

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

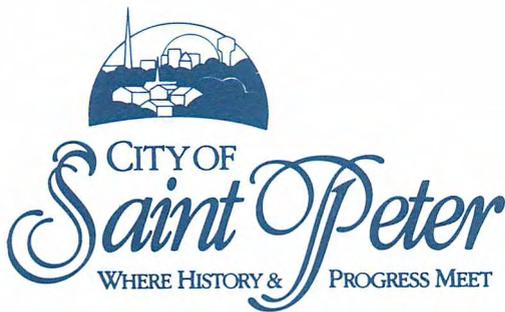
Regular Workshop Session of Monday, October 3, 2016  
Library Meeting Room – 5:30 p.m.  
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
  - A. City Facilities Tour\*
  - B. Building Department Presentation
  - C. Veterans Memorial Update
  - D. Joint Transit System Job Descriptions
  - E. Others
- III. **ADJOURNMENT**

\*\*Councilmembers will return to the Library Meeting Room following the tour and the workshop will continue at approximately 7:00 pm

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 9/30/16

**FROM:** Todd Prafke  
City Administrator

**RE:** City Facilities Bus Tour

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

As part of Monday evening's workshop session, we have planned a tour that is slightly different than the other tours we have taken you on. This tour will focus on the City as a whole; not just one specific facility. It is our plan to get you all on a bus and traverse the entire community, well almost the entire community, and connect some of the dots in the work you are doing and decisions you are making.

My goals for this portion of your meeting are multi-fold:

- Provide background and history on many of your facilities.
- Connect the dots of locations and budget and actions proposed, so that you have opportunity to gain additional understanding of how all of these things come together.
- Answer questions that you may have related to each of these locations, money, activities and how it impacts your operations and the services you provide.
- Lastly, to help ensure that members without the geographical or historical knowledge can gain additional perspective of where the heck some of this stuff is located and answer the question, "How or why in the world did it happen that way?"

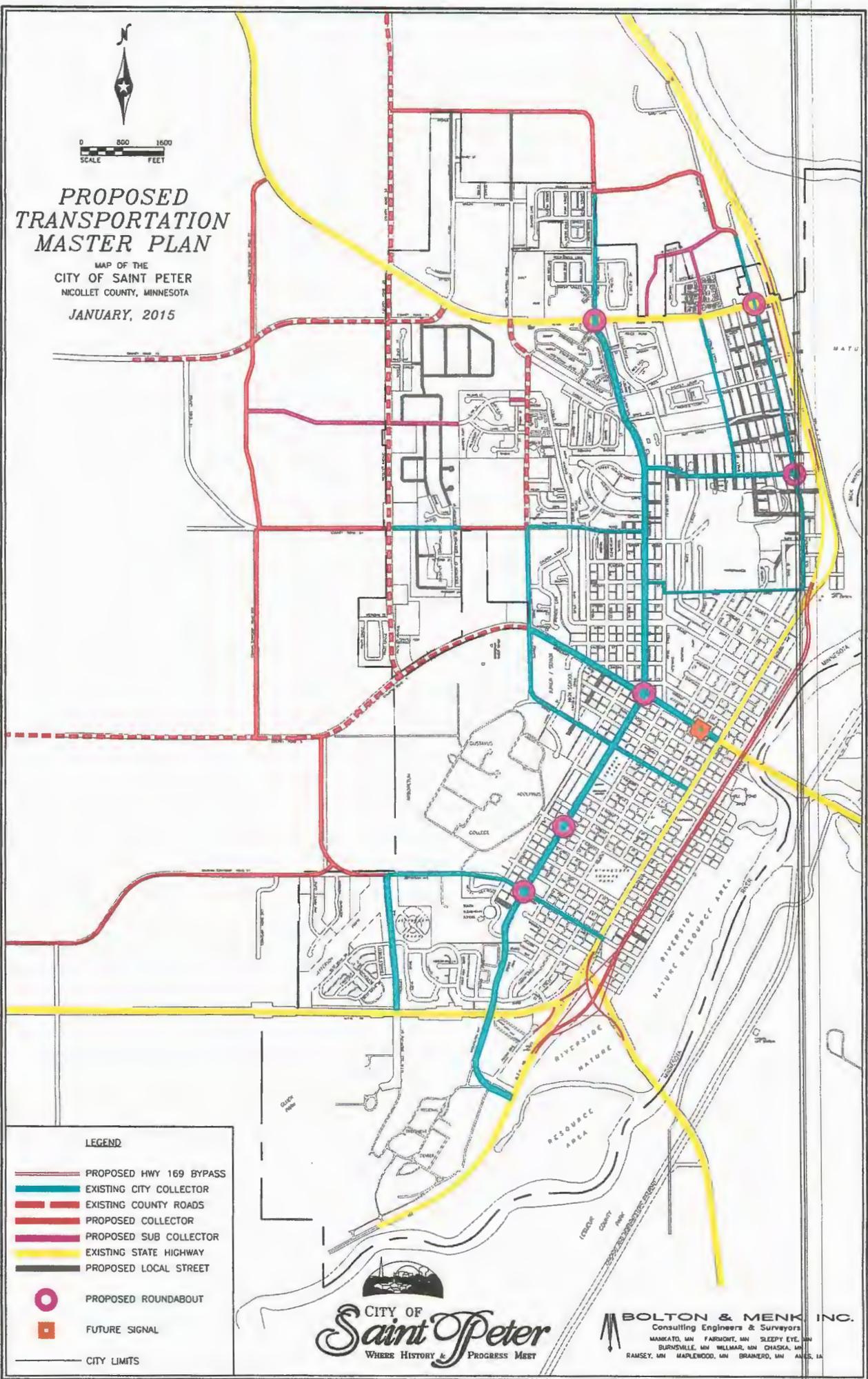
The tour will start at Door A of the Community Center (the outside connecting door between the Community Center and Library) and I would ask that you be there before 5:30 so we can fit it all in before we are scheduled to be back at your regular location for the rest of the workshop.

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

TP/bal

# PROPOSED TRANSPORTATION MASTER PLAN

MAP OF THE  
CITY OF SAINT PETER  
NICOLLET COUNTY, MINNESOTA  
JANUARY, 2015



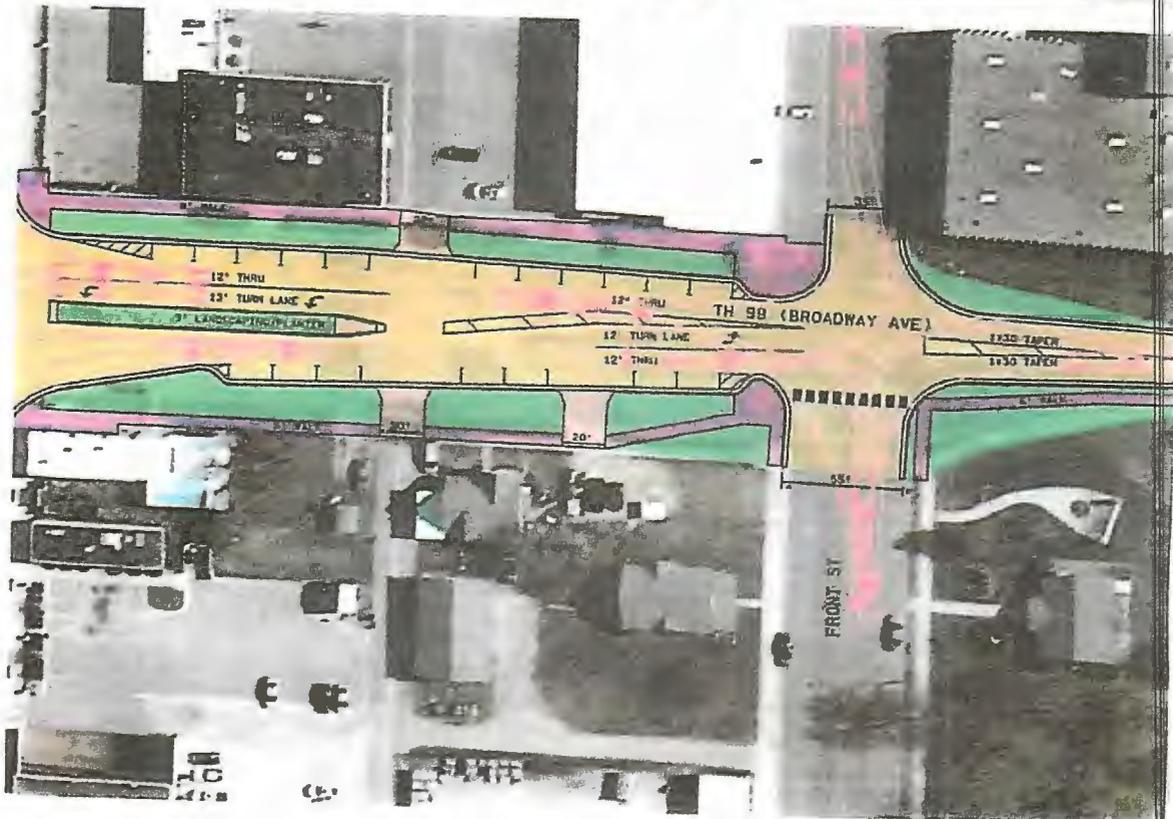
**LEGEND**

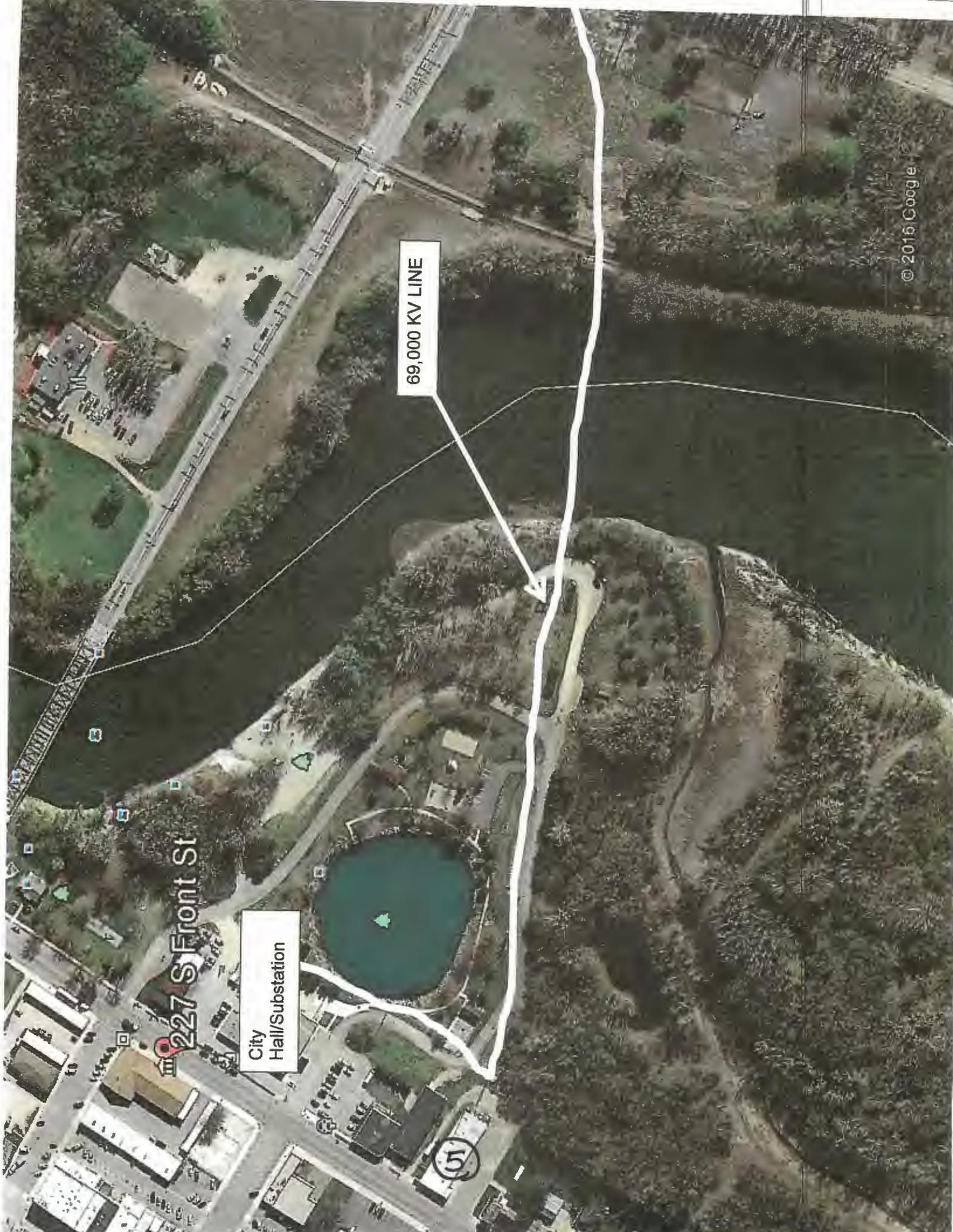
- PROPOSED HWY 169 BYPASS
- EXISTING CITY COLLECTOR
- EXISTING COUNTY ROADS
- PROPOSED COLLECTOR
- PROPOSED SUB COLLECTOR
- EXISTING STATE HIGHWAY
- PROPOSED LOCAL STREET
- PROPOSED ROUNDABOUT
- FUTURE SIGNAL
- CITY LIMITS

**CITY OF**  
*Saint Peter*  
WHERE HISTORY & PROGRESS MEET

**BOLTON & MENK INC.**  
Consulting Engineers & Surveyors  
MANKATO, MN FARMHOLT, MN SLEEPY EYE, MN  
BURNSVILLE, MN WILMAR, MN CHASKA, MN  
RAMSEY, MN MAPLEWOOD, MN BRANDED, MN ANOKA, MN

© 2015, Vector\Silver Map\StPeter-2015 Master Transportation Plan.dwg

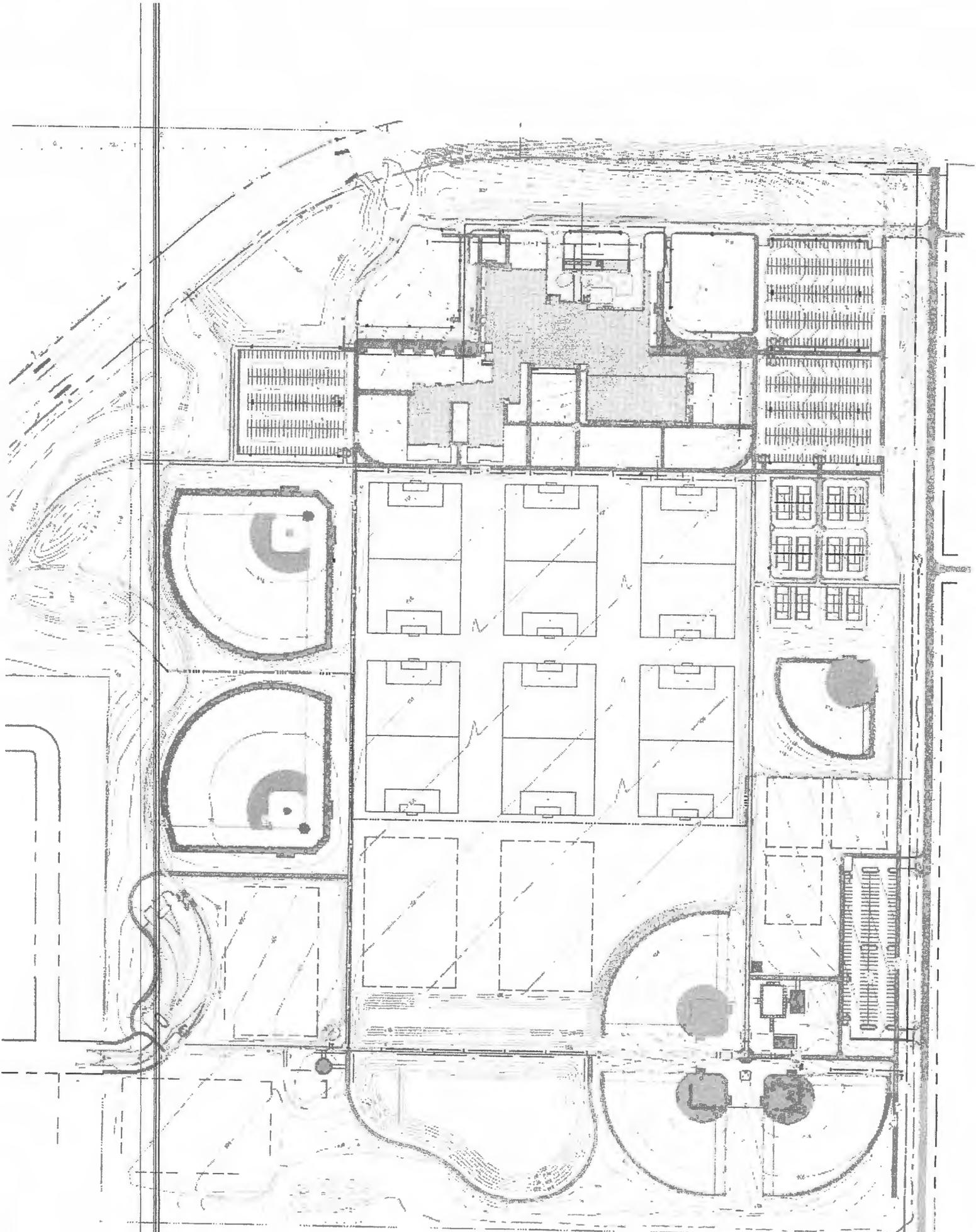




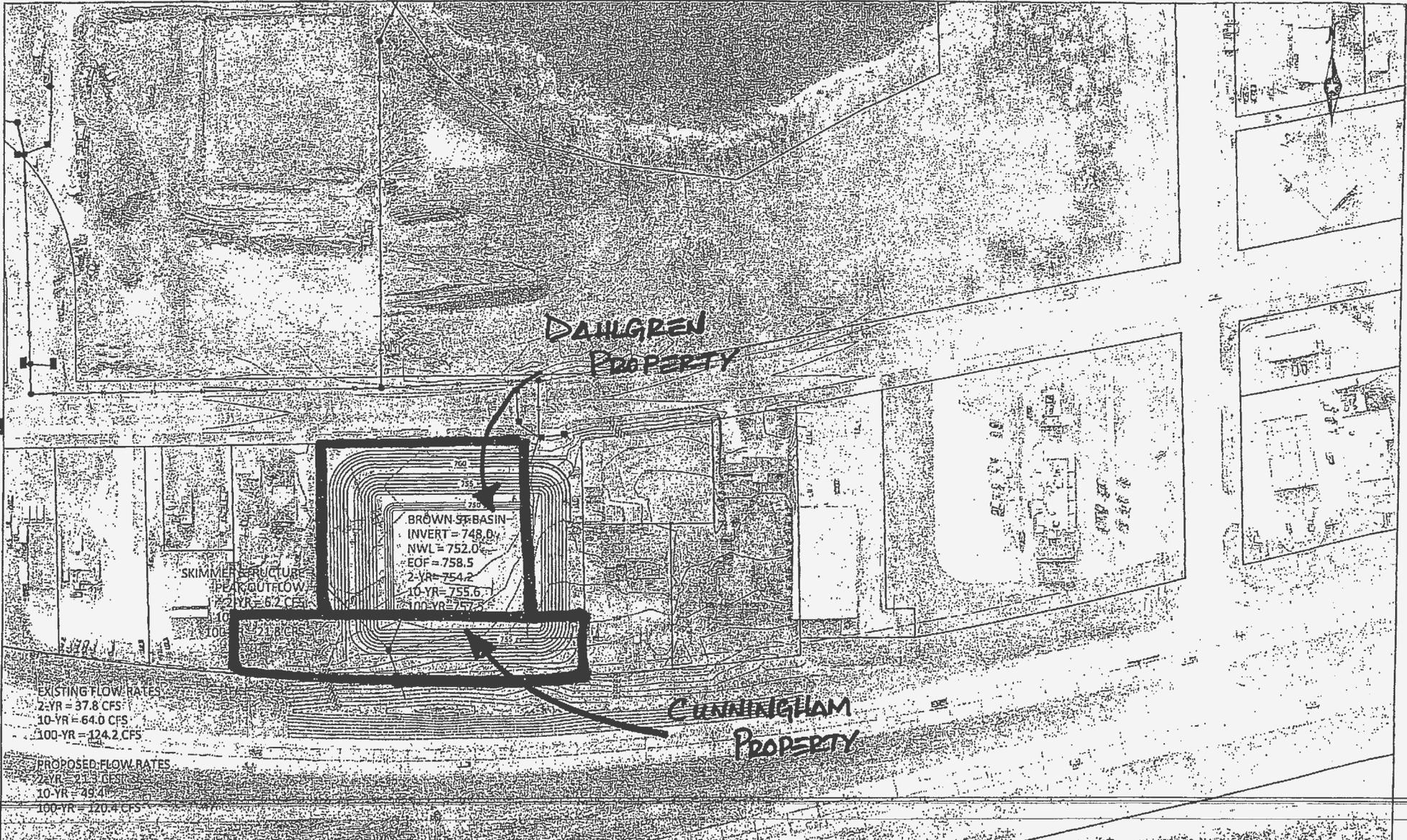
69,000 KV LINE

City Hall/Substation

227 S Front St



b



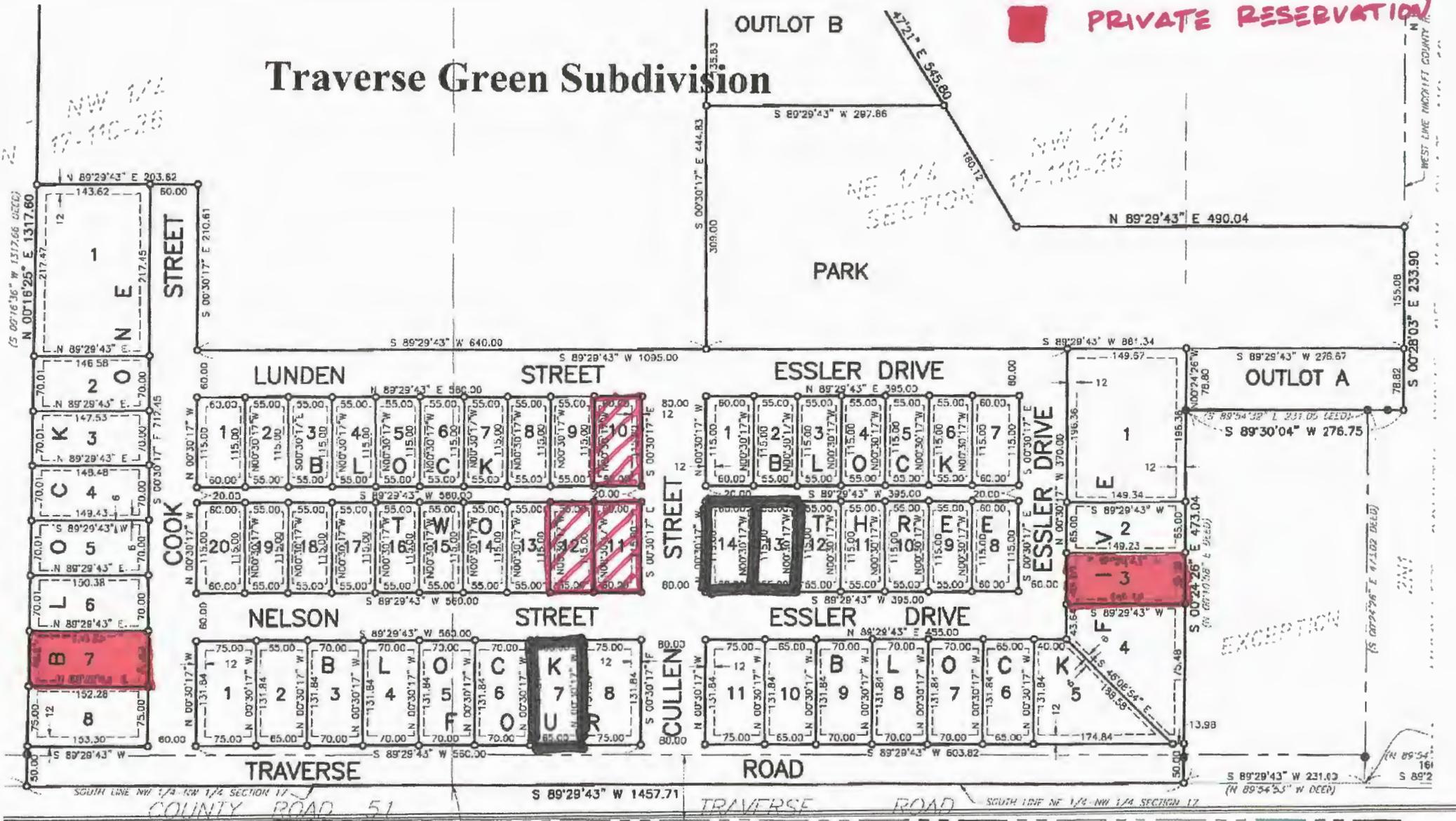
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MINNETONKA, MN 55345  
 CHASKA, MN 55313  
 ANDERSONVILLE, MN 55002  
 ANDERSONVILLE, MN 55002  
 ANDERSONVILLE, MN 55002

CITY OF SAINT PETER, MINNESOTA  
 BROWN STREET DETENTION BASIN  
 PROPOSED GRADING PLAN

SHEET  
 1

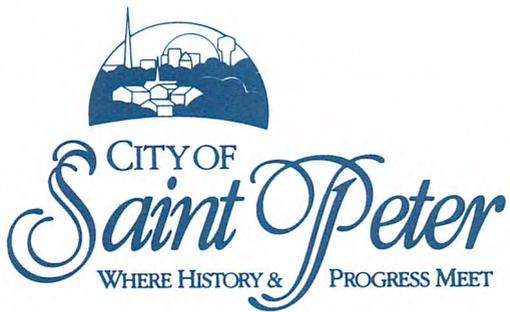
-  EDA Spec.
-  SWMHP Spec.
-  PRIVATE RESERVATION

# Traverse Green Subdivision



SW CORNER  
NE 1/4 - NW 1/4  
SECTION 17-110-26

EXISTING 60.3' RIGHT OF WAY ASSUMED TO  
EXIST PER PRESCRIPTIVE EASEMENT



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 9/27/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Department Presentation: Building Department

### **ACTION/RECOMMENDATION**

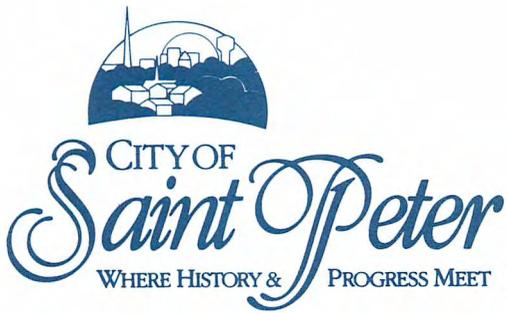
None needed. For your information only.

### **BACKGROUND**

As has been our past practice, time has been set aside on this workshop agenda for a presentation on one of the City's Departments. Building Official Busse will be at the workshop on Monday evening to provide information on activities in the Building Department.

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

TP/bal



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 9/29/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Veterans Memorial Update

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

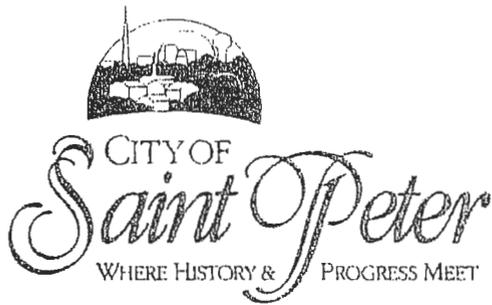
As members may recall you provided approval for a Veteran's Memorial to be placed in the northeast corner of Minnesota Square Park (the corner of Minnesota Avenue and College Avenue). Bob Lambert, one of the primary organizers of this effort, will be at your workshop to provide an update as the group closes in on its' fundraising and design goals.

The process for completion of this includes a formal, written, Development Agreement that provides clarity on a number of issues including the final design, general time frame, maintenance funding and rules for the placement of names into the future. The memo used as the basis for providing your approval is also attached.

My goal for your meeting is to allow Mr. Lambert to discuss the 95% plus design, outline their plan thus far on the "Freedom and Peace" statue, and give an update on funding.

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: 2/26/15

FROM: Pete Moulton  
Public Works Director

RE: Veteran's Memorial Design

### ACTION/RECOMMENDATION

None needed. For your information and discussion.

### BACKGROUND

The City Council requested the Veterans Memorial plan, the location of which was previously approved to be in the northeast corner of Minnesota Square Park, be reviewed and vetted by the Parks and Recreation Advisory Board. At the January 20, 2015 Parks Board meeting, members of Saint Peter Area Veterans Memorial Association (SPAVMA) presented their proposal based on the six (6) principles and sixteen (16) criteria previously outlined by the City Council.

Design of the memorial, freedom statue, service and honor walls design, and an inclusion policy for adding names to the walls were presented. The plan attempts to address each principle criteria requested by the City Council and while the design comes close to accomplishing the goals; it does not meet four of the criteria.

The Parks Board recommends approval of the overall plan. This memo outlines the basis for that and explains why a deviation from the criteria should be allowed.

1. **Height restriction of 48 inches:** The Service Walls start at 36" in height at their outside ends, and rise to 72" at the center, and the Honor Wall is 72". In order to meet some of the criteria (of keeping the plan within a relatively small footprint, providing a place where people would feel drawn in to the site, and providing a place where people could "commune"), the Board felt it was necessary to create a quiet, reflective place to honor those who were either killed in action or who are missing in action. The memorial also needed to have a wall large enough to accommodate "names you could touch" year round as opposed to brick pavers. The Service Wall accommodates the names of those who have served from the Indian Wars through current and future wars. The Honor Wall provides a place to honor those who have given their life from the Indian Wars through current and future wars. Each Service Wall will accommodate approximately 900 names

on the "inside" wall facing the statue. An additional 900 names could be accommodated on the outside of each Service Wall.

The Parks Board believes the proposal is appropriate and that this could not be accomplished with 48" walls. The goal is to get close to 2000 names on the Service Walls during the first two years of fund raising. 72" walls will make this possible.

2. **Sidewalk connection to the pavilion:** The criteria requiring the Veterans Memorial Committee to construct a sidewalk to the pavilion is not being proposed with this memorial design for several reasons:

- The Parks Board does not believe it should be the responsibility of the citizens raising funds for a memorial to also pay for park sidewalks beyond the project. The estimated cost for this project will be approximately \$600,000 without paying for any sidewalks or maintenance fund.
- Whenever the park pavilion is renovated, a significant portion of the park will be under construction. At that time sidewalks and utilities throughout the park will most likely be replaced as well. We believe that this project may likely occur prior to the pavilion renovation and any sidewalk serving the pavilion would likely, at least partially, be removed.
- When the park pavilion project is initiated the Council may use funds the SPAVMA has provided for a perpetual fund for the construction of a sidewalk if it deems that is an appropriate use of those funds at that time.

The Parks Board recommends that the sidewalk connections should be a part of the future pavilion project. Since connection at this time may be premature, the money would be better spent if completed at a later date.

3. **No vertical elements within 20 foot setback:** The proposed Memorial sign is a vertical structure that is proposed to be just outside the 20 foot setback and outside the 25 foot sight line triangle. The sign is 30 inches in height and is incorporated within the landscape in the same location where a boulder has been placed within the park.

The Parks Board has reviewed the sign location and height and the submitted drawing meets the intent of the Parks Master plan.

4. **3600 square feet in size:** The square footage of the proposed plan does exceed the 3600 square feet by approximately 200 square feet. By requiring all vertical structures to be set back 20 feet from the back of the sidewalk, the area within the setback adds approximately 2800 square feet that cannot be utilized for the structure and is not considered within the square footage limitation.

The Parks Board has reviewed the design and feels that 3800 square feet is appropriate for the design and location within Minnesota Square Park.

Lighting on the walls is proposed to be LED lighting from light bars recessed under a cap on the wall. This would cast a soft light downward on the names on the Service Wall and the names and faces on the Honor Wall. The flags and the statue would have lighting cast upward. The effect would be subdued and appropriate for a place of honor and reflection.

The Chair of the Parks Board plans to be in attendance at the workshop on Monday evening to provide additional insight about the thoughts of the Board and its' deliberations.

The Parks and Recreation Board has reviewed the request from the SPAVMA and find the submitted and corrected plan to meet the intent of the "principles and criteria" as supplied by the City Council and that the areas of variation are deemed to be acceptable as submitted and discussed.

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

PM/amg

CITY OF SAINT PETER, MINNESOTA  
Parks and Recreation Advisory Board

RESOLUTION 2015 - 1

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

**RESOLUTION RECOMMENDING THE SAINT PETER AREA VETERANS MEMORIAL  
ASSOCIATION SITE PLANS-BE INCLUDED IN THE MASTER PARKS PLAN**

WHEREAS, the Saint Peter Area Veterans Memorial Association (SPAVMA) has completed a plan and requests approval of the design for a Saint Peter Area Veterans Memorial; and

WHEREAS, a 3,800 sq. ft. Saint Peter Area Veterans Memorial be included in the master parks plan in the northeast corner of Minnesota Square Park; and

WHEREAS, the Saint Peter City Council has set specific criteria for the memorial structure and site; and

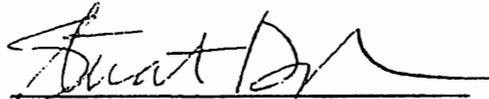
WHEREAS, the SPAVMA has achieved compliance with all criteria except where noted below; and

WHEREAS, the SPAVMA will complete fundraising efforts for this memorial and for maintenance of the memorial in future years;

NOW THEREFORE, BE IT RESOLVED BY THE PARKS AND RECREATION BOARD OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Veteran's Memorial Association plans be included in Parks Master Plan with the following notations:

1. Height of "Service Wall" shall not exceed 6' 0", and
2. Height of "Honor Wall" shall not exceed 6' 0" except for the flag poles or "Art Piece"; and
3. Three flags will be allowed – American, State and POW/MIA; and
4. Sidewalk will connect to both boulevard sidewalks but will not connect to pavilion or other internal park sidewalks at this time; and
5. No vertical elements or structures within the set back of 20' that exceed 30"; and
6. Memorial signage shall have a vertical limit of 30" above existing sidewalk elevation; and
7. Proposed center "Art Piece" may not exceed 12' 0".

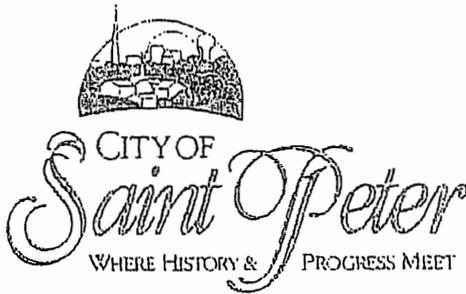
Adopted by the Parks and Recreation Advisory Board of the City of Saint Peter, Nicollet County, Minnesota, this 17<sup>th</sup> day of February, 2014.

  
Stuart Douglas - Chairperson

ATTEST:

  
Larry Potts - Recording Secretary





## Memorandum

TO: Park and Recreation Board Members

DATE: 9/16/2014

FROM: Todd Prafke  
City Administrator

RE: Veteran's Memorial

### ACTION/RECOMMENDATION

For your use, as directed by the Council, in review of the Saint Peter Veteran's Memorial submittals. The submittals should include site plan, sketch plan, rules for placement of names and a maintenance plan which includes funding.

### BACKGROUND

Parks Board members may know of the many discussions held by the City Council on this issue. The intent of this memo is to provide general direction and a framework for your review of the proposed memorial to be located at the corner of South Minnesota Avenue and West College Avenue in the northeast corner of Minnesota Square Park.

This issue is particularly emotional for many and justifiably so. While we are not discussing Veterans and their valued service, we are discussing something that represents their efforts, commitments, and sacrifice. It can be very hard to separate the two.

Maybe this quote can serve as a bit of inspiration for this overall thought. (This is not a suggestion for use; just a quote that I think gets to the point well.)

*'The soldier above all others prays for peace, for it is the soldier who must suffer and bear the deepest wounds and scars of war.'*

*Douglas MacArthur*

The Council's established goal, because the location is in a City park, is to give the Parks Board and the Veterans Memorial Committee both imagery and some practical guidance on what the Council wishes to see. The Board should review the application based on the principles and criteria listed below, make suggestions as needed, and provide a recommendation to the Council related to approval of the final design, rules and policies including maintenance.

#### Principles:

"Freedom and Peace" (used by me) as compared to "Liberty and Freedom" used by the Veterans Memorial Chair in his comments from their visit to the City Council in mid-August. The concept of Freedom and Peace is highly suggested as it represents what we as a people want

to see and have. It is well worded by MacArthur in the quote used above. The Veterans Committee does not want to glorify war; rather they hope to provide recognition to those who served for these two purposes - Freedom and Peace. Additionally, this brings home the overarching thought that any local memorial is about people and not about branches of service, the materials of conflict or the organizations or war.

**Subdued** (used by both the Veterans Memorial Committee Chair and I at the August Council Workshop) - This means that we should avoid the feel of a roadside attraction. It should be reverent and not a place where we just stop to stretch our legs, let the kids out of the car, or maybe eat a bite. We recognize that war is a critical piece in the service experience of many Veterans. War is a highly emotional topic. Reactions to war range from pride to patriotism to grief to frustration to fear. All of these are deeply personal, acceptable reactions and as such a Veteran's memorial needs to provide opportunity for all to honor in the way that is most meaningful to the visitor.

**Human Scale** - This is meant to describe that it is not tall or wide or monolithic. One of the predominate things I hear repeatedly about the Vietnam Veterans Memorial's powerful impact is that visitors can touch each and every name. There is something about the sense of touch that is powerful for us. I believe that failing to make each name "touchable" or "traceable" would diminish any monument's ability to be personal and intimate. It is that intimate experience we seek when we look to commune with others in a way that the term "memorial" suggests.

**"Simple"** - We may not need tremendous imagery, pictures, visual reminders, or structures representing war or people. We each have our own imagery stored away for our own use that will be brought out as we interact with the memorial. We store the picture of our brother, father or sister within us. That image, shown as we want, as we want to see it, and the opportunity to not be told how to see it, should be preserved. If you close your eyes and see them, that is all the image that is needed. Beyond that we should strive to allow for simplicity of location and design so as to not take away from each user's opportunity to see what they want to see. I would also offer that a memorial is not really for those that have gone before us. It is really for us, for each of us who are still here, and we don't really need to be told how we should see things. This memorial is a framework for the experience of communing with others both here and those we still carry within us.

**"Focus on individuals"** - This means that the highlight should be about our local service men and women rather than the materials or organization of conflict. They have their own places where those very important institutions are recognized. Our goal should be to recognize our friends, family and neighbors who served. They should not be overshadowed by these other things. The memorial should be inward-looking towards the park, in keeping with its emphasis on locals honoring locals and the important use as part of Memorial Day, Fourth of July and Veteran's Day celebrations.

**"Accessible"** (used by both the Committee and me at various times throughout the discussion) Certainly this memorial should be Americans with Disabilities Act (ADA) compliant, but this thought also goes to it being open all the time, if illuminated only in a way that allows for use, not in a way like a billboard is illuminated. If there is to be a lit focal point, maybe it is the flag or any central art or statue that is put in place. All parts of the memorial can be used by all people, possibly incorporated into the current sidewalk and certainly attached to the current sidewalk so anyone can pass through it. Lastly, this refers to some of the other terms used such as "touchable". This should be a place that is not, figuratively speaking, behind a fence or in a

glass case. It needs to be designed in a way that allows for more than viewing. It must be alive and experiential in nature. You must feel something when you pass through it.

**Specific Criteria:**

- Located at the corner of South Minnesota Avenue and West College Avenue in the northeast corner of Minnesota Square Park.
- 3600 square feet in size excluding sidewalk.
- Height restriction of 48 inches, excepting flag or art (statue).
- Materials that can last for 100 years so rock, stone, and metal that is resistant to corrosion.
- Only three flags allowed - American, State and POW MIA.
- Lighting to be ground based or illuminating names, but subdued and recessed. Up lighting for flags.
- Only allowing the location name such as Veterans Memorial to have letters that are larger in size/font than the names plates. No larger than 12 inch letters for location signage lettering.
- No materials of war such as guns or tanks or planes.
- Name plates may use branch of service emblems, religious affiliation.
- Sidewalk to pavilion.
- Connectivity to both boulevard sidewalks (no trees cut down for sidewalk) or a single connection sidewalk could be placed in corner
- Maintenance fund provided that provides for ongoing maintenance to be done by City staff.
- Places to sit for contemplation
- No vertical elements within the set back (25 feet)
- Statue (if included) and base <10 ft. and a public competition for its design
- Current flag in Minnesota Square be eliminated and this location to meet that need in the future.

It is the role of the Board to receive the application and information described above. The Board should review the application based on the Principles and Criteria listed, make suggestions as needed and provide a recommendation to the Council related to approval of the final design, rules and policies.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)

RESOLUTION APPROVING DESIGN OF VETERAN'S MEMORIAL IN MINNESOTA SQUARE  
PARK

WHEREAS, the City Council has authorized construction of a Veteran's Memorial in Minnesota Square Park under certain conditions; and

WHEREAS, the City Council directed the City's Parks and Recreation Advisory Board to work with the Veteran's Committee members to ensure the conditions are met in the proposed design; and

WHEREAS, the Parks Board considered the proposed design as well as the variations from the stated conditions and recommends approval of the design as proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT:

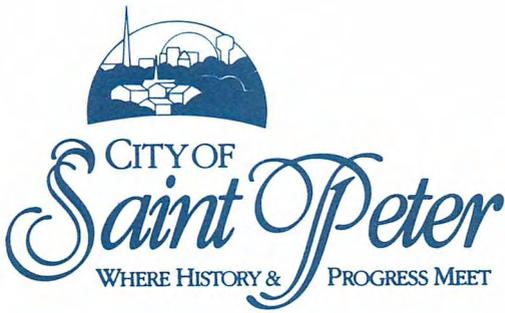
1. The design for the Veteran's Memorial in Minnesota Square Park is hereby approved as submitted and recommended by the Parks and Recreation Advisory Board.
2. Staff is directed to prepare a development agreement for construction of the Memorial; finalization of processes and policies, and transfer of ownership to the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 23rd day of March, 2015.

\_\_\_\_\_  
Timothy Strand  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 9/30/16

**FROM:** Todd Prafke  
City Administrator

**RE:** Joint Transit System Job Descriptions

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

With the ongoing work related to a joint transit system with Le Sueur, there is a need for modifications to your current organizational structure for Transit including job descriptions.

As you may recall one of the articulated advantages of a joint system was to spread the load and specialize work of the managers in couple of key areas. Since the plan is the Joint Powers entity will be contracting for (via Interagency Service Agreement) all the employees and human resource management from the City of Saint Peter, it is appropriate that, when the time is right, this modified organizational structure and all the job descriptions be put in place. This action should not wait until the last minute so that all the parties including current employees, and all the other players, know how things will work and what the jobs will look like. With that in mind, staff has developed or modified job descriptions for your review.

These management descriptions are essentially modifications to your current Transit Coordinator description, but separated into what staff believes are the appropriate duties and specializations as discussed above. In addition, Saint Peter will have a new position and description for dispatching (Transit Support Specialist) which includes the clerical support that will be needed. Lastly, we will have one or two changes to your current Bus Driver description. The major change for your Bus Drivers will be the need for a Class C driver's license with passenger endorsement. Most of your current drivers already have this license and we have a plan in place for those who do not currently have the Class C with the passenger endorsement to get that level of licensure. Class C with the endorsement is needed based on the higher level passenger capacities for Le Sueur's buses which is what Saint Peter will likely go to in the future. Having the Class C with the endorsement requirement also allows us more flexibility in the placement of drivers.

My goals for your meeting are to ensure you know and have input on the descriptions, understand the organizational structure that is contemplated, and "keep the tires rolling" related to a target start date that is the first of January, 2017.

Lastly, please know that paired with action on the organization and descriptions will be the hire of Le Sueur personnel and the assignment of current employees into these new descriptions. Those actions will follow after the Joint Power Agreement and Interagency Service Agreements are in place.

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 173**

**POSITION TITLE:** TRANSIT OPERATIONS MANAGER

**DEPARTMENT:** FINANCE

**SUPERVISOR:** DIRECTOR OF FINANCE

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Director of Finance, the Transit Operations Manager provides management and supervision of the municipal transit service. The Transit Operations Manager supervises Bus Drivers and Transit Support Specialists.

**ESSENTIAL JOB FUNCTIONS**

- Supervises transit operations.
- Prepares schedule for all Bus Drivers and finds substitutes as needed; reviews daily transit checklists and Bus Driver forms; develops preventive maintenance schedule for buses; monitors maintenance of buses; communicates regularly with Bus Drivers, Transit Support Specialists and with the Director of Finance.
- Recruits and makes recommendations regarding employment of Bus Drivers and Transit Support Specialists.
- Coordinates staff orientation, training and meetings.
- Maintains necessary records.
- Evaluates Bus Driver and Transit Support Specialist performance. Submits annual staff evaluations to supervisor.
- Monitors safety and compliance of transit vehicles.
- Monitors, schedules and assists in the maintenance of transit vehicles and facilities in coordination with the City Mechanic and other service providers.
- Promotes "New Transit" to the communities.
- Operates municipal transit vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary.
- Serves as a Bus Driver and Transit Support Specialist for overload and other scheduled and unscheduled operational hours.
- Help Bus Drivers troubleshoot with dispatch hardware; restart and perform trips as requested in order to ensure proper operation.
- Monitors Bus Driver and Transit Support Specialist qualifications and hours of service.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Performs related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: manage transit operations; coordinate the work of transit personnel; 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.

**ESSENTIAL PHYSICAL REQUIREMENTS**

The Transit Operations Manager is required to be capable of performing the following physical functions or a combination there of for any given workday:

- 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, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.
- Basic knowledge of vehicle mechanics and functions.
- One year of supervisory experience supervising a minimum of two people.
- Knowledge of word processing and spreadsheet software.
- Ability to use a personal computer
- Experience working with the public.

**DESIRED QUALIFICATIONS**

- Training in vehicle mechanics.
- Knowledge of MN/DOT and OSHA safety rules and procedures.
- More than one year of supervisory experience supervising two or more people.
- Previous bus driving experience in a municipal or educational setting.
- Previous experience with dispatching software for moving people or materials.

Adoption: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 173**

**POSITION TITLE:** TRANSIT COMPLIANCE MANAGER

**DEPARTMENT:** FINANCE

**SUPERVISOR:** DIRECTOR OF FINANCE

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the 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 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.
- Maintains necessary records.
- Promotes "New Transit" to the communities.
- Writes and maintains driver, system and passenger policies.
- 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.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- 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:

- 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.
- Basic knowledge of vehicle mechanics and functions.
- One year of supervisory experience supervising a minimum of two people.
- Knowledge of word processing and spreadsheet software.
- Ability to use a personal computer.
- Experience working with the public.

**DESIRED QUALIFICATIONS**

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

Adopted: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 128**

**POSITION TITLE:** TRANSIT SUPPORT SPECIALIST

**DEPARTMENT:** FINANCE

**SUPERVISOR:** OPERATIONS MANAGER

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Transit Operations Manager, the Transit Support Specialist assists transit users in scheduling use, directing drivers to stops and pick-ups, providing clerical support for Transit Operations and Compliance Managers, operating dispatching software and maintaining reports as requested.

**ESSENTIAL JOB FUNCTIONS**

- Schedule and dispatch Bus Drivers, volunteer drivers, and/or service vehicles to appropriate locations according to customer requests, specifications, or needs, using radios, telephones, and/or dispatch system.
- Ensure timely and efficient movement of buses according to bus orders and schedules.
- Relay work orders, messages, and information to or from Bus Drivers and supervisors using telephones, two-way radios, and/or system tablets.
- Confer with customers or transit personnel in order to address questions, problems, and requests for service, equipment, or vehicles.
- Change and/or alter route patterns quickly and efficiently when troubles arise - vehicle breakdowns, rapidly deteriorating weather conditions, and/or sick riders on board.
- Advise Bus Drivers and supervisors about traffic problems such as construction areas, accidents, congestion, weather conditions, and other hazards.
- Contact authorities when accidents occur and in other extreme situations to assist transit personnel.
- Record and maintain files and records of customer requests, work or services performed, charges, service request denials, inventory, and other dispatch information.
- Take requests from social workers, medical providers, and private clinics for non-emergency medical clients and schedule requests accordingly within the transit program directing users to other service providers where appropriate.
- Enter client and trip data into the various software program(s) utilized by the City.
- Provide for billing of services as directed.

Preview next day run logs to ensure accuracy for Bus Drivers the following day.

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- Move/reschedule any problematic rides and combine any rides that can reduce customer on bus time or increase service efficiencies.
- Help Bus Drivers troubleshoot with dispatch hardware; restart and perform trips as requested in order to ensure proper operation.
- Run nightly service area/vehicle reports and reconcile any discrepancies.
- Match completed pre-trip inspections with daily run reports.
- Take orders for tickets and transit information.
- Notify supervisors when employees fail to show for work; call substitutes to fill shifts.
- Order supplies and other office equipment when needed.
- Other duties as assigned by supervisor.

#### **REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively; understand and carry out directions; accept responsibility; secure the confidence of transit system patrons; maintain confidentiality as needed; be tactful; deal with the public.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The Transit Support Specialist is required to be capable of performing the following physical functions or a combination thereof for any given workday:

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 corrected to 20/40.
- In an 8 hour day sit for up to 8 hours and/or stand for up to 8 hours.
- Occasionally bend, stoop, squat, crouch, kneel and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulation as in use of keyboard.
- Occasionally lift and carry up to thirty (30) pounds.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

**MINIMUM QUALIFICATIONS:**

- Demonstrated experience working with the public.
- High school diploma or equivalent.
- Demonstrated ability to operate a personal computer
- Ability to read, write, and speak the English language.
- Ability to answer multi-line phone system

**DESIRED QUALIFICATIONS:**

- Experience operating two-way radio/phone.
- 1+ year experience in an office setting.
- 1+ year of experience in a municipal or other transportation system providing logistical support for moving people or materials.
- Demonstrated ability to read and navigate a map.
- 1+ year experience with dispatching or vehicle routing software and hardware.
- 1+ year experience in using social media such as Facebook or Twitter.

Adopted: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 122**

**POSITION TITLE:** BUS DRIVER

**DEPARTMENT:** FINANCE

**SUPERVISOR:** TRANSIT OPERATIONS MANAGER

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Transit Operations Manager, the Bus Driver operates and maintains the municipal transit service vehicles.

**DUTIES:**

- Operates and maintains the municipal transit system vehicles; operates vehicles in a safe and efficient manner; maintains overall cleanliness of vehicles; refuels vehicles as necessary; reports any accidents or mechanical problems to the Transit Operations Manager.
- Manages route schedule; operates two-way radio; provides assistance to elderly and handicapped passengers as needed; recommends efficient changes in routing.
- Promotes the transit service to the general public and to customers.
- Maintains the daily books for the municipal transit system; collects fares; maintains and updates the log book; closes out daily books; locks up bus and cash receipts at the end of shift.
- Observes all safety and traffic regulations.
- Attends and participates in staff and safety meetings and training.
- Effective and respectful communication and interactions with other employees, managers, individuals from other organizations, and citizen customers.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to communicate effectively; ability to understand and carry out directions; ability to accept responsibility; ability to secure the confidence of transit system patrons; ability to maintain confidentiality as needed; tact; ability to deal with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Bus Driver is required to be capable of performing the following physical functions or a combination thereof for any given workday:

- 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.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- 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, or the ability to obtain within 30 days of employment, a minimum of a Minnesota CDL Class C Driver's License with passenger endorsement.

**DESIRED QUALIFICATIONS:**

- Experience working with the public.
- Experience operating two-way radio/phones.
- Training in vehicle mechanics.
- Previous bus driving experience.

Adopted: \_\_\_\_\_