

# 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](mailto:barbaral@saintpetermn.gov) [www.facebook.com/cityofsaintpeter](http://www.facebook.com/cityofsaintpeter)



02/10/16

**CITY COUNCIL ACTIONS** – Action taken by the City Council on February 8, 2016 included approval of a revolving loan in the amount of \$40,000 for River Rock Bakery & Kitchen, LLC; approval of the 2016 street maintenance program; authorization for execution of a renewal contract for the City's Building Inspectors to provide inspection services for the City of Nicollet; modification to the City's donation acceptance policy; approval for City assistance for the "Luck of the Irish" fun run; and approval for Councilmember Parras to travel to Washington, D.C. for the National League of Cities and the American Public Power Association conferences in March.

The next City Council meeting is February 22, 2016 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](http://www.saintpetermn.gov/city).

**RECREATION HOTLINE** – Need to know the schedule for open gym at the Community Center? How about the warming house schedule at Veteran's Park? Will the weather cause cancellations for volleyball, softball, or summer programs? Don't forget to call the Recreation Hotline at 934-0070 for information about cancellations and schedules for recreation and leisure services programs and activities.



**PRESIDENT'S DAY CLOSURES**  
– All non-emergency City offices, including the Library, will be closed on Monday, February 15th in recognition of the President's Day legal

holiday. Normal office hours will resume on Tuesday.

The Community Center will be open for normal activities from 6a.m.–10p.m. Although the Recreation Office will be closed in observance of President's Day, P.A.L.S. exercise class, adult volleyball, and dance classes will in session. There will be Open Gym at the Community Center from 3-5 p.m. and weather permitting; the warming house at Veteran's Park will be open from 1–9 p.m.



**USED BOOK SALE** - The Friends of the Library are sponsoring a used book sale in the library meeting room on Friday, February 12th from 10 a.m.–5 p.m. and Saturday, February 13th from 9 a.m.–4 p.m. Bring your own bag and fill it for only \$4! All proceeds benefit the St. Peter Public Library.

**CAT LICENSES** – New and renewal cat licenses are now available for purchase. Cats (and dogs) that are old enough to receive a rabies vaccination are required to be licensed by the City. Cat licenses are due on or before April 30, 2016 and costs are as follows:



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

To apply for/renew your 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 dog licensing year, if you have a new dog you are still required to license the dog as soon as it is old enough to be vaccinated for rabies. Costs are the same as the license fees for cats.

For additional pet licensing questions, please contact us at 934-0661 or by email at [cindym@saintpetermn.gov](mailto:cindym@saintpetermn.gov).



**SIDEWALK CLEARANCE REMINDER –** *(\*\*Update reminder....Don't forget these requirements include keeping the sidewalk and handicap access clear from blowing and drifting snow as well!)*

The blizzard came and went and several inches of snow were dumped on Saint Peter. That makes it time to get out those shovels and clear sidewalks and at handicap accesses.

If you are new to Saint Peter, have recently relocated to a home with a public sidewalk in the right-of-way, or just need a reminder, this snowfall is a good time to learn the laws related to sidewalk snow and ice clearance. Most cities in Minnesota have these regulations.

All property owners are required to remove snow and ice from sidewalks within 24 hours of a snowfall. The clearance has to be the entire width of the walk (not just a shovel's path down the middle), and the walk must be kept clear of blowback and drifting snow and ice formation.

City crews will work hard to follow the same rules on City owned sidewalks around parks, on the trails that are kept open year-round, and around City buildings. But when they are done with those chores, they will turn their attention to the private properties that are not in compliance with the regulations. This work is usually done based on complaints received and there are a lot of them after big snowfalls!

And it is expensive to have City crews do the work for you. Minimum charge is \$75 and then its \$75 per hour in additional fees if it takes longer.

So please plan on scheduling time to get that walk and handicap access shoveled out within that 24 hour period. Your wallet will thank you later!

**SNOW EMERGENCY NOTIFICATIONS** – Did last week's snowfall leave you wondering if there was going to

be a snow emergency declared? You might not be the only one. So, exactly how do you find out about a snow emergency?

The simplest answer is to sign up for the **free** Nixle community notification system at [www.nixle.com](http://www.nixle.com). The system allows you to determine how you want notices provided (text alert, email, or both), and what numbers you would like the notices sent to. Don't want to be woken in the middle of the night with a notice? You can limit the times notices are received. Don't live in Saint Peter, but need to know about snow emergencies because you park on the street while at work? Not a problem. Just sign up for Nixle and indicate you want notices for Saint Peter.

You can also call the City information line at 934-0675 and press 1 for snow emergency information. Please note that notices are always declared before 5:00 p.m. and will take effect starting at midnight. So, if you call earlier in the day, the snow emergency might not have been declared yet.

Calling after 5:00 p.m. provides the best information.

(We also provide snow emergency notifications to local media in Mankato, but they might not report on that declaration until after you have parked your car for the night.)

Snow emergency regulations, including which streets are snow emergency routes, can be found on the City's website at

<http://www.saintpetermn.gov/city-snow-emergency-rules>.



**HELP WANTED** – The City of Saint Peter is currently accepting applications for the following position:

- **PART-TIME HOUSEKEEPER** - in the Recreation and Leisure Services Department. **MINIMUM QUALIFICATIONS:** High school diploma or equivalent; Knowledge of cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities; Experience working with the public. **DESIRED QUALIFICATIONS:** One or more years of housekeeping experience; Knowledge of OSHA safety regulations; Experience operating restroom cleaning machines. Beginning wage \$10.03 per hour. Approximately 20-25 hours per week, daytime, Monday-Friday. Applicants are required to complete City application form available in the City Administrator's office at 227 South Front Street between the hours of 8:00 a.m. and 12:00 noon and 1-5 p.m. or by calling (507)


934-0663. Completed applications must be received by the City Administrator's office by 5:00 pm February 25, 2016. Faxed/emailed/late applications will not be accepted.

- **TEMPORARY TRANSIT DEVELOPMENT PLANNER** - in the City Administrator's Office. This position has a strong possibility of moving into a regular, full-time position should the Regional Transit system be developed. This position will report to the City Administrator while working with current transit personnel. The main duties of the position will be to accomplish the work, organize meetings, do research and provide reporting needed to facilitate development of a regional transit system. Development of a regional system is currently in the initial phases with partners including the City of Le Sueur, the Counties of Blue Earth, Nicollet and Le Sueur, and VINE Faith in Action. **MINIMUM QUALIFICATIONS:** High school diploma or equivalent; possession of a valid State of Minnesota Class D driver's license; working with the public. **DESIRED QUALIFICATIONS:** Two years of post-secondary education in transit planning, logistics, business administration or closely related fields or 4 + years' experience in one of these fields; Bachelor's Degree in transportation, logistics, business or public administration, planning or a related field or six + years of full time experience in one of these fields; Demonstrated knowledge of public transportation systems, policies and procedures including Federal Transportation Authority and MnDOT Transit rules; 1+ years' experience in a supervisory position managing a minimum of two full time subordinates; 1+ years' experience working for a governing board or board of directors in either private or public sector; Ability to use Personal Computer including MS Word, Excel, Power Point, Outlook or equivalents;

Demonstrated use of transit dispatching software; Demonstrated writing and public speaking skills. This position is temporary in nature (expected end date of December, 2016) but there is a strong possibility of the position moving into a regular, full-time position with the Regional Transit System if developed. \$20.00-\$25.00 per hour. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8:00 a.m. - 12:00 noon and 1-5 p.m. or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. February 18, 2016. Interviews for this position will take place on February 25th and 26th. Faxed, emailed, and/or late applications will not be accepted. AA/EEO

- **P-T PAYROLL CLERK** - in the Finance Department. 20 hours per week. Hours of work will be flexible. **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 \$13.75 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. on February 19, 2016. Faxed, emailed, and/or late applications will not be accepted.

**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](http://www.saintpetermn.gov).

Monday	February 15th		LEGAL HOLIDAY – President's Day City Offices Closed
Tuesday	February 16th	5:30 p.m.	City Council Workshop Session
Tuesday	February 16th	7:00 p.m.	Parks and Recreation Advisory Board
Monday	February 22nd	7:00 p.m.	City Council Meeting
Tuesday	February 23rd	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 24th	12:20 p.m.	Hospital Commission

Thursday	February 25th	12:00 noon	Economic Development Authority
Friday	February 26th	8:00 a.m.	Tourism and Visitors Bureau
Monday	February 29th	3:00 p.m.	City Council Goal Session
Tuesday	March 1		MN Precinct Caucus Night – no public meetings
Thursday	March 3	5:30 p.m.	Planning and Zoning Commission
Monday	March 7	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 7	5:30 p.m.	City Council Workshop
Tuesday	March 8	6:00 p.m.	Library Board
Monday	March 14	7:00 p.m.	City Council Meeting
Monday	March 21	5:30 p.m.	City Council Workshop
Monday	March 21	7:00 p.m.	Parks and Recreation Advisory Board
Tuesday	March 22		CITY OFFICES CLOSED UNTIL 1:30 STAFF TRAINING
Thursday	March 24	12:00 noon	Economic Development Authority
Friday	March 25	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 28	7:00 p.m.	City Council Meeting
Tuesday	March 29	5:30 p.m.	Heritage Preservation Commission
Wednesday	March 30	12:00 noon	Hospital Commission