CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, March 5, 2018
Community Center Saint Peter Room 5:30 p.m.

I. CALL TO ORDER

II. DISCUSSION
   A. Hospital Project update and 2018 Budget Information
   B. Bed and Breakfast regulation discussion
   C. Weed Ordinance Review (From Goals Session)
   D. Creation of Job Description for Two Recreation Positions
      a. PALS Instructor position
      b. Noon – Time Basketball Clerk position

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke
Memorandum

TO: Honorable Mayor Zieman
    Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Hospital 2018 Budget and project update

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

My goal for this discussion was to have George and Lori provide their annual update for the Council on the 2018 Hospital Budget. While the Council, by Ordinance, does not vote on the budget we have had a tradition, for more than a decade, of the CEO or the CFO coming to share this budget information with you.

While they are here I have asked them to give a short update on the Hospital Expansion Project Financing and remind us all of the big steps in the process that are coming up.

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

FROM: Russ Wille
    Community Development Director

RE: Bed & Breakfast – Proposed Regulations

ACTION/RECOMMENDATION

Discuss and consider the draft rules related to the establishment of Bed & Breakfast facilities in Saint Peter.

BACKGROUND

The Saint Peter Zoning Ordinance defines a Bed & Breakfast within Section 24-15 General Description of Commercial Use Types:

(36) Visitor Habitation: Establishments primarily engaged in the provision of lodging services on less than weekly basis with incidental food, drink and other sales and services intended for the convenience of guests. The following are visitor habitation use types:

   a. Bed and Breakfast: An owner-occupied dwelling designed and utilized as a single-family residence, managed by the property’s owner, and having bedroom accommodations and dining provisions, served in the owner’s private dining room or kitchen for those accommodated as paying guests.

   b. Campground: Campground facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents. Typical uses include recreational vehicle parks.

   c. Hotel / Motel: Lodging services involving the provision of room or board. Typical uses include hotels, motels and transient boarding houses.

At this time, there are at least three (3) bed & breakfast establishments operating in Saint Peter that are being advertised via Airbnb, an internet based reservation systems for bed & breakfast establishments. It appears that not one of the three is being operated within an owner-occupied structure as required by the zoning ordinance.

As the Council discussed the matter at a previous workshop, the council members expressed a desire to allow such non-homesteaded bed & breakfast operations subject to certain conditions and regulations.
Based upon the City Council comments from the workshop, I have prepared and outline of proposed regulations differentiating between owner-occupied (homesteaded) and non-homesteaded operations.

If the Council suggests that the outlined regulations are appropriate, I will work with the City Attorney and City Clerk to prepare a zoning ordinance amendment for Planning Commission and City Council consideration.

The proposed amendment would need to be considered by the Planning and Zoning Commission. The Commission would also need to hold a public hearing following published and posted notice of the hearing. No mailed notice of the hearing would be required given that the proposed amendment would be applied throughout the entire community and does not pertain to a single, individual parcel of land.

After the public hearing, discussion and consideration of the proposed ordinance amendment, the Planning Commission would be asked to make a non-binding recommendation to the City Council.

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

RJW
Visitor Habitation: Bed & Breakfast (Owner Occupied)

♦ PERMITTED USE in each Residential Zoning District.
♦ Homesteaded Residential Certificate.
♦ Boarding & Lodging Taxes collected & paid to the City.
♦ No licensing or inspections.
♦ 1 additional off-street parking space for each room offered for rent.

Visitor Habitation: Bed & Breakfast (Non-Homesteaded)

♦ CONDITIONAL USE PERMIT available in each Residential Zoning District.
  • Application required to Planning Commission
  • Posted, mailed & published public notice & hearing required.
  • Conditions on the use may be established on an individual basis.
    ➢ Off-street parking spaces.
    ➢ Fencing & screening.
    ➢ Site lighting.
    ➢ # of rooms offered for rent.
  • The CUP could be denied for cause.
♦ Boarding & Lodging Taxes collected & paid to the City.
♦ Commercial utility rates apply.
♦ Licensed & inspected.
  • Smoke / CO2 detector & alarm.
  • Fire extinguisher.
  • Egress
♦ Licensing & inspection fees assessed semi-annually.
Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Weed Ordinance Review

DATE: 3/2/2018

ACTION/RECOMMENDATION

For your information and further discussion.

BACKGROUND

This is a hold over from your last Goal Session. Members had asked to have this on the Goal Session agenda at a workshop last fall. As I recall, this issue came up at least in part, due to changing nature of how your community viewed what residential yards should be, what weeds are and what is sustainable development. An example is Milk Weed. While in past years that plant was viewed as weed, now in some places it is cultivated to help butterflies.

My goal for this meeting is to have a discussion on the rules, provide information on how we manage and enforce the rules and whether you want to look at alternatives, some of which we already have in your community. While I am not sure that a detailed discussion about developing a list of noxious weeds would be helpful I do believe a more generalized discussion about how residential yards should be maintained can be a positive discussion. Maybe the idea to key on is articulated in the ordinance we need to ask "What is a cultivated crop vs a weed?". I would suggest that is a great place to start the discussion.

The Ordinance is in your packet.

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

TP/bal
ARTICLE I. - IN GENERAL

Secs. 54-1—54-18. - Reserved.

ARTICLE III. - WEEDS AND GRASS

Sec. 54-49. - Private property.

It is unlawful for any owner, occupant or agent of any lot or parcel of land in the populated portion of the City to allow any weeds or grass, not a cultivated crop, growing upon such lot or parcel of land to attain a height greater than six inches, or to allow such weeds or grass to go to seed.

(Code 1989, § 10.88(subd. 1); Ord. No. 197(2nd Ser.), § 1, 2, 5-29-1990; Ord. No. 212(2nd Ser.), § 1, 5-28-1991)

Sec. 54-50. - Duty of property owners to cut grass and weeds.

It is unlawful for any property abutting on any street, boulevard, alley, or public easement (hereinafter City-owned right-of-way) to allow any weeds or grass from the line of such property nearest to such City-owned right-of-way to the center of such City-owned right-of-way to attain a height greater than six inches.

(Code 1989, § 10.88(subd. 1.A); Ord. No. 197(2nd Ser.), § 1, 2, 5-29-1990)

Sec. 54-51. - Failure to comply with height limitation.

If any owner, occupant or agent fails to comply with this height limitation and after notice given by the Mayor, has not within seven days of such notice complied, the City shall cause such weeds or grass to be cut and the expenses thus incurred shall be a lien upon such real estate. The City Clerk-Administrator shall certify to the County Auditor, a statement of the amount of the cost incurred by the City. Such amount together with interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

(Code 1989, § 10.88(subd. 2); Ord. No. 212(2nd Ser.), § 1, 5-28-1991)

Sec. 54-52. - Natural Nature Areas exempted from article provisions.
Public property designated as a "Natural Nature Area" by resolution of the Council shall be exempt from the requirements of this article.

(Code 1989, § 10.88(subd. 3); Ord. No. 212(2nd Ser.), § 1, 5-28-1991)

Secs. 54-53—54-77. - Reserved.
TO: Honorable Mayor Strand  
    Members of the City Council  
FROM: Todd Prafke  
    City Administrator  
RE: Creation of Job Descriptions for Two Recreation Positions  

ACTION/RECOMMENDATION  

Review the attached job descriptions for possible approval.  

BACKGROUND  

The practice of the City Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. We look at adding Descriptions from time to time based on needs within our work force and to provide services. These two positions are positions that we have had in place, by that I mean we have workers, we pay them, they are budgeted for. They are part-time in nature and we are at the point that it would benefit our processes and provide clearer direction if we had job description in place.  

The two positions are:  
- Noon-time Basketball Clerk  
- Certified Fitness Instructor-Older Adults  

The descriptions are intended to accurately reflect the work expectations that we have in place today. We use these to help in the recruitment and hire process. No changes in wages or costs are anticipated as a part of putting these description in place.  

There is no fiscal impact to this change nor does it require a modification in pay.  

Please let me know if you have any questions or concerns on this agenda item.  

TP/bal
POSITION TITLE: CERTIFIED FITNESS INSTRUCTOR – OLDER ADULTS

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Recreation and Leisure Services, the Certified Older Adult Fitness Instructor safely leads a group through a designated series of dynamic exercises at a pace that’s right for participants.

ESSENTIAL JOB FUNCTIONS:

- Leads, instructs, and motivates older adults in exercise activities which may include flexibility and stretching, balance exercises, strength training, and low impact aerobic activity.

- Demonstrates professional, safe, and effective class instruction while offering ongoing motivation and feedback to class participants

- Creates enthusiastic and energetic class environments while providing specific emphasis on safety and proper execution of movements

- Shows a willingness to answer questions and utilize positive conflict resolution skills

- Keeps current on all certifications and industry practices

- Assists participants in completing health history forms as needed.

- Demonstrates excellent customer service

- Performs other related duties as assigned or apparent

ESSENTIAL PHYSICAL REQUIREMENTS:

The Certified Fitness Instructor – Older Adults is required to be capable of performing the following physical functions or a combination thereof for any given work day:

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

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of six feet, reach above shoulder level; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; Occasionally carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds.

Stamina: Occasional exposure to fumes, humid; Occasionally exposed to high noise levels. Continuously lead, instruct and participate in up to 5 fitness classes.

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the employee by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Certified Fitness Instructor – Older Adults is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively; understand and carry out directions; accept responsibility; maintain confidentiality when needed.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Certification in an older adult fitness program authorized by the American Senior Fitness Association or equivalent
- CPR and First Aid training or ability to be certified within six months of employment.
- Experience working with the public.

DESIRABLE QUALIFICATIONS:

- Previous work of greater than one year in fitness or personal training position.

Adopted: ________________________
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

POSITION TITLE: NOON HOUR BASKETBALL CLERK

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

PAY EQUITY POINTS: 98

OVERVIEW OF POSITION:

Under the direction and general supervision of the Recreation and Leisure Services Director or his/her designee, the Noon Hour Basketball Clerk is responsible for overseeing operations of the noon hour basketball program.

ESSENTIAL JOB FUNCTIONS:

- Meet and greet participants. Manage a sign in sheet.
- Collect fees and make correct change
- Handle questions and issues as necessary
- Observe behavior. Respond when behavior is outside the code of conduct.
- Enforce program and departmental guidelines
- Manage any conflicts between players during noon hour basketball time.
- Bring issues to the Recreation Director or Program Supervisor as necessary.
- Sweep gym floor if needed.
- Monitor gym schedule before and after noon hour program.
- Positively represent City of Saint Peter Recreation Department and its' values; safety, integrity, responsiveness
- Other duties as assigned or apparent

ESSENTIAL PHYSICAL REQUIREMENTS:

The Noon Hour Basketball Clerk is required to be capable of performing the following physical functions or a combination thereof for any given work day:

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
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Occasionally bend/stoop, squat, crouch, kneel, balance, push/pull; Occasionally reach above shoulder level; Occasionally use hands for firm grasping and fine manipulating

Strength: Occasionally carry up to fifteen pounds and lift up to fifteen pounds.

Stamina: Occasionally endure exposure to fumes, gases, humid; occasionally exposed to high noise levels.

Safety: Perform basic first aid.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the employee by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Noon Hour Basketball Clerk is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively; understand and carry out directions; accept responsibility; maintain confidentiality when needed; provide assistance to the public.

MINIMUM QUALIFICATIONS:

- CPR and First Aid training or ability to be certified within six months of employment.
- Ability to work with the public.

DESIRABLE QUALIFICATIONS:

- High school Graduate or equivalent
- Basic understanding of Basketball game rules

Adopted: ______________________