CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Tuesday, January 3, 2017
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

I. CALL TO ORDER

II. DISCUSSION
A. APPA Attendance
B. Hospital USDA and Architectural Update
C. North Lift Station Demolition
D. MSA Route Designation Update
E. Recreation Job Description Modifications
F. Board of Appeal Training Follow-up
G. Others

III. ADJOURNMENT

Office of the City Administrator
Todd Prafce

TP/bal
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: APPA Legislative Rally

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

The American Public Power Association Legislative Rally schedule has been announced as follows:

February 27, 2016 – March 1, 2016

Time has been set aside on the workshop agenda for Tuesday evening to discuss Council participation in the rally. This is the second time we have discussed this at a workshop. The reason it comes back to you is that there has been some confusion on my part related to who was able to participate/not participate. That stems from my realization that not all members were in attendance at the first workshop. At your Goal Session you indicated that having two member plus Public Works Director Moulton attend was "about right" but it is true that in that past you have sent as many as three electeds plus one staff.

Please bring your calendars with you so we can figure out who might attend. That information will be translated into action at an upcoming meeting so the state Law and City Council policy for travel can be complied with. Also, the sooner we get rooms and flights the cheaper it will be.

Previously the Council has discussed the value of this activity and Member participation. While it is maybe a bit easier to articulate the reason for your Public Work Director to be there, I also believe that Elected Officials and the community gain through effort like this. Specifically, the ability to meet and confer with Federal staff about electric and other issues has been important in our ability to gain support and funding for major projects within your community. In addition, the networking opportunities within the Minnesota contingent and SMMPA delegates are enormous and allow us to learn, know, explore opportunities and sway policy decisions that we would otherwise not truly know or understand.

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

TP/bal
TO: Honorable Mayor Zieman
     Members of the City Council

FROM: Todd Prafke
      City Administrator

RE: Hospital Expansion Project

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

My Goal for this discussion was to have George give you a few updates related to USDA financing and provide a bit of a "warm-up" for your joint meeting with the Commission on January 11th and a Joint Meeting related to Financial Feasibility tentatively scheduled for January 17th. If the meeting on the 17th is able to include the Financial Feasibility work it will be part of a Workshop meeting for the Council that I hope to have at the Hospital Conference room.

As you know, discussion has begun on the possible expansion of River's Edge Hospital and Clinic. The process for an expansion included has included a number of meetings as well as a process discussion with Hospital CEO Rohrich as part of your November goal session. If the process continues, the following steps are either in process or will be taken:

- Initiation of a loan pre-application process with the United States Department of Agricultural (USDA). This process must include naming of an architect for the project.
- Development of a request for proposals for architectural services which is being done as per Commission approval with the Hospital's consultant.
- Scheduling a meeting on January 11, 2017 (noon-4:00 p.m.) for City Council and Hospital Commission review of the finalist(s) for architects.
- February, 2017 – Council action regarding architect recommendation.

It is important to note that while an Architect may be selected as needed for the application process, we are still a few steps away from having them do any serious work. The Commission and the Council will need to discuss goals for the project and further review the feasibility to make determination as to if, when, and what scope of project we continue to look at for the community.

In addition, the Council and Hospital Commission will be expected to meet in joint session on January 17th (Tuesday due to the Martin Luther King Jr. legal holiday) to discuss the project goals.
of any facility improvements and review the financial feasibility audit that is being worked on right now.

This is similar to the process of joint meetings we use for both building a new hospital and hire of the CEO which are two of the many actions related to the hospital that require City Council approval. That section of the City Code is shown below:

Sec. 2-626. - Powers. The Commission shall have charge of the administration, operation and maintenance of all hospitals, nursing homes, medical clinics, and ambulance services now or hereafter owned by the City. These general powers herein granted, shall not be considered to be limited by enumeration of specific powers in this section. The Commission shall have power to hire, discipline and terminate the chief administrative officer of the hospital and clinic with concurrence of the City Council. The Commission shall have the power to hire all other necessary employees; to fix and pay their compensation including that of the chief administrative officer of the hospital and clinic; to reimburse officers and employees for expenses necessarily paid or incurred in performance of their duties; to require a bond of any officer or employee and pay the premium thereon; to effect all necessary insurance; to make repairs of the hospital, medical clinics and nursing home buildings and their contents; to purchase all necessary hospital, nursing home, medical clinics and ambulance equipment, apparatus, and supplies; to receive and accept, with the approval of the Council, on mutually agreeable terms all donations for hospital, nursing home, medical clinic and ambulance service purposes; to establish such committees as it may see fit; and to make rules relating to its own procedure and to the administration, operation and maintenance of such hospitals, nursing homes, medical clinics, or ambulance services. Nothing in this section shall be construed to vest any power in the Commission to construct any additional hospitals, medical clinics, or nursing homes or additions to hospitals, medical clinics, or nursing homes, or appurtenant structures; such powers to be in the Council.

Having the joint meetings also allows for increased knowledge, understanding and cooperation between the Commission and the Council while allowing all to hear the same information at the same time.

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

TP/bal
Memorandum

TO: Todd Praefke
    City Administrator

FROM: Pete Moulton
      Director of Public Works

    Jeff Knutson
    Water Resource Superintendent

DATE: December 28, 2016

RE: North Lift Station Demolition

ACTION/RECOMMENDATION

Discussion on the demolition of the North Lift Station (NLS) located at 841 North Minnesota Avenue.

BACKGROUND

The NLS was constructed in 1961. The building once served the wastewater utility by collecting all the wastewater and pumping it to the ponds for treatment. The NLS was taken out of service in 2004 when a new pumping station was constructed to pump wastewater to the new wastewater plant located at 400 W. St. Julien Street. The NLS pumped sewage to the 200+ acre pond system which is no longer in service on the east side of the river in Le Sueur County.

In past years we have discussed an alternative use of both the NLS and ponds for storm water treatment. While at the time that seemed plausible knowing what we do now, changes in rules, needs of the community and other information brings us to a point that says any alternate use is very impractical and not cost effective.

The NLS building has components that are classified as hazardous materials such as the mercury switches inside the control panel. Plus other inert materials from the pumping equipment, the starters and the control gates. Since there are known contaminants preparation of the plans to demolish need to cover an identification of all hazardous materials. The hazardous materials inspection is similar to what the City completed for the demolition of the community hospital. The inspection and report will cost approximately $4,000 and is included in the engineering for the project which will reach $15,000.

A number of components within the building may have value for resale. During the upcoming year, staff will be removing these components to be declared surplus and provided for on-line auction, as done in the past with city surpluses equipment.

The building and attached infrastructure will create a unique demolition challenge because of its design concept. A structure approximately 50 feet below surface grade allowed wastewater to flow by gravity before being pump to the pond system for treatment. Staff will review with engineering the options to minimize the demolition cost because of this deep structure.
Our goal for your discussion is to provide you with information about the site and structure and provide opportunity for you to know what the process and timeline for activities may be.

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

PTM/amg

Critical Path for North Lift Station demo project.

- **December 2016**  +Identify scope of project with staff (Scot and Amy).

### 2017

- **January – April**
  +Council approval for engineering study for project.
  +Inventory building for items to be declared surplus.
  +Identify components of hazmat disposal.
  +Identify utilities for disconnect.

- **March - September 2017**
  +Removal of equipment identified
  +Auction salvaged items

### 2018

- Demolition Begins
TO: Todd Prafke  
City Administrator

DATE: December 21, 2016

FROM: Pete Moulton  
Director of Public Works

RE: MSA System Revisions

ACTION/RECOMMENDATION

Discussion and input on proposed modifications to our current MSA segment allocations.

BACKGROUND

Staff has been working with Bolton and Menk and the Minnesota Department of Transportation (MnDOT) to make revisions to our street segment allocations, which defines what roadways are eligible for municipal state aid (MSA) funding. The City Engineer and I will present a proposal to reallocate roadways to include improvements and changes in the routes. The MnDOT State Aid manual states:

Resolution and certification.
With regard to route designations, county state-aid highways (CSAH) and municipal state-aid streets (MSAS) must be selected by the respective boards of county commissioners or governing bodies of urban municipalities. The highway or street selections must be received by the district state-aid engineer of that area and the engineer’s recommendation must be filed with the commissioner. Upon preliminary approval of the commissioner, the respective boards or governing bodies shall establish the route by designation. For MSAS routes to be designated on county roadways, the designation must be approved in the form of a resolution by the county board and the resolution filed with the commissioner. After receipt of each board action requesting designation, the commissioner shall approve all of part of the highway or street designations that comply with the criteria set out in this chapter. The commissioner shall certify to the respective boards of county commissioners or governing bodies of urban municipalities the approved portion of the highway or street designation. Highways or streets so approved become a part of the CSAH System or the MSAS system, subject to additions or revisions as may be, from time to time, requested and approved.

Since we have a plan moving forward, a letter was sent to the MnDOT State Aid Director to hear thoughts on the applicability of any changes. With your approval we would move forward with the process and once approved by MnDOT we would be eligible to use MSA funds on these streets.

This review and changes are not usual and occur from time to time as opportunities for better utilization of resources are planned.
Please feel free to contact me should you have any questions or concerns about this agenda item.

PM/amg
November 4, 2016

Gordon Regenscheid, P.E.
MnDOT District 7 State Aid Engineer
2151 Basett Drive
Mankato, MN 56001-6888

RE: Request for MSA System Revisions
City of Saint Peter
Project No.: M14.111266

Dear Gordy:

Per State Aid Operations Chapter 8820.0800, the City of Saint Peter would like to request some revisions to their Municipal State Aid System. The revisions include both segment revocation and segment designations. Each are summarized below.

### Existing Municipal State Aid Routes to Revoke

<table>
<thead>
<tr>
<th>MSA Route</th>
<th>Segment Number</th>
<th>Street Name</th>
<th>Location</th>
<th>Number of Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>005</td>
<td>3rd Street</td>
<td>Walnut St to Myrtle St</td>
<td>0.07</td>
</tr>
<tr>
<td>108</td>
<td>010</td>
<td>3rd Street</td>
<td>Myrtle St to Mulberry St</td>
<td>0.07</td>
</tr>
<tr>
<td>123</td>
<td>010</td>
<td>Skaro Street</td>
<td>Washington Ave to 5th St</td>
<td>0.06</td>
</tr>
<tr>
<td>123</td>
<td>020</td>
<td>Skaro Street</td>
<td>5th St to Minnesota Ave (TH 169)</td>
<td>0.39</td>
</tr>
<tr>
<td>130</td>
<td>010</td>
<td>Walnut Street</td>
<td>3rd St to Minnesota Ave (TH 169)</td>
<td>0.08</td>
</tr>
</tbody>
</table>

State Aid funds have not been used in the past on any of the routes proposed for revocation.

### City Streets to Designate Municipal State Aid Routes

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Location</th>
<th>Number of Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mulberry Street</td>
<td>3rd St to Minnesota Ave (TH 169)</td>
<td>0.08</td>
</tr>
<tr>
<td>Jefferson Avenue</td>
<td>Nicollet Ave to Broadway Ave (CSAH 5)</td>
<td>0.70</td>
</tr>
</tbody>
</table>

Total 0.78

We believe that Mulberry Street between 3rd and Minnesota Ave should be designated a MSA Route because it carries heavier traffic volumes being its only one of three TH 169 signaled accesses to the 3rd Street business district and, it provides for a state-aid street network consistent with projected traffic demands. We also believe that Jefferson Avenue between Nicollet Ave and Broadway Ave should also be designated a MSA Route. This is because of the heavier traffic volumes expected after completing the new High School and City Park in 2017. Both are located at the north end of this roadway. This segment also provides for a state aid street network consistent with projected traffic demands for the area.
Summary of the Requested MSA Route Revisions

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Designated State Aid Mileage (Excluding Turnbacks)</td>
<td>10.94</td>
</tr>
<tr>
<td>State Aid Mileage Available from Requested Revocations</td>
<td>+ 0.67</td>
</tr>
<tr>
<td>State Aid Mileage Needed for Requested Designations</td>
<td>- 0.78</td>
</tr>
<tr>
<td>State Aid Mileage Currently Undesignated</td>
<td>+ 0.11</td>
</tr>
<tr>
<td>State Aid Mileage After Requested Revocations/Designations</td>
<td>10.94</td>
</tr>
</tbody>
</table>

We would like to utilize state aid funds to construct the newly designated segment of Jefferson Avenue in 2017. Therefore, we look forward to your approval of the proposed revisions. A diagram representing the proposed changes is below.

Sincerely,

Bolton & Menk, Inc.

Timothy O. Loose, P.E.
City Engineer

Cc: Pete Moulton, Director of Public Works

[Diagram of proposed changes]
TO: Todd Prafke  
City Administrator

FROM: Jane Timmerman  
Recreation & Leisure Services Director

RE: Recreation & Leisure Services Department re-organization

ACTION/RECOMMENDATION

For Council discussion input on re-organization of duties through the modification of job descriptions.

BACKGROUND

As members may recall we have had substantive changes in relation to personnel in the Recreation and Leisure Services Department. Those changes include a resignation and a retirement of the County employee that provided many of the Senior Services to the City. Council may also recall that when I came to visit with you in the summer we had anticipated the retirement and some opportunities that a change in internal structure may provide. While change in personnel is always a challenge and since it is our practice to reevaluate job descriptions when opening occur it seemed appropriate to realign the department work flow and assignments based on that more conceptual discussion from this summer.

To meet needs, wants and continued growth in the services and programs we provide to the community we have been exploring ways to embrace and manage what we do by asking some of the following questions:

- Are we addressing the needs of families, older adults and new immigrants to St. Peter?
- Do we maximize use of the community center?
- Do we need to adjust the way we deliver programs?
- How do we work with other youth serving organizations in the community?

Those questions, and more, have led us to re-consider the structure of our department.

Currently, the Recreation Department encompasses and oversees operation of the library, recreation programs, Senior Center activities, community center operations and facility management (pool, warming house, park shelter reservations). Rather than seeing each of these areas as separate, with staff and programs separate, I believe we need to operate as a whole as we plan for the future and address the previously stated questions.

As an example, we can help address literacy within all our programs and across all generations. We can promote the public library as a hub for the community that we can build on for families, immigrants and all ages. We can make more time to communicate with other youth serving organizations to enhance all of our programs. We can continue to make recreational, educational and social programs a priority for older adults.
As planning and our thoughts on the concept, and changes in our situation have evolved a new theme emerged to reflect the vision and purpose for the Recreation Department:

"Inform, Inspire and Connect."

We inform through all our services, we inspire through our programs and activities and we connect through our meeting places, spaces and events.

To structure the Recreation & Leisure Services Department to address this new theme, we are recommending the following:

- Create a new part time position and job description for Assistant Recreation Program Supervisor using the resources we used to spend with Nicollet County.
- Make modifications to the Recreation Program Supervisor position description including a change in pay equity points.
- Make modifications to the Lead Librarian position description renaming it which better articulates actions toward our goals and balance within our organizational structure.

I have come to realize that, while we want to continue the current important programming offered to seniors, there could be other areas within the Recreation Department that should be woven into a new city position. With the announcement of the Senior Center Coordinators retirement, a decision was made to discontinue the contract with Nicollet County and pursue creation of a new city position. Therefore we recommend a new position, Assistant Recreation Program Supervisor, that will not only fulfill many of the previous responsibilities of the Senior Center Coordinator but also be expected to assist with other activities and programs in the Recreation Department.

Anticipating the increase of active older adults in our community and surrounding area, we've been in the planning stages of launching additional programming and events within our theme of Inform, Inspire and Connect. Learning is ForEver (LIFE) classes beginning in January 2017 are one of the results of collaborating with the school districts Community & Family Education program.

The new position would be responsible for the developing, directing and evaluating programming for adults/older adults including the joint venture of LIFE: Learning is ForEver classes Other responsibilities would be to give more support to the Recreation Department by providing outreach across the Recreation Department, expanding promotion and publicity for programs and assisting with library adult and family programming.

The Assistant Recreation Program Supervisor is proposed to be a part time position working approximately 24 hours per week on a regular basis. No benefits would be associated with the position. Beginning wage is proposed at $16 per hour, which is within our current budget for 2017. The attached draft position description outlines the duties of the Assistant Recreation Program Supervisor and the minimum and desirable qualifications for the successful candidate.
Planning for more integration across the divisions (library, recreation programs, Senior Center activities, community center operations and facility management (pool, warming house, park shelter reservations) of the Recreation Department led us to review two other positions - Recreation Program Supervisor and Lead Librarian. Proposed changes are attached.

We are proposing the pay equity points for the Recreation Program Supervisor change from 146 to 173. The responsibilities included in the position, and addressed in the wage adjustment this December, warrant this change. Changing Lead Librarian to Library Supervisor, maintains previous duties, and reflects the supervisory nature of the position with similar responsibilities and leadership duties as the Recreation Program Supervisor. This provides more balance within the organizational structure and to remove silos our current operations.

There is no anticipated additional cost to these modifications and all fall within our current plan and budget and previous expenditure patterns.

Working with the Recreation Director, Recreation Program Supervisor and Library Staff, we will have a team poised to Inform, Inspire and Connect.

Please feel free to contact me should you have any questions or concerns on this agenda item.
POSITION TITLE: ASSISTANT RECREATION PROGRAM SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR/RECREATION PROGRAM SUPERVISOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Recreation and Leisure Services Director/Recreation Program Supervisor, the Assistant Recreation Program Supervisor is responsible for developing, directing and evaluating programming for adults/older adults and working on other Recreation Department programs and projects as needed.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates and implements programs, activities, and events with a focus on older adults.

- Responsible for the LIFE: Learning is ForEver program in cooperation with Community and Family Education.

- Develops and maintains social opportunities for adults.

- Works to develop partnerships with other community organizations and businesses to build relationships and provide creative, quality programming.

- Assists Recreation Program Supervisor with adult recreation programs as needed.

- Works with Recreation team to effectively market and promote programs.

- Conducts program evaluations and responds as appropriate.

- Researches needs and interests of adults, follows trends in aging and develops new and innovative programs, activities and events.

- Makes recommendations for equipment purchases. Monitor revenues and expenditures to keep within the approved budget guidelines.

- Provides high quality customer service.

- Prepares written communication relative to programs, including news releases, informational bulletins, and other written or oral communications designed to interest and inform the public.

- Maintains a flexible working schedule.

- Maintains organized files and provide reports.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively both orally and in writing and; provide leadership; accept responsibility; secure the confidence of program participants; maintain confidentiality as needed; demonstrate tact; interact positively and appropriately with the public, staff and diverse groups and individuals; ability to apply effective conflict resolution techniques, demonstrate, by example, the highest standards of conduct, performance, integrity and public service, work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Assistant Recreation Program Supervisor 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.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.
- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:

- Associate’s Degree or equivalent
- Two years of experience in general program planning or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Personal Computer knowledge and experience.
- Valid Minnesota Drivers License.
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Four-year Bachelor's Degree in a human relations field e.g. education or related field.
- Two years programming experience with adults
- Experience in provision of adult programming

Adopted: XXX
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 173446

POSITION TITLE: LIBRARYRECREATION PROGRAM SUPERVISOR
DEPARTMENT: RECREATION AND LEISURE SERVICES
SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR

OVERVIEW OF POSITION:
Under the direction and general supervision of the Recreation and Leisure Services Director, the Library Recreation Program Supervisor is responsible for the operation of the library and assisting in the development, implementation, monitoring and evaluation of youth and adult Library services and programs and activities.

ESSENTIAL JOB FUNCTIONS:

- Supervises the day-to-day operation of the library.
- Plans, implements and directs youth and adult programs, activities, and events delivered in a positive and safe environment to meet the needs of a diverse the community.
- Provides guidance and assistance to library patrons.
- Responsible for adult programs including but not limited to XXX, XXX, XXXX-volleyball, softball and basketball leagues.
- Assists in recruiting, interviewing, training and supervising seasonal staff.
- Makes recommendations regarding employment of library personnel. Assigns and supervises staff.
- Assists in the marketing and promotion of the Library and Library services as part of the Recreation and Leisure Services Department activities and events.
- Evaluates Library recreation programs and services.
- Researches, analyzes new programs, activities and services.
- Assist with supervision of the Community Center.
- Communicates with and attends meetings of the City of Saint Peter Public Library Advisory Board, City and community boards and committees as directed.
- Assists in the preparation of the department's program library budget recommendations. Monitor revenues and expenditures to keep within the approved budget guidelines.
- Provides high quality customer service.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Acts as the Recreation and Leisure Services Department liaison to Friends of the Library and other literacy and library focused organizations, youth athletic associations. Coordinates with associations and other groups to best address the literacy and library recreational needs of the community.

- Coordinate scheduling of various facilities, equipment and personnel.

- Inspects and assesses program library equipment.

- Makes recommendations on purchases and replacements as necessary.

- Assists in the preparation of written communications relative to library recreation programs and services, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.

- Assist in preparation of department quarterly brochure.

- Maintain a flexible working schedule.

- Maintain organized files and provide reports

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: Excellent communication skills both orally and in writing and written; leadership ability; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff; interact positively with diverse groups and individuals; ability to apply effective conflict resolution techniques, demonstrate, by example, the highest standards of conduct, performance and integrity, work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Library Recreation Program Supervisor 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 one usable eye or both eyes together.
- 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 manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.
- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Bachelor's Degree in Education, Media, Library Sciences or equivalent.
- High-school-diploma
- Personal Computer knowledge and experience (Word-processing, spreadsheet experience).
- Experience in general recreation-programming or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Two years of experience with library operations.
- Valid Driver's License.
- Experience working with the public.

DESIRED QUALIFICATIONS:
- Bachelor's Degree in Library, Media, Science, Parks and Recreation, Education or related field.
- Advanced education in library operations, media resources or related field.
- Two years of library programming experience.
- One year employee supervisory experience.
- Experience in budget preparation and implementation of budgets.
- Experience in provision of literacy enhancing programming, specifically league sports.
- Two or more years of experience working with adults or youth in an educational or recreational setting.
- Previous experience with inventory or library materials check-out registration and facility scheduling software.

Adopted: 10/02
Revised: 04/17
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 173446

POSITION TITLE: RECREATION PROGRAM SUPERVISOR
DEPARTMENT: RECREATION AND LEISURE SERVICES
SUPERVISOR: RECREATION AND LEISURE SERVICES DIRECTOR

OVERVIEW OF POSITION:
Under the direction and general supervision of the Recreation and Leisure Services Director, the Recreation Program Supervisor is responsible for the development, assisting in the development, implementation, monitoring and evaluation of recreation youth and adult programs and activities.

ESSENTIAL JOB FUNCTIONS:
- Plans, implements, and directs and supervises youth and adult recreation programs, activities, and events in a positive and safe environment to meet the needs of the diverse community.
- Responsible for adult programs including but not limited to volleyball, softball, and basketball leagues.
- Assist in recruiting, interviewing, training and supervising seasonal and contracted staff.
- Promotes and markets and assists in the marketing and promotion of Recreation and Leisure Services Department activities, events, facilities and services using a variety of communication tools.
- Analyzes community recreation needs, researches and develops new strategies to meet needs.
- Assist in evaluation of recreation programs.
- Research and recommend new programs, activities and events.
- Assists with supervision of the Community Center.
- Communicates with City and community boards and committees as directed.
- Assists in the preparation of the department's program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines.
- Provides high quality customer service.
- Acts as the Recreation and Leisure Services Department liaison to youth athletic associations. Coordinates with associations and other groups to best address the recreational needs of the community.
CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Coordinate scheduling of various facilities, equipment and personnel.
- Inspect and assess program equipment.
- Makes recommendations on purchases and replacements as necessary.
- Assist in preparation of written communications relative to recreation programs, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.
- Assist in coordinates preparation of department quarterly brochure.
- Maintain a flexible working schedule.
- Maintaining organized files and provide reports
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

- Ability to: excellent communicate effectively both orally and in writing; provide leadership ability; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public interact positively and appropriately with the public; interact appropriately with other staff; interact positively and with diverse groups and individuals; ability to apply effective conflict resolution techniques, demonstrate, by example, the highest standards of conduct, performance, integrity and public service work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Recreation Program Supervisor 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 one usable eye or both eyes together.
- 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 manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.
- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:

- High school diploma. Four-year degree in Recreation, Education or a related area or equivalent.
- Two years of related programming experience, or equivalent.

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CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Personal Computer knowledge and experience: Word-processing, spreadsheet experience.
- Experience in general recreation programming or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Valid Driver's License.
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Bachelor’s Degree in Parks and Recreation, Education or related field.
- Two years of recreation programming experience.
- One Two years employee supervisory experience.
- Experience in budget preparation and implementation of budgets.
- Experience in provision of adult programming, specifically league sports.
- Two or more years of experience working with youth in a recreational or educational setting.
- Previous experience with registration and facility scheduling software.

Adopted: 10/02
Revised: 03/17
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: Board of Appeal and Equalization Training

ACTION/RECOMMENDATION

None needed. For Council review and discussion.

BACKGROUND

As Councilmembers know, the City is required to have at least one member certified as a Local Board of Appeal and Equalization trained member. About 8 weeks ago we discussed this issue at a workshop and you asked that we follow-up, more as a reminder for all of you that planned to take the training. With the Holiday break from meetings the idea of doing this may have been put on the back burner. I think the goal in having this on the agenda again was to solidify the list of those that are committed to do the online training and remind all that there is less than one month left to have it completed.

In July of 2016, the process for training was changed to provide for online training for local officials. This online training process is available only until February 1, 2017 and anyone who takes the online training before that date will be certified until July 1, 2020.

At your last discussion on this issue you had members that were willing to take the training and therefore the Council would stay as the Board of Appeal but if members have changed their minds your options are two-fold. You can have at least one member take the training and the Council would then continue conducting local Board of Appeal and Equalization meetings. Or, you can delegate (transfer) your responsibility to sit as the Board of Appeal and Equalization to the Nicollet County Board in what is called an “Open Book” process or a newly established Board. Either transfer, should the Council choose to take an alternate route, would be for a period of time to be specified (minimum of three years) in the resolution that would be provided to Nicollet County.

Previous Councils have discussed delegating that responsibility to the County Board or establishing a separate Board and have chosen to maintain this authority/responsibility with the Council itself. The theme of those previous discussions was that by maintaining the authority, the City Council has more options or control over changes in value on a category by category basis. Delegating that authority really means that the Council would have no control and in the past, on a few occasions, previous Councils have exercised that control.

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

TP/bal