

# 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)



02/11/2015

**CITY COUNCIL ACTIONS** – Action taken by the City Council at the regular meeting of February 9, 2015 included approval of Registered Land Survey #68; a public hearing and subsequent action to approve City sponsorship of a Small Cities Development Program grant application to fund a portion of Southwest Minnesota Housing Partnership's renovation of Maplewood Apartments; approval for transfer of excess General Fund reserves to the Park Land Dedication fund; and approval for a month to month lease by Quality Products of the City owned property at 430 Ritt Street.

The next regular meeting of the City Council will be Monday, February 23rd 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 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).

**LIBRARY BOARD RESCHEDULED** – The regular Library Board meeting in March has been rescheduled to March 4<sup>th</sup> at 5:30 p.m. in the Library meeting room. This change was required due to a conflict with the special election on March 10<sup>th</sup> and restrictions in State law that prohibits certain public meetings during voting hours. For more information on Library Board meetings, please contact the Recreation and Leisure Services Department at 934-0667.

**ABSENTEE BALLOTS** – Absentee ballots for the March 10<sup>th</sup> special election are available from the Nicollet County Auditor/Treasurer's office at 501 South Minnesota Avenue. All voters in School District #508, including those outside the Saint Peter corporate limits, will obtain absentee ballots from Nicollet County for this election.

Following a change in legislation, voters may now vote by absentee without providing one of the previously acceptable reasons for voting absentee. All absentee ballots must be received by Election Day to be counted.



**CATS NEED NEW HOMES** - Do you have room in your heart and home for a wonderful cat or two? The close up photo is of Peanut, a 5 month old female and the sprawling cat is Honeysuckle, a 4 year old female. Both of these

great cats will be available for adoption at the Saint Peter Pound beginning February 10th for the highly discounted price of only \$25 each. If you can provide either or both of these girls with a forever home, please contact CSO Thompson at the Police Department (931-1550) or Alaina at Kind Vet Clinic (931-4700) during regular business hours. Both cats will be spayed and provided with up-to-date vaccinations before being adopted.



**OPEN GYM** - The monthly calendar for scheduled Open Gym at the Community Center can be found on-line at [www.saintpetermn.gov/recreation](http://www.saintpetermn.gov/recreation) or printed copies can be picked up at the Recreation and Leisure Services Department at the Community Center (600 South Fifth Street).

The City's "Recreation Hotline", 507-934-0070, also lists open gym hours. Open gym is free to the public, however there are a couple of rules participants are expected follow:

- Street shoes are not allowed. Participants must wear soft soled shoes (non-marking) or socks.
- Courteous behavior towards staff and other program participants is expected.
- Fighting, arguing and profanity will not be tolerated.
- Gym users may not loiter in or around the facility during open gym.

Questions about Open Gym? Please contact the City's Recreation and Leisure Services Department at 934-0667.



**SIDEWALK CLEARANCE** – A reminder to Saint Peter property owners to keep sidewalks clear of snow, ice and blowback/drifted snow. Lots of sidewalks are covered with ice after yesterday's rain/snow event so sidewalks are especially slippery.

Saint Peter property owners can receive up to five (5) gallons of a salt/sand mixture for use on sidewalks or driveways at their homes or businesses during the winter. Interested residents should stop at the Public Works office (405 West St. Julien Street) between the hours of 7:00 am – 3:30 pm Monday through Thursday, or 7:00 am – 10:00 a.m. on Fridays. Residents must supply their own bucket. Please do not drive into the fenced area without first stopping at the office for permission.

Additional quantities may be available for purchase. Please contact the Public Works Department at 934-0670 for more information on bulk quantity purchases.

As a reminder, if the sidewalk is not cleared within 24 hours of a snowfall or ice event, City crews may be dispatched to do the work with a minimum charge to the property owner of \$75!

**HELP WANTED** – The City is now accepting applications for the following positions:

- **PART-TIME UTILITY METER READER** - in the Finance Department. Minimum qualifications: high school diploma or equivalent; experience working with the public; and valid Class D driver's license. Desired qualifications: record keeping experience and previous meter reading experience. Position works over the first two weeks of each month. Meter Readers must work in all weather conditions. \$13.01 per hour without insurance or \$10.51 per hour with health insurance. 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 1:00 p.m. - 5:00 p.m. or by calling (507)934-0663. **Completed applications must be received by the City Administrator's Office by 5:00 pm, February 27, 2015.** Faxed, emailed and/or late applications will not be accepted.

- **POLICE PATROL OFFICER** - Applicants must have a minimum of a two year degree in Law Enforcement from a P.O.S.T. accredited college or vocational school or five years' experience as a Police Officer; Possession of a valid Minnesota P.O.S.T. board license or eligibility to immediately receive a P.O.S.T. board license; possession of, or eligible for a Minnesota Class D Driver's license; and satisfactory results on recruitment instruments designated by the Police Civil Service Commission, such as oral examinations, written examinations, physical examinations and psychological examinations. Desired qualifications include: four year Bachelor's Degree in law enforcement or related field; experience working with a law enforcement agency; and specialized training or certificate in a law enforcement related field; customer service oriented employment history. Probationary pay rate has been established at \$24.57. Applications may be obtained at, and must be submitted, along with a cover letter and résumé, to the Saint Peter Police Civil Service Commission, c/o Saint Peter Police Department, 207 South Front Street, Saint Peter, MN 56082, (507)931-1550, **by 5:00 p.m. February 27, 2015.** Faxed and/or late applications will not be accepted.
- **SEASONAL POSITIONS IN PUBLIC WORKS AND RECREATION:** The City of Saint Peter is accepting applications for seasonal positions for the 2015 summer season. These are positions for which an eligibility list will be maintained until August 31, 2015. Applications available beginning Wednesday, February 11, 2015 on the City's website ([www.saintpetermn.gov](http://www.saintpetermn.gov) – only for seasonal positions); from the City Administrator's office during the hours of 8 am– Noon and 1–5 pm, 227 S. Front Street; or by calling 507-934-0663. **Completed applications must be received by the City Administrator's Office by 5 pm on Friday, March 13, 2015.** Faxed and/or late applications will not be accepted.
- **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. Minimum age: 18. A condition of employment shall be successful completion of a background investigation. Must be at least 18 years of age for Public Works positions. Starting wage - \$9.00/hour.

• **RECREATION/LEISURE SERVICES:**

- **SPORTS/SPECIAL EVENTS PROGRAM COORDINATOR:** Train & supervise staff, organize and implement summer sports and special event programs (Baseball, Soccer, Special Events etc.) and. Need strong organizational, motivational, planning and leadership skills. Experience with school age children. 35 –40 hours/week. Mid May–End of August. Starting wage: \$11.00/hour.
- **CREATE A CAMP COORDINATOR:** Train, supervise staff, organize and implement summer programs (Day Camps, Special Events) 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: \$11.00/hour.
- **SPECIALTY CAMP/PRESCHOOL COORDINATOR:** Train & supervise staff organize and implement summer programs (Lil Rascals, Specialized Day Camps, Special Events) for 3–10 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: \$11.00/hour.
- **VOLUNTEER IN THE PARK COORDINATOR:** Recruit, train, assign and supervise youth volunteers. Strong organizational skills and previous work with

youth required. Flexible hours. 30–40 hours/week. May–August. Starting wage: \$11.00/hour.

- **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. 35–40 hours/week. Starting wage: \$9.50/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: \$9.50/hour.
- **AQUATICS PROGRAM-** Aquatics Program candidates must pass pre-employment drug test; be subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations.
  - **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: \$10.50/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 & CPR Certificates required. Starting wage: \$9.50/hour.
  - **LIFEGUARD (without WSI):** Duties include supervision of swimmers and some maintenance. Full, part-time and substitute positions. Current LGT, First Aid & CPR Certificates required. Minimum age: 15. Starting wage: \$9.00/hour.
  - **OUTDOOR POOL CASHIER:** Duties include collection of pool fees, light bookkeeping, some maintenance and strong public relations skills. Part-time. Starting wage: \$7.25/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](http://www.saintpetermn.gov).

Monday February 16



**LEGAL HOLIDAY – President's Day  
City Offices Closed**

Tuesday	February 17	5:30 p.m.	City Council Workshop
Tuesday	February 17	7:00 p.m.	Parks Board
Monday	February 23	7:00 p.m.	City Council Meeting
Tuesday	February 24	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 25	12:00 noon	Hospital Commission
Thursday	February 26	12:00 noon	Economic Development Authority
Friday	February 27	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 2	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 2	5:30 p.m.	City Council Workshop Session
Wednesday	March 4	5:30 p.m.	Planning and Zoning Commission
Wednesday	March 4	5:30 p.m.	Library Board
Monday	March 9	7:00 p.m.	City Council Meeting
Tuesday	March 10		<b>VOTE</b> <b>SPECIAL ELECTION DAY</b>
Monday	March 16	5:30 p.m.	City Council Workshop Session
Monday	March 23	7:00 p.m.	City Council Meeting
Wednesday	March 25	12:00 noon	Hospital Commission Meeting
Thursday	March 26	12:00 noon	Economic Development Authority
Friday	March 27	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 30	3:00 p.m.	City Council Goal Session
Tuesday	March 31	5:30 p.m.	Heritage Preservation Commission