

**NOTES FROM A PERSONNEL COMMITTEE MEETING HELD THURSDAY, JANUARY 8, 2009 – ROCKVILLE CITY HALL – 7:00 P.M.**

The meeting was called to order by Administrator/Clerk Rena Weber. Roll Call was taken and the following members were found to be present: Susan Palmer, Jeff Hagen, Duane Willenbring, & Randy Volkmuth (7:15 p.m.).

Also present: Rena Weber & Ralph Walz.

Others present: Dave Volkmuth

**ELECTION OF CHAIR & VICE CHAIR – *Motion by Member Willenbring, second by Mayor Hagen, to appoint Randy Volkmuth as Chair and Susan Palmer as Vice Chair. Motion carried.***

**DON SIMON CONTRACT** – Rena Weber reported that Don Simon reads the water meters on the weekends for the city. This is needed to meet MDH requirements and it avoids paying a staff person on-call pay. There is no increase in pay.

Rena Weber is to pull together information on what is required and what doesn't need to be done.

Mayor Hagen stated that he was always told that it takes two people going into a confined space. Maybe there should be something put in the newsletter regarding this.

Invite Mike Howe to a future meeting.

***Motion by Member Palmer, second by Member Volkmuth, to approve the contract renewal with Don Simon as presented for the year 2009. Motion carried unanimously.***

**FIRE DEPARTMENT ISSUES –**

Mayor Hagen reported that he has heard conflicting information on the 800 MHz radios. He talked to a fire chief who said they buy theirs for \$1600 and we paid \$2000 and that was half of the price.

Ralph Walz stated that there are probably 5 different quality 800 MHz radios which would explain the difference in cost. 7 mobiles are still needed for each truck. Ralph Walz wants to buy one each year.

- a) Selection Vs. Election – process
- b) City employee policy – or Sauk Rapids
- c) Interview committee make up
- d) Interview questions (hold interviews at fire hall)
- e) Review job description/qualifications

Rena Weber reported that the above subjects were areas of concern that Mayor Hagen had referred to recently and wanted discussed.

Selection Vs. Election – It was felt that we aren't going back to this.

Qualifications – There was a problem with one of the officers not having met the qualifications.

Mayor Hagen stated the Sauk Rapids fire personnel were more involved in the hiring process.

Member Palmer stated that sometimes you have people not completely qualified, but say they have to get the qualification by a certain time.

Member Volkmuth wished to reduce the term of officers to 2 years without some sort of election.

Member Willenbring cited a quote of the "need for respect". What do we need to do to get them to change their attitude? 4 years is too long to have them seated.

Member Volkmuth asked would it not make sense to go to a 2 year process?

Mayor Hagen asked about the issue of Jeff Howe not making the fire calls?

Mayor Hagen was also bothered that he did not apply for the chief's position.

Member Volkmuth indicated that the Fire Chief's job description should reflect that the Chief must show up for more than 30% of the calls and if they are not qualified – they don't get on.

Member Willenbring asked if there could be a compromise, but to continue with selection process. Look at 3 years instead of 4 years. 12/31/2010 Ralph Walz will have been in position for 2 years and there should be a full review.

Member Volkmuth asked what if we go for one year (2009) year end and then review. If we don't hear anything –let's keep it to 4 years or look at 3 years.

Ralph Walz informed the committee about a possible harassment issue. The individuals do not want to file a complaint, but it is being documented.

**EMPLOYEE POLICY** – Member Volkmuth motioned to take it upon himself to talk to Jim Mogen about the "employment at will" clause in the policy. There was no second to the motion.

Member Willenbring stated that there are two opposing contract Vs. no contract.

1.2 Intent of Policies – refers to the policies are not a condition of employment and is not intended to create a contract.

2.1 – Definition of a Probationary Employee – talks about a "contract". There are other areas of the policy that talk about contract.

Appointments 5.2 –3<sup>rd</sup> paragraph a step "will" use or "might be granted".

5.6 probationary – talks about contract.

6.0 – Member Willenbring wants to remove this completely – layoff

Member Volkmuth suggested that we have Jim Mogen at the next meeting and talk about the policy only.

Member Willenbring will be gone from 1/16 to 1/23.

**Next Meeting 1/27/09 6 p.m.**

**COLA – Motion by Member Volkmuth, second by Mayor Hagen, to offer no COLA for 2009. Motion carried unanimously.**

**CONFLICT OF INTEREST** – Mayor Hagen voiced concern regarding conflict of interest as in a situation like that with Jeff Howe being the building inspector, Fire Chief & Fire Marshall.

Member Volkmuth cited two complaints that he has received regarding the response time of the building official: Jody Janati and Donald Rieder.

Member Willenbring reported that there is a State Board that handles grievance issues and they should go through this process.

Member Willenbring stated to the Administrator/Clerk in the most polite way that he does not have a comfort level in that this city is being run right and until he has that, he will be micro-managing.

**ADJOURNMENT – Motion by Member Willenbring, second by Member Palmer, to adjourn the meeting at 9:11 p.m. Motion carried unanimously.**

*It was determined after the meeting that the Finance Committee meeting should be cancelled to allow staff and the Administrator/Clerk to come up with 5%, 10% & 20% reductions in the budget and further indicate what services will be cut by doing so.*

Submitted by Rena Weber  
Administrator/Clerk

**MINUTES OF A REGULAR EDA MEETING HELD MONDAY, JANUARY 12, 2009 –  
6:00 P.M. – ROCKVILLE CITY HALL.**

The meeting was called to order by President Vern Salzl. Roll Call was taken and the following members were found to be present: President Salzl, Bill Becker, Ed Karls, Duane Willenbring & Rena Weber. Absent: Heidi Peper.

**MINUTES OF 12/08/08 – Motion by Member Willenbring, second by Member Karls, to approve the minutes of 12/08/08 as presented. Motion carried unanimously.**

**NEW MEMBER APPOINTMENT** – Discussion was held regarding the EDA and it staying active. Member Willenbring indicated that this group would meet only when needed.

**Motion by Member Willenbring, second by Member Karls, to recommend approval of Don Simon to fill the vacant spot on the EDA. Motion carried unanimously.**

**NEW BUSINESS**

**EXECUTIVE DIRECTORS REPORT** – Heidi Peper emailed a written report on the following:

**Corky's**

At last month's meeting, members of the EDA asked me to explore grant/low-interest loans to assist Corky's. After much research, I found two things as potential for Corky's:

- Initiative Foundation has a loan guarantee program, retail operations are eligible
- Small Business Development Center (SBDC) provides technical assistance to new and struggling businesses.
- I spoke with Corky about these and he scheduled a meeting with the SBDC.

**Business Subsidy Agreement**

My recommendation would be to adopt the narrative from Benton County's approval criteria, attached, and forgo the scoring worksheet.

**Federal Stimulus Package**

We are tracking this; it changes daily. We are poised to pursue funding for Rockville when and if it becomes available.

EDA discussion on Heidi's report:

Corky's:

Member Willenbring pointed out that people should remember that the city did not have much authority regarding the road project and how that affected Corky's business.

Business Subsidy Criteria:

Rena Weber questioned #3 and #9 of the Benton County document.

#3 Contribute to the establishment of a critical mass of commercial development within the County – City in our case.

#9 To create jobs in Minnesota rather than another state.

Member Becker agree that if we approved this we should scratch #9 and #3.

Member Willenbring felt we should keep the same criteria as is has worked for us in the past.

Rena Weber reminded all that we are looking at this because of a business that is currently established and is having a hard time financially.

It was determined to leave it as is.

Federal Stimulus: This was just an update.

**OLD BUSINESS**

**FIRE HALL** – Rena Weber reported that there has been no response from SBI regarding the final payment.

Fire Hall Heating System – Rena Weber reported the Fire Hall meeting room and office spaces have the same problem as City Hall in that the dampers and the specialized computer system have not worked to their capacity. The cost to change this would be \$1500 to \$1600 per the quote received from Tim Peterson.

***Motion by Member Willenbring, second by Member Karls, to recommend the City hire Tim Peterson to modify the Fire Hall meeting/office space damper system per the quote. Motion carried unanimously.***

**CITY HALL SECURITY PROPOSAL** – Rena Weber reported that the security system was quite expensive and discussion was leaning towards no action at this time.

***Motion by Member Karls, second by Member Willenbring, to hold off on resolving the security issues and revisit this in one year. Motion carried unanimously.***

**TREASURER'S REPORT** – Member Willenbring questioned the Treasurer's Report in that the 4M fund shows 5.4% interest. *(It should be noted that in talking to the Finance Director the 5.4% is the total percentage attributed to EDA from all funds)*

***Motion by Member Becker, second by member Willenbring, to accept the Treasurer's Report as presented with the correction on the interest statement.***

**OTHER BUSINESS** – Member Willenbring, speaking on behalf of Randy Volkmuth, stated that an effort was proposed by a number of people. An ad hoc group got together before they were seated on the council to come up with some suggestions for budget reductions. There are no open meeting law concerns that he has.

Member Becker disagreed that Randy Volkmuth was in attendance and that all those meetings were not held legally. They were not open to the public. We will see where that goes.

Member Willenbring stated that it does pass the smell test. It was a legal meeting of the concerned citizens who did not want to sit here in July without having done anything.

Next Meeting – only when the President and Secretary determine one is needed.

**ADJOURNMENT** – ***Motion by Member Willenbring, second by Member Karls, to adjourn the meeting at 6:43 p.m. Motion carried unanimously.***

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**VERN SALZL**  
**PRESIDENT**

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**VERENA M. WEBER-CMC**  
**SECRETARY/TREASURER**

**FIRE CONTRACTS**

2009 Contract Maine Prairie Twsp w/ detachment area

Area	2008 Tax Capacity	% of Tax Capacity	Total Calls 2008 Thru 12/31/08	Call %
<b>Maine Prairie Twsp</b>				
Sec 4 @ 25%	10,422			
Sec 5 @ 100 %	20,467			
Sec 6 @ 100%	40,672			
Sec 7 @ 50%	36,856			
Sec 8 @ 100%	18,129			
Sec 31-36 from Rockville	161,704	13.3%	4 Detachment	5%
<b>Total</b>	<b>\$288,250</b>	<b>9%</b>	<b>8</b>	<b>10%</b>
<b>City of Rockville</b>	<b>\$2,755,333</b>	<b>91%</b>	<b>72</b>	<b>90%</b>
<b>Total Tax Capacity</b>	<b>\$3,043,583</b>	<b>100%</b>		
<b>Total Calls</b>			<b>80</b>	<b>100%</b>

## Allocation by Municipality

AREA	2008 Tax Cap %	CALLS %	2009 Fire Hall Debt	2009 Fire & City Hall/ Debt-Detachment	2009 Service Amount	2009 Total Amount
Detachment Area (13.3%)		5%		<b>Paid thru taxes for year 2009</b>	8,538	8,538
Maine Prairie Twsp		5%	7,340		8,538	15,878
Total Maine Prairie & Detachment	<b>9%</b>	10%	7,340		17,075	24,416
City of Rockville	<b>91%</b>	90%	132,125		153,678	285,803
<b>TOTALS</b>	<b>100%</b>	100%	139,466		170,753	310,219
Debt for Fire Hall Payment in 2009 Budget is			146,806			
City Hall Payment			65,956			
<b>Debt Owed by Detached Area</b>						
City Hall Debt	<b>49,004</b>	2,579				
Fire Hall Debt	<b>99,103</b>	5,216				
<b>Total Debt Detached Area</b>	<b>148,107</b>	7,795				
<b>19 Years left on loan</b>						