

7:40 p.m., Tuesday, April 14, 2015, following the Board of Equalization meeting, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albertson, Bercier, Hemmy, Sparrow and Vollmer. Absent: Councilwoman Rebecca Albert

Also present: Police Chief Joseph Boehm; Brian Julius and Adam Underwood of Moore Engineering; Public works Director Dean Martin

Additions to the Agenda: Building Permit-addition, Blake Gottbreht added to the Consent Agenda

Consent Agenda: Councilmember Albertson requested the Post Issuance Compliance Policy and Compliance Procedures be handled separately from the Consent Agenda.

Councilmember Albertson moved, Councilmember Sparrow seconded, to approve the Consent Agenda of minutes of the March 19th council meeting and March 3rd and 16th special council meetings; March Financial Report; Time sheets for 03/31/15 and 4/15/15; Building Permits- shed, William Houle, Jr. and addition, Blake Gottbreht; Expenses for ND Clerk of Court Conference-Grand Forks; Gas Bid Deadline of May 20th; JDA board appointment for 3 year term – Gerry Krech and to pay the bills, as read when funds become available. All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: March 19th council meeting and March 3rd and 16th special council meetings
- Financial Report –March
- Time Sheets- 03/31/15 PR and 04/15/15 PR
- Building Permits- Shed, William Houle Jr.; Addition-Blake Gottbreht
- Expenses for ND Clerk of Court Conference – Grand Forks
- Gas Bid Deadline of May 20th
- JDA board appointment for 3 year term – Gerry Krech
- Bills to be paid

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
CHASITY AZURE	BOND REFUND	\$ 500.00	54597
MUNRO CONTRACTORS	CDBG LOCAL SHARE- CITY HALL	\$ 10,513.00	54598
NDPERS	BCBS- March 2015 premium	\$ 3,485.04	54599
STARION FINANCIAL	LOAN 32416684 PAYOFF 3/31/15	\$ 2,363,516.29	54600
YOUNGERMAN, GEORGE	JDA - TRAVEL EXPENSE	\$ 153.43	54601
US POSTAL SERVICE	BILLING POSTAGE	\$ 159.69	54602
WUORI MOTOR SPORTS & REPAIR	JDA - EXPANDING BUSINESS GRANT	\$ 2,500.00	54603
MINOT DAILY NEWS	JDA- HOUSING AD	\$ 475.00	54604
DAWSON FURNITURE	RESTITUTION	\$ 200.00	54605
FAMILY DOLLAR STORE	RESTITUTION	\$ 4.30	54606
GOLDEN RULE	RESTITUTION	\$ 35.00	54607
LANCE JOHNSON	RESTITUTION	\$ 50.00	54608
LEEVERS FOODS	RESTITUTION	\$ 112.62	54609
CHERYL BONN	BOND REFUND	\$ 1,000.00	54610
AFLAC	PREMIUM	\$ 127.35	54611
ALLERY, COLT	POLICE-CELLPHONE /COURT	\$ 60.00	54612
AT&T	POLICE - MOBILE SHARE PLAN	\$ 145.64	54613
BANK OF NORTH DAKOTA	JDA	\$ 1,372.50	54614
BLUE TARP FINANCIAL	STREETS	\$ 462.94	54615
BOEHM, JOSEPH	POLICE- CELL PHONE/COURT	\$ 60.00	54616
CASHMAN'S NURSERY	FORESTRY	\$ 675.36	54617
CENEX FLEET CARD	POLICE - GAS	\$ 1,096.81	54618
CNH (Rolla Imp.chg acct)	STREETS -FORD DOT inspection	\$ 147.06	54619
COMPUTERS N STUFF	WTR PLANT LAPTOP	\$ 225.00	54620
D & B PIZZA	MAYOR for a DAY-3rd GRADE CLASS	\$ 70.00	54621
GIBBENS LAW OFFICE	LEGAL FEES	\$ 980.00	54622
GOLDSTAR PRODUCTS	SEWER - DEGREASER	\$ 344.55	54623
GRAND FORKS CITY	TESTING	\$ 52.00	54624
GUSTAFSON, NATHAN	POLICE-CELLPHONE /COURT	\$ 80.00	54625
HAWKINS	CHEMICALS	\$ 986.87	54626
INFORMATION TECH. DEPT.	VPN-POLICE	\$ 162.80	54627
INFORMATION TECH. DEPT.	VPN-COURT	\$ 12.70	54628
KALIX	JDA- EXPANDED BUSINESS GRANT	\$ 8,000.00	54629
KEEGAN LOCK & KEY SERVICE	POLICE	\$ 60.00	54630
KEMPER CONSTRUCTION CO	WATER PLANT- installed piping	\$ 23,324.53	54631
KIWANIS	2015 MEMBERSHIP	\$ 265.00	54632
LADUCER SANITATION	SERVICE	\$ 17,290.00	54633
LARRY & BECKY LEONARD	JDA- Main St. Storefront Imprv. Grant	\$ 2,500.00	54634
LARSCO	WATER PLANT	\$ 2,369.27	54635
LEEVERS FOODS	POP /Wtr Plant supplies	\$ 87.36	54636
MARTIN, DEAN	MILEAGE, PER DIEM-BISMARCK	\$ 341.03	54637
MEARS AUTO PARTS	CITY HALL SUPPLIES	\$ 83.70	54638
MUNICIPAL GOVERNMENT ACADEMY	WEBINARS;NDLC MARCH MADNESS	\$ 745.00	54639
MUNRO ACE HARDWARE	SUPPLIES	\$ 137.28	54640
ND LEAGUE OF CITIES	CELEBRATE CITIES	\$ 35.00	54641
ND WATER USERS ASSOCIATION	2015 MEMBERSHIP	\$ 300.00	54642
NORTH CENTRAL GRAIN COOP	GAS /PROPANE	\$ 1,728.30	54643

NORTH CENTRAL TIRE	PUBLIC WORKS	\$	791.80	54644
NORTH DAKOTA ONE CALL	SERVICE	\$	3.30	54645
OHNSTAD TWICHELL PC	LEGAL FEES	\$	6,800.00	54646
OTTER TAIL POWER	ELECTRICITY	\$	8,104.82	54647
PREBLE MEDICAL	PRE-EMPLOYMENT TESTING	\$	53.00	54648
RAMKOTA HOTEL	ND HEALTH Training- D.MARTIN	\$	149.40	54649
RICH PATTON	LIBRARY	\$	64.00	54650
ROLETTE COUNTY JAIL	BOARD- 7 PERSONS	\$	1,200.00	54651
ROLETTE COUNTY	LEGAL FEES 40-2015-CR-00078	\$	200.00	54652
ROLLA WELDING	WATER PLANT	\$	91.50	54653
SCOTT THOMPSON	LEGAL FEES	\$	300.00	54654
STARION FINANCIAL	PETTY CASH SLIPS	\$	29.30	54655
TASER INTERNATIONAL	POLICE	\$	428.26	54656
THEEL MOTORS	POLICE	\$	48.60	54657
TUOMALA PLUMBING AND HEATING	SERVICE	\$	1,020.38	54658
TURTLE MOUNTAIN STAR	PUBLISHING	\$	754.31	54659
USA BLUEBOOK	PUBLIC WORKS	\$	439.95	54660
VERIZON WIRELESS	PUBLIC WORKS	\$	214.87	54661
VISA	PRO-TINT & UPS -POLICE; fee	\$	381.24	54662
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	54663
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00	54664

Electronic Payments

Payroll 941 Tax Deposit	Mar. 31, 2015 Payroll	\$	4,119.28	
Payroll 941 Tax Deposit	Apr. 15, 2015 Payroll	\$	4,178.06	
NDPERS	Def. Compensation-Mar. 31st PR	\$	700.00	
NDPERS	Def. Compensation- Apr. 15th PR	\$	700.00	
NDPERS	BCBS- Apr. 2015 premium	\$	5,439.78	
NDPERS	Retirement- Mar. 2015	\$	4,064.74	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86	
PAYROLL	03/31/15 PAYROLL	\$	11,013.45	
PAYROLL	04/15/15 PAYROLL	\$	11,025.02	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.20	
ND CHILD SUPPORT ENFORCEMENT	3/31/15 PR DEDUCTION	\$	378.60	
ND CHILD SUPPORT ENFORCEMENT	04/15/15 PR DEDUCTION	\$	378.60	
PAYMENT SERVICES NETWORK	MARCH FEES	\$	64.45	
VISA	ANNUAL FEE # 2544	\$	15.00	

Rolla Community Center cash account

VENDOR NAME	DESCRIPTION		AMOUNT	CHECK #
FIRE EXTINGUISHING SYSTEMS	ANNUAL SERVICE	\$	204.90	2163
MUNRO ACE HARDWARE	SUPPLIES	\$	19.98	2164
OTTER TAIL POWER	ELECTRICITY	\$	798.65	2165
TUOMALA PLUMBING & HTG	SERVICE CALL	\$	106.55	2166

Post-Issuance Debt Compliance Policy and Procedures Councilmember Albertson moved, Council member Hemmy seconded, to pass the Post-Issuance Debt Compliance Policy and Procedures. All members on roll call voted "yes". None voted "no". Motion carried.

Committee Reports

Public Works Committee —04/07/15 committee minutes included in packet and on file in the auditor's office. Public Works Director Dean Martin is scheduled to take the CDL driving test on April 29th. Well #6, which has high levels of iron and manganese, is shut down due to a leak in the pipeline to the water plant. Better quality water now as Well #1 is now back on line and has better quality water. There is a leak on the water tower about 15' from last year's patch. H & H Coating from Devils Lake is expected to be up next week to evaluate and repair. An estimate as to the cost of painting the water tower will also be requested from H & H Coating.

Clean Up Week set for week of May 2nd – 9th. Same ad to be published as prior years.

Councilmember Hemmy moved, Councilmember Bercier seconded, to approve a \$750 purchase limit for department heads and a \$ 1500 purchase limit for committees. All members on roll call voted "yes". None voted "no". Councilman Albertson absent for the vote. Motion carried.

Councilmember Sparrow moved, Council member Vollmer seconded, to approve \$ 1.00 an hour raise for Public works upon passing the next level of water certification beginning in 2016. All members on roll call voted "yes". None voted "no". Councilman Albertson absent for the vote. Motion carried.

3 month re-evaluation-Dean Martin: Councilmember Sparrow moved, Councilmember Vollmer seconded, to approve a three percent raise for Dean Martin effective March 27, 2015. All members on roll call voted "yes". None voted "no". Motion carried.

The City Auditor submitted the 2014 Consumer Confidence Report submitted to the council. The report has been published and certification report sent to ND Health Department.

Construction of fence at water treatment: The old fence to be removed and replaced with a new fence that surrounds the acid tank at the water treatment plant. At the February 18, 2015 council meeting the motion was passed to table the decision on the fence bid. Bids presented at this meeting were from Peach Construction \$ 6495, Johnson Construction \$5900 and Steve Herman & Sons \$ 5269 and. Edwards Construction \$ 5230.

At the March 19, 2015 council meeting the motion passed for the Public Works committee to have the authority to handle the acid issue. The Public works committee decided to go ahead with the fence and accepted the low bid of \$5230 from Edwards Construction.

Cemetery – Cemetery Caretaker – help wanted ad to be published

Police: Police committee met on April 9th and the minutes are on file in the city auditor's office. The Police department to apply for COPS grant. Bike Week is expected to be held the third week in May. Considering implementing Police Reserve. The Police Department received an overtime grant from Rolette County Wellness for minor drinking saturation patrol to be used for prom, high school graduation night and 4th of July night. The rear window of the one Tahoe has been tinted, the other Tahoe to be tinted yet. The Police department has acquired four red dot reflex AR-15/m16 sights and two thermal night vision goggles for the cost of shipping.

Councilmember Albertson moved, Council member Hemmy seconded, to accept the transcription services bid of \$3.50 a page or \$0.15 a line from Lindell Longie upon satisfactory background check. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Hemmy seconded, to approve police committee recommendation to pay Officer Allery and Chief Boehm for hours covered in Sgt. Wright's absence. All members on roll call voted "yes". None voted "no". Motion carried.

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

Project # 2012-2 Hazard Mitigation Grant Program

Mayor Mitchell signed the letter to close out Project # 2012-2 Hazard Mitigation Grant Program project.

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 3rd Street NE by the hospital

Street Improvement District # 2015-1 – Quam Construction was awarded the bid at the last meeting for a total construction cost of \$ 820,434.

Water Treatment Plant Improvement Project # 2014-1 Schedule special meeting to approve plans, discuss process and timeline- **May 6th at 5:30 p.m.**

CDBG grants – City Hall Improvement Project – returned bond money to Munro Contractors. Final \$2000 balance due after the contractor completes the corrective work. February 18, 2015 motion passed to approve payment of \$ 44,793 to Munro Contractors as partial payment on CDBG project total construction cost of \$ 46,793.

Rolla Community Center project – Pre-construction meeting held at 2 p.m. today; Construction to start once the weather warms up. Completion date is September 30, 2015.

Tim Shirk, Rolette County Housing Authority – presented the request for the city to sponsor the CDBG for the Rolla Housing Preservation project for the replacement of windows in the Rolette County Housing Authority apartment buildings on the west side of Rolla.

RESOLUTION OF SPONSORSHIP

Councilmember Albertson introduced the resolution of sponsorship of the CDBG project and moved its adoption;

Be it resolved that the City of Rolla will act as sponsoring unit of government for the project titled Rolla Housing Preservation during the period August 2015 through February 2017.

Rolla City Mayor is hereby authorized to apply to the North Dakota Division of Community Services for funding of this project on behalf of the Rolla Community Center on April 14, 2015.

The motion for the adoption of the foregoing resolution seconded by Councilwoman Vollmer and on roll call the following council members voted "yes": Albertson, Bercier, Hemmy, Sparrow and Vollmer. None voted "no" Absent for the vote: Councilman Albertson. Absent: Councilwoman Albert. Resolution adopted.

RESOLUTION CONCERNING HANDICAPPED ACCESS

Councilwoman Vollmer introduced the following resolution and moved its adoption:

Whereas local units of government are required by law to complete or update a Section 504 Self-Evaluation in accordance with 24 CFR Part 8 “Nondiscrimination based on handicap in federally assisted programs and activities of the Department of H.U.D.”; and

Whereas the North Dakota Division of Community Services requires completion and submission of the Self-Evaluation before the final drawdown of project funds;

Now Therefore Be It Resolved that the City of Rolla will, if awarded Community Development Block Grant or Community Development Loan funds, complete a Section 504 Self-Evaluation plan before requesting final drawdown of project funds.

The motion for the adoption of the foregoing resolution was seconded by Councilman Sparrow and on roll call the following council members voted “yes”: Bercier, Hemmy, Sparrow and Vollmer. None voted “no”. Absent: Councilwoman Albert. Absent for the vote: Councilman Albertson. Resolution adopted.

Judy Martinson, Rolette County Tobacco Coalition – suggested the city review Section 4.18 of the employee policy manual to include Tobacco Free. Tabled to May council meeting.

Building Permit form - Councilmember Bercier moved, Councilmember Albertson seconded, to approve the suggested language to update the building permit form. All members on roll call voted “yes”. None voted “no”. Motion carried.

Language update: This permit creates no warranties with regard to construction or code compliance. Any inspections under this permit are for benefit of the public and not the permit recipient, and any inspections do not create a duty to the permit recipient, the owner, or to a subsequent purchaser with regard to quality of construction or code compliance.

There being no further business, Mayor Mitchell adjourned the meeting at 10 p.m.

Scott Mitchell, Mayor

ATTEST:

Mae Murphy, City Auditor