

**ROCKVILLE CITY COUNCIL MEETING
ROCKVILLE CITY HALL – 229 BROADWAY STREET EAST
January 18, 2017, 5:00 P.M.**

AGENDA

(For Your Information – FYI, Council Action Needed = CA) Discussion = D

- 1. Call to Order**
- 2. Roll Call**
- 3. Temporary Recess to Council Workshop**
 - Workshop Agenda**
 - a. *Council Applicant(s) Interviews (5:00 and 5:15)*
 - b. *Review Resolution 2017-03 – Annual Appointments*
 - c. *76.41601.0200 Former Schilplin Property Special Assessments*
 - d. *Assistant Emergency Manager*
 - Reconvene Council Meeting*
- 4. Pledge of Allegiance**
- 5. Oath of Office – Elected Officials: Mayor and Councilmembers**
- 6. Approval of Agenda -** **CA**
- 7. Open Council Seat**
 - a) Final Selection of Candidate
 - b) Resolution 2017-01 Appointment to Fill Open Council Seat
 - c) Oath of Office of Appointed Councilmember
- 8. Open Forum (4) Minute Limit (no sharing/allotting of minutes, statements only no dialog)**
- 9. Approval of Bills Paid** **CA**
- 10. Consent Agenda: - (Approved with one motion)** **CA**
 - a) Approval of Rockville City Council Minutes of December 21, 2016
 - b) Approve of December 2016/January 2017 Journal Entries
 - c) Resolution 2017-02 Acknowledge December 2016/January 2017 Donations
 - d) Resolution 2017-03 Annual Appointments
 - e) Acknowledge Sheriff's December 2016 Monthly Report
 - f) City of Rockville Park Concession Stand 3.2 2017 Liquor License
 - g) Fire Relief Assn – Fish Fry Raffle & 1 day on-sale liquor license
 - h) Resolution 2017-04 Request for Tax Exempt Status
 - i) Resolution 2017-05 Finding of Fact
- 11. Stearns County Attorney Janelle Kendall**
- 12. Department Reports**
 - a) **Administration**
 - 1) Street Improvement Assessment Policy – Set Date for Public Hearing (?) **CA**
 - 2) Update on 25814 Lake Road Nuisance Building – **CA**
 - 3) EDA – Advertise for new Commission Appointments **D/CA**
 - 4) City Roads-Trails-Utility Advisory Committee **D/CA**
 - 5) Grinder pumps (inventory) **D/CA**
 - 6) Daily Round's (Water Tower) **FYI**
 - 7) Sewer Debt Downtown Residents, remove after July Billing **CA**

13. Council Action:

- a) Appropriations, Allocations and Transfers
 - 1 Kuechle Underground – SCADA Pay Request **CA**

14. Mayor / Council Report's

15. Other

- a. LMC Legislative Day at the Capital, March 23 **D**
 - b. Sauk River Project **D**
 - c. 5th Monday Meeting, January 30, 6:30 p.m. Cold Spring City Hall **FYI**
 - d. Polar Plunge, February 18, 1 p.m.
(Parking on North side of CR 6-across from PL Boat Landing) **FYI**
 - e. 2016 LID Report **FYI**
 - f. Open Book Date 04.26.17 **FYI**
 - g. Greater St Cloud Development Corporation **D/FYI**
 - h. LMC Chapter 6 Elected Officials Role **FYI**
- 16. Open Forum for Emerging Topics - (4) Minute Limit (no sharing/allotting of minutes, statements only no dialog)**

17. Future Agenda Items

- 18. Closed Meeting** Per State Statute 13D.05 subd. 3. (a) Employee Evaluation of City Administrator Martin Bode

19. Reconvene Council Meeting

- a. Summarize closed meeting

20. Adjourn

**City of Rockville, Minnesota
Resolution 2017-03**

2017 Annual Appointments

It is hereby resolved by the City of Rockville, Minnesota that:

WHEREAS; The state statutes of Minnesota require municipalities to formally address a number of items, such as the naming of an acting mayor, naming official depositories and identifying official newspaper(s) at their first regular meeting of the calendar year; and

WHEREAS; The Rockville City Council seeks to fully comply with the requirements of state statutes as well as to annually outline the basic policies and procedures the Council desires to use to govern the operations of the City;

THEREFORE; the Rockville City Council hereby adopts the following designations, appointments, policies and procedures for the calendar year of 2017:

1. Appointments

- a. Acting Mayor: Rick Tallman
- b. Planning Commission Representative: Jerry Tippelt
- c. Economic Development Authority Representatives: Duane Willenbring and Rick Tallman
- d. Human Resource (HR) Committee: Appointed as needed
- e. Tri-City Cable Committee Members: Brian Michalski and Roger Schmitz
- f. Stearns County Municipal League Representative: Don Simon
- g. Special Events Volunteer Committee Representative: **New Councilmember**
- h. City Roads, Trail and Utility Advisory Committee: Don Simon and Rick Tallman
- i. Fire Relief Association Ex-Officio Members: City Mayor, City Administrator, and Fire Chief
- j. Rocori Trail Construction Board Representatives: Duane Willenbring and John Peck (Rick Tallman, Alternate)

2. Depositories / Financial Institutions

- a. Granite Community Bank (GCB) checking/savings accounts / short and long-term savings / corporate card account)
- b. League of MN Cities 4-M Fund (short/long-term savings / investment)
- c. Morgan Stanley – short/long term investments
- d. Bremer – Alternate: checking/savings accounts, short/long term investments

3. Official Newspapers

- a. Cold Spring Record (primary)
- b. St. Cloud Times (secondary)

4. City Clerk

- a. Administrator-Clerk Martin Bode holds the statutory position of city clerk

5. City Auditor

Kern DeWenter Viere, Ltd. (KDV) of St. Cloud

6. Financial Planner & Advisor

- a. David Drown & Associates - (David Drown)

7. TIF District Consultant

- a. David Drown & Associates – (David Drown)

8. Electronic Funds Transfer (EFT) Business Administrator

- a. City Administrator / Clerk
- b. Finance Director, Alternate

9. Bond Council

- a. Kennedy & Graven, Chartered

10. Building Official

- a. Inspectron, Inc. (Ron Wasmund, President – MN Certification #0903)

11. City Planner

- a. Cynthia Smith-Strack/Strack Consulting

12. City Engineer

- a. Short Elliot Hendrickson (SEH) – (Dave Blommel)

13. City Community Development Manager

- a. Short Elliot Hendrickson (SEH) – (Heidi Peper)

14. City Attorney

- a. Rinke-Noonan Attorneys at Law - (Adam Ripple)

15. Chief Law Enforcement Officer

- a. Stearns County Sheriff's Department – Liaison: Lt Victor Weiss

16. Weed Inspector

- a. Mayor (primary)
- b. Public Works Director (secondary)

17. Building Permit Specialist

- a. Administrative Asst. (primary)
- b. City Administrator (secondary)

18. Zoning Administrator

- a. City Administrator / Clerk (primary)
- b. Finance Director (secondary)

19. Safety Officer

- a. Public Works Director (primary)
- b. City Administrator / Clerk (secondary)

20. Emergency Management Directors

- a. Mike Hoffmann-Director
- b. Open-Assistant Director

21. City Records Officer - Utility Hearing Officer - Human Resources Manager

- a. City Administrator / Clerk

22. Executive Directors of Boards and Commissions

- a. Planning Commission: City Administrator / Clerk
- b. Economic Development Authority: Short Elliot Hendrickson (SEH) – (Heidi Peper)

23. Meeting Dates, Times and Locations

- a. Regular Council Meetings shall be on the 3rd Wednesday of each month at 6:00 p.m.
- b. Council Workshops shall be on the 3rd Wednesday of each month at 5:00 p.m. (As Needed)
- c. Meeting Location: Rockville City Hall, 229 Broadway St. E. Rockville, MN
- d. Regular Planning Commission Meetings shall be on the 2nd Tuesday of each month at 6:00 p.m.
- e. Meeting Location: Rockville City Hall, 229 Broadway St. E. Rockville, MN

24. Recognized Holidays for 2017

- a. January 2, – New Year’s Day (observed)
- b. January 16 – Martin Luther King Jr. Day
- c. February 20 – President’s Day
- d. May 29 – Memorial Day
- e. July 4 – Independence Day
- f. September 4 – Labor Day
- g. October 9 – Columbus Day (exchanged for Friday after Thanksgiving, November 24)
- h. November 11 – Veterans Day
- i. November 23 – Thanksgiving Day
- j. December 25 – Christmas Day
- k. January 1, 2018 – New Year’s Day
- l. January 17, 2018 – Martin Luther King Jr. Day

25. Council Bylaws and Procedures

- a. Chapter 7 of the League of Minnesota Cities’ “Handbook for Minnesota Cities” shall serve as the Council’s procedural bylaws that govern formal Council meeting policies and procedures.

Adoption by the City Council of the City of Rockville on this 18th day of January, 2017

Duane Willenbring, Mayor

ATTEST:

Martin M. Bode, City Administrator



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December 19, 2016

Rockville City Hall

Attn: City Council

229 E. Broadway Street

Rockville, MN

To Whom It May Concern

We are interested in purchasing a piece of property that recently came on the market as a forfeited property. Please see the attached for the legal description of this property. It was brought to our attention that there are some special assessments attached to this property and a total of \$250,000 in assessments would need to be paid after purchase.

We would like to ask if those assessments can be waived. It is not our intent to put in a development on this property. The intent is to use it for hunting land, and at some point in the future build three to four houses and have a place for our horses. We would understand that if we build out there in the future we would then be assessed for a single family dwelling.

I'm not sure what our options are. We would be happy to discuss with you in person if that makes more sense.

Contact number is 320-250-5737 cell phone for Bev Riley

Respectfully submitted

Pat and Bev Riley



STEARNS COUNTY TAX
FORFEITED PROPERTY SEARCH RESULTS

Pin	Type	Address	City	Zip	Acres	Sec/Twp/Rng	Legal Description	Twp/City	School District	Structure	Sale Price	Fee	Total Cost to County	Special Assessment to be re-certified after sale
76-41601.0200	Inventory				107.6	1/123/29	107.60A E2NE4 LESS 9.14A NW4NE4 & LOT 1 LESS W765' & LESS 17.11A PLATTED & LESS 23.10A FOR HWY OLD # 28.16800.000 OLD # 72.40102.025	ROCKVILLE CITY	ISD 0742 ST CLOUD	No	\$135,000.00	\$4,566.50	\$139,566.50	\$250,000.00 4% Interest for 5 years

DISCLAIMER:
This data is provided on an 'AS-IS' basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Stearns

I, Duane Willenbring, do solemnly swear or affirm that I will support the Constitution of the United States and Constitution of the State of Minnesota and that I will discharge faithfully the duties of the office of Mayor of The City of Rockville in the County of Stearns, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this ____ day of January, 2017.

Signature of Notary Public

Date commission expires

Printed name of Notary Public

County of residence

Stearns



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Stearns

I, Don Simon, do solemnly swear or affirm that I will support the Constitution of the United States and Constitution of the State of Minnesota and that I will discharge faithfully the duties of the office of Councilmember of The City of Rockville in the County of Stearns, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this ____ day of January, 2017.

Signature of Notary Public

Date commission expires

Printed name of Notary Public

County of residence

Stearns



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Stearns

I, Jerry Tippelt, do solemnly swear or affirm that I will support the Constitution of the United States and Constitution of the State of Minnesota and that I will discharge faithfully the duties of the office of Councilmember of The City of Rockville in the County of Stearns, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this ____ day of January, 2017.

Signature of Notary Public

Date commission expires

Printed name of Notary Public

County of residence

Stearns

mbode@rockvillecity.org

From: Duane Willenbring <duanepwillenbring@gmail.com>
Sent: Tuesday, January 03, 2017 12:11 PM
To: Martin Bode
Subject: Fw: City Council Resignation

Rockville City Council Members, Mayor, and Administrator Bode;

The purpose of this letter is to advise you of my resignation from the balance of my remaining City Council term. I will resign my position on the Council effective January 18, 2017 upon being sworn-in as Mayor. Serving with each of you on the Council has been an honor and a privilege.

I will be accepting the position of the Mayor of Rockville, MN. effective January 18, 2017 at the City Council meeting. I hope to continue providing excellent guidance and oversight in the task of the governance of this great City.

Mayor elect,
Duane W.

**City of Rockville, Minnesota
Resolution 2017-01**

Declaration of Council Vacancy and Appointment To Fill Said Vacancy

It is hereby resolved by the City of Rockville, Minnesota that:

WHEREAS; Councilor Willenbring informed the City Council of his intension to resign his seat on the Council due to his taking the office of City Mayor for the City of Rockville, MN in 2017; and

WHEREAS; Councilor Willenbring resignation became effective January 18, 2017, after taking his oath of office as Mayor of the City of Rockville; and

WHEREAS; This above stated resignation created a vacancy on the Council; and

WHEREAS; The term vacated by Councilor Willenbring expires on December 31, 2018 which is less than two years remaining of that unexpired term; and

WHEREAS; Minnesota Statute § 412.02, subdivision 2a provides that a vacancy of less than two years in length may be filled by council appointment and that no special election is required; and

WHEREAS; By Resolution 2016-63 The City Council adopted procedures for filling the anticipated City Council vacancy; and

WHEREAS; The City Council sought applicants interested in filling this Council vacancy by advertising the open position in the Cold Spring Record and two applications were received from interested residents; and

WHEREAS; The Rockville City Council interviewed both candidates, XXXXXX and XXXXX in a face to face interview on January 18, 2017; and

WHEREAS; The City Council took a ballot vote resulting in a 2:2 tie; and

WHEREAS; In the event of a tie, State statute allows the Mayor to appoint any qualified person willing to fill the vacancy; and

THEREFORE; Mayor Willenbring appoints XXXXXXXX to fill the unexpired Council seat vacated by Duane Willenbring; and

THEREFORE; The Rockville City Council approves of the Mayors' appointment of XXXXXXXXX, effective January 18, 2017.

Adoption by the City Council of the City of Rockville on this 18 day of January, 2017.

ATTEST:

Duane Willenbring, Mayor

Martin M. Bode, City Administrator



OATH OF OFFICE

OATH

State of Minnesota

SS:

County of Stearns

I, _____,
do solemnly swear or affirm that I will support the Constitution of the United States
and Constitution of the State of Minnesota and that I will discharge faithfully the
duties of the office of _____ member in the
County of Stearns, the State of Minnesota, to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this ____ day of _____, 2008.

Signature of Notary Public

Date commission expires

Printed name of Notary Public

County of residence

CITY OF ROCKVILLE

***Check Detail Register©**

DECEMBER 2016 to JANUARY 2017

		Check Amt	Invoice	Comment
10600 COMBINED CITY ACCT				
Paid Chk#	001108E	12/20/2016	PERA	
G 101-21704	PERA		\$1,447.05	RETIRE CONTR-
	Total PERA		\$1,447.05	
Paid Chk# 001109E 12/20/2016 MN REVENUE				
G 101-21702	State Withholding		\$639.08	STATE TAX W/H-
	Total MN REVENUE		\$639.08	
Paid Chk# 001110E 12/20/2016 EFTPS-ELECTRONIC FED TAX PMT				
G 101-21701	Federal Withholding		\$1,458.50	FEDERAL W/H -
G 101-21703	FICA/Medicare Withholding		\$7,396.44	FICA/MEDICARE -
	Total EFTPS-ELECTRONIC FED TAX PMT		\$8,854.94	
Paid Chk# 001111E 12/28/2016 MN DEPT OF LABOR & INDUSTRY				
E 101-46300-442	Building Permit Surcharge		\$15.74	4ST QTR
	Total MN DEPT OF LABOR & INDUSTRY		\$15.74	
Paid Chk# 001112E 1/4/2017 PERA				
G 101-21704	PERA		\$1,461.69	RETIRE CONTR-
	Total PERA		\$1,461.69	
Paid Chk# 001113E 1/4/2017 MN REVENUE				
G 101-21702	State Withholding		\$522.99	STATE TAX W/H-
	Total MN REVENUE		\$522.99	
Paid Chk# 001114E 1/4/2017 EFTPS-ELECTRONIC FED TAX PMT				
G 101-21701	Federal Withholding		\$1,262.34	FEDERAL W/H -
G 101-21703	FICA/Medicare Withholding		\$1,601.34	FICA/MEDICARE -
	Total EFTPS-ELECTRONIC FED TAX PMT		\$2,863.68	
Paid Chk# 017309 12/21/2016 CENTURYLINK				
E 601-49440-321	Telephone		\$47.37	251-2120 Well house 3
E 602-49490-321	Telephone		\$52.21	685-4204 Sewer
E 602-49490-321	Telephone		\$205.50	612-E16-2655 Sewer
E 602-49490-321	Telephone		\$47.46	259-1473 Sewer
E 101-42200-321	Telephone		\$73.12	251-0072 Fire Dept
E 101-41000-321	Telephone		\$37.00	251-5836 City Hall
E 101-41110-321	Telephone		\$37.00	251-5836 City Hall
E 101-41940-321	Telephone		\$37.71	251-5836 City Hall
E 101-43100-321	Telephone		\$37.00	251-5836 City Hall
E 101-46300-321	Telephone		\$37.00	251-5836 City Hall
E 601-49440-321	Telephone		\$37.00	251-5836 City Hall
E 602-49490-321	Telephone		\$37.00	251-5836 City Hall
	Total CENTURYLINK		\$685.37	
Paid Chk# 017310 12/21/2016 EMERGENCY SERVICES MARKETING				
E 101-42200-430	Miscellaneous		\$5.00	12224 ONE YEAR TELEPHONE COST
	Total EMERGENCY SERVICES MARKETING		\$5.00	
Paid Chk# 017311 12/21/2016 LITTLE FALLS MACHINE, INC				
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$4,646.10	59014 SNOW DEFLECTOR, MOTOR, EDGES, BLADES
E 101-43125-540	Machinery & Equipment		\$15,070.00	59139 SNOW WING, INSTALLATION, ADAPTER

CITY OF ROCKVILLE

***Check Detail Register©**

DECEMBER 2016 to JANUARY 2017

		Check Amt	Invoice	Comment
Total LITTLE FALLS MACHINE, INC		\$19,716.10		
Paid Chk# 017312	12/21/2016	MARCO TECHNOLOGIES LLC		
E 101-41940-210	Operating Supplies/Expenses	\$33.75	3878365	VOICE MAIL CARD ISSUE
Total MARCO TECHNOLOGIES LLC		\$33.75		
Paid Chk# 017313	12/21/2016	MURPHY GRANITE CARVING INC		
E 101-41110-430	Miscellaneous	\$170.00		2 PLAQUES YRS OF SERVICE
Total MURPHY GRANITE CARVING INC		\$170.00		
Paid Chk# 017314	12/21/2016	NORTH CENTRAL		
E 101-42200-220	Repair/Maint Supply-Labor Incl	\$365.24	236075	UNIT 10 ADAPTABLE HITCH, BACKUP CAMERA
Total NORTH CENTRAL		\$365.24		
Paid Chk# 017315	12/21/2016	RESTORETECH		
E 101-41000-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-41110-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-43100-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-46300-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-43125-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 601-49440-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 602-49490-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-41800-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
E 101-41940-210	Operating Supplies/Expenses	\$55.00	50338	CH CLEAN CARPETS
Total RESTORETECH		\$495.00		
Paid Chk# 017316	12/21/2016	STEARNS CO AUDITOR-TREASURER		
E 101-41000-430	Miscellaneous	\$38,982.29		ARCON 76.41720.0445, 76.41720.0446, 76.41720.0448,
Total STEARNS CO AUDITOR-TREASURER		\$38,982.29		
Paid Chk# 017317	12/21/2016	XCEL ENERGY		
E 101-42200-381	Electric Utilities	\$223.63		51-7505661-6 24001 FIREHALL D
E 602-49490-381	Electric Utilities	\$124.60		51-4207944-3 398 BROADWAY ST
Total XCEL ENERGY		\$348.23		
Paid Chk# 017318	12/29/2016	BOUND TREE MEDICAL, LLC		
E 101-42200-219	Fire Rescue Supplies	\$779.74	82351630	Medical Supplies
E 101-42200-219	Fire Rescue Supplies	\$3.16	82352875	gaskets nylon
E 101-42200-219	Fire Rescue Supplies	\$189.54	82356460	safety vest, Reflective
Total BOUND TREE MEDICAL, LLC		\$972.44		
Paid Chk# 017319	12/29/2016	EMERGENCY APPARATUS MAINT INC		
E 101-43125-220	Repair/Maint Supply-Labor Incl	\$248.18	112216-8	LED EMGERENCY LIGHT FOR PLOW TRUCK
Total EMERGENCY APPARATUS MAINT INC		\$248.18		
Paid Chk# 017320	12/29/2016	GRANITE WATER WORKS, INC		
E 601-49440-220	Repair/Maint Supply-Labor Incl	\$21.50	98027	WELL #3
Total GRANITE WATER WORKS, INC		\$21.50		
Paid Chk# 017321	12/29/2016	INSPECTRON INC.		
E 101-46300-305	Building Inspection Fees	\$101.41		BUILDING INSPECTION & REVIEW
Total INSPECTRON INC.		\$101.41		
Paid Chk# 017322	12/29/2016	MARCO TECHNOLOGIES LLC		

CITY OF ROCKVILLE

***Check Detail Register©**

DECEMBER 2016 to JANUARY 2017

			Check Amt	Invoice	Comment
E 101-41000-413	Copier/Printer Lease		\$80.68		COPIER/LEASE
E 101-41110-413	Copier/Printer Lease		\$40.00		COPIER/LEASE
E 101-41940-413	Copier/Printer Lease		\$10.00		COPIER/LEASE
E 101-42200-413	Copier/Printer Lease		\$20.00		COPIER/LEASE
E 101-43100-413	Copier/Printer Lease		\$65.00		COPIER/LEASE
E 101-43125-413	Copier/Printer Lease		\$10.00		COPIER/LEASE
E 101-45120-413	Copier/Printer Lease		\$5.00		COPIER/LEASE
E 101-45122-413	Copier/Printer Lease		\$5.00		COPIER/LEASE
E 101-46300-413	Copier/Printer Lease		\$50.00		COPIER/LEASE
E 601-49440-413	Copier/Printer Lease		\$80.00		COPIER/LEASE
E 602-49490-413	Copier/Printer Lease		\$100.00		COPIER/LEASE
Total MARCO TECHNOLOGIES LLC			\$465.68		
<hr/>					
Paid Chk# 017323	12/29/2016	MIDWEST ELECTRIC & GENERATOR			
E 101-42200-540	Machinery & Equipment		\$2,997.00	17485	Generac Protector remaing portion
Total MIDWEST ELECTRIC & GENERATOR			\$2,997.00		
<hr/>					
Paid Chk# 017324	12/29/2016	NELSONS SANITATION & RENTAL			
E 101-45122-410	Rentals-Toilet,Compr,PO Box		\$82.52		101 OTHMAR COMMUNITY PARK
Total NELSONS SANITATION & RENTAL			\$82.52		
<hr/>					
Paid Chk# 017325	12/29/2016	PATS QUALITY CLEANER			
E 101-41000-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 101-41110-106	Cleaning Person		\$44.40		CLEAN CITY HALL
E 101-41800-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 101-41940-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 101-43100-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 101-43125-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 101-46300-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 601-49440-106	Cleaning Person		\$44.45		CLEAN CITY HALL
E 602-49490-106	Cleaning Person		\$44.45		CLEAN CITY HALL
Total PATS QUALITY CLEANER			\$400.00		
<hr/>					
Paid Chk# 017326	12/29/2016	STEARNS CO RECORDER OFFICE			
E 101-46300-429	Recording of Legal Documents		\$46.00		9785 CO RD 6 VARIANCE SIGN
E 101-46300-429	Recording of Legal Documents		\$46.00		21567 AGATE BEACH RD VARIANCE
E 101-46300-429	Recording of Legal Documents		\$46.00		25942 LAKE RD VACATE EASEMENT
Total STEARNS CO RECORDER OFFICE			\$138.00		
<hr/>					
Paid Chk# 017327	12/29/2016	STEVE KRAEMER EXCAVATING			
E 601-49440-220	Repair/Maint Supply-Labor Incl		\$2,734.00		REPLACE 2 WATER SERVICE 350/400 MILL STREET
Total STEVE KRAEMER EXCAVATING			\$2,734.00		
<hr/>					
Paid Chk# 017328	12/29/2016	TITAN MACHINERY			
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$659.92	726352	LOADER SERVICE
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$659.91	726352	LOADER SERVICE
Total TITAN MACHINERY			\$1,319.83		
<hr/>					
Paid Chk# 017329	12/29/2016	USABLE LIFE			
G 101-21709	Short/Long-Term Disability		\$61.11		EMPLOYEE PORTION
E 101-41000-134	Employer Paid Life Insurance		\$19.20		LTD/STD
E 101-41000-135	Empl r Pd Short/Long Term Ins		\$244.46		LTD/STD
Total USABLE LIFE			\$324.77		

CITY OF ROCKVILLE

***Check Detail Register©**

DECEMBER 2016 to JANUARY 2017

			Check Amt	Invoice	Comment
Paid Chk# 017330 12/29/2016 XCEL ENERGY					
E 101-43100-381	Electric Utilities		\$13.09		209 BROADWAY & 562 CHESTNUT
E 101-43125-381	Electric Utilities		\$13.08		209 BROADWAY & 562 CHESTNUT
E 601-49440-381	Electric Utilities		\$13.08		209 BROADWAY & 562 CHESTNUT
E 602-49490-381	Electric Utilities		\$13.08		209 BROADWAY & 562 CHESTNUT
E 101-45120-381	Electric Utilities		\$5.88		51-4207942-1 BALLPK BALL PRG
E 101-45122-381	Electric Utilities		\$42.02		51-4207942-1 1001 OTHMAR LN
E 101-43100-387	Street Lighting-Electricity		\$130.57		51-4207942-1 STREETLGHTS
E 601-49440-381	Electric Utilities		\$91.33		423 MAPLE ST & 560 CHESTNUT
	Total XCEL ENERGY		\$322.13		
Paid Chk# 017331 1/6/2017 AMERIPRIDE SERVICES, INC					
G 101-20200	Accounts Payable		\$22.00		101-41000-209 RENTAL OF RUGS
G 101-20200	Accounts Payable		\$24.01		101-41940-209 RENTAL RUGS
G 101-20200	Accounts Payable		\$22.00		101-43100-209 RENTAL RUGS
G 101-20200	Accounts Payable		\$22.00		101-46300-209 RENTAL RUGS
G 601-20200	Accounts Payable		\$22.00		601-49440-209 RENTAL RUGS
G 602-20200	Accounts Payable		\$22.00		602-49490-209 RENTAL RUGS
	Total AMERIPRIDE SERVICES, INC		\$134.01		
Paid Chk# 017332 1/6/2017 ANDERSON, LORI					
G 101-20200	Accounts Payable		\$165.49		101-45122-439 2016 Santa Day
	Total ANDERSON, LORI		\$165.49		
Paid Chk# 017333 1/6/2017 BLUE CROSS BLUE SHIELD OF MN					
G 101-21705	Health Insurance		\$488.02		EMPLOYEE PORTION HEALTH INS.
G 101-21706	City Portion Health Ins		\$1,952.07		EMPLOYER PD HEALTH INS.
	Total BLUE CROSS BLUE SHIELD OF MN		\$2,440.09		
Paid Chk# 017334 1/6/2017 CAR QUEST AUTO PARTS					
G 101-20200	Accounts Payable		\$9.11	5099ID308717	101-43100-220 SPINNER
	Total CAR QUEST AUTO PARTS		\$9.11		
Paid Chk# 017335 1/6/2017 CENTRAL HYDRAULICS					
G 101-20200	Accounts Payable		\$240.38	0080194	101-43125-220 PIPE SWIVELS, HOSE
	Total CENTRAL HYDRAULICS		\$240.38		
Paid Chk# 017336 1/6/2017 CENTRAL MCGOWAN, INC					
G 101-20200	Accounts Payable		\$85.64	9871836 7931	101-42200-219 RENT-FIRE DEPT
	Total CENTRAL MCGOWAN, INC		\$85.64		
Paid Chk# 017337 1/6/2017 COLD SPRING RECORD INC					
G 101-20200	Accounts Payable		\$13.50	33608	101-41110-340 council seat
G 101-20200	Accounts Payable		\$40.80	33608	101-46300-340 vacate easement
E 101-41110-340	Advertising/Printing/Publishin		\$27.00	33608	Council Seat
	Total COLD SPRING RECORD INC		\$81.30		
Paid Chk# 017338 1/6/2017 COMMUNITY TECHNOLOGY CENTER					
E 101-41000-309	Computer Svcs, Software & Sply		\$98.00	2991	2017 ANNUAL SOFTWARE
E 101-41110-309	Computer Svcs, Software & Sply		\$98.00	2991	2017 ANNUAL SOFTWARE
E 101-41800-309	Computer Svcs, Software & Sply		\$98.00	2991	2017 ANNUAL SOFTWARE
E 101-41940-309	Computer Svcs, Software & Sply		\$106.00	2991	2017 ANNUAL SOFTWARE
E 101-42200-309	Computer Svcs, Software & Sply		\$98.00	2991	2017 ANNUAL SOFTWARE

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E 101-43100-309	Computer Svcs, Software & Sply	\$98.00	2991	2017 ANNUAL SOFTWARE
E 101-46300-309	Computer Svcs, Software & Sply	\$98.00	2991	2017 ANNUAL SOFTWARE
E 601-49440-309	Computer Svcs, Software & Sply	\$98.00	2991	2017 ANNUAL SOFTWARE
E 602-49490-309	Computer Svcs, Software & Sply	\$98.00	2991	2017 ANNUAL SOFTWARE
Total COMMUNITY TECHNOLOGY CENTER		\$890.00		
Paid Chk# 017339 1/6/2017 DELTA ELECTRIC				
G 602-20200	Accounts Payable	\$1,178.90	13171	602-49490-296 Grinderstation repair
G 101-20200	Accounts Payable	\$65.60	13171	101-45122-211 SKATING RINK LIGHT
Total DELTA ELECTRIC		\$1,244.50		
Paid Chk# 017340 1/6/2017 EDWARD JONES				
G 101-21711	Incentive Pay	\$300.00		INCENTIVE NICK W
Total EDWARD JONES		\$300.00		
Paid Chk# 017341 1/6/2017 GOPHER STATE ONE-CALL				
G 602-20200	Accounts Payable	\$10.13	6120679	602-49490-291
G 601-20200	Accounts Payable	\$10.12	6120679	601-49440-291
Total GOPHER STATE ONE-CALL		\$20.25		
Paid Chk# 017342 1/6/2017 GRANITE COMMUNITY BANK				
E 101-42200-611	Bond Interest	\$500.00		INT PMT-PUMPER-FIRE DPT
E 101-42200-601	Debt Srv Bond Principal	\$20,000.00		PRINC PMT-PUMPER-F DPT
Total GRANITE COMMUNITY BANK		\$20,500.00		
Paid Chk# 017343 1/6/2017 HOLICKY BROS INC				
G 101-20200	Accounts Payable	\$1,858.64	67195	101-43125-228 23.06 TONS SALT/SAND
Total HOLICKY BROS INC		\$1,858.64		
Paid Chk# 017344 1/6/2017 ITRON, INC				
E 601-49440-339	Maintenance Agmt(s)	\$863.70		ANNUAL SOFTWARE & PHONE SUPP
E 602-49490-339	Maintenance Agmt(s)	\$863.71		ANNUAL SOFTWARE & PHONE SUPP
Total ITRON, INC		\$1,727.41		
Paid Chk# 017345 1/6/2017 LAKE REGION FIRE FIGHTER ASSOC				
E 101-42200-433	Dues and Subscriptions	\$40.00		2017 MEMBERSHIP DUES
Total LAKE REGION FIRE FIGHTER ASSOC		\$40.00		
Paid Chk# 017346 1/6/2017 LEAGUE OF MINNESOTA CITIES				
E 101-41110-332	Training	\$775.00	248790	Duane W, Rick T, Jerry, T & New Council Member
Total LEAGUE OF MINNESOTA CITIES		\$775.00		
Paid Chk# 017347 1/6/2017 LITTLE FALLS MACHINE, INC				
G 101-20200	Accounts Payable	\$359.08	59331	101-43125-.220 SPINNER MOTOR
G 101-20200	Accounts Payable	\$252.79	59354	101-43125-220 SPINNER POLY
Total LITTLE FALLS MACHINE, INC		\$611.87		
Paid Chk# 017348 1/6/2017 MENARDS				
G 101-20200	Accounts Payable	\$46.53	39722	101-45122-220 PASSING LINK, QUICK LINK, TURNBCKLE
Total MENARDS		\$46.53		
Paid Chk# 017349 1/6/2017 MN AMBULANCE ASSOCIATION				
E 101-42200-433	Dues and Subscriptions	\$75.00		2017 MAA MEMBERSHIP DUES

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Total MN AMBULANCE ASSOCIATION			\$75.00		
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Paid Chk#	017350	1/6/2017	MN STATE FIRE CHIEFS ASSOC		
E 101-42200-332	Training		\$170.00	200001647	Training Rothstein, Filla
Total MN STATE FIRE CHIEFS ASSOC			\$170.00		
<hr/>					
Paid Chk#	017351	1/6/2017	MN STATE FIRE DEPT ASSOC		
E 101-42200-433	Dues and Subscriptions		\$187.00		2017 MSFDA MEMBERSHIP DUES
Total MN STATE FIRE DEPT ASSOC			\$187.00		
<hr/>					
Paid Chk#	017352	1/6/2017	ROCKVILLE GAS & BAIT		
G 101-20200	Accounts Payable		\$333.04		101-43100-212 FUEL - STREETS
G 601-20200	Accounts Payable		\$24.47		601-49440-212 FUEL - WATER
G 602-20200	Accounts Payable		\$24.47		602-49490-212 FUEL - SEWER
G 101-20200	Accounts Payable		\$628.56		101-43125-212 FUEL - SNOW
G 101-20200	Accounts Payable		\$158.87		101-42200-212 FUEL - FIRE DEPT
G 101-20200	Accounts Payable		\$29.78		101-43125-212 FUEL - LIONS CLUB
Total ROCKVILLE GAS & BAIT			\$1,199.19		
<hr/>					
Paid Chk#	017353	1/6/2017	STRACK CONSULTING LLC		
G 101-20200	Accounts Payable		\$120.00	1043	101-46300-310 ZONING
Total STRACK CONSULTING LLC			\$120.00		
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Paid Chk#	017354	1/6/2017	TITAN MACHINERY		
G 101-20200	Accounts Payable		\$659.92	8769442	101-43125-220 LOADER REPAIR
G 101-20200	Accounts Payable		\$659.91	8769442	101-43100-220 LOADER REPAIR
Total TITAN MACHINERY			\$1,319.83		
<hr/>					
Paid Chk#	017355	1/6/2017	U S POSTMASTER		
E 101-41000-322	Postage		\$26.00		2017 ANNUAL POSTAGE FEE
E 101-43100-322	Postage		\$25.00		2017 ANNUAL POSTAGE FEE
E 101-41110-322	Postage		\$23.00		2017 ANNUAL POSTAGE FEE
E 101-46300-322	Postage		\$24.00		2017 ANNUAL POSTAGE FEE
E 101-43125-322	Postage		\$23.00		2017 ANNUAL POSTAGE FEE
E 101-42200-322	Postage		\$23.00		2017 ANNUAL POSTAGE FEE
E 601-49440-322	Postage		\$24.00		2017 ANNUAL POSTAGE FEE
E 602-49490-322	Postage		\$24.00		2017 ANNUAL POSTAGE FEE
E 101-42500-322	Postage		\$23.00		2017 ANNUAL POSTAGE FEE
Total U S POSTMASTER			\$215.00		
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Paid Chk#	017356	1/6/2017	XCEL ENERGY		
G 101-20200	Accounts Payable		\$44.00		101-41000-381 229 BROADWAY
G 101-20200	Accounts Payable		\$44.00		101-41110-381 229 BROADWAY
G 101-20200	Accounts Payable		\$44.00		101-41800-381 229 BROADWAY
G 101-20200	Accounts Payable		\$47.32		101-41940-381 229 BROADWAY
G 101-20200	Accounts Payable		\$44.00		101-43100-381 229 BROADWAY
G 101-20200	Accounts Payable		\$44.00		101-46300-381 229 BROADWAY
G 601-20200	Accounts Payable		\$44.00		601-49440-381 229 BROADWAY
G 602-20200	Accounts Payable		\$44.00		602-49490-381 229 BROADWAY
G 101-20200	Accounts Payable		\$253.48		101-42200-381 24001 FIREHALL D
G 602-20200	Accounts Payable		\$150.44		602-49490-381 398 BROADWAY ST
G 101-20200	Accounts Payable		\$18.50		101-43100-381 209 BROADWAY & 562 CHESTNUT
G 101-20200	Accounts Payable		\$18.00		101-43125-381 209 BROADWAY & 562 CHESTNUT

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G 601-20200	Accounts Payable		\$18.00		601-49440-381 209 BROADWAY & 562 CHESTNUT
G 602-20200	Accounts Payable		\$18.00		602-49490-381 209 BROADWAY & 562 CHESTNUT
G 101-20200	Accounts Payable		\$35.62		101-45120-381 BALLPK BALL PRG
G 101-10200	Petty Cash		\$6.26		101-45122-381 1001 OTHMAR LN
G 101-20200	Accounts Payable		\$44.43		101-43100-387 STREETLGHTS
G 601-20200	Accounts Payable		\$142.66		601-49440-381 423 MAPLE ST & 560 CHESTNUT
Total XCEL ENERGY			\$1,060.71		
<hr/>					
Paid Chk#	017357	1/13/2017	AT & T MOBILITY		
G 101-20200	Accounts Payable		\$81.32		101-43100-321 WIRELESS PHONE
G 601-20200	Accounts Payable		\$30.00		601-49440-321 WIRELESS PHONE
G 602-20200	Accounts Payable		\$30.00		602-49490-321 WIRELESS PHONE
G 101-20200	Accounts Payable		\$4.00		101-45122-321 WIRELESS PHONE
G 602-20200	Accounts Payable		\$29.98		602-49490-321 GRINDERSTATION PHONE
Total AT & T MOBILITY			\$175.30		
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Paid Chk#	017358	1/13/2017	AVENET, LLC		
E 602-49490-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 601-49440-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 101-46300-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 101-43100-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 101-41800-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 101-41110-323	Internet/E-mail/Web Site		\$28.57	40076	EMAIL SETUP
E 101-41000-323	Internet/E-mail/Web Site		\$28.58	40076	EMAIL SETUP
Total AVENET, LLC			\$200.00		
<hr/>					
Paid Chk#	017359	1/13/2017	CENTER POINT ENERGY-MINNEGASCO		
G 601-20200	Accounts Payable		\$54.91		601-49440-383 6109069-2 PMPHSE OTHMAR/MAPLE
G 601-20200	Accounts Payable		\$49.36		601-49440-383 6110833-8 PUMPHSE @ WAL CIR
G 101-20200	Accounts Payable		\$699.18		101-42200-383 6436553-9 24001 FIRE HALL DR
G 101-20200	Accounts Payable		\$36.30		101-41000-383 6394888-9 UTIL-229 CITY HALL
G 101-20200	Accounts Payable		\$36.30		101-41800-383 6394888-9 UTIL-229 CITY HALL
G 101-20200	Accounts Payable		\$36.31		101-41940-383 6394888-9 UTIL-229 CITY HALL
G 101-20200	Accounts Payable		\$36.31		101-43100-383 6394888-9 UTIL-229 CITY HALL
G 601-20200	Accounts Payable		\$36.31		601-49440-383 6394888-9 UTIL-229 CITY HALL
G 602-20200	Accounts Payable		\$36.31		602-49490-383 6394888-9 UTIL-229 CITY HALL
G 101-20200	Accounts Payable		\$142.71		101-43100-383 6109272-2 209 BRDWY-PUB WKS
G 601-20200	Accounts Payable		\$142.71		601-49440-383 6109272-2 209 BRDWY-PUB WKS
G 602-20200	Accounts Payable		\$142.71		602-49490-383 6109272-2 209 BRDWY-PUB WKS
Total CENTER POINT ENERGY-MINNEGASCO			\$1,449.42		
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Paid Chk#	017360	1/13/2017	CENTRAL MINNESOTA ALARMS, INC		
E 101-41110-307	Alarm Service		\$7.00		
E 101-43100-307	Alarm Service		\$7.00		
E 101-41800-307	Alarm Service		\$7.00		
E 101-41940-307	Alarm Service		\$13.49		
E 101-42200-307	Alarm Service		\$69.49		
E 101-45122-307	Alarm Service		\$7.00		
E 101-42500-307	Alarm Service		\$7.00		
E 101-46300-307	Alarm Service		\$7.00		
Total CENTRAL MINNESOTA ALARMS, INC			\$124.98		
<hr/>					
Paid Chk#	017361	1/13/2017	COLD SPRING BAKERY INC		

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			Check Amt	Invoice	Comment
E 101-41000-336	Safety Training		\$39.15		SAFETY TRAINING
Total COLD SPRING BAKERY INC			\$39.15		
<hr/>					
Paid Chk#	017362	1/13/2017	EMERGENCY APPARATUS MAINT INC		
G 101-20200	Accounts Payable		\$1,098.43	90755	42200-220 Engine 5 rear brake
G 101-20200	Accounts Payable		\$1,320.56	90756	42200-220 Tanker 3 rear discharge
G 101-20200	Accounts Payable		\$922.01	90949	42200- 220 Honda generator leaking gasoline
Total EMERGENCY APPARATUS MAINT INC			\$3,341.00		
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Paid Chk#	017363	1/13/2017	HOLICKY BROS INC		
G 101-20200	Accounts Payable		\$1,899.74	6897	101-43125-228 23.57 TONS SALT SAND
Total HOLICKY BROS INC			\$1,899.74		
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Paid Chk#	017364	1/13/2017	KUECHLE UNDERGROUND, INC		
G 602-20200	Accounts Payable		\$25,618.73		602-49490-215 Payment 2 Lift Station Sampler
Total KUECHLE UNDERGROUND, INC			\$25,618.73		
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Paid Chk#	017365	1/13/2017	MIDCO		
E 101-42200-323	Internet/E-mail/Web Site		\$65.00		FIRE HALL
E 101-41940-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-46300-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-43100-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 602-49490-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 601-49440-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-41000-323	Internet/E-mail/Web Site		\$6.00		CITY HALL
E 101-41110-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-41800-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-45122-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-45120-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
E 101-42500-323	Internet/E-mail/Web Site		\$5.90		CITY HALL
Total MIDCO			\$130.00		
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Paid Chk#	017366	1/13/2017	MN PUBLIC FACILITIES AUTHORITY		
E 309-47000-611	Bond Interest		\$24,924.00		BOND INT PMT-LAKES SWR PROJ
G 602-23100	Bonds Payable-Noncurrent NC		\$21,739.50		BOND PMT CORE
Total MN PUBLIC FACILITIES AUTHORITY			\$46,663.50		
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Paid Chk#	017367	1/13/2017	NORTHLAND TRUST SERVICES, INC		
G 310-23100	Bonds Payable-Noncurrent NC		\$11,000.00		2009A UTILITY DISPOSAL PORTION
E 310-47000-611	Bond Interest		\$2,706.00		2009A UTILITY DISPOSAL PORTION
G 311-23100	Bonds Payable-Noncurrent NC		\$21,070.00		2009A CORE WATER TOWER & PIP IMPROVEMENT
E 311-47000-611	Bond Interest		\$6,380.44		2009A CORE WATER TOWER & PIP IMPROVEMENT
G 601-23100	Bonds Payable-Noncurrent NC		\$2,930.00		2009A CORE WATER TOWER & PIP IMPROVEMENT
E 601-47000-611	Bond Interest		\$802.31		2009A CORE WATER TOWER & PIP IMPROVEMENT
E 304-47000-611	Bond Interest		\$20,068.75		2014A CITY FACILITIES
E 304-47000-445	Paying Agent Fee		\$495.00		2014A CITY FACILITIES
E 304-47000-601	Debt Srv Bond Principal		\$135,000.00		2014A CITY FACILITIES
Total NORTHLAND TRUST SERVICES, INC			\$200,452.50		
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Paid Chk#	017368	1/13/2017	PINE ISLAND BANK		
E 308-47000-601	Debt Srv Bond Principal		\$19,000.00		SERIES 2014B CO RD 82 ST IMPR
E 308-47000-611	Bond Interest		\$1,459.50		SERIES 2014B CO RD 82 ST IMPR
Total PINE ISLAND BANK			\$20,459.50		

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Paid Chk#	017369	1/13/2017	RINKE NOONAN ATTORNEYS, INC		
G 101-20200	Accounts Payable		\$164.00	264363	101-46300-304 vacation resolution
G 101-20200	Accounts Payable		\$20.50	264365	101-46300-304 variance request
G 101-20200	Accounts Payable		\$2,868.15	264366	101-41000-304 arcon default
G 101-20200	Accounts Payable		\$1,175.00	264367	101-46300-304 Agate Beach Property
Total RINKE NOONAN ATTORNEYS, INC			\$4,227.65		
Paid Chk#	017370	1/13/2017	SAUK RIVER WATERSHED DISTRICT		
G 221-20200	Accounts Payable		\$2,091.93	1029	221-41000-310 Monitoring report, Mileage, Lab Analysis
Total SAUK RIVER WATERSHED DISTRICT			\$2,091.93		
Paid Chk#	017371	1/13/2017	STEARNS CO ENVIRONMENTAL SRVC		
E 101-46300-332	Training		\$30.00		Shoreland Training Marty Bode
Total STEARNS CO ENVIRONMENTAL SRVC			\$30.00		
Paid Chk#	017372	1/13/2017	STEARNS CO MUNICIPAL LEAGUE		
E 101-41000-433	Dues and Subscriptions		\$20.00		2017 MEMBERSHIP
Total STEARNS CO MUNICIPAL LEAGUE			\$20.00		
Paid Chk#	017373	1/13/2017	STEARNS CO SHERIFFS DEPT		
G 101-20200	Accounts Payable		\$10,850.00		42800-310 6 MOS POLICE PROTECTION-CITY
Total STEARNS CO SHERIFFS DEPT			\$10,850.00		
Paid Chk#	017374	1/13/2017	STEARNS ELECTRIC ASOC INC		
G 101-20200	Accounts Payable		\$25.00		101-42500-381 5452511 CIVIL DEFENSE SIREN
G 601-20200	Accounts Payable		\$319.00		601-382 10516700 PUMPHOUSE PLEASANT
G 601-20200	Accounts Payable		\$379.00		601-381 10052700 WTR TWR WALNUT CIR
G 601-20200	Accounts Payable		\$47.70		601-382 10453000 PMPHOUSE 26498 79TH
G 602-20200	Accounts Payable		\$99.00		602-381 10405800 LIFT ST GRAND LAKE
G 602-20200	Accounts Payable		\$180.00		602-381 10405900 LIFT ST PLEAS LAKE
G 602-20200	Accounts Payable		\$210.00		602-381 10406000 LIFT ST PRAIRIE IND
G 602-20200	Accounts Payable		\$70.00		602-381 10440600 LIFT ST PLEAS RD
G 101-20200	Accounts Payable		\$95.00		43100-387 6400610 STR LIGHTS CO SIDE
G 101-20200	Accounts Payable		\$45.00		43100-387 11633200 STR LGTS CO RD 6 HY 2
G 101-20200	Accounts Payable		\$71.00		43100-387 10549600 STR LIGHTS BRENTWOOD
G 101-20200	Accounts Payable		\$156.00		43100-387 10543000 STR LIGHTS PRAIRIE DR
G 101-20200	Accounts Payable		\$49.00		43100-387 10232600 STR LGTS CORD 8 HY 23
G 101-20200	Accounts Payable		\$48.00		43100-387 10232500 STR LGTS CORD 140/H23
Total STEARNS ELECTRIC ASOC INC			\$1,793.70		
Paid Chk#	017375	1/13/2017	VISA		
G 101-20200	Accounts Payable		\$19.99		101-41110-200 Office Supplies
G 101-20200	Accounts Payable		\$18.99		101-41000-200 Office Supplies
G 101-20200	Accounts Payable		\$119.92		101-42200-214 Pager Holders
G 101-20200	Accounts Payable		\$17.16		101-41000-200 Office Supplies
G 101-20200	Accounts Payable		\$32.38		101-41000-322 newsletter postage
G 101-20200	Accounts Payable		\$32.38		101-41100-322 newsletter postage
G 101-20200	Accounts Payable		\$32.38		101-45122-322 newsletter postage
G 601-20200	Accounts Payable		\$32.38		601-49440-322 newsletter postage
G 101-20200	Accounts Payable		\$32.38		101-43125-322 newsletter postage
G 101-20200	Accounts Payable		\$32.38		101-46300-322 newsletter postage
G 602-20200	Accounts Payable		\$32.38		602-49490-322 newsletter postage
G 101-20200	Accounts Payable		\$32.38		101-42500-322 newsletter postage

CITY OF ROCKVILLE

***Check Detail Register©**

DECEMBER 2016 to JANUARY 2017

		Check Amt	Invoice	Comment
G 101-20200	Accounts Payable	\$79.16		101-42200-209 Cleaning Supplies
G 101-20200	Accounts Payable	\$20.18		101-43100-200 Office Supplies
G 101-20200	Accounts Payable	\$24.57		101-41940-209 Cleaning Supplies
G 601-20200	Accounts Payable	\$17.75		601-49440-200 Office Supplies
G 602-20200	Accounts Payable	\$17.76		602-49490-200 Office Supplies
G 101-20200	Accounts Payable	\$9.58		101-46300-200 Toni & Dae Plaques
G 101-20200	Accounts Payable	\$30.74		101-43100-210 Plate Fee Service Truck
G 101-20200	Accounts Payable	\$37.99		101-43100-425 Nick clothing Allowance
G 101-20200	Accounts Payable	\$184.47		101-43125-220 Unit 5 repair
G 601-20200	Accounts Payable	\$78.43		601-49440-220 Town Water Repair
G 101-20200	Accounts Payable	\$43.44		101-43100-220 Hydraulic Filter loader
Total VISA		\$979.17		
<hr/>				
Paid Chk#	017376	1/13/2017	WEST CENTRAL SANITATION, INC	
G 101-20200	Accounts Payable	\$22.63		42200-384 GARBAGE-FIRE HALL
G 101-20200	Accounts Payable	\$49.73		41940-384 GARBAGE-CITY HALL
G 101-20200	Accounts Payable	\$49.73		43100-384 GARBAGE-PUB WKS DPT
Total WEST CENTRAL SANITATION, INC		\$122.09		
10600 COMBINED CITY ACCT		\$442,918.92		

Fund Summary

10600 COMBINED CITY ACCT	
101 GENERAL FUND	\$138,044.50
221 LAKE IMPROVEMENT DISTRICT	\$2,091.93
304 CITY FACILITIES	\$155,563.75
308 2008A/REFUNDING 2014B	\$20,459.50
309 LAKES SEWER PROJECT BOND	\$24,924.00
310 2009 UTILITY DISPOSAL PORTION	\$13,706.00
311 2009 UTILITY WTR CORE CITY	\$27,450.44
601 WATER FUND	\$9,325.01
602 SEWER FUND	\$51,353.79
	<hr/>
	\$442,918.92

CITY OF ROCKVILLE
Exp Detail By Dept Council Meeting MMB

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
	DEPT							
	101			\$1,447.05	12/20/16	001108	RETIRE CONTR-	PERA
				\$639.08	12/20/16	001109	STATE TAX W/H-	MN REVENUE
				\$1,458.50	12/20/16	001110	FEDERAL W/H -	EFTPS-ELECTRONIC FED TAX PM
				\$7,396.44	12/20/16	001110	FICA/MEDICARE -	EFTPS-ELECTRONIC FED TAX PM
				\$1,461.69	01/04/17	001112	RETIRE CONTR-	PERA
				\$522.99	01/04/17	001113	STATE TAX W/H-	MN REVENUE
				\$1,601.34	01/04/17	001114	FICA/MEDICARE -	EFTPS-ELECTRONIC FED TAX PM
				\$1,262.34	01/04/17	001114	FEDERAL W/H -	EFTPS-ELECTRONIC FED TAX PM
				\$61.11	12/28/16	017329	EMPLOYEE PORTION	USABLE LIFE
				\$24.01	01/05/17	017331	101-41940-209 RENTAL RUGS	AMERIPRIDE SERVICES, INC
				\$22.00	01/05/17	017331	101-41000-209 RENTAL OF RUGS	AMERIPRIDE SERVICES, INC
				\$22.00	01/05/17	017331	101-43100-209 RENTAL RUGS	AMERIPRIDE SERVICES, INC
				\$22.00	01/05/17	017331	101-46300-209 RENTAL RUGS	AMERIPRIDE SERVICES, INC
				\$165.49	01/04/17	017332	101-45122-439 2016 Santa Day	ANDERSON, LORI
				\$1,952.07	01/05/17	017333	EMPLOYER PD HEALTH INS.	BLUE CROSS BLUE SHIELD OF M
				\$488.02	01/05/17	017333	EMPLOYEE PORTION HEALTH INS.	BLUE CROSS BLUE SHIELD OF M
				\$9.11	01/05/17	017334	101-43100-220 SPINNER	CAR QUEST AUTO PARTS
				\$240.38	01/05/17	017335	101-43125-220 PIPE SWIVELS, HO	CENTRAL HYDRAULICS
				\$85.64	01/05/17	017336	101-42200-219 RENT-FIRE DEPT	CENTRAL MCGOWAN, INC
				\$13.50	01/06/17	017337	101-41110-340 council seat	COLD SPRING RECORD INC
				\$40.80	01/06/17	017337	101-46300-340 vacate easement	COLD SPRING RECORD INC
				\$65.60	01/05/17	017339	101-45122-211 SKATING RINK LI	DELTA ELECTRIC
				\$300.00	01/05/17	017340	INCENTIVE NICK W	EDWARD JONES
				\$1,858.64	01/05/17	017343	101-43125-228 23.06 TONS SALT/	HOLICKY BROS INC
				\$252.79	01/06/17	017347	101-43125-220 SPINNER POLY	LITTLE FALLS MACHINE, INC
				\$359.08	01/06/17	017347	101-43125-.220 SPINNER MOTOR	LITTLE FALLS MACHINE, INC
				\$46.53	01/05/17	017348	101-45122-220 PASSING LINK, QU	MENARDS
				\$29.78	01/06/17	017352	101-43125-212 FUEL - LIONS CLU	ROCKVILLE GAS & BAIT
				\$333.04	01/06/17	017352	101-43100-212 FUEL - STREETS	ROCKVILLE GAS & BAIT
				\$628.56	01/06/17	017352	101-43125-212 FUEL - SNOW	ROCKVILLE GAS & BAIT
				\$158.87	01/06/17	017352	101-42200-212 FUEL - FIRE DEPT	ROCKVILLE GAS & BAIT
				\$120.00	01/06/17	017353	101-46300-310 ZONING	STRACK CONSULTING LLC
				\$659.91	01/05/17	017354	101-43100-220 LOADER REPAIR	TITAN MACHINERY
				\$659.92	01/05/17	017354	101-43125-220 LOADER REPAIR	TITAN MACHINERY
				-\$659.92	01/13/17	017354	101-43125-220 LOADER REPAIR	TITAN MACHINERY
				-\$659.91	01/13/17	017354	101-43100-220 LOADER REPAIR	TITAN MACHINERY
				\$47.32	01/04/17	017356	101-41940-381 229 BROADWAY	XCEL ENERGY

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
101				\$44.00	01/04/17	017356	101-41110-381 229 BROADWAY	XCEL ENERGY
				\$44.00	01/04/17	017356	101-43100-381 229 BROADWAY	XCEL ENERGY
				\$44.00	01/04/17	017356	101-41000-381 229 BROADWAY	XCEL ENERGY
				\$253.48	01/04/17	017356	101-42200-381 24001 FIREHALL D	XCEL ENERGY
				\$44.00	01/04/17	017356	101-41800-381 229 BROADWAY	XCEL ENERGY
				\$18.00	01/04/17	017356	101-43125-381 209 BROADWAY &	XCEL ENERGY
				\$44.00	01/04/17	017356	101-46300-381 229 BROADWAY	XCEL ENERGY
				\$35.62	01/04/17	017356	101-45120-381 BALLPK BALL PRG	XCEL ENERGY
				\$44.43	01/04/17	017356	101-43100-387 STREETLGHTS	XCEL ENERGY
				\$18.50	01/04/17	017356	101-43100-381 209 BROADWAY &	XCEL ENERGY
				\$6.26	01/04/17	017356	101-45122-381 1001 OTHMAR LN	XCEL ENERGY
				\$4.00	01/12/17	017357	101-45122-321 WIRELESS PHONE	AT & T MOBILITY
				\$81.32	01/12/17	017357	101-43100-321 WIRELESS PHONE	AT & T MOBILITY
				\$142.71	01/11/17	017359	101-43100-383 6109272-2 209 BR	CENTER POINT ENERGY-MINNEG
				\$36.31	01/11/17	017359	101-43100-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$36.31	01/11/17	017359	101-41940-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$36.30	01/11/17	017359	101-41800-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$36.30	01/11/17	017359	101-41000-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$699.18	01/11/17	017359	101-42200-383 6436553-9 24001	CENTER POINT ENERGY-MINNEG
				\$1,320.56	01/11/17	017362	42200-220 Tanker 3 rear discharg	EMERGENCY APPARATUS MAINT
				\$1,098.43	01/11/17	017362	42200-220 Engine 5 rear brake	EMERGENCY APPARATUS MAINT
				\$922.01	01/11/17	017362	42200- 220 Honda generater leakin	EMERGENCY APPARATUS MAINT
				\$1,899.74	01/12/17	017363	101-43125-228 23.57 TONS SALT	HOLICKY BROS INC
				\$164.00	01/12/17	017369	101-46300-304 vacation resolution	RINKE NOONAN ATTORNEYS, IN
				\$20.50	01/12/17	017369	101-46300-304 variance request	RINKE NOONAN ATTORNEYS, IN
				\$2,868.15	01/12/17	017369	101-41000-304 arcon default	RINKE NOONAN ATTORNEYS, IN
				\$1,175.00	01/12/17	017369	101-46300-304 Agate Beach Prope	RINKE NOONAN ATTORNEYS, IN
				\$10,850.00	01/11/17	017373	42800-310 6 MOS POLICE PROTE	STEARNS CO SHERIFFS DEPT
				\$45.00	01/11/17	017374	43100-387 11633200 STR LGTS C	STEARNS ELECTRIC ASOC INC
				\$95.00	01/11/17	017374	43100-387 6400610 STR LIGHTS	STEARNS ELECTRIC ASOC INC
				\$25.00	01/11/17	017374	101-42500-381 5452511 CIVIL DE	STEARNS ELECTRIC ASOC INC
				\$71.00	01/11/17	017374	43100-387 10549600 STR LIGHTS	STEARNS ELECTRIC ASOC INC
				\$156.00	01/11/17	017374	43100-387 10543000 STR LIGHTS	STEARNS ELECTRIC ASOC INC
				\$49.00	01/11/17	017374	43100-387 10232600 STR LGTS C	STEARNS ELECTRIC ASOC INC
				\$48.00	01/11/17	017374	43100-387 10232500 STR LGTS C	STEARNS ELECTRIC ASOC INC
				\$9.58	01/12/17	017375	101-46300-200 Toni & Dae Plaque	VISA
				\$17.16	01/12/17	017375	101-41000-200 Office Supllies	VISA
				\$32.38	01/12/17	017375	101-41100-322 newsletter postage	VISA
				\$32.38	01/12/17	017375	101-43125-322 newsletter postage	VISA
				\$32.38	01/12/17	017375	101-46300-322 newsletter postage	VISA

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
101				\$32.38	01/12/17	017375	101-42500-322 newsletter postage	VISA
				\$79.16	01/12/17	017375	101-42200-209 Cleaning Supplies	VISA
				\$119.92	01/12/17	017375	101-42200-214 Pager Holders	VISA
				\$24.57	01/12/17	017375	101-41940-209 Cleaning Supplies	VISA
				\$32.38	01/12/17	017375	101-41000-322 newsletter postage	VISA
				\$30.74	01/12/17	017375	101-43100-210 Plate Fee Service T	VISA
				\$37.99	01/12/17	017375	101-43100-425 Nick clothing Allow	VISA
				\$184.47	01/12/17	017375	101-43125-220 Unit 5 repair	VISA
				\$43.44	01/12/17	017375	101-43100-220 Hydraulic Filter loa	VISA
				\$20.18	01/12/17	017375	101-43100-200 Office Supplies	VISA
				\$18.99	01/12/17	017375	101-41000-200 Office Supples	VISA
				\$19.99	01/12/17	017375	101-41110-200 Office Supplies	VISA
				\$32.38	01/12/17	017375	101-45122-322 newsletter postage	VISA
				\$22.63	01/11/17	017376	42200-384 GARBAGE-FIRE HALL	WEST CENTRAL SANITATION, IN
				\$49.73	01/11/17	017376	43100-384 GARBAGE-PUB WKS DP	WEST CENTRAL SANITATION, IN
				\$49.73	01/11/17	017376	41940-384 GARBAGE-CITY HALL	WEST CENTRAL SANITATION, IN
DEPT				\$46,534.44				
DEPT 41000 General Government (GENERAL)								
101	41000	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		134	Employer Paid Life Insurance	\$19.20	12/28/16	017329	LTD/STD	USABLE LIFE
		135	Empl r Pd Short/Long Term In	\$244.46	12/28/16	017329	LTD/STD	USABLE LIFE
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
		322	Postage	\$26.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
		323	Internet/E-mail/Web Site	\$28.58	01/11/17	017358	EMAIL SETUP	AVENET, LLC
		323	Internet/E-mail/Web Site	\$6.00	01/11/17	017365	CITY HALL	MIDCO
		336	Safety Training	\$39.15	01/12/17	017361	SAFETY TRAINING	COLD SPRING BAKERY INC
		413	Copier/Printer Lease	\$80.68	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
		430	Miscellaneous	\$38,982.29	12/21/16	017316	ARCON 76.41720.0445, 76.41720	STEARNS CO AUDITOR-TREASUR
		433	Dues and Subscriptions	\$20.00	01/11/17	017372	2017 MEMBERSHIP	STEARNS CO MUNICIPAL LEAGU
DEPT 41000			General Government (GENERAL)	\$39,680.81				
DEPT 41110 Council/Mayor/Boards								
101	41110	106	Cleaning Person	\$44.40	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
		322	Postage	\$23.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
101	41110	323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		332	Training	\$775.00	01/05/17	017346	Duane W, Rick T, Jerry, T & New C	LEAGUE OF MINNESOTA CITIES
		340	Advertising/Printing/Publishin	\$27.00	01/06/17	017337	Council Seat	COLD SPRING RECORD INC
		413	Copier/Printer Lease	\$40.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
		430	Miscellaneous	\$170.00	12/21/16	017313	2 PLAQUES YRS OF SERVICE	MURPHY GRANITE CARVING INC
DEPT 41110 Council/Mayor/Boards				\$1,310.87				
DEPT 41800 City Administration								
101	41800	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
DEPT 41800 City Administration				\$238.92				
DEPT 41940 General Govt Buildings/Plant								
101	41940	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		210	Operating Supplies/Expenses	\$33.75	12/21/16	017312	VOICE MAIL CARD ISSUE	MARCO TECHNOLOGIES LLC
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		307	Alarm Service	\$13.49	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		309	Computer Svcs, Software & S	\$106.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$37.71	12/21/16	017309	251-5836 City Hall	CENTURYLINK
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		413	Copier/Printer Lease	\$10.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
DEPT 41940 General Govt Buildings/Plant				\$306.30				
DEPT 42200 Fire Protection								
101	42200	219	Fire Rescue Supplies	\$189.54	12/28/16	017318	safety vest, Reflective	BOUND TREE MEDICAL, LLC
		219	Fire Rescue Supplies	\$3.16	12/28/16	017318	gaskets nylon	BOUND TREE MEDICAL, LLC
		219	Fire Rescue Supplies	\$779.74	12/28/16	017318	Medical Supplies	BOUND TREE MEDICAL, LLC
		220	Repair/Maint Supply-Labor In	\$365.24	12/21/16	017314	UNIT 10 ADAPTABLE HITCH, BACK	NORTH CENTRAL
		307	Alarm Service	\$69.49	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$73.12	12/21/16	017309	251-0072 Fire Dept	CENTURYLINK
		322	Postage	\$23.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
		323	Internet/E-mail/Web Site	\$65.00	01/11/17	017365	FIRE HALL	MIDCO
		332	Training	\$170.00	01/05/17	017350	Training Rothstein, Filla	MN STATE FIRE CHIEFS ASSOC
		381	Electric Utilities	\$223.63	12/21/16	017317	51-7505661-6 24001 FIREHALL D	XCEL ENERGY
		413	Copier/Printer Lease	\$20.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
		430	Miscellaneous	\$5.00	12/21/16	017310	ONE YEAR TELEPHONE COST	EMERGENCY SERVICES MARKETI

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name	
	101	42200	433	Dues and Subscriptions	\$40.00	01/05/17	017345	2017 MEMBERSHIP DUES	LAKE REGION FIRE FIGHTER AS
			433	Dues and Subscriptions	\$75.00	01/05/17	017349	2017 MAA MEMBERSHIP DUES	MIN AMBULANCE ASSOCIATION
			433	Dues and Subscriptions	\$187.00	01/05/17	017351	2017 MSFDA MEMBERSHIP DUES	MIN STATE FIRE DEPT ASSOC
			540	Machinery & Equipment	\$2,997.00	12/28/16	017323	Generac Protector remaing portion	MIDWEST ELECTRIC & GENERAT
			601	Debt Srv Bond Principal	\$20,000.00	01/05/17	017342	PRINC PMT-PUMPER-F DPT	GRANITE COMMUNITY BANK
			611	Bond Interest	\$500.00	01/05/17	017342	INT PMT-PUMPER-FIRE DPT	GRANITE COMMUNITY BANK
	DEPT 42200 Fire Protection			\$25,883.92					
	DEPT 42500 Civil Defense								
	101	42500	307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
			322	Postage	\$23.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
			323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
	DEPT 42500 Civil Defense			\$35.90					
	DEPT 43100 Hwys, Streets, & Roads								
	101	43100	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
			210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
			220	Repair/Maint Supply-Labor In	\$659.91	12/28/16	017328	LOADER SERVICE	TITAN MACHINERY
			307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
			309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
			321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
			322	Postage	\$25.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
			323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
			323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
			381	Electric Utilities	\$13.09	12/28/16	017330	209 BROADWAY & 562 CHESTNUT	XCEL ENERGY
			387	Street Lighting-Electricity	\$130.57	12/28/16	017330	51-4207942-1 STREETLGHTS	XCEL ENERGY
			413	Copier/Printer Lease	\$65.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
	DEPT 43100 Hwys, Streets, & Roads			\$1,169.49					
	DEPT 43125 Snow Removal								
	101	43125	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
			210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
			220	Repair/Maint Supply-Labor In	\$4,646.10	12/21/16	017311	SNOW DEFLECTOR, MOTOR, EDG	LITTLE FALLS MACHINE, INC
			220	Repair/Maint Supply-Labor In	\$248.18	12/28/16	017319	LED EMGERGENCY LIGHT FOR PLO	EMERGENCY APPARATUS MAINT
			220	Repair/Maint Supply-Labor In	\$659.92	12/28/16	017328	LOADER SERVICE	TITAN MACHINERY
			322	Postage	\$23.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
			381	Electric Utilities	\$13.08	12/28/16	017330	209 BROADWAY & 562 CHESTNUT	XCEL ENERGY
			413	Copier/Printer Lease	\$10.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
			540	Machinery & Equipment	\$15,070.00	12/21/16	017311	SNOW WING, INSTALLATION, AD	LITTLE FALLS MACHINE, INC
	DEPT 43125 Snow Removal			\$20,769.73					
	DEPT 45120 Summer Ball Program								

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
101	45120	323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		381	Electric Utilities	\$5.88	12/28/16	017330	51-4207942-1 BALLPK BALL PRG	XCEL ENERGY
		413	Copier/Printer Lease	\$5.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
DEPT 45120 Summer Ball Program				\$16.78				
DEPT 45122 Parks & Recreation								
101	45122	307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		381	Electric Utilities	\$42.02	12/28/16	017330	51-4207942-1 1001 OTHMAR LN	XCEL ENERGY
		410	Rentals-Toilet,Compr,PO Box	\$82.52	12/29/16	017324	101 OTHMAR COMMUNITY PARK	NELSONS SANITATION & RENTA
		413	Copier/Printer Lease	\$5.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
DEPT 45122 Parks & Recreation				\$142.44				
DEPT 46300 Planning and Zoning								
101	46300	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		305	Building Inspection Fees	\$101.41	12/28/16	017321	BUILDING INSPECTION & REVIEW	INSPECTRON INC.
		307	Alarm Service	\$7.00	01/11/17	017360		CENTRAL MINNESOTA ALARMS, I
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
		322	Postage	\$24.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
		323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		332	Training	\$30.00	01/11/17	017371	Shoreland Training Marty Bode	STEARNS CO ENVIRONMENTAL S
		413	Copier/Printer Lease	\$50.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
		429	Recording of Legal Document	\$46.00	12/28/16	017326	25942 LAKE RD VACATE EASEMEN	STEARNS CO RECORDER OFFICE
		429	Recording of Legal Document	\$46.00	12/28/16	017326	21567 AGATE BEACH RD VARIANC	STEARNS CO RECORDER OFFICE
		429	Recording of Legal Document	\$46.00	12/28/16	017326	9785 CO RD 6 VARIANCE SIGN	STEARNS CO RECORDER OFFICE
		442	Building Permit Surcharge	\$15.74	12/28/16	001111	4ST QTR	MN DEPT OF LABOR & INDUSTR
DEPT 46300 Planning and Zoning				\$635.07				
DEPT								
	221			\$2,091.93	01/11/17	017370	221-41000-310 Monitoring report,	SAUK RIVER WATERSHED DISTR
DEPT				\$2,091.93				
DEPT 47000 Debt Service (GENERAL)								
304	47000	445	Paying Agent Fee	\$495.00	01/09/17	017367	2014A CITY FACILITIES	NORTHLAND TRUST SERVICES, I
		601	Debt Srv Bond Principal	\$135,000.00	01/09/17	017367	2014A CITY FACILITIES	NORTHLAND TRUST SERVICES, I
		611	Bond Interest	\$20,068.75	01/09/17	017367	2014A CITY FACILITIES	NORTHLAND TRUST SERVICES, I
DEPT 47000 Debt Service (GENERAL)				\$155,563.75				
DEPT 47000 Debt Service (GENERAL)								
308	47000	601	Debt Srv Bond Principal	\$19,000.00	01/09/17	017368	SERIES 2014B CO RD 82 ST IMPR	PINE ISLAND BANK

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
	308	47000	611 Bond Interest	\$1,459.50	01/09/17	017368	SERIES 2014B CO RD 82 ST IMPR	PINE ISLAND BANK
DEPT	47000	Debt Service (GENERAL)		\$20,459.50				
DEPT	47000	Debt Service (GENERAL)						
	309	47000	611 Bond Interest	\$24,924.00	01/09/17	017366	BOND INT PMT-LAKES SWR PROJ	MN PUBLIC FACILITIES AUTHORI
DEPT	47000	Debt Service (GENERAL)		\$24,924.00				
DEPT								
	310			\$11,000.00	01/09/17	017367	2009A UTILITY DISPOSAL PORTIO	NORTHLAND TRUST SERVICES, I
DEPT				\$11,000.00				
DEPT	47000	Debt Service (GENERAL)						
	310	47000	611 Bond Interest	\$2,706.00	01/09/17	017367	2009A UTILITY DISPOSAL PORTIO	NORTHLAND TRUST SERVICES, I
DEPT	47000	Debt Service (GENERAL)		\$2,706.00				
DEPT								
	311			\$21,070.00	01/09/17	017367	2009A CORE WATER TOWER & PI	NORTHLAND TRUST SERVICES, I
DEPT				\$21,070.00				
DEPT	47000	Debt Service (GENERAL)						
	311	47000	611 Bond Interest	\$6,380.44	01/09/17	017367	2009A CORE WATER TOWER & PI	NORTHLAND TRUST SERVICES, I
DEPT	47000	Debt Service (GENERAL)		\$6,380.44				
DEPT								
	601			\$22.00	01/05/17	017331	601-49440-209 RENTAL RUGS	AMERIPRIDE SERVICES, INC
				\$10.12	01/04/17	017341	601-49440-291	GOPHER STATE ONE-CALL
				\$24.47	01/06/17	017352	601-49440-212 FUEL - WATER	ROCKVILLE GAS & BAIT
				\$44.00	01/04/17	017356	601-49440-381 229 BROADWAY	XCEL ENERGY
				\$142.66	01/04/17	017356	601-49440-381 423 MAPLE ST & 5	XCEL ENERGY
				\$18.00	01/04/17	017356	601-49440-381 209 BROADWAY &	XCEL ENERGY
				\$30.00	01/12/17	017357	601-49440-321 WIRELESS PHONE	AT & T MOBILITY
				\$142.71	01/11/17	017359	601-49440-383 6109272-2 209 BR	CENTER POINT ENERGY-MINNEG
				\$49.36	01/11/17	017359	601-49440-383 6110833-8 PUMPH	CENTER POINT ENERGY-MINNEG
				\$54.91	01/11/17	017359	601-49440-383 6109069-2 PMPHS	CENTER POINT ENERGY-MINNEG
				\$36.31	01/11/17	017359	601-49440-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$2,930.00	01/09/17	017367	2009A CORE WATER TOWER & PI	NORTHLAND TRUST SERVICES, I
				\$47.70	01/11/17	017374	601-382 10453000 PMPHOUSE 26	STEARNS ELECTRIC ASOC INC
				\$379.00	01/11/17	017374	601-381 10052700 WTR TWR WA	STEARNS ELECTRIC ASOC INC
				\$319.00	01/11/17	017374	601-382 10516700 PUMPHOUSE P	STEARNS ELECTRIC ASOC INC
				\$78.43	01/12/17	017375	601-49440-220 Town Water Repai	VISA
				\$32.38	01/12/17	017375	601-49440-322 newsletter postage	VISA
				\$17.75	01/12/17	017375	601-49440-200 Office Supplies	VISA
DEPT				\$4,378.80				

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name
DEPT 47000 Debt Service (GENERAL)								
601	47000	611	Bond Interest	\$802.31	01/09/17	017367	2009A CORE WATER TOWER & PI	NORTHLAND TRUST SERVICES, I
DEPT 47000 Debt Service (GENERAL)				\$802.31				
DEPT 49440 Water-Administration								
601	49440	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
		210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
		220	Repair/Maint Supply-Labor In	\$21.50	12/28/16	017320	WELL #3	GRANITE WATER WORKS, INC
		220	Repair/Maint Supply-Labor In	\$2,734.00	12/28/16	017327	REPLACE 2 WATER SERVICE 350/	STEVE KRAEMER EXCAVATING
		309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
		321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
		321	Telephone	\$47.37	12/21/16	017309	251-2120 Well house 3	CENTURYLINK
		322	Postage	\$24.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
		323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
		323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
		339	Maintenance Agmt(s)	\$863.70	01/05/17	017344	ANNUAL SOFTWARE & PHONE SU	ITRON, INC
		381	Electric Utilities	\$13.08	12/28/16	017330	209 BROADWAY & 562 CHESTNUT	XCEL ENERGY
		381	Electric Utilities	\$91.33	12/28/16	017330	423 MAPLE ST & 560 CHESTNUT	XCEL ENERGY
		413	Copier/Printer Lease	\$80.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
DEPT 49440 Water-Administration				\$4,143.90				
DEPT								
	602			\$22.00	01/05/17	017331	602-49490-209 RENTAL RUGS	AMERIPRIDE SERVICES, INC
				\$1,178.90	01/05/17	017339	602-49490-296 Grinderstation rep	DELTA ELECTRIC
				\$10.13	01/04/17	017341	602-49490-291	GOPHER STATE ONE-CALL
				\$24.47	01/06/17	017352	602-49490-212 FUEL - SEWER	ROCKVILLE GAS & BAIT
				\$150.44	01/04/17	017356	602-49490-381 398 BROADWAY S	XCEL ENERGY
				\$18.00	01/04/17	017356	602-49490-381 209 BROADWAY &	XCEL ENERGY
				\$44.00	01/04/17	017356	602-49490-381 229 BROADWAY	XCEL ENERGY
				\$29.98	01/12/17	017357	602-49490-321 GRINDERSTATION	AT & T MOBILITY
				\$30.00	01/12/17	017357	602-49490-321 WIRELESS PHONE	AT & T MOBILITY
				\$36.31	01/11/17	017359	602-49490-383 6394888-9 UTIL-2	CENTER POINT ENERGY-MINNEG
				\$142.71	01/11/17	017359	602-49490-383 6109272-2 209 BR	CENTER POINT ENERGY-MINNEG
				\$25,618.73	01/12/17	017364	602-49490-215 Payment 2 Lift Stat	KUECHLE UNDERGROUND, INC
				\$21,739.50	01/09/17	017366	BOND PMT CORE	MN PUBLIC FACILITIES AUTHORI
				\$70.00	01/11/17	017374	602-381 10440600 LIFT ST PLEAS	STEARNS ELECTRIC ASOC INC
				\$99.00	01/11/17	017374	602-381 10405800 LIFT ST GRAN	STEARNS ELECTRIC ASOC INC
				\$210.00	01/11/17	017374	602-381 10406000 LIFT ST PRAIR	STEARNS ELECTRIC ASOC INC
				\$180.00	01/11/17	017374	602-381 10405900 LIFT ST PLEAS	STEARNS ELECTRIC ASOC INC
				\$32.38	01/12/17	017375	602-49490-322 newsletter postage	VISA
				\$17.76	01/12/17	017375	602-49490-200 Office Supplies	VISA

FUN	DEPT	OBJ	OBJ Descr	Amount	Tran Date	Check Nbr	Comments	Search Name	
	DEPT			\$49,654.31					
	DEPT 49490		Sewer-Administration						
	602	49490	106	Cleaning Person	\$44.45	12/28/16	017325	CLEAN CITY HALL	PATS QUALITY CLEANER
			210	Operating Supplies/Expenses	\$55.00	12/21/16	017315	CH CLEAN CARPETS	RESTORETECH
			309	Computer Svcs, Software & S	\$98.00	01/05/17	017338	2017 ANNUAL SOFTWARE	COMMUNITY TECHNOLOGY CEN
			321	Telephone	\$52.21	12/21/16	017309	685-4204 Sewer	CENTURYLINK
			321	Telephone	\$205.50	12/21/16	017309	612-E16-2655 Sewer	CENTURYLINK
			321	Telephone	\$47.46	12/21/16	017309	259-1473 Sewer	CENTURYLINK
			321	Telephone	\$37.00	12/21/16	017309	251-5836 City Hall	CENTURYLINK
			322	Postage	\$24.00	01/05/17	017355	2017 ANNUAL POSTAGE FEE	U S POSTMASTER
			323	Internet/E-mail/Web Site	\$28.57	01/11/17	017358	EMAIL SETUP	AVENET, LLC
			323	Internet/E-mail/Web Site	\$5.90	01/11/17	017365	CITY HALL	MIDCO
			339	Maintenance Agmt(s)	\$863.71	01/05/17	017344	ANNUAL SOFTWARE & PHONE SU	ITRON, INC
			381	Electric Utilities	\$124.60	12/21/16	017317	51-4207944-3 398 BROADWAY ST	XCEL ENERGY
			381	Electric Utilities	\$13.08	12/28/16	017330	209 BROADWAY & 562 CHESTNUT	XCEL ENERGY
			413	Copier/Printer Lease	\$100.00	12/28/16	017322	COPIER/LEASE	MARCO TECHNOLOGIES LLC
	DEPT 49490		Sewer-Administration	\$1,699.48					
				\$441,599.09					

ROCKVILLE CITY COUNCIL MEETING MINUTES
December 21, 2016
ROCKVILLE CITY HALL

Item 1) Call to Order

Item 2) Pledge of Allegiance

Item 3) Roll Call

The meeting was called to order by Mayor Jeff Hagen at 6:00 p.m. Roll call was taken and the following members were present: Council Members; Susan Palmer, Don Simon, Rick Tallman, and Duane Willenbring.

Staff members present: Stearns County Sheriff Representative Victor Weiss, Planning Commission Chair Bill Becker.

Others present were various members of the public.

Item 4) Approval/Additions of Agenda

Additions to the agenda under Item 13) Council Action:

- b) Assigned Resolution 2016-65
- c) Approval of Fire Department Slate of Offices for 2017 – Resolution 2016-66
- d) Discussion Council Emails

Allow room between Items 5 and 6 for Planning Commission recognition.

Remove following three (3) items from Item 8) Consent Agenda and add to Item 13) Council Action:

- f) Resolution 2016-52 ARCON and Delinquent Taxes
- g) Resolution 2016-53 MnWARN Mutual Aid agreement
- h) Resolution 2016-54 Rinke Noonan 2017 Fee Schedule

Motion by Willenbring, second by Simon, to approve the agenda as amended. Motion passed unanimously.

Item 5) Open Forum (4) Minute Limit (No Sharing/Allotting of Minutes)

Jane DeAustin, CMBA Government Affairs, requested that the city council carefully consider the proposed increase of water and sewer fees.

Steve Dietman, 12865 250th Street, questioned the proposed 25% increase on his recent property tax statement.

Jerry Tippelt, 12318 235th Street, spoke in favor of redoing Sauk River Road and approaching the county to increase their assessment to 35% instead of 27% since there are no homeowners along this road, only the county park or consider using Class 2 granite which in turn supports the local granite industry.

Julie Zimmerman, 10805 260th Street, spoke about the 2017 budget levy and asked the council to consider reducing the budget to a more acceptable level.

Timothy Holbrook, 13002 250th Street, expressed concern over the proposed 24% property tax increase.

Kathleen Stanger, Halfman Road, questioned the Rockfest budget, the city's representation, and any outstanding bills.

Mayor Hagen presented Planning Commission Members Toni Honer and Dale Borgmann the plaques of appreciation for their years of service to the commission.

Item 6) Approval Rockville City Council Minutes of November 16 and December 8, 2016

Motion by Tallman, second by Palmer, to approve the City Council minutes of November 16, 2016 and December 8, 2016. Motion passed unanimously.

Item 7) Approval of Bills Paid

Motion by Palmer, second by Willenbring, to approve the bills paid for November and December. Motion passed unanimously.

Item 8) Consent Agenda:

- a) Approve of November/December 2016 Journal Entries
- b) Resolution 2016-48 Acknowledge November-December 2016 Donations
- c) Resolution 2016-49 2017 Annual Tobacco License Renewal
- d) Resolution 2016-50 Declaring Cost To Be Assessed 260th Street
- e) Resolution 2016-51 Setting Public Hearing for Proposed 260th St Assessments

Motion by Palmer, second by Tallman, to approve the Consent Agenda. Motion passed unanimously.

Item 9) Public Hearing Liquor Violation - Resolution 2016-55

Notice is hereby given that the Rockville City Council will hold a public hearing on Wednesday, **December 21, 2016 at approximately 6:00 p.m. at Rockville City Hall – 229 Broadway Street East** on the violation and the proposed penalty regarding a liquor compliance check failure by The Water's Edge Restaurant. The address of the property is: 25958 Lake Road, Rockville, MN.

The proposed fine is \$1,000.00 and proposed penalty of a three (3) day suspension. City Ordinance Section 112.36(B)a. and Section 112.99 (B) (1)

No one from the public appeared.

Motion by Willenbring, second by Tallman, to close the Public Hearing at 6:14 p.m.

Resolution states a \$1,000.00 fine and a penalty of a three (3) day suspension for the second violation within a year.

Motion by Palmer, second by Simon, to approve Resolution 2016-55 Water's Edge Restaurant Failed Liquor Compliance Check. Motion passed unanimously.

Item 10) Public Hearing Vacating City Right-of-Way - Resolution 2016-56

Notice is hereby given that the Rockville City Council will hold a public hearing on **Wednesday, December 21, 2016 at approximately 6:00 p.m. at the Rockville City Hall** to consider the request from property owners at 25942 Lake Road, Rockville MN for the City of Rockville to vacate the City's right-of-way (through prescriptive easement) to what is known as old Pleasant Lake City Hall.

John Kirby, 25942 Lake Road, new property owner, spoke about vacating the city's easement on their property.

Motion by Palmer, second by Willenbring, to close the Public Hearing at 6:16 p.m.

**Motion by Simon, second by Tallman, to approve Resolution 2016-56 Vacation of City Right-of-Way.
Motion passed unanimously.**

Item 11) Local Board of Appeals and Equalization Agreement – Resolution 2016-57

Discussion was held on whether to approve transferring the power and duties to the county. Mayor Hagen motioned to approve Resolution 2016-57 to the county.

**Motion by Hagen, second by Palmer, to approve Resolution 2016-57 Transferring of Power and Duties.
Roll Call Vote:**

AYES: Hagen, Palmer, Simon

NAYS: Tallman, Willenbring

Motion passed on a 3 to 2 vote.

Item 12) Department Reports

a) Sheriff's Report

Sheriff Deputy Victor Weiss reviewed with the Council the November 2016 written Sheriff's Report of the City of Rockville activity. A short discussion was held on the necessity of the Sheriff's appearance at monthly Council meetings.

b) Planning Commission

Chair Bill Becker presented the following:

1. Resolution 2016-59 (Jeff's Auto Body Sign Variance Request)

Owners: Jeffery and Gina Kraus dba: Jeff's Auto Body

Property Address: 9785 County Road 6

Legal Description: 75.03A P/O N2NE4 & N 33 1/3 RODS of S2NE4 & P/O E2NW4 Lying E RR ROW Less 41 Acres & Less Hwy 23 ROW Section-Township-Range 03-123-029

Zoning District: B-2 – General Business

Variance Requested:

1. Variance to construct a 4.2' x 19.95, 84sf Electronic sign on top of his current 6.8 x 19.95, 136sf for a total 220sf

Section 12, Subdivision 16.

B.1. Maximum aggregate area for lot.

- a. Single entity occupant property – One (1) square foot per lineal front foot.

B.3. Maximum sign area of freestanding signs

- a. If facing Trunk Highway 23 – One hundred-fifty (150) square feet.
- b. If facing other arterial or collector street – One hundred twenty-five (125) square feet.

Relevant Information:

1. This property is located on the West side of CR 6 at the intersection of State Highway 23.
2. Property 4.56 acres more or less.
3. Front footage (Hwy 6) 760 lineal feet more or less, (Hwy 23) 183 lineal feet more or less
4. 6 notices of public hearing were sent out.

RECOMMENDATION

1. Approve

Motion by Willenbring, second by Simon, to approve Resolution 2016-59 Jeff's Auto Body Sign Variance Request. Motion passed unanimously.

2. Resolution 2016-58 (Mimbach Variance Request)

Owner: Kathleen Mimbach

Property Address: 21567 Agate Beach Road

Legal Description: Parcel ID# 76.41800.0010 – N2 lot 10 and FR.14A of Govt Lot 2 ADJ to said lot old #28.17224.000, Lot 10 of First Add to Agate Beach, Section-Township-Range 28-123-029

Zoning District: R-1 Single Family Residential

Variance Requested:

1. An after-the-fact Variance to setback requirement of a non-conforming lot in an R-1 District

Section 17, Subsection 6, 5 Setbacks,

- B. Side Yard Setback. The side yard setback must be at least ten (10) feet, except that the side yard setback on corner lots must be at least fifteen (15) feet.

Relevant Information:

1. This property is located in the Grand Lake Shoreland District
2. Variance of 3.1 feet on the West end of new addition and 3.5 feet on the East end.
3. 20 notices of public hearing were sent out.

RECOMMENDATION

1. Approve

Mayor Hagen disclosed that he is related to the applicant. Kathleen Mimbach is his aunt. After considerable discussion by the council, Mayor Hagen called for a roll call vote.

Motion by Hagen, second by Palmer, to approve Resolution 2016-58 Mimbach Variance Request.

Roll Call Vote:

AYES: Hagen, Palmer, Simon

NAYS: Tallman, Willenbring

Motion passed on a 3 to 2 vote.

c) Administration

- 1) Resolution 2016-60 Amending 2017 Street Project

Motion by Simon, second by Tallman, to approve Resolution 2016-60 Amending 2017 Street Project. Motion passed unanimously.

- 2) Resolution 2016-61 2017 Budget (Includes 1% COLA)(Does not include Rockfest)

Kathleen Stanger spoke on Rockfest concerns and expectations.

Jim Meinz, 22093 Agate Beach Road, requested clarification of the 2017 budget.

Julie Zimmerman, 10805 260th Street, requested the council adopt a levy less than proposed.

Upon hearing no further public input, a motion was made to close the public comment.

Motion by Willenbring, second by Tallman to close the Public Comment at 7:13 p.m.

Council held further discussion on the 2017 budget.

Motion by Palmer, second by Simon to approve Resolution 2016-61 2017 Budget (motion includes 1% COLA for PERA/STEP employees and the Emergency Management position to be an annual salary of \$1500.00). Motion passed unanimously.

- 3) Resolution 2016-64 2017 Fee Schedule/Schedule of Cost

Motion by Palmer, second by Hagen, to approve Resolution 2016-64 2017 Fee Schedule/Schedule of Cost with a change in SAC/WAC to \$2,500.00 each.

Roll Call Vote:

AYES: Hagen, Palmer, Simon

NAYS: Tallman, Willenbring

Motion passed on a 3 to 2 vote.

- 4) Resolution 2016-62 2016 Budget Amendments

Motion by Palmer, second by Willenbring, to approve Resolution 2016-62 2016 Budget Amendments.

- 5) Street Improvement Assessment Policy

Roger Klein, 24763 Lake Road, stated they are gathering signatures for a petition regarding the city's assessment policy. It will be presented at a future Council meeting.

- 6) Resolution 2016-63 Advertise anticipated open Council seat

Motion by Hagen, second by Tallman, to approve Resolution 2016-63 Advertise anticipated open Council seat.

- 7) Update on 25814 Lake Road Nuisance Building –

No new updates. Post Pone to next Council Meeting

Item 13) Council Action:

- a) Appropriations, Allocations and Transfers

No additional items.

- b) Approve Resolution 2016-65 New Planning Commission Members

Motion by Hagen, second by Palmer, to approve Resolution 2016-65 New Planning Commission Members; Brian Herberg and Tom Molitor.

- c) Approval of Fire Department Slate of Offices for 2017 – Resolution 2016-66

Motion by Simon, second by Willenbring, to approve Resolution 2016-66 Approval of Fire Department Slate of Offices for 2017.

- d) Discussion Council Emails

Effective January 1, 2017, Jeff Hagen, Sue Palmer, Don Simon, Rick Tallman city (govoffice) emails will be cancelled.

- e) Resolution 2016-52 ARCON and Delinquent Taxes

Motion by Tallman, second by Willenbring, to approve Resolution 2016-52 ARCON and Delinquent Taxes.

- f) Resolution 2016-53 MnWARN Mutual Aid agreement

Motion by Hagen, second by Willenbring, to approve Resolution 2016-53 MnWARN Mutual Aid agreement.

- g) Resolution 2016-54 Rinke Noonan 2017 Fee Schedule

Motion by Tallman, second by Willenbring, to approve Resolution 2016-54 Rinke Noonan 2017 Fee Schedule.

Item 14) Mayor/Council Reports

Nothing to report.

Item 15) Other/FYI

- a. CenterPoint Rate Increase
- b. Sauk River Project Bids sent to County
- c. Thank you(s)
Administrator Bode presented Mayor Hagen and Member Palmer plaques of appreciation for their years of service on the city council.

Item 16) Open Forum (4) Minute Limit (No Sharing/Allotting of Minutes)

Kathleen Stanger, spoke about snowplowing near her driveway.

Item 17) Adjourn

Motion made by Simon, second by Palmer, to adjourn the meeting at 8:05 p.m. Motion carried.

Respectfully Submitted

***Martin M. Bode
City Administrator***

CITY OF ROCKVILLE
Journal Entries Council MMB

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
Tran Date 12/21/2016								
12/21/16 JE	12/21/2016	G	101-25300	Unreserved Fund Balance	\$500.00	\$0.00	Journal Entry	
		G	101-25320	Design for Fire	\$0.00	\$500.00	Journal Entry	
Tran Date 12/21/2016								
					\$500.00	\$500.00		
Tran Date 12/22/2016								
12/20/16 JE	12/22/2016	G	101-10600	Cash	\$0.00	\$38,937.79	Payroll Journal Entry	Labor Distribution
		G	101-21701	Federal Withholding	\$0.00	\$1,458.50	Payroll Journal Entry	Labor Distribution
		G	101-21702	State Withholding	\$0.00	\$639.08	Payroll Journal Entry	Labor Distribution
		G	101-21703	FICA/Medicare Withholding	\$0.00	\$7,396.44	Payroll Journal Entry	Labor Distribution
		G	101-21704	PERA	\$0.00	\$1,447.05	Payroll Journal Entry	Labor Distribution
		G	101-21705	Health Insurance	\$0.00	\$244.01	Payroll Journal Entry	Labor Distribution
		G	101-21709	Short/Long-Term Disability	\$0.00	\$30.55	Payroll Journal Entry	Labor Distribution
		E	101-41000-101	City Administrator	\$157.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-105	Finance Director	\$29.60	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-108	Administrative Assistant	\$29.69	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-121	PERA	\$16.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-122	FICA-Social Security	\$12.87	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-123	Medicare	\$3.01	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-101	City Administrator	\$695.37	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-103	Employee Wage-Admin,Main	\$3,015.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-105	Finance Director	\$19.74	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-108	Administrative Assistant	\$19.79	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-121	PERA	\$55.12	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-122	FICA-Social Security	\$230.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-123	Medicare	\$53.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-105	Finance Director	\$19.74	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-108	Administrative Assistant	\$69.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-121	PERA	\$9.04	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-122	FICA-Social Security	\$7.32	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-123	Medicare	\$1.70	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-101	City Administrator	\$157.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-105	Finance Director	\$394.72	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-108	Administrative Assistant	\$296.92	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-121	PERA	\$63.71	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-122	FICA-Social Security	\$50.92	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-123	Medicare	\$11.91	\$0.00	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
12/20/16 JE	12/22/2016	E	101-41800-331	Hotel,Meal,Prkg & Mileage R	\$17.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-101	City Administrator	\$7.88	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-102	Public Works Director	\$47.41	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-105	Finance Director	\$4.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-108	Administrative Assistant	\$2.47	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-109	Public Works Maintenance	\$36.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-121	PERA	\$7.46	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-122	FICA-Social Security	\$6.11	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-123	Medicare	\$1.44	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-102	Public Works Director	\$17.78	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-105	Finance Director	\$39.47	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-107	Fire Dept Wages Salary	\$34,534.33	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-108	Administrative Assistant	\$4.95	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-109	Public Works Maintenance	\$13.87	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-121	PERA	\$8.08	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-122	FICA-Social Security	\$2,147.58	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-123	Medicare	\$502.23	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-103	Employee Wage-Admin,Main	\$326.40	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-105	Finance Director	\$2.96	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-108	Administrative Assistant	\$4.95	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-121	PERA	\$2.96	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-122	FICA-Social Security	\$22.58	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-123	Medicare	\$5.27	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-102	Public Works Director	\$5.92	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-105	Finance Director	\$4.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-109	Public Works Maintenance	\$4.62	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-121	PERA	\$3.53	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-122	FICA-Social Security	\$2.80	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-123	Medicare	\$0.64	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-101	City Administrator	\$78.84	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-102	Public Works Director	\$942.23	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-105	Finance Director	\$98.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-108	Administrative Assistant	\$7.42	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-109	Public Works Maintenance	\$730.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-121	PERA	\$139.30	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-122	FICA-Social Security	\$114.19	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-123	Medicare	\$26.71	\$0.00	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
12/20/16 JE	12/22/2016	E	101-43125-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-102	Public Works Director	\$284.45	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-104	Temp Employee-Part time/S	\$68.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-105	Finance Director	\$4.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-108	Administrative Assistant	\$2.47	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-109	Public Works Maintenance	\$221.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-121	PERA	\$40.89	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-122	FICA-Social Security	\$37.79	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-123	Medicare	\$8.85	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-102	Public Works Director	\$23.70	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-105	Finance Director	\$4.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-108	Administrative Assistant	\$4.95	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-109	Public Works Maintenance	\$60.09	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-121	PERA	\$9.40	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-122	FICA-Social Security	\$7.63	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-123	Medicare	\$1.78	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-101	City Administrator	\$63.07	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-102	Public Works Director	\$284.45	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-105	Finance Director	\$4.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-108	Administrative Assistant	\$2.47	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-109	Public Works Maintenance	\$184.88	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-121	PERA	\$40.48	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-122	FICA-Social Security	\$33.15	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-123	Medicare	\$7.76	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-101	City Administrator	\$1,643.01	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-102	Public Works Director	\$5.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-105	Finance Director	\$532.89	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-108	Administrative Assistant	\$296.94	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-109	Public Works Maintenance	\$4.60	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-111	Planning Commission	\$337.50	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-121	PERA	\$186.25	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-122	FICA-Social Security	\$168.12	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-123	Medicare	\$39.34	\$0.00	Payroll Journal Entry	Labor Distribution
		G	205-10600	Cash	\$0.00	\$36.20	Payroll Journal Entry	Labor Distribution
		E	205-45122-101	City Administrator	\$31.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-121	PERA	\$2.37	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-122	FICA-Social Security	\$1.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-123	Medicare	\$0.43	\$0.00	Payroll Journal Entry	Labor Distribution
		G	221-10600	Cash	\$0.00	\$5.88	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments	
12/20/16 JE	12/22/2016	E	221-41000-101	City Administrator	\$3.15	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	221-41000-105	Finance Director	\$1.97	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	221-41000-121	PERA	\$0.38	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	221-41000-122	FICA-Social Security	\$0.31	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	221-41000-123	Medicare	\$0.07	\$0.00	Payroll Journal Entry	Labor Distribution	
		G	601-10600	Cash	\$0.00	\$1,355.01	Payroll Journal Entry	Labor Distribution	
		E	601-49440-101	City Administrator	\$63.07	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-102	Public Works Director	\$355.56	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-105	Finance Director	\$355.25	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-108	Administrative Assistant	\$98.97	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-109	Public Works Maintenance	\$277.32	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-121	PERA	\$86.26	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-122	FICA-Social Security	\$69.84	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-123	Medicare	\$16.34	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	601-49440-330	PL LK Htl, Prkg & Mileage Re	\$32.40	\$0.00	Payroll Journal Entry	Labor Distribution	
		G	602-10600	Cash	\$0.00	\$1,589.96	Payroll Journal Entry	Labor Distribution	
		E	602-49490-101	City Administrator	\$63.07	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	602-49490-102	Public Works Director	\$402.97	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	602-49490-105	Finance Director	\$453.93	\$0.00	Payroll Journal Entry	Labor Distribution	
		E	602-49490-108	Administrative Assistant	\$148.46	\$0.00	Payroll Journal Entry	Labor Distribution	
E	602-49490-109	Public Works Maintenance	\$314.30	\$0.00	Payroll Journal Entry	Labor Distribution			
E	602-49490-121	PERA	\$103.70	\$0.00	Payroll Journal Entry	Labor Distribution			
E	602-49490-122	FICA-Social Security	\$83.91	\$0.00	Payroll Journal Entry	Labor Distribution			
E	602-49490-123	Medicare	\$19.62	\$0.00	Payroll Journal Entry	Labor Distribution			
Tran Date 12/22/2016					\$53,140.47	\$53,140.47			
Tran Date 1/5/2017									
01/04/17 JE	1/5/2017	G	101-10600	Cash	\$0.00	\$3,882.59	Payroll Journal Entry	Labor Distribution	
		G	101-20400	Salaries Payable	\$11,257.58	\$0.00	Payroll Journal Entry	Labor Distribution	
		APPR123116	G	101-20400	Salaries Payable	\$0.00	\$11,257.58	Payroll Journal Entry	Labor Distribution
		01/04/17 JE	G	101-21701	Federal Withholding	\$0.00	\$1,262.34	Payroll Journal Entry	Labor Distribution
			G	101-21702	State Withholding	\$0.00	\$522.99	Payroll Journal Entry	Labor Distribution
			G	101-21703	FICA/Medicare Withholding	\$0.00	\$1,601.34	Payroll Journal Entry	Labor Distribution
			G	101-21704	PERA	\$0.00	\$1,461.69	Payroll Journal Entry	Labor Distribution
			G	101-21705	Health Insurance	\$0.00	\$244.01	Payroll Journal Entry	Labor Distribution
			G	101-21706	City Portion Health Ins	\$0.00	\$1,952.07	Payroll Journal Entry	Labor Distribution
			G	101-21709	Short/Long-Term Disability	\$0.00	\$30.55	Payroll Journal Entry	Labor Distribution
G	101-21711	Incentive Pay	\$0.00	\$300.00	Payroll Journal Entry	Labor Distribution			
APPR123116	E	101-41000-101	City Administrator	\$159.28	\$0.00	Payroll Journal Entry	Labor Distribution		
	E	101-41000-105	Finance Director	\$29.90	\$0.00	Payroll Journal Entry	Labor Distribution		
	E	101-41000-108	Administrative Assistant	\$29.99	\$0.00	Payroll Journal Entry	Labor Distribution		

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
APPR123116	1/5/2017	E	101-41000-121	PERA	\$16.43	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-122	FICA-Social Security	\$48.01	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-123	Medicare	\$11.20	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41000-131	Health Insurance	\$671.49	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-101	City Administrator	\$702.42	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-105	Finance Director	\$19.94	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-108	Administrative Assistant	\$20.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-121	PERA	\$55.69	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-122	FICA-Social Security	\$43.82	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-123	Medicare	\$10.24	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41110-131	Health Insurance	\$273.31	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-105	Finance Director	\$19.94	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-108	Administrative Assistant	\$69.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-121	PERA	\$9.14	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-122	FICA-Social Security	\$7.39	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-123	Medicare	\$1.73	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41410-131	Health Insurance	\$19.52	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-101	City Administrator	\$159.28	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-105	Finance Director	\$398.72	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-108	Administrative Assistant	\$299.94	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-121	PERA	\$64.35	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-122	FICA-Social Security	\$51.46	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-123	Medicare	\$12.04	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-131	Health Insurance	\$209.56	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41800-331	Hotel,Meal,Prkg & Mileage R	\$3.78	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-101	City Administrator	\$7.96	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-102	Public Works Director	\$47.89	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-105	Finance Director	\$4.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-108	Administrative Assistant	\$2.50	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-109	Public Works Maintenance	\$37.34	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-121	PERA	\$7.55	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-122	FICA-Social Security	\$5.84	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-123	Medicare	\$1.38	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-41940-131	Health Insurance	\$4.88	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-102	Public Works Director	\$17.96	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-105	Finance Director	\$39.87	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-108	Administrative Assistant	\$5.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-109	Public Works Maintenance	\$14.00	\$0.00	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
APPR123116	1/5/2017	E	101-42200-121	PERA	\$8.15	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-122	FICA-Social Security	\$6.39	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-123	Medicare	\$1.49	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42200-131	Health Insurance	\$26.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-105	Finance Director	\$2.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-108	Administrative Assistant	\$5.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-121	PERA	\$2.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-122	FICA-Social Security	\$2.37	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-123	Medicare	\$0.55	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42500-131	Health Insurance	\$13.18	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-102	Public Works Director	\$5.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-105	Finance Director	\$4.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-109	Public Works Maintenance	\$4.67	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-121	PERA	\$3.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-122	FICA-Social Security	\$2.79	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-123	Medicare	\$0.66	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-42800-131	Health Insurance	\$13.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-101	City Administrator	\$79.64	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-102	Public Works Director	\$951.77	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-105	Finance Director	\$99.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-108	Administrative Assistant	\$7.50	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-109	Public Works Maintenance	\$737.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-121	PERA	\$140.73	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-122	FICA-Social Security	\$108.84	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-123	Medicare	\$25.46	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-131	Health Insurance	\$67.46	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43100-331	Hotel,Meal,Prkg & Mileage R	\$23.76	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-102	Public Works Director	\$287.33	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-105	Finance Director	\$4.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-108	Administrative Assistant	\$2.50	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-109	Public Works Maintenance	\$224.06	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-121	PERA	\$41.30	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-122	FICA-Social Security	\$31.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-123	Medicare	\$7.48	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-43125-131	Health Insurance	\$13.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-102	Public Works Director	\$23.94	\$0.00	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
APPR123116	1/5/2017	E	101-45120-105	Finance Director	\$4.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-108	Administrative Assistant	\$5.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-109	Public Works Maintenance	\$60.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-121	PERA	\$9.48	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-122	FICA-Social Security	\$7.54	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-123	Medicare	\$1.77	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45120-131	Health Insurance	\$13.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-101	City Administrator	\$63.71	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-102	Public Works Director	\$287.33	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-105	Finance Director	\$4.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-108	Administrative Assistant	\$2.50	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-109	Public Works Maintenance	\$186.72	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-121	PERA	\$40.90	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-122	FICA-Social Security	\$31.51	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-123	Medicare	\$7.38	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-45122-131	Health Insurance	\$25.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-101	City Administrator	\$1,659.68	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-102	Public Works Director	\$5.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-105	Finance Director	\$538.29	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-108	Administrative Assistant	\$299.94	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-109	Public Works Maintenance	\$4.67	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-121	PERA	\$188.14	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-122	FICA-Social Security	\$148.73	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-123	Medicare	\$34.76	\$0.00	Payroll Journal Entry	Labor Distribution
		E	101-46300-131	Health Insurance	\$829.64	\$0.00	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	205-10600	Cash	\$0.00	\$48.63	Payroll Journal Entry	Labor Distribution
		G	205-20400	Salaries Payable	\$48.63	\$0.00	Payroll Journal Entry	Labor Distribution
APPR123116		G	205-20400	Salaries Payable	\$0.00	\$48.63	Payroll Journal Entry	Labor Distribution
		E	205-45122-101	City Administrator	\$31.86	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-121	PERA	\$2.39	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-122	FICA-Social Security	\$1.88	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-123	Medicare	\$0.44	\$0.00	Payroll Journal Entry	Labor Distribution
		E	205-45122-131	Health Insurance	\$12.06	\$0.00	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	221-10600	Cash	\$0.00	\$7.91	Payroll Journal Entry	Labor Distribution
		G	221-20400	Salaries Payable	\$7.91	\$0.00	Payroll Journal Entry	Labor Distribution
APPR123116		G	221-20400	Salaries Payable	\$0.00	\$7.91	Payroll Journal Entry	Labor Distribution
		E	221-41000-101	City Administrator	\$3.19	\$0.00	Payroll Journal Entry	Labor Distribution
		E	221-41000-105	Finance Director	\$1.99	\$0.00	Payroll Journal Entry	Labor Distribution
		E	221-41000-121	PERA	\$0.39	\$0.00	Payroll Journal Entry	Labor Distribution
		E	221-41000-122	FICA-Social Security	\$0.31	\$0.00	Payroll Journal Entry	Labor Distribution

Batch Name	Tran Date	Act Typ	Act Code	Last Dim Descr	Dr Amt	Cr Amt	Tran Name	Comments
APPR123116	1/5/2017	E	221-41000-123	Medicare	\$0.07	\$0.00	Payroll Journal Entry	Labor Distribution
		E	221-41000-131	Health Insurance	\$1.96	\$0.00	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	601-10600	Cash	\$0.00	\$1,491.42	Payroll Journal Entry	Labor Distribution
APPR123116		G	601-20400	Salaries Payable	\$0.00	\$1,491.42	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	601-20400	Salaries Payable	\$1,491.42	\$0.00	Payroll Journal Entry	Labor Distribution
APPR123116		E	601-49440-101	City Administrator	\$63.71	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-102	Public Works Director	\$359.16	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-105	Finance Director	\$358.85	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-108	Administrative Assistant	\$99.98	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-109	Public Works Maintenance	\$280.08	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-121	PERA	\$87.14	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-122	FICA-Social Security	\$68.10	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-123	Medicare	\$15.93	\$0.00	Payroll Journal Entry	Labor Distribution
		E	601-49440-131	Health Insurance	\$158.47	\$0.00	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	602-10600	Cash	\$0.00	\$1,798.40	Payroll Journal Entry	Labor Distribution
APPR123116		G	602-20400	Salaries Payable	\$0.00	\$1,798.40	Payroll Journal Entry	Labor Distribution
01/04/17 JE		G	602-20400	Salaries Payable	\$1,798.40	\$0.00	Payroll Journal Entry	Labor Distribution
APPR123116		E	602-49490-101	City Administrator	\$63.71	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-102	Public Works Director	\$407.05	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-105	Finance Director	\$458.53	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-108	Administrative Assistant	\$149.97	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-109	Public Works Maintenance	\$317.42	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-121	PERA	\$104.75	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-122	FICA-Social Security	\$82.00	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-123	Medicare	\$19.18	\$0.00	Payroll Journal Entry	Labor Distribution
		E	602-49490-131	Health Insurance	\$195.79	\$0.00	Payroll Journal Entry	Labor Distribution
Tran Date 1/5/2017					\$29,207.88	\$29,207.88		
Tran Date 1/10/2017								
01/10/17 JE	1/10/2017	G	101-10200	Petty Cash	\$0.00	\$6.26	Journal Entry	
		G	101-20200	Accounts Payable	\$6.26	\$0.00	Journal Entry	
Tran Date 1/10/2017					\$6.26	\$6.26		
					\$82,854.61	\$82,854.61		

**City of Rockville, Minnesota
Resolution 2017-02**

Accepting of Donations / Contributions for December 2016 and January 2017

It is hereby resolved by the City of Rockville, Minnesota that:

WHEREAS; Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

WHEREAS; The City seeks to properly accept and record donations and contributions in accordance with all state statutes and state auditor requirements;

THEREFORE; The Rockville City Council formally accepts the following donations / contributions given to the City during the month of December 2016 and January 2017 and agrees to their associated stipulations:

- | | | |
|----|---|-------------------|
| 1. | <i>Rockville Lions Club</i>
Stock New Rescue Unit w/Supplies | <i>\$3,500.00</i> |
| 2. | <i>Rockville Lions Club</i>
Reimburse Blanket Supplies | <i>\$348.94</i> |
| 3. | <i>Rockville Lions Club</i>
Reimburse Snow Removal Gas | <i>\$57.99</i> |
| 4. | <i>Coldspring</i>
Fire and Rescue | <i>\$500.00</i> |

Adoption by the City Council of the City of Rockville on this 18th Day of January, 2017.

Duane Willenbring, Mayor

ATTEST:

Martin M. Bode, City Administrator-Clerk

ROCKVILLE ACTIVITY

DECEMBER 2016

JAN 08 2017

TOTAL HOURS 33

(SEE ATTACHED ACTIVITY LIST FOR DETAILS)

ROCKVILLE CONTRACTS - DEC 2016

<u>Actual Incid</u>	<u>City</u>	<u>Date Received</u>	<u>Comp</u>	<u>Call Number</u>	<u>Complaint</u>	<u>First Unit</u>
ROCKVILLE		12/01/2016 22:39:48	23:41:32	16099840	CONTR	2568
ROCKVILLE		12/02/2016 02:00:12	03:04:06	16099914	CONTR	2541
ROCKVILLE		12/03/2016 22:19:52	23:16:25	16100542	CONTR	2570
ROCKVILLE		12/04/2016 19:35:49	21:10:46	16100804	CONTR	2572
ROCKVILLE		12/05/2016 01:13:23	02:14:14	16100891	CONTR	2569
ROCKVILLE		12/06/2016 13:12:10	14:15:42	16101251	CONTR	2578
ROCKVILLE		12/07/2016 08:07:08	09:07:38	16101427	CONTR	2563
ROCKVILLE		12/07/2016 21:10:28	22:17:01	16101679	CONTR	2561
ROCKVILLE		12/07/2016 21:26:16	21:36:30	16101680	CONTR	2575
ROCKVILLE		12/08/2016 05:33:37	06:33:31	16101729	CONTR	2540
ROCKVILLE		12/09/2016 15:22:25	16:32:37	16102197	CONTR	2573
ROCKVILLE		12/10/2016 00:24:55	01:24:57	16102385	CONTR	2541
ROCKVILLE		12/10/2016 20:32:26	21:39:39	16102602	CONTR	2547
ROCKVILLE		12/11/2016 20:06:44	21:12:06	16102870	CONTR	2549
ROCKVILLE		12/12/2016 01:34:16	02:41:43	16102900	CONTR	2554
ROCKVILLE		12/12/2016 09:42:56	10:50:41	16102937	CONTR	2548
ROCKVILLE		12/14/2016 01:32:07	03:02:13	16103394	CONTR	2546
ROCKVILLE		12/15/2016 01:00:30	02:01:53	16103658	CONTR	2556
ROCKVILLE		12/15/2016 09:48:27	10:50:19	16103710	CONTR	2566
ROCKVILLE		12/16/2016 21:18:33	22:26:57	16104272	CONTR	2571
ROCKVILLE		12/17/2016 22:34:07	23:33:50	16104542	CONTR	2561
ROCKVILLE		12/18/2016 21:04:32	22:20:07	16104708	CONTR	2547
ROCKVILLE		12/19/2016 02:20:06	03:21:20	16104751	CONTR	2542
ROCKVILLE		12/20/2016 11:13:46	12:23:46	16105104	CONTR	2566
ROCKVILLE		12/21/2016 03:05:41	04:06:50	16105351	CONTR	2569
ROCKVILLE		12/22/2016 02:12:52	03:21:07	16105658	CONTR	2554
ROCKVILLE		12/22/2016 10:25:52	11:31:13	16105711	CONTR	2579
ROCKVILLE		12/23/2016 22:16:03	23:18:05	16106567	CONTR	2571
ROCKVILLE		12/24/2016 23:36:02	00:33:47	16106837	CONTR	2561
ROCKVILLE		12/25/2016 18:58:33	20:13:09	16106933	CONTR	2570
ROCKVILLE		12/26/2016 05:20:12	06:23:48	16106990	CONTR	2558
ROCKVILLE		12/27/2016 08:05:01	09:02:17	16107231	CONTR	2563
ROCKVILLE		12/28/2016 14:48:44	16:12:30	16107621	CONTR	2548
ROCKVILLE		12/28/2016 20:03:51	21:10:32	16107686	CONTR	2565
ROCKVILLE		12/29/2016 00:58:20	02:00:38	16107727	CONTR	2546
ROCKVILLE		12/30/2016 09:08:16	10:22:04	16108144	CONTR	2566
ROCKVILLE		12/31/2016 08:57:04	09:57:54	16108550	CONTR	2551

ALL CALLS IN ROCKVILLE - DEC 2016

City	Date Received	Call Number	Complaint	Description
ROCKVILLE	12/18/2016 22:59:42	16104733	1021	PHONE CALL
ROCKVILLE	12/12/2016 15:50:39	16103031	1050	ACCIDENT
ROCKVILLE	12/21/2016 05:05:48	16105359	1050B	ACCIDENT BLOCKING ROADWAY
ROCKVILLE	12/10/2016 22:29:49	16102648	1053	ACCIDENT AMBULANCE ENROUTE
ROCKVILLE	12/16/2016 16:14:06	16104202	ABAND	ABANDONED VEHICLE
ROCKVILLE	12/08/2016 11:25:39	16101776	ADORD	APPREHENSION & DETENTION OF
ROCKVILLE	12/07/2016 16:53:51	16101614	AL	ALARM
ROCKVILLE	12/09/2016 00:55:34	16102033	AL	ALARM
ROCKVILLE	12/24/2016 15:58:50	16106758	AL	ALARM
ROCKVILLE	12/04/2016 11:28:05	16100722	ANI	ANIMAL COMPLAINT
ROCKVILLE	12/05/2016 07:14:35	16100927	ASSTA	AGENCY ASSIST
ROCKVILLE	12/14/2016 15:44:42	16103548	ASSTA	AGENCY ASSIST
ROCKVILLE	12/21/2016 05:21:29	16105361	ASSTA	AGENCY ASSIST
ROCKVILLE	12/06/2016 16:49:17	16101307	ASSTP	PERSONAL ASSIST
ROCKVILLE	12/08/2016 08:59:17	16101752	ASSTP	PERSONAL ASSIST
ROCKVILLE	12/30/2016 09:36:05	16108152	CC	CITIZEN CONTACT
ROCKVILLE	12/30/2016 19:37:34	16108307	CIVIL	CIVIL MATTER
ROCKVILLE	12/01/2016 22:39:48	16099840	CONTR	CONTRACT
ROCKVILLE	12/02/2016 02:00:12	16099914	CONTR	CONTRACT
ROCKVILLE	12/03/2016 22:19:52	16100542	CONTR	CONTRACT
ROCKVILLE	12/04/2016 19:35:49	16100804	CONTR	CONTRACT
ROCKVILLE	12/05/2016 01:13:23	16100891	CONTR	CONTRACT
ROCKVILLE	12/06/2016 13:12:10	16101251	CONTR	CONTRACT
ROCKVILLE	12/31/2016 08:57:04	16108550	CONTR	CONTRACT
ROCKVILLE	12/26/2016 05:20:12	16106990	CONTR	CONTRACT
ROCKVILLE	12/27/2016 08:05:01	16107231	CONTR	CONTRACT
ROCKVILLE	12/28/2016 14:48:44	16107621	CONTR	CONTRACT
ROCKVILLE	12/28/2016 20:03:51	16107686	CONTR	CONTRACT
ROCKVILLE	12/29/2016 00:58:20	16107727	CONTR	CONTRACT
ROCKVILLE	12/30/2016 09:08:16	16108144	CONTR	CONTRACT
ROCKVILLE	12/21/2016 03:05:41	16105351	CONTR	CONTRACT
ROCKVILLE	12/22/2016 02:12:52	16105658	CONTR	CONTRACT
ROCKVILLE	12/22/2016 10:25:52	16105711	CONTR	CONTRACT
ROCKVILLE	12/23/2016 22:16:03	16106567	CONTR	CONTRACT
ROCKVILLE	12/24/2016 23:36:02	16106837	CONTR	CONTRACT
ROCKVILLE	12/25/2016 18:58:33	16106933	CONTR	CONTRACT
ROCKVILLE	12/15/2016 09:48:27	16103710	CONTR	CONTRACT
ROCKVILLE	12/16/2016 21:18:33	16104272	CONTR	CONTRACT
ROCKVILLE	12/17/2016 22:34:07	16104542	CONTR	CONTRACT
ROCKVILLE	12/18/2016 21:04:32	16104708	CONTR	CONTRACT
ROCKVILLE	12/19/2016 02:20:06	16104751	CONTR	CONTRACT
ROCKVILLE	12/20/2016 11:13:46	16105104	CONTR	CONTRACT
ROCKVILLE	12/10/2016 20:32:26	16102602	CONTR	CONTRACT
ROCKVILLE	12/11/2016 20:06:44	16102870	CONTR	CONTRACT
ROCKVILLE	12/12/2016 01:34:16	16102900	CONTR	CONTRACT
ROCKVILLE	12/12/2016 09:42:56	16102937	CONTR	CONTRACT
ROCKVILLE	12/14/2016 01:32:07	16103394	CONTR	CONTRACT
ROCKVILLE	12/15/2016 01:00:30	16103658	CONTR	CONTRACT
ROCKVILLE	12/07/2016 08:07:08	16101427	CONTR	CONTRACT
ROCKVILLE	12/07/2016 21:10:28	16101679	CONTR	CONTRACT
ROCKVILLE	12/07/2016 21:26:16	16101680	CONTR	CONTRACT
ROCKVILLE	12/08/2016 05:33:37	16101729	CONTR	CONTRACT
ROCKVILLE	12/09/2016 15:22:25	16102197	CONTR	CONTRACT
ROCKVILLE	12/10/2016 00:24:55	16102385	CONTR	CONTRACT
ROCKVILLE	12/01/2016 13:49:15	16099667	DOG	DOG COMPLAINT/BARKING
ROCKVILLE	12/30/2016 12:24:18	16108187	DRIVE	DRIVING COMPLAINT
ROCKVILLE	12/03/2016 01:28:04	16100300	DWI	DRUNK DRIVER ARREST
ROCKVILLE	12/15/2016 22:05:55	16103940	DWI	DRUNK DRIVER ARREST
ROCKVILLE	12/17/2016 16:17:15	16104473	FPROP	FOUND PROPERTY

City	Date Received	Call Number	Complaint	Description
ROCKVILLE	12/02/2016 15:20:28	16100052	FUP	FOLLOW UP
ROCKVILLE	12/16/2016 12:11:23	16104150	HAR	HARASSMENT COMPLAINT
ROCKVILLE	12/29/2016 02:54:48	16107740	HAZ	HAZARD
ROCKVILLE	12/10/2016 16:08:32	16102536	INFO	MATTER OF INFORMATION
ROCKVILLE	12/16/2016 23:39:14	16104314	INFO	MATTER OF INFORMATION
ROCKVILLE	12/21/2016 05:39:10	16105362	INFO	MATTER OF INFORMATION
ROCKVILLE	12/30/2016 10:22:20	16108161	INFO	MATTER OF INFORMATION
ROCKVILLE	12/05/2016 08:38:25	16100944	LDISP	LANDLORD/TENANT DISPUTE
ROCKVILLE	12/24/2016 12:13:29	16106723	LM	LOUD MUSIC
ROCKVILLE	12/06/2016 08:39:54	16101191	MA	MOTORIST ASSIST
ROCKVILLE	12/18/2016 22:10:32	16104722	MA	MOTORIST ASSIST
ROCKVILLE	12/20/2016 22:45:30	16105315	MA	MOTORIST ASSIST
ROCKVILLE	12/22/2016 17:09:23	16105923	MA	MOTORIST ASSIST
ROCKVILLE	12/03/2016 14:04:17	16100406	MED	MEDICAL EMERGENCY
ROCKVILLE	12/27/2016 03:52:32	16107214	MED	MEDICAL EMERGENCY
ROCKVILLE	12/29/2016 06:44:14	16107759	MED	MEDICAL EMERGENCY
ROCKVILLE	12/15/2016 17:16:05	16103822	PAPSV	PAPER SERVICE
ROCKVILLE	12/23/2016 13:03:32	16106355	PAPSV	PAPER SERVICE
ROCKVILLE	12/28/2016 18:46:28	16107677	PAPSV	PAPER SERVICE
ROCKVILLE	12/11/2016 19:39:23	16102863	PERD	ISSUE DEER PERMIT
ROCKVILLE	12/04/2016 00:52:06	16100597	RW	REPORT WRITING
ROCKVILLE	12/04/2016 08:58:49	16100694	RW	REPORT WRITING
ROCKVILLE	12/04/2016 22:18:59	16100841	RW	REPORT WRITING
ROCKVILLE	12/21/2016 09:32:09	16105407	RW	REPORT WRITING
ROCKVILLE	12/19/2016 18:27:18	16104951	SBUS	SCHOOL BUS/SCHOOL VIOLATION
ROCKVILLE	12/05/2016 17:59:55	16101067	SD	SPECIAL DETAIL
ROCKVILLE	12/14/2016 16:17:31	16103559	STALL	STALLED VEHICLE
ROCKVILLE	12/16/2016 17:57:29	16104219	STALL	STALLED VEHICLE
ROCKVILLE	12/04/2016 22:59:47	16100855	SUIC	SUICIDE THREAT
ROCKVILLE	12/14/2016 21:16:51	16103625	SUIC	SUICIDE THREAT
ROCKVILLE	12/06/2016 01:17:05	16101155	SUSA	SUSPICIOUS ACTIVITY
ROCKVILLE	12/08/2016 19:16:20	16101913	SUSA	SUSPICIOUS ACTIVITY
ROCKVILLE	12/02/2016 02:53:31	16099920	SUSV	SUSPICIOUS VEHICLE
ROCKVILLE	12/02/2016 20:05:01	16100135	SUSV	SUSPICIOUS VEHICLE
ROCKVILLE	12/24/2016 03:07:08	16106676	SUSV	SUSPICIOUS VEHICLE
ROCKVILLE	12/31/2016 20:28:15	16108708	SUSV	SUSPICIOUS VEHICLE
ROCKVILLE	12/10/2016 20:40:26	16102606	THREAT	THREATS COMPLAINT
ROCKVILLE	12/23/2016 14:32:41	16106378	TOBACC	TOBACCO COMPLIANCE CHECK
ROCKVILLE	12/23/2016 14:37:47	16106383	TOBACC	TOBACCO COMPLIANCE CHECK
ROCKVILLE	12/01/2016 23:07:11	16099859	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/01/2016 23:29:29	16099872	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/02/2016 04:54:32	16099926	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/02/2016 21:12:55	16100165	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/02/2016 21:19:11	16100168	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/02/2016 21:28:02	16100176	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/31/2016 12:10:44	16108577	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/31/2016 13:15:47	16108595	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/31/2016 20:20:17	16108705	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/31/2016 22:25:25	16108744	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/24/2016 00:33:38	16106636	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/25/2016 00:09:09	16106841	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/28/2016 16:39:37	16107648	Traffic Stop	TRAFFIC STOP
ROCKVILLE	12/28/2016 20:44:39	16107691	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/28/2016 20:51:04	16107693	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/30/2016 10:57:02	16108167	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/22/2016 19:48:32	16105977	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/23/2016 00:55:19	16106188	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/23/2016 00:57:50	16106189	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/23/2016 16:15:13	16106418	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/23/2016 19:27:26	16106499	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/24/2016 00:19:18	16106629	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/17/2016 15:50:33	16104471	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/17/2016 17:05:49	16104477	TRAFFIC STOP	TRAFFIC STOP

City	Date Received	Call Number	Complaint	Description
ROCKVILLE	12/17/2016 21:15:28	16104511	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/17/2016 22:31:23	16104539	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/20/2016 17:51:03	16105263	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/22/2016 11:20:21	16105724	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/14/2016 17:56:40	16103582	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/14/2016 20:38:50	16103619	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/15/2016 18:15:46	16103838	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/15/2016 19:18:07	16103862	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/15/2016 22:24:31	16103948	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/16/2016 14:21:08	16104171	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/09/2016 21:13:32	16102318	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/09/2016 21:45:32	16102324	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/10/2016 01:17:38	16102400	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/10/2016 19:55:38	16102593	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/12/2016 22:39:29	16103088	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/13/2016 21:11:59	16103361	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/07/2016 16:25:26	16101605	Traffic Stop	TRAFFIC STOP
ROCKVILLE	12/07/2016 20:02:58	16101663	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/07/2016 21:56:53	16101685	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/08/2016 15:19:23	16101843	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/08/2016 21:31:24	16101960	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/09/2016 02:53:42	16102056	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 22:58:04	16100556	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/04/2016 00:03:55	16100579	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/04/2016 19:55:23	16100810	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/05/2016 05:56:48	16100915	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/06/2016 20:52:31	16101350	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/07/2016 08:06:43	16101426	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/02/2016 22:45:04	16100222	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 00:17:17	16100271	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 00:21:15	16100273	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 00:32:31	16100277	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 01:16:23	16100292	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/03/2016 18:05:58	16100449	TRAFFIC STOP	TRAFFIC STOP
ROCKVILLE	12/12/2016 13:20:59	16102972	TRAIN	TRAINING
ROCKVILLE	12/14/2016 17:56:04	16103581	VDITCH	VEHICLE IN THE DITCH
ROCKVILLE	12/28/2016 14:45:01	16107619	WARRANT	WARRANT
ROCKVILLE	12/21/2016 08:17:11	16105385	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/21/2016 08:17:11	16105386	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/21/2016 08:17:11	16105387	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/21/2016 08:17:12	16105388	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/23/2016 14:38:37	16106384	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/23/2016 14:46:22	16106385	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/23/2016 14:46:33	16106386	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/23/2016 14:46:44	16106387	WEBTRAIN	TRAINING ONLINE
ROCKVILLE	12/07/2016 19:27:19	16101650	XPAT	EXTRA PATROL
ROCKVILLE	12/27/2016 10:14:36	16107252	XPAT	EXTRA PATROL

CITATIONS IN CONTRACT CITIES

<u>Jurisdiction</u>	<u>Type</u>	<u>Area</u>	<u>Date Arrest</u>	<u>Case Number</u>	<u>Warrant Number</u>	<u>Charge</u>
MN0730000	2	ROCKVILLE	12/01/2016 23:08:00	16099859	730016003945	SPEEDING
MN0730000	2	ROCKVILLE	12/02/2016 22:46:00	16100222	730016013205	DRIVING AFTER REVOCATION
MN0730000	2	ROCKVILLE	12/03/2016 00:22:00	16100273	730016013206	SPEEDING
MN0730000	1	ROCKVILLE	12/03/2016 01:29:00	16100300	730016013207	TRAF-ACC-M-4TH DEG DWI-UI ALCOHOL-MV
MN0730000	1	ROCKVILLE	12/03/2016 01:29:00	16100300	730016013207	TRAF-ACC-MS-4TH DEG DWI- 08 OR MORE-MV
MN0730000	2	ROCKVILLE	12/03/2016 23:01:00	16100556	730016005823	DRIVING AFTER REVOCATION
MN0730000	2	ROCKVILLE	12/07/2016 16:29:00	16101605	730016013868	SPEEDING
MN0730000	2	ROCKVILLE	12/08/2016 21:32:00	16101960	730016007441	SPEEDING
MN0730000	1	ROCKVILLE	12/10/2016 04:47:00	16102417	730016007988	TRAF-ACC-M-4TH DEG DWI-UI ALCOHOL-MV
MN0730000	1	ROCKVILLE	12/10/2016 04:47:00	16102417	730016007988	TRAF-ACC-MS-4TH DEG DWI- 08 OR MORE-MV
MN0730000	2	ROCKVILLE	12/13/2016 21:18:00	16103361	730016013869	SPEEDING
MN0730000	2	ROCKVILLE	12/13/2016 21:18:00	16103361	730016013869	DRIVING AFTER REVOCATION
MN0730000	1	ROCKVILLE	12/15/2016 22:06:00	16103940	730016004429	TRAF-ACC-M-4TH DEG DWI-UI ALCOHOL-MV
MN0730000	1	ROCKVILLE	12/15/2016 22:06:00	16103940	730016004429	TRAF-ACC-MS-4TH DEG DWI- 08 OR MORE-MV

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16099840	2568	12/01/2016 22:39:48	12/01/2016 23:41:32	<p>[12/01/2016 23:40:02 : MOB : 2568] LUST 1 HOUR COMPLETED FROM 2240 TO 2340 HOURS -PATROLLED MAIN BUSINESS AREAS/RESIDENTIAL/STATIONARY TRAFFIC-HWY 23</p> <p>[12/01/2016 23:34:36 : MOB : 2568] LUST -TRAFFIC STOP-SPEED-VW</p> <p>[12/01/2016 23:15:35 : MOB : 2568] LUST -CITE#730016003945-SPEED</p>
ROCKVILLE	16099914	2541	12/02/2016 02:00:12	12/02/2016 03:04:06	
ROCKVILLE	16100542	2570	12/03/2016 22:19:52	12/03/2016 23:16:25	<p>[12/03/2016 23:14:44 : MOB : 2570] T JOHNSON -PATROLLED VARIOUS PARTS OF THE CITY -PATROLLED GRAND LAKE AREA -PATROLLED BROADWAY STREET AND RESIDENTIAL AREAS -CHECKED PARKS IN TOWN -VERY LITTLE TRAFFIC IN TOWN -SNOWFALL INCREASED DURING THE TIME -NO TRAFFIC STOPS AND NO CALLS FOR SERVICE -COMPLETE</p>
ROCKVILLE	16100804	2572	12/04/2016 19:35:49	12/04/2016 21:10:46	<p>[12/04/2016 21:09:01 : MOB : 2572] LAHR - PATROLED CO RD 139 TO THE GAS STATION ON CO RD 139 AND BROADWAY ST - SPOKE TO THE ATTENDENT - STOPPED VEHICLE FOR A DRIVING VIOLATION ON BROADWAY ST - PATROLED THE EAGLE PARK AND THE COUNTY PARK - PATROLED BROADWAY ST TO CHAPEL ST TO CO RD 47 - PATROLED CO RD 47 TO LAKE RD - PATROLED RAUSCH LAKE RD TO 88 AV DOWN AHLES RD, THEN UP LAKE RD TO CO RD 6 - CHECKED THE PUBLIC LANDING</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16100891	2569	12/05/2016 01:13:23	12/05/2016 02:14:14	[12/05/2016 02:12:21 : MOB : 2569] A JOHNSON -PATROLED RESIDENTIAL AREAS -DOWNTOWN -LAKE RD TO CR 6 TO HWY 23 -STORAGE UNITS OFF BROADWAY ST WEST -FIREHALL -0113 TO 0213
ROCKVILLE	16101251	2578	12/06/2016 13:12:10	12/06/2016 14:15:42	[12/06/2016 14:13:13 : MOB : 2578] R.THEISEN STARTED AT 1312 AND ENDED AT 1412. PATROLLED PLEASANT LAKE AREA/BLUEBIRD CT. PATROL AHLES RD AREA. CHECKED FIREHALL AND PATROLLED DOWNTOWN. ALL APPEARED NORMAL.
ROCKVILLE	16101427	2563	12/07/2016 08:07:08	12/07/2016 09:07:38	[12/07/2016 09:05:39 : MOB : 2563] PO THEISEN - PATROL
ROCKVILLE	16101679	2561	12/07/2016 21:10:28	12/07/2016 22:17:01	[12/07/2016 22:14:49 : MOB : 2561] -ROCKVILLE COUNTY PARK, EAGLE PARK, COTTONWOOD ST, BIRCH ST, MAPLE ST, STONEHEDGE APTS, BASEBALL FIELD, CR 8, ASSISTED 2575 W/ TRAFFIC STOP ON CR 8, CYPRESS CT, WALNUT ST, PTARMIGAN DR, ASPEN COURT, OTHMAR LN, CAROLINE LN, PATROLLED SJ LOUIS LOT, [12/07/2016 21:29:15 : MOB : 2561] PATROLLED: HWY 23, CAPITAL GRANITE, CR 138, BROADWAY EAST AND WEST, CR 82, QUARRY OFF BROADWAY/PINE ST., ELM ST, 4TH ST E, CEDAR ST, HIDEAWAY AND STONEY'S AREA, ROCKVILLE GAS AND BAIT, MILL ST, 4TH ST W, CHESTNUT ST, ELEMENTARY SCHOOL,
ROCKVILLE	16101680	2575	12/07/2016 21:26:16	12/07/2016 21:36:30	[12/07/2016 21:34:35 : MOB : 2575] CLEARED OUT AS DUPLICATE

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16101729	2540	12/08/2016 05:33:37	12/08/2016 06:33:31	<p>[12/08/2016 06:31:27 : MOB : 2540] NO WINTER PARKING</p> <p>[12/08/2016 06:28:48 : MOB : 2540] MMAYERS</p> <p>[12/08/2016 06:28:42 : MOB : 2540] 1HR</p> <p>[12/08/2016 06:28:31 : MOB : 2540] 1HR</p> <p>[12/08/2016 06:28:28 : MOB : 2540]</p> <p>[12/08/2016 06:28:28 : MOB : 2540] ALL APPEARS OK..MMAYERS</p> <p>[12/08/2016 06:28:28 : MOB : 2540] ALL APPEARS OK..MMAYERS</p> <p>[12/08/2016 06:28:27 : MOB : 2540] ALL APPEARS OK..MMAYERS</p> <p>[12/08/2016 06:28:27 : MOB : 2540] DROVE THRU THE CITY, OVER TOWARDS THE CLUB, AND TO GRAND LAKE AREA...</p> <p>[12/08/2016 06:28:27 : MOB : 2540] DROVE THRU THE CITY, OVER TOWARDS THE CLUB, AND TO GRAND LAKE AREA...</p> <p>[12/08/2016 06:28:27 : MOB : 2540] DROVE THRU THE CITY, OVER TOWARDS THE CLUB, AND TO GRAND LAKE AREA...</p> <p>[12/08/2016 06:26:17 : MOB : 2540] PATROLLED AREAS OF ROKCVILLELAND WORKED TRAFFIC THIS MORNING..ALL THINGS LOOK NORMAL...NO VIOLATIONS FOR TRAFFIC AS OF YET</p>
ROCKVILLE	16102197	2573	12/09/2016 15:22:25	12/09/2016 16:32:37	<p>[12/09/2016 16:30:33 : MOB : 2573] patterson 1525-1625 1hr - patrolld grand lake residential</p>

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16102385	2541	12/10/2016 00:24:55	12/10/2016 01:24:57	[12/10/2016 01:22:49 : MOB : 2541] HOFF MOBILE ON CR 47 TO CITY, DROVE THROUGH SUBDIVISIONS, NO MOVEMENT -GOOD CROWD AT STONEYS, CHECKED BUSINESSES AND CO PARK -STATIONARY ON BROADWAY, ONE STOP FOR SPEED
ROCKVILLE	16102602	2547	12/10/2016 20:32:26	12/10/2016 21:39:39	[12/10/2016 21:39:16 : MOB : 2547] WELLS-2030-2100 CHECKED AREAS AROUND CR47 AND GRAND LAKE. TOOK A COMPLAINT BY PHONE FROM PLEASANT RD. 2100-2130 CHECKED AREAS AROUND TOWNSITE, LOTS OF PPL OUT AT THE BARS TONIGHT. ONE HR COMPLETE. NO REPORT
ROCKVILLE	16102870	2549	12/11/2016 20:06:44	12/11/2016 21:12:06	[12/11/2016 21:09:25 : MOB : 2549] - PATROLLED THE RESIDENTIAL AND COMMERCIAL AREAS OF TOWN. THE CITY WAS MOSTLY QUIET. ONE CAR KILL DEER PERMIT WAS ISSUED TO CITIZEN WHO FOUND A DECEASED DEER ON RAUSH LAKE RD DURING CONTRACT. TOTAL TIME OF CONTRACT ONE HOUR. FLOREK [12/11/2016 20:06:55 : pos8 : 01HPHARRIS] CONTRACT FOR 2549 [12/11/2016 20:06:50 : pos8 : 01HPHARRIS]
ROCKVILLE	16102900	2554	12/12/2016 01:34:16	12/12/2016 02:41:43	[12/12/2016 02:34:14 : MOB : 2554] RESIDENTIAL AND BUSINESS PATROL TOWNSITE RAUSCH LK RD AGATE BEACH RD GRAND LK RD CR 8 HWY 23 ONE HOUR CONTRACT 0134-0234

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16102937	2548	12/12/2016 09:42:56	12/12/2016 10:50:41	[12/12/2016 10:42:02 : MOB : 2548] PATROLLED THROUGH TOWN, QUIET.
ROCKVILLE	16103394	2546	12/14/2016 01:32:07	12/14/2016 03:02:13	[12/14/2016 02:52:58 : MOB : 2546] 0157-0232 - PATROLLED TOWNSITE AREA, SJ LOUIS, AND PRAIRIE DR BUSINESSES - ALL APPEARED OK [12/14/2016 02:52:57 : MOB : 2546] 0157-0232 - PATROLLED TOWNSITE AREA, SJ LOUIS, AND PRAIRIE DR BUSINESSES - ALL APPEARED OK [12/14/2016 01:57:07 : MOB : 2546] 0132-0156 - PATROLLED PLEASANT LAKE AREA, LAKE RD, LIONS PARK, AND FIRE HALL - ALL APPEARED OK [12/14/2016 01:57:07 : MOB : 2546] 0132-0156 - PATROLLED PLEASANT LAKE AREA, LAKE RD, LIONS PARK, AND FIRE HALL - ALL APPEARED OK
ROCKVILLE	16103658	2556	12/15/2016 01:00:30	12/15/2016 02:01:53	[12/15/2016 02:01:46 : MOB : 2556] 1 HOUR CONTRACT. THUNSTEDT
ROCKVILLE	16103710	2566	12/15/2016 09:48:27	12/15/2016 10:50:19	[12/15/2016 10:50:15 : MOB : 2566] SCHMIDT - CONTRACT 1 HOUR 0948-1048 - PATROLLED DOWNTOWN, RESIDENTIAL AREAS, CO RD 8, BUSINESSES, EAGLE PARK - ALL APPEARED NORMAL - NO VIOLATIONS SEEN/NO TRAFFIC STOPS - NO REPORT

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16104272	2571	12/16/2016 21:18:33	12/16/2016 22:26:57	[12/16/2016 22:26:53 : MOB : 2571] -COMPLETED 1 HOUR CONTRACT -NOT MUCH MOVEMENT DUE TO SNOWY CONDITIONS -PO WIDMER
ROCKVILLE	16104542	2561	12/17/2016 22:34:07	12/17/2016 23:33:50	[12/17/2016 23:25:31 : MOB : 2561] -TRAFFIC STOP ON CR 8//HWY 23 FOR SPEED AND EXPIRED LICENSE (VERBAL), -PATROLLED: HWY 23, CR 8, CYPRESS CT, WALNUT ST, WALNUT CIR, ASPEN CT EAST AND WEST, TAMARACK CT, PTARMIGAN DR, OTHMAR LN, ROCKVILLE COMMUNITY PARK, JOHN CLARK ELEM., 4TH ST W, MILL ST S, GAS AND BAIT STORE, BROADWAY ST EAST AND WEST, CHURCH, EAGLE PARK, ROCKVILLE COUNTY PARK, CR 139
ROCKVILLE	16104708	2547	12/18/2016 21:04:32	12/18/2016 22:20:07	[12/18/2016 22:18:45 : MOB : 2547] WELLS-2100-2130 CHECKED AREAS AROUND PLEASANT LK AND GRAND LK. 2130-2200 CHECKED AREAS AROUND TOWNSITE, CHECKED ON STALL ON 23 BY CAPITAL GRANITE. ONE HR COMPLETE. NO REPORT
ROCKVILLE	16104751	2542	12/19/2016 02:20:06	12/19/2016 03:21:20	[12/19/2016 03:21:18 : MOB : 2542] BRETH -CONTRACT 0220-0320 -PATROLLED GRAND LAKE AREA, AGATE BEACH ROAD, DOWNTOWN BUSINESS AND RESIDENTIAL AREAS, COUNTY PARK, INDUSTRIAL AREAS, HWY 23, FIREHALL AND PLEASANT LAKE AREA. -VERY QUIET AND COLD NIGHT
ROCKVILLE	16105104	2566	12/20/2016 11:13:46	12/20/2016 12:23:46	[12/20/2016 12:23:39 : MOB : 2566] SCHMIDT - CONTRACT 1 HOUR 1113-1213 - PATROLLED DOWNTOWN AREA - RESIDENTIAL AREAS - PRAIRIE DR INDUSTRIAL PARK - AOK - NO VIOLATIONS SEEN - NO REPORT

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16105351	2569	12/21/2016 03:05:41	12/21/2016 04:06:50	[12/21/2016 04:06:39 : MOB : 2569] A JOHNSON -PATOLED RESIDENTIAL AREAS -CO RD 139 -SCHOOL -LAKE RD TO CR 6 AOK -SUBURBAN -JEFFS AUTO BODY -0305 TO 0405
ROCKVILLE	16105658	2554	12/22/2016 02:12:52	12/22/2016 03:21:07	[12/22/2016 03:20:43 : MOB : 2554] RESIDENTIAL AND BUSINESS PATROL TOWNSITE HWY 23 RAUSCH LK RD GRAND LK RD GRAND LAKE AREA ONE HOUR CONTRACT 0212-0312
ROCKVILLE	16105711	2579	12/22/2016 10:25:52	12/22/2016 11:31:13	[12/22/2016 11:31:07 : MOB : 2579] 025-1130 PATROLLED PRAIRIE DR/CT, BROADWAY E/W, STORAGE SHEDS, CO RD 8, CAROLINE, THMAR, PTARMIGAN LN/DR, WALNUT ST/CIR, ASPEN E/W, TAMARACK CT, CHESTNUT, 4TH ST, COTTONWOOD ST, 1 ST W, MILL ST, CEDAR, ELM, PINE, AGATE BEACH RD, GRAND LK AREA, CC. TRAFF STOP CO RD 8/HUBERT LN.
ROCKVILLE	16106567	2571	12/23/2016 22:16:03	12/23/2016 23:18:05	[12/23/2016 23:12:01 : MOB : 2571] -COMPLETED 1 HOUR CONTRACT -NOT MUCH MOVEMENT -PO WIDMER
ROCKVILLE	16106837	2561	12/24/2016 23:36:02	12/25/2016 00:33:47	[12/25/2016 00:33:38 : MOB : 2561] -PATROLLED: HIGHWAY 23, STORAGE UNITS OFF 234TH ST, BROADWAY ST EAST AND WEST, SJ LOUIS CONSTRUCTION, TRAFFIC STOP ON BROADWAY WEST (FIELD SOBRIETY TESTS//NOT IMPAIRED), MILL ST, EAGLE PARK, COUNTY PARK

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16106933	2570	12/25/2016 18:58:33	12/25/2016 20:13:09	[12/25/2016 19:57:55 : MOB : 2570] T JOHNSON -PATROLLED BOTH COUNTY AND CITY ROADS WITHIN CITY LIMITS -SAW ROCKVILLE CITY PLOW OUT -REMOVED SEVERAL BRANCHES FROM CHAPEL STREET WHICH FELL FROM ICE STORM -SMALL BAR CROWD -VERY LITTLE TRAFFIC IN TOWN -NO FOOT TRAFFIC -STATE PATROL ALSO PATROLLING TOWN -GOD CROSS AT FIRE HALL --STATIONARY RADAR AT JEFFS AUTO BODY FOR CO RD 6, NO STOPS -COMPLETE
ROCKVILLE	16106990	2558	12/26/2016 05:20:12	12/26/2016 06:23:48	[12/26/2016 06:23:43 : MOB : 2558] 0520-START OF CONTRACT 0520-0540-PATROLLED GRAND LK AREA INCLUDING CR 8, GRAND LK RD, AGATE BEACH RD, RAUSCH LK RD 0540-0600-PATROLLED PLEASANT LK AREA INCLUDING CR 137, CR 6, LAKE RD, PLEASANT RD, CR 47 0600-0620-PATROLLED TOWNSITE INCLUDING BROADWAY ST, BIRCH ST, PTARMIGAN, WALNUT ST, WALNUT CIR -MANY LARGE BRANCHES/DEAD TREES REMOVED DUE TO HIGH WINDS -0620-END OF CONTRACT TOTAL TIME OF CONTRACT - 1 HOUR
ROCKVILLE	16107231	2563	12/27/2016 08:05:01	12/27/2016 09:02:17	[12/27/2016 09:02:07 : MOB : 2563] PO THEISEN - PATROL
ROCKVILLE	16107621	2548	12/28/2016 14:48:44	12/28/2016 16:12:30	[12/28/2016 16:12:12 : MOB : 2581] completed contract - 1610 hrs 65 mins completed [12/28/2016 15:41:42 : MOB : 2581] 2548 started at 1448hrs, then got sent to call at 1530 hrs [12/28/2016 15:41:00 : MOB : 2581]

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16107686	2565	12/28/2016 20:03:51	12/28/2016 21:10:32	[12/28/2016 21:10:28 : MOB : 2565] PATROLLED NEIGHBORHOODS, ELEMENTARY SCHOOL, BARS, ROCKVILLE PARK, THE PARK OF CHESTNUT ST AND SJ LEWIS MCCONNELL
ROCKVILLE	16107727	2546	12/29/2016 00:58:20	12/29/2016 02:00:38	[12/29/2016 02:00:36 : MOB : 2546] STRUFFERT - 0058-0158-----1 HOUR CONTRACT COMPLETED [12/29/2016 01:59:58 : MOB : 2546] STRUFFERT - 0055-0558 - ASSISTED 2513 WITH TRAFFIC STOP ON HWY 23 AT CO RD 6 [12/29/2016 01:53:40 : MOB : 2546] 0033-0055 - PATROLLED PRAIRIE DRIVE, PRAIRIE CT, STORAGE SHEDS, MINNERATH CONSTRUCTION, SJ LOUIS, AND DOWNTOWN AREA [12/29/2016 01:50:54 : MOB : 2546] 0058-0032 - PATROLLED CORD 47, FIRE HALL, RV BUSINESS, TOWNSITE, CITY HALL - ALL APPEARED OK
ROCKVILLE	16108144	2566	12/30/2016 09:08:16	12/30/2016 10:22:04	[12/30/2016 10:22:01 : MOB : 2566] SCHMIDT - CONTRACT 1 HOUR 0908-1008 - PATROLLED DOWNTOWN, RESIDENTIAL AREAS, CO RD 8, PRAIRIE DR BUSINESSES, GRAND LAKE - FOUND LARGE BRANCHES BROKEN OFF AND BLOCKING A PORTION OF THE EXIT ON THE ACCESS - DNR DID NOT HAVE ANY PARKS OFFICERS WORKING - SPOKE TO GENE WITH RVILLE WHO WILL TAKE CARE OF IT TODAY - NO REPORT

Actual_Incid_City	Call_Number	Unit	Date_Received	Complete	Narrative
ROCKVILLE	16108550	2551	12/31/2016 08:57:04	12/31/2016 09:57:54	[12/31/2016 09:57:49 : MOB : 2551] MELAND PATROLLED CITY CHECKED FIRE HALL RAN RADAR ON BROADWAY ST CHECKED CITY HALL RAN RADAR ON CR 8 CHECKED LAKE ACCESS RAN RADAR ON LAKE RD CHECKED PARKS

\$1.00

No. 2017-05

3.2 MALT LIQUOR

“ON SALE” LICENSE

License is hereby granted to

City of Rockville Community Ballfield

TO SELL AT RETAIL

3.2 Malt Liquors

FOR CONSUMPTION ON THE PREMISES LOCATED AT
Community Ballfield County Road 82 & County Road 8

IN THE CITY OF ROCKVILLE COUNTY OF STEARNS, STATE OF MINNESOTA, FOR THE PERIOD COMMENCING

May 1st Year 2017 and TERMINATING Oct. 30th Year 2017 AT 11:59 PM

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale; and is revocable for the violation thereof; non-transferable.
WITNESS THE GOVERNING BODY OF THE City of Rockville and the seal thereof this **18th day of January, 2017**

The City Council of the City of Rockville

Attest:.....

(seal) Administrator/Clerk

By.....

Mayor

\$1.00

No. 2017-06

3.2 MALT LIQUOR

“ON SALE” LICENSE

License is hereby granted to
Rockville Fire Relief Association

TO SELL AT RETAIL

3.2 Malt Liquors

FOR CONSUMPTION ON THE PREMISES LOCATED AT
Rockville Parish Center 103 Broadway Street West

IN THE CITY OF ROCKVILLE COUNTY OF STEARNS, STATE OF MINNESOTA, FOR THE PERIOD COMMENCING

March 31st Year 2017 at 4:00 P.M. and TERMINATING March 31st Year 2017 at 8:00 PM

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale; and is revocable for the violation thereof; non-transferable.
WITNESS THE GOVERNING BODY OF THE City of Rockville and the seal thereof this **18th day of January, 2017**

The City Council of the City of Rockville

Attest:.....
(seal) **Administrator/Clerk**

By.....
Mayor

CITY OF ROCKVILLE, MINNESOTA

RESOLUTION 2017-04

**A Resolution Requesting Property Tax Exemption for Property/Properties Held by
the City of Rockville for Economic Development Purposes**

Whereas, on December 23, 2016, a Quit Claim Deed conveying certain platted lots/property in the City of Rockville was filed with the Stearns County Recorder's Office as document: A1485511;

Whereas, the/those property/properties is/are described as:

Outlots B, C and E of Brentwood Hill

The/Those property/properties bearing the parcel identification number/numbers:

76.41720.0445, 76.41720.00446 and 76.41720.0448

Whereas, ownership of the property/properties is necessary in order to/for Economic Development:

Whereas, the platted/un-platted property/properties described herein are being held by the name of City of Rockville the legal entity for purpose of ownership under Minn. Stat. 272.02, Subd. 39;

Whereas, the/these property/properties have been purchased by the City of Rockville for sale/resale as a commercial/industrial site/redevelopment site or residential housing, therefore it is considered a public purpose under Minn. Stat. 272.02, Subd. 39 and Subd. 8;

Hence, be it resolved by the City of Rockville that the/those property/properties located in the City of Rockville and described herein be submitted to the county assessor prior to July 1st of the 2017 assessment year for consideration and approval as tax exempt property.

Passed by the Rockville City Council, this 18th day of January, 2017.

Duane Willenbring, Mayor

ATTEST/SEAL

Martin M. Bode, Clerk/Administrator

CITY OF ROCKVILLE, MINNESOTA

RESOLUTUION 2017-05

A Resolution of Finding of Fact Regarding the Variance Request from Kathleen Mimbach to the City of Rockville Side Yard Setback Requirements in an R-1, Shore Land Zoning District

WHEREAS, the Rockville Planning Commission held a public hearing on December 13, 2016 and recommended approval of the variance to the Rockville City Council;

WHEREAS, The Rockville Planning Commission adopts the following findings of fact:

FINDINGS OF FACT

1. The current zoning of Subject Property is R-1 Single Family Residential District within the Shoreland Overlay District; and
2. The current zoning of the surrounding properties is R-1 Single Family Residential District (north and south) and A-40 Agricultural District to the east (wetland); and
3. The current land use of Subject Property a detached single family dwelling; and
4. The current land use of surrounding properties is detached single family dwellings to the north and south, with agricultural (wetland) to the east; Grand Lake is to the west; and
5. The lot size of the Subject Property is fifty (50) feet in width and approximately 320 feet in depth equating to a lot area of approximately 16,000 sf. The property immediately south is a similarly shaped residential parcel. The Subject Property was created decades ago and precedes consolidation and the institution of zoning standards; and
6. The Subject Property is a riparian parcel on Grand Lake; and
7. Section 30, Subd. 2 of the Rockville Zoning Ordinance requires consideration of the following when reviewing variance requests; and
 - a. *Unique Circumstances*: There are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district as follows:
 - i. The parcel was created prior to consolidation of the township and the City.
 - ii. The parcel was created prior to the existence of land use regulations.
 - iii. The parcel was developed as a single family detached dwelling nearly 70 years ago.

- iv. The original dwelling is not positioned on the property perpendicular to the front lot line, rather it is askew from being parallel with the side lot lines.
 - v. The original dwelling was found to be in disrepair and in need of updating.
 - vi. When the dwelling was updated it was expanded 13.8 feet to the east into the front yard (toward Agate Beach Road).
 - vii. The dwelling expansion extended the original setback line.
 - viii. The City approved a site plan acting in good faith the original setbacks were adequate.
 - ix. After repairs were completed it was determined the original footprint of the dwelling encroached into side yard setbacks required under Section 17, Subd. 6 of the Zoning Ordinance (ten feet is required).
 - x. The extent of encroachment is limited to an area 13.8 feet in length with a depth ranging from 3.1 feet (west) to 3.5 feet (east).
 - xi. Since the construction has been completed, in good faith, while it appears physically possible to meet the required setback (reconstructing the expansion and offsetting the expansion from the existing side building wall), doing so will involve additional cost, disruption within the shoreland overlay, and disturbance of additional soil area; and
8. *Reasonable use of the property.* The requested variance is reasonable in that the front, side (south), and rear required setbacks are met. The parcel, which was created prior to modern zoning standards, is by today's standards a narrow and deep lot. The variance is of limited area. The limited area of the variance, the fact the site plan was approved by the City (acting in good faith), and the significant costs for remedying the encroachment are evidence the variance is reasonable; and
9. *Not merely economic.* Cost or expense saving is not the sole rationale for the variance. The existing parcel is narrow and deep in shape. In addition, the original dwelling is placed unusually on the parcel and not perpendicular to the road or parallel to the side property line. The City, operating in good faith, previously approved a site plan and construction has been completed. This is an 'after the fact' variance; and
10. *Neighborhood Character Maintained.* The variance does not alter the essential character of the neighborhood as the use is consistent with single family dwellings on riparian lots adjacent to Grand Lake. The variance is for a performance standard and not for the use of the property; and
11. *Spirit of Zoning Ordinance and Comprehensive Plan Retained.* Planned and existing land use are consistent with continued low density residential use. Comprehensive Plan. Providing for continued low density residential use is fitting with the residential character of the existing built environment.

NOW THEREFORE; The Rockville Planning Commission does hereby Adopt/Approve of the aforementioned Finding of Fact in the matter of the Kathleen Mimbach request for a variance to the City of Rockville side yard setback requirements.

Adopted by the Rockville Planning Commission this _____ day of January, 2017.

ATTEST:

Bill Becker, Chair

Martin M. Bode, Zoning Administrator

Adopted by the Rockville City Council this 18th day of January, 2017.

ATTEST:

Duane Willenbring, Mayor

Martin M. Bode, City Administrator

2-10-17

All lift stations and well houses at the city of Rockville are checked Monday through Friday by me or Gene and on the weekends by Don Simon. We call this process our "rounds". When doing rounds we check our pumping hours, gallons pumped, tower heights, heat in the buildings and other miscellaneous things depending on the location.

Nick Waldbillig

OWNER
CONTRACTOR
SEH

APPLICATION FOR PAYMENT NO. 2

CONTRACTOR FOR: 2016 LIFT STATION SAMPLERS

PROJECT NO. ROCKV 135114
OWNER CITY OF ROCKVILLE, MN
CONTRACTOR KUECHLE UNDERGROUND, INC.

AGREEMENT DATE: 4/6/2016
FOR WORK ACCOMPLISHED THROUGH: 12/31/2016

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	LIFT STATION SAMPLERS, ENCLOSURES, AND APPURTENCES	LUMP SUM	\$71,954.00	1.00	\$71,954.00	0.18	\$12,951.72	0.98	\$70,514.92
2	ALTERNATE A	LUMP SUM	\$10,600.00	1.00	\$10,600.00	1.00	\$10,600.00	1.00	\$10,600.00
TOTAL ITEMS BID					\$82,554.00		\$23,551.72		\$81,114.92
SUMMARY									
TOTAL ITEMS BID					\$82,554.00		\$23,551.72		\$81,114.92
CHANGE ORDER									
TOTAL					\$82,554.00		\$23,551.72		\$81,114.92

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the municipality for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota state statute. In accordance with Minnesota Uniform Transaction Act, an electronic signature on this document is binding and afforded the same effect as if the document was signed by hand.

Gross Amount Due	\$81,114.92
Less Retainage (1%)	\$811.15
Amount Eligible to Date	\$80,303.77
Less Previous Payments	\$54,685.04
Amount Due This Application	\$25,618.73

SUBMITTED KUECHLE UNDERGROUND, INC.
PO BOX 509
KIMBALL, MN 55353

BY: 

DATE: 2017.01.11

RECOMMENDED SEH
PO BOX 1717
ST. CLOUD, MN 56302-1717

BY: 

DATE: 1/11/2017

APPROVED CITY OF ROCKVILLE
PO BOX 93
ROCKVILLE, MN 56369-0093

BY: _____

DATE: _____



CONNECTING & INNOVATING
SINCE 1913

January 04, 2017

Dear Member:

Happy New Year from the League of Minnesota Cities! We represent more than 800 member cities from all across our great state, no matter your population or location. I want to personally invite you to stop by our offices when you are in St. Paul. Let me know in advance and I will arrange a tour of our building and an opportunity to meet some of our staff. To help you get off to a strong start in your new city leadership role, the League is offering two not-to-be-missed training opportunities.

First, we are offering our 2017 Leadership Conference for Newly Elected Officials in three locations throughout the state: January 20-21 in Mankato, January 27-28 in Bloomington, and February 24-25 in Brainerd. This is Minnesota's most comprehensive training for newly elected city officials. No matter why you ran for office or what you want to accomplish in your new role, this conference will give you a jump start on the basics you need to be effective, such as the role of the council, establishing strong council-staff relationships, fundamentals of financing and budgeting, and your ethical and legal responsibilities. ***Learn more about this event at www.lmc.org/17NEC.***

In addition, the League is offering the 2017 Legislative Conference for Cities on March 23 in St. Paul. The League believes that influence at the Capitol starts when you develop a relationship with your legislators, as well as with the League intergovernmental relations staff who advocate on your behalf. At this conference, you'll have the opportunity to meet with other city officials from across the state, hear updates on legislation from the current legislative session, visit the newly renovated Capitol building, and schedule time to meet with your legislator. ***Learn more about this event www.lmc.org/17LEG.***

We hope to see you at one of these events soon and look forward to supporting you with the information and resources you'll need to succeed as a new city leader!

Sincerely,

David J. Unmacht
Executive Director

2017 Legislative Conference for Cities

March 23—8 a.m.-4 p.m.

—REGISTER NOW ([Link to: https://mylmc.lmc.org/ebusiness/ProductCatalog/Product.aspx?ID=2575](https://mylmc.lmc.org/ebusiness/ProductCatalog/Product.aspx?ID=2575))

Mark your calendars for the League's 2017 Legislative Conference for Cities!

Sit down with your city colleagues and discuss what's going on at the Capitol. This year, the program will focus solely on city issues, legislation impacting cities, and what city officials can do to advocate during the 2017 Legislative session.

Highlights include:

Updates on legislation from the League's intergovernmental relations staff

Tips on how you can advocate effectively

Visiting the newly renovated Capitol

Opportunities to schedule time with your legislators

Time to network and connect with city officials from across the state

Check back later in January for more details on this conference.

It's never too early to schedule a meeting with your legislators! Start planning your trip to the Capitol by arranging time to meet with your legislators during the afternoon of March 23.

Date/Location:

March 23

Best Western Capitol Ridge

161 St. Anthony Ave. (view map ([Link to: https://www.google.com/maps/place/Best+Western+Plus+Capitol+Ridge/@44.9518423,-93.1071594,15z/data=!4m5!3m4!1s0x0:0x56c88830770b8f13!8m2!3d44.9518423!4d-93.1071594](https://www.google.com/maps/place/Best+Western+Plus+Capitol+Ridge/@44.9518423,-93.1071594,15z/data=!4m5!3m4!1s0x0:0x56c88830770b8f13!8m2!3d44.9518423!4d-93.1071594)))

<https://www.google.com/maps/place/Best+Western+Plus+Capitol+Ridge/@44.9518423,-93.1071594,15z/data=!4m5!3m4!1s0x0:0x56c88830770b8f13!8m2!3d44.9518423!4d-93.1071594>)

St. Paul, MN 55103

—Hotel Information ([Link to: http://www.lmc.org/page/1/2017LegislativeConference-HotelInformation.jsp](http://www.lmc.org/page/1/2017LegislativeConference-HotelInformation.jsp))

—**Fee:** \$125 per person (does not include lodging)

Date/Time: March 23, 8 a.m.-4 p.m.

Your LMC Resource

Contact Jamie Oxley

Training Program Coordinator

(651) 281-1250 or (800) 925-1122 joxley@lmc.org ([Link to: mailto:joxley@lmc.org](mailto:joxley@lmc.org))

Cancellation Policy

If you cannot attend, please consider sending a substitute. All cancellations must be submitted in written form seven days prior to the start of this event and are subject to a \$35 cancellation fee. All cancellation requests submitted after this time frame will be billed at the full conference rate; no refunds will be made.

Meet our city vendors!

FIFTH MONDAY GROUP
Monday, January 30, 2017
6:30 P.M.
Cold Spring City Hall
Cold Spring

1. Call to Order
2. Introductions
3. Approval of the Agenda – Please feel free to add any suggestions at this time!
4. Legislative issues and concerns for each participant
5. ROCORI Trail Update: Chair of Rocori Trail Construction Board
6. Report from Entities
7. Other
8. Next Meeting
 - A. Who, Where, and When. The Remaining 5th Mondays are May 29, Aug 29, Oct 30
 - B. Develop Agenda
9. Adjourn

Light refreshments will be provided.

To those that may not be familiar with the “5th Monday Meeting” concept, it is an informal meeting of the local public officials, elected and appointed, in the ROCORI School District to discuss community matters and provide a chance for more intergovernmental cooperation whenever and wherever possible.

The City of Cold Spring is proud to sponsor this meeting and we hope to see all of you in attendance!

Attached is a copy of the 2016 water quality monitoring report of Grand Lake and two tributary creeks, Ploof's Creek and Johannes Creek. 2016 had some major rain events, and the impact of these rain events on our water quality was evident. While Grand Lake as a whole is considered to be a healthy lake, Ploof's Creek in particular contributes to nutrient loading and some E.coli during major rain events, which vary from year to year.

So what is your LID board doing?

The LID board has now met twice with biologists from the Sauk River Watershed and the Stearns County Soil and Water Conservation District in our efforts to understand the data and to develop action plans. We also met with Stearns County Commissioner, Jeff Mergen, and the Director of Stearns County Environmental Services Department, Chelle Benson, to determine what options the County has if further water quality testing determines the source of E.coli in our tributary creeks. Source testing can help us determine if E.coli from our creeks are coming from humans (failing septics), pigs or cows (feedlots or improper manure management), or waterfowl (not much we can do about that).

The LID board will be meeting in late January or early February to determine next steps and will provide a report at our spring meeting.

Let me know if you have questions.

Scott Palmer
Chair, Grand Lake Improvement District
320-249-1333

2016 MONITORING SUMMARY

Grand Lake, Ploof's Creek South, Johannes Creek

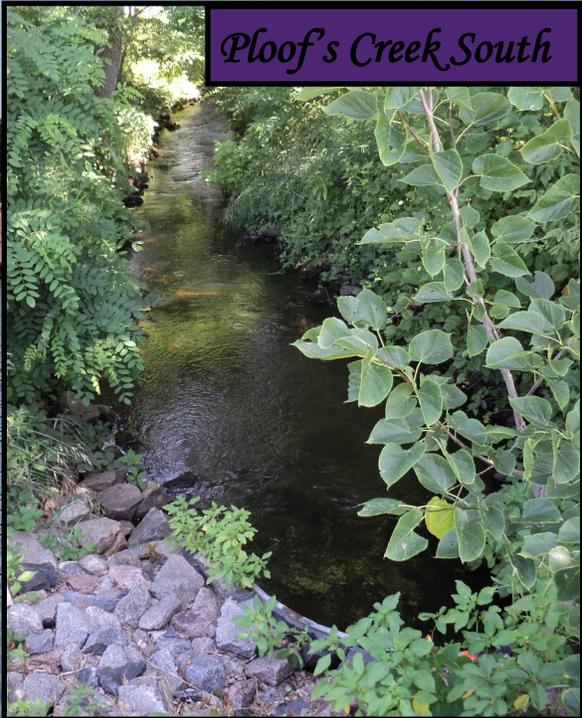
Introduction

Since the 2012 monitoring season, the Grand Lake Improvement District (Grand LID) and the Sauk River Watershed District (SRWD) have worked together to implement a monitoring plan designed to evaluate the water quality of Ploof's Creek, Johannes Creek, and Grand Lake. Knowing the water quality of these bodies of water will assist the Grand LID with their goal of improving the water quality of Grand Lake through best management practice (BMP) project implementation.

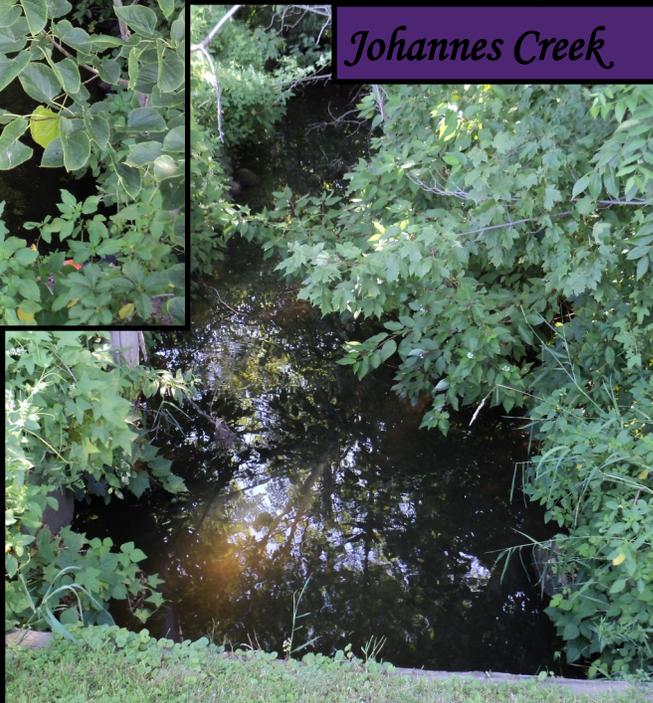
"We would like to measure our creeks to determine if we should help fund projects along the creeks with the ultimate goal of improving Grand Lake's water quality."

*- Scott Palmer - Grand LID
President*

Ploof's Creek South



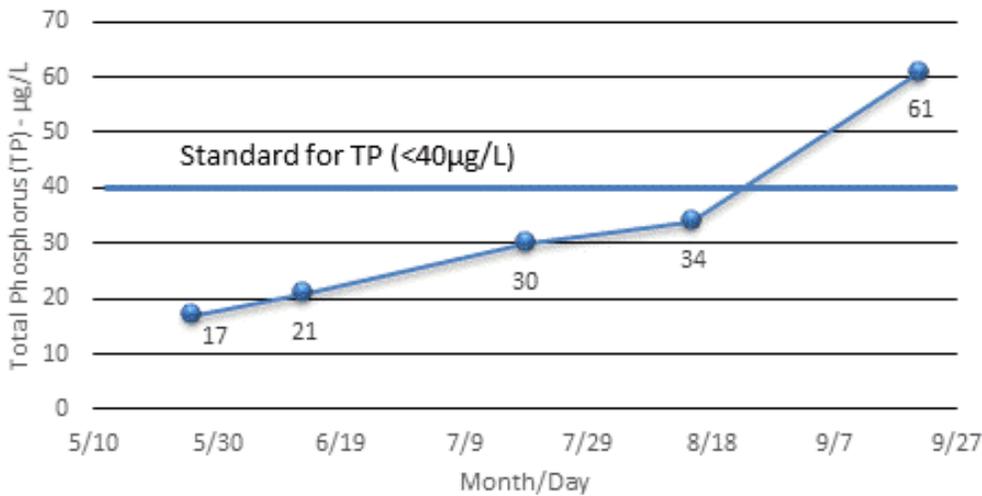
Johannes Creek



"It is the vision of the Sauk River Watershed District to protect and enhance our natural resources by increasing public awareness and involvement....The District will be wise stewards of our natural resources and will work alongside our partners to leave the water quality better for future generations."

Grand Lake (Deep Point)

Total Phosphorus - Grand Lake - 2016



Total Phosphorus (TP)

Total phosphorus is made up of both organic and inorganic (ortho-phosphorus) materials. It can be found suspended in the water or in the bottom materials of the lake. The MPCA's ecoregion standard level for phosphorus in deep lakes (max depth greater than 15 feet) is 40 µg/L.

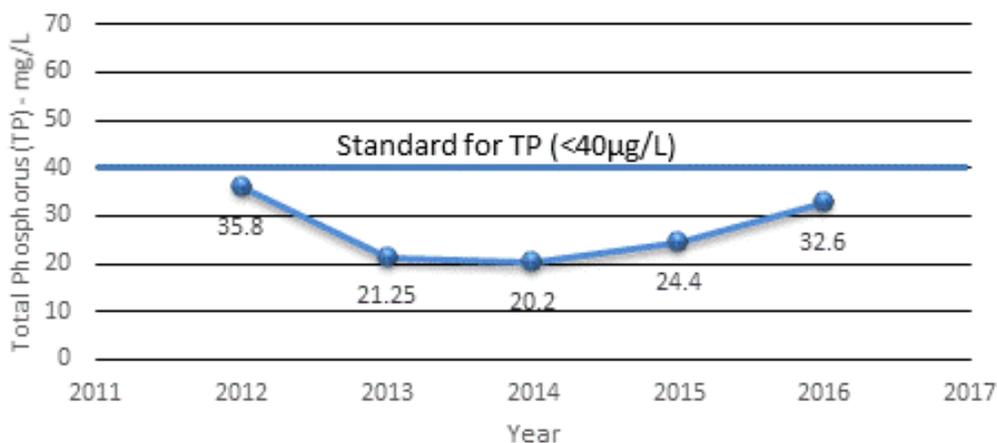
The figure to the upper left shows that four out of five TP samples taken in Grand Lake in 2016 are below the standard.

The table to the left displays the TP results from the last five monitoring seasons, where only three out of twenty-four (12%) samples exceed the standard. All three samples that exceed the standard were taken in the month of September (2012, 2015, 2016).

The yearly averages for Total Phosphorus, displayed in the graph to the lower left, are all below the standard.

Total Phosphorus (µg/L) Grand Lake	May	June	July	August	September
2012	20	26	30	37	66
2013	NA	18	19	20	28
2014	22	16	16	25	22
2015	21	16	20	22	43
2016	17	21	30	34	61

Total Phosphorus - Grand Lake Yearly Averages

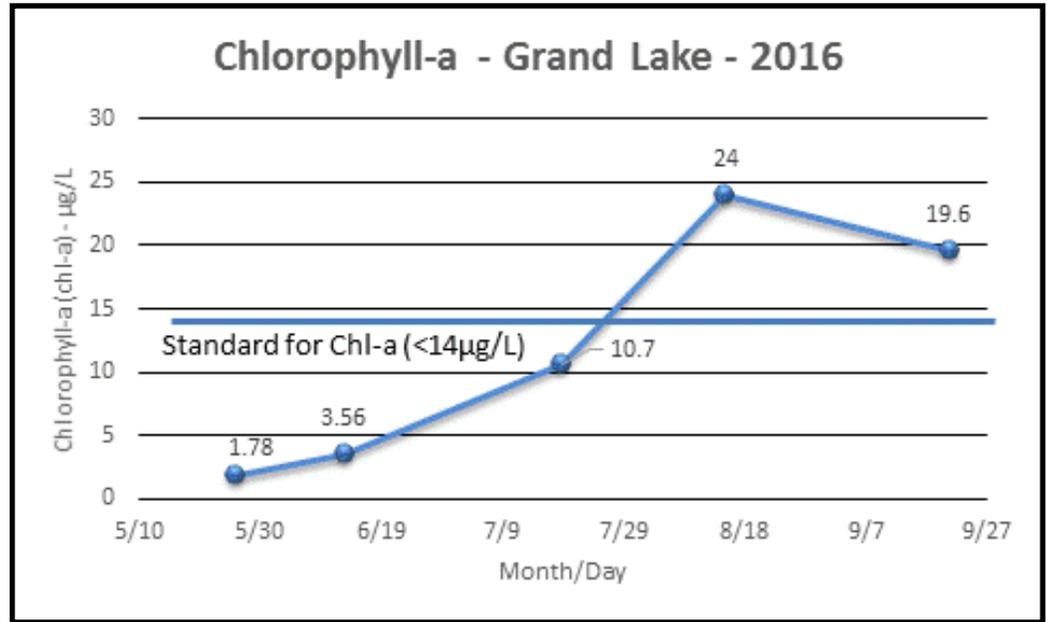


Chlorophyll A (Chl-a)

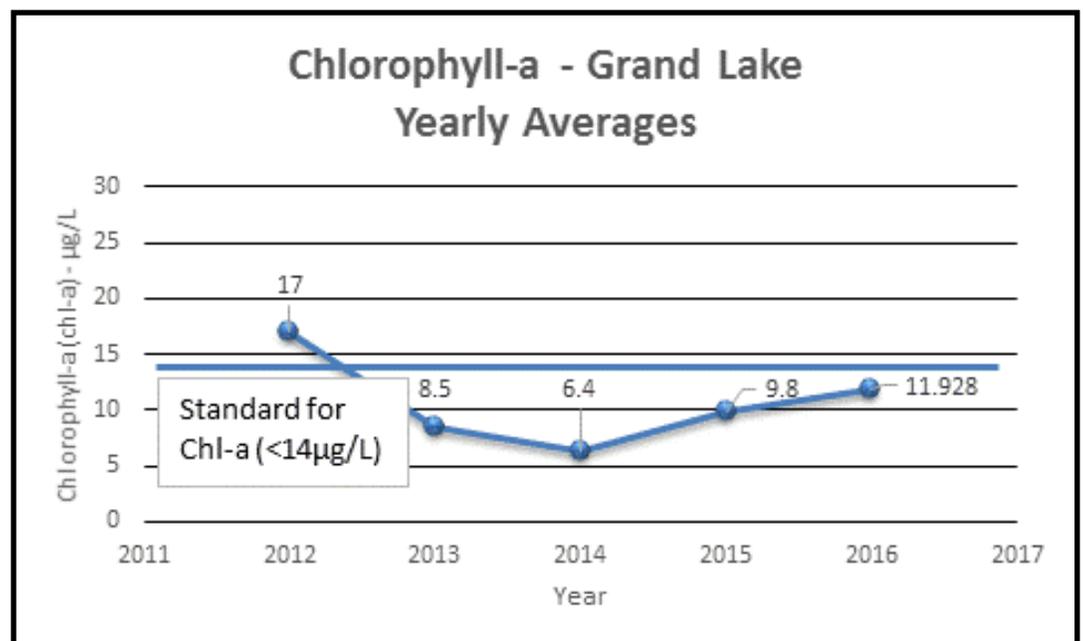
Chlorophyll A samples are used to measure the amount of algae in the water. Algae grows as the water warms and the amount of growth is dependent on the amount of phosphorus available. Other environmental factors such as wind and water temperature can impact the amount of algae growth as well.

The ecoregion standard for Chlorophyll A is 14 µg/L (micrograms/liter). As shown in the figure to the upper right, three of the five Chlorophyll A samples taken in Grand Lake in 2016 were within the ecoregion standard. The table to the right shows the results for the last five monitoring seasons, with five samples exceeding the standard, two in 2012, one in 2015, and two in 2016.

The yearly averages for Chlorophyll-a, displayed in the graph to the lower right, are below the standard with the exception of the average from 2012.



Chlorophyll A (µg/L) Grand Lake	May	June	July	August	September
2012	3	9	8	28	37
2013	NA	10	5	11	8
2014	4	3	4	9	12
2015	6	3	5	8	27
2016	1.78	3.56	10.7	24	19.6



Secchi Disk

Water clarity is measured using a transparency disk (secchi disk) that is lowered into the water on the shaded side of the boat until it can no longer be seen. Clarity is measured every time the lake is sampled. This data, along with phosphorus and chlorophyll a data, is used to assess the water quality of a lake.

The ecoregion standard for secchi disk readings is greater than 1.4 meters (which is equal to about 4.6 feet). The figure to the lower right shows the secchi disk readings collected in Grand Lake during the 2016 monitoring season. Of the five readings, only one did not meet the standard.

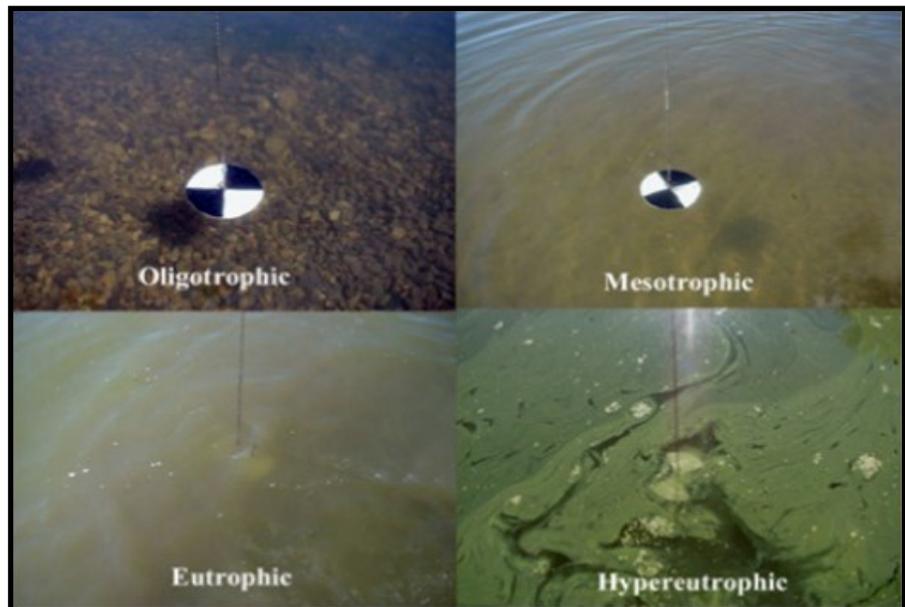
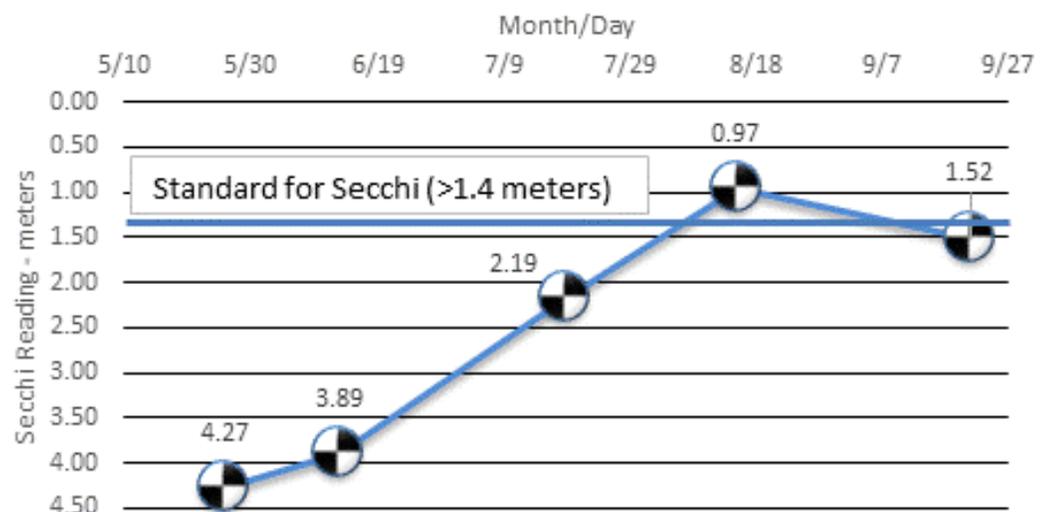


Photo Courtesy of the Minnesota Pollution Control Agency (MPCA)

The above photo provides examples of what the four main lake classifications (according to Carlson's Trophic Status Index/TSI) would look like during a secchi disk reading. Phosphorus samples, chlorophyll-a samples, and clarity/secchi disk readings are used to determine the TSI for a lake.

The four stages of lake classification are oligotrophic (clean, clear), mesotrophic (temporary algal and aquatic plant problems), eutrophic (persistent algal blooms and aquatic plant problems), and hypereutrophic (extreme nuisance algal blooms and aquatic plant problems).

Secchi Disk - Grand Lake - 2016

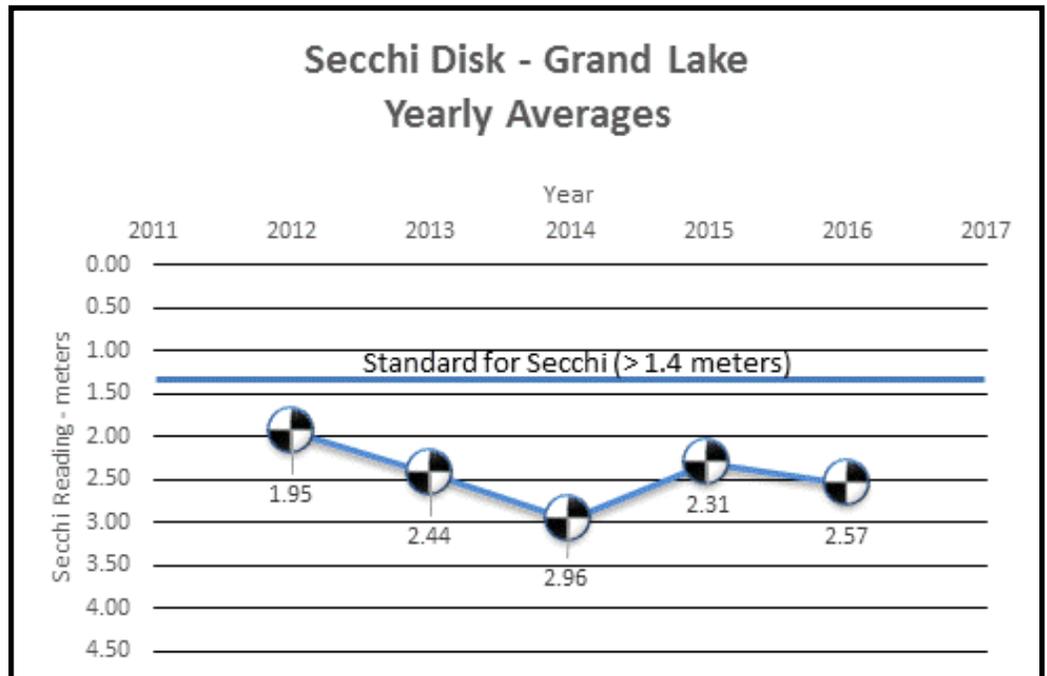


Secchi Disk (meters) Grand Lake	May	June	July	August	September
2012	4.57	1.07	1.68	1.22	1.22
2013	NA	3.96	2.06	1.91	1.83
2014	3.51	3.43	3.28	2.47	2.13
2015	2.35	4.02	1.69	2.11	1.37
2016	4.27	3.89	2.19	0.97	1.52

The table above shows the monthly secchi disk readings from the last five monitoring seasons. The scatterplot below shows the yearly averages of the secchi disk readings.

Of the twenty-four readings taken over the last five years, only five did not meet the standard. Three of those readings were taken in 2012, one was taken in September of 2015, and one was taken in August of 2016.

The yearly averages all meet the standard.

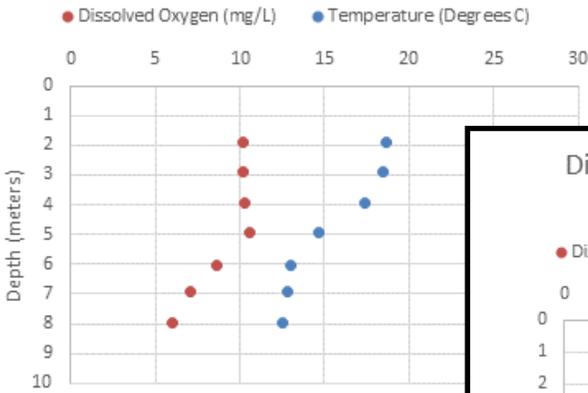


Dissolved Oxygen and Temperature Grand Lake

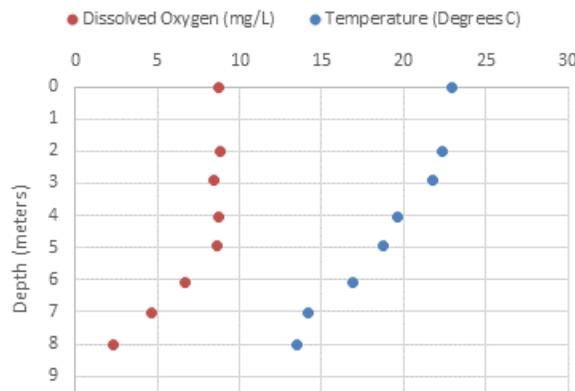
Dissolved oxygen is the amount of oxygen dissolved in the water that is readily available for fish and other aquatic organisms. Temperature can directly influence the amount of dissolved oxygen present.

Dissolved oxygen and temperature profile readings are taken during each sampling event. Readings are taken every meter (approximately 3 feet) throughout the water column.

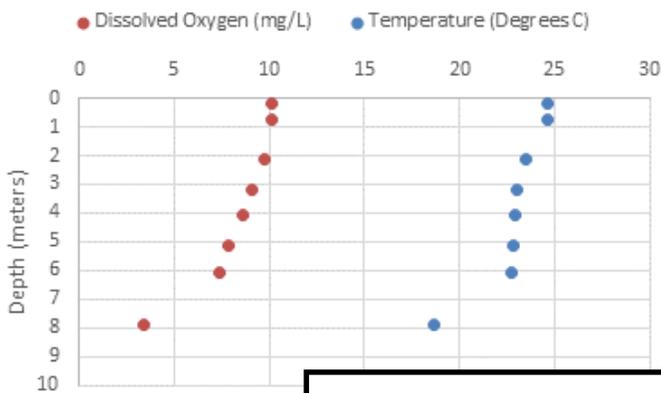
Dissolved Oxygen and Temperature
May 26th, 2016



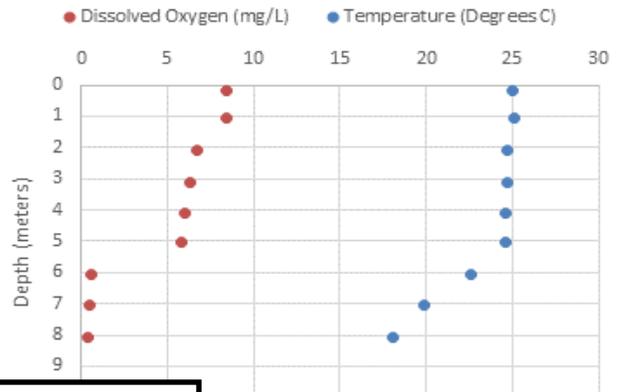
Dissolved Oxygen and Temperature
June 13th, 2016



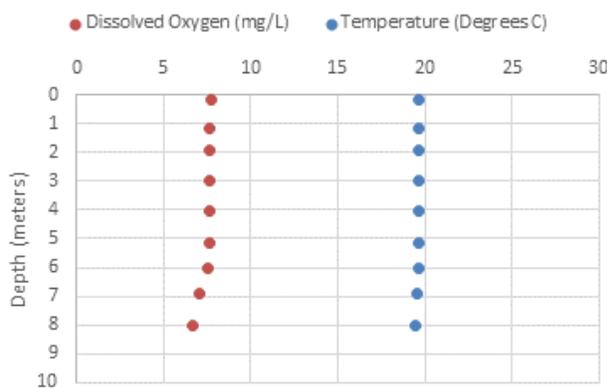
Dissolved Oxygen and Temperature
July 19th, 2016



Dissolved Oxygen and Temperature
August 15th, 2016



Dissolved Oxygen and Temperature
September 21st, 2016



Shoreland Buffer Zone Option for Water Quality Protection

In 2012, the SRWD conducted a shoreline assessment of Grand Lake. Recommendations for protecting the water quality of Grand Lake were included in the final report, and could be expanded upon if requested.

One recommendation included in the report is to restore the manicured lakeshores into buffer zones with native vegetation. Creating a restored buffer zone provides several benefits such as offering a buffer between the affects of human activity and the lake, enhancing the amount and quality of habitat for both aquatic and terrestrial organisms, and stabilize the shorelines to decrease the amount of erosion occurring.

The final report on the shoreline assessment conducted in 2012, as well as additional documentation and recommendations from this project, are available upon request through the Sauk River Watershed District.

Summary of Grand Lake

Zebra Mussel Veliger Sampling

During the 2016 monitoring season, the Grand LID installed zebra mussel plates instead of having the SRWD conduct veliger sampling. The zebra plates did *not* have any zebra mussel evidence present throughout the season.

The Grand LID also purchased a camera that was installed at the public access to help monitor the boats using Grand Lake. More information about the camera is available by contacting the LID Board.



Photos Courtesy of MN DNR Website

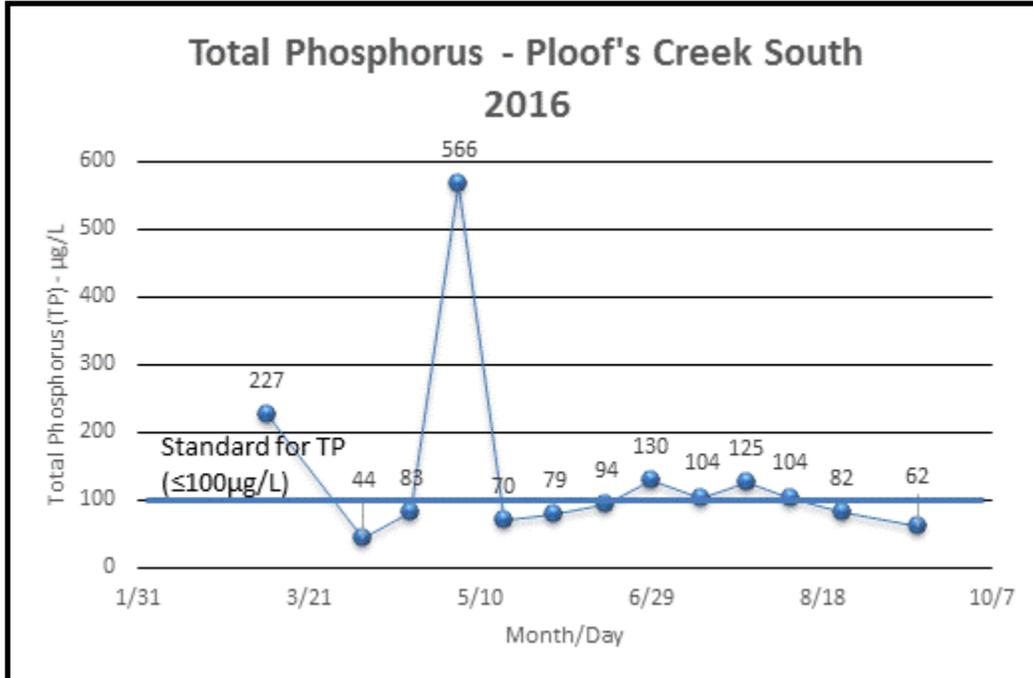
Summary of Grand Lake

Based on the data that was collected by the Sauk River Watershed District during the 2016 monitoring season, Grand Lake is meeting the standards for the parameters tested for the majority of the samples and for all of the yearly averages.

Looking at the data collected over the last five monitoring seasons, the lake has good water quality overall, with the occasional sample exceeding standards. The lake is considered suitable for swimming/wading, with low algae levels and good water clarity during the open water season.

Additional data regarding fish population and water quality may be accessed through the Minnesota Pollution Control Agency (MPCA) or the Department of Natural Resources (DNR) websites, using the lake identification number 73-0055-00.

Ploof's Creek South

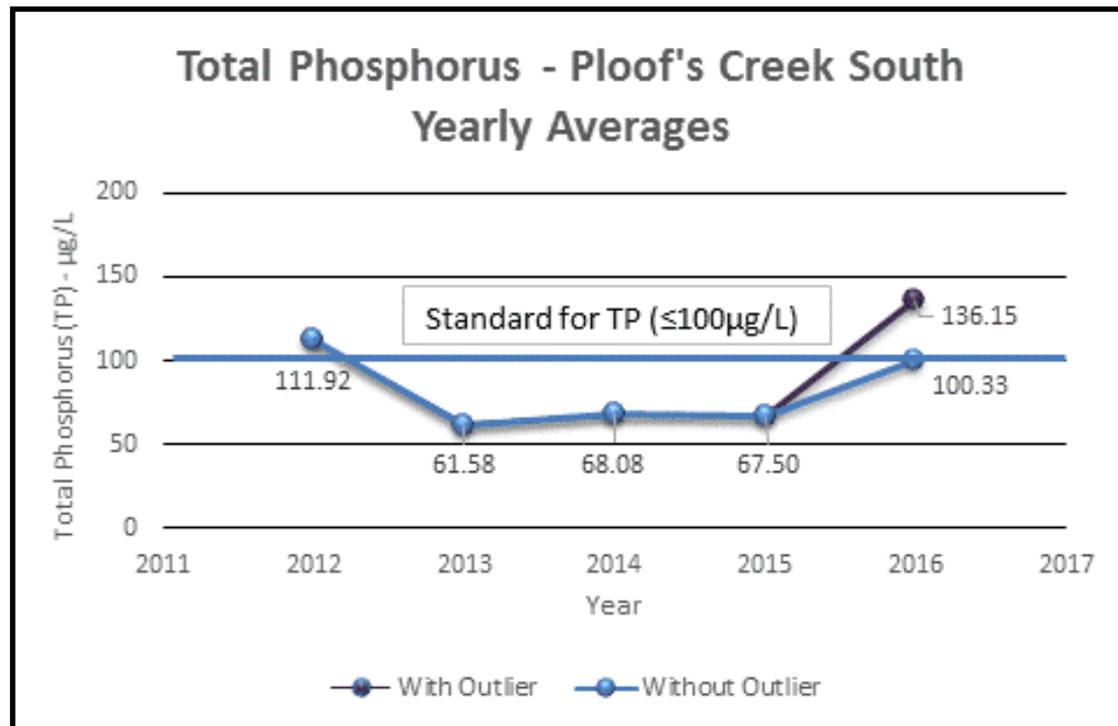


Total Phosphorus (TP)

The eutrophication standard for total phosphorus in streams within the North Central Hardwood Forest Ecoregion (NCHF) is $\leq 100 \mu\text{g/L}$.

As shown in the figure to the left, six of thirteen samples collected in 2016 exceeded the TP standard, with one extremely high outlier that was collected while fish were spawning and stirring up the sediments in the creek. While it is easy to focus on this dataset alone, it is important to remember to look at the big picture - where three of five seasonal averages still meet the standard, showing good water quality from a phosphorus standpoint.

The sample collected on May 4th, 2016 was taken during fish spawning in Ploof's Creek. The spawning caused the water and streambed materials to mix, creating the large spike in the sample collected ($566 \mu\text{g/L}$ of TP). Due to the circumstances under which this sample was collected, it is considered an outlier and can be removed from the dataset to obtain a more realistic seasonal average. The figure below shows the seasonal average for 2016 with ($136.15 \mu\text{g/L}$) and without this outlier ($100.33 \mu\text{g/L}$).



If the outlier in the above sample set is removed, the seasonal average for 2016 drops to $100.33 \mu\text{g/L}$, which barely exceeds the standard.

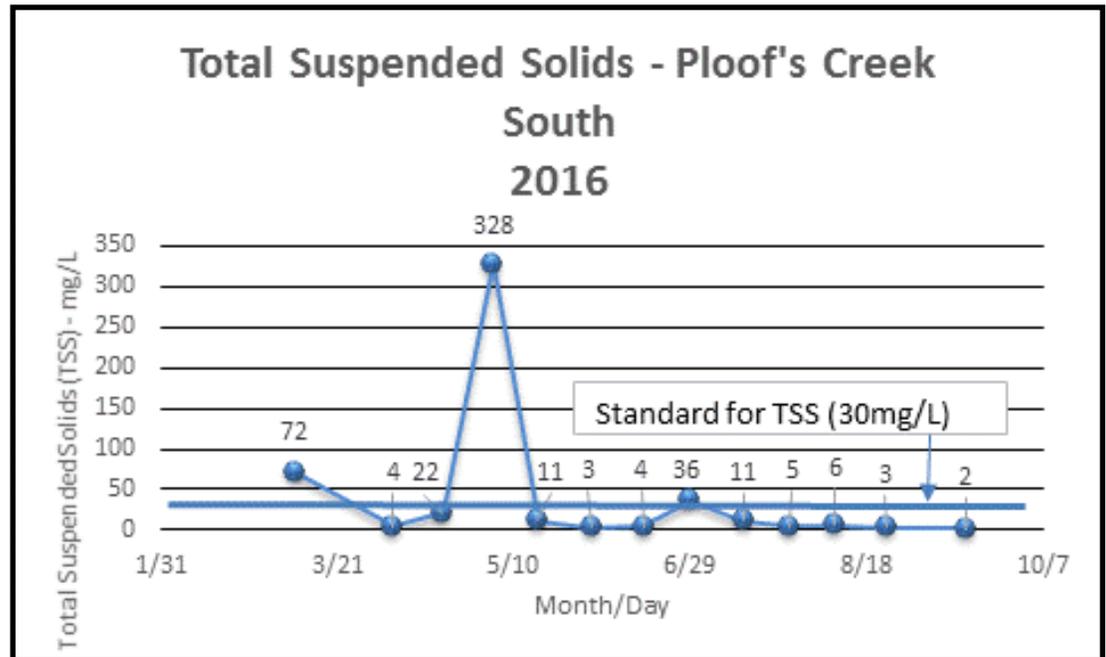
The figure to the left shows the yearly averages for total phosphorus samples collected on Ploof's Creek South from 2012 through 2016.

Three of the five yearly averages, with the exceptions of 2012 and 2016, meet the standard.

Total Suspended Solids (TSS)

The North Central Hardwood Forest Ecoregion standard for total suspended solids is 30mg/L.

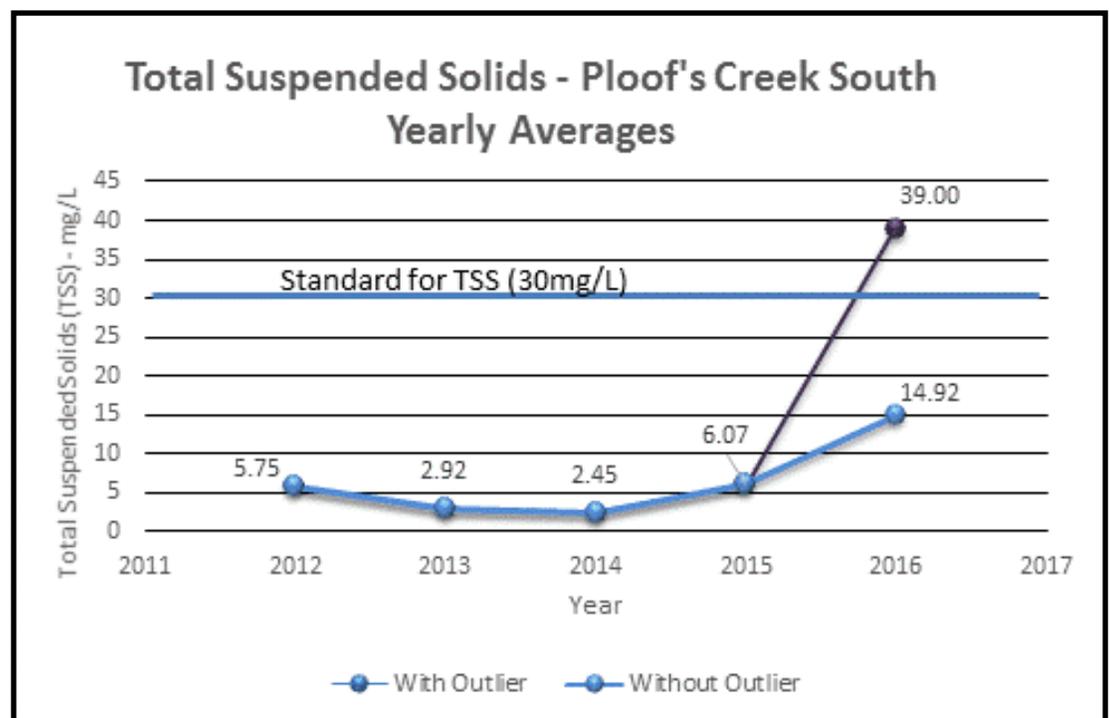
As shown in the figure on the right, the majority of the samples collected from Ploof's Creek South in 2016 are below the standard for total suspended solids. Three of the samples exceeded the standard, one of which was an extremely high outlier, collected while fish were spawning and stirring up the sediments in the creek.

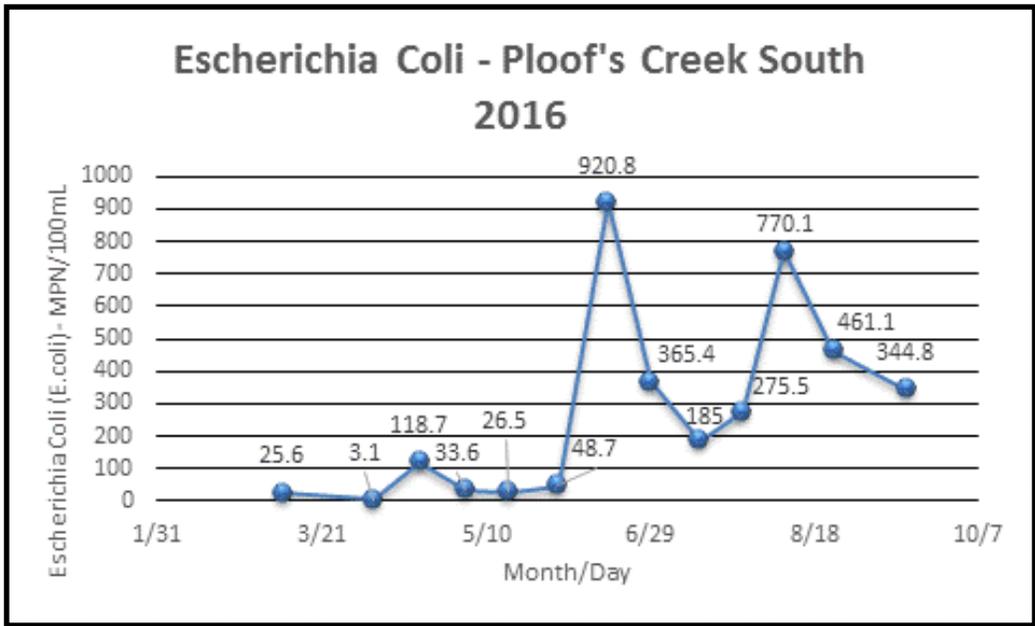


The sample collected on May 4th, 2016 was taken during fish spawning in Ploof's Creek. The spawning caused the water and streambed materials to mix, creating the large spike in the sample collected (328mg/L of TSS). Due to the circumstances under which this sample was collected, it is considered an outlier and can be removed from the dataset to obtain a more realistic seasonal average. The figure below shows the seasonal average for 2016 with (39mg/L) and without this outlier (14.92mg/L).

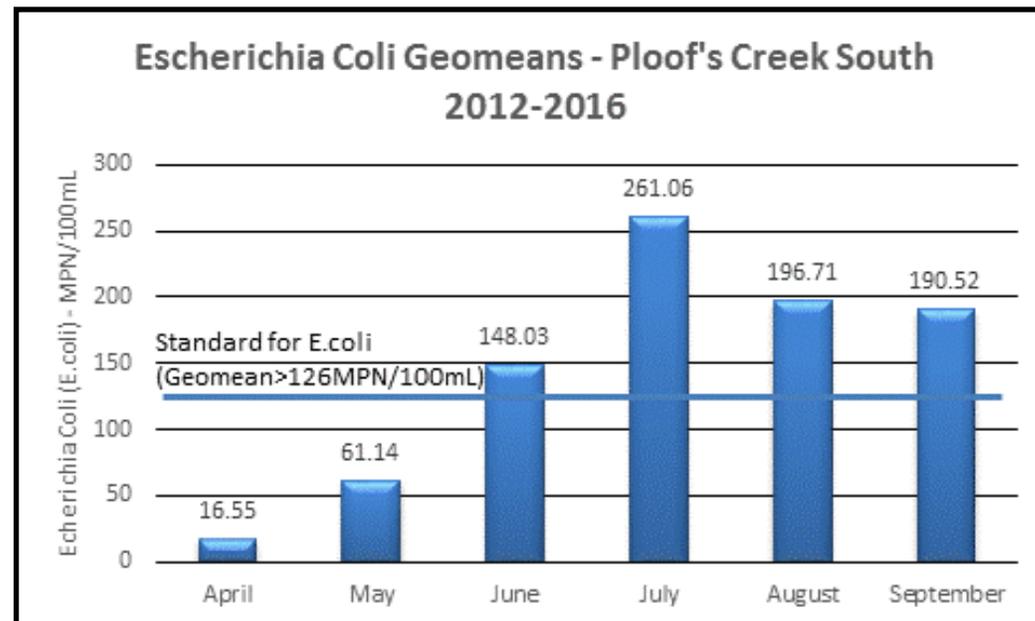
If the outlier in the above sample set is removed, the seasonal average for 2016 drops to 14.92mg/L, which is well below the standard.

The figure to the right shows the yearly averages for total suspended solids samples collected from Ploof's Creek South from 2012 through 2016.





The figure below shows the *E. coli* geomeans (geometric means) of the samples collected at Ploof's Creek South over the last five years. Of the six months that sampling occurs, four of them exceed the standard. This indicates that an *E. coli* impairment is likely in Ploof's Creek. However, since this is such a flashy parameter, there is a second standard that is looked at. That standard pertains to 10% of individual samples exceeding 1,260 MPN/100mL, which would imply that illness could occur upon exposure. Since Ploof's Creek does not have 10% of its samples exceeding this standard, the likelihood of getting sick from a one time exposure are minimal.



Escherichia Coli (*E. coli*)

E. coli is a bacteria found in surface waters that can be toxic to humans. It is found in human and animal waste and contaminates surface waters through direct surface runoff during rain events, snow melt, leaking septic systems, and manure spills. Due to the variety of ways it can contaminate surface waters, it is considered a "flashy" parameter and a large number of data points must be present to draw accurate conclusions regarding the data.

To establish a geometric mean for *E. coli* data (which is the standard process for evaluating the data) 5 samples need to be collected over a 30 day (one month) time frame (these samples can be collected over multiple years). If the geometric mean of those samples is greater than 126 MPN/100mL, or if 10% of the samples are greater than 1260 MPN/100mL then the site would not meet the North Central Hardwood Forest Ecoregion standard.

Using the *E. coli* samples collected from Ploof's Creek South from 2012-2016, there were sufficient data points to calculate geometric means for April, May, June, July, August, and September. As shown in the figure to the left, two of the six geomeans met the standard of 126 MPN/100mL.

Ploof's Creek South Data Summary

Of the data that was collected on Ploof's Creek South during the 2016 monitoring season, the majority of the results met the North Central Hardwood Forest Ecoregion standard, with one outlier sample taken during fish spawning in the creek. If the outlier is included, the site exceeds the standards for Total Phosphorus and Total Suspended Solids. If the outlier is removed, the site exceeds the standard for Total Phosphorus by 0.33µg/L and meets the standard for Total Suspended Solids.

The parameter raising the most concern for Ploof's Creek South is *E.coli*, with four out of six monthly geometric means exceeding the standard. However, three of the six geomeans decreased from 2015 to 2016 while the other three increased.

In response to the Grand LID's concern with the *E.coli* levels in Ploof's Creek, the SRWD, Stearns Soil and Water Conservation District (Stearns SWCD), Stearns County Commissioner, SRWD Board Member/Rockville Mayor, and Stearns Environmental Services met with several LID Members to discuss the options for moving forward. The options include: adding additional monitoring sites upstream on Ploof's Creek to localize the source of the *E.coli* (up to three possible sites), pursuing *E.coli* source tracking to identify what type of *E.coli* is in the creek (pig, waterfowl, cow, human, etc.), continue with the current monitoring plan, or shift to a rotational monitoring plan. During the meeting the LID Board Members in attendance seemed to be in favor of continuing with the current monitoring plan or shifting to a rotational monitoring plan in hopes of using more funding for project implementation, though the SRWD has not received confirmation on the LID's official decision at this time.

Johannes Creek

During the 2016 monitoring season, there were no samples or flow measurements collected on Johannes Creek due to stagnant water during every site visit.



Summary of 2016 Monitoring Data

Of the water chemistry data that was collected at the Ploof's Creek South and Grand Lake Deep monitoring sites in 2016, the majority of it fell within the standards (this is assuming the removal of the outlier collected from Ploof's Creek - details about this sample can be found in the Ploof's Creek data summary in this report). This dataset indicates that these sites have good water quality overall, however, the *E.coli* data results from Ploof's Creek South has raised some concerns.

Any questions or concerns regarding the information in this report should be directed to Sarah Jo, the Monitoring Coordinator at the Sauk River Watershed District, who can be reached via the contact information on the right side of this page.

Contact Us

By Mail or In

Person:

524 4th Street South
Sauk Centre, MN 56378

Phone:

320.352.2231

Fax:

320.352.6455

On the Web:

www.srwdmn.org

Email:

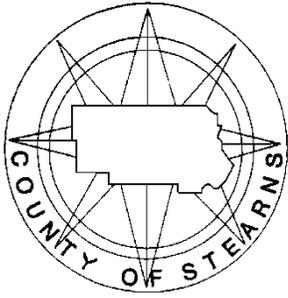
sarah@srwdmn.org



IMPORTANT REMINDERS

THE DATA AND RECOMMENDATIONS INCLUDED IN THIS REPORT ARE BASED ON THE DATA COLLECTED FROM 2012-2016. SAMPLES WERE COLLECTED AND DATA WAS REVIEWED BY THE SAUK RIVER WATERSHED DISTRICT. IT IS IMPORTANT TO REMEMBER THAT THIS DATASET IS NOT A COMPLETE PICTURE OF ALL CONDITIONS.

PLEASE CONTACT SARAH JO, MONITORING COORDINATOR AT THE SAUK RIVER WATERSHED DISTRICT WITH ANY QUESTIONS OR CONCERNS REGARDING THE INFORMATION PRESENTED IN THIS REPORT.



COUNTY OF STEARNS

ASSESSOR'S OFFICE

Administration Center RM 37 • 705 Courthouse Square • St. Cloud, MN 56303

320/656-3680 • Fax: 320/229-7032

www.co.stearns.mn.us

MEMORANDUM

To: **Rockville**
From: Jeff Johnson, County Assessor
Re: 2017 Open Book Meeting Notice
Date: January 4, 2017

As a courtesy, I am notifying you that an open book meeting has been scheduled for **Rockville** at **Rockville City Hall** on **4/26/2017** from **6:00 - 6:30 pm**. The purpose of this meeting is to provide property owners in your **city** with an opportunity to discuss their 2017 property assessments. This one-on-one, informal meeting is required to be held between April 1st and May 31st. It is an alternative to the local board of appeal and equalization meeting since these duties have been transferred to the county.

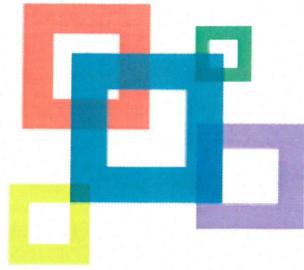
During the open book meeting, valuation and classification issues are handled by the staff of the Stearns County Assessor's Office. Property owners do not need to make an appointment to meet with the assessment staff. They can simply show up on the date and time at the location stated on their notice of valuation and classification. They can verify information about their property, compare their values to the values of other similar properties, and have questions and concerns addressed.

Property owners who are not satisfied with the open book approach may appeal to the County Board of Appeal and Equalization and/or appeal to the Minnesota Tax Court.

There is no requirement that you must either post a notice about this open book meeting at **Rockville City Hall** or publish it in the local newspaper. The notice of valuation and classification is the only notification needed by law.

Additionally, it must be pointed out that property owners are not required to attend an open book meeting to appeal to the County Board of Appeal and Equalization. They may appeal directly to the County Board of Appeal and Equalization without attending the open book meeting.

Thank you for giving this matter your attention. If I can be of assistance, please feel free to contact me.



GREATER ST. CLOUD

DEVELOPMENT CORPORATION

The Greater St. Cloud Development Corporation (GSDC) is the vehicle through which business executives, healthcare and education leaders, civic and community leaders, local government leaders, partner organizations, and community members come together in guiding efforts towards making the greater St. Cloud region one of the best places to live and work in America.

A private effort for the public good. We are a private collaboration of more than 200 regional business executives and community leaders within Benton, Sherburne and Stearns counties in Central Minnesota. The GSDC is leading a passionate, community-wide commitment to harness the vast resources of our region and facilitate collaboration among and between them. Our efforts to improve the business climate and economic base of the region are 100 percent self-funded through investor fees, grants and donations and all actions are self-governed by our investors, boards and various committees.

We are in the business of growing business. The charge of the GSDC is to spearhead the economic development efforts of the greater St. Cloud region by identifying and unifying opportunities to engage community leaders, foster business growth, expand and nurture the area's talent base and support the communities that make up the greater St. Cloud region.

Our Mission: We lead economic development for the benefit of the Greater St. Cloud community.

Our Vision: Greater St. Cloud is a growing and vibrant community where talented people choose to live, work and engage.

Our Values:

Leadership. We inspire trust.

Integrity. We do what we say.

Diversity. We benefit from differences.

Accountability. We create results.

Collaboration. We engage partners.

2016 Board of Directors:

Bob White, Microbiologics/Director
Brian Myres, Myres Consulting/CEO
Rick Bauerly, Granite Equity Partners/Partner
Greg Klugherz, CentraCare Health/CFO
Marty Moran, Clear Path/Principal
Dave Gruenes, Stearns Electric/CEO
Kathy Gaalswyk, Initiative Foundation/Pres.

Tom Schlough, Park Industries/CEO
Tom Rickers, Bremer Bank/President
Brad Goskowicz, Microbiologics/CEO
Ken Holmen, CentraCare Health/CEO
Ashish Vaidya, SCSU/ Interim President
Mary Hinton, CSB/President
Michael Hemesath, SJU/President

Joyce Helens, SCTCC/President
Paul Pfeiffer, ATS/CFO
John Torgerson, Bernick's/COO
Heather Pieper-Olson, CSB/Assoc. VP
Craig Broman, St. Cloud Hospital/President

2013-2016 Strategic Initiatives:

1. **Business Development:** Enable business retention, expansion and attraction across the region.
2. **Transportation:** Facilitate efforts & advocate for expansion of a comprehensive regional transportation infrastructure system including road & bridge, rail, air, bus and trail.
3. **Talent:** Attract, develop, retain and expand the talent pool; grow the development and utilization of the regional talent portal: www.GreaterStCloudJobSpot.com.
4. **Workplace Well-Being:** Identify and promote best practice corporate wellness programs and the development of a wellbeing assessment & benchmarking tool.
5. **Downtown Revitalization:** Contribute to the planning for and vibrancy of Downtown St. Cloud.
6. **Innovation:** Support new technologies, products, markets and companies.

For more information about our strategic initiatives or becoming an investor, contact Patti Gartland, President (320-252-5228; 320-260-2442, pgartland@greaterstcloud.com).



2016 GSDC Corporate Investors: Bold denotes founding investor

\$100,000 or more:

Anderson Trucking Service **CentraCare Health** Coborns

\$75,000 or more:

\$40,000 or more:

Morgan Family Foundation

\$25,000 or more:

City of St. Cloud **Stearns County**

\$15,000 or more:

Bernick's Bremer Bank Capital One CliftonLarsonAllen	Coldspring DeZurik Granite Equity Partners Initiative Foundation	Microbiologics Stearns Electric Association Wells Fargo Xcel Energy	Wolters Kluwer Fin. Services
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\$7,500 or more:

Amcon Block American Heritage Bank Appert's Foodservice Array Services Group BankVista Benton County BerganKDV Boser Construction Brenny Transportation C&L Distributing Central McGowen Central MN Community Found. City of Sartell City of Sauk Rapids College of Saint Benedict	DCI Falcon National Bank GATR Volvo Geo-Comm GNP Company Gray Plant Mooty Grede, LLC HealthPartners Central MN Clinics INH Companies Kensington Bank Knife River Marco Mathew Hall Lumber McGough Construction Merrill Corporation	Miller Auto Center Minnwest Bank Pan-O-Gold Baking Company Park Industries Preferred Credit Quinlivan & Hughes, PA Rasmussen College Rice Building Systems Rinke Noonan Saint John's University Schlenner Wenner & Co. Sentry Bank Sherburne County Spee-Dee Delivery St. Cloud Area Assoc. of Realtors	St. Cloud Industrial Products St. Cloud Opportunities St. Cloud Refrigeration St. Cloud State University St. Cloud Tech & Comm College St. Cloud Times Stinson, Leonard, Street LLP Strack Companies Tri-County Abstract & Title Guar. U.S. Bank Viking Coke W. Gohman Construction Winkelman Building Woodcraft Industries WSB Engineering
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\$5,000 or more:

American Door Works / MidCentral Door Co. Arete Enterprising Central MN Builders Association Central Minnesota Credit Union	City of Becker City of Cold Spring DAYTA Marketing Ferche Companies Granite Logistics	Great River Federal Credit Union Mahowald Insurance Agency Minnesota Bus. Fin. Corp. Rejuv Medical Third Street Brew House	Sunset Manufacturing University of MN Warnert Commercial
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Annual investment classification is based on the average of cumulative investments and contributions over the period of years of engagement with GSDC.

GSDC Advocate Investors: Annual contributions of \$500 to \$4,999 to GSDC

\$500 - \$999

Advantage Chiropractic
College of St. Scholastica
Granite City Real Estate
Laraway Financial Services
Leighton Interactive

Metro Bus
Resource Training Solutions
Sandler Training
St. Cloud Area Chamber of Com.
United Way of Central MN

\$1,000 - \$2,499

East Central Energy
D.J. Bitzan Jewelers
Peters Body Shop
Rick & Helga Bauerly Family Fund
Northland Capital Fin Services
Wilke Sanderson

\$2,500 - \$4,999

GSDC Strategic Initiative Contributors and Patrons through July 2016:

Contributors and patrons of an individual GSDC strategic initiative(s) or in the creation of the GSDC: Air Service (A), Well-Being (W), Talent (T), Innovation (I), Downtown (D)

Aeration Industries Int'l
Aerotek
AIS Planning
Alexandria Extrusion
All Flex Flexible Circuits
American Heart Association
American Mfg Company
Anna Maries Alliance
Apollo Insurance
Anderson Center
Atlantic Credit & Finance
Atomic Learning
Automotive Parts Headquarters
Bachman Jewelers
Rick and Helga Bauerly
Bliss Direct Media
Blue Cross Blue Shield
Boy Scouts of America Ctrl MN
Bursch Travel
Buttweiler Environmental Inc.
C4 Welding
Catholic Charities
Central MN Foot & Ankle
Central MN Mental Health Ctr
Central MN Vegan Association
Cetera (formerly Primevest)
City of St. Joseph
Clark
Clean Cut Lawn & Landscaping
Clear Path, LLC
CM SHRM
College of St. Scholastica
Columbia Gear
Country Financial

Creative Memories
CyberSource
Distinctive Cabinet Design
Doherty Staffing
eBureau
Eich Motor
Electrical Builders, Inc.
Empowris
Encore Capital Group
Executive Express
Finken Companies
Flatirons Capital Management
Franklin Outdoor
GEOTEK
Gilleland Chevrolet/Cadillac
Global Edge
Good Sheperd Community
Graniteman Events
HatlingFlint
Holland & Frank
Ickler Company
Ind. Com. Bankers of Am. (ICBA)
Insight Eye Care
J & J Holmes
Jennie-O
Kain & Scott, PA
King's Express
Al & Yvonne Kremers
Lamar
Legends at Heritage Place
Leighton Broadcasting
Liberty-Miller Architects
Manpower
Masterson Staffing Solutions

Medica
Metro Bus
Mid Central Heating & Air
Midwest Machinery Company
MN Dept of Health
MN High Tech Association
Minnesota School of Business
Marty and Asha Moran
Lee and Vicki Morgan
Myres Consulting
Nahan Printing
NativeX
Netgain
NetVPro
Northern States Supply
Nystrom & Associates
Overcomers International
Phyxius, Inc.
Prairie River Home Care, Inc.
Preferred One
Profile by Sanford
ProStaff
Prudential Advisors
PouchTec
RBC Wealth Management
Reach Up Inc.
REM Central Lakes
Renewable Carbon Management
RIE Coatings
Rite Soft
Royal Tire
Russell Eyecare & Associates
Sand Companies
St. Cloud Area CVB

St. Cloud Area Schools
St. Cloud Conflict Resolution
St. Cloud Downtown Council
St. Cloud HRA
St. Cloud Surgical Center
St. Cloud VA HCS
St. Cloud YMCA
St. Gabriel's Hospital
Sartell St. Stephen Schools
Sauk Rapids Rice Schools
Schaefer Ventilation
Schuler Shoes
Sears
Servicemaster
Sisters of Order of St. Benedict
Spartan Staffing
Speed Stop Gas & Goods
Starrett Tru-Stone Technologies
Stearns Benton Employment
Stearns Financial Services
Stride Academy
Talon Innovations
Torborg Builders
Twin City Die Castings Company
Vector Windows
Vela Strategies
Vital WorkLife
WACOSA
Watkins Aircraft Support Prod.
Robert & Penny White
Westaff
Wiman Corporation
Xerox Business Services

OUR ROLE IS TO ASSIST YOU IN GROWING YOUR BUSINESS

IN THE GREATER ST. CLOUD REGION

TALENT

The Greater St. Cloud Development Corporation (GSDC) was founded in 2011 with the charge to spearhead the economic development efforts of the greater St. Cloud region of Central Minnesota.

WORKPLACE WELL-BEING

We are a non-profit, private collaboration of nearly 250 regional business executives and community leaders within Benton, Sherburne and Stearns counties. Learn more about us and our strategic initiatives at www.GreaterStCloud.com.

BUSINESS DEVELOPMENT

As business development experts we assist you in navigating the complex process of identifying and choosing location options, financial resources and local and state requirements. We serve companies of all sizes and all discussions remain confidential.

In response to employer needs we have created Greater St. Cloud JobSpot, a talent portal focused on our greater St. Cloud region. By featuring only local jobs, JobSpot helps retain area talent and attract others to the opportunities here.

See how JobSpot can help you with your talent search by visiting www.GreaterStCloudJobSpot.com.

GREATER
ST. CLOUD
JOBSPOT

INNOVATION

TRANSPORTATION

HISTORIC DOWNTOWN ST. CLOUD

PART II
ELECTIONS, ELECTED OFFICIALS, AND COUNCIL MEETINGS

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Chapter 6

Elected officials and council structure and role

The cornerstone of city government in Minnesota is the elected city council (“council”). The council fashions the policies that determine a community’s present and future well-being. Because people look to their local government for leadership, much of the responsibility for community development falls on the shoulders of city councilmembers.

Although the mayor is a member of the council in statutory cities and the clerk is a member of the council in Standard Plan cities, the mayor and clerk in all cities have some special duties. This chapter will discuss the special aspects of these positions and the council’s role in city governance.

I. Elected officials in general

Minn. Stat. § 412.02, subd. 1;
Minn. Stat. § 412.191, subd. 1.

Although not all statutory cities have the same elective offices, all must have a mayor and at least three councilmembers. Whether a statutory city elects other officers depends on several factors, including the plan of government under which it operates.

For home rule charter cities, the city’s charter specifies the type and number of elected officials.

A. Eligibility for office

Minn. Const. art VII, § 6; *See also, Jude v. Erdahl*, 296 Minn. 200, 207 N.W.2d 715 (Minn. 1973).

Minn. Const. art. VII, § 1.

The Minnesota Constitution sets the qualifications for elective office. To hold elective city office, individuals must be qualified city voters, at least 21 years of age on the date of taking office, U.S. citizens, and residents of the city for at least 30 days prior to the election. An individual who has been convicted of a felony under either state or federal law cannot hold elective office in Minnesota unless the individual’s civil rights have been restored.

Minn. Stat. § 351.02(6).
Minn. Stat. § 412.02, subd. 2a.

If an individual fails to qualify for elective office within the allotted time, the city council may, by resolution, declare a vacancy and proceed to fill it by appointment. Individuals appointed to fill vacancies must also satisfy the requirements for elective office.

Minn. Stat. § 10A.01, subd. 26; Minn. Stat. § 10A.07; Minn. Stat. § 10A.09, subds. 1, 6a.

Elected and some appointed officials of cities with populations over 50,000 located in the seven-county metropolitan area must comply with conflict-of-interest disclosure and economic-interest-reporting requirements. Candidates for elected office must submit statements of economic interest to the city council within 14 days of filing an affidavit of candidacy. Persons accepting employment as public or local officials must file the disclosure statement within 60 days of accepting employment. In both cases, the law requires the filing of supplementary annual reports.

B. Terms of office

Minn. Stat. § 412.02, subd. 2; Minn. Stat. § 351.02; 2010 Minn. Laws ch. 201, § 59.

Terms of office in statutory cities begin on the first Monday of January following the election. The terms of the old officers in statutory cities end at this time, or as soon after that as the newly elected officers qualify by taking an oath and filing a bond, if one is required. If the newly elected officer refuses or fails to qualify, the incumbent officer continues to hold office until the council declares the office vacant and appoints a successor. The terms of all city councilmembers in charter cities expire on the first Monday in January of the year in which they expire. The length of the various terms of office is provided by statute. The attorney general has advised that a person elected to fill a vacancy is eligible to qualify and assume office upon receipt of an election certificate.

A.G. Op. 471-M (Nov. 23, 1999).

C. Oath of office

Minn. Stat. § 358.05.

Whether or not officials need a bond, they must take and sign an oath of office before exercising any of their powers. This includes members of councils, boards, commissions, and administrative officers. This applies to appointed as well as to elected officials.

See Minn. Const. art. V, § 6.
Minn. Stat. § 358.06.

The required oath is: "I, (name) do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (insert brief description of office) of the city of (insert city), Minnesota, to the best of my judgment and ability, so help me God."

Minn. Stat. § 358.08.

If the officer objects to an oath on religious grounds, the word "affirm" can substitute for the word "swear," and the phrase "and this I do under the penalties of perjury" can substitute for the phrase "so help me God."

Minn. Stat. § 358.09;
Minn. Stat. § 358.10.

Any person with authority to take and certify acknowledgments may administer the oath, including the city clerk, a justice of the peace, a notary public or a register of deeds. The candidate taking the oath must lift his or her hand while reciting the oath. The candidate qualifying for office must take the oath and sign a copy of the oath in the presence of the administering official.

Minn. Stat. § 358.11(3); See "Bonds for City Officials and Employees," *Minnesota Cities*, May-June 2002.

The signed copy should go to the city clerk for filing. City assessors should file their copy with the county auditor. If an officer must also submit a bond, the oath should be attached to the bond and both documents should go to the council for approval and then to the clerk for filing.

D. Term limits

Minn. Const. art. VII, § 6;
*Minneapolis Term Limits
Coalition v. Keefe*, 535
N.W.2d 306 (Minn. 1995).

The Minnesota Constitution establishes the eligibility requirements for public office without authorizing the adoption of additional “eligibility” requirements. Therefore, a charter city may not enact term limits as an eligibility requirement.

E. Vacancies

Minn. Stat. § 351.02.

Vacancies in an elective office in a statutory or home rule charter city may occur for the following reasons:

1. Death

Minn. Stat. § 351.02(1), (8).

The vacancy exists as of the date of death. If the elected officer has not yet begun the term of office, the vacancy exists from the date the term would have started.

2. Resignation

Minn. Stat. § 351.02(2); Minn.
Stat. § 351.01, subd. 1.

A resigning elected public official must submit a written resignation to the council. After receiving a resignation, the council should pass a resolution stating it has received and accepted the resignation, and declaring that a vacancy exists.

Minn. Stat. § 351.01, subds. 2, 3, 4; See informal A.G. letter opinion dated March 3, 2003 (advising that Minnesota law does not require that a written resignation be “received” by the council during a formal meeting in order to be effective).

Unless the resignation expressly states it is to take effect at a future date, the resignation will be effective when received by the council. If the resignation states it takes effect on a specified date, the vacancy occurs on that date whether or not the council has accepted it. To withdraw a prospective resignation, the resigning officer must submit a written statement of withdrawal in the same manner as the resignation. In order to be effective, the withdrawal must be received before the council accepts the resignation by resolution or before an officer authorized to receive it has issued a written acceptance.

3. Removal by operation of law

In most situations, it is not possible to remove statutory elected officials before the end of their terms, for cause or otherwise. Cities should consult with their city attorneys before attempting removal of any elected official.

Statutory city voters have no recall authority. Some home rule charters, however, give voters this option, but there remains some question as to whether this type of charter provision is constitutional.

Minn. Stat. § 351.02(5).
A.G. Op. 490D (Nov. 18, 1952); Minn. Stat. § 609.02, subd. 2; Minn. Stat. § 609.42.

In certain situations, removal by operation of law can occur. A vacancy occurs if an elected official is convicted of any “infamous” crime. An infamous crime is a felony; that is, a crime for which a sentence of imprisonment for more than one year may be imposed. For example, bribery is a felony. Thus, a bribery conviction would result in the elected official’s immediate removal from office. Moreover, any public officer convicted of bribery is forever disqualified from holding public office.

Minn. Stat. § 609.43; Minn. Stat. § 609.02, subd. 4.

Misconduct of a public officer or employee, as defined by law, is a gross misdemeanor. Therefore, a misconduct conviction is not an infamous crime, and does not automatically result in an elected official’s removal from office.

Minn. Stat. § 351.02(5); Minn. Stat. § 358.05; Minn. Const. art. V, § 6.

See, Minn. Stat. §§ 609.415-475.

A vacancy does occur, however, when an elected official is convicted of an offense involving a violation of the individual’s official oath. Many offenses that are not felonies or “infamous” crimes may involve a violation of an individual’s oath and may result in a vacancy upon conviction.

Minn. Stat. § 13D.06, subd. 3.

A vacancy also occurs if a councilmember is found to have intentionally violated the open meeting law on at least three separate occasions. If a court finds a third, separate intentional violation, it must declare the position vacant and notify the appointing authority or clerk.

4. Termination of city residency

Minn. Stat. § 351.02(4).

A vacancy occurs when a city councilmember ceases to be a resident of the city. Residence is a factual question the council must determine in each case. Voting in the city is only one indication of residence. The office holder’s intent and availability to perform official duties are additional criteria that should be considered. A councilmember becomes a non-resident when the property where the councilmember lives is detached from the city.

5. Failure to qualify for office

Minn. Stat. § 351.02(6).

An elected official may fail to qualify for office by refusing or neglecting to take the oath of office, to give or renew an official bond, or to deposit such oath or bond within the time prescribed by law. This type of vacancy is not automatic. A newly elected official may qualify at any time prior to the council declaring the office vacant.

6. Abandonment

A.G. Op. 99 (Aug. 26, 1920).

Whether an abandonment of office actually occurs is difficult to determine. The intent of the office holder is the controlling factor. The attorney general, while cautioning that this is a question of fact, has indicated that failure to participate in council activities for three months is sufficient grounds for declaring an abandonment of office.

7. 90-day absence rule

Minn. Stat. § 412.02, subd. 2b.

A vacancy in the office of mayor or councilmember may be declared by the council when the office holder is unable to serve in the office or to attend council meetings for a 90-day period because of illness, or because of absence from or refusal to attend council meetings for a 90-day period. If any of the preceding conditions occurs, the council may, by resolution, declare a vacancy and then fill it at a regular or special council meeting. The appointed councilmember will serve for the remainder of the unexpired term, or until the absent councilmember is again able to resume duties and attend council meetings, whichever is earlier. When the absent councilmember is able to resume duties and attend council meetings, the council shall, by resolution, remove the temporary office holder and restore the original office holder.

8. Qualifying for a second or incompatible office

See LMC Information Memo, *Official Conflict of Interest* for more information.

If an officer accepts a second office that is incompatible with the first, the first office is automatically vacated. (Section H of this chapter discusses incompatible offices in more detail.)

9. Expiration of elected term

Minn. Stat. § 412.02, subd. 2.

Generally, the vacancy occurring at the conclusion of an incumbent's term of office is filled immediately by the successor. If no one has been elected, the incumbent fills the office until the council appoints a successor and that person qualifies for the office.

10. Habitual drunkenness

Minn. Stat. § 351.07.

State law provides that the habitual drunkenness of any person holding office is good cause for removal from office.

F. Filling vacancies

Minn. Stat. § 412.02, subd. 2a.
A.G. Op. 59a-30 (July 24, 1996).

See "Vacancies on a Statutory City Council," *Minnesota Cities*, Oct. 2000.

While a council might identify and declare the facts giving rise to a vacancy, for all practical purposes they occur automatically and are not based upon any removal action. Because the council must fill vacancies in elective offices, it should determine whether a vacancy exists. After investigating the facts, the council should pass a resolution declaring a vacancy and then fill it as soon as possible.

Minn. Stat. § 412.02, subd. 2a.

A.G. Op. 471-M (Oct. 30, 1986).

State law provides that statutory city councils make the appointment to fill a vacancy, except in the case of a tie vote when the mayor makes the appointment. That means all members of the council, including the mayor, can vote on the appointment. And as long as at least a quorum of the council is present, a majority vote of those present is sufficient to make the appointment.

- Minn. Stat. § 412.121; Minn. Stat. § 471.46. State law does not place any limitation on a mayor's ability to make an appointment in the case of a tie vote. As a result, the mayor can appoint any qualified person willing to fill the vacancy even if that person was not the subject of the original appointment vote. If the vacancy is for the mayor's office and the council casts a tie vote, the acting mayor should make the appointment. The acting mayor may not, however, appoint himself or herself.
- Minn. Const. art. VII, § 6. The council may appoint any individual who is eligible for election to that office. Generally, to be eligible a person must be a U.S. citizen, a resident of the city, and at least 21 years old. The council is not obligated to appoint any candidate previously defeated in an election for the office.
- Minn. Stat. § 415.15.
A.G. Op. 471-M (Dec. 27, 1977). A retiring councilmember may not vote on the appointment of the successor to that vacancy. A councilmember who is elected mayor, however, may participate in the appointment vote to fill the vacancy in his or her former council position.
- Minn. Stat. § 412.02, subd. 2a. Under certain circumstances, individuals appointed to fill council vacancies serve on a temporary basis, and the city must hold a special election to elect a permanent replacement to fill the vacancy. Two factors determine whether an election is required: first, whether filing has opened for the next regular city election, and second, the length of the unexpired portion of the term at the time of the vacancy. If the vacancy occurs on or after the first day to file as a candidate for the next regular city election or if less than two years remain in the unexpired term, the city does not need to hold a special election, and the appointed person can serve out the remainder of the unexpired term. In the alternative, if the vacancy occurs before the first day to file as a candidate for the next regular city election and more than two years remain in the unexpired term, the city must hold a special election to fill the council vacancy at or before the next regular city election, and the person elected will serve out the remainder of the unexpired term. If the council chooses to hold a special election to fill a vacancy at a time other than at the regular city election, it must first adopt an ordinance specifying the circumstances under which such an election will be held.
- Minn. Stat. § 412.02, subd. 2;
A.G. Op. 471-M (Nov. 23, 1999). State law generally provides that the terms of elected city officials begin on the first Monday in January following the election. However, the attorney general has advised that a person elected to fill a vacancy is eligible to qualify and assume office upon receipt of an election certificate.

G. Councilmembers ineligible to fill certain vacancies

- Minn. Stat. § 471.46. City councilmembers, including mayors and elected clerks, may not be considered to fill vacancies in other city elective offices if the council has the power to make the appointment to fill the vacancy. This rule applies even if a councilmember resigns the position on the council before the council makes the appointment. An exception to this rule is that the council may appoint one of its members to the office of either mayor or clerk. In such a case, the councilmember being considered for the appointment may not vote.

H. Special concerns—gift law, conflicts of interest, and incompatible offices

There are several areas that are special concerns for all elected officials and some appointed officers. These include the following:

Gift law. City officials are generally prohibited from accepting gifts, although there are a few limited exceptions.

Conflicts of interest. Councils are generally prohibited from entering into a contract if one of their councilmembers has an interest in the contract. There are some exceptions to this rule.

Incompatible offices. City officials may not hold two offices that are incompatible.

In all three of these areas, the law is complex and whether a violation has occurred is not always clear. And even when a situation does not violate the law, people sometimes still question whether a city official has acted ethically. This section discusses each of the laws in more detail.

See n. LMC Information Memo. *Official Conflict of Interest.*



1. The law prohibiting gifts to city officials

Minn. Stat. § 471.895.



With some exceptions, every gift to any city official is prohibited. An interested person may not give a gift or request another to give a gift to a local official. A local official may not accept a gift from an interested person.

Minn. Stat. § 471.895, subd. 1(c).

An “interested person” is a person or a representative of a person or association with a direct financial interest in a decision the local official is authorized to make.

Minn. Stat. § 10A.071, subd. 1; Minn. Stat. § 471.895, subd. 1(b).

A “gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.

Minn. Stat. § 471.895, subd. 1(d).

A “local official” means an elected or appointed official of a city, or of an agency, authority, or instrumentality of a city.

All members of the city council, appointed boards, commissions, and committees are covered by this law. The definition of an interested person implies that local officials who are authorized to make decisions or recommendations that could impact someone financially are also covered by the law. As a result, top appointed employees are likely covered, such as the manager, administrator, clerk, financial officer, and other department heads. Other covered city employees could include inspectors and people who can make decisions or recommendations about purchasing property, supplies or services. Indeed, it is possible to construct fact situations where almost any public employee can make or recommend actions that could affect someone’s direct financial interest. As a result, many cities interpret the gift law to apply to all city employees.

An interested person under the gift law likely includes anyone who may provide goods or services to a city, such as engineers, attorneys, fiscal advisors, contractors, and sales representatives.

In addition, virtually every resident of the city and anyone doing business in the city could at some time have a direct financial interest in a decision a city official is authorized to make and thus could qualify as an interested person. The following are possible examples where a resident or business owner's financial interest could be affected:

- The levying of property taxes.
- The spreading of special assessments.
- The valuation of property for tax purposes.
- The issuing of a license.
- The zoning of property or granting of a land-use permit.

As a result, any person doing business or residing in the city is potentially an interested person as far as a city councilmember is concerned. Whether a resident or business owner is an interested person, as far as members of boards and commissions are concerned, depends on the types of decisions or recommendations the boards or commissions are authorized to make.

It is important to note that the decision or recommendation a city official is authorized to make does not have to be pending or probable. If an individual could at any time have a direct financial interest in a decision or recommendation that a city official would be authorized to make, that individual would likely be considered an interested person.

Minn. Stat. § 471.895, subd. 3; See opinions issued by the MN Campaign Finance and Public Disclosure Board relating to some of these exceptions.

There are a few limited exceptions to the gift law. For example, the following types of gifts are not prohibited:

- Political contributions.
- Services to assist an official in the performance of official duties.
- Services of insignificant monetary value.
- A plaque with a resale value of \$5 or less.
- A trinket or memento costing \$5 or less.
- Informational material of unexceptional value.
- Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before whom the recipient makes a speech or answers questions as part of a program. (This exception probably permits only the principal speakers at meetings to receive gifts of food or beverage.)

- Gifts given because of the recipient's membership in a group, a majority of whose members are not local officials, if an equivalent gift is offered to or given to the other members of the group.
- Gifts given by an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family.
- Gifts given by a national or multi-state organization of governmental organizations or officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

The law prohibits gifts to city officials, not to cities. Thus, an interested person can give a gift to a city. If the giver has no control over who will receive the gift and the gift was not targeted to a specific person, perhaps a city official could benefit from that gift. If the person who benefits from the gift has any control over its use, the gift would likely be prohibited. For example, if an interested person gave a city five tickets to a football game, the councilmembers probably could not decide to use the tickets for themselves.



2. Conflicts of interest

There are two types of conflicts of interest that a councilmember may encounter: those involving contractual decisions, and those involving non-contractual decisions.

Minn. Stat. § 471.87; Minn. Stat. § 412.311.

See LMC Information Memo, *Official Conflict of Interest*, for more information.

First, a councilmember of a statutory city may not have a direct or indirect personal, financial interest in any sale, lease or contract they are authorized to make in their official capacity. There are limited exceptions to this law. Unless there is an exception, any contract made in violation of this law is void.

City councilmembers, who knowingly authorize a prohibited contract, even though they do not benefit from it, may be guilty of a crime. The councilmember who would benefit from the contract could also be guilty of a crime if that person entered into it knowing it was prohibited. The contract is void even if the benefiting councilmember did not participate in the discussion of the contract or vote on the contract.



Second, there are also situations where councilmembers may find that they have an interest in a non-contractual decision the council will make. This type of interest does not have to be of a financial nature. These non-contractual matters may include such things as council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested councilmember most likely should abstain from participating in the council discussion and from voting on these issues.

3. Incompatible offices

A.G. Op. 358 (Dec. 18, 1970); *State v. Sword*, 157 Minn. 263, 196 N.W. 467 (1923); *Kenney v. Goergen*, 36 Minn. 190, 31 N.W. 210 (Minn. 1886).

McCutcheon v. City of St. Paul, 216 N.W.2d 137 (Minn. 1974).

See LMC Information Memo, *Official Conflict of Interest*, for more information.

See 2010 Minn. Laws ch. 206, §§ 1-2 to be codified at Minn. Stat. § 410.191 and Minn. Stat. § 412.02, subd. 1a.

A.G. Op. 471-M (Dec. 11, 1957).

See *Kenney v. Goergen*, 36 Minn. 190, 31 N.W. 210 (Minn. 1886); *State v. Sword*, 157 Minn. 263, 196 N.W. 467 (1923);

Minn. Stat. § 471.46; A.G. Op. 256 (Jan. 17, 1935); A.G. Op. 235 (Dec. 31, 1928); A.G. Op. 234 (Dec. 19, 1927).

Incompatible offices are any public offices an individual may not hold simultaneously. The term “office” has been interpreted to include all elected offices and those appointed positions that have independent authority under law to determine public policy or to make a final decision not subject to a supervisor’s approval. Without specific statutory authority government officials cannot hold more than one position if the functions of the positions are incompatible or if the jobs create a conflict between two different public interests. In addition, a new state law expressly prohibits the mayor and councilmembers in both statutory and home rule charter cities from being “employed” by their city. The term “employed” is defined as “full-time permanent employment as defined by the city’s employment policy.” The new law applies to persons elected or appointed to serve as mayor or city councilmember on or after Aug. 1, 2010.

Unless otherwise limited by law, an individual may apply for a job or run for an office that is incompatible with a current position without resigning from the current position. When the individual is elected or appointed to an incompatible office, the individual is considered to have resigned from the first position.

Generally, positions are incompatible when one or more of the following conditions exist:

If the holder of one position (or the group or board of which the person is a member):

- Hires or appoints the other.
- Sets the salary for the other.
- Performs functions that are inconsistent with the other.
- Makes contracts with the other.
- Approves the official or fidelity bond of the other.

If a specific statute:

See 2010 Minn. Laws ch. 206, §§ 1-2 (to be codified at Minn. Stat. § 410.191 and Minn. Stat. § 412.02, subd. 1a).

- States that certain positions may not be held by one person.
- Requires that the holder may not take another position.
- Requires that the holder devote full-time to the position.

Minn. Stat. § 412.152.
See LMC Information Memo, *Official Conflict of Interest*, for more information.

State statute allows a statutory city mayor to be the fire chief of an independent, nonprofit firefighting corporation if certain conditions are met. The statute, however, is unclear on several points. For example, it does not address council positions other than the mayor, so there still may be incompatibility concerns. It also appears to be limited to independent, nonprofit fire departments, so city departments (whether volunteer or salaried) are not addressed. Because each city may have a different relationship with its fire department, a city may want to get a legal opinion from its city attorney or from the attorney general before allowing a councilmember to serve as a firefighter with any sort of supervisory powers.

Minn. Stat. § 43A.32, subd. 2(b).

State law generally allows state employees to hold city offices as long as the positions are compatible. State civil-service employees can hold any local elected office as long as it does not conflict with their regular state employment. The Department of Employee Relations will make the determination of whether a conflict exists.

I. Publications and Web sites

Minn. Stat. § 10.60, subds. 2, 3.

The purpose of a city Web site or publication must be to provide information about the duties and jurisdiction of the city or to facilitate access to public services and information related to city responsibilities or functions. A city Web site or publication must not include pictures or other materials that tend to attribute the Web site or publication to an individual or group of individuals instead of to the city. A city publication must not include the words “with the compliments of” or contain letters of personal greeting that promote an elected or appointed official of a city.

Minn. Stat. § 10.60, subd. 3.

A city Web site may not contain a link to a Web-blog or site maintained by a candidate, a political committee, a political party or party unit, a principal campaign committee, or a state committee.

Minn. Stat. § 10.60, subd. 4.

A city Web site or publication may include biographical information about an elected or appointed official, a single official photograph of the official, and photographs of the official performing functions related to the office. There is no limitation on photographs, Web-casts, archives of Web-casts, and audio or video files that facilitate access to city information or services or inform the public about the duties and obligation of the city office or that are intended to promote trade or tourism. A city Web site or publication may include press releases, proposals, policy positions, and other information directly related to the legal functions, duties, and jurisdiction of a city official or organization.

Minn. Stat. § 10.60, subd. 5.

Cities may adopt more restrictive standards for the content of city publications or Web sites.

II. City council and its powers



It is the duty of the mayor, clerk, and councilmembers to ensure that the city is fulfilling its duties under the law and lawfully exercising its powers.

See Handbook, Chapter 18 for more information about personal liability for official actions.

City officials can sometimes be held personally liable for failing to act or for taking unauthorized actions on the part of the city. To avoid personal-liability lawsuits, city officials should gain a working knowledge of the laws that regulate city government. Whenever there is any doubt about the validity of an action or procedure, city officials should consult their city attorney.

A. Role of the individual councilmember



Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, it is the council and not individual councilmembers that must supervise administrative officers, formulate policies, and exercise city powers.

Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city.

The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

Minn. Stat. § 412.191, subd. 2;
Minn. Stat. § 13D.04.



In a statutory city, the mayor or any two councilmembers of a five-member council or any three members of a seven-member council may call a special meeting. Care should be exercised to give proper notice, however.

As individuals, councilmembers have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

Minn. Stat. § 412.101
(repealed by Laws 2001, ch.
135, sec. 3).

Under state law that was repealed in 2001, all members of the council, including mayors, were "peace officers." Councilmembers were authorized to suppress any "riotous or disorderly conduct" in the streets or public places of the city. The mayor and individual councilmembers no longer have peace-officer authority.

B. The council's authority

Van Cleve v. Wallace, 216 Minn. 500, 13 N.W.2d 467 (Minn. 1944).

The city council is a continuing body. New members have no effect on the body except to change its membership. This means that all ordinances and resolutions remain in effect until the council alters or rescinds them, or until they expire through their own terms. At any time, the council can change any resolution, ordinance or administrative order whether or not the individuals presently on the council are the same as those serving when the council originally took action.

Minn. Stat. § 306.41.

There are exceptions to this rule. For example, the council cannot dissolve a perpetual-cemetery-maintenance fund. In addition, the council cannot rescind or unilaterally alter any valid contracts. This means the law of contracts applies to the council as it does to any other party. Whether a contract was validly made is a question of fact.

Reed v. City of Anoka, 85 Minn. 294, 88 N.W. 981 (Minn. 1902).

The following information outlines the major areas of council authority and responsibility.

1. Judging the qualification and election of its own members

Minn. Stat. § 412.191, subd. 2.

The council evaluates the credentials of individuals who are, or who claim to be, members of the council. This power includes certifying election results, determining whether an individual has the necessary qualifications to hold office, and deciding whether a council vacancy has occurred.

2. Setting and interpreting rules governing its own proceedings

Minn. Stat. § 412.191, subd. 2.

The council has the following powers:

- To preserve order during its own meetings.
- To establish rules of procedure.
- To compel the attendance of members at meetings and to punish non-attendance. The council does not have the power to remove members from office, but it may punish members by fines or by deducting a part of the absentee's compensation for failure to comply with attendance orders.

See Minn. Stat. § 43A.17, subd. 10 (prohibiting the reduction of councilmembers' salaries because of absences from official duties because of vacation or sickness).

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3. Exercising all the powers of cities that the law does not delegate to others

Except for powers that the statutes delegate to a specific official or independent board or commission, the council has the authority to exercise all powers given to the city.

4. Legislating for the city

Minn. Stat. § 412.191, subd. 4.

The council may enact ordinances by a majority vote of all its members except where a larger number is required by law. The power to legislate also includes setting administrative policies and otherwise establishing public policy for the city.

Minn. Stat. § 412.231.

The council has the power to declare that violations of any ordinance are a crime and may prescribe penalties for ordinance violations. The statutory city code limits the penalty for ordinance violations to a fine of up to \$1,000 or 90 days in jail, or both.

5. Directing the enforcement of city ordinances

The council directs the enforcement of city ordinances by determining the level of law enforcement, setting qualifications for the police chief and police officers, purchasing certain types of equipment for police use, and by directing and supervising the work of police officers. The city council also directs all departments and employees responsible for the administration of its policies and ordinances in the general administration of their duties. The city council generally should not direct the enforcement efforts of its employees as to particular situations.

6. Appointing administrative personnel

In Standard Plan and Plan A cities, the council has the sole authority to appoint all city employees.

Minn. Stat. § 412.661.

In Plan B cities, the council appoints a city manager, who in turn appoints all city employees. The council may not dictate that the city manager appoint a particular person to city employment. Additionally, the council may not give any orders to employees hired by the manager.

7. Transacting city business

See Minn. Stat. § 412.201;
Minn. Stat. § 412.211.

The transaction of city business includes a wealth of activities, such as purchasing, executing legal papers, taking bids, letting contracts, making discretionary administrative decisions, and evaluating the work of the administrative departments and personnel.

8. Managing the city's financial operations

Minn. Stat. § 412.241.

The council has full authority over the city's financial affairs, including but not limited to:

Minn. Stat. § 412.251.

- Levying taxes.

Minn. Stat. § 412.701; Minn. Stat. § 275.065.

- Adopting a budget.

Minn. Stat. § 412.241.

- Auditing and settling accounts.

Minn. Stat. § 412.241.

- Safekeeping and disbursement of public money.

- Borrowing money.
- Designating depositories.

Minn. Stat. § 118A.02; Minn. Stat. §§ 427.01-.02.

Councils should seek the advice of their staff and of consultants in making many of these decisions.

9. Appointing members of the boards

Minn. Stat. § 412.111.

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of the city.

10. Conducting the city's intergovernmental affairs

Minn. Stat. § 471.59; Minn. Stat. § 465.58.

The council may make agreements for the joint exercise of powers through agreements with other units of government, appoint people to serve on intergovernmental bodies, conduct city business with state and federal agencies, and participate in intergovernmental programs and the work of municipal associations such as the League of Minnesota Cities.

11. Protecting the welfare of the city and its inhabitants

Minn. Stat. § 412.221, subd. 32.

Elected officials must formulate policies that will help the city solve future problems and adjust to social and economic trends. This requires long-range planning regarding city facilities and needs.

12. Providing community leadership

In addition to participating in civic events, city officials must provide leadership by promoting new ideas and suggesting new programs to improve the community and its surrounding areas.

13. Other specific powers

The city council also has specific powers in the following areas:

Minn. Stat. § 412.221, subds. 3, 28.

Buildings. The council has the power to construct or acquire structures needed for city purposes, and to control, protect, and insure public buildings, property, and records. The council also has the power, by ordinance, to regulate the construction of buildings.

Minn. Stat. § 412.221, subd. 5.

Actions at law. The council has the power to provide for the initiation or defense of actions in which the city may be interested. The council may employ attorneys for this purpose.

Minn. Stat. § 412.221, subd. 6.

Streets. The council has the power to lay out or change streets, parks, and other public grounds. By ordinance, the council may regulate the use of streets and public grounds.

- Minn. Stat. § 412.491. **Parks.** A statutory city may establish, improve, maintain, and manage parks and recreational facilities and, by ordinance, protect and regulate their use.
- Minn. Stat. § 412.221, subd. 8. **Trees.** The council has the power to provide for and, by ordinance, regulate the setting out and protection of trees, shrubs, and flowers in the city or upon its property.
- Minn. Stat. § 412.221, subd. 9. **Cemeteries.** The council has the power to acquire, hold, and manage cemetery grounds and to sell and convey cemetery lots. By ordinance, the city may regulate cemeteries and the disposal of cadavers.
- Minn. Stat. § 412.221, subd. 11. **Waterworks.** The council has the power to provide for and, by ordinance, regulate the use of wells, cisterns, reservoirs, and other types of water supply.
- Minn. Stat. § 412.221, subd. 16. **Hospital.** The council has the power to establish hospitals.
- Minn. Stat. § 412.221, subd. 17. **Fire prevention.** The council has the power to establish a fire department, appoint its officers and members, and prescribe their duties. The council also has the power, by ordinance, to prevent, control or extinguish fires.
- Minn. Stat. § 412.221, subd. 18. **Naming streets.** The council has the power, by ordinance, to name or rename the streets and public places of the city and to number or re-number the lots and blocks of the city. The council may make and record a consolidated plat of the city.
- Minn. Stat. § 412.221, subd. 21. **Animals.** The council has the power, by ordinance, to regulate the keeping of animals, to restrain their running at large, and to authorize their impoundment and destruction.
- Minn. Stat. § 412.221, subd. 22. **Health.** The council has the power, by ordinance, to provide for the disposal of solid waste, sewage, garbage, and other unwholesome substances.
- Minn. Stat. § 412.221, subds. 24, 25. **Noise and nuisances.** The council has the power, by ordinance, to regulate and prevent noise and to define and provide for the prevention or abatement of nuisances.
- Minn. Stat. § 412.221, subd. 25. **Amusement.** The council has the power, by ordinance, to prevent or license and regulate, billiard tables, bowling alleys, gambling devices, circuses, theatrical performances, amusements, or shows of any kind.
- Minn. Stat. § 412.221, subd. 26. **Vice.** The council has the power, by ordinance, to restrain and punish vagrants, prostitutes, and individuals guilty of lewd conduct.
- Minn. Stat. § 412.221, subd. 27. **Dances.** The council has the power, by ordinance, to license and regulate the operation of public-dance halls and the conduct of public dances.
- Minn. Stat. § 412.221, subd. 30. **Restaurants.** The council has the power to license and regulate restaurants and public-eating places.
- Minn. Stat. § 412.221, subd. 31. **Sewer and water connections.** The council has the power, by ordinance, to require the owner of any property that is abutting or adjacent to any street in which sewer and water mains have been laid to install a toilet in such buildings and connect it with the sewer and water mains.

Minn. Stat. § 412.221, subd. 32.

General welfare. The council has the power to provide for the government and good order of the city, the prevention of crime, the protection of public and private property, and the promotion of health, order, and convenience through the enactment of ordinances.

Minn. Stat. § 415.01.

Township powers. The council has all the powers given to towns in chapters 365 and 368 of the Minnesota Statutes.

C. Council committees

Although the statutes do not require the use of committees, some councils find they are helpful in reducing workload. By dividing their membership into several committees, a council enables its members to devote most of their time to specific areas of the city's operations. Each councilmember becomes a relative specialist in these areas and that councilmember's services become of greater value to the council as a whole.

Council action is necessary to establish committees either in the council's bylaws, by special resolution or through a motion.

The council may set up special and standing committees. The council appoints special committees to deal with a single transaction or project. For example, the council might appoint a special committee to study the advisability of purchasing land for a new park. Standing committees concentrate on work that is continuous or repeated from time to time during the year. Many cities, for example, have a standing committee on finance.

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Sometimes councils set up their committees on a functional basis. Such committees deal with fire, police, health, public works, welfare or public utilities. This system encourages councilmembers to handle administrative details and, consequently, does not make full and proper use of the city's administrative officers. Thus, councils should try to limit their work to special policy problems or to certain staff or public-relations functions that are not the responsibility of administrative personnel. Examples include committees on auditing, personnel, budget, public reporting, purchasing, and licensing.

X

Committees may exercise all duties the council has legally assigned to them. They can have authority to conduct investigations and to make recommendations. Committees, however, may not make decisions on behalf of the council. Committees are subject to the same rules as the full council under the open meeting law.

In many cities, it is routine for the council to approve a committee's recommendations if it has done a thorough and competent job. It is important, however, for all councilmembers to be aware of their independent obligation to the city when considering whether to adopt a committee's recommendation. It is only the council's final decision, and not the committee's recommendation, that can bind the city. For example, committees may not enter into contracts or employ workers even if a specific motion of the council delegates such power to them.

D. Delegation of council power

A.G. Op. 624a-3 (Nov. 2, 1998).

Muehring v. School Dist. No. 31, 224 Minn. 432, 28 N.W.2d 655 (Minn. 1947); *Jewell Belting Co. v. Village of Bertha*, 91 Minn. 9, 97 N.W. 424 (Minn. 1903); *Minneapolis Gas-Light Co. v. City of Minneapolis*, 36 Minn. 159, 30 N.W. 450 (Minn. 1886).

Absent specific statutory or charter authority, a city council may not delegate its legislative or quasi-judicial power. In addition, a council may not delegate any administrative power of a discretionary nature. Merely ministerial functions, however, may be delegated to an officer or committee.

1. Discretionary and ministerial powers

The courts have not been explicit in describing the meaning of discretionary administrative power. They have, however, provided several rules that offer some basis for distinguishing which powers the council can delegate.

Johnson v. State, 553 N.W.2d 40 (Minn. 1996).

Discretionary powers or functions are those that involve the exercise of judgment. Ministerial functions are absolute, fixed, and certain so that no judgment is necessary in fulfilling them.

For example, the approval of a budget is a discretionary function while the signing of legal papers is a ministerial function. There are many tasks, however, for which the difference is largely one of degree. The courts, in these cases, generally differentiate by using a test of reasonableness.

2. Administrative standards

Courts generally permit the delegation of administrative power when the council establishes a fixed standard or rule to guide the subordinate. The courts usually permit delegation when the subordinate has reasonable discretion in administering an established standard or rule. Administration of land-use ordinances, building codes, and many other ordinances are examples.

3. Making vs. executing the law

Finally, the courts sometimes recognize a distinction between the power to make the law and the authority to execute it. A council cannot delegate the power to make a law, but the council can delegate the authority to execute it.

E. Salaries of mayor and councilmembers

Minn. Stat. § 415.11; See "Changing City Council Salaries," *Minnesota Cities*, Sept. 2002.

The city council in Second Class, Third Class, and Fourth Class cities establishes, by ordinance, the salaries of the mayor and councilmembers in an amount that the council deems "reasonable." Generally, no change in salary shall take effect until after the next succeeding regular city election.

Minn. Stat. § 415.11,
subd. 3.

A city council, however, may adopt an ordinance to take effect before the next city election that reduces the salaries of the mayor and councilmembers. The ordinance shall be in effect for 12 months, unless another period of time is specified in the ordinance, after which the reduced salary reverts to the salary in effect immediately before the ordinance was adopted.

Salaries may be an annual or monthly sum, or a per-meeting rate. The ordinance should specify whether the per-meeting rate applies only to regular meetings or to both regular and special meetings.

Minn. Stat. § 43A.17,
subd. 10.

Cities are prohibited from including provisions for vacation or sick leave in the compensation plan for councilmembers. Cities are also prohibited from reducing the salaries of councilmembers because of absences from official duties because of vacation or sickness.

Minn. Stat. § 415.10.

Iron Range cities have special legislative authority to make per-diem payments to councilmembers up to \$25 per day, not to exceed \$250 per year, for absences from the city while on official city business.

See IRS Publication
1542—*Per Diem Rates*
(*For Travel Within the*
Continental United
States); IRS Publication
463—*Travel,*
Entertainment, Gift and
Car Expenses; IRS
Publication 15—
Circular E. Employer's
Tax Guide.

Some non-Iron Range cities have sought to pay their councils using per-diem rates. Cities should be careful in this area. A per diem is an expense allowance or an advanced reimbursement for business travel away from home. The IRS has strict guidelines for per-diem pay, including dollar limits above which the per diem must be treated as wages for tax purposes. Cities wishing to establish per-diem rates for councilmembers should consult with their financial advisors or the IRS for further guidance.

Minn. Stat. § 211B.10, subd. 2.

An employer must allow a councilmember to take time off from regular employment to attend council meetings. The time off may be without pay, with pay or made up with other hours as agreed to between the employee and the employer. When the councilmember takes time off without pay, the employer must make an effort to allow the employee to make up the time with other hours when the employee is available. No retaliatory action may be taken by the employer for absences to attend meetings necessitated by reason of the employee's public office.

III. Mayor

Minn. Stat. § 412.191, subds.
2, 1.

As the head of the city, the mayor officially speaks for both the council and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the council. The mayor has all the powers and duties for the office of councilmember in addition to those of mayor.

In a home rule charter city, the charter spells out the duties and responsibilities of the mayor. This chapter, however, deals with mayors of statutory cities.

Many mayors belong to the Minnesota Mayors' Association (MMA), which is affiliated with the League and holds an annual conference on issues of interest to mayors. Contact the League for more information about the MMA.

A. Official head of the city

As the official head of the city, the mayor has three important responsibilities:

First, the mayor usually serves as the city's representative before the Minnesota Legislature, federal agencies, and other local governments.

Second, the mayor performs ceremonial duties on behalf of the community. The mayor usually greets important visitors, gives formal and informal talks, and takes part in public events. Because local civic groups frequently ask the mayor to speak, the mayor must be prepared to explain and defend city problems and programs.

A third responsibility is to exert leadership in city affairs. Because the mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

B. Executing official documents

Minn. Stat. § 412.191, subd. 4;
Minn. Stat. § 412.201;
A.G. Op. 61-J (June 2, 1966).

The mayor of a statutory city must sign ordinances, contracts authorized by the council, and written orders for payment of claims that have been audited and allowed by the council. These are ministerial duties, and the mayor may not refuse to sign if the purpose, approval, and form are legally correct and complete.

C. Power to make some appointments

The power to appoint usually resides in the council. The mayor has authority to make the following appointments, however, subject to council approval:

Minn. Stat. § 412.501. (The council appoints the members of an advisory park board or commission created under Minn. Stat. § 412.111.)

Minn. Stat. § 134.09, subd. 1;
Minn. Stat. § 134.195, subd. 2
(joint school and public library).

Minn. Stat. § 12.25, subd. 1.

Minn. Stat. § 412.221, subd. 16.

Minn. Stat. § 44.04, subd. 1;
See Minn. Stat. § 419.02, subd. 1 (authorizing the creation of a joint police and fire commission with members appointed by the council).

Minn. Stat. § 469.003, subd. 6.

Minn. Stat. § 469.095,
subd. 2.

- Park board members.
- Public library board members.
- Emergency management director.
- Hospital board members.
- Some members of the police civil-service commission.
- HRA members.
- EDA members.

The mayor has authority to make the following appointments without needing council approval:

Minn. Stat. § 450.20.

- City art commission members (First Class cities).

Minn. Stat. § 412.02, subd. 2a.

- The mayor also appoints to fill vacancies in elective offices if the council's vote to fill the vacancy is tied.

D. Presiding officer at council meetings

Minn. Stat. § 412.191, subd. 1.

Plan A and Plan B statutory city councils are usually composed of five members consisting of the mayor and four councilmembers. In a Standard Plan city, the council consists of the mayor, the clerk, and three councilmembers. Any statutory city, however, may adopt a council size of seven following a council ordinance and voter approval at the next general city election.

Minn. Stat. § 412.02, subd. 6.

Minn. Stat. § 412.191, subd. 2.

The mayor serves as presiding officer at council meetings. The mayor generally recognizes speakers for debate and motions, and rules on questions of council procedure. The power to rule on council procedure is especially significant because once rulings are made they are binding on the council, unless the council votes to challenge them.

Minn. Stat. § 412.191, subd. 2;
See "Mayor's Power to Vote and Make Motions,"
Minnesota Cities, Jan. 2004.

A statutory city mayor can vote on all motions put before the council, but does not have the right to veto council actions. The right of the mayor to make and second motions is implied from the mayor's privilege of voting and taking part in regular council deliberations. The mayor has an obligation to be impartial and objective in conducting the meeting. To maintain this objectivity, many mayors choose to minimize making or seconding motions, and to allow other members of the council to speak before expressing an opinion. Mayors may also call special meetings.

E. Weed inspector

Minn. Stat. § 18.80, subds. 2, 3.

The mayor is the city weed inspector. The city may appoint one or more assistant weed inspectors. An assistant weed inspector has the same power, authority, and responsibility of the mayor in the capacity of weed inspector.

Minn. Stat. § 18.81, subd. 2.

Local weed inspectors examine all lands, including highways, roads, and alleys, to determine if the landowner has complied with the rules regarding the eradication of noxious weeds. Weed inspectors also issue permits for the transportation of materials infested with noxious, weed-propagating parts. A claim for the expenses of performing the weed inspector's duties is a legal charge against the city.

F. Election duties

Minn. Stat. § 204C.07, subds. 3, 4.

Mayors of all cities have election duties. At elections where cities will vote on a question, the mayor, upon receiving a written petition signed by at least 25 eligible voters, must appoint one voter for each precinct to act as a challenger of voters in the polling place. A challenger must be present in the polling place during voting hours, and must remain until the votes are counted and the results declared. Challengers cannot attempt to influence voting in any manner.

Minn. Stat. § 204C.31, subd. 1.

Mayors or chairs of the town board from the most populous municipality in each county serve as members of the county-canvassing board. Any member of the canvassing board may appoint a designee to appear at a meeting of the board.

G. Investigating fires

Minn. Stat. § 299F.04.

In cities without fire departments, the mayor must investigate or have investigated the cause, origin, and circumstances of any fire where damages exceed \$100. The investigation must begin within two days of the fire. The mayor must report the fire to the state fire marshal. Within one week of the fire, the mayor must furnish a written statement to the state fire marshal.

H. Declaring local emergencies

Minn. Stat. § 12.29, subd. 1.

Only the mayor can declare a local emergency. A local emergency cannot last for more than three days except with the council's consent. A local emergency must receive prompt and general publicity. The clerk must promptly file any order or proclamation declaring, continuing, or terminating the emergency.

Minn. Stat. § 12.29, subds. 2, 3.

A declaration of a local emergency invokes the response and recovery aspects of any local or interjurisdictional disaster plans and may authorize aid and assistance. No interjurisdictional agency or official may declare a local emergency unless expressly authorized by an agreement. An interjurisdictional disaster agency must provide aid and services in accordance with the agreement.

IV. Clerk and treasurer

See LMC Information Memo, *City Administration: Clerk, Administrator, Manager*, for more information regarding the clerk position.

This section gives an overview of the positions of clerk and treasurer.

A. Clerk

Minn. Stat. § 412.191, subd. 1; Minn. Stat. § 412.02; Minn. Stat. § 412.151.

See Discussion of filling council vacancies at Part I-F of this chapter.

See Handbook, Chapter 8 for more about the Clerk's duties.

The clerk position in a Standard Plan statutory city is an elected office. The clerk serves as a member of the council, as well as fulfilling the other duties of a city clerk prescribed by statute or by the council. Vacancies in the elected clerk position are handled in the same manner as council vacancies.

The clerk position in Plan A and Plan B cities is an appointed office. The clerk does not serve on the council, but is responsible for the duties prescribed by statute and by the council.

B. Treasurer

Minn. Stat. § 412.141; Minn. Stat. § 412.02.

See Discussion of filling council vacancies at Part I-F of this chapter.

See Handbook, Chapter 8, for more about the Treasurer's duties.

The treasurer in a Standard Plan statutory city is also an elected position, but the treasurer does not serve on the council. Vacancies in the elected treasurer position are handled the same as council vacancies.

The treasurer in Plan A and Plan B cities is not an elected office. All treasurers are responsible for those duties prescribed by statute or their city councils.

C. Combination of clerk-treasurer

Minn. Stat. § 412.02, subd. 3; Minn. Stat. § 412.541, subd. 1; Minn. Stat. § 412.591, subd. 2.

Minn. Stat. § 412.02, subd. 3; Minn. Stat. § 412.591, subd. 2.

Minn. Stat. § 412.591, subd. 3 (In 2005 and after, the threshold amount for requiring an audit is a base of \$150,000, which is adjusted for inflation using the annual implicit price deflator for state and local expenditures as published by the United States Department of Commerce.); Minn. Stat. § 471.697. See *E-Update*, Office of the State Auditor (Feb. 12, 2010)

In statutory cities operating under either the Standard Plan or Plan A, the council may, by ordinance, combine the offices of clerk and treasurer into the office of clerk-treasurer. In Standard Plan cities, the council must adopt the ordinance at least 60 days before the next regular city election. The ordinance does not go into effect until the expiration of the term of the incumbent treasurer, or when an earlier vacancy occurs.

In a Plan A city, the clerk-treasurer is an appointed official and the ordinance generally goes into effect immediately. A Plan A city can abolish the position of treasurer even if an appointed person holds the position. Under either the Standard Plan or Plan A, the council may reestablish separate offices of clerk and treasurer by ordinance.

If the offices of clerk and treasurer have been combined in a Standard Plan or a Plan A city, the council must provide for an audit of the city's financial affairs by the state auditor or a certified public accountant in accordance with minimum procedures prescribed by the state auditor. According to the calculations of the Office of the State Auditor, a city with a population of 2,500 or less and a combined clerk and treasurer must have an annual audit for 2009 if its annual revenue is greater than \$185,000 and must have an audit once every five years if its annual revenue is \$185,000 or less. A city with a population over 2,500 must have an annual audit performed.

V. Citizen boards and commissions

One way to increase positive feelings about government is to promote citizen involvement. Citywide or neighborhood committees, special project review committees, and even block organizations are some of the committees cropping up in many cities. In many cases, the council has formed or encouraged these citizen committees. The committees have saved time and have made contributions that could only occur through citizen participation.

Councilmembers have found that ignoring citizen concerns can result in their removal from office at the next election, or in the defeat of a program or activity as a result of citizen opposition.

Although city officials cannot, in most cases, delegate decision-making authority to citizen groups, they can use citizens in advisory roles. This technique only works, however, if the council listens to the advice. If the council does not follow the advice of the committee, it should give understandable reasons for taking other action.

When a council forms a citizen-advisory body, it should also establish the ground rules for its activities. The council should also stress that in the absence of clear statutory authority to delegate responsibility, the council must, by law, make the final decisions. State law allows, and in some cases requires, city councils to delegate decision-making power to certain independent boards and commissions.

A. Independent citizen boards and commissions

The amount of discretionary power the council can give to independent citizen boards and commissions varies. Absent specific statutory or charter authority, local governing bodies may not delegate their discretionary powers and duties to other persons or bodies, including independent citizen boards and commissions.

A.G. Op. 624a-3 (Nov. 2, 1998); A.G. Op. 1007 (July 8, 1977); A.G. Op. 1001-a (Sept. 15, 1950); A.G. Op. 1001-a (Aug. 27, 1957).

See *Muehring v. School Dist. No. 31*, 224 Minn. 432, 28 N.W.2d 655 (Minn. 1947); *Minneapolis Gas-Light Co. v. City of Minneapolis*, 36 Minn. 159, 30 N.W. 450 (Minn. 1886).

Minn. Stat. § 412.621.

In Plan B cities, with the exception of civil-service boards, special boards of review, and possibly the housing and redevelopment authority, there shall be no independent administrative board or commission, except for the purpose of administering a function jointly with another city or political subdivision. The council itself shall perform the duties and exercise the powers of the board of health, and shall govern and administer the library, parks, and utilities as fully as any other municipal function. The council may, however, create boards or commissions to advise the council with respect to any municipal function or activity, or to investigate any subject of interest to the city.

The statutes specifically authorize various independent boards and commissions in other statutory cities. The following is a list of the most common.

1. Airport board

Minn. Stat. § 360.038, subd. 2.

The council may establish, by ordinance or resolution, an airport board. The board shall be vested with authority for construction, enlargement, improvement, maintenance, equipment, operation, and regulation of the airport.

2. Civil-service board and commission

See Handbook, Chapter 9 for more information.

Civil-service commissions can take several different forms depending on the state statute under which the council establishes them.

3. Hospital board

Minn. Stat. § 412.221, subd. 16.

The council has the power to provide hospitals and, by ordinance, to establish a hospital board. Hospital boards may exercise any hospital-management powers conferred by the council. The council may abolish the board by a vote of all five members of the council. The board shall consist of five members appointed by the mayor with council approval for overlapping five-year terms. The council may remove members for cause.

4. Housing and redevelopment authority

Minn. Stat. § 469.003, subds. 1, 2.

A housing and redevelopment authority (HRA) has been created in each city by the Legislature. The HRA may not transact any business or exercise any powers until the city council, by resolution, finds that the city: has substandard, slum or blighted areas that cannot be redeveloped without government assistance; or, has a shortage of decent, safe, and sanitary low-income dwellings. The council may consider such a resolution only after holding a public hearing and meeting publication requirements.

Minn. Stat. § 469.003, subds. 5, 6.

An HRA consists of up to seven members who may be officers and employees of the city. The mayor appoints members with the approval of the council for overlapping five-year terms. In many cities, councilmembers appoint themselves to serve on the HRA; so the council becomes the HRA.

5. Intergovernmental boards and commissions

Minn. Stat. § 471.59; See Handbook, Chapter 17 for more information.

The council may create intergovernmental boards and commissions. A mutual agreement of the cooperating governments will set up the organizational format, powers, and duties of such boards.

6. Library board

Minn. Stat. § 134.09.

When a public library is established, except in First Class cities operating under a home rule charter, the mayor of the city, with council approval, shall appoint a board of five, seven, or nine members from among the residents of the city. The number of members shall be determined by resolution or ordinance. The board members shall serve staggered, three-year terms and may be removed for misconduct or neglect.

Minn. Stat. § 134.10.

Library board members serve without pay but may be reimbursed for actual and necessary traveling expenses.

Minn. Stat. § 134.11, subd. 2;
Minn. Stat. § 134.13.

Once established, the board prescribes its rules of procedure, selects its officers, and controls the library fund. Besides appointing new members to the board, the council has approval of all purchases of land and proposals for the erection of buildings. The board must file an annual report each year with the city council and the Department of Education.

7. Park board

Minn. Stat. § 412.501 (Cities may also create advisory park boards and commissions under Minn. Stat. § 412.111).

The council of any city of more than 1,000 population may, by ordinance, establish a park board. The board shall consist of three, five, seven or nine members as determined by resolution or ordinance. The mayor, with council approval, appoints the board members. Members serve three-year overlapping terms and may be removed by the mayor, with the council's consent, for cause after a hearing. Board members receive no compensation, unless the council authorizes it. The board may be dissolved by a unanimous vote of the council.

Minn. Stat. § 412.501; Minn. Stat. § 412.521.

The park board shall maintain, beautify, and care for park property and perform all other acts necessary to carry out its statutory powers. The board must make quarterly reports of its activities to the council, and file an annual statement of receipts and disbursements with the city clerk.

8. Recreation board

Minn. Stat. § 471.15.

Recreation is usually a function that is administered by the city council, the park board or the local school board. Any city may operate and expend funds for a public-recreation program and playgrounds, and acquire, equip, and maintain land, buildings or other recreational facilities, including swimming pools.

Minn. Stat. § 471.16.

Generally, a recreation board refers to an independent commission that is established cooperatively by the city council, school board, and park board. The statutes specifically authorize the formation of an intergovernmental commission with representatives from all three bodies.

9. Utilities commission

Minn. Stat. § 412.321, subds. 1, 2.

Any statutory city may own and operate facilities for supplying utility service. No gas, light, power, or heat utility may operate until approval by five-eighths of the voters voting on the proposition at a regular or special election.

Minn. Stat. § 412.331; Minn. Stat. § 412.341, subd. 1.

By ordinance, a city may establish a public-utilities commission. Utility commissions must have three council-appointed members who serve overlapping three-year terms. The council may appoint no more than one of its own members to the commission. City residence is not a qualification for membership on the commission unless required by the council.

Minn. Stat. § 412.341, subd. 2; Minn. Stat. § 412.351; Minn. Stat. § 412.361.

The commission shall adopt rules for its proceedings, but must hold at least one regular meeting each month. The commission may exercise all of the discretionary administrative authority necessary for the management of the utilities. The council may prescribe a salary for the commissioners and decide, by ordinance, which of the following municipally owned public utilities shall be within the commission's jurisdiction:

- Water.
- Light and power, including any system for the production and distribution of steam heat.
- Gas.
- Sanitary or storm sewer, or both.
- Public buildings owned or leased by the city.
- District heating systems.

Minn. Stat. § 465.70.

Additionally, some Third Class and Fourth Class cities may own and operate a television-signal-distribution system that shall be considered a public utility.

10. Municipal power agencies

Minn. Stat. §§ 453.51-.62.

Any two or more cities may form a municipal power agency if each city passes a resolution authorizing an agreement. The purpose of the agency is to secure an adequate, economical, and reliable supply of energy for cities that own and operate a utility for the distribution of electric energy. All agency powers lie with its board of directors and include constructing and acquiring generating and transmission facilities, the power of eminent domain, and the authority to issue bonds and notes. Any city council may, by resolution, exercise any of these powers as if it were a municipal power agency.

11. Municipal gas agencies

Minn. Stat. §§ 453A.01-.12.

Any two or more cities owning or operating a utility for the local distribution of gas may form a municipal gas agency if each passes a resolution authorizing the agreement. The purpose is to secure an adequate, economical, and reliable supply of gas for utility customers. The board of directors exercises all agency powers. Any city may, by resolution, exercise any of the powers of a municipal gas agency as if it were an agency.

12. Special board of review

Minn. Stat. § 274.01, subd. 2.

The governing body of any city may appoint a special board of review. This special board of review serves at the direction and discretion of the city council. The council determines the number of members, the compensation and expenses to be paid, and the term of office of each member. At least one member of the special board must be an appraiser, realtor or someone familiar with property valuations in the assessment district.

B. Advisory citizen boards and commissions

Minn. Stat. § 412.111.

Minn. Stat. § 462.354, subd. 1.

Another important link in city governing activities is the work of advisory boards and commissions. These entities are much like the independent or administrative boards and commissions. The city council may create and dissolve them by resolution, appoint people to serve on them, and exercise other powers of general supervision. The council must, however, pass an ordinance to create a planning commission.

There are several differences between independent boards and advisory boards. State statutes establish most independent boards and commissions and give them some discretionary powers. Advisory boards conduct studies and investigations on behalf of the council, and submit reports and recommendations for council consideration. An advisory-board recommendation does not take effect unless the council accepts it by passing an ordinance or resolution.

The council may organize advisory groups in any manner it deems appropriate. The council may find it wise to appoint people who represent various special-interest groups in the city.

An advisory commission may be created by the council for a special purpose, such as for conducting an investigation, and will cease to exist once the purpose of the commission has been achieved.

1. Planning commissions

Minn. Stat. §§ 462.351-.364;
See LMC Information Memo,
Planning Commission Guide

Cities can establish planning commissions by passing an ordinance describing their organization and powers. City officials, such as the mayor, attorney, and engineer, frequently are advisory members.

2. Other advisory boards and commissions

Other advisory boards and commissions commonly established by city councils include: industrial commissions, which have power to study the ways and means of attracting more commercial and industrial development to the city; safety councils, which advise the council on safety programs; and intergovernmental agencies, such as a joint-planning commission, which the city sponsors in cooperation with other units of government.

As government has become increasingly complex, cities have used fewer independent or administrative citizen boards and commissions. Instead of diffusing authority for government administration over a number of different agencies, many cities place all authority in the city council. This decision centralizes responsibility for the proper direction of local government affairs and increases voter understanding of government. Frequently, this trend leads to pressures for greater simplification and centralization in administration as well. The council-manager form of government (Plan B) is an answer to this pressure. Administrators, whose duties and functions lie somewhere between those of a manager and those of a clerk, may also help to centralize government.

See LMC Information Memo, City Administration: Clerk, Administrator, Manager, for more information about the manager and administrator positions.

VI. How chapter 6 applies to home rule charter cities

Several sections of this chapter may be useful to charter cities:

In the section concerning elected officials, the discussion of statutory city officers does not apply to charter cities, but the portions on eligibility, removal, resignations, and vacancies generally do apply. It may be possible that a charter could specify the particular conduct that would result in removal of a councilmember for nonfeasance of office. The attorney general, however, has advised that a charter provision which provides that a council vacancy would occur if a councilmember did not attend a specified number of meetings would not be valid. A charter may provide for the recall of any elective municipal officer and for removal of the officer by the electors of the city.

Minn. Stat. § 410.20; Minn. Const. art. VIII, § 5.

A.G. Op. 59a-30 (July 24, 1996); Minn. Stat. § 410.20.

If the mayor of a charter city presides at the council meeting, most of the section concerning the mayor applies to charter cities. Otherwise, only the portions dealing with weed inspection, election duties, and other duties apply.

The section concerning the statutory city council and its powers might prove interesting to charter city councilmembers since many of their powers are similar to those of statutory city councils. The laws relating to conflicts of interest and prohibiting gifts to local officials also apply to members of charter city councils, but many charter cities have more restrictive provisions concerning both issues in their charters.

EMPLOYEE PERFORMANCE EVALUATION

Employee Name	Employee No.	Date	
Department	Job Title	Date of Hire	
Date of Last Review	Date Employee Began Present Position	Date of Next Review	
<input type="checkbox"/> 6 Month Review	<input type="checkbox"/> Annual	<input type="checkbox"/> Promotion	<input type="checkbox"/> End of Introductory Period

KEY TO RATINGS
 E: EXCELLENT .. Indiv performs all tasks in an exceptional manner. F; FAIR—Indiv performs most tasks satisfactorily, but not all
 S; SATISFACTORY—Indiv performs all tasks satisfactorily. U: UNSATISFACTORY—Indiv fails to perform many tasks Well.
 G: GOOD—Indiv performs many tasks well, and all other tasks Adequately.

1. RESPONSIBILITIES *List the current status of overall job responsibilities.*

2. ACCOMPLISHMENTS *List major job related achievements since last evaluation*

3. JOB KNOWLEDGE *Possesses a clear understanding of the responsibilities and tasks they must perform*

OVERALL RATING _____

4. JOB PERFORMANCE (QUALITATIVE) *The neatness, thoroughness, accuracy & overall quality of their work.*

OVERALL RATING _____

5. JOB PRODUCTIVITY (QUANTITATIVE) *Demonstrates a commitment toward achieving results, effective & efficient*

OVERALL RATING _____

6. DEPENDABILITY *Employee can be relied upon to complete assigned tasks and is conscientious about attendance*

OVERALL RATING _____

7. COOPERATION *demonstrates a willingness to work with associates, subordinates, supervisors and others. Responds willingly to changes in procedure, process, responsibility and assignments.*

OVERALL RATING _____

