

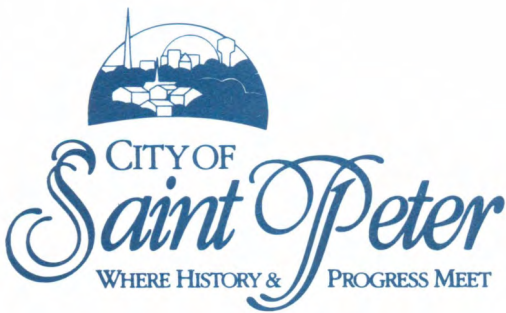
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Tuesday, September 4, 2018
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

- I. **CALL TO ORDER**
- II. **DISCUSSION**
 - A. Electric Foreman Job Description
 - B. Wells Fargo ESG Discussion
- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/30/18

FROM: Todd Prafke
City Administrator

RE: Electric Foreman Position Description

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

As you know, it is our practice to review all position descriptions whenever a position becomes vacant. This is done to ensure the minimum and desired qualifications, the physical requirements and the information about the essential job functions all accurately describe the position.

We currently have a vacancy in the position of Electric Foreman. Upon review of the position description, a number of changes are recommended. The most significant changes are a part of the format of the description changing from paragraphs to bulleted points following the current format we use. We have also added to the essential functions this position is responsible for (i.e. generation plant work, undergrounding activities, training collaboration and some the work with your engineering firm on distribution system planning).

We believe this modified description best meets the current duties of the position. It would be our hope to request adoption of the updated description at a future Council meeting after which we would start the recruitment process.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 268

POSITION TITLE: ELECTRIC FOREMAN
DEPARTMENT: PUBLIC WORKS
DIVISION: UTILITIES
SECTION: ELECTRIC
SUPERVISOR: DIRECTOR OF PUBLIC WORKS

OVERVIEW OF POSITION:

Under general supervision, the Electric Foreman participates in the implementation and organization of work, providing general supervision of crews and participating in the construction, operation, control, maintenance, testing, and cleaning of the electrical distribution system and City facilities. The Electric Foreman works to assure training of assigned staff is updated on a regular basis and that customer service and quality of service delivered are the top priority of the Utility. The Electric Foreman assumes responsibility for essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Electric Foreman shall work with the Director of Public Works in performing the following:

- Develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare weekly reports of work planned and completed;
- Prepare specifications for equipment and materials; prepare reports as requested;
- Assist in annual budget preparation including operations and capital improvement planning;
- Set goals for timely completion of work; inspect and review work of assigned personnel;
- Assist in conducting evaluation of job performance for assigned personnel on a routine basis;
- Assist with the planning and design of the electrical utility distribution system design;
- Review bills and monitor expenditures to ensure compliance with approved budgets;
- Coordinate implementation and maintenance of an advanced metering infrastructure (ami) program;
- Coordinate with other Public Works sections on work activities and use of equipment;
- Coordinate projects with other utilities and governmental units;

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- Implement electric utility policies as per State law, City ordinance, and City Council resolution;
- Inspect contract work as assigned;
- Ensure routine maintenance is performed on assigned vehicles and equipment;
- Set and implement quality standards for work to be performed;
- Monitor safety conditions and take corrective actions as needed; ensure compliance with safety rules and practices.
- Ensure compliance of personnel with Federal, State, and City safety laws;
- Investigate and respond to citizen complaints, answering questions, solving problems;
- Conduct safety training programs;
- Recommend the purchase of new and replacement equipment;
- Evaluate new methods and materials;
- Attend electrical distribution system seminars, conferences, and training sessions on an annual basis to refresh knowledge of system operation and maintenance and to learn of new developments;
- Operate Supervisory Control and Data Acquisition (SCADA) system and load management system.
- Coordinate activities with the Director of Public Works on a daily basis;

The Electric Foreman shall be directly responsible to:

- Supervise Lineman Electricians and other employees of the Utility;
- Provide an effective communication link between the Director of Public Works and the Electric Utility personnel;
- Maintain time, materials, and operating records; ensure items and quantity levels for inventory are maintained;
- Prepare and monitor work orders;
- Prepare reports of emergencies and problems;
- Provide general supervision in the construction, operation, cleaning, maintenance, control, and testing of the electric distribution system including but not limited to: make field decisions to safely and efficiently complete work; keep accurate records of electrical

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POSITION DESCRIPTION

usage; prepare and submit federal, Southern Minnesota Municipal Power Agency (SMMPA), and state reports concerning electrical usage as required;

- Arrange for contract work as needed or directed;

The Electric Foreman shall work alone or with other Electric Utility employees to:

- Complete tasks associated with the construction, operation, and maintenance of the electric distribution system in accordance with the parameters of state license, including but not limited to: install overhead and underground electric wire; set poles and anchors; climb poles;
- Install and maintain street lights; install, maintain and operate transformers, cutouts, cross-arms, and insulators; connect, disconnect, and replace electric service loops;
- Locate underground conductors;
- Locate private City infrastructure;
- Use fault finding equipment for primary and secondary underground repairs;
- Construct and maintain underground distribution system;
- Patrol distribution lines in inclement weather and make emergency repairs;
- Trim trees for line clearance as needed;
- Maintain all tools, equipment, and supplies;
- Work overtime hours as necessary to perform emergency clean up, snow removal, and repair activities;
- Work overtime as necessary for routine monitoring of utility systems operation;
- Provide in-service training of Apprentice Lineman and other Electric Utility employees;
- Work with the Minnesota Pollution Control Agency (MPCA) and consultants to submit report requirements and maintain permit compliance for the Broadway Generation Facility.
- Work effectively with customers, other employees and Sections of the Public Works Department.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Electric Foreman is required to be capable of performing the following physical functions or a combination thereof for any given workday:

Legend:

Continuously is over 2/3 of a workday

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Frequently is 1/3 to 2/3 of a workday

Occasionally is less than 1/3 of a workday

Workday - a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; hearing -continuously normal or corrected to normal; eyesight - continuously - far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; continuously sit, stand, walk; continuously bend/stoop, squat, crawl, reach above shoulder level, crouch, kneel, balance, push/pull; occasionally climb height of fifty feet; continuously use both feet for repetitive movements as in operating foot controls; continuously use hands for firm grasping and fine manipulating; continuously use bucket truck to height of fifty feet.

Strength: Continuously - carry up to thirty-four pounds and lift up to thirty-four pounds; frequently - carry thirty-five to seventy-four pounds and lift thirty-five to seventy-four pounds; occasionally - carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety- nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; occasionally exposed to moving mechanical parts hazard; occasionally exposed to high noise levels.

Safety: Perform cardiopulmonary resuscitation; perform pole top rescue, perform bucket rescue; perform confined space (manhole) entry and rescue; wear safety equipment including hard hat, lineman electricians steel-toed shoes, safety goggles, safety vests, and protective (cotton) clothing;

Vaccinations: Receive vaccinations for tetanus. The vaccinations for hepatitis B are made available to the Electric Foreman by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Electric Foreman is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively, both orally and in writing; accept responsibility; delegate responsibility; establish priorities and coordinate the work of personnel; understand and carry out oral and written instructions; cooperate with a wide range of individuals; display interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; display sustained concentration and prolonged commitment to job tasks; work alone effectively under stress in situations dangerous to self or others; display tact; maintain confidentiality as needed; deal with the public.

MINIMUM QUALIFICATIONS:

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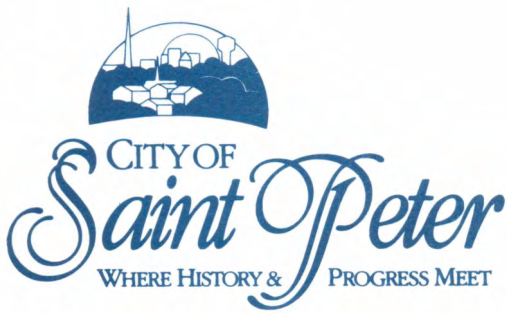
POSITION DESCRIPTION

- A high school diploma and satisfactory completion of a technical school program for lineman electricians and completion of a recognized apprenticeship in electrical line work, including five years of responsible experience in electrical distribution systems. An additional five years of experience can be substituted for technical training.
- Possession of a State of Minnesota Lineman Electrician License issued by the State Board of Electricity or to obtain within six months of the date of employment with the City.
- Possession of a valid State of Minnesota Class A Drivers License with Air Brake Endorsement or to obtain within six months 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 obtain within six months of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge of approved methods, materials, and tools used in the construction, operation, and maintenance of electrical distribution systems;
- Demonstrated knowledge of the principles of electrical theory applicable to electrical circuits and wiring systems; knowledge of computer systems;
- Demonstrated knowledge of Supervisory Control and Data Acquisition (SCADA) and load management control system; ability to supervise the work of others.
- Demonstrated knowledge of Automated Metering Infrastructure (AMI) systems.
- Demonstrated knowledge of OSHA regulations and safety precautions of the trade.
- Demonstrated knowledge of regulators and OCR and electric substation operation.
- Demonstrated experience with underground electric distribution systems. Ability to climb poles and work with high-tension wires;
- Demonstrated ability to diagnose electrical problems under emergency conditions and take corrective action;
- Demonstrated knowledge of and experience with and ability to operate equipment including but not limited to: line trucks, digger trucks, trenchers, line locators, backhoe, dump trucks, and chain saws.

Adopted: _____



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 09/02/2017

FROM: Todd Prafke
City Administrator

RE: Wells Fargo Divestment

ACTION/RECOMMENDATION

None needed. For your discussion as directed.

BACKGROUND

The Council has previously discussed the City's Investment Policy and passed a resolution, a copy of which is attached, directing staff to divest from investments that are held with Wells Fargo Bank. In addition, you directed that we bring this issue back to you in about a year for further discussion.

It was my understanding that the discussion was to center on whether we should continue to divest in accordance with the previous action, the value of these types of actions on the part of the City Council, and whether a different direction should be given to staff related to Wells Fargo.

Again this discussion is based on the direction given by the Council about a year ago.

Lastly, it may be important to note that staff has followed your direction, that that we have divested when those investments have come due, and have not made any further investments in Wells Fargo.

We currently have the following investments with Wells Fargo with end term dates as follows:

Maturities:

4/13/20	\$240,000
7/27/20	\$240,000
2/25/33	\$ 854.06 principal returned each month, expires prior to 2033
1/25/34	\$5,599.29 principal returned each month, expires prior to 2034

Please feel free to contact me if you have any questions or concerns about this agenda item.

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2017 - 142

**STATE OF MINNESOTA)
COUNTY OF NICOLLET)
CITY OF SAINT PETER)**

**RESOLUTION DIRECTING DIVESTMENT OF FUNDS FROM WELLS FARGO AND
COMPANY**

WHEREAS, the City Council wishes to invest City funds in ways that represent the community by supporting local goals; and

WHEREAS, the Council has discussed ways to help meet these goals, but also ensure the efficient operation of the City; and

WHEREAS, the City Council believes that investment with Wells Fargo and related investment companies is not representative of the community's goals; and

WHEREAS, the City Council wishes to divest all investments with Wells Fargo and Company at the conclusion of each current investment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: Staff is directed to allow all existing investments with Wells Fargo and Company to expire and to make no further investments with Wells Fargo and related companies for one (1) year at which time the City Council will review the policy.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11th day of September, 2017.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator