

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.
To request an email subscription to this newsletter, or for more information, please contact us at barbaral@saintpetermn.gov
www.facebook.com/cityofsaintpeter



3/18/2020

NEED TO KNOW NEWS – As we will with all questions related to the COVID-19 situation, the City encourages everyone to visit the websites of the Centers for Disease Control at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or the Minnesota Department of Health at <https://www.health.state.mn.us/diseases/coronaviruses/index.html>.

With that being said, many people are interested in learning more about how the recent emergency will impact their interaction with the City. What's most important to know is that essential City business will continue!

Information about cancellations, closures, and general information about how to conduct business with the City will be distributed through our normal communication channels (Hot Sheet, website, Facebook, Twitter and public access Channel 8.) If you haven't yet signed up to receive the Hot Sheet, the City's weekly electronic newsletter, please email barbaral@saintpetermn.gov to get your digital subscription. Following along on the City's Facebook (www.facebook.com/CityOfSaintPeter) and Twitter (@CityofStPeter) accounts will be the quickest way to receive information as Minnesota's response to the situation evolves. We encourage residents to follow us on both social media sites. And let's not forget the City's website at www.saintpetermn.gov.

Here is information as of March 18th:

- As of 5:00 p.m. City Hall, the Police Department, the Public Works Department, Community Center, Library and all other City buildings have been closed to the public. The Recreation Office and building tenants, including the daycare centers that operate out of the Community

Center, will be open during this time and will make accommodations for customers needing temporary access. Doors at all City public buildings will have signs indicating how to contact City departments.

- City meetings, including City Council and all advisory board meetings will continue on their regular schedule with any cancellations announced on the City's website at www.saintpetermn.gov. However, as authorized by State Statute, a change is being made in how the meetings take place. For the March 23rd Council meeting, participants will have the option of attending in person or following along remotely with access by Go To Meeting software. (City Council meetings may become remote access only meetings in the future, but notice will be provided on the meeting agenda.) Each agenda will include information on how to call/log into the meeting through Go To Meeting. Residents who wish to follow along on an electronic device are encouraged to download the Go To Meeting app prior to the meeting.
- City advisory board meetings like EDA, Parks Board, Library Board, etc....will only have remote access through Go To Meeting. No in person meetings for advisory boards or commissions are scheduled from this point forward. Please note that Hospital Commission meetings will also be held remotely but they will use the Zoom software.
- Utility customers are encouraged to contact the Finance Department by phone (507-934-0664) or online at [AUTOMATIC WITHDRAWAL FORM](#) to arrange for automatic withdrawal of utility charges. If you are completing the form by hand, please make sure your handwriting is entirely

legible. This program, which the City has offered for many years, provides for direct withdrawal of utility charges from a customer's bank account. The charges are taken out on the actual due date but customers will still receive a copy of the bill each month. To sign up for automatic withdrawal, a blank check is requested. If you have an account without checks, you will need to provide the bank routing number and your account number. In lieu of automatic withdrawal, customers are strongly encouraged to use the utility payment drop box located next to the flag pole at City Hall instead of coming into the building. If you choose to utilize the drop box, please make sure your payment is in an envelope with your name, address, and account number clearly indicated.

Once again, please remember that this information could change on a regular basis so be sure to check out the City's website, Facebook page, Twitter, and public access Channel 8 for up-to-date information.

LIBRARY CLOSURE - Out of caution and uncertainty regarding the spread of COVID-19, the Public Library has closed and all programming has been cancelled through Saturday, March 28th. This includes regularly scheduled storytimes and daycare visits to the library. City staff will closely monitor changes or updates to this timeline and communicate those in a timely manner through our regular communication channels.

Library patrons who haven't taken advantage of the digital options available through library cards should consider doing so now. There is much to explore from the comfort of your own home including e-books, audio books, movies and music, all just a click away!

If you cannot visit the library, please visit the "Digital Library" section on the City's webpage for alternative ways to access Library materials.

If you would like assistance looking up your library card number for use of e-books, audio, or hoopla streaming services, please contact the Library by email (brendam@saintpetermn.gov), by phone (507-934-7427 to leave a message) or by Facebook message. Staff will be working limited hours, but we'd be happy to help you in any way we can.

And remember....the book drop at the library is always open for returning items, but if you can't make it to the library to do so, we'd be happy to renew items for you. Just let us know.

Keep reading friends!

VETERAN'S PARK PLAYGROUND - Public Works Staff will be removing the current Veterans Memorial Park playground equipment and installing new equipment and ground surface. Any of the old equipment that still makes standards will be moved to another park in the City and equipment that no longer meets safety standards will be disposed of. This project is anticipated to be completed by June 1st. For more information please contact Public Works at 507-934-0670.



New Dog Park - Some dog lovers have seen activity at the site of the new (second) dog park located at 1125 North Swift Street. Although that activity is just preliminary, fencing is expected to be installed by the contractor the week of March 23rd. At about the same time City crews will be installing a waterline for the drinking fountain.

No official opening date has been established, but keep an eye on the City's various social media sites for updates.

WE COUNT MINNESOTA – Pandemic or not, Census 2020 continues. Census invitations are out and if you haven't yet gone online to complete the census questionnaire for each member of your household you might already have received a follow-up reminder.

Remember, if you don't complete the questionnaire online (it takes less than 10 minutes to do so), you will receive a paper questionnaire to complete. And if the Census Bureau still doesn't get your information, they will send out Census workers to knock on your door to provide whatever



assistance you may need in completing the form.

It sounds like a lot of follow-up, but that shows just how important it is that everyone in Minnesota be counted. Thank you for participating!

For more information on Census 2020, please check out <https://2020census.gov/en.html>.

CITY COUNCIL ACTIONS – Action at the City Council meeting held on March 9, 2020 included approval for purchase of replacement radios for the Police

Department funded by the 2020 Equipment Certificate; adoption of a resolution of support for the trail proposed by the Minnesota Department of Transportation and Minnesota Department of Natural Resources between Saint Peter and Mankato along Highway 22; modification to the wage scale for Public Works Seasonal Laborers; and approval of two business license applications.

Mayor Zieman also proclaimed March 29th as “Vietnam Veteran’s Day” in St. Peter.

The next regular City Council meeting will be Monday, March 23rd beginning at 7:00 p.m. in the Governors' Room of the Community Center.



ANNUAL STREET SWEEPING UNDERWAY – **Please note...the scheduled snow storm for the end of this week may change the street sweeping schedule.***

The annual spring ritual of street sweeping has officially begun.

Each spring and fall, the City’s Public Works Department provides for sweeping of every street in the community and this year’s spring cleaning is now underway.

Street sweeping is not done just to keep the crews busy. This work is an important part of the City’s efforts to keep salt and the other debris that accumulates on our streets over the winter from entering the City’s stormwater system and washing into the Minnesota River. It’s an ongoing component of the City’s stormwater pollution prevention plan (SWPPP) and efforts to further sustainability programs.

Sweeping is done with a side cast sweeper and then picked up at the curb line with the ELGIN Pelican sweeper. On average the City picks up between 350 and 450 tons of sand and other debris after the winter, but it does not go to waste. The sand is recycled back into a salt/sand mix to be used during the next winter which helps keep costs low for tax payers.

As with curbside leaf collection, crews rotate which end of town they begin with and this year work has begun on the north end. To help facilitate this activity, residents are asked to move vehicles from the roadway until the sweeper has been by and the road is cleaned all the way to the curb.

For questions on street sweeping please contact the Public Works Department at 934-0670.

HYDRANT FLUSHING – Spring hydrant flushing will begin at 8:00 p.m. on March 30th and will continue through approximately April 10th. This work is done by the Water Utility crew during overnight hours (8:00 p.m. – 6 a.m.) to minimize disruption to utility customers.



Hydrant flushing could temporarily make water cloudy. Please check your water before doing laundry. If you have questions about this process, please contact the Public Works Department at 934-0670.

DOG WASTE PICKUP - Spring will arrive soon, at least on the calendar, and more people than ever are out and about with their four legged friends. It’s a good time to clean up all the dog waste from your yards, but also a good time to get in the habit of picking up after your dog when you go for your daily walks.



Dog owners are required to clean up dog waste on the property of other’s and it’s important to also pick it up at your own home because it’s a source of water pollution.

So please bag and seal your pet waste and provide for proper disposal. Thanks for your cooperation and for helping to prevent the spread of diseases and water pollution.

TOP REASONS TO LICENSE YOUR PET:

- It greatly increases your chance of getting your pet back if lost.
- It proves your pet has current rabies vaccinations.
- It’s the law!



CAT LICENSES – New and renewal cat licenses are now available for purchase. Cats (and dogs) old enough to receive a rabies vaccination are required to be licensed by the City. Cat licenses are due on or before April 30, 2020 and costs are as follows:

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

To apply for or renew a 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, dog owners are also required to license the animal 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 call the Community Development Department at 934-0661 or by email at cindym@saintpetermn.gov

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



- **BUILDING**

INSPECTOR - in the Building Department.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to a high school degree; Possession of State of Minnesota Building Inspector Limited Certification or ability to obtain within one year of date of employment; Demonstrated ability to perform plan review for residential, commercial, and industrial building construction and alterations; Possession of a valid drivers' license.

DESIRED QUALIFICATIONS: Two years of post-high school course work in building inspection or construction oriented, architectural, or engineering courses and experience in any of the skilled construction trades, architectural design, or engineering, and experience as a municipal building inspector; Demonstrated knowledge of Minnesota State Building Code, current International Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, and the Minnesota Uniform Fire Code, and other laws regulating building construction; demonstrated knowledge of building construction methods and materials; knowledge of the principles and practices of plumbing and heating code enforcement; Demonstrated knowledge of the principles and procedures of rental code enforcement; Demonstrated ability to read and interpret building and plumbing plans and specifications; Demonstrated knowledge of OSHA regulations. \$21.50-\$24.00 per hour depending on qualifications. 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. March 26, 2020. Interviews will be scheduled April 2, 2020. Faxed, emailed, and/or late applications will not be accepted. AA/EEO

- **PART-TIME BUS DRIVERS** - for the Minnesota River Valley Transit system. This position will work varied shifts including day, nights and occasional weekends. Positions in both Saint Peter and Le Sueur available. Successful candidates for this position must have, at a minimum, a High school diploma or equivalent and a valid State of Minnesota CDL minimum of Class C Driver's License with passenger endorsement. Candidates will have thirty (30) days from the date of employment to obtain the required driver's license and the City will help the new employee train for the license test. Candidates who possess the following desired experience or education will qualify for additional points towards an interview: previous experience working with the public; training in vehicle mechanics; experience operating a two-way radio/phone; and prior bus driving experience. Starting wage \$16.72 per hour. Applicants are required to complete a City application form which is 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. April 9, 2020. Faxed, emailed, and/or late applications will not be accepted. ****NOTE:** The successful candidates for this position will be required to successfully complete and pass a pre-employment drug test. The position is also subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by USDOT 49 CFR Part 655 (Federal Transit Administration) and USDOT 49 CFR Part 40. In addition, successful candidates for this position must have a vehicle driving record which is clear of revocations, suspensions and cancellations for the past three (3) years. Applicants may be required to submit to a criminal background check and be clear of convictions for crimes or anticipatory crimes (as defined in M.S. 609.17 and 609.175) within the previous fifteen (15) years. AA/EEO
- **SEASONAL POSITIONS** –for the 2020 summer season. **Applications are available on the City's website at www.saintpetermn.gov or at the City Administrator's office, 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 20, 2020. Faxed 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 \$10.25/hour. Minimum age: 18.
- **RECREATION COORDINATOR:** Train and supervise staff, organize and implement summer programs. Leadership and supervisory experience with recreation activities required. Need strong organizational, motivational, planning and leadership skills. 35–40 hours/week. Mid May–End of August. Starting wage: \$11.25/hour.
- **VOLUNTEER IN THE PARK COORDINATOR:** Recruit, train, assign and

supervise youth volunteers. Strong organizational skills and previous work with youth required. Assist organization and implementation of Exploration Recreation Program. Flexible hours. 30–40 hours/week. May–August. Starting wage: \$11.25/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/mid-August. 35–40 hours/week. Starting wage: \$10.00/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: \$11.50/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 and CPR Certificates required. Starting wage: \$10.65/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: \$10.25/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: \$8.25/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.

Monday	March 23	7:00 p.m.	City Council Meeting
Wednesday	March 25	12:30 p.m.	Hospital Commission
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
Thursday	April 2	5:30 p.m.	Planning and Zoning Commission

Monday	April 6	3:30 p.m.	Housing and Redevelopment Authority
Monday	April 6	5:30 p.m.	City Council Workshop
Monday	April 13	7:00 p.m.	City Council Meeting
Monday	April 20	5:30 p.m.	City Council Workshop
Monday	April 20	7:00 p.m.	Parks and Recreation Advisory Board
Tuesday	April 21	6:00 p.m.	City Board of Appeal and Equalization
Wednesday	April 22	12:30 p.m.	Hospital Commission
Thursday	April 23	12:00 noon	Economic Development Authority
Friday	April 24	8:00 a.m.	Tourism and Visitors Bureau
Monday	April 27	7:00 p.m.	City Council Meeting
Tuesday	April 28	5:30 p.m.	Heritage Preservation Commission