

# 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  
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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)



3/05/2014



## **MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE - The List from last week....**

Last week I promised to start talking about some of the 30,000 foot things the Council looks at. The first two are

exceptional schools and a thriving business community.

Obviously, the City does not operate the School District. That is done by an elected School Board and the great staff in District 508. All that being said, it is important to remember that school districts, cities and communities have a symbiotic relationship and that to have a good city and community you need a good school district and to have a good school district you need a good city and community. We work together on many projects and efforts that are supported by the community and in support of the members of the community. Although the City doesn't decide what kind of seventh grade algebra your child might learn, we help provide the foundation for a positive community that leads to a better community.

Here are some examples.....the Third Floor youth center, transportation, community recreation, ball fields, swimming lessons, too many recreation programs to mention, a ton of other initiatives, and, frankly, helping to provide a good place to live and to work. That relationship may be hard to measure, but I think it is one of those areas things that when it is good you know it, and when it's bad you know it faster.

A thriving business community is something that every city wants. We hope to help in this area through many things that we do. Some of those include providing revolving loans and working with our partners including a very positive relationship with the Chamber of Commerce.

We also know that at times we are a regulatory agency. Sometimes it's regulations from others that we must enforce and other times it is our local regulations. When we enforce those, we hope to do it in a way that is positive and shows that we see our role as informative and that businesses see our role as an effort to help the entire community. Loans and business regulations are particularly difficult in a public setting, and certainly at times causes stress for us and the businesses we interact with. We strive to do our jobs in a way that promotes information and opportunity for businesses within the community.

Next week I will try to tackle a few more of those issues from that 30,000 foot perspective. Will you look down from that height with me? It makes me wonder ...

**SIDEWALK CLEARANCE** – This season's harsh conditions have resulted in many sidewalks being coated with ice and snow and the opening at the end of many sidewalks becoming smaller and smaller as the snow piles up.



With warmer weather predicted at the end of this week it's a perfect time for all property owners who have gotten behind on clearing snow from their sidewalks to get out the shovels and come into compliance with City regulations.

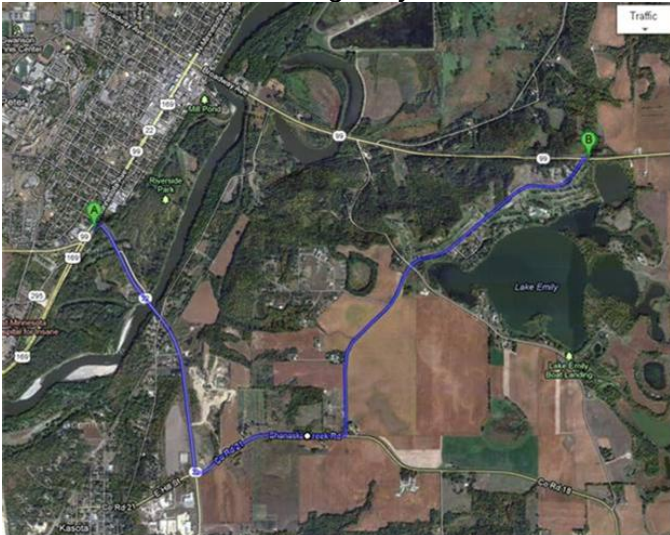
For those who aren't aware, City regulations require sidewalks to be cleared within 24 hours of the end of a snowfall. The walk must be cleared the entire width and be kept clear of blowing/drifted snow.

If the walkway isn't cleared, the City will dispatch crews to do the work and the property owner will be billed at the rate of \$75 per hour with a \$75

minimum charge. So please shovel those sidewalks before the City does it for you!

**HIGHWAY 99 BRIDGE WORK** – This information has been provided by the Minnesota Department of Transportation regarding the Highway 99 bridge.....*Final construction contract time for the Highway 99 bridge has not been determined yet; however, here's our rough construction timeframe prior to that:*

- March 28, 2014 – construction letting
- Early June – Construction Start
- Late June/Early July – Detour starts
- Late September/Early October – Detour Ends (Reminder, this is very weather dependent. High waters/low waters in the river will impact this milestone)
- Mid October/Late October – Construction End  
Detour, see graphic below. It's what we use when we have to close the 99 Bridge due to high water flood events. CR 21 to Highway 22.



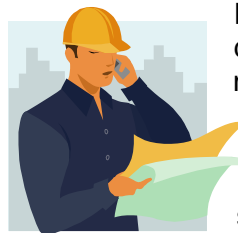
**INTERNET SAFETY** - Have you been a victim of a hacker? Did you know that 95% of the hacker cases could have been prevented? Don't be the next victim.

Here's what you need to do to protect yourself on your home computer, tablets, and smart phones:

- Make sure you have strong, separate passwords. Don't use the same password for all of your accounts.
- Don't use dictionary words for your passwords. Instead, use a variety of upper and lower-case letters as well as a special symbol and number. It only takes a thief about 15 minutes to crack an eight-character password.
- Have an intrusion detection system working on your computer. But even this is only 30% effective because virus writers are writing 60,000 new viruses every day.

- Be careful of the apps you are using. They could have malicious code on them. If you are an Android user, only go through the Google store, and if you have an iPhone, only use the Apple App Store.
- Use your credit card over your debit card when shopping. Credit card companies usually offer better protection if your information is compromised.
- Check your bank statements regularly to make sure there aren't any fraudulent charges.
- And think before you click! Move your cursor and put it over the link. Don't click on the link if it says 'RU,' which is Russia, or 'CN,' which is China. American big-box stores are not going to send you to websites that are located overseas.

**COMMUNITY CENTER ADVERTISING** – The Community Center gym hosts hundreds of events each year including volleyball games, basketball games and tournaments, soccer programs for young children, fitness classes, and even walkers on the track. It's a great place to advertise local businesses and a relatively inexpensive way to get your business information out to thousands and thousands of people. A limited number of advertising panels in the Community Center gymnasium are available for sale. If your business is interested in advertising in the gym of the Community Center, please contact the Recreation and Leisure Services Department at 934-0667 for more information.



**BEFORE YOU HIRE A CONTRACTOR...**

do your homework! Contractors need a license from the State of Minnesota Department of Labor and Industry (DLI) and before you hire someone, the DLI suggests you ask for the

contractor's license number and contact the Residential Building Contractors division at the DLI to verify the builder is currently licensed.

Other information on the contractor is also available from the State including any history of State disciplinary action against the contractor. And before you sign a contract, make sure the document includes a detailed summary of the work to be done; a description of materials to be used; the total contract price or how the price will be calculated; and specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines. If you have a problem or complaint with a residential building

contractor, contact the DLI Residential Building Contractors unit at (651)284-5065, by fax at (651)284-5749; or by e-mail at [DLI.Contractor@state.mn.us](mailto:DLI.Contractor@state.mn.us) to discuss your situation with an investigator who may offer suggestions about how to resolve the dispute.



**MEETING CANCELLATIONS** – The March 17<sup>th</sup> meeting of the Parks and Recreation Advisory Board has been cancelled. The next regular meeting will be Monday, April 21<sup>st</sup> at 7:00 p.m. at the Public Works conference room (405 West St. Julien Street).

The March 10<sup>th</sup> Human Rights Commission meeting has also been cancelled. The next regular meeting of the Commission is scheduled for April 14<sup>th</sup> at 5:00 p.m. in the Traverse des Sioux room of the Community Center.

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

Openings exist on the following boards:

- Human Rights Commission
- Heritage Preservation Commission
- Parks and Recreation Advisory Board
- Tourism and Visitors Bureau
- Planning and Zoning Commission

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](mailto:barbaral@saintpetermn.gov) for an application card.

**WASHINGTON AVENUE LINK IMPROVEMENT PROJECT UPDATE** – Work has begun on the reconstruction of North Washington Avenue and the extension to Dodd Avenue.

City staff is removing seven old maple trees located along the frontage road on the east side of North Washington Avenue. The contractor has been busy clearing, grubbing, and cutting down trees located in what will be the new right-of-way of Washington Avenue north of Davis Street. The contractor is doing this work while the ground is frozen to make it easier to remove all the materials.

The Washington Avenue Link project includes improving the stormwater drainage system in the area and upgrading sanitary sewer system in the area. Part of that work involves a ravine that extends from the intersection of Davis Street and North Washington Avenue diagonally to the intersection of Ritt Street and North Fifth Street.

The ravine carries stormwater from North Washington Avenue down to an intake on North Fifth Street at Ritt Street. The intake is eroding due to the increasing amount of stormwater from additional developments to the west.

Located under the ravine is a sanitary sewer with leaking joints and tree root intrusion problems. As a part of the Washington Avenue Link Project, the sanitary sewer main will be replaced with water tight pipe and a new storm sewer will be installed to carry low flows of stormwater through the ravine. The ravine will still carry stormwater overflow from the areas to the west; however, using a stormwater pipe for low flows will help minimize erosion in the ravine. The contractor is removing trees and brush through the ravine to provide access for the replacement of sanitary sewer pipe and the installation of storm sewer pipe. Upon completion of the work, the ravine should be a more stable structure, requiring very little maintenance.

More information on the Washington Avenue Link Improvement Project will be provided as work progresses. For questions about this project, please contact the Public Works Department at 934-0670.

**CAT LICENSES AVAILABLE** –

Cat owners are reminded of the need to renew (or license) their cats before the April 30<sup>th</sup> deadline. All cats residing within the City limits which are old enough to receive rabies vaccinations are required to be licensed.



Licenses are available from the Community Development Department at City Hall between the hours of 8:00 a.m. – 5:00 p.m. License fees are \$5 for pets which are spayed/neutered or \$25 for unaltered cats.

Prior to issuance of a cat license, a proof of rabies certification form signed by a licensed Veterinarian must be provided.

Questions about pet licensing? Please contact the Community Development Department at 934-0661.

**STORMWATER POLLUTION PREVENTION PLAN PUBLIC MEETING** -

Notice is hereby given that the City will conduct a public meeting regarding the City's Stormwater Pollution Prevention Plan (SWPPP) on Wednesday, March 12, 2014, 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 prevention. Copies of the SWPPP are available for public inspection and review at the City Administrator's Office and Public Library.

The meeting is open to the public and interested residents are encouraged to attend.

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

- **WASTEWATER OPERATORS** - One entry level and one Class "C" or higher Wastewater Operator in the Department of Public Works. Both positions will have the opportunity to advance to an "A" license Wastewater Operator position. Minimum qualifications include a high school diploma or equivalent; possession of a State of Minnesota Class "D" Wastewater Treatment Facility Operator Certificate or ability to obtain within one year of the date of employment with the City OR Class "C" Wastewater Treatment Facility Operator Certificate; possession of a State of Minnesota Type IV Biosolids Operator or ability to obtain within one year of the date of employment with the City; possession of a valid driver's license - State of Minnesota Class A driver's license with Air Brake Endorsement and Tanker Endorsement or ability to obtain within six months of the date of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer or ability to obtain within six months. Desirable qualifications: Satisfactory completion of a technical school program related to wastewater systems operations; up to six years of responsible experience as a wastewater system operator with at least two years' experience in the operation of a Class A, B, or C system or facility, or similar industrial facility; knowledge of the principles, practices, chemicals, and equipment used in wastewater treatment, biosolids treatment and disposal, and pumping operations; ability to perform a wide variety of tests on raw and treated wastewater, raw and treated bio-solids; knowledge of the principles of plumbing and hydraulics; knowledge of and ability to operate Supervisory Control And Data Acquisition (SCADA) system; knowledge of the functions and service requirements of mechanical equipment and machinery; knowledge of OSHA regulations and safety precautions of the trade; demonstrated ability to operate a variety of wastewater plant pumping, treatment, and control equipment, biosolids treatment and disposal equipment; demonstrated ability to diagnose problems

under emergency conditions and take corrective action; knowledge and experience in the operation of equipment including but not limited to backhoes, dump trucks, jet rodder machine, tanker trucks, main line TV cameras, and line locators. NOTICE: The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations. Starting pay range: Entry-Level Wastewater Operator \$18.44 - \$19.59 per hour. Starting pay range: Class "C" Wastewater Operator \$20.73 - \$24.41 per hour. Applicants are required to complete a City of Saint Peter application form available in the City Administrator's Office, 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 **April 3, 2014**. Faxed, emailed, and/or late applications will not be accepted. Interviews will be conducted April 16 -17, 2014. AA/EEO



- **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. \$12.78 per hour or \$10.28 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 returned no later than 5:00 pm, **March 13, 2014**. Faxed, emailed and/or late applications will not be accepted. AA/EOE
- **SEASONAL POSITIONS** – The City of Saint Peter is accepting applications for seasonal positions for the 2014 summer season. These are positions for which an eligibility list will be maintained until August 31, 2014. Applications are available on the City's website at [www.saintpetermn.gov](http://www.saintpetermn.gov) or from the City Administrator's office between the hours of 8:00

am–Noon and 1:00–5 pm, 227 S. Front Street, or by calling 507-934-0663. **Completed applications must be received by the City Administrator’s office by 5:00 pm on Friday, March 14, 2014.** Faxed, emailed, and/or late applications will not be accepted. A condition of employment shall be successful completion of a background investigation, and successful completion of pre-employment drug test. Employees will be subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing. Must be at least 16 years of age for Recreation and Leisure Services positions; 15 years of age for aquatics positions and 18 years of age for Public Works positions. The following seasonal positions are available:

- 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. Starting wage \$8.00/hour. Minimum age: 18.
- SPORTS PROGRAM/SPECIAL EVENTS COORDINATOR: Train and supervise staff, organize and implement summer sports programs (Baseball, Soccer, etc.) and special events. Need strong organizational, motivational, planning and leadership skills. Experience with school age children. 35 –40 hours/week. Mid May–End of August. Starting wage: \$8.75/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: \$8.75/hour.
- SPECIALTY CAMP/PRESCHOOL COORDINATOR: Train and 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: \$8.75/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: \$8.75/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: \$7.25/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: \$7.25/hour.
- 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: \$9.75/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: \$7.75/hour.
- LIFEGUARD (without WSI): Duties include supervision of swimmers and some maintenance. Full, part-time and substitute positions. Current LGT, First Aid and CPR Certificates required. Minimum age: 15. Starting wage: \$7.00/hour.
- OUTDOOR POOL CASHIER: Duties include collection of pool fees, light bookkeeping, some maintenance and strong public relations skills. Minimum age: 15. Part-time. Starting wage: \$6.55/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).

|                   |                     |                      |                                     |
|-------------------|---------------------|----------------------|-------------------------------------|
| Monday            | March 10            | 7:00 p.m.            | City Council Meeting                |
| Tuesday           | March 11            | 5:30 p.m.            | Library Board                       |
| Monday            | March 17            | 5:30 p.m.            | City Council Workshop               |
| <del>Monday</del> | <del>March 17</del> | <del>7:00 p.m.</del> | <del>Parks Board</del> CANCELLED!   |
| Monday            | March 24            | 7:00 p.m.            | City Council Meeting                |
| Tuesday           | March 25            | 5:30 p.m.            | Heritage Preservation Commission    |
| Wednesday         | March 26            | 12:00 noon           | Hospital Commission                 |
| Thursday          | March 27            | 12:00 noon           | Economic Development Authority      |
| Friday            | March 28            | 8:00 a.m.            | Tourism and Visitors Bureau         |
| Monday            | March 31            | 5:30 p.m.            | City Council Workshop               |
| Tuesday           | April 1             | 5:30 p.m.            | Planning and Zoning Commission      |
| Monday            | April 7             | 3:30 p.m.            | Housing and Redevelopment Authority |
| Monday            | April 7             | 5:30 p.m.            | City Council Workshop               |
| Monday            | April 14            | 5:00 p.m.            | Human Rights Commission             |
| Monday            | April 14            | 7:00 p.m.            | City Council Meeting                |
| Tuesday           | April 15            | 6:00 p.m.            | Board of Appeals and Equalization   |
| Monday            | April 21            | 5:30 p.m.            | City Council Workshop               |
| Monday            | April 21            | 7:00 p.m.            | Parks and Recreation Advisory Board |
| Thursday          | April 24            | 12:00 noon           | Economic Development Authority      |
| Friday            | April 25            | 8:00 a.m.            | Tourism and Visitors Bureau         |
| Monday            | April 28            | 7:00 p.m.            | City Council Meeting                |
| Tuesday           | April 29            | 5:30 p.m.            | Heritage Preservation Commission    |
| Wednesday         | April 30            | 12:00 noon           | Hospital Commission                 |