

CITY OF SAINT PETER HOT SHEET



All the City news you need to know and a little bit more.
City Info Line 507-934-0675 TDD #711
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The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. To request an email subscription to this newsletter, or for more information, please contact us at barbaral@saintpetermn.gov www.facebook.com/cityofsaintpeter



02/13/18

CITY COUNCIL ACTIONS – Action at the City Council meeting held on February 12, 2018 included recognition of retired Firefighter Steven Scholl; approval of the 2018 street maintenance program; approval for modification to the lease with T-Mobile for space on the City's water tower; approval for renewal of the realtor agreement for services related to the former wastewater treatment pond property; approval for execution of a library services contract with Nicollet County; approval for a \$200 increase to the annual retirement benefit amount for Fire Relief Association members; approval of the preliminary and final plats for Ninas Subdivision; approval of a request to purchase a large bore c-arm for River's Edge Hospital and Clinic; approval to provide a referral fee to realtors who assist with sale of spec homes in Traverse Green Subdivision; and approval for modifications to the Finance Director/Treasurer position description.

Mayor Ziemann also proclaimed March, 2018 as "Women's History Month" in the community.

The next regular City Council meeting will be February 26, 2018 beginning at 7:00 p.m. in the Governors' Room of the Community Center.

For more information on City Council meetings, please contact the City Administrator's office at 507-934-0663. Copies of the Council packet are also available on the City's website at www.saintpetermn.gov/city.

March 3rd, 6–8 p.m. in the Community Center. Get your "Passport to Paris" at the Recreation and Leisure Services Department.

Pre-registration is \$25 per couple or \$30 per couple at the door. (More than two participants is an additional \$5 per guest.)

Fee includes a picture, activities, refreshments, and the dance. Please contact the Recreation and Leisure Services Department at 507-934-0667 for more information or visit the City's website at www.saintpetermn.gov/recreation.

Viens te joindre à nous!

FIREFIGHTER RECOGNITION – Retired Volunteer Firefighter Steven Scholl was recognized by the City Council for his 33 plus years of service to the Saint Peter community as a member of the Saint Peter Fire Department. Scholl was presented with a "Certificate of Appreciation" by Mayor Ziemann and a plaque from the Department presented by Fire Chief Matt Ulman. As shown in the photo below, several members of the Fire Department, dressed in their official uniforms, joined Mr. Scholl and his wife for this special presentation.



"PASSPORT TO PARIS" - The Recreation and Leisure Services Department annual Daddy-Daughter Dance will be held on Saturday,

ADULT SOFTBALL LEAGUES – The City of Saint Peter's adult softball leagues are now forming for this year's play. Returning and new teams are all welcome.



Get your friends, family and colleagues together and play ball! League information and registration



forms are available at the Recreation Department in the Community Center. Call 934-0667 or e-mail jenh@saintpetermn.gov at the Recreation Office to request softball information/registration

materials.

Two different leagues are being formed:

- **Men's League—Mondays.** 12-game season. Double elimination tournament to follow end of regular season. Sponsor fee: \$300, Team fee: \$250. Approximate start date: April 30th.
- **Co-Rec League—Thursdays.** 10-game season. Double elimination tournament to follow end of regular season. Sponsor fee: \$275, Team fee: \$250. Approximate start date: May 3rd.

STORMWATER POLLUTION PREVENTION PLAN MEETING -

Notice is hereby given that the City of Saint Peter Stormwater Utility will conduct a public meeting regarding the Stormwater Pollution Prevention Plan (SWPPP) on Thursday, March 1, 2018, from 1:00 p.m. – 4:00 p.m. in the Senior Center at the Community Center at 600 South Fifth Street. At the meeting Stormwater Utility staff will provide the public with an opportunity to review the SWPPP, ask questions, and receive some additional literature on stormwater prevention.

HOMEBUYER EDUCATION CLASSES – Are you interested in buying a lot or a speculative home in the City's Traverse Green Subdivision? To qualify for the many financial benefits available to new buyers in this subdivision, you must first complete a "Home Stretch Workshop" training session. Southwest Minnesota Housing Partnership is offering one of these training sessions this Saturday, February 24 from 8:30 a.m. – 5:30 pm at the Community Center.

The class is taught by HUD certified counselors to prepare home buyers for successful home ownership. Participants will learn budgeting and money management techniques as well as terminology used for mortgages and loan program options.

Completion of the class may qualify you for special mortgages, down payment assistance or other financing to make home ownership affordable.

For online registration go to www.stpetercommunityedonline.com or for more information, please contact the St. Peter

Community and Family Education office at 934-3048.

TORNADO ANNIVERSARY COMMUNITY EVENT –

March 29, 2018 is the 20th anniversary of the tornado that struck Saint Peter and Comfrey. A multi-organizational group has been meeting to plan a community event for March 29th at the High School beginning at approximately 5:00 p.m. If you would like to attend, please mark this date on your calendar and check back in the Hot Sheet for more information as it becomes available.

PRESIDENT'S DAY CLOSURES –

All non-emergency City offices, including the Library, will be closed on Monday, February 19th in recognition of the President's Day legal holiday.

The Community Center will be open for normal activities from 6 a.m.–10 p.m. Although the Recreation Office will be



closed in observance of President's Day, several activities in the building (P.A.L.S. exercise class, Cribbage, and Noon Hour Basketball, and adult volleyball), will take place.

There will also be Open Gym from 2-5 p.m. and weather permitting; the warming house at Veteran's Memorial Park will be open from 1–9 p.m.

CITY OFFICES CLOSED -

All non-emergency City offices will be closed on Tuesday, February 20th until approximately 10:30 a.m. so staff can attend a training session.

WATER SERVICE LINE INSURANCE -

It's been going on for a number of years now....homeowners getting notices from companies offering insurance policies for water service line repairs. The most recent mailing was received just last week by many Saint Peter residents prompting the question from suddenly scared homeowners. "Do I have to do this?"

The answer is...it's up to you. The company's we have looked into in the past offered a valid insurance; however, the number of water service lines that fail each year is very, very low. While the cost of the repairs could be over \$10,000 in some cases, the City has a program that may be available that would allow the costs to be assessed to the property and paid over a number of years.

If you feel the need to insure yourself against these possible costs, the City would recommend contacting your local insurance agent to see if they offer such a policy and what the costs might be.

I DIDN'T KNOW THAT! – Every so often City staff receives phone calls from folks asking questions about what they can and cannot do in Saint Peter. Here's a few of the recent ones:



- *Can I use a metal detector in the parks?* It **is** legal to use a metal detector on City owned land including in the parks; however.....it won't be much fun because if you do get a hit on something, it is **illegal to dig** on the City owned land to uncover it.
- *Can I burn garbage in my back yard?* As tempting as it may be to cut down on your refuse bill by this old fashioned way to get rid of garbage, burning these materials is not allowed. And if you have a recreational fire ring in your yard, the only thing that can be burned is regular, untreated wood.
- *My dog/cat is missing, can I put up flyers?* What a sad thing to go through, but unfortunately it is against the law to post anything on City owned street signs, utility poles or utility boxes. Not only is that illegal in the City of Saint Peter, but it could also violate State and Federal laws. We recommend utilizing the various lost/found social media sites that are prevalent in our area. Also be sure and contact local veterinarians and the Police Department (931-1550) to see if the animal has been brought in for care or impounded.
- *So, if I can't put up a sign about my pooch being missing, why can candidates for political office put up signs everywhere?* Good point, but there is a law for that. State law allows candidates for political office to post signs on private property during the period 46 days before an election until 10 days following the election even if the City has different laws about signs. But there still are rules regulating campaign signs including that the signs must be on private (not public) property. (As this year's elections draw closer, the Hot Sheet will have some more reminders about the rules relating to campaign signs.)
- *I think there is a skunk under my porch. What should I do?* Our first recommendation is always to call a company called "Critter Getters" who will come and deal with the problem. If you want to solve it yourself, the Police Department has live traps available for the public to use so you can try and trap the animal yourself. (And if



neither of those options works for you, we recommend stocking up on tomato juice!)

Those are just a few examples of some of the questions we get. If you have a rather unusual question, please feel free to give us a call at City Hall (934-0663) or send an email to barbaral@saintpetermn.gov. We are happy to help and if it is something really unusual, we might feature it here in a future edition of the *Hot Sheet*.

HELP WANTED– The City of Saint Peter is currently accepting applications for the following positions:

- **DIRECTOR OF FINANCE** - The Director of Finance is an administrative position responsible for directing the financial activities of the City. Under general supervision, the Director of Finance plans, organizes, and coordinates all activities of the department and supervises all departmental personnel. The Director of Finance also serves as City Treasurer. **MINIMUM QUALIFICATIONS:** Bachelors' degree in finance, accounting, or related field from an accredited college or university; Two years of experience in any of the following: governmental accounting, finance, utilities budget management, cost accounting, governmental auditing, chief financial officer in a private sector company or not for profit entity with over \$15 million in revenues; Knowledge of the principles and procedures of municipal accounting and finance; knowledge of local and state legislation governing municipal finance activities; knowledge of the principles of public administration relative to municipal finance administration; Ability to devise and implement municipal finance systems and procedures; Experience with the operation and maintenance of computer hardware and operating system software. **DESIRED QUALIFICATIONS:** Possession of a Certified Public Accountant License or Certified Public Finance Officer (CPFO) designation; More than 2 years' experience in supervising, training and hiring staff; Knowledge of Microsoft Word and Excel software. Salary range \$83,000 - \$90,000 per year depending on qualifications. Excellent health benefit package. Applicants are required to submit a cover letter, resume, a minimum of three (3) professional references, Veteran's Preference form (and DD214 if applicable), and completed Affirmative Action form. The Veteran's Preference and Affirmative Action form are contained in the position profile which is available for candidate review on the City's website at www.saintpetermn.gov. Completed

application materials must be received by the City Administrator's office by 5:00 p.m. March 1, 2018. Faxed and/or late applications will not be accepted. Interviews for the position will be conducted on March 15, 2018. AA/EEO

- **PART-TIME TRANSIT SUPPORT (DISPATCHER) SPECIALIST** – 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. Mostly nights and weekends. This position is officed in Le Sueur. Transit Support (Dispatchers) Specialists assist transit users in scheduling use, directing drivers to stops and pick-ups, providing clerical support for Transit Operations and Compliance Managers, and operating dispatching software. **MINIMUM QUALIFICATIONS:** High school diploma or equivalent; demonstrated experience working with the public, demonstrated ability to operate a personal computer, ability to read, write, and speak the English language, ability to answer multi-line phone system. \$15.00-\$17.49/hour depending on qualifications. Applicants must complete a City application form which is available from the City Administrator's office, 227 South Front Street or by calling (507)934-0663. Completed applications must be received by no later than 5:00 p.m., March 8, 2018. Faxed, emailed and/or late applications will not be accepted. For more information please visit the City's website at www.saintpetermn.gov/employment.

Applications for this position are NOT available other than at City Hall. AA/EOE

- **2018 SEASONAL POSITIONS** – Applications are now being accepted for various summer seasonal positions in the Public Works, Recreation and Leisure Services Department and Aquatics programs. Applications for seasonal positions are available from the City Administrator's Office at City Hall (227 South Front Street), or on the City's website at <http://www.saintpetermn.gov/SeasonalJobApplicationForm2018.pdf>.

Please note that aquatics program candidates must pass pre-employment drug test; be subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Also please note that for all seasonal positions a condition of employment shall be successful completion of a background investigation and certain positions are also

subject to passage of a pre-employment drug test. Must be at least 16 years of age for Recreation and Leisure Services positions; 15 years of age for aquatics positions and 18 for Public Works positions. The following summer seasonal positions are now open:

- **SPORTS COORDINATOR:** Train and supervise staff, organize and implement summer sports programs. Need strong organizational, motivational, planning and leadership skills. Experience with school age children. 35–40 hours/week. Mid May–mid/end of August. Starting wage: \$11.25/hour
- **JR EXPLORER COORDINATOR:** Train, supervise staff, organize and implement summer programs for children completing K–3 grade. Leadership and supervisory experience with recreation activities required. Need strong organizational, motivational, planning and leadership skills. 35–40 hours/week. Mid May–Mid August. Starting wage: \$11.25/hour
- **LITTLE RASCALS COORDINATOR:** Train and supervise staff, organize and implement summer programs) for 3–5 year old children. Leadership and supervisory experience with recreation activities required. Need strong organizational, motivational, planning and leadership skills. 35–40 hours/week. Mid May–Mid August. Starting wage: \$11.25/hour
- **RECREATION LEADERS:** Responsibilities include implementing youth summer recreation and sports programs and special events. Previous experience working with youth desired. Strong leadership and organizational skills required. End of May–mid/end August. 35–40 hours/week. Starting wage: \$10.00/hour.
- **PART-TIME RECREATION LEADERS:** Responsibilities include implementing youth summer recreation and sports programs and special events. Previous experience working with youth desired. Strong leadership and organizational skills required. End of May–mid/end August. 20–25 hours/week. Starting wage: \$10.00/hour
- **HEAD LIFEGUARDS:** Duties include supervision of aquatics personnel, pool patrons, and pool facility. Must have three years of lifeguard experience. Current WSI, LGT, First Aid and CPR certificates required. Strong leadership background. Minimum age: 18. Starting wage: \$11.50

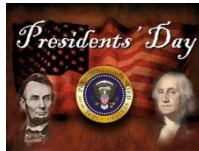
- LIFEGUARD/WSI: Duties include teaching swim lessons and supervision of swimmers. Some maintenance. Full, part-time and substitute positions. Current WSI, LGT, First Aid & CPR Certificates required. Starting wage: \$10.65
- LIFEGUARD (without WSI): Duties include supervision of swimmers and some maintenance. Full, part-time and substitute positions. Current LGT, First Aid & CPR Certificates required. Minimum age: 15. Starting wage: \$10.25
- OUTDOOR POOL CASHIER: Duties include collection of pool fees, light bookkeeping, some maintenance and strong public relations skills. Minimum age: 15. Part-time. Starting wage: \$ 7.65 hour.
- PUBLIC WORKS SEASONAL LABORERS: Duties include maintaining park and streets, assisting Water, Wastewater and Storm water departments including mowing,

cleaning, weed control, athletic field preparation and other assigned duties. Starting wage \$10.25/hour.



CITY MEETING CALENDAR - This calendar is subject to change. Should you have a question on a meeting date/time, please contact the City Administrator's Office at 934-0663.

Monday	February 12	7:00 p.m.	City Council Meeting
Thursday	February 15	5:30 p.m.	Joint City Council/Hospital Commission Meeting
Monday	February 19th		CITY OFFICES CLOSED – PRESIDENT'S DAY
Tuesday	February 20th		CITY OFFICES CLOSED UNTIL 10:30 A.M. STAFF TRAINING
Tuesday	February 20th	5:30 p.m.	City Council Workshop
Tuesday	February 20th	7:00 p.m.	Parks and Recreation Advisory Board
Thursday	February 22	12:00 p.m.	Economic Development Authority
Friday	February 23	8:00 a.m.	Tourism and Visitors Bureau
Monday	February 26	7:00 p.m.	City Council Meeting
Tuesday	February 27	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 28	12:30 p.m.	Hospital Commission
Thursday	March 1	1-4:00 p.m.	SWPPP Meeting
Thursday	March 1	5:30 p.m.	Planning and Zoning Commission
Monday	March 5	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 5	5:30 p.m.	City Council Workshop
Monday	March 12	7:00 p.m.	City Council Meeting



Tuesday	March 13	5:30 p.m.	Library Board
Wednesday	March 14	2:30 p.m.	Minnesota River Valley Transit Board Meeting
Monday	March 19	5:30 p.m.	City Council Workshop
Monday	March 19	7:00 p.m.	Parks and Recreation Advisory Board
Thursday	March 22	12:00 noon	Economic Development Authority
Friday	March 23	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 26	7:00 p.m.	City Council Meeting
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