

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



03/08/17

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.



DOG LICENSES DUE – Dog owners who want to keep their pups legal are encouraged to apply for their renewal dog licenses before April 30th. As with most communities in Minnesota, dogs and cats are required to be licensed by the City. This provides protection to the public by ensuring that pets

are vaccinated for rabies and also helps City staff return wandering pups to their owners in the event they escape the confines of their own yards.

Licenses are available at the Community Development Office in City Hall (227 South Front Street) during regular business hours. Pet owners will need a rabies certificate signed by a licensed Veterinarian before a license can be issued. The licenses for dogs and cats are due in alternating years and are good for a two-year period. Any animal that is old enough to be vaccinated for rabies is required to be licensed. Cost for the two-year license is:

- Spayed/Neutered \$5
- Unaltered \$25

In the unfortunate situation where a previously licensed pet has passed away or is no longer living in Saint Peter, the owners are asked to contact the Community Development Department at 934-0661 so records can be updated.

And if you have adopted a new cat since 2016, please be advised that the cat will also need to be licensed even though it is not the cat licensing year. The cost will be pro-rated.

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.



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:

- **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.

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
Monday	April 3	3:30 p.m.	Housing and Redevelopment Authority
Monday	April 3	5:30 p.m.	City Council Workshop Session
Tuesday	April 4	6:00 p.m.	City Board of Appeals and Equalization Meeting (Nicollet County Government Center)
Thursday	April 6	5:30 p.m.	Planning and Zoning Commission
Monday	April 10	7:00 p.m.	City Council Meeting
Tuesday	April 11	5:30 p.m.	Library Board
Monday	April 17	5:30 p.m.	City Council Workshop
Monday	April 24	7:00 p.m.	City Council Meeting

Tuesday	April 25	5:30 p.m.	Heritage Preservation Commission
Wednesday	April 26	12:30 p.m.	Hospital Commission
Thursday	April 27	12:00 noon	Economic Development Authority
Friday	April 28	8:00 a.m.	Tourism and Visitors Bureau

*** Please contact the City Administrator's office (507-934-0663) for up-to-date meeting information.***