

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 or visit our Facebook page at www.facebook.com/cityofsaintpeter



05/01/2013

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 15th 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 13th 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>



COMMUNITY CENTER HOURS CHANGING -

Beginning Friday, May 3rd, the Community Center weekend hours will change for the

spring season. During the month of May, the building will close at 6 p.m. on Fridays. On

Saturdays the building will open at 8 a.m. and close earlier at 4 p.m. The building will be closed on Sundays. Please note that the Community Center will be closed over the Memorial Day weekend, (May 25th, 26th and 27th).

Official summer hours begin on Saturday, June 1st and run through Labor Day weekend. The building will open at 6 a.m. Monday through Thursday and close at 8 p.m. On Fridays, hours will be 6 a.m. to 6 p.m. Saturday and Sunday hours will correspond to the Library hours - Saturday 9 a.m.–4 p.m. and the building will be closed on Sundays (except for reservations).

If you have any questions, or to inquire about room rentals, please contact the Recreation and Leisure Services Department, Suite 200 of the Community Center, call 934-0667, or email heidis@saintpetermn.gov. Hours are also listed on the City's website at www.saintpetermn.gov.



FLUORESCENT BULB RECYCLING-

Saint Peter residential and small business (for profit with less than 20 full-time employees) are eligible for free fluorescent bulb recycling on Wednesday, May 8th between 7:00 a.m. – 4:00 p.m.

The recycling event will take place at the Wastewater Treatment Plant, east entrance, located at 400 West Saint Julien Street. Customers are asked to have the bulbs in the original package if possible and to not tape bulbs together. CFL's contain hazardous materials and must be disposed of properly by recycling.

EDA MEETING RESCHEDULED – The regular meeting of the Economic Development Authority (EDA) which was scheduled for Thursday, April 25th, has been rescheduled for Thursday, May 2nd 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.



SPRING YARD WASTE COLLECTION - The Public Works Department will be collecting brush, garden waste, and grass clippings at curbside the week of **May 6th**. Leaves will NOT

be picked up.

Brush and garden waste must be separated and placed parallel and adjacent to the curb (do not put it on the street or in bags) by 7:00 A.M. Brush and tree trimmings should be cut to lengths no longer than eight feet.

While it does take more than one day to pick up all the materials, the City will only go through an area once and if the material is not out by 7:00 A.M. Monday, May 6th, it will not be picked up, but can be taken to the brush drop-off site. There will be no alley pick up.

Please help the crews be more efficient in this process by not placing brush and grass clippings by trees, posts, etc.; not parking in front of the yard waste until pick-up is complete; and not putting animal waste (dog, cat, rabbit, etc.) in soft yard waste piles as it will NOT be picked up.

The brush and soft yard waste drop-off sites located across the street from the Department of Public Works facility, 405 West St. Julien Street, at the southwest intersection of St. Julien and Swift Streets, are open year around for residents to drop off brush and soft yard waste. A separate bunker is now provided for dropping off fill (rocks, dirt, etc.).

FREE woodchips and sifted compost material, when available, will be at the site for Saint Peter residents. The material is free to residents living within the Saint Peter corporate limits, but no shovels, bags and/or containers will be available for use. Please refrain from placing foreign material in this area.

Please call the Department of Public Works at 934-0670 for questions on these services. These services are provided and funded by the Environmental Service fee on City utility bills.

UPCOMING CLEANING UP OPPORTUNITIES – The City, in conjunction with the Tri-County Solid Waste Office, has arranged for the following opportunities for Saint Peter residents to clean-up their properties this spring. If you have materials to dispose of, you'll want to take note of these dates and times....

- Household hazardous Waste - Saturday, May 18th, 9 am-2 pm - Tri-County Solid Waste

Office is sponsoring this collection event for residents of the tri-county area. This household hazardous waste collection will take place at the Wastewater Treatment Plant located at 400 West St. Julien Street. Residents must show proof of residence for this free event. Vehicles will enter on Swift Street (by Armory) and exit onto St. Julien Street. Materials that will be collected at no charge include paint, stains, rechargeable batteries, fluorescent bulbs, lawn and garden chemicals, old gasoline, mercury thermometers and thermostats. Contact Tri-County Solid Waste office (507-381-9196) for questions on this collection.

- **Bicycle Recycling** – The City has arranged for bicycle recycling for Saint Peter residents on Saturday, May 18th, between the hours of 9:00 am – 2:00 pm at the Wastewater Treatment Plant, 400 West St. Julien Street. All bicycles and bike parts will be accepted. The bikes will be refurbished or recycled by an area non-profit organization depending on condition.



- **Appliance and Electronics Collection** - Saturday, May 18th, 9:00 am–2:00 pm for residents of Nicollet County. Appliance and electronics will be collected at the Wastewater Treatment Plant. Vehicles should enter on

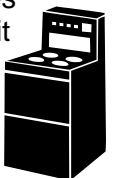


Swift Street (by Armory) and exit onto St. Julien Street. Electronics that will be accepted include TVs, computer equipment, VCR/CD/DVD, stereo, copier, cell phone, boom box, fax machine, etc.

Appliances that will be accepted include washers, dryers, hot water heaters, stoves, furnaces, microwaves, dehumidifiers, refrigerators, freezers and air conditioners. Appliances must be empty to be accepted. Charges for electronics and appliances collection are listed on the City's website at <http://www.saintpetermn.gov/news/spring-cleaning-opportunities-saint-peter-residents>.

The contractor may reject any appliances that do not conform to their permit requirements.

- **Curbside Appliance Collection** – The City is offering a curbside appliance pickup for Saint Peter residents on Friday, June 7th. Cost is \$15.00 for each appliance and residents must pre-register and



pay for their appliance collection at the Finance Department at City Hall, 227 South Front Street by Wednesday, June 5th. Appliances must be curbside by 8:00 am on the collection date or the fee will be forfeited.

- **Curbside Furniture Collection** –

The City is offering a curbside appliance pickup for Saint Peter residents on Saturday, June 8th.



Prices are available on the City's website at <http://www.saintpetermn.gov/news/spring-cleaning-opportunities-saint-peter-residents>.

Residents must pre-register and pay for their furniture collection at the Finance Department at City Hall, 227 South Front Street by Wednesday, June 5th. Furniture must be curbside by 8:00 am on the collection date or the fee will be forfeited.

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!

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 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. 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.

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