

7:30 p.m., Wednesday, June 17, 2015, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Albertson, Bercier, Hemmy and Vollmer. Absent: Jerry Sparrow

Others present: Brian Julius, Moore Engineering; Police Chief Joseph Boehm, Sandra and Truman Olson; Public Works Director Dean Martin

**Consent Agenda:** City Sales Tax grant applications, Building Permits and Liquor License renewals to be handled separately from the Consent Agenda.

Councilmember Albertson moved, Councilmember Albert seconded, to approve the Consent Agenda of minutes of the May 6<sup>th</sup> special council meeting and the May 20<sup>th</sup> council meeting; May Financial Report; Time sheets for 05/29/15 and 6/15/15; Gaming Permit- Munich Area Development;; Expenses for HR Training in July; Transfer of \$ 30,068.45 from Water Fund to Water Project Fund for water warrant payment; Liquor License Transfer from Viking for Ragtop Dance July 3<sup>rd</sup>; Raffle Permit- MEAF(Microlap Employee Assistance Fund and Pledge of Securities –Dacotah Bank \$ 62,150,000 and Starion Financial \$ 7,044,993.70. All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: May 6<sup>th</sup> special council meeting and May 20<sup>th</sup> council meeting
- Financial Report –May
- Time Sheets- 05/29/15 PR and 06/15/15 PR
- Gaming Permit – Munich Area Development
- Expenses for HR Training in July
- Transfer \$30,068.45 from Water Fund to Water Project Fund for water warrant payment
- Liquor License transfer from Viking Inn for Ragtop Festival dance July 3<sup>rd</sup>
- Raffle Permit – MEAF ( Microlap Employee Assistance Fund)
- Pledge of Securities- Dacotah Bank \$62,150,000 and Starion Financial \$ 7,044,993.70

Councilmember Albertson moved, Councilmember Vollmer seconded, to approve the Rolla City Sales Tax grant applications for \$ 3180 to Rolette County Recreational Facility and \$ 9195 to Nutrition United. All members on roll call voted “yes”. None voted “no”. Motion carried.

Councilmember Albertson moved, Councilmember Albert seconded, to approve Building Permits- Viking Inn-fence/gates and Jim Dodd-storage container to be set for no longer than six months. All members on roll call voted “yes”. None voted “no”. Motion carried.

Councilmember Albertson moved, Councilmember Vollmer seconded, to approve Liquor License Renewals- American Legion, Dugan’s Bottle Shop, Mueller’s Main Street Saloon, Viking Inn, Sandra F. Olson-Prairie Lanes and Bilmar contingent on submission of proper paperwork by June 30<sup>th</sup>. All members on roll call voted “yes”. None voted “no”. Motion carried. ( All paperwork submitted for renewal at this time except for the Mena Matevska, Bilmar.)

**Bills to be paid:**

TUOMALA PLUMBING & HEATING	SNAKE SEWER LINE 6TH AVE NE	\$	431.86
CLERK OF DISTRICT COURT	BOND TRANSFER R0-2015-TR-48	\$	40.00
YOUNGERMAN, GEORGE	JDA- TRAVEL	\$	282.10
US POSTAL SERVICE	BILLING POSTAGE	\$	159.39
BANK OF NORTH DAKOTA	JDA- Flex Pace Interest RE: Paul Munro	\$	3,602.29
RODNEY HAUGEN TRUCKING	Haul Excavator	\$	3,195.00
MITCHELL LADUCER	BOND REFUND	\$	500.00
ROLLA COMMUNITY CENTER	Credit Card rent pmt in City acct to RCC	\$	85.00
LARRY & BECKY LEONARD	BOND REFUND	\$	20.00
ALLERY, COLT	POLICE-CELLPHONE	\$	60.00
ARROWHEAD PRINTING	POLICE	\$	130.00
AT&T	POLICE - MOBILE SHARE PLAN	\$	149.67
BANK OF NORTH DAKOTA	COMM. WATER WARRANT	\$	30,068.45
BLUE TARP FINANCIAL	STREETS- Northern Tool invoices	\$	78.97
BOEHM, JOSEPH	POLICE- CELL PHONE & MILEAGE	\$	646.05
BRAD RUPPELIUS	PER DIEM- HARVEY PLANT TOUR	\$	9.00
CENEX FLEET CARD	POLICE - GAS	\$	1,345.94
CNH ( Rolla Imp.chg acct)	STREETS -supplies	\$	51.69
COMPUTERS N STUFF	WATER- CPU serviced	\$	149.50
CUSIP SERVICES	GMEI/LEI ANNUAL MAINTENANCE FEE	\$	120.00
DAHL TRUCKING	FORESTY	\$	700.00
DOCU SHRED INC	POLICE	\$	38.27
ENVIRONMENTAL SAFETY INC	SEWER - DEGREASER	\$	1,195.20
FIRST STATE INSURANCE	BOILER INSURANCE	\$	2,714.37
GIBBENS LAW OFFICE	LEGAL FEES	\$	310.00
GOOSENECK IMPLEMENT - RUGBY	STREETS- SICKLE MOWER STRAP	\$	187.62
GRAND FORKS CITY	TESTING	\$	52.00
GUSTAFSON, NATHAN	POLICE-CELLPHONE	\$	60.00
H & H COATINGS	WATER	\$	9,475.00
HAWKINS	CHEMICALS	\$	693.25
IN-CONTROL INC	WATER MAINTENANCE	\$	4,974.00
INFORMATION TECH. DEPT.	VPN-POLICE	\$	162.80
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70
JACK AND JILL	POP	\$	17.97
JOB SERVICE ND	CLAIMS	\$	1.48

LADUCER SANITATION	SERVICE	\$	17,290.00
LEEVERS FOODS	POP /SUPPLIES	\$	94.79
MARC	SEWER/STREET SUPPLIES	\$	1,280.71
MEARS AUTO PARTS	CITY HALL SUPPLIES	\$	143.40
MEARS IMPLEMENT	SHOP SUPPLIES	\$	39.20
MUNRO ACE HARDWARE	SUPPLIES	\$	964.53
ND SURPLUS PROPERTY	POLICE	\$	60.00
NORTH CENTRAL GRAIN COOP	GAS /DIESEL	\$	1,923.60
NORTH CENTRAL TIRE	PUBLIC WORKS /POLICE	\$	184.00
NORTH DAKOTA ONE CALL	SERVICE	\$	26.40
NORTHERN IMPROVEMENT COMPANY	STREETS- OMEGA MIX	\$	4,189.65
OHNSTAD TWICHELL PC	LEGAL FEES- IMPRV. BONDS 2015	\$	850.00
OTTER TAIL POWER	ELECTRICITY	\$	5,705.12
PREBLE MEDICAL SERVICES INC	TESTINGS/ CLINIC FEE	\$	113.50
PRESENTATION MEDICAL CENTER	DOT PHYSICAL - G. RAVNAAS	\$	178.00
R & D HENRICKSON TRUCKING	GRAVEL	\$	266.20
RAVNAAS, GARY	MILEAGE, PERDIEM- HARVEY	\$	118.25
RICH PATTON	LIBRARY-computer service	\$	48.00
ROLETTE COUNTY JAIL	BOARD- 21 PERSONS-MAY 2015	\$	5,400.00
ROLETTE COUNTY	LEGAL FEES 40-2015-CR- 133	\$	300.00
ROLLA CLINIC	DOT PHYSICAL - DEAN MARTIN	\$	98.00
ROLLA WELDING	WATER	\$	19.00
SOUTHERN SOURCE INDUSTRIES	SEWER - DEGREASER	\$	799.92
STARION BOND SERVICES	REG. FEES ON 2015 BONDS	\$	900.00
STARION FINANCIAL	PETTY CASH SLIPS	\$	45.05
TUOMALA PLUMBING AND HEATING	SERVICE	\$	562.50
TURTLE MOUNTAIN COMMUNICATIONS	TELEPHONE	\$	645.29
TURTLE MOUNTAIN STAR	PUBLISHING	\$	315.10
US POSTAL SERVICE	STAMPS - 2 ROLLS OF STAMPS	\$	98.00
VERIZON WIRELESS	PUBLIC WORKS	\$	227.72
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00
WILBUR-ELLIS	PUBLIC WORKS	\$	96.58
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00
Electronic Payments			
Payroll 941 Tax Deposit	May 29, 2015 Payroll	\$	4,058.43
Payroll 941 Tax Deposit	June 15, 2015 Payroll	\$	4,033.03
NDPERS	Def. Compensation-May 29th PR	\$	700.00
NDPERS	Def. Compensation- June 15th PR	\$	700.00
NDPERS	BCBS- June 2015 premium	\$	5,439.78
NDPERS	Retirement- May 2015	\$	3,843.81
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86
PAYROLL	05/29/15 PAYROLL	\$	10,852.98
PAYROLL	06/15/15 PAYROLL	\$	10,586.20
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	32.96
ND CHILD SUPPORT ENFORCEMENT	5/29/15 PR DEDUCTION	\$	378.60
ND CHILD SUPPORT ENFORCEMENT	06/15/15 PR DEDUCTION	\$	378.60
PAYMENT SERVICES NETWORK	MAY FEES	\$	61.45

### **Rolla Community Center cash account**

VENDOR NAME	DESCRIPTION		AMOUNT
OTTER TAIL POWER	ELECTRICITY	\$	638.17
TUOMALA PLUMBING	REPAIRS	\$	36.61

Councilmember Albertson moved, Councilmember Hemmy 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** —06/2/15 committee minutes included in packet and on file in the auditor's office. Started dropping lagoon levels on May 27<sup>th</sup>. Gravel purchased and delivered. Sewer jet truck worked on main lift yesterday. Patching potholes. Persons hired for summer help - New hires- Mitchell Cavanaugh \$8.50 summer help and Daniel Kinney \$9 recycling center

Councilmember Albertson moved, Councilmember Bercier seconded, to accept Bursinger Well Drilling estimate of \$4000 - \$4500 for pump at the bulk water well house. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Bercier moved, Councilmember Hemmy seconded, to approve purchase of a second load of Omega Mix. All members on roll call voted "yes". None voted "no". Motion carried.

**H & H Coating, Devils Lake agreement for roof handrail on water tower** - Councilmember Hemmy moved, Councilmember Albertson seconded, to approve H&H Coating agreement of \$16,920 for circular roof handrail on the water tower. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Vollmer moved, Councilmember Bercier seconded, to approve a five percent pay raise upon satisfactory six month employment evaluation as per the policy manual for Brad Ruppelius. All members on roll call voted "yes". None voted "no". Motion carried.

**Street Improvement – 4<sup>th</sup> Ave SE from Front ST SE to 3<sup>rd</sup> St SE-** Gattke Excavating has begun work

**Front Street NE and 3<sup>rd</sup> Avenue NE -** Councilmember Bercier moved, Councilmember Albertson seconded, to use Police excavator for Public Works to excavate for the culvert and Quam Construction to place the culvert. All members on roll call voted "yes". None voted "no". Motion carried.

**City Hall -** Councilmember Bercier moved, Councilmember Bercier seconded, to accept the \$2491 estimate from TectaAmerica for repairs to the roof of city hall. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Bercier moved, Councilmember Vollmer seconded, to accept the city hall floor care proposal submitted by Don Wenstad for \$200 mop/buff and \$500 strip/wax. All members on roll call voted "yes". None voted "no". Motion carried.

**Cemetery-** Dirt provided for people to use on grave sites, as needed. Sign to be posted at cemetery when flowers are allowed. Need an updated map of the cemetery plots.

**Police:** Police committee met on June 9<sup>th</sup> and the minutes are on file in the city auditor's office. Police department policy manual being updated and will be submitted at a future meeting. Preparing coverage schedule for Ragtop Festival July 2<sup>nd</sup> – 4<sup>th</sup>

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

**City Improvement Project # 2013-1 –** the project was completed last summer; warranty work to be completed this summer. Recommendation is to crack seal the area of 3<sup>rd</sup> Street NE by the hospital. Punch list submitted by Moore Engineering. The one year warranty walk through to be done this July.

**Street Improvement District # 2015-1 –** Quam Construction was awarded the bid of total construction cost of \$ 820,434. Councilmember Vollmer moved, Councilmember Albert seconded, to approve Quam Construction Pay Request #1 on the Street Improvement Project # 2015-1 for \$ 125,963.51. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albert moved, Councilmember Albertson seconded, to approve Moore Engineering invoice # 10371 on Street Improvement Project # 2015-1 for \$ 125,917.58. All members on roll call voted "yes". None voted "no". Motion carried.

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

Moore Engineering has been requested to submit an estimate for future needed street improvements

**Water Treatment Plant Improvement Project # 2015-2 –** Dan Portlock, Moore Engineering, to schedule meeting with Public Works Director Dean Martin to walk through the water treatment plant improvements.

**CDBG grants – City Hall Improvement Project –** Final \$2000 balance due after the contractor completes the corrective work. Michelle Fritz, North Central Planning Council, will do close out paperwork at the July council meeting.

**Rolla Community Center project –**Construction to start once the weather warms up. Completion date is September 30, 2015. The contractor has begun shingling the roof.

**Truck Bid Opening- 1982 IHC-** Mayor Mitchell opened the bids received from Dinah Breland \$3151; Harvey Nerpel \$ 553; Martin Peterson \$5151 and Lars Mathiason \$ 2640.

Councilmember Vollmer moved, Councilmember Bercier seconded, accept the \$5151 bid received from Martin Peterson for the 1982 IHC truck to be paid in thirty days. All members on roll call voted "yes". None voted "no". Motion carried.

**Auditor Bond Limit:**

#### **Resolution Setting Auditor Bond Limit**

Be it resolved:

WHEREAS, the City of Rolla is covered by a blanket bond by the North Dakota State Bond Fund; and,

WHEREAS, the North Dakota State Bonding Fund provides fidelity bond coverage for city employees and public officials in dealing with public funds; and,

WHEREAS, the bond is fixed by the city governing body and set by resolution as outlined in NDCC §40-14-03; and,

WHEREAS, at the June 17, 2015 regular city council meeting of the Rolla City Council reviewed the current bond limits and found it to be sufficient.

NOW, THEREFORE, be it resolved by the City Council of the City of Rolla, North Dakota, that the Auditor Bond coverage by the State Bonding Fund in the amount of Two Million Dollars (\$ 2,000,000) has been reviewed and found sufficient.

APPROVED:

\_\_\_\_\_  
Scott Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Mae Murphy, City Auditor

The City Council of the City of Rolla acted on the foregoing resolution on June 17, 2015, as follows:  
Adoption moved by Councilmember Bercier, Seconded by Councilmember Albertson.

Roll Call Vote

“AYE” Albert, Albertson, Bercier, Hemmy and Vollmer

“NAY” None

ABSENT : Sparrow

And after vote Mayor Mitchell declared the resolution adopted.

Councilmember Bercier moved, Councilmember Albertson seconded, to adjourn the meeting.

Mayor Mitchell adjourned the meeting at 9:35 p.m.

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor