

# 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  
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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) or visit our Facebook page at [www.facebook.com/cityofsaintpeter](http://www.facebook.com/cityofsaintpeter)



04/24/2013

**CITY COUNCIL ACTIONS** – Action taken by the City Council at the regular meeting of April 22, 2013 included public hearings on a request to vacate a portion of Ewing Street and a request by Nash Finch for a tax abatement in the amount of \$40,000 and subsequent action to approve both items; authorizing the City Attorney to begin eminent domain proceedings on property owned by Continental Communities (Summit Park); purchase of property from James Andresen for the Washington Avenue Link Project; approval for unbudgeted costs associated with repair of a conveyor at the Wastewater Treatment Plant; approval of the 2013 street maintenance program; approval for changes to the construction standard details for public improvements; and approval for receipt of bids for the 2013 North Third Street Project. Mayor Strand also proclaimed May as “Arbor Month” in the City; and proclaimed May 15<sup>th</sup> as “Police Officer Memorial Day”. The public hearing that was scheduled regarding establishing Tax Increment Financing District No. 1-19 also held.

The next regular meeting of the City Council will be Monday, May 13<sup>th</sup> 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. A copy of the Council packet is also available on the City's website at <http://www.saintpetermn.gov/city-council-minutes-agendas-packets>



**MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE** – *Good neighbors and partners...* I can list off a number of good neighbors within our area and they include other communities,

but also a number of corporate and business neighbors that we work with on a regular basis.

One of the good neighbors that we are adding to our list is Unimin.

One the leaders there is a wonderful person in our community and I know many of you have seen him at basketball, baseball and soccer games, music and speech and other arts activities and as a leader in his church. I won't mention his name here, but the company he works for (Unimin) is forming a partnership with the City to help with continuing our very robust and positive composting program.

Many of you make use of the compost site near the Armory and you take leaves and branches to the site and, on occasion, take compost back to your rose bushes and gardens.

The location of the compost site will stay the same, but because we are required to change where we process the compost, (it has been at the old wastewater ponds for many, many years) we have been exploring partnership opportunities with our neighbors at Unimin.

Unimin will be leasing us about 10 acres just a mile or so out of town on Highway 22 South so that we can continue to process compost and continue to go green in the future. Not only are they making us a very good deal on the lease, they will use some of our excess compost as a part of their operations. That is a win/win for all of us!

We have lots of great partners including Gustavus Adolphus College, School District #508, the Chamber and its members, banks, volunteers, and faith community partners. It is a very long list when I start to think about it. It is good for all of us to have neighbors and partners like this.

What more can we do with all these partners to enhance our community? It makes me wonder.....

**EDA MEETING RESCHEDULED** – The regular meeting of the Economic Development Authority which was

scheduled for Thursday, April 25<sup>th</sup>, has been rescheduled for Thursday, May 2<sup>nd</sup> at 12:00 noon in the Governors' Room of the Community Center. For more information on EDA meetings, please contact the Community Development Department at 934-0661.



**DOG LICENSES DUE** – The clock is ticking if you are a dog owner and haven't yet renewed your dog license with the City. April 30<sup>th</sup> is the deadline to get your pooch licensed. All dogs old enough to receive a rabies vaccination are required to be licensed.

You'll need proof of a current rabies vaccination to obtain the license. Cost is \$5 for the two-year license for spayed/neutered dogs or \$25 for an intact animal.

Those who miss the deadline will be assessed a penalty on top of the license fee and/or may be cited for an unlicensed animal.

For more information on pet licensing, please contact the Community Development Department at City Hall or call 934-0661.

**HOME REPAIRS** - Summer is coming and local residents may be thinking of fixing up their homes. Before beginning here are some tips from the City's Building Department.

- Before adding to a house or detached garage, or building a shed, fence or doing landscaping...find your property lines.
- Determine where utility easement or right-of-way locations may be. There is nothing more frustrating than constructing something in a utility easement that is then torn up when the utility company comes to replace a line or constructing something in the City owned right-of-way and being told you have to remove it.
  - Your abstract is a good place to look for all this information. The Building Department may also have some of this information on file.
- Check with the Community Development Department (934-0661) to determine if there are any setback requirements that would prevent construction of the improvement.
- Don't forget to call Gopher State One Call (811) 48 hours before you dig. Gopher State will then contact all utility providers in the Saint Peter area to mark the lines in and around the improvement area so you don't hit any underground lines when you dig. And not only

is this service free, but it is State law that you call before you dig!

- Do you need a building permit or not? Property owners do **not** need a permit to:
  - Build a one-story storage shed that is less than 120 square feet in size.
  - Build a platform/deck less than thirty inches (30") above grade which is not attached to a permanent structure.
  - Install fences less than six feet tall.
  - Build retaining walls less than four feet high.
  - Install or repair sidewalks unless that involves digging or repairs in the City owned right-of-way.
  - Install or repair driveways unless that will involve digging in the City owned right-of-way.
  - Make minor repairs to walls or siding.

One of the most common household improvement projects is building a deck. Following the steps shown below can go a long way to making your project easy and successful:

- Check with the Community Development Department at City Hall to verify the property location provides enough free space to build a deck and still meet setback requirements.
- Apply for a building permit. To do this, applicants will need two sets of plans showing where the deck will be connected to the home, the size of the deck, stairs and type of materials that will be used. The plans must also show the size of the joists, beams, and footings.
- The Building Department will do a plan review to make sure the plans meet zoning and building codes. If for some reason the plans do not meet code, the applicant will be contacted and informed of the changes that are needed before a permit will be issued. A plan review may take up to a week to complete so property owners should plan accordingly.
- Once the permit has been issued, the applicant will be informed as to when inspections must take place (i.e. footing inspections) and the job can commence.

For more information on building permit applications, or building or zoning code enforcement, please contact the Building Department (934-0662) or the Community Development Department (934-0661) at City Hall.

## HOW LONG DO FIRE ALARMS LAST? - Just like with any other electronics that we own, fire and smoke



alarms do not last forever. When alarms are first purchased, information in the package will specify the life expectancy for the alarm. Sometimes this information is on the back of the alarm, but as a rule of thumb fire and smoke alarms last from five to seven years before they need to be replaced.

Keeping a working alarm is the second easiest and least expensive way property owners can protect their property from fire. What's the number one way? Remembering to replace the batteries in the alarm twice a year!

**CITY PARK/FIELD USAGE** - We need your help! It is very important that users stay off the City's athletic fields and ballparks until given the "green light" by the City. The long winter and recent precipitation has made soccer, baseball, and softball fields more than mushy.

Please note that ANY use at this time can make the fields unplayable for months into the future and could lead to closing fields thereby wreaking even more havoc with already traumatized schedules.

Please call the Recreation and Leisure Services Department at 507-934-0667 or the Public Works Department at 507-934-0670 to find out when fields will be ready for use, to review practice and game needs, and to schedule events using the fields.

Thank you for your cooperation!

**PAVILION TASK FORCE UPDATE** - It has now been several months since the Mayor's Pavilion Task Force ended their work and made recommendation to the City Council about the future of the Minnesota Square Park pavilion.

Although you may not have heard a lot about it since that time, work is ongoing in the search for money to help make this project become a reality. Research is being done by staff and interns to find alternative funding sources such as grants and possible State assistance.

If you want more information or have ideas for funding sources for this project, please call the City Administrator's office at 934-0663 or send an email to [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov).



**HYDRANT FLUSHING** - The Public Works Department will be flushing hydrants beginning April 15th

through approximately April 26th. Flushing will take place between 8:00 p.m. and 5:00 a.m. to minimize inconvenience to residents. Flushing could make water cloudy or discolored for a short time, so please check your water clarity before doing laundry.

There are numerous benefits from hydrant flushing including:

- Improved water quality. Hydrants are flushed at least twice yearly to remove residue from the main pipe system which helps keep City water clear.
- Fire safety and fire rating – The Water crew tests the flow at hydrants to ensure it is adequate to pump to the City's fire tanker truck. Hydrant flow is also important in helping control fire insurance costs.
- Economic development – Accurate flow information is made available to prospective businesses and industries that may consider locating in Saint Peter.

If you have any questions about this process, please contact the Public Works Department at 934-0670.

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

- **HOSPITAL CHIEF EXECUTIVE OFFICER** - River's Edge Hospital and Clinic in Saint Peter, Minnesota. River's Edge Hospital and Clinic is a 17 acute care bed facility with two clinic locations in St. Peter and Le Center. Successful candidates will have leadership, long range strategic planning skills and have experience in managing a budget process, planning net revenue and cash flow to ensure financial viability. Interested candidates are asked to visit the Hospital's website at [www.riversedgehealth.org](http://www.riversedgehealth.org) and click on the career tab, CEO Position Profile. All applicants must submit an online application via the Hospital website and submit a resume to [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov). Applications and resumes will be accepted through May 31, 2013. For more information contact Jackie Kimmet, Director of Human Resources at 507-934-7604 or Todd Prafke, Saint Peter City Administrator at 507-934-0663.
- **PART-TIME CIRCULATION CLERK** - Minimum qualifications: Experience working with public in customer service setting. Desired qualifications: Experience in provision of library services; ability to operate a PC and use internet and related programs including on-line cataloging system. Up to 13 hours per week. (M-F days plus some Saturdays.) Wage

\$7.84/hour. 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. - 12:00 noon and 1-5:00 p.m. or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 pm on May 3, 2013. Faxed, late, and/or emailed applications will not be accepted.

- **TRANSIT COORDINATOR** - MINIMUM QUALIFICATIONS: High school diploma or equivalent; Possession of a valid State of Minnesota Class C or D driver's license; Basic knowledge of vehicle mechanics and functions; One year of management experience; Knowledge of word processing and spreadsheet operations; Experience working with the public. DESIRED QUALIFICATIONS: Training in vehicle mechanics; Previous bus driving experience in municipal or educational setting; Previous computer experience. Starting wage \$17.79 per hour. Applicants are required to complete a City application form which is available from 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. May 10, 2013. Faxed, emailed, and/or late applications will not be accepted.
- **PART-TIME BUS DRIVER** - MINIMUM QUALIFICATIONS: High school diploma or equivalent; possession of valid State of Minnesota Drivers' license. DESIRED QUALIFICATIONS: Experience working with the public; experience operating two-way radio/phones; training in vehicle mechanics; previous bus driving experience. This position is approximately 10 hours per week. Starting wage \$13.52 per hour. Applicants are required to complete a City application form which is available from 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. May 10, 2013. Faxed, emailed, and/or late applications will not be accepted.

- **POLICE COMMUNICATIONS TECHNICIAN (DISPATCHER)** - Responsibilities include emergency communications, record keeping, record processing, computer entry and other related assignments. MINIMUM QUALIFICATIONS: High school degree or equivalent; Possession or eligible to receive a Class D Minnesota Driver's license; Skill and ability to receive State Certification on NCIC file operation; Excellent verbal and written communication skills; Ability to receive First Responder Certification. DESIRABLE QUALIFICATIONS: Knowledge and experience in data entry, use of office equipment and office procedures; Experience working with the public; Knowledge of law enforcement procedures; Experience in the operation of radio equipment; Experience in working in law enforcement or working with difficult individuals; Experience as a Dispatcher, Jailer or other law enforcement position. Hours of work are 12-hour shifts, which include nights, weekends and holidays. \$18.51 per hour. Applicants must successfully complete recruitment procedures as required by the Saint Peter Police Civil Service Commission. Applications may be obtained at, and must be submitted along with a resume, to the Saint Peter Police Department, 207 South Front Street, Minnesota 56082, or phone (507) 931-1550 by May 3, 2013. AA/EOE

**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).

Wednesday	April 24	12:00 noon	Hospital Commission Meeting
Thursday	April 25	12:00 noon	Economic Development Authority RESCHEDULED!
Friday	April 26	8:00 a.m.	Tourism and Visitors Bureau
Monday	April 29	5:30 p.m.	City Council Workshop
Tuesday	April 30	5:30 p.m.	Heritage Preservation Commission

Thursday	May 2	12:00 noon		Economic Development Authority
Monday	May 6	3:30 p.m.		Housing and Redevelopment Authority
Monday	May 6	5:30 p.m.		City Council Workshop
Tuesday	May 7	5:30 p.m.		Planning and Zoning Commission
Monday	May 13	5:00 p.m.		Human Rights Commission
Monday	May 13	7:00 p.m.		City Council Meeting
Tuesday	May 14	6:00 p.m.		Library Board
Wednesday	May 15			POLICE OFFICER'S MEMORIAL DAY
Monday	May 20	5:30 p.m.		City Council Workshop Session
Monday	May 20	7:00 p.m.		Parks and Recreation Advisory Board
Thursday	May 23	12:00 noon		Economic Development Authority
Friday	May 24	8:00 a.m.		Tourism and Visitor's Bureau
Monday	May 27			MEMORIAL DAY HOLIDAY – City Offices Closed
Tuesday	May 28	7:00 p.m.		City Council Meeting
Wednesday	May 29	12:00 noon		Hospital Commission
Wednesday	May 29	5:30 p.m.		Heritage Preservation Commission