

7:30 p.m. Wednesday April 18, 2018 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: Public Works Director Cliff Rush; Police Chief Nathan Gustafson; City Auditor Matt Mutzenberger; Jim Olson, AE2S.

Consent Agenda: March 21st City Council meeting minutes; April 10th Board of Equalization meeting minutes; March 2018 financial reports (including transfers); March 31 and April 13 Payroll; Rolette County Jail contract; Dollar general building permit application.

Sparrow moved, Gottbreht seconded, to approve the April 18, 2018 Consent Agenda. Motion carried.

Reading of the Bills:

To Be Approved on 4/18/2018

**LISTING
AS OF 4/18/18**

VENDOR NAME	DESCRIPTION	AMOUNT
BANYON DATA SYSTEMS	VAULT BACK-UP	\$169.00
CENEX VOYAGER FLEET	POLICE GAS	\$1,245.43
CNH INDUSTRIAL CAPITAL	AUTO PARTS	\$45.94
D AND B PIZA	3RD GRADE PIZZA PARTY	\$82.50
DAKOTA SUPPLY GROUP	METER EQUIPMENT	\$1,417.55
GRAND FORKS ENVIRONMENTAL LAB	WATER TESTING	\$67.00
GUARDIAN FLEET SAFETY	LIGHT CONTROLL BOARD	\$865.85
GUSTAFSON OIL	GAS/DIESEL/PROPANE/LP	\$2,843.14
HACH	CHEMICALS	\$201.67
HAWKINS	CHEMICALS	\$2,310.50
HEALTH CHEMISTRY LAB	WATER TEST	\$581.43
INFORMATION TECH. DEPT.	VPN-COURT	\$32.65
INFORMATION TECH. DEPT.	VPN- POLICE	\$25.80
JOB SERVICE	CLAIMS: D. GUNVILLE AND J. OLSON	\$4.63
LADUCER SANITATION	MARCH GARBAGE SERVICE	\$16,690.00
MEARS AUTO PARTS	SHOP SUPPLIES	\$262.15
MEARS IMPLEMENT	CHAIR?	\$29.99
MICROLAP TECHNOLOGIES	WATER SAMPLING	\$57.88
MUNRO ACE HARDWARE	SUPPLIES	\$65.11
NORTH DAKOTA DEPT. OF TRANSPOTATION	US HWY. 281 OVERLAY PROJECT	\$10.17
ND BUILDING OFFICIALSD ASSOCIATION	2018 ANNUAL MEMBERSHIP	\$50.00
NORTH CENTRAL GRAIN COOPERATIVE	TIRE REPAIR	\$18.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$72.66
NORTHLAND COMMUNITY HEALTH	PRE-EMPLOYMENT HEALTH SCREEN	\$123.00
OTTER TAIL POWER	ELECTRICITY	\$6,606.75
POST BOARD	JUSTIN LENOIR'S TEST FEE	\$25.00
POWER PLAN	PARTS AND SERVICE	\$104.99
PRAIRIE POWER CENTER	SHIMS	\$42.16
PREBLE MEDICAL SERVICES	DRUG COLLECTION	\$150.00
PRESENTATION MEDICAL CENTER	DRUG SCREENING	\$35.00
RICH PATTON	COMPUTOR SET-UP	\$379.50
ROLETTE COUNTY	COPIES	\$45.00
ROLLA DRUG	O-RING LUBE	\$8.97
SANDY SMITH	WATER DMAGE	\$800.00
STU	CHILD SUPPORT	\$104.00
STAPLES	MONITOR SWITCHES	\$24.18
STARION BANK	PETTY CASH	\$63.83
STARION BOND SERVICE	BOND INTEREST DUE	\$7,104.25
SWEENEY CONTROLS	PARTS AND SERVICE	\$3,463.59
TUOMALA PLUMBING AND HEATING	PARTS AND SERVICE	\$160.13
TURTLE MOUNTAIN STAR	PUBLISHING AND PRINTING	\$870.43
TWEED COUNTY AG	AUTO PARTS	\$281.70
US POST OFFICE	MARCH UTILITY BILLING	\$140.00
VERIZON WIRELESS	POLICE	\$371.39
VERIZON WIRELESS	PWD PHONES	\$268.04
VISA - Kerry	OFFICE SUPPLIES	\$48.27
VISA - Matt	LIBRARY BOOKS AND MISC.	
VISA - Scott	SUPPLIES	\$900.26
WAGNER CONSTRUCTION	ANNUAL FEE	\$15.00
	CONTRACTORS APPLICATION #3	\$36,662.10

WESTSIDE C STORE	CAR WASH TOKENS	\$10.00
	total checks to approve	\$85,956.59
Electronic Payments		
Payroll 941 Tax Deposit	March 31, 2018 Payroll Tax Deposit	\$5,625.89
Payroll 941 Tax Deposit	April 13, 2018 Payroll Tax Deposit	\$5,415.46
NDPERS	Def. Compensation - March 31 PR	\$37.50
NDPERS	Def. Compensation - April 13 PR	\$50.00
NDPERS	Health Ins- April 2018	\$6,607.74
NDPERS	Retirement- March, 2018	\$5,218.36
NDPERS	Retirement Adjustment - March, 2018	\$214.14
PAYROLL	03/29/18 Payroll	\$17,641.91
PAYROLL	04/13/18 Payroll	\$16,832.83
ND TAX COMMISSIONER	2018 Q1 State Tax Withholding	\$1,166.83
Payment Service Network	April fees	\$94.70
Dacotah Loan Pmt. - Skid Steer	March payment	\$720.78
Dacotah Loan Pmt. - 2017 Chevy	March payment	\$595.27
Starion Bank	March service charge	\$4.00
	total electronic payments to approve	\$60,225.41
	TOTAL CHECKS AND EFT	\$146,182.00

Rolla JDA		
NORTHERN PLAINS ELECTRIC	Loan Pmt. #68 - April 1, 2018	\$145.86
SPECTRUM	Printer Ink and Postage	\$93.55
	North Boarder Seed Co. Interest Buy	
BANK OF NORTH DAKOTA	Down	\$2,147.73
BANK OF NORTH DAKOTA	Gattke Excavating Interest Buy Down	\$1,213.54
VISA	Hotel Expense - reissue returned check	\$165.61
	Total JDA	\$3,766.29

Rolla Community Center		
Fire extinguishing Systems	Inspection and Maintenance	\$204.90
Ottertail Power	Utilities	\$844.89
Tuomala Plumbing	Garage Heater Repairs	\$867.89
	RCC TOTAL	\$1,917.68

Transfers
\$12,390.00 from 413 Savings to 413 Checking
\$500.00 from RCC Savings to RCC Checking

The Laducer Sanitation invoice was reduced because there were no roll-off pulls at the recycle center for the month of March.

Hemmy moved, Volmer seconded, to pay bills as listed. Motion carried.

Old Business:

Second Reading of amendments to City Ordinance 348:

Section 7.0210 Water Service – Construction of – Maintenance of by Owner to read **The cost of original installation of all plumbing between the main and any service devices maintained by the property owner and all extensions made to such plumbing, as well as all repairs, shall be borne entirely by the property owner, although such plumbing and services as well as the meters shall at all reasonable times be subject to inspection by duly authorized representatives of the municipality. Any repairs found to be necessary by such representatives shall be made promptly, or the municipality will discontinue service.**

The property owner is responsible for the water service lateral which connects their property to the water main in the street. The connection to the water main is a part of the water service lateral and is also the property owner's responsibility. The property owner is required to fix any improper connections.

All services shall be constructed by licensed plumbers at the property owner's expense, and each service shall be maintained and repaired by the property owner. Services heretofore acquired by the issuance of special assessment warrants and assessed against the property, or which may be acquired in the future in like manner, shall likewise be maintained by the property owner. Services means the service line running from the point of connection with the city main to the property owner's premises.

Section 7.0301 Purpose and Definitions to read It is the purpose of this article to provide ordinances regulating the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and to provide penalties for violations thereof, in the City of Rolla, North Dakota.

Sewer Main Line is defined as a utility pipe that carries wastewater from a property's sewer lateral to the lagoon, via a sewer force or gravity main.

Sanitary Sewer Lateral is defined as a pipe that carries wastewater from a property to the sanitary sewer main line in the street. Every property receiving sewer service from the City has at least one sanitary sewer lateral.

Section 7.0309 Sewer Service – Construction of – Cost- Maintenance of by Owner to read

- 1. The property owner is responsible for the sanitary sewer lateral which connects their property to the sanitary sewer main in the street. The connection to the sewer main is a part of the sewer lateral and is also the property owner's responsibility. The property owner is required to fix any improper connections, such as roof drains, downspouts, driveway drains, foundation drains, or sump pumps, connected directly to the sanitary sewer.**
- 2. The cost of original installation, as well as repairs, shall be borne entirely by the property owner.**
- 3. The property owner is responsible for the maintenance and repair of the sanitary sewer lateral.**

Committee Reports:

Engineering:

The Mayor presented correspondence from More Engineering, including a water treatment plant punch list for Wagner Construction, and a proposal for Moore Engineering to provide technical support and maintenance engineering services for the City of Rolla's water treatment plant for 2018. No action was taken.

Public Works:

An ad will be placed in the Turtle Mountain Star for the sale of used Public Works Department equipment. The bids will remain sealed and opened at the next Rolla City Council meeting on May 16.

Albertson motioned, Sparrow seconded, to have Rolla Welding make, paint, and install mesh window covers for the water treatment plant for \$735.19. Motion carried.

Police:

Sparrow moved, Vollmer seconded, to approve Chief Gustafson and Sergeant Parisien's six-month evaluation, and recommended 5% salary increase. Motion Carried.

Administrative:

Albertson moved, Hemmy seconded, to amend Section 5.02 of the City Policy Manual -- specifically the second paragraph to read: All permanent employees may receive a 5% salary increase upon satisfactory completion of their six-month probationary period. Motion carried.

A draft of section 5.06 that pertains to the accrual of sick leave will be brought before the council next month for consideration.

Cemetery:

Albertson moved, Gottbreht seconded, to place an ad in the Turtle Mountain Star to accept bids for a cemetery care contract. Motion carried.

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

New Business:

A proposal from the Rolla Job Development Authority to the Rolla City Council to create a part-time position was discussed. No action was taken.

The meeting adjourned at 8:56 pm.

The next scheduled meeting of the City Council is Wednesday, May 16, 2018.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 4/18/2018