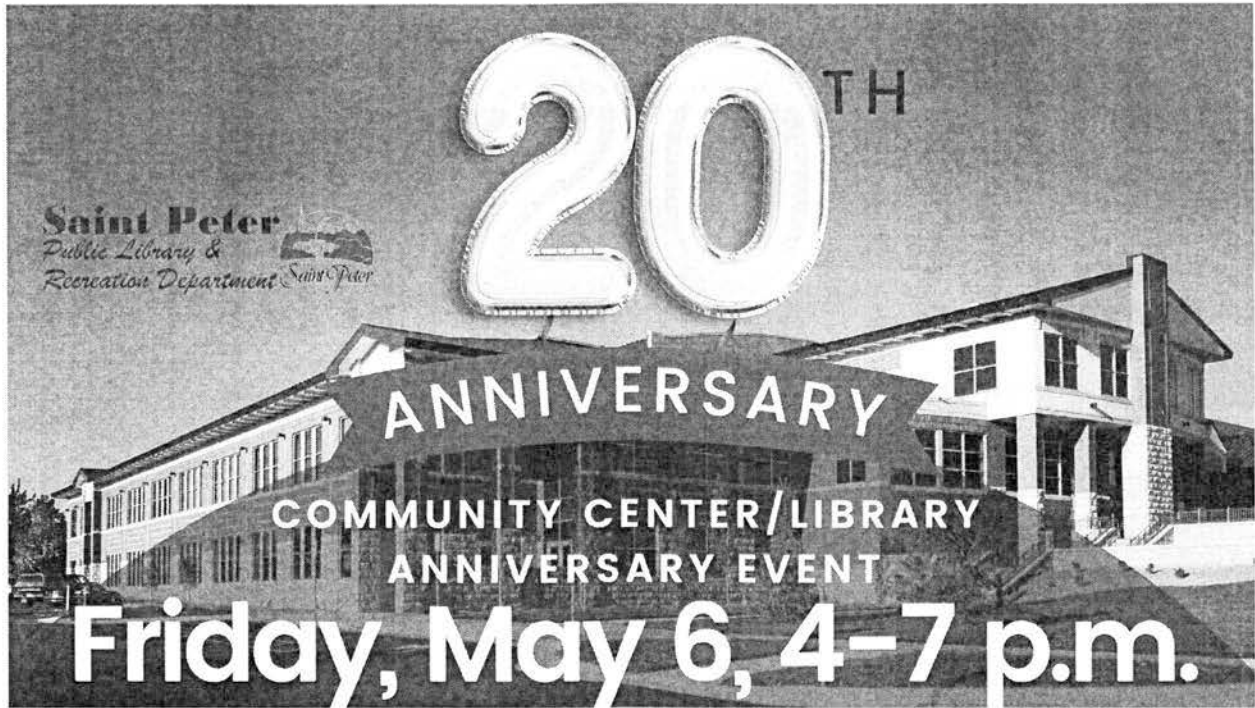
The Saint Peter Community Center and Library 20 Year Anniversary Event will be held Friday, May 6 from 4-7 p.m. to celebrate the impact that these facilities have had and continue to have on the community. The Recreation and Leisure Services Department is organizing a variety of activities, entertainment, and community resources for this event, some of which are listed below:

- Representation from the various tenants who operate in the Community Center. Goal is to highlight what services they provide for the community.
- Representation from community partners such as the School District, Youth Associations, and other non-profits that utilize the Community Center and Library.
- Recreational activities in the gym, library, and potentially outside depending on weather. Activities include Pickleball, Exploration Recreation, Fitness Activities Makers Space and more.
- Promotion of summer registration opportunities including summer reading program, recreation programs and camps, summer pool passes, and scholarship opportunities.
- Musical entertainment in the Senior Center and patio area.
- Light snacks and refreshments.

This will be a great opportunity to highlight the many great connections and opportunities in our community and how this facility has been such a large part of that for twenty years.

Please contact me with questions pertaining to this event.

JS/





Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

DATE: 4/15/2022

FROM: Todd Prafke
City Administrator

RE: MRVT Compliance Manager Job Description

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Please find attached a modified job description for the position of MRVT Compliance Manager. Our practice has been to do a review of job descriptions when openings occur to ensure compliance with State and Federal regulations, and to ensure that the essential job functions, physical requirements and the minimum and desired qualifications accurately reflect the requirements of the position.

Changes recommended for this position description focus on the minimum and desired qualifications. The goal of the proposed changes is to shift to a more people and management skill set while maintaining the basic certifications and knowledge base that is necessary for doing paperwork and tracking for the compliance issues that MRVT is responsible for at both the State and Federal levels.

If approved, this would most likely mean some slight changes to the Operations Manager position as well. I plan to review that description as well, but because of the timeline I hope to put in place, I would like to get this one moving sooner rather than later.

My goals for transition in this position will be to have at least a couple weeks of overlap in the hire process to help ensure a smooth transition. The most significant change is the work or pay equity points. Based on a review of the City System and the supervisory skills needed, this position is recommended for an increase in points.

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 205173

POSITION TITLE: TRANSIT COMPLIANCE MANAGER

DEPARTMENT: FINANCE

SUPERVISOR: CITY ADMINISTRATOR~~DIRECTOR OF FINANCE~~

OVERVIEW OF POSITION:

Under the direction and general supervision of the City Administrator~~Director of Finance~~, the Transit Compliance Manager provides management and supervision of the transit service. Applies for, documents and ensures compliance with Federal and State grant application requirements and oversees Transit Drug and Alcohol program.

ESSENTIAL JOB FUNCTIONS

- Prepares and submits annual grant application and monthly reports to the Minnesota Department of Transportation (MN/DOT).
- Maintains regular contact with the Minnesota Department of Transportation.
- Communicates regularly with Drivers and with the City Administrator~~Director of Finance~~.
- Investigates all accidents and incidents involving transit vehicles, employees or passengers, makes reports to Supervisor as necessary.
- Ensures compliance with Drug and Alcohol testing regulations, OSHA and other safety rules.
- Serves as Drug and Alcohol Program Manager (DAPM) and Designated Employer Representative (DER).
- Prepares and submits procurement documents as required by Federal Transportation Administration (FTA) and MN/DOT.
- Assists the Transit Operations Manager with recruitment and selection of Transit staff and scheduling maintenance of vehicles.
- Help Bus Drivers troubleshoot with dispatch hardware; restart and perform trips as requested in order to ensure proper operation.
- Maintains necessary records.
- Promotes transit use.~~"New Transit" to the communities including speaking in front of user groups and others about use and benefits of transit.~~
- Writes and maintains driver, system and passenger policies.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Serves as a Bus Driver for overload and other scheduled and unscheduled operational hours.
- Assists other City personnel with agendas, documentation, and meetings of the Joint Powers Board.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively, both orally and in writing; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; demonstrate tact; interact appropriately with other staff and the general public; demonstrate leadership and organizational skills; assist in the management of transit operations and coordinate the work of transit personnel, when necessary.

ESSENTIAL PHYSICAL REQUIREMENTS

The Transit Compliance Manager is required to be capable of performing the following physical functions or a combination there of for any given workday with or without accommodation:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation.
- Occasionally lift and carry up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Possession of a valid driver's license; and possession of a valid, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement within thirty (30) days of employment.
- Basic knowledge of vehicle mechanics and functions.
- ~~One year of supervisory experience supervising a minimum of two people.~~ Demonstrated ability to use a personal computer.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Knowledge of word processing and spreadsheet software.
- ~~Ability to use a personal computer.~~
- Experience working with the public.

DESIRED QUALIFICATIONS

- Demonstrated Knowledge of FTA Drug and Alcohol regulations.
- Demonstrated Knowledge of MN/DOT and OSHA safety rules and procedures.
- More than one year of supervisory experience supervising two or more people.
- Demonstrated Knowledge of State and Federal regulations on driver hours of service and driver qualifications.
- Previous bus driving experience in a municipal or educational setting.
- Previous -driving experience with -disabled, medical or special needs passengers.
- Previous experience with State of Minnesota grant management software or previous experience in managing operational grants from any source.
- Ability to speak conversational Spanish or Somali.

Adopted: _____ 10-10-2016