

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



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MAKES ME WONDER (BY CITY ADMINISTRATOR TODD PRAFKE – Roads, development and the future... A lot of time is spent in these areas by the City and a lot of money too. The

changes being planned by the Minnesota Department of Transportation (MnDOT) for Highway 169 related to flood mitigation in 2014, has made it even clearer to us that advanced planning, the ability to be nimble, and having a positive relationship with others, including MnDOT and Nicollet County, are important if we are to do things efficiently and cost effectively.

We have lots to do and some changes that need to take place along Highway 169 and the intersections from Union Street to Highway 22. Watch for more info here and if you have questions please give Public Works Director Giesking (934-0670) or Community Development Director Wille (934-0661) or I (934-0663) a call. We will be starting neighborhood meetings in the near future so you can get a close up look and contribute your thoughts and ideas as we continue to work through the planning process.

Do roads matter to you and your business? Do you have ideas that we can use as we continue to plan? Will you share them with us? It makes me wonder.....



THE SNOW IS COMING! - Weather prognosticators are predicting heavy snowfall beginning sometime Thursday evening into Friday of this week. Here are important snow related reminders for Saint Peter

residents...

- 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 you set it up the way you want to be notified....either by text, e-mail or both.
 - To review the 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 \$65 per hour.
- 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.

LOOKING FOR OWNERS – The Police Department is seeking the owners of the following animals:



- A Pomeranian male dog (temporarily named "Lincoln") that was found in Kasota.
- An orange male cat (temporarily named "Travolta") that was found in Kasota. This cat is very friendly and gives lots of sandpaper kisses!

If you are the owner of one of these animals, or if you know the owner, please contact CSO Meyer at the Saint Peter Police Department (931-1550) or Alaina at Kind Veterinary Clinic (931-4700) during regular business hours.

HOUSEHOLD HAZARDOUS WASTE COLLECTION- The City will be working with Tri-County Solid Waste to host a household hazardous waste collection on May 18th from 9:00 a.m. – 2:00 p.m. More information on the collection will be provided to residents as the date draws closer, but for now, if you have been storing up old paint and cleaning products and garden products and need a way to safely and legally dispose of the chemicals, please mark this date on your calendars!

CITY WATER SYSTEM - The City constructed new water plants and upgraded an existing plant to improve water quality throughout the community.

In 2009 a water tower was added to the water system to provide redundancy for maintaining water pressure consistency throughout the lower distribution system. New treatment plants were placed into operation in the late summer of 2012.

In addition, the City's Water Operators have been busy over the past ten months working to maximize the efficiency of the water treatment plants to

assure the consistency of water delivered throughout Saint Peter. Lots of checks and rechecks are made over the entire system to evaluate and measure the City's water supply and to help make sure the water supply is meeting system goals.

The City has a very accurate test for water hardness that can be conducted in the new laboratory at the Broadway Water Treatment Plant. As a part of standard procedures, staff regularly tests the City's water and provides that information to the Minnesota Department of Health. An annual report on water quality is prepared which summarizes the quality of the City's water supply. Those results are sent out in utility bills in June of each year and the results are published on the City's website.

If you have any concerns about the quality of water that is being delivered to your home or business (including things like taste, smell, pressure, color or hardness), please give us a call at 934-0670. Staff will be happy to meet with property owners and test the quality of the water that residents use. These tests will be performed in the City's laboratory free of charge. Feedback from customers is helpful in assuring that the goals for water quality and water pressure are being met.

HOSPITAL CEO SELECTION MEETING INVITATION –

The City Council and Hospital Commission would like to invite the Saint Peter community to take part in the process to select a new Chief Executive Officer (CEO) for River's Edge Hospital and Clinic. An open meeting will take place at the Hospital on February 21st to gather thoughts and input from the community on the traits a new CEO should possess.

The meeting will be held in the Helen White Conference Center at the Hospital on Thursday, February 21st beginning at 7:00 pm.

As a part of the pre-search process, the meeting was scheduled to solicit ideas from the Saint Peter community about the "best candidate". What does the "best candidate" look like? What should be the highest priorities as we look to bring a new Hospital CEO to River's Edge? Should the ideal candidate have a Healthcare Administration degree or maybe a Master's degree in Business Administration? Maybe a Medical Doctor or someone with additional clinic management experience should be recruited? Should they be required to live in our area?

This meeting will be an organized discussion about candidate personal traits, characteristics and experiences. What you tell City and Hospital officials will shape how the position is advertised



and how the resumes that are received are evaluated.

If you are interested in the future of health care services in Saint Peter, we hope you can attend the meeting!

HELP WANTED – The City is accepting applications for the following positions:

- **POLICE COMMUNICATIONS TECHNICIAN** - The City of Saint Peter is currently accepting applications for the position of full-time Police Communications Technician. Responsibilities include emergency communications, record keeping, record processing, computer entry and other related assignments. Hours of work are 12-hour shifts, which include nights, weekends and holidays. **MINIMUM QUALIFICATIONS:** High school degree or equivalent; Possession or eligible to receive a Class D Minnesota Driver's license; Skill and ability to receive State Certification on NCIC file operation; Excellent verbal and written communication skills; and ability to receive First Responder Certification. **DESIRED QUALIFICATIONS:** Knowledge and experience in data entry, use of office equipment and office procedures; Experience working with the public; Knowledge of law enforcement procedures; Experience in the operation of radio equipment; experience in working in law enforcement or working with difficult individuals; and experience as a Dispatcher, Jailer or other law enforcement position. Starting wage \$18.51 per hour. Applicants are required to complete recruitment procedures as required by the Saint Peter Police Civil Service Commission. Applications may be obtained at, and must be submitted along with a resume, to the Saint Peter Police Department, 207 South Front Street, Minnesota, 56082, or phone (507)931-1550) by February 28, 2013. AA/EOE
- **PART-TIME LIBRARY ASSOCIATE** - Minimum qualifications: High school diploma or equivalent; ability to operate a PC and use internet; experience working with the public in customer service setting. Desired qualifications: experience in provision of library services; training in library operations, media resources or related field; supervisory experience; twelve or more post-secondary semester credits. Approximately 24 hours per week. Beginning wage \$9.75 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 1-5:00 p.m. or by calling

(507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 pm on Tuesday, March 12, 2013. Faxed, emailed, and/or late applications will not be accepted.

- **SEASONAL POSITIONS** – The City of Saint Peter is accepting applications for seasonal positions for the 2013 summer season. These are positions for which an eligibility list will be maintained until August 31, 2013. Applications are available **beginning February 21st** on the City's website at www.saintpetermn.gov or at the City Administrator's office from 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 8, 2013*. 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 COORDINATOR:** Train & supervise staff, organize and implement summer sports programs (Baseball, Soccer, Special Events etc.) and. 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 & 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 & 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 & 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.

Friday	February 22	8:00 a.m.	Tourism and Visitors Bureau
Monday	February 25	7:00 p.m.	City Council Meeting
Tuesday	February 25	5:30 p.m.	Heritage Preservation Commission
Wednesday	February 27	12:00 noon	Hospital Commission
Thursday	February 28	12:00 noon	Economic Development Authority
Monday	March 4	3:30 p.m.	Housing and Redevelopment Authority
Monday	March 4	5:30 p.m.	City Council Workshop

Tuesday	March 5	5:30 p.m.	Planning and Zoning Commission
Monday	March 11	5:00 p.m.	Human Rights Commission
Monday	March 11	7:00 p.m.	City Council Meeting
Monday	March 18	5:30 p.m.	City Council Workshop
Friday	March 22	8:00 a.m.	Tourism and Visitors Bureau
Monday	March 25	7:00 p.m.	City Council Meeting
Tuesday	March 26	5:30 p.m.	Heritage Preservation Commission
Wednesday	March 27	12:00 noon	Hospital Commission
Thursday	March 28	12:00 noon	Economic Development Commission