

7:30 p.m., Wednesday, August 16, 2017, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Gottbreht, Sparrow, Vollmer, Albertson, and Hemmy.

**Others present:** Brian Julius, Moore Engineering; John Oxendahl, RDO Equipment; Public Works Director Cliff Rush; Police Chief Joseph Boehm; Police Officer Calib Poitra; City Auditor Matt Mutzenberger; Sandra Olson, and Alex Albert.

Vollmer moved, Gottbreht seconded, to remove PMC's application for a charitable gaming permit from the Consent Agenda (Councilman Albertson may have a conflict of interest). Motion carried, and PMC' application was approved - Albertson abstained.

Sparrow moved, Albertson seconded, to approve the August 16, 2017 Consent Agenda as amended: July 19, 2017 Council Meeting minutes; Financial Reports (including transfers); City Payroll for July 31, 2017 and August 15, 2017. Motion carried.

Reading of the Bills:

VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	PREMIUM	\$ 433.28
AMERICAN GENERAL CONTRACTORS	WTR PLANT IMPROVEMENT PROJECT 16274	\$ 116,447.83
BANK OF NORTH DAKOTA	610 DEBT SERVICE 2012-2	\$ 99,291.49
CENEX FLEET CARD	GAS - POLICE	\$ 1,085.91
CITY OF GRAND FORKS	WATER TESTING	\$ 52.00
CNH INDUSTRIAL CAPITAL	LINEBUND/CARB	\$ 79.35
COMPUTERS N STUFF	REFORMATE COMPUTOR FROM RPD	\$ 159.50
DAKOTA SUPPLY GROUP	OMNI METER	\$ 3,554.81
EDWARDS CONSTRUCTION	INSTALL NEW AC UNIT IN AUDITOR'S OFFICE	\$ 210.00
ENVIRONMENTAL EQUIOPMENT	SWITCHDUMPDR CROSSOVEWR SWITCH	\$ 107.97
ELC CONCRETE LLC	REPLACE SIDEWK AND ST NEAR POOL	\$ 500.00
FIRST STATE INSURANCE	NDIRF POLICIES RENEWAL	\$ 628.00
FREDERIC, JACKIE	BOND REFUND RE; S. LADUCER	\$ 500.00
GATTKEE EXCAVATING	MAY-JULY SERVICES	\$ 3,818.00
GOOSENECK IMPLANENT	PAYMENT ON MOWER	\$ 22,000.00
GOOSENECK IMPLANENT	PARTS FOR JD MOWER	\$ 47.22
GIBBENS LAW OFFICE	WATERMAIN PROJECTS EASEMANTS	\$ 340.00
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$ 254.72
HAWKINS	WTP CHEMICALS	\$ 2,463.71
JEANOTTE, CECIL	BOND REFUND RE; J. THOMAS	\$ 500.00
LADUCER SANITATION	SERVICE	\$ 17,890.00
LEEVEVER'S FOODS	POP FOR MACHINE	\$ 49.90
MARC	HD ZONE YELLO PAINT	\$ 2,095.19
MEARS IMPLEMENT	MISC. PARTS	\$ 73.39
MUNRO ACE HARDWARE	SUPPLIES	\$ 161.60
MOORE ENGINEERING	WTR PLANT IMPROVEMENT PROJECT 16274	\$ 22,736.86
MOORE ENGINEERING	WATER MAIN REPLACEMENT PROJECT 16230	\$ 159,591.95
ND DEPT OF HEALTH-LAB	FLOURIDE TEST	\$ 32.96
ND SEWAGE PUMP & LIFT STATION	EMERGENCY SERVICES TO MAIN LIFT STATION	\$ 1,626.40
NORTH DAKOTA INSURANCE DEP.	PROPERTY INSURANCE	\$ 3,440.00
NORTH DAKOTA ONE CALL	STREETS	\$ 6.55
NORTH DAKOTA SAFETY COUNCIL	MEMBERSHIP	\$ 250.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$ 73.98
OTTER TAIL POWER	ELECTRICITY	\$ 4,011.72
PATTON, RICH	UNLOCK COMPUTER IN LIBRARY	\$ 25.00
PAYMENT SERVICES NETWORK	MONTHLY FEE	\$ 162.15
RAMKOTA HOTEL	ROOM CHARGE FOR B. RAPPELIUS	\$ 81.90
ROLETTE COUNTY SCD	TREES FOR HANDPLANTING/ARBOR DAY	\$ 350.00
ROLLA CHAMBER OF COMMERCE	SEMI-ANNUAL BUDGET ALLOCATION	\$ 9,000.00
ROLLA IMPLEMENT	LINE BUND DISP.	\$ 13.49
ROLLA EYE CLINIC	CABINETS FOR WATER TREATMENT PLANT	\$ 400.00
RUPPELIUS, BRAD	TRAVEL AND EXAM EXPENSE REIMBURSEMENT	\$ 325.34
RUSH, CLIFF	BACKHOE RENTAL	\$ 1,035.00
TUOMALA PLUMBING AND HEATING	MISCELLANEOUS PARTS	\$ 112.60
TURTLE MOUNTAIN STAR	HELP WANTED - BUILDING INSPECTOR	\$ 10.25
US POSTAL SERVICE	UTILITY BILLING POSTAGE	\$ 142.00

VERIZON WIRELESS	POLICE	\$ 368.83
VERIZON WIRELESS	PUBLIC WORKS	\$ 219.88
VISA	MISC. OFFICE SUPPLIES	\$ 116.87
	total	\$ 476,877.60
<b>ELECTRONIC PAYMENTS</b>		
IRS 941 PAYROLLTAX DEPOSIT	JULY 31, 2017 PAYROLL TAX DEPOSIT	\$ 6,030.40
IRS 941 PAYROLLTAX DEPOSIT	AUGUST 15, 2017 PAYROLL TAX DEPOSIT	\$ 5,277.61
NDPERS	DEF. COMP. July 15th PR	\$ 137.50
NDPERS	DEF. COMP. July 31th PR	\$ 137.50
NDPERS	DEF. COMP. August 15th PR	\$ 137.50
NDPERS	HEALTH INS- JULY 2017 PREMIUM	\$ 6,607.74
NDPERS	HEALTH INS- AUGUST 2017 PREMIUM	\$ 5,049.95
NDPERS	RETIREMENT- JUNE 2017	\$ 5,168.22
ND TAX COMMISSIONER	2ND QUARTER ND TAX WITHHOLDING	\$ 1,465.27
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- JULY 2017	\$ 145.86
PAYROLL	07/31/17 PAYROLL	\$ 15,498.44
PAYROLL	08/15/17 PAYROLL	\$ 14,915.50
PAYROLL	PR DEDUCTION REFUND	\$ 310.40
STARION FINANCIAL	SERVICE CHG JULY 2017	\$ 4.00
CITY OF ROLLA	#413 SAVINGS TO #413 CHECKING	\$ 139,184.69
CITY OF ROLLA	#412 SAVINGS TO #412 CHECKING	\$ 159,591.95
DACOTAH BANK	2015 PICKUP LOAN PMT	\$ 595.27
DACOTAH BANK	2017 SKIDSTEER LOAN PMT	\$ 720.78
	total	\$ 62,201.94
TOTAL CHECKS AND EFP	<b>TOTAL</b>	<b>\$ 539,079.54</b>
<b>ROLLA COMMUNITY CENTER CASH ACCOUNT</b>		
VENDOR NAME	DESCRIPTION	AMOUNT
MUNRO BUILDERS SUPPLY	WINDOW INSTALLATION	\$ 2,624.38
OTTERTAIL POWER	UTILITIES	\$ 565.38
GUSTAFSON OIL	PROPANE	\$ 645.25
	RCC TOTAL	<b>\$ 3,835.01</b>

Hemmy moved, Vollmer seconded, to pay bills as listed. All voted "yes". Motion carried.

**Committee Reports:**

**Public Works:**

Public Works Director annual review – Albertson moved, Hemmy seconded, to accept the Public Works Committee's evaluation and recommended 3% raise - amended to accept Public Works Committee's evaluation with a 5% raise. Motion carried.

Water Plant Operator position – There was discussion of creating a new, full-time position, and all agreed that a Water Plant Operator would be necessary at the newly completed water plant. Albertson moved, Vollmer seconded, to advertise for the position of Water Plant Operator. Motion Carried.

Discussion of Moore Engineering creating a Global Informational System (GIS) database for the Public Works Department to locate sewer lines, water lines, and curb stops more efficiently. Other departments could use the database for mapping gas lines, buried cables, trees, signage etc. Estimated cost of \$50,000.

Discussion of trading in our Payloader for a new one - the warranty on our loader expires this fall. Based on an offer from RDO Equipment, the Council is considering this in the 2018 Budget.

It was agree upon to re-post the advertisement for a Building and Zoning Inspector.

**Police:**

Officer Vacancy – Officer Poitra submitted his resignation, his last shift will be on August 18, 2017, and his official last day will be on August 22<sup>nd</sup>.

Chief Boehm is setting up a Citizen's Police Academy – interested persons should contact Chief Boehm.

Discussion on pedestrian signs for crosswalks around the school, and how best to deploy them.

USDA Grant for a police car is almost complete – still working on documentation.

Interviews are underway for a police officer to fill the vacancy.

**Administrative:**

Discussion on a required scanner for the court – estimated at \$700.00.

Discussed cost of new computer system for auditor's office and public works department – moving forward with bids – one bid submitted for \$4,200.

Looking into dual-control options for ACH transaction with Starion Bank – current faxing method is being discontinued.

**Cemetery:**

Discussion on gate repair and overhead signage – possible stone arch.

**Library:**

No report. CD matured and deposited into Library Fund.

Albertson moved, Vollmer seconded, to approve the committee reports. Motion carried.

**Old Business:**

Engineering Report – Moore Engineering: Keller Paving should be finished with the current seal-coat project by mid-September.

American General Contracting submitted an application for payment #13 on the Water Treatment Plant Project for \$16,915.99. Albertson moved, Gottbreht seconded, to approve the application. Motion carried.

Discussion on citywide paving as current interest rates and asphalt costs being low.

**New Business:**

Sandra Olson's bowling Alley project – plans to open the business in stages as renovations are completed. Spoke with ND Attorney General's office, looking for the cities approval. Hemmy moved, Sparrow seconded, to allow the opening of Olson's bowling alley in phases, as projects are completed. Motion carried. Albertson abstained due to a conflict of interest (related to petitioner). Olson agreed to get a permit for some work already performed.

2018 Budget – all committees are working to get their budgets in to auditor asap.

League of Cities Annual meeting in Fargo September 28-30 – Mayor Mitchell, Councilman Sparrow, Auditor Mutzenberger, Deputy Auditor Schlenvogt, and Office Assistant Questell plan to attend.

It was agreed to place an advertisement for the open Council position in the newspaper – the position runs through June 2020.

Meeting adjourned at 9:31 pm.

**The next scheduled meeting of the City Council is Wednesday, September 20, 2017.**

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor  
Dated 08/17/2017