

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 www.facebook.com/cityofsaintpeter



Happy Thanksgiving from the City Council and City staff!



Please remember to buckle up and drive safely!

11/26/2014

CITY COUNCIL ACTIONS – Action taken by the City Council at the regular meeting of November 24, 2014 included public hearings and action on approval of a refunding bond for the Ecumen Second Century Project; public hearing and action to approve assessment of unpaid utility charges; public hearing and action to approve assessment of unpaid miscellaneous charges; acceptance of the 2014 housing study update; approval for supplemental agreement with MnDOT regarding use of Municipal State Aid funds for increased costs related to the Old Minnesota Avenue/Union Street project; approval for purchase of a replacement Vactor unit; authorization for use of Hallett's Pond for the February Special Olympics Polar Bear Plunge event; approval of the 2015 municipal fee schedule; and approval for the unbudgeted purchase of playground equipment for Ramsey Park to be funded by the City, School District #508 and a grant from the Carl and Verna Schmidt Foundation.

The next regular meeting of the City Council will be Monday, December 8th 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 934-0663.

Copies of the Council packet are also available on the City's website at www.saintpetermn.gov/city.

UPCOMING CITY CLOSURES – THE
following closures will occur over the Thanksgiving holiday:

- All non-emergency City offices will be closed Thursday-Friday (November 27-28th).
- There will be no transit service on Thanksgiving Day, but regular hours will resume on Friday, November 28th.
- The Community Center will be closed on Thanksgiving Day, but will be open regular hours starting Friday.
- The Library will be closed on both Thanksgiving Day and Friday, November 28th, but will reopen for regular Saturday hours.

In addition, all non-emergency City offices will also be closed on Tuesday, December 2nd from noon-3:30 p.m. for City staff training.



LEAF COLLECTION COMPLETED – The City's curbside leaf collection is now completed. Those who missed the curbside collection may take leaves and grass clippings to the yard waste drop-

off site located at the southwest corner of North Swift Street and West St. Julien Street. This area is open 24-7 year round for use by Saint Peter utility customers and is funded by the environmental services charge on City utility bills.

EDA MEETING CANCELLATIONS – The November and December meetings of the City’s Economic Development Authority have been cancelled due to conflicts with the Thanksgiving and Christmas holidays and an anticipated lack of agenda items. The next regularly scheduled EDA meeting will be January 22nd. For additional information on EDA meetings, please contact the Community Development Department at City Hall or by calling 934-0661.

MINNESOTA SQUARE PARK LIGHTING DISPLAY – Within the next few hours the annual lighting display in Minnesota Square Park will come to life to enchant us all. Maybe you have driven by the park a hundred times, maybe more, since this tradition started many, many years ago, but have you ever stopped to think about what goes into this display?

The planning starts weeks, if not months, before the lights are lit. During that time the City’s Parks crew carefully plans what will go in the park and what will be added to the previous year’s display. Lights are ordered, strings are untangled (although the crew is very careful about packing up at the end of each lighting season), bulbs are changed out and the schedule for work in the park is set.

Then the dedicated members of the City’s Parks crew, along with their able bodied assistants from all the other sections of the Public Works Department, spend all day every day for at least two weeks putting the lights in place. You might have seen them in the park and when they are there and working, the park is alive with activity. Bucket trucks are set up, ladders are put in place, and everywhere you look is someone in a safety vest and a hard hat stringing lights. (It’s kind of like the elves working in Santa’s workshop!)

They do this work in the harshest of conditions....freezing temps, pouring rain, deep snow and on a few rare occasions, ultra-warm sunny days. It’s a lot of work for a few hours of brilliance, but it has become part of the tradition of Christmas in Saint Peter and people come from all over just to look at the display.



And it doesn’t stop at Minnesota Square! In addition to the beautiful display in the Park, the crew also sets up the displays in the downtown medians and trees. It’s truly a festive delight for the eyes!

We hope you enjoy this display this year and every year to come.



GREAT CANDY CANE HUNT - Children of all ages are invited to participate in the “Great Candy Cane Hunt” at the Community Center on Saturday, December 6th from 9:00-10:30 a.m. This free event is sponsored by the City Recreation and Leisure Services Department and will feature over 2,000 candy canes which will be hidden at the Community Center. Each family can choose the hunt time that’s convenient for them:

- 9-9:15 a.m.
- 9:30-9:45 a.m.
- 10-10:15 a.m.
- 10:30-10:45 a.m.

For more information, please call the Recreation Department at 934-0667.

ADVISORY BOARD VACANCIES - How would you like to help shape the future of our community? The City Council is seeking interested candidates for appointment on the various City Council advisory boards and commissions. Numerous vacancies will exist at the end of the year and Mayor Strand and the Council needs interested individuals to apply!

The City has boards with lots of topics of interest such as:

- Civil Service Commission
- Economic Development Authority
- Parks and Recreation Advisory Board
- Planning and Zoning Commission
- Heritage preservation Commission
- Human Rights Commission
- Housing and Redevelopment Authority (overseeing Parkview Manor)
- Library Board
- Tourism and Visitors Bureau; and
- Hospital Commission

Requirements to qualify for appointment are simple and candidates must....

- Live within the corporate limits of the City of Saint Peter; and
- Commit to making the monthly meetings (usually 1-2 hours in length); and
- Commit to serving the full term (most are three year terms although a couple boards are five year terms); and

- Have a passion for and interest in serving your community.

If this sounds like something you would be interested in, please drop us an email at barbaral@saintpetermn.gov, call 934-0663; or stop in City Hall at the City Administrator's Office to request an application card. We look forward to working with you!



THE SNOW IS HERE! - How about a quick snow emergency reminder for those who park on City streets?

- Snow emergencies will always be declared before 5:00 p.m. and take effect at midnight.

Snow emergencies are announced through the Nixle community notification system, on the City's information line (507-934-0675) and notices are provided to local media. Snow emergency notices will also be provided on the City's website (www.saintpetermn.gov) if the snow emergency happens during the work week.

- Sign up now for the Nixle notification system to make sure you are notified of the snow emergency. Go to www.nixle.com to sign up. It's a free service and each person can set it up the way they want to be notified....either by text, e-mail or both.
- To review snow emergency rules, visit the City's website at <http://www.saintpetermn.gov/city-snow-emergency-rules>.
- Even if a snow emergency is not declared, City residents are asked to move all vehicles off the roadway in the event of a heavy snowfall. This allows the snow removal operation to be completed quickly and more efficiently which saves all of us money!
- Remember to shovel those sidewalks! City regulations require property owners to remove snow and ice from sidewalks within 24 hours of the end of a snow event. The sidewalk must be cleared the entire width and kept clear of blow back and drifting snow. If a property owner does not clear the walkway, City crews may be dispatched to do so at a minimum charge of \$75 per hour. **And here's a special note for all you snowbirds going south for the winter....make sure to hire someone to keep your walkway clear of snow and ice while you are out of state!**
- If you hire someone to remove snow for you, or if you are a company that



removes snow for customers, please remember that it is illegal to plow or blow the snow into the roadway and/or onto City property including the City owned right-of-way. Snow that is removed from private property must be stored or placed somewhere other than City owned property.



ADOPT A FIRE HYDRANT – We've had our first taste of a winter storm and are getting warmed up for the bigger snows yet to come. Now that your shovel is broken in, why not consider "adopting" your neighborhood fire hydrant?

As the snow begins to deepen, you can help out the Fire Department by keeping the area around the hydrant shoveled out. 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!



DOG SAFETY - As the weather turns colder this winter, pet owners need to pay special attention to the rules and regulations regarding shelters that are provided for

outside dogs. Minnesota State Statutes clearly define the minimum standards for a dog shelter as follows:

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

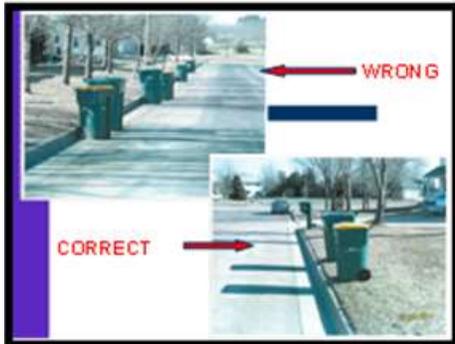
Pet owners who do not provide sufficient shelter for their outdoor dogs may be cited by the Police Department.

One more suggestion....frigid temps may cause water containers for outside pets to freeze. Make sure your dog has a good supply of drinkable water.

METER READERS/MAIL CARRIER HELP - With only a small amount of snow on the ground, now is the perfect time to start a nice habit of clearing out a path to utility meters for the City's Meter Readers and from house to house for the Mail Carriers. Having a clear path to travel when reading meters (and delivering mail), helps eliminate slipping and falling over toys and equipment left in the yard all winter and lets our staff do their jobs in a safe manner. So, if you can do so, please help out by clearing at least a shovel wide path to your utility meter each time it snows. Doing so each time you shovel will make the job much easier. Thanks for your assistance!



CURBIE PLACEMENT - Regular *Hot Sheet* readers have seen this notice before, but with winter upon us, we would like to also point out that once snow starts being piled



at the curb line, homeowners are asked to shovel out a space for the curbies instead of trying to perch the carts on top of the snow ridge line on collection day.

Placing the curbies on a flat, shoveled surface helps ensure the cart remains stable and doesn't tip over resulting in the contents being spilled onto the road. It also helps ensure that the carts don't tip on children who might be playing on the piles of snow. If you have moved a full cart, you know how heavy they can be!

But also remember that curbies are to be placed **ON the boulevard (not in the street)**. In the winter when roads become more narrow and icy placing the curbies in the roadway becomes an even bigger hazard. Homeowners should make a clear spot on the boulevard to place the curbies on collection day. Shovel out a wide enough area 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.

Thank you for your cooperation.

RV DUMP STATIONS CLOSED - The City's two RV dump stations (located at the Wastewater Treatment Plant and just north of Culligan at the Park Row entrance to the Mill Pond area of Riverside Park) have been closed for the season. The dump stations will be reopened again in the spring when the weather cooperates.



MISSING FLAGS - Oh say can you see.....missing flags?! Several of the City's flags that were put up in the downtown area for Veteran's Day blew away during strong winds. We have already had one turned in to the City and are asking the public's help to find the others. If you see a loose American flag, or a flag that is attached to a 6-7' pole with a silver ball on top, please give us a call at City Hall (934-0663) and we'll send someone out to collect it. Or, if you can drop it off at City Hall (227 South Front Street) that would be really helpful. Thank you!

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

- **DIRECTOR OF PUBLIC WORKS.** **MINIMUM QUALIFICATIONS:** Bachelor's degree in engineering, public administration or related fields from an accredited college or university, OR fifteen (15) years demonstrated experience as a public works manager or director in a similarly sized (over \$10 million budget and over thirty employees) municipal operation; three (3) or more years' experience managing five (5) or more employees in a supervisory capacity; three (3) or more years' experience managing projects and budgets in a supervisory capacity; possession of a valid Class D driver's license and ability to obtain a valid Class D Minnesota driver's license within one (1) month of the date of employment with the City; possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or ability to obtain within six (6) months of the date of employment with the City. **DESIRED QUALIFICATIONS:** Bachelor's degree in engineering, public administration or related fields from an accredited college or university; six (6) years of progressively responsible experience in municipal public works or utility operations, or at least six years'

experience in a supervisory or engineering role in the private sector; knowledge and experience in the construction, maintenance, and operation aspects of electrical distribution systems, water treatment and distribution systems, wastewater collection and treatment systems, stormwater collection and treatment systems, streets, parks, and forestry; knowledge of approved methods, materials, and equipment used in all the operations supervised; knowledge of applicable regulatory codes; ability to read, interpret, and develop engineering plans and specifications; knowledge of the principles and procedures of municipal public works and/or utility department administration; ability to plan, coordinate, direct, and monitor the activities of a municipal public works department; demonstrated use of office computer systems and demonstrated understanding of SCADA, AMI, and GIS

processes; personnel supervisory experience managing more than five (5) employees; demonstrated ability to manage budgets; demonstrated previous experience in use of value engineering process; demonstrated knowledge of OSHA regulations and safety precautions. Starting salary \$79,750 to \$84,225. Applicants are required to complete a City application form available from the City Administrator's office at 227 South Front Street, Saint Peter, Minnesota 56082 or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. on December 29, 2014. Interviews for this position will take place January 21-22, 2015. Faxed 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.

Monday	November 24	7:00 p.m.		City Council Meeting
Tuesday	November 25	5:30 p.m.		Heritage Preservation Commission
Wednesday	November 26	12:00 noon		Hospital Commission
Thursday-Friday	November 27- November 28			THANKSGIVING HOLIDAY – City offices closed
Monday	December 1	3:30 p.m.		Housing and Redevelopment Authority
Monday	December 1	5:30 p.m.		City Council Workshop Session
Tuesday	December 2	12:00 – 3:30 p.m.		CITY OFFICES CLOSED FOR STAFF TRAINING
Wednesday	December 3	5:30 p.m.		Planning and Zoning Commission
Monday	December 8	7:00 p.m.		City Council Meeting
Monday	December 15	3:00 p.m.		City Council Goal Session
Wednesday	December 17	TBD		Hospital Commission Budget Workshop
Wednesday-Friday	December 24- December 26	12:00 noon - weekend		CITY OFFICES CLOSED—CHRISTMAS HOLIDAY
Tuesday	December 30	12:00 noon		Hospital Commission
Thursday	January 1			CITY OFFICES CLOSED – NEW YEAR'S DAY

