

# 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)



02/25/2015

**CITY COUNCIL ACTIONS** – Action taken by the City Council at the regular meeting of February 23, 2015 included approval for execution of an updated joint powers agreement with the River Valley Tactical Response Team; approval for purchase of two replacement Police squad cars funded by the 2015 equipment certificate; award of bids for electrical materials purchase; approval of modifications to the salaries of City Department Directors; and approval of the 2015-2016 City Administrator contract.

The next regular meeting of the City Council will be Monday, March 9 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).

- Signs (or ribbons) are not allowed anywhere on public property. This includes City, County and State owned rights-of-way, structures in the City-owned boulevard and City parks. The rules of thumb we follow to determine what is City owned boulevard (or right-of-way) are as follows:
- If a public sidewalk exists, signs may be placed behind the sidewalk; or
- If no sidewalk exists, it is safe to assume that a sign placed twenty feet (20') behind the curb line will be on private property.
- Signs can only be put on private property with permission of the private property owner. When asking private property owners to place signs, candidates are encouraged to review the rules with the property owner. Oftentimes signs are initially placed correctly, only to have helpful home owners move the signs closer to the curb line in violation of the regulations or to move the sign when mowing and not return it to the legal location.
- Signs must not obstruct sightlines for drivers.
- Signs cannot be attached to City light poles, street signs, traffic control devices like stop signs, trees, shrubs, rocks, fences or other City owned structures.

If you have campaign materials on your vehicle (bumper stickers) or person (buttons), please remember that these materials are not allowed in the parking lots or buildings of City polling places. The Nicollet County Government Center property is currently an absentee polling place and as such, no campaign materials are allowed anywhere on the property, including the parking lot. That rule also applies on March 10<sup>th</sup> to the Kasota Community Center, MVED Building on Davis Street, the



**MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE)** - *Number one question of the week.....*

"What is with the tent on the driveway on the east side of North Minnesota Avenue?" The short answer is....they have a permit.....what they are doing is allowed....it sure doesn't look great....but it is within the rules.

It makes me wonder.....

**CAMPAIGN SIGN ETIQUETTE** – State law allows temporary campaign signs to be up until just a few days after the special March 10<sup>th</sup> election. For a bond referendum election, it seems odd to think of "campaigning", but both sides of the issue have begun to publicize their position and signs and ribbons have begun appearing around the community. There are several regulations that must be followed for these signs/ribbons.

National Guard Armory and the Saint Peter Community Center which will all be polling places on this special on Election Day. Voters will need to remove any visible campaign materials from their person before entering the polling place and anyone with a bumper sticker or other materials visible on their vehicle will not be allowed to park in the parking lot of the polling place.

For more information on campaign signs or election regulations, please contact the City Administrator's Office (934-0663).



**DOG LICENSES DUE** – Dog licenses are due this year. (The two-year licensing period rotates with cat licenses which are due in even years.) Licenses are due by April 30<sup>th</sup> and are

available from the Community Development Department in City Hall (227 South Front Street).

Pet owners may purchase the licenses in person or by mail. Payment for the license fee and an updated rabies certificate must be provided at the time of purchase.

Dog license fees are as follows:

Spayed/Neutered	\$5
Unaltered	\$25

More information on pet licensing is available from the Community Development Department at 934-0661.

**STORMWATER POLLUTION PREVENTION PLAN -**

Notice is hereby given that the City of Saint Peter Stormwater Utility will conduct a public meeting regarding the Stormwater Pollution Prevention Plan (SWPPP) on Wednesday, March 4, 2015, 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 pollution prevention.



Copies of the SWPPP are available for public inspection and review at the City Administrator's Office and Public Library.

**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.

**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 and 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).

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>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

