

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

Regular Workshop Session of Monday, May 7, 2018
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

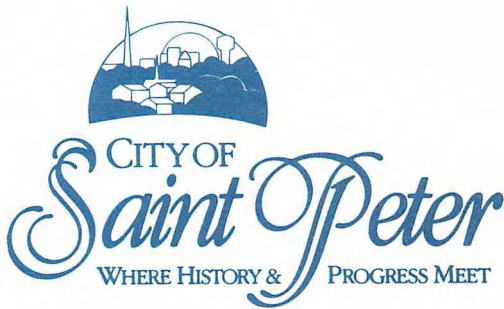
II. DISCUSSION

- A. Transit Staff Pay Scale
- B. Bed and Breakfast Regulations
- C. Goal Session Schedule

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: April 16, 2018

FROM: Todd Prafke
City Administrator

RE: Bus Driver and Transit Support Specialist Hourly Wage

ACTION/RECOMMENDATION

None needed. For Council input and discussion.

BACKGROUND

As a part of our transition from two Transit providers to one Joint Powers (JPA) entity, we have made a number of adjustments to policies, wages, classifications including, for the City of Saint Peter, new positions reflective of the fact that we provide for all the employees for Minnesota River Valley Transit (MRVT).

Transit positions include Bus Drivers and Transit Support Specialists and our Transit Operations and Compliance Managers. The Bus Driver and Transit Support Specialist positions are paid at different, but very similar levels. Bus Drivers and Transit Support Specialists also have Pay Equity Points that are very similar in your compensation plan.

Based on the ongoing effort to unify the operations of the Le Sueur and Saint Peter system operations and current policies I am proposing that some modifications be made to pay for the Transit Support Specialist position by mid-year.

Our goals for the proposed modification include:

- Standardization of pay
- Having a clear process for pay changes based on experience with the two cities and Minnesota River Valley Transit.
- Having the ability to temporarily transfer employees from the Bus Driver position to Transit Support Specialist on occasion and clarify pay. Another way to say that is that on occasion or in a pinch, we would like to be able to use Bus Drivers as Transit Support Specialists.

The part-time Bus Driver's wage schedule is currently:

Step D Probation	\$15.76
Step C (Probation completed 6 months to 12 months minimum of 520 hours	\$16.14
Step B (12 months after completion of probation)	\$16.34
Step A (24 months after completion of probation)	\$16.50
Gus Bus Route	\$18.36

The Transit Support Specialist position does not have an established scale and creating one would help us meet some of our goals. The pay for this position varies from \$15.00 per hour up to \$17.93. I see the \$17.93 as an anomaly and being outside of what I believe the top end pay should be for that position. That pay, which is provided for just one employee, has been kept in place as a part of the combination of the two entities. In Le Sueur, prior to the JPA Bus Drivers and Transit Support Specialists (called Dispatchers in Le Sueur's system) were paid on the same scale and the Le Sueur top end pay was higher than Saint Peter.

The scale policy that I propose would allow that employee to be "grandfathered" as a part of our ongoing process to solve system "quirks" or differences related to our Joint Powers Agreement.

The scale I am recommending would be the same as the scale for part-time Bus Drivers, excluding Gus Bus Route, and would look like this:

Step D Probation	\$15.76
Step C (Probation completed 6 months to 12 months minimum of 520 hours)	\$16.14
Step B (12 months after completion of probation)	\$16.34
Step A (24 months after completion of probation)	\$16.50

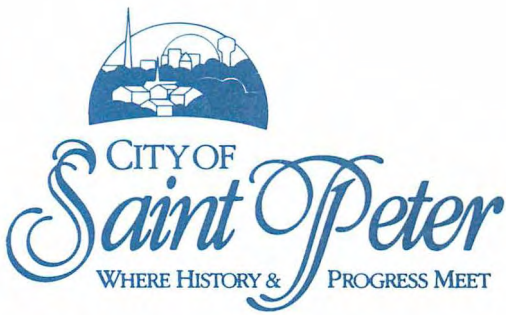
If approved at a future Council meeting, it would be my goal to migrate all current Transit Support Specialists to this scale making the effective date July 1, 2018. In addition, it is my intent to, on those rare occasions when needed, pay Drivers to serve as Transit Support Specialists' at the same level as they receive for driving which is our current practice. This has only been done on a couple of occasions.

With one exception, all of our current Support Specialists are very new to the position and this will provide additional definition to how pay will work.

There is not a significant financial impact to this change. Because the Transit Support Specialist position did not have an established scale before now, I can't accurately predict cost impact of the change, but as you can see from the information provided, the pay is very similar.

If you have any further questions or need any additional information please contact me.

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 5/3/18

FROM: Russ Wille
Community Development Director

RE: Bed and Breakfast – Proposed Regulations

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

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

- (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 and breakfast establishments operating in Saint Peter that are being advertised via Airbnb, an internet based reservation system for bed and breakfast establishments. It appears that none are being operated within an owner-occupied structure as required by the Zoning Ordinance.

As the Council discussed the matter at previous workshops, Councilmembers expressed a desire to allow such non-homesteaded bed and breakfast operations subject to certain conditions and regulations.

Based upon the City Council comments from the workshop, I prepared an outline of proposed regulations differentiating between owner-occupied (homesteaded) and non-homesteaded operations. The rules would allow an owner-occupied Bed and Breakfast as a permitted use within any residentially zoned district. Non-homesteaded Bed and Breakfast operations would be allowed under a Conditional Use Permit within the residentially zoned districts.

At the time of their previous review, the City Council suggested that the outlined regulations were appropriate. I was directed to assemble the current Bed and Breakfast operators to discuss the draft rules and explain the Conditional Use Permit process.

I met with all three of the current operators on April 12th.

The three operators suggested that the business has not been as robust as anticipated and each suggested that they are not certain that they will remain in the Bed and Breakfast business. It is likely that one or all of the properties will be listed for for sale, likely as private residences.

If the Council wishes to proceed with the draft regulations, I would work with City Attorney Brandt to codify the rules for an amendment to the Zoning Ordinance for consideration 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. In addition, as per the recent changes in State Statute, the proposed change to the City Code would need to be posted for at least thirty (30) days prior to any change being made by the City Council.

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.

After meeting with the operators, the proposed rules and regulations in the draft may be a "solution in search of a problem". It must be noted that the existing operations seem to be integrated well into the residential neighborhoods and not one single complaint has been lodged with the City regarding the operations or on-site activities.

An alternative to the proposed rules would be to license all of the Bed and Breakfast operations as a "Residential Rental Property". Two of the current establishments are presently licensed by the Building Department as such.

Classification as a Residential Rental Property would provide for licensing and biannual inspections for life/safety requirements such as adequate egress, smoke detector, carbon monoxide detector, fire extinguisher and such.

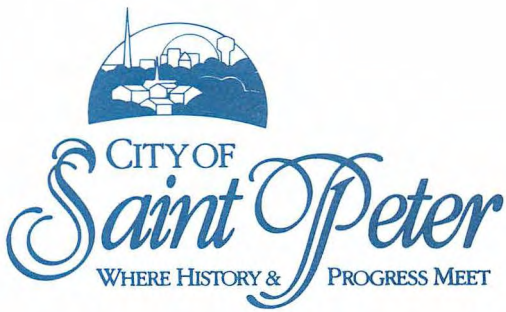
The license to operate a Residential Rental Property could be revoked or suspended for cause. Grounds for revocation or suspension include failure to permit entry by the Building Official for

inspection purposes, allowing the property to be used for unlawful assembly or public nuisance and failure to pay the fee established by Council. If three such instances occur within a single year, the permit can be withdrawn and the property vacated. This is true for any rentals.

My goal for the Council workshop is to receive further direction so that the matter can be resolved in the near future.

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

RJW



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 5/3/18

FROM: Todd Prafke
City Administrator

RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

As discussed at the April 30th goal session, I hope to have a bit of additional discussion on the schedule for the next Council goal session. Please bring your calendars to the workshop so that we can finalize the date.

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

TP/bal