

**Rolla City Council
City of Rolla, ND
Unofficial Minutes**

7:30 pm, Wednesday, March 20, 2019, the meeting of the Rolla City Council was called to order by Mayor John Hardy.

Council Members Present: Blake Gottbreht, Hovi Mitchell, Becky Albert, Leonard Lange, and Kyle Hardy.

Absent: Pat Hemmy

Others present: Cliff Rush- Public Works Director; Danielle Mickelson, Rich Patton, Pete Weidemann, and Sandra Allery- City Auditor

Consent Agenda

Council Member Hardy moved, Council Member Lange seconded to approve the Consent Agenda.

All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: February 20, 2019 council meeting
- Financial Report – February 2019
- Resignation from City Auditor, Sandra Allery, was presented for review and approval. Council Member Albert moved to approve the resignation from Sandra Allery, seconded by Council Member Lange. All members on roll call voted “yes”. None voted “no”. Motion carried.
- Resignation from Police Officer, Shannon Smith, was presented for review and approval. Council Member Gottbreht moved to approve the resignation from Shannon Smith, seconded by Council Member Lange. All members on roll call voted “yes”. None voted “no”. Motion carried.
- Transfer of funds per 2019 Budget
 - \$5,000.00 from #100 General Fund to #830 Rolla Community Center
 - \$17,000.00 from #230 Contingency Fund to #105 Police Reserve Fund
 - \$42,000.00 from #230 Contingency Fund to #100 General Fund
 - \$46,000.00 from #230 Contingency Fund to #100 General Fund
 - \$25,000.00 from #230 Contingency Fund to #100 General Fund
 - \$90,000.00 from #230 Contingency Fund to #100 General Fund
 - \$47,500.00 from #230 Contingency Fund to #611 Water Imprv 2013-1
 - \$9,696.00 from #230 Contingency Fund to #613 Water Imprv 2013-1 Reserve Fund
 - \$5,367.00 from #230 Contingency Fund to #613 Water Imprv 2013-1 Reserve Fund
 - \$100,000.00 from #230 Contingency Fund to #616 Chip Seal 2017-1 Debt Service Fund
 - \$3,300.00 from #230 Contingency Fund to #501 Special Assessment Fund
 - \$0.56 from #416 Street Imprv 2017-1 to #616 Chip Seal Debt Service Fund
 - \$23,000.00 from #601 Water Fund Acct to #100 General Fund
 - \$49,500.00 from #604 Infrastructure Fund Acct to #611 Water Imprv 2013-1
 - \$9,000.00 from #808 Public Rec to Rolla Park Board
- Transfer of funds – Recommended by Attorney to close out Fund #527
 - \$102,152.37 from #527 Sewer/Lagoon Debt Service to #100 General Fund

CHECK #	VENDOR NAME	DESCRIPTION	AMOUNT
ACHD02/25/19	DACOTAH BANK	2015 Pickup #5418859	\$595.27
ACHD02/25/19	DACOTAH BANK	SKIDSTEER LOAN #5426721	\$720.78
ACHD02/25/19	NORTHERN PLAINS ELECTRIC	JDA Payment #80	\$145.86
ACHD02/25/19	VERIZON WIRELESS	MARCH 2019 PW & POLICE-JET PAC	\$693.97
ACHD03/25/19	USDA RURAL DEVELOPMENT	PRINCIPAL & INTEREST LOAN #91-	\$96,912.99
ACHD02/27/19	BANK OF ND	PRINCIPAL & INTEREST LOAN	\$16,875.00
ACHD02/28/19PR	INTERNAL REVENUE SERVICE	02/28/19 PR	\$5,113.57
ACHD02/28/19PR	ND PUB. EMPLOYEE RET. DEF.	NDPERS DEF COM 02/28/19PR	\$62.50
ACHD02/28/19PR	ND PUBLIC EMPLOYEES	PERA 02/19 PR	\$5,131.98
ACHD02/28/19PR	ND CHILD SUPPORT DIVISION	02/28/19 PR	\$1,078.69
ACHD02/28/19PR	INTERNAL REVENUE SERVICE	02/28/19 PR	\$1,924.54
ACHD03/15/19	INTERNAL REVENUE SERVICE	BALANCE DUE IRS- 2018 Q3 941	\$629.29
ACHD03/14/19	AFLAC	OCTOBER, JANUARY, MARCH	\$1,010.42
ACHD03/15/19PR	INTERNAL REVENUE SERVICE	03/15/2019 PR	\$2,679.67
ACHD03/15/19PR	ND PUB. EMPLOYEE RET. DEF.	NDPERS DEF COM 03/15/19PR	\$75.00
ACHD03/15/19PR	ND PUBLIC EMPLOYEES RET. INS	03/15/2019 PR	\$6,339.44
ACHD02/25/19	PAYMENT SERVICE NETWORK	PSN GATEWAY FEE - FEBRUARY	\$93.45
ACHD03/15/19PR	ND CHILD SUPPORT DIVISION	03/15/19 PR	\$1,078.69
Chk# 057270	BAKER, BROCK	REIMB. POST BOARD LICENSE-SHAN	\$53.60
Chk# 057271	POST BOARD	POLICE LICENSE - A MILLERBERND	\$45.00
Chk# 057272	NDBOA	2019 Annual Membership	\$245.00
Chk# 057273	US POSTAL SERVICE	Utility Bills for February 201	\$140.00
Chk# 057274	ADVANCED ENGINEERING &	Performance Coaching James Olso	\$3,555.65
Chk# 057275	ATCO INTERNATIONAL	Cool-Cut (A/16)(F)	\$83.70
Chk# 057276	BLUE TARP FINANCIAL, INC	NORTHERN TOOL-MAIL ORIG ORDER	\$39.99
Chk# 057277	CENEX CREDIT CARD	POLICE-GAS	\$856.32
Chk# 057278	CNH INDUSTRIAL CAPITAL	ROLLA IMPLEMENT PARKRIVER	\$428.92
Chk# 057279	CORE & MAIN LP	6 X \$132 5/8X3/4 IPERL 1G 25'	\$812.24
Chk# 057280	GALL'S LLC	WOMENS TACLITE PRO PANT X 2	\$629.63
Chk# 057281	GRAND FORKS UTILITY BILLING	WATER TESTING	\$67.00
Chk# 057282	GUSTAFSON OIL	GAS CLIFF	\$4,313.31

Chk# 057283	HAAS TIRE OTR & AG Service LLC	BLADE REPAIR-LABOR, TIRE SUPPL	\$126.00
Chk# 057284	HANSON SERVICES LLC	JETTER SERVICE- HOT WATER X 3	\$1,200.00
Chk# 057285	HAWKINS, INC	Freight	\$2,677.67
Chk# 057286	INFORMATION TECHNOLOGY	EMAIL, VPN CLIENT, DIRECTORY	\$156.40
Chk# 057287	J -N- F TOWING	TOW POLICE UNIT FROM SHERIFFS	\$100.00
Chk# 057288	LADUCER SANITATION	ROLL OFF X 2	\$17,890.00
Chk# 057289	LARSCO	ONSITE TRAVEL TIME 2/18/19 TO	\$3,000.00
Chk# 057290	LEEVERS FOODS	HYDROGEN PEROXIDE, WHITE VINEG	\$16.36
Chk# 057291	LEGACY COOPERATIVE	VALVE REPAIR TOOL 4-IN-1	\$72.08
Chk# 057292	LOOKOUT BOOKS	8 BOOKS-LIBRARY 8 X \$21.95	\$175.60
Chk# 057293	MEARS AUTO PARTS	FLOOR DRY 5 BAGS @ \$6.95	\$325.30
Chk# 057294	MICROLAP TECHNOLOGIES	ND Dept of Health	\$58.77
Chk# 057295	MUNRO ACE HARDWARE	GLUE SPRAY 2 @ \$12.99, SILICON	\$582.63
Chk# 057296	MURPHY, MAE	WORKING W/AUDITOR 4.5 HRS X \$3	\$157.50
Chk# 057297	NATIONAL BUSINESS FURNITURE	FURNITURE/DESK	\$259.41
Chk# 057298	ND CHEMISTRY LAB	WATER-NITRATE-NITRITE	\$11.77
Chk# 057299	ND SEWAGE PUMP & LIFT	Misc. Truck Supplies	\$2,258.00
Chk# 057300	ND STATE LIBRARY	RENEWAL & DEVELOPMENT CONFEREN	\$55.00
Chk# 057301	NORTH DAKOTA ATTORNEY	MARSY'S LAW - UPGRADE STATEWID	\$38.00
Chk# 057302	NORTHERN PLAINS ELECTRIC	LAGOON acct# 3709000	\$77.12
Chk# 057303	NORTHERN TOOL AND	RENEWED 1 YEAR ADVANT	\$39.99
Chk# 057304	OTTERTAIL POWER CO	STREET LIGHTS	\$11,998.92
Chk# 057305	RICH PATTON	IPHONE SCREEN REPAIR POLICE DE	\$35.00
Chk# 057306	POWER PLAN OIB	GOVERNMENTAL TRANSACTIONS	\$629.47
Chk# 057307	PREBLE MEDICAL	PRE-EMPLOYMENT S SMITH	\$50.00
Chk# 057308	ROLETTE COUNTY JAIL	MARCH INVOICE BOARD _9_PERSONS	\$1,470.00
Chk# 057309	ROLLA WELDING	INVOICE #57255 LABOR	\$55.55
Chk# 057310	SAMSON ELECTRIC LTD	SET BREAKERS	\$2,670.77
Chk# 057311	SENSUS USA Inc.	2019 AUTOREAD SUPPORT ANNUAL R	\$1,949.94
Chk# 057312	STARION BANK	PETTY CASH CHANGE BAG	\$32.45
Chk# 057313	STARION BOND SERVICES	\$200,000 BOND 2015 SERIES B -	\$92,006.50
Chk# 057314	STITCHES AND STUFF	6 PATCHES - POLICE 6 X \$5 PER	\$30.00
Chk# 057315	THEEL MOTORS	2015 TAHOE-REPLACE BOTH BATTER	\$474.93
Chk# 057316	TURTLE MT. COMMUNICATIONS	JDA	\$639.70
Chk# 057317	TM STAR	Help Wanted-Police	\$500.79
Chk# 057318	TUOMALA PLUMBING &	HERCULES CRYOTEK ANTIFREZ 5GA	\$1,234.04
Chk# 057319	VISA	ND DEPT OF COMMERCE	\$470.24
Chk# 057320	VISA	AMAZON PRIME MONTHLY	\$52.40
ACHD2/28/19PR	Semi-Monthly- Salary ACH	02/28/19PR	\$11,526.66
ACHD2/28/19PR	Hourly-Semi Month ACH	02/28/19PR	\$6,884.19
ACHD2/28/19PR	Hourly-Semi Month ACH	02/28/19PR	\$815.07
ACHD3/15/19PR	Semi-Monthly- Salary ACH	03/15/19PR	\$6,717.44
ACHD3/15/19PR	Hourly-Semi Month ACH	03/15/19PR	\$10,592.05
		TOTAL CHECKS AND EFT	332,545.18

Council Member Gottbreht moved, Council Member Albert seconded, to pay bills as submitted and to check on the Munro Ace Hardware invoice. All members on roll call voted "yes". None voted "no". Motion carried.

Old Business`

Danielle Mickelson, JDA Director addressed the Council regarding clarification for the dedication of tax proceeds discussed at the February 20, 2019 City Council meeting. The February meeting minutes stated the JDA was requesting a .5% increase totaling \$40,000.00 in funds from Rolla city sales taxes for year 2020. The amount of \$40,000.00 requested was correct, but the total percent increase and should have been 10.5% to equal a total of 21%.

Council Members agreed to amend ordinance #407. First of two readings to amend ordinance #407 will be April 17, 2019.

Engineer Report

No report

Committee Reports

Administrative:

Mayor Hardy stated the Administrative Committee is working on updating the Committee Listing Contact Sheet for 2019.

Public Works Committee:

Discussion regarding water pipes freezing in one local area of the city. An investigation has begun to determine who is responsible for the pipe issues.

Council Member Albert moved to review recent water bills of residents with complaints of frozen lines and assess payment based on an average monthly use, seconded by Council Member Gottbreht. All members on roll-call-voted "yes". None voted "no". Motion carried.

Council Member Gottbreht moved to pay Ryan Charbonneau \$500.00 for assisting the City of Rolla with snow removal, seconded by Council Member Hardy. All members on roll-call-voted "yes". None voted "no". Motion carried.

Police:

Discussion regarding the open Chief of Police, Sergeant, and Officer positions.

Mayor Hardy requested Council approval for overtime paid until police positions are filled. Council Member Gottbreht moved, Council Member Lange seconded to approve overtime for the police department, but not to exceed monthly allocated budget. All members on roll-call-voted “yes”. None voted “no”. Motion carried.

Mayor Hardy reported Ann Millerbernd is working part time for the City of Rolla and will be performing some the administrative duties for the police department until fully staffed.

Library:

No report submitted

Forestry:

Resignation from Pat Hemmy

Cemetery:

TM Star ad -Bids for summer worker

Council Member Albert moved, Council Member Gottbreht seconded, to approve the committee reports. All members on roll call voted “yes”. Motion carried.

New Business

Pete Weidemann – Complaint- Neighbors garbage not cleaned up for months.

Raffle/Gaming Permit- Golden Rule/Todd Mears

Council Member Gottbreht moved to approve the presented raffle permit from Golden Rule, seconded by Council Member Albert. All members on roll-call-voted “yes”. None voted “no”. Motion carried.

Raffle/Gaming Permit- Rolla Chamber of Commerce

Council Member Albert moved to approve the presented raffle permit from Rolla Chamber of Commerce, seconded by Council Member Mitchell. All members on roll-call-voted “yes”. None voted “no”. Motion carried.

Building Permit- Brandon Held

Council Member Hardy moved to approve the presented building permit from Brandon Held, seconded by Council Member Lange. All members on roll-call-voted “yes”. None voted “no”. Motion carried.

JDA- Easement

JDA Director, Danielle Mickelson, requested the Council to be listed as the Project Sponsor for the Recreational Trail Program Grant and accept the legal easement from Legacy Co-op
Council Member Gottbreht moved to approve the Council to be listed as the Project Sponsor for the Recreational Trail Program Grant and accept the legal easement from Legacy Co-op, seconded by Council Member Lange. All members on roll-call-voted “yes”. None voted “no”. Motion carried

Rich Patton- IT – Sonic Wall

Council Member Mitchell moved to approve the purchase of a sonic wall license and support for 1 year at the quote of \$930.00, seconded by Council Member Gottbreht. All members on roll-call-voted “yes”. None voted “no”. Motion carried.

There being no further business, Mayor Hardy adjourned the meeting at 8:55pm

The next scheduled meeting of the City Council is Wednesday, April 17, 2019.

John Hardy, Mayor

ATTEST:

Sandra M. Allery, City Auditor
Dated 03/25/2019