

Dear Citizen,
On behalf of the Rolla City Council and City staff, welcome to Rolla! To better acquaint you with the City's services, facilities and operations, we provide this brochure as a handy reference guide.

More information is also available on the City's Website, www.rollacity.org and on Rolla Channel 16, www.rollachannel16.com. As one of the top-rated cities in the country, our employees strive to provide you with excellent services while always striving to improve our community's quality of life.

Sincerely,
Mayor Bill Jenks, III



ADMINISTRATION

City Administrator **426-6948**
John Butz jbutz@rollacity.org

The City of Rolla operates under the Council-Mayor-Administrator form of government. The elected body consists of Mayor Bill Jenks, III and 12 City Council members responsible for the creation of ordinances and policies. The Mayor is elected for a four-year term and council members for two-year terms. Six of the 12 City Council members are elected every other year.

The City Council meets on the first and third Monday of each month at 6:30 p.m. in the City Hall Council Chambers, (901 N. Elm Street). Council meetings are televised live and rebroadcast on Rolla Channel 16. City Administration, which also consists of the City Clerk and Communications Director, is open Monday-Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. To run the day-to-day activities of the City, the City Council hires a City Administrator who is responsible for the City's entire operation, including the city-owned Rolla National Airport.

ROLLA NATIONAL AIRPORT

Airport Manager **(573) 299-4498**
Darrin Bacon airport@rollacity.org

Rolla National Airport is located 13 miles north of Rolla on Highway 63. It is situated on more than 1,300 acres with two runways, each over a mile in length. There is a lounge and adequate parking for pilots and passengers along with aircraft fuel, tie-downs and hangars. There are also commercial and industrial sites available for development.

The airport serves general aviation, including private, corporate and commercial aircraft. Rolla National Airport links Rolla with a worldwide business and academic community bringing in corporate executives doing business in Rolla and the surrounding areas, government officials, those involved in the University's numerous business and social activities, as well as private transient aircraft and contract airfreight services.

For more information, please visit us at:

www.rollacity.org/airport

FINANCE

Finance Director **426-6982**
Steffanie Rogers srogers@rollacity.org

The Finance Department handles all of the City's financial, insurance and risk management activities. Functions of the department include general accounting, accounts payable and receivable, billing and collections, payroll, investments, and business licensing. The City's Management Information Systems Division is also part of the Finance Department, as well as Human Resources.

The Finance Department office is the point of payment for various transactions with the citizens of Rolla. All business licenses, peddler's permits and liquor licenses are issued through this office. The City does not impose a personal property tax, a charge for dog licenses nor require automobile stickers.

The largest revenue source for the City of Rolla is sales tax. Rolla collects over \$9.2 million per year to support the General Fund, Street Fund and Recreation Centre.

Office hours for the Finance Department are Monday – Friday (8 a.m. to 5 p.m.). Visit us online at www.rollacity.org/finance.

FIRE DEPARTMENT

Fire Chief **364-3989**
Robert Williams rwilliams@rollacity.org
EMERGENCY 911 www.rollacity.org/fire

The Rolla Fire and Rescue Department headquarters is located at 1490 East Tenth Street. The City has an Insurance Services Organization (ISO) rating of Class 3. The department has 33 paid personnel, one pumper, one 50-foot tele-squirt pumper, one 100-foot aerial platform, two 75-foot aerial trucks and a state-of-the-art 37-foot Mobile Command Center. The department receives on going in-house training, as well as state certified Hazardous Materials and Homeland Security training.

Rolla Lions Club provides regional fire training facilities at their 4.5-acre training facility located at the Rolla Lions Club Park. The department's second fire station (located at 400 West Fourth Street), together with Eugene Northern Community Hall, have 3,000-square-feet of space available for rental. Seating capacity is 100 in classroom style and 150 in auditorium style. Office hours for Rolla Fire and Rescue are Monday-Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

REFUSE & RECYCLING SERVICES

Environmental Services Director **364-6693**
Brady Wilson bwilson@rollacity.org

The Environmental Services Department provides weekly collection of garbage, recyclables, and yard wastes for all city residents. The City provides containers for residents' trash and recyclables. Residents provide their own biodegradable paper bags for yard waste.

Various options are available for the disposal of bulk items, certain regulated items, and extra trash that exceeds your trash container capacity. We can also help by disposing of your special wastes such as electronic wastes and household

hazardous wastes. Please call the office for details or visit our Website at www.rollacity.org/waste.

The Environmental Services Department also operates a not-for-profit recycling center located at 2141 Old St. James Road. The Recycling Center is a self-service drop-off facility that is accessible 24 hours a day, seven days a week. Use of the Recycling Center and the curbside recycling collection service helps to curtail the cost of waste disposal for everyone. Contact the Department for a list of recyclables that are accepted (364-6693).

COMMUNITY DEVELOPMENT

Community Development Director **364-5333**
John Petersen comdev@rollacity.org

The Community Development Department is responsible for the preparation of the Comprehensive Plan and related elements, including research and statistical analysis. Staff advises and supports the Planning and Zoning Commission, Board of Adjustment, Board of Building Appeals, and City Council on rezoning requests, subdivision plats, annexations, variances, building code interpretations, and other development requests within the City. The department is also responsible for the enforcement of the City's building codes/nuisance ordinances with the issuance of building permits, development inspections, and nuisance abatements. Department staff assists with affordable housing programs, neighborhood and downtown revitalization efforts, comprehensive redevelopment initiatives and managing the Rolla Enterprise Zone.

The Planning and Zoning Commission is composed of nine voting members who meet the second Tuesday of each month at 5:30 p.m. in the City Hall Council Chambers. The Board of Adjustment meets as needed. Office hours for the Community Development Department are Monday-Friday from 7:30 a.m. to 5 p.m. Visit us online at www.rollacity.org/comdev.

ECONOMIC DEVELOPMENT

RREC Executive Director **201-3772**
Cyndra Lorey rollaecondev@gmail.com

The City of Rolla contracts with the Rolla Regional Economic Commission (RREC) to coordinate the community's economic development efforts. For more information, please contact Cyndra Lorey at 573.201.3772 or visit www.rollaecondev.org.

RCDC **201-3772**
Director Cyndra Lorey rollaecondev@gmail.com

The Rolla Community Development Corporation (RCDC) is an independent not-for-profit corporation that manages the Hy-Point Industrial Park.

ELECTRICITY & WATER

Rolla Municipal Utilities (RMU) **364-1572**
General Manager www.rollamunicipalutilities.org
Rodney Bourne, P.E. info@rollamunicipalutilities.org

Rolla Municipal Utilities (RMU) provides electricity and water to homes, businesses and industries in Rolla. RMU operates under the direction of a four-member Board of Public Works

comprised of city residents appointed by the Mayor and approved by the City Council. As a financially self-supporting entity of the City of Rolla, no taxes are used for the operation of RMU as all department operations are financed through electric and water revenues. As a locally owned and operated utility, RMU provides its consumer-owners with an efficient, reliable service at the lowest possible cost.

Service requests for connection or disconnection from the electric and water system of RMU are accepted Monday-Friday from 8-5 p.m. at the Rolla Municipal Utilities office located at 102 West 9th Street. RMU requires the following minimum deposit for Residential service: (Electric) - \$240; (Water) - \$60.

Commercial deposits are equal to twice the expected monthly bills and are determined on an individual basis. Deposits are either refunded upon termination of service or held for a period of five years and returned (provided a good payment record has been established).

LEGAL SERVICES

City Counselor **J. Kent Robinson**
341-2266

The City Counselor gives legal advice to the City Council and the various City Departments. He also drafts resolutions, ordinances, leases, and franchise agreements.

City Attorney **Robert J. Stoltz**
364-3526

The City Attorney represents the City of Rolla in all municipal ordinance violation cases and serves as the City Prosecutor.

PARKS & RECREATION

Parks & Recreation Director **341-2386**
Scott Caron parks@rollacity.org

The Parks and Recreation Department oversees the maintenance of all City parks, The Centre, SplashZone and the City's cemetery. In addition, the department is in charge of offering a wide range of leisure-time activities. The department maintains 320 acres of park and cemetery land. The park land is divided into 34 parks. The City has within these parks rental pavilions, numerous playgrounds, baseball fields, softball fields, soccer fields, lighted tennis courts, batting cages, and a standing locomotive and passenger car which were donated by the Frisco Railroad Company in 1955. The department also operates the Ber Juan Sportsplex concession stand (364-6769) and oversees the Skateboard Park.

Located at 1200 N. Holloway Street, **The Centre** provides area residents the ultimate experience in aquatic, fitness, recreation, and sports. This 63,000-square-foot, state-of-the-art facility includes an indoor aquatic center, two full-size gymnasiums, indoor walking/running track, fitness area and weights, meeting rooms, on-site babysitting service, and much more. It also offers a broad range of recreational, aquatic, sports, fitness, wellness, and community-based programs, and activities for people of all ages and abilities. A variety of admission packages are available ranging from daily passes to annual memberships. For more information, please visit: www.rollacity.org/centre

Rolla's outdoor family aquatic center, **SplashZone**, includes a leisure pool with beach-like entrance, interactive play structure,

lazy river, the "world's largest" vortex, and two giant water slides. SplashZone is located at the corner of 14th and Holloway Street, adjacent to The Centre. Open Memorial Day weekend through Labor Day weekend, the facility has a variety of admission and party packages. Call 364-8222 during the season, or visit www.rollacity.org/splashzone

In addition, the department also maintains the 40-acre Rolla Cemetery. The cemetery was incorporated in 1861 and includes the Weber family cemetery, which dates back to the 1850s. It is located at the corner of Highway 72 and Rolla Streets.

For more information, or to make pavilion, athletic field, tennis court or Band Shell reservations, please call 341-2386. A recorded message about field conditions and outdoor recreation may be obtained by calling 364-0847. The Parks and Recreation and Rolla Cemetery offices are located at The Centre, 1200 N. Holloway Street. Visit us online at:

www.rollacity.org/parks

PUBLIC WORKS

Public Works Director **364-8659**
Steve Hargis, P.E. shargis@rollacity.org

The Public Works Department, with responsibilities covering streets, sidewalks, storm and sanitary sewer, wastewater treatment, traffic control and mapping, directly impacts the daily lives of every citizen of Rolla.

In the past, the major focus of the department has been improving our city streets and providing city-wide flood control improvements. The department continues to monitor and maintain these assets on a daily basis. However, in this age of eco-friendly engineering, the department has taken on a new role by becoming an active participant in providing environmentally friendly solutions to Public Works functions.

The construction of a city-wide sidewalk network for pedestrian and bicycle use has reduced pollutants and enhanced safety. All of these facilities, in keeping with the compliance effort, meet ADA guidelines. Staff has also implemented construction and development solutions that reduce the quantity and improve the quality of storm water runoff. Educating and involving the public in doing their part to protect the environment has become an important aspect of this. Bio-stabilization has now become the preferred method of creek bank stabilization and the department has increased efforts to reduce inflow and infiltration in the sanitary sewer system. Public Works will also be implementing a compliance program that will ensure all traffic control devices meet Manual of Uniform Traffic Control Devices (MUTCD) specifications.

The Public Works Department has a long history of partnering with local organizations and this tradition continues to expand daily. These partnerships have led to numerous high profile projects and become a major component in the City's expanding role as an environmental steward.

For questions concerning any of these topics, please call 364-8659. Office hours are 7:30 a.m.-5 p.m., Monday-Thursday and 8 a.m.-5 p.m. Fridays.



POLICE DEPARTMENT

Police Chief **308-1213**
Mark Kearse police@rollacity.org
EMERGENCY 911 www.rollacity.org/police

The Rolla Police Department, located at 1007 N. Elm Street, is a full service organization, which also serves as the public safety answering point for a countywide Enhanced 911 System. Office hours are Monday-Friday from 8 a.m. to 5 p.m. Thirty-four sworn officers and 15 telecommunicators work rotating shifts to provide service and protection to all citizenry 24 hours a day, 7 days a week. Some of the services/programs offered by the department include: Volunteers In Police Service (V.I.P.S.), Merchant Warning System, Neighborhood Watch, Vacation Security Checks, Citizens Police Academy, School Resource Officer, Community Action Team, Street Crimes Unit, Narcotics Division, and Housing Officer. Youths ages 15-20 who are interested in law enforcement, may join the Explorer Post.

Two confidential hotlines are available for citizens who wish to anonymously provide information: **364-0111** (Criminal Activity) and **800-351-8477** (Narcotics).

ROLLA ANIMAL SHELTER

www.rollacity.org/shelter **364-6995**

The City of Rolla Animal Shelter, located at 1915 Sharp Road, is a division of the Rolla Police Department. Animals are not allowed to run at large within the Rolla city limits. Your pets must be vaccinated once a year by a licensed practicing Veterinarian. Self administered rabies vaccinations are not recognized by the State of Missouri. If your pet is picked up by an Animal Control Officer, you must pay the impound fee's before it will be released back to you. If the animal is unclaimed within five days, the animal will be placed up for adoption.

Adoption hours are: Monday-Saturday 12-noon.- 4 p.m. Closed Sundays and holidays. For more information, please call (573) 364-6995 or visit www.rollacity.org/shelter. We are also on Face book under Rolla Animal Shelter.

MUNICIPAL COURT

Municipal Judge **James T. Crump**
Court Clerk: **ReLauun Smith**
364-8590
court@rollacity.org

The Rolla Municipal Court is a division of the 25th Judicial Circuit. Ordinance violations committed within the city limits, which are filed by the city attorney, are scheduled for arraignment/trial by this court.

Regular traffic court sessions are convened Tuesdays at 5:30 p.m. and non-traffic and trials are the third Thursday of the month at 8:30 a.m. Rolla Municipal Court is located at 901 N. Elm Street, Rolla, MO 65401. The mailing address is: Rolla Municipal Court, P.O. Box 979, Rolla, MO 65402. Office hours are 8:30 a.m. to 4:30 pm. Visit us online at:

www.rollacity.org/muncourt

CITY DIRECTORY

Online City Directory: <http://www.rollacity.org/contacts>

Mayor Bill Jenks, III	admin@rollacity.org	426-6948
Council members - Ward 1:		
Bill Lindgren, Jr.	blindgren@rollacity.org	364-4362
Monty Jordan	mjordan@rollacity.org	364-3274
Council members - Ward 2:		
Steve Leonard	sleonard@rollacity.org	201-7890
Greg Sawyer	gsawyer@rollacity.org	364-0816
Council members - Ward 3:		
Kelly Long	klong@rollacity.org	341-5955
Gary Hicks	ghicks@rollacity.org	364-1978
Council members - Ward 4:		
Don Morris	dmorris@rollacity.org	308-0657
Louis Magdits	lmagdits@rollacity.org	364-5311
Council members - Ward 5:		
Jim Williams	jwilliams@rollacity.org	364-2405
Carrolyn Bolin	cbolin@rollacity.org	364-9663
Council members - Ward 6:		
Tony Bahr	tbahr@rollacity.org	465-2985
Fran Mazanec	fmazanec@rollacity.org	364-0410
City Administrator John Butz	jbutz@rollacity.org	426-6948
Administration		426-6948
Airport		299-4498
Animal Control		364-6995
Building permits/Inspections		364-5333
Business License		426-6982
Cemetery		341-2386
City Clerk		426-6942
Codes Enforcement		364-5333
Communications Director		426-6943
Community Development		364-5333
Economic Development (R.R.E.C.)		341-7268
Emergency Management		308-1213
Engineering		364-8659
Eugene Northern Community Hall		364-3989
Finance		426-6982
Fines		364-8590
Fire Emergency		911
Fire Business Office		364-3989
Holloway House (A.B.L.E.)		364-4337
Library (Rolla Public)		364-2604
Lions Club Park		364-4386
Maps of City		364-8659
Municipal Court		364-8590
Natural Gas (AmerenUE)	800-552-7583	
Parking Tickets/Traffic Violations		364-8590
Parks & Recreation		341-2386
Cancellation Information		364-0847
Ber Juan Complex Concession		364-6769
Police Emergency		911
Police Business Office		308-1213
Recycling		364-6693
Risk Management/Claims		426-6982
Rolla Municipal Utilities (Electric & Water)		364-1572
Nights and Weekends		364-2195
Sanitation		364-6693
Sewers		364-8659
Nights & Weekends		308-1213
Snow and Ice Removal		364-8659
Nights and weekends		364-5151
SplashZone Water Park		364-8222
Streets		364-8659
The CENTRE: Rolla's Health & Recreation Complex		341-2386
Traffic Citations		364-8590
Traffic Signals		364-8659
Transfer Station		364-8771
Trash Pickup		364-6693
Vehicle Licensing		364-7848
Wastewater Treatment Plan		364-6122



2012

Municipal Services & Information Guide

Rolla City Hall offices:
901 North Elm Street, Rolla, Mo 65401

Parks & Recreation/Rolla Cemetery offices:
The Centre • 1200 North Holloway Street

Municipal Court offices:
Rolla City Hall • 901 North Elm Street

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