

7:30 p.m., Wednesday, November 15, 2017, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present: Hemmy, Gottbreht, Sparrow, Vollmer, and Albertson.

Others present: City Attorney, Michelle Gibbens; Public Works Director Cliff Rush; Police Officer Nathan Gustafson; Police Officer Cory Poitra; City Auditor Matt Mutzenberger; Brian Julius and Jesse Berg, Moore Engineering; Jim Olson and Brent Erickson, AE2S; Jack Springgate, KMOT; John Rosinski, TM Star; Rebecca Albert; Chris Parisien.

Consent Agenda: Approve minutes from the October 18th City Council meeting; October/November financial reports (including transfers); and Substitution of Collateral Agreement for Starion Bank.

Albertson moved, Vollmer seconded, to approve the November 15, 2017 Consent Agenda with the addition of council members absent. Motion carried.

Reading of the Bills:

VENDOR NAME	DESCRIPTION	AMOUNT
BANK OF NORTH DAKOTA	2015-2 WATER PLANT IMPROVE	\$47,112.73
BANYON DATA SYSTEMS	ANNUAL PROGRAM SUPPORT	\$2,385.00
	CRIMINAL AND TRAFFIC	
BLUE360 MEDIA	MANUAL	\$62.25
CANAD INN	ANNUAL LIBRARIAN MEETING	\$245.70
CLIFF RUSH	BACKHOE RENTAL	\$1,080.00
CYNDY SPARROW	SEWING	\$10.00
DAKOTA FIRE EXTINGUISHER	ANNUAL SERVICE	\$1,026.81
GALL'S LLC	JACKET FOR OFFICER POITRA	\$83.94
GRAND FORKS ENVIRONMENATAL LAB	WATER TESTING	\$104.00
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$2,103.78
HAWKINS	CHEMICALS	\$10,556.68
JERRY SPARROW	MILEAGE AND PER DIEM	\$275.91
KEEGAN LOCK AND KEY	RE-KEY AUDITORS OFFICE	\$66.50
LEEVERS	HALLOWEEN CANDY FOR PD	\$36.10
MARC	CLEANING SUPPLIES	\$487.17
MATT MUTZENBERGER	MILEAGE AND PER DIEM	\$97.75
MEARS AUTO PARTS	STREETS/WATER/POLICE	\$182.25
MEARS IMPLEMENT	TOOLS AND SUPPLIES	\$41.85
		\$
MICROLAP	WATER SAMPLE TRANS.	139.37
		\$
MOORE ENGINEERING	WATER PLANT	31,958.18
MUNRO ACE HARDWARE	SUPPLIES	\$96.99
ND PEACE OFFICERS BOARD	POLICE LISCENSING	\$45.00
ND PUBLIC FINANCE AUTHORITY	INTEREST PAYMENT	\$2,068.13
ND PUBLIC FINANCE AUTHORITY	INTEREST PAYMENT	\$500.00
NORTH CENTRAL GRAIN COOP	POLICE CAR SERVICE	\$61.04
NORTH DAKOTA ONE CALL	STREETS	\$12.30
NORTHERN PLAINS ELECTRIC	LAGOON	\$73.54
OTTER TAIL POWER	ELECTRICITY	\$4,541.16
PFEIFLE CHEVROLET	2018 CHEVY SILVERADO	\$32,850.00
	PRE EMPLOYMENT	
PREBLE MEDICAL	SCREENING	\$100.00
REBECCA QUESTELL	MILEAGE	\$258.41
REBECCA SHERIDAN	MILEAGE AND PER DIEM	\$212.62
RICH PATTON	IT SERVICES	\$50.00
ROLETTE COUNTY JAIL	PRISONER HOUSING	\$2,750.00
ROLLA DRUG	MEDICINE AND SUPPLIES	\$24.61
SCOTT MITCHELL	MILEAGE AND PER DIEM	\$275.91
	INTEREST PAYMENTS ON	
STARION BOND SERVICE	BONDS	\$68,271.25
THEEL MOTORS	PICKUP ACCESSORIES	\$1,549.60
THEEL MOTORS	REPLACE BATTERY IN TAHOE	\$198.96
TUOMALA PLUMBING AND HEATING	PARTS	\$490.32
TURTLE MOUNTAIN STAR	MINUTES, HOLIDAY AD	\$328.44
UNIFORM CENTER	OFFICER POITRA'S PANTS	\$94.00
US POSTAL SERVICE	UTILITY BILLS	\$142.00
USDA RURAL DEVELOPMENT	2015 WATER PLANT IMPROVE	\$44,341.61
VERIZON WIRELESS	PWD PHONES	\$240.13
VERIZON WIRELESS	POLICE JET PACK	\$483.79

VISA - Matts	HOTEL-FARGO/ADVERTISING	\$724.48
VISA - Kerrys	OFFICE SUPPLIES	\$168.98
	total checks to approve	\$259,009.24

Electronic Payments

Payroll 941 Tax Deposit	Oct. 31, 2017 Payroll Tax Deposit	\$5,159.95
Payroll 941 Tax Deposit	Nov. 15, 2017 Payroll Tax Deposit	\$5,131.50
NDPERS	Def. Compensation-Oct.31 PR	\$137.50
NDPERS	Def. Compensation-Nov. 15 PR	\$237.50
NDPERS	Health Ins- Nov. 2017 premium	\$5,049.92
NDPERS	Retirement- Oct. 2017	\$4,895.53
PAYROLL	10/31/17 PAYROLL	\$13,734.65
PAYROLL	11/15/17 PAYROLL	\$13,918.81
PAYMENT SERVICES NETWORK	October fees	\$86.20
Dacota Loan Pmt. - Skid Steer	October Payment	\$720.78
Dacota Loan Pmt. - 2017 Chevy	October Payment	\$595.27
Starion Bank	Monthly Service Charge	\$4.00
	total electronic payments to approve	\$49,671.61
	TOTAL CHECKS AND EFT	\$308,680.85

Rolla JDA

NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- Nov.1, 2017	\$145.86
ND LEAGUE OF CITIES	2018 GRANDFINDER	\$40.00
BANK OF NORTH DAKOTA	FLEXPACE INTEREST BUY DOWN	\$1,836.19
	Total JDA	\$2,022.05

Rolla Community Center

Ottertail Power	Utilities	539.43
Marsha Abrahamson	Install Blinds	\$100.00
	RCC TOTAL	639.43

Albertson moved, Sparrow seconded, to pay bills as listed. Motion carried.

Old Business:

City Attorney, Michelle Gibbens, read a letter a November 6 letter to Mr. Boehm citing several reasons for his dismissal. That letter was to clarify an October 20 letter, stating his dismissal was for misconduct, inefficiency, and other just cause. Included in the October 20, was a copy of the cities' policy on appeals and grievance procedures.

Councilman Hemmy commented on his disagreement on the cities' decision.

Committee Reports:

Engineering

Brian Julius gave a report on the water treatment plant: there were some minor problems with well number seven, and they are currently waiting on some parts to arrive.

Jesse Berg stated there is approximately \$200,000 of work to complete the project, and approximately \$164,000 in liquid damages that have accrued thus far.

Michelle Gibbens, the City Attorney, has been working with Mr. Julius to draft a letter to American General Contracting.

There continues to be discussion on the quality of the 2017 Chip-Seal Street project, and Moore Engineering and Keller Paving, the general contractor on the project, share those concerns.

Scott Mitchell visited with Keller Paving, and it may not be possible to inspect the streets in town with the snow cover. It seems likely that the inspection and repair, which are under warranty, and will not be made until the spring of 2018.

Moore Engineering presented a bill for \$35,578.20 in engineering expenses on the 2017 Chip Seal Project. A motion to pay the bill was made by Albertson, seconded by Sparrow. After discussion, the motion was tabled.

Moore Engineering presented a bill for \$31,958.18 in engineering expenses on the 2015 Water Plant Project. A motion to pay the bill was made by Gottbreht, seconded by Albertson. Motion carried.

Moore Engineering presented contractors' application for payment #16 for American General Contracting for \$101,408.38 on the 2015 Water Plant Project. Under the advice of the City Attorney, a motion to withhold payment, and have the City Attorney write a letter to the contractor with the cities' reasoning, was made by Vollmer, seconded by Albertson. Motion carried.

Public Works:

Cliff Rush noted there were some repairs that were made to the cities' payloaders, and the warranty expires and the end on the year. Additionally, the reverse osmosis unit at the water treatment plant will not be running until the week on November 27, due in part to some wrong parts arriving this week.

Michelle Gibbens stated that the substantial completion date of the water treatment plant was September 29.

Police:

Sergeant Wright submitted his letter of resignation to the Police Committee, and was accepted at their November 13 meeting. His last day with the city was on November 2.

A firewall is being installed on a computer in the Police Office, thereby allowing them to complete sensitive reports in their office.

The 2018 Chevrolet Silverado has been delivered, and is currently away having graphics and other equipment installed.

The Police Department will be sponsoring a food drive on Sunday, November 19, in the Eller Room at City Hall, from 10:00 am to 4:00 pm.

There was discussion on a community service opportunity pertaining to snow removal.

Sparrow moved, Vollmer seconded, to accept the Police Committee's recommendation to hire Chris Parisien at an annual salary of \$40,000, pending pre-employment formalities. Motion carried.

Hemmy moved, Albertson seconded, to accept the Police Committee's recommendation to name Nathan Gustafson Acting Chief of Police, with an annual salary of \$45,000, and name Cory Poitra Acting Sergeant, with an annual salary of \$43,000. Motion carried.

Hemmy moved, Albertson seconded, to purchase 2 uniforms for Sergeant Poitra, and 3 uniforms for Officer Parisien, and a vest if needed. Motion carried.

Administrative:

First reading of proposed change to City Ordinance 405, section 3 to read: **Regular Meetings. The City Council shall hold its regular monthly meeting on the second Wednesday of each month at the City Hall.** The City Council regularly meets on the third Wednesday of each month, as specified in the ordinance.

Cemetery:

Dakota Fence Company began work on the archway project this week.

Hemmy informed the council that the power raking that was planned for the cemetery this fall will have to wait until this spring due to the early snow.

New Business:

There was discussion on a pending application for an entertainment permit at the Viking Inn. Mayor Mitchell originally approved the permit for \$200.00, but has since reduced it to \$50.00.

The meeting adjourned at 9:19 pm.

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

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 11/15/2017