

# 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)



01/13/16

**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](http://www.saintpetermn.gov/city).

**NEW COUNCILMEMBERS** – Councilmembers Jerry Pfeifer, John Kvamme and Jeff Brand, along with Mayor Zieman. took the oath of office at the beginning of the January 11<sup>th</sup> City Council meeting. The meeting was recessed for a short period to

allow the new Councilmembers to take photos with their families.

**LEGAL HOLIDAY CLOSURE** – All non-emergency City offices, including the Library, will be closed on Monday, January 18th in recognition of the Dr. Martin Luther King Jr. legal holiday. Regular office hours will resume on Tuesday.

The City Council workshop, which normally would take place on January 18th, will be held on Tuesday, January 19th at 5:30 p.m. in the Library meeting room.

**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!

**ICE RINK UPDATE** – Flooding of the City's ice skating rinks at Veteran's Memorial Park is almost complete and the rinks will be open for business by this weekend and maybe even a couple days before. More information will be posted on the City's website at [www.saintpetermn.gov](http://www.saintpetermn.gov) or the City's Facebook page at <https://www.facebook.com/CityofSaintPeter> when the rinks are officially opened including warming house hours.



**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](http://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 31<sup>st</sup>, 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.

**ADOPT A FIRE HYDRANT** – Have you adopted your neighborhood fire hydrant yet?



As the snow begins to deepen, you can help out the Fire Department by keeping the area around the hydrant shoveled out as shown in the picture. In the event of a fire, this will save valuable time for the Firefighters who respond to save your house or the life of someone in your family.

So, remember.....each time it snows, take a few extra minutes and shovel out the corner fire hydrant. The Saint Peter Volunteer Fire Department thanks you for your help!

**ADVISORY BOARD OPENINGS** – The City Council needs you! The Council is seeking volunteers to serve on advisory boards and commissions in 2016. To qualify for appointment, individuals must live within the corporate limits of the City of Saint Peter; must commit to making monthly meetings

that last anywhere from 1 to 2 hours in length; and commit to a term of 3-5 years.

Openings exist on the following boards:

- Civil Service Commission (3 year term)
- Heritage Preservation Commission (3 year term)
- Hospital Commission (5 year term)
- Public Library Board (3 year term)
- Planning and Zoning Commission (3 year term)
- Tourism and Visitors Bureau (3 year term)

Applicants must complete an application card which is available in the entryway of City Hall or from the City Administrator's office. More information on the responsibilities of the boards, as well as the meeting schedule for each board, is available on the City's website at <http://www.saintpetermn.gov/boards-commissions>.

**BUILDING BETTER NEIGHBORHOODS** – *(This is the first in a three-part series.)* The City Council has directed staff to prepare plans, policies and financing for the construction of a third residential subdivision fashioned on the planning principles of the "Building Better Neighborhoods" program developed by the Greater Minnesota Housing Fund.

Beginning in 2000, the City successfully completed the two phased development of Nicollet Meadows subdivision creating 78 single-family homes, 44 market rate apartments and 20 apartments built utilizing housing tax credits. The first homes were started in early 2001. Do to the early momentum; the City Council authorized the second phase of Nicollet Meadows soon afterward. By the end of 2003, every lot within the subdivision was under construction or occupied.

In August 2004, the first building permit was issued for the construction of single-family homes in the Washington Terrace subdivision. Before the collapse of the housing market in 2008, all but 2 of the 87 single-family lots had been sold and occupied. The final 2 lots have subsequently been sold and developed. In 2014, the City sold the planned multi-family residential lot within Washington Terrace. At this time a 24 unit, market rate apartment complex is being constructed and is partially occupied.

There are substantial financial reasons to undertake the development and sale of residential lots for the sale of single-family residences targeted to the first time, entry level home buyer. With the exception of Windsor Pond, no other Saint Peter neighborhood provided a higher return when measured on the real estate taxes than Nicollet Meadows and Washington Terrace.

Nicollet Meadows and Washington Terrace provide the highest utility billings (electric, water, sewer, garbage) when compared to other Saint Peter neighborhoods on a per acre basis. Nearly \$16,516 in utility billings is collected by the City of Saint Peter for every developed acre within Washington Terrace. In Nicollet Meadows the utility billing per acre is \$13,686.

A comparison of taxable value per acre was accomplished. This value represents the estimated market value of property as determined by the Nicollet County Assessor. As with taxes per acre, the Windsor Pond neighborhood had \$976,251 in market value per acre. By comparison, Nicollet Meadows had \$848,252 market value per acre and Washington Terrace had \$727,739 per acre.

The promotion of owner occupied single-family homes is to help balance the housing mixture in Saint Peter. The 2005 Comprehensive Plan suggests maintaining a 65% to 35% ratio of owner occupied to rental housing. The 201 American Community Survey conducted by the U.S. Census suggests that the current mixture is 64.3% owner occupied versus 35.7% rental.

Since 2005, a total of 120 multi-family rental units have been constructed within 3 developments. While any new subdivision is to include limited multi-family housing opportunities, the construction of a number of single-family homes will assist in balancing the owner occupied / rental mixture.

Since given direction from the City Council, staff has been working with colleagues from the Southwest Minnesota Housing Partnership and Greater Minnesota Housing Fund to plan the physical layout of the neighborhood. Engineers have begun preparation of the plat to create the blocks, lots, road rights-of-way and utility easements. Once the purchase is commenced, the land can be annexed into the city and the plat approved and recorded.

Ideally, home construction will begin early in the third quarter of 2016.

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

- **PART-TIME BUILDING SUPERVISOR** - The City of Saint Peter is currently accepting applications for the position of part-time Building Supervisor at the Saint Peter Community Center. Minimum qualifications include: High school diploma or equivalent. CPR and First Aid training or ability to be certified within six months of employment. Experience working with the public. Desirable qualifications include: Experience in building maintenance functions. Current CPR and First



Aid Certification. \$10.00 per hour. Applicants must complete a City of Saint Peter available from the City Administrator's Office at 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on Friday, January 15, 2016. Faxed, emailed or late applications will not be accepted. AA/EOE

- **PART-TIME UTILITY METER READER** - The City of Saint Peter is accepting applications for the position of 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. \$13.41 per hour or \$10.83 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, January 15, 2016. Faxed, emailed and/or late applications will not be accepted. AA/EOE

- **PART-TIME PUBLIC ACCESS PRODUCTION ASSISTANT** - in the Recreation and Leisure Services Department. Position will assist with two-camera taping operation of City Council and School Board meetings on Monday evenings. 5-10 hours per month. **MINIMUM QUALIFICATIONS:** Must be 16 years of age. **DESIRED QUALIFICATIONS;** Experience using video recording equipment and computer editing equipment; experience using TV monitors, portable VCR with power supply, audio/digital mixer, audio mixer, camcorder and tripod, remote control camera, personal computer; experiencing using production equipment including camera, audio, switchers; experience using audio mixing and proper microphone placement; experiencing using video switching hardware. Starting wage \$9.50/hour. Applicants are required to complete a 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 January 29, 2016. Faxed, emailed, and/or late applications will not be accepted. AA/EEO

**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).

Monday	January 18th		MARTIN LUTHER KING DAY – LEGAL HOLIDAY City Offices Closed
Tuesday	January 19th	5:30 p.m.	City Council Workshop
Tuesday	January 19th	7:00 p.m.	Parks Board
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
Tuesday	February 9th	6:00 p.m.	Library Board
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