

**Rolla City Council
City of Rolla, ND**

7:30 pm, Wednesday, December 19, 2018, the meeting of the Rolla City Council was called to order by Mayor John Hardy.

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

Absent: None

Others present: Cliff Rush- Public Works Director; Kent Ritterman and Brandon Reber– Moore Engineering, Jim Olson – AE2S Engineering, Nathan Gustafson- Police Chief, Sandra Olson; John Rosinski , and Sandra Allery- City Auditor

Mayor Hardy requested to omit the budget transfer from the agenda.

Consent Agenda

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

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

- Minutes: November 21, 2018 council meeting
- Minutes December 17, 2018 public hearing
- Financial Report – November 2018

Bills:

CHECK #	VENDOR NAME	DISCRIPTION	AMOUNT
57099	US POSTAL SERVICE	UTILITY BILLS NOV	\$140.00
57100	AFLAC	PREMIUM	\$229.66
57101	BAKER, BROCK	PER DIEM - BISMARCK TRAIN	\$175.00
57102	BANK OF NORTH DAKOTA	INTEREST - BUYDOWN	\$9,174.18
57103	BUTLER MACHINERY CO	SUPPLIES	\$240.56
57104	CENEX FLEET CARD	GAS - POLICE	\$838.45
57105	CNH INDUSTRIAL CAPITAL	ROLLA IMPLEMENT PARK RIVER	\$17.97
57106	COMMUNITY AMBULANCE SERV	TRANSPORT R41.82	\$109.07
57107	DAKOTA FIRE EXTINGUISHER	ANNUAL SERVICE & MAINTENANCE	\$348.02
57108	DOUGHERTY & COMPANY INC	CONTINUING DISCLOSURE SERV	\$350.00
57109	ECONOMIC DEVEL ASSOC. OF ND	2018 Fall Conference Registrat	\$150.00
57110	EDND	JDA 2019 MEMBERSHIP	\$150.00
57111	EDWARDS CONSTRUCTION	BUILD & INSTALL 4 AC COVERS- C	\$190.00
57112	GAFFANEYS	MAINTENANCE AGREEMENT-	\$656.07
57113	GIBBENS LAW OFFICE	LEGAL FEES-WATER TREATMENT	\$9,266.58
57114	GOOSENECK IMPLEMENT	SUPPLIES	\$13.63
57115	GRAND FORKS UTILITY BILLING	WATER TESTING	\$67.00
57116	GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$7,398.55
57117	HACH	CHEMICALS	\$92.91
57118	HAGA KOMMER, CPA	PROGRESS BILLING ON AUDIT 2017	\$4,000.00
57119	HAWKINS, INC	CHEMICALS	\$1,254.73
57120	KERMIT KNUDSON	SAND	\$81.00
57121	LADUCER SANITATION	GARBAGE CONTRACT	\$17,890.00
57122	LEEVEFS FOODS	SUPPLIES	\$68.09
57123	MARC	SUPLLIES	\$2,435.90
57124	MEARS AUTO PARTS	MAINTENANCE	\$160.85
57125	MEARS IMPLEMENT	MAINTENANCE	\$18.95
57126	MFOA	2019 ANNUAL MEMBERSHIP-	\$90.00
57127	DANIELLE MICKELSON	EXPENSE VOUCHER	\$136.25
57128	MOORE ENGINEERING	ENGINEERING COST - INVOICES	\$39,505.05
57129	MUNRO ACE HARDWARE	SUPPLIES	\$103.02
57130	MURPHY, MAE	CONSULTING FEES	\$245.00
57131	ND LEAGUE OF CITIES	AUDITORS CERTIFICATION PROGRAM	\$150.00
57132	ND RURAL WATER SYSTEMS ASSOC	2019 MEMBERSHIP DUES	\$240.00
57133	ND WATER USERS ASSOCIATION	2019 MEMBERSHIP	\$300.00
57134	NORTH CENTRAL GRAIN COOP	STREETS/POLICE	\$618.47
57135	NORTH DAKOTA ONE CALL	STREETS	\$4.80
57136	NORTHERN PLAINS ELECTRIC	LAGOON	\$144.46
57137	OTTER TAIL POWER CO	ECC- ELECTRICITY	\$1,750.57
57138	OTTERTAIL POWER CO	ELECTRICITY	\$6,143.33
57139	PARISIEN, CHRIS	COURT 10/09/18, 11/13/18, 11/	\$60.00
57140	PERSONNEL CONCEPTS	LABOR LAW POSTER	\$15.90
57141	POITRA WILLIAM	PER DIEM - BISMARCK TRAIN	\$175.00
57142	POWER PLAN OIB	GOVERNMENTAL TRANSACTIONS	\$214.48
57143	PREBLE MEDICAL	PRE EMPLOYMENT CLINIC FEE -	\$50.00
57144	RADISSON HOTEL BISMARCK	POLICE TRAINING	\$370.56
57145	ROLETTE COUNTY	LEGAL FEES CASE FILE #40-2018-	\$1,000.00
57146	ROLETTE COUNTY JAIL	BOARD - _4_ PERSONS	\$1,400.00
57147	ROLLA CHAMBER OF COMMERCE	SALES TAX REVENUE 2ND PAYMENT	\$8,980.09
57148	SAMSON ELECTRIC LTD	CHECKED BREAKER FOR PUMP #2-	\$320.00
57149	SLATER, WILLIAM	OVERPAYMENT REIMBURSEMENT	\$323.00
57150	SPECTRUM	OFFICE SUPPLIES	\$25.74
57151	STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$268.76
57152	STARION BANK	POSTAGE	\$100.00
57153	SWEENEY CONTROLS COMPANY	LABOR	\$3,538.42
57154	TURTLE MT. COMMUNICATIONS	TELEPHONE	\$612.22
57155	TM STAR	PUBLISHING	\$370.60
57156	TUOMALA PLUMBING & HEATING	SERVICE CALL	\$1,043.22
57157	VOID	VOIDED	\$0.00
57158	VISA	OFFICE SUPPLIES	\$56.64
57159	WESTSIDE SERVICE	CAR WASH TOKENS	\$20.00
57160	STARION BANK	POSTAGE	\$18.31
57161	VISA	JDA ANNUAL FEE	\$15.00
Electronic Payments			
001381E	VERIZON WIRELESS	POLICE - JET PACK	\$369.45
001382E	ND PUB. EMPLOYEE RET. DEF. COM	Def Compensation/ Dec 15th PR	\$50.00

001383E	INTERNAL REVENUE SERVICE	941 Tax Deposit/ Dec 15th PR	\$6,221.03
001384E	ND PUBLIC EMPLOYEES RET. INS	Health Ins- Dec Premium	\$8,542.02
001387E	ND CHILD SUPPORT DIVISION	Child Support/ Dec 15th PR	\$1,078.69
001388E	INTERNAL REVENUE SERVICE	941 Tax Deposit/ Nov 31st PR	\$5,019.55
001389E	ND CHILD SUPPORT DIVISION	Child Support/ Nov 31st PR	\$104.00
001391E	ND PUBLIC EMPLOYEES RETIRMENT	Retirement- Dec Premium	\$5,750.11
	NORTHERN PLAINS ELECTRIC	JDA LOAN PMT/ Dec	\$145.86
001392E	INTERNAL REVENUE SERVICE	941 Tax Deposit/ Nov 31st PR	\$187.46
001393E	DACOTAH BANK	Skidsteer Loan #5426721	\$720.78
001394E	DACOTAH BANK	2015 Pickup #5418859	\$595.27
	PAYMENT SERVICES NETWORK	NOV FEES	\$182.45
001395E	USDA RURAL DEVELOPMENT	2015-2 LOAN #91-09	\$44,340.88
500167E	Hourly-Semi Month ACH	11/31/2018 Payroll	\$6,358.78
500168E	Semi-Monthly- Salary ACH	11/31/2018 Payroll	\$9,000.30
500169E	Hourly-Semi Month ACH	12/15/2018 Payroll	\$9,566.82
500170E	Semi-Monthly- Salary ACH	12/15/2018 Payroll	\$768.29
500171E	Semi-Monthly- Salary ACH	12/15/2018 Payroll	\$8,300.46
	STARION BANK	Service Chg Nov 2018	\$4.00
		TOTAL CHECKS AND EFT	\$231,232.26

Council Member Gottbreht moved, Council Member Hemmy seconded, to omit check #57148 Samson Electric and pay remaining bills as submitted. All members on roll call voted “yes”. None voted “no”. Motion carried.

Old Business

Liquor License – Sandra Olson

Mayor Hardy stated that a public hearing was held on December 17, 2018 approving Sandra Olson’s Liquor License Transfer request.

Engineer Report

Emergency Sanitary Sewer Replacement Project 2018-1: Kent, Moore Engineering, Inc., presented an amendment to engineering agreement as requested by NCPC. This is not an amendment to adjust price nor contract times. Invoice #19985 totaling \$27,005.55 and invoice #200425 totaling \$10,306.78 was presented for review and approval. Council Member Albert moved to approve presented invoice #19985 totaling \$27,005.55 and invoice #200425 totaling \$10,306.78, seconded by Council Member Hemmy, all members on roll call voted “yes”. None voted “no”. Motion carried.

Kent presented change order #1 with a deduction of \$9,930.13 for review and approval. Council Member Hardy moved, Council Member Lange seconded, to approve the presented change order #1 with a deduction of \$9,930.13, all members on roll call voted “yes”. None voted “no”. Motion carried.

Kent presented Contractors Application for Payment #1 totaling \$282,573.62. Council Member Gottbreht moved, Council Member Hemmy seconded, the Contractors Application for Payment #1 totaling \$282,573.62, all members on roll call voted “yes”. None voted “no”. Motion carried.

Water Treatment Plant: Council Member Lange moved to approve presented invoice #20041 totaling \$900.00, seconded by Council Member Albert, all members on roll call voted “yes”. None voted “no”. Motion carried. 2019 Technical Support agreement was presented for review and approval. Kent Ritterman– Moore Engineering and Jim Olson – AE2S Engineering discussed their options for technical support. Council Member Hemmy moved to request Moore Engineering and AE2S submit 2019 Water Treatment Plant Technical Services proposals to the Rolla City Hall by January 8, 2019. Council Member Gottbreht moved, seconded by Council Member Albert to amend the above motion pending the advice of City Attorney, all members on roll call voted “yes”. None voted “no”. Motion carried.

Water Tower Rehab Project: Council Member Gottbreht moved to approve presented invoice #20040 totaling \$1,069,914, seconded by Council Member Lange, all members on roll call voted “yes”. None voted “no”. Motion carried.

Committee Reports

Administrative:

Council Member Albert moved, seconded by Council Member Lange, to approve new office furniture and flooring for the Auditors offices and new chairs for the Council Room. All members on roll call voted “yes”. None voted “no”. Motion carried.

Annual employee evaluations were presented for Kerry Schlenvogt and Becky Questell. Auditor recommended a 5% wage increase due to employees having extra duties during Auditor transition. Council Member Hemmy moved to approve a 5% wage increase for Kerry Schlenvogt and a 5% wage increase for Becky Questell, seconded by Council Member Hardy. All members on roll call voted “yes”. None voted “no”. Motion carried.

Public Works Committee:

Police:

Discussion regarding the County Police Proposal. Council Member Lange moved, seconded by Council Member Hemmy, to decline the presented Police Proposal Contract offered by Rolette County. All members on roll call voted “yes”. None voted “no”. Motion carried.

Council Member Gottbreht moved to approve presented resignation from Chris Parisien, seconded by Council Member Lange All members voted “yes”. None voted “no”. Motion carried.

Council Member Gottbreht moved, seconded by Council Member Hemmy to hire a Police Chief and advertise position until filled. All members voted “yes”. None voted “no”. Motion carried.

Library:

Forestry:

John Hardy presented a letter of resignation from Sue Nelson, President of the Forestry Committee. Council Member Gottbreht moved, seconded by Council Member Mitchell. Council members Gottbreht, Mitchell, Lange, Albert, Hardy voted “yes”. Council member Hemmy voted “nay”. Motion carried.

Cemetery:

No report submitted

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

New Business

JDA – Board of Directors

JDA Board made two nominations at the November 29, 2018 meeting to fill open committee positions. Council Member Gottbreht moved, seconded by Council Member Hemmy to approve Hovi Mitchell and Barbara Mothershead to serve on the Rolla Job Development Board of Directors.

There being no further business, Mayor Hardy adjourned the meeting at 9:05pm

The next scheduled meeting of the City Council is Wednesday, January 16, 2019.

John Hardy, Mayor

ATTEST:

Sandra M. Allery, City Auditor
Dated 12/26/2018