

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

7:30 pm, Tuesday, November 20, 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, and Kyle Hardy.

Absent: Becky Albert

Others present: Cliff Rush- Public Works Director; Jesse Berg– Moore Engineering, Nathan Gustafson- Police Chief, Sandra Olson; Chris Albertson, Becky Sheridan, Jason Nordmark, Rich Patton

Mayor Hardy requested to add the Presentation Medical Center- Building Permit to the agenda.

Consent Agenda

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

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

- Minutes: October 17, 2018 council meeting
- Minutes October 29, 2018 special meeting
- Financial Report – October 2018
- Council Member Gottbreht moved, Council Member Hardy seconded to approve the following transfers: \$153,176.79 from Infrastructure Fund 604-49000-890 to Imprv. Debt Service Fund 610-46000-39990, \$38,170.17 from Water Fund 601-43400-890 to Water Project Fund 605-46000-39990, and \$54.59 from Highway Distribution Fund 201-43130-420 to Emergency Fund 206-43250-380.

Bills:

CHECK #	VENDOR NAME	DISCRIPTION	AMOUNT
057048	AFLAC	PREMIUM	\$389.30
057049	AMERICAN LEGION	2 ND FLAGS	\$154.00
057050	BANK OF NORTH DAKOTA	PRINCIPAL	\$47,112.73
057051	BANYON DATA SYSTEMS	UB METER DEVICE SUPPORT	\$2,875.00
057052	BUSTER'S REPAIR	Unit #2	\$369.05
057053	CENEX FLEET CARD	GAS-POLICE	\$867.30
057054	FIRE EXTINGUISHING SYSTEMS	INSPECTION AND MAINTANENCE FIR POLICY ENDORSEMENT-AUTO-	\$204.90
057055	FIRST STATE INSURANCE	BUSINE	\$167.00
057056	GRAND FORKS UTILITY BILLING	WATER TESTING	\$67.00
057057	HACH	CHEMICAL SUPPLIES	\$503.62
057058	HANSON SERVICES LLC	MILEAGE \$2 PER MILE X 115 MILE	\$905.00
057059	HAWKINS, INC	FREIGHT	\$7,530.03
057060	KERMIT KNUDSON	SAND 162 YARDS @ \$2.00 PER YAR	\$324.00
057061	KIWANIS CLUB OF ROLLA	ANNUAL MEMBERSHIP DUES 10/18 -	\$550.00
057062	LADUCER SANITATION	ROLL OFF	\$17,890.00
057063	LARSCO	3 CORE SAMPLE FILTER 2-REVIEW	\$1,500.00
057064	MEARS AUTO PARTS	OIL, 3 RV ANTIFREEZE, TOGGLE S	\$145.24
057065	MEARS IMPLEMENT	GLOVES	\$16.95
057066	Danielle Mickelson	EXPENSE VOUCHER- ROLLA TO BISM	\$216.91
057067	MICROLAP TECHNOLOGIES	ND DEPT OF HEALTH	\$96.10
057068	MID AMERICA BOOKS	BOOKS-LIBRARY	\$125.07
057069	MOORE ENGINEERING	2015-2 WATER SYSTEM IMPROVEMEN	\$49,910.23
057070	MUNRO ACE HARDWARE	1.25"X12"NIPPLE GALV, 1-1/4 CO	\$562.11
057071	MURPHY, MAE	MAE WORKING W/AUDITOR NOV	\$752.50
057072	POST BOARD	PSYCH EVAL W. POITRA	\$135.00
057073	ND SEWAGE PUMP & LIFT STATION	MILEAGE, MATERIAL, MOB & FIELD	\$27,400.00
057074	NORTH CENTRAL GRAIN COOP	LABOR	\$1,193.51
057075	NORTH DAKOTA ONE CALL	__9__ TICKETS X \$1.20	\$12.65
057076	NORTHERN PLAINS ELECTRIC	JDA Payment #76 PRE-EMPLOYMENT HEALTH	\$72.23
057077	NCHC	SCREENIN	\$147.00
057078	NSC MINERALS ITD.	FUEL SURCHARGE	\$2,579.86
057079	OTTERTAIL POWER CO	WHEAT SCULPTURE	\$444.55
057080	OVERDRIVE INC	LIBRARY PARTICIPATION GOVERNMENTAL TRANSACTION PO	\$1,500.00
057081	POWER PLAN OIB	#6	\$214.48
057082	PREBLE MEDICAL	PRE-EMPLOYMENT CLINIC FEE	\$50.00
057083	ROLETTE COUNTY	LEGAL FEES Case File #40-2018- REMBURSEMENT-PAID MUNRO	\$220.00
057084	ROLLA FIRE DEPT.	BUILDE	\$119.99

057085	STAPLES CREDIT PLAN	COPY PAPER AND OTHER SUPPLIES	\$112.55
057086	STARION BOND SERVICES	2011 WATER REVENUE BOND FEES A	\$67,219.25
057087	TURTLE MT. COMMUNICATIONS	FAX- CITY HALL/Fire Dept	\$606.34
057088	TUOMALA PLUMBING & HEATING	BLACK NIPPLE-BLK COUP	\$116.46
057089	TURTLE MT. STAR	2x3 HALLOWEEN HOURS	\$27.30
057090	US POSTAL SERVICE	UTILITY BILLS for NOVEMBER	\$225.00
057091	VISA	AMAZON PRIME	\$110.70
057092	HACH	SPADNS2 FLOURIDE RGT, ACCUVAC,	\$114.45
057093	INFORMATION TECHNOLOGY DEPT	3 EMAIL, 2 VPN CLIENT & DIRECT	\$32.65
057094	KEMPER CONSTRUCTION CO	Clean & Televiser Sanitary Sewer	\$7,227.50
057095	NORTH CENTRAL PLANNING	1ST of 3 PAYMENTS-CDBG 2018-1 E	\$6,666.66
057096	RICH PATTON	IT Project Partial Payout	\$3,000.00
057097	ROLETTE COUNTY JAIL	BOARD -_5_ PERSONS NOVEMBER JDA-GRAND	\$630.00
057098	VISA	INTERNATION	\$165.76
001369E	VERIZON WIRELESS	POLICE- JETPACK PLAN & PW	\$635.22
001375E	ND PUBLIC FINANCE AUTHORITY	SEAL COAT AND CRACK SEALING BO	\$4,687.11
001377E	DACOTAH BANK	Skidsteer Loan #5426721	\$720.78
001378E	DACOTAH BANK	2015 Pickup #5418859	\$595.27
001379E	NORTHERN PLAINS ELECTRIC	JDA Payment #75 & #76	\$291.72
001380E	PAYMENT SERVICE NETWORK INC	PSN PAYMENT SVC	\$89.45
057047	ROLETTE COUNTY	29-0028-29914-010	\$1,243.32
	ND PUBLIC EMPLOYEES RET		
	ND PUBLIC EMPLOY RET. DEF. COM		
	ND PUBLIC EMPLOY RET DEF COM		
	ND PUBLIC EMPLOY RET INS		
500165E	Semi-Monthly Payroll 10/31/18		\$16,264.03
500166E	Semi-Monthly Payroll 11/15/18		\$14003.87
		TOTAL CHECKS AND EFT	<u>\$292,108.70</u>

Council Member Hemmy moved, Council Member Gottbreht seconded, to pay bills as submitted. All members on roll call voted “yes”. None voted “no”. Motion carried.

Old Business

Liquor License – Sandra Olson

Sandra Olson presented email documentation from the state confirming she has met the state required guidelines for the liquor license transfer from Prairie Lanes to the Coffee Shop. Sandra also presented the required fire inspection documentation. Council agreed to issue a temporary liquor license for the Coffee Shop until Prairie Lanes is ready to open.

Engineer Report

Emergency Sewer Project 2018-1: Jesse Berg, Moore Engineering, Inc., presented bids from Wagner Construction totaling \$307,777.00 and BEK Consulting, LLC totaling \$334,760.00. Council Member Lange moved to approve presented proposal for the Emergency Sewer Project 2018-1, from Wagner Construction totaling \$307,777.00, seconded by Council Member Hemmy, all members on roll call voted “yes”. None voted “no”. Motion carried.

Jesse reported Moore Engineering estimated contractor cost for the Emergency Sewer Project is \$45,000.00. Council Member Hemmy moved, Council Member Lange seconded, to approve the estimated cost of \$45,000.00 to Moore Engineering Contractor for the Emergency Sewer Project 2018-1, all members on roll call voted “yes”. None voted “no”. Motion carried.

Water Tower Rehab Project: Council Member Gottbreht moved to approve presented Water Tower Rehab Project invoice #19792 totaling \$2,599.50, seconded by Council Member Lange, all members on roll call voted “yes”. None voted “no”. Motion carried.

Street Improvement Project: Council Member Hemmy moved to approve the tabled Street Improvement Project Final Contractor’s Application for payment \$22,983.11, minus the \$9,900.00 withheld for administration costs, for a total invoice as presented of \$13,083.11, seconded by Council Member Mitchell, all members on roll call voted “yes”. None voted “no”. Motion carried.

Committee Reports

Administrative:

Committee report submitted

Public Works Committee:

Annual employee performance evaluation was presented for Wendell Held. Council Member Gottbreht moved to approve the presented annual employee performance evaluation for Wendell Held, with the recommended 1.5 % hourly pay increase, seconded by Council Member Hemmy. All members voted “yes”. None voted “no”. Motion carried.

Six-month employee performance evaluation was presented for Noah Swenson. Council Member Hemmy moved to approve the presented six-month employee performance for Noah Swenson, with the recommended 3% hourly pay increase, seconded by Council Member Gottbreht. All members voted “yes”. None voted “no”. Motion carried.

Police:

Chief of Police Gustafson presented proposal with 5 options to the council for review. Options presented would help with the transition period during the time before a new Chief of Police is hired to replace current Chief of Police Gustafson. Mayor Hardy recommended to have meeting with County Commissioners, Nate Gustafson, and Police Committee members to discuss options.

Council Member Gottbreht moved to approve presented resignation form Justin Lenoir, seconded by Council Member Hemmy. All members voted “yes”. None voted “no”. Motion carried.

Council Member Gottbreht moved, Council Member Hemmy seconded to hire Brock Baker for the open Officer position with a starting salary of \$40,000 plus benefits according to policy. All members on roll call voted “yes”. None voted “no”. Motion carried.

Annual employee performance evaluation was presented for Chris Parisien. Council Member Lange move to approve the presented annual employee performance evaluation for Chris Parisien, with the recommended 3% salary pay increase, seconded by Mitchell. All members voted “yes”. None voted “no”. Motion carried.

Library:

Becky Sheridan gave yearly update on Library.

Forestry:

No report submitted

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

Gaming Permit – American Legion Post #235

Council Member Lange moved to approve the gaming raffle permit, seconded by Hemmy. All members on roll call voted “yes”. None voted “no”. Motion carried.

Gaming Permit – Presbyterian Church of Rolla and St. John

Council Member Gottbreht moved to approve the gaming raffle permit, seconded by Hardy All members on roll call voted “yes”. None voted “no”. Motion carried.

IT Proposal - Rich Patton

Rich Patton presented an IT Proposal requesting a monthly salary of \$500.00 per month. This rate would cover a minimum of 20 hours per month. Council Member Lange moved, Council Member Mitchell seconded, to hire Rich Patton for \$500.00 per month, a minimum of 20 hours per month.

Building Permit – Presentation Medical Center

Council Member Lange moved, Council Member Gottbreht seconded to approve permit. All members on roll call voted “yes”. None voted “no”. Motion carried.

There being no further business, Mayor Hardy adjourned the meeting at 9:01pm

The next scheduled meeting of the City Council is Wednesday, December 19, 2018.

John Hardy, Mayor

ATTEST:

Sandra M. Allery, City Auditor
Dated 11/26/2018