



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council Work Session

Monday, February 11, 2019

4:00 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, February 11, 2019 at 4:00 p.m. in City Hall Conference Room 2B, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

Discussion Items

1. 19-0054 Discuss Public Works Director, Superintendent, and Engineering Assistant - Tom Pagel and Lynn DeGrio
2. 14-0789 Review 5:00 PM Regular Meeting

ADJOURN

Attest: Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0054 **Version:** 1 **Name:** Discuss Public Works Director, Superintendent, and Engineering Assistant - Tom Pagel and Lynn DeGrio

Type: Agenda Item **Status:** CC Worksession

File created: 1/14/2019 **In control:** City Council Work Session

On agenda: 2/11/2019 **Final action:**

Title: Discuss Public Works Director, Superintendent, and Engineering Assistant - Tom Pagel and Lynn DeGrio

Sponsors:

Indexes:

Code sections:

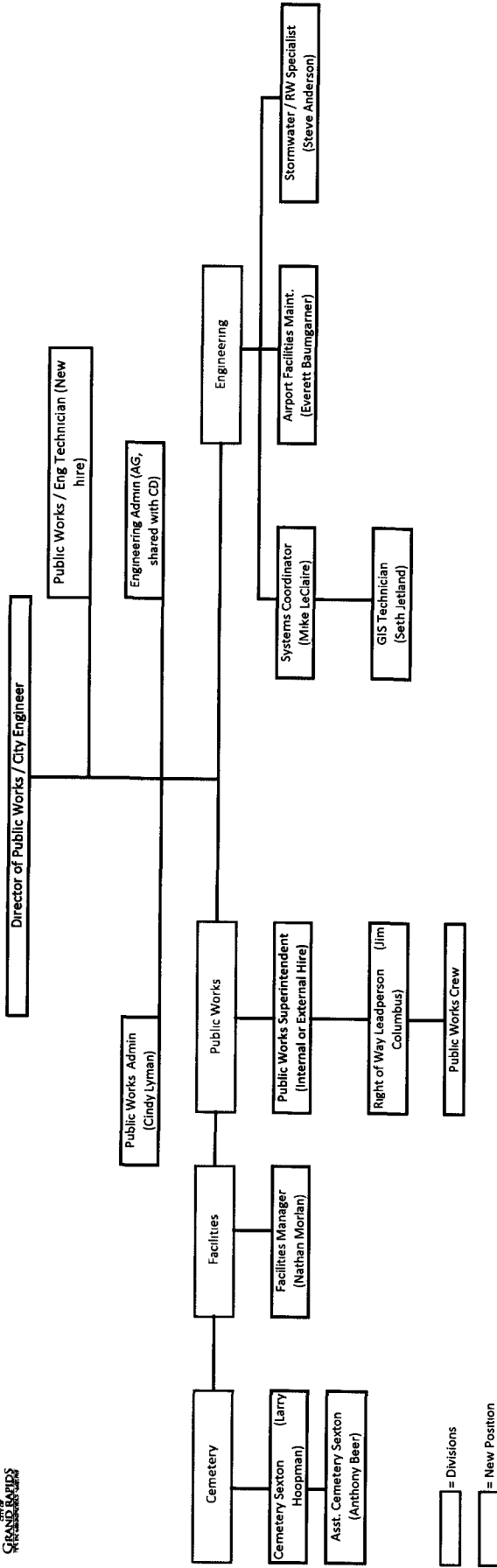
Attachments:

Date	Ver.	Action By	Action	Result
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Discuss Public Works Director, Superintendent, and Engineering Assistant - Tom Pagel and Lynn DeGrio



Proposed Public Works / Engineering Structure
February 2019



□ = Divisions
□ = New Position

Job Title
Public Works Superintendent
Public Works / Engineering Technician

Job Duties
Schedule and coordinate PW crews on daily maintenance tasks
Asst. Airport Manager, Stormwater, CIP Projects, Safety Coord

Employee
Internal or External Hire
New Hire

Fully loaded salaries

	Existing	Future	Increase/Decrease	Salary
Public Works Director	\$ 151,963.00	\$ 128,387.00		
City Engineer	\$ 120,144.00	\$ -		
Street Superintendent	\$ -	\$ 103,787.00		\$75,000.00 (Exempt)
Engineering Technician	\$ -	\$ 86,968.00		\$60,000.00 (Exempt)
	\$ 272,107.00	\$ 319,142.00	\$ 47,035.00	

Proposed Funding
SWU/Existing Department Budgets
Airport

	\$ 42,000.00
	\$ 5,000.00
	\$ 47,000.00

Average Public Works Superintendent Salary \$ 75,675.62
(based on 15 similar positions)

POSITION:

PUBLIC WORKS SUPERINTENDENT

DEPARTMENT:

Public Works

IMMEDIATE SUPERVISOR:

Public Works Director / City Engineer

CLASSIFICATION:

Non-Union/Supervisory/Exempt

JOB SUMMARY

Under the general direction of the Public Works Director, to supervise and direct the effective maintenance of city streets and alleys, public parking lots, city cemetery, city parks, city equipment, storm sewer systems and other municipal facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the maintenance of city streets, alleys and sidewalks.
- Directs the maintenance of storm sewer systems.
- Assists in the direction of city cemetery operations.
- Directs vehicle and equipment maintenance operations.
- Supervises subordinate staff.
- Maintains employee and other required departmental records.
- Responds to citizen requests and complaints.
- Plans work schedules for street repair, storm sewer maintenance, park and athletic field maintenance, parking stall marking, signing and parking lot maintenance.
- Plans work assignments for snow plowing including assigning, scheduling and reviewing work. Includes monitoring road conditions to dispatch equipment and personnel to maintain City infrastructure in accordance with the City Snow Policy
- Submits purchase requisitions for needed department supplies and equipment in conformance with city and state standards.
- Assists in preparation of specifications for material and equipment purchases by various departments.
- Assists in preparation of annual budgets and the development of the 5-year Capital Improvement Plan
- Recommends annual equipment replacement.
- Coordinates appropriate employee training
- Adheres to all departmental safety standards and guidelines.
- Attends all required and assigned training and maintains current licenses and certificates as may be required by federal and state regulation and City policy.
- Participates in the recruitment, selection, promotion and discipline of department staff.
- Assists in the hiring of seasonal employees
- Establishes and executes safety policies and programs.

The aforementioned functions are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of pavement, equipment and storm collection system management techniques.
- A working knowledge of the operation and maintenance of all municipal equipment.
- Knowledge of pertinent Minnesota OSHA and Superfund Amendments and Reauthorization Act (SARA) laws.
- Knowledge of storm sewer collection system maintenance.
- Ability to effectively communicate both orally and in written form and possess strong interpersonal skills.
- A thorough knowledge of street maintenance techniques.
- Knowledge of and ability to use a personal computer and associated software.
- Ability to effectively supervise and direct personnel.
- Ability to develop and execute long and short term planning.
- Ability to effectively deal with the public.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High school diploma or GED certificate required

Experience

Five (5) years of street maintenance operations experience

Trainings, Certificates and Licenses

Valid Class B Commercial Driver's License

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Associates Degree or equivalent training at a technical or vocational school with a focus on street maintenance, construction or a related field.

Experience

Five (5) years of increasingly responsible experience in a supervisory position

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

POSITION: **PUBLIC WORKS / ENGINEERING
TECHNICIAN**

DEPARTMENT: Engineering
IMMEDIATE SUPERVISOR: Public Works Director / City Engineer
CLASSIFICATION: Non-Union/Exempt

JOB SUMMARY

Under the general direction of the Public Works Director / City Engineer, assists the engineering department in performing technical engineering work and applies the principles and practices of civil engineering as applied to engineering and public works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as lead engineering field representative for municipal construction projects. Assists in the oversight of projects including reviewing cost estimates, engineering plans, specifications, design documents, easement acquisition, and permitting.
- Performs field inspections of active construction sites and municipal storm water management basins for erosion and sediment control.
- Performs street and pathway inspections as part of the City's pavement management program.
- Performs annual inspections in accordance with the ADA Transition Plan
- Performs inspections for storm water infrastructure and City maintained storm water management basins.
- Assists in the review of construction plans and specification of developer-installed public improvements including grading, drainage and erosion control, sanitary sewer, water distribution, street and storm sewer for conformance with City general specifications and policies.
- Responds to requests from the general public for information relating to grading and drainage concerns, existing and proposed public improvements, construction projects, and other engineering related issues.
- Responsible for review and maintenance of as-built record plans in GIS of municipal improvement projects and developer-installed public improvement projects.
- Assists in the preparation of Feasibility Reports for public improvement projects.
- Assists in the management of City signing and street lighting programs.
- Assists in the review, approval and inspections of permit applications for work in City right-of-way.

- Assists in performing sewer and water inspections for public utility installations.
- Coordinates construction projects acting as liaison between the City and the project surveyor, engineer, contractor, utility companies, plant operators, etc.
- Assists in the reviews for commercial, industrial and residential development projects as needed.
- Assists with enforcing, monitoring and documenting Storm Water Pollution Prevention Plan requirements.
- Assists other departments as needed.
- Performs other duties as needed or assigned.

The aforementioned functions are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principle and practices of civil engineering.
- Working knowledge of safe and acceptable construction practices, OSHA standards, and Mn/DOT specifications.
- Considerable ability to work independently, prioritize tasks and complete work accurately on a timely basis.
- Considerable ability to provide and communicate technical engineering information effectively, both verbally and in writing.
- Working ability to inspect, advise, and monitor the work of construction crews.
- Working ability to interpret blueprints, plans, maps and approved shop drawings and engineering designs, and to monitor construction compliance.
- Considerable ability to develop and maintain relationships and communicate effectively both orally and in writing with contractors, city employees, and general public.
- Considerable ability to accurately read, interpret and follow constructions specifications.
- Considerable ability to inspect, observe and document multiple construction projects simultaneously.
- Working ability to operate a computer with standard Microsoft Office software and document management software.
- Working ability to perform calculations, prepare reports, and interpret surveys.
- Working ability to fairly and tactfully enforce compliance with required construction specifications

- Ability to work outdoors in all weather conditions and various terrains associated with construction projects.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education / Experience

Associates/Technical degree with coursework in civil engineering, engineering technology or related field and two years' related experience. Municipal Engineering experience is desired.

Trainings, Certificates and Licenses

Valid Minnesota Driver's License. MnDOT construction certifications preferred

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).



MEMORANDUM

Date: February 11, 2019

To: City Council

From: Tom Pagel, City Administrator

Re: Legislative Update

On January 30, 2019, Council Member Blake, Matt Wegwerth, and I, met with Representative Layman and Senator Eichorn to discuss the City's legislative priorities. The focus of the meeting was on the dire need to replace the truss/roof system on the west venue of the IRA Civic Center. The outcome of the meeting was great. Both agreed to write bills that would provide State Bond funds to the City for around half of the needed improvements at the Civic Center. This would be around \$5.5 million.

On January 31, 2019, Council Member Blake, Matt Wegwerth, Loren Solberg, and I met with Representative Mary Murphy (D), Chair of the House Capital Investment, and Representative Dean Urdahl (R), a member of the House Capital Investment. Both were presented with the memorandums from Jon Aamodt, our structural engineering consultant, regarding the deficiencies of the system, and have an understanding of the urgency of the truss/roof issue replacement need. Both indicated that there could possibly be a smaller bonding bill this year.

This Thursday, February 14, 2019, Council Member Blake, Loren Solberg, and I will be meeting with the following senators and representatives:

Person	Committee
Representative Paul Torkelson (R)	Capital Investment Division
Representative Matt Grossell (R)	Capital Investment Division
Representative Jack Considine (D)	Capital Investment Division
Representative Bud Nornes (R)	Capital Investment Division
Representative Julie Sandstede (D)	Capital Investment Division
Senator Sandra Pappas (D)	Capital Investment Division (Ranking Minority)
Senator David Tomassoni (D)	Capital Investment Division
Senator David Senjem (R)	Capital Investment Division (Chair)