

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



02/15/17

CITY COUNCIL ACTIONS – Action taken by the City Council on February 13, 2017 included approval for replatting of Welco West Subdivision and execution of a modified development agreement for the subdivision; approving modifications to the balloon payment date for a revolving loan previously provided to REST LLC; denying a request by Northern Con-Agg LLP for rezoning a portion of Hallett Pond Addition to multi-family residential; approval for purchase of a mower, electric utility vehicle and tandem truck to be funded by the 2017 Equipment Certificate; approval of modifications to certain Library job descriptions; approval for execution of a renewal contract with the City of Nicollet for Saint Peter inspectors to provide building inspection services in Nicollet; and approval to enter into a contract with JJCA of Nashville, Tennessee for architectural services related to the 2017 River's Edge Hospital and Clinic Expansion Project.

The next City Council meeting is February 27, 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.



MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE) – *Congratulations to the two winners of last week's contest in this column.....Jo Westphal (employee winner) and Maureen Scholl (non-employee winner)! We ended up having to have two winners to be fair as City employees were the first folks to see the column.*

The Council just had a Goal Session. In past HOT SHEET columns I have explained what that means and talked about a few of the things that the Council focuses on in these 6+ hour marathon meetings. One exercise or game that I use with the Council to stimulate their thinking and more importantly, their discussion on the City and our future, is a game called Bossy Bag.

Now there a couple of different versions of Bossy Bag, but the one used most often works like this.... There is a small bag that is handed to a Councilmember. In that bag are a number of strips of paper. On each of those stripes of paper is a question. Without looking, they pull out a sheet and answer the question. The bag then passes to the next person.

The reality of the game is that when they answer the question it magically elicits ideas, thoughts, comments, challenges and sharing by the other members of the Council. It helps create an atmosphere of generation of ideas, sharing of perspectives and the start of formulating goals and plans for the future. The trick is not just in the answering, but in the formulation of the questions.

So to give you a bit more of an idea, here are some of the questions that were pulled from the bag at a recent goal session.

- Does the Council work as a team? How would an outsider know?
- What individual authority or duties do Councilmembers have?
- Does the Council as a whole or as individual members, have a clear sense of purpose and goals?
- Does the Council see in itself a climate of trust, openness and mutual respect?
- Why do you think people decide to live in Saint Peter? Do you see that changing in the future?

- Okay Nostradamus, where do you see the City (City Organization) in 5, 10 or 20 years? How will it be the same/different than now?
- Okay Pythia (famous oracle of Apollo in ancient Greece), where do you see our Community in 5, 10 or 20 years? How will it be the same/different than now?
- If the number of calls or emails is the measuring stick, what topic do you hear the most about?
- Is Council time allocated wisely (meetings, types of meetings, issues addressed)?
- If the Council or City Organization were to be on the cover of your favorite magazine in three years, what would the story be about?
- When people call you, visit with you in person, or email you, where did they get their information from?
- Name one of the "Items of Vital Importance" and explain if you think we are doing anything to address it.

As you may have noted some of the questions are about the big picture and some are asking about some very specific things. The goal is the sharing of their ideas and working through those ideas together.

While this is not the only thing they do at their Goal Session, I think it is an important one. Sharing of their thoughts, ideas and perspectives is central to what they have to do for our community. It is what I think you should expect. Elected officials sharing their thoughts, ideas and thinking about the how and why of things.

How would you answer some of these questions? It make me wonder.....



PRESIDENT'S DAY CLOSURES – All non-emergency City offices (including the Library) will be closed on Monday, February 20th in

recognition of the President's Day legal holiday. While the City's Recreation office will be closed, the Community Center building will remain open and transit service will continue. Regular office hours will resume on Tuesday.

NO ICE IS SAFE ICE – As a number of vehicle owners in the metro area found out last week, no ice is safe ice and that's especially true now that the weather has turned warmer. Children, adults including ice fishing folks, and



even pets should staff off of all remaining area ice (if there is any!) and that includes the Mill Pond, stormwater retention ponds, Hallett's Pond and the Minnesota River. Please be safe.

CITY MEETING SCHEDULES – The City uses many different ways of notifying the public when and where City meetings take place. The one official spot is the legal notices bulletin board at City Hall. As required by the Open Meeting law, all official notices of meetings to be held by the City Council and its' advisory boards and commissions are posted on this bulletin board at least 72 hours before the meeting.

We also include a calendar in the Hot Sheet and have a calendar available on the City's website. Meetings are sometimes referenced on the City's Facebook page. While we try to be as accurate as we can be in these different locations, the meetings are usually posted on the website a year in advance and sometimes things get changed.

Residents interested in attending a City Council meeting, or seeing what is on the agenda for an upcoming meeting, are encouraged to go directly to the Council packet for that meeting. The City Administrator's Office uploads copies of all City Council meeting agendas and packets to the City's website at www.saintpetermn.gov under the GOVERNMENT tab. Then click on "City Council and finally "Current City Council agendas and minutes" and you can see exactly the same notice and information that is provided directly to the Council.

And as always, if it is really important for you to attend a meeting, please feel free to contact the City Administrator's Office (507-934-0663) to verify the start time and location of any meeting. We are happy to help.



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.

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>.

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.

Although some vacancies were filled at the last City Council meeting, openings continue on the following boards:

- Library Board
- Planning and Zoning Commission
- Tourism and Visitors Bureau
- 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. It only takes 2 minutes or less to apply!

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

- **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.
- **PART-TIME BUILDING SUPERVISOR** - at the Saint Peter Community Center. Minimum qualifications include: High school diploma or equivalent. CPR and First Aid training or ability to be certified within six months of employment. Experience working with the public. Desirable qualifications include: Experience in building maintenance functions. Current CPR and First Aid Certification. \$10.00 per hour. Applicants must complete a City of Saint Peter available from the City Administrator's Office at 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 Friday, March 10, 2017. Faxed, emailed or late applications will not be accepted. AA/EOE

- **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.

Monday	February 20		PRESIDENT'S DAY HOLIDAY – City offices closed
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.***