

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
The City of Saint Peter is an equal opportunity provider.



The following information is a publication of the City of Saint Peter, City Administrator's Office, 934-0663, 227 South Front Street. Please contact us at barbaral@saintpetermn.gov www.facebook.com/cityofsaintpeter



02/08/17

CITY COUNCIL ACTIONS – Action taken by the City Council on January 23, 2017 included approving a “right of first refusal” agreement with Gustavus Adolphus College for purchase of a parcel of land owned by the City located adjacent to college property; authorization for execution of an agreement with Nicollet County for the City’s library to provide services to non-residents of Saint Peter; approval for execution of an agreement with Traverse Township related to Township Road #361; and authorization for purchase of 1,700 tons of quartzite stone from Southern Minnesota Construction to be used for seal coating this summer.

The next City Council meeting is February 13, 2017 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.

CONTACT THE TRANSIT – The telephone number to contact the transit system for a ride has been changed to a toll free number (888-880-4696). Effective immediately, if you are calling for a ride on the Minnesota River Valley Transit bus, please call the toll free number. The old number is no longer in service.



MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE)–
“Try not. Do. Or do not. There is no try.”..... Wise words for a results oriented world. And while I subscribe to some of the meaning behind this quote, I think it is

sometimes short of the mark. I think that often times it is not just results, but how you achieve the results that can make a difference too. I hope to think that as part of a government organization that works for you, there are some things we do even if we don't get the results you or we are looking for.

First I hope that we are open. We try very hard to be open about how we are stewards of your business. Things like Council meetings on TV and on YouTube, the use of Facebook, and Council packets on our website all are ways we try to meet that goal of being open.

Respectful. It is clear that we will never be able to make everyone happy all of the time, but when we disagree with you or each other, we try very hard to be respectful of everyone and their thoughts.

Stewardship. We have in place many processes and systems and we discuss opening plans for the future. Trying to be good stewards of the resources you provide is a must and something we strive to do every day.

Partnership. We try very hard to be good partners. Whether it is with the School District or a Doctor's group or with a youth sports association, we try very hard to be a good partner by being open, by carrying a fair share of the load and by looking for better ways to make things happen. It may be important to note that this is not the same as doing everything the partners want. Sometimes a good partner has to be frank and be clear about where our goals do not align and provide the platform for a discussion about that.

So...I think a better phrase may be, “Try very hard. Do all that you are able. There is more to doing than just trying and there is more to trying than just doing.” I know, I know... not as cool sounding as our very wise and very old quotee.

If you know whose quote I used at the start of this article and you are the first to email Barbara with the correct name and profession of the quotee at barbaral@saintpetermn.gov. If you are the winner, I

will send you a very, (and I mean VERY), small prize. We will announce the winner next week. Maybe a better version is "Try hard. Do your best. Work together."

Do you have a better version? It makes me wonder.....

HOW DOES THE PROPERTY TAX SYSTEM WORK? –

Did you get your property tax statement at the end of 2016 and wonder, "What am I paying all this money for?" Here's a fun video produced by the League of Minnesota Cities that explains how the property tax system works in Minnesota and what your tax dollar pays for in Saint Peter. <https://www.youtube.com/watch?v=cOAxwqh41iA>.

HOME BUYER 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 11th 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.

ICE RINKS –

As with the piles of snow in your yard, the recent warm weather has really done a number on the City's ice rinks. Whether or not they can be flooded again and put back into good enough condition for skating is still unknown. It will take another round of really cold overnight temps to make it happen. The Public Works staff and our diligent overnight volunteers are going to give it a try. Please keep an eye on the City's Facebook page and website for more information as it becomes available.

ADVISORY BOARD VACANCIES –

The City Council continues to seek residents of Saint Peter who are

interested in being appointed to one of the many Council advisory boards. If you live within the corporate limits of Saint Peter (not just have a 56082 zip code); will commit to making the monthly meetings of the volunteer board you are interested in; and have a desire to help shape the future of your community, please consider applying. The commitment for these volunteer positions is usually for 1-2 hours per month and terms range from 3-6 years in length depending on the board.

Vacancies are currently available on the following boards:

- Library Board
- Civil Service Commission
- Planning and Zoning Commission
- Tourism and Visitors Bureau
- Hospital Commission
- Parks and Recreation Advisory Board

Application cards are available in the lobby of City Hall, from the City Administrator's Office, by calling the City Administrator's Office at 934-0663 or emailing barbaral@saintpetermn.gov.

SEASONAL POSITIONS OPENING SOON –

Looking for a summer job? Need to earn some extra cash? The City is now accepting applications for seasonal positions in the Public Works and Recreation and Leisure Services Departments.

Interested applicants can download an application from the City's website at www.saintpetermn.gov/employment or can pick one up at the City Administrators' office at City Hall (227 South Front Street).

For more information check out the City's website (www.saintpetermn.gov/employment).

DOG LICENSES –

Dogs (and cats) that are old enough to receive a rabies vaccination are required to be licensed by the City. Dog licenses are due on or before April 30, 2017 and costs are as follows:



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| Spayed/Neutered | \$5 |
| Unaltered | \$25 |
| After April 30th Penalty | \$5 (in addition to license fee) |

To apply for or renew a pet's license, owners must provide a current rabies vaccination certificate signed by a licensed Veterinarian. Licenses are available from the Community Development Department at City Hall (227 South Front Street) during regular office hours.

Even though this is not the cat licensing year, if you have a new cat you are still required to license the cat as soon as it is old enough to be vaccinated for rabies. Costs are the same as the license fees for dogs.

For additional pet licensing questions, please contact us at 934-0661 or by email at cindym@saintpetermn.gov.

HELP WANTED - The City of Saint Peter is currently accepting applications for the following full-time, part-time, and seasonal positions:

- **ASSISTANT RECREATION PROGRAM SUPERVISOR (PT)** - in the Recreation and Leisure Services Department. **MINIMUM QUALIFICATIONS:** Associate's Degree or equivalent; Two years of experience in general program, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities; Personal computer knowledge and experience; Valid driver's license; Experience working with the public. **DESIRED QUALIFICATIONS:** Bachelor's Degree in a human relations field e.g. education, recreation or related field; Two years programming experience with adults; Experience in provision of adult programming. This position will work 24 hours per week and will work non-traditional hours on occasion. Wage rate: \$15.50 per hour. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street or by calling (507) 934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. February 15, 2017. Faxed, emailed, and/or late applications will not be accepted.
- **RECREATION PROGRAM SUPERVISOR** – in the Recreation and Leisure Services Department. **MINIMUM QUALIFICATIONS:** Bachelor's Degree in Recreation, Education or a related area or equivalent; Two years of Recreation or Educational or related programming experience, or equivalent; Personal Computer knowledge and experience; Valid driver's license; and experience working with the public. **DESIRED QUALIFICATIONS:** Two years employee supervisory experience; Greater than two years of Recreation or Education or related programming experience, or equivalent; Experience in preparation and implementation of budgets; and previous experience with registration and facility scheduling software. This position will work non-traditional hours on occasion. \$46,550 per

year. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street or by calling (507) 934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. February 15, 2017. Faxed, emailed, and/or late applications will not be accepted. AA/EEO

- **P-T PAYROLL CLERK** - in the Finance Department. 20 hours per week. **MINIMUM QUALIFICATIONS:** High School Diploma or equivalent; One year payroll experience or Associates degree in Accounting; Demonstrated experience working with the public; Demonstrated experience working with benefits provided to employees; Knowledge of Microsoft Word and Excel software. **DESIRED QUALIFICATIONS:** Previous municipal accounting experience; Knowledge of fund accounting principles, practices, and terminology; 2 or more years' experience working with employee benefits. Starting wage \$13.09 to \$14.50 per hour depending on qualifications. This position could be combined with another part-time clerical position and be made full-time with benefits. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. on March 3, 2017. Faxed, emailed, and/or late applications will not be accepted. AA/EEO ****PLEASE NOTE....The City is also currently accepting applications for the part-time position of Transit Support (Dispatcher) Specialist through the Minnesota River Valley Transit system. For the right applicant, the City may be willing to combine the Transit position with the Payroll Clerk position to create a full-time position with benefits. If you are interested in this possibility and meet the minimum qualifications for both positions, please consider also requesting an application for the Transit position as well as Payroll Clerk.**
- **PART-TIME TRANSIT SUPPORT (DISPATCH) SPECIALIST** - Mostly nights and weekends. This position is located in Le Sueur. Transit Support (Dispatch) Specialists assist transit users in scheduling use, directing drivers to stops and pick-ups, provide 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. DESIRED QUALIFICATIONS: Experience operating a 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. Wage range \$15.00 to \$17.49 per hour depending on experience and qualifications. Applicants are required to submit a City application form available from the City Administrator's office at 227 South Front Street or by calling (507) 934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. March 3, 2017. Faxed, emailed, and/or late applications will not be accepted. AA/EEO ****PLEASE NOTE....The City is also currently accepting applications for the part-time position of Payroll Clerk. For the right applicant, the City may be willing to combine the Payroll Clerk position with the Transit Support Specialist position to create a full-time position with benefits. If you are interested in this possibility and meet the minimum qualifications for both positions, please consider also requesting an application for the Payroll Clerk position as well as Transit Support Specialist.**

- **PART-TIME BUS DRIVERS.** MINIMUM QUALIFICATIONS: High school diploma or equivalent; possession of, or ability to obtain within 30 days of employment, a valid State of Minnesota CDL minimum of Class C Driver's License with passenger endorsement. DESIRED QUALIFICATIONS: Previous experience working with the public; training in vehicle mechanics; experience operating a two-way radio/phone; and prior bus driving experience. Starting wage \$14.93 per hour. Applicants are required to complete City application form available in the City

Administrator's office at 227 South Front Street or by calling (507) 934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. March 3, 2017. Faxed and/or late applications will not be accepted. ****NOTE:** The successful candidates for this position will be required to successfully complete and pass a pre-employment drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing as required by USDOT 49 CFR Part 655 (Federal Transit Administration) and USDOT 49 CFR Part 40. In addition, successful candidates for this position must have a vehicle driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years. AA/EEO

- **SEASONAL POSITIONS** – in the Public Works and Recreation and Leisure Services Department Departments. ***Applications for the seasonal positions are available on the City's website at www.saintpetermn.gov/employment.*** 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 \$9.50/hour. Minimum age: 18.

- **SPORTS/SPECIAL EVENTS PROGRAM COORDINATOR:** Train and supervise staff, organize and implement summer sports programs and special events (Baseball, Soccer, etc.). Need strong organizational, motivational, planning and leadership skills. Experience with school age children. 35–40 hours/week. Mid May–End of August. Starting wage: \$11.25/hour.
- **CREATE A CAMP PROGRAM COORDINATOR:** Train, supervise staff, organize and implement summer programs for 6–10 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.
- **PRESCHOOL COORDINATOR:** Train and supervise staff organize and implement summer programs (Lil Rascals, Specialized Day Camps, Special Events) for 3-6 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 leadership and organizational skills required. 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 needed. Strong leadership and organizational skills required. Mid 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. Mid 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: \$11.00/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: \$10.00/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: \$9.50/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: \$7.50/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 or visit the City's website at www.saintpetermn.gov.

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| Monday | February 13 | 7:00 p.m. | City Council Meeting |
| Monday | February 20 |  | PRESIDENT'S DAY HOLIDAY – City offices closed |

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| Tuesday | February 21 | 5:30 p.m. | City Council Workshop |
| Wednesday | February 22 | 12:30 p.m. | Hospital Commission |
| Thursday | February 23 | 12:00 p.m. | Economic Development Authority |
| Friday | February 24 | 8:00 a.m. | Tourism and Visitors Bureau |
| Monday | February 27 | 7:00 p.m. | City Council Meeting |
| Tuesday | February 28 | 5:30 p.m. | Heritage Preservation Commission |
| Thursday | March 2 | 5:30 p.m. | Planning and Zoning Commission |
| Monday | March 6 | 3:30 p.m. | Housing and Redevelopment Authority |
| Monday | March 6 | 5:30 p.m. | City Council Workshop |
| Monday | March 13 | 7:00 p.m. | City Council Meeting |
| Tuesday | March 14 | 5:30 p.m. | Library Board |
| Monday | March 20 | 5:30 p.m. | City Council Workshop |
| Monday | March 20 | 7:00 p.m. | Parks and Recreation Advisory Board |
| Tuesday | March 21 | 8 am – 11:00 am | CITY OFFICES CLOSED – Staff Training |
| Wednesday | March 22 | 12:30 p.m. | Hospital Commission |
| Thursday | March 23 | 12:00 noon | Economic Development Authority |
| Friday | March 24 | 8:00 a.m. | Tourism and Visitors Bureau |
| Monday | March 27 | 7:00 p.m. | City Council Meeting |
| Tuesday | March 28 | 5:30 p.m. | Heritage Preservation Commission |

*** Please contact the City Administrator's office (934-0663), check out our website (www.saintpetermn.gov) or the City's Facebook page at [FACEBOOK](#) for up-to-date meeting information.***