



Stearns County Soil and Water Conservation District

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February 23, 2009

COPIED TO _____ X
DATE 3-4 PG _____
STATE ✓ _____
P&R _____
FIRE _____

FILE # 4 019

City of Rockville
C/O Rena Weber
PO Box 93
229 Broadway Street East
Rockville, MN 56369

RE: Rain Garden Project

Dear Rockville City Council;

This correspondence is in response to your letter dated February 11, 2009 addressed to Greg Berg, requesting technical assistance near the 400 Club. As you know, the Stearns County Soil and Water Conservation District (SWCD) received funds from the Stearns County Local Water Management Plan in 2007 for the Pleasant Lake area. However, since the City has been unable to commit the required resources to proceed with the project, the funds will be used for a different project with a motivated landowner.

The Stearns County SWCD recommends expanding the work already completed by the City's contracted engineer. In order to provide the most natural resource protection, multiple conservation practices should be considered in the area. The Stearns County SWCD is willing to review plans developed by your engineer, and pursue and coordinate additional grant funds for the project.

The Stearns County SWCD is committed to protecting our natural resources, and we look forward to working with you in the future.

Sincerely,

Dennis J. Fuchs
Administrator

REQUEST FOR COUNCIL ACTION

Originating Department: Administration Requested By: Amy Goerger Date: 3/4/2009

Budget Adjustment for Fund 309 Lake Sewer Project Bond

Adjustment Requested due to additional \$800,000 paid in August

Current Budget

Principal	\$449,000	309-47000-601	Debt Service Bond Principal
Bond Interest	\$106,463	309-47000-611	Bond Interest
Total	\$555,463		

Proposed Adjusted Budget

Principal	\$451,487	309-47000-601	Debt Service Bond Principal
Bond Interest	\$90,432	309-47000-611	Bond Interest
Total	\$541,919		

Motion by: _____ 2nd by: _____ Vote: _____

CITY OF ROCKVILLE

FUND BALANCE POLICY

SUBJECT: Policies and procedures for retaining healthy fund balance
DATE COUNCIL APPROVED:

PURPOSE AND NEED FOR POLICY

The City of Rockville understands that it has a responsibility to provide prudent fiscal policies in order to retain the financial health of the municipality. Therefore, it is the intent of this policy to provide guidelines for ensuring and maintaining an appropriate level of funds, unreserved and reserved, to sustain the financial integrity of the City and to ensure proper accountability of the fiscal management of the City.

Whereas, the State Auditor's Office has recommended an acceptable unreserved fund balance of 35 to 50 percent of total current expenditures for the General Fund and Special Revenue Funds. Unreserved, or undesignated fund balances include all funds that are remaining at the close of the fiscal year that are not designated or for which no legally-binding commitment has been made. Reserved fund balances include those funds for which there is a legally-binding external commitment.

POLICY

- 1) The City of Rockville will strive to attain an unreserved fund balance of 50 percent of its annual general fund budget. To achieve and maintain that desired level of unreserved fund balance the City Council and Administrator/Clerk shall diligently work together through proper fiscal management to create a balanced budget which will provide for and protect the unreserved fund balance of the City.
- 2) The City Council shall review the amounts in fund balance in conjunction with the annual budget approval, and shall provide a safe margin between annual appropriations and the estimated revenues as required by Minnesota Statutes, in order to maintain the fund balance necessary to provide for the anticipated cash flow needs of each fund throughout the upcoming year.
- 3) If the fund balance is determined to be in excess of the amount deemed necessary the City Council may consider approving appropriations for authorized purposes.

PROCEDURES

- 1) The City shall maintain the necessary funds in accordance with City procedure and Minnesota Statute.
- 2) Annual Financial Statements shall be prepared in accordance with generally accepted accounting principles establishing the fund balance of individual funds at the balance sheet date at the end of each fiscal year.
- 3) The City Council shall review the fund balance and cash flow needs during the annual budgeting process in accordance with this policy.

RESPONSIBILITY & AUTHORITY

Administrative implementation of policies.

CITY OF ROCKVILLE

RISK MANAGEMENT POLICY

SUBJECT: Policies and procedures to manage risks of loss

DATE COUNCIL APPROVED:

PURPOSE AND NEED FOR POLICY

The City of Rockville understands that a comprehensive risk management plan seeks to manage the risks of loss encountered in the everyday operations of a city. Risk management involves such key components as risk avoidance, risk reduction, risk assumption, and risk transfers through the purchase of insurance. The purpose of establishing a risk management policy is to help maintain the integrity and financial stability of the city, protect its employees from injury, and reduce overall costs of operations.

POLICY/PROCEDURES

- 1) The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
 - a) Loss prevention – reduce losses where possible
 - b) Loss control – reduce or mitigate losses
 - c) Loss financing – provide a means to finance losses
 - d) Loss information management- collect and analyze data to make prudent prevention, control and financing decisions
- 2) The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the results of the City's risk management program for the previous year.

RESPONSIBILITY & AUTHORITY

Administrative implementation of policies.

Risk Management.Policy.wd.doc