

**NOTES FROM A PERSONNEL COMMITTEE MEETING HELD TUESDAY, JANUARY 27, 2009 – ROCKVILLE CITY HALL – 6:00 P.M.**

The meeting was called to order by Chair Randy Volkmuth. Roll Call was taken and the following members were found to be present: Chair Volkmuth, Bill Becker, Jeff Hagen, & Duane Willenbring. Absent: Susan Palmer.

Also present: Rena Weber & Jim Mogen & Jerry Schmitt.

Member Willenbring reported that he met with staff recently and urged the council to collectively understand the process of hiring and firing before they make any rash decisions. His main concern is the intent of the policy in that it doesn't create a contract.

Mayor Hagen presented his written recommendations for consideration. (A copy is hereby attached and marked Exhibit A.)

Attorney Mogen will address the Fire Department inclusion in areas where they need to be addressed.

Discussion was held regarding:

Amount of time spent on Rock Fest

Article 6 – Lay-off & Recall provision – Jim Mogen indicated that we could take this off as long as there is language for veterans.

Article 7.5 - 15 minute break – the practice is to use both breaks for lunch. This is still okay.

Article 7.6 – Overtime – Discussion was held regarding ways to eliminate overtime and possibly go to a Saturday through Friday work week or an 80 hour pay period. Also discussed was a start time of 6 am for Rick & 9 am for Nick. The idea is also not to use Ralph Walz or Don Simon and to do that would require coverage Wednesday through Tuesday and including weekends. Rick's week would be different than Nick's.

Member Volkmuth would like to see more hours covered throughout the day like 6 to 6 and less emergency calls.

Member Willenbring expressed concern of alarms being in place instead of going out to the site to check on run time.

Article 7.9 - Longevity pay – Mayor Hagen wants that removed. Jim Mogen asked if pay equity was checked on with this clause. Rena Weber indicated that she had contacted Faith Zwemke on this and paying out longevity pay is okay.

Article 8.1 Part-time Holiday Pay - delete as it should not affect anyone.

Article 9.2 Vacation Accrual – maximum of 3 weeks vacation

Article 10.1 Sick Leave – NO pay for unused sick leave

Jim Mogen stated this would be an easy law suit and if this is what the council chooses then accrued sick leave and vacation should be paid out at the end of the term.

Member Volkmuth suggested we add PTO time instead of vacation and sick time – use up on yearly basis. Member Volkmuth asked for a breakdown of what the accrual pay out would be.

Jim Mogen indicated there should be an option of one time cash out of sick leave and vacation and go to PTO.

Member Becker cited the Hospital's PTO with a maximum of 4 weeks with an option to buy out PTO.

Member Volkmuth thought it would not affect anybody currently until they get over 12 years. Proposal for PTO

3 days – 0 – 1 year

7 days - 1 – 2 years

14 days - 2 – 5 years

6 on up becomes 20 days PTO

Article 11.2 Leaves of absence - Two sentences contradict each other.  
Jim Mogen to clean up and delete the sentence where the Administrator/Clerk may approve leaves six days to three weeks.

Article 11.5 Unpaid leave – no change

Article 12 – Life Insurance, Short & Long Term Disability insurance – get price for the council to review.

Article 13 – Training – must be approved by the council if over \$100 instead of \$500  
Member Volkmuth indicated the council should know about the training. No change, Rena will put the information in her report.

Article 14 – Uniform allowance – Mayor Hagen wanted no uniform allowance and only \$100 for boots every 3 years. Safety related issues can't be changed and the city needs to provide. How much do we pay for uniforms? (*\$20.00 per week for both*).

Article 19 - \$1000 Expenditures – Mayor Hagen wants to see this reduced to \$500 for equipment or repairs. If it an emergency and over \$500 the mayor has to approve.

Employment at will – remove Article 16.1  
Remove language on “contract”  
Remove probationary language – but still say it so 6 months can be removed.  
16.2 – process – split into 2 pieces  
Cover’s the removal of veterans.  
Keep some form of hearing process though  
Removing the hearing for cause  
Done in writing – but council has to terminate at an open meeting  
Article 16.2 - keep grievance procedure but reduce it.

Staggered Hours – Mayor Hagen would like to see staggered hours for both City Hall and Maintenance staff.

Staggered Days – Mayor Hagen would like to see staggered days for maintenance.

Cleaning People – Mayor Hagen would like to see Maintenance or city hall staff pick up the cleaning of the buildings.

Member Willenbring stated he would like to see a disclaimer at the end of the policy.

**ADJOURNMENT – Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 7:42 p.m. Motion carried unanimously.**

Submitted by Rena Weber  
Administrator/Clerk

January 26, 2009  
 Recommendations for Expense Savings  
 Rockville Employment Policy, etc.

1. Article 6: Remove Lay-off and Recall provisions entirely...should be left up to the council. Council should have the authority to lay off whichever personnel is warranted due to needs and finances of the city.
2. Article 7.5: I think the employees have been submitting their meal times as paid time rather than unpaid meal time as provided in the policy. An 8-hour day should run from 8 am to 4:30 pm, for example.
3. Article 7.6; Overtime..include language to minimize overtime. I would like to see language that sends an employee home earlier in the week if it looks like overtime may occur by the end of the week, with the goal that we have maintenance and city hall staffed through 4:30 pm on Fridays. Worker should be allowed to go home if there is little to do earlier in the week and they are "ahead" of their typical hours for that time in the week.
4. Article 7.9..remove Longevity Pay.
5. Article 8.1: I don't think part-time workers should receive any holiday pay, unless they choose to work it.
6. Article 9.2 Vacation Accrual....maximum of 3 weeks vacation.
7. Article 10.1...sick leave...delete it or reduce the accrual...and there should be a maximum accrual of sick leave...and there should be NO pay for unused sick leave.

I think it would be better to do away with sick leave altogether and give the employee 7 days of personal leave for the first year, 14 personal leave days for 2-5 years and 20 days for 6 years and over.

8. Article 11.2...Leaves of Absence...two sentences contradict each other and I am uncomfortable about the granting of leaves of absence by the administrator....we should have too small of a staff to have this happen indiscriminately discuss.
9. Article 11.5...unpaid leaves....other than for military reasons, I don't think the city should hold the job for someone taking leave unless specifically granted by council.
10. Article 12 Insurance...no city paid life or disability insurance should be paid...short or long term.
11. Article 13 Training...all training and travel approved by council...or if over \$100..all expenses included.
12. Article 14 :Uniform allowances...no uniform required or allowances paid for...only up to \$100 for boots every 3 years if boots are actually needed and purchased. Anything already purchased can be retained by employee...but in the future, only required safety equipment will be paid by the city.
13. Article 19...\$1,000 is too large of an amount for the maintenance people to be able to spend without council approval unless it is an emergency and then only after administrator and attempts to contact mayor and council for approval have been made. Exceptions would be if the expense is a periodic expense such as fuel, utilities, etc.
14. Incorporate Jim Mogen's recommendations to insure our policy is "Employment At Will".

Other recommendations:

1. Staggered hours and days....for example...one maintenance worker would start at 7 am and the other at 9 am...work 8.5 hours (with lunch ½ hour) in order to reduce 3<sup>rd</sup>-party payments for such work as grinder pump repairs, etc. This would include the staffing of city hall from 7 am through 5 pm...staggered hours, 100% coverage during these hours.
2. Staggered days...maintenance people would cover 7 days per week...alternating months or work the schedule out between themselves...for example....one works Wed. through Sunday one month and Monday through Friday the next month, while the other works the opposite days. Reduce/eliminate the need to pay Don Simon, Ralph Walz, etc... for weekend work.
3. I believe I read somewhere...can't put my finger on it right now, where the maintenance personnel is to be cleaning the buildings....I think there is enough "down time", especially in the fall, winter, spring seasons where this can be done by maintenance and/or city hall staff and avoid the expense of outside cleaning people.

As far as how much the above recommendations will go towards the 5%, 10% and 20% budget reduction goals for the maintenance and administration, the cost of the above items must be obtained, as well as these recommendations must be added or reconciled with those expense reduction recommendations made by the staff.

It is possible that a 10% to 20% overall departments' expense reduction will necessitate across the board salary reductions and/or reduced staffing....which I feel needs to be looked at but at this time, we have agreed to let staff make those initial recommendations, with Rena having the final say (for both administration and maintenance) on how she wants to recommend getting to the various 5% to 20% reduction levels.

Jeff

1/27/09

**NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD WEDNESDAY,  
JANUARY 28, 2009 – 6:00 P.M. – ROCKVILLE CITY HALL**

The meeting was called together by Mayor Hagen. The following members were found to be present: Mayor Hagen, Council members Bill Becker, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Absent: John Koerber.

Staff Members present were: Rena Weber-Administrator/Clerk, Rick Hansen-Public Works Director & Mike Hofmann-EMS Director.

Others Present were: James & Jackie Voigt & Don Simon.

**APPOINT CHAIR & VICE CHAIR** – Rena Weber reported that this committee needs to have both positions filled since everybody is new.

***Motion by Member Volkmuth, second by Member Schmitt, to appoint Mayor Hagen as the Chair. Motion carried unanimously.***

***Motion by Member Volkmuth, second by Mayor Hagen, to appoint Member Willenbring as the Vice-Chair. Motion carried unanimously.***

**JAMES & JACKIE VOIGT – DEFERRED ASSESSMENT & LOT SUBDIVISION**

Jim Voigt was present to plead his case for a deferment of 2008 special assessment as well as 2009 - \$56,004.04 per year

- Things are not selling
  - 1995 the city put in a cul-de-sac for buses which the Voigt family donated the land for Sewer – went across their land approximately 900 ' and asked for no money
  - Water over to Pleasant Lake – would have cost the city \$4 million
  - Put in two wells and the city paid for their land – they saved the city \$3 million
  - Sewer lift station on the farm is 32' deep and is being used by the City of Rockville
  - They just don't know how to pay the \$56,000.
- (It was reported that the reason the lift station is 32' deep is because the elevation of the SE corner of the Voigt proposed development would require it to be that depth for gravity fed sewer).*

Member Volkmuth voiced concern that the city is not going to be upside down.

Mr. Voigt would like to split 77 acres off from the 141.79 total acres plus keep 3.0 acres for their house only.

Rena Weber reported that 7 lots were subdivided already so this would more than likely account for the one time split. Rena voiced concern that what they are requesting with this amount of subdividing and the unpaid special assessments would require the attorney to oversee.

Jim Voigt reported that the family wanted \$300,000 for 40 acres = \$7500/acre (no realtor would sell it).

Member Willenbring asked what would be pledged as collateral.

Jim Voigt reminded the board that a year ago he was trying to sell the land and the buyer was told by the city there is a moratorium on it.

Member Volkmuth asked that an accurate list of what they owe, what has been paid, penalties, and amortization schedule be provided before the council considers this.

2008 & 2009 deferred – what would the total payment be?

Jim Voigt stated that they want the house detached from the rest of the property so they don't loose the house.

Member Volkmuth stated we would need a certified appraisal to know that there would be enough value.

Mayor Hagen indicated that he would write up the resolution for this transaction.

***Motion by Member Volkmuth, second by Member Willenbring, to recommend deferral of the 2008 and 2009 special assessment principal and accrue interest at 6% to 12/31/09. This is to be looked at again before 2010. Motion carried unanimously.***

**REVIEW FEE SCHEDULES** – Members reviewed the area city SAC/WAC fees and felt that with current economy there should be no increase in SAC/WAC fees,

***Motion by Member Becker, second by Member Volkmuth, to recommend no change in SAC/WAC fees for 2009. Motion carried unanimously.***

**DISCUSS EMS POSITION** – Mike Hofmann was present to defend the need for an EMS Director. INFORMATION PROVIDED AND READ:

- MN STATUTE 12.25
- EMS DIRECTOR JOB DESCRIPTION
- SECTION 8 CHIEF ELECTED OFFICIALS FUNCTIONS & RESPONSIBILITIES
- REASON FOR THE PLAN

Mike reported that in a disaster the Mayor is ultimately responsible. The EMS director is not a part of the Fire Dept.

**NIMS TRAINING – INCIDENT COMMAND** – The Federal Govt. requires the training in order to receive grants.

Entry Level - personnel who have a direct role in emergency preparedness, incident management, or response:

ICS - 700

IS -100

First Line, Single Resource, Field Supervisors – personnel who have an operational role in emergency response

IS -700

IS -100

IS -200

Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.

IS -700

IS -100

IS -200

ICS-300

IS-800a

Command & General Staff; area, emergency & EOC Managers

IS -700

IS -800

IS -200

ICS-300

ICS-400

Member Volkmuth stated he would rather rely on the County to handle the situation. If is not mandatory – he wants to know that. Can this also be a part of the fire department?

Mike Hofmann proposes to bring in a shoestring budget

Member Willenbring questioned if the city should have charged for lights, heat, & water during a recent CERT training.

### **REVIEW WATER RATES**

Rena Weber reported that 4<sup>th</sup> Quarter water totals are not in yet and Amy would need that in order to present a good study.

### **REVIEW MAPS OF DETACHED AREA FOR MAINE PRAIRIE TOWNSHIP CONTRACT**

A review of the data view maps was held. It was determined that Rick Hansen should write up a proposal for the maintenance. Tower Road is ½ & ½ we need to determine if we will plow it and bill the township or the other way around.

Mayor Hagen asked if we could blow up the areas in question with measurements. Also, discussion with the township should determine what road maintenance includes.

NEXT TOWNSHIP MEETING 2/10/09

**FIRE CONTRACT** – Member Volkmuth would like to see a 5 or 10 fire year contract with a CPI and renewable every year.

ORDERLY ANNEXATION – Rena obtained a sample agreement from the Office of Administrative Hearings. It was determined that we would abide by the Shoreland standards.

**LAKE ROAD – SNOW REMOVAL**

Rick Hansen wanted to clarify that the council wants to move the snow along Lake Road and put it over the walking path in the park. Also discussed were the rain garden project and the fact that the ditch was not at the same depth it was before the sewer project. Rick Hansen will get a bid for rain gardens and digging the ditch out.

**SEAL COAT BIDS**

Rick Hansen asked if the council was interested in bidding seal coat projects with Cold Spring and Richmond. We got such a good price last year and he would like to include approximately 5 miles of road this year. Approval was given to seek bids.

**JEROME KARLS – CULVERT** – Mr. Karls asked Rick for city approval to replace the culvert on 260<sup>th</sup> Street. This is a town line road and St. Joe Twp. had already given their approval. The culvert would be installed by Jerome Karls at no cost to the city.

***Motion by Member Volkmuth, second by Member Becker, to recommend approval of the request. Motion carried unanimously.***

Mayor Hagen voiced concern on the maintenance cost of Eagle Park. The County is proposing to spend 3.5 million on Rockville County Park in the next 10 years. His concern is how our park will look next to theirs.

***ADJOURNMENT – Motion by Member Becker, second by Member Volkmuth, to adjourn the meeting at 7:59 p.m.***

Submitted by  
Rena Weber  
Administrator/Clerk