

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



03/13/19

CITY COUNCIL ACTIONS – Action at the City Council meeting held on March 11, 2019 included award of bids for Phase 2 of the Minnesota Square Park Pavilion Project; approval for award of an alternate bid to install piping for in-slab snow melting at the new entrance of River's Edge Hospital; approval for Brett Annexstad to lease 11 acres of City owned land for agricultural purposes in 2019; and a closed session to discuss land purchase negotiations for land for a future fire station.

The next regular City Council meeting, will be Monday, March 25th beginning at 7:00 p.m. in the Governors' Room of the Community Center.



MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE) – *The word must be out on contests and flood potential....*

I have had a couple of contests in the HOT SHEET lately and on the last one no one emailed me back so....no winner yet! The word must be out that the City coffee mugs I am giving as a prize are not so great. To clarify, I think they really are a nice mug. Oh well....last week's contest is still open and so is our thinking about snow melt and flooding.

We continue to have some discussion about flooding potential and what our plan may look like. I am confident that the plans and practices we have in place can go a long way towards making sure we are ready if flooding becomes a substantial issue for us. Over the last two decades the City and our partners have done much to "harden" our community against flooding causing major infrastructure issues. While it is not all done and every flood is different, we are in good shape today and will continue to reevaluate the data and modify our response plan accordingly.

Are you ready for the spring and to answer last week's contest? It makes me wonder.....

SAFETY REMINDER – Late last week the Fire Department responded to an emergency at a home which smelled of gas. As it turned out the smell was caused by a blocked vent. That prompted the Fire Chief to ask us to remind property owners of the need to clear around natural gas meters and furnace and other natural gas appliance vents coming out of your home.

Even with the slowly diminishing snow piles, it's important to keep these areas clear to protect your family. Here are the important tips:



1. Keep a clear path to your meter so that professionals can access it in the event of an emergency.
2. Do not use plows or snow blowers near the meter or other HVAC equipment to avoid damage. Use a broom or clear around it by hand.
3. If you do damage your natural gas meter and hear a hissing sound or smell the odor of rotten eggs, clear the area immediately and from a safe distance call CenterPoint Energy for an emergency repair. That's a number you might want to keep in your cell phone just in case!

FROZEN WATER SERVICES – There are a few properties in Saint Peter that are prone to frozen water lines and in the last week or so, calls have come in asking for help. As a property owner there are things you can do to minimize the impact of frozen water lines and also to prevent your service line from freezing in the first place.

First, if your service has a history of freezing you should monitor the water temperature. Water coming into your dwelling should be between 43 - 47 degrees Fahrenheit in the winter. Any temperature below that may indicate frost in the area of your service line.

Second, if your water temperature is beginning to approach that 40° threshold, you may want to let your water run in order to prevent the line from freezing. A steady slow trickle, the width of a pencil eraser should do the trick. The cost of letting the water run should be substantially less than the repair cost if your lines freeze.

But what should you do if you lines do freeze? Call the Public Works Department at (507) 934-0670 (7:00 a.m. – 5:00 p.m., Monday - Friday) or Saint Peter Police



Dispatch at 507-934-1550, after hours and weekends. We're happy to provide information on how to thaw your water service line. Information is also available on the City's website at <http://www.saintpetermn.gov/sites/default/files/documents/public-works/Frozen%20Water%20Services2017.pdf>.

POTHOLES, POTHOLES, POTHOLES – They are the bane of existence for streets crews throughout Minnesota and it seems as if overnight they have started to appear everywhere!

The problem at this time of year is it's almost impossible to provide for permanent fixes to the roadway. Asphalt plants are not in operation



and cold mix repairs just don't seem to stick making the word of the day for drivers.....CAUTION!

In next week's Hot Sheet City Administrator Prafke will have a column about how we work to prevent potholes, so keep an eye out for that. Until then, remember that word of the day and be safe out there everyone! (And just to clarify...the photo

here is a stock photo and not an actual road in Saint Peter!)

CITY COUNCIL ADVISORY BOARDS – This is the fifth in a nine part series on the City Council's advisory boards. These boards are comprised of mostly citizen members and are tasked with various responsibilities....the most important of which is providing recommendations to the City Council. Applicants are recommended for appointment by Mayor Zieman and the full Council votes on each appointment. Last week's article focused on the Housing and Redevelopment Authority and this week we're highlighting the Hospital Commission.

The Hospital Commission is in place because the City owns River's Edge Hospital. We note that because some residents of Saint Peter are not aware of that fact.

The Commission has charge of administration, operation and maintenance of the Hospital and any city-owned clinic, including the current Hospital expansion project. Although the Commission has many responsibilities and powers that most other advisory boards do not have, it should be noted they must have additional approval from the City Council for any purchases exceeding \$50,000.

The Hospital Commission is comprised of nine members who serve five year terms and the Hospital Administrator who serves in an ex-officio capacity. The Commission meets on a monthly basis on the fourth Wednesday of each month beginning at 12:30 p.m. Meetings are held in the Helen White Conference Room at the Hospital.

Current members include John Lammert, Margie Nelsen, Laura Hulsebus, MaryAnn Harty, Gary Swedberg, Blake Combellick, Stephan Grams, Jerry Pfeifer and Dr. Kyle Swanson.

If you are interested in applying to be on one of the many City Council advisory boards or commissions, applications are available from the City Administrator's Office at City Hall (227 South Front Street) or by emailing barbaral@saintpetermn.gov.

To be eligible for appointment to an advisory board, applicants must live within the corporate limits of the City and must commit to making the regularly scheduled meetings of the board.

Next week's edition of the Hot Sheet will provide information on the Library Board.

RAPTOR CENTER – The whole family is invited to a FREE presentation by the University of Minnesota Raptor Center on Friday, March 15th beginning at 1:30 p.m. in the Community Center gym.



A Raptor Education Specialist will bring three raptors and a variety of hands-on props and activities making this program a complete educational experience. The event is open to the public, but we ask that kids be accompanied by an adult. Early Out Rec Kids who wish to sign up for this program may do so at <http://www.saintpetermn.gov/recreation>.

Raptors come in all sizes and you can get to know more about the education Raptors like Gladdie (pictured above) on the Raptor Center website at <https://www.raptor.umn.edu/about/meet-our-birds/gladdie>.

FOOD WASTE COMPOSTING COMING TO SAINT PETER

- Here's a little heads up on a new program coming to Saint Peter...food waste "green" composting. Starting sometime this spring, the City will offer drop-off site food waste composting to residential customers at two locations. This great program comes with no additional utility charges and the added benefit of possibly reducing the size of your refuse curbie to save additional money too.

Drop off locations for food waste will be provided and customers who sign up for the program will be provided a code to use at the drop-off facility.

By offering this program, the City hopes to reduce waste going to the landfill, see the use of these materials go to better environmental purposes, and, hopefully in the future, save a few dollars on overall disposal costs; not to mention making the world a better place for gosh sakes!

Keep an eye on the Hot Sheet and the City's social media sites for more information on this great program.

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

- **ELECTRIC SUPERINTENDENT** - in the Department of Public Works. Responsibilities include but are not limited to planning, coordinating, directing, and monitoring the operation of the Electric Utility; planning and supervising construction of the electrical generation and distribution system; setting priorities to deal with emergencies; coordinating

activities with other divisions, departments, and organizations; assisting with planning, design, and construction of projects; evaluate need for and prepare specifications for materials and equipment; maintain operating records; prepare specifications for electric utility services, equipment, and materials; prepare reports as requested; assist in annual budget preparations; set quality standards for work to be performed; set priorities. Minimum qualifications: high school degree and satisfactory completion of a technical school program for lineman electricians and completion of a recognized apprenticeship in electrical line work, including eight years of responsible experience in electrical distribution systems. An additional five years of experience may be substituted for technical training. Possession of, or ability to obtain, a State of Minnesota Lineman Electrician License issued by the State Board of Electricity. Possession of a valid State of Minnesota Class A Driver's License with air brake endorsement or ability to obtain such within one month of the date of employment with the City. NOTICE: The successful candidate must complete and pass a pre-employment drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing. Starting salary \$81,120 to \$86,320 per year. Applicants must complete a City application form available in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 931-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 P.M., Wednesday, April 17, 2019. Faxed, e-mailed, or late application will not be accepted.

- **WASTEWATER OPERATOR** in the Department of Public Works. Minimum qualifications include a high school diploma or equivalent; possession of a State of Minnesota Wastewater Treatment Facility Operator



Certificate or ability to obtain within one year of the date of employment with the City; possession of a State of Minnesota Type IV Biosolids Operator or ability to obtain within one year of the date of employment with the City; possession of a valid State of Minnesota Class A driver's license with Air Brake Endorsement

and Tanker Endorsement or ability to obtain within six months of the date of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or ability to obtain within six months. Desirable qualifications: Satisfactory completion of a technical school program related to wastewater systems operations; up to six years of responsible experience as a wastewater system operator with at least two years experience in the operation of a Class A, B, or C system or facility, or similar industrial facility; knowledge of the principles, practices, chemicals, and equipment used in wastewater treatment, biosolids treatment and disposal, and pumping operations; ability to perform a wide variety of tests on raw and treated wastewater, and raw and treated bio-solids; knowledge of the principles of plumbing and hydraulics; knowledge of and ability to operate Supervisory Control And Data Acquisition (SCADA) system; knowledge of the functions and service requirements of mechanical equipment and machinery; knowledge of OSHA regulations and safety precautions of the trade; demonstrated ability to operate a variety of wastewater plant pumping, treatment, and control equipment, biosolids treatment and disposal equipment; demonstrated ability to diagnose problems under emergency conditions and take corrective action; knowledge and experience in the operation of equipment including but not limited to backhoes, dump trucks, jet rodder machine, tanker trucks, main line TV cameras, and line locators. NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Pay range \$21.16 - \$31.38 per hour depending on certification level. Applicants are required to complete a City of Saint Peter application form available in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on April 2, 2019. Faxed applications will not be accepted. Interviews will be conducted April 19, 2019. AA/EEO

- **POLICE PATROL OFFICER** - There is now an immediate opening for this position and the recruitment process has been extended to

MARCH 15, 2019. The City of Saint Peter Police Civil Service Commission is currently accepting applications for the position of Police Patrol Officer. Applicants must have a minimum of a two year degree in Law Enforcement from P.O.S.T. accredited college or vocational school or five years experience as a police officer; Possession of a valid current Minnesota P.O.S.T. board license or eligibility to immediately receive a P.O.S.T. board license; possession of, or eligible for a Minnesota Class D Drivers license; and satisfactory results on recruitment instruments designated by the Police Civil Service Commission, such as oral examinations, written examinations, physical examinations and psychological examinations. Desired qualifications include: four year Bachelor's Degree in law enforcement or related field; experience in working with a law enforcement agency; and specialized training or certificate in a law enforcement related field; customer service oriented employment history. Probationary pay rate has been established at \$27.57/hour. Applications may be obtained at, and must be submitted, along with a cover letter and résumé, to the Saint Peter Police Civil Service Commission, c/o Saint Peter Police Department, 207 South Front Street, Saint Peter, MN 56082, (507)931-1550, by 5:00 p.m. March 15, 2018. Faxed, emailed, and/or late applications will not be accepted. Affirmative Action/Equal Employment Opportunity Employer.

- **SEASONAL POSITIONS** - The City of Saint Peter is now accepting applications for seasonal positions for the 2019 summer season. **Applications are available on the City's website at www.saintpetermn.gov or at the City Administrator's office from 8:00 am – Noon and 1:00 – 5 pm, 227 S. Front Street, or by calling 507-934-0663.** Completed applications must be received by the City Administrator's office by 5:00 pm on Friday, March 15, 2019. Faxed, emailed, and/or late applications will not be accepted.

A condition of employment shall be successful completion of a background investigation, and successful completion of pre-employment drug test. Employees will be subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing. Must be at least 16 years of age for Recreation and Leisure Services positions; 15 years of age for aquatics positions and 18 years of age for Public Works

positions. The following seasonal positions are available:

- **PUBLIC WORKS SEASONAL LABORER:** Duties include a variety of manual labor tasks associated with the care, maintenance, and cleaning of City facilities and equipment including, but not limited to, painting, washing, mowing, weeding, digging, cleaning and organizing; planting, trimming, and removal of trees and shrubs and mowing and trimming facilities. 40 hours/week. Applicants must possess a minimum valid Class C or D driver's license. Must pass pre-employment drug test; subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Starting wage \$10.25/hour. Minimum age: 18.
- **RECREATION COORDINATOR:** Train and supervise staff, organize and implement summer programs. Leadership and supervisory experience with recreation activities required. Need strong organizational, motivational, planning and leadership skills. 35–40 hours/week. Mid May–End of August. Starting wage: \$11.25/hour.
- **SUMMER CAMP COORDINATOR (Jr. Explorer K-3 and Explore IT! Gr. 4-5):** Train and supervise staff, organize and implement summer programs. 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 (PRESCHOOL) 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.
- **VOLUNTEER IN THE PARK COORDINATOR:** Recruit, train, assign and supervise youth volunteers. Strong organizational skills and previous work with youth required. Assist organization and implementation of Exploration Recreation Program. Flexible hours. 30–40 hours/week. May–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. Mid May–mid/mid-August. 35–40 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/hour.
- **LIFEGUARD/WSI:** Duties include teaching swim lessons and supervision of swimmers. Some maintenance. Full, part-time and substitute positions. Current WSI, LGT, First Aid and CPR Certificates required. Starting wage: \$10.65/hour.
- **LIFEGUARD (without WSI):** Duties include supervision of swimmers and some maintenance. Full, part-time and substitute positions. Current LGT, First Aid and CPR Certificates required. Minimum age: 15. Starting wage: \$10.25/hour.
- **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.

CITY MEETING CALENDAR – For questions on meeting dates/times, please contact the City Administrator's Office at 934-0663. Full calendar available at www.saintpetermn.gov.

Monday	March 18	5:30 p.m.	City Council Workshop
Monday	March 18	7:00 p.m.	Parks and Recreation Advisory Board
Friday	March 22	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 25	7:00 p.m.	City Council Meeting
Tuesday	March 26	5:30 p.m.	Heritage Preservation Commission

Wednesday	March 27	12:30 p.m.	Hospital Commission
Thursday	March 28	12:00 noon	Economic Development Authority
Monday	April 1	3:30 p.m.	Housing and Redevelopment Authority
Monday	April 1	5:30 p.m.	City Council Workshop
Thursday	April 4	5:30 p.m.	Planning and Zoning Commission
Monday	April 8	7:00 p.m.	City Council Meeting
Tuesday	April 9	6:00 p.m.	Library Board
Monday	April 15	5:30 p.m.	City Council Workshop
Monday	April 22	7:00 p.m.	City Council Meeting
Tuesday	April 23	6:00 p.m.	City Board of Appeal and Equalization Meeting
Wednesday	April 24	12:30 p.m.	Hospital Commission
Thursday	April 25	12:00 noon	Economic Development Authority
Friday	April 26	8:00 a.m.	Tourism and Visitors Bureau
Monday	April 29	3:00 p.m.	City Council Goal Session
Tuesday	April 30	5:30 p.m.	Heritage Preservation Commission