

7:30 p.m., Wednesday, January 20, 2016, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Albertson, Hemmy, Sparrow and Vollmer. Absent: Lyman Bercier

Others present: Police Chief Joseph Boehm ; Public Works Brad Ruppelius and DJ Gunville, Jr.; Brandon Elick; Ardell Olson; Sandra Olson; Brian Julius, Moore Engineering and John Rosinski, Turtle Mountain Star.

**Consent Agenda:** Councilmember Albertson moved, Councilmember Sparrow seconded, to approve the Consent Agenda of the December 16<sup>th</sup> council meeting minutes; December 2<sup>nd</sup>, 8<sup>th</sup> and 29<sup>th</sup> special council meetings minutes; December Financial Report; Time sheets for 12/31/15 and 01/15/16; All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes Dec. 16<sup>th</sup> council meeting and Dec. 2<sup>nd</sup> 8<sup>th</sup> and 29<sup>th</sup> special council meetings
- Financial Report –December- including transfers
- Time Sheets- 12/31/15 PR and 01/15/16 PR
- ND Health Dept. Chemistry Lab Services Contract
- March Madness Seminar & Banyon Training expenses-March 8-10, Bismarck
- Withdrawn Building permit - Steve Kakela-propane tank- had been tabled from Dec. 16<sup>th</sup>

**Bills to be paid:**

VENDOR NAME	DESCRIPTION	AMOUNT	CK #
DELPHINE DELONAI	BOND REFUND	\$ 500.00	55190
PEGGY DECOTEAU	BOND REFUND	\$ 500.00	55191
BANK OF NORTH DAKOTA	JDA- ROLLA SEED interest buy-down	\$ 1,062.50	55192
SAVE THE CASTLE INC	SALES TAX GRANT 04/16/2014	\$ 8,000.00	55193
US POSTAL SERVICE	BILLING POSTAGE	\$ 161.07	55194
FAMILY DOLLAR STORE	RESTITUTION	\$ 62.50	55195
JACOB ROYAL	REFUND OF UB OVERPAYMENT	\$ 57.88	55196
VISA	JDA - POSTAGE	\$ 113.00	55197
ROLLA PARK BOARD	PUBLIC REC funding per budget	\$ 9,500.00	55198
AFLAC	PREMIUM	\$ 127.35	55199
CENEX FLEET CARD	POLICE - GAS	\$ 1,147.88	55200
CNA SURETY	NOTARY BOND RENEWAL- K.S.	\$ 50.00	55201
CNH ( Rolla Imp.chg acct)	POLICE/ STREETS -supplies	\$ 558.23	55202
COAST TO COAST	JDA- SUPPLIES	\$ 35.00	55203
COMPUTERS N STUFF	PUBLIC WORKS-service/phone charger	\$ 84.99	55204
DACOTAH BANK	2015 PICKUP LEASE PMT	\$ 595.27	55205
EDND	JDA - 2016 MEMBERSHIP	\$ 150.00	55206
FIRST STATE INSURANCE	PREMIUM	\$ 293.00	55207
GIBBENS LAW OFFICE	LEGAL FEES	\$ 5,759.00	55208
GRAND FORKS CITY	TESTING	\$ 52.00	55209
GUSTAFSON OIL	PROPANE/GAS	\$ 57.03	55210
HACH	WATER- CHEMICALS	\$ 97.14	55211
HAWKINS	CHEMICALS	\$ 70.00	55212
INFORMATION TECH. DEPT.	VPN- POLICE	\$ 62.80	55213
INFORMATION TECH. DEPT.	VPN-COURT	\$ 12.70	55214
KEEGAN LOCK & KEY SERVICE	SERVICE - LOCK AND KEYS	\$ 318.00	55215
LADUCER SANITATION	SERVICE	\$ 17,890.00	55216
LEEVEFS FOODS	POP/ CITY HALL SUPPLIES	\$ 86.61	55217
MARC	LIFT STATION DEGREASER-Dec/Jan	\$ 2,921.60	55218
MEARS AUTO PARTS	SUPPLIES	\$ 305.73	55219
MOORE ENGINEERING	WTR PLANT INPROV #2015-2	\$ 5,240.00	55220
MUNRO ACE HARDWARE	SUPPLIES	\$ 459.42	55221
ND HEALTH DEPT-LABORATORY	CHEMISTRY TESTING	\$ 1,179.38	55222
ND HOUSING & FINANCE	JDA- Housing Conf. Registration	\$ 150.00	55223
ND WATER USERS ASSOCIATION	2016 MEMBERSHIP	\$ 300.00	55224
NDMFOA	2016 MEMBERSHIP- MM/ KS	\$ 60.00	55225
NEAMEYER BODY SHOP	POLICE- damage repaired	\$ 4,669.53	55226
NEWMAN SIGNS	STREETS- 2 TRAFFIC SIGNS	\$ 46.45	55227
NORTH CENTRAL GRAIN COOP	GAS	\$ 2,752.89	55228
NORTH CENTRAL TIRE	STREETS	\$ 295.00	55229
OFFICE OF STATE AUDITOR	AUDIT REVIEW FEES	\$ 200.00	55230
OHNSTAD TWICHELL, P.C.	LEGAL FEES # 2015-2	\$ 9,008.41	55231
OTTER TAIL POWER	ELECTRICITY	\$ 6,444.01	55232
PREBLE MEDICAL	TESTING	\$ 170.00	55233
PS GARAGE DOORS	CITY SHOP DOOR REPAIRED	\$ 1,690.00	55234
R & D HENDRICKSON TRUCKING	TRUCKING/ EQUIPMENT HIRE	\$ 2,850.00	55235
ROLETTE COUNTY JAIL	JAIL BOARD - 16 PERSONS	\$ 3,250.00	55236
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 247.41	55237
STARION FINANCIAL	PETTY CASH SLIPS	\$ 29.18	55238
THEEL MOTORS	STREETS	\$ 34.44	55239
TURTLE MOUNTAIN COMMUNICATION	TELEPHONE	\$ 676.74	55240
TUOMALA PLUMBING AND HEATING	SERVICE/ SUPPLIES	\$ 474.01	55241
TURTLE MT RIFLE & PISTOL CLUB	POLICE - 4 OFFICERS	\$ 80.00	55242
TURTLE MOUNTAIN STAR	PUBLISHING	\$ 315.84	55243
VERIZON WIRELESS	PUBLIC WORKS	\$ 222.43	55244
VISA	POLICE	\$ 1,605.53	55245
WESTSIDE SERVICE	CAR WASH TOKENS	\$ 40.00	55246

Electronic Payments

Payroll 941 Tax Deposit	Dec. 31, 2015 Payroll	\$	7,154.97
Payroll 941 Tax Deposit	Jan. 15, 2016 Payroll	\$	3,627.96
NDPERS	Def. Compensation-Dec. 31st PR	\$	975.00
NDPERS	Def. Compensation- Jan. 15th PR	\$	1,062.50
NDPERS	Health Ins-Jan 2016 premium	\$	6,605.76
NDPERS	Retirement- Dec. 2015	\$	4,278.65
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- Jan 2016	\$	145.86
PAYROLL	12/31/15 PAYROLL	\$	16,561.92
PAYROLL	01/15/16 PAYROLL	\$	9,070.94
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	34.16
ND CHILD SUPPORT ENFORCEMENT	12/31/15 PR DEDUCTION	\$	687.90
ND CHILD SUPPORT ENFORCEMENT	01/15/16 PR DEDUCTION	\$	522.85
PAYMENT SERVICES NETWORK	DEC. FEES	\$	69.45
ND STATE TAX COMMISSIONER	2015 4th Qrtr ND WH TAX	\$	1,535.07

**Rolla Community Center cash account**

OTTER TAIL POWER	ELECTRICITY	\$	958.30	2189
ROLLA COOP GRAIN	SOFTNER SALT	\$	89.88	2190
SECRETARY OF STATE	ANNUAL REPORT	\$	10.00	2191
TUOMALA PLUMBING	DISHWASHER BOOSTER SERVICED	\$	636.54	2192

Councilmember Albertson moved, Councilmember Albert seconded, to pay bills are read when funds are available. All members on roll call voted "yes". None voted "no". Motion carried.

**Committee Reports**

**Public Works Committee** – 01/12/16 committee minutes included in packet and on file in the auditor’s office. Former Clark building --- no action

Councilmember Sparrow moved, Councilmember Hemmy seconded, to approve purchase of metered pump for diesel bulk tank from Nodak Supply for \$599. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Sparrow seconded, to approve \$15 per hour pay rate retroactive for David Gunville Jr. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albert moved, Councilmember Sparrow seconded, to set rate of \$25 per hour retroactive for Brad Ruppelius for the Interim Public Works Director position and to be reviewed when new Public Works Director is hired. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Sparrow seconded, to allow Public Works Committee to hire Recycling Center operators at their discretion at a rate of \$9 per hour. All members on roll call voted "yes". None voted "no". Motion carried.

**Police:** Minutes of the 01/12/16 committee meeting were submitted in the council packet and on file in auditor’s office. Additional LaPoliceGear backordered items total \$ 58.42 Three applicants for transport officers- Cory Poitra, Myles Brunelle and Amber Rogers. Tabled hiring of transport officers. Councilwoman Albert moved to table purchase of body cameras. Chief Boehm to attend Rolette County Commissioners meeting on Feb. 2<sup>nd</sup> at 10 a.m. regarding office space in proposed new county jail building.

**Other Committees:**

**Cemetery-** Brandon Elick reported information to consider future expansion of cemetery

**Administration Committee-** 2016 Salaries and Wages

Annual Salary or Hourly Rate Effective 1/1/2016 per budget

ALLERY, COLT	\$39,000.00	
BOEHM, JOSEPH	\$46,200.00	to \$ 47,586 in March 2016
CHASE, SCOTT	\$3,600.00	
WILLIAM FRITZ	\$10 per hour	
GUSTAFSON, CHERYL	\$8.50 per hour	
GUSTAFSON, NATHAN	\$39,000.00	
HADEM, THROY	\$8.50 per hour	
HAMLEY, SHIRLEY	\$12 per hour	
JOHNSON, ANDREW	\$8,114.59	
JOHNSON, MARGARET	\$7.25 per hour	
MURPHY, MAE	\$48,000.00	
RUPPELIUS, BRAD	\$18.75 per hour	
SCHLENVOGT, KERRY	\$18.75 per hour	
SMITH, SANDRA	\$8.50 per hour	
WRIGHT, CHRIS A	\$43,000.00	
YOUNGERMAN, GEORGE	\$27,000.00	

Councilmember Albertson moved, Councilmember Hemmy seconded, to approve the committee reports. All members on roll call voted "yes". None voted "no". Motion carried.

**City Improvement Project # 2013-1:** no action

**Street Improvement District # 2015-1:** Scheduled special council meeting on Feb. 3<sup>rd</sup> at 6 p.m. for upcoming street project

Special assessment committee to schedule a meeting: Brian Julius, Moore Engineering, will contact the committee members -- Dennis Neameyer, Lowell Tupa, Alex Albert and Gibbens Law Office, city attorney.

**Water Treatment Plant Improvement Project # 2015-2:** Final design update with add in of well field and transmission line, remove a couple pieced of equipment and cost of on-site inspector. Councilmember Albertson moved, Councilmember Hemmy seconded, to approve Moore Engineering Amendment #1 to the engineering agreement for the water treatment plant project in the amount of \$83,500. All members on roll call voted "yes". None voted "no". Motion carried.

Special council meeting on January 6, 2016 at 6:15 p.m. approved plans/specs and set date to advertise for bid.

There being no further business, Mayor Scott Mitchell adjourned the meeting at 9:16 p.m.

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor