CITY OF SAINT PETER, MINNESOTA
AGENDAS AND NOTICES OF MEETING

Regular Workshop Session of Tuesday, February 18, 2019
Community Center, St. Peter Room – 5:30 p.m.
600 South Fifth Street

I. CALL TO ORDER

II. DISCUSSION
A. Job Descriptions
   1. Electric
   2. Information Technology
B. Fire Hall – Construction Manager RFP
C. 2019 LMC Annual Conference

III. ADJOURNMENT

Office of the City Administrator
Todd Prafke
TO: Honorable Mayor Zieman  
     Members of the City Council

FROM: Todd Prafke  
      City Administrator

RE: Electric Superintendent Job Description

ACTION/RECOMMENDATION

None needed. For your information 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.

While evaluating the Electric Foreman description and looking thoroughly at the needs of the organization, the changing nature of the utility and the electric industry in general, we believe that a process in which we look to hire a “working Superintendent” and not fill the Foreman position best represents our needs. In plain terms, we are a “tweener”. While we still need someone who can put their hands into a box and do a switch over, take “call” on occasion and be available to do the work of the utility, we also believe we need a position that can do more to save energy costs by managing your loads, look to reduce peaks and work with SMMPA and other customers on issues that previously we just didn’t cover. Managing our loads better could impact our pricing on any given hot summer day to the tune of $50,000 to $100,000 by avoiding coincident peak and through working with our current facilities through use of our peak shaving interruptible rate agreements.

We do not envision this new position as an increase to staffing levels, rather this position is in between a Forman and Superintendent. We are looking to add skill sets that are from both worlds and we hope are present in the market place. Some who have been on Council for a while have heard and even participated in the discussion on the organizational needs and the imbalance. In addition, we also need someone with a bit more technical expertise than we had previously to take care of AMI, generation systems integration and working with what is likely to be an increase in renewables on our system. As you may note from the redlined job description, our starting point was the Foreman description and modifications have been made based on the needs within the utility.
We would expect the pay range for this to be higher than you previously paid the Foremen with a total additional budgetary impact of between $4,000 and $9,000.

We believe this new description best meets the needs of the City, Utility and your customers. If the Council determines that this change is not in our best interest we will look for a Foreman as we have done previously.

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 DESCRIPTIONS

POSITION TITLE: ELECTRIC SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

DIVISION: ELECTRIC UTILITY

SUPERVISOR: DIRECTOR OF PUBLIC WORKS

Pay Equity Points = 353

OVERVIEW OF POSITION:

Under the general supervision of the Director of Public Works, the Electric Superintendent plans, coordinates, directs, and monitors the operations of the Electric Utility. The Electric Superintendent assumes responsibility for in-service training of personnel, customer service, setting quality standards for work to be performed, monitoring safety conditions, and inspecting and reviewing the work of assigned personnel, the essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

The Electric Superintendent shall work with the Director of Public Works to perform the following duties:

- Plan, coordinate, direct and monitor operation of the Electric Utility;
- Plan and supervise construction of the electrical generation and distribution system.
- Set priorities to deal with emergencies and unanticipated needs.
- Coordinate activities with others divisions, departments, and organizations to avoid work delays and service interruptions; assist with planning, design, and construction of joint projects.
- Evaluate need for and prepare specifications for materials and equipment; maintain operating records; prepare bid specifications for electric utility services, equipment and materials; prepare reports as requested; assist in annual budget preparations.
- Set quality standards for work to be performed; set priorities.

The Electric Superintendent is directly responsible for performing or ensuring Electric Utility staff performance of the following functions:

- Provide an effective communications link between the Director of Public Works and Electric Utility personnel; recruitment and recommendation of personnel in the hiring process.
- Supervise and participate in the operation and maintenance of the electric generation, substation and distribution systems.
- Supervise all Electric Utility employees; inspect and review the work of assigned
- Perform the "on-call" function up to six (6) times annually and assist assigned "on-call" staff during emergencies and weekends.

- Evaluate Electric Utility personnel; conduct evaluation of job performance for assigned personnel on a not less than annual basis; reward and encourage employees as appropriate; effect disciplinary measures for division employees as appropriate; adjust grievances for division personnel as appropriate in the grievance process; enforce operating and personnel policies as per State law, City ordinance, and City Council resolution.

- Coordinate work with Electric Utility personnel on a daily basis; coordinate with other Public Works sections on work activities and use of equipment; coordinate projects with other utilities and governmental units.

- Ensure that routine maintenance is performed on assigned vehicles and equipment; coordinate equipment replacement and maintenance schedules; recommend purchase of new and replacement equipment.

- Set goals for timely completion of work; develop and prioritize work assignments to facilitate completion of work in a safe and efficient manner; prepare weekly reports of work planned; prepare and monitor work orders; prepare weekly reports of work completed; implement critical path procedures for delivery of scheduled work; set and enforce quality standards for work to be performed.

- Operate the Supervisory Control and Data Acquisition System (SCADA) which controls the City's electrical facilities including, load management and Advanced Metering Infrastructure (AMI) systems.

- Arrange for contract work; inspect contract work as assigned.

- Ensure inventory replacement materials are ordered in sufficient quantities and in a timely manner.

- Ensure compliance with all state and federal regulations and ensure that reports required by these regulations are filed in an accurate and timely manner.

- Prepare report of emergencies and problems.

- Review bills and monitor expenditures to ensure compliance with approved budget.

- Evaluate new methods and materials.

- Monitor safety conditions; ensuring compliance of personnel with federal, state, and city safety laws; recognize unsafe conditions and take corrective action as needed; conduct or ensure the conduct of safety training programs.

- Answer questions, investigate complaints and resolve problems in an appropriate and timely manner and in accordance with policy.
ESSENTIAL PHYSICAL REQUIREMENTS:

The Electric Superintendent is required to be capable of performing any of 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 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 workweek to seven days.

Actions: Continuously speaks comprehensible English and understands 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, bend/stoop, crouch, kneel, balance, push/pull, squat, crawl, reach above shoulder level; occasionally climb height of fifty feet, 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 one to thirty-four pounds and lift one 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 minus seventeen degrees centigrade to in excess of thirty-seven degrees centigrade; continuously endure exposure to dust, fumes, gases, mist, wet, humid.

Safety: Perform cardiopulmonary resuscitation; perform confined space (manhole) rescue; perform pole top rescue; perform bucket rescue; wear safety equipment including hard hat, lineman electrician steel-toed shoes, safety goggles, cotton clothing, safety vests, and wear self-contained breathing apparatus.

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

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

Ability to: communicate effectively, both orally and in writing; accept responsibility; ability and willingness to delegate responsibility; establish priorities and coordinate work of personnel; work alone effectively under stress in situations dangerous to self or others; secure the confidence of department personnel, other City staff, and the public; cooperate with a wide range of individuals; tact; ability to deal with the public; and maintain confidentiality as needed.
MINIMUM QUALIFICATIONS:

- 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 eight years of responsible experience in electrical distribution systems. An additional five years of experience may be substituted for technical training.

- Possession of, or ability to obtain, a State of Minnesota Lineman Electrician License issued by the State Board of Electricity.

- Possession of a valid State of Minnesota Class “A” Driver’s License with air brake endorsement or ability to obtain such within one month of the date of employment with the City.

DESIRABLE QUALIFICATIONS:

- Additional college course work in a related field.

- Demonstrated knowledge of approved methods, materials, and tools used in the construction, operation, and maintenance of electrical distribution systems, substations; knowledge of the principles of electrical theory applicable to electrical circuits and wiring systems.

- Demonstrated knowledge of Supervisory Control and Data Acquisition (SCADA) system; knowledge of applicable regulatory codes; ability to read and interpret engineering plans and specifications.

- Demonstrated experience in electrical infrastructure management systems including, load management and Advanced Metering Infrastructure (AMI) systems.

- Demonstrated experience in operation of Electric Generation Facilities.

- Demonstrated experience in managing an underground electric distribution system.

- Demonstrated knowledge of OSHA regulations and current electrical safety policy.

- Demonstrated knowledge and experience in the management of people.

- Demonstrated knowledge of computer operations.

- Demonstrated experience supervising Electric Utility employees, inspecting and reviewing the work of assigned personnel.

- Demonstrated experience with Backhoe, Dump Trucks, Chainsaws, Line Trucks (Bucket Trucks), Digger Trucks, Trenchers, Line Locators and other trade equipment.
TO: Honorable Mayor Zieman  
Members of the City Council

FROM: Todd Prafke  
City Administrator

RE: Computer Department Job Description Changes

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

Usually we come to you looking for modifications to job descriptions as a part of our practice when an employee leaves a position. That is not the case here. A review of these descriptions have been discussed with you previously and is driven by four thoughts which are:

- Changes in the Information Technology environment
- Changes in how we utilize our employees and changes in our use of them
- Focusing on each of their strengths
- Planning for the future and continual evolution in our SCADA system, AMI, website, social media, and other systems.

These positions continue to become more specialized and we have treated them that way for the last 5 plus years. In my opinion we have come to a point where changes should be made to better represent the work, set us up for future changes in staffing, and better represent the technologies we see today and into the future as we see employees leave your organization. It is important to remember that a job description is an important part of the recruitment and evaluation process.

Please find attached two redlined job descriptions. You may also note that I am proposing not just changes to the descriptions, but also a change to Pay Equity Points and to job titles in both.

I do not expect that these changes alone will have a budget impact, but it should be noted that we have been moving the pay for these positions to similar levels and the work points as suggested here are also in plan with that effort.

Please feel free to contact me if you have any questions or concerns.

TP/bal
OVERVIEW OF POSITION:

Under the general direction of the City Administrator Computer Service Technician, the Information Technology Specialist Computer Services Technician II provides technical support to all departments and staff regarding software and hardware personal computer needs. Planning, design and support of system, networks and security maintainance and security.

DUTIES:

- Provides technical support to all City departments regarding computer software and hardware needs; trains personnel on the utilization of computers and various software packages; asset management, work order software, operates and oversees all networks and computer systems.

- Coordinates information technology services between internal users and technical sources. Diagnoses and solves computing problems. Manages vendors who provide service including security, back-up systems and communications.

- Coordinates information technology services between internal users and technical sources. Diagnoses and solves computing problems; provides support to all users as needed; prepares computer reports as requested.

- Provides technical assistance with communication devices; coordinates communication links between buildings; supports internet access and e-mail systems; provides necessary security.

- Makes recommendations on system use for the internet use policies, networking, hardware, software and security.

- Maintains data processing equipment including but not limited to servers, personal computers, modems, printers, network cabling and communication devices; daily backups, disaster recovery and system documentation.

- Works with others to maintain Automated Meter Information (AMI) systems, and assists in coordinating data links with utility billing software and operational systems.
- Works with others in coordinating operation and maintenance of Supervisory Control And Data Acquisition (SCADA) systems.

- Works with others in coordinating operation and maintenance of Police data management systems, audio and video systems, communications systems, joint operations integrated records maintenance systems, squad car computing, and specialized data retention systems.

- Works with others in coordinating and maintenance of phone systems.

- Works with others in developing department budgets for computer and computer accessory purchases.

- Develops and maintains a computer systems capital improvement plan for hardware expenditures including updates, maintenance and new purchases and specialized SCADA and other equipment control software and hardware.

- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively, both orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to cooperate with a wide range of individuals; ability to maintain confidentiality as needed; tact.

ESSENTIAL PHYSICAL REQUIREMENTS:

The INFORMATION TECHNOLOGY SPECIALISTI network PC and Special Systems Specialist/Computer Services Technician II 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 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, stand, or walk; Frequently bend/stoop, crawl, and climb ladders; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine
manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

• Associates degree in Computer Science or related field.

• Two to five years of experience in data processing systems and software applications.

• Experience with LANS (Local Area Networks)

• Experience in installation, configuration, management and use of servers.

• Knowledge of Microsoft Word, Outlook and Excel software including installing and configuring Microsoft software.

• Experience working with the public.

• Valid Minnesota Class D driver’s license or ability to obtain one within 3 months.

DESIRED QUALIFICATIONS:

• Knowledge of various municipal software programs.

• Demonstrated minimum two years of experience in integration of SCADA, AMI or other data acquisition and control systems back-up and security.

• Demonstrated minimum of two years of experience in network design, support, back-up, security and documentation.

• Demonstrated two years of experience in deploying hardware including pc’s, VoIP phones, multifunction devices, smartphone and other peripheral devices

• Demonstrated experience in wire pulling, termination and testing.

Adopted: 04/26/04
POSITION TITLE: INFORMATION TECHNOLOGY TECHNICIAN SPECIALIST COMPUTER SERVICES TECHNICIAN

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

OVERVIEW OF POSITION:
Under general supervision of the Director of Finance, the Computer Services Technician directs the Information Technology Technician and provides technical support to all departments in the areas of specialized financial management and utility billing software; web and social media access, use and standards; Public, Education and Governmental (PEG) channel operations and maintenance regarding software and personal computer needs.

DUTIES:
- Provides technical support to all City departments regarding computer software and hardware needs; trains personnel on the utilization of computers and various software packages; operates and oversees all networks and computer systems. Coordinates information technology services between internal users and technical sources. Diagnoses and solves computing problems; assists in maintaining data processing equipment; provides support to all users as needed; prepares computer reports as requested. Manages vendors who provide services in specialized software, integration with finance, utility billing, payment, permitting and other systems that impact billing and financial management software.
- Provides technical assistance with communication devices. Coordinates communication links between buildings. Makes recommendations on internet access, social media, Public Education and Government (PEG) channel access and access. Responsible policies for e-mail systems and internet use policies. Provides necessary security.
- Provides direct support and back-up within the Finance Department of utility billing and the Automated Meter Information (AMI) interface with utility billing software and does utility billing as needed to maintain proficiency and ability to instruct other users.
- Provides direct support and back-up within the Finance Department of Finance software and interface with vendors for integration with other input systems including utility billing, accounts payable, accounts receivable, credit card use integration, and other automated payment and payable systems such as payroll.
- Provides direct support and back-up within the asset management, permitting, and work order software.
- Works with others in developing department budgets for computer...
software, finance operations software, utility billing software, and PEG equipment and software and computer accessory purchases:

- Coordinates web site activities including but not limited to selection of web site providers, web site design, web content and presence.
- Coordinates social media activities including instruction in posting on social media, and assists in development of policies governing use including managing internal teams that review use, future needs and current activities on both web site and social media.
- Coordinates and maintains PEG channel activities including scheduling, hardware, uploading of programs, streaming, and message boards.
- Develops and maintains a five (5)-year-computer information plan for software expenditures including updates, maintenance and new purchases.
- Provides maintenance backup up for personal computers, printers and their accessories.
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively, both orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to cooperate with a wide range of individuals; ability to maintain confidentiality as needed; ability to deal with the public; tact.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Information Technology Computer Services Technician 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 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, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating
Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:
- An Associates degree in Computer Science or related field.
- Two years of experience in data processing systems and software applications.
- Knowledge of Microsoft Word, Outlook and Excel software including installing and configuring Microsoft software. Experience with LANS (Local Area Networks).
- Experience working with the public.
- Valid Minnesota Class D driver’s license.

DESIRED QUALIFICATIONS:
- Experience working with the public.
- Knowledge of municipal accounting principles, practices, and terminology.
- Supervisory experience.
  - Demonstrated minimum two years of experience with specialized utility billing software.
  - Demonstrated minimum of two years of experience with financial management software.
- Experience with video editing, Social media use and policies.
- Experience with website design and use.
TO: Honorable Mayor Zieman  
Members of the City Council  

FROM: Todd Prafke  
City Administrator  

RE: Fire Hall Project – Construction Management  

ACTION/RECOMMENDATION  

None needed. For your information and discussion only.  

BACKGROUND  

As members may know we continue to methodically move forward on a future Fire Hall. You currently have engaged an architect and I anticipate using your City Engineer for the engineering services, so the last position on the team to be filled is the Construction Manager (CM).

The basic definition of a CM is an organization that manages the construction team and various contractors to build and test the building systems for the project, represents the owner in taking bids of subcontractors and coordinating their activities, and administering all of the construction contracts for a fee or guaranteed maximum price.

The alternative to a CM is construction through a General Contractor (GC). A General Contractor is responsible for bidding on a job, obtaining a job, providing all of the materials, labor and equipment needed to complete the job, and overseeing its’ accomplishment.

The City has used the CM organizational structure for a number of years and examples of projects that have been done within that system is the River’s Edge Hospital expansion, Minnesota Square Pavilion Project, and the Community Center. We have used the GC in other projects such as the Water Treatment Plant.

It is my anticipation that we will use a CM for the Fire Hall work and while one is not needed immediately, I do anticipate that one will be needed within the next three months so it is appropriate to start the process to solicit proposals for CM services. I am suggesting that a Request for Proposal (RFP) process be used. In that RFP process we provide general information about the project and ask interested parties to respond providing their cost structure and information on their team that would be assigned to the project, and then we evaluate and interview interested firms before selecting a firm the Council feels best meets its’ needs. In this instance the interview process could include the Fire Chief and/or maybe a couple of other members of the Fire Department, but the final recommendation would be made by myself with
the final choice that of the Council. A very similar process was used in selection of the CM for the Hospital project.

Once selected, a CM would review the concept plan and do a cost analysis. This will be of value as we look to use a concept to establish a budget. While the architects can do some of this work, we have previously found value in establishing the team early and using the comparative data (pricing) as our guide for budgets. While the Architect has the design eye, the CM is really there to represent you and ensure that, at the preliminary stages, budgetary considerations are met and the design reflects those needs, the vison and the practical cost realities. Again, I see this team doing some work prior to your decision on a sales tax vote to help ensure we are on the right track.

My goal for your meeting is three-fold:

- Are you interested in using a CM process?
- Are you okay with an RFP process or would you prefer to see a straight up bid price process?
  - If an RFP is used would you want to include the Fire Department in the interviews and receive their input knowing that the Council would ultimately select the CM firm? Or, do you have some other process you would like to see in place? (I can outline a couple others at your meeting.) State Statute gives the Council broad discretion in a selection process.
- And finally, to talk a bit about next steps and timeline.

It may be important to note that just like having an architect does not mean you are building, likewise having a CM does not mean you have to build and the contract for a CM outlines what happens if you don't. I believe that having the team earlier rather than later works to the City's advantage in quality and cost. Their initial role is to help you additionally define the goals, your budgets and uses.

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

TP/bal
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prafke  
City Administrator  
RE: League of Minnesota Cities Conference  

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The annual League of Minnesota Cities (LMC) conference will take place in Duluth on June 26-29, 2019. Information on the conference is not fully available yet, but a summary from the League website is attached.

Time has been included on the workshop agenda for Council discussion about attending the conference and it is my hope that should any of you wish to attend, you would let us know soon enough to qualify for the early bird pricing levels. Conference registration opens in March and the early bird fees usually expire a month later.

In addition, it’s important to note that hotel reservations will need to be made as soon as possible to ensure Councilmembers can stay at the conference hotel.

My goal for your meeting is to see who has interest, discuss calendars and start the process should any members wish to go.

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

TP/bal
2019 Annual Conference

Mark your calendars, pack your bags, and get ready for #MnCities @ the Lake. A superior meeting in Duluth this June!

June 26-28—Duluth

Registration will open in March.

Get away from the routine of the office during the League of Minnesota Cities 2019 Annual Conference in Duluth. During this year’s conference, you’ll hear from inspiring speakers, get answers to tricky challenges facing Minnesota cities, create connections with fellow city officials from across the state, and more!

Highlights include:

- Hearing from two keynote speakers covering challenging topics, including the future workforce and boosting public participation
- Kicking off the annual conference in the exhibit hall on Wednesday evening
- Discovering new ways to tackle challenges during educational sessions, featuring seven different session tracks
- Having opportunities to see ideas in action in Duluth during mobile sessions and tours
- Celebrating cities at the awards dinner Thursday evening
- Ending the conference with a closing session on effective governance featuring Dave Durenberger and guests