

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



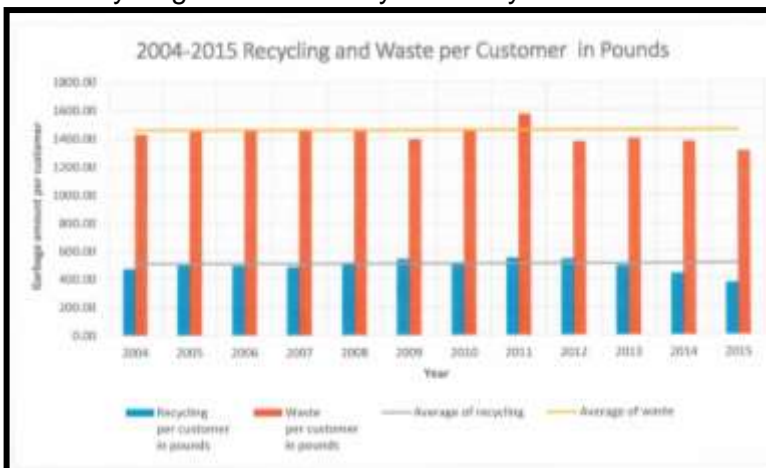
02/17/16

RECYCLE, RECYCLE, RECYCLE - The City wants to make a push to help residents recycle and we think some of that "push" is by providing data about how more recycling can not only impact your lives, but also impact our community.

The average residential customer puts 125.44 of waste into their garbage can each month. The table shown to the right illustrates how Saint Peter customers compare to some other communities near us for which data was available. Can we do better than the rest of 2016?



The next graph shows our trend line since 2004 and compares our garbage pounds per month, per customer, to our recycling. Every pound of materials that is thrown out that can be moved from the garbage stream to the recycling stream saves you money.



The following list is from our website and it shows what things can be placed in recycling curbies.

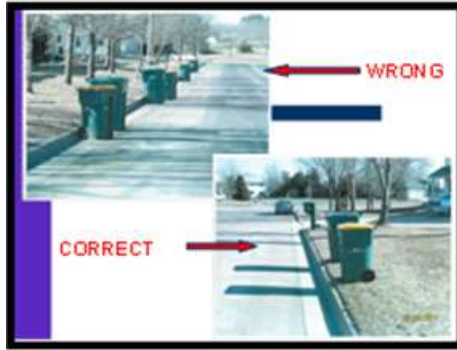
- Plastic #1 - #7 - Please remove and discard all pumps, and metal handles. Rinse. Plastic bottles and containers can be crushed to save space. Don't forget to recycle milk and juice cartons. (Plastic bags and foam products are NOT accepted.)
- Glass Bottles/Jars - Rinse. DO NOT break bottles and jars. (Window glass, drinking glasses, light bulbs, and ceramics are NOT accepted.)
- Metal Beverage and Food Cans – Rinse. No need to remove labels or crush. (Aerosol cans are NOT accepted.)
- Paper and Cardboard - Paper from newspapers, magazines, junk mail, dry non-coated food paper box board, and small flat pieces of corrugated cardboard box material are all accepted.

Check out the other info we have at <http://www.saintpetermn.gov/single-sort-residential-recycling>, and remember if you need more recycling space we will be happy to get you either a bigger recycling curbie or a second one at no additional cost. Just give us a ring at 934-0664.

In next week's edition of the *Hot Sheet*, we will talk about some of the other opportunities to continue to reduce your waste and illustrate some of our ideas why our recycling numbers are trending downward.

CURBIE PLACEMENT – Please help us help the refuse drivers and others who use the roadways by correctly placing your refuse and recycling curbies on collection day.

Curbies are to be placed **ON the boulevard (not in the street)**. In the winter that means some shoveling needs to be done so that there is a clear spot on the boulevard. Don't wheel the curbies up a hill of snow for collection. Instead, shovel out a nice spot where both the refuse and recycling curbies can be placed and still be three feet apart. This allows the drivers to have a safe spot to collect the materials without posing a hazard to others on the road.



And finally, please don't park vehicles in front of your curbies until the materials have been collected. This will allow the garbage truck to safely pull to the curb to collect the materials without creating a hazardous condition for others on the roadway.

Thank you for your cooperation.

LOOKING AHEAD TO SUMMER - It's not too early to plan for your spring or summer family reunion/event, company picnic, graduation party, wedding or groom's dinner at one of our local park shelters. Shelters are available at Minnesota Square Park, Gorman Park, Gault Park, and Riverside Park (Mill Pond). If you are interested in reserving a shelter, please visit the City website at www.saintpetermn.gov and go to "Facility Availability". Follow the instructions to find out when the park shelter is available. (Note that if the month you are checking doesn't show up on the page that means no reservations have been made.)

Once you select a date and time contact the Recreation and Leisure Services Department to finalize your reservation of the facility; call 934-0667 or email the office at jenh@saintpetermn.gov.

CITY ADMINISTRATOR VIDEO BLOG

– City Administrator Prafke has been creating a video blog for a few years now and it is available through several electronic sites. In addition to being included on the City's Facebook page, the video blog is shown on Public Access Channel 7, the City's website and on the City's You Tube channel (<http://www.youtube.com/channel/UCWK7-GhXImDfaSTNs7yvwwg>)! Check it out for yourself and see what's happening in your City government.



ADVISORY BOARD OPENINGS – The City Council is recruiting for candidates for appointment to several City Council advisory board and commissions.

Openings exist on the following boards:

- Civil Service Commission
- Heritage Preservation Commission
- Library Board
- Tourism and Visitors Bureau

If you live within the corporate limits of the City of Saint Peter, can commit to making the monthly meetings of the board, and would like to volunteer to help provide advice to the City Council on issues the board is tasked with, please contact the City Administrator's Office at 934-0663 or by e-mail at barbaral@saintpetermn.gov for an application card.

And did you know that meetings of the various City Council advisory boards and commissions are open to the public? Just like with the City Council meetings and workshops, the meetings are open and the public is invited and encouraged to attend and see firsthand what the board is considering. Schedules for all meetings are included on the City's website at www.saintpetermn.gov.

RECREATION HOTLINE – Need to know the schedule for open gym at the Community Center? How about the warming house schedule at Veteran's Park? Will the weather cause cancellations for volleyball, softball, or summer programs? Don't forget to call the Recreation Hotline at 934-0070 for information about cancellations and schedules for recreation and leisure services programs and activities.

PLEASE NOTE.....the temps are warming up and if the sun comes out, that may mean the skating rinks will have to close. Before heading out to the rink or dropping your kids off, residents are encouraged to call the Recreation Hotline number to make sure the rinks and/or warming house is open to the public.

CITY COUNCIL ACTIONS – Action taken by the City Council on February 8, 2016 included approval of a revolving loan in the amount of \$40,000 for River Rock Bakery & Kitchen, LLC; approval of the 2016 street maintenance program; authorization for execution of a renewal contract for the City's Building Inspectors to provide inspection services for the City of Nicollet; modification to the City's donation acceptance policy; approval for City assistance for the "Luck of the Irish" fun run; and approval for Councilmember Parras to travel to Washington, D.C. for the National League of Cities

and the American Public Power Association conferences in March.

The next City Council meeting is February 22, 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.

CAT LICENSES – New and renewal cat licenses are now available for purchase. Cats (and dogs) that are old enough to receive a rabies vaccination are required to be licensed by the City. Cat licenses are due on or before April 30, 2016 and costs are as follows:



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

To apply for/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, if you have a new dog you are still required to license the dog 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 contact us at 934-0661 or by email at cindym@saintpetermn.gov.

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

- **MARKETING INTERNSHIP** - The City of Saint Peter is seeking a marketing student to work as an intern for development of a marketing campaign related to recycling and refuse reduction. The successful candidate will develop and present a full marketing plan during the term of the internship which is expected to last between three and six weeks. The intern will be paid a stipend for this work in addition to any school credits that may be available through your university. Some work will be required to be done at City Hall in Saint Peter; however flexibility will also be provided for the intern to work remotely. If you are

interested in this opportunity, please submit a resume by no later than March 11, 2016 to:

City of Saint Peter
Attn: City Administrator Todd Prafke
227 South Front Street
Saint Peter, Minnesota 56082

Should you have any questions about this information, please don't hesitate to contact the City Administrator's Office at (507)934-0663.

- **PART-TIME HOUSEKEEPER** - in the Recreation and Leisure Services Department. **MINIMUM QUALIFICATIONS:** High school diploma or equivalent; Knowledge of cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities; Experience working with the public. **DESIRED QUALIFICATIONS:** One or more years of housekeeping experience; Knowledge of OSHA safety regulations; Experience operating restroom cleaning machines. Beginning wage \$10.03 per hour. Approximately 20-25 hours per week, daytime, Monday-Friday. 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. and 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 pm February 25, 2016. Faxed/emailed/late applications will not be accepted.
- **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.

Monday	February 22	7:00 p.m.	City Council Meeting
Tuesday	February 23	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 24	12:20 p.m.	Hospital Commission
Thursday	February 25	12:00 noon	Economic Development Authority
Friday	February 26	8:00 a.m.	Tourism and Visitors Bureau
Monday	February 29	3:00 p.m.	City Council Goal Session
Tuesday	March 1		MN Precinct Caucus Night – no public meetings
Thursday	March 3	5:30 p.m.	Planning and Zoning Commission
Monday	March 7	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 7	5:30 p.m.	City Council Workshop
Tuesday	March 8	6:00 p.m.	Library Board
Monday	March 14	7:00 p.m.	City Council Meeting
Monday	March 21	5:30 p.m.	City Council Workshop

Monday	March 21	7:00 p.m.	Parks and Recreation Advisory Board
Tuesday	March 22		CITY OFFICES CLOSED UNTIL 1:30 pm STAFF TRAINING
Thursday	March 24	12:00 noon	Economic Development Authority
Friday	March 25	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 28	7:00 p.m.	City Council Meeting
Tuesday	March 29	5:30 p.m.	Heritage Preservation Commission
Wednesday	March 30	12:00 noon	Hospital Commission