

**NOTES FROM A PERSONNEL COMMITTEE MEETING HELD MONDAY JUNE 1, 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, Mayor Hagen, Susan Palmer & Duane Willenbring. Absent: None.

Also present: Rena Weber, Rick Hansen, Ralph Walz & Jerry Schmitt.

Chair Volkmuth announced the meeting had been called for the purpose of reviewing the revised employee policy. Staff provided information that in fact we could not go to 80 hour work weeks due to the Fair Labor Standards Act (FLSA).

STD & LTD – Discussion was held regarding Long and Short Term Disability Insurance. As a follow up to the 4/1/09 Personnel Committee meeting Member Palmer had checked with the League of Minnesota Cities on whether employees are taxed because they pay towards the premium. Milt Ferris replied to Member Palmer:

If the employer pays the premium or if the employer paid it with pre-tax dollars, then any benefit from the policy the employee received would be taxable. If the employee pays the whole premium with after tax dollars, then if they were ever to receive any benefits from the policy, it would not be taxable to them. If the employer would pay a portion and the employee paid a portion with after tax dollars, then the percent of premium paid by the employee would be the same percent of benefit that is taxable. I would avoid this scenario, if it were me. Tax laws of course can always change, but these are the rules as I understand them.

40 & 80 HOUR WORK WEEK – Chair Volkmuth reported that there is nothing we can do and will need to change this back to 40 hours in the policy handbook.

LTD/STD DISCUSSION RESUMED – Chair Volkmuth suggested a 75/25 percent as a first proposal with 75% being paid by the city. Later he recommended an 80/20 STD & LTD split with 80% being paid by the city.

Member Becker asked how much would the employees have to pay. \$8 to 15/month

Member Palmer asked if part of it is employee paid is part of it taxed. Unknown

Jerry Schmitt asked if you are on disability do you still have to pay the 20%. Yes

Member Palmer asked if there is an HSA and how is it administered? Is there any cost?

The Committee would like to see an account set up to administer this.

10 HOUR DAYS – Discussion was held regarding 10 hour work days

Rick Hansen asked if we are still sticking to 5 hours on Saturday.

Mayor Hagen suggested an 8 hour day on Saturday to keep it at 5 (8 hour days) and cover the grinder stations.

Member Becker questioned the value of working on Saturday.

Member Willenbring indicated the risk factor in not checking wells after 4 pm on Friday.

Member Palmer expressed concern on the limited staff and how this will work.

Member Volkmuth indicated his desire to have Maintenance work 5 (8 hour) days and they can be:

Monday thru Friday (one person)

Tuesday thru Saturday (one person)

This would eliminate the Don Simon contract.

Member Palmer indicated that then you have one person working every other Saturday and this may not be desirable.

Member Volkmuth asked if we still rely on Don Simon. Rena Weber reported that he was called in last Friday to cover as people were either gone or on vacation.

Member Becker asked if we are seeing more equipment failures with the newly replaced grinder pumps. It is estimated at 3 calls per month. What can we accomplish in 5 hours?

Mayor Hagen is not in agreement that it takes two people to replace the pumps in the grinder stations. His goal is to cover more of the grinder station calls and eliminate the Don Simon contract. Part of this was to include working Saturdays and Sundays including snow plowing where they would take off during the week.

Member Palmer agreed to a point. It is up to Rena to decide that if it snows on Tuesday then they take off later in the week.

Ralph Walz reported on the need for two people to work on grinders.

Mayor Hagen asked if they could come up with some sort of winch.

Member Willenbring reported that he witnessed the replacement of a grinder pump and the fact that they are rusted does not make removal an easy job. The Toolkat does not have enough height to break the pump out once rusted.

Member Willenbring suggested that whenever they can work separately they should do so. He also voiced concern that failures that occur on weekends are minimal and that other cities do not check on weekends.

Motion by Member Becker, second by Member Palmer, to recommend the following:

City Hall – 7:30 p.m. to 4:00 p.m. Monday thru Friday

Maintenance – Monday thru Friday – 7 a.m. to 5 p.m. at the discretion of the

Administrator/Clerk

40 hour work week

80/20 insurance

AYES: Becker, Palmer, Volkmuth & Willenbring

NAYS: Hagen

Motion passed on a 4 to 1 vote.

FIRE CHIEF ISSUES – Ralph Walz was present to speak about the following:

1) 1ST ASSISTANT CHIEF – Ralph needs to fill this position in the interim.

Captains – He has interviewed 3 for these positions and they did not meet the qualifications. This is partly due to the high standards required. Fire Fighter II

Chair Volkmuth suggested we change the standards.

Member Palmer indicated that we give people a certain time frame to get the proper qualifications.

Ralph Walz indicated that he would like to see the 1st Assistant position filled and that when Jeff comes back he would assume a fire fighters position.

Rick Hansen indicated that a Class B license may be too much so leave it at Class C.

It was determined that we need to look at what other cities require.

Member Palmer asked if we can put together a list side by side of what we require and what we have.

Advertise for 1st Asst. Chief as the Personnel Committee will interview for this position.

Motion by Mayor Hagen, second by Member Volkmuth, to recommend posting for the 1st Assistant Chief position. Motion carried unanimously.

2) 25 PEOPLE ROSTER – Ralph Walz reported they are down to 19 members and he would like to put on 4 by this fall

Motion by Member Volkmuth, second by Mayor Hagen, to recommend authorization of placing an ad for up to 5 fire fighters to be hired by this fall. Motion carried unanimously.

Voucher money is available that Ralph can use on Fire Fighter 1 training.

3) CONTACTING COUNCIL MEMBERS – Ralph indicated that he knows there are two firefighters contacting Council members and asked that council members call Ralph first. To keep the Administrator/Clerk in the loop would require Ralph notifying her.

4) REQUEST FOR PAY – Ralph reported that he has been questioned about time being turned in for sand bagging & the controlled burn. As Fire Chief he has the option of paging out the department or using people that he can get to work without spending excess money. They are not responding to weather watching anymore and instead using their time more wisely.

5) PILOT PROGRAM – Ralph reported that he has instituted a pilot program of fire fighters reading to students in school. This is good public relations for the Department and does not cost that much.

Member Palmer recommended that Ralph give a department report once a month or quarter.

ADOURN – Motion by Member Volkmuth, second by Mayor Hagen, to adjourn the meeting at 7:00 p.m. Motion carried unanimously.

Submitted by Rena Weber

NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD MONDAY JUNE 1, 2009 – 7:02 P.M. – ROCKVILLE CITY HALL

The meeting was called to order by Mayor Hagen. The following members were found to be present: Mayor Hagen, Council Members Bill Becker, John Koerber, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Absent: None

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

Others Present were: None

GRAND LAKE ROAD IMPROVEMENT – John Koerber presented bids from Hardrives for
 Patching one spot of Grand Lake Road using fabric \$8,292.90 x 16 = \$132,686.40
 Bituminous Reclaiming & Paving \$149,934.40

Rick Hansen had obtained verbal quotes from other sources.

Questions raised were:

1. What about Maine Prairie Township and their share? 30% to 40% estimated
2. How much needs to be assessed for reconstruction? 30%

Discussed assessment from County Road 8 to Molitor property being 50/50 with MPT:

1. Divide the city portion up proportionately
2. \$1,000 estimate for each property benefitting
3. Do not go out further than 5 years
4. Write up specifications
5. Need soil borings
6. Public Hearing in July

Motion by Member Volkmuth, second by Member Willenbring, to recommend authorizing the use of the city engineer in a limited capacity for this project. Motion carried unanimously.

PLEASANT LAKE WALKING PATH – John Koerber also obtained a price quote to overlay the existing walking path at an estimated cost of \$24,661.50. No action was taken and it was for information purposes only.

DUST CONTROL POLICY – Rick Hansen explained what is happening with Ed Hunstiger's request to apply dust control to 93rd Avenue. In the past Hunstiger's use to pay ½ the cost, but in recent years, the former council determined that charging for dust control would not be done. *(A copy of City Council minutes of 4/21/04 are attached for review.)*

Rick Hansen recommended that on dead end roads there be a 50/50 split.

History of minutes of 4/21/04 Council meeting:

Mayor Hagen suggested that we come up with agreements on how to maintain minimum maintenance roads. They can request, but does not mean that we will have the \$ to do it.

Motion by Member Volkmuth, second by Member Willenbring, to recommend leaving it up to the discretion of Rick Hansen based on a first come, first served basis and to charge 50/50 on dead end roads or roads that are the least traveled. Motion carried unanimously.

SJ LOUIS – CHARGE BACK FOR WATER – Rick Hansen reported that SJ Louis had water problems in their basement this spring and ran water directly into the sanitary sewer. This caused the sewer bill from Cold Spring to rise significantly.

Motion by Member Koerber, second by Member Volkmuth, to recommend that staff figure out the average and bill the overage to SJ Louis. Motion carried unanimously.

Core City Flow Average		
Month	Flow	
Apr-08	1,870,000	
May-08	2,000,000	
Jun-08	1,900,000	
Jul-08	1,900,000	
Aug-08	1,800,000	
Sep-08	1,800,000	
Oct-08	1,500,000	
Nov-08	1,400,000	
Dec-08	1,500,000	
Jan-09	1,500,000	
Feb-09	1,400,000	
Mar-09	1,900,000	
Average	1,705,833	
Apr-09	2,560,000	100.00%
Less Average	1,705,833	66.63%
SJ Louis Portion	854,167	33.37%
	Total	SJ Louis
Core City April 09	3046.19	1016.39

KRAEMER EXCAVATING BILL – Rick Hansen reported that work was done to repair the water shut off adjacent to County Road 139 (Corkey's). Total cost \$3,939.92. It was determined that a portion of this bill should be charged to Stearns County for work in CR 139 project. (That amounted to \$330.00).

MITCHELL LANE CULVERT – Rick Hansen reported that he received a bid to replace the culvert in Mitchell Lane in the amount of \$1100 from Krippner Trucking.

Motion by Member Volkmuth, second by Member Willenbring, to recommend replacing the culvert per the bid presented. Motion carried unanimously.

230TH STREET CULVERT – Rick Hansen reported that he received another bid to replace the 32' x 15" galvanized culvert in 230th Street. The bid includes the cost to re-tar an area 20' long in the amount of \$2,746.74 from Krippner Trucking.

Motion by Member Volkmuth, second by Member Koerber, to recommend replacing the culvert per the bid presented. Motion carried unanimously.

HUBERT LANE MINIMUM MAINTENANCE ROAD – Rena Weber provided copies of the state statute to declare a minimum maintenance road. Discussion was held and it was determined that Rick should get a bid from someone to blow the road out in winter.

OFFICE OF ENERGY SECURITY – Rena Weber presented copies of a request to have a member serve on an advisory committee for the proposed Monticello to St. Cloud 345 kV Transmission Project. No one volunteered to serve.

ADJOURNMENT – ***Motion by Member Volkmuth, second by Member Koerber, to adjourn the meeting at 7:47 p.m. Motion carried unanimously.***

Submitted by Rena Weber – Administrator/Clerk

k. Sara Grachek – 8609 White Oak Road, questioned when would they start paying? Rena Weber explained the Sewer Committee has not determined this yet, however, we are looking at a delay since we may not be able to send anything to Cold Spring until December which is too late for people to have their plumbing changed. Sara Grachek also questioned when the approximate \$14,500 over 20 years semi annual payment would start. Rena Weber reported payments would start in 2005.

l. Steve Van Grinsven – 11381 Hubert Lane, questioned how we determined that new developments warranted a gravity system. Rena Weber explained that she is not an engineer; however, starting from bare land is easier than building a system to fit the homes in place.

m. Tудie Hermanutz - 211 1st Street West, presented a petition from 12 senior citizens who could not make it to the meeting asking the council to keep the fees down since they are on fixed incomes.

n. John Knutson - 21405 Agate Beach Road, questioned if the rates have not gone up since 1996 are the lake areas paying any of this? No.
John Knutson questioned why this was not presented to them when they were supposed to vote. Member Volkmuth indicated this is what we are discussing now.

o. Luverne Burger 25408 Lake Road questioned why can't they hook up to the main transmission line? Mayor Herberg explained that you can't hook into this line.

Vince Schaefer stated that as a point of information the forcemain to Cold Spring is a pressure line that is 6 to 8 feet deep. A full gravity fed system could have some lines that are 26 to 28 feet deep.

p. Jane Conrad - 570 Ptarmigan Lane, voiced concerns that with the state of the school systems and the operating levy coming at them would the council consider no depreciation. People have to be responsible for their own way of life and we can't support the future.

q. Gary Mrozek – 11115 Hubert Lane, stated that when the vote was taken to merge the selling point was that we are all one so the lakes area should not pay a different rate than the city.

Motion by Member Volkmuth, second by Member Lommel, to close the public hearing at 8:57 p.m.

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

Motion by Member Volkmuth, second by Member Simones to delete the costs for depreciation from both rate proposals.

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

Motion by Member Volkmuth, second by Mayor Herberg, to approve the rate for the Lakes Area of \$27.43 per month for homestead residents and \$20.57 per month for seasonal non-homestead residents subject to review on an annual basis. (This shall be reflected in Ordinance No. 2004-13 a copy of which is hereby attached and marked Exhibit A).

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

Motion by Member Volkmuth, second by Member Simon, to table action on rates for the Downtown area until further review of the budget is done.

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

DUST CONTROL – Mayor Herberg announced that the continued public hearing for dust control improvement would now be held.

Rena Weber reported that 12 of 26 people on Agate Beach have requested the service and 2 of 5 residents on 205th Street have signed.

Mayor Herberg reported that the Street/Utility Committee would really like to see 100% of the owner's petition the improvement as it should be all or none.

Member Simon indicated that we don't want to skip spots in the road.

Marie Schmidt – 22045 Agate Beach Road, invited all council members to look at the road. Marie Schmidt stated this has been done for 3 years now and last year they did not do the whole road. Marie Schmidt stated that we need gravel on the road first.

Jerry Bechtold - Planning Commission Chair, stated this should be a maintenance issue as roads affect all residents. Glacier Road has been an improvement, but we do need to have adequate gravel on it.

Member Lommel voiced concern that if we do all roads there will be a tremendous cost.

Marie Schmidt questioned if the road will be torn up with the sewer why would we put down dust control?

Member Simon – Street/Utility Committee Chair reported on the discussion from a recent meeting:

1. Scheduled roads for gravel
2. Dust control - full maintenance project for 2005
3. Seal Coating roads - use the same contractor as last year
4. Repair Walnut & Cypress Court
5. Lake Road - discuss how to repair
6. Lena Lane – patch only
7. Tree Trimming – continue the program and trees that are too close to road take down and explain to homeowner why it was taken down due to a safety hazard.
8. Need for equipment - we hire out now, but should we consider purchasing a skid loader & one ton truck. It would be more efficient. We should sell one plow truck and hire one more maintenance person. Opera funding - Greg Stang explained that the MN Local Research Transportation Board has matching funding available to do crack filling that is cut out at different sizes. This would be a pilot program.
9. Capital Improvement Plan and Capital Equipment plan - repair 2 miles of road each year as part of the regular budgeting process and not use bonding.

Jeff Loesch - 9832 205th St, stated that last year's dust control was the worst; it did not last and was not put down until sometime in June. It was horrible until they had the rain. The road is still so rough, but he is willing to pay the 400 feet. Jeff Loesch indicated the snow plow is throwing the gravel into the ditch.

Mayor Herberg stated this is tough to do with a truck and the City does not have a blade.

John Knutson - 21405 Agate Beach Road, stated he concurs with Marie Schmidt. Mr. Knutson stated he pays a lot of taxes and the city should be paying for dust control. Also in regards to the grading of the road the people do not know how to grade it. He needs to cut below the ruts and then spread the dirt back over again. Mayor Herberg asked Mr. Knutson if he would be in favor of paying half of it. Mr. Knutson indicated he would be okay with that, but the safety issues need to be addressed.

Kathleen Stanger – 25022 Halfman Road, asked if it costs less to grade than it does for dust control.

Motion by Member Volkmuth, second by Member Simon, to close the public hearing at 9:40 p.m.

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

Motion by Member Volkmuth, second by Mayor Herberg, to instruct the Street/Utility Committee to review and determine all roads that will receive dust control and the city will pay for it as part of regular maintenance costs.

AFFIRMATIVE VOTES: Herberg, Hunstiger, Karls, Lommel, Simon, Simones, & Volkmuth.

Motion passed on a 7 – 0 vote.

OLD BUSINESS

MICK PIT – Mayor Herberg read the minutes of Rockville Township meetings in regards to the Mick Pit operations: