

**NOTES FROM A PERSONNEL COMMITTEE MEETING HELD TUESDAY, AUGUST 4, 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, Ralph Walz & Jerry Schmitt.

**EMPLOYEE POLICY MANUAL** – Rena Weber presented the final approved copy of the Employee Policy Manual indicating that it has been in place since 7/1/09. She asked if any members had any problems with the changes or if anything was missing. Chair Volkmuth and Member Palmer both indicated they were okay with the policy as presented.

**INTERVIEW 1<sup>ST</sup> ASSISTANT FIRE CHIEF** – Rena Weber reported that this would not occur this evening due to the fact that the applicant had pulled his application. Instead Rena Weber asked the committee to review the formal complaint filed by a member of the fire department regarding the Fire Chief specifically stating that it is not safe to go on fire calls due to the lack of experience and gear. Somebody is going to get hurt.

Rena Weber presented a written documentation of concerns of 5 fire fighters reported over the past week. Ralph Walz had not seen them until this meeting.

It was determined that Ralph Walz would need to respond to the complaint in writing of which the Administrator will inform the Personnel Committee of the response. Action would be taken then.

Discussion was held regarding:

- Selection Vs Election
- Meet the department as a whole to discuss a solution
- The fire fighters want to vote on two candidates and bring those to the Council for their selection
- Invite someone from the League of MN Cities to a future meeting to speak on selection Vs election, employee policy manual, hostile work environment

**JOB DESCRIPTION AMENDMENT** – Rena Weber reported that research has been done on what other cities require for licensing of fire fighters and the Class "D" driver's license is all that is required by state statute.

***Motion by Chair Volkmuth, second by Mayor Hagen, to recommend approval of the change in license requirement from Class "B" to Class "D" for all fire department job descriptions. Motion carried unanimously.***

Rena Weber presented three policies for approval citing the need to have such policies as a requirement of the annual audit:

**INTERNAL CONTROL POLICY** - Member Willenbring reported that there some numbering issues that should be corrected. It was reported that this policy is currently in place and is just being formatted the same way as all other policies. No action need be taken other than the re-numbering.

**CELL PHONE USE POLICY** – Member Becker reported the St. Cloud Hospital just adopted a new policy where employees should not be driving while talking on the phone. The proposed policy indicates it is strongly discouraged.

**COMPUTER USE POLICY** – No changes were made.

***Motion by Mayor Hagen, second by Member Becker, to recommend approval of the Cell Phone Use & Computer Use Policies as presented. Motion carried unanimously.***

**ADJOURNMENT** – ***Motion by Mayor Hagen, second by Member Willenbring, to adjourn the meeting at 6:59 p.m. Motion carried unanimously.***

Submitted by Rena Weber – Administrator/Clerk

## CITY OF ROCKVILLE

### INTERNAL CONTROL POLICY

**SUBJECT:** Policies and procedures Internal Controls

**DATE COUNCIL APPROVED:** XX/XX/XX

## I. Internal Control Policies

The City has certain policies in place as part of the *Employee Policy Manual* that establish a number of internal controls. They are listed as follows:

- Non-Discrimination
- Reduction in Work Force and Recalls
- Compensation and Work Hours
- Holidays, Vacation, and Sick Leave
- Leaves of Absence
- Insurance
- Employee Training & Travel
- Uniform Allowances
- Employee Records & Performance Appraisals
- Discipline
- Sexual Harassment
- Harassment
- Conflicts of Interest on City Council or Commissions
- Drug & Alcohol Free Workplace and Testing
- Safety
- Smoking
- Personal Use of City Property & Equipment

## II. Disbursements Procedures

1. Purchases are initiated by employees after they have obtained approval from their department head. The purchase is initiated by using a pre-numbered purchase order from Administration a copy is kept with paid invoices. Department heads are required to obtain Council approval before authorizing purchases over \$500. The Fire Department and Public Works Department may authorize purchases up to \$1,000 with approval from the Mayor or City Administrator/Clerk.
2. The employee is then authorized to order the item.
3. When items are received, the employee checks the packing slip to make sure that all items have been received and then turns the packing slip in to their department head.
4. The department head or person purchasing the item writes up a P.O. and attaches it to the invoice. All invoices/P.O.'s are then turned in to Finance Director. The Finance Director codes any recurring invoices for payment (no P.O. required).
5. The Finance Director enters the payments into the computer and prints out a payment detail report and reviews the report. After any edits are made the Finance Director prints the pre-numbered checks and verifies each check to the invoice, stamps the invoices with the paid date, and records the check number on the invoice, then signs the checks, which are given to the City Administrator for review and approval of each bill/invoice. If approved the City Administrator then signs the checks.
6. Checks are stored in a locked drawer in the Finance Director's office.
7. Authorized signers on the account are the Administrator/Clerk, Finance Director, or Mayor. Two signatures are required on each check. The payment detail reports are saved and filed in a binder.
8. The Finance Director then prepares a list of the accounts payable by check number order and distributes copies of it to the City Council.
9. The City Council approves the list of bills at their council meetings.

10. After the checks are approved by the Council, the Receptionist stuffs them in envelopes with bill stubs and mails them out.
11. The invoices are filed by the Finance Director in vendor files, in alphabetical order, and all invoices and purchase orders are saved.
12. The City uses EFT for state and federal withholding taxes, and sales tax payments. The City Administrator and Finance Director are authorized to initiate EFT's. EFT's are entered into the system by the Finance Director as payment batches and reviewed and initialed by the City Administrator.
13. Copies of the bi-monthly expenditure & revenue budget summary report are printed by the Finance Director and distributed to the City Council members and department heads for review and monitoring. In the reports are details of monthly totals, as well as total budget to actual

### **III. Utility Billing**

1. Approximately the last week of the odd numbered months as billing, one Public Works employee goes out to read all the water meters in the City. Meters are read by the hand held radio or entered into the hand held device. Before the meters can be read by radio, the Utility Billing Clerk downloads all the accounts' previous meter readings onto the handheld radio.
2. The Public Works employee returns the handheld radio to the Utility Billing Clerk after they have read all the meters. The Utility Billing Clerk then uploads all the readings gathered from the handheld into the utility billing software.
3. After all the new meter readings have successfully been uploaded into utility billing software, the Utility Billing Clerk verifies that there is a new, appropriate reading for each account.
4. Next the Utility Billing Clerk calculates the bills and then runs a bill register and bill register summary. Next they review the bill register to verify that the bills were calculated correctly.
5. The bill register and summary are filed and retained.
6. The bills are then printed, torn apart, separated by zip code and mailed out to each resident.
7. If a utility bill is not received on time a late payment letter is created by the Utility Billing Clerk notifying the customer of the amount owed. The City Administrator verifies and signs the letters before they are mailed out.
8. Final bills are calculated when a resident moves out. After the resident notifies City staff of the closing or move out date, the Utility Billing Clerk notifies Public Works staff that the meter has to be read.
9. The Utility Billing Clerk enters the new final meter reading into utility billing.
10. Steps 4 and 5 from above are performed.
11. Penalties are applied to the overdue portion at the end of each billing cycle. The Utility Billing Clerk calculates and applies the penalties and then prints out the current penalties report and files them.

### **IV. Misc. Accounts Receivable**

1. Invoices are generated periodically for miscellaneous receivables. These invoices are generated by the Utility Billing Clerk in the Administration Dept. A copy of the invoice is printed and filed and the amount is recorded on an Accounts Receivable Spreadsheet kept by the Finance Director that is reconciled monthly to the general ledger.
2. When a payment is received for these invoices, the date and amount of payment is recorded in the Accounts Receivable register and a receipt is written up for the payment. The Utility Billing Clerk enters the receipt number, date, customer, comments, payment amount, invoice, etc. into the Accounts Receivable register.
3. All receipts are entered into the computer by the Receptionist. The Finance Director reviews and approves the receipt batch before it is posted and verifies the deposit slip with the Accounts Receivable register and the computer generated receipt batch.

### **V. Cash and Receipts Procedures**

1. Receipts come in through one of four ways: In person (at the counter), in the mail, in the drop box, or through electronic transfer. Payments received at the counter are accepted by all Administration employees. The Receptionist stamps the date received on the receipts payments that come in the mail

- and also empties the drop box every morning. The Finance Director does receipt batches for all electronic receipts and has them approved by the City Administrator.
2. Whenever cash is received, a receipt is written up, in duplicate, and is dated and signed by the person who accepted the money. If the payer wants a receipt, they are given the original. The city retains the duplicate copy.
  3. When payments are received for water/sewer bills, the payment amount, date, and check number are recorded on the stub, along with the name and account number which are pre-printed on it, and one receipt report is written up for the whole batch on the date that it is deposited into the bank.
  4. Deposits are done daily unless no money has been collected.
  5. The Utility Billing Clerk prepares the deposit and writes up the information in the Accounts Receivable register as noted in Misc. Accounts Receivable #2 above.
  6. Petty Cash is stored in a locked drawer in the Administrator/Clerks office. An average petty cash balance of approximately \$200 is maintained in order to make change for customers. The Utility Billing Clerk monitors the balance and deposits some of the money into the general fund if the balance gets too high, and the Finance Director disburses more into the petty cash fund if it gets too low. This expense would be done after the City Council has approved the check.
  7. An "Accounts Receivable" register is kept for all receivables, including utility bills. Invoices for these receivables are created by the Utility Billing Clerk in the Administration department. When payments are received for these items, the date, receipt number, amount paid, etc. are recorded in the register. Any unpaid invoices at year-end are certified to the homeowners' property taxes for collection by special assessments.
  8. Payments for building permits are received in this same manner and no permits are issued until payment for them is received in full, including all necessary water & sewer hook-up fees, water meter expenses, etc.
  9. Invoices for contracts with other entities (fire contracts, etc.) are prepared by the Finance Director and approved by the City Administrator and City Council.
  10. Copies of monthly revenue and expenditure budgets or budget summary reports are distributed to the City Council members and department heads for review and monitoring. Included in the reports are details of monthly totals, as well as total budget to actual. Copies of these budget reports are saved and filed.

## **VI. Month-End Reconciliation**

1. The bank statement is sent monthly to the Receptionist who reconciles the statement to the general ledger and then gives the statement and the reconciliation printouts to the City Administrator for review.
2. The Finance Director then cancels the checks in the payroll software to match the checks that were cleared during the month and makes sure that it agrees with the Fund Accounting Software.
3. A treasurer's report is printed by the Finance Director before each City Council Meeting and distributed to the Council for review and monitoring.

## **VII. Investments**

1. All investments are made in accordance with City of Rockville Policy, "Policy on Deposits and Investments" and MN Statutes Chapter 118A.
2. Per the City's policy, authority to conduct investment transactions is delegated to the City Administrator/Clerk, who may delegate that authority to the Finance Director. The City Administrator approves all investment transactions made by the Finance Director.
3. The deposits on Investments are then allocated by investment fund balance by the Finance Director who gives the entry to the Receptionist for entry. The deposit entry is then reviewed for accuracy by the Finance Director who then posts it to the general ledger.
4. The Receptionist then reconciles the general ledger with the monthly investment reports.
5. A Treasury Report is printed for the council before each council meeting that reflects the current investment balance totals by Fund.

## **VIII. Payroll**

1. Timecards are completed by all employees for each day, including start and stop times, and any hours of paid time off they are requesting (vacation, sick, comp time, etc.).
2. Timecards are reviewed and approved by the City Administrator before they are submitted to the Payroll Department. The Finance Director does the payroll unless unavailable in which case the Utility Billing Clerk would process payroll.
3. Timecards are reviewed by the City Administrator & Finance Director for accuracy.
4. All information is entered into the computer by the Finance Director in regards to hours worked and paid time off. Payroll data is updated each pay period for employees who are due for a step increase after reaching their anniversary date and or promotion. The payroll program is only stored on city PC's which are secured by passwords.
5. Once all entries are in the system, payroll is calculated using Banyon Payroll software and a Payroll Register and other reports are generated. The Finance Director reviews these reports against each timecard to make sure all hours are paid for and all paid time off is deducted, and that all necessary payroll deductions have been taken.
6. The Finance Director then prints the checks on pre-numbered checks, and the City Administrator reviews and approves them.
7. Authorized signers on the account are the Administrator/Clerk, Finance Director and/or the Mayor. Two signatures are required on each check.
8. Payroll reports are filed in the Finance Director's office.
9. The payroll checks are approved by the City Council during each council meeting.
10. Checks are stored in a locked drawer in the office of the Finance Director.

## **IX. Property and Workers Comp Insurance**

1. The City's policy for property and liability insurance is due on June 1<sup>st</sup> of each year. Prior to the renewal date, the City's insurance agent requests renewal information from the City. This renewal packet is completed by the Finance Director. The Finance Director or Utility Billing Clerk/Administrative Assistant confers with each department head to confirm the list of property and equipment on the policy, and the current value of each item. If there are any significant changes to the policy, the Finance Director obtains the City Administrators approval on them.
2. The City's worker's comp policy is due on July 10th of each year. Prior to the renewal date, the City's insurance agent requests payroll data from the City. This information is provided to them by the Finance Director.
3. The checks to pay for the insurance are not issued until they are approved by the City Council.
4. The annual work comp audit information is gathered and prepared by the Finance Director and the audit generally occurs in late August or in September.

## **X. Asset Inventory**

1. The assets of the City are maintained in a list kept on file by the City of Rockville. Each year as assets are purchased the list is updated by the Utility Billing Clerk or Finance Director.
2. The Utility Billing Clerk or Finance Director determines new assets purchased and old asset disposals by reviewing the revenues and expenditures for the year and speaking with department heads. For new purchases there is a fixed asset form completed by either the department head or city administration staff which lists the pertinent information needed for entry into the Banyon Fixed Asset module and fixed asset spreadsheet.
3. Assets are capitalized and depreciated in conformance with the City of Rockville Fixed Asset and Capitalization policy and with required audit standards.

## **XI. Special Assessments and Property Taxes**

1. All new special assessment rolls are approved by the City Council at a Public Hearing conducted in accordance with State Statutes.
2. Special assessment payments are received at the City or with the tax settlement from Stearns County. The Finance Director reviews the county settlements and notes any pre-payments to be recorded by the Receptionist in the receipts batch.
3. Any assessment payments received at City Hall are recorded on the City's Accounts Receivable register. The City Administrator then sends a letter to the Stearns County Auditor's Office notifying them of the pre-payment received at our office.

## **XII. Journal Entries and Transfers**

1. All journal entries are done by the Finance Director during the year, to make adjustments to accounts as needed. Documentation for each journal entry is then given to the City Administrator for approval.
2. All transfers between funds are done by the Finance Director. They are approved by the City Administrator and by the City Council and copies of them are kept on file along with documentation about the transfer.

## **XIII. Fund Balances, Debt Service, and Tax Levies**

1. All fund balances are monitored by the Finance Director on an on-going basis. If there is an area of concern, the City Administrator is made aware of the issue.
2. A treasurer's report is prepared/printed for each council meeting for the City Council to review the cash and investment balances of all funds.
3. The city tax levy is reviewed and approved in December of each year by the City Council before the levy amount letter is sent to the County Auditor.

## **XIV. Grants and Programs**

1. Before applying for grants, employees present the request to the City Administrator for their review and approval. Specific attention is given to what requirements the City will need to fulfill, such as matching grant amounts or in-kind.
2. The request is then approved by the City Council before the grant application is submitted.
3. Progress of the grant is monitored by the City Administrator. They will often request information from the Finance Director to make sure proper documentation is submitted for complete grant reimbursement.

## **XV. Hiring and Terminations**

1. Whenever there is an open position for employment with the City, the position is filled in accordance with the "Appointments" section of the *Employee Policy Manual*. The Department Head or City Administrator/Clerk requests Council approval to advertise for the position, which is posted in the Cold Spring Record and other local or on-line publications.
2. A hiring committee is established, the people on the committee vary depending on the nature of the open position.
3. The applications are reviewed and candidates are chosen to be interviewed. The City Administrator sets up the interview schedule.
4. During the interview process, the candidates are ranked according to their answers to the interview questions, again using a numbering system.

5. After the candidates have been interviewed, the committee meets to share their rankings and then decides whom their top three candidates are, in order.
6. The City Administrator reports the committee's recommendations to the City Council, and they give final approval on whom to hire.
7. The City Administrator notifies the candidate outlining the conditions of their employment, including rate of pay, start date, benefit summary, and any contingencies involved in their hiring. The Finance Director then sets them up as a new employee in the payroll system.
8. All terminations of employees are coordinated through the Mayor, the City Administrator, and the City Attorney. No action is ever taken to terminate an employee, except by the City Council. All terminations follow the procedure outlined in the *Employee Policy Manual*.

## **XVI. Health Insurance, Retirement, and Other Similar Benefits**

1. When a new employee is hired, the Finance Director gets them set up with all their benefits through the City. The City Administrator or Finance Director has them fill out applications for health insurance (if applicable).
2. The City Administrator enrolls new employees in the City's short and long-term disability programs (with assistance from the city insurance agent).
3. The Finance Director has the employees complete forms W-4, I-9, and the New Hire Reporting Form, and obtains (or verifies) copies of their social security card and drivers license, or a copy of their passport.
4. The Finance Director explains any additional forms needed and provides the employees with forms to complete.
5. Copies of all applications and forms are placed in either the employee's personnel or medical files, as appropriate.

## **XVII. Financial Management**

1. Internal Controls will be evaluated yearly by the Finance Director and/or the City Administrator to ensure that the procedures are 1) adequately achieving their intended purpose 2) the procedures have been implemented and 3) continue to function as designed.
2. Updates to the Internal Control Policy will be made as needed with changes in procedures and submitted to Council for review and approval.
3. In the event an employee observes management overriding internal controls they should report this information to one of the following: the City Administrator, Mayor, or a Council Member.

**CITY OF ROCKVILLE**

**CELL PHONE USE POLICY**

**SUBJECT:** Policies and procedures on Cellular Telephone Use

**DATE COUNCIL APPROVED:** XX/XX/XX

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
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Section 2.	City Expectations	1
Section 3.	Department Director/City Administrator Responsibilities	1
Section 4.	Employee Responsibilities	1
Section 5.	Personal Cellular Telephones at work	2

**SECTION 1. GENERAL POLICY STATEMENT**

**Purpose:** The purpose of this policy is to provide guidance with regard to those who have cellular telephone privileges and City expectations of those with cellular telephones issued by the City. Cellular telephones are assigned to employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation.

**SECTION 2. CITY EXPECTATIONS**

Employees are expected to keep their cellular telephones turned on during times agreed upon with their Department Director and/or the City Administrator to assure that they can be reached.

Using a cellular telephone while driving a vehicle is strongly discouraged.

Employees in possession of a City-owned cellular telephone are required to care for the telephone in a responsible manner, and to take appropriate precautions to prevent theft, damage and vandalism.

The City reserves the right to monitor the use of all City-owned cellular telephones.

**SECTION 3. DEPARTMENT DIRECTOR/CITY ADMINISTRATOR RESPONSIBILITIES**

Department Directors, with the approval of the City Administrator, will determine which positions require a cellular telephone to be provided by the City. This evaluation will be based on the benefit to the City for providing a cellular telephone to an employee, the scope of the positions responsibilities, the need to be able to contact the employee on short notice, and the employees roll in emergency responses.

Supervisors shall be responsible for the oversight of employee cellular telephone usage and shall monitor and review such usage as they deem appropriate..

When an employee terminates employment, the supervisor is responsible for making sure the employee returns the cellular telephone issued to them promptly.

In the event a cellular telephone is lost or stolen it should be reported to the City Administrator immediately.

**SECTION 4. EMPLOYEE RESPONSIBILITIES**

Employees are required to return cellular telephones issued to them when they terminate employment with the City.

In the event a City-owned cellular telephone is lost or stolen, the employee is responsible for reporting it to their City Administrator or Supervisor as soon as possible.

As with a regular telephone, limited incidental and occasional personal use of the cellular telephone may occur. These calls should be limited to a short reply. Frequent or lengthy calls for personal reasons during work time are a violation of this policy. If it is determined that an employee has excessive personal use of their City cellular telephone, they will be required to reimburse the City for personal calls. These circumstances will be reviewed on a case-by-case basis and reimbursement will be at the discretion of the City Administrator.

Employees are not allowed to purchase accessories for the phone (face plates, holders, etc.) and charge them to the City unless previously approved by the City Administrator.

Any communication that violates applicable law and regulations is forbidden.

Misuse of a City cellular telephone may result in disciplinary action.

## **SECTION 5. PERSONAL CELLULAR TELEPHONES AT WORK**

Typically the City will not reimburse an employee for incidental use of their personal cell phone for Work. However, an employee can request reimbursement under extraordinary circumstances incurred on a personal phone bill; i.e. emergency situations after a tornado when regular communications are down.

# CITY OF ROCKVILLE

## COMPUTER USE POLICY

**SUBJECT:** Policies and procedures Internet, E-mail and computer technology use.  
**DATE COUNCIL APPROVED:** XX/XX/XX

SECTION	TITLE	PAGE
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Section 3.	Software, Hardware, Games and Screen Savers	2
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Section 7.	Internet	3
Section 8.	Passwords and physical security of equipment	3

### SECTION 1. GENERAL POLICY STATEMENT

**Purpose:** The purpose of this Computer Use Policy is to protect and secure the city's technology and data assets, while increasing employee productivity by avoiding disruptions such as virus outbreaks and junk e-mail, by educating employees about the appropriate and safe use of available technology resources. The City of Rockville reserves the right to inspect any data, e-mails, files, settings or any other aspect of a city owned computer or related system and will do so, on an as-needed basis as determined by the City Administrator. All employees are responsible for reading this policy and any additional information that may be distributed from time to time to protect city technology systems. An employee who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges or termination.

### SECTION 2. PERSONAL USE

The city recognizes that some personal use of city-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the city's equipment and computer network and to prevent abuse of this privilege.

- Only city employees may use city-owned equipment. Family members or friends of employees are not allowed to use city equipment or technology resources.
- Personal use must take place during non-work hours (breaks, lunch hour, before or after work.). Personal use should never preempt work use.
- Reasonable use of city e-mail systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy.
- Reasonable use of the city's access to the Internet for personal reasons is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy.
- If employees want to use or connect their own peripheral tools or equipment to city-owned systems (such as digital cameras, PDAs, disks or flash drives), they must have prior approval from the City Administrator and must follow provided directions for protecting the city's computer network.
- Files from appropriate personal use of the city's equipments may be stored on your computer's local hard drive, providing the size of all personal files does not exceed 50 MB. The city may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- Use of city equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with city activities is not allowed. If there is any questions about whether a use is appropriate it should be forwarded to the City Administrator for determination.

### **SECTION 3. SOFTWARE, HARDWARE, GAMES AND SCREEN SAVERS**

In general, all software and hardware required for an employee to perform his or her job functions will be provided by the city. Requests for new or different equipment or software should be made to the City Administrator.

Automatic updates for Microsoft products (including free templates and clipart from [www.microsoft.com](http://www.microsoft.com)) and Anti-virus updates may be downloaded by employees without prior approval. Wallpaper and Screensavers may be downloaded with approval from the City Administrator. Unapproved software or downloads (free or purchased), hardware, games, toolbars, clipart, music, movie clips, and other equipment, that have not specifically been approved by the City Administrator may compromise the integrity of the city's computer system and are prohibited.

Unauthorized programs, downloads, software, equipment, or other resources may be removed without notice at the discretion of the City Administrator. If there is any question about whether software, hardware, etc. are appropriate it should be forwarded to the City Administrator for a determination.

### **SECTION 4. ELECTRONIC MAIL**

The city provides employees with an e-mail address for work-related use. Some personal use of the city e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all city policies.

An employee's personal e-mail (and other personal documents) may be considered "public" data and may not be protected by privacy laws. Personal e-mail may also be monitored as directed by the City Administrator without prior notice to the employee.

The following policies relate to e-mails of both business and personal nature:

- Use common sense and focus primarily on using e-mail for city business. Never transmit an e-mail that you would not want your boss or other employees to read.
- Do not correspond by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information).
- Do not open e-mail attachments or links from an unknown sender.
- Do not gossip or include personal information about yourself in an e-mail
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not curse or use swear words in an e-mail.

### **SECTION 5. INSTANT MESSAGING**

The city does not provide employees with resources or tools to communicate by Instant Messaging (IM) when conducting city business. Employees are not allowed to use IM as a mechanism for personal communications through the city's computer network or when using city equipment, and are not allowed to download or install any IM software on any city computer.

### **SECTION 6. STORING AND TRANSFERRING DOCUMENTS**

Electronic documents, including e-mails and business-related materials created on an employee's home or personal computer, should be stored on the city's network in accordance with city records retention policies and the Minnesota Data Practices Act. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not an official record of city business should be deleted as soon as possible and should not be retained by employees for more than three months.
- E-mail that constitutes an official record of city business must be kept in accordance with all records retention requirements and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the city's network files.
- Documents or e-mails that may be classified as protected or private information under data practices requirements should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is government record for purposes of records retention laws, or is considered protected or private under data practices, check with the City Administrator. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator.

## **SECTION 7. INTERNET**

The city provides Internet access to employees for work on city business. Employees may use this access for work-related matters in a professional manner.

Occasional personal use of the Internet is acceptable within the bounds of all city policies. The following considerations apply to all uses of the Internet whether business related or personal:

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Internet use during work hours must be limited to subjects directly relating to an employee's job duties
- Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- No software or files may be downloaded from the Internet unless approved in advance by the City Administrator. This includes but is not limited to free software, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.
- Employees may not participate in any Internet chatroom unless the topic area is related to city business.
- The city may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City Administrator.

## **SECTION 8. PASSWORDS AND PHYSICAL SECURITY OF EQUIPMENT**

Employees are responsible for maintaining computer passwords and for following these guidelines:

- Passwords should be unique and not something easily identifiable to you.
- Your passwords should not be shared or told to other staff. In the event that you should need a password from another staff's programs or files (due to an absence or that staff is unavailable) you should contact the City Administrator who will determine if the situation calls for the need to share that password with you.
- Passwords should not be stored in any location on or near the computer. If necessary, store your passwords in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone.
- Remember to change your passwords frequently (recommended every 60 to 90 days).

Employees are responsible for notifying the City Administrator about computer problems or odd computer behavior. Small problems may indicate a more serious network or computer system issue, so employees should err on the side of caution when deciding whether or not to raise a question or concern.

**NOTES FROM A PUBLIC WORKS COMMITTEE MEETING HELD TUESDAY,  
AUGUST 4, 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 John Koerber, Jerry Schmitt, Randy Volkmuth & Duane Willenbring. Absent: Bill Becker

Staff Members present were: Rena Weber-Administrator/Clerk, Rick Hansen-Public Works Director, and Scott Hedlund-Engineer

Also present: Don Simon

**GRAND LAKE ROAD IMPROVEMENT** – Discussion was held regarding the status and what could be done. The following resulted:

- Put Maine Prairie Twp. on notice where we are going to be doing the job in 2011
- Cut down 14" and add fabric – in certain spots.
- Rick and a few members to meet at the sight to measure and determine which spots will be repaired
- Try to stay under \$10,000
- Make passable for another 6 – 7 years

Rick reminded the committee that 260<sup>th</sup> Street is to be done next year as the previous council agreed to do it in 2010. *(Estimated cost \$131,850 with 50% of the cost being Rockville's).*

**HUBERT LANE – MINIMUM MAINTENANCE ROAD** – Mayor Hagen asked for discussion on Hubert Lane regarding snow removal:

- Snow plowing – 3" or less – let it go (this is current policy)
- From one point on – let it go

Rick Hansen reported that Joe Bloch called to say Clarence has a renter in the old house so the Bloch's will get to the plowing sooner now.

- Contract with Clarence Bloch
- Notify the people of the decision – no change to road status

***Motion by Member Volkmuth, second by Member Willenbring, to recommend the City contract with Clarence Bloch for blowing of snow 3" or greater, furthermore the property owners should be notified that there is no change to the road status. Motion carried unanimously.***

**PLEASANT LAKE WALKING PATH –**

Rena Weber reported that there is approximately \$52,000 in the park dedication fund.

Member Volkmuth reported the trail was put in 1991 and is used quite a lot.

Member Koerber would like to seek a bid from Central Specialties then bring back to council.

Don Simon reported the walking path around the community park is in need of repair as well John Koerber to inform the Park & Recreation Board of this update.

**JERRY BECHTOLD COW PASS RESOLUTION -**

Rena Weber explained Greg Bechtold's solution to the situation in that clay soil could be put in the culvert (due to the ridged construction of the culvert). Greg Bechtold further requested approval to put extensions on each side of the culvert at his expense, but would need council approval since it is in the road right of way.

***Motion by Member Volkmuth, second by Mayor Hagen, to recommend the council approve the installation of extensions on both sides of the culvert at the expense of the requestor. Motion carried unanimously.***

### **SPRAYING DITCHES FOR WEEDS/STUNT TREE GROWTH**

Rena Weber explained that Jim Unterberger from Maine Prairie Township called to ask if the city sprays the weeds in ditches. They have found it cheaper to spray the weeds as opposed to mowing the weeds.

Rick Hansen reported that it would pay to send him to school to obtain a \$30.00 license on how to handle hazardous chemicals. This would save on mowing.

***Motion by Member Volkmuth, second by Member Willenbring, to recommend approval for Rick Hansen to attend school and obtain a license regarding the handling of hazardous chemicals to kill weeds. Motion carried unanimously.***

**SEAL COATING COST OVERUN** – Rena Weber reported that Member Willenbring requested this be on the agenda.

Member Willenbring reported that overrides upset him and wanted to know how this can be prevented.

Rick Hansen stated he will have someone else that works in the field to measure the area before the bid is submitted. Cul-de-sacs are hard to measure.

**NO PARKING ON LAKE ROAD** – Member Koerber had requested "no parking" on Lake Road. No parking now ends at the former Castaways house or the top of hill. He would like to extend that to the southern end of Lake Road.

No action was taken.

### **ROCKVILLE COUNTY PARK – ROADWAY DESIGN CHANGE –**

Chuck Wocken – Stearns County Parks Director had asked for approval to change the road design of Sauk River Road through Rockville County Park.

***Motion by Member Koerber, second by Member Willenbring, to recommend approval of the changes to (2) intersections and also moving a portion of the Sauk River Road within Rockville County Park and Nature preserve. Furthermore this will be done at County expense. Motion carried unanimously.***

There were no concerns with hunting in the park.

**COMPLAINT ON SEELEN BUILDING** – Ray Schreiner, owner of the apartments next to the Seelen Building, complained to the Administrator that he can't sell his property due to the liability issues associated with that building.

The question arose "Does she have insurance on the property?"

It was determined that we would invite Greg Seelen and his sister Renatta Schaefer to a future meeting.

**SEH BILLS** – Member Volkmuth voiced concerns on two bills recently received from SEH for engineering services provided:

- 12 hours on Grand Lake Road Improvement Project
- 10 hours on Holly Road 5 ½ to 6 hours can be billed back - Scott Hedlund to re-bill as some items were lumped into one bill.

Member Volkmuth questioned why there were 4 options on the Grand Lake Road project when this was requested to be minimal engineering. It was determined that an informational hearing was what the council wanted to have happen instead of a public hearing.

**HALFMAN ROAD** - Rick Hansen reported that he got bids to repair the soft spots in Halfman Road of which the Krippner Excavating bid was approved (\$1,180), but was not done. He just wanted to know if it was still okay to do the project. Approval was given.

**ADJOURNMENT** – ***Motion by Member Volkmuth, second by Member Koerber, to adjourn the meeting at 7:51 p.m. Motion carried unanimously.***

Submitted by:

Rena Weber – Administrator/Clerk

**NOTES FROM A FINANCE COMMITTEE MEETING HELD TUESDAY, JULY 21, 2009  
– 6:00 P.M. – ROCKVILLE CITY HALL**

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

Staff members present: Rena Weber, Amy Goerger, Ralph Walz, Rick Hansen, Attorney Tim Sime, Rinke Noonan, Bill Becker & Jerry Schmitt

Others Present: David Shay, attorney for Voigt's, Mike, Lon, Jim & Jackie Voigt

**VOIGT'S APPORTIONMENT AGREEMENT –**

Tim Sime, city attorney was present to correct the thought that we can't apportion the outstanding assessments on the Voigt property. Currently the assessments would stay with the house. There is a caveat to that in that Stearns County is changing their numbering system so all new parcel numbers are given to both parcels. Mr. Sime informed the committee they can only move a portion of the assessments unless they have an ability to collect. They must acquire a Surety Bond. This is a big assessment and to make payments on behalf of the city you are assuming you will get paid back. Whatever you put over there (on the vacant land) is at risk. Once the county owns that parcel the assessment gets wiped off the books. If the owner gets the property back, the city would have to go through the whole process again and re-assess. Tim Sime presented a memo regarding options (hereby attached and marked Exhibit A).

- 1) The Council may decide not to apportion the assessments, in which case it is our position that all of the assessment would stay with the 5 acre parcel that includes the Voigt's home.
- 2) The City may agree to re-apportion the assessments in the manner requested by the Voigt's, but only on the condition that the Voigt's provide a bond to the City to insure payment.
- 3) The Council may decide to apportion the assessments by moving some of the assessments to the larger tract, but only in an amount that the Council feels will not impair its ability to collect and pay on it bonds for the project.

Mr. Sime also stated that sometimes it is not always easy getting money out of the Surety Bond and that is why he likes letters of credit. If all assessments remain on the property the city may not be able to collect and the city may have to fight with other creditors.

Member Willenbring asked if you put too much on the 5 acres could you end up short. Yes – it is a balancing act.

Tim Sime reported the Voigt's can appeal the assessment if we apportion. The question is how we balance the assessment to take care of the interest of the city.

Mayor Hagen asked do we have to grant the subdivision if they meet the requirements of the ordinance – Yes

David Shay – attorney for the Voigt's reported that a market analysis has been done on the property and it has an estimated market value of \$1,750,000 on the total acreage. The house with 5 acres is estimated at \$381,000. Mr. Shay asked if it is possible to ask the county to create a new parcel # for the 5 acres and keep the acreage at the old #.

Tim Sime indicated in that instance the council still needs to look at protecting the city.

Member Palmer suggested the Voigt's could withdraw the subdivision request.

Mayor Hagen stated we are being forced to apportion the assessment or require a bond.

Mike Voigt voiced concern of the fact that the property is listed in Jim & Jackie's name. This is happening all over the state where subdivisions occur so he can't believe it. Voigt Brother's Farm – is the owner of the 135 acres.

Tim Sime asked if there is an LLC then the corporation would have to get a Surety Bond for however much of the assessment you want split. The other question is not whether we allow the subdivision or who the owner is, but how much of the \$420,000 assessment should the city take and put on the 135 acres. Whatever that number is the city is required to have the owner of that property give the city a Surety Bond to make sure that those assessments are paid.

Tim Sime to Mike Vogt if the Council were to put \$250,000 on the 135 acres would you be willing to put up a Surety Bond in that amount. Mike Voigt – I think so.

David Shay indicated the family would still like to see the 135 keep the old parcel # and apportion a certain amount to the 5 acres. He would talk to the county on that. You want to have the great amount of the assessment on the acreage. It has to be based on the benefit created on both parcels.

Member Volkmuth suggested \$300,000 against the acreage & \$120,000 against the 5 acres with the house. The other question is "What if they are mortgaged to the hilt?"

Discussion was held on the amount of the benefit received vs. what the city could be assured of to protect the interest of the city. The family was not willing to leave the assessments on the 5 acres.

Tim Sime explained the risks in doing this and that is why you consider a balance.

Member Palmer asked how much are the Voigt's willing to bond for.

Jim Voigt suggested paying off the portion attributable to the house.

Mayor Hagen suggested the family go and see what they can get first and come back to the city.

\$300,000 bond on the 135,000 acres

Or 75% on the 135 acres with 25% on the 5 acres using the current numbers

Mayor Hagen suggested that we put something in the subdivision ordinance adding security for special assessments.

David Shay indicated that in his mind we should put the assessments on the old parcel # for the land.

Rena Weber asked what would happen to the deferred portion for 2008 & 2009 scheduled to come back in 2010 – how does the county handle that if we subdivide.

Tim Sime reported that there still is the issue that a deferral agreement has not been signed.

Mayor Hagen suggested they pay \$120,000 on the 5 acres or they can bond for the \$300,000 on the raw land.

Tim Sime indicated that people should remember it is not an all or nothing situation. The Voigt's could withdraw the subdivision request and wait for the County to change their system in numbering, and then the city could designate the original parcel for the assessments.

David Shay asked when the council would act on the subdivision.

Tim Sime suggested the city extend the 60 day rule to see what kind of negotiation occurs. The City should send a 60 day extension letter after this is approved at the 7/29 meeting. He hears the city and the applicant wanting to balance this out. The application became complete on 7/9/09.

Tax forfeiture – The statute provides that, when a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

The city would need to assess a new assessment and factor in the carrying costs.

If you go down the path that the 135 acres is the original and accept payment then the city should get another assessment agreement. Tim Sime does not want the council to go into this thinking it is a slam dunk. His job is to let the council know that there may be periods where the city has to dip into other funds. Now is not is good time to be dipping into other funds.

**FIRE RELIEF ASSN** –Rena Weber reported that \$26,625 is going to be the municipal share for 2010. The Fire Department has to be cognizant of the loss of St Augusta. We are asking for a \$100 reduction for one or two years – the Fire Relief Assn. has to ask for this though.

Amy Goerger presented information on the status of the fund. *(Refer to Exhibit B)*

- Comparison of other cities
- Putting money with the State Board of Investment
- Explained the process - \$1500/year - we have to fund 320 years of service
- If the city ratified the amount that is what it is? If not goes back to last amount ratified
- The Fire Relief could ask the council to drop it to \$1400 for a two year period and then it would go back to \$1500

Mayor Hagen asked if we could consider a Defined Contribution plan. Amy reported that the Fire Relief would have to request this. The lump sum plan is what most cities use.

**2010 BUDGET REVIEW** – Rena Weber reported that the initial budget is proposing a 13% reduction not 2% as indicated in the memo from the Mayor. There are bond payments that the city can't reduce and that is why we are looking at a reduction in the general fund.

Member Palmer presented a breakdown of what she estimated the percent of change to be. *(Refer to Exhibit C)*

Member Volkmuth expressed concern that we need to look at the cost of police protection. The City is getting service from the county in addition to the contract.

Discussion/questions were raised regarding:

- How much are we losing from valuation of detachment area?
- Keep the levy and put the savings to capital - \$90,000 – 6% from twp.
- Try to keep the property tax even
- Savings from fire protection and police protection – into capital improvement fund

Member Willenbring questioned the \$10,000 on wellhead protection.

Member Volkmuth questioned Rock Fest in general and also foregoing the fireworks. It was determined that we need to invite the Rock Fest Committee to the next Finance Committee meeting. Kathleen may wish to place a survey in next newsletter.

Amy will provide a final list showing all losses in revenue and what is left for capital improvements. *(Refer to Exhibit D)*

**ADJOURNMENT** – *Motion by Member Volkmuth, second by Member Willenbring, to adjourn the meeting at 8:13 p.m. Motion carried unanimously.*

Submitted by  
Rena Weber  
Administrator/Clerk

# RINKE-NOONAN

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## Memorandum

**To: Rena Weber (for distribution to City Council)**  
**From: Tim Sime**  
**Re: Voigt Subdivision Application and re-apportionment of special assessments**  
**Date: July 21, 2009**  
**Our File No. 16642.001**

The purpose of this memo is to summarize various options for the Council to consider in determining how to apportion the special assessments on the Voigt property, assuming the City approves the Voigt subdivision request.

As Mr. Lenzner previously informed the Council, the assessment statutes permit the City to apportion existing special assessments among parcels, when the original parcel is subdivided. Specifically, Minn.Stat. § 429.071 states that:

When a tract of land against which a special assessment has been levied is thereafter divided or subdivided by plat or otherwise, the council may, on application of the owner of any part of the tract or on its own motion equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The council may, and if the special assessment has been pledged to the payment of improvement warrants shall, require the owner or owners, as a condition of such apportionment, to furnish a satisfactory surety bond fully protecting the municipality against any loss resulting from failure to pay any part of the reapportionment assessment when due.

As you can see from the emphasized portions of the statute, the City may chose to apportion the assessments on its own, and is not limited to apportioning only in cases where the applicant requests it (as I understand the Voigts' attorney has claimed).

The basic tenet that the Council should keep in mind is that the subdivision and any resulting apportionment must not impair the City's ability to collect the unpaid balance of the assessments. The legislature, in giving cities the authority to apportion assessments, specifically directed cities to protect their finances and, by extension, the City's taxpayers, in the apportionment process. In short, the focus of any assessment re-apportionment must be on protecting the City's finances.

That focus is particularly important here, where I understand that the Voigts have admitted that one purpose of the requested subdivision is to protect 5 acres of their property (the portion of their property with their home on it) if they lose their remaining property (the parcel they are requesting the subdivision for) to delinquent taxes. As the Council knows, if the property is forfeited for taxes, the City will not be able to collect the annual installment payments for the assessments until the property is back in private ownership and is re-assessed by the City. (See Minn.Stat. § 429.071, subd. 4.)<sup>1</sup>

In light of the importance of the apportionment decision here, I am providing three options for the Council's consideration:

1. The Council may decide not to apportion the assessments, in which case it is our position that all of the assessments would stay with the 5 acre parcel that includes the Voigts' home.

Our office previously discussed this with the County and I understand that the County would leave the entire assessment on the 5 acre parcel, unless directed to do otherwise by the City. The County is changing the way in which it issues parcel ID numbers on August 1, 2009 (under the new procedure, all subdivided parcels will receive new parcel ID numbers, rather than having one parcel retain the original ID number and issuing new ID numbers to new split parcels). As of the time of this memo, we are attempting to confirm with the County that the method of leaving the assessments on one original parcel unless directed otherwise will remain, even after the new procedure for issuing parcel ID numbers takes effect. I will update the Council at tonight's meeting.

2. The City may agree to re-apportion the assessments in the manner requested by the Voigts, but only on the condition that the Voigts provide a bond to the City to insure payment.

I understand that the City bonded for the project for which the assessments were

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<sup>1</sup> The statute provides that, "[w]hen a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment."

levied. Part of what the City must consider in apportioning any part of the assessments is whether the City will be able to make its bond payments if its ability to collect on the Voigt property is impaired. The re-apportionment statute accounts for this concern by requiring the City to obtain a surety bond from the Voigts insuring payment as a condition of any apportionment. The surety bond is mandatory and cannot be waived by the Council merely because the Voigts object to the costs.

3. The Council may decide to apportion the assessments by moving some of the assessments to the larger tract, but only in an amount that the Council feels will not impair its ability to collect and pay on its bonds for the project.

Since the Voigts have expressed concern over posting a bond to cover whatever portion of the assessments is re-apportioned to their new tract, the Council could consider spreading a smaller portion to the new parcel, in an amount that the Voigts are more comfortable with in light of the bonding requirement. This also protects the City by reducing the amount of the assessments that might be assigned to the property that the Voigts have admitted by become tax forfeited in the future.

Again, the Council's primary focus must be on protecting the City's ability to collect on the Voigt assessments. The Voigts and their attorney may argue that the Council must apportion the assessments in the same manner that the assessments would have originally been spread (had the parcels been subdivided from the beginning), so that the assessments (as apportioned) do not exceed the special benefit to each subdivided tract. But this argument ignores the plain language of the statute that permits the apportionment only if the Council "determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract."

The City has already deferred the Voigts' assessments until 2010, with the understanding that the Voigts would sign a deferral agreement (which, despite earlier promises and reliance by the City, the Voigts have still refused to sign). This means that the City has not yet received any of the assessment payments from this property for payment on the bonds that will be coming due. Whatever the Council decides to do on the apportionment, it must consider as a first priority the protection of the City's ability to pay its obligations.

## Rockville Fire Relief Association Investment Performance

	2004	2005	2006	2007	2008
Begin Balance	251,645	312,829	339,185	386,320	418,401
+ Interest	2,022	3,594	3,680	4,806	5,181
+ Dividends	1,758	1,834	2,677	2,896	3,685
- Retirement Payout	-	-	(31,665)	(17,464)	(10,596)
- Fees & Expenses	(2,733)	(3,378)	(3,401)	(3,935)	(3,844)
+ Cash Receipts	35,395	5,269	44,454	19,663	24,359
+ Capital Gain Dist.	2,327	7,181	11,516	27,051	1,475
+ Long-term Gains/Losses	1,885	5,698	9,312	20,243	760
+ Short-Term Gains/Losses	442	1,484	2,204	6,532	200
+ Other Gains/Losses	(1,826)	(7,260)	(11,429)	(27,051)	(1,475)
+ Change in Invest. Value	21,914	11,933	20,842	(659)	(119,757)
Ending Balance	312,829	339,185	387,375	418,401	318,388
Percent of Begin Balance					
Change in Invest. Value	8.71%	3.81%	6.14%	-0.17%	-28.62%
Change in Balance	61,184	26,355	48,190	32,081	(100,013)
- Cash Receipts	(35,395)	(5,269)	(44,454)	(19,663)	(24,359)
+ Retirement Payout	-	-	31,665	17,464	10,596
Net Change in Balance	25,789	21,086	35,400	29,883	(113,776)
Average Change in Invest.	-10.13%				

EXHIBIT B

## Rate of Return and Asset Allocation Year Ended December 31, 2007

Surrounding Cities	Market Value	Percent Allocations						Rate of Return %			State Rank %
		SBI	US Stock	Int'l Stock	Bond	Cash	Other	2007	5 Yr	11 Yr	
Paynesville	\$598,099	0.0	47.6	19.1	2.8	29.8	0.7	14.7	13.3	9.3	100%
New Ulm	\$2,378,375	9.4	38.5	15.2	6.8	39.4	0.1	7.3	10	8.2	97%
State Board of Inv.			60.0		35.0	5.0		5.9	10.2	7.6	94%
St. Martin	\$411,126	0.0	50.2	30.6	0.0	18.3	0.9	19.5	16.5	7.5	92%
Clear Lake	\$429,918	92.5	77.5	0.0	13.1	9.4	0	3.8	11.1	7.2	89%
Belgrade	\$317,628	0.0	31.4	15.4	32.4	20.7	0.1	7.7	8.6	6.8	83%
Brooten	\$267,216	74.5	74.5	0.0	0.0	25.5	0	4.9	10.8	6.7	81%
Monticello	\$1,132,822	0.0	47.0	19.8	23.8	8.9	0.5	8.3	9.3	6.5	77%
Waite Park	\$663,797	0.0	29.3	19.8	15.4	35.0	0.5	6.9	8.2	6.4	74%
Sauk Centre	\$597,212	0.0	40.2	1.3	17.3	40.8	0.4	4.5	7.7	6.2	72%
Sartell	\$929,241	0.0	18.3	7.9	47.1	26.7	0	4.6	6.9	6.2	70%
Richmond	\$352,688	0.0	40.4	26.7	23.7	8.9	0.3	6.4	8.8	6	66%
St. Joseph	\$799,361	0.0	38.5	16.4	28.7	16.3	0.1	9.1	9.6	5.9	65%
Cold Spring	\$824,166	0.0	29.8	20.3	8.3	40.7	0.9	8.7	11.7	5.9	64%
St. Stephen	\$440,833	0.0	43.6	18.2	18.5	19.5	0.2	9.2	10.8	5.9	64%
Clearwater	\$348,944	0.0	31.5	26.0	7.4	31.6	3.5	7.3	10.4	5.9	63%
Osakis	\$532,566	86.0	56.2	7.6	22.2	14.0	0	6	10.2	5.9	63%
Eden Valley	\$422,722	0.0	52.0	6.3	0.0	41.7	0	5.7	10	5.8	62%
Holdingsford	\$249,892	11.8	29.3	13.3	24.3	32.7	0.4	6.7	7.8	5.7	59%
Kimball	\$238,390	60.7	50.9	0.0	8.6	40.5	0	4.3	7.7	5.7	59%
Rockville	\$419,671	0.0	44.9	14.8	29.0	10.2	1.1	7.7	10.7	5.6	57%
Alexandria	\$1,696,287	0.0	36.4	33.0	5.2	25.2	0.2	15.4	15.6	5.6	56%
Albany	\$332,831	0.0	28.2	18.2	2.6	50.3	0.1	6.6	8.4	5.3	51%
Freeport	\$292,575	0.0	26.1	8.9	22.0	42.1	0.9	4.5	6.8	5.2	49%
Sauk Rapids	\$1,022,678	0.0	37.3	17.7	13.1	31.7	0.2	7.3	9.8	4.5	31%
Avon	\$361,253	11.2	11.2	0.0	24.8	64.0	0.0	3.1	3.6	4.1	23%

	2009	2010	Diff	% change
General Govt	149,390	166,020		
Insurance moved	42,275	-		
	191,665	166,020	(25,645)	-13%
Council/mayor	32,801	25,070	(7,731)	-24%
Elections	165	165	0	0
City Adm	204,610	169,050		
Insurance moved	(39,050)	-		
	165,560	169,050	3,490	2%
General govt bldgs	46,060	39,590	(6,470)	-14%
Fire protection	147,648	159,055	11,407	8%
Inc in fire pension	-	(21,625)	(21,625)	
	147,648	137,430	(10,218)	-7%
Civil Defense	9,680	6,240	(3,440)	-36%
Police protection	23,000	23,000	-	0%
Hwys, Streets	267,629	167,910		
Insurance moved	(3,225)			
	264,404	167,910	(96,494)	-36%
Snow removal	32,150	33,530	1,380	4%
Summer ball program	13,445	12,705	(740)	-6%
Parks & recreation	35,975	35,840	(135)	0%
Total	962,553	816,550	(146,003)	-15%
Fire pension	-	21,625	21,625	
	962,553	838,175	(124,378)	-13%
Revenue budget general	976,855	838,175	(138,680)	-14%

**Rena Weber**

**From:** Amy Goerger  
**Sent:** Wednesday, July 22, 2009 2:41 PM  
**To:** Jeff Hagen; Becker, Bill; John Koerber (johnkoerber@clearwire.net); Palmer, Susan; Randy Volkmuth; Duane Willenbring (ddwill@clearwire.net)  
**Cc:** Rena Weber  
**Subject:** Answers to Finance Meeting Questions  
**Attachments:** Park Dedication Fees Breakout.xls; OSA Investment Report Card 2008 pdf; OSA Letter of Explanation Inv Report Card.pdf

Hello everyone.

Attached is a spreadsheet that breaks out the ROCORI Trails portion of the Park Dedication Fees. Current Cash Balance of ROCORI Trails is \$42,617.48 and Park Dedication Fees is \$51,922.87 (available to be used for the walking path at P.L.) for a total of \$94,540.35 in FUND 202, if you have any questions on this just let me know

Also some other questions from last night the detached are tax revenue that was lost is \$57,248 if we are looking to keep taxes the same as last year we would be looking at \$994,260 for a total 2010 Levy. (2009 Levy 1,051,508 – detachment 57,248 = 994,260) That would give us an additional \$13,724 after we balance the General Fund Budget (Fund 215 is considered General Fund and was not Balanced last night) plus an additional \$18,410 that we can use from our fund balance (this would not show up on the expense budget) and still maintain a fund balance of \$100,000. In summary that would give the city \$32,134 more to spend on roads next year for a total of \$111,834 in addition to our current Hwy, Streets, and Roads Budget. Any extra funds we find along the way I will keep adding to this amount as the budget progresses. Below is a calculation of how I came up with the total amount.

2009 Tax Levy	\$1,051,508
Less Detachment	<u>(\$57,248)</u>
2010 Levy Goal	\$994,260
Less Preliminary Levy	<u>(\$962,126)</u>
Add'l Funds for Roads	\$32,134
Less Amt to Balance Gen. Fund	<u>(\$18,410)</u>
Increase Fund 215 Exp. Budget	\$13,724
Plus Add'l Amt in 215 Fund Bal.	<u>\$18,410</u>
Total Add'l Funds for Road Imp.	\$32,134
Plus Balanced Exp. Budget Fund 215	<u>\$93,424</u>
<b>Total Available to Fund Road Imp.</b>	<b>\$111,834</b>

I am also attaching a the Rockville Fire Relief Associations Investment Report Card for 2008 from the State Auditors Office along with a letter of explanation so you can see how we compared market returns for the year.

If you have questions on any of this information let me know, thanks.

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