

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



2/26/2014

CITY COUNCIL ACTIONS – Action taken by the City Council at the regular meeting of February 24, 2014 included approval for modification of the balloon payment date for a revolving loan provided to Beaudry Creative, Inc.; approval for City assistance for the St. Patrick's Day parade; authorization for purchase of a replacement rotary mower to be funded by the 2014 equipment certificate; approval for the unbudgeted purchase of an electric all-terrain vehicle to be used for downtown flower watering and which will be funded by excess equipment certificate funds; authorization for execution of cooperative agreements with the Minnesota Department of Transportation for the Highway 169 project and the Highway 99 bridge project; and a closed session to discuss land purchase negotiations.

The next regular meeting of the City Council will be Monday, March 10th 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.



MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE

- The View from 30 thousand feet...is sometimes dizzying, but it is still important to take that trip and look down at our community from that vantage point.

Oftentimes, we get so caught up in the day to day things that we need to do that we forget to look at the big picture. Failure to look at the big picture from a greater height can lead to lots of misdirection and once you realize you've lost your way, it is hard to get back on track.

The City Council participates in goal sessions to reflect on the 30,000 foot view. A major part of

those meetings is used to think about the big things that impact not just the City, but the entire community. They do this by brainstorming, assessing, and analyzing what those issues are so they can better plan for the future and more efficiently work towards meeting the overall goal. As they look at our community they have developed a list that has been modified from time to time that shows some of the important or vital issues they see. They use this list to make decisions to do or not do things. That list looks like this:

- Exceptional Schools
- Thriving Business Community
- Available Early Childhood Care and Educational Opportunities
- Affordable Housing
- Plan for Changing Demographics

Over the next few weeks I plan to write and talk about these in a bit more detail so that we can continue to have a discussion with you about what they mean, what they are, and how the City can help positively impact the community in these areas.

Will you watch me on Facebook or read a future Hot Sheet about this topic? It makes me wonder...

REFUSE SWITCHOVER UPDATE

– The switchover from Waste Management (WM) to LJP Enterprises is now underway. Here's some answers to the questions we have been getting at City Hall...

1. Your curbies are not being stolen! We have changed refuse haulers from Waste Management (WM) to LJP Enterprises. LJP submitted a lower bid



than WM which is why the switch is being made.

- Nothing about refuse collection will change... except the curbies will be a different color (dark grey) and slightly different shape.
- For those of you who haven't already done so, put your refuse and recycling curbies out this week (February 26th) during your normal collection day. WM will pick up the materials, and another WM truck will haul away your green curbies. LJP will then drop off new curbies for you.
- If your Waste Management curbies have not been collected yet, please keep them at the curb as their trucks will continue to collect them through Friday of this week.
- If you have not received the new LJP curbie by the end of your normal collection day, please contact the Finance Department at 934-0664.
- The curbies were put together by LJP staff. The lids were originally stacked together sort of like you might stack Tupperware lids. As they are pulled apart for assembly, they might get a bit twisted. As the sun shines on the curbie or the weather warms up, that lid will settle right into place on the top of the curbie.

And finally.....please help us help the community by letting your friends, family members and neighbors know about the switchover. Thanks for your help!



MEETING CANCELLATIONS – The March 17th meeting of the Parks and Recreation Advisory Board has been cancelled. The next regular meeting will be Monday, April 21st at 7:00 p.m. at the Public Works conference room (405 West St. Julien Street).

The March 10th Human Rights Commission meeting has also been cancelled. The next regular meeting of the Commission is scheduled for April 14th at 5:00 p.m. in the Traverse des Sioux room of the Community Center.

ADVISORY BOARD OPENINGS – The City Council is still seeking candidates for appointment to several City Council advisory board and commissions.

Openings exist on the following boards:

- Human Rights Commission
- Heritage Preservation Commission
- Parks and Recreation Advisory Board
- Tourism and Visitors Bureau
- Planning and Zoning Commission

If you live within the corporate limits of the City of Saint Peter, can commit to making the monthly

meetings of the board, and would like to volunteer to help advise the City Council on issues the board is tasked with, please contact the City Administrator's Office at 934-0663 or by e-mail at barbaral@saintpetermn.gov for an application card.

WASHINGTON AVENUE LINK IMPROVEMENT PROJECT TREE REMOVAL –

Some work has now begun on the Washington Avenue Link Project. This is the project that will extend North Washington Avenue to the north through a portion of Summit Park where the City has purchased trailers and relocated several families.

Although most of the work on the project will begin later in the Spring, the contractor for Phase 2 of the Project (north of St. Julien Street) began removing trees along the back side of North Fifth Street through Summit Park (weather permitting).

When the contractor is ready to begin other work, information will be provided through the Hot Sheet, the City's Facebook page, the City Administrator's blog on public access and You Tube, and the City's website.



STORMWATER POLLUTION PREVENTION PLAN PUBLIC MEETING

- Notice is hereby given that the City will conduct a public meeting regarding the City's Stormwater Pollution Prevention Plan (SWPPP) on Wednesday, March 13, 2014, from 1:00 p.m. – 4:00 p.m. in the Senior Center at the Community Center at 600 South Fifth Street. At the meeting Stormwater Utility staff will provide the public with an opportunity to review the SWPPP, ask questions, and receive some additional literature on stormwater prevention. Copies of the SWPPP are available for public inspection and review at the City Administrator's Office and Public Library.

The meeting is open to the public and interested residents are encouraged to attend.

CAT LICENSES AVAILABLE

– Cat owners are reminded of the need to renew (or license) their cats before the April 30th deadline. All cats residing within the City limits that are old enough to receive rabies vaccinations are required to be licensed.



Licenses are available from the Community Development Department at City Hall between the

hours of 8:00 a.m. – 5:00 p.m. License fees are \$5 for pets which are spayed/neutered or \$25 for unaltered cats.

Prior to issuance of a cat license, a proof of rabies certification form signed by a licensed Veterinarian must be provided.

Questions about pet licensing? Please contact the Community Development Department at 934-0661.

OPEN GYM - Remember to check the City of Saint Peter website, www.saintpetermn.gov/recreation, for the current open gym schedule. Monthly schedules are also available for pick up at the Community Center and weekly schedules are recorded on the Recreation Hotline (934-0070).

Enjoy time with friends shooting hoops and socializing. Clean non-marking shoes are required. Children seven years and younger must be accompanied by a responsible supervisor at least 16 years of age. The Recreation Department has some basketballs for use, but participants are encouraged to bring their own.

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 Channel 8 like we mistakenly reported last week), the City’s website and on the City’s You Tube channel (<http://www.youtube.com/channel/UCWK7-GhXlmDfaSTNs7yvwwg>)! Check it out for yourself and see what’s happening in your City government.

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

- **WASTEWATER OPERATORS** - One entry level and one Class “C” or higher Wastewater Operator in the Department of Public Works. Both positions will have the opportunity to advance to an “A” license Wastewater Operator position. Minimum qualifications include a high school diploma or equivalent; possession of a State of Minnesota Class “D” Wastewater Treatment Facility Operator Certificate or ability to obtain within one year of the date of employment with the City OR Class “C” Wastewater Treatment Facility Operator Certificate; possession of a State of Minnesota Type IV Biosolids Operator or ability to obtain within one year of the date of employment with the City; possession of a valid driver’s license -

State of Minnesota Class A driver’s license with Air Brake Endorsement and Tanker Endorsement or ability to obtain within six months of the date of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer or ability to obtain within six months. Desirable qualifications: Satisfactory completion of a technical school program related to wastewater systems operations; up to six years of responsible experience as a wastewater system operator with at least two years’ experience in the operation of a Class A, B, or C system or facility, or similar industrial facility; knowledge of the principles, practices, chemicals, and equipment used in wastewater treatment, biosolids treatment and disposal, and pumping operations; ability to perform a wide variety of tests on raw and treated wastewater, raw and treated bio-solids; knowledge of the principles of plumbing and hydraulics; knowledge of and ability to operate Supervisory Control And Data Acquisition (SCADA) system; knowledge of the functions and service requirements of mechanical equipment and machinery; knowledge of OSHA regulations and safety precautions of the trade; demonstrated ability to operate a variety of wastewater plant pumping, treatment, and control equipment, biosolids treatment and disposal equipment; demonstrated ability to diagnose problems under emergency conditions and take corrective action; knowledge and experience in the operation of equipment including but not limited to backhoes, dump trucks, jet rodder machine, tanker trucks, main line TV cameras, and line locators. NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Starting pay range: Entry-Level Wastewater Operator \$18.44 - \$19.59 per hour. Starting pay range: Class “C” Wastewater Operator \$20.73 - \$24.41 per hour. Applicants are



required to complete a City of Saint Peter application form available in the City Administrator’s Office, 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

April 3, 2014. Faxed, emailed, and/or late applications will not be accepted. Interviews will be conducted April 16 -17, 2014. AA/EEO

- **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. \$12.78 per hour or \$10.28 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 returned no later than 5:00 pm, March 13, 2014. Faxed, emailed and/or late applications will not be accepted. AA/EOE
- **SEASONAL POSITIONS** – The City of Saint Peter is accepting applications for seasonal positions for the 2014 summer season. These are positions for which an eligibility list will be maintained until August 31, 2014. Applications are available on the City's website at www.saintpetermn.gov or from the City Administrator's office between the hours of 8:00 am–Noon and 1:00–5 pm, 227 S. Front Street, or by calling 507-934-0663. **Completed applications must be received by the City Administrator's office by 5:00 pm on Friday, March 14, 2014.** Faxed, emailed, and/or late applications will not be accepted. 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 \$8.00/hour. Minimum age: 18.

- **SPORTS PROGRAM/SPECIAL EVENTS COORDINATOR:** Train and supervise staff, organize and implement summer sports programs (Baseball, Soccer, etc.) and special events. Need strong organizational, motivational, planning and leadership skills. Experience with school age children. 35 –40 hours/week. Mid May–End of August. Starting wage: \$8.75/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: \$8.75/hour.
- **SPECIALTY CAMP/PRESCHOOL COORDINATOR:** Train and 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: \$8.75/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: \$8.75/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: \$7.25/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: \$7.25/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: \$9.75/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: \$7.75/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: \$7.00/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: \$6.55/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 24	7:00 p.m.	City Council Meeting
Tuesday	February 25	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 26	12:00 noon	Hospital Commission
Thursday	February 27	12:00 noon	Economic Development Authority
Friday	February 28	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 3	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 3	5:30 p.m.	City Council Workshop
Tuesday	March 4	5:30 p.m.	Planning and Zoning Commission
Monday	March 10	7:00 p.m.	City Council Meeting
Tuesday	March 11	6:00 p.m.	Library Board
Monday	March 17	5:30 p.m.	City Council Workshop
Monday	March 17	7:00 p.m.	Parks Board CANCELLED!
Monday	March 24	7:00 p.m.	City Council Meeting
Tuesday	March 25	5:30 p.m.	Heritage Preservation Commission
Wednesday	March 26	12:00 noon	Hospital Commission
Thursday	March 27	12:00 noon	Economic Development Authority
Friday	March 28	8:00 a.m.	Tourism and Visitors Bureau