



# South St. Paul

---

**MAYOR/COUNCIL WORKSESSION**  
SSP City Hall  
125 3<sup>rd</sup> Avenue North

Monday, January 11, 2016  
7:00 p.m.

AGENDA:

1. Continued discussion – Proposed SMFD Commercial Inspection Fee
2. Discussion on IT Server Virtualization Project
3. Discussion on New Telephone System Project
4. Update on Union Pacific Railroad Project
5. Discussion on round-about concept for 12<sup>th</sup> Avenue and Southview Boulevard
6. Doug Woog Arena Position Description
7. Closed Session – Labor Negotiations – No Attachments



# SOUTH METRO FIRE DEPARTMENT

1650 Humboldt Avenue • West St. Paul MN 55118

Phone: (651) 552-4176 • FAX: (651) 552-4195

www.southmetrofire.com

DATE: January 6, 2016

TO: Mayors and Council Members

FROM: Mike Pott, Fire Chief

**RE: Proposed Commercial Inspection Fee Program**

**Summary:**

At their September 16, 2015 meeting, the South Metro Fire Board requested staff to explore the concept of implementing a Commercial Property Inspection Fee Program as a cost recovery measure for services provided. As a result, over the last few months staff has presented the information to both City Councils and the business community through a direct mailing and discussion at a couple of meetings (Local Issues Chamber of Commerce and SSP Lions Club). We have also received feedback through numerous emails and phone calls.

The associated feedback has been compiled and an overview is provided below. With the exception of two people, there didn't appear to be concerns or objections to conducting the life safety fire inspections; instead, the concerns raised were specific to the implementation of the new fee.

- The most often asked question is why are these fees being implemented now since the fire inspections have been occurring for years?
- Inspections aren't beyond the basic services of the fire department, so there shouldn't be a charge.
  - o Property taxes should be the funding source, not another fee.
- If this is going to be implemented, then a business owning more than one building or leasing more than one occupancy should have the square footage grouped together when determining the fee.
  - o A strip mall should pay one fee, not charge each individual business.
- \$75 fee too high for small offices.
  - o Small businesses struggle to pay their share of the taxes, let alone another fee.

There has been considerable negative feedback from private hangar owners at the SSP Airport. Although these private hangars don't operate businesses, annual inspections are required in their lease agreements.

- Concerns regarding the direct mailing notification.
  - o Most of the letters were sent to the hangar addresses; the Post Office returned many as undeliverable. South Metro staff hand delivered as many of these letters as possible once they were returned.
  - o The letter was addressed to "Business Owner", so many hangar owners discarded the letter since they didn't consider themselves as business owners or having commercial property.
- It's just another tax that will push people out of the airport.
- The \$75 fee is excessive since a typical inspection takes less than 5 minutes.
- They already pay lease fees and property taxes that should pay for the fire department services.

In addition to seeking feedback on the proposed fees, we also explored the necessary steps required to implement the inspection fees. From a process perspective, Ms. Land has determined that each City Council will need to amend its fire prevention ordinance to provide the authority to allow the collection of fire prevention inspection fees. Once the authority has been established, the Board would then need to adopt a resolution implementing the fees.

Following discussions at the December Board meeting, the Board requested this topic be brought back to the Councils at their respective worksessions for further discussions. We look forward to this discussion at your upcoming worksession.



**COUNCIL WORKSESSION REPORT**

**DATE: January 11, 2016**

**DEPARTMENT: IT**

**ADMINISTRATOR:** SPK

2

**AGENDA ITEM: Presentation and Discussion – IT Server Virtualization Project**

**DESIRED MEETING OUTCOMES:**

- Provide introduction and background on planned virtualization project
- Council discussion and direction

**OVERVIEW:**

This project aims to identify and provide for more efficient and affordable purchase and implementation of server hardware through the use of a virtual server environment.

Virtual Servers are multiple server operating systems which are installed on a single physical server. Special software creates these “Virtual Servers” (i.e. software simulated hardware) thereby enabling their placement on the same physical server.

By creating a virtual environment, resources can be quickly and easily shared and adjusted as needed. Virtualization enables IT to quickly and cheaply create new servers should the need arise. A virtual server environment will allow the city to have a backup site ready to go should something happen at the primary datacenter, minimizing downtime and providing IT continuity during a disaster. A virtualized environment will require fewer physical servers, but the servers will be more powerful.

The project has several variables that could impact the total cost, however the project should come in at or below the \$130,000 budgeted

**SOURCE OF FUNDS:**

Equipment replacement fund



## COUNCIL WORKSESSION REPORT

DATE: January 11, 2016

DEPARTMENT: IT

ADMINISTRATOR: SPK

3

### AGENDA ITEM: Discussion – New Telephone System

#### DESIRED MEETING OUTCOMES:

Discuss the proposed new telephone system project

#### OVERVIEW:

The goal of this project is to upgrade our existing telephone system to a more modern IP based telephone system. An IP telephone system uses computer networks to place phone calls rather than conventional telephone networks.

There are many benefits to having an IP based system including; better call quality, easier phone management, integrated call recording (for police), potential use of software based phones.

The LOGIS consortium offers IP telephony as a service. City staff is proposing using the LOGIS option. LOGIS offers 24/7 support, they are able to receive a greater discount on Cisco equipment and the LOGIS staff have years of experience supporting the Cisco products in a wide array of city environments.

There are a number of potential variables with this project including hardware, software, licensing, wiring and installation that will impact the total cost of the project, however staff anticipates the project will be at or below the \$120,000 budgeted.

#### SOURCE OF FUNDS:

Capital Improvement Fund



## COUNCIL WORKSESSION REPORT

DATE: JANUARY 11, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: SPK

4

### AGENDA ITEM: Update On Union Pacific Railroad Upgrade Project

#### **ACTION TO BE CONSIDERED:**

Brief City Council on the Union Pacific Railroad (UPRR) expansion project.

#### **OVERVIEW:**

Liisa Lawson Stark, Asst. Vice President Public Affairs for UPRR will be presenting an update of the Union Pacific Rail Road expansion project. Ms. Stark has taken over for Wes Lujan who has been promoted within UPRR.

- Next Community Meeting
- South St. Paul Yard Railroad Upgrade Project Update
- Railroad Yard Communications Tower
- City Property Lease on north end of City (County trail impacts and City lease)
- Electrical Power to Kaposia Park Building (Xcel Energy)
- Sanitary Sewer Mainline Relocation Project Status
- Abandonment of old sanitary sewer mainline once new sanitary sewer is on-line
- Railroad Landscaping/Screening process
- Railroad Yard Lighting Project



## COUNCIL WORKSESSION REPORT

DATE: JANUARY 11, 2016

DEPARTMENT: Engineering

ADMINISTRATOR: JPK

5

### AGENDA ITEM: Consideration of Roundabout at 12<sup>th</sup> Ave and Southview Blvd

#### ACTION TO BE CONSIDERED:

City Council to discuss the possibility of a roundabout at the intersection of 12<sup>th</sup> Ave South and Southview Blvd.

#### OVERVIEW:

Attached is rendering of what a roundabout at the intersection of 12<sup>th</sup> Avenue South and Southview Blvd might look like. A roundabout comes with a few issues that the City Council should consider:

#### Cons:

- There will be required to acquire a certain amount of property from the HRA, because they own the property at the NW corner of this intersection. This *could* impact the development opportunities at this vacant property but only in a minor way.
- There can be an acceptance level with the citizens and businesses regarding roundabouts, although the staff feels the Wentworth Avenue roundabouts have been a success.
- The cost is slightly more than a through stop intersection, probably less than \$100,000 (excluding right-of-way costs)
- This has not been introduced to the public or businesses at this point but could be as part of final design discussion.
- Loss of parking in front of Wakota Federal Credit Union
- Moving of bus stop about ½ block to the east.
- Perceived hindrance to trucks and busses. Although the roundabout is designed to accommodate the busses and trucks there still is the feeling out there that their movements are inhibited.

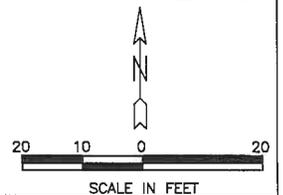
#### Pros:

- Increase visibility for traffic in all directions. This addresses a public safety concern brought up by the Police Chief.
- Increased safety for pedestrians in all crossing movements
- Decrease in crash rate and severity of crashes over other intersection configurations
- Better ability for north-south traffic to cross intersection
- A roundabout can be a focal point for the area or corridor
- Roundabout will slow vehicles as they approach the intersection



LEGEND	
	CONCRETE SURFACE
	COLORED OR SCORED CONCRETE (BLVD.)
	BITUMINOUS PAVEMENT
	BUS BAY

## SOUTHVIEW BOULEVARD & 12TH AVENUE PRELIMINARY ROUNDABOUT LAYOUT





**City Worksession Agenda Report**

**Date: January 11, 2016**

**Department: Human Resources**

**Administrator: SPK**

**Agenda Item: Discuss Arena Facility Maintenance and Operations Job Description**

**Action to be considered:**

Discuss Arena Facility Maintenance and Operation Job Description Proposals

**Overview:**

The 2016 Budget for the Woog Arena includes a new position. Attached is the job description for the Facility Maintenance and Operations position. By reference to the existing collective bargaining agreement with Teamsters it seems at the present time that this position would fall within Teamsters contract. However, the City will soon be talking with the International Union of Operating Engineers (IUOE) Local 70 regarding the representation of the three Light Duty Maintenance/Custodial staff at the high rise buildings. If a new contract is established between the City and IUOE Local 70, then there may be two bargaining units in which this position could fall within.

The Woog Arena Facility Maintenance and Operations position will provide year round maintenance services, primarily on an evening shift during the hockey season and day shift during the off season. This position will be able to replace a few seasonal positions, mainly the Ice Technician seasonal position. Job duties will include maintenance of the ice surface, building and equipment maintenance and assisting in the operations of running Woog Arena. This position is likely to be classified and paid alike the Light Duty Custodial positions in the Teamsters agreement and similar to the Light Duty Maintenance/Custodian positions at the High Rises. If so, the recommended starting hourly rate is \$19.13. Final resolution of these matters will require negotiations.

**Source of Funds:**

2016 Woog Arena Budget

# CITY OF SOUTH ST. PAUL

## POSITION DESCRIPTION

---

**POSITION TITLE:** Facility Maintenance and Operations

**DEPARTMENT:** Parks & Recreation

**ACCOUNTABLE TO:** Doug Woog Arena Assistant Manager

**CREATED:** January 2016

---

### **SUMMARY OF POSITION:**

The Facility Maintenance position requires the ability to perform building and ice making equipment maintenance and repairs, maintain a safe and quality ice surface, general cleaning/custodial services, conduct yourself professionally through actions and appearance, and interact with customers and the public in a courteous and helpful manner. The Facility Maintenance position will involve working an “in-season” schedule that will require working evenings and weekends and an “off-season” schedule that will generally be daytime hours.

The Facility Maintenance worker may be assigned to duties at City facilities throughout the year that requires a work schedule that differs from the normal work schedule.

Assumes duties and responsibilities as assigned or as are apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Facility Maintenance Worker will take direction from the Doug Woog Arena Assistant Manager and will have assigned duties in a variety of facility maintenance operations.

Performs all tasks, functions, and duties normally attributed to facility maintenance and operations, including but not limited to:

- Operate and repair ice resurfer, edger, and various other types of hand operated equipment in order to maintain the ice sheets in safe, usable condition at all times.
- Monitor the Building Management System and make adjustments as necessary including minor repairs to the refrigeration system.
- Perform preventative maintenance and minor repairs to building systems and fixtures including, but not limited to, HVAC, plumbing, doors, flooring, ceiling, bleachers, locker rooms, Dasher Board, and other building systems as directed.
- Perform and/or provide leadership direction for facility maintenance and cleaning to ensure the arena and surrounding grounds are maintained in respectable condition including, but not limited to, general facility cleaning, mopping/waxing of floors, removal of trash, minor building repairs, painting, grounds maintenance, removal of snow/ice from sidewalks/parking lot, etc.
- Operation of arena related equipment including the Zamboni, lawn mower, snow blower and other facility maintenance equipment.

Performs other duties associated with the facility operation, including but not limited to:

- Assist with crowd control daily and during large spectator events.

- Provide customer services for the general public including answering questions, responding to concerns, skate rental/skate sharpening, and general information.
- Follow established safety practices and procedures as set up by the City of South St. Paul and Doug Woog Arena management.
- Perform and accept other duties and responsibilities related to the position as assigned by the Doug Woog Arena management staff.

In addition, the Facility Maintenance Worker will adhere to and implement all safety rules, regulations and practices including wearing appropriate safety equipment as necessary to protect the employee, the operation, and the public.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of occupational hazard and safety precautions.
- Knowledge of materials, equipment, construction methods and maintenance activities.
- Ability to work weekends and evenings and respond willingly to varied work assignments and flexible working hours.
- Ability to perform ice arena maintenance operations without close supervision.
- Ability to work cooperatively and establish good relations with co-workers and the public at large.
- Ability to perform moderately strenuous manual labor for extended periods of time.
- Ability to operate, repair, and maintain equipment and machinery in a safe and efficient manner.
- Ability to ensure that preventative maintenance schedules are directed and followed consistently, and when possible, problem areas anticipated and repairs made prior to peak ice use periods of time.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to work in stressful situations.
- Ability to read gauges in the boiler, compressor, heat pump and generator rooms.
- Ability to perform strenuous physical labor, including lifting ability up to 100 pounds, in a variety of weather conditions.

**MINIMUM REQUIREMENTS:**

- High School Diploma or equivalent
- Valid Driver's License
- One (1) year Ice Arena Maintenance experience including ice resurfacers experience
- Ability to work a flexible schedule, including nights and weekends, when required.
- Ability to pass a background investigation.

**ADDITIONAL DESIRED EDUCATION/SKILLS:**

- Three (3) years Ice Arena Maintenance or related maintenance experience
- Mechanical aptitude in areas of HVAC, plumbing and refrigeration
- Computer software skills

**WORK ENVIRONMENT:**

*The work environment characteristics described here are intended only as illustrations of the various types of work that may be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.*

Work will be performed in both inside and outside conditions. Inside work will be performed in a temperature controlled environment and may require prolonged periods of sitting, standing, data processing, composing written materials, and communication in person, telephone or through e-mail. Work will also require performance in an outdoor environment, in a wide range of weather

conditions. The work will involve the operation of various maintenance equipment and a motor vehicle to travel to job sites or to attend meetings, training sessions, or other work-related events. Attendance will be occasionally required at daytime, evening and other off-hour meetings or events.

**PHYSICAL DEMANDS:**

- On a continuous basis must be able to be on your feet and walk long distances and climb stairs.
- On a continuous basis must be able to grasp levers to run ice resurfacer, operate cleaning equipment and general custodial maintenance.
- On a frequent basis must be able to lift up to 20 pounds from floor to waist and ability to carry over 250 feet.
- On a frequent basis must be able to push/pull 100 pounds required to move bleachers for cleaning.
- On a frequent basis must be able to bend/stoop, squat, kneel and crawl around confined areas to perform custodial duties.
- On an occasional basis must be able to climb ladders and use lift ladder to change light bulbs approximately 25 feet from floor to ceiling.
- On an occasional basis must be able to lift over 100 pounds from floor to waist and waist to shoulder and ability to carry over 250 feet.
- On an occasional basis must have finger dexterity to operate keyboard for computers.