

# CITY OF ROCKVILLE

P.O. BOX 93  
For Your Information – FYI,

229 Broadway Street East  
Council Action Needed – CA

ROCKVILLE, MN 56369

## AGENDA WEDNESDAY, NOVEMBER 08, 2017 ROCKVILLE CITY HALL 6:00 P.M.

1. **Call to Order** Roll Call-JT.VS.DW.DS.RT
2. **Pledge of Allegiance**
3. **Roll Call** – (Silence Electronic Devices)
4. **Approval of Agenda -** CA
5. **Public Comment (4) Minute Limit (No Sharing/Allotting of Minutes, Stmt's only no dialog)**
6. **Resolution 2017-71 Acceptance of October 2017 Donations** CA 2
7. **Consent Agenda** (Approved with one motion) CA
  - a) Acknowledge Review of the October 2017 Bills Paid and Journal Entries 3
  - b) Resolution 2017-56 Approval of DDA Updated Job Description for Finance/Utility Clerk 29
  - c) Resolution 2017-76 Approval of Updated Pay Schedule for Finance/Utility Clerk 30
  - d) Approval Rockville City Council Minutes of October 11 and October 25, 2017 31
8. **Grand Lake LID – James Bartelme** FYI 34
9. **Department Reports:**
  - a) **Planning Commission**
    - 1) Resolution 2017-72 Dullinger Variance Request CA 58
    - 2) Resolution 2017-73 Preliminary/Final Plat and Rezone Ag-40 to R-1 CA 77
  - b) **Public Works** FYI
    - 1) October Report 95
    - 2) Quotes for outsourcing Lawn care for 2018 97
10. **Administration:**
  - a) Resolution 2017-74 Certify to 2018 Tax Rolls – Outstanding Bills & Invoices CA 99
  - b) Resolution 2017-75 Accept Annexation Petition CA 100
  - c) RFP CA 110
11. **Appropriations, Allocations and Transfers**
  - a) Council Action CA
12. **Mayor / Council Reports:**
  - a) RTCB FYI
  - b) Communication Task Force
  - c) Ordinance Review Task Force
  - d) Hwy 23 Coalition
  - e) RTU
13. **Other** 119
14. **Future Agenda Items**
15. **Adjourn**

**City of Rockville, Minnesota  
Resolution 2017-71**

**Accepting of Donations / Contributions for October 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 October 2017 and agrees to their associated stipulations:

- |    |                            |            |
|----|----------------------------|------------|
| 1. | Rockville Lions Club       | \$2,652.39 |
|    | <i>Lions Park Pavilion</i> |            |

Adoption by the City Council of the City of Rockville on this 8<sup>th</sup> Day of November, 2017.

\_\_\_\_\_  
Duane Willenbring, Mayor

ATTEST:

\_\_\_\_\_  
Martin M. Bode, City administrator

CITY OF ROCKVILLE

**\*Check Detail Register©**

OCTOBER 2017

			Check Amt	Invoice	Comment
<b>10600 COMBINED CITY ACCT</b>					
Paid Chk#	001187E	10/4/2017	<b>NSF CHECK</b>		
E 101-41000-430	Miscellaneous		\$4.00		NSF STONEYS BAR
	<b>Total NSF CHECK</b>		\$4.00		
Paid Chk#	001188E	10/11/2017	<b>PERA</b>		
G 101-21704	PERA		\$1,713.68		RETIRE CONTR-
	<b>Total PERA</b>		\$1,713.68		
Paid Chk#	001189E	10/11/2017	<b>MN REVENUE</b>		
G 101-21702	State Withholding		\$544.14		STATE TAX W/H-
	<b>Total MN REVENUE</b>		\$544.14		
Paid Chk#	001190E	10/11/2017	<b>EFTPS-ELECTRONIC FED TAX PMT</b>		
G 101-21701	Federal Withholding		\$1,297.94		FEDERAL W/H -
G 101-21703	FICA/Medicare Withholding		\$2,174.12		FICA/MEDICARE -
	<b>Total EFTPS-ELECTRONIC FED TAX PMT</b>		\$3,472.06		
Paid Chk#	001191E	10/11/2017	<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		
E 101-46300-442	Building Permit Surcharge		\$868.18		3RD QTR
	<b>Total MN DEPT OF LABOR &amp; INDUSTRY</b>		\$868.18		
Paid Chk#	001192E	10/26/2017	<b>PERA</b>		
G 101-21704	PERA		\$1,498.36		RETIRE CONTR-
	<b>Total PERA</b>		\$1,498.36		
Paid Chk#	001193E	10/26/2017	<b>MN REVENUE</b>		
G 101-21702	State Withholding		\$550.39		STATE TAX W/H-
	<b>Total MN REVENUE</b>		\$550.39		
Paid Chk#	001194E	10/26/2017	<b>EFTPS-ELECTRONIC FED TAX PMT</b>		
G 101-21701	Federal Withholding		\$1,312.16		FEDERAL W/H -
G 101-21703	FICA/Medicare Withholding		\$1,664.46		FICA/MEDICARE -
	<b>Total EFTPS-ELECTRONIC FED TAX PMT</b>		\$2,976.62		
Paid Chk#	001195E	10/26/2017	<b>BUILDING PERMIT</b>		
E 101-43100-210	Operating Supplies/Expenses	\$26.00	2017-00075	76.42240.0013	209 Broadway St
R 101-46300-32210	Building Permits	(\$26.00)	2017-00075	76.42240.0013	209 Broadway St
E 101-45122-210	Operating Supplies/Expenses	\$98.06	2017-00107	76.42144.0018	25775 Lake Rd
R 101-46300-32210	Building Permits	(\$98.06)	2017-00107	76.42144.0018	25775 Lake Rd
	<b>Total BUILDING PERMIT</b>	\$0.00			
Paid Chk#	017850	9/7/2017	<b>USA BLUEBOOK</b>		
E 601-49440-220	Repair/Maint Supply-Labor Incl	(\$144.67)	I17884		Water Testing Supplies
	<b>Total USA BLUEBOOK</b>	(\$144.67)			
Paid Chk#	017894	10/5/2017	<b>ADVANCE AUTO PARTS</b>		
E 101-43100-220	Repair/Maint Supply-Labor Incl	\$39.94			headlight, shop towels, washer fluid
E 101-43100-220	Repair/Maint Supply-Labor Incl	\$47.74			oil, filter, choke spray, grease, starting fluid
E 602-49490-289	Grinderstation Repairs/Parts	\$196.82			Lights & wiring for 1 ton, lights for night grinderstation repairs
	<b>Total ADVANCE AUTO PARTS</b>	\$284.50			
Paid Chk#	017895	10/5/2017	<b>ALL STATE TRAFFIC CONTROL INC</b>		

CITY OF ROCKVILLE

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			Check Amt	Invoice	Comment
E 101-43100-211	Signs		\$96.00	092817	Sign rental road project
<b>Total ALL STATE TRAFFIC CONTROL INC</b>			\$96.00		
<hr/>					
Paid Chk#	017896	10/5/2017	<b>AMERIPRIDE SERVICES, INC</b>		
E 101-41000-209	Cleaning Supp,Bldg Op Supply		\$9.00		RENTAL OF RUGS/MOPS-CITY HALL
E 101-41940-209	Cleaning Supp,Bldg Op Supply		\$11.17		RENTAL OF RUGS/MOPS-CITY HALL
E 101-43100-209	Cleaning Supp,Bldg Op Supply		\$8.00		RENTAL OF RUGS/MOPS-CITY HALL
E 101-46300-209	Cleaning Supp,Bldg Op Supply		\$9.00		RENTAL OF RUGS/MOPS-CITY HALL
E 601-49440-209	Cleaning Supp,Bldg Op Supply		\$8.00		RENTAL OF RUGS/MOPS-CITY HALL
E 602-49490-209	Cleaning Supp,Bldg Op Supply		\$8.00		RENTAL OF RUGS/MOPS-CITY HALL
<b>Total AMERIPRIDE SERVICES, INC</b>			\$53.17		
<hr/>					
Paid Chk#	017897	10/5/2017	<b>BECKYS GAS &amp; BAIT</b>		
E 101-43100-212	Gas & Oil		\$296.98		FUEL - STREETS
E 101-45122-212	Gas & Oil		\$57.03		FUEL - PARKS
E 601-49440-212	Gas & Oil		\$115.59		FUEL - WATER
E 602-49490-212	Gas & Oil		\$29.46		FUEL - SEWER
E 101-42200-212	Gas & Oil		\$104.00		FUEL - FIRE DEPT
<b>Total BECKYS GAS &amp; BAIT</b>			\$603.06		
<hr/>					
Paid Chk#	017898	10/5/2017	<b>CENTRAL MINNESOTA ALARMS, INC</b>		
E 101-41110-307	Alarm Service		\$7.00		CH Alarm System
E 101-43100-307	Alarm Service		\$7.00		CH Alarm System
E 101-41800-307	Alarm Service		\$7.00		CH Alarm System
E 101-41940-307	Alarm Service		\$13.49		CH Alarm System
E 101-42200-307	Alarm Service		\$69.49		FH Alarm System
E 101-45122-307	Alarm Service		\$7.00		CH Alarm System
E 101-42500-307	Alarm Service		\$7.00		CH Alarm System
E 101-46300-307	Alarm Service		\$7.00		CH Alarm System
<b>Total CENTRAL MINNESOTA ALARMS, INC</b>			\$124.98		
<hr/>					
Paid Chk#	017899	10/5/2017	<b>CITY OF COLD SPRING</b>		
E 602-49490-312	Wastewater Bill-Core City		\$3,283.00		August WASTEWTR BILL-CORE CITY
E 602-49490-293	Wastewtr Bill-Lakes Area		\$14,567.85		August WASTEWTR BILL-LAKES AREA
<b>Total CITY OF COLD SPRING</b>			\$17,850.85		
<hr/>					
Paid Chk#	017900	10/5/2017	<b>FIRE EQUIPMENT SPECIALTIES, IN</b>		
E 101-42200-538	Personal Protective Equip-Fire		\$1,229.95	9808	Deluse Coat -Rick H
<b>Total FIRE EQUIPMENT SPECIALTIES, IN</b>			\$1,229.95		
<hr/>					
Paid Chk#	017901	10/5/2017	<b>FIRE SAFETY USA</b>		
E 101-42200-540	Machinery & Equipment		\$460.00	104084	1 Elkhart Handge, 3 - 8D Fire Hoses
<b>Total FIRE SAFETY USA</b>			\$460.00		
<hr/>					
Paid Chk#	017902	10/5/2017	<b>GOPHER STATE ONE-CALL</b>		
E 602-49490-291	Locates		\$18.23		LOCATE TICKETS-SWR DEPT
E 601-49440-291	Locates		\$18.22		LOCATE TICKETS-WTR DEPT
<b>Total GOPHER STATE ONE-CALL</b>			\$36.45		
<hr/>					
Paid Chk#	017903	10/5/2017	<b>KRAEMER TRUCKING &amp; EXCAV, INC</b>		
E 601-49440-220	Repair/Maint Supply-Labor Incl		\$148.68	15384	Stabalization near water main repair chestnut st
<b>Total KRAEMER TRUCKING &amp; EXCAV, INC</b>			\$148.68		

CITY OF ROCKVILLE

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			Check Amt	Invoice	Comment
<b>Paid Chk# 017904 10/5/2017 LYNN PLUMSKI</b>					
E 101-41000-106	Cleaning Person		\$12.50		CITY HALL
E 101-41110-106	Cleaning Person		\$12.50		CITY HALL
E 101-41800-106	Cleaning Person		\$12.50		CITY HALL
E 101-41940-106	Cleaning Person		\$12.50		CITY HALL
E 101-43100-106	Cleaning Person		\$12.50		CITY HALL
E 601-49440-106	Cleaning Person		\$12.50		CITY HALL
E 602-49490-106	Cleaning Person		\$12.50		CITY HALL
E 101-46300-106	Cleaning Person		\$12.50		CITY HALL
<b>Total LYNN PLUMSKI</b>			<b>\$100.00</b>		
<b>Paid Chk# 017905 10/5/2017 MARTIN MARIETTA MATERIALS</b>					
E 601-49440-220	Repair/Maint Supply-Labor Incl		\$223.05	11655432	class 2 Chestnut water main repair
<b>Total MARTIN MARIETTA MATERIALS</b>			<b>\$223.05</b>		
<b>Paid Chk# 017906 10/5/2017 MID CENTRAL DOOR CO, INC</b>					
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$798.00	34611	PW Door Council Approved 9/13/17
<b>Total MID CENTRAL DOOR CO, INC</b>			<b>\$798.00</b>		
<b>Paid Chk# 017907 10/5/2017 ROTO-ROOTER SWR-DRAIN SRVC,INC</b>					
E 602-49490-230	Sewer Cleaning		\$295.00	92217015	Plugged sewer main on Pleasant Road
<b>Total ROTO-ROOTER SWR-DRAIN SRVC,INC</b>			<b>\$295.00</b>		
<b>Paid Chk# 017908 10/5/2017 SIMON, DONALD</b>					
E 601-49440-314	Contracted Services		\$233.88		2nd qrt CONTRACTED SRVC FOR WELL/PUMPH
E 602-49490-314	Contracted Services		\$233.89		2nd qrt CONTRACTED SRVC FOR WELL/PUMPH
E 601-49440-314	Contracted Services		\$233.89		3rd qrt CONTRACTED SRVC FOR WELL/PUMPH
E 602-49490-314	Contracted Services		\$233.88		3rd qrt CONTRACTED SRVC FOR WELL/PUMPH
<b>Total SIMON, DONALD</b>			<b>\$935.54</b>		
<b>Paid Chk# 017909 10/5/2017 STEARNS CO ENVIRONMENTAL SRVC</b>					
E 101-46300-310	Other Professional Services		\$106.05	242	CTY ENVIRO REVIEW- 21734 Co Rd 8
<b>Total STEARNS CO ENVIRONMENTAL SRVC</b>			<b>\$106.05</b>		
<b>Paid Chk# 017910 10/5/2017 XCEL ENERGY</b>					
E 101-45122-381	Electric Utilities		\$11.80		1001 OTHMAR LN
E 101-43100-387	Street Lighting-Electricity		\$71.76		STREETLGHTS
E 101-43100-381	Electric Utilities		\$22.92		209 BROADWAY & 562 CHESTNUT
E 101-43125-381	Electric Utilities		\$22.92		209 BROADWAY & 562 CHESTNUT
E 601-49440-381	Electric Utilities		\$22.92		209 BROADWAY & 562 CHESTNUT
E 602-49490-381	Electric Utilities		\$22.92		209 BROADWAY & 562 CHESTNUT
E 602-49490-381	Electric Utilities		\$289.64		398 BROADWAY ST
E 601-49440-381	Electric Utilities		\$370.01		423 MAPLE ST & 560 CHESTNUT
E 101-45120-381	Electric Utilities		\$296.70		1000 BROADWAY BALLPK BALL PRG
E 101-41940-381	Electric Utilities		\$51.88		229 BROADWAY
E 101-41000-381	Electric Utilities		\$51.87		229 BROADWAY
E 101-41800-381	Electric Utilities		\$51.87		229 BROADWAY
E 101-43100-381	Electric Utilities		\$51.87		229 BROADWAY
E 101-46300-381	Electric Utilities		\$51.87		229 BROADWAY
E 601-49440-381	Electric Utilities		\$51.87		229 BROADWAY
E 602-49490-381	Electric Utilities		\$51.87		229 BROADWAY
E 101-41110-381	Electric Utilities		\$51.87		229 BROADWAY
E 101-42200-381	Electric Utilities		\$426.37		24001 FIRE HALL DR

CITY OF ROCKVILLE

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		Check Amt	Invoice	Comment
<b>Total XCEL ENERGY</b>		\$1,972.93		
Paid Chk# 017911	10/12/2017	<b>ADVANCED FIRST AID INC</b>		
E 101-42200-219	Fire Rescue Supplies	\$260.57	0917-434	AED battery, adult/child electrodes pads
<b>Total ADVANCED FIRST AID INC</b>		\$260.57		
Paid Chk# 017912	10/12/2017	<b>BLUE CROSS BLUE SHIELD OF MN</b>		
G 101-21705	Health Insurance	\$186.61		EMPLOYEE PORTION HEALTH INS.
G 101-21706	City Portion Health Ins	\$746.42		EMPLOYER PD HEALTH INS.
<b>Total BLUE CROSS BLUE SHIELD OF MN</b>		\$933.03		
Paid Chk# 017913	10/12/2017	<b>CENTRAL MCGOWAN, INC</b>		
E 101-42200-219	Fire Rescue Supplies	\$48.00	00097190	MEDICAL OXYGEN/RENT-FIRE DEPT
<b>Total CENTRAL MCGOWAN, INC</b>		\$48.00		
Paid Chk# 017914	10/12/2017	<b>COLD SPRING IRRIGATION</b>		
E 101-45122-220	Repair/Maint Supply-Labor Incl	\$140.00	1107	Winterize Sprinkler System Community Park
E 101-41940-220	Repair/Maint Supply-Labor Incl	\$55.00	1107	Winterize Sprinkler System City Hall
<b>Total COLD SPRING IRRIGATION</b>		\$195.00		
Paid Chk# 017915	10/12/2017	<b>DELTA ELECTRIC</b>		
E 602-49490-296	Lk Sewer Contr Srvc	\$556.75	101171	GRINDER STATN CALLS-LAKES AREA
<b>Total DELTA ELECTRIC</b>		\$556.75		
Paid Chk# 017916	10/12/2017	<b>KNIFE RIVER CORP-NORTH CENTRAL</b>		
E 101-43100-338	Crushing/Gravel Purchase	\$340.25	529369	Rock for Culvert Repair
<b>Total KNIFE RIVER CORP-NORTH CENTRAL</b>		\$340.25		
Paid Chk# 017917	10/12/2017	<b>MENARDS</b>		
E 101-43100-220	Repair/Maint Supply-Labor Incl	\$59.16	62419	Towels, Floor Patch for shop
E 601-49440-220	Repair/Maint Supply-Labor Incl	\$42.62	62419	Well 3 Pressure gauge & vent
<b>Total MENARDS</b>		\$101.78		
Paid Chk# 017918	10/12/2017	<b>MIDCO</b>		
E 101-42200-323	Internet/E-mail/Web Site	\$65.00	138335601899	FIRE HALL
E 101-41940-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-46300-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-43100-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 602-49490-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 601-49440-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-41000-323	Internet/E-mail/Web Site	\$6.00	138335601899	CITY HALL
E 101-41110-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-41800-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-45122-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-45120-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
E 101-42500-323	Internet/E-mail/Web Site	\$5.90	138335601899	CITY HALL
<b>Total MIDCO</b>		\$130.00		
Paid Chk# 017919	10/12/2017	<b>ROCORI TRAIL CONSTRUCTION BOAR</b>		
E 205-45122-511	Trails Systems	\$12,000.00		Rocori Trail Council Approved 10/11/17 meeting
<b>Total ROCORI TRAIL CONSTRUCTION BOAR</b>		\$12,000.00		
Paid Chk# 017920	10/12/2017	<b>STEARNS ELECTRIC ASOC INC</b>		
E 101-42500-381	Electric Utilities	\$23.00		5452511 CIVIL DEFENSE SIREN

CITY OF ROCKVILLE

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		Check Amt	Invoice	Comment
E 101-43100-387	Street Lighting-Electricity	\$95.00		6400610 STR LIGHTS CO SIDE
E 601-49440-381	Electric Utilities	\$255.00		10052700 WTR TWR WALNUT CIR
E 101-43100-387	Street Lighting-Electricity	\$38.00		10232500 STR LGTS CORD140/H23
E 101-43100-387	Street Lighting-Electricity	\$40.00		10232600 STR LGTS CORD8/H23
E 602-49490-381	Electric Utilities	\$73.00		10405800 LIFT ST GRAND LAKE
E 602-49490-381	Electric Utilities	\$159.00		10405900 LIFT ST PLEAS LAKE
E 602-49490-381	Electric Utilities	\$244.00		10406000 LIFT ST PRAIRIE IND
E 602-49490-381	Electric Utilities	\$60.00		10440600 LIFT ST PLEAS RD
E 101-43100-387	Street Lighting-Electricity	\$47.70		10543000 STR LIGHTS PRAIRIE DR
E 601-49440-382	PL LK Electric Utilities	\$243.00		10516700 PUMPHOUSE PLEASANT
E 601-49440-382	PL LK Electric Utilities	\$98.00		10453000 PMPHOUSE 26498 79TH
E 101-43100-387	Street Lighting-Electricity	\$71.00		10549600 STR LIGHTS BRENTWOOD
E 101-43100-387	Street Lighting-Electricity	\$36.00		11633200 STR LGTS CORD6/H23
<b>Total</b>	<b>STEARNS ELECTRIC ASOC INC</b>	<b>\$1,482.70</b>		

Paid Chk#	10/12/2017	SUPER AMERICA		
E 101-42200-212	Gas & Oil	\$29.81	103501	Unit 5
<b>Total</b>	<b>SUPER AMERICA</b>	<b>\$29.81</b>		

Paid Chk#	10/12/2017	VISA		
E 101-42200-200	Office Supplies	\$107.75		FD ink, divider, labels, folders
E 101-42200-219	Fire Rescue Supplies	\$280.00		Pediatric/Zoll Medical Defibrillators, Adult Electrode,
E 101-42200-538	Personal Protective Equip-Fire	\$58.50		Gear Cleaning Scott P
E 101-41000-336	Safety Training	\$9.98		Safety Training Supplies
E 101-45122-220	Repair/Maint Supply-Labor Incl	\$33.89		Flex Mower -jack
E 101-43100-220	Repair/Maint Supply-Labor Incl	\$47.01		Shop Tools, Spade bit set, grinding wheel, drill bit, wedge anchor, masonry wheel
E 601-49440-220	Repair/Maint Supply-Labor Incl	\$53.80		PH # 2 Moulding, Strip, Foam -bees getting in bulding
E 601-49440-322	Postage	\$19.80		water samples 9/11/17 & 9/19/17
E 101-43100-425	Clothing Allowance	\$38.20		Nick Uniform
E 601-49440-220	Repair/Maint Supply-Labor Incl	\$47.45		brush set, paint
E 101-43100-220	Repair/Maint Supply-Labor Incl	\$56.59		Splice, accessory plug, rings, duplex wire
<b>Total</b>	<b>VISA</b>	<b>\$752.97</b>		

Paid Chk#	10/18/2017	AT & T MOBILITY		
E 101-43100-321	Telephone	\$83.86		WIRELESS PHONE
E 601-49440-321	Telephone	\$30.00		WIRELESS PHONE
E 602-49490-321	Telephone	\$30.00		WIRELESS PHONE
E 101-45122-321	Telephone	\$4.00		WIRELESS PHONE
E 602-49490-321	Telephone	\$29.98		GRINDERSTATION PHONE
<b>Total</b>	<b>AT &amp; T MOBILITY</b>	<b>\$177.84</b>		

Paid Chk#	10/18/2017	CENTER POINT ENERGY-MINNEGASCO		
E 601-49440-383	Gas Utilities	\$22.32		6109069-2 PMPHSE OTHMAR/MAPLE
E 101-43100-383	Gas Utilities	\$11.06		6109272-2 209 BRDWY-PUB WKS
E 601-49440-383	Gas Utilities	\$11.05		6109272-2 209 BRDWY-PUB WKS
E 602-49490-383	Gas Utilities	\$11.06		6109272-2 209 BRDWY-PUB WKS
E 601-49440-383	Gas Utilities	\$18.15		6110833-8 PUMPHSE @ WAL CIR
E 101-41000-383	Gas Utilities	\$2.83		6394888-9 UTIL-229 CITY HALL
E 101-41800-383	Gas Utilities	\$2.83		6394888-9 UTIL-229 CITY HALL
E 101-41940-383	Gas Utilities	\$2.83		6394888-9 UTIL-229 CITY HALL
E 101-43100-383	Gas Utilities	\$2.83		6394888-9 UTIL-229 CITY HALL
E 601-49440-383	Gas Utilities	\$2.83		6394888-9 UTIL-229 CITY HALL

CITY OF ROCKVILLE

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			Check Amt	Invoice	Comment
E 602-49490-383	Gas Utilities		\$2.83		6394888-9 UTIL-229 CITY HALL
E 101-42200-383	Gas Utilities		\$27.37		6436553-9 24001 FIRE HALL DR
<b>tal CENTER POINT ENERGY-MINNEGASCO</b>			\$117.99		
<hr/>					
Paid Chk# 017925	10/18/2017	<b>CITY OF COLD SPRING</b>			
E 602-49490-312	Wastewater Bill-Core City		\$2,323.05		SEPTEMBER WASTEWTR BILL-CORE CITY
E 602-49490-293	Wastewtr Bill-Lakes Area		\$7,578.47		SEPTEMBER WASTEWTR BILL-LAKES AREA
<b>Total CITY OF COLD SPRING</b>			\$9,901.52		
<hr/>					
Paid Chk# 017926	10/18/2017	<b>EMERGENCY APPARATUS MAINT INC</b>			
E 101-42200-220	Repair/Maint Supply-Labor Incl		\$1,511.45		ENGINE 5 REPAIR
E 101-42200-220	Repair/Maint Supply-Labor Incl		\$955.72		ENGINE 2 REPAIR
E 101-42200-220	Repair/Maint Supply-Labor Incl		\$1,027.43		TANKER 3
<b>total EMERGENCY APPARATUS MAINT INC</b>			\$3,494.60		
<hr/>					
Paid Chk# 017927	10/18/2017	<b>EMERGENCY RESPONSE SOLUTIONS</b>			
E 101-42200-220	Repair/Maint Supply-Labor Incl		\$1,055.86	9557	Cylinder
<b>total EMERGENCY RESPONSE SOLUTIONS</b>			\$1,055.86		
<hr/>					
Paid Chk# 017929	10/18/2017	<b>HAWKINS WTR TREATMENT GRP INC</b>			
E 601-49440-216	Chemicals/Chem Products		\$20.00	4160809	Demurrage Chlorine Cylinder
<b>total HAWKINS WTR TREATMENT GRP INC</b>			\$20.00		
<hr/>					
Paid Chk# 017930	10/18/2017	<b>INSPECTRON INC.</b>			
E 101-46300-305	Building Inspection Fees		\$2,063.11		Sept Building Inspection & review
<b>Total INSPECTRON INC.</b>			\$2,063.11		
<hr/>					
Paid Chk# 017931	10/18/2017	<b>MISSISSIPPI TOPSOILS, INC</b>			
E 601-49440-220	Repair/Maint Supply-Labor Incl		\$87.98	6296	Turf repair @ watermain break
<b>Total MISSISSIPPI TOPSOILS, INC</b>			\$87.98		
<hr/>					
Paid Chk# 017932	10/18/2017	<b>NELSON SANITATION &amp; RENTAL</b>			
E 101-45122-410	Rentals-Toilet,Compr,PO Box		\$50.24		EAGLE PARK
E 101-45122-410	Rentals-Toilet,Compr,PO Box		\$92.52		101 OTHMAR COMMUNITY PARK
E 101-45122-410	Rentals-Toilet,Compr,PO Box		\$82.52		LIONS PARK
<b>Total NELSON SANITATION &amp; RENTAL</b>			\$225.28		
<hr/>					
Paid Chk# 017933	10/18/2017	<b>ROTO-ROOTER SWR-DRAIN SRVC,INC</b>			
E 602-49490-230	Sewer Cleaning		\$5,500.00		1st year Council Approved 9/13/17 meeting
E 602-49490-230	Sewer Cleaning		\$6,000.00		2nd year Council Approved 9/13/17 Meeting
<b>total ROTO-ROOTER SWR-DRAIN SRVC,INC</b>			\$11,500.00		
<hr/>					
Paid Chk# 017934	10/18/2017	<b>TIPPELT, GERALD</b>			
E 101-45122-210	Operating Supplies/Expenses		\$30.00		Gopher exterminating @ lions Park
<b>Total TIPPELT, GERALD</b>			\$30.00		
<hr/>					
Paid Chk# 017935	10/18/2017	<b>WEST CENTRAL SANITATION, INC</b>			
E 101-42200-384	Refuse/Garbage Disposal		\$22.72		GARBAGE-FIRE HALL
E 101-45122-384	Refuse/Garbage Disposal		\$12.68		GARBAGE-PLEASANT LK
E 101-41940-384	Refuse/Garbage Disposal		\$22.63		GARBAGE-CITY HALL
E 101-43100-384	Refuse/Garbage Disposal		\$83.94		GARBAGE-PUB WKS DPT
E 101-45120-384	Refuse/Garbage Disposal		\$33.82		GARBAGE-BALLPK-BALL PROG
<b>Total WEST CENTRAL SANITATION, INC</b>			\$175.79		

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Paid Chk#	017936	10/18/2017	<b>GENERAL RENTAL OF COLD SPRING</b>		
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$147.00	5140	Culvert Repair 9/18/17
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$261.00	5221	Culvert Repair 9/30/17
<b>Total</b>	<b>GENERAL RENTAL OF COLD SPRING</b>		\$408.00		
Paid Chk#	017937	10/26/2017	<b>BANYON DATA SYSTEMS INC</b>		
E 601-49440-309	Computer Svcs, Software & Sply		\$298.00		PSN Online Payment/Bills
E 602-49490-309	Computer Svcs, Software & Sply		\$299.00		PSN Online Payment/Bills
E 101-46300-309	Computer Svcs, Software & Sply		\$198.00		PSN Online Payment/Bills
<b>Total</b>	<b>BANYON DATA SYSTEMS INC</b>		\$795.00		
Paid Chk#	017938	10/26/2017	<b>BATTERIES PLUS</b>		
E 601-49440-220	Repair/Maint Supply-Labor Incl		\$30.20	36-477820	Back up Battery SCADA System
E 602-49490-220	Repair/Maint Supply-Labor Incl		\$37.75	36-477820	Back up Battery SCADA System
<b>Total</b>	<b>BATTERIES PLUS</b>		\$67.95		
Paid Chk#	017939	10/26/2017	<b>CENTRAL MN DUST CONTROL</b>		
E 101-43100-329	Dust Control		\$4,352.00		Halfman Road Council Approved 9/13/17 meeting
<b>Total</b>	<b>CENTRAL MN DUST CONTROL</b>		\$4,352.00		
Paid Chk#	017940	10/26/2017	<b>CENTURYLINK</b>		
E 101-42200-321	Telephone		\$77.31		251-0072 Fire Dept
E 601-49440-321	Telephone		\$36.20		251-1664 SCDA System
E 602-49490-321	Telephone		\$36.21		251-1664 SCDA System
E 601-49440-321	Telephone		\$50.62		251-2120 Well house 3
E 101-41000-321	Telephone		\$38.05		251-5836 City Hall
E 101-41110-321	Telephone		\$38.05		251-5836 City Hall
E 101-41940-321	Telephone		\$38.05		251-5836 City Hall
E 101-43100-321	Telephone		\$38.05		251-5836 City Hall
E 101-46300-321	Telephone		\$38.05		251-5836 City Hall
E 601-49440-321	Telephone		\$38.04		251-5836 City Hall
E 602-49490-321	Telephone		\$38.04		251-5836 City Hall
E 602-49490-321	Telephone		\$50.42		259-1473 Sewer
E 602-49490-321	Telephone		\$55.48		685-4204 Sewer
E 602-49490-321	Telephone		\$205.50		612-E16-2655 Sewer
<b>Total</b>	<b>CENTURYLINK</b>		\$778.07		
Paid Chk#	017941	10/26/2017	<b>EDWARD JONES</b>		
G 101-21711	Incentive Pay		\$300.00		INCENTIVE NICK W
<b>Total</b>	<b>EDWARD JONES</b>		\$300.00		
Paid Chk#	017942	10/26/2017	<b>HERBERG CONSTRUCTION</b>		
E 101-43100-327	Blading Roads		\$1,164.75		Agate Beach, Michell, Rausch, Halfman, 93rd, 80th, Sauk River, 125th, 131st, Glacier, 123rd,
<b>Total</b>	<b>HERBERG CONSTRUCTION</b>		\$1,164.75		
Paid Chk#	017943	10/26/2017	<b>KLEIN ELECTRIC, INC</b>		
E 101-45122-590	Capital Outlay		\$2,847.39	3987	Wiring for PL Pavilion
<b>Total</b>	<b>KLEIN ELECTRIC, INC</b>		\$2,847.39		
Paid Chk#	017944	10/26/2017	<b>MARCO FINANCING, INC (LEASE)</b>		
E 101-41000-413	Copier/Printer Lease		\$84.85	342022498	COPIER/LEASE
E 101-41110-413	Copier/Printer Lease		\$35.00	342022498	COPIER/LEASE

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			Check Amt	Invoice	Comment
E 101-41940-413	Copier/Printer Lease		\$10.00	342022498	COPIER/LEASE
E 101-42200-413	Copier/Printer Lease		\$20.00	342022498	COPIER/LEASE
E 101-43100-413	Copier/Printer Lease		\$65.00	342022498	COPIER/LEASE
E 101-43125-413	Copier/Printer Lease		\$10.00	342022498	COPIER/LEASE
E 101-45120-413	Copier/Printer Lease		\$5.00	342022498	COPIER/LEASE
E 101-45122-413	Copier/Printer Lease		\$5.00	342022498	COPIER/LEASE
E 101-46300-413	Copier/Printer Lease		\$50.00	342022498	COPIER/LEASE
E 601-49440-413	Copier/Printer Lease		\$80.00	342022498	COPIER/LEASE
E 602-49490-413	Copier/Printer Lease		\$100.00	342022498	COPIER/LEASE
<b>Total MARCO FINANCING, INC (LEASE)</b>			<b>\$464.85</b>		
<hr/>					
Paid Chk# 017945	10/26/2017	<b>MENARDS</b>			
E 101-41940-220	Repair/Maint Supply-Labor Incl		\$96.00	63716	City Hall Bathroom Faucet
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$171.98	63792	Paint for shop walls
<b>Total MENARDS</b>			<b>\$267.98</b>		
<hr/>					
Paid Chk# 017946	10/26/2017	<b>NELSON ELECTRIC MOTOR REP INC</b>			
E 602-49490-220	Repair/Maint Supply-Labor Incl		\$475.00	8296	Repair Pump #2 Main Lift Station
<b>Total NELSON ELECTRIC MOTOR REP INC</b>			<b>\$475.00</b>		
<hr/>					
Paid Chk# 017947	10/26/2017	<b>ROYAL TIRE INC</b>			
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$381.75	301-139459	Tire leak on loader
<b>Total ROYAL TIRE INC</b>			<b>\$381.75</b>		
<hr/>					
Paid Chk# 017948	10/26/2017	<b>STEARNS CO ENVIRONMENTAL SRVC</b>			
E 101-46300-310	Other Professional Services		\$192.29	255	25479 Pleasant Rd Site Review
<b>Total STEARNS CO ENVIRONMENTAL SRVC</b>			<b>\$192.29</b>		
<hr/>					
Paid Chk# 017949	10/26/2017	<b>STUEVE, JANICE</b>			
E 101-41410-104	Seasonal/Temp/Committee		\$28.50		Election training E pole books
<b>Total STUEVE, JANICE</b>			<b>\$28.50</b>		
<hr/>					
Paid Chk# 017950	10/26/2017	<b>USABLE LIFE</b>			
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
<b>Total USABLE LIFE</b>			<b>\$324.77</b>		
<hr/>					
Paid Chk# 017951	10/26/2017	<b>WENNER COMPANY INC</b>			
E 101-43100-220	Repair/Maint Supply-Labor Incl		\$12.98	C202031	Battery for Welding Helmets
<b>Total WENNER COMPANY INC</b>			<b>\$12.98</b>		
<hr/>					
Paid Chk# 017952	10/26/2017	<b>XCEL ENERGY</b>			
E 101-43100-387	Street Lighting-Electricity		\$638.98		STREETLGHTS
<b>Total XCEL ENERGY</b>			<b>\$638.98</b>		
<hr/>					
Paid Chk# 017953	10/31/2017	<b>BLUE TARP FINANCIAL INC</b>			
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$182.98		Unit 5 repair, Magnetic part, Pump
<b>Total BLUE TARP FINANCIAL INC</b>			<b>\$182.98</b>		
<hr/>					
Paid Chk# 017954	10/31/2017	<b>COLD SPRING BAKERY INC</b>			
E 101-41000-336	Safety Training		\$40.76		SAFETY TRAINING
<b>Total COLD SPRING BAKERY INC</b>			<b>\$40.76</b>		

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<b>Paid Chk# 017955 10/31/2017 FREIGHTLINER OF ST CLOUD</b>					
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$71.94	852242E	Switch for Air ride seat Unit 5
<b>Total FREIGHTLINER OF ST CLOUD</b>			\$71.94		
<b>Paid Chk# 017956 10/31/2017 GOPHER STATE ONE-CALL</b>					
E 602-49490-291	Locates		\$14.18		LOCATE TICKETS-SWR DEPT
E 601-49440-291	Locates		\$14.17		LOCATE TICKETS-WTR DEPT
<b>Total GOPHER STATE ONE-CALL</b>			\$28.35		
<b>Paid Chk# 017957 10/31/2017 HARDRIVES INC</b>					
E 101-43100-308	Road Patching		\$95.48	182735	Hot Mix Patch roads
E 101-43100-308	Road Patching		\$296.82	182873	Hot Mix Patch roads
<b>Total HARDRIVES INC</b>			\$392.30		
<b>Paid Chk# 017958 10/31/2017 HERBERG CONSTRUCTION</b>					
E 101-43100-327	Blading Roads		\$19,011.96	100	Hauling Gravel Halfman Final payment
<b>Total HERBERG CONSTRUCTION</b>			\$19,011.96		
<b>Paid Chk# 017959 10/31/2017 KRAEMER TRUCKING &amp; EXCAV, INC</b>					
E 101-43125-228	Salt & Sand-Roads		\$1,063.29	15520	Sand Snow Removal
<b>Total KRAEMER TRUCKING &amp; EXCAV, INC</b>			\$1,063.29		
<b>Paid Chk# 017960 10/31/2017 LEAGUE OF MN CITIES INS TRUST</b>					
E 601-49440-151	Worker s Comp Insurance Prem		\$44.00		Worker Comp Audit
E 602-49490-151	Worker s Comp Insurance Prem		\$49.00		Worker Comp Audit
E 101-42200-151	Worker s Comp Insurance Prem		\$420.00		Worker Comp Audit
E 101-41800-151	Worker s Comp Insurance Prem		\$72.00		Worker Comp Audit
E 101-41940-151	Worker s Comp Insurance Prem		\$8.00		Worker Comp Audit
E 101-45122-151	Worker s Comp Insurance Prem		\$64.00		Worker Comp Audit
E 101-41110-151	Worker s Comp Insurance Prem		\$2.50		Worker Comp Audit
E 101-46300-151	Worker s Comp Insurance Prem		\$2.50		Worker Comp Audit
E 101-43100-151	Worker s Comp Insurance Prem		\$383.00		Worker Comp Audit
<b>Total LEAGUE OF MN CITIES INS TRUST</b>			\$1,045.00		
<b>Paid Chk# 017961 10/31/2017 LITTLE FALLS MACHINE, INC</b>					
E 101-43125-220	Repair/Maint Supply-Labor Incl		\$720.00	350180	Shoe Kit for Plow
<b>Total LITTLE FALLS MACHINE, INC</b>			\$720.00		
<b>Paid Chk# 017962 10/31/2017 LYNN PLUMSKI</b>					
E 101-41000-106	Cleaning Person		\$12.50		CITY HALL
E 101-41110-106	Cleaning Person		\$12.50		CITY HALL
E 101-41800-106	Cleaning Person		\$12.50		CITY HALL
E 101-41940-106	Cleaning Person		\$12.50		CITY HALL
E 101-43100-106	Cleaning Person		\$12.50		CITY HALL
E 101-46300-106	Cleaning Person		\$12.50		CITY HALL
E 601-49440-106	Cleaning Person		\$12.50		CITY HALL
E 602-49490-106	Cleaning Person		\$12.50		CITY HALL
<b>Total LYNN PLUMSKI</b>			\$100.00		
<b>Paid Chk# 017963 10/31/2017 NELSON SANITATION &amp; RENTAL</b>					
E 101-45122-410	Rentals-Toilet,Compr,PO Box		\$18.13	A-29879	101 OTHMAR COMMUNITY PARK
<b>Total NELSON SANITATION &amp; RENTAL</b>			\$18.13		

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Paid Chk#	017964	10/31/2017			<b>XCEL ENERGY</b>
E 101-45122-381	Electric Utilities		\$11.42		1001 OTHMAR LN
E 101-43100-387	Street Lighting-Electricity		\$77.81		STREETLGHTS
E 101-43100-381	Electric Utilities		\$24.50		209 BROADWAY & 562 CHESTNUT
E 101-43125-381	Electric Utilities		\$24.50		209 BROADWAY & 562 CHESTNUT
E 601-49440-381	Electric Utilities		\$24.50		209 BROADWAY & 562 CHESTNUT
E 602-49490-381	Electric Utilities		\$24.50		209 BROADWAY & 562 CHESTNUT
E 602-49490-381	Electric Utilities		\$215.62		398 BROADWAY ST
E 601-49440-381	Electric Utilities		\$340.27		423 MAPLE ST & 560 CHESTNUT
E 101-45120-381	Electric Utilities		\$105.97		1000 BROADWAY BALLPK BALL PRG
E 101-41940-381	Electric Utilities		\$45.29		229 BROADWAY
E 101-41000-381	Electric Utilities		\$45.29		229 BROADWAY
E 101-41800-381	Electric Utilities		\$45.28		229 BROADWAY
E 101-43100-381	Electric Utilities		\$45.29		229 BROADWAY
E 101-46300-381	Electric Utilities		\$45.29		229 BROADWAY
E 601-49440-381	Electric Utilities		\$45.28		229 BROADWAY
E 602-49490-381	Electric Utilities		\$45.28		229 BROADWAY
E 101-41110-381	Electric Utilities		\$45.29		229 BROADWAY
E 101-42200-381	Electric Utilities		\$400.03		24001 FIRE HALL DR
	<b>Total XCEL ENERGY</b>		\$1,611.41		
	<b>10600 COMBINED CITY ACCT</b>		\$120,268.18		

Fund Summary

<b>10600 COMBINED CITY ACCT</b>	
101 GENERAL FUND	\$61,526.98
205 ROCORI TRAILS	\$12,000.00
601 WATER FUND	\$3,265.62
602 SEWER FUND	\$43,475.58
	<hr/>
	\$120,268.18

**CITY OF ROCKVILLE**  
**Exp Detail Council MMB jn**

Check Nbr	Check/Receipt Date	Search Name	Amount	Comments	Act Code	OBJ Descr
FUND 101 GENERAL FUND						
DEPT						
001188	10/11/17	PERA	\$1,713.68	RETIRE CONTR-	101-21704	
001189	10/11/17	MN REVENUE	\$544.14	STATE TAX W/H-	101-21702	
001190	10/11/17	EFTPS-ELECTRONIC FED TAX PMT	\$1,297.94	FEDERAL W/H -	101-21701	
001190	10/11/17	EFTPS-ELECTRONIC FED TAX PMT	\$2,174.12	FICA/MEDICARE -	101-21703	
001192	10/26/17	PERA	\$1,498.36	RETIRE CONTR-	101-21704	
001193	10/26/17	MN REVENUE	\$550.39	STATE TAX W/H-	101-21702	
001194	10/26/17	EFTPS-ELECTRONIC FED TAX PMT	\$1,312.16	FEDERAL W/H -	101-21701	
001194	10/26/17	EFTPS-ELECTRONIC FED TAX PMT	\$1,664.46	FICA/MEDICARE -	101-21703	
017912	10/12/17	BLUE CROSS BLUE SHIELD OF MN	\$186.61	EMPLOYEE PORTION HEALTH INS.	101-21705	
017912	10/12/17	BLUE CROSS BLUE SHIELD OF MN	\$746.42	EMPLOYER PD HEALTH INS.	101-21706	
017941	10/26/17	EDWARD JONES	\$300.00	INCENTIVE NICK W	101-21711	
017950	10/26/17	USABLE LIFE	\$61.11	EMPLOYEE PORTION	101-21709	
DEPT			\$12,049.39			
DEPT 41000 General Government (GENERAL)						
001187	10/04/17	NSF CHECK	\$4.00	NSF STONEYS BAR	101-41000-430	Miscellaneous
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$9.00	RENTAL OF RUGS/MOPS-CITY HALL	101-41000-209	Cleaning Supp,Bldg Op Supply
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41000-106	Cleaning Person
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	101-41000-381	Electric Utilities
017918	10/12/17	MIDCO	\$6.00	CITY HALL	101-41000-323	Internet/E-mail/Web Site
017922	10/12/17	VISA	\$9.98	Safety Training Supplies	101-41000-336	Safety Training
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	101-41000-383	Gas Utilities
017940	10/26/17	CENTURYLINK	\$38.05	251-5836 City Hall	101-41000-321	Telephone
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$84.85	COPIER/LEASE	101-41000-413	Copier/Printer Lease
017950	10/26/17	USABLE LIFE	\$19.20	LTD/STD	101-41000-134	Employer Paid Life Insurance
017950	10/26/17	USABLE LIFE	\$244.46	LTD/STD	101-41000-135	Empl r Pd Short/Long Term Ins
017954	10/31/17	COLD SPRING BAKERY INC	\$40.76	SAFETY TRAINING	101-41000-336	Safety Training
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41000-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.29	229 BROADWAY	101-41000-381	Electric Utilities
DEPT 41000 General Government (GENERAL)			\$581.29			
DEPT 41110 Council/Mayor/Boards						
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-41110-307	Alarm Service
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41110-106	Cleaning Person
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	101-41110-381	Electric Utilities
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-41110-323	Internet/E-mail/Web Site
017940	10/26/17	CENTURYLINK	\$38.05	251-5836 City Hall	101-41110-321	Telephone

**CITY OF ROCKVILLE**  
**Exp Detail Council MMB jn**

Check Nbr	Check/Receipt Date	Search Name	Amount	Comments	Act Code	OBJ Descr
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$35.00	COPIER/LEASE	101-41110-413	Copier/Printer Lease
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$2.50	Worker Comp Audit	101-41110-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41110-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.29	229 BROADWAY	101-41110-381	Electric Utilities
DEPT 41110 Council/Mayor/Boards			\$210.61			
DEPT 41410 Elections						
017949	10/26/17	STUEVE, JANICE	\$28.50	Election training E pole books	101-41410-104	Seasonal/Temp/Committee
DEPT 41410 Elections			\$28.50			
DEPT 41800 City Administration						
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-41800-307	Alarm Service
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41800-106	Cleaning Person
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	101-41800-381	Electric Utilities
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-41800-323	Internet/E-mail/Web Site
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	101-41800-383	Gas Utilities
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$72.00	Worker Comp Audit	101-41800-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41800-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.28	229 BROADWAY	101-41800-381	Electric Utilities
DEPT 41800 City Administration			\$209.88			
DEPT 41940 General Govt Buildings/Plant						
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$11.17	RENTAL OF RUGS/MOPS-CITY HALL	101-41940-209	Cleaning Supp,Bldg Op Supply
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$13.49	CH Alarm System	101-41940-307	Alarm Service
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41940-106	Cleaning Person
017910	10/05/17	XCEL ENERGY	\$51.88	229 BROADWAY	101-41940-381	Electric Utilities
017914	10/12/17	COLD SPRING IRRIGATION	\$55.00	Winterize Sprinkler System City Hall	101-41940-220	Repair/Maint Supply-Labor Incl
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-41940-323	Internet/E-mail/Web Site
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	101-41940-383	Gas Utilities
017935	10/18/17	WEST CENTRAL SANITATION, INC	\$22.63	GARBAGE-CITY HALL	101-41940-384	Refuse/Garbage Disposal
017940	10/26/17	CENTURYLINK	\$38.05	251-5836 City Hall	101-41940-321	Telephone
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$10.00	COPIER/LEASE	101-41940-413	Copier/Printer Lease
017945	10/26/17	MENARDS	\$96.00	City Hall Bathroom Faucet	101-41940-220	Repair/Maint Supply-Labor Incl
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$8.00	Worker Comp Audit	101-41940-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-41940-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.29	229 BROADWAY	101-41940-381	Electric Utilities
DEPT 41940 General Govt Buildings/Plant			\$385.24			
DEPT 42200 Fire Protection						
017897	10/05/17	BECKYS GAS & BAIT	\$104.00	FUEL - FIRE DEPT	101-42200-212	Gas & Oil
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$69.49	FH Alarm System	101-42200-307	Alarm Service

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017900	10/05/17	FIRE EQUIPMENT SPECIALTIES, IN	\$1,229.95	Deluse Coat -Rick H	101-42200-538	Personal Protective Equip-Fire
017901	10/05/17	FIRE SAFETY USA	\$460.00	1 Elkhart Handge, 3 - 8D Fire Hoses	101-42200-540	Machinery & Equipment
017910	10/05/17	XCEL ENERGY	\$426.37	24001 FIRE HALL DR	101-42200-381	Electric Utilities
017911	10/12/17	ADVANCED FIRST AID INC	\$260.57	AED battery, adult/child electrodes pads	101-42200-219	Fire Rescue Supplies
017913	10/12/17	CENTRAL MCGOWAN, INC	\$48.00	MEDICAL OXYGEN/RENT-FIRE DEPT	101-42200-219	
017918	10/12/17	MIDCO	\$65.00	FIRE HALL	101-42200-323	Internet/E-mail/Web Site
017921	10/12/17	SUPER AMERICA	\$29.81	Unit 5	101-42200-212	Gas & Oil
017922	10/12/17	VISA	\$107.75	FD ink, divider, labels, folders	101-42200-200	Office Supplies
017922	10/12/17	VISA	\$280.00	Pediatric/Zoll Medical Defibrillators, Adult Electrode,	101-42200-219	Fire Rescue Supplies
017922	10/12/17	VISA	\$58.50	Gear Cleaning Scott P	101-42200-538	Personal Protective Equip-Fire
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$27.37	6436553-9 24001 FIRE HALL DR	101-42200-383	Gas Utilities
017926	10/18/17	EMERGENCY APPARATUS MAINT INC	\$1,027.43	TANKER 3	101-42200-220	Repair/Maint Supply-Labor Incl
017926	10/18/17	EMERGENCY APPARATUS MAINT INC	\$1,511.45	ENGINE 5 REPAIR	101-42200-220	
017926	10/18/17	EMERGENCY APPARATUS MAINT INC	\$955.72	ENGINE 2 REPAIR	101-42200-220	
017927	10/18/17	EMERGENCY RESPONSE SOLUTIONS	\$1,055.86	Cylinder	101-42200-220	
017935	10/18/17	WEST CENTRAL SANITATION, INC	\$22.72	GARBAGE-FIRE HALL	101-42200-384	Refuse/Garbage Disposal
017940	10/26/17	CENTURYLINK	\$77.31	251-0072 Fire Dept	101-42200-321	Telephone
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$20.00	COPIER/LEASE	101-42200-413	Copier/Printer Lease
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$420.00	Worker Comp Audit	101-42200-151	Worker s Comp Insurance Prem
017964	10/31/17	XCEL ENERGY	\$400.03	24001 FIRE HALL DR	101-42200-381	Electric Utilities
DEPT 42200 Fire Protection			\$8,657.33			
DEPT 42500 Civil Defense						
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-42500-307	Alarm Service
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-42500-323	Internet/E-mail/Web Site
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$23.00	5452511 CIVIL DEFENSE SIREN	101-42500-381	Electric Utilities
DEPT 42500 Civil Defense			\$35.90			
DEPT 43100 Hwys, Streets, & Roads						
001195	10/26/17	BUILDING PERMIT	\$26.00	76.42240.0013 209 Broadway St	101-43100-210	Operating Supplies/Expenses
017894	10/05/17	ADVANCE AUTO PARTS	\$39.94	headlight, shop towels, washer fluid	101-43100-220	Repair/Maint Supply-Labor Incl
017894	10/05/17	ADVANCE AUTO PARTS	\$47.74	oil, filter, choke spray, grease, starting fluid	101-43100-220	
017895	10/05/17	ALL STATE TRAFFIC CONTROL INC	\$96.00	Sign rental road project	101-43100-211	Signs
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$8.00	RENTAL OF RUGS/MOPS-CITY HALL	101-43100-209	Cleaning Supp,Bldg Op Supply
017897	10/05/17	BECKYS GAS & BAIT	\$296.98	FUEL - STREETS	101-43100-212	Gas & Oil
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-43100-307	Alarm Service
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-43100-106	Cleaning Person
017906	10/05/17	MID CENTRAL DOOR CO, INC	\$798.00	PW Door Council Approved 9/13/17	101-43100-220	Repair/Maint Supply-Labor Incl
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	101-43100-381	Electric Utilities
017910	10/05/17	XCEL ENERGY	\$22.92	209 BROADWAY & 562 CHESTNUT	101-43100-381	

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017910	10/05/17	XCEL ENERGY	\$71.76	STREETLIGHTS	101-43100-387	Street Lighting-Electricity
017916	10/12/17	KNIFE RIVER CORP-NORTH CENTRAL	\$340.25	Rock for Culvert Repair	101-43100-338	Crushing/Gravel Purchase
017917	10/12/17	MENARDS	\$59.16	Towels, Floor Patch for shop	101-43100-220	Repair/Maint Supply-Labor Incl
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-43100-323	Internet/E-mail/Web Site
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$36.00	11633200 STR LGTS CORD6/H23	101-43100-387	Street Lighting-Electricity
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$95.00	6400610 STR LIGHTS CO SIDE	101-43100-387	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$38.00	10232500 STR LGTS CORD140/H23	101-43100-387	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$71.00	10549600 STR LIGHTS BRENTWOOD	101-43100-387	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$40.00	10232600 STR LGTS CORD8/H23	101-43100-387	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$47.70	10543000 STR LIGHTS PRAIRIE DR	101-43100-387	
017922	10/12/17	VISA	\$47.01	Shop Tools, Spade bit set, grinding wheel, drill bit, wedge	101-43100-220	Repair/Maint Supply-Labor Incl
017922	10/12/17	VISA	\$56.59	Splice, accessory plug, rings, duplex wire	101-43100-220	
017922	10/12/17	VISA	\$38.20	Nick Uniform	101-43100-425	Clothing Allowance
017923	10/18/17	AT & T MOBILITY	\$83.86	WIRELESS PHONE	101-43100-321	Telephone
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	101-43100-383	Gas Utilities
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$11.06	6109272-2 209 BRDWAY-PUB WKS	101-43100-383	
017935	10/18/17	WEST CENTRAL SANITATION, INC	\$83.94	GARBAGE-PUB WKS DPT	101-43100-384	Refuse/Garbage Disposal
017936	10/18/17	GENERAL RENTAL OF COLD SPRING	\$147.00	Culvert Repair 9/18/17	101-43100-220	Repair/Maint Supply-Labor Incl
017936	10/18/17	GENERAL RENTAL OF COLD SPRING	\$261.00	Culvert Repair 9/30/17	101-43100-220	
017939	10/26/17	CENTRAL MN DUST CONTROL	\$4,352.00	Halfman Road Council Approved 9/13/17 meeting	101-43100-329	Dust Control
017940	10/26/17	CENTURYLINK	\$38.05	251-5836 City Hall	101-43100-321	Telephone
017942	10/26/17	HERBERG CONSTRUCTION	\$1,164.75	Agate Beach, Michell, Rausch, Halfman, 93rd, 80th, Sauk	101-43100-327	Blading Roads
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$65.00	COPIER/LEASE	101-43100-413	Copier/Printer Lease
017945	10/26/17	MENARDS	\$171.98	Paint for shop walls	101-43100-220	Repair/Maint Supply-Labor Incl
017951	10/26/17	WENNER COMPANY INC	\$12.98	Battery for Welding Helmets	101-43100-220	
017952	10/26/17	XCEL ENERGY	\$638.98	STREETLIGHTS	101-43100-387	Street Lighting-Electricity
017957	10/31/17	HARDRIVES INC	\$95.48	Hot Mix Patch roads	101-43100-308	Road Patching
017957	10/31/17	HARDRIVES INC	\$296.82	Hot Mix Patch roads	101-43100-308	
017958	10/31/17	HERBERG CONSTRUCTION	\$19,011.96	Hauling Gravel Halfman Final payment	101-43100-327	Blading Roads
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$383.00	Worker Comp Audit	101-43100-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-43100-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.29	229 BROADWAY	101-43100-381	Electric Utilities
017964	10/31/17	XCEL ENERGY	\$24.50	209 BROADWAY & 562 CHESTNUT	101-43100-381	
017964	10/31/17	XCEL ENERGY	\$77.81	STREETLIGHTS	101-43100-387	Street Lighting-Electricity
DEPT 43100 Hwys, Streets, & Roads			\$29,334.31			
DEPT 43125 Snow Removal						
017910	10/05/17	XCEL ENERGY	\$22.92	209 BROADWAY & 562 CHESTNUT	101-43125-381	Electric Utilities
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$10.00	COPIER/LEASE	101-43125-413	Copier/Printer Lease

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017947	10/26/17	ROYAL TIRE INC	\$381.75	Tire leak on loader	101-43125-220	Repair/Maint Supply-Labor Incl
017953	10/31/17	BLUE TARP FINANCIAL INC	\$182.98	Unit 5 repair, Magnetic part, Pump	101-43125-220	
017955	10/31/17	FREIGHTLINER OF ST CLOUD	\$71.94	Switch for Air ride seat Unit 5	101-43125-220	
017959	10/31/17	KRAEMER TRUCKING & EXCAV, INC	\$1,063.29	Sand Snow Removal	101-43125-228	Salt & Sand-Roads
017961	10/31/17	LITTLE FALLS MACHINE, INC	\$720.00	Shoe Kit for Plow	101-43125-220	Repair/Maint Supply-Labor Incl
017964	10/31/17	XCEL ENERGY	\$24.50	209 BROADWAY & 562 CHESTNUT	101-43125-381	Electric Utilities
DEPT 43125 Snow Removal			\$2,477.38			
DEPT 45120 Summer Ball Program						
017910	10/05/17	XCEL ENERGY	\$296.70	1000 BROADWAY BALLPK BALL PRG	101-45120-381	Electric Utilities
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-45120-323	Internet/E-mail/Web Site
017935	10/18/17	WEST CENTRAL SANITATION, INC	\$33.82	GARBAGE-BALLPK-BALL PROG	101-45120-384	Refuse/Garbage Disposal
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$5.00	COPIER/LEASE	101-45120-413	Copier/Printer Lease
017964	10/31/17	XCEL ENERGY	\$105.97	1000 BROADWAY BALLPK BALL PRG	101-45120-381	Electric Utilities
DEPT 45120 Summer Ball Program			\$447.39			
DEPT 45122 Parks & Recreation						
001195	10/26/17	BUILDING PERMIT	\$98.06	76.42144.0018 25775 Lake Rd	101-45122-210	Operating Supplies/Expenses
017897	10/05/17	BECKYS GAS & BAIT	\$57.03	FUEL - PARKS	101-45122-212	Gas & Oil
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-45122-307	Alarm Service
017910	10/05/17	XCEL ENERGY	\$11.80	1001 OTHMAR LN	101-45122-381	Electric Utilities
017914	10/12/17	COLD SPRING IRRIGATION	\$140.00	Winterize Sprinkler System Community Park	101-45122-220	Repair/Maint Supply-Labor Incl
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-45122-323	Internet/E-mail/Web Site
017922	10/12/17	VISA	\$33.89	Flex Mower -jack	101-45122-220	Repair/Maint Supply-Labor Incl
017923	10/18/17	AT & T MOBILITY	\$4.00	WIRELESS PHONE	101-45122-321	Telephone
017932	10/18/17	NELSON SANITATION & RENTAL	\$50.24	EAGLE PARK	101-45122-410	Rentals-Toilet,Compr,PO Box
017932	10/18/17	NELSON SANITATION & RENTAL	\$82.52	LIONS PARK	101-45122-410	
017932	10/18/17	NELSON SANITATION & RENTAL	\$92.52	101 OTHMAR COMMUNITY PARK	101-45122-410	
017934	10/18/17	TIPPELT, GERALD	\$30.00	Gopher exterminating @ lions Park	101-45122-210	Operating Supplies/Expenses
017935	10/18/17	WEST CENTRAL SANITATION, INC	\$12.68	GARBAGE-PLEASANT LK	101-45122-384	Refuse/Garbage Disposal
017943	10/26/17	KLEIN ELECTRIC, INC	\$2,847.39	Wiring for PL Pavilion	101-45122-590	Capital Outlay
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$5.00	COPIER/LEASE	101-45122-413	Copier/Printer Lease
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$64.00	Worker Comp Audit	101-45122-151	Worker s Comp Insurance Prem
017963	10/31/17	NELSON SANITATION & RENTAL	\$18.13	101 OTHMAR COMMUNITY PARK	101-45122-410	Rentals-Toilet,Compr,PO Box
017964	10/31/17	XCEL ENERGY	\$11.42	1001 OTHMAR LN	101-45122-381	Electric Utilities
DEPT 45122 Parks & Recreation			\$3,571.58			
DEPT 46300 Planning and Zoning						
001191	10/11/17	MN DEPT OF LABOR & INDUSTRY	\$868.18	3RD QTR	101-46300-442	Building Permit Surcharge
001195	10/26/17	BUILDING PERMIT	-\$98.06	76.42144.0018 25775 Lake Rd	101-46300-322	

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001195	10/26/17	BUILDING PERMIT	-\$26.00	76.42240.0013 209 Broadway St	101-46300-322	
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$9.00	RENTAL OF RUGS/MOPS-CITY HALL	101-46300-209	Cleaning Supp,Bldg Op Supply
017898	10/05/17	CENTRAL MINNESOTA ALARMS, INC	\$7.00	CH Alarm System	101-46300-307	Alarm Service
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-46300-106	Cleaning Person
017909	10/05/17	STEARNS CO ENVIRONMENTAL SRVC	\$106.05	CTY ENVIRO REVIEW- 21734 Co Rd 8	101-46300-310	Other Professional Services
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	101-46300-381	Electric Utilities
017918	10/12/17	MIDCO	\$5.90	CITY HALL	101-46300-323	Internet/E-mail/Web Site
017930	10/18/17	INSPECTRON INC.	\$2,063.11	Sept Building Inspection & review	101-46300-305	Building Inspection Fees
017937	10/26/17	BANYON DATA SYSTEMS INC	\$198.00	PSN Online Payment/Bills	101-46300-309	Computer Svcs, Software & Sply
017940	10/26/17	CENTURYLINK	\$38.05	251-5836 City Hall	101-46300-321	Telephone
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$50.00	COPIER/LEASE	101-46300-413	Copier/Printer Lease
017948	10/26/17	STEARNS CO ENVIRONMENTAL SRVC	\$192.29	25479 Pleasant Rd Site Review	101-46300-310	Other Professional Services
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$2.50	Worker Comp Audit	101-46300-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	101-46300-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$45.29	229 BROADWAY	101-46300-381	Electric Utilities
DEPT 46300 Planning and Zoning			<u>\$3,538.18</u>			
FUND 101 GENERAL FUND			<u>\$61,526.98</u>			
FUND 205 ROCORI TRAILS						
DEPT 45122 Parks & Recreation						
017919	10/12/17	ROCORI TRAIL CONSTRUCTION BOAR	\$12,000.00	Rocori Trail Council Approved 10/11/17 meeting	205-45122-511	Trails Systems
DEPT 45122 Parks & Recreation			<u>\$12,000.00</u>			
FUND 205 ROCORI TRAILS			<u>\$12,000.00</u>			
FUND 601 WATER FUND						
DEPT 49440 Water-Administration						
017850	09/07/17	USA BLUEBOOK	-\$144.67	Water Testing Supplies	601-49440-220	Repair/Maint Supply-Labor Incl
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$8.00	RENTAL OF RUGS/MOPS-CITY HALL	601-49440-209	Cleaning Supp,Bldg Op Supply
017897	10/05/17	BECKYS GAS & BAIT	\$115.59	FUEL - WATER	601-49440-212	Gas & Oil
017902	10/05/17	GOPHER STATE ONE-CALL	\$18.22	LOCATE TICKETS-WTR DEPT	601-49440-291	Locates
017903	10/05/17	KRAEMER TRUCKING & EXCAV, INC	\$148.68	Stabalization near water main repair chestnut st	601-49440-220	Repair/Maint Supply-Labor Incl
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	601-49440-106	Cleaning Person
017905	10/05/17	MARTIN MARIETTA MATERIALS	\$223.05	class 2 Chestnut water main repair	601-49440-220	Repair/Maint Supply-Labor Incl
017908	10/05/17	SIMON, DONALD	\$233.89	3rd qrt CONTRACTED SRVC FOR WELL/PUMPH	601-49440-314	Contracted Services
017908	10/05/17	SIMON, DONALD	\$233.88	2nd qrt CONTRACTED SRVC FOR WELL/PUMPH	601-49440-314	
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	601-49440-381	Electric Utilities
017910	10/05/17	XCEL ENERGY	\$22.92	209 BROADWAY & 562 CHESTNUT	601-49440-381	
017910	10/05/17	XCEL ENERGY	\$370.01	423 MAPLE ST & 560 CHESTNUT	601-49440-381	

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017917	10/12/17	MENARDS	\$42.62	Well 3 Pressure gauge & vent	601-49440-220	Repair/Maint Supply-Labor Incl
017918	10/12/17	MIDCO	\$5.90	CITY HALL	601-49440-323	Internet/E-mail/Web Site
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$255.00	10052700 WTR TWR WALNUT CIR	601-49440-381	Electric Utilities
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$98.00	10453000 PMPHOUSE 26498 79TH	601-49440-382	PL LK Electric Utilities
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$243.00	10516700 PUMPHOUSE PLEASANT	601-49440-382	
017922	10/12/17	VISA	\$47.45	brush set, paint	601-49440-220	Repair/Maint Supply-Labor Incl
017922	10/12/17	VISA	\$53.80	PH # 2 Moulding, Strip, Foam -bees getting in bulding	601-49440-220	
017922	10/12/17	VISA	\$19.80	water samples 9/11/17 & 9/19/17	601-49440-322	Postage
017923	10/18/17	AT & T MOBILITY	\$30.00	WIRELESS PHONE	601-49440-321	Telephone
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$18.15	6110833-8 PUMPHSE @ WAL CIR	601-49440-383	Gas Utilities
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$11.05	6109272-2 209 BRDWY-PUB WKS	601-49440-383	
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$22.32	6109069-2 PMPHSE OTHMAR/MAPLE	601-49440-383	
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	601-49440-383	
017929	10/18/17	HAWKINS WTR TREATMENT GRP INC	\$20.00	Demurrage Chlorine Cylinder	601-49440-216	Chemicals/Chem Products
017931	10/18/17	MISSISSIPPI TOPSOILS, INC	\$87.98	Turf repair @ watermain break	601-49440-220	Repair/Maint Supply-Labor Incl
017937	10/26/17	BANYON DATA SYSTEMS INC	\$298.00	PSN Online Payment/Bills	601-49440-309	Computer Svcs, Software & Sply
017938	10/26/17	BATTERIES PLUS	\$30.20	Back up Battery SCADA System	601-49440-220	Repair/Maint Supply-Labor Incl
017940	10/26/17	CENTURYLINK	\$50.62	251-2120 Well house 3	601-49440-321	Telephone
017940	10/26/17	CENTURYLINK	\$36.20	251-1664 SCDA System	601-49440-321	
017940	10/26/17	CENTURYLINK	\$38.04	251-5836 City Hall	601-49440-321	
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$80.00	COPIER/LEASE	601-49440-413	Copier/Printer Lease
017956	10/31/17	GOPHER STATE ONE-CALL	\$14.17	LOCATE TICKETS-WTR DEPT	601-49440-291	Locates
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$44.00	Worker Comp Audit	601-49440-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	601-49440-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$340.27	423 MAPLE ST & 560 CHESTNUT	601-49440-381	Electric Utilities
017964	10/31/17	XCEL ENERGY	\$24.50	209 BROADWAY & 562 CHESTNUT	601-49440-381	
017964	10/31/17	XCEL ENERGY	\$45.28	229 BROADWAY	601-49440-381	
DEPT 49440 Water-Administration			\$3,265.62			
FUND 601 WATER FUND			\$3,265.62			
FUND 602 SEWER FUND						
DEPT 49490 Sewer-Administration						
017894	10/05/17	ADVANCE AUTO PARTS	\$196.82	Lights & wiring for 1 ton, lights for night grinderstation re	602-49490-289	Grinderstation Repairs/Parts
017896	10/05/17	AMERIPRIDE SERVICES, INC	\$8.00	RENTAL OF RUGS/MOPS-CITY HALL	602-49490-209	Cleaning Supp,Bldg Op Supply
017897	10/05/17	BECKYS GAS & BAIT	\$29.46	FUEL - SEWER	602-49490-212	Gas & Oil
017899	10/05/17	CITY OF COLD SPRING	\$14,567.85	August WASTEWTR BILL-LAKES AREA	602-49490-293	Wastewtr Bill-Lakes Area
017899	10/05/17	CITY OF COLD SPRING	\$3,283.00	August WASTEWTR BILL-CORE CITY	602-49490-312	Wastewater Bill-Core City
017902	10/05/17	GOPHER STATE ONE-CALL	\$18.23	LOCATE TICKETS-SWR DEPT	602-49490-291	Locates

**CITY OF ROCKVILLE**  
**Exp Detail Council MMB jn**

Check Nbr	Check/Receipt Date	Search Name	Amount	Comments	Act Code	OBJ Descr
017904	10/05/17	LYNN PLUMSKI	\$12.50	CITY HALL	602-49490-106	Cleaning Person
017907	10/05/17	ROTO-ROOTER SWR-DRAIN SRVC,INC	\$295.00	Plugged sewer main on Pleasant Road	602-49490-230	Sewer Cleaning
017908	10/05/17	SIMON, DONALD	\$233.89	2nd qrt CONTRACTED SRVC FOR WELL/PUMPH	602-49490-314	Contracted Services
017908	10/05/17	SIMON, DONALD	\$233.88	3rd qrt CONTRACTED SRVC FOR WELL/PUMPH	602-49490-314	
017910	10/05/17	XCEL ENERGY	\$51.87	229 BROADWAY	602-49490-381	Electric Utilities
017910	10/05/17	XCEL ENERGY	\$22.92	209 BROADWAY & 562 CHESTNUT	602-49490-381	
017910	10/05/17	XCEL ENERGY	\$289.64	398 BROADWAY ST	602-49490-381	
017915	10/12/17	DELTA ELECTRIC	\$556.75	GRINDER STATN CALLS-LAKES AREA	602-49490-296	Lk Sewer Contr Srvc
017918	10/12/17	MIDCO	\$5.90	CITY HALL	602-49490-323	Internet/E-mail/Web Site
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$60.00	10440600 LIFT ST PLEAS RD	602-49490-381	Electric Utilities
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$159.00	10405900 LIFT ST PLEAS LAKE	602-49490-381	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$73.00	10405800 LIFT ST GRAND LAKE	602-49490-381	
017920	10/12/17	STEARNS ELECTRIC ASOC INC	\$244.00	10406000 LIFT ST PRAIRIE IND	602-49490-381	
017923	10/18/17	AT & T MOBILITY	\$29.98	GRINDERSTATION PHONE	602-49490-321	Telephone
017923	10/18/17	AT & T MOBILITY	\$30.00	WIRELESS PHONE	602-49490-321	
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$2.83	6394888-9 UTIL-229 CITY HALL	602-49490-383	Gas Utilities
017924	10/18/17	CENTER POINT ENERGY-MINNEGASCO	\$11.06	6109272-2 209 BRDWDY-PUB WKS	602-49490-383	
017925	10/18/17	CITY OF COLD SPRING	\$7,578.47	SEPTEMBER WASTEWTR BILL-LAKES AREA	602-49490-293	Wastewtr Bill-Lakes Area
017925	10/18/17	CITY OF COLD SPRING	\$2,323.05	SEPTEMBER WASTEWTR BILL-CORE CITY	602-49490-312	Wastewater Bill-Core City
017933	10/18/17	ROTO-ROOTER SWR-DRAIN SRVC,INC	\$5,500.00	1st year Council Approved 9/13/17 meeting	602-49490-230	Sewer Cleaning
017933	10/18/17	ROTO-ROOTER SWR-DRAIN SRVC,INC	\$6,000.00	2nd year Council Approved 9/13/17 Meeting	602-49490-230	
017937	10/26/17	BANYON DATA SYSTEMS INC	\$299.00	PSN Online Payment/Bills	602-49490-309	Computer Svcs, Software & Sply
017938	10/26/17	BATTERIES PLUS	\$37.75	Back up Battery SCADA System	602-49490-220	Repair/Maint Supply-Labor Incl
017940	10/26/17	CENTURYLINK	\$205.50	612-E16-2655 Sewer	602-49490-321	Telephone
017940	10/26/17	CENTURYLINK	\$36.21	251-1664 SCDA System	602-49490-321	
017940	10/26/17	CENTURYLINK	\$38.04	251-5836 City Hall	602-49490-321	
017940	10/26/17	CENTURYLINK	\$55.48	685-4204 Sewer	602-49490-321	
017940	10/26/17	CENTURYLINK	\$50.42	259-1473 Sewer	602-49490-321	
017944	10/26/17	MARCO FINANCING, INC (LEASE)	\$100.00	COPIER/LEASE	602-49490-413	Copier/Printer Lease
017946	10/26/17	NELSON ELECTRIC MOTOR REP INC	\$475.00	Repair Pump #2 Main Lift Station	602-49490-220	Repair/Maint Supply-Labor Incl
017956	10/31/17	GOPHER STATE ONE-CALL	\$14.18	LOCATE TICKETS-SWR DEPT	602-49490-291	Locates
017960	10/31/17	LEAGUE OF MN CITIES INS TRUST	\$49.00	Worker Comp Audit	602-49490-151	Worker s Comp Insurance Prem
017962	10/31/17	LYNN PLUMSKI	\$12.50	CITY HALL	602-49490-106	Cleaning Person
017964	10/31/17	XCEL ENERGY	\$215.62	398 BROADWAY ST	602-49490-381	Electric Utilities
017964	10/31/17	XCEL ENERGY	\$45.28	229 BROADWAY	602-49490-381	
017964	10/31/17	XCEL ENERGY	\$24.50	209 BROADWAY & 562 CHESTNUT	602-49490-381	
DEPT 49490 Sewer-Administration			\$43,475.58			
FUND 602 SEWER FUND			\$43,475.58			

**CITY OF ROCKVILLE**  
**Exp Detail Council MMB jn**

Check Nbr	Check/Receipt Date	Search Name	Amount	Comments	Act Code	OBJ Descr
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\$120,268.18

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Journal Entries

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Batch Name	10/10/17 JE	Debit Total	\$17,430.44		10
	Journal Entry	Credit Total	\$17,430.44	<b>Posted</b>	
			\$0.00		

Refer	1 Labor Distribution	Debit	Credit
Payroll Journal	E 101-42200-121 PERA	\$8.75	\$0.00
Payroll Journal	E 101-42500-122 FICA-Social Securit	\$25.88	\$0.00
Payroll Journal	E 101-42500-121 PERA	\$3.21	\$0.00
Payroll Journal	E 101-42500-112 Cival Defence	\$375.00	\$0.00
Payroll Journal	E 101-42500-108 Administrative Assi	\$5.02	\$0.00
Payroll Journal	E 101-42500-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-42500-101 City Administrator	\$32.84	\$0.00
Payroll Journal	E 101-42200-131 Health Insurance	\$14.93	\$0.00
Payroll Journal	E 101-41940-122 FICA-Social Securit	\$3.44	\$0.00
Payroll Journal	E 101-42200-122 FICA-Social Securit	\$7.04	\$0.00
Payroll Journal	E 101-42500-331 Hotel,Meal,Prkg &	\$108.07	\$0.00
Payroll Journal	E 101-42200-109 Public Works Maint	\$14.44	\$0.00
Payroll Journal	E 101-42200-108 Administrative Assi	\$5.02	\$0.00
Payroll Journal	E 101-42200-105 Finance/Billing Cler	\$39.87	\$0.00
Payroll Journal	E 101-42200-102 Public Works Direct	\$17.96	\$0.00
Payroll Journal	E 101-42200-101 City Administrator	\$39.41	\$0.00
Payroll Journal	E 101-41940-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-43100-131 Health Insurance	\$37.32	\$0.00
Payroll Journal	E 101-42200-123 Medicare	\$1.64	\$0.00
Payroll Journal	E 101-42800-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-41000-101 City Administrator	\$164.20	\$0.00
Payroll Journal	E 101-43100-122 FICA-Social Securit	\$121.27	\$0.00
Payroll Journal	E 101-43100-121 PERA	\$144.17	\$0.00
Payroll Journal	E 101-43100-109 Public Works Maint	\$770.24	\$0.00
Payroll Journal	E 101-43100-108 Administrative Assi	\$20.07	\$0.00
Payroll Journal	E 101-43100-105 Finance/Billing Cler	\$99.68	\$0.00
Payroll Journal	E 101-43100-104 Seasonal/Temp/Co	\$100.00	\$0.00
Payroll Journal	E 101-42500-123 Medicare	\$6.06	\$0.00
Payroll Journal	E 101-43100-101 City Administrator	\$98.52	\$0.00
Payroll Journal	E 101-42500-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-42800-123 Medicare	\$0.32	\$0.00
Payroll Journal	E 101-42800-122 FICA-Social Securit	\$1.35	\$0.00
Payroll Journal	E 101-42800-121 PERA	\$1.68	\$0.00
Payroll Journal	E 101-42800-109 Public Works Maint	\$4.81	\$0.00
Payroll Journal	E 101-42800-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-42800-102 Public Works Direct	\$5.99	\$0.00
Payroll Journal	E 101-42800-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-41940-121 PERA	\$4.30	\$0.00
Payroll Journal	E 101-43100-102 Public Works Direct	\$933.82	\$0.00
Payroll Journal	E 101-41110-103 Mayor/Council	\$2,770.00	\$0.00
Payroll Journal	E 101-41600-102 Public Works Direct	\$11.97	\$0.00
Payroll Journal	E 101-41600-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-41110-331 Hotel,Meal,Prkg &	\$90.93	\$0.00
Payroll Journal	E 101-41110-131 Health Insurance	\$7.46	\$0.00
Payroll Journal	E 101-41110-123 Medicare	\$54.27	\$0.00

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**Journal Entries**

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Payroll Journal	E 101-41110-122 FICA-Social Securit	\$232.11	\$0.00
Payroll Journal	E 101-41110-121 PERA	\$185.46	\$0.00
Payroll Journal	E 101-41940-123 Medicare	\$0.82	\$0.00
Payroll Journal	E 101-41110-105 Finance/Billing Cler	\$19.94	\$0.00
Payroll Journal	E 101-41600-109 Public Works Maint	\$9.63	\$0.00
Payroll Journal	E 101-41110-101 City Administrator	\$755.32	\$0.00
Payroll Journal	E 101-41000-131 Health Insurance	\$461.20	\$0.00
Payroll Journal	E 101-41000-123 Medicare	\$9.58	\$0.00
Payroll Journal	E 101-41000-122 FICA-Social Securit	\$41.04	\$0.00
Payroll Journal	E 101-41000-121 PERA	\$16.81	\$0.00
Payroll Journal	E 101-41000-108 Administrative Assi	\$30.11	\$0.00
Payroll Journal	E 101-41000-105 Finance/Billing Cler	\$29.90	\$0.00
Payroll Journal	E 101-41110-108 Administrative Assi	\$200.75	\$0.00
Payroll Journal	E 101-41800-121 PERA	\$75.50	\$0.00
Payroll Journal	E 101-41940-109 Public Works Maint	\$19.26	\$0.00
Payroll Journal	E 101-41940-108 Administrative Assi	\$2.51	\$0.00
Payroll Journal	E 101-41940-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-41940-102 Public Works Direct	\$23.94	\$0.00
Payroll Journal	E 101-41940-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-41800-331 Hotel,Meal,Prkg &	\$4.28	\$0.00
Payroll Journal	E 101-41800-131 Health Insurance	\$191.46	\$0.00
Payroll Journal	E 101-41600-105 Finance/Billing Cler	\$5.01	\$0.00
Payroll Journal	E 101-41800-122 FICA-Social Securit	\$60.79	\$0.00
Payroll Journal	E 101-41600-108 Administrative Assi	\$2.51	\$0.00
Payroll Journal	E 101-41800-108 Administrative Assi	\$331.23	\$0.00
Payroll Journal	E 101-41800-105 Finance/Billing Cler	\$511.36	\$0.00
Payroll Journal	E 101-41800-101 City Administrator	\$164.20	\$0.00
Payroll Journal	E 101-41600-131 Health Insurance	\$1.84	\$0.00
Payroll Journal	E 101-41600-123 Medicare	\$0.48	\$0.00
Payroll Journal	E 101-41600-122 FICA-Social Securit	\$2.15	\$0.00
Payroll Journal	E 101-41600-121 PERA	\$2.71	\$0.00
Payroll Journal	E 101-43125-101 City Administrator	\$32.84	\$0.00
Payroll Journal	E 101-41800-123 Medicare	\$14.22	\$0.00
Payroll Journal	E 601-49440-101 City Administrator	\$65.68	\$0.00
Payroll Journal	E 602-49490-101 City Administrator	\$65.68	\$0.00
Payroll Journal	E 601-49440-131 Health Insurance	\$164.21	\$0.00
Payroll Journal	E 601-49440-123 Medicare	\$17.79	\$0.00
Payroll Journal	E 601-49440-122 FICA-Social Securit	\$76.06	\$0.00
Payroll Journal	E 601-49440-121 PERA	\$95.46	\$0.00
Payroll Journal	E 601-49440-109 Public Works Maint	\$288.84	\$0.00
Payroll Journal	E 601-49440-108 Administrative Assi	\$120.45	\$0.00
Payroll Journal	E 205-45122-122 FICA-Social Securit	\$2.03	\$0.00
Payroll Journal	E 601-49440-102 Public Works Direct	\$359.16	\$0.00
Payroll Journal	E 602-49490-108 Administrative Assi	\$170.63	\$0.00
Payroll Journal	E 221-41000-131 Health Insurance	\$0.75	\$0.00
Payroll Journal	E 221-41000-123 Medicare	\$0.08	\$0.00
Payroll Journal	E 221-41000-122 FICA-Social Securit	\$0.32	\$0.00
Payroll Journal	E 221-41000-121 PERA	\$0.39	\$0.00
Payroll Journal	E 221-41000-105 Finance/Billing Cler	\$1.99	\$0.00
Payroll Journal	E 221-41000-101 City Administrator	\$3.28	\$0.00

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**Journal Entries**

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Payroll Journal	E 101-43100-123 Medicare	\$28.36	\$0.00
Payroll Journal	E 601-49440-105 Finance/Billing Cler	\$438.59	\$0.00
Payroll Journal	G 101-21702 State Withholding	\$0.00	\$544.14
Payroll Journal	G 601-10600 Cash	\$0.00	\$1,626.24
Payroll Journal	G 221-10600 Cash	\$0.00	\$6.81
Payroll Journal	G 205-10600 Cash	\$0.00	\$37.81
Payroll Journal	G 101-21711 Incentive Pay	\$0.00	\$150.00
Payroll Journal	G 101-21709 Short/Long-Term Disabi	\$0.00	\$30.56
Payroll Journal	G 101-21706 City Portion Health Ins	\$0.00	\$746.42
Payroll Journal	G 101-21705 Health Insurance	\$0.00	\$93.31
Payroll Journal	E 602-49490-102 Public Works Direct	\$407.05	\$0.00
Payroll Journal	G 101-21703 FICA/Medicare Withhol	\$0.00	\$2,174.12
Payroll Journal	E 602-49490-105 Finance/Billing Cler	\$518.34	\$0.00
Payroll Journal	G 101-21701 Federal Withholding	\$0.00	\$1,297.94
Payroll Journal	G 101-10600 Cash	\$0.00	\$7,104.77
Payroll Journal	E 602-49490-131 Health Insurance	\$194.07	\$0.00
Payroll Journal	E 602-49490-123 Medicare	\$20.81	\$0.00
Payroll Journal	E 602-49490-122 FICA-Social Securit	\$89.03	\$0.00
Payroll Journal	E 602-49490-121 PERA	\$111.68	\$0.00
Payroll Journal	E 602-49490-109 Public Works Maint	\$327.35	\$0.00
Payroll Journal	E 205-45122-121 PERA	\$2.46	\$0.00
Payroll Journal	G 101-21704 PERA	\$0.00	\$1,713.68
Payroll Journal	E 101-43125-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-45120-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-45120-123 Medicare	\$1.48	\$0.00
Payroll Journal	E 101-45120-122 FICA-Social Securit	\$6.29	\$0.00
Payroll Journal	E 101-45120-121 PERA	\$7.76	\$0.00
Payroll Journal	E 101-45120-109 Public Works Maint	\$48.14	\$0.00
Payroll Journal	E 101-45120-108 Administrative Assi	\$10.04	\$0.00
Payroll Journal	E 101-45120-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 205-45122-123 Medicare	\$0.48	\$0.00
Payroll Journal	E 101-45120-101 City Administrator	\$16.42	\$0.00
Payroll Journal	E 101-45122-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-43125-123 Medicare	\$7.83	\$0.00
Payroll Journal	E 101-43125-122 FICA-Social Securit	\$33.45	\$0.00
Payroll Journal	E 101-43125-121 PERA	\$41.90	\$0.00
Payroll Journal	E 101-43125-109 Public Works Maint	\$231.07	\$0.00
Payroll Journal	E 101-43125-108 Administrative Assi	\$2.51	\$0.00
Payroll Journal	E 101-43125-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-43125-102 Public Works Direct	\$287.33	\$0.00
Payroll Journal	E 101-45120-102 Public Works Direct	\$23.94	\$0.00
Payroll Journal	E 101-46300-102 Public Works Direct	\$5.99	\$0.00
Payroll Journal	E 205-45122-101 City Administrator	\$32.84	\$0.00
Payroll Journal	E 101-46300-131 Health Insurance	\$111.96	\$0.00
Payroll Journal	E 101-46300-123 Medicare	\$33.46	\$0.00
Payroll Journal	E 101-46300-122 FICA-Social Securit	\$143.02	\$0.00
Payroll Journal	E 101-46300-121 PERA	\$162.81	\$0.00
Payroll Journal	E 101-46300-111 Planning Commissi	\$187.50	\$0.00
Payroll Journal	E 101-46300-109 Public Works Maint	\$4.81	\$0.00
Payroll Journal	E 101-45122-101 City Administrator	\$65.68	\$0.00

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Journal Entries

Current Period: OCTOBER 2017

Payroll Journal	E 101-46300-105 Finance/Billing Cler	\$299.04	\$0.00
Payroll Journal	E 101-45122-102 Public Works Direct	\$317.26	\$0.00
Payroll Journal	E 101-46300-101 City Administrator	\$1,727.38	\$0.00
Payroll Journal	E 101-45122-131 Health Insurance	\$1.87	\$0.00
Payroll Journal	E 101-45122-123 Medicare	\$8.36	\$0.00
Payroll Journal	E 101-45122-122 FICA-Social Securit	\$35.75	\$0.00
Payroll Journal	E 101-45122-121 PERA	\$44.80	\$0.00
Payroll Journal	E 101-45122-109 Public Works Maint	\$207.00	\$0.00
Payroll Journal	E 101-45122-108 Administrative Assi	\$2.51	\$0.00
Payroll Journal	G 602-10600 Cash	\$0.00	\$1,904.64
Payroll Journal	E 101-46300-108 Administrative Assi	\$100.37	\$0.00
Transaction Date	10/12/2017	Due 0	<b>Total</b> \$17,430.44 \$17,430.44

Fund Summary

		Debit	Credit	Difference
Refer 1	101 GENERAL FUND	\$13,854.94	\$13,854.94	In Balance
	205 ROCORI TRAILS	\$37.81	\$37.81	In Balance
	221 LAKE IMPROVEMENT DISTRIC	\$6.81	\$6.81	In Balance
	601 WATER FUND	\$1,626.24	\$1,626.24	In Balance
	602 SEWER FUND	\$1,904.64	\$1,904.64	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

Batch Name	10/17/17 JE	Debit Total	\$1,610.16		10
	Journal Entry	Credit Total	\$1,610.16	<b>Posted</b>	
			\$0.00		

Refer	2138	Reverse AP 08.23.17 JE	Debit	Credit
Journal Entry		G 101-20200 Accounts Payable	\$0.00	\$1,109.83
Journal Entry		E 101-43100-387 Street Lighting-Elec	\$78.37	\$0.00
Journal Entry		E 101-41000-336 Safety Training	\$133.33	\$0.00
Journal Entry		E 101-42200-538 Personal Protective	\$680.41	\$0.00
Journal Entry		E 101-42200-538 Personal Protective	\$217.72	\$0.00
Journal Entry		G 601-20200 Accounts Payable	\$0.00	\$417.08
Journal Entry		E 601-49440-441 Licenses, Permits,	\$368.55	\$0.00
Journal Entry		E 601-49440-315 Wellhead Protectio	\$48.53	\$0.00
Journal Entry		G 602-20200 Accounts Payable	\$0.00	\$83.25
Journal Entry		E 602-49490-296 Lk Sewer Contr Srv	\$83.25	\$0.00
Transaction Date	10/17/2017	Due 0	<b>Total</b> \$1,610.16	\$1,610.16

Fund Summary

		Debit	Credit	Difference
Refer 2138	101 GENERAL FUND	\$1,109.83	\$1,109.83	In Balance
	601 WATER FUND	\$417.08	\$417.08	In Balance
	602 SEWER FUND	\$83.25	\$83.25	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

Batch Name	10/24/17 JE	Debit Total	\$12,811.15		10
	Journal Entry	Credit Total	\$12,811.15	<b>Posted</b>	
			\$0.00		

Refer	1	Labor Distribution	Debit	Credit
Payroll Journal		E 101-42200-121 PERA	\$8.79	\$0.00

**CITY OF ROCKVILLE**  
**Journal Entries**

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**Current Period: OCTOBER 2017**

Payroll Journal	E 101-42500-122 FICA-Social Securit	\$2.64	\$0.00
Payroll Journal	E 101-42500-121 PERA	\$3.21	\$0.00
Payroll Journal	E 101-42500-108 Administrative Assi	\$5.15	\$0.00
Payroll Journal	E 101-42500-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-42500-101 City Administrator	\$32.84	\$0.00
Payroll Journal	E 101-41000-101 City Administrator	\$164.20	\$0.00
Payroll Journal	E 101-42200-122 FICA-Social Securit	\$7.08	\$0.00
Payroll Journal	E 101-42800-102 Public Works Direct	\$6.17	\$0.00
Payroll Journal	E 101-42200-109 Public Works Maint	\$14.44	\$0.00
Payroll Journal	E 101-42200-108 Administrative Assi	\$5.15	\$0.00
Payroll Journal	E 101-42200-105 Finance/Billing Cler	\$39.87	\$0.00
Payroll Journal	E 101-42200-102 Public Works Direct	\$18.52	\$0.00
Payroll Journal	E 101-42200-101 City Administrator	\$39.41	\$0.00
Payroll Journal	E 101-41940-123 Medicare	\$0.83	\$0.00
Payroll Journal	E 101-42200-123 Medicare	\$1.65	\$0.00
Payroll Journal	E 101-43100-101 City Administrator	\$98.52	\$0.00
Payroll Journal	E 101-43125-101 City Administrator	\$32.84	\$0.00
Payroll Journal	E 101-43100-123 Medicare	\$27.34	\$0.00
Payroll Journal	E 101-43100-122 FICA-Social Securit	\$116.90	\$0.00
Payroll Journal	E 101-43100-121 PERA	\$146.39	\$0.00
Payroll Journal	E 101-43100-109 Public Works Maint	\$770.24	\$0.00
Payroll Journal	E 101-43100-108 Administrative Assi	\$20.61	\$0.00
Payroll Journal	E 101-42500-123 Medicare	\$0.62	\$0.00
Payroll Journal	E 101-43100-102 Public Works Direct	\$962.83	\$0.00
Payroll Journal	E 101-42800-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-42800-123 Medicare	\$0.32	\$0.00
Payroll Journal	E 101-42800-122 FICA-Social Securit	\$1.36	\$0.00
Payroll Journal	E 101-42800-121 PERA	\$1.69	\$0.00
Payroll Journal	E 101-42800-109 Public Works Maint	\$4.81	\$0.00
Payroll Journal	E 101-42800-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-41940-109 Public Works Maint	\$19.26	\$0.00
Payroll Journal	E 101-43100-105 Finance/Billing Cler	\$99.68	\$0.00
Payroll Journal	E 101-41110-101 City Administrator	\$755.32	\$0.00
Payroll Journal	E 101-41940-122 FICA-Social Securit	\$3.49	\$0.00
Payroll Journal	E 101-41600-102 Public Works Direct	\$12.34	\$0.00
Payroll Journal	E 101-41600-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-41110-123 Medicare	\$14.19	\$0.00
Payroll Journal	E 101-41110-122 FICA-Social Securit	\$60.70	\$0.00
Payroll Journal	E 101-41110-121 PERA	\$73.61	\$0.00
Payroll Journal	E 101-41600-108 Administrative Assi	\$2.57	\$0.00
Payroll Journal	E 101-41110-105 Finance/Billing Cler	\$19.94	\$0.00
Payroll Journal	E 101-41600-109 Public Works Maint	\$9.63	\$0.00
Payroll Journal	E 101-41000-131 Health Insurance	\$450.00	\$0.00
Payroll Journal	E 101-41000-123 Medicare	\$9.59	\$0.00
Payroll Journal	E 101-41000-122 FICA-Social Securit	\$41.11	\$0.00
Payroll Journal	E 101-41000-121 PERA	\$16.87	\$0.00
Payroll Journal	E 101-41000-108 Administrative Assi	\$30.92	\$0.00
Payroll Journal	E 101-41000-105 Finance/Billing Cler	\$29.90	\$0.00
Payroll Journal	E 101-41110-108 Administrative Assi	\$206.14	\$0.00
Payroll Journal	E 101-41800-121 PERA	\$76.17	\$0.00

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Journal Entries

Current Period: OCTOBER 2017

Payroll Journal	E 101-43125-108 Administrative Assi	\$2.58	\$0.00
Payroll Journal	E 101-41940-108 Administrative Assi	\$2.58	\$0.00
Payroll Journal	E 101-41940-105 Finance/Billing Cler	\$4.98	\$0.00
Payroll Journal	E 101-41940-102 Public Works Direct	\$24.69	\$0.00
Payroll Journal	E 101-41940-101 City Administrator	\$6.57	\$0.00
Payroll Journal	E 101-41800-331 Hotel,Meal,Prkg &	\$10.70	\$0.00
Payroll Journal	E 101-41600-105 Finance/Billing Cler	\$5.01	\$0.00
Payroll Journal	E 101-41800-122 FICA-Social Securit	\$61.35	\$0.00
Payroll Journal	E 101-41940-121 PERA	\$4.36	\$0.00
Payroll Journal	E 101-41800-108 Administrative Assi	\$340.12	\$0.00
Payroll Journal	E 101-41800-105 Finance/Billing Cler	\$511.36	\$0.00
Payroll Journal	E 101-41800-101 City Administrator	\$164.20	\$0.00
Payroll Journal	E 101-41600-123 Medicare	\$0.51	\$0.00
Payroll Journal	E 101-41600-122 FICA-Social Securit	\$2.17	\$0.00
Payroll Journal	E 101-41600-121 PERA	\$2.76	\$0.00
Payroll Journal	E 101-41800-123 Medicare	\$14.35	\$0.00
Payroll Journal	E 601-49440-105 Finance/Billing Cler	\$438.59	\$0.00
Payroll Journal	E 221-41000-101 City Administrator	\$3.28	\$0.00
Payroll Journal	E 602-49490-102 Public Works Direct	\$419.70	\$0.00
Payroll Journal	E 602-49490-101 City Administrator	\$65.68	\$0.00
Payroll Journal	E 601-49440-123 Medicare	\$17.99	\$0.00
Payroll Journal	E 601-49440-122 FICA-Social Securit	\$76.95	\$0.00
Payroll Journal	E 601-49440-121 PERA	\$96.54	\$0.00
Payroll Journal	E 602-49490-108 Administrative Assi	\$175.22	\$0.00
Payroll Journal	E 601-49440-108 Administrative Assi	\$123.68	\$0.00
Payroll Journal	E 602-49490-109 Public Works Maint	\$327.35	\$0.00
Payroll Journal	E 601-49440-102 Public Works Direct	\$370.32	\$0.00
Payroll Journal	E 601-49440-101 City Administrator	\$65.68	\$0.00
Payroll Journal	E 221-41000-123 Medicare	\$0.08	\$0.00
Payroll Journal	E 221-41000-122 FICA-Social Securit	\$0.32	\$0.00
Payroll Journal	E 221-41000-121 PERA	\$0.39	\$0.00
Payroll Journal	E 101-43125-102 Public Works Direct	\$296.26	\$0.00
Payroll Journal	E 601-49440-109 Public Works Maint	\$288.84	\$0.00
Payroll Journal	G 101-21702 State Withholding	\$0.00	\$550.39
Payroll Journal	G 601-10600 Cash	\$0.00	\$1,478.59
Payroll Journal	G 221-10600 Cash	\$0.00	\$6.06
Payroll Journal	G 205-10600 Cash	\$0.00	\$37.81
Payroll Journal	G 101-21711 Incentive Pay	\$0.00	\$150.00
Payroll Journal	G 101-21709 Short/Long-Term Disabi	\$0.00	\$30.55
Payroll Journal	G 101-21705 Health Insurance	\$0.00	\$93.30
Payroll Journal	E 602-49490-105 Finance/Billing Cler	\$518.34	\$0.00
Payroll Journal	G 101-21703 FICA/Medicare Withhol	\$0.00	\$1,664.46
Payroll Journal	E 205-45122-123 Medicare	\$0.48	\$0.00
Payroll Journal	G 101-21701 Federal Withholding	\$0.00	\$1,312.16
Payroll Journal	G 101-10600 Cash	\$0.00	\$4,246.20
Payroll Journal	E 602-49490-331 Hotel,Meal,Prkg &	\$12.84	\$0.00
Payroll Journal	E 602-49490-123 Medicare	\$21.07	\$0.00
Payroll Journal	E 602-49490-122 FICA-Social Securit	\$90.10	\$0.00
Payroll Journal	E 602-49490-121 PERA	\$112.97	\$0.00
Payroll Journal	G 101-21704 PERA	\$0.00	\$1,498.36

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**Journal Entries**

**Current Period: OCTOBER 2017**

Payroll Journal	E 101-45120-102 Public Works Direct	\$24.69	\$0.00		
Payroll Journal	E 221-41000-105 Finance/Billing Cler	\$1.99	\$0.00		
Payroll Journal	E 101-45122-101 City Administrator	\$65.68	\$0.00		
Payroll Journal	E 101-45120-123 Medicare	\$1.49	\$0.00		
Payroll Journal	E 101-45120-122 FICA-Social Securit	\$6.36	\$0.00		
Payroll Journal	E 101-45120-121 PERA	\$7.83	\$0.00		
Payroll Journal	E 101-45120-109 Public Works Maint	\$48.14	\$0.00		
Payroll Journal	E 101-45122-105 Finance/Billing Cler	\$4.98	\$0.00		
Payroll Journal	E 101-45120-105 Finance/Billing Cler	\$4.98	\$0.00		
Payroll Journal	E 101-45122-108 Administrative Assi	\$2.58	\$0.00		
Payroll Journal	E 101-45120-101 City Administrator	\$16.42	\$0.00		
Payroll Journal	E 101-43125-123 Medicare	\$7.96	\$0.00		
Payroll Journal	E 101-43125-122 FICA-Social Securit	\$34.00	\$0.00		
Payroll Journal	E 101-43125-121 PERA	\$42.58	\$0.00		
Payroll Journal	E 101-43125-109 Public Works Maint	\$231.07	\$0.00		
Payroll Journal	G 602-10600 Cash	\$0.00	\$1,743.27		
Payroll Journal	E 101-45120-108 Administrative Assi	\$10.31	\$0.00		
Payroll Journal	E 101-46300-105 Finance/Billing Cler	\$299.04	\$0.00		
Payroll Journal	E 205-45122-122 FICA-Social Securit	\$2.03	\$0.00		
Payroll Journal	E 205-45122-121 PERA	\$2.46	\$0.00		
Payroll Journal	E 205-45122-101 City Administrator	\$32.84	\$0.00		
Payroll Journal	E 101-46300-123 Medicare	\$30.77	\$0.00		
Payroll Journal	E 101-46300-122 FICA-Social Securit	\$131.57	\$0.00		
Payroll Journal	E 101-46300-121 PERA	\$160.53	\$0.00		
Payroll Journal	E 101-45122-102 Public Works Direct	\$327.12	\$0.00		
Payroll Journal	E 101-46300-108 Administrative Assi	\$103.07	\$0.00		
Payroll Journal	E 101-43125-105 Finance/Billing Cler	\$4.98	\$0.00		
Payroll Journal	E 101-46300-102 Public Works Direct	\$6.17	\$0.00		
Payroll Journal	E 101-46300-101 City Administrator	\$1,727.38	\$0.00		
Payroll Journal	E 101-45122-123 Medicare	\$8.50	\$0.00		
Payroll Journal	E 101-45122-122 FICA-Social Securit	\$36.36	\$0.00		
Payroll Journal	E 101-45122-121 PERA	\$45.55	\$0.00		
Payroll Journal	E 101-45122-109 Public Works Maint	\$207.00	\$0.00		
Payroll Journal	E 101-46300-109 Public Works Maint	\$4.81	\$0.00		
Transaction Date	10/26/2017	Due 0	<b>Total</b>	<b>\$12,811.15</b>	<b>\$12,811.15</b>

**Fund Summary**

		Debit	Credit	Difference
Refer 1	101 GENERAL FUND	\$9,545.42	\$9,545.42	In Balance
	205 ROCORI TRAILS	\$37.81	\$37.81	In Balance
	221 LAKE IMPROVEMENT DISTRIC	\$6.06	\$6.06	In Balance
	601 WATER FUND	\$1,478.59	\$1,478.59	In Balance
	602 SEWER FUND	\$1,743.27	\$1,743.27	In Balance

For each fund the Debits MUST equal Credits to be In Balance.

**CITY OF ROCKVILLE, MINNESOTA  
RESOLUTION 2017-56**

**RESOLUTION APPROVE UPDATING THE JOB DESCRIPTION FOR THE  
CITY'S FINANCE/UTILITY CLERK POSITION**

**WHEREAS**, The Rockville City Council at its March 8, 2017 Council Meeting determined that it wished to have the City's Pay Equity Point System evaluated and;

**WHEREAS**, The Council approved the RFP from DDA Human Resources and;

**WHEREAS**: During the process of evaluating the City's Pay Equity Point system, it was discovered that the position of Finance/Utility Clerk job description was out of date and;

**WHEREAS**, DDA Human Resources provided the City with a proposed updated job description for the position of Finance/Utility Clerk and;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Rockville, Stearns County, Minnesota To:

1. Approve of the Proposed updated job description for the City's Finance/Utility Clerk position as provided by DDA Human Resources (Attached)

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROCKVILLE THIS 8<sup>th</sup>  
DAY OF November, 2017.**

ATTEST:

\_\_\_\_\_  
Duane Willenbring, Mayor

\_\_\_\_\_  
Martin M. Bode, City Administrator

**CITY OF ROCKVILLE, MINNESOTA  
RESOLUTION 2017-76**

**RESOLUTION APPROVE ADJUSTING THE CITY'S  
FINANCE/UTILITY CLERK SALARY**

**WHEREAS**, The City Administrator brought to the Council's attention that there appeared to be a salary disparity between two employees that are in the same pay group and,

**WHEREAS**, The City Administrator further noted that this disparity although it may not be illegal does not seem proper and,

**WHEREAS**, The Rockville City Council at its March 8, 2017 Council Meeting determined that it wished to have the City's Pay Equity Point System evaluated and;

**WHEREAS**, It directed the City Administrator to send out RFP for professional services to evaluate the City's Pay Equity Point system and;

**WHEREAS**, The Council approved the RFP from DDA Human Resources and;

**WHEREAS**, DDA Human Resources provided the City with a proposed amended: Grade, Point and Salary range for City Employees and;

**WHEREAS**, The Council at its October 25, 2017 workshop again reviewed the reports and findings of DDA and,

**WHEREAS**, The Council directed the City Administrator to prepare a resolution to address the pay disparity as follows:

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Rockville, Stearns County, Minnesota To Amend the Finance/Utility Clerk Salary as follows:

1. Retroactive back to January 1, 2017 be paid at Group XIV, Step 5
2. At the next employment anniversary date December 4, 2017 Group XIV, Step 7
3. At employees employment anniversary date of December 4, 2018 Group XIV, Step 9
4. At employees employment anniversary date of December 4, 2019 Group XIV, Step 11

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROCKVILLE THIS 8<sup>th</sup>  
DAY OF November, 2017.**

ATTEST:

---

Duane Willenbring, Mayor

---

Martin M. Bode, City Administrator

**ROCKVILLE CITY COUNCIL MEETING MINUTES**  
**October 11, 2017**  
**Rockville City Hall**

**Item 1) Call to Order**

The meeting was called to order at 6:00 p.m. by Mayor Duane Willenbring.

**Item 2) Pledge of Allegiance**

**Item 3) Roll Call**

Roll call was taken and the following Council Members were present: Vince Schaefer, Don Simon, Rick Tallman, and Jerry Tippelt.

Staff members present: Finance/Utility Billing, Judy Neu; Stearns County Sheriff's Department, Lt. Victor Weiss.

Others present: Various members of the public.

**Item 4) Approval of Agenda**

Council discussed the need to approve/accept the bills paid and journal entries.

The following items are presented as FYI:

*Item 6) Bills Paid*

*Item 7 a) Resolution 2017-69 September 2017 Journal Entries.*

***Motion by Schaefer, second by Simon, to approve the agenda with amendments. Motion passed unanimously.***

**Item 5) Public Comment**

Member Jerry Tippelt commented that he would like flexibility in the discussion between residents and councilors during the Public Comment.

**Item 6) Report of Bills Paid**

Council reviewed the bills paid for September 2017.

**Item 7) Consent Agenda: Approved with one motion**

- a) Review September 2017 Journal Entries
- b) Resolution 2017-70 Acceptance of September 2017 Donations
- c) Approval Rockville City Council Minutes of September 13, 2017

***Motion by Schaefer, second by Tallman, to approve the Consent Agenda for Items 7. b) and c) as presented. Motion passed unanimously.***

**Item 8) Department Reports**

- a) Sheriffs 3<sup>rd</sup> Qtr. Report – Lt. Victor Weiss  
Lt. Victor Weiss reviewed with the Council the Sheriff's Report of the City of Rockville activity. Lt. Weiss introduced Lt. Kellan Hemmesch who will be taking over Lt. Weiss' position.
- b) Fire Department  
Council briefly reviewed the written report provided by the Fire Department Chief, Rodney Schaefer.
- c) Public Works  
Council reviewed the written report provided by the Public Works Director, Nick Waldbillig. Council requested a report from Public Works on the cost of labor and time spent on replacing the new door for the maintenance shop.

- d) Emergency Management

Council reviewed the brief report provided by Mike Hofmann, Emergency Manager.

**Item 9) Administration**

- a) September Building Permits (FYI)
- b) Halfman/Glacier Road Speed Limit

***Motion by Rick Tallman, second by Schaefer, to approve posting 35 mph speed limit signs on Glacier Road, Sauk River Road, 125th Avenue, and Halfman Road. Motion passed unanimously.***

- c) Payment Service Network – Point of Sale (accepting credit card payments)

***Motion by Tallman, second by Simon, to approve the Payment Service Network (PSN) contract as presented. Motion passed unanimously.***

**Item 10) Appropriations, Allocations and Transfers**

- a) Council Action
  - 1) RTCB Contribution – from Park Dedication

***Motion by Tallman, second by Simon, to approve the Council Action for the RTCB Contribution – from Park Dedication. Motion passed unanimously.***

**Item 11) Mayor/Council Reports**

- a) RTCB (FYI)
- b) Communication Task Force (FYI)
- c) Ordinance Review Task Force

Ad will be placed in the Cold Spring Record for an additional week.

- d) Hwy 23 Coalition

Mayor Willenbring provided Council with an update from the 2017 Transportation Rally Luncheon and Discussion held on October 13, 2017.

- e) RTU

Council discussed city's policy on road patching.

**Item 12) Other**

**Item 13) Future Agenda Items**

Tippelt requested Public Works seek bids for outsourcing the lawn care.

Council scheduled a workshop for October 25, 2017 at 4:30 p.m. Items to be added to the agenda; water service, Chapel Street culvert, EDA.

**Item 14) Adjourn**

***Motion made by Simon, second by Tippelt, to adjourn the meeting at 7:48 p.m. Motion carried.***

Respectfully Submitted,  
Judith Neu  
Finance/Utility Clerk

**ROCKVILLE CITY COUNCIL WORKSHOP MEETING MINUTES**  
**October 25, 2017**  
**Rockville City Hall**

**Call to Order**

The meeting was called to order at 4:30 p.m.

**The following items were discussed:**

- Water Leak on Chestnut Street
- Culvert on Chapel Street
- RFP Professional Services
- City Policy Regarding Street Restoration
- Rockville EDA
- SCADA
- Patching Potholes
- DDA Pay Equity
- Other

**Adjourn**

***Mayor Willenbring declared the meeting adjourned at 6:43 p.m.***

Respectfully Submitted,

*Martin M. Bode*  
*City Administrator*

# STEARNS COUNTY

## Shoreland Homeowner's Guide to Lake Stewardship



The Shoreland Home Owner's Guide to Lake Stewardship was originally created and funded in Becker County and later updated for Aitkin County. This version was updated by the Stearns County Environmental Services Department to reflect Stearns County current ordinances.

Printed 2017

Original Content Credit:  
Paula West, West Communications

Original Design Credit:  
Evergreen Graphic Design

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Cover photos: Pirz Lake  
Jean Grimm

# Shoreland Homeowners Guide to Lake Stewardship

**Congratulations on owning shoreland property in Stearns County. Whether you are a full time or seasonal resident, living by the water provides a special opportunity to participate in water-related recreation, such as boating, swimming, or fishing; to observe wildlife in its natural habitat; or simply enjoy the beauty of watching a sunset over the lake and experience the serenity and sense of well-being experienced around water and nature.**

When you own shoreland you do have certain riparian (near the water) rights and privileges, such as the right to put a dock out to a navigable depth; to take water for domestic and agricultural purposes; and to fish, boat, hunt and swim. But these rights must be exercised in compliance with the rules and regulations of Stearns County and the State of Minnesota. For example, there are limits on the size of docks; regulations about construction and disturbing land in the shoreland zone (1,000 feet at any lake or 300 feet from a river or the flood plain extent); removal of aquatic plants; placement of wells and maintenance of septic systems. These rules are in place for the benefit of your health and safety and the health of the adjacent lake or stream.

Along with those rights also comes the responsibility to protect, improve, and enhance the quality of the water for your enjoyment and that of future generations to come, keeping in mind that the water itself is a public resource for everyone to enjoy. **(That's called stewardship: the individual responsibility to manage one's life and property with regard for the rights of others.)** The lake is a living ecosystem and part of the larger ecosystem of all living plants and animals to which we also belong.

This Guide will provide you with basic information on good lake stewardship, which if practiced by you and collectively by others around the lake, will keep the lake healthy to protect your investment in shoreland property (healthy waters=higher property values) and your enjoyment of the lake while also preserving its ecological integrity.

## What We Do On the Land Matters

Water quality is primarily dependent on what happens on the land around the lake or along the river. It's the runoff from the land, and the pollution that is carried with it, that can determine the quality of the water. While the land activity in the watershed—the land area that drains to a lake or stream—contributes pollution to the lake, the shoreland zone where you live is the lake's first line of defense. What you and your neighbors do—or don't do—on your shoreland property can have a significant impact of the quality of the lake. Managing water quality means managing the land use around the lake to reduce the amount of pollution that enters the lake.

In this Guide, we'll look at two primary ways you, the shoreland homeowner, can manage your property to protect water quality. They are:

- 1. Curbing pollution at the source; and**
- 2. Reducing, capturing, and cleansing runoff.**

Proper lawn care, pet waste disposal, and use of household products: shoreline erosion control and septic system maintenance can help curb pollution. Runoff that can pick up pollution and carry it to the lake can be reduced by minimizing hard surfaces on your property, and limiting clearing and grading, and it can be captured and cleansed so it doesn't reach the lake with shoreland vegetative buffers and by redirecting it in rain barrels and rain gardens. Let's learn more.

*"C*onservation is a state of harmony between men and land...

A land ethic reflects the existence of an ecological conscience, and this in turn reflects a conviction of individual responsibility for the health of the land. Health is the capacity of the land for self-renewal. Conservation is our effort to understand and preserve this capacity...

We abuse land because we regard it as a commodity belonging to us. When we see land as a community to which we belong, we may begin to use it with love and respect."

Aldo Leopold, *A Sand County Almanac*, 1949

*"A*lake is the landscape's most beautiful and expressive feature. It is earth's eye; looking into which the beholder measures the depth of his own nature."

Henry David Thoreau  
in *Walden*

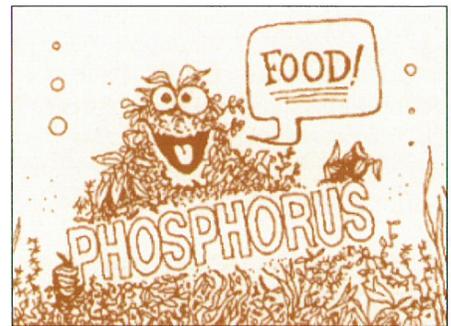
# Curb Pollution: Reduce Phosphorus and Other Pollutants

The shoreland zone where you live is the lake's first line of defense.

Nitrogen, potash, and phosphorus are the nutrients necessary for plant growth. Phosphorus is the key nutrient needed for aquatic plant and algae growth. When excessive phosphorus reaches the lake, it fuels the overgrowth of aquatic plants and algae, those microscopic organisms that give water a greenish tinge and can cause blue-green, toxic scums along the shore. Excessive plant and algae growth decreases water clarity, interferes with the recreational use of the lake, and diminishes oxygen for fish in the water, generally causing declining water quality.

Natural rainfall contains high amounts of phosphorus, which we can't control, but we can control our own shoreland practices that contribute phosphorus to the lake. Excessive phosphorus can get into lakes from shoreland properties in a number of ways, including:

- excessive application to and runoff from lawns;
- decomposition of leaves and other plant material;
- erosion of soil, which has phosphorus particles attached to it;
- improper human and pet waste management, both of which contain high amounts of phosphorus; and the
- use of household products high in phosphorus.



**One pound of phosphorus can feed the growth of over 500 pounds of algae.**

## Apply Fertilizer Sparingly and Use Zero-Phosphorus Lawn Fertilizer—It's the Law in Minnesota

By law since 2005, Minnesota homeowners cannot use fertilizers containing phosphorus, except for exemptions for new lawns or when a soil test indicates a need for phosphorus. In Stearns County, soils are naturally high in phosphorus so lawns generally don't need extra phosphorus.



When shopping for fertilizer, buy a brand that has a middle number of zero i.e. 22-0-15. The law did not prohibit retailers from selling phosphorus fertilizers, and even though most retailers are carrying more zero phosphorus fertilizers, it's up to you to make sure you comply with the law.

If you have left over phosphorus fertilizer, using it on the garden is a good way to dispose of it.

Other herbicide and pesticide cautions to follow:

- Eliminate the use of fertilizers near water or wetlands.
- Before you consider fertilizing your lawn, aerate it first and see if that improves its health.
- Use the minimum amount needed to replenish the soil and apply at the right time of year, usually spring and early fall. Water lightly after fertilizing to insure absorption by the roots before a heavy rainfall.
- Sweep fertilizer that has spilled on hard surfaces back onto the lawn to prevent runoff.

Managing water quality means managing the land use around the lake to reduce the amount of pollution that enters the lake.

- Keep lawn healthy to avoid the need for herbicide applications. When necessary, use the least toxic and most degradable pesticide and follow directions carefully. Never use near the lake.
- Remove dandelions and other unwanted plants from your lawn using hand-tools instead of chemical applications. If you feel you must use a pesticide for control, do not apply it to the whole lawn. Instead, use an applicator which allows you to direct a small spray towards each unwanted plant.

### **Keep Grass Clippings, Leaves, and Washed Up Aquatic Plant Material Out of the Lake**

Grass clipping, leaves, and aquatic plant material that wash up on shore all contain phosphorus, which is released when the plant material decomposes. To prevent phosphorus from getting into the lake:

- Use a mulching lawn mower and leave grass clippings on the lawn as natural fertilizer.
- Collect and compost leaves and clippings, or haul them away from the lake to a disposal site.
- Rake up aquatic plants, leaves, and other organic matter on the shoreland and dispose away from the lake. *Hint:* It makes great mulch on the garden, which can later be worked in as a soil amendment.
- Do not burn leaves near the lake; it destroys the organic matter releasing the phosphorus, which could be washed into the lake.

### **Locate Fire Pits Away from the Shoreland and Dispose of Ash**

The leftover ash from burning wood is very high in phosphorus. If the fire pit is located near the lake, rain can wash the ashes into the lake.

- Locate the fire pit away at least 50 feet away from the lake; and,
- Remove ashes from the fire pit to prevent the nutrient-loaded ashes from being blown or washed into the lake.

### **Properly Dispose of Pet Waste**

Improper disposal of pet waste not only jeopardizes water quality, but your health as well. Pet waste contains phosphorus and may contain disease causing organisms, which, if washed into the water, can make it unsafe for swimming.

- Pick up pet waste in the yard or near the shore and properly dispose.

### **Use Phosphorus-free Household Products**

Read labels carefully and select bio-degradable, non-phosphorus dishwashing detergents, and reduce the use of commercial cleaners. Learn about and use natural, non-toxic household alternatives.

### **Practice Low-Impact Boating**

To reduce the pollution impact of motorized watercraft on the lake:

- When fueling the boat, take precautions not to overfill the fuel tank. If you do spill, wipe it up with a rag, do not hose into the water.
- Boat slowly; motors stir up sediments releasing nutrients that can lead to deterioration of water quality—a 50-horsepower motor operated full throttle can stir the water to a depth of 15 feet.
- Keep your motor well-tuned; use four-cycle motors.
- Inspect your boat and trailer to avoid transporting aquatic invasive species, like Eurasian watermilfoil, Curlyleaf pondweed, or zebra mussels into the lake if you've had your boat in another waterbody. See page 16 and 17 for more information.

#### **Caution:**

Broadleaf herbicides will also affect all non-grass species, including trees and shrubs. Use carefully, or not at all, on shoreland areas.



# Curb Pollution: Inspect and Maintain Your Septic System

Most homes in shoreland areas rely on Subsurface Sewage Treatment Systems (SSTS), commonly known as the septic system. Your septic system, if designed, installed, and maintained properly, will effectively treat wastewater before it is returned to the environment to protect public health and prevent pollution of a nearby lake or river.

## Understand How Your Septic System Works

Understanding your system is essential to proper operation and maintenance. The basic components of most systems are the:

➔ **Septic tank** receives the wastewater from the household plumbing. In the tank, the solids are separated from the liquid. Here, naturally occurring bacteria decomposes food particles and human waste and the remaining solids settle to the bottom until they are pumped out on a regular basis. The tank will have an inspection pipe for monitoring of the tank and a manhole for access when pumped. The tank size is based on the number of bedrooms in the home, home's potential water use and types of appliances installed. When the capacity of the tank is reached the excess liquid flows, or is pumped, over into the drainfield.

➔ **Soil treatment system (drainfield)**, which is typically a network of perforated pipes surrounded by small rock and soil. The liquid, which contains pathogens (disease-causing organisms), nutrients such as phosphorus, and fine solids, is cleansed naturally by bacteria as it percolates down through the soil. The design of the treatment system (trench, mound, etc.) is based on the soil conditions on your property, which must allow for at least three feet of unsaturated soil for the wastewater to percolate through for proper treatment. The correct type of system needed for your property will be determined by a state-licensed septic designer. Where gravity flow is not enough to move the liquids from the tank to the soil treatment system, pumps or lift stations are common—this is typical with mound systems.

## What Causes a Septic System to Fail?

Septic system failure is most commonly the result of:

- Overuse of water in the home; and/or
- Improper maintenance.

When your system, or a neighbor's system fails, untreated wastewater could come in contact with people, causing a public health hazard, or enter the groundwater and eventually the lake, adding pollution that can contribute to increased algae and aquatic plant growth and declining water quality.

What are the signs of a failing system?

- Sewage backup into the house or slow toilet flushing,
- Frozen pipes or soil treatment areas,
- System alarms sounding,
- Wet and/or black areas around a septic mound
- Algal blooms and excessive plant growth in the water near shore,
- Sewage odors indoors or outdoors,
- Water or sewage surfacing in the yard or a nearby low spot,
- High levels of nitrates or coliform bacteria in well water tests.

### If you have a problem:

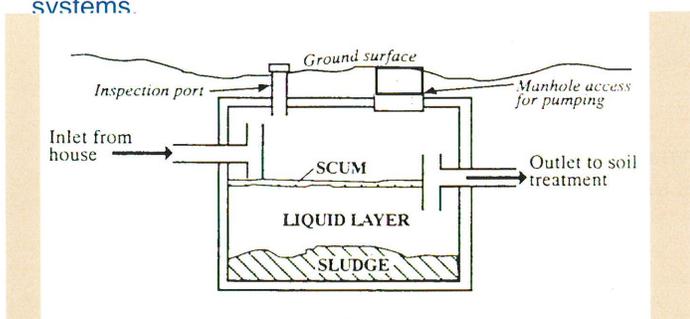
- Contact the Stearns Environmental Services office for advice and/or licensed septic inspector.
- If the drainfield or household pipes are not clogged, have the system pumped for both solids and liquids as a temporary measure.
- If there is surface pooling of wastewater, fence off the area to prevent contact with humans or pets.

## Properly Operate and Maintain Your Septic System

Proper operation and maintenance will extend the life of your system for many years and prevent costly repairs.

### ✓ Pump the Tank Regularly

Have a licensed professional pump the solids (floating scum and sludge) that have accumulated from the septic tank every one to three years—the more use, the more often pumping is needed. While garbage disposal use is not recommended with septic systems, pump annually if you are using one. Failure to remove the solids can cause them to enter the drainfield, which can result in expensive repair or replacement. For licensed and certified septic system maintenance services, refer to the yellow pages under septic tanks and systems-cleaning, or contact Stearns Environmental Services Department.



Source: University of MN Extension Protecting Our Waters Series, #2

### ✓ Practice Water Conservation

Too much water flowing into the tank will lead to ineffective treatment of wastewater. To prevent this:

- Repair all leaky faucets, fixtures, and appliances.
- Install low water-use fixtures and appliances (especially toilets and shower heads).
- Do not empty roof drains and sump pump water into the septic system.
- Wash only full loads of clothing and dishes, and spread out water use, such as laundry, throughout the day and week. Consider front loading machines; they use less water.
- Reduce the length of showers and the number of toilet flushings, especially during high use periods.
- Reroute water softener discharge water out of the septic system.
- Do not hook floor drains or drain tile into the septic system.

### ✓ Limit What Goes Down the Drain

- Do not put household cleaners, paint, solvents, medications, and pesticides down the drain.
- Limit the use of antibacterial products. As the name suggests, they can reduce the amount of working bacteria in the septic tank.
- Use only the recommended amounts of liquid non-phosphorus detergents and cleaners.
- Prevent food particles, grease, lint, coffee grounds, plastics, and other non-degradable solids from getting into the system.
- Use single-ply toilet paper for the best decomposition.

### ✓ Do Not Use System Additives

It is not necessary to use starters, feeders, cleaners, or other septic additives to enhance the performance of your system. If your system is properly maintained and operated, it will operate at maximum performance with the use of naturally occurring bacteria.

### ✓ Protect Your Drainfield

Compacting or obstructing the soil over the treatment area can cause malfunctioning of the drain field. To protect it:

- Keep heavy vehicles off the drainfield.
- Maintain vegetative cover, but do not plant trees or shrubs on the drainfield because the roots may penetrate and clog the distribution system.
- Mow the area, but do not fertilize or water.
- Reroute roof drains and drain tile away from the drainfield.

## Protect Your System from Freezing in the Winter

Common causes of septic system freezing during the winter can be lack of snow cover, extreme cold, compacted snow, irregular use of the system, leaking plumbing fixtures, pipes not draining properly, or a water-logged system.

**What to do if the system freezes?** Disconnect your pump and call a septic system professional. Do not add antifreeze, additives, or continuously run water to try to thaw the system.

To prevent freezing, follow these general guidelines:

- Fix any leaking plumbing or appliances prior to winter.
- In the fall, leave the grass longer over the tank and drainfield for better insulation.
- Add a layer of hay or straw mulch (8-12 inches) over the pipes, tank, and soil treatment area.
- Keep ATVs and snowmobiles off the drainfield.
- Spread hot water use (laundry, showers, dishwasher) out over the day and week. If you'll be gone for extended periods, consider having someone stop by to run hot water regularly.
- High efficiency furnaces, water softeners, and iron filters have the potential to cause problems in the winter because of slow and/or periodic discharges of water. For suggested precautions, see septic system resources on back cover.
- Talk with a professional before installing heat tapes or tank heaters.

## Stearns County Requirements

**Who regulates?** The design, inspection, and installation of septic systems are regulated by Stearns County and must be done by professionals licensed by the state. Lists of licensed professionals and permits for septic system installation can be obtained on the MPCA website.

**What records are required?** All septic systems must have a Certificate of Compliance indicating they meet the Stearns County SSTS Ordinance, sometimes referred to as being "up-to-code." A Certificate is good for five years from the date of original installation.

**When are inspections required?** If you are applying for a building permit for new construction or the addition of a bedroom, a compliant septic system is required. A building permit for any addition to current buildings in shoreland, including a deck or garage—attached or non-attached, requires a current Certificate of Compliance for the septic system. If one is not currently on record or it is not current, an inspection of the septic system will be required. If the system is found to be noncompliant, modification or replacement of the system may be necessary.

**What about property transfers?** A Certificate of Compliance is required as part of a transfer for any property with a septic system. If the system is not compliant, timeframes established by ordinance will guide the property owner(s) as to when to gain compliance by.

*Call the Stearns County ESD for questions about septic system requirements, including setbacks from property lines, wells, lakes, rivers, and streams.*

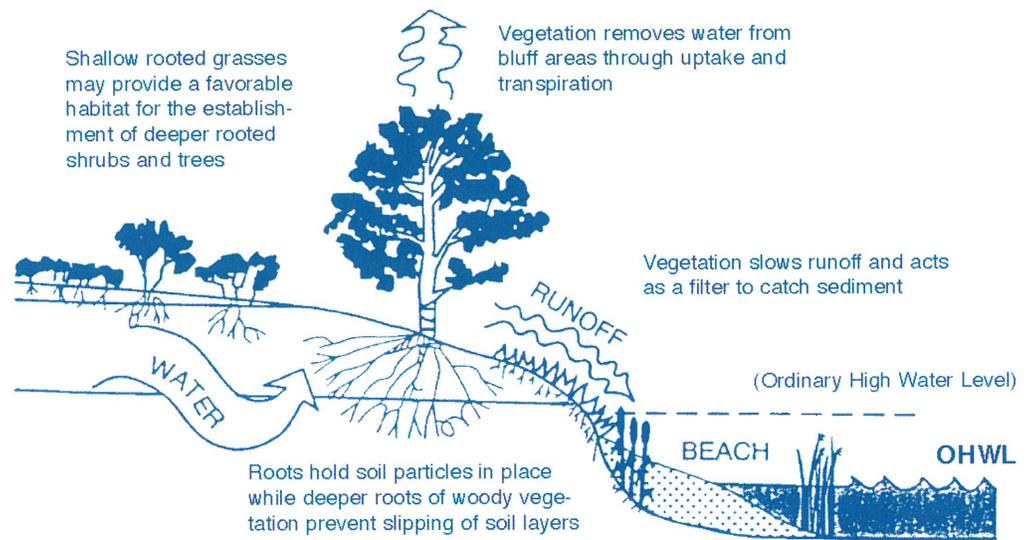
Managing stormwater on your property is the best way to reduce runoff and pollutants before they reach the lake.

# Reduce Runoff

## What is runoff?

Snow melt or rainwater that does not soak into the ground and instead runs off hard surfaces such as roofs, driveways, sidewalks, and compacted soils or washes off lawns and steep slopes is called runoff. It is also referred to as stormwater. When runoff reaches the lake, it can carry with it nutrients, eroded soil sediments, toxic materials, bacteria and other pollutants that can all be detrimental to water quality and fish and wildlife habitat. **Reducing runoff decreases the pollutants that can eventually reach the lake.**

Managing stormwater on your property so it soaks into the ground (infiltrates) rather than running off is the best way to reduce runoff and filter out pollutants before they reach the lake. Hard or paved-over surfaces do not allow the absorption of water. Any green space, including gardens, trees, shrubs or landscaping allows water to permeate slowly down into the soil and roots.



*Shoreland Best Management Practices Fact Sheet #5, University of Minnesota Extension.*

## Practice Good Lawn Management

### Reduce the Amount of Lawn

Bringing the suburban lawn mentality to the lake has also brought more opportunities to degrade the quality of our lakes. Limit the amount of lawn and keep as much natural vegetation as possible, or replant natural vegetation—especially near the lake. Not only will you reduce runoff, you'll reduce the amount of yard work, freeing you up to recreate instead.

### Maintain a Healthy Lawn to Absorb More Water

- Mow to a height of two or three inches; mow when dry to prevent clumping. Taller grass provides shade for better root growth, which helps with water absorption.
- Consider replacing some of the grass in your lawn area with clover, native grasses, or other groundcovers that don't need watering.
- If watering is necessary, water deeply, but infrequently, to encourage deep root growth. Water with lake water. (*Hint: use the nutrients in the lake to make a healthy lawn instead of frequent fertilizer applications.*) Water in the morning, not mid-day or evening.
- In hot weather, allow lawn grasses to go into a state of dormancy so that they require less water and nutrient intake for survival. Water 1/4 to 1/2 inch every two or three weeks to keep crowns from dehydrating beyond the point of recovery.

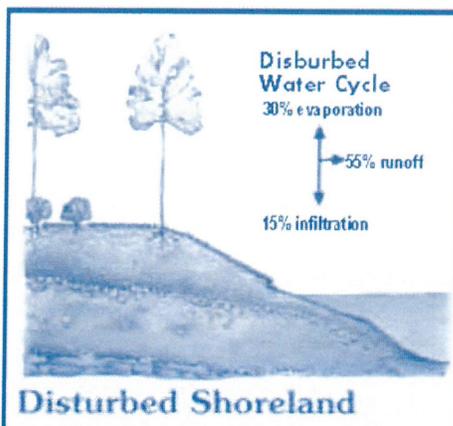
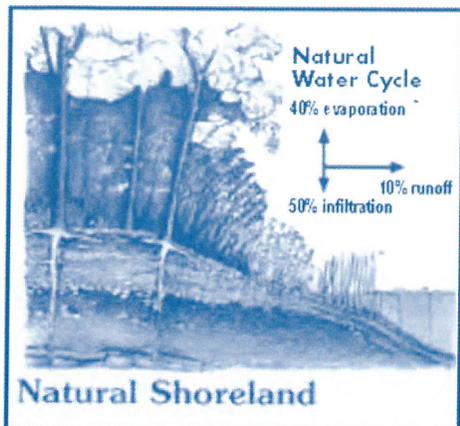
If we love our lakes we have to change our ideas about what is a good lawn at the lake.

That beautiful manicured lawn takes more chemicals and more work to maintain and does not provide good habitat for the wildlife that share the shoreland with you.

## Maintain Natural Vegetation

Natural vegetation will naturally reduce runoff by holding back the water to provide time for it to soak into the ground.

- When clearing your lot, minimize the removal of wooded areas, trees and low growing shrubs. Their removal causes more rain to fall to the ground instead of landing on leaves and branches. In addition, those shrubs are most likely the next generation of tree growth.
- Grading large areas of land removes the natural depressions of land where water can pond and soak in.
- Carefully landscape your yard near roads, driveways, and along the shorelines to direct runoff away from the lake.



When there is precipitation, water will evaporate, run off the land, or soak (infiltrate) into the ground. The amount of vegetative cover on the ground will significantly impact the amount of runoff and infiltration. Natural vegetation will hold back the runoff providing time for it to soak into the ground.

The Wisconsin DNR calculated runoff volume from an undeveloped shoreland lot compared to a large lake home (approximately 4,000 square feet of impervious surfaces) on a lot entirely converted to lawn. They found up to a:

## Reduce Hard Surfaces, Like Roofs and Driveways

Since hard surfaces cannot absorb water, reducing the amount of hard surfaces on your lot will reduce the volume of runoff.

- When considering additions, decide if the extra space is really necessary. Could you build up instead of out to reduce the roof size?
- Minimize the amount of paved surfaces, such as driveways and sidewalks. Locate driveways, sidewalks, stairways, and footpaths away from steep slopes.
- If you're installing a new patio or rebuilding a sidewalk or walkway, use bricks, interlocking pavers or flat stones set in sand instead of concrete. Consider using pervious pavers, where water runs through it, and pervious asphalt for driveways.
- Cover well worn paths, that may be compacted and act like asphalt, with mulch to absorb water; when compacted, they act like asphalt.

- 500% increase in runoff volume,
- a 700% increase in phosphorus washing into the lake, and
- a 900% increase in sediment flowing to the lake on the large home lot.<sup>2</sup>

Stearns County limits the amount of hard (impervious) surfaces on shoreland parcels; contact Environmental Services for more information.

# Reduce Runoff: Curb Erosion

Any exposed soil can be washed away with stormwater. When soil washes into the lake, it carries with it phosphorus—the desired nutrient for weed and algae growth—and debris and other toxic materials that may be on the land. It causes sediment build up in the lake; increases turbidity after rain events, which interferes with normal lake functions; and impacts fish and wildlife habitat. Degradation to water quality is a result. Curbing the erosion of soil will reduce pollutants to the lake.

## Monitor Construction or Renovation Projects

Have an erosion control plan and carefully monitor all construction or renovation projects to ensure that soil and construction materials do not runoff the exposed soils.

- Properly dispose of all construction materials each day.
- Use nontoxic, biodegradable or recycled materials.
- Wash or clean any liquid materials in-doors or directly into a container.
- Install silt fences along the shoreland to capture any sediment runoff that might occur.
- After construction, establish vegetation right away.
- Minimize land alteration around your construction projects to take advantage of existing soil stability.

## Stabilize the Soil in Steep Areas

The erosion potential on steep slopes and bluffs can be reduced by:

- Diverting water away from steep slopes by rerouting drainpipes and gutters. If diverting water away from the bluff is impractical, it should be routed through a non-perforated plastic drain pipe that outlets at the very bottom of the bluff into rock drainage.
- If you need a walkway to the shore, follow the natural contours of the slope to go across or around the slope, or use steps when a walkway must go directly up and down a slope, but minimize destruction of natural vegetation during construction.
- Keep the moisture- and nutrient-absorbing natural vegetation on the slope by limiting clearing and grading.
- Replant vegetation on barren slopes.
- Create a view corridor through the trees with selective pruning for an excellent view while maintaining the natural trees and shrubs.



Source: *Lakescaping for Wildlife and Water Quality*<sup>3</sup>

## Reduce Shoreland Erosion

If your shoreland is eroding away, stabilizing the shoreland will be necessary to reduce erosion. Possible causes may include:

- fluctuating water levels,
- increased wave or wake action, ice pushes in the spring, or
- loss of natural vegetation to hold the soil in place.

Each shoreland situation is different, and consulting shoreland landscaping professionals, the DNR area hydrologist, or the Stearns Soil and Water Conservation District is encouraged to determine the best solution for your shoreline erosion situation.

Rip rap and retaining walls are usually not the best choice for stabilization. They are expensive and can negatively impact the lake by creating an unnatural barrier between upland areas and the shoreline environment. Rip rap should only be used if deemed necessary after consultation, and never to replace a stable, naturally vegetated shoreline. If rip rap is used, it is most effectively used in combination with natural vegetation to stabilize the soil between the rock material. Permits are required for this type of work.

**Naturalizing your shoreline or maintaining the natural shoreland vegetation is the most important way to reduce shoreland erosion.**

Naturalizing your shoreline or maintaining the natural shoreland vegetation is the most important and effective way to reduce shoreland erosion in addition to enhancing water quality, maintaining good fishery resources, and provide wildlife habitat. (See pages 10 & 11.)

## Slow the Boat Down

Boat wakes can cause tremendous shoreland erosion, so boat slower. In shallow areas (less than 15 feet), motor at slow-no-wake speeds (5 mph or less) to reduce the boat wake and the consequent wave action that can erode your shoreline and other's around the lake. Observe all posted "no-wake" and low-speed zones. For personal watercraft, running at slow, no-wake speed within 150 feet of the shore is the law.

Boating slowly makes less wake, less noise, reduces pollution and is less disruptive to wildlife and other people—plus you'll see more and enjoy the lake longer. When running at higher speeds, keep the motor properly trimmed to reduce noise and wake.



**On steep bluffs, selective pruning of trees to create a view corridor of the lake, while keeping the vegetive undergrowth, will stabilize the soil.**

## Shoreland Alterations are Regulated

Be aware that any type of shoreland or bluff alteration in the impact zone,\* including grading, filling, or removal of vegetation other than dead or diseased trees, limbs, or branches, is regulated and will require a permit from Stearns County Planning & Zoning or the Minnesota DNR. Violators will be issued fines and required to restore the alteration.

\* The *shore impact zone* is the area adjacent to the water for a distance equal to one half of the required structure setback or 50 feet, whichever is greater.

\* The *bluff impact zone* includes the bluff itself and the area within 20 feet from the top of the bluff.

Preserving or restoring a natural shoreline is the best way to reduce shoreland erosion.

#### Additional benefits of shoreland buffers:

- Less time spent mowing; more time enjoying the lake.
- Attracts birds and butterflies.
- Enhances your view of the lake by adding interest, texture and color.
- Provides more privacy from people using the lake or neighboring properties.
- Protecting water quality is protecting your real estate value.
- Taller native plants create a biological barrier that will deter Canada geese from loitering on the lawn.
- Well established emergent aquatic plants discourages the establishment of non-native species.

# Reduce Runoff: Maintain a Natural Shoreline

Preserving or restoring a native shoreline is the best way to reduce shoreland erosion, protect water quality, and improve the health and diversity of shoreland and upland birds, wildlife, and aquatic plants.

Native vegetation acts as a buffer zone between the shoreland and the water intercepting nutrients and reducing runoff, erosion, and sedimentation.

If your shoreland is already natural, congratulations—please keep it that way. If you have lawn to the water's edge, or very little native vegetation near the shore, consider a natural landscaping—"Lakescaping"—project to restore your shore by creating a shoreland buffer.

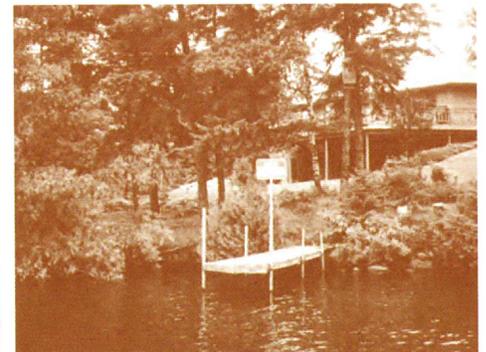
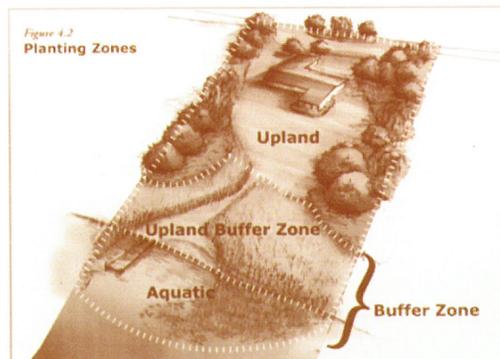
**A mostly natural landscape has only 10% runoff.**

Creating and maintaining a natural buffer zone along your shore does not mean your property has to look messy, but it may mean you have to re-think what lake shoreland should really look like. Even if your neighbors are not restoring their shoreland, it is important for you to proceed because it helps improve your property and protect water quality, and you can serve as good a model for others to follow. The individual choices by many can have cumulative impacts on the lake and its ecosystem. Ultimately, keeping the water clean can be far less costly than cleaning up a damaged lake, and clean waters framed by natural vegetation often have the highest property values.

## What is a Buffer Zone?

The buffer zone consists of:

- The shallow *aquatic zone* of the emergent, submerged, and floating leaf aquatic plants that provide food and shelter for ducks, songbirds, fish, and reduce problems caused by Canada geese. The taller plants, like bulrush, sedges, and cattails can reduce the energy of wave and wake action to minimize erosion and help maintain water quality.
- The *upland zone* of native trees, shrubs, grasses and wildflowers that hold the soil on the bank in place, slow rainwater runoff, absorb water and nutrients, and break down pollutants.

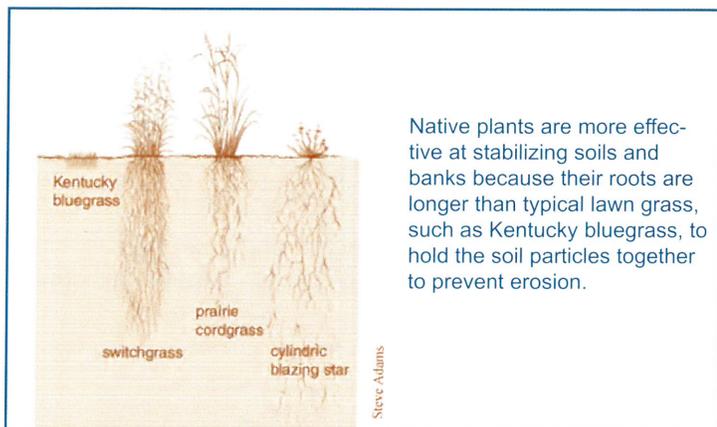


Source: *Lakescaping for Wildlife and Water Quality*<sup>3</sup>

**A natural shoreline is a bridge between two worlds—the land and water.**

**Studies show that there can be as much as 500% more diversity of plant and animal species along a natural shoreline compared to upland areas.**

Current State law requires permanent vegetation with an average width of 50 feet landward from the shore. When it comes to shoreline buffers, wider is better.



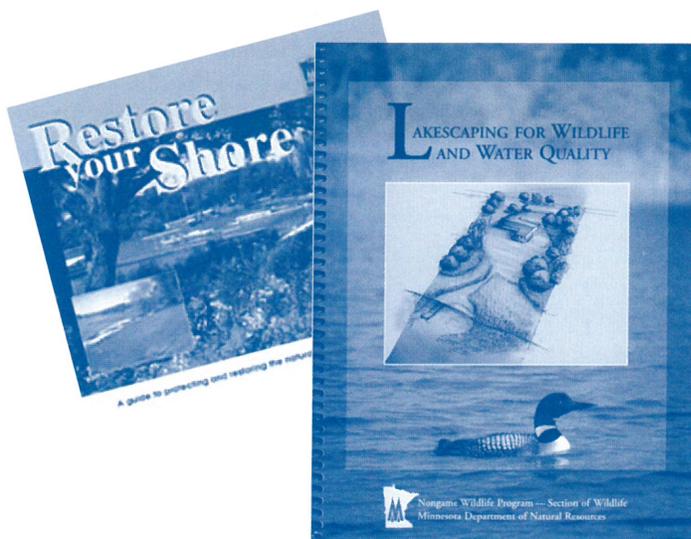
- **Consult resources and natural landscaping professionals.** Before proceeding with an extensive planting project, you'll likely need to consult with professionals for help with designing your project to insure your project goals are met. Consult with natural landscaping specialists at local nurseries, take a class in shoreland restoration offered through the University of Minnesota Extension Service, talk with extension educators, or contact the Stearns Soil and Water Conservation District for resources and fact sheets on designing your project, selecting plants, preparing the site, and planting.

The book *Lakescaping for Wildlife and Water Quality* and the CD *Restore Your Shore* are two highly recommended resources to get you started. Financial assistance for your project may be available; check with the Stearns County Soil and Water Conservation District.

### Getting Started: Creating a Shoreland Buffer

- **Don't mow.** A simple, no-cost way to get started in restoring your shoreland is to stop mowing for the width of the desired buffer strip. Seeds in the soil will germinate and valuable native plants will begin to appear. You can note the types of native plants and wildflowers growing on natural shorelines around the lake to get an idea of what is likely to appear or will be suitable for growing in your area. You may later need to weed out nuisance species or add native plants for diversity, but it will get you started.
- **To be more thoughtful about a restoration project, assess the shoreline and your needs.** Do you have erosion problems to correct? Problems with geese? What kind of wildlife would you like to attract? How much area is needed for lake access for boats and swimming? Limiting the beach and dock area to 15-20 feet and leaving the rest of the shoreland natural is ideal to have both the benefits of the buffer zone while having recreational access to the lake.

**Building a home and establishing a lawn to the water's edge can cause seven times the amount of phosphorus and 18 times the amount of sediment to enter the water compared to a natural shoreline.** <sup>4</sup>



### Protect Aquatic Habitats

The aquatic zone is a vital part of the shoreland buffer system. Aquatic vegetation helps purify the lake by removing contaminants and calming the water, which allows suspended soil particles to settle to the lake bottom. If submerged aquatic plants are interfering with swimming, clear by hand only what is needed to provide a small swimming area. Leave other submerged plants in place. Chemical treatment or any destruction of cattails, bulrushes, or wild rice will require a permit from the DNR Area Fisheries office.

### Leave Fallen Trees and Branches in the Water

Unless they are interfering with your recreational access, leave trees and branches that have fallen into the water alone. They form critical habitat for aquatic organisms that fish and other aquatic life feed on, and they serve as a dock for turtles, kingfishers and other interesting wildlife. The fish and wildlife will appreciate you.

# Capture and Cleanse Runoff

Gardening with water quality in mind!

*How much rain do I need to fill a 50-gallon barrel?*

For every inch of rain that falls on one square foot of your roof, you can “collect” just over half a gallon of rainwater (0.6 gallons).

For example, if you have a shed that is 10' x 10' and you can collect roof runoff from all 100 square feet of your roof, you can collect 60 gallons of rainwater during a 1-inch rain event.<sup>5</sup>

## When It Rains, It Pollutes

Rain naturally contains pollutants, including phosphorus and mercury. You cannot do much about the source of the pollution, but you can **capture** some rainwater and allow it to be **cleansed** through natural soil processes to prevent it from running off into the lake, where it can be detrimental to water quality.

The best way to do this is to: divert rainwater off roofs, driveways, and other hard surfaces into rain barrels or the lawn, or create a special garden—rain garden—designed to capture and clean the rainwater naturally.

## Divert Rainwater Off Roofs and Driveways

Roofs of houses and other buildings, especially larger houses, and driveways comprise most of the impervious (impermeable) surfaces on a shoreland lot. Redirect rainwater flow from drain spouts, roof gutters, and driveways onto vegetated areas and away from steep slopes and bluffs. There it can be captured and have time to infiltrate naturally into the soil, or be used later for watering, instead of running off to the lake.

## Install a Rain Barrel

A rain barrel is any type of container used to catch water flowing from a downspout and store it for later use.

The rain barrel is placed underneath a shortened downspout diverting the roof runoff into the barrel. The rain barrel has a spigot to collect the stored water for use in watering flower gardens, house plants and lawns—it's a natural way to fertilize.

Due to lack of research at this time, water collected in a rain barrel is not recommended for watering vegetable gardens. Humans and pets should not drink the stored water. Non-toxic mosquito dunks are available at garden supply stores and mail order catalogs to prevent the breeding of mosquitoes in rain barrels.

Rain barrels need to be cleaned routinely during spring and summer months to reduce algae growth. During winter months, take your barrel out of operation by simply turning upside down at the same location or storing elsewhere.

Rain barrels can be purchased at garden centers, ordered online from garden catalogs, or you can make your own (see resources on back cover).



## Plant a Rain Garden

A rain garden is just what they sound like—a garden to soak up rain water. A rain garden is a recessed planting bed, shaped like a saucer or shallow bowl, designed to collect runoff from driveways, roofs, and other hard surface or sheet flow of rain from lawns. The collected water is then infiltrated into the ground instead of running off to the lake.

They are planted with hardy, water-loving native perennial plants that have deep roots, which along with the soil, work to provide a filter system to catch pollutants such as phosphorus, oil, mercury and other heavy metals in rainwater that run into the garden area. Rain gardens allow sediments carried with runoff to settle and plants to absorb the nutrients. During a rainfall, the highest concentration of pollutants is during the first inch or first flush of a storm, which is retained in the rain garden.

A typical rain garden should be located at least 10 feet from the house and will range from 100 to 300 square feet in size with a depth of 4 inches to 10 inches. As a rule of thumb, one garden will handle the runoff from a hard surface that is about three times their size. For larger surfaces, more than one rain garden may be needed to handle the runoff, perhaps one rain garden near each down spout. Rain collected will recede into the ground within several days, sometimes even hours depending on your soil type.

To be effective, rain gardens must be properly designed for the right shape and size to accommodate the amount of roof, driveway, and other hard surfaces on your property as well as your soil conditions. Plants must be used that are appropriate for your soil type and will also tolerate standing water for up to 48 hours.

For proper design, it's recommended to consult resources to help you determine the proper plants and dimensions. Talk with the local extension agent or a landscaping professional knowledgeable about rain gardens. See the "How-To" resource on the back cover or do an internet search for amazing resources.

**Use rain gardens in combination with natural shoreland landscaping for optimal runoff control on your shoreland property.**



### Rain Garden Tips:

- Don't worry about mosquitoes. Most rain gardens will not hold water long enough for mosquitoes to reproduce.
- When first planted, weed biweekly until native plants are established.
- Don't fertilize near the rain garden, it will stimulate weed competition without benefiting the native plants.
- During heavy rains, your rain garden may fill up and overflow. Make sure the overflow drainage follows the drainage designed for your lot.

*Source: Taylor Creek Restoration Nurseries*

**Locate utilities before you dig—  
call Gopher One State,  
Minnesota toll free 800-252-1166**

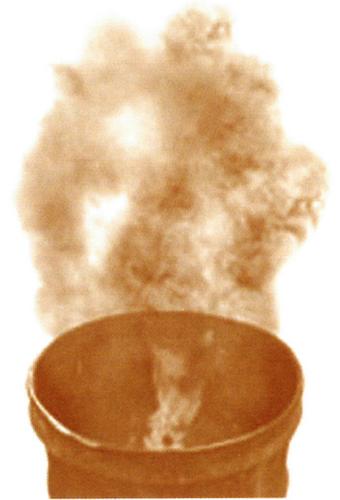
# Manage Waste Properly

## Don't Burn Garbage

Burning household garbage in burn barrels, wood stoves, and fire pits creates pollution that's dangerous to human health and contaminates the air, water, and soil. **It's against the law in Minnesota.**

Garbage today contains a lot of plastics; paper treated with chemicals, coatings, and ink; and many other chemicals. Backyard burning is a low-temperature fire that receives very little oxygen and produces lots of smoke. Under these conditions, a variety of toxic substances are produced and released primarily into the air close to ground level, where they are easily inhaled—with no pollution controls! Dioxin, a potent human carcinogen, is the major health risk posed by residential garbage burning. U.S. EPA research shows that burn barrels are the #1 source of dioxin in the U.S. Just one burn barrel can produce as much or more dioxin as a full-scale municipal waste combustor burning 200 tons/day.

- Instead of burning garbage, dispose of it properly.
- **REDUCE, REUSE, RECYCLE.** Reduce the amount of waste you create by buying products with less packaging and buying items that last longer instead of disposable ones. **REUSE** the durable packaging you get (like wash out that sour cream container and use it to put leftovers in). **RECYCLE** all the materials you can, like cardboard, newspapers, plastic grocery bags, cans and bottles.



## Composting Basics

Greens provide nitrogen and act as a source of protein for the microbes that are hard at work in your compost pile.

- Green leaves
- Coffee grounds
- Tea bags
- Plant trimmings
- Raw fruit and vegetable scraps
- Fresh grass clippings
- Egg shells

Browns are a source of carbon and provide energy for the microbes.

- Dried grasses, leaves
- Woodchips
- Twigs and branches
- Straw
- Sawdust

**NO** meat, dairy, pet feces, weed seeds, and charcoal.

## Compost Waste

Composting is a natural process. You don't need fancy equipment or expensive artificial additives to break down your organic scraps and turn them into something useful. All you need is: food, water, air/oxygen, and correct temperature.

Like any simple recipe, you'll get the best results if you use the right mix of ingredients to make your compost. The key materials are nitrogen-rich "greens," carbon-rich "browns," water, and air. All of these are essential, and they're easy to mix together for quality compost.

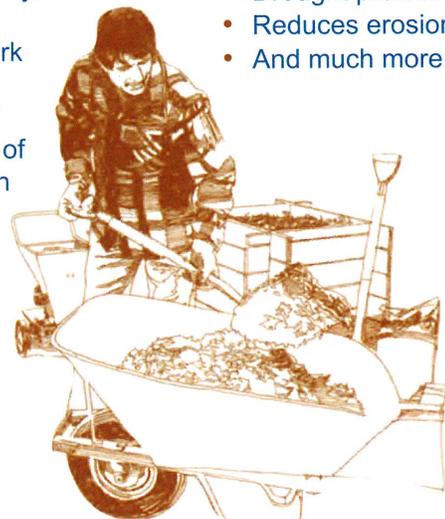
Getting your own compost bin started can be boiled down to three simple steps:

1. Make a compost bin (or buy one).
2. Throw in your kitchen scraps and yard waste.
3. Mix it up with a shovel or pitchfork once in a while. It's that easy!

Lay a base. Start with a layer of browns, laying down 4-6 inches of twigs or other coarse carbons on the bottom of the pile for good air circulation. Add Browns and Greens, and **stir**. Add water as you go (about the amount of a damp sponge).

Benefits:

- Improves soil structure
- Provides aeration
- Drought protection
- Reduces erosion
- And much more...



# Working Around Wetlands

## What are Wetlands?

Wetlands are a vital transitional link between land and water. When you think of wetlands you probably think of wet, swampy, marshy areas. This would be true for some, yet other types of wetlands may be dry most of the year and support trees and shrubs. Generally, a wetland is defined as an area that is mostly wet soil, is saturated with water either above or just below the surface, and is covered with plants that have adapted to wet conditions.

Wetlands have extremely valuable benefits, including:

- **Water quality protection:** Wetlands filter and absorb polluted surface water runoff before it enters groundwater, lakes and rivers.
- **Flood control and groundwater recharge:** Wetlands serve as holding areas for water, slowing flood damage and soil erosion during heavy rainfalls.
- **Fish and wildlife habitat:** Wetlands provide homes, nesting areas, and feeding areas for wildlife. Wetlands along shorelines are especially important due to the habitat they provide to aquatic insects and amphibians, which are also food sources for fish.
- **Reducing shoreline erosion:** Wetlands, and the deep rooted plants that grow in them, protect shorelines from the forces of wave action that erode away the shoreline.

## Who has permit authority?

Despite all of their benefits, wetlands have been considered nuisances in the past and have been drained or filled in shoreland areas for development.

In 1991, the Minnesota Wetland Conservation Act (WCA) was passed to stop the loss of wetlands. To accomplish this, anyone proposing to drain, fill, or excavate in wetland areas must first try to avoid disturbing the wetland; second, try to minimize the impact on the wetland; and finally, mitigate, or replace the square footage of wetland loss. Some exemptions to the law may apply in certain situations. Generally, wetlands in shoreland areas are given extra protection due to the benefits they provide to lakes.

If access to the lake is limited due to the presence of wetlands along the shoreline, boardwalks and docking is encouraged. The Stearns Co Environmental Services can provide assistance in helping you determine if wetlands are on your property and what permits may be needed. Work that is done below the ordinary high water level (OHW) in lakes, rivers or public waters will require a permit from the MN DNR Public Works Program.

**Contact the Stearns County Environmental Services at (320) 656-3613 for permit information and requirements when working around wetlands.**

Contact the Stearns SWCD for:

- Soils information for your property.
- Assistance with shoreland buffers and vegetation protection.
- Technical assistance for erosion control practices.
- Tree sales and design assistance for windbreaks and wildlife plantings.
- Information on sealing abandoned water wells.
- Cost share programs for installing conservation practices on your property.
- The County Agriculture Inspector and information regarding the Noxious Weeds Law.

Statewide, Minnesota has lost over 50% of its pre-statehood wetlands and has about 9 million acres of wetlands remaining. Let's protect what we have left.

Wetlands are valuable because:

- they clean the water.
- recharge water supplies.
- reduce flood risks.
- provide fish and wildlife habitat.
- provide recreational opportunities and aesthetic benefits.

# Be a Caring Boater—Stop the Spread of

Aquatic Invasive Species (AIS) are plants and animals released either accidentally or intentionally into areas where they are not native. Such introductions usually occur through human activities and often are spread through boating activity. They can cause great environmental harm to our lakes.

## Common AIS in Minnesota Lakes

**Starry Stonewort** newest invasive in Stearns County has now been identified in at least 7 lakes in Minnesota. It is a Macro Algae forming dense mats which can grow to the surface in greater than 8 feet of water. Main stem of the plant is smooth to the touch. Branchlets 5- 8 per whorl each with 1-2 bract cells giving the appearance of branchlets being forked. Star shaped Bulbils may be produced on colorless rhizoids. This invasive can interfere with recreational use and fish spawning.



**Eurasian Watermilfoil (EWM), now in over 295 lakes, rivers, and streams in Minnesota.** EWM forms dense mats that interfere with boating and swimming. The plant has delicate feather like leaves arranged in whorls (circles) of 3-5 around stem; leaves are limp out of the water. Each leaf has 12-21 leaflet pairs. Northern watermilfoil is a native look-alike but it has only 7-10 leaflet pairs. Hybrid forms of watermilfoil are now being found in Minnesota lakes.



**Curlyleaf Pondweed (CLP)** CLP forms weed mats that can shade out native plants and impede recreation. The plant has stiff, wavy leaves with fine-toothed edges that are ½ inch wide and 2-3 inches long, arranged alternately around the stem. When it dies back in mid-summer it releases nutrients, which can cause summer algal blooms.



**Zebra Mussels, now in over 200 water bodies in Minnesota.** Zebra mussels filter water and take the plankton out of the water that young fish rely on for food. Initially upon infestation the filtering makes the water clearer, but eventually they damage the lake ecosystem and can impact fish populations. Their sharp edges impede swimming. They are yellowish-brown clams, up to 2 inches long, have light and dark stripes on the “D” shaped shells.

They use byssal threads to attach to all hard surfaces making them easy to transport, and they are very difficult to remove.

**Rusty Crayfish** Adults are 3-5 inches long, have claws that are larger and smoother than other crayfish, and dark rusty spots on either side of the body. They graze on and can eliminate aquatic plant beds that are important to fish and wildlife, and they can displace and hybridize with native crayfish.

**Spiny Waterflea** Spiny waterflea is a tiny crustacean (< ½”) that competes with small fish for food and fouls up fishing gear with gelatin-like clumps of waterfleas. It has 1-4 barbs on the tail and is difficult to distinguish without magnification.

**Flowering Rush** Flowering Rush outcompetes native shoreland vegetation impeding access to the lake and interrupting natural shoreland ecological functions.

**For help in species identification, call the DNR at 320-223-7847 or 320-223-7843 or bring a sample to the nearest DNR Fisheries office.**

## Clean, Drain, Dry

**How you can help prevent the spread of AIS when moving your boat between waterbodies.**

**REMOVE** visible plants, animals, and mud from the boat, trailer and other boating equipment (anchors, rollers, axles). On jet skis, clean out all water intakes and other parts before transporting.

**DRAIN** water from your boat, motor, live well and bait containers before leaving the water access. You must remove the drain plug and leave it removed prior to leaving any water access and while transporting the boat—it’s the law.

**DISPOSE** of unwanted bait in the trash. Never release live bait. When cleaning off fishing lines while fishing, collect plant fragments in a bucket and dispose of onshore.

**SPRAY, RINSE, DRY** boats and recreational equipment before transporting to another water body. Spray/rinse with high pressure and/or hot tap water (above 140 degrees F); locate the nearest boat decontamination station in Stearns County. This is critical when leaving zebra mussel infested waters. Or, dry at least 5 days, preferably more depending on temperature and humidity. Between 60-80 degree F, optimum drying time is 14 days: above 80 degrees, optional drying time is at least 7 days.



# Aquatic Invasive Species (AIS)

## KNOW THE LAW – PULL THE PLUG

In Minnesota it is unlawful to:



- **Transport** aquatic plants, ruffe, round goby, zebra mussel or any other prohibited invasive species on any road.
- **Leave** any body of water before removing drain plugs and draining all water related equipment (including live wells and bait containers). Note: to keep unused bait, drain and replace with tap or spring water.
- **Launch** a watercraft with aquatic plants, zebra mussels or any prohibited invasive species attached.
- **Harvest** bait (minnows, frogs, crayfish, or other wild animals) from designated infested waters.



Know what waters are infested in Stearns County; check lake accesses for DNR infested waters signs. A complete list of infested waters can be found at [www.dnr.state.mn.us/invasives/ais/infested.html](http://www.dnr.state.mn.us/invasives/ais/infested.html)



## What you need to know about hiring a dock installer, removing and moving water-related equipment, and storing lifts and docks

- **If you hire a business to install or remove your boat, dock, or lift**, or other water-related equipment, make sure they have completed AIS training and are on the DNR's list of **Permitted Service Providers**. Lake service providers that have completed DNR training and obtained their service provider permit will have a permit sticker in the lower driver's corner of their vehicle's windshield. They have attended training on AIS laws and many have experience identifying and removing invasive species.
- **If you plan to move a dock, lift or other water equipment from one lake or river to another**, all visible zebra mussels, faucet snails, and aquatic plants must be removed whether they are dead or alive. According to Minnesota law, the equipment must be free of AIS and dried for 21 days before it can be placed in another waterbody.
- **When removing water-related equipment for the winter**, it is legal to take the equipment out of infested waters – even if it has zebra mussels or other prohibited invasive species attached – and place it on the adjacent shoreline property. Boat lifts, docks, swim rafts, weed rollers, irrigation equipment, or pumps can be removed from infested waters and placed on the shore without a permit. However, if you want to transport a dock or lift with invasive species to another location for storage or repair, **you must have a DNR authorization form** to move it legally to the new location. Forms can be found at: [http://dnr.state.mn.us/invasives/shoreland\\_owners.html](http://dnr.state.mn.us/invasives/shoreland_owners.html)
- **When removing boats for winter storage**, there are two important things to know:
  - It is illegal to transport any watercraft with zebra mussels, faucet snails, or other prohibited invasive species attached away from a water access or other shoreland property, even if you intend to put it in storage for the winter.
  - To transport watercraft at the end of the season, the DNR has developed a special one-way pass, or authorization form. The form allows boaters to move watercraft to another location to clean off invasive species, and once cleaned, to store it for the winter. See same website as above for form.
  - Stearns has a monetary incentive for holding placement for 31 DAYS, contact the ESD office.

Lakes currently infested with AIS in Stearns County are listed on insert.

To locate boat decontamination stations, contact the Stearns ESD, check the county website, or ask an access inspector where the nearest boat decontamination station is located in Stearns or adjacent counties.

For more information on Aquatic Invasive Species and what you can do to stop the spread see: <http://dnr.state.mn.us/invasives/aquatic/index.html>

Photos courtesy of MN DNR

# What Can I Do On My Shoreland Property? What Permits are Required?

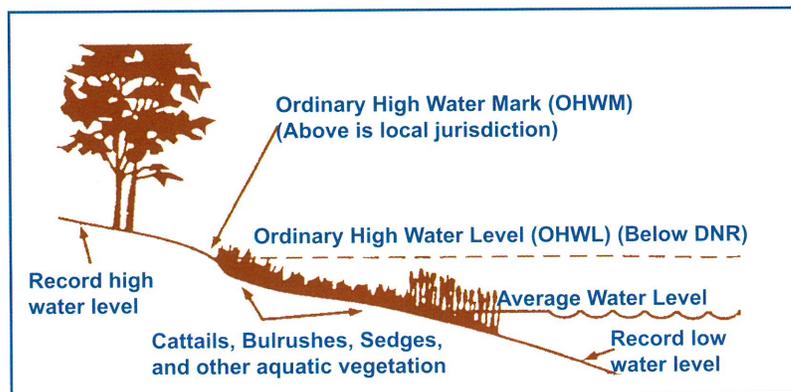
## Who Has Regulatory Authority in the Shoreland Zone?

The shoreland zone is defined as the land within 1,000 feet of a lake and 300 feet of a river or stream or the floodplain extent.

- **For any actions in the water or on the land below the ordinary high water level (OHWL) of a public water (lakes, rivers, streams, wetlands),** check with the appropriate Minnesota Department of Natural Resources (DNR) office for permits that may be required.
- **For any actions on the land above the ordinary OHWL (ordinary highwater level) and within the shoreland zone,** contact the appropriate Stearns County office for lands located within the boundaries of a city, contact the city offices.

Knowing what you can and cannot do in the water and on the adjacent shoreland area, and following the regulations that apply, is an important stewardship practice.

Any activity that disturbs land, plant or animal life or chemicals applied in the water is a regulated activity to ensure that the quality of the environment is not compromised by the activity.



See the Shoreland Homeowners Checklist on inside back cover for the appropriate Stearns County office in various situations.

## How do I know where the ordinary high water level (OHWL) is?

For lakes and wetlands, the OHWL is the highest water level that has been maintained for a sufficient period of time to leave evidence on the landscape; it is not necessarily the highest place the water has been. It is commonly that point where the natural vegetation changes from predominately aquatic to predominantly terrestrial.

The OHWL is a reference elevation that defines the DNR's regulatory authority, and it is used by Stearns County to determine their regulatory zone and appropriate setbacks for buildings.

If there is a question about the OHWL on your property, contact the DNR Area Hydrologist for Stearns County or check with the Stearns ESD office.

## Commonly Asked Questions about Shoreland Activities:

**What are the requirements for installing a retaining wall or rip rap for erosion control?** A DNR public waters work permit is required to build a retaining wall along your shoreline if the structure is proposed below the OHWL. Retaining walls are discouraged, particularly on relatively undeveloped lakes. Planting vegetation for erosion control is preferred; rip rap (coarse stones, boulders, or rock placed against the bank or shore) may be allowed without requiring a DNR permit if specific conditions are followed in installation. For either a retaining wall or rip rap installation, you will need technical advice for the best success. Contact both the DNR Hydrologist and the Stearns County SWCD for assistance. Refer to the DNR Shoreland Alteration fact sheet.

**Do I need a permit for a sand blanket or beach development?** Everyone wants a nice sandy beach area, but trying to create a sandy beach where it has not existed naturally may not always be successful. Before making your decision, be aware that wave action can erode the beach and sand will migrate down shore, possibly damaging fish and wildlife habitat. If the lake bottom is soft, the sand will only sink into the muck and disappear. Sand blankets cannot be applied over bulrush and cattails.

Before installing a sand blanket, contact the Area DNR Waters and Stearns ESD office for installation and possible permit requirements. Refer to the DNR Shoreland Alteration fact sheet for specifications.

**What rules apply to docks?** Docks are privately owned structures, which are allowed to be placed in public waters of the state to provide access to the use of the water. Dock rules are established by the DNR to prevent the deterioration of the lake's ecosystem from excessive or inappropriate dock placement. Local governments have the authority to regulate docks; Stearns County currently defers to state rules.

In choosing the right dock and boat lift configuration for your property, it is important to keep in mind that a dock is private property placed on a public resource and they can have detrimental impacts on the lake. They may shade out important aquatic plants and cause fragmentation and destruction of important emergent and submerged aquatic vegetation that provides habitat where fish spawn, feed, grow, and find shelter from predators.

Keep dockage appropriately balanced between reasonable access and resource protection. Minimize the use of docks for activities that are better intended for land, such as barbecues and screened structures.

In shoreland areas where there are large bulrush and other emergent aquatic vegetation beds, consider consolidating docking with your neighbors to minimize the destruction of bulrushes, which serve as nutrient filters for the lake.

A DNR permit is not required for a dock if it meets current dock rules which allow:

- Docks, not including the watercraft lift, that are not wider than 8 feet wide and not combined with other structures to create a larger structure.
- Docks that are no longer than is necessary to reach navigable water depth, are not a navigational or safety hazard to others, and do not close off access to other parts of the lake.

#### **Can I control aquatic plants in front of my shoreline?**

The removal or destruction of aquatic plants is a regulated activity under the DNR's Aquatic Plant Management Program. Aquatic plants are a valuable part of the lake system. They stabilize bottom sediments, protect water clarity, prevent shoreline erosion, and are important fish habitat.

You are encouraged to keep destruction of aquatic plants at a minimum. Unless aquatic plants are interfering with lake access, swimming, or other water recreation activities, they should be left alone. If you are seeing unusually high plant growth, where plant growth has not previously occurred, look for possible sources of phosphorus getting into the lake from your property that might be fueling this growth, such as excessive runoff, improperly operating septic system, or shoreland erosion.

If management is desired, consider managing plants only in the swimming area; it is not necessary to have the entire shoreline devoid of submerged aquatic plants. For management, you need to know:

- No emergent plants can be destroyed (bulrushes, cattails, wild rice) unless authorized by a DNR permit.
- Submerged vegetation can be manually controlled (hand cutting or pulling) in an area not exceeding 2,500 square feet or wider than 50 feet along the shore or half the width of your property, whichever is smaller; more than that requires a permit.
- Cut or pulled vegetation must be removed from the water and the cleared area must remain in the same place from year to year.
- A permit from DNR Fisheries is needed to:
  - Use any chemicals or automated mechanical devices (such as the Crary WeedRoller, Beachgroomer or Lake Sweeper).
  - Use copper sulfate for swimmers itch control.
  - Remove floating leaf vegetation in an area larger than a channel 15 feet wide to open water.
  - Remove or relocate a bog of any size that is free floating or lodged elsewhere than its original location.
  - Plant aquatic plants below the OHWL as part of a shoreline restoration project. This activity is encouraged and there is no permit charge.

These activities are not allowed in any circumstances:

- Excavating the lake bottom for aquatic plant control, using lake-bottom barriers to destroy or prevent the growth of aquatic plants,
- Removing vegetation within posted fish-spawning areas,
- Removing aquatic plants from an undeveloped shoreline and,
- Removing aquatic plants where they do not interfere with swimming, boating or other recreation.

**If you see violations of these permit requirements, or any other permit requirements, contact your Conservation Officer immediately. Photo documentation is appreciated.**

## Stearns County Permit Requirements

For shoreland properties within municipal boundaries, check with the City.

Construction Permits for New Construction, Remodeling or Adding on Decks, Garages, etc:

**Contact Stearns County ESD** ~ Onsite inspection will be required in most cases before issuing a permit. Obtain the permit before starting any construction. Any new, altered, modified or moved-in building requires a permit.

Variances for Building Permits:

**Contact Stearns County ESD** ~ For projects that do not conform to the County regulations, a variance from the regulations may be requested from the Board of Adjustment, and mitigation of the development plan may be required. The amount of mitigation needed will vary by property and may include such actions as planting or retaining native vegetative buffers along the shoreland, diverting runoff away from structures, installing a rain garden, removal of impervious surfaces. Contact ESD

Accessory Structures, Water-oriented

**Contact County Environmental Services** ~ A permit is required for any size structure.

Dirt Moving in the Shoreland Zone (such as ice ridges, shoreland landscaping, etc):

**Contact Co Environmental Services**~ Most topographic alterations in the shoreland zone require a permit from Stearns County.

Wetland Filling in the Shoreland Zone:

**Contact either Stearns Co Environmental Services or SWCD** ~ In most cases, no wetland filling is allowed in the shoreland overlay district. For exceptions, a permit will be required.

Vegetation Removal in the Shoreland Zone:

**Contact Stearns Co Environmental Services** ~ Removal of emergent aquatic vegetation (cattails, wild rice, and bulrush) will require a permit from the DNR Fisheries office. For removal of submerged aquatic plants, see Aquatic Plant Management section for requirements. A vegetative alteration application is required in addition to a site visit by Stearns ESD prior to any vegetative alterations.

Placement of Wells:

**Contact the MDH**~ Check on minimum setback requirements from septic systems, building, etc. for wells before proceeding with a licensed well drilling company. The well driller will obtain the required permits needed from the Minnesota Department of Health to drill a well.

Septic Systems:

**Contact Stearns Co Environmental Services** ~ To obtain a construction site permit in Stearns County, a septic system on the property may need to be inspected at the time of permit application. Check with the Environmental Services office before installing a septic system.

New Construction and Lot Development:

**Contact Stearns Co Environmental Services** ~ Before purchasing or building on a new shoreland property, check with Environmental Services to make sure the lot is suitable for building in compliance with County regulations. Allowable setback from the lake, impervious surface coverage, and lot width will vary depending on the classification of the lake. Additional setbacks and vegetation protection may apply to build on a bluff in the shoreland zone. Check with Environmental Services for specific requirements for your lot.

**Before purchasing a shoreland property, ask these questions and/or check with Stearns County:**

- ❖ Are all structures and the lot conforming to the County ordinances—is it legal?
- ❖ Is the septic system and well properly located?
- ❖ Is the septic system in compliance with County regulations?

It is better to ask first then to find out later you will not be able to build what you planned.

## ✓ County Shoreland Property Owner's Checklist:

### Contact County Environmental Services before:

- Buying, clearing, or developing shoreland property.
- Building a new structure or remodeling an existing structure.
- Installing a septic system.
- Draining, excavating in or filling a wetland.
- Building a boardwalk or raised path to the lake.
- Building or repairing any accessory structure near the shore (boat house, gazebo, storage locker).

**If in doubt or you need clarification about any activity in the shoreland zone, contact the Stearns County Environmental Services office.**

### Contact the Stearns County Soil and Water Conservation District (SWCD) for assistance with:

- Shoreland landscaping, buffers, and vegetation restoration
- Installation of rain gardens.
- Forest stewardship planning and management of private woodlots.
- Land conservation programs.
- Water Quality Monitoring.

### Contact County Environmental Services for assistance with:

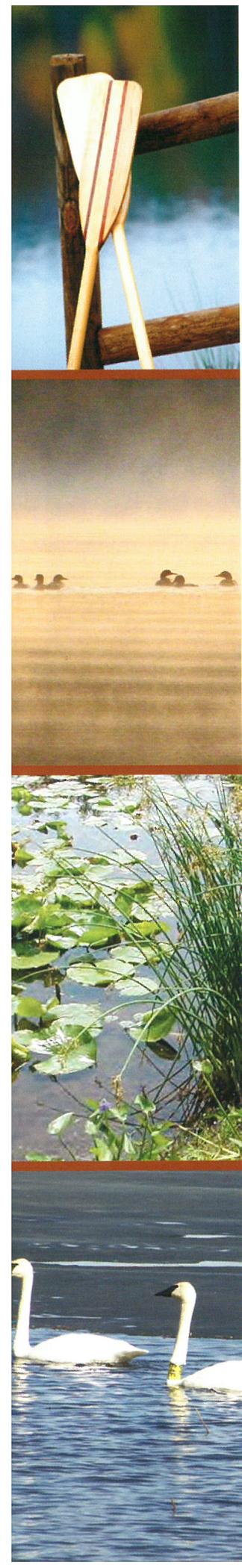
- Changing the appearance of your building setback zone (shoreland impact zone) or near shore area by clearing, cutting, planting, grading, or filing.
- Altering the shoreline

### Contact the Minnesota Department of Natural Resources before:

- Removing emergent vegetation (cattails, bulrushes, wild rice).
- Removing or applying chemicals to underwater (submerged) vegetation.
- Installing any form of riprap or installing a retaining wall.
- Any land disturbance below the ordinary high water level (ohwl).

### References:

- <sup>1</sup> *Protecting Your Waterfront Investment*, Center for Land Use Education, UW Extension; 2005.
- <sup>2</sup> *Shoreland Property: a guide to environmentally sound ownership*; 2002; Southeast Wisconsin Fox River Basin Partnership Team, University of Wisconsin-Extension and Wisconsin Department of Natural Resources.
- <sup>3</sup> *Lakescaping for Wildlife and Water Quality*, State of Minnesota, Department of Natural Resources; Henderson C; Dindorf C; Rozumalski, F.
- <sup>4</sup> Minnesota DNR Shoreline Alternations Fact Sheets: Natural Buffers and Lakescaping; Riprap.
- <sup>5</sup> Rain Barrel Fact Sheet, Crow Wing County Extension, 2007.



## Frequently Called Contact Information:

### Stearns County

#### Environmental Services, Room 343

705 Courthouse Square

St. Cloud, MN 56303

(320) 656-3613 Fax: (320)-656-6484

1-800-450-0852

### Stearns County Soil and Water Conservation District (SWCD)

110 2nd Street S., Suite 128

Waite Park, MN 56387

320-251-7800, ext. 3

### See County website, Department/

**Environmental Services** for more information on the County Shoreland Ordinance, building permits, variances, lake classifications. Contact information for county commissioners also listed. [www.co.stearns.mn.us](http://www.co.stearns.mn.us)

## Additional Resources:

### Aquatic Invasive Species:

Minnesota DNR: [www.dnr.state.mn.us/invasives/aquatic/index.html](http://www.dnr.state.mn.us/invasives/aquatic/index.html)

University of Minnesota Sea Grant: [www.seagrants.umn.edu/ais/](http://www.seagrants.umn.edu/ais/)

Wildlife Forever: [www.CleanDrainDry.org](http://www.CleanDrainDry.org)

Protect Our Waters: [www.protectyourwaters.net](http://www.protectyourwaters.net)

**Aquatic Plant Management:** <http://www.dnr.state.mn.us/shorelandmgmt/apg/permits.html>

**DNR Water Permits Requirements:** <http://www.dnr.state.mn.us/permits/water/answers.html#ohwl>

**Dock Rules:** [http://files.dnr.state.mn.us/publications/waters/shoreline\\_alterations\\_water\\_access.pdf](http://files.dnr.state.mn.us/publications/waters/shoreline_alterations_water_access.pdf)

**Erosion Control for Home Builders:** <http://clean-water.uwex.edu/pubs/pdf/erosion.pdf>

**General Shoreland Homeowner Information:** [www.shorelandmanagement.org](http://www.shorelandmanagement.org)

**Non-Toxic Household Product Alternatives:** <http://www.reduce.org/toxics/index.html>

### Rain Barrels/Gardens:

Constructing a rain barrel:

[http://www.shorelandmanagement.org/quick/easypdf/rain\\_barrel\\_const.pdf](http://www.shorelandmanagement.org/quick/easypdf/rain_barrel_const.pdf)

Rain Garden: A How-To Manual: <http://dnr.wi.gov/topic/shorelandzoning/documents/rgmanual.pdf>

Rain Garden Design Fact Sheets: <http://www.appliedeco.com/RainGarden.cfm>

**Septic System Design and Maintenance:** <http://www.septic.umn.edu/owners/index.htm> or call the Onsite Hotline with questions at 800-322-8642.

### Shoreland Alteration Fact Sheets

(Docks, Rip Rap, Sand Blankets, Ice Ridges)

[http://www.dnr.state.mn.us/publications/waters/shoreline\\_alteration.html](http://www.dnr.state.mn.us/publications/waters/shoreline_alteration.html)

### Shoreland Landscaping:

The Water's Edge:

<http://files.dnr.state.mn.us/assistance/backyard/shorelandmgmt/savewateredge.pdf>

Lakescaping and Shoreland Restoration: <http://www.dnr.state.mn.us/lakescaping/index.html>

Restore Your Shore CD: [www.dnr.state.mn.us/restoreyourshore/index.html](http://www.dnr.state.mn.us/restoreyourshore/index.html)

Living Shore Video/DVD: A 17-minute video showing the importance of leaving a natural buffer zone on the shore; check with your county Extension Office for a loaner copy.

*Lakescaping for Wildlife and Water Quality*: available in Minnesota Book Stores

**CITY OF ROCKVILLE, MN  
RESOLUTION NO. 2017-72**

**A RESOLUTION GRANTING A VARIANCE TO EXCEED THE 20 PERCENT MAXIMUM  
ALLOWABLE IMPERVIOUS SURFACE.**

WHEREAS, A request has been received from Daniel and Theresa Dullinger for a variance to the Lake Shore Impervious Surface Requirements and;

WHEREAS, Total lot area is 24,626 sf of which 15% is 3,694 sf and 20% is 4,925 sf allowed, proposed is 5,894 sf of which 969 sf is over the 20% allowed.

WHEREAS, The Rockville Planning Commission held a Public Hearing on November 7, 2017, 6:00 p.m., and;

WHEREAS, Proper notification and publication had been given, and;

WHEREAS, all persons were given an opportunity to be heard on said request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROCKVILLE, STEARNS COUNTY, MINNESOTA:

1. Said request is hereby approved with the requirement that property owner mitigate 2,200 square feet of run off.
2. Said approval will not create undue hardship, is a unique circumstance, and applies to the individual property.
3. That granting of the variance will not be detrimental to the public health, safety, comfort and general welfare of the City.

Adopted this 8<sup>th</sup> day of November, 2017  
ATTEST:

\_\_\_\_\_  
MARTIN M. BODE  
CITY ADMINISTRATOR

\_\_\_\_\_  
DUANE WILLENBRING  
MAYOR

**Daniel & Theresa Dullinger**

**STAFF REPORT**

November 7, 2017

Rockville Planning Commission; City Council

Re: Variance Request From:

Owners: Daniel & Theresa Dullinger  
Property Address: 11193 Hubert Lane  
Parcel No. 76.42189.0038

Variance(s) Requested:

1. To exceed the 20 percent impervious surface requirement in a Shoreland Overlay District on Grand Lake, a General Development Lake.

Relevant Information:

1. Construct 30 x 30 addition
2. Property contains 24,626 square feet more or less
3. 15% is 3,694 sf
4. 20% is 4,925 sf
5. 25% is 6,157 sf
6. Proposed is 5,894 (23.9%)
7. 13 notices of public hearing were sent out

**RECOMMENDATION**

1. Consider Approval with stipulation of installation of a rain garden for mitigation of 2,200 sf of run off.

Submitted by:  
Martin M. Bode  
Zoning Administrator

Dullinger, Daniel & Theresa Impervious.11.07.17

**CITY OF ROCKVILLE**  
**APPLICATION FOR VARIANCE REQUEST: Fee \$200**  
**RECORDING FEE \$ 46.00 (PER DOCUMENT)**

**Need separate checks: 1 for variance request & 1 for recording fee(s)**

Need a Copy of Deed

**PLEASE NOTE:** ANY COSTS (i.e. LEGAL, ENGINEERING, ADMINISTRATIVE, STEARNS COUNTY FEES, ETC) INCURRED OVER AND ABOVE THE APPLICATION FEE ARE THE RESPONSIBILITY OF THE PETITIONER

PROPERTY LOCATION/ADDRESS: 11193 Hubert Lane Cold Spring, MN 56320

LEGAL DESCRIPTION: Lot 022 Block<sup>002</sup> PARCEL#: 76.42189.0038 ZONING: \_\_\_\_\_

(Now year round home)  
EXPLANATION OF REQUEST: Owner desires addition to home to add rooms and some storage, connect to garage, and revamp all home systems including new electric panel, Furnace, and up to code and centralized systems  
Provide individual property owner names/addresses within 350 feet or nearest 10 property owners, whichever is greatest.

If replacing an existing structure, what will be done with the old structure? N/A

Has a variance request been made previously on this property? No If yes, when? \_\_\_\_\_  
Not that I am aware. 5

**PROPERTY OWNER:**

Name (Print): <u>Daniel J. Theresa Dullinger</u> Phone: <u>612-812-0487 (cell)</u>			
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>	
Address: <u>11193 Hubert Lane, Cold Spring MN 56320</u>			
Signature (required): <u>Daniel Dullinger</u>		Date: <u>9-21-2017</u>	
*Signature of property owner shall serve as acknowledgement and authorization of this request.			

**APPLICANT:**

Name (Print): <u>Daniel J. Dullinger</u> Phone: <u>612-812-0487</u>	
Address: <u>11193 Hubert Lane Cold Spring MN 56320</u>	
Signature (required): <u>Daniel Dullinger</u> Date: <u>9-21-2017</u>	
<small>(I hereby certify that I have read the above information and I agree with the terms).</small>	

**STAFF USE ONLY:**

Permit# <u>17-02V</u>	
R# _____	Variance Application Fee Check # <u>8950</u> Date <u>9-27-17</u> 101.41000.34103 \$200.00
R# _____	Reimb. for Invoice Check# <u>8951</u> Date <u>9-27-17</u> 101.41000-34102 \$46.00

## VARIANCE JUSTIFICATION FORM

Please use this form to explain how your variance request meets the three requirements for a variance.

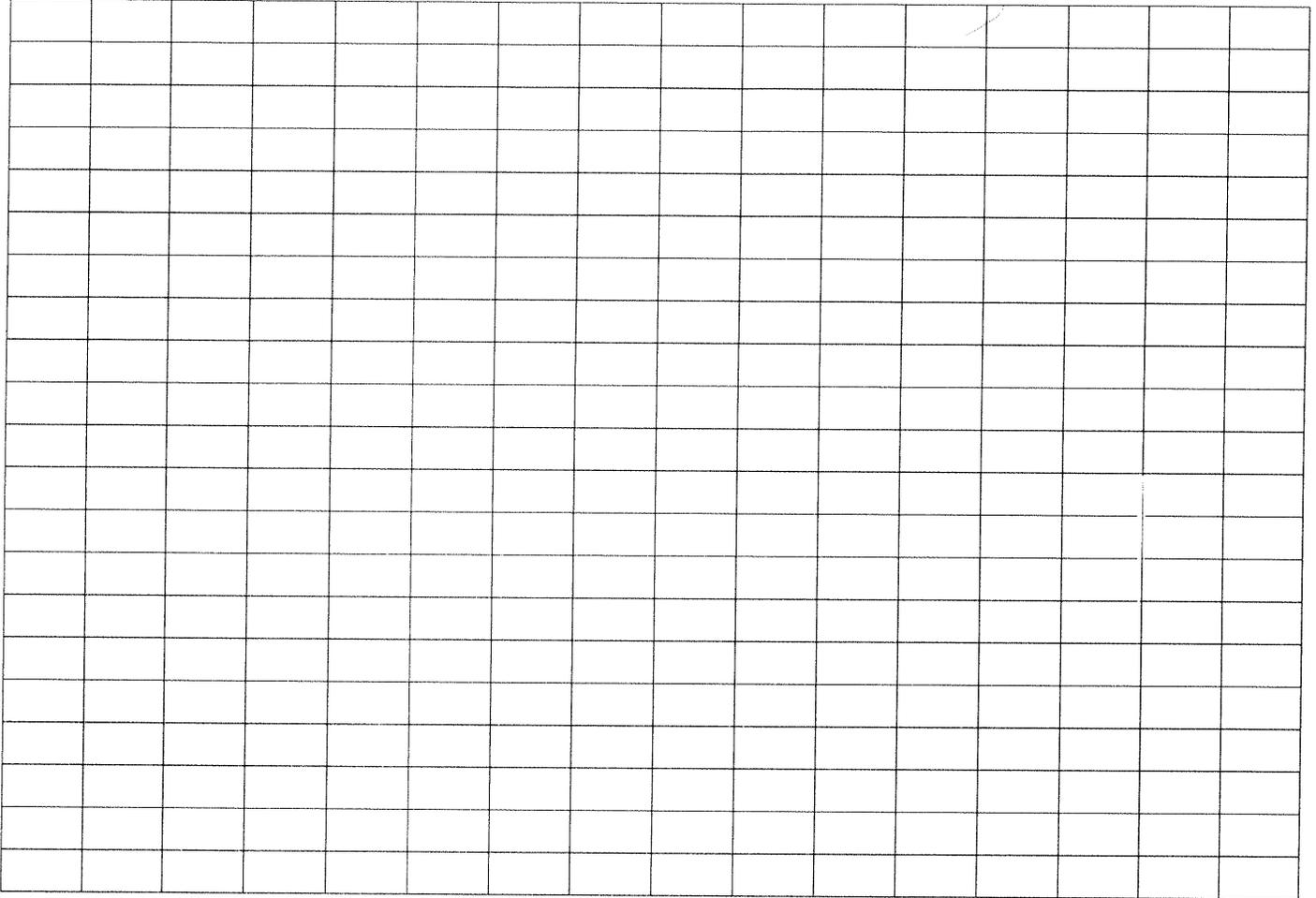
• Very big great room but the rest of home is very small.

- Practical difficulties:
  - Seasonal home, purchased for primary year-round use, lacks in bedrooms and storage. Typical very small bedrooms, only two, and layout and infrastructure typical with seasonal, not year-round, home.
  - Little room for desired family times together. (very limiting)
  - Only one bathroom
  - Need office space for two reasons 1. Work from home (Day Job)
  - \* • outdated electrical & Plumbing. Desire new centralized, up to code, infra-structures systems at my church - need place to work (office)
  - Unique circumstances:
    - All utility appliances are in closets in bedroom, bathroom, and kitchen. ex: (Electrical panel in Kitchen Cupboard) No room anywhere else.
    - Extreme lack of storage and closets in home.
    - Outdated exterior and interior
    - In general property lacks - interior home space, can't be put to reasonable use in the way we wish to use it as is. The addition, extra garage space (about 8x24) storage, centralized and updated infrastructure room, new office area, extra Bath, and master bedroom, would greatly enhance our family enjoyment and use of the property.
- Applies to the Individual Property:
  - An addition & remodel would increase value and essential character of property, which is consistent with several homes on Hubert Lane.
  - \* • Nice, but unusually large, parking area (over 2500 sq. ft.) is causing need for variance, not home size.

A variance cannot be granted unless evidence is presented that satisfies, at a minimum, the three conditions above. Failure to adequately provide such information may result in a denial or your request for a variance.  
 (Attach additional sheets if necessary).

**USE THE BACK OF THIS FORM TO LIST ALL ADJOINING PROPERTY OWNERS WITHIN 350 FEET OR NEAREST 10 PROPERTY OWNERS, WHICHEVER IS GREATEST.**

See ~~attached~~ Site Plan



The undersigned hereby certifies that they are the owner of the property located at:

---

---

And hereby agrees to locate the proposed \_\_\_\_\_ as shown by the diagram above if a variance is granted, and further certifies that the block plan shown by the diagram above is a current and correct plan of structures that exist on said property.

*Daniel J. Stullinger*  
Signature of Applicant

9-21-2017  
Date

(I hereby certify that I have read the above information and I agree with the terms).

---

**Staff Use only:**

Zoning Administrator reviewed Variance Application.

1. Referred to City Attorney and/or City Engineer: Date \_\_\_\_\_

Why: \_\_\_\_\_

2. Determination made & why: \_\_\_\_\_

( ) Complete Application

( ) Incomplete Application Why: \_\_\_\_\_

Applicant was notified for additional information: Date \_\_\_\_\_ in which the information needs to be turned in by. \_\_\_\_\_ in person \_\_\_\_\_ by phone \_\_\_\_\_ email

Staff \_\_\_\_\_ Date \_\_\_\_\_

---

**APPEALS AND ADMINISTRATIVE DECISIONS**

Appeals of decisions of the Zoning Administrator will be heard by the City Council provided that the person making the appeal files an application for a hearing within thirty (30) days after the decision to be appealed was delivered to the applicant by the Zoning Administrator. The following procedure will be followed:

1. **Application**. The person making the appeal must apply for a hearing before the City Council on forms provided by the Zoning Administrator.
2. **Notice and Hearing**. The City Council will schedule a hearing on the appeal.
  - A. At least ten (10) days prior to the hearing a notice will be published in the official county newspaper.
  - B. The City Council will make their decision within thirty (30) days of the public hearing or may extend the time for consideration as permitted by state law.

**LAPSE OF VARIANCE**

If within one (1) year after granting a Variance the work permitted is not started, such variance shall become null and void unless a petition for an extension has been approved by the City Council.

**THE STEPS:**

1. Provide a complete application by the 2<sup>nd</sup> Tuesday of the month to be on the following month's Planning Commission Agenda.
2. **DATE:** \_\_\_\_\_ Planning Commission –May schedule a site visit; hold the public hearing at their meeting and make a recommendation to the Council at the next City Council meeting.
3. **DATE:** \_\_\_\_\_ Council - (Meets 3<sup>rd</sup> Wednesday of month) Makes the final decision–if Council grants the Variance Request.
4. Applicant:
  - ◆ If applicant waits for Council approval before providing the plans the next step is to fill out the Building Permit Application & provide 2 full sets of plans to City Hall.
  - ◆ If Applicant provided the Building Permit Application & 2 full sets of plans with the variance request. The applicant will need to notify City Hall that the plans that are on file are correct. This process will not be forwarded to the Building Official until applicant contacts City Hall.

**DATE:** \_\_\_\_\_ **Applicant should call City Hall.**
5. Building Official-Reviews the plans (allow 4-6 days). Once City Hall receives the plans back, Staff will notify the Applicant with the cost of the building permit.

  
\_\_\_\_\_  
**(Applicant Signature)**

\_\_\_\_\_  
9-21-2017  
**Date**

(I hereby certify that I have read the above information and I agree with the terms.)

# CITY OF ROCKVILLE

229 Broadway Street East

P.O. Box 93

Rockville MN 56369

Phone 320-251-5836

Fax 320-240-9620



Duane Willenbring, Mayor  
Vince Schaefer, Councilor  
Don Simon, Councilor  
Richard Tallman, Councilor  
Jerry Tippelt, Councilor

Martin M. Bode, City Administrator  
Judy Neu, Finance/Billing Clerk/Admin Asst.  
Nick Waldbillig, Public Works Director  
Gene Van Havermaet Maintenance/Mechanic  
Debbie Weber, Administrative Assistant

*Rockville City is an equal opportunity provider and employer*

## NOTICE OF PUBLIC HEARING CITY OF ROCKVILLE

Notice is hereby given that the Rockville City Planning Commission will hold a public hearing on **Tuesday, November 07, 2017 at approximately 6:00 p.m. at Fire Hall 24001 Firehall Lane** to consider the request of Daniel J. & Theresa A. Dullinger for a variance from Lot Coverage Requirements. The address of the property is: 11193 Hubert Lane Rockville, MN with a legal description of: Lot 22, Block 2, Stearns County Boundary Commission Plat Number 1, Stearns County, Minnesota.

The request is to construct a 30x30 addition in the R-1 District. Variances are required for: Impervious surface lot coverage.

All persons attending the hearing and wishing to address the Planning Commission will have an opportunity to do so. Those not able to be present at this meeting should submit their opinions in writing to the Rockville City Administrator/Clerk, P.O. Box 93, Rockville, MN 56369 prior to the hearing.

Martin M. Bode  
City Administrator/Clerk

Publish 10.24.17  
*Cold Spring Record*

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-w, Whitten Building, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice & tdd). USDA is an equal opportunity provider and employer.

Dullinger, Dan Lot Coverage Variance.2017.wd.doc

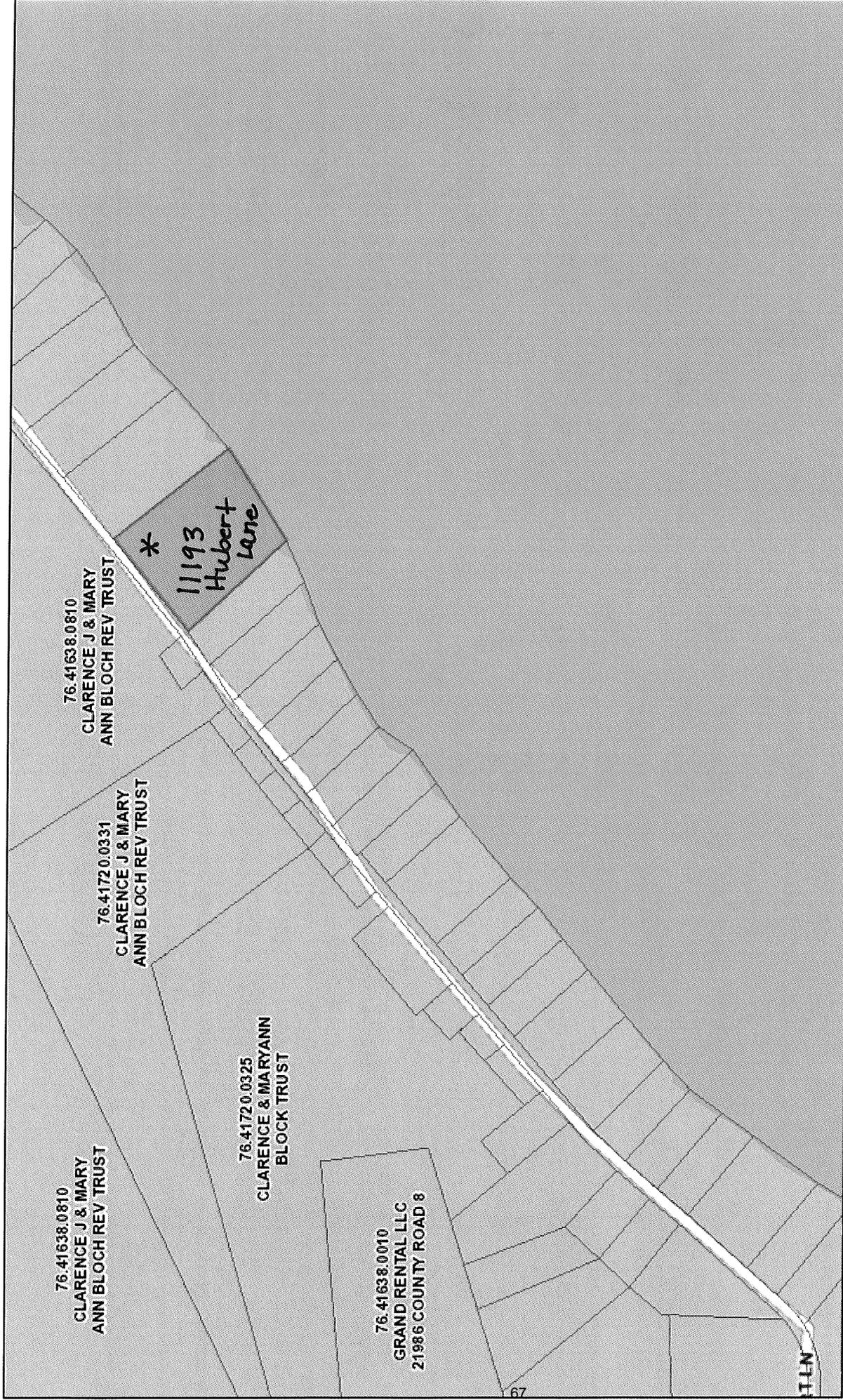
BETTY SEYMOUR  
CARL VAN RAVENSWAAY  
CLARENCE J & MARY ANN BLOCH REV TRUST  
DANIEL DULLINGER  
ERVIN R & KATHLEEN M LAUER  
GARY A & FAYE L MROZEK  
JAMES E SLATTERY  
LINDA SCHINDELE  
MARY C SULLIVAN  
MATTHEW J DOKE  
RANDY J SEYKORA  
SCOTT A & LISA M DOMBROVSKI  
VERNON & E G ROSCKES TRUST

812 28TH AVE N  
5045 1ST ST W  
21990 COUNTY ROAD 8  
11193 HUBERT LN  
8937 LOGAN AVE S  
1314 WEST OAKES DR  
4430 GLACIER LN  
822 GOLF VIEW LN  
11016 INDEPENDENCE AVE N  
2221 CHELMSFORD LN  
11181 HUBERT LN  
11245 HUBERT LN  
3255 COUNTY ROAD 10

SAINT CLOUD MN 56303  
MONTEVIDEO MN 56265  
COLD SPRING MN 56320  
COLD SPRING MN 56320  
BLOOMINGTON MN 55431  
ST CLOUD MN 56303-0927  
PLYMOUTH MN 55446  
ST CLOUD MN 56301-5913  
CHAMPLIN MN 55316  
SAINT CLOUD MN 56301  
COLD SPRING MN 56320  
COLD SPRING MN 56320-9506  
WATERTOWN MN 55388-9341

13 Notices.

# SEH SmartConnect Map



76.41638.0810  
CLARENCE J & MARY  
ANN BLOCH REV TRUST

76.41720.0331  
CLARENCE J & MARY  
ANN BLOCH REV TRUST

76.41720.0325  
CLARENCE & MARYANN  
BLOCK TRUST

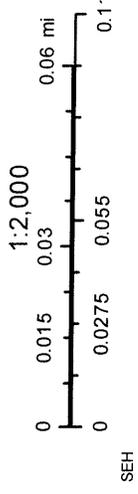
76.41638.0010  
GRAND RENTAL LLC  
21986 COUNTY ROAD 8

\*  
11193  
Hubert  
Lane

October 18, 2017

□ Parcels

▣ Municipal Boundaries



STATE OF MINNESOTA )  
 )ss.  
COUNTY OF STEARNS )

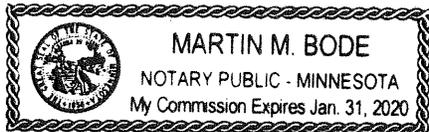
**AFFIDAVIT OF SERVICE**

Debbie Weber, being duly sworn, on oath says that at the City of Rockville in said County and State, on the **18th** day of **October, 2017**, he/she served the annexed Notice on see attachment, the person therein named, personally, by then and there handing to and leaving with him/her a true and correct copy of said Notice.

  
\_\_\_\_\_  
Signature

Subscribed and sworn to before me this 18 day of October, 2017.

  
\_\_\_\_\_  
Notary Public Signature



Notary Public Stamp

# Blow up and detail of addition

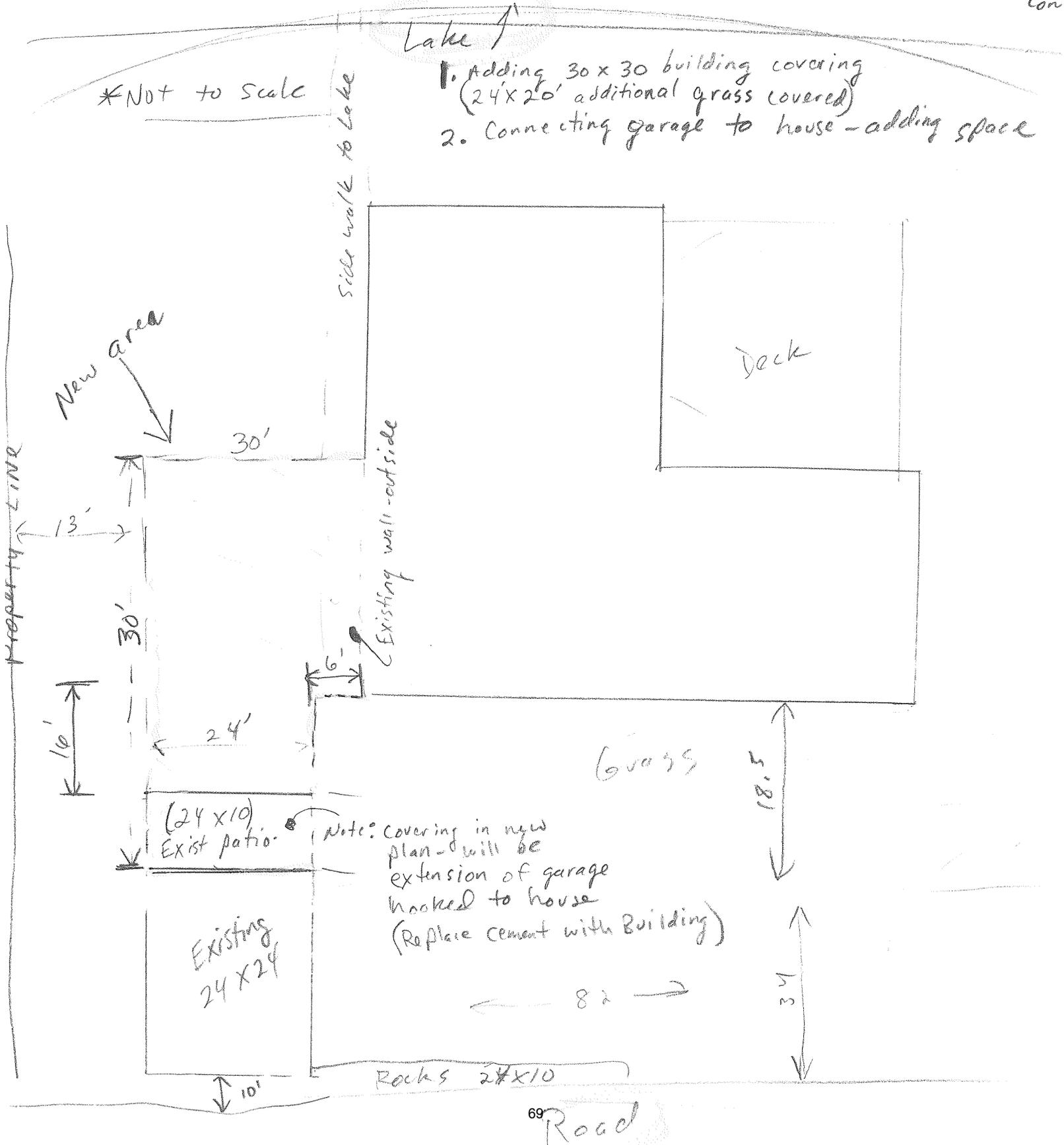
Site Plan

Page 2

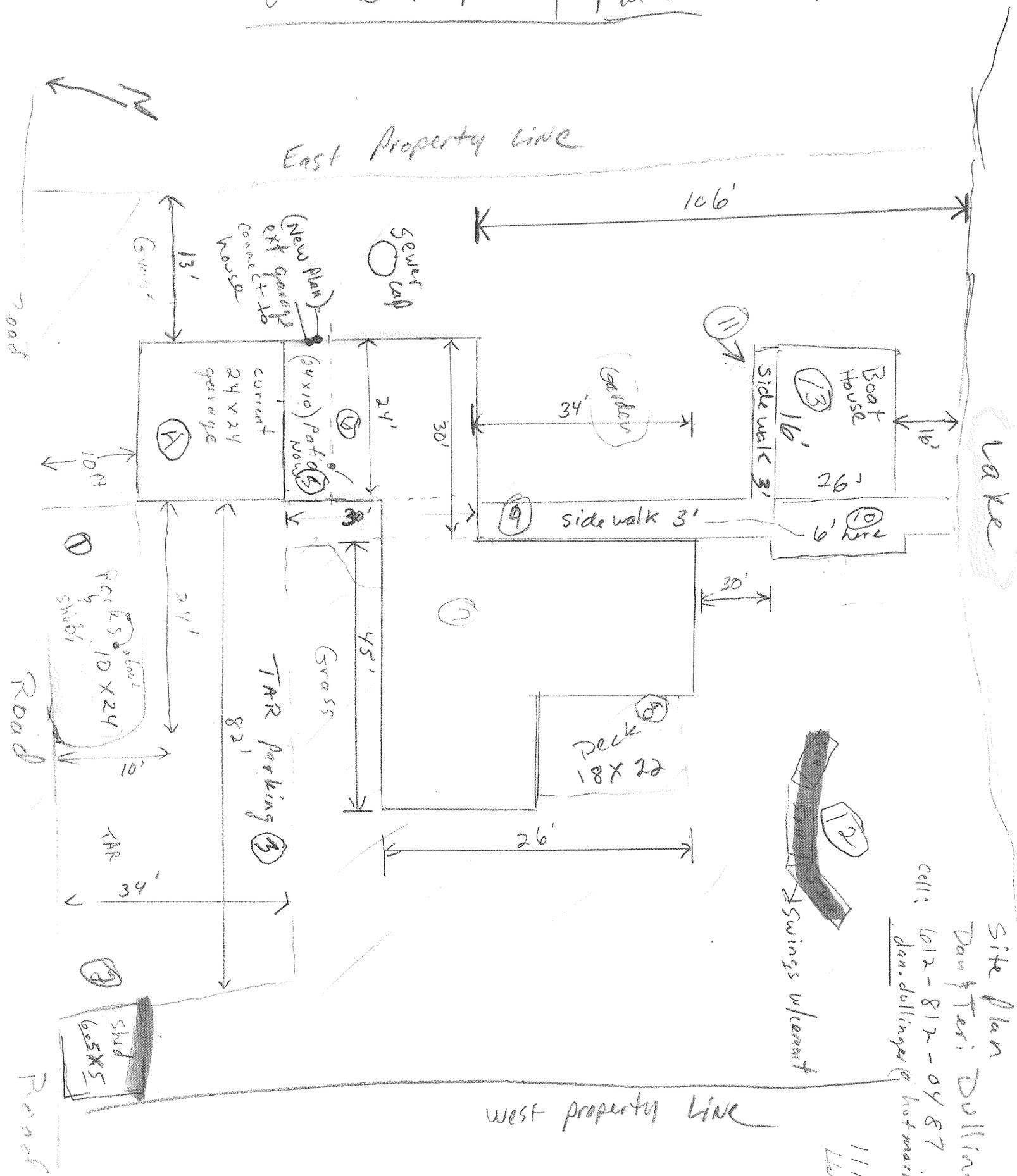
Dan & Teri Dullinger

Cell: 612-812-0487

email: dan.dullinger@hotmail.com

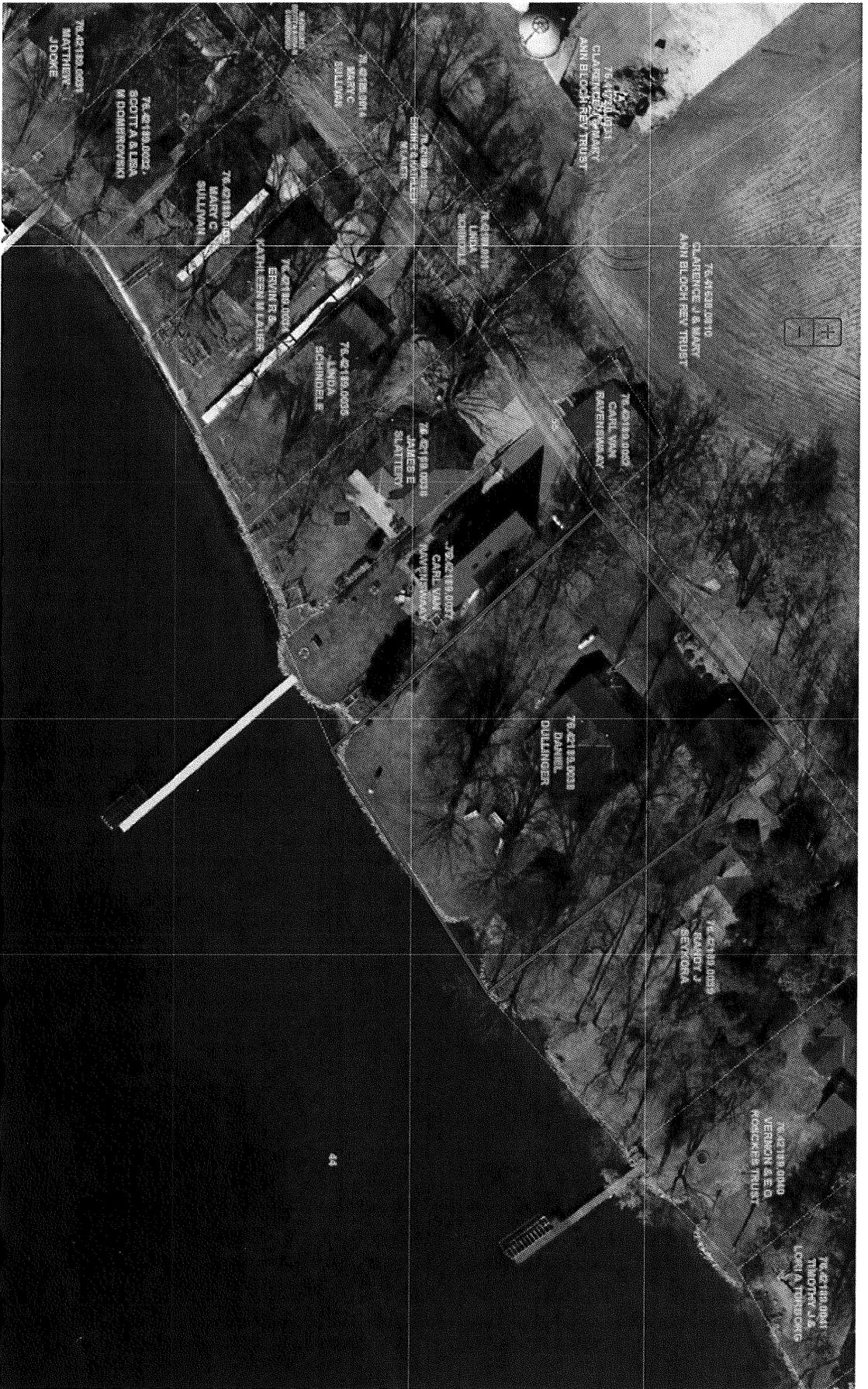


# Whole Property Plan



Site Plan  
 Danteri Dullinger  
 cell: 612-812-0487  
 dan.dullinger@hotmail.com

11193  
 Heber  
 Lane



- Search
- Layers
- Draw
- Measure
- Legend

Login

32  
72  
14  
26  
12  
03



**RANDY R. SCHREIFELS**  
Stearns County Auditor-Treasurer  
Administration Center Rm. 136 PO Box 728  
St. Cloud, MN 56302-0728  
Phone #: 320-656-3870  
Website: www.co.stearns.mn.us

Pin Number: 76.42189.0038  
Parties of Interest: LAURA J BALKO TRUST

LAURA J BALKO TRUST  
11193 HUBERT LN  
COLD SPRING MN 56320-9531



# Property Tax Statement 2017

VALUES AND CLASSIFICATION <i>Sent in March 2016</i>			
Step	Taxes Payable Year:	2016	2017
1	Estimated Market Value:	\$304,700	\$307,100
	Homestead Exclusion:	\$9,800	\$9,600
	Taxable Market Value:	\$294,900	\$297,500
	New Improvements/Expired Exclusions:		
	Property Classification:	Res Hstd	Res Hstd

Step	PROPOSED TAX	
2	Proposed Tax:	\$4,206.00

Step	PROPERTY TAX STATEMENT	
3	First-half Taxes Due May 15, 2017:	\$2,155.00
	Second-half Taxes Due October 16, 2017:	\$2,155.00
	Total Taxes Due in 2017:	\$4,310.00

**REFUNDS? \$\$\$** You may be eligible for one or even two refunds to reduce your property tax.

## 2017 Property Tax Statement

**Pin Number:**  
76.42189.0038

**Property Address:**  
11193 HUBERT LN  
COLD SPRING MN 56320

**Property Description:**  
SubdivisionName STEARNS CO  
BOUNDARY COMM PL 1 Lot 022 Block  
002 SubdivisionCd 76030 Section 21  
Township 123 Range 029

---

**Special Assessment Breakdown**

2017 SOLID WASTE FEE	\$10.00
----------------------	---------

---

**Special Assessment Total** **\$10.00**

Taxes Payable Year:		2016	2017
1. Use this amount on form MIPR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. <input type="checkbox"/>			\$4,300.00
2. Use these amounts on Form MIPR to see if you are eligible for a special refund.		\$4,046.00	
Tax and Credits	3. Your property taxes before credits	\$4,046.00	\$4,300.00
	4. Credits that reduce your property taxes		
	A. Agricultural market value credits	\$0.00	\$0.00
	B. Other Credits	\$0.00	\$0.00
	5. Property taxes after credits	\$4,046.00	\$4,300.00
Property Tax by Jurisdiction	6. County STEARNS COUNTY	\$1,523.24	\$1,556.70
	7. City/Township ROCKVILLE CITY	\$1,383.95	\$1,440.59
	8. State General Tax	\$0.00	\$0.00
	9. School District ISD 0742 ST CLOUD		
	A. Voter approved levies	\$117.96	\$359.15
	B. Other local levies	\$981.07	\$904.92
	10. Special Taxing Districts		
	HRA	\$11.70	\$11.60
	Watershed	\$23.18	\$23.88
	Regional Rail Authority	\$4.90	\$3.16
	11. Non-school voter approved referenda levies	\$0.00	\$0.00
	12. Total Property tax before special assessments	\$4,046.00	\$4,300.00
<b>13. Special Assessments on Your Property</b>			
See Left for Breakdown of Special Assessments			
Special Assessment Totals			
	Principal	\$10.00	\$10.00
<b>14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS</b>		<b>\$4,056.00</b>	<b>\$4,310.00</b>



Detach this stub and return with your second half payment.  
**2nd Half Payment Stub - Payable 2017**  
To avoid penalty, pay on or before October 16, 2017



Total Property Tax for 2017 \$4,310.00  
**2nd Half Tax Amount** **\$2,155.00**  
 Penalty \_\_\_\_\_  
**2nd Half Total Amount Due** \_\_\_\_\_

PIN: 76.42189.0038  
 BILL NUMBER: 2115823  
 TAXPAYER: LAURA J BALKO TRUST  
 11193 HUBERT LN  
 COLD SPRING MN 56320-9531

Paid By \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:**  
 Randy R. Schreifels  
 Stearns County Auditor-Treasurer  
 PO Box 728  
 St Cloud, MN 56302-0728



Dullinger Property Deed

97  
1,105.50  
7.20.17  
46 00  
50-00  
50-wdc

OFFICE OF COUNTY RECORDER  
STEARNS COUNTY, MINNESOTA

Document: A1500536

Certified, Filed, and/or Recorded on

July 20, 2017 2:56 PM

DIANE GRUNDHOEFER  
STEARNS COUNTY RECORDER



NO DELINQUENT TAXES AND  
TRANSFER ENTERED

DATE 7/20/2017

AUDITOR Randy R. Schriefel

DEPUTY Brenda Stanger  
76.42189.0038

Form No. 37-M  
TRUSTEE'S DEED

by Individual(s) to Joint Tenants

Date: **July 18, 2017**  
E-CRV No. 690745  
DEED TAX DUE: \$ 1,105.50

FOR VALUABLE CONSIDERATION, **Everett E. Balko** and **Laura J. Balko**, as Trustee(s) of **Laura J. Balko Living Trust Dated August 5, 1996**, Grantor(s), hereby convey(s) to **Theresa Dullinger and Daniel Dullinger**, Grantee(s) as Joint Tenants, real property in **Stearns** County, Minnesota, described as follows:

Legal Description attached hereto as Exhibit A and by this reference incorporated herein.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

The Seller certifies that the Seller does not know of any wells on the described real property.

A well disclosure certificate accompanies this document or has been electronically filed.  
(if electronically filed, Insert WDC number \_\_\_\_\_)

I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

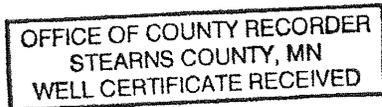




EXHIBIT 'A'

Lot 22, Block 2, Stearns County Boundary Commission Plat Number 1, Stearns County,  
Minnesota.

PAYMENT DATE  
**07/20/2017**  
 COLLECTION STATION  
**030 TREAS SARA # 4**  
 RECEIVED FROM  
**FIRST AMERICAN TITLE**  
 DESCRIPTION

RANDY R. SCHREIFELS  
 STEARNS COUNTY AUDITOR-TREASURER  
 705 COURTHOUSE SQ RM-136/PO BOX 728  
 ST CLOUD MN 56302-0728  
 (320) 656-3870

BATCH NO.  
 2017-07001745  
 RECEIPT NO.  
 2017-00015281

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																											
DEED	DEED TAX % DEED DULLINGER 01 2145 DUE TO STATE DEED TAX \$1,105.50  Payments: <table border="1" data-bbox="462 640 1161 913"> <thead> <tr> <th>Type</th> <th>Detail</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Check</td> <td>333110101</td> <td>\$1,105.50</td> </tr> <tr> <td></td> <td>Total Cash</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>Total Check</td> <td>\$1,105.50</td> </tr> <tr> <td></td> <td>Total Charge</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>Total Other</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>Total Remitted</td> <td>\$1,105.50</td> </tr> <tr> <td></td> <td>Change</td> <td>\$0.00</td> </tr> <tr> <td></td> <td>Total Received</td> <td>\$1,105.50</td> </tr> </tbody> </table>	Type	Detail	Amount	Check	333110101	\$1,105.50		Total Cash	\$0.00		Total Check	\$1,105.50		Total Charge	\$0.00		Total Other	\$0.00		Total Remitted	\$1,105.50		Change	\$0.00		Total Received	\$1,105.50	\$1,105.50
Type	Detail	Amount																											
Check	333110101	\$1,105.50																											
	Total Cash	\$0.00																											
	Total Check	\$1,105.50																											
	Total Charge	\$0.00																											
	Total Other	\$0.00																											
	Total Remitted	\$1,105.50																											
	Change	\$0.00																											
	Total Received	\$1,105.50																											
Total Amount:		\$1,105.50																											

**CITY OF ROCKVILLE  
RESOLUTION NO. 2017-73**

**RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT TO BE KNOWN AS  
PLEASANT ESTATES PLAT 3  
AND  
REZONE FROM AG-40 TO R-1**

**WHEREAS, James E. Voigt and Jacqueline A. Voigt presented a preliminary and final plat to be known as Pleasant Estates Plat 3, and;**

**WHEREAS, Planning Commission held a Public Hearing on November 7, 2017; and**

**WHEREAS, persons wishing to address the Planning Commission were given an opportunity to do so.**

**WHEREAS, proper notification and publication had been given.**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROCKVILLE, STEARNS COUNTY, MINNESOTA:**

- 1. Said preliminary & final plat are hereby approved as presented.**
- 2. Said property is Rezoned from Ag-40 to R-1**

**LEGAL DESCRIPTION**

All that part of Government Lot 3, Section 1, Township 123, Range 29, Stearns County, Minnesota, and all that part of the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4), Government Lot 7, and Government Lot 8, Section 2, Township 123, Range 29, Stearns County, Minnesota, lying southeasterly of Block 2, PLEASANT ESTATES, and lying southeasterly of PLEASANT ESTATES PLAT 2, and lying southerly, northwesterly and northeasterly of the following described line:

Commencing at the most northerly corner of Lot 7, Block One, said PLEASANT ESTATES PLAT 2;

thence South 56 degrees 29 minutes 21 seconds East, assumed bearing along the northeasterly line of said Lot 7 for 178.13 feet to the most easterly corner of said Lot 7, being the point of beginning;

thence continue South 56 degrees 29 minutes 21 seconds East 315.00 feet;

thence South 24 degrees 52 minutes 29 seconds West 584.05 feet;

thence South 51 degrees 29 minutes 49 seconds West 193.97 feet;

thence North 40 degrees 43 minutes 53 seconds West 175.00 feet;

thence South 49 degrees 47 minutes 32 seconds West 408.66 feet;

thence South 49 degrees 42 minutes 17 seconds West 333.52 feet;

thence South 60 degrees 57 minutes 18 seconds West 615.32 feet;

thence South 69 degrees 21 minutes 45 seconds West 564.46 feet;

thence North 11 degrees 21 minutes 45 seconds West 260.00 feet to the southwesterly corner of Lot 14, Block 2, said PLEASANT ESTATES, and there terminating.

**ADOPTED THIS 8<sup>TH</sup> DAY OF NOVEMBER, 2017.**

---

**DUANE WILLENBRING**  
**MAYOR**

**ATTEST**

---

**MARTIN M. BODE**  
**CITY ADMINISTRATOR/CLERK**

**JAMES AND JACQUELINE VOIGT STAFF REPORT  
NOVEMBER 7, 2017**

RE: SUBDIVIDE PROPERTY, PRELIMINARY AND FINAL PLAT AND REZONE  
Parcel I.D.No. 76.41601.0620 and 76.41600.0415 - Section 11, Township 123, Range 029

Owner: James and Jacqueline Voigt  
Property Address: 25614 Pleasant Road  
Plat know as: Pleasant Estates Plat 3

**REQUEST**

1. Preliminary and Final Plat approval of seventeen (17), 1 acre +/- outlots.
2. Rezone outlots from Ag-40 to R-1
3. Developers Agreement

**RELEVANT INFORMATION**

1. Property is zoned A-40.
2. There are seventeen (17), 1 acre +/- outlots being proposed to be sub-divided.
3. Purpose is to offer the adjacent non-riparian property owners the opportunity purchase outlots that are adjacent to their properties.
4. Concept Plan was reviewed by Planning Commission and Council in April of 2017.
5. 50 Public Hearing notices were mailed out
6. Is consistent with the City's Comprehensive Plan.

**RECOMMENDATION**

Consider Approval of:

1. Preliminary and Final Plat
2. Rezone outlots from Ag-40 to R-1
3. Developers agreement

Submitted by:  
Martin M. Bode  
Zoning Administrator

Jim and Jacqueline pre.final plat Staff Report 11.07.17

**CITY OF ROCKVILLE**  
**APPLICATION FOR PRELIMINARY PLAT**  
**PLATTING FEE: 1-3 Lots \$300      4-10 Lots \$500**  
**X 11-40 Lots \$1500      Over 40 Lots \$5000**

**PLEASE NOTE:** ANY COSTS (i.e. LEGAL, ENGINEERING, ADMINISTRATIVE, ETC) INCURRED OVER AND ABOVE THE APPLICATION FEE ARE THE RESPONSIBILITY OF THE PETITIONER

Date of Pre-Application Meeting: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Parcel # P10 76.41601.0620 AND 76.41600.0415

Name of Plat PLEASANT ESTATES PLAT 3 Plat File # \_\_\_\_\_

Plat Location: Section 1&2 Township 123 Range 29

Legal Description SEE ATTACHED  
\_\_\_\_\_  
\_\_\_\_\_

Land is presently zoned AG Zone Requested R-1 Total Amount of land involved: Acres 16.19

Owners Name JAMES E. & JACQUELINA VOIGT Phone 320.251-7965  
First Name Middle Initial Last Name

Address 25614 PLEASANT ROAD SC 56301 Email: \_\_\_\_\_

Developers Name SAME Phone \_\_\_\_\_

Address \_\_\_\_\_

Surveyors Name SAM DeLeo KLD, Inc. Phone 320-259-1266 Fax 259-8811

Address 13 11th Ave No SC 56303 Email: deleo@KLDLAND.COM

**The following must be submitted with the preliminary plat:**

- Septic System Site Evaluations
- Wetland Delineation & Report
- Grading plan for streets located within the plat boundary
- Proof of ownership (copy of tax statement or deed)
- Required fee as noted above

**Required Information**

Five (5) 24"x 36" and (15) 11"x17" copies of the preliminary plat, plus any additional copies deemed necessary.

S. D. G. Date 10-19-2017  
Signature of person submitting plat

Complete Application date \_\_\_\_\_

R# \_\_\_\_\_ Preliminary Plat Fee Check # 1478 Date 10-19-17 101.41000.34103 \$ 1500.00 Permit # 17-02P  
Preliminary Plat Application.forms.wp 17-02P

**P A I D**

**CITY OF ROCKVILLE, MINNESOTA  
APPLICATION FOR FINAL PLAT  
PLATTING FEE: \$300.00**

**PLEASE NOTE:** ANY COSTS (i.e. LEGAL, ENGINEERING, ADMINISTRATIVE, ETC) INCURRED OVER AND ABOVE THE APPLICATION FEE ARE THE RESPONSIBILITY OF THE PETITIONER

Date of Pre-Application Meeting: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Parcel # PID 76.41601.0620 &  
76.41600.0415

Name of Plat PLEASANT ESTATES PLAT 3 Plat File # \_\_\_\_\_

Plat Location: Section 1 & 2 Township 123 Range 29

Legal Description SEE ATTACHED  
\_\_\_\_\_  
\_\_\_\_\_

Land is presently zoned AG Zone Requested R1 Total Amount of land involved: Acres \_\_\_\_\_

Owners Name JAMES E. & JACQUELINE A VOIGT Phone 320-251-7965  
First Name Middle Initial Last Name

Address \_\_\_\_\_ Email: \_\_\_\_\_

Developers Name SAWE Phone \_\_\_\_\_

Address \_\_\_\_\_

Surveyors Name SAM DELEO KLD Inc Phone 259-1266 Fax 259-8811

Address 13 11th Ave No. St. Cloud mn 56303

**The following must be submitted with the final plat:**

- \_\_\_ Applicant must submit at least ten (10) working days before the next regularly schedule Planning Commission meeting
- \_\_\_ Provide Individual property owner names/addresses within 350 feet or nearest 10 property owners, whichever is greatest.
- \_\_\_ Other supplementary material enumerated in this Ordinance.

\_\_\_ Required fee as noted above

**Required Information**

Five (5) full-size 24"x 36" and Fifteen (15) 11"x17" of the final plat, plus any additional copies deemed necessary.

Sam DeLeo Date 10-19-2017  
Signature of person submitting plat

Complete Application Date: \_\_\_\_\_

R # \_\_\_\_\_ Final Plat Fee Check # 1478 Date 10-19-2017 101.41000.34103 \$300.00 Permit # 17-01F  
FinalPlat Application.forms.wp

**PAID**

**LEGAL DESCRIPTION**

All that part of Government Lot 3, Section 1, Township 123, Range 29, Stearns County, Minnesota, and all that part of the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4), Government Lot 7, and Government Lot 8, Section 2, Township 123, Range 29, Stearns County, Minnesota, lying southeasterly of Block 2, PLEASANT ESTATES, and lying southeasterly of PLEASANT ESTATES PLAT 2, and lying southerly, northwesterly and northeasterly of the following described line:

Commencing at the most northerly corner of Lot 7, Block One, said PLEASANT ESTATES PLAT 2;

thence South 56 degrees 29 minutes 21 seconds East, assumed bearing along the northeasterly line of said Lot 7 for 178.13 feet to the most easterly corner of said Lot 7, being the point of beginning;

thence continue South 56 degrees 29 minutes 21 seconds East 315.00 feet;

thence South 24 degrees 52 minutes 29 seconds West 584.05 feet;

thence South 51 degrees 29 minutes 49 seconds West 193.97 feet;

thence North 40 degrees 43 minutes 53 seconds West 175.00 feet;

thence South 49 degrees 47 minutes 32 seconds West 408.66 feet;

thence South 49 degrees 42 minutes 17 seconds West 333.52 feet;

thence South 60 degrees 57 minutes 18 seconds West 615.32 feet;

thence South 69 degrees 21 minutes 45 seconds West 564.46 feet;

thence North 11 degrees 21 minutes 45 seconds West 260.00 feet to the southwesterly corner of Lot 14, Block 2, said PLEASANT ESTATES, and there terminating.

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**RANDY R. SCHREIFELS**  
Stearns County Auditor-Treasurer  
Administration Center Rm. 136 PO Box 728  
St. Cloud, MN 56302-0728  
Phone #: 320-656-3870  
Website: www.co.stearns.mn.us

Pin Number: 76.41601.0620

Parties of Interest: VOIGT JAMES E & JACQUELINE A

JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797



# Property Tax Statement 2017

VALUES AND CLASSIFICATION *Set in March 2016*

Taxes Payable Year:	2016	2017
Estimated Market Value:	\$516,800	\$516,800
Homestead Exclusion:		
Taxable Market Value:	\$173,200	\$183,600
New Improvements Expired Exclusions:		
Property Classification:	Ag Hsd HST Rur Vac Land GREEN ACRES	Ag Hsd HST Rur Vac Land GREEN ACRES RURAL PRESERVE

Step	PROPOSED TAX	
2	Proposed Tax:	\$1,162.00

Step	PROPERTY TAX STATEMENT	
3	First-half Taxes Due May 15, 2017:	\$595.00
	Second-half Taxes Due November 15, 2017:	\$595.00
	<b>Total Taxes Due in 2017:</b>	<b>\$1,190.00</b>

**REFUNDS? \$\$\$** You may be eligible for one or even two refunds to reduce your property tax.

**2017 Property Tax Statement**

Pin Number:  
76.41601.0620

Property Address:

Property Description:  
74.58A SE4SE4 & LOTS 7 & 8 LESS  
PART PLATTED & LESS REGISTERED  
LAND SURVEY NO 12 Section 02  
Township 123 Range 29

Special Assessment Breakdown

Special Assessment Total **\$0.00**

Taxes Payable Year:	2016	2017
1. Use this amount on form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	\$0.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.	\$0.00	\$0.00
<b>3. Your property taxes before credits</b>	<b>\$1,044.00</b>	<b>\$1,190.00</b>
<b>4. Credits that reduce your property taxes</b>		
A. Agricultural market value credits	\$0.00	\$0.00
B. Other Credits	\$0.00	\$0.00
<b>5. Property taxes after credits</b>	<b>\$1,044.00</b>	<b>\$1,190.00</b>
<b>6. County STEARNS COUNTY</b>	<b>\$447.00</b>	<b>\$479.98</b>
<b>7. City/Township ROCKVILLE CITY</b>	<b>\$380.18</b>	<b>\$417.75</b>
<b>8. State General Tax</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>9. School District ISD 0742 ST CLOUD</b>		
A. Voter approved levies	\$31.61	\$109.72
B. Other local levies	\$173.52	\$170.61
<b>10. Special Taxing Districts</b>		
HRA	\$3.44	\$3.58
Watershed	\$6.81	\$7.38
Regional Rail Authority	\$1.44	\$0.98
<b>11. Non-school voter approved referenda levies</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>12. Total Property tax before special assessments</b>	<b>\$1,044.00</b>	<b>\$1,190.00</b>
<b>13. Special Assessments on Your Property</b>		
Sec Left for Breakdown of Special Assessments		
Special Assessment Totals	\$0.00	\$0.00
<b>14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS</b>	<b>\$1,044.00</b>	<b>\$1,190.00</b>

**2**

Detach this stub and return with your second half payment.  
**2nd Half Payment Stub - Payable 2017**  
To avoid penalty, pay on or before November 15, 2017



Total Property Tax for 2017	\$1,190.00
<b>2nd Half Tax Amount</b>	<b>\$595.00</b>
Penalty	_____
<b>2nd Half Total Amount Due</b>	_____

PIN: 76.41601.0620

BILL NUMBER: 2118528

Paid By \_\_\_\_\_

TAXPAYER: JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797

**MAKE CHECKS PAYABLE TO:**

Randy R. Schreifels  
Stearns County Auditor-Treasurer  
PO Box 728  
St Cloud, MN 56302-0728



Your canceled check is your receipt.

**1**

Detach this stub and return with your first half payment.  
**1st Half Payment Stub - Payable 2017**  
To avoid penalty, pay on or before May 15, 2017  
If your tax is \$100.00 or less pay the entire tax by May 15, 2017



Total Property Tax for 2017	\$1,190.00
<b>1st Half Tax Amount</b>	<b>\$595.00</b>
Penalty	_____
<b>1st Half Total Amount Due</b>	_____

PIN: 76.41601.0620

BILL NUMBER: 2118528

Paid By \_\_\_\_\_

TAXPAYER: JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797

**MAKE CHECKS PAYABLE TO:**

Randy R. Schreifels  
Stearns County Auditor-Treasurer  
PO Box 728  
St Cloud, MN 56302-0728



Your canceled check is your receipt.

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**RANDY R. SCHREIFELS**  
Stearns County Auditor-Treasurer  
Administration Center Rm. 136 PO Box 728  
St. Cloud, MN 56302-0728  
Phone #: 320-656-3870  
Website: www.co.stearns.mn.us

Pin Number: 76.41600.0415

Parties of Interest: VOIGT JAMES E & JACQUELINE A

JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797

61946



# Property Tax Statement 2017

VALUES AND CLASSIFICATION Sent in March 2016

Step	Taxes Payable Year:	2016	2017
1	Estimated Market Value:	\$725,600	\$725,600
	Homestead Exclusion:		
	Taxable Market Value:	\$348,400	\$349,200
	New Improvements/Expired Exclusions:		
	Property Classification:	Ag Hstid HST Rur Vac Land GREEN ACRES	Ag Hstid HST Rur Vac Land GREEN ACRES

Step	PROPOSED TAX	
2	Proposed Tax:	\$1,888.00

Step	PROPERTY TAX STATEMENT	
3	First-half Taxes Due May 15, 2017:	\$972.00
	Second-half Taxes Due November 15, 2017:	\$972.00
	<b>Total Taxes Due in 2017:</b>	<b>\$1,944.00</b>

**REFUNDS? \$\$\$** You may be eligible for one or even two refunds to reduce your property tax.

**2017 Property Tax Statement**

Pin Number:  
76.41600.0415

Property Address:

Property Description:  
136.79A NE4SW4, GOVT LT 3 LESS  
PART PLATTED, GOVT LT 2 LESS  
PARTS SOLD & LESS 17.30A ANNEX  
TO CITY & SW4NE3 LESS HWY &  
LESS PART COM NW COR-N88D E  
ALG N LN 367.46' TO POB-N88D E  
150'-S1D E 80.02'-S50D W 64.03'-S88D  
W 100'-N1D W 120.01' TO POB & LESS  
PART CO Section 01 Township 123  
Range 029

Special Assessment Breakdown

Special Assessment Total **\$0.00**

Taxes Payable Year:		2016	2017
1. Use this amount on form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.			
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		\$0.00	\$0.00
Tax and Credits	3. Your property taxes before credits	\$2,101.50	\$2,263.30
	4. Credits that reduce your property taxes		
	A. Agricultural market value credits	\$317.50	\$319.30
	B. Other Credits	\$0.00	\$0.00
	5. Property taxes after credits	<b>\$1,784.00</b>	<b>\$1,944.00</b>
Property Tax by Jurisdiction	6. County STEARNS COUNTY	\$764.58	\$785.40
	7. City/Township ROCKVILLE CITY	\$649.18	\$681.68
	8. State General Tax	\$0.00	\$0.00
	9. School District ISD 0742 ST CLOUD		
	A. Voter approved levies	\$53.97	\$179.05
	B. Other local levies	\$296.32	\$278.39
	10. Special Taxing Districts		
	HRA	\$5.87	\$5.85
	Watershed	\$11.63	\$12.04
	Regional Rail Authority	\$2.45	\$1.59
	11. Non-school voter approved referenda levies	\$0.00	\$0.00
12. Total Property tax before special assessments	<b>\$1,784.00</b>	<b>\$1,944.00</b>	
13. Special Assessments on Your Property See Left for Breakdown of Special Assessments			
Special Assessment Totals		\$0.00	\$0.00
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		<b>\$1,784.00</b>	<b>\$1,944.00</b>

**2**

Detach this stub and return with your second half payment.  
**2nd Half Payment Stub - Payable 2017**  
To avoid penalty, pay on or before November 15, 2017



Total Property Tax for 2017	\$1,944.00
<b>2nd Half Tax Amount</b>	<b>\$972.00</b>
Penalty	_____
<b>2nd Half Total Amount Due</b>	_____

PIN: 76.41600.0415

BILL NUMBER: 2117916

Paid By \_\_\_\_\_

TAXPAYER: JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797

**MAKE CHECKS PAYABLE TO:**

Randy R. Schreifels  
Stearns County Auditor-Treasurer  
PO Box 728  
St Cloud, MN 56302-0728



Your canceled check is your receipt.

**1**

Detach this stub and return with your first half payment.  
**1st Half Payment Stub - Payable 2017**  
To avoid penalty, pay on or before May 15, 2017  
If your tax is \$100.00 or less pay the entire tax by May 15, 2017



Total Property Tax for 2017	\$1,944.00
<b>1st Half Tax Amount</b>	<b>\$972.00</b>
Penalty	_____
<b>1st Half Total Amount Due</b>	_____

PIN: 76.41600.0415

BILL NUMBER: 2117916

Paid By \_\_\_\_\_

TAXPAYER: JAMES E & JACQUELINE A VOIGT  
25614 PLEASANT RD  
SAINT CLOUD MN 56301-9797

**MAKE CHECKS PAYABLE TO:**

Randy R. Schreifels  
Stearns County Auditor-Treasurer  
PO Box 728  
St Cloud, MN 56302-0728



Your canceled check is your receipt.

# CITY OF ROCKVILLE

229 Broadway Street East

P.O. Box 93

Rockville MN 56369

Phone 320-251-5836

Fax 320-240-9620



Duane Willenbring, Mayor  
Vince Schaefer, Councilor  
Don Simon, Councilor  
Richard Tallman, Councilor  
Jerry Tippelt, Councilor

Martin M. Bode, City Administrator  
Judy Neu, Finance/Billing Clerk/Admin Asst  
Nick Waldbillig, Public Works Director  
Gene Van Havermaet Maintenance/Mechanic  
Debbie Weber, Administrative Assistant

*Rockville City is an equal opportunity provider and employer*

## NOTICE OF PUBLIC HEARING CITY OF ROCKVILLE

Notice is hereby given that the Rockville Planning Commission will hold a public hearing on **Tuesday, November 7, 2017 at approximately 6:00 p.m. at Rockville Fire Hall – 24001 Firehall Lane** to consider the request of James E. Voigt and Jacqueline A. Voigt to rezone and subdivide their property. The address of the property is: 25614 Pleasant Road, Parcel No. 76.41600.0415 & 76.41601.0620, Stearns County, Minnesota.

The request is rezone from A-40 to R1 and to subdivide.

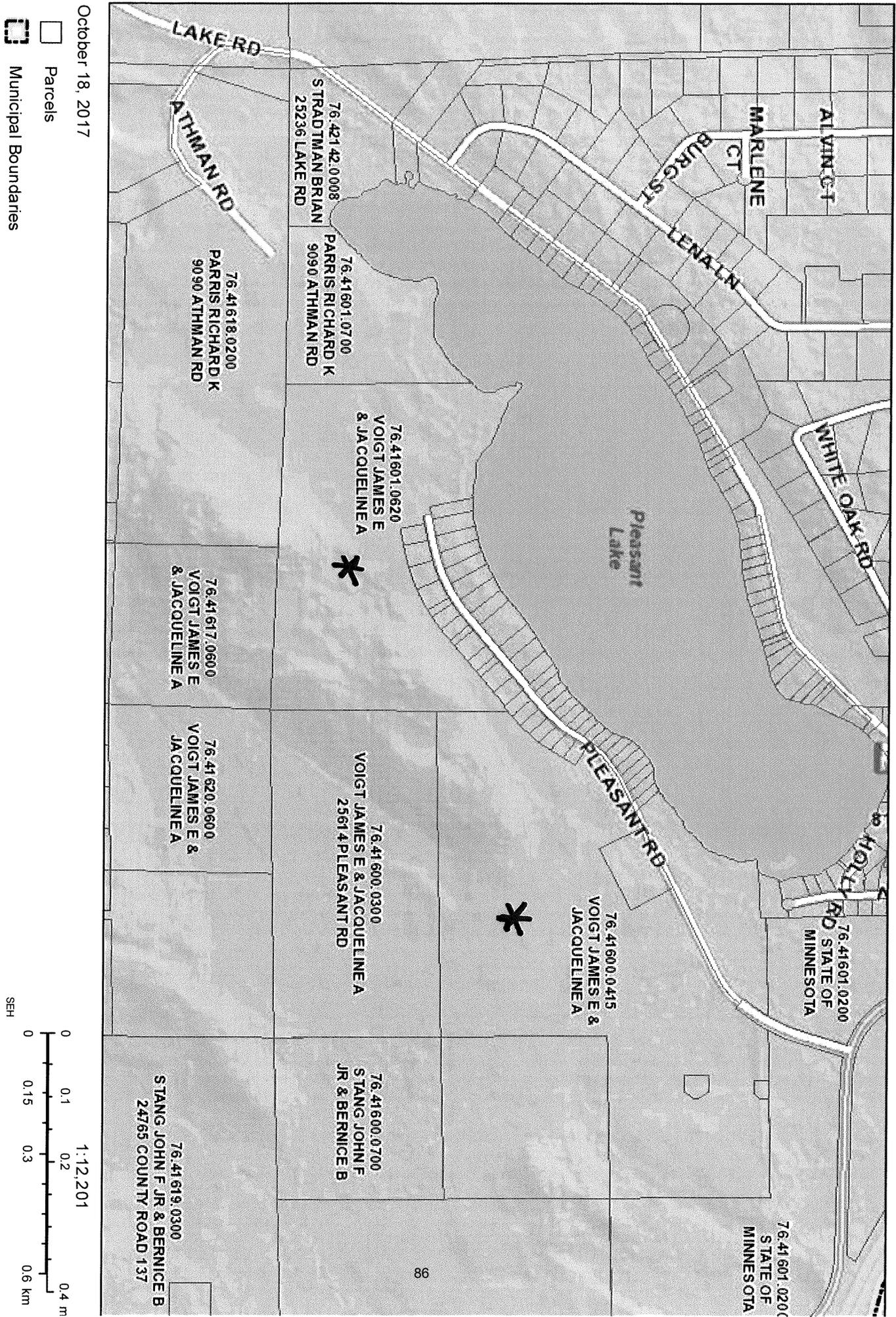
All persons attending the hearing and wishing to address the Planning Commission will have an opportunity to do so. Those not able to be present at this meeting should submit their opinions in writing to the Rockville City Administrator/Clerk, P.O. Box 93, Rockville, MN, 56369 prior to the hearing, or be present at the public hearing.

Martin M. Bode  
Administrator/Clerk

Publish 10.24.17  
*Cold Spring Record*

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)  
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-w, Whitten Building, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice & tdd). USDA is an equal opportunity provider and employer.

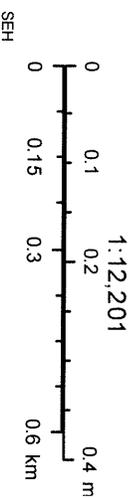
# SEH SmartConnect Map



October 18, 2017

□ Parcels

▭ Municipal Boundaries

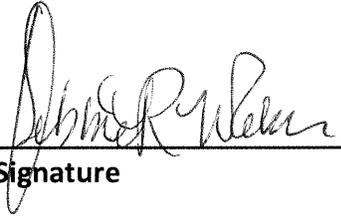


AARRON M REINERT	29251 POTASSIUM ST NW	ISANTI MN 55040
ALLEN & JULIE KELLER	2521 19TH ST N	ST CLOUD MN 56303
ANTHONY J & DORIS M SKAJA	9000 71ST AVE SE	LAKE LILLIAN MN 56253
BRIAN A & DIANE C SWENSON	25354 PLEASANT RD	ST CLOUD MN 56301
BRIAN KASPER	25297 PLEASANT RD	ST CLOUD MN 56301-9765
CITY OF ROCKVILLE	PO BOX 93	ROCKVILLE MN 56369-0093
DALE W & JEAN M STANG	25372 PLEASANT RD	ST CLOUD MN 56301-9766
DANIEL D & TERISA D DOLL	25707 BURG ST	ST CLOUD MN 56301-9484
DANIEL K BERGER	25396 PLEASANT RD	ST CLOUD MN 56301-9766
DAVID N MEYER	24433 PLEASANT RD	SAINT CLOUD MN 56301
DEDRIC & PAMELA MCBROOM	25417 PLEASANT RD	ST CLOUD MN 56301
DENNIS B & DORIS A MENKE	25322 PLEASANT RD	ST CLOUD MN 56301-9766
DENNIS M VOGEL	25298 PLEASANT RD	SAINT CLOUD MN 56301
ELLY M DANZEISEN	3715 8TH AVE S #311	SAINT CLOUD MN 56301
ERNEST & ARLENE LAUDENBACH	25403 PLEASANT RD	ST CLOUD MN 56301-9708
EVERETT H RASMUSSEN REV TRUST	3600 SAINT GERMAIN ST W APT 216	SAINT CLOUD MN 56301-4654
FRANK N KLEIN REV TRUST	25387 PLEASANT RD	SAINT CLOUD MN 56301
GRANT R & KIMBERLY A SWENSON	25559 PLEASANT RD	ST CLOUD MN 56301
JAMES & KELLY ARNOLD	25365 PLEASANT RD	ST CLOUD MN 56301-9708
JAMES & MARY MCDONALD TRUST	25393 PLEASANT RD	SAINT CLOUD MN 56301
JAMES E & JACQUELINE A VOIGT	25614 PLEASANT RD	ST CLOUD MN 56301-9764
JAYME P THIELEN	25421 PLEASANT RD	SAINT CLOUD MN 56301
JEANNE M DUININCK REV TRUST	25325 PLEASANT RD	SAINT CLOUD MN 56301
JERRY J & SANDRA M PAUL	25304 PLEASANT RD	ST CLOUD MN 56301-9766
JOHN F JR & BERNICE B STANG	24765 COUNTY ROAD 137	ST CLOUD MN 56301-9707
JOSEPH & JEANNE MEYER	25439 PLEASANT RD	SAINT CLOUD MN 56301
JOSHUA M VOIGT	25338 PLEASANT RD	SAINT CLOUD MN 56301
LAWRENCE & MARILYN SCHROEDER	20447 728TH AVE	DASSEL MN 55325
LAWRENCE E SCHROEDER	20447 728TH AVE	DASSEL MN 55325
LESLIE R & SALLY M GREEN	25447 PLEASANT RD	ST CLOUD MN 56301-9708
LOIS A LENZMEIER	25418 PLEASANT RD	ST CLOUD MN 56301
MICHAEL J MCKENNA	25553 PLEASANT RD	SAINT CLOUD MN 56301
MICHAEL R & LORI A DIEDERICHS	25404 PLEASANT RD	ST CLOUD MN 56301-9708
MICHAEL W LAUDENBACH	25410 PLEASANT RD	SAINT CLOUD MN 56301-9708
RANDY M UTECHT	25388 PLEASANT RD	SAINT CLOUD MN 56301
RICHARD E & GAIL A BLOMMER	25295 PLEASANT RD	ST CLOUD MN 56301-9708
RICHARD G CLUBB	25313 PLEASANT RD	ST CLOUD MN 56301-9708
RICHARD K PARRIS JR	4050 LOTUS DR	MINNETRISTA MN 55331
RICHARD P & SUSAN M KLEIN REV TRUST	25341 PLEASANT RD	SAINT CLOUD MN 56301
STATE OF MINNESOTA	705 COURTHOUSE SQ RM 148	SAINT CLOUD MN 56303
STEARNS COUNTY HIGHWAY	PO BOX 246	SAINT CLOUD MN 56302
TERRANCE ROEDER	25565 PLEASANT RD	ST CLOUD MN 56301-9708
THOMAS C OLSON & CONNIE K OLSON JOIN	25397 PLEASANT RD	SAINT CLOUD MN 56301
THOMAS J KOENIG	25547 PLEASANT RD	ST CLOUD MN 56301
THOMAS Z BEST	25539 PLEASANT RD	SAINT CLOUD MN 56301
VICTOR MANIFOLD	25303 PLEASANT RD	ST CLOUD MN 56301-9708
WAYNE & SUSAN J HIEMENZ	25465 PLEASANT RD	ST CLOUD MN 56301-9708
WAYNE A & BONITA A LAUDENBACH	25409 PLEASANT RD	ST CLOUD MN 56301-9708
WAYNE K & MELINDA M SANDERS	25484 PLEASANT RD	SAINT CLOUD MN 56301-9708
WILLIAM T FAIRBANKS	2240 MIDLAND GROVE RD #207	ROSEVILLE MN 55113

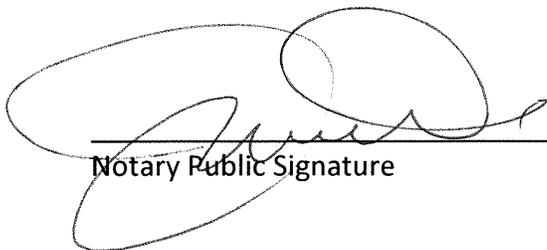
STATE OF MINNESOTA )  
 )ss.  
COUNTY OF STEARNS )

**AFFIDAVIT OF SERVICE**

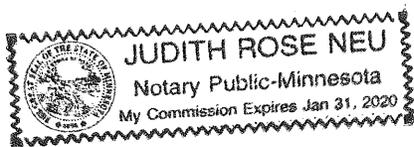
**Debbie Weber**, being duly sworn, on oath says that at the City of Rockville in said County and State, on the **23rd** day of **October, 2017**, he/she served the annexed Notice on **see attachment**, the person therein named, personally, by then and there handing to and leaving with him/her a true and correct copy of said Notice.

  
\_\_\_\_\_  
Signature

Subscribed and sworn to before me this 23<sup>rd</sup> day of October, 2017.

  
\_\_\_\_\_  
Notary Public Signature

Notary Public Stamp



# CITY OF ROCKVILLE

## REQUEST TO CHANGE ZONING DISTRICT

The information on this form must be typed or printed legibly. State law requires that a public hearing must be held to rezone property. The applicant **must** attend the public hearing to discuss the request, which will be held before the Planning Commission. The Planning Commission shall make a report to the City Council upon any application for rezoning and shall recommend to the City Council (3/4 vote required) whatever action it deems advisable. The Planning Commission meeting is held the 2nd Tuesday of each month at 6:00 p.m. The City Council meetings at which zoning issues will be considered are held on the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m.

Owner's Name: James and Jacqueline Voigt. 25614 Pleasant Rd. St. Cloud mn 56301  
 Applicant's Name: Sam DeLeo KLD Inc. 13 11th Ave No. St. Cloud, mn 56303  
 Property Address: XXXX PLEASANT ROAD St. Cloud mn  
 Phone: Jim Voigt 309-0792 Sam DeLeo 320-259-1266  
 Presently Zoned: AG Requested Zoning: R-1

The Applicant must provide a legal description (from abstract/deed) for the property. The City will **not** be responsible for utilizing an incorrect legal description. This information is required to make sure that maps are properly updated, and that the project that follows the rezoning conforms to the Zoning Ordinance. Please write the legal description here; if it is lengthy, you may attach on a separate sheet (in this case write "see attached sheet").

SEE ATTACHED SHEET

**Do not check the boxes on this form; the section listed below must be completed by the Zoning Administrator.** The Zoning Administrator will check "yes" if the applicant has met that specific requirement or there is an unusual reason that the requirement does not apply (in which case the reason must be noted in the space provided).

- | YES                                     | NO   | #                                       | Item   |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
|---|--|---|--|--|--|----------------------------------|---------------------------------|------------------------------------|---|---|--|--------------------------------|--------------------------------|--|------------------------------------|
| <input type="checkbox"/>                | <input type="checkbox"/>                           | 1.                                      | <b>Fee Paid.</b> The Applicant must submit payment for the rezoning application fee of <b>\$200.00</b> prior to processing this application. Once the notice has been sent to the <i>Cold Spring Record</i> , the fee is non-refundable.   |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
| <input type="checkbox"/>                | <input type="checkbox"/>                           | 2.                                      | <b>Site Plan.</b> A site plan of the <i>proposed</i> use of the property <i>after</i> the property has been rezoned must be submitted with this application. The site plan must be neatly drawn <b>to scale</b> ; grid paper is available at City Hall if needed. Be sure to draw, label and show dimensions for: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> All Buildings</td> <td><input type="checkbox"/> North Directional Arrow</td> <td><input type="checkbox"/> Streets</td> </tr> <tr> <td><input type="checkbox"/> Alleys</td> <td><input type="checkbox"/> Sidewalks</td> <td><input type="checkbox"/> Property Lines</td> </tr> <tr> <td><input type="checkbox"/> Lot Dimensions</td> <td><input type="checkbox"/> Driveways &amp; all Curb Cuts</td> <td><input type="checkbox"/> Decks</td> </tr> <tr> <td><input type="checkbox"/> Wells</td> <td><input type="checkbox"/> Utility Sheds</td> <td><input type="checkbox"/> Easements</td> </tr> </table> | <input type="checkbox"/> All Buildings | <input type="checkbox"/> North Directional Arrow | <input type="checkbox"/> Streets | <input type="checkbox"/> Alleys | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Property Lines | <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Driveways & all Curb Cuts | <input type="checkbox"/> Decks | <input type="checkbox"/> Wells | <input type="checkbox"/> Utility Sheds | <input type="checkbox"/> Easements |
| <input type="checkbox"/> All Buildings  | <input type="checkbox"/> North Directional Arrow   | <input type="checkbox"/> Streets        |  |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
| <input type="checkbox"/> Alleys         | <input type="checkbox"/> Sidewalks                 | <input type="checkbox"/> Property Lines |  |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
| <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Driveways & all Curb Cuts | <input type="checkbox"/> Decks          |  |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
| <input type="checkbox"/> Wells          | <input type="checkbox"/> Utility Sheds             | <input type="checkbox"/> Easements      |  |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |
| <input type="checkbox"/>                | <input type="checkbox"/>                           | 3.                                      | <b>Floodplain or Shoreland District.</b> The Zoning Ordinance requires that staff shall determine whether or not the property is located within either the Floodplain or Shoreland District. If so, there are likely additional restrictions that apply. Indicate below whether the property lies within either of these districts after you've consulted with City staff. If so, a copy of the notice of public hearing must be sent to the Commissioner of Natural Resources.  |  |  |                                  |                                 |                                    |   |   |  |                                |                                |  |                                    |

Yes  No Is the property located within a Floodplain District?

pd. # 1478

10.19.17

Permit #: 17-02RZ

\_\_\_ Yes \_\_\_ No Is the property located within a Shoreland District?

4. **Legal description.** The applicant must provide an electronic copy of an accurate legal description to the Zoning Administrator. This should be accomplished by E-mailing the legal description in Microsoft Word format to [mbode@rockvillecity.org](mailto:mbode@rockvillecity.org)

5. **Hearing Date.** The date of the Public Hearing will generally be scheduled for the Planning Commission meeting nearest the date that the application is submitted if possible. That date may be impacted by other factors, however. The applicant should be notified of the *probable* date of the hearing at the time that the application is submitted.

\_\_\_\_\_ Public Hearing and Planning Commission meeting date.

\_\_\_\_\_ City Council meeting date (<sup>3</sup>/<sub>4</sub> vote required).

6. **Narrative.** The applicant must provide a written explanation of the purpose for requesting the rezoning. The narrative should explain **in detail** what action will be taken with the property once the property has been rezoned. Be sure to include arguments why approving the request is a good idea for the *community*. Please write the narrative here; if it is lengthy, you may attach on a separate sheet (in this case write "See attached sheet").

In order to make the zoning of the proposed plat of Pleasant Estates Plat 3 consistent with the adjoining lots

Signature of Applicant: Sam DeLo

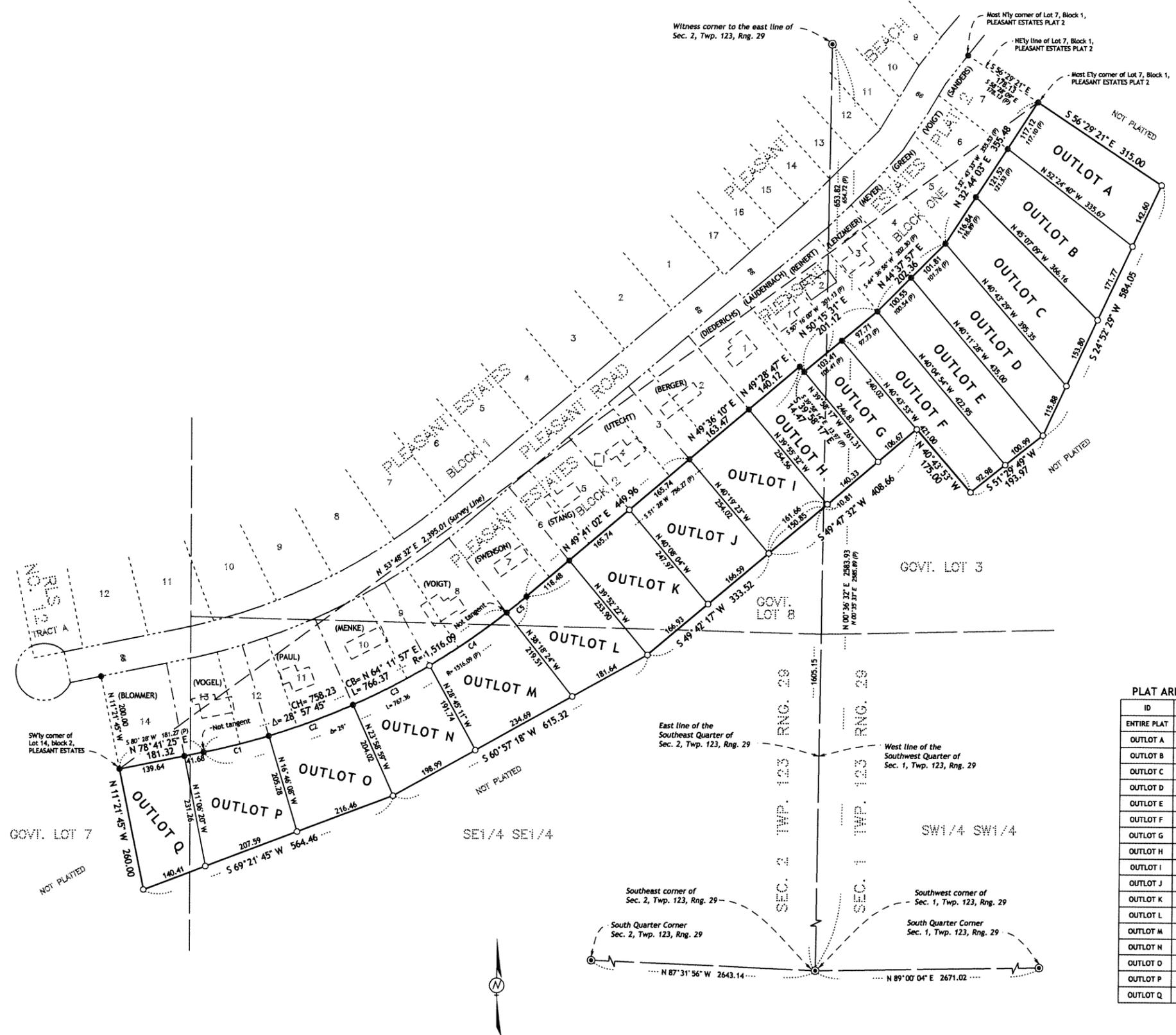
Date: 10-23-17

**Staff use only.**

Planning Commission Decision: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Decision: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:



**PROJECT NARRATIVE:**

The proposed plat consists of 17 outlots. These outlots are being created such that they may be conveyed and attached to the adjacent existing platted lots. These outlots may be attached to an existing adjacent platted lot and the outlots may be attached to one another. In no instance shall any of the proposed outlots be a conveyed such that they create a landlocked parcel and in no instance shall any of the combined platted lots and proposed outlots contain more than residential structure.

**ZONING:**

The property to be platted is currently in an Agricultural District (A-40). The adjacent platted lots are currently in a Residential (R-1) District. The proposed plat is to be re-zoned as a Residential (R-1) district so as to be consistent with the zoning of the existing adjacent platted lots. The proposed plat and the adjacent properties are both located within a Shoreland Management Zone.

**LEGAL DESCRIPTION:**

All that part of Government Lot 3, Section 1, Township 123, Range 29, Stearns County, Minnesota, and all that part of the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4), Government Lot 7, and Government Lot 8, Section 2, Township 123, Range 29, Stearns County, Minnesota, lying southeasterly of Block 2, PLEASANT ESTATES, and lying southeasterly of PLEASANT ESTATES PLAT 2, and lying southerly, northwesterly and northeasterly of the following described line:  
 Commencing at the most northerly corner of Lot 7, Block One, said PLEASANT ESTATES PLAT 2;  
 thence South 56 degrees 29 minutes 21 seconds East, assumed bearing along the northeasterly line of said Lot 7 for 178.13 feet to the most easterly corner of said Lot 7, being the point of beginning;  
 thence continue South 56 degrees 29 minutes 21 seconds East 315.00 feet;  
 thence South 24 degrees 52 minutes 29 seconds West 584.05 feet;  
 thence South 51 degrees 29 minutes 49 seconds West 193.97 feet;  
 thence North 40 degrees 43 minutes 53 seconds West 175.00 feet;  
 thence South 49 degrees 47 minutes 32 seconds West 408.66 feet;  
 thence South 49 degrees 42 minutes 17 seconds West 333.52 feet;  
 thence South 60 degrees 57 minutes 18 seconds West 615.32 feet;  
 thence South 69 degrees 21 minutes 45 seconds West 564.46 feet;  
 thence North 11 degrees 21 minutes 45 seconds West 260.00 feet to the southwesterly corner of Lot 14, Block 2, said PLEASANT ESTATES, and there terminating.

**PLAT AREAS (+/-)**

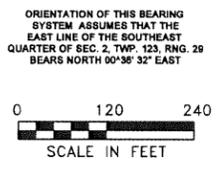
ID	AREA (Ac.)
ENTIRE PLAT	16.19
OUTLOT A	0.96
OUTLOT B	1.14
OUTLOT C	1.12
OUTLOT D	0.99
OUTLOT E	0.99
OUTLOT F	0.92
OUTLOT G	0.59
OUTLOT H	0.84
OUTLOT I	0.97
OUTLOT J	0.99
OUTLOT K	0.99
OUTLOT L	0.98
OUTLOT M	1.05
OUTLOT N	0.90
OUTLOT O	0.97
OUTLOT P	1.00
OUTLOT Q	0.79

**CONTACT INFORMATION**

**Owner and Developer:**  
 Jim Voigt  
 25614 Pleasant Road  
 St. Cloud, MN 56301  
 Phone: 320-309-0792

**Land Surveyor:**  
 Sam DeLeo  
 Kramer Leas DeLeo, P.C.  
 13 North 11th Ave.  
 St. Cloud, MN 56303  
 Phone: 320-259-1266

- DENOTES: GOVERNMENT SECTION CORNER MONUMENT
- DENOTES: FOUND IRON MONUMENT
- DENOTES: A 1/2 INCH DIA. IRON PIPE WITH CAP STAMPED "DELEO 40341" TO BE SET
- (P) DENOTES: DISTANCE OR DIRECTION PER UNDERLYING PLAT OF RECORD



NO.	REVISIONS SINCE INITIAL SURVEY	DATE

**KLD**  
 KRAMER LEAS DELEO  
 SURVEYING • ENGINEERING • PLANNING  
 BRAINERD ST. CLOUD

13 North 11th Avenue  
 St. Cloud, MN 56303  
 320-259-1266

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo* 10/10/2017  
 Samuel J. DeLeo, MN License No. 40341 Date

PROJECT NO. VOIGF1601

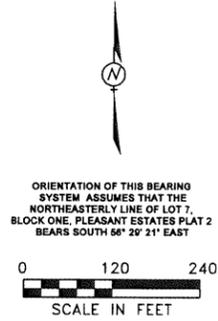
Preliminary Plat of  
**PLEASANT ESTATES PLAT 3**  
 For PID: 76.41601.0620  
 City of Rockville, County of Stearns, State of Minnesota  
 Located in Sections 18&2, Township 123 North, Range 29 West

Sheet No. 1 of 1

# PLEASANT ESTATES PLAT 3

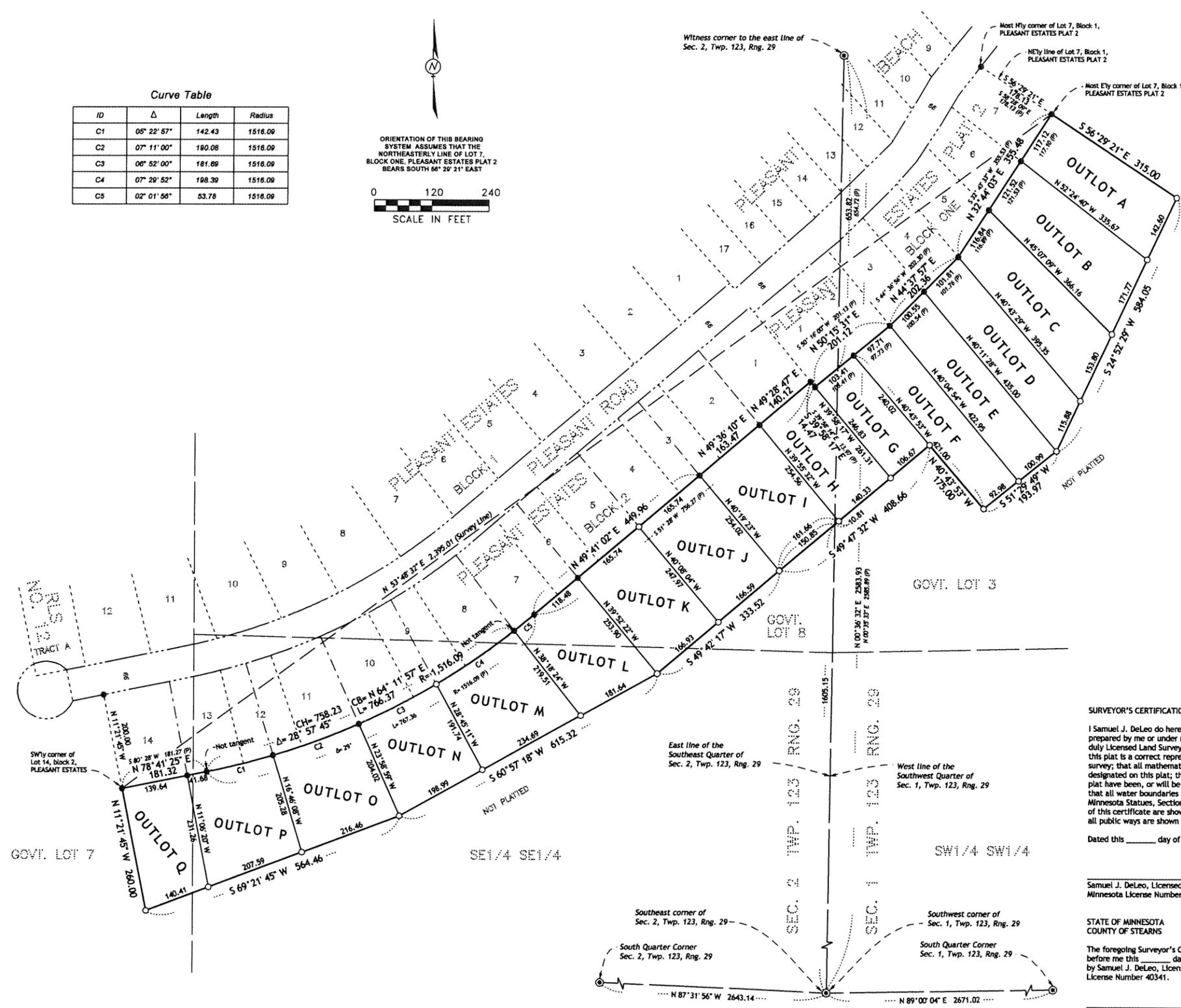
**Curve Table**

ID	Δ	Length	Radius
C1	05° 22' 57"	142.43	1516.09
C2	07° 11' 00"	190.08	1516.09
C3	06° 52' 00"	181.69	1516.09
C4	07° 29' 52"	198.39	1516.09
C5	02° 01' 58"	53.78	1516.09



**PLAT AREAS +/-**

ID	AC.
ENTIRE PLAT	16.19
OUTLOT A	0.96
OUTLOT B	1.14
OUTLOT C	1.12
OUTLOT D	0.99
OUTLOT E	0.99
OUTLOT F	0.92
OUTLOT G	0.59
OUTLOT H	0.84
OUTLOT I	0.97
OUTLOT J	0.99
OUTLOT K	0.99
OUTLOT L	0.98
OUTLOT M	1.03
OUTLOT N	0.90
OUTLOT O	0.97
OUTLOT P	1.00
OUTLOT Q	0.79



KNOWN ALL PERSONS BY THESE PRESENTS:  
 That James E. Voigt and Jacqueline A. Voigt, husband and wife, owners of the following described property:  
 All that part of Government Lot 3, Section 1, Township 123, Range 29, Stearns County, Minnesota, and all that part of the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4), Government Lot 7, and Government Lot 8, Section 2, Township 123, Range 29, Stearns County, Minnesota, lying southeasterly of Block 2, PLEASANT ESTATES, and lying southeasterly of PLEASANT ESTATES PLAT 2, and lying southerly, northwesterly and northeasterly of the following described line:  
 Commencing at the most northerly corner of Lot 7, Block One, said PLEASANT ESTATES PLAT 2; thence South 56 degrees 29 minutes 21 seconds East, assumed bearing along the northeasterly line of said Lot 7 for 178.13 feet to the most easterly corner of said Lot 7, being the point of beginning;  
 thence continue South 56 degrees 29 minutes 21 seconds East 315.00 feet;  
 thence South 24 degrees 52 minutes 29 seconds West 584.05 feet;  
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 thence South 49 degrees 42 minutes 17 seconds West 333.52 feet;  
 thence South 60 degrees 57 minutes 18 seconds West 615.32 feet;  
 thence South 69 degrees 21 minutes 45 seconds West 564.46 feet;  
 thence North 11 degrees 21 minutes 45 seconds West 260.00 feet to the southwesterly corner of Lot 14, Block 2, said PLEASANT ESTATES, and there terminating.

Have caused the same to be surveyed and platted as PLEASANT ESTATES PLAT 3.  
 In witness whereof said James E. Voigt and Jacqueline A. Voigt, husband and wife, have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

James E. Voigt \_\_\_\_\_ Jacqueline A. Voigt \_\_\_\_\_

STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_  
 The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by James E. Voigt and Jacqueline A. Voigt, husband and wife.

(Notary Signature) \_\_\_\_\_ (Notary Printed Name) \_\_\_\_\_  
 Notary Public \_\_\_\_\_ County, Minnesota  
 My commission expires \_\_\_\_\_

City of Rockville Planning Commission  
 Approved by the Planning Commission of the City of Rockville this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_

City Council of Rockville  
 Approved by the City Council of Rockville this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor \_\_\_\_\_ Clerk \_\_\_\_\_

**SURVEYOR'S CERTIFICATION**  
 I Samuel J. DeLeo do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.  
 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Samuel J. DeLeo, Licensed Land Surveyor  
 Minnesota License Number 40341

STATE OF MINNESOTA  
 COUNTY OF STEARNS  
 The foregoing Surveyor's Certification was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Samuel J. DeLeo, Licensed Land Surveyor, Minnesota License Number 40341.

Sidney Theis  
 Notary Public Stearns County, Minnesota  
 My commission expires January 31, 2022

STEARNS COUNTY  
 I hereby certify that this plat has been examined and recommended for approval this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Stearns County Surveyor,  
 Minnesota License Number \_\_\_\_\_

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Stearns County Auditor / Treasurer \_\_\_\_\_ Deputy Auditor / Treasurer \_\_\_\_\_

Tax Parcel Number: 76.41600.0415

I hereby certify that this instrument was filed for record in the Office of the Registrar of Titles in and for Stearns County, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., and was recorded as Document No. \_\_\_\_\_ in Plat Cabinet \_\_\_\_\_ No. \_\_\_\_\_.

Stearns County Registrar of Titles \_\_\_\_\_ Deputy Registrar of Titles \_\_\_\_\_



- DENOTES: GOVERNMENT SECTION CORNER MONUMENT
- DENOTES: FOUND IRON MONUMENT
- DENOTES: SET A 1/2 INCH DIA. IRON PIPE WITH CAP STAMPED "DELEO 40341"
- (P) DENOTES: DISTANCE OR DIRECTION PER UNDERLYING PLAT OF RECORD



## Building Permits: October 2017

Parcel #	REASON	ADDRESS	DATE & PERMIT #	Valuation	Permit \$	Review	SSC	Fees
76.42188.0016	Replace existing windows, door	22916 Grovewood Ln	10/23/2017 2017-00092	\$19,632.00	\$25.00		\$1.00	\$26.00
76.41623.0900	Window Replacement	23815 88th Ave	10/24/2017 2017-00093	\$14,192.00	\$25.00		\$1.00	\$26.00
76.41617.0900	Plumbing	24297 88th Ave	10/03/2017 2017-00106		\$40.00		\$1.00	\$41.00
76.42144.0018	Remodel Lions Park Pavillion	25775 Lake Rd	10/10/2017 2017-00108	\$9,656.00	\$56.50	\$36.73	\$4.83	\$98.06
76.41621.0400	Foundation Only	24309 Co Rd 137	10/10/2017 2017-00108	\$10,000.00	\$56.50	\$36.73	\$5.00	\$98.23
76.41650.0600	Plumbing (Water Heater)	21614 Co Rd 8	10/31/2017 2017-00110	\$4,700.00	\$47.00		\$2.35	\$49.35

**From:** Nick Waldbillig <nwaldbillig@rockvillecity.org>  
**Sent:** Thursday, November 02, 2017 10:06 AM  
**To:** mbode@rockvillecity.org  
**Subject:** council update

Council update:

Water department

- Water tests on a weekly basis
- Dumped pleasant lake water tower to maintain water quality
- Stand pipe repair and replaced saddle on water main for a low water pressure issue on Chestnut street N.
- Repair chlorine pump well #2
- Order chemical products for well houses
- Flush hydrants
- Complete month end paperwork for MDH
- Mark locates as needed

Sewer department

- Grinder station repairs around the lakes
- Worked with Kuechle underground inc. to finish the samplers at the lift stations
- Electrical issues with the main lift station- replaced contacts
- Worked with Rotor rooter to clean sewer lines- sewer lines look good, found nothing unusual
- Pleasant lift station alarms-starter fails, pump over temp.
- Mark locates as needed

Street department

- Small pot hole repairs
- Call for road grading as necessary
- order dust control for Halfman Rd.
- Bulk patch work on Lake Rd.
- Mix salt sand, push into a pile and cover with tarp and tires
- Hang sanders, wings, and plows on plow equipment
- Apply salt/sand to roads
- Added skids to front plow on single ax. dump truck.

Parks department

- Weed control
- Mowing
- Winterize parks building
- Put a hold on parks garbage and portable bathrooms
- Pull dock at Eagle park
- Take down soccer nets

Equipment repair

- Flat tire on loader
- #7 (tandem ax. Dump truck) D.O.T inspection

## Upcoming work

- Trim trees
- Plow roads and apply salt/sand as needed
- Street sign work
- Pump non draining hydrants
- Install 35 mph signs on some gravel roads
- Perform seasonal maintenance to rain gardens

## Miscellaneous

- Run and test backup generators
- Office hours for, emails, coding bills, getting quotes for mowing.

The public works door was completed with an estimated 21 man hours. The bills for were \$673.80 at Menards for lumber, siding, coded access door knob and supplies. The next was 798.00 for the door itself at Mid Central Door and a \$26.00 building permit. Totaling 1,497.80

Nick Waldbillig  
Rockville public works director  
320 250 2601  
[nwaldbillig@rockvillecity.org](mailto:nwaldbillig@rockvillecity.org)

**From:** Nick Waldbillig <nwaldbillig@rockvillecity.org>  
**Sent:** Thursday, November 02, 2017 10:56 AM  
**To:** mbode@rockvillecity.org  
**Subject:** coucil requests

City Mowing

I called 7 lawn mowing contactors to get pricing on our city mowing. I have only received 2 return phone calls, 1 estimate in writing and 1 verbal estimate. The estimate came back at \$30,000.00 for a 20 week growing season. The verbal e estimate was \$35,000-\$40,000 and a request for a 3 year contract.

I took a quick look at equipment and can get a 12' Toro wing deck mower that will last this city 15 to 20 years for around \$50,000 new and would cut our mowing time tremendously. I have seen used equipment for half that but would need to get on a waiting list as it disappears quickly.

Our part time help costs for last years mowing was \$5,400.00

In summary

-\$30,000.00 per year for mowing contract

-\$50,000.00 purchase of new mowing equipment that can last 15 to 20 years plus \$5,400.00 part time help costs. Broken down- \$7,900.00 per year.

-get on a lease program for mowing equipment. Trade in every 2 to 3 years with no maintenance costs or time.

Nick Waldbillig  
Rockville public works director  
320 250 2601  
[nwaldbillig@rockvillecity.org](mailto:nwaldbillig@rockvillecity.org)

**From:** Nick Waldbillig <nwaldbillig@rockvillecity.org>  
**Sent:** Thursday, November 02, 2017 11:43 AM  
**To:** mbode@rockvillecity.org  
**Subject:** tandem ax dump truck

Tandem axle dump truck

I called Schaefer's auto electric about the wiring on the truck. He is not interested in re wiring or working on the truck as a whole but would help us with an emergency situation. I also took the truck to Ziegler Cat in St. Cloud for a DOT inspection and asked them to look at the wiring while they had it. He told me that the cost of the wiring could total out the vehicle. They do not make a harness for the truck any longer so it would have to be handmade. After a brief look at the wiring he told me he was not interested because of all the splices and rerouted wire he observed. He said he would also help us in the event of an emergency but said his initial cost would be \$3,000.00 just to get started because of the time needed and could easily triple from there. He mentioned that it was a possibility for them to order a "glider" this is basically something you can order how you want it. An example would be to order a cab, and frame and switch over the usable running gear like the motor, trans, dump box and so on. He said we could still be looking at a \$60,000 to \$100,000.

I will continue to call around

Thanks

Nick Waldbillig  
Rockville public works director  
320 250 2601  
[nwaldbillig@rockvillecity.org](mailto:nwaldbillig@rockvillecity.org)

Marty can you please proof these last few emails and let me know your thoughts.

Thanks NW

**City of Rockville**  
**RESOLUTION 2017-74**

**RESOLUTION CERTIFYING UNPAID SAC/WAC FEE  
AGAINST PROPERTY**

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

WHEREAS; The City of Rockville as a policy, and allowed by State Statues, reserves the right to certify past due utility accounts or certain other past due municipal charges to a property owner's tax rolls; and

WHEREAS; Such individuals or businesses are provided notice of the Council's consideration of certifying such past due accounts to property tax rolls as required by law; and

WHEREAS; Property owners are provided an opportunity to appear before the Council to discuss their past due accounts prior to the Council's consideration of assessment roll adoption;

THEREFORE; Having provided proper notice of pending assessment and the opportunity for a hearing at a formal council meeting; the City Council hereby certifies the following past due SAC and WAC and or other past due municipal charges its associated property tax rolls:

1	76.41651.0900	21293 Co Rd 8	\$784.63
2	76.41603.0200	25814 Lake Rd	\$1,738.10
3	76.41652.0200	21241 Co Rd 8	\$159.04
4	76.42141.0007	25313 Pleasant Rd	\$146.72
5	76.42141.0019	25338 Pleasant Rd	\$60.59
6	76.41619.0200	9157 Athman Rd	\$331.94
7	76.41602.0700	8303 Co Rd 6	\$378.07
8	76.41720.0002	25683 Lake Rd	\$470.82
9	76.41952.0019	25582 Lake Rd	\$70.10
10	76.42140.0009	25479 Pleasant Rd	\$217.29
11	76.42146.0810	1340 Prairie Dr	\$2,905.76

Adopted by the City Council of the City of Rockville on this the 8th day of November, 2017

ATTEST:

\_\_\_\_\_  
Duane Willenbring, Mayor

\_\_\_\_\_  
Martin M. Bode, City Administrator

**CITY OF ROCKVILLE, MINNESOTA**

**RESOLUTION NO. 2017-75**

**ACCEPTING ANNEXATION PETITION**

**WHEREAS**, the City of Rockville received a petitioned request for annexation dated October 18, 2017, from Mark Yanta for approximately 17.48 acres of property (“Yanta Property”) that abuts the City in the vicinity of intersection of Interstate 94 and Highway 23 (Tax PID No. 31.21151.0005), as attached as **Exhibit A**;

**WHEREAS**, the City of Rockville received a petitioned request for annexation dated October 25, 2017, from Creative Capital Holdings LP for approximately 104.45 acres of property (“CCH Property”) at the southerly quadrant of the intersection of Interstate 94 and Highway 23 (Tax PID No. 31.21122.0002), as attached as **Exhibit B**;

**WHEREAS**, the form submitted for the Yanta Property references Minnesota Statute § 414.033, Subd. 2(3), but the requested annexation of the two properties is authorized under Minnesota Statute § 414.033, Subd. 5; and

**WHEREAS**, the Rockville City Administrator attended the St. Joseph Town Board meeting on October 30, 2017, and discussed the potential annexation of the Yanta Property and CCH Property (collectively the “Properties”), as legally described in **Exhibit C** and depicted in **Exhibit D**, with the Board which was generally supportive of the annexation.

**NOW, THEREFORE**, the Rockville City Council here by resolves as follows:

- A.** The City Council adopts the following findings of fact:
- 1.** There are two property owners in the area proposed to be annexed.
  - 2.** All owners of the Properties have signed the petitioned requests, so a public hearing is not required.
  - 3.** Collectively, the Properties abut the City on its northern boundary.
  - 4.** The Properties are unplatted and total approximately 122 acres.
  - 5.** The Properties are about to become urban.
  - 6.** The reason for the annexation of the Properties is to foster urban and commercial development, including the potential for the extension of public services.
  - 7.** The Properties are outside the boundaries of the City’s future land use map in its comprehensive plan, but are likely to be zoned a mix of commercial and residential, as provided in the narrative portion of the City’s comprehensive plan.
  - 8.** The Properties are not included in any existing orderly annexation area and are not served by public sewer facilities.
  - 9.** A portion of the Properties are located within the shoreland management zone of Pleasant Lake.
- B.** The City wishes to facilitate the requested annexation pursuant to Minnesota Statute § 414.033, Subd. 5.
- C.** The City Administrator is direct to serve notice of this Resolution, including its Exhibits, to St. Joseph Township, Stearns County, and the Chief Administrative Law Judge (along with the mandatory filing fee estimated at \$600.00), as required by law.

- D.** In accordance with Minnesota Statute § 414.033, Subd. 6, the City Administrator is directed to work with the City Attorney to pursue waivers of the 90 objection period from St. Joseph Township and Stearns County in order to expedite the annexation.
- E.** The City Administrator is directed to work with the City Attorney to prepare an annexation ordinance for approval of the City Council at the appropriate time, including working with St. Joseph Township to reach an agreement on property tax reimbursement.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Duane Willenbring, Mayor

ATTEST:

\_\_\_\_\_  
Martin M. Bode, Administrator

(City Seal)

October 25, 2017

Martin Bode City Administrator  
City of Rockville  
229 Broadway Street East  
PO Box 93  
Rockville MN 56369

Subject: Annexation of property owned by Creative Capital Holdings, LP into the Rockville City limits

Dear Martin:

I Martin N. Harstad President of Creative Capital Holdings LP hereby request that our property located at the SE corner of MN State Highway 23 and Interstate 94, be annexed from St Joseph Township into the Rockville City limits. The property consists of 104.45 acres.

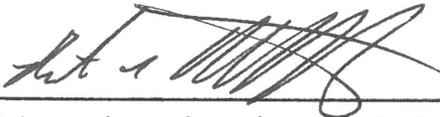
I have enclosed two attachments for your review.

Attachment number one is a sketch plan that shows the boundaries of the subject property.

Attachment number two is the legal description of the subject property.

Please let me know the next step in the process or if you need anything else from me.

Thank you for your time.



---

Martin N. Harstad President of Creative Capital Holdings, LP

Parcel A:

That part of the South Half of the Northwest Quarter (S ½ NW ¼) of Section 35, Township 124 North, Range 29 West, Stearns County, Minnesota, described as follows:

Commencing at the south quarter corner of said Section 35; thence North 00 degrees 15 minutes 45 seconds East, assumed bearing along the north-south quarter line of said Section 35, a distance of 2697.25 feet to the southeast corner of said South Half of the Northwest Quarter (S ½ NW ¼), said point being the beginning of the land to be described; thence continuing North 00 degrees 15 minutes 45 second East, along said north-south quarter line 870.90 feet to the south line of STATE HIGHWAY RIGHT OF WAY PLAT NO. 73-14, according to the recorded plat thereof; thence South 64 degrees 35 minutes 39 seconds West, along said south line of STATE HIGHWAY RIGHT OF WAY PLAT NO. 73-14, a distance of 1341.38 feet to the easterly corner of Parcel 214 of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 73-54, according to the recorded plat thereof; thence South 50 degrees 01 minutes 12 seconds West, along the southeast line of said Parcel 214, a distance of 169.49 feet; thence South 64 degrees 35 minutes 39 seconds West, along said southeast line of Parcel 214, a distance of 535.01 feet to the south line of said South Half of the Northwest Quarter (S ½ NW ¼); thence North 88 degrees 38 minutes 46 seconds East, along said south line of the South Half of the Northwest Quarter (S ½ NW ¼), a distance of 1821.31 feet to the point of beginning.

The tract contains 18.59 acres more or less.

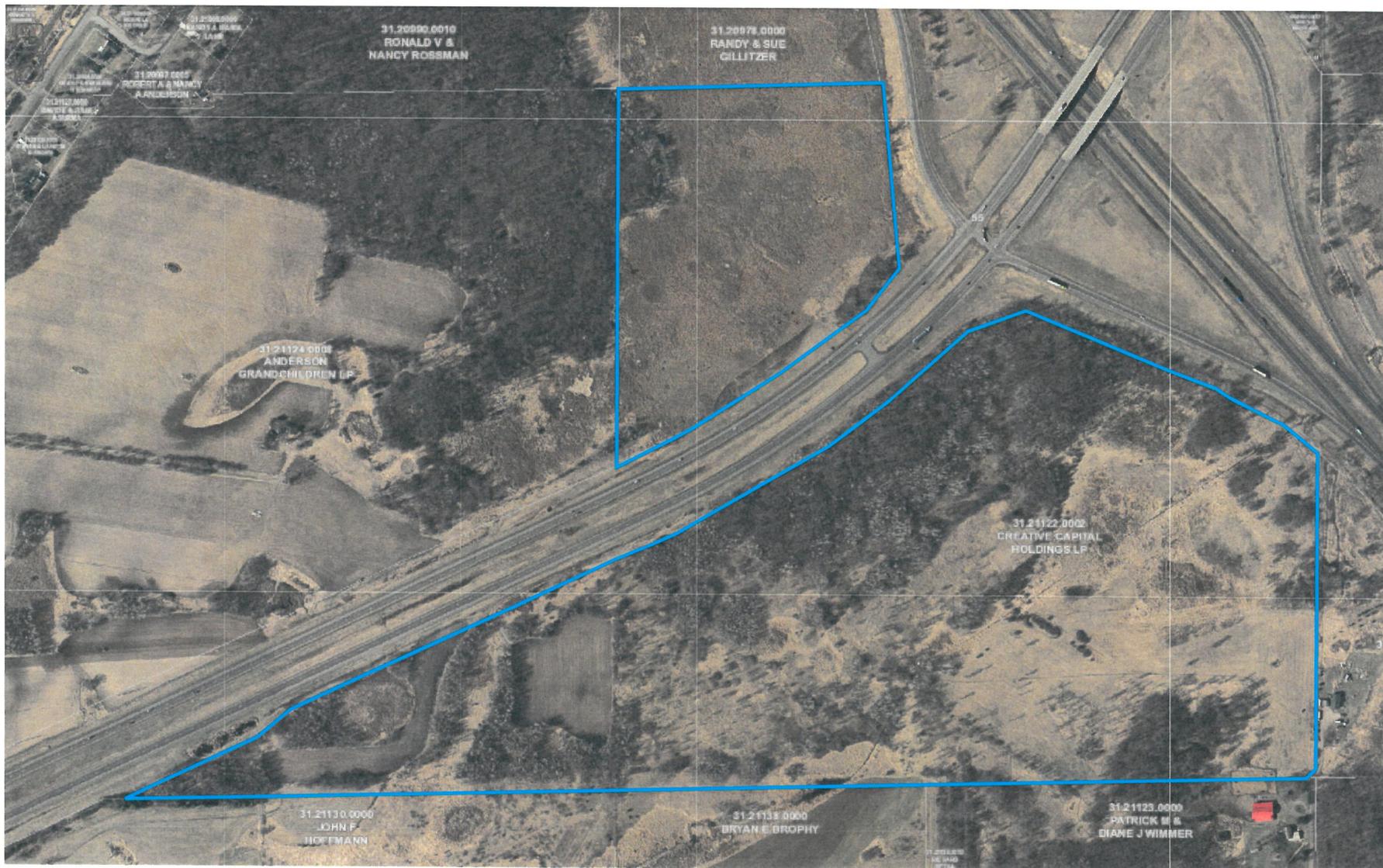
Parcel B:

That part of the Northeast Quarter of Section 35, Township 124, Range 29, which lies southerly of STATE HIGHWAY RIGHT OF WAY PLAT No. 73-15, Stearns County, Minnesota.

Except the south 2 rods of the east 2 rods of said Northeast Quarter.

The tract contains 85.86 acres more or less.





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**PROPERTY OWNER PETITION TO MUNICIPALITY  
FOR ANNEXATION BY ORDINANCE - 120 Acres or Less**

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE  
ANNEXATION OF CERTAIN LAND TO THE CITY OF ROCKVILLE, MINNESOTA  
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

-----

TO: Council of the City of Rockville, Minnesota

PETITIONERS STATE: All of the property owners of the area proposed to be annexed (the "Area") are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

It is hereby requested by the owners of the Area as listed below in **Exhibit A**, to annex the Area described in **Exhibit B** and lying in the Township of Saint Joseph, to the City of Rockville, County of Stearns, Minnesota.

The Area is described as follows:

1. There are   1   property owners in the Area proposed for annexation.
2. The Area abuts the City of Rockville on the City's <N> boundary.
3. The Area is 120 acres or less.
4. The Area is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.
5. The Area is unincorporated and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is approximately 17.48 acres.
5. The reason for the requested annexation is for the extension of Municipal Services i.e. Water and Sewer

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Rockville, Minnesota.

**EXHIBIT A**

PROPERTY OWNERS

Mark A. Yanta                      8306 263<sup>rd</sup> St                      31.21151.0005  
Printed Name                      Address                      Property PID

                      \_\_\_\_\_                      10-18-2017  
Signature                      Spouse Signature (if applicable)                      Date

\*\*\*\*\*

## EXHIBIT B

### PROPERTY DESCRIPTIONS

The South 33 feet of the East 33 feet of the Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ NE $\frac{1}{4}$ ) of Section Thirty-five (35) and that part of the Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ NW $\frac{1}{4}$ ) of Section Thirty-six (36), all in Township One Hundred Twenty-four (124) North, Range Twenty-nine (29) West, lying Southwesterly of the right of way of Interstate Highway No. 94 as shown on State Highway Right of Way Plat No. 73-15, a duly recorded plat.

Together with an easement for ingress and egress over the East Two rods of the North 327.00 feet of the Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ SE $\frac{1}{4}$ ) of said Section 35.



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**REQUEST FOR PROPOSALS**

**BUILDING INSPECTION AND RELATED SERVICES**

City of Rockville  
229 Broadway Street East  
Rockville, MN 56369

## I. SUMMARY

The City of Rockville, Minnesota (the “City”) is requesting proposals to provide building inspection and related services (the “Consultant”) to the City. **Proposals must be received by the City no later than 12:00 p.m. on Thursday, December 7, 2017 and should be addressed to:**

**City of Rockville**  
**Attn: Martin M. Bode**  
**P.O. Box 93**  
**Rockville, MN 56369**  
cityhall@rockvillecity.org

Late proposals will not be considered.

Submit one (1) copy of the proposal in a sealed mailing envelope, or package, with the responders name and address written on the outside. The envelope, or package, must be clearly identified with “Building Inspection Services RFP” on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. Submission by telephone facsimile is not acceptable. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

## II. GENERAL INFORMATION

The City of Rockville is located in Stearns County, 12 miles southwest of St. Cloud. The population is approximately 2500. The City currently has an equal mix of residential and commercial construction projects and therefore the candidate must be experienced in both residential and commercial inspection procedures. The candidate will assist the City in other duties as needed.

The City of Rockville is a Statutory Plan “A” City, consisting of a Mayor and four Councilmembers. The City Council meets the second Wednesday evening of each month.

## III. CONTENT OF PROPOSAL

The purpose of this section is to identify the information that should be submitted:

### A. Title Page:

Show the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person, and the date.

### B. Table of Contents:

Include a clear identification of the material by section and by page number.

### C. Identification and Qualifications of Assigned Personnel:

The ideal firm or individual should have extensive experience in municipal building inspections and include the following:

1. The name of the person who will be responsible for the management and administration of building inspection services with the City together with a resume describing that person's experience and qualifications.
2. The names and resumes of the inspector(s) who will be assigned to providing building inspection services to the City.
3. Background information concerning the firm or firms, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

**D. Proposer's Detailed Approach to the Scope of Services:**

The proposal shall address in detailed fashion the approach of the firm or combination of firms to the Scope of Work.

**E. Basis for Compensation:**

The proposer should outline the basis for compensation including identification of all rates and reimbursable expenses.

The proposer should provide the percentage of building permit fees and plan review fees that would be retained by the firm or individual and that would be retained by the City.

**F. List of References and Potential Conflicts:**

1. A list of all public clients for the past 10 years shall be provided.
2. Potential conflicts of interest must be disclosed.

**G. Disclosures and Assurances (Appendix A):**

1. Applicant Authority - Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
2. Insurance Coverage - Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

**IV. SCOPE OF SERVICES**

The City of Rockville is searching for a firm that will provide building inspection services. The general work elements are listed below.

**A. General:**

- Reviews permits, plans and materials to ensure they are consistent with codes and approved plans.
- Inspects all types of structures, signs, site grading and erosion control installations for consistency with codes and approved plans and conditions.
- Issues certificates of occupancy.
- Conducts inspections for housing code compliance.
- Investigates complaints to determine whether code violations exist.
- Issues correction orders when violations persist.

- Establishes valuations of the construction costs and determines permit fees.
- Interprets and explains city ordinances and state codes to homeowners, architects, engineers, contractors and developers.
- Verifies contractor licensing.
- Provides information responding to people's questions about codes and city procedures.
- Communicates observed violations of other city codes to the appropriate person.
- Reviews and recommends amendments to ordinances and codes.
- Creates and maintains logs and records.
- Researches new products and methods used in construction.
- Maintains state certification and keeps current with changes and innovation in construction techniques and materials. Attends job related training to keep current on laws, codes, and regulation changes related to building inspections.

**B. Participates in City meetings, including:**

- Internal and external meetings involving building code and inspection questions and issues.
- Acts as City liaison and City representative with other communities and county, state and federal agencies in areas of responsibility.
- City Council and other City meetings, as needed.

**C. Response to Constituent Requests and Issues as Directed by Staff:**

- Performs field inspections.
- Addresses constituent concerns personally and in writing.
- Makes public presentations as needed.
- Provides recommendations to staff and City Council.

**V. SELECTION**

The City of Rockville reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Selection of the firms shall be based upon, but not limited to, the following criteria:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.



**VI. TERMS AND CONDITIONS**

- A. The City of Rockville reserves the right to cancel or amend the request for proposals at any time. The City of Rockville reserves the right to determine the successful respondent. The City of Rockville reserves the right to reject any or all proposals.
  
- B. The City of Rockville will not be liable for any costs incurred by the firm responding to this request.
  
- C. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Rockville.
  
- D. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Rockville under this agreement, shall not be considered employees of the City of Rockville and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Rockville. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
  
- E. No official or employee of the City of Rockville who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

**Request for Proposals and Selection Schedule  
Building Inspection Services**

Advertise and Distribute RFP:	November 9, 2017
RFP Submittal Deadline:	December 7, 2017
Staff/Council Review of Proposals:	December 13, 2017

## Appendix A

### Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm(s) agree(s) to comply with all applicable federal, state and local compliance requirements.
3. That the firm(s) is/are adequately insured to do business and perform the services proposed (Attach Documentation).

\_\_\_\_\_  
(Name of Firm)

OFFICIAL ADDRESS

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_

## **PUBLIC NOTICE**

The City of Rockville is requesting proposals from qualified individuals or firms who are interested in providing contractual Building Inspection Services.

Proposals will be accepted until 12:00 P.M. ON THURSDAY, DECEMBER 7, 2017. To receive a copy of the written Request for Proposals please contact City Hall, City of Rockville, 229 Broadway Street East, Rockville, MN 56369 (320-251-5836), [cityhall@rockvillecity.org](mailto:cityhall@rockvillecity.org).

CITY OF ROCKVILLE

Martin M. Bode  
City Administrator

Posted: November 9, 2017

Publish: Cold Spring Record – November 14, 2017  
November 21, 2017  
November 28, 2017

## Total stormwater treatment in the City of Kimball

### November 2017 Snapshots

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With a street upgrade already in the works the Kimball City Council and the Clearwater River Watershed District (CRWD) Board saw an opportunity for improved stormwater treatment. The City was in the process of doing a fairly significant street upgrade and the watershed district board knew with a little extra design assistance and funding they could complement an already installed pollution reduction project to treat all of the stormwater flowing through the city streets.

The initial street upgrade project began in 2010, when the CRWD installed an infiltration and re-use basin on the southern part of the city to capture, treat, and release stormwater from a 1 ½ inch rainfall event. This project was completed in 2013 with the partial assistance of a Clean Water Fund grant.



*Hendricks' Treatment Basin*

City leaders of Kimball and the Board of the CRWD wanted to do more.

After investigating funding from the Clean Water Fund they were able to enhance their design and add a variety of components to the renovation project. The new items were specifically designed to treat stormwater from the remaining developed section of the city. Wenck Engineering and the board and staff of the CRWD provided help and the final phase of the stormwater management project was installed 2015.

Since the installation of the two projects both Stearns County and central Minnesota have witnessed some significant rainfall events. The solid design work and careful installation of the stormwater projects resulted in stormwater infrastructure that held up to these heavy rainfalls and removed significant



*Willow Creek where nutrient and sediment loads are now reduced.*

sediment and phosphorous, which can lead to cloudy, murky water due to algae. Many of Minnesota's cities have older areas and infrastructure that was designed to move water quickly through the city and downstream, without concern for what is carried in that water.

The current Kimball City Council and CRWD took the opportunity to correct some of the past design features and renovated an urban stormwater management system to treat all of the city's rainfall runoff before it leaves the city and enters the Clearwater River. With this full treatment to city's infrastructure, Kimball can proudly list themselves among cities who are proactively dealing with stormwater management issues.

Cole Loewen, Administrator for CRWD couldn't be more excited. "Kimball is my hometown. My grandparents provided land the city made into Willow Creek Park. Growing up, I spent a lot of time in the park- fishing for trout was one of my favorite activities. Those are cherished memories, and being part of a project that helps protect that opportunity for others gives a great sense of pride. It's like I'm following my grandparents lead."