

**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, June 4, 2018  
Community Center, St. Peter Room – 5:30 p.m.  
600 South Fifth Street

**III. CALL TO ORDER**

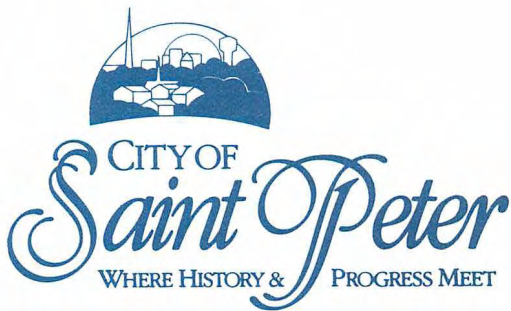
**II. DISCUSSION**

- A. Traverse Green Subdivision Spec Home Basements
- B. Traverse Green Subdivision Realtor Commission
- C. Director of Recreation and Leisure Services Department Recruitment

**III. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/31/18

**FROM:** Russ Wille  
Community Development Director

**RE:** Traverse Green Speculative Homes – Basement Completion

### **ACTION/RECOMMENDATION**

None needed. For Council review and discussion only.

### **BACKGROUND**

Two of the three spec homes that SWMHP has sold had finished basements which provided for two additional bedrooms in addition to a bathroom, family room and utility room. SWMHP speculative homes were originally offered for sale with an unfinished basement as was the practice in both Nicollet Meadows and Washington Terrace neighborhoods. Both of the buyers had households that required more than the two bedrooms on the main floor.

SWMHP had the flexibility to negotiate a price with their construction contractor to finish the spec home basements adding the additional finished living space. The cost to complete the basements was approximately \$22,000.

The EDA however, is rightfully bound by State Statute and cannot simply negotiate a price with the contractor. The EDA, given that it is a public body, would need to solicit bids that would be publically opened and publically awarded.

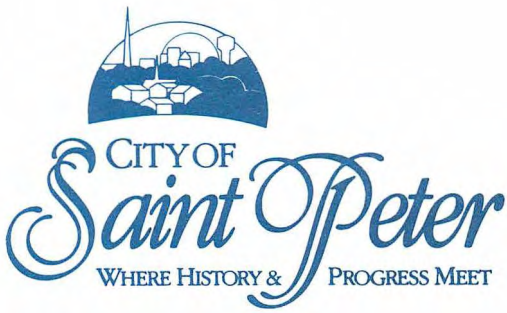
It is expected that the public bidding process would require at least one month. To expedite the completion of spec home basements, SWMHP has proposed a process which would allow SWMHP to finish the EDA speculative home basements if the finishing of the basement is a necessity of the buyer.

Ali Joens, the Director of Homeownership Services at SWMHP has prepared a memo for your review which outlines the step-by-step process she envisions.

The suggested step-by-step process was reviewed by the Economic Development Authority at the last meeting. After considerable discussion as to the merits and necessity of the plan, the EDA voted to recommend that the City Council accept the process proposed by Ms. Joens.

Please feel free to contact me should you have any questions or concerns on this agenda item.

RJW



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 5/31/18

**FROM:** Russ Wille  
Community Development Director

**RE:** EDA Speculative Homes – Realtor Commission

### **ACTION/RECOMMENDATION**

None needed. For Council review and discussion only.

### **BACKGROUND**

When developing Nicollet Meadows and Washington Terrace neighborhoods, the City provided a flat \$750 fee to real estate agents that referred buyers of the Economic Development Authority's (EDA) speculative houses. After selling approximately 40 spec homes in the two neighborhoods, only one \$750 realtor referral fee was requested.

The experience suggested that the provision of the fee was immaterial; however, given the success of the Nicollet Meadows and Washington Terrace developments, staff was reluctant to suggest changes to the policies and processes utilized.

As such, upon development of Traverse Green, the realtor referral fee was raised to a flat \$1,500 fee and a Real Estate Agent Referral Agreement was offered to area realtors which outlined the responsibilities and actions required to receive the \$1,500 fee.

Establishing the "contractual" relationship with the City/EDA created by the agreement appears to be problematic and local realtors are reluctant to enter into the agreement. A few of the realtors suggested the City establish the same policy as in the first two neighborhoods and offer the \$1,500 referral fee in the absence of a formal agreement.

After reviewing the City Council resolution establishing the \$1,500 referral fee to realtors, it was determined that the text of the resolution allowed for payment of the referral fee without the need for a formal written agreement.

We have sold the first of the EDA's three speculative homes. Closing on the sale occurred on June 1st with the buyer represented by an area real estate agent.

When the buyer's representative presented the proposed purchase agreement, the agent indicated that a 2% commission would be necessary and that the flat fee of \$1,500 was not acceptable. The agent suggested that the participating broker would not accept less than the

industry standard of a 2% commission. The realtor suggested that on the sale of the \$185,000 home, the appropriate buyer's representative commission would be \$3,700.

The participating agent and broker ultimately and reluctantly agreed to accept the \$1,500 flat commission given that their buyer was committed to that particular home. Feeling that they left \$2,200 on the table when accepting the \$1,500, both have suggested that they would not intend to actively show EDA spec homes.

Other area real estate agents have expressed the same sentiments.

The local housing market has certainly changed in the last decade since Washington Terrace was substantially completed. Things have also changed considerably in the real estate industry. It appears that to be competitive, we will also need to change our policies and practices to successfully sell speculative homes.

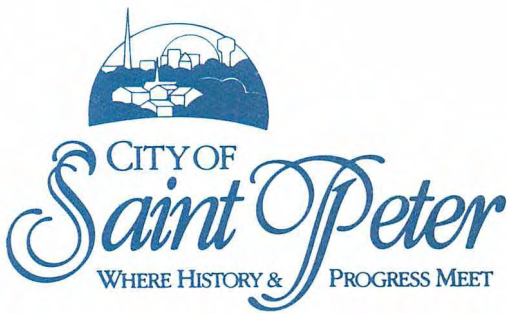
At this time, to react to the identified changes in the marketplace, SWMHP and I recommended to the EDA that payment of a full 2% buyer's representative commission be approved if a realtor brings us a buyer for a speculative home. After debate and discussion the EDA voted to recommend that the City Council adopt the policy change and offer the 2% commission.

The \$1,500 commission on the first speculative house was paid out of the Professional Services line item within the Community Development budget when the closing occurred on the 1<sup>st</sup> of June. The suggestion would be that the 2% would be offered for the sale of the remaining two spec homes and once again paid out of the departmental budget.

If the EDA were to proceed with the construction of additional speculative homes as has been the plan, the 2% commission would be established within the advertised house prices.

Please feel free to contact me should you have any questions or concerns on this agenda item.

RJW



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 5/31/18

**FROM:** Todd Prafke  
City Administrator

**RE:** Recreation and Leisure Services Director Hire Update

### ACTION/RECOMMENDATION

None needed. For Council information only.

### BACKGROUND

Members are aware of the departure of your Recreation and Leisure Services Director Jane Timmerman near the end of August. As a part of the transition process, the list below has been assembled to provide direction to staff and an update for you that shows the plan to make sure operations and activities are not substantially disrupted during the transition

The following items are issues that will need to be addressed during the transition period to the new Director. As shown below, the individuals listed will be responsible for ensuring that these items are either completed, work is ongoing or managed. I am not sure what our transition timeline will look like, but wanted you to know we have a plan. This plan is not meant to be an all inclusive list, but rather show some of the project efforts that are ongoing "day in day out" activities which will be handled in a similar fashion. That list is still in development and will be used for assignment and transition for the new Director.

### RECREATION DIRECTOR TRANSITION – TOPICS TO BE ADDRESSED

<b>TOPIC TO BE ADDRESSED</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
<i>Interim Recreation Director</i>	<i>Kayla</i>	<i>If needed</i>
<i>2019 Budget</i>	<i>Jane</i>	<i>August 1</i>
<i>Community Center/Capital plan</i>	<i>Jane/Wayne</i>	
<i>Recreation</i>	<i>Jane/Kayla</i>	
<i>Library</i>	<i>Jane/Doug/Brenda</i>	
<i>Senior Center</i>	<i>Jane/Gabriela</i>	
<i>Swimming Pool</i>	<i>Jane/Pete/Tim</i>	
<i>Public Access</i>	<i>Jane/Susan</i>	
<i>Skating Rink/Warming House</i>	<i>Jane/Kayla/Tim</i>	
<i>Ingram Invoices</i>	<i>Jane/Brenda/Jen</i>	<i>Ongoing</i>

<i>Amazon bills/statements</i>	<i>Jane/Jen</i>	<i>Ongoing</i>
<i>Youth Funds budget</i>	<i>Kayla</i>	<i>Ongoing</i>
<i>Grant management</i>	<i>Jane</i>	<i>Ongoing</i>
<i>Schmidt/LIFE program</i>	<i>Gabriela</i>	
<i>Mankato Clinic Foundation</i>	<i>Gabriela</i>	
<i>East African Meal Site</i>		
<i>SHIP/Mother's rooms</i>	<i>Kayla</i>	
<i>ACHF</i>	<i>Brenda/Tosha/Gabriela</i>	
<i>Review/Update SPCC/LIB policies</i>	<i>Jane</i>	<i>August 31</i>
<i>Memo of Understanding/Comm Ed Youth Funds</i>	<i>Jane</i>	<i>Ready</i>
<i>Annual Pool Report</i>	<i>Jane/Nicole/Kayla</i>	<i>August 31</i>
<i>Associations meeting</i>	<i>Jane/Pete/Kayla/Todd</i>	<i>Ongoing</i>
<i>Library Advisory Board member training Materials</i>	<i>Jane/Doug</i>	<i>August 31</i>

This list is subject to change.

My goal is that these items be completed or planned for ongoing work or assigned in transition at the date shown before Jane leaves the employ of the City or that the person listed will be the point person until a new hire is made and a different assignment is provided for. It is also to give you a bit of a heads up on the activities that will take place.

I also have a few dates that you should get on your calendars. This process will include an opportunity for you to interview the candidate just as you have done with past Department Head position openings and it will also include a "public" event so that stake holders in the community can come and visit and provide input. The date(s) for the interviews have been set but please know the exact times have not been established as it depends a bit on the number of candidates you will see. So please mark down the following dates on your calendars and know that they are very unlikely to expand, but mostly likely will be narrowed to one day with more specific times.

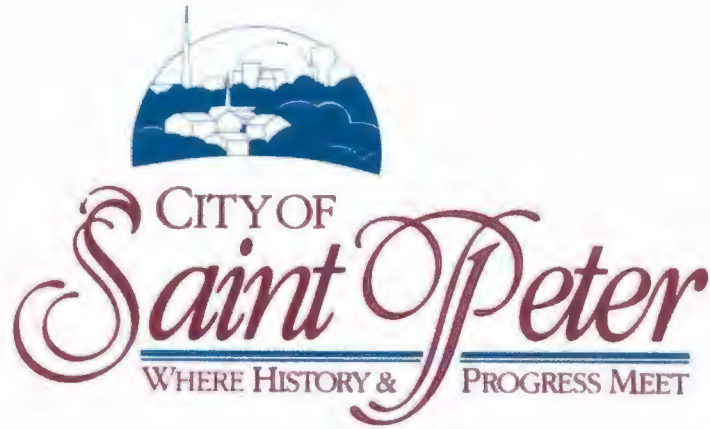
The interview dates and public "meet and greet" date(s) are June 26<sup>th</sup> with a backup or additional date of June 28<sup>th</sup>.

You will also find attached the Position Profile that we are using in the process.

My goal for your meeting is to give you an update, get things on your calendar, and answer any questions you may have about the process.

Please let me know if you have any questions or need additional clarification.

TP/bal



## Director of Recreation and Leisure Services Position Profile



Send resumes, along with a cover letter and a minimum of three (3) professional references to:

Barbara A. Luker, Executive Secretary

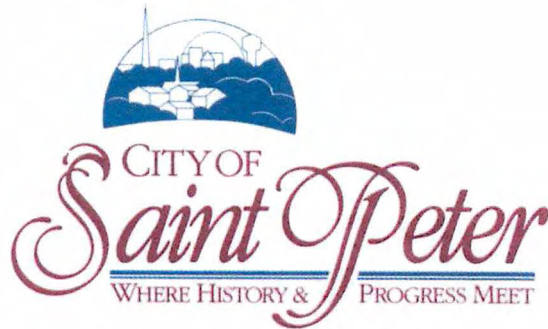
[barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov) or at (507)-934-0663 or

Attn: City Administrator's office, 227 South Front Street, Saint Peter, Minnesota 56082

For additional questions please contact:

Todd Prafke, City Administrator, 507-934-0663

The City of Saint Peter is an Equal Opportunity Employer



Saint Peter is located approximately 45 miles south of the Twin Cities metro area and 10 miles north of Mankato on Minnesota Highway 169. The City Council continues to focus on providing a high quality of life and it shows in the City's roads, parks, safe neighborhoods and continued growth. Candidates can learn more about the City on our website at [www.saintpetermn.gov](http://www.saintpetermn.gov).

### **Our Operations**

The City provides a wide array of services including, water, wastewater, stormwater, maintenance, police, fire, recreation, hospital, community development and electric services, to name a few. The City organization is a weak Mayor system (Mayor and six Councilmembers) with various Department Directors working as a team to manage the City's diverse operations in an integrated way. The City's current Recreation and Leisure Services Director is leaving after over 30 years of service.

### **Our Management Philosophy**

- We help people.
- We are...good stewards of resources.
- We promote...sustainable community (environment, land use and business model for the City).
- We help... each other be successful. We praise those who do well, educate and work with those who do poorly, and help all employees adapt to change.
- We are...open with each other. We talk about money, organization, and goals.
- We... support each other.
- We promote...community above self.

### **The Saint Peter Community**

The City of Saint Peter (population 11,400) was incorporated in 1873 and is located in the beautiful Minnesota River valley. Saint Peter is the county seat of Nicollet County and the second largest city in the County. State Highways 99, 169, and 22 all intersect in Saint Peter making the community a hub for other destinations in the state.

Saint Peter offers a full range of activities for candidates and their family including a City operated Recreation and Leisure Services Department offering year round activities for all ages from youth to seniors; fine arts activities offered through the local schools, the St. Peter Art Center, Gustavus Adolphus College, and local historical and art museums; several large parks



for both organized and passive activities; and a strong downtown business district that is continually expanding. Saint Peter also offers religious opportunities for a large number of denominations.

Educational opportunities are available for all ages through School District #508 with higher education classes available in Saint Peter through Gustavus Adolphus College and in Mankato through Minnesota State University Mankato, South Central College and Rasmussen College. The School District #508 constructed a new High School in 2017. For more information on School District #508 please visit their website at [www.stpetersschools.org](http://www.stpetersschools.org).

The City has worked diligently to ensure Saint Peter's housing market continues to be robust and numerous ownership and rental options are available for prospective candidates. Saint Peter also boasts multiple phone, hi-speed internet and video service providers.

Saint Peter was originally intended to be the capital of the State of Minnesota. As the legislators were preparing to vote on the location of the capital, the bill that would have named Saint Peter as capital was stolen by Joe Rolette who hid with it until after the legislature voted for Saint Paul. Even though Saint Peter was not named the capital, candidates can see how our founding fathers planned for that designation by platting extra wide streets in the community. In addition, the capital building would have been located in Minnesota Square Park which is adjacent to Highway 169 on the south end of our City.

The City is rich in historical buildings and besides having about a dozen structures on the National Register of Historic Places; the entire downtown area was also given that designation. Many of the old buildings downtown still maintain the historical features that have been lost in other communities.

Saint Peter also has the distinction of being home to five past Governors of the State of Minnesota and we are home to the internationally renowned Gustavus Adolphus College which has provided the community an opportunity to host the King of Sweden and his family (most recently in 2012) on numerous occasions. Saint Peter is also the headquarters of the Alumacraft Boat Company, the Minnesota School Board Association, Scholarship America, Hendrickson Organ Factory (a company that makes handmade pipe organs which are shipped around the world) and a State treatment facility, to name just a few.

On the north end of Saint Peter is the site of the former Traverse des Sioux. Loosely translated this means "crossing of the Sioux". The town was located on the banks of the Minnesota River at a crossing place for the Sioux Indians. Following the Dakota War in the 1800's, when hundreds of settlers and Indians were killed, a peace treaty was signed near Traverse des Sioux. A marker is in place today commemorating that treaty. Although none of the buildings exist at the site of the old town, visitors can still see some building foundations and historical markers have been placed in the area. This area is also home to the Nicollet County Historical Site museum.

Saint Peter is also proud to host several large celebrations each year. On July 4th over 10,000 people visit Saint Peter to take part in the Old Fashioned Independence Day celebration picnic, view the 2 hour parade, attend the drum and bugle corps event and watch the fireworks. In September the annual Rock Bend Folk Festival takes place in Minnesota Square Park and in October Gustavus hosts the world famous Nobel Conference. Students, dignitaries, and Nobel Laureates from all over the world come to Saint Peter to participate in this week-long event.

Other events that draw visitors to the community include BluesFest, Oktoberfest, and the Nicollet County Fair.

Although a dubious distinction, a more recent "claim to fame" was the March 29, 1998 tornado which destroyed major portions of our community. We have fully recovered from the devastation of that afternoon and our community is better than ever and we are known as a "text book" example of emergency response and recovery.

Saint Peter's population continues a steady upward climb, but we never lose that "small town" feel that so many people seek and we hope the new Director of Recreation and Leisure Services will feel right at home in our community.

**Our Best Candidate:**

A full job description is attached for review and use by prospective candidates.

We believe the best candidate will be driven to help others; have more than three years' experience supervising, training and hiring staff; a Master's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university; Certification as a Parks and Recreation Professional; demonstrated experience researching and applying for grants; demonstrated experience working with recreation and facility scheduling software; and more than three years demonstrated experience in developing and establishing recreation programming budgets. The best candidate will have a broad base of experiences with excellent written and verbal communication skills and will like working within a management team that understands high standards are expected by our progressive community and customers. The candidate will have a flair for working with others and the ability to lead in planning active living and educational programs for all members of our community.

**Administrative Role:**

- Participates in strategic long-range planning supporting the City's philosophy and goals.
- Supervises a staff tasked with all municipal recreational and leisure-time services including the Public Library, Pool, and Senior Center.

**Community Relations:**

- Develops positive, ongoing relationships with members of the community.

**Our Challenges:**

- Planning for substantial changes in our workforce over the next 5 to 10 years as we see many employees reach retirement age.
- Continuing to grow relationships with partners that help us maintain our high quality of life.
- Incorporating the ongoing changes within our organization driven by growth, finding efficiencies, project development and opportunities to enhance services.

- Maintaining financial stability in a community that continues to grow and paying for our state of the art facilities.

**Our Strengths:**

- A very talented and experienced group of City staff members who have an excellent understanding of our operations and a team driven approach.
- A beautiful community with great partners including the School District, Nicollet County, and the Saint Peter Area Chamber of Commerce.
- A community with a history of well-planned and implemented growth.
- A City Council that supports staff and is not afraid to experiment while giving staff appropriate latitude to manage the business.
- Department Directors that have leadership roles in many organizations both within the community as well as in trade and municipal support organizations.
- Great facilities with a wonderful Community Center, attractive and expanding parks, a well maintained pool complex, and a beautiful Library.

**Working Relationships:**

The Director of Recreation and Leisure Services reports directly to the City Administrator and is on a management team consisting of:

- City Attorney (Brandt Law Office)
- City Engineer (Bolton and Menk Inc.)
- Chief of Police
- Director of Public Works
- Director of Building
- Director of Community Development
- Director of Finance
- Fire Chief
- Hospital CEO

**Terms of Employment:**

The City plans to extend an offer to the best candidate that includes:

- Starting salary range of \$68,000 to \$71,000, depending on qualifications, with six (6) months of probation.
- A robust health care, life insurance and other benefits package including the Public Employees Retirement Association (PERA).

Living in Saint Peter is not required, but a moving allowance that encourages speedy establishment of a local residence will be provided if you choose.

**Other important items for prospective candidates to note:**

Please use this Position Profile as you put together your resume and cover letter. This profile was designed to inform prospective candidates as to what skills and talents the City and community see as providing the greatest opportunity for success. It is important that you review the qualifications carefully and make sure your resume materials articulate your skills, experiences and educational background as those will be the basis for our review and selection of the "best candidate(s)" for interviews.

Applications will be accepted until 5:00 p.m. June 14, 2018. To ensure your interest in this position receives the utmost consideration, please remember to submit the following documents:

- A cover letter
- Resume
- A minimum of three (3) professional references
- The attached Veteran's Preference form (whether claiming Veteran's Preference or not)
  - If claiming Veteran's Preference, please make sure to attach your DD214 form
- The attached Affirmative Action form
- Submit your application materials as follows:

City Administrator's Office – Attn: Barbara  
227 South Front Street, Saint Peter, Minnesota 56082  
or by email at [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov).

If submitting by email please be sure the subject line specifies "RECREATION DIRECTOR APPLICATION"

**Interviews:**

Interviews will be conducted on June 26, 2018 (with June 28th as the second date if needed), and will include interviews with the City Administrator and City Council; a 3-5 minute presentation by each candidate; meeting Departmental staff; lunch with the City's Department Directors and other candidates; and opportunities to get to know our community.

**Additional Questions:**

If you have questions or would like additional information, please contact:

Saint Peter City Administrator Todd Prafke  
at [barbaral@saintpetermn.gov](mailto:barbaral@saintpetermn.gov) or  
(507)934-0663

Please note....as provided for in Minnesota State law, your resume/application will remain confidential until you are offered and accept an interview. Your name may be provided to local media should you agree to an interview.

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 289**

**POSITION TITLE:** DIRECTOR OF RECREATION AND LEISURE SERVICES

**DEPARTMENT:** RECREATION AND LEISURE SERVICES

**SUPERVISOR:** CITY ADMINISTRATOR

**OVERVIEW OF POSITION:**

The Director of Recreation and Leisure Services is an administrative position responsible for directing the departmental affairs of the Recreation and Leisure Services Department. Under general supervision, the Director of Recreation and Leisure Services is responsible for directing all municipal recreational and leisure-time services including the Public Library and Senior Center. The Director of Recreation and Leisure Services develops, organizes, coordinates, and monitors all activities of the department and supervises all departmental personnel.

**DUTIES:**

- Directs all municipal recreational and leisure-time services; develops, organizes and coordinates all activities of the department; coordinates and oversees program activities and the use of all facilities; establishes and reviews departmental procedures to provide maximum service at a reasonable cost; makes recommendations regarding the development, use, and maintenance of municipal parks, playgrounds, and recreational facilities including the Community Center.
- Supervises a diverse program of recreational and leisure service activities; directs the operation of the municipal swimming pool; coordinates and oversees the operation of the Community Center; supervises the operation of the Public Library and Public Access Television (SPPA).
- Develops recreation, leisure service programs and library programming; studies local needs and conditions regarding recreation; prepares and updates long-range and immediate plans to meet community needs for recreational opportunities and facilities; ensures that programs meet objectives; monitors programs and services for effectiveness and quality; makes recommendations regarding recreation and leisure services activities and programs.
- Establishes and maintains all departmental records; prepares departmental reports; prepares the annual budget for the department, Community Center, Library and Pool; administers the departmental budget; prepares specifications for recreation purchases; undertakes research and prepares grant applications as needed; maintains an inventory of all property and equipment; provides for scheduling of recreational facilities.
- Collaborates with Public Works Director regarding the Park and Recreation Advisory Board

- Assigns and directs the work of departmental employees; recruits and trains program staff; evaluates departmental personnel.
- Represents the Department of Recreation and Leisure Services to others; serves as liaison to regional and State-wide organizations that enhance or provide recreational opportunities to residents; provides information to the City Administrator and City Council; maintains a cooperative relationship with local schools, civic groups, agencies, and other organizations; prepares and disseminates information regarding recreational opportunities to the public; presents information on departmental programs upon request; directs the preparation and distribution of the program newsletter and other marketing materials including City website, social media and news releases.
- Performs related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to manage departmental operations and coordinate the work of all personnel; ability to delegate responsibility; ability to communicate effectively, both orally and in writing; ability to secure the confidence of departmental personnel and the public; ability to cooperate with a wide range of individuals and organizations; tact; ability to maintain confidentiality as needed; ability to deal with the public.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Director of Recreational and Leisure Services is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university.

- Three years' experience in progressively responsible positions with each of the following:
  - recreational program development
  - developing recreation program budgets,
  - employee supervision
- Demonstrated knowledge of the principles and procedures of municipal recreational program administration.
- Previous experience working with the public.

**DESIRED QUALIFICATIONS:**

- More than three (3) years' experience supervising, training and hiring staff.
- Master's degree in Recreational Services, Education, Sports Management, Library Services or related field from an accredited college or university.
- Certification as a Parks and Recreation Professional.
- Demonstrated experience researching and applying for grants.
- Demonstrated experience working with recreation and facility scheduling software.
- More than three years demonstrated experience developing recreation programming budgets

**Adopted: 04-23-2018**



The City of Saint Peter needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

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**◆ AFFIRMATIVE ACTION APPLICANT INFORMATION**

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**To All Applicants:**

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

**Position Applying For:** \_\_\_\_\_

**Department:** \_\_\_\_\_

*Instructions: Check the choice that answers each of the following questions.*

(1) What sex are you?       Male    Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- \_\_\_\_\_ American Indian/Alaskan Native
- \_\_\_\_\_ African American
- \_\_\_\_\_ Asian and Pacific Islander
- \_\_\_\_\_ Spanish or Mexican American
- \_\_\_\_\_ White
- \_\_\_\_\_ Other \_\_\_\_\_

(3) Do you have a disability?    No    Yes

(4) How did you learn about this job opening?

- \_\_\_\_\_ City Website
- \_\_\_\_\_ St. Peter Herald
- \_\_\_\_\_ Minority or Female Publication/Organization
- \_\_\_\_\_ School
- \_\_\_\_\_ City Employee
- \_\_\_\_\_ Minnesota Job Bank
- \_\_\_\_\_ Walk-In
- \_\_\_\_\_ Posting in City Hall
- \_\_\_\_\_ League of Minnesota Cities Website
- \_\_\_\_\_ Other (be specific): \_\_\_\_\_



# ◆ CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

**Veteran Eligibility for Open Competitive Position (10 Points)**

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:

- (1) After serving on active duty for 181 consecutive days, or
- (2) By reason of disability incurred while serving on active duty.

**Disabled Veteran Eligibility for Open Competitive Position (15 Points)**

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

**Disabled Veteran Eligibility for Promotional Position (10 Points)**

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

**Eligibility as a Spouse of a Deceased or Disabled Veteran**

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

City of Saint Peter Veteran's Preference Claim Form

**For V.A. Use Only:** Is the veteran named below rated as having a compensable service-related disability?

No  Yes % of Disability \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Name of Veteran (last – first – middle) \_\_\_\_\_

Name of Applicant – if different than veteran (last – first – middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Classification \_\_\_\_\_

**To Be Completed by Veteran or Spouse of Deceased Veteran**

- (1) Are you a U.S. Citizen or resident alien? .....  No  Yes
- (2) Were you honorably discharged from military service? .....  No  Yes
- (3) Were you separated from military service after serving active duty for at least 181 consecutive days? .....  No  Yes
- (4) Do you currently have a compensable service-related disability? .....  No  Yes
- (5) Are you currently receiving a monthly pension based exclusively on length of military service? .....  No  Yes
- (6) Branch of Service \_\_\_\_\_ Date of Discharge \_\_\_\_\_ Serial Number \_\_\_\_\_  
 Type of Separation \_\_\_\_\_ Date of Entry \_\_\_\_\_  
 For spouse of deceased veteran, date of death \_\_\_\_\_

**If Spouse of Disabled Veteran, please answer the following:**

If spouse is disabled, please explain why your spouse does not qualify for this position: \_\_\_\_\_

Claim Number (if disabled) \_\_\_\_\_

State Claim is Filed In \_\_\_\_\_

\_\_\_\_\_  
 Signature of Veteran \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date \_\_\_\_\_