

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



03/01/17

CITY COUNCIL ACTIONS – Action taken by the City Council on February 27, 2017 included authorization for execution of a lease for additional space at the Community Center for St. Peter Community Childcare Center; approval for purchase of a replacement pickup for Parks and a replacement cold planer both being funded by the 2017 Equipment Certificate; approval for updates to certain construction standard details for public improvements; approval for a request by the St. Peter Ambassadors for City assistance for the St. Patrick's Day parade; authorization for execution of a cooperative agreement with the Traverse des Sioux Library Cooperative; approval for updates to the municipal fee schedule; and approval for the unbudgeted purchase of turnout gear for three volunteer Firefighters.

The next City Council meeting is March 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.

AMERICAN PUBLIC POWER ASSOCIATION LEGISLATIVE RALLY – Councilmembers Carlin, Parras and Kvamme joined Public Works Director Moulton in Washington D.C. this week to participate in the American Public Power Association Legislative Rally. As part of this trip, the City contingent, along with representatives from other SMMPA cities, also will meet with Minnesota legislators and/or their staff to address concerns and ask questions about legislation and regulations that impact the City's electric utility service.

WOMEN'S HISTORY MONTH PROCLAMATION – Mayor Zieman proclaimed March, 2017 as "Women's History Month" in the community. Zieman called upon the citizens of Saint Peter to participate in Women's History Month programs, ceremonies and activities including the Women Celebrating Women event with a theme of "Trail Blazers in Labor and Business" and to celebrate the accomplishments of all women.

PLANNING COMMISSION MEETING CANCELLED – The March 2nd regular Planning Commission meeting has been cancelled due to a lack of agenda items. The next regular meeting will take place on Thursday, April 6th at 5:30 p.m.

BEFORE YOU HIRE A CONTRACTOR - Do your homework before work begins on your home by making sure you have a reliable and licensed contractor. Contractors must be licensed by the State of Minnesota and they should be able to provide that license number to anyone who asks. That allows the property owner to investigate the contractor before hiring them.



Before you hire a contractor, the Minnesota Department of Labor and Industry (DLI) suggests homeowners ask for the following information:

- Get the contractor's license number and contact the Residential Building Contractors division at the DLI to verify the builder is currently licensed and to determine if they have a disciplinary history;
- Ask the contractor how long they have been in business and in what locations. Sometimes shady contractors will pick up and move to a different location when their bad reputation

starts being known. You'll want to check to make sure they don't have a history of bad business in previous locations.

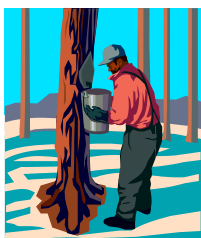
- Ask the contractor for references and check with those former customers to see if they were satisfied with the work. It's also a good thing to ask friends and neighbors what they may know about the contractor to see if there are any bad references out there the contractor might not tell you about.
- Ask for a Minnesota business address other than a post office box to ensure they have an actual place of business; and
- Ask for a local phone number where the contractor can be reached during normal business hours. It might also be wise to ask the contractor how long it takes him/her respond to those phone calls.

It's important to note that property owners who hire unlicensed contractors will not have access to the Contractors' Recovery Fund. The Contractor Recovery Fund compensates owners or lessees of residential property in Minnesota who have suffered an actual and direct out-of-pocket loss due to a licensed contractor's fraudulent, deceptive or dishonest practices, conversion of funds or failure of performance. If you have been the victim of an unscrupulous contractor, you can get more information on this fund by calling (651)284-5057.

Before you sign a contract, make sure the contract includes the following information:

- a detailed summary of the work to be done;
- a description of materials to be used;
- the total contract price or how the price will be calculated; and
- specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines.

Property owners with problems or complaints regarding a residential building contractor should contact the DLI Residential Building Contractors unit at (651)284-5065 to discuss the situation with an investigator who may offer suggestions about how to resolve the dispute. Property owners may also call the City's Building Department at (507)934-0662.



MAPLE TREE TAPPING – Did you know it is illegal to “tap” maple trees for syrup? Well it is if you are doing so to City owned trees located on City owned property like the boulevards, right-of-way's, and/or parks! These trees are City property and the public is not allowed to damage, drill into, cut, trim, post notices

on, nail into, or otherwise damage the trees. Questions about this restriction? Please contact the City Administrator's Office at 934-0663.

CITY ADMINISTRATOR VIDEO BLOG – CITY Administrator Prafke has been creating a video blog for a couple of years now, but it is now available through even more electronic sites. In addition to being included on the City's Facebook page, the video blog is now shown on Public Access Channel 7 (not 8 like we reported last week), the City's website and on the City's YouTube channel ([STATE OF THE CITY CHANNEL!](#))! Check it out for yourself and see what's happening in your City government.



Figure 1 This is the City's version of "tweeting" ☺!

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 [seasonal application](#).*** 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. **Deadline for receipt of seasonal applications by the City Administrator's Office is 5:00 p.m., April 3, 2017.** 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.

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 (507-934-0663) for up-to-date meeting information.***