

CITY OF ROCKVILLE

P.O. BOX 93 229 Broadway Street East ROCKVILLE, MN 56369
For Your Information – FYI Council Action Needed – CA

**AGENDA
TUESDAY, MARCH 27, 2018
ROCKVILLE CITY HALL
9:30 A.M.**

- 1. **Call to Order** Roll Call-VS.DW.DS.RT.JT
- 2. **Roll Call** – (Silence Electronic Devices)
- 3. **Approval of Agenda** - CA
- 4. **Recess to Workshop**
Workshop Agenda
 - a) 9:33 Communication Task Force Summary Report 2
 - b) 9:53 Fire Dept Tablets... cost of purchasing, installation, and on-going costs to have several tablets/docking stations in key fire dept. vehicles.
 - c) 10:05 2017 Fire Call breakdown - summary of the different types of call requests during 2017 i.e. FIRE: dwelling, grass, auto. RESCUE: Health emergency, accident, animal rescue, welfare check. FALSE ALARMS. 7
 - d) 10:15 2018 Street Project Gather information for an indebt discussion regarding RTU recommendation as it relates to reclaim and re-surface specifics. Also; to what extent shall the City engineer have involvement regarding several streets/roads for up-coming road upgrade season
 - e) 10:45 Alleged disparity in Water Base Fee Configuration. The discussion would not be intended nor warranted to determine the amount of Base Fee nor Usage Fee. 13
 - f) 11:00 Policy on Finance; (reports, investments, Council/Administrator interaction)? 22
 - g) 11:10 Discuss the merits of having Planning and Zoning Committee! Get clarity on “standards for granting” variance requests and definition of the phrase (Practical Difficulties) Get clarity regarding alleged chair of P and Z allowed to break tie votes 28
 - h) 11:30 Discuss specifics of anticipated moratorium and to what extent; (is it proposed to be a blanket moratorium and for how long)?
 - i) 11:45 Snow plow policy 39
 - j) 11:55 Repair/Replace Kubota/Pay loader

Reconvene Council Meeting 11:56 a.m. (Approximately)

- 5. **2018 Street Project** - Authorize Engineer to Advertise for Bids 2018 Street Project CA
- 6. **Other**
- 7. **Adjourn**

SUMMARY

Goals suggested by the Task Force are in support of the Mayor's goals:

- Outreach (why do people come to Rockville, how do they want to communicate, what does the City want to communicate to its residents, how should the City market itself to potential residents and businesses, etc.)
- Cultural diversity (enhance City communication by providing bilingual outreach services)
- Citizen engagement and consensus building by enhancing media services and adding a "Let's Talk" module to the City's website to streamline communication for all stakeholders (eg., Listen & Learn reporting & feedback, Council Sessions, Town Halls, reporting a 'fix-it' problem, celebrate and market City businesses, heritage, recreation, agriculture, etc.)
- Accountability and transparency (updates, timely reporting and follow up on issues, etc.)

The Task Force broke its recommendations into 3 phases. To ensure specific objectives are met or exceeded the Task Force recommends focusing attention on specific goals in phase one before moving to another phase.

It's expected the first phase would be cost neutral or require minimal funding, and could be developed with current staff assistance. The second and third phases are expected to require additional funding as City development and growth evolve. The Task Force feels it is important to identify an individual who can initially provide oversight to the process in phase 1. This individual could be internal but should be skilled in promoting communication effort in all its diversity and possessing the ability to make timely enhancements as technology advances.

Phase 2 and 3 recommendations are more simplistic at this point given recommendations were developed without linkage to City planning and development efforts. This linkage will have obvious impact on the future direction of communication efforts.

It should be noted that Task Force recommendations are not intended to replace current reporting efforts (eg., Cold Spring Record, etc.) nor to prevent resident outreach to staff or Council via normal means (eg., phone, personal meetings, etc.) but are aimed at enhancing efforts already in place and that are in line with what other Minnesota cities are providing. Similarly, the Task Force acknowledges that residents enjoy multi-media forms of communication, and so efforts in each phase focus on reaching as many residents in as many ways as possible. Outreach will depend on interested residents providing appropriate contact information (eg., email, text, and/or address).

Costs are not included but can be reported as needs arise, and Administration and Council direct prioritization of projects.

RECOMMENDATIONS

This report is not intended to be all encompassing but rather an initial effort to begin the communication enhancement process. Given governance and ever changing technology requirements, the Task Force feels it is

important to consider hiring a professional who will be tasked in Phases 2 and 3 with communication oversight and direction. Media is included across all three phases given its overarching impact on all forms of communication.

PHASE ONE

1. Identity

- A. The Task Force recommends retaining the current website introduction stating, “**Welcome to the City of Rockville** - where granite is the heart of our city and our beautiful lakes replenish the soul!” and the current tagline, “Granite - Heart of the City”.

It’s felt that amending this tagline to incorporate and market the diverse area the City now encompasses would complete the City’s new identity. The Task Force learned there is a local creative company that has worked with several local entities in updating taglines and logos. Research is needed to determine cost if such a company is employed. However, with oversight provided by City staff and the Tri City Cable Program Manager, it may be possible that such a project could be successfully developed in-house.

- B. Work with appropriate local or state officials in securing a blue Highway 23 sign giving travelers information about available amenities (such as local cafes and gas stations).

- 2. Website Enhancement (identified internal staff could be tasked to further amend the existing website platform). Future formatting special projects could possibly be done by college and university interns or volunteers under the direction of identified internal staff.

Specific goals:

- A. Provide a web based format for residents to report problems that can be tracked and responded to via messaging (eg., potholes, branches covering road signs, safety issues, etc.),
- B. Incorporate bilingual and social media options such as Facebook, Twitter, Instagram or others,
- C. Inform residents about City issues needing input and/or involvement,
- D. Provide feedback to residents about action taken in response to Town Hall, Listen & Learn Sessions or other topics of interest ,
- E. Provide residents an opportunity for feedback on issues to the City and Council (ie., How are We Doing”),
- F. Provide target information that highlights and markets City stake holder accomplishments to the public (eg., Agricultural, Business/Commercial, Education, Recreation, Core City, Lake Associations, Water Shed Districts, Diversity, etc.),

G. Incorporate League of Minnesota Cities' Social Media Policy. Review routinely and amend as appropriate.

3. Print

A. Change the newsletter format to bilingual. Explore a shorter format that might go out more frequently to assure timely information updates (assuming the cost is similar to the current newsletter),

B. Communicate media updates as appropriate in utility bills or other City communication efforts,

C. Maintain current reporting to the Cold Spring Record and ensure local media is routinely kept informed as appropriate (ie., St. Cloud Times, area radio stations, other area newspapers).

4. Media

A. Maintain current services (YouTube at meetings & special events, channel 10 programming, etc.); enhance where possible,

B. Consider developing a City Facebook page,

C. Adopt a Digital Policy. Review routinely and amend as appropriate.

PHASE TWO

1. Communication Oversight

A. As the City grows and develops, The League of Minnesota Cities could be helpful in advising next steps in providing oversight for the City's multiple media outreach efforts. One thought is that the City create a Communication Manager job description with appropriate funding, to provide this oversight. This individual could be either an internal or external candidate as appropriate to professional proficiency.

2. Website

A. As the City grows and develops, consider enlisting the services of a professional website development firm to further enhance the webpage. The Cities of Cambridge, Granite Falls, and Waite Park (among others) have used such firms to creatively develop and further enhance their websites.

3. Media

Enhance media services with direction from the Tri City Cable Program Director by exploring possible internships from area college/universities to develop specific media projects for the City. Funding may be required.

PHASE THREE

1. Communication Oversight

A. As the City further grows and expands into the future, funding may be more readily available to expand the Communication Manager position into a Communication/Marketing Director. This position would be responsible for overseeing all communication and marketing activities a large and diverse City requires to advance itself. This individual would need to be cognizant of all communication formats and be tasked with the direction and periodic review of communication efforts as technology and media format applications evolve, and as the City develops. This would be particularly true for any upgrades that would result in cost to the City and its taxpayers.

B. Market/Promote/Celebrate the City

This flows from the above individual’s job description and could be moved to Phase 1 or 2 depending on the City’s direction and funding requirements.

While the below is an oversimplification, it’s intended to provide several examples to promote the City’s diversity. Suggested examples below are obviously not all inclusive.

- ✓ Celebrate area history and heritage (such as Cinco de Mayo and Oktoberfest),
- ✓ Residential and Commercial ‘Welcome Ambassador’,
- ✓ Area lake promotions (such as Grand Lake Ice Races and Pleasant Lake Polar Plunge),
- ✓ Area businesses (such as Restaurants, Bars, Dairy, Cabinet Shop and more).

2. Media

Enhance media services with direction from the Tri City Cable Program Director by exploring possible internships from area college/universities to develop specific media projects for the City. Funding may be required.

PROCESS

The Communication Task Force met 6 times since its inception on December 11, 2017 at Mayor Duane Willenbring’s request to review City communication efforts and explore possible enhancements as outlined in the charge to the Task Force. Several Task Force members additionally conducted a site visit to the Waite Park Administrative Offices to explore their website build process. The Task Force would like to acknowledge the helpful information provided by Waite Park Mayor Rick Miller, Shaunna Johnson, Waite Park City Administrator, and Margie Wolfe, Waite Park Utility Billing/Media Publications Coordinator.

Task Force Charge

- Recommend communication core services the City should maintain and/or expand,
- Determine required funding to maintain those core services,

- Recommend revenue streams and fees that are most equitable and sustainable to maintain core services into the future,
- Educate and engage citizens concerning financial and technologic advancement challenges and seek ideas for solutions.

Toward addressing this Charge, the Task Force:

- Considered League of Minnesota City suggested options,
- Reviewed City Website, Channel 10/YouTube capabilities for possible enhancement,
- Discussed area media outreach (eg., local newspapers, radio stations, etc.),
- Explored social media options to reach all City population segments (eg., Cambridge, Granite Falls, Waite Park, St. Cloud, Richmond, Cold Spring and St. Joseph),
- Discussed website enhancements (eg., updated format, etc.),
- Considered communication tools to promote Council’s goals of accountability, transparency, citizen engagement and consensus building in promoting exchange of information concerning issues, City marketing/promotion, development, etc.,
- Conducted a site visit to the Waite Park Administrative Offices to learn more about their website development. (Although larger in population than Rockville, Waite Park was chosen for a site visit because of its close proximity, and because The League of Minnesota Cities recommended it as one possible option among several with merit).

Special thanks to Mayor Willenbring, Task Force members, City Staff and all involved for their energy, enthusiasm, and thoughtful recommendations.

Original Task Force Membership

Aime Kirby
 Brad Busse
 Michelle George
 Krystal Lingofelt
 Brandy Maddox
 Judy Merrill
 Pam Willenbring

City Mayor

Mayor Duane Willenbring

Task Force Workgroup

Aime Kirby
 Brad Busse
 Judy Merrill
 Pam Willenbring

City Staff

Deb Weber

City Resident

Nicholl Legatt



Create a Report

Load Dashboard »

calls

My Reports

My Favorites (1)

EMS calls

Shared Reports

Fire Annual Reports (1)

Calls by Month/Year

Fire Reports (5)

All Fire Dept Calls grouped by City reported listed by incident type

Calls by Month/Year

Calls by Person by Month

Fire Overlapping Calls Report

Time Spent on Calls by Vehicle

My Favorites (5)

Calls by District

Calls by District GR

Calls by Month/Year - Roseville

Calls/ District

Cloquet Area Fire District St. Louis County Calls

QA/QI (1)

Design Actions

Design: Calls by Month/Year
Generate Report »

Calls by M

Basic - Incident Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Basic - Incident Month											
January	10	8	3	9	6	6	9	7	8	13	8
February	9	4	6	6	5	8	13	7	3	14	6
March	9	4	11	9	3	6	9	10	6	10	4
April	4	7	5	7	4	8	16	10	6	9	
May	6	9	2	2	12	5	4	8	6	8	
June	10	8	9	6	9	19	11	8	13	2	
July	6	10	11	18	10	9	15	6	10	12	
August	13	6	11	12	8	7	8	7	7	5	
September	5	4	4	9	12	14	10	6	7	7	
October	4	6	5	5	15	10	19	6	10	10	
November	12	6	10	7	12	11	4	11	13	6	
December	5	5	5	8	9	12	5		7	7	
Grand Total	93	77	82	98	105	115	123	86	96	103	18

Date Generated: March 19, 2018 5:41:31 PM

Basic Options Filters Additional Options



Annual Alarm Summary Report

Reporting Between: 01/01/2017 - 12/31/2017

Printed On: 03/19/2018

Situation	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Total
100 Series Fire	1	3	0	2	0	0	0	0	1	1	1	1	10
300 Series Rescue & Emergency Medical Service Incident	12	10	9	5	7	1	10	4	6	8	4	5	81
400 Series Hazardous Condition(No fire)	0	0	0	1	0	0	0	0	0	0	0	0	1
600 Series Good Intent Call	0	1	0	1	1	1	1	1	0	1	1	1	9
700 Series False Alarm & False Call	0	0	1	0	0	0	1	0	0	0	0	0	2
Grand Total	13	14	10	9	8	2	12	5	7	10	6	7	103

Search Criteria

Dates: From 01/01/2017 To 12/31/2017 (mm/dd/yyyy)

Service: ROCKVILLE



Report Description



Annual Alarm Summary Report

Reporting Between: 01/01/2016 - 12/31/2016

Printed On: 03/19/2018

Situation	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sept 16	Oct 16	Nov 16	Dec 16	Total
100 Series Fire	3	0	1	2	1	1	0	1	1	0	1	0	11
300 Series Rescue & Emergency Medical Service Incident	4	3	4	2	3	9	5	5	6	8	9	7	65
400 Series Hazardous Condition(No fire)	0	0	1	0	1	0	2	0	0	1	1	0	6
500 Series Service Call	0	0	0	0	1	0	0	0	0	0	0	0	1
600 Series Good Intent Call	0	0	0	2	0	1	1	0	0	1	2	0	7
700 Series False Alarm & False Call	1	0	0	0	0	0	0	1	0	0	0	0	2
800 Series Severe Weather & Natural Disaster	0	0	0	0	0	2	2	0	0	0	0	0	4
Grand Total	8	3	6	6	6	13	10	7	7	10	13	7	96

Search Criteria

Dates: From 01/01/2016 To 12/31/2016 (mm/dd/yyyy)

Service: ROCKVILLE



Report Description



Annual Alarm Summary Report

Reporting Between: 01/01/2015 - 12/31/2015

Printed On: 03/19/2018

Situation	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Total
100 Series Fire	1	0	1	6	1	3	0	0	1	1	1	0	15
300 Series Rescue & Emergency Medical Service Incident	5	6	8	0	6	5	6	6	4	4	9	0	59
400 Series Hazardous Condition(No fire)	0	0	1	0	0	0	0	0	0	0	0	0	1
600 Series Good Intent Call	0	1	0	2	0	0	0	0	0	1	1	0	5
700 Series False Alarm & False Call	1	0	0	2	0	0	0	1	1	0	0	0	5
900 Series Special Incident Type	0	0	0	0	1	0	0	0	0	0	0	0	1
Grand Total	7	7	10	10	8	8	6	7	6	6	11	0	86

Search Criteria

Dates: From 01/01/2015 To 12/31/2015 (mm/dd/yyyy)

Service: ROCKVILLE



Report Description



Incidents by Census Tract (Summary)

From 01/01/17 To 12/31/17

Report Printed On: 03/19/2018

Total Runs Based on Selected Criteria: 97

Census Tract	Run Number	Est. Losses	% of Losses
ColdSpr	1700065	-	0.00%
	1700076	-	0.00%
	1700084	-	0.00%
	1700095	-	0.00%
	1700096	-	0.00%
	1700102	-	0.00%
	1700103	-	0.00%
	1700136	\$ 135,000	80.84%
Total Incident Count For Census Tract: 8		Total Est. Loss For Census: \$ 135,000	

Main Pr	1700024	-	0.00%
	1700034	-	0.00%
	1700037	-	0.00%
	1700043	-	0.00%
	1700051	-	0.00%
	1700078	-	0.00%
	1700092	-	0.00%
	1700109	-	0.00%
	1700118	-	0.00%
	1700132	-	0.00%
Total Incident Count For Census Tract: 10		Total Est. Loss For Census: \$ 0	

RockV	1700003	-	0.00%
	1700017	-	0.00%
	1700018	-	0.00%
	1700019	-	0.00%
	1700020	-	0.00%
	1700022	-	0.00%
	1700023	-	0.00%
	1700025	-	0.00%
	1700026	-	0.00%
	1700027	-	0.00%
	1700031	-	0.00%
	1700032	-	0.00%
	1700033	-	0.00%
	1700036	\$ 0	0.00%
	1700038	-	0.00%
	1700039	-	0.00%
	1700040	-	0.00%
	1700041	-	0.00%
	1700042	\$ 0	0.00%
	1700046	-	0.00%
	1700049	-	0.00%
	1700052	-	0.00%
	1700054	-	0.00%
	1700055	-	0.00%
	1700056	-	0.00%
	1700057	-	0.00%
	1700058	-	0.00%
	1700060	\$ 0	0.00%
	1700062	-	0.00%
	1700063	-	0.00%
	1700064	\$ 0	0.00%
1700073	-	0.00%	
1700074	-	0.00%	
1700075	-	0.00%	

1700077	-	0.00%
1700079	-	0.00%
1700081	-	0.00%
1700083	-	0.00%
1700085	-	0.00%
1700086	-	0.00%
1700087	-	0.00%
1700088	-	0.00%
1700089	-	0.00%
1700094	-	0.00%
1700097	-	0.00%
1700098	-	0.00%
1700099	-	0.00%
1700100	-	0.00%
1700101	-	0.00%
1700104	-	0.00%
1700105	-	0.00%
1700106	-	0.00%
1700107	-	0.00%
1700108	-	0.00%
1700110	-	0.00%
1700112	-	0.00%
1700115	-	0.00%
1700117	-	0.00%
1700119	-	0.00%
1700120	-	0.00%
1700121	-	0.00%
1700122	-	0.00%
1700123	-	0.00%
1700124	-	0.00%
1700125	\$ 0	0.00%
1700126	-	0.00%
1700127	\$ 12,000	7.19%
1700129	-	0.00%
1700130	-	0.00%
1700131	-	0.00%
1700133	-	0.00%
1700138	-	0.00%
1700139	-	0.00%
1800002	-	0.00%
1800003	-	0.00%
Total Incident Count For Census Tract: 75		Total Est. Loss For Census: \$ 12,000
St Jos		
1700113	\$ 20,000	11.98%
Total Incident Count For Census Tract: 1		Total Est. Loss For Census: \$ 20,000
St. Aug		
1700035	-	0.00%
Total Incident Count For Census Tract: 1		Total Est. Loss For Census: \$ 0
WaitePk		
1700028	-	0.00%
1700029	-	0.00%
Total Incident Count For Census Tract: 2		Total Est. Loss For Census: \$ 0
Total Incident Count: 97		Total Est. Loss: \$ 167000

Search Criteria

Dates From 01/01/2017 To 12/31/2017 (mm/dd/yyyy)
Service ROCKVILLE
Staff All

Rockville MN

2018 FEE SCHEDULE FOR LICENSES, PERMITS AND SERVICES

Applicable Minnesota Sales Tax will be added to fees.

+ Interest will be charged according to annual rate.

++ Credit/debit card payment not accepted for these fees.

2. Administration and Miscellaneous Fees
3. Building Permit Fees
4. Community Development Related Fees
5. Fire Department Call Fees and Stipends
6. General License, Permits, Service, Building & Grounds Rental Fees
7. Public Works Department—Equipment & Operator Fees
8. Sewer, Water and Storm water Utility Fees
9. Administrative Fines

Dated 1/3/2018 dpw

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.
+Interest will be charged according to annual rate.

ADMINISTRATION AND MISCELLANEOUS

<u>Item</u>	<u>Date of last change</u>	<u>Proposed Fee</u>	<u>2017 Fee Schedule</u>
Address Sign/Post (blue sign)		\$25.00	\$25.00
Administrator Fees / hr (billed in 15 minute blocks)		\$60.00	\$60.00hr (15min)
Administrative Assistant Fees/hr.		\$20.00	\$0.00
Assessment Search Fee (per parcel)		\$25.00	\$20.00
Certifying assessments for delinquent accounts to Tax Roll		10%	10%
Copies- (non-color/sheet 8-1/2"X11" (Sales Tax included)		\$.25	\$.25 per page
Copies-(color)/sheet 8-1/2"X11" (Sales Tax included)		\$.50	\$.50 per page
Copies-(non-color/sheet 11"X 17" (Sales Tax included)		\$.50	\$.25 per page
Copies-(color)/sheet 11"X 17" (Sales Tax included)		\$1.00	\$.25 per page
Comprehensive Plan-Printed		\$75.00	\$.25 per page
Comprehensive Plan-Digital (CD)		\$25.00	\$ 0.00
Election Filing Fee		\$2.00	\$2.00
Fax (local) per page		\$.50	\$0.00
Fax (long distance) per page		\$2.00/1.00	\$2.00 1 st \$1.00 thereafter
Late Fee (Utility bills) every mth.		10%	10%
Late Fee (Invoice)	10% 1 st Mnth 1% thereafter	10% 1 st Mnth 1% thereafter	
Non-Sufficient Funds (NSF) Fee		\$25.00/4.00	\$25.00+4.00bank fee
Mailing List		\$25.00	\$25.00
Newsletter Ad 1/8 page		\$25.00	\$25.00
1/4 page		\$35.00	\$35.00
1/2 page		\$50.00	\$50.00
Full page		\$75.00	\$75.00
Insert		\$150.00	\$150.00
Road Closure Application Fee City/Cty Street (non-refundable)		\$25.00	\$25.00
Road Closure Deposit for barricade/traffic cones damage & roadway cleanup (refundable)		\$100.00	\$0.00
Sign Permit – Permanent/Building Permit or		\$50.00	\$On Value
Sign Permit – Temporary		\$25.00	\$On Value
Special Meeting Fee		\$200.00	\$200.00

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

Building Permit Fees.		Proposed	2017
<u>Item</u>	<u>Date of last change</u>	<u>Fee</u>	<u>Fee Schedule</u>
<u>Work done without a required permit!</u>		Double the permit Fee	Doubled permit
Accessory Building under \$200 or less			\$25.00
Building Permit Fees –Residential & Commercial. Per UBC Fee Schedule		Based on value	On value
Basement Finish- (\$100.00 permit fee, \$50.00 plan check) + State Surcharge		\$150.00	on value
or using MN valuations UBC Fee Schedule whichever is less.			
Decks-Residential (\$75.00 permit fee, \$50.00 plan check) + State Surcharge		\$125.00	on value
or using MN valuations UBC Fee Schedule whichever is less.			
Construction Site Permit (Farm Use)		\$25.00	\$25.00
Demolition Permit -Commercial/Industrial	+State Surcharge	\$75.00	
Demolition Permit -Residential	+State Surcharge	\$50.00	\$26.00
Electrical Inspections	per MN State Electrical Regulations		
Maintenance Permit Fee	+State Surcharge	\$35.00	\$26.00
Re-roofing, Re-siding			
Window or Ext. Door replacement			
Mechanical/Plumbing (HVAC) Residential	+ State Surcharge	\$75.00	\$41.00/\$76.00
(includes chimneys, wood stoves & fireplaces existing or new)			
Commercial		Based on value	On Value
Mobile or Doublewide Home installation	+State Surcharge	\$100.00	On value
Moving Permit Fee/Excluding building permit			
Accessory Structure –Move in fee	+ State Surcharge	\$75.00	On value
House – Move in fee	+ State Surcharge	\$100.00	
Plus additional fee based on valuation if any site work is necessary (ie driveway permit)			
Plan Check Fee			65% of Permit Fee
Plan Check Fee for similar plans (per state building code, Chapter1300, Sec. 160)			25% of Permit Fee
Plan Check Fee-Additional- required by changes, or additions to approved plans.	Per hr.	\$50.00	
Stairs Permit		\$25.00	\$25.00

Refunds:

The building official may authorize refunding of not more than 80% of the permit fee, if no work has been done under the approved permit.

Request for refund must be in writing and submitted by the original applicant no later than 180 days after the original fee payment.

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

Community Development Related Fees.		Proposed	2017
Item	Date of last change	Fee	City Fee
Administrative Plat Fee		\$100.00	\$100.00
“After the Fact” Charges		twice the permit fee + application fee	
Appeal Process Fee plus professional fees		\$250.00	\$0.00
Business Subsidy Loan, TIF, or Tax Abatement, PUD			
Administrator Fee plus			
Application		\$500.00	\$0.00
Escrow Amount ** (un-used portion is refunded)		\$1,500.00	\$0.00
Conditional Use Permit (application)		\$200.00	\$200.00
Driveway Permit (County or State Road may require additional permit)		\$50.00	\$20.00
Driveway Permit Deposit (refundable if no damage to public property)		\$500.00	\$0.00
Final Plat Review		\$300.00	\$300.00
Interim Use Permit (application)		\$200.00	\$200.00
Minor Subdivision (application)		\$100.00	\$100.00
Ordinance Amendment (application)		\$500.00	\$0.00
Park Land Dedication Fee (single family)	or (0.07/sq. ft.)	\$1,200.00	\$1,200.00
		1800 SQ feet per single family Res lot or (\$1200 per lot) or based on value of land	
“ “ “ Per unit (multi-family)		\$1,000.00	\$1,000.00
		1500 Sq feet per multi family res lot or (1,000 per lot) or based on value of land	
Platting Escrow Amount ** (un-used portion is refunded)		\$1,000.00	\$0.00
Preliminary Plat			
1-3 Lots		\$300.00	\$300.00
4-10 Lots		\$500.00	\$500.00
11-40 Lots		\$1500.00	\$1500.00
Over 40 Lots		\$5000.00	\$5000.00
Re-Zone Application		\$200.00	\$200.00
Shore Land Alteration Permit	Stearns County Fee plus	\$25.00	SCF/\$25.00
Stearns County Environmental Service		\$Actual	\$Actual
Stearns County Recording Fee		\$Actual	\$Actual
Vacate Easement, Street, or Alley Application		\$250.00	\$100.00
Variance Request Application		\$200.00	\$200.00

** Petitioner will be responsible for additional charges incurred above the escrow collected.

*Community Development related fees may be combined for multiple requested actions presented as one review package at one meeting by the same applicant.

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

Fire Department Call Fees		Proposed	2017
<u>Item</u>	<u>Date of last change</u>	<u>Fee</u>	<u>City Fee</u>
Fire Calls-Base rate (includes the first hour)*		\$500.00	
Each additional hour		\$250.00	
Accident Calls- Base Rate (includes the first hour)*		\$300.00	
Traffic Accident with Extraction		\$400.00	
Vehicle Fire		\$250.00	
False Alarm	1 st no charge, 2 nd \$100.00, 3 rd or more	\$250.00	
Grass Fire/Structural with permit	1 st no charge after	\$500.00	
Knox Box (surface mount)		\$Actual	\$Actual
Knox Box (Flush mount)		\$Actual	\$Actual
Loads of Water	\$50.00 Base plus	\$City water rates	\$water rates/base
Supplies (i.e. foam)		\$Actual	
Medical Responses*First response		No Charge	
Second response (of like type issue) will include a written warning that future responses shall have a charge for services rendered based on actual cost to City.		No Charge	
Third and future Responses per calendar		\$250.00	

*Base Charge: For fire runs and medical responses, involving a minimum of time, equipment, and firefighter hours, the City reserves the option of charging a base fee of \$500.00-\$300.00 and \$300.00-\$150.00 respectfully.

Stipends:

Council members		Annual Salary \$2,100.00	\$2,100.00
Mayor		Annual Salary \$3,000.00	\$3,000.00
Council/Mayor Special mtg/hr	In City	\$25.00 per mtg	In City \$25.00 per mtg
	Out of City	\$25.00 per hour/(Max. \$50.00) +mileage	Out City \$20.00 1st hour thereafter \$10.00 per hour (Max.\$50.00)+mileage
Fire Department:			
Fire Chief		Annual Salary \$2,000.00	\$2,000.00
1 st Assistant Chief		Annual Salary \$1,250.00	\$1,250.00
2 nd Assistant Chief		Annual Salary \$1,000.00	\$1,000.00
Secretary		Annual Salary \$1,500.00	\$1,500.00
Captains		Annual Salary \$500.00	\$500.00
Fire Dept. Members	Fire/Rescue Calls, truck checks, mtg.	\$10.00/hr	Calls/truckv\$10 Mtg \$8.00
Planning and Zoning Members. (Annual Salary \$250.00 Chair)	per mtg	\$25.00	\$25.00/\$250Chair
Committee mtgs. (RTU) etc.	per mtg	\$25.00	\$25.00
Sub-Committee, Task Force mbrs.	per mtg	\$15.00	\$0.00 volunteer

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

General License, Permits, & Service Fees		Proposed	2017
Item	Date of last change	Fee	<u>Fee Schedule</u>
Animal Impound Fee (Contracted Service)	as charged by contractor		\$0.00
Caterer's Permit		\$35.00	\$0.00
Fireworks Permit		\$35.00	\$25.00
Legalized Gambling Investigation Fee for Initial Premises Permit		\$25.00	\$0.00
Legalized Gambling Premises Permit Annual Renewal Fee (Jan-1)		\$25.00	\$0.00
*Liquor License (annual)			
Consumption and Display		\$25.00	\$25.00
Off-Sale Intoxicating Liquor (MN Statute 340A.408)		\$100.00	\$100.00
Off-Sale Non-Intoxicating 3.2 Malt Liquor		\$25.00	\$10.00
On-Sale Intoxicating Liquor		\$1,250.00	\$1,250.00
On-Sale Non-Intoxicating 3.2 Malt Liquor		\$25.00	\$0.00
Wine		\$50.00	\$25.00
Sunday Liquor License		\$200.00	\$150.00
Temporary On-Sale Intoxicating Liquor		\$25.00	\$20.00
*Peddlers License (local no background check)		\$25.00	\$0.00
*Peddlers License (non-residents) (non-refundable)		\$75.00	\$25.00
(For non-residents Photo Identification Card issued by City) per individual \$10.00			
Refuse Haulers Annual Permit January 1 st renewal		\$150.00	\$0.00
Work in City Right of Way and/or bulk city property Permit Fee		\$50.00	\$20.00
(Refund after proper clean-up deposit)		\$200.00	\$0.00
Tobacco and Electronic Cigarettes License		\$25.00	\$12.00
*The license fees are intended to cover the costs of issuing, inspecting and other directly related costs of enforcement.			
Rental Fee Buildings & Grounds			
City Hall Rental: (For businesses, organizations, non-profits. <u>NO</u> Private Parties)			
Rooms available: Council Chambers (seats 60) conference rooms (seat approx 12)			
1-29 people	per room	\$50.00	\$50.00
30 and more	Chambers	\$75.00	\$75.00
	Kitchen use	\$25.00	\$25.00
Community Ball Field	Resident	\$25.00	\$25.00
	Non-resident	\$50.00	\$50.00
	Event	\$100.00	\$100.00
Eagle Park, Lions Park, & Community Park	Resident	\$25.00	\$25.00
	Non-resident	\$50.00	\$50.00
	Event	\$100.00	\$100.00
Deposit Fee for City Hall, Fire Hall and Park Rental	minimum	\$75.00	\$50.00
(Deposit is refunded if buildings & grounds are in proper condition after the event)			
Pasture Rent (Eagle Park appx 65 acres)		Based on Current Property Tax/yr	

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

Public Work's Dept. Equipment & Operator Fee (Not intended for Public hire.)

<u>Item</u>	<u>Date of last change</u>	<u>Fee</u>	<u>City Fee</u>
Chain Saws	(with operator)	per hr*\$50.00	\$
Disc Blade	(reclaiming)	per hr \$35.00	\$
Dump Truck single axle	(with operator)	per hr*\$75.00	\$60.00
Dump Truck single axle with plow	(with operator)	per hr*\$95.00	\$75.00
Dump Truck tandem axle	(with operator)	per hr*\$80.00	\$80.00
Dump Truck tandem axle with plow	(with operator)	per hr*\$100.00	\$100.00
Generator 4-pin hookup: 220 & 120 volt		per hr \$40.00	\$
Loader	(with operator)	per hr*\$100.00	\$100.00
Lawn Mower zero turn	(with operator)	per hr*\$60.00	\$
Lawn Gang Mower/ tractor	(with operator)	per hr*\$80.00	\$
Mail Box (swing post) (picked up)		\$Actual Cost	\$95.00
Mail Box (swing post) (delivered)		\$Actual Cost +\$35.00	\$120.00
Road Grader	(with operator)	per hr*\$110.00	\$
Skid Steer/ one attachment	(with operator)	per hr*\$80.00	\$65.00
Additional charge for each attachment		per hr*\$25.00	\$0.00
Trash Pump 2-1/2" with 12 intake hose, 25' outlet hose		per hr \$40.00	\$0.00
Wood Chipper	(with operator)	per hr*\$75.00	\$0.00

*add Overtime labor to applicable hourly rates if operator reaches Overtime status.

Equipment rates are based on a 1-hr minimum. In nearly all circumstances, equipment must be rented with (and operated by) a city staff member.

Exceptions may be made when working with other governmental entities.

City of Rockville**Fee Schedule**

Applicable MN Sales Tax will be added to fees.

+Interest will be charged according to annual rate.

Sewer, Water, and Storm Water Utility Fees		Proposed	2017
<u>Item</u>	<u>Date of last change</u>	<u>Fee</u>	<u>Fee Schedule</u>
Sewer Hook-up; aka. SAC	one time charge	\$3,000.00	\$3017.04
Sewer Base Fee: Core*	Bi-monthly	\$12.00	\$12.00 per unit
Sewer Base Fee: Lakes, PIP, Brentwood*	Bi-monthly	\$30.00	\$54.86/\$41.14/12.00
Sewer Significant Industrial User Fee		(add to usage rate)	
Base Fee(SIU)			\$50.00
SIC Flow Sewer			\$1.65/\$3.30
Biochemical Oxygen Demand (CBOD) greater than 250 mg/l per pound		\$.95	\$.74/1.48
Total Kjeldahl Nitrogen (TKN) greater than 45 mg/l	per pound	\$.45	\$0.00
Total Phosphorus (TP) greater than 7 mg/l	per pound	\$19.38	\$5.00/10.00
Total Suspended Solids (TSS) greater than 300 mg/l	per pound	\$1.97	\$.42/.84
Usage-Consumption Rate/1000 gal*#	Bi-monthly	\$4.90	\$1.22
Sewer Stub-low pressure system (includes SAC & Trunk fee per connection)		\$8,872.50	\$8,782.50
Water Hook-up; aka.WAC	one time charge	\$3,000.00	\$3017.04
Water Base Fee: Core*	Bi-monthly	\$20.00	\$26.00 per unit
Water Base Fee: Lakes, PIP, Brentwood*	Bi-monthly	\$40.00	\$26.00 per unit
Water Meter Fee	COMMERCIAL actual cost	residential\$300.00	\$actual
Water Safe Water FeeMDH	Bi-monthly	\$1.06	\$1.06
Water Usage Rate	0000-30,000 thousand gallons	\$7.00	\$3.00 0-4000
	30,001-60,000 thousand gallons	\$7.50	\$3.50 4001-8000
	60,001-90,000 thousand gallons	\$8.25	\$4.25 8001-14000
	90,001-99,999 thousand gallons	\$8.75	\$4.75 14001+
Construction Water Meter Hookup (meter fee refundable)		cost of meter plus	\$25.00
Contractor (Water sales)		\$5.00/1000 gal+sales tax+	\$25.00
Water Disconnect		\$35.00	\$0.00
Water Reconnect		\$30.00	\$100.00
Resident requested water flow rate or meter certification/rebuild		actual cost of certification	
(Refunded if flow rate or meter accuracy found to be outside of normal operating parameters)			
Storm Water Utility Fee	Bi-monthly		N A

*Unit is defined as each dwelling, business, or industry. (Basic Code Section 52.51 Water Rates.)

(Basic Code Section 52.25 Supply from one service – No More than one housing unit or building shall be supplied from one service connection except by permission of City Council. Each unit served shall have a separate water meter

Actual Usage Nov,-April: Averaged May,-Oct. based on previous 6 mth usage.

City of Rockville**Fee Schedule**

**Applicable MN Sales Tax will be added to fees.
+Interest will be charged according to annual rate.**

Public Improvements Schedule of Value Item	Date of last change	Proposed Fee
ADMINISTRATIVE FINES		
<u>Ordinance # Description</u>		
2003-02: Fireworks		\$130.00
2003-07: Prohibiting the Parking of Vehicles on City Streets for more than 72 hours and regulating parking on Certain City streets During Winter months		\$130.00 \$130.00
2003-08A: Regulating the Use of the Wastewater Facilities		\$130.00
2003-09: Noise Ordinance		\$130.00
2004-21: Regulating the Use of Snowmobiles		\$130.00
2004-22: Regulating the Use of ATV's		\$130.00
2006-32: Regulating the Use of City Parks		\$130.00
2009-59: Regulating Dogs in the City		\$130.00
2012-75: Regulating Parking During Snow Emergencies on All City Streets During Winter Months		\$130.00
2013-77: Shade Tree		\$130.00
2013-79: Rental Licensing		\$130.00
City Cleanup on Nuisance Violations-per hr	\$35.00	\$35.00
Sign in Ordinance Violation (retrieve per sign)	\$25.00	\$25.00

**CITY OF ROCKVILLE
AMENDED
INTERNAL CONTROL POLICY**

SUBJECT: Policies and procedures Internal Controls.

DATE COUNCIL APPROVED: 02/16/11 **Staff amended** 04/17/17 & **now** 03/01/18

Note: No changes for 2015 prior to Rena leaving.

I. Internal Control Policies

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

- Non-Discrimination
- Reduction in Work Force and Recalls
- Compensation and Work Hours
- Personal Time Off (PTO)
- Leaves of Absence
- Insurance
- Employee Training & Travel
- Uniform Allowances
- Employee Records & Performance Appraisals
- Discipline
- Sexual Harassment
- Harassment
- Conflicts of Interest on City Council or Commissions
- Drug & Alcohol Free Workplace and Testing
- Safety
- Smoking
- Personal Use of City Property & Equipment
- 3rd Party Contact
- Cash in Lieu of Health Insurance

II. Disbursements Procedures

1. Policy directives as it pertains to the purchasing authority of city staff:
 - A city employee shall be allowed to make purchases for routine maintenance, repairs or supplies up to the approved credit limit of their corporate card without prior Council approval as long as it is determined that sufficient funds remain in the respective department's budget to provide for said purchases. This authorization does not include capital items.
 - A purchase of up to twice an employee's approved corporate card credit limit shall be allowed without prior Council approval for routine maintenance, repairs, supplies or capital items with the expressed approval of the Administrator/Clerk, and upon confirmation that sufficient funds are available to cover such purchases.
 - Any purchases needed in excess of the aforementioned limits, or are not routine in nature, shall be brought before the Council for review and approval prior to the purchases being made.
 - In the event that an employee has access to more than one corporate card, their credit limit shall be considered the maximum credit limit of the card with the highest credit limit, and not the aggregate limits of all cards combined.
2. The employee is then authorized to order the item.
3. When items are received, the employee checks the packing slip to make sure that all items have been received and then turns the packing slip in to their department head.

4. The department head or person purchasing the item codes & initials the invoice and then turns it into the Finance/Billing Clerk/Admin Asst. to be paid.
5. The Finance/Billing Clerk/Admin. Asst. initials the bills, enters the bills into the computer and then gives bills to the Administrator/Clerk for review and they make any necessary changes. The Administrator/Clerk then prints the pre-numbered checks, posted the batch and signs the checks then the Finance/Billing Clerk/Admin verifies the checks to the bills, stamps with the paid date, staples the duplicate stub to the bills, signs the checks and mails the checks. CIP bills get approved by City Council before they are paid.
6. Checks are stored in a locked drawer in the Finance/Billing Clerk/Admin Asst.
7. Authorized signers on the account are the Administrator/Clerk, Finance/Billing/Admin.Asst. or Mayor. Two signatures are required on each check. The payment detail reports are saved on the computer.
8. The Administrator/Clerk then prepares a list of the accounts payable by check number order and distributes copies of it to the City Council via e-mail, hard copies and the original bills are at the Council meeting.
9. The City Council ~~accepts~~ **acknowledge** the list of bills at their council meetings.
10. The bills are filed by the Finance/Billing Clerk/Admin Asst. in by month in the file drawer.
11. The City uses EFT for State and Federal withholding taxes, **Pera, building permit surcharges, Neopost postage** and sales tax payments. The Administrator/Clerk and Finance/Billing/Admin.Asst are authorized to initiate EFT's. EFT's are entered into the system by the Finance/Billing/Admin. Asst. as payment batches and reviewed and initialed by the Administrator/Clerk.
12. Copies of the bi-monthly expenditure & revenue budget summary report are printed by the Receptionist/Admin.Asst. and distributed to the City Council members and department heads for review and monitoring. In the reports are details of monthly totals, as well as total budget to actual

III. Utility Billing

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

IV. Misc. Accounts Receivable

1. Invoices are generated periodically for miscellaneous receivables. These invoices are generated by the Finance/Billing/Admin.Asst. in the Administration Dept. A copy of the invoice is printed and filed. When a payment is received for these invoices, the date and amount of payment is recorded by the

Receptionist/Admin.Asst. records the payment amount & check # on the Accounts Receivable ~~spreadsheet register and a receipt is written up for the payment.~~ The Finance/Billing/Admin.Asst. then enters the cash total and the check total ~~total receipt number, date, check #, payment amount~~ on the deposit slip register ~~and attaches the Accounts Receivable spreadsheet~~ to the deposit slip. The Finance/Billing/Admin.Asst. marks that it is paid on the Money Software program.

2. All receipts are entered into the computer by the ~~Receptionist/Admin.Asst~~ **Finance/Billing/Admin Asst.** The Administrator/Clerk reviews and approves the receipt batch before it is posted and verifies the deposit slip with the Accounts Receivable register and the computer generated receipt batch. The Finance/Billing/Admin.Asst. post the batches.

V. Cash and Receipts Procedures

1. Receipts come in through one of four ways: In person (at the counter), in the mail, in the drop box, **PSN (Payment Service Network)** or through electronic transfer. Payments received at the counter are accepted by all Administration employees. The Receptionist/Admin.Asst. stamps the date received on the receipts payments that come in the mail and drop box every morning. The Receptionist/Admin.Asst. does ~~receipt batches excel spreadsheet~~ for all receipts ~~then puts receipts in Finance/Billing/Admin Asst. locked drawer, then Finance/billing/Admin Asst. enters receipt in Banyon software and matches balance with excel spreadsheet~~ and has them approved by the Administrator/Clerk.
2. Whenever cash is received, a receipt is written up, in duplicate, and is dated and signed by the person who accepted the money and also the payer. If the payer wants a receipt, they are given the original. The city retains the duplicate copy.
3. When payments are received for water/sewer bills, the payment amount, date, and check number are recorded on the stub, along with the name and account number which are pre-printed on it, and one receipt report is written up for the whole batch on the date that it is deposited into the bank.
4. Deposits are done in a timely manner. **ACH is done on due date for those who signed up for automatic pay plan. PSN (Payment Service Network) is done as we receive them.**
5. The Finance/Billing/Admin.Asst. prepares the deposit and writes up the information in the Accounts Receivable register as noted in Misc. Accounts Receivable #2 above.
6. Petty cash policy was discontinued in 2016. Cash deposit is deposit in a timely manner.
7. An "Accounts Receivable" register is kept for all receivables, including utility bills. Invoices for these receivables are created by the Finance/Billing/Admin.Asst. in the Administration department. When payments are received for these items, the date, receipt number, amount paid, etc. are recorded in the register. Any unpaid invoices at year-end are certified to the homeowners' property taxes for collection by special assessments.
8. Payments for building permits are received in this same manner and no permits are issued until payment for them is received in full, including all necessary water & sewer hook-up fees, water meter expenses, etc.
9. Invoices for contracts with other entities (fire contracts, etc.) are prepared by the Administrator/Clerk and approved by the City Council.
10. Copies of monthly revenue and expenditure budgets or budget summary reports are distributed to the City Council members and department heads for review and monitoring. Included in the reports are details of monthly totals, as well as total budget to actual. Copies of these budget reports are saved and filed.

VI. Month-End Reconciliation

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

VII. Investments

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

VIII. Payroll

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

IX. Property and Workers Comp Insurance

1. The City's policy for property and liability insurance is due on June 1st of each year. Prior to the renewal date, the City's insurance agent requests renewal information from the City. This renewal packet is completed by the Administrator/Clerk. The Administrator/Clerk or Finance/Billing/Admin.Asst. confers with each department head to confirm the list of property and equipment on the policy, and the current value of each item. If there are any significant changes to the policy the Administrator/Clerk reviews the approval on them.
2. The City's worker's comp policy is due on July 10th of each year. Prior to the renewal date, the City's insurance agent requests payroll data from the City. This information is provided to them by the Administrator/Clerk.
3. The checks to pay for the insurance are not issued until they are approved by the City Council.

4. The annual work comp audit information is gathered and prepared by the Administrator/Clerk & Finance/Billing/Admin.Asst. and the audit generally occur in late August or in September.

X. Asset Inventory

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

XI. Special Assessments and Property Taxes

1. All new special assessment rolls are approved by the City Council at a Public Hearing conducted in accordance with State Statutes.
2. Special assessment payments are received at the City or with the tax settlement from Stearns County. The Finance/Billing/Admin.Asst. reviews the county settlements and any pre-payments and record it in a receipts batch **and then is review by the City Administrators before posting batch.**
3. Any assessment payments received at City Hall are recorded on the City's Accounts Receivable register. The Administrator/Clerk then sends a letter to the Stearns County Auditor's Office notifying them of the pre-payment received at our office.

XII. Journal Entries and Transfers

1. All journal entries are done by the ~~Receptionist/Admin.Asst.~~ **Finance/Billing/Admin Asst** during the year, to make adjustments to accounts as needed. Documentation for each journal entry is then given to the Administrator/Clerk for approval.
2. All transfers between funds are done by the staff. All transfers between funds are done **by request for Council Action after approval then transfer is done** ~~by the staff~~ **the Finance/Billing/Admin Asst. then is review and** approved by the Administrator/Clerk ~~They are approved by the Administrator/Clerk and by the City Council and copies of them are kept on file along with documentation about the transfer. before posting the batch. The following month under Consent Agenda the Council will acknowledge review of Journal Entries. Copies are kept on the Computer and in the Request for Council action binder.~~
3. Bank Transfers are done by the Administrator/Clerk or Finance/Billing/Admin.Asst. by regularity checking the Account balance. Then the transfer are made on the Granite Community Bank web-site, copies of transactions are made and approved by the Administrator/Clerk. Copies are filed in the Finance/Billing/Admin.Asst. office.

XIII. Fund Balances, Debt Service, and Tax Levies

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

XIV. Grants and Programs

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

XV. Hiring and Terminations

1. Whenever there is an open position for employment with the City, the position is filled in accordance with the "Appointments" section of the *Employee Policy Manual*. The Department Head or Administrator/Clerk requests Council approval to advertise for the position, which is posted in the Cold Spring Record and on the city web-site
2. A hiring committee is established, the people on the committee vary depending on the nature of the open position.
3. The applications are reviewed and candidates are chosen to be interviewed. The Administrator/Clerk sets up the interview schedule.
4. During the interview process, the candidates are ranked according to their answers to the interview questions, again using a Training and Experience numbering system.
5. After the candidates have been interviewed, the committee meets to share their rankings and then decides whom their top three candidates are, in order.
6. The Administrator/Clerk reports the committee's recommendations to the City Council, and they give final approval on whom to hire.
7. The Administrator/Clerk notifies the candidate outlining the conditions of their employment, including rate of pay, start date, benefit summary, and any contingencies involved in their hiring. The Finance/Billing/Admin.Asst. then sets them up as a new employee in the payroll system.
8. All terminations of employees are coordinated through the Mayor, the Administrator/Clerk, and the City Attorney. No action is ever taken to terminate an employee, except by the City Council. All terminations follow the procedure outlined in the *Employee Policy Manual*.

XVI. Health Insurance, Retirement, and Other Similar Benefits

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

XVII. Financial Management

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

SECTION 5: PLANNING COMMISSION

Subdivision 1: MEMBERSHIP

There is hereby created a Planning Commission initially consisting of the planning commissions for the City of Rockville, City of Pleasant Lake and the Town of Rockville.

Initial appointments shall be made by the Council upon adoption of the first Zoning Ordinance for the combined City of Rockville. The term of the appointive members shall be five years and no person may be appointed to more than two successive terms as a Planning Commission member. Any vacancy during the unexpired term of an appointed member shall be filled by the Council for the remainder of the term.

Subdivision 2: DECISIONS

All decisions of the Planning Commission require the affirmative vote of a simple majority of the members present. The Chair shall have the right to vote on any matter and shall break all tie votes, but in the case where the Chairs vote would create a tie he or she must vote with the majority.

Subdivision 3: DUTIES

The Planning Commission is advisory, except as other powers and duties are imposed on it by Sections 462.351 to 462.364 of Minnesota Statutes or by other state statute or City ordinance. The Planning Commission has the following powers and duties:

1. The Planning Commission may elect a Chairperson and Secretary from among its members.
2. The Planning Commission shall hold the public hearings and will review Conditional Use Permit applications and make recommendations to the City Council as to whether or not a Site Permit should be granted, and if so, what conditions should apply. The City Council may hold an additional public hearing, if deemed necessary, and make the final decision on all Conditional Use Permit applications.
3. The Planning Commission shall hold the public hearings and will review all re-zoning applications and make recommend on re-zonings to the City Council. The City Council may hold an additional public hearing, if deemed necessary, and make the final decision with regard to rezoning.

4. The Planning Commission will assist in developing a Comprehensive Land Use Plan for the City and will review and make recommendations on the adoption of or amendment to the City's Comprehensive Land Use Plan.
5. The Planning Commission may prepare Zoning and Subdivision Ordinances or amendments to any zoning and subdivision ordinances and recommend such ordinances to the City Council. The Planning Commission will review and make a recommendation on any proposed amendments to the City's Zoning and Subdivision ordinances.
6. The Planning Commission shall hold the public hearing and will review variance requests and make recommendations to the City Council as to whether or not a variance should be granted. The City Council, acting as the Board of Adjustment will make the final decision on all variances.
7. The Planning Commission will review appeals of decisions made by the Zoning Administrator and make recommendations to the City Council. The City Council, acting as the Board of Adjustment, will make the final decision on all appeals of decisions of the Zoning Administrator.
8. The Planning Commission will review for compliance with the comprehensive land use plan proposed acquisitions and disposals of publicly owned interests in real property within the City as well as proposed capital improvements (including those constructed by other political subdivisions having jurisdiction within the City).
9. The Planning Commission will have such additional duties and responsibilities as may be assigned by the City Council.
10. The Planning Commission may appoint a viewing committee to conduct site visits or may request that the Chair conduct site visits and report back to the Planning Commission.

Subdivision 4: REVIEW OF ACQUISITION OR DISPOSAL OF PUBLIC LANDS AND CAPITAL IMPROVEMENT PROJECTS

No publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the Planning Commission has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the City Council or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the Planning Commission to report on the proposal within 45 days after such a

reference, or such other period as may be designated by the City Council shall be deemed to have satisfied the requirements of this subdivision. The City Council may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the Comprehensive Plan.

SECTION 30: VARIANCES/APPEALS

Subdivision 1: 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.
3. **Notice for Floodplain Properties.** If the applicant is requesting a variance from floodplain elevation, the Zoning Administrator should inform the applicant that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance; and 2) Such construction below the 100-year or regional flood level increases risks to life and property. Such notification shall be maintained with a record of all variance actions.

Subdivision 2: VARIANCES

No variance in the provisions or requirements of this Ordinance shall be authorized by the City Council unless it finds evidence that the following facts and conditions exist:

1. **Unique Circumstances**. That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district. The unique circumstances did not result from the acts of the property owner.
2. **Necessary to Preserve reasonable use of the property**. The property cannot be put to a reasonable use without the variance. That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and in the same vicinity.
3. **Not merely economic**. The possibility of increased financial return or economic consideration will not in itself be deemed sufficient to warrant a variance if a reasonable use for the property exists under this Ordinance's terms. This means that cost or money savings cannot be the only reason for the variance.
4. **Maintains the Character of the Neighborhood**. The variance will not alter the area's essential character of the neighborhood.
5. **Meets the Spirit of this Ordinance and Comprehensive Plan**. The variance maintains the spirit and intent of this Ordinance and the Comprehensive Plan.

Subdivision 3: OTHER CONSIDERATIONS

1. **Solar Energy Systems**. Undue hardship shall include, but not be limited to, inadequate access to direct sunlight for solar energy systems.
2. **Earth Sheltered Homes**. Variances shall be granted for earth sheltered construction as defined in Minn. Stat. ' 116J.06, Subd. 2, when in harmony with this Ordinance.
3. **Non-permitted Use**. The City Council may not permit as a variance any use that is not permitted under this Ordinance for property in the zone where the affected person's land is located.
4. **Temporary Use for one family dwelling**. The City Council may permit as a variance the temporary use of a one (1) family dwelling as a two (2) family dwelling.
5. **Variances in Floodplain Districts**. No variance shall have the effect of allowing a Floodplain District a lower degree of flood protection than the

Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by state law.

6. **Conditions.** The City Council may impose conditions in granting variances to insure compliance and protect adjacent properties.

Subdivision 4: VARIANCE PROCEDURE

1. **Application Filing Required.** A person applying for a variance must fill out and submit to the Zoning Administrator a Variance Application form, accompanied by the required fee and detailed material fully explaining the specific variance request. The application must include a site plan showing the following, as applicable:
 - A. Site description (legal description).
 - B. A Certificate of Survey.
 - C. Site plan drawn to scale showing the parcel and building dimensions, area and setbacks.
 - D. Location of all existing and proposed buildings and their square footage.
 - E. Curb cuts, driveways, access roads, parking spaces, off-street loading areas, sidewalks, vehicular circulation, and snow storage locations.
 - F. Landscaping and screening plans.
 - G. Waste facilities including enclosure and screening.
 - H. Drainage and grading plan.
 - I. Sanitary sewer and water plan with estimated use per day.
 - J. Soil type.
 - K. Any additional written or graphic information reasonably required by the Zoning Administrator or the Planning Commission.
2. **Application deadline.** The Zoning Administrator must receive completed applications at least seven (7) days prior to the Planning Commission's next scheduled meeting.

3. **Fees.** A fee the City Council shall establish by resolution must accompany the application. An additional fee may be charged for atypical projects, which in the opinion of the Zoning Administrator will require additional staff time and/or City expenditures. In such case, the applicant must reimburse the City for administrative time and professional services and costs incurred by the City.
4. **Public Hearing.** The Zoning Administrator shall set a date for the official public hearing.
 - A. **Published Notice.** The City will publish notice of the Public Hearing's time, place and purpose at least once in the City's official newspaper at least ten (10) days before the public hearing.
 - B. **Mailed Notice to Property Owners.** The City will also mail notice of the public hearing's time, place and purpose not less than ten (10) days and not more than thirty (30) days before the hearing date to all individual property owners within three hundred fifty (350) feet or nearest ten (10) property owners, which ever is greater, of the parcel included in the request. The Zoning Administrator must attest and make a part of the proceeding's records a copy of the notice and list of the owners and addresses to which the notice was sent. A property owner's failure to receive notice or a defective notice shall not invalidate any proceedings.
5. **Referral to Planning Commission.** After the Zoning Administrator has reviewed the application and the date has been set for the public hearing, the Zoning Administrator shall refer the application to the Planning Commission, together with the Zoning Administrator's review and recommendations regarding the application.
6. **Planning Commission Review.** The Planning Commission shall consider the request at their next regularly scheduled meeting and shall make a recommendation and report to the City Council
 - A. The applicant or the applicant's representative(s) must appear before the Planning Commission in order to answer questions concerning the Variance application.
7. **Recommendation by the Planning Commission.** After reviewing the Variance, the Planning Commission will make a written report and recommendation to the City Council.
8. **Decision by City Council.** Upon receiving the Planning Commission's report and recommendation to the City Council as to whether or not a

variance should be granted. The City Council, acting as the Board of Adjustment will make the final decisions on all variances.

- A. **Appearance by Applicant.** The applicant or applicant's representative(s) must appear before the City Council in order to answer questions concerning the variance application.
9. **Vote Required.** Approval of any Variance to this Ordinance will require passage by a majority of the votes cast.
10. **Conditions and/or Revisions.** If the City Council grants the Variance, it may impose conditions it considers necessary to protect public health, safety and welfare. The City Council may also revise the variance to ensure that it is the minimum variance required.
11. **Written Findings.** The City Council will issue written findings stating the reasons for its decision and any conditions imposed, and will serve a copy of its decision on the applicant by U.S. mail, within ten (10) days after its decision. In any event, the City Council will make a decision on each Variance application within sixty (60) days after the Zoning Administrator receives the application or will extend the time for consideration under state law.
12. **Recording.** A certified copy of every Variance to abstract or registered property shall be filed with the Stearns County Recorder. The variance shall include the legal description of the property involved.
13. **Resubmission.** No application, which is substantially the same as and application of a denied Variance shall be resubmitted for a period of one (1) year from the date of the denial. The City Council may permit a new application if, in its opinion, new evidence or a change in circumstances warrant reconsideration.

Subdivision 5: 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.

FINDING OF FACT SUPPORTING/DENYING A VARIANCE

A variance may be granted when the applicant for the variance established that there are practical difficulties in complying with the zoning ordinance. The consideration of the following criteria as defined in Minnesota Statutes Section 462 and Minnesota Statutes Section 394.27:

1. Is the variance in *harmony* with the purposes and intent of the *ordinance*?
Why or Why not?

Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

2. Is the variance *consistent* with the *comprehensive plan*?
Why or Why not?

Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

3. Does the proposal put property to use in a *reasonable manner*?
Why or Why not?

Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

4. Are there *unique circumstances* to the property not created by the landowner?
Why or Why not?

Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

5. Will the variance, if granted, maintain the *essential character* of the locality?
Why or Why not?

Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

IF ALL OF THE ANSWERS ARE "YES", THE CRITERIA FOR GRANTING THE VARIANCE HAVE BEEN MET.

FINDING OF FACT
CRITERIA FOR GRANTING CONDITIONAL USE PERMITS

In granting a Conditional Use Permit, the City Council will consider the advice and recommendation of the Planning Commission and the effect of the proposed use upon the health, safety, morals, and general welfare of occupants of surrounding land, including land values. Among other things, the City Council must make the following findings when applicable.

1. **Not a Burden on Public Facilities.** The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

2. **Compatible with Existing and Planned Adjacent Uses.** That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for existing and planned uses in the area.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

3. **No Adverse Affect on Adjacent Properties.** The structure and site will not have an appearance, traffic, noise, odors, fumes, dust, vibration, light or emission levels or other features that will have an adverse effect upon adjacent properties for purposes already in use or permitted.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

4. **Related to the Needs of the City.** The use is reasonably related to the overall needs of the City and to existing land uses.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

5. **Consistent with the Comprehensive Plan.** The proposed use is in compliance with the Land Use Plan and other portion of the Comprehensive Plan adopted by the City.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

6. **Not a Traffic Hazard.** The use will not cause a traffic hazard or congestion.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

7. **Adequate Parking and Loading.** That maximum measures have been or will be taken to provide maximum off-street parking and loading space to serve the proposed use.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

8. **Not detrimental to Health, Safety and Welfare.** The proposed use will not be detrimental to the public health, safety, comfort and general welfare of the City.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

9. **Floodplain.** For property located in Floodplain districts, the criteria set out in the Floodplain Ordinance will be met.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

10. **Shore land.** For property located in Shore land districts, the criteria set out in the Shore land Ordinance will be met.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

11. **Feedlots.** Feedlots will meet the requirements of this Ordinance and all other applicable ordinances.
Becker Y/N Herberg Y/N Meyer Y/N Molitor Y/N Tippelt Y/N

ADDITIONAL CONDITIONS

In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may recommend the imposition of and the City Council may impose conditions considered necessary to protect the best interest of the surrounding area or the City as a whole, in addition to the standards and requirements expressly specified by this Ordinance. These conditions may include, but are not limited to the following:

1. Increasing the required lot size or yard dimensions.
2. Limiting the height, size, number or location of buildings.
3. Controlling the location and number of vehicle access points.
4. Increasing the street width.
5. Increasing the number of required off-street parking spaces.
6. Limiting the number, size, location or lighting of signs.
7. Requiring diking, berming, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
8. Designating sites for open space.
9. Designating operating hours and noise levels.
10. A time limit on the use.
11. Any other condition the Planning Commission or City Council deems necessary to protect the public interest.
12. Additional Conditions may be imposed on property located in a floodplain in accord with the Floodplain Ordinance.
13. Additional Conditions may be imposed on property covered by the Shore land Ordinance.
14. Additional Conditions may be imposed on feedlots in accord with other applicable ordinances including without limitation Stearns County's Ordinances relating to feedlots.

CITY OF ROCKVILLE

SNOWPLOWING POLICY

1. Introduction

The city of Rockville believes it is in the best interest of the residents for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment, and/or private contractors to provide this service.

2. When will city start snow or ice control operations?

The Maintenance Department will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 1 ½" thickness on tarred roads or 3" or more on gravel roads;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than 1 ½" on tarred roads or 3" on gravel roads.

3. How snow will be plowed

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow removal

The Maintenance Department will determine when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. **Priorities and schedule for which streets will be plowed**

 The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

Cul-de-sacs

6. **Work schedule for snowplow operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen-minute break every two hours with a half-hour meal break after four hours. After a twelve-hour day, the operators will be replaced if additional qualified personnel are available.

7. **Weather conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

8. **Use of sand, salt, and other chemicals**

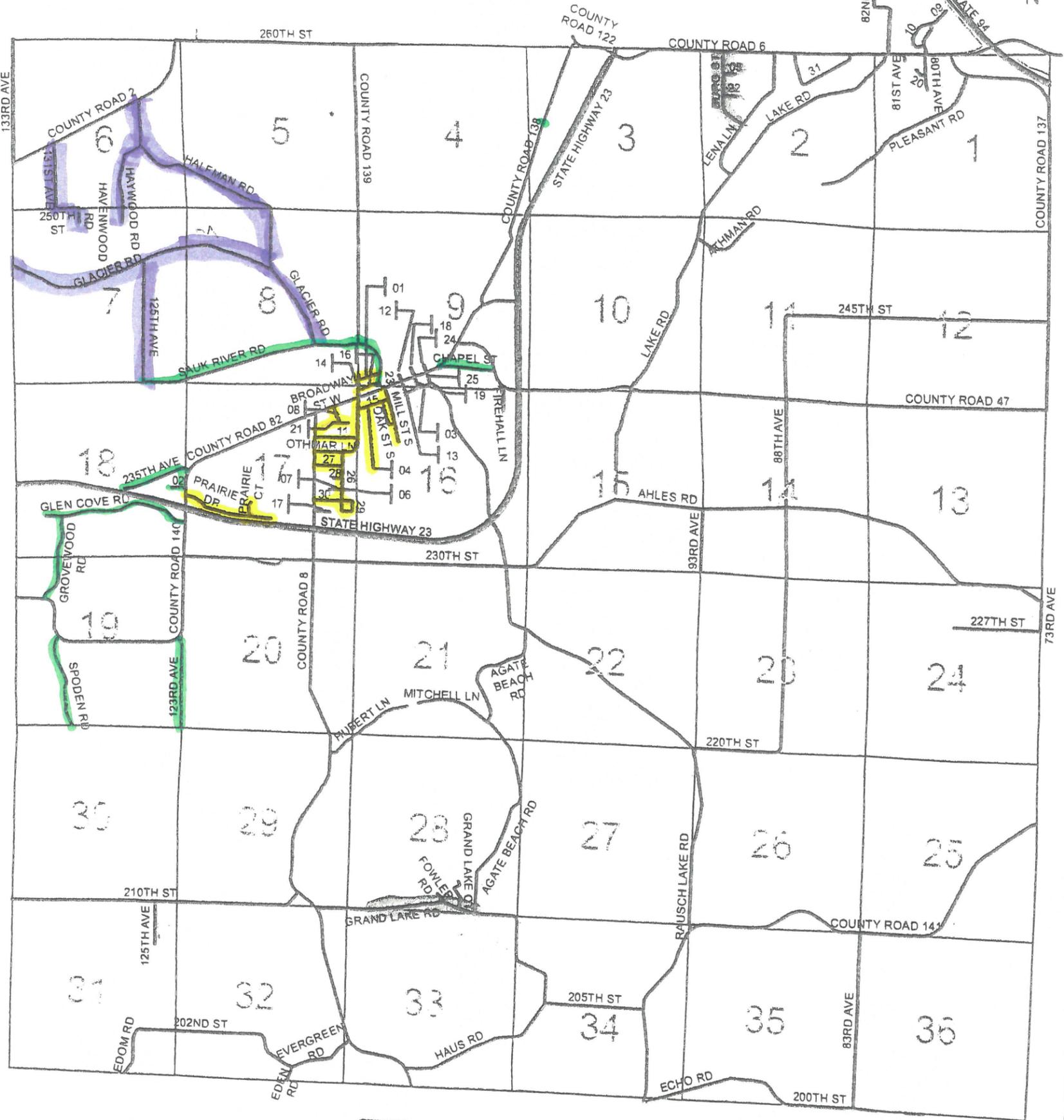
The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

9. **Sidewalks**

 The city will maintain some of the sidewalks in the city. The list of those sidewalks is attached. As there is a limited number of personnel available, the city will only maintain these sidewalks after the streets have been plowed.

City of Rockville Street Map

0 1 Miles



- Interstate, State and County Roads
- Surface**
- Blacktop
- Gravel

Map ID	Street	Map ID	Street	Map ID	Street
01	1ST ST W	12	CEDAR ST N	22	MARLENE CT
02	234TH ST	13	CEDAR ST S	23	MILL ST N
03	4TH ST E	14	CHESTNUT ST N	24	PINE ST N
04	4TH ST W	15	CHESTNUT ST S	25	PINE ST S
05	ALVIN CT	16	COTTONWOOD ST	26	PTARMIGAN DR
06	ASPEN CT E	17	CYPRESS CT	27	PTARMIGAN LN
07	ASPEN CT W	18	ELM ST N	28	TAMARACK CT
08	BIRCH ST S	19	ELM ST S	29	WALNUT CIR
09	BLUEBIRD CT	20	HOLLY RD	30	WALNUT ST
10	BLUEBIRD LN	21	MAPLE ST	31	WHITE OAK RD
11	CAROLINE LN				

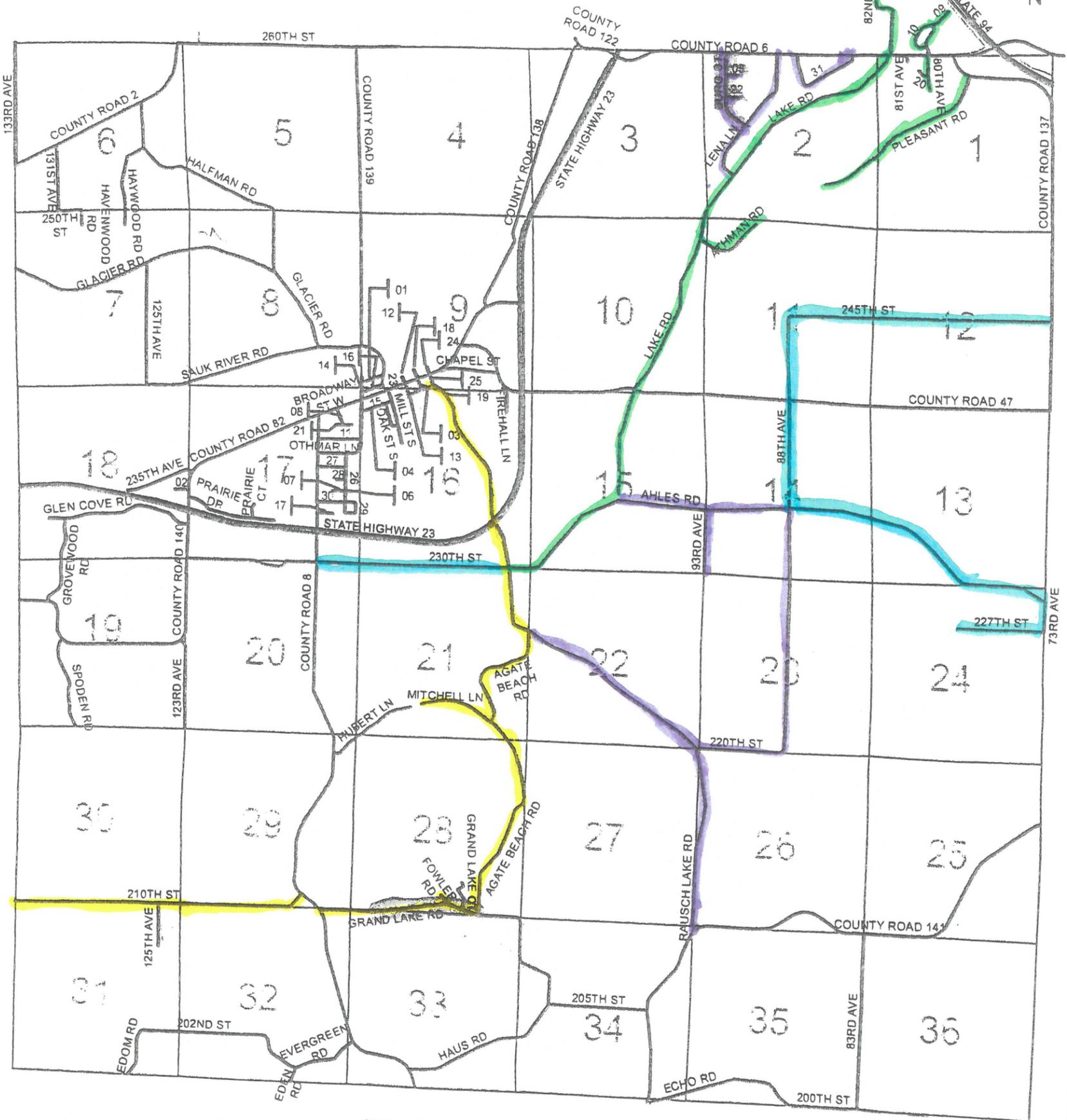


Single Axle Plow Route

- 1st
- 2nd
- 3rd
- 4th

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City of Rockville Street Map



- Interstate, State and County Roads
- Surface**
- Blacktop
- Gravel

Map ID	Street	Map ID	Street	Map ID	Street
01	1ST ST W	12	CEDAR ST N	22	MARLENE CT
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10	BLUEBIRD LN	21	MAPLE ST	31	WHITE OAK RD
11	CAROLINE LN				



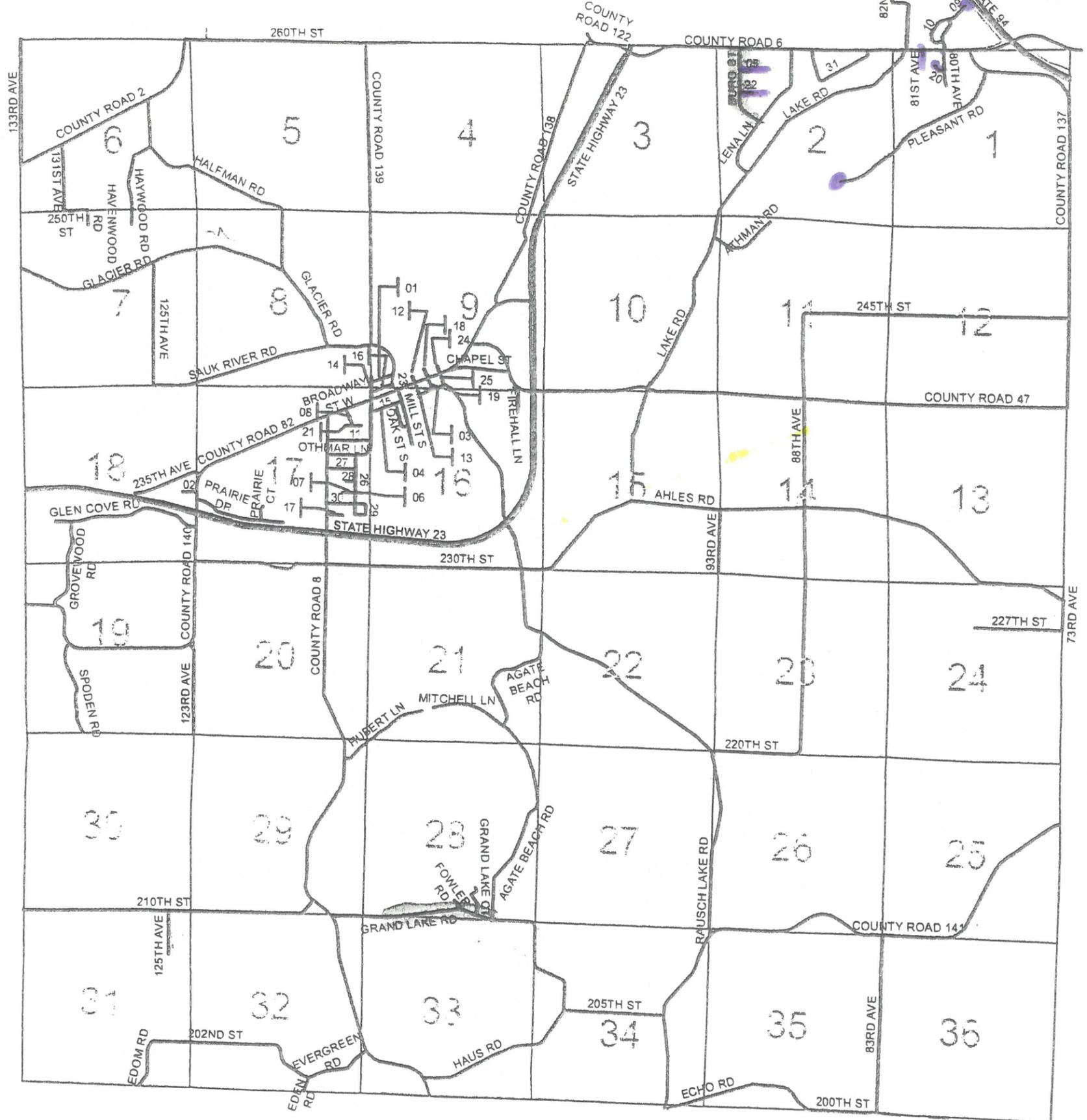
- Tandem - plow route

- 1st*
- 2nd*
- 3rd*
- 4th*

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City of Rockville Street Map

0 1 Miles



— Interstate, State and County Roads
Surface
 — Blacktop
 — Gravel

Map ID	Street	Map ID	Street	Map ID	Street
01	1ST ST W	02	234TH ST	22	MARLENE CT
02	234TH ST	03	4TH ST E	23	MILL ST N
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05	ALVIN CT	06	ASPEN CT E	26	PTARMIGAN DR
06	ASPEN CT E	07	ASPEN CT W	27	PTARMIGAN LN
07	ASPEN CT W	08	BIRCH ST S	28	TAMARACK CT
08	BIRCH ST S	09	BLUEBIRD CT	29	WALNUT CIR
09	BLUEBIRD CT	10	BLUEBIRD LN	30	WALNUT ST
10	BLUEBIRD LN	11	CAROLINE LN	31	WHITE OAK RD
11	CAROLINE LN	12	CEDAR ST N		
		13	CEDAR ST S		
		14	CHESTNUT ST N		
		15	CHESTNUT ST S		
		16	COTTONWOOD ST		
		17	CYPRESS CT		
		18	ELM ST N		
		19	ELM ST S		
		20	HOLLY RD		
		21	MAPLE ST		

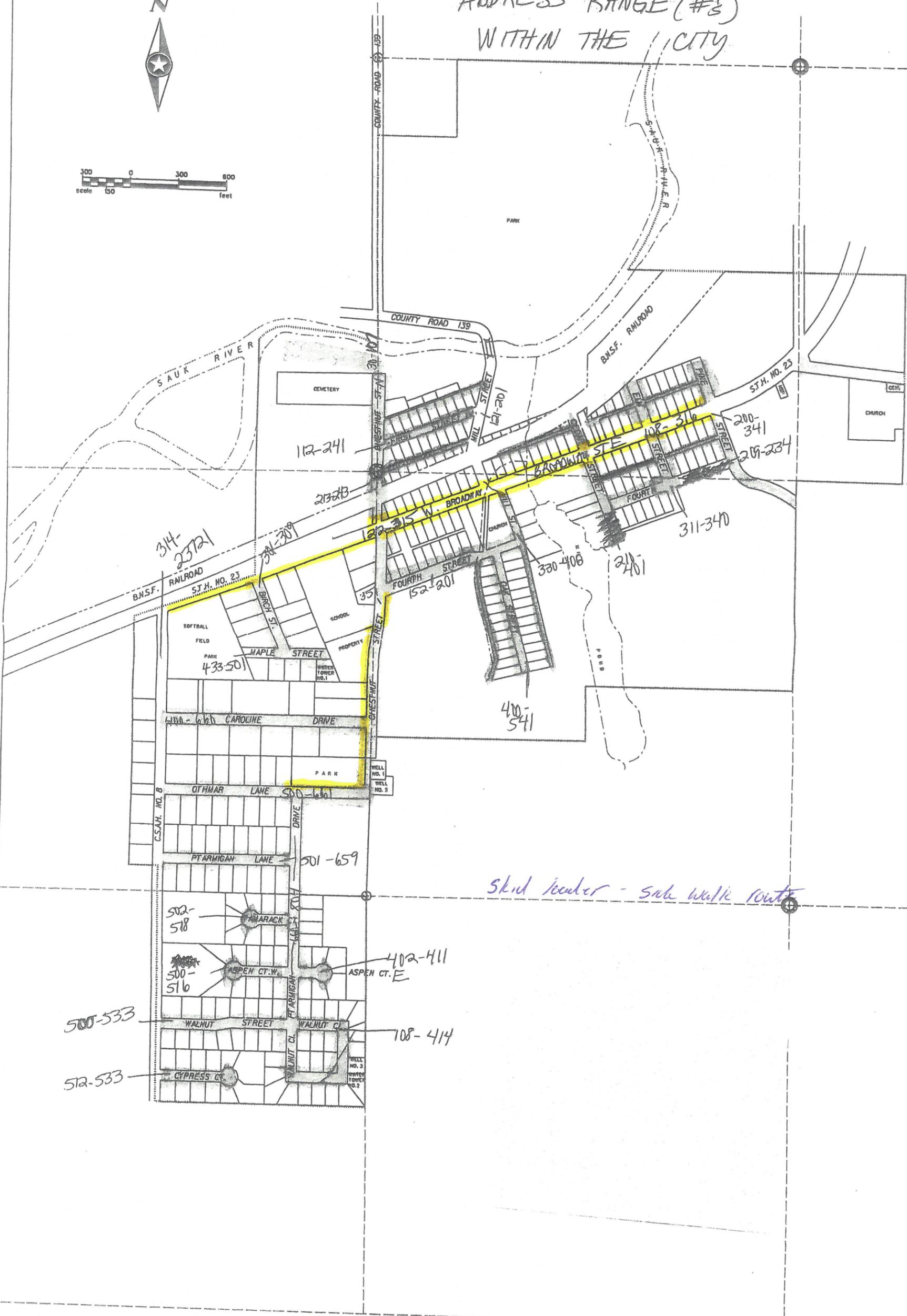


Continuation of 1 ton route
 3rd [redacted]

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CITY OF ROCKVILLE

ADDRESS RANGE (#s)
WITHIN THE CITY



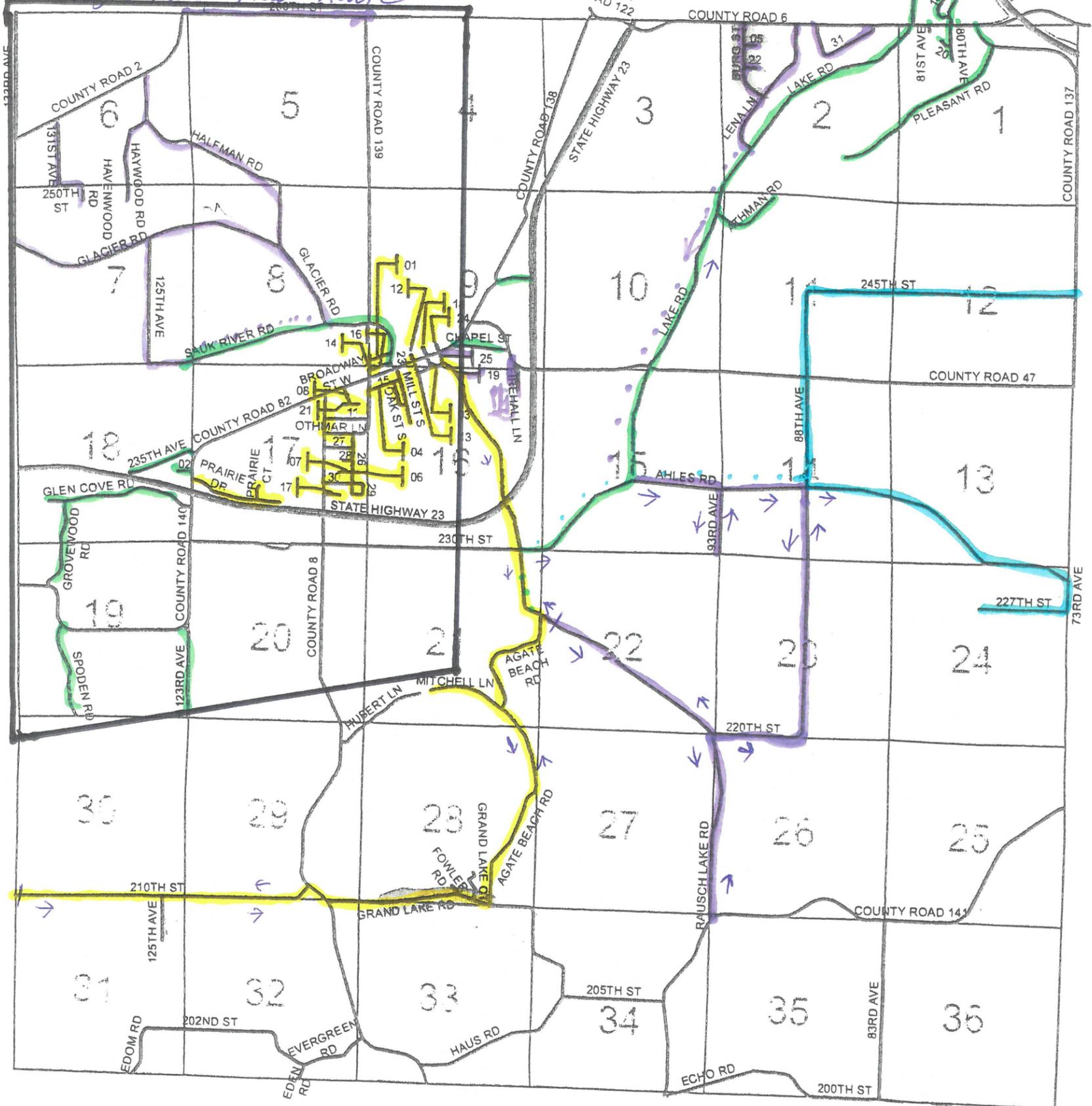
Skid loader - sub walk route



City of Rockville Street Map

0 1 Miles

Single Axle Plow Route



Interstate, State and County Roads
Surface
Blacktop
Gravel

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08	BIRCH ST S	19	ELM ST S	29	WALNUT CIR
09	BLUEBIRD CT	20	HOLLY RD	30	WALNUT ST
10	BLUEBIRD LN	21	MAPLE ST	31	WHITE OAK RD
11	CAROLINE LN				

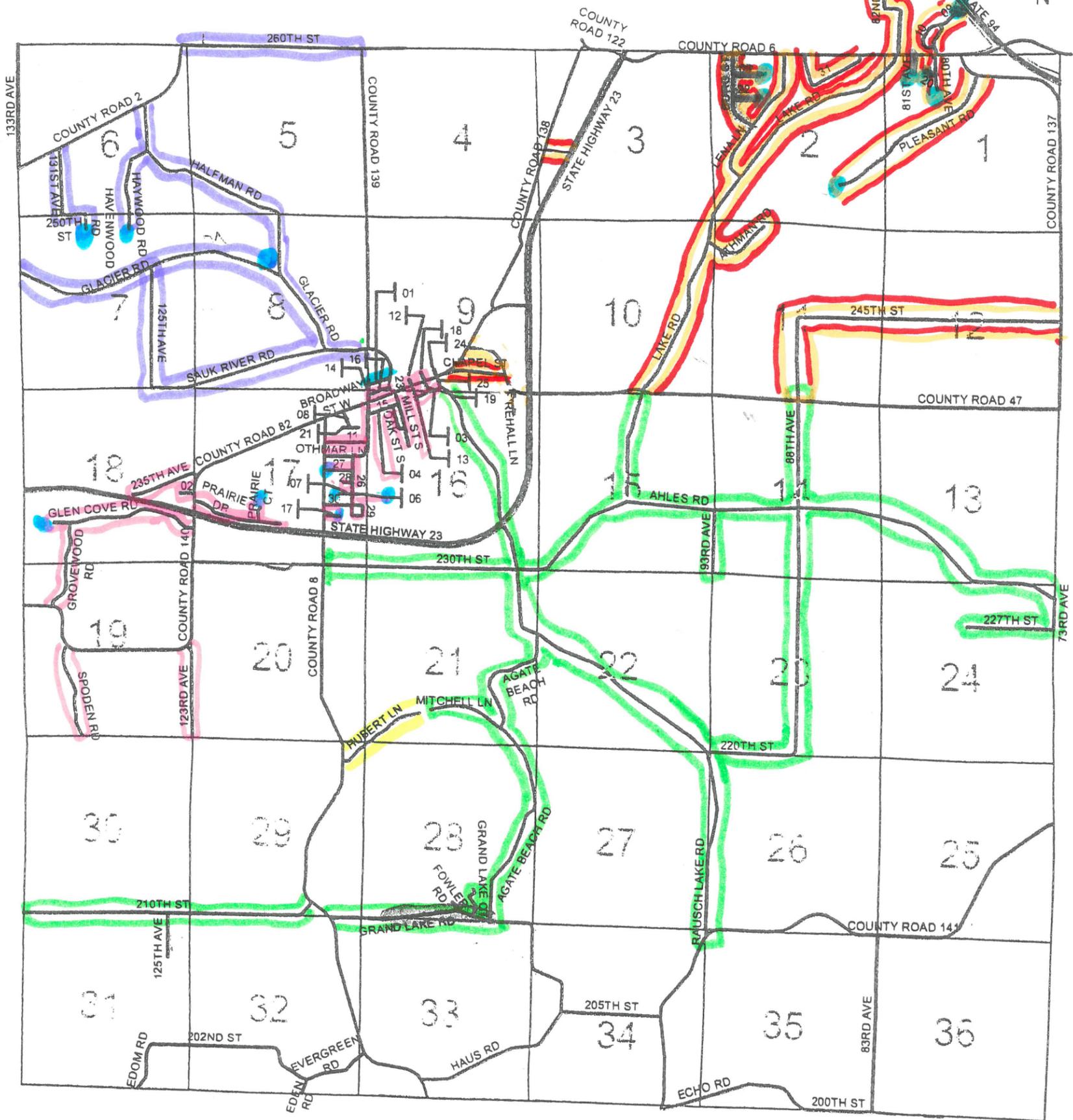


plow routes - combined over view

- 1st
- 2nd
- 3rd
- 4th

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City of Rockville Street Map



- Interstate, State and County Roads
- Surface**
- Blacktop
- Gravel

Map ID	Street	Map ID	Street	Map ID	Street
01	1ST ST W	2	CEDAR ST N	22	MARLENE CT
02	234TH ST	3	CEDAR ST S	23	MILL ST N
03	4TH ST E	4	CHESTNUT ST N	24	PINE ST N
04	4TH ST W	5	CHESTNUT ST S	25	PINE ST S
05	ALVIN CT	6	COTTONWOOD ST	26	PTARMIGAN DR
06	ASPEN CT E	7	CYPRESS CT	27	PTARMIGAN LN
07	ASPEN CT W	8	ELM ST N	28	TAMARACK CT
08	BIRCH ST S	9	ELM ST S	29	WALNUT CIR
09	BLUEBIRD CT	10	HOLLY RD	30	WALNUT ST
10	BLUEBIRD LN	11	MAPLE ST	31	WHITE OAK RD



- █ Route 7 Tandem
- █ Route 2 Single Axle
- █ Route 3 Tandem
- █ Route 4 Single Axle
- █ Culler sacs and alley with 1 ton + upbw lift stations and well houses - water towers
- █ ToolKat + blower

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