

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

Regular Workshop Session of Monday, September 19, 2016
Library Meeting Room – 5:30 p.m.
601 South Washington Avenue

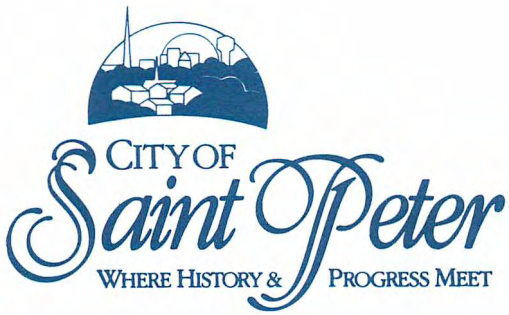
- I. **CALL TO ORDER**

- II. **DISCUSSION**
 - A. Public Works Department Presentation
 - B. Front Street Substation
 - C. Public Works Job Description Modifications
 - D. Others

- III. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke

TP/bal



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 9/16/16

FROM: Todd Prafke
City Administrator

RE: Department Presentation: Public Works Department

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

As has been our past practice, time has been set aside on this workshop agenda for a presentation on one of the City's Departments. Public Works Director Moulton will be at the workshop on Monday evening to provide information on activities in the Public Works Department.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 8/8/2016

FROM: Pete Moulton
Director of Public Works

RE: Planned Improvements to the Front Street Substation

ACTION/RECOMMENDATION

None needed. For City Council review and information only

BACKGROUND

In today's electronic age, the reliability of the electric energy supply is the key factor in customer service for the citizens (customers) of Saint Peter. The City's goal has been to create a very reliable electric distribution system, which has included the construction of two new substations to improve the supply to, and the voltage of, the electric distribution system.

The electric utility has an operating supervisory control and data access (SCADA) system in place to monitor the electric distribution system. The new substations are fully electronic for compatibility with the SCADA system for monitoring and obtaining alarms for potential problems.

The original Front Street Substation was last fully reconstructed in 1968, and was installed with mechanical systems and outside bus work. These old mechanical systems are susceptible to age failure, the weather and to animals; thus, the substation adds an unreliability component to the electric distribution system. There are two substation transformers at the Front Street Substation one which failed and was replaced in 2011. The remaining transformer, originally installed in 1968, is operating with a reduced electric load and is being closely monitored for signs of eminent failure. A replacement transformer will cost \$600,000-\$650,000 and take 6 to 8 months from the time of order until it would be delivered for installation. (We should allow one full year for the replacement of the transformer).

Currently, the electric distribution system can effectively operate using three of the four substation transformers available. It is anticipated, depending on community growth, that the City would need to add a fifth new substation transformer in approximately ten years. This ten year time period is the period during which the 1968 transformer could be replaced with minimal impact on the supply of electricity to the community.

City staff has consulted with DGR Engineering of Rock Rapids, Iowa to develop an approach to upgrades for the Front Street Substation. A total project to upgrade the Front Street Substation with electronic gear, enclosed and protected, is estimated to cost \$1,600,000. This includes the

cost of replacing the very old substation transformer. City staff would be closely involved in all of the work done in the substation. The project can be done in two stages.

Stage One: The first stage would include work to upgrade all the equipment and buss work related to the new transformer in the substation. Some of the equipment would be moved into the building and outside components would be enclosed to protect them from the weather and animals. The work would include:

- Metal clad 15 KV switchgear with a main breaker, 3 feeder breakers, and one tie breaker.
- Control enclosure modifications.
- Manhole construction and foundation removals.
- 13.8 KV power cable. Duct banks, grounding, raceways, control cabling.
- Removal of related existing outside equipment and bus work.\

The stage one cost estimate is:

Estimated material and construction cost	\$340,000
<u>Estimated contingency and engineering cost</u>	<u>\$ 85,000</u>
Total stage one project cost	\$425,000

Stage Two: Stage two project costs include all work related to the replacement of the old transformer (south transformer). The existing concrete transformer foundation has settled and tipped and would need to be replaced. The work would include:

- A new replacement substation transformer and foundation.
- Metal clad 15 KV switchgear with a main breaker and four feeder breakers.
- 13.8 KV power cable.
- Duct banks, grounding, raceways, control cabling.
- Removal of related existing outdoor equipment and bus work.

The stage two cost estimates is:

Estimated replacement substation transformer	\$600,000
Estimated material and construction cost	\$343,000
<u>Estimated contingency and engineering cost</u>	<u>\$170,000</u>
The total of the stage two project cost is	\$1,113,000

The cost estimate for the replacement of the substation transformer has increased \$200,000 in the last five years while the cost to replace all of the switchgear and bus work has doubled during that time. The cost estimate for the project is based on today's costs and an escalator needs to be included if this project is planned for sometime in the future.

My goal in providing this data for the Council to help ensure a positive understanding of the improvents that should be planned for and know, that at this time, we can we can plan both form a time line and financing perspective so that we can be appropriately proactive rather than responding to a unplanned failure. We would plan to start engineering work in the near term, better refine cost and staging so that a plan can be discussed and put in place.

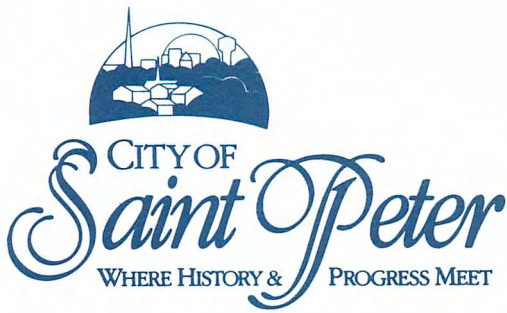
Please feel free to contact me should you have any questions or concerns on this agenda item.

PTM/amg

SUBSTATION IMPROVEMENT PROJECT

5





Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 9/16/2016

FROM: Todd Prafke
City Administrator

RE: Job Description Modifications

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Please find attached red-line versions of three Public Works job descriptions. The basis for the small modifications relate to our plan for the reorganization that has been discussed with the Council. Our service goal is to continue to provide the expertise we currently have while allowing for additional flexibility in work assignments to meet the maintenance needs both in Parks and as a part of the urban forest maintenance that is very important in our community. The description changes, although very small, provide clarity in moving in that direction.

The most significant of these changes is the assignment of the supervisory duties of Forester to the Park Foreman and modifications to the Forester description that allows for that supervision. None of the changes, either in job description or supervision, will significantly impact your budget or costs.

It is my goal for your workshop that you know and understand the description changes and have an opportunity for input so the Council is in the position to approve changes when it is appropriate.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 200

POSITION TITLE: PARKS FOREMAN
DEPARTMENT: PUBLIC WORKS
DIVISION: MAINTENANCE
SECTION: PARKS
SUPERVISOR: MAINTENANCE SUPERINTENDENT

OVERVIEW OF POSITION:

Under Director of Public Works general supervision, the Parks Foreman participates in the implementation and organization of work, providing general supervision of crews and participating in the construction, maintenance, cleaning, care, and preparation of City parks, recreational facilities, and other City facilities and performs related duties as assigned or apparent. The Parks Foreman assumes responsibility for the essential job functions listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Parks Foreman shall work with the Maintenance Superintendent in performing the following duties:

- 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 bid specifications for equipment and materials; prepare reports as requested; assist in annual budget preparation; set goals for timely completion of work; inspect and review work of assigned personnel; conduct evaluation of job performance for assigned personnel on a routine basis; assist with planning and design of parks and right-of-ways; review bills and monitor expenditures to assure compliance with approved budget;
- Coordinate with other Public Works Sections and Utilities on work activities and use of equipment; coordinate projects with other utilities and governmental units;
- Implement parks and right-of-way 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; ensure compliance of personnel with federal, state, and city safety laws; recognize unsafe conditions and take corrective action as needed; 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 parks maintenance and construction seminars, conferences and training sessions on an annual basis to refresh knowledge of operation and maintenance and learn of new developments.

The Parks Foreman shall be directly responsible to:

- Coordinate activities with the Maintenance Superintendent and Recreation and Leisure Services Director on a daily basis; supervise Groundskeeper, Construction Maintenance Worker, Forester, Parks Maintenance Engineer and Seasonal Park Laborer, and others as temporarily assigned; provide an effective communication link between the Maintenance Superintendent and Parks personnel; train personnel in the operation of equipment and methods of completing assigned tasks; ensure compliance in wearing of required personal safety equipment and appropriate safety

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POSITION DESCRIPTION

procedures during job performance by assigned personnel; maintain time, material, and operating records; ensure items and quantity levels for inventory are maintained; routinely inspect parks and right-of-ways to identify maintenance needs and for planned repairs. Evaluate and identify safety hazards; prepare and monitor work orders; prepare reports of emergencies and problems;

- Provide general supervision in the maintenance, care, and preparation of city parks, right-of-ways and recreational facilities; make field decisions to safely and efficiently complete work;
- Arrange for contract work.

The Parks Foreman shall work alone or with other park employees to:

- Participate in the construction, maintenance, care, cleaning, and preparation of City parks, City right-of-ways, recreational facilities, and other City facilities;
- Complete tasks associated with the maintenance, care, and preparation of City parks and recreational facilities; mow and edge lawns, plant, trim and/or remove trees and shrubs; clean parks and park facilities; control weeds and insect pests; fertilize lawns; remove snow from sidewalks; maintain and prepare recreational facilities, including hockey/ice skating rinks, ball fields, tennis courts and swimming pools; install and maintain recreational equipment;
- Work overtime hours as necessary to perform emergency clean up, snow removal, repair, and maintenance activities; work overtime hours for park restroom cleanup and maintenance as needed;
- Organize tools, equipment, and materials used by personnel; ensure that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized and properly stored;
- Operate all types of heavy and light equipment and trucks as needed to complete work; maintain all tools, equipment, and supplies; prepare parks and recreational facilities for special events.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days 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, or stand, or walk; Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull; Frequently crawl; Occasionally climb height of thirty feet; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating

Strength: Continuously carry up to twenty-five pounds and lift up to twenty-five pounds; Frequently carry

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POSITION DESCRIPTION

twenty-six to one hundred pounds and lift twenty-six 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 confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

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

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

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

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

MINIMUM QUALIFICATIONS:

- A high school degree and four years of experience in park management.
- Possession of a valid State of Minnesota Class A Drivers License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of the date of employment with the City.
- Possession of a valid Certified Chemical Applicator's License or to obtain within six months of the date of employment with the City.
- Possession of a valid noncommercial pesticide applicators license with an aquatic category 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:

- Technical training in park management or related field.
- Knowledge of the materials, methods, and practices used in the maintenance and care of parks and recreational facilities; ability to operate equipment including but not limited to articulated wheel loader, self-propelled mowers, snow plow truck, water trucks, trimmers, and chain saws; knowledge of landscaping and horticulture; ability to read and interpret landscaping plans and specifications;

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POSITION DESCRIPTION

ability to supervise the work of others.

- Knowledge of trees, plants and activities completed in the right-of-way.
- Knowledge of OSHA regulations and safety policy. Including the safe use of chainsaws and pole top rescue.

Adopted: 02-25-08

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 163

POSITION TITLE: FORESTER_y FOREMAN (CITY FORESTER)
DEPARTMENT: PUBLIC WORKS
DIVISION: MAINTENANCE
SECTION: ENVIRONMENTAL SERVICES UTILITY
SUPERVISOR: PARKS FOREMAN MAINTENANCE SUPERINTENDENT

OVERVIEW OF POSITION:

Under general the ~~direction~~ of the Parks Foreman ~~Maintenance Superintendent~~, the Forester_y Foreman cares for and maintains existing trees in the city, plans for future tree plantings on public property, ~~coordinates~~ participates in the refuse and yard waste collection programs; and provides assistance to division employees as assigned. The Forester_y Foreman assumes responsibility for the ~~essential~~ job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

- Cares for and maintains existing trees in the city; monitors and diagnoses Dutch Elm, oak wilt, and ash yellow disease on public and private property; oversees ~~supervises~~ and participates in diseased tree removal; prepares bid specifications for tree and stump removal; stays abreast of state programs which may provide subsidies for tree removal and submits applications for state financial assistance; provides information to the public on tree disease and general tree care; maintains all equipment required in tree care; plans for future tree plantings on public property; prepares bid specifications for tree plantings; supervises planting of trees on public property, trim trees on a regular basis.
- Operates equipment and trucks for construction, reconstruction, maintenance, and cleaning of city streets and other public rights-of-way; tree trimming, yard waste collection including compost facility, and other refuse operations; lays and patches pavement; plows snow; performs a variety of grading, shaping, digging, loading, and snow removal tasks; operates all types of construction equipment and trucks; performs servicing, repairs, and field maintenance on assigned equipment as needed; works overtime to perform emergency repairs, clean up, and snow removal activities; performs similar duties for other Public Works Sections as assigned.
- Coordinates activities with the ~~Maintenance Superintendent~~ Parks Foreman on a daily basis; organizes tools, equipment, and materials for pesticide application; applies pesticides; assures routine maintenance is performed on assigned vehicles and equipment; repairs and reconstructs City facilities as required; maintains time and material records.
- Assures ~~Enforces~~ quality standards for work to be performed; participates in setting priorities; assists in preparing bid specifications for equipment and materials; prepares reports as requested; recommends items and quantities for inventory; assists in annual budget preparation; maintains all tools, equipment, and supplies; ensures that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized, and properly stored.

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- Completes tasks associated with the maintenance and care of city parks and recreational facilities; mows and edges lawns; plants and trims trees and shrubs; cleans parks; controls weeds; fertilizes lawns.
- Oversees and/or directs assigned employees.
- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed or reports conditions to the Maintenance Superintendent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Forester ~~Foreman~~ is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days 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, or stand, or walk; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of thirty feet, reach above shoulder level; 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 ten pounds and lift up to ten pounds; Frequently carry eleven to seventy-four pounds and lift eleven 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 basic first aid; Perform cardiopulmonary resuscitation; Perform bucket rescue Perform confined space (manhole) rescue; Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests; Wear self-contained breathing apparatus.

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

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ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

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

Communicate effectively, openly, honestly, both orally and in writing; accept responsibility; establish priorities; delegate responsibility; understand and carry out oral and written instructions; cooperate with customers, clients, co-workers, and supervisors; demonstrate flexibility in work environment, performing a variety of frequently changing tasks; sustained concentration and prolonged commitment to job tasks; work alone effectively under stress in situations dangerous to self or others; tact; maintain confidentiality as needed; maintain positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers, and supervisors; shall be on time for work, shall be on time for assigned duties, and shall work until the end of the designated work day; problems shall be identified with a proposed solution.

MINIMUM QUALIFICATIONS:

- High school diploma and training in horticulture, forestry, or related field from an accredited college or university and one year of experience in forestry operations.
- Possession of a valid State of Minnesota Class A DriversDriver's License with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of employment with the City.
- Possession of or ability to obtain a valid noncommercial pesticide applicators license with an oak and elm endorsement and aquatic category endorsement within six months of the date of employment with the City.
- Possession of or ability to obtain valid State of Minnesota tree inspector's license 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:

- Knowledge of approved methods, materials, and equipment used in the care, maintenance, removal, and planting of trees; knowledge of tree physiology, structure, and growth; ability to classify trees according to species; knowledge of the operating characteristics and servicing of equipment; operate light and heavy equipment and trucks including but not limited to: wheel loader, bucket truck, dump truck, wood chipper, snow plow truck, and chain saws; ability to read and interpret landscaping plans and specifications; ability to supervise others.
- Knowledge of OSHA regulations and safety precautions of the trade.

Adopted: 01/26/09