

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



01/20/16

CITY COUNCIL ACTIONS – Action taken by the City Council on January 11, 2016 included approval for a revolving loan for Hey Diddle Diddle Daycare LLC; approval for purchase of a wheel loader, vee-plow and mower funded by the 2016 equipment certificate; approval for staff to submit an application to MnDOT for ATP program grant funds to be used for a project to improve the intersection of Highway 99 East (Broadway Avenue) at North/South Front Streets; approval for execution of a library services grant with Nicollet County; approval for City assistance for the Special Olympics Polar Bear Plunge event in February at Hallett's Pond; authorization for a temporary Transit Development Planner position to help with development of a regional transit system; approval of updates to the municipal fee schedule; designation of a Special City Attorney (Peter Mikhail) to assist with the Schafer Construction lawsuit; and approval of business licenses for MC Hammer's. City Attorney Brandt also provided a report on discussion at the January 4, 2016 closed session to discuss the City Administrator's evaluation and contract.

The next City Council meeting is January 25, 2016 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 507-934-0663. Copies of the Council packet are also available on the City's website at www.saintpetermn.gov/city.

WINTER RECREATION PROGRAMS – The winter brochures listing programs sponsored by the City's Recreation and Leisure Services Department and the School District #508 Community Education department have been mailed out. If you didn't receive a brochure, the info is available online on

the City's website (www.saintpetermn.gov) and additional copies of the brochure are available at City Hall (227 South Front Street) and the Recreation and Leisure Services Department located in the Community Center at 600 South Fifth Street.

SKATING RINKS/WARMING HOUSE HOURS

- The rinks are officially open!

The Veteran's Park warming house hours are: Monday-Friday from 4-9 p.m., School's Out Days from 1-9 p.m., Saturdays 10 am-9 pm, and Sundays from 1-9 pm.

The warming house will close and skaters are encouraged to stay inside when the temperature is -15° or colder or when the wind chill factor is -20° or below according to the National Weather Service. The warming house will also close if more than 1" of snow accumulates on the ice when maintenance crews are not available. If there are temperatures that soften the ice the warming house is closed and skaters are asked to stay off the ice until the ice refreezes.



MEDALLION HUNT CAUTIONS – The Chamber of Commerce's Winterfest activities will be starting soon, including the Winterfest Medallion hunt. As the medallion is usually hidden on City owned property, we would like to extend our annual words of caution to protect City property.

- The medallion will only be located in an area that is entirely accessible by the public. It won't be behind locked doors, gates, or fences.
- No digging is allowed. The medallion is hidden above ground and no digging anywhere on City property is allowed or necessary. Likewise, you won't have to climb a tree to get it.

- Be respectful of public property and be careful not to damage any facilities or structures as you search for the medallion.

The medallion search is a fun event for everyone so please be careful as you search.

SIDEWALK SHOVELING REMINDER –

Residents are reminded of the need to keep sidewalks clear of snow and ice. Some residents, (adults and children alike), have no choice but to make their way around town or to church, school and work on foot. For these folks and others, it is important to keep sidewalks clear.



City regulations require sidewalks to be cleared the entire width within 24 hours after a snowfall. Once City crews are done cleaning the City owned sidewalks, they will turn to cleaning private sidewalks that are in violation of the regulations.

Cost to the property owner if the City has to clean your sidewalk? \$75 per hour with a one hour minimum!

So, lets' get those shovels out and keep those sidewalks clear Saint Peter!

SEASONAL EMPLOYMENT: Looking for a summer job? Need to earn some extra cash before college? The City of Saint Peter will begin the recruitment process for summer employment in February, however until the positions are officially "open", no applications will be distributed.

When the process is officially open, an advertisement will appear in the *Saint Peter Herald*, be posted on the legal notices bulletin board at City Hall and be included in the *Hot Sheet* and on the City's website. At that time, applicants will be able to download an application form from the City's website at www.saintpetermn.gov or pick up an application from the City Administrator's office.

Seasonal positions will be available in the Recreation and Leisure Services Department and in the Public Works Department. (Candidates for positions in Public Works must be at least 18 years of age.)

DOG SAFETY - The City's Community Service Officer would like to remind pet owners of the rules and regulations regarding shelters that are provided for outside dogs. Minnesota State Statutes clearly define the minimum standards for a dog shelter as follows:

- Shelter shall be:
 - Moisture proof and windproof.

- Of suitable size for the dog and to allow retention of body heat.
- Made of durable materials with a solid, moisture-proof floor or a floor raised at least two inches (2") from the ground.
- Between November 1-March 31st, the structure must also have a windbreak at the entrance.
- The structure shall be provided with a sufficient quantity of suitable bedding material consisting of hay, straw, cedar shavings, blankets, or the equivalent to provide insulation and protection against cold and dampness and promote retention of body heat.

Pet owners who do not provide sufficient shelter for their outdoor dogs may be cited by the Police Department.



One more suggestion...frigid temps means water dishes for outdoor dogs will freeze. Make sure your dog has a good supply of water even with the colder temps.

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

- **TEMPORARY TRANSIT DEVELOPMENT PLANNER** - in the City Administrator's Office. This position has a strong possibility of moving into a regular, full-time position should the Regional Transit system be developed. This position will report to the City Administrator while working with current transit personnel. The main duties of the position will be to accomplish the work, organize meetings, do research and provide reporting needed to facilitate development of a regional transit system. Development of a regional system is currently in the initial phases with partners including the City of Le Sueur, the Counties of Blue Earth, Nicollet and Le Sueur, and VINE Faith in Action. **MINIMUM QUALIFICATIONS:** High school diploma or equivalent; possession of a valid State of Minnesota Class D driver's license; working with the public. **DESIRED QUALIFICATIONS:** Two years of post-secondary education in transit planning, logistics, business administration or closely related fields or 4 + years' experience in one of these fields; Bachelor's Degree in transportation, logistics, business or public administration, planning or a related field or six + years of full time experience in one of these

fields; Demonstrated knowledge of public transportation systems, policies and procedures including Federal Transportation Authority and MnDOT Transit rules; 1+ years' experience in a supervisory position managing a minimum of two full time subordinates; 1+ years' experience working for a governing board or board of directors in either private or public sector; Ability to use Personal Computer including MS Word, Excel, Power Point, Outlook or equivalents; Demonstrated use of transit dispatching software; Demonstrated writing and public speaking skills. This position is temporary in nature (expected end date of December, 2016) but there is a strong possibility of the position moving into a regular, full-time position with the Regional Transit System if developed. \$20.00-\$25.00 per hour. 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. February 18, 2016. Interviews for this position will take place on February 25th and 26th.

Faxed, emailed, and/or late applications will not be accepted. AA/EEO

- P-T PAYROLL CLERK - in the Finance Department. 20 hours per week. Hours of work will be flexible. MINIMUM QUALIFICATIONS: High School Diploma or equivalent; One year payroll experience or Associates degree in Accounting; Demonstrated experience working with the public; Demonstrated experience working with benefits provided to employees; Knowledge of Microsoft Word and Excel software. DESIRED QUALIFICATIONS: Previous municipal accounting experience; Knowledge of fund accounting principles, practices, and terminology; 2 or more years' experience working with employee benefits. Starting wage \$13.75 per hour. Applicants are required to complete City application form 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. on February 19, 2016. Faxed, emailed, and/or late applications will not be accepted.

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.

Friday	January 22nd	8:00 a.m.	Tourism and Visitors Bureau
Monday	January 25th	7:00 p.m.	City Council Meeting
Tuesday	January 26th	5:30 p.m.	Heritage Preservation Commission
Wednesday	January 27th	12:20 p.m.	Hospital Commission
Thursday	January 28th	12:00 noon	Economic Development Authority
Monday	February 1st	3:30 p.m.	Housing and Redevelopment Authority
Monday	February 1st	5:30 p.m.	City Council Workshop Session
Thursday	February 4th	5:30 p.m.	Planning and Zoning Commission
Monday	February 8th	7:00 p.m.	City Council Meeting
Monday	February 15th		LEGAL HOLIDAY – President's Day City Offices Closed
Tuesday	February 16th	5:30 p.m.	City Council Workshop Session
Tuesday	February 16th	7:00 p.m.	Parks and Recreation Advisory Board
Monday	February 22nd	7:00 p.m.	City Council Meeting
Tuesday	February 23rd	5:30 p.m.	Heritage Preservation Commission

Wednesday	February 24th	12:20 p.m.	Hospital Commission
Thursday	February 25th	12:00 noon	Economic Development Authority
Friday	February 26th	8:00 a.m.	Tourism and Visitors Bureau
Monday	February 29th	3:00 p.m.	City Council Goal Session