

**MINUTES OF A SPECIAL CITY COUNCIL MEETING HELD MONDAY,
AUGUST 31, 2009 – 7:10 P.M. - ROCKVILLE FIRE HALL IN CONJUNCTION
WITH FIRE DEPARTMENT MEETING**

The meeting was called to order Interim Fire Chief Ralph Walz. Council members present were:

Mayor Hagen, Bill Becker, Susan Palmer, Randy Volkmuth, & Duane Willenbring. Member Schmitt arrived at 7:45 p.m. Absent: John Koerber

Also present were: Rena Weber – Administrator/Clerk and members of the Fire Department.

Interim Fire Chief – Ralph Walz read a formal letter of resignation which is on file in the office of the Administrator/Clerk. Ralph's last day acting as Interim Fire chief is 9/28/09 – 12:00 noon.

Ralph Walz introduced Tracie Chamberlin, Loss Control Manager from the League of MN Cities. Tracie was present to review parts of the newly updated employee policy manual. Specifically covered was:

- a) Selection Vs Election – why does a city choose Selection
- b) Employment Losses
- c) Illegal Harassment
 - Sexual
 - Behavior becomes Harassment when?
 - Reasonable Person Standard is defined as:
Would a reasonable person have been offended?
 - Unwelcome verbal comments, gestures or physical contact
 - Personal space buffer
- d) Types of Conduct
It's okay to apologize when you have crossed the line.
- e) Hostile Work Environment
 - Sexual Conduct
 - Unwelcome in Fact
 - Alters the conditions of victim's employment
 - "Reasonable Victim" Standard
- f) Factors
- g) No Retaliation

Member Willenbring questioned on retaliation – if an employee is let go, what happens to their retirement. Tracie will check this out and get back to the Administrator.

Also discussed was the Spotter policy and Parade policy. There are liability issues if a family is along.

BUDGET REDUCTIONS – Mayor Hagen also asked the Fire Department to consider some budget reductions amounting to \$21,000.

Current number of calls is 56 and normal for a year would be 125.

Also discussed was reducing the hourly wage. Brenda Lodermeier reported that she talked to someone in the Volunteer Fire Fighters Assn. who stated that the city cannot reduce lower than \$7.50 per hour. Rena Weber reported that staff has information to refute that.

Items for possible cut are: no cleaning staff, no fire department meals, not replacing the fire fighter's who retire, and billing out for fire calls and medicals.

Staff will survey area cities to see what they are doing as far as charging out.

The Fire Department meeting adjourned and then went into the Fire Relief Assn. meeting. The Council stepped out of the meeting room and into the radio room while keeping the door open.

Motion by Member Volkmuth, second by Member Willenbring, to accept the resignation of Ralph Walz as Interim Fire Chief effective 9/28/09 and further to authorize in house applications/nominations.

***AYES: Becker, Hagen, Palmer, Schmitt, Volkmuth & Willenbring
Motion passed on a 6 to 0 vote.***

REPLACEMENT PROCESS:

9/15/09 – Personnel Committee interview applicants/nominees
while reserving the right to reject any and all applicants.

9/16/09 - Council meeting to select new Interim Fire Chief

Motion by Member Volkmuth, second by Member Becker, to amend to proposed letter to current Fire Chief Jeff Howe citing Federal & State statutes and that the Council will respect Mr. Howe's decision.

***AYES: Becker, Hagen, Palmer, Schmitt, Volkmuth & Willenbring
Motion passed on a 6 to 0 vote.***

Motion by Member Volkmuth, second by Member Becker, to adjourn the meeting at 9:15 p.m. Motion carried unanimously.

VERENA M. WEBER-CMC
ADMINISTRATOR/CLERK

JEFF HAGEN
MAYOR