

7:30 p.m., Wednesday, December 20, 2017, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present: Hemmy, Gottbreht, Sparrow, Vollmer, and Albertson.

Others present: Public Works Director Cliff Rush; Acting Police Chief Nathan Gustafson; City Auditor Matt Mutzenberger; Rebecca Albert; Leslie Harris; and Tammy Harris.

Consent Agenda: Approve minutes from the November 15th City Council meeting; November/December financial reports (including transfers); Rolla Fire Department's Application for a Raffle Permit; Additions to the List of Authorized Reoccurring Expenses; Employee Evaluations and Recommendations; Reappoint Chris Albertson to the Airport Authority Board; Appointment Recommendations to JDA Board of Directors; and Appoint Blain Moberg to the Planning and Zoning Board.

Albertson moved, Gottbreht seconded, to approve the December 20, 2017 Consent Agenda. Motion carried.

Reading of the Bills:

To Be Approved on 12/20/2017

**LISTING
AS OF 12/20/17**

VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	MONTHLY PREMIUM	402.60
	1993 WATER TREATMENT	
BANK OF NORTH DAKOTA	PLANT	\$6,908.91
CENEX VOYAGER FLEET	POLICE GAS	\$712.36
CENEX VOYAGER FLEET	POLICE GAS	\$891.68
CYNDY SPARROW	SEWING	\$10.00
DAKOTA FIRE EXTINGUISHER	FIRE EXTINGUISHERS	\$572.50
DAKOTA FENCE COMPANY	CEMETERY ARCHWAY	\$14,375.00
DEMCO	LIBRARY BOOKS	\$23.07
ELC CONCRETE	Main and 6th Curb and Sidewalk	\$1,550.00
GAFFANEY'S	MAINTAINANCE AGREEMENT	\$656.07
GALL'S LLC	POLICE CLOTHING	\$239.78
GATTKE EXCAVATING	EXCAVATING AND GRAVEL	\$1,252.00
GIBBENS LAW OFFICE	LEGAL SERVICES	\$4,070.00
GRAND FORKS ENVIRONMENATAL LAB	WATER TESTING	\$52.00
	POLICE 2018 CHEVY	
GUARDIAN FLEET SAFETY	SILVERADO	\$6,775.99
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$4,135.73
HACH	CHEMICALS	\$4,210.47
HATCH	CHEMICALS	\$1,772.37
HAWKINS	CHEMICALS	\$1,164.06
HEALTH CHEMISTRY LAB	WATER TESTING	\$682.65
INFORMATION TECH. DEPT.	VPN-COURT	\$26.00
INFORMATION TECH. DEPT.	VPN- POLICE	\$62.80
INTERNAL REVENUE SERVICE	PENALTIES AND INTEREST	\$1,110.26
INTERSTATE ENGINEERING	H AND H STUDY	\$3,000.00
LADUCER SANITATION	GARBAGE AND RECYCLING	\$17,290.00
LEEVERS	WATER PLANT	\$21.96
NORTHWEST PIPE FITTINGS	CURB STOPS	\$1,023.47
MEARS AUTO PARTS	STREETS/WATER/POLICE	\$254.97
MEARS IMPLEMENT	TOOLS AND SUPPLIES	\$193.96
MUNRO ACE HARDWARE	SUPPLIES	\$363.00
ND LEAGUE OF CITIES	2018 DRUG TESTING FEE	\$480.00
ND SEWAGE PUMP AND LIFT	MATERIALS	\$343.00
ND RURAL WATER SYSTEMS ASSO.	2018 ANNUAL MEMBERSHIP	\$235.00
ND WATER USERS ASSOCIATION	2018 ANNUAL MEMBERSHIP	\$300.00
NORTH CENTRAL GRAIN COOP	REPAIRS ON UNIT PWD #2	\$432.81
NORTH DAKOTA ONE CALL	STREETS	\$1.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$73.43
OTTER TAIL POWER	ELECTRICITY	\$5,571.78
RICH PATTON	IT SERVICES FOR LIBRARY	\$600.00
ROLLA DRUG	MEDICINE AND SUPPLIES	\$26.09
STAPLES	OFFICE SUPPLIES	\$156.04
STARION BANK	PETTY CASH	\$86.26
THEEL MOTORS	PICKUP ACCESSORIES	\$426.50
TUOMALA PLUMBING AND HEATING	PARTS	\$246.06
TURTLE MOUNTAIN COMM.	TELEPHONE	\$624.85

TURTLE MOUNTAIN STAR	CITY COUNCIL MINUTES	\$274.02
UNIFORM CENTER	OFFICER POITRA'S PANTS	\$94.00
US POSTAL SERVICE	FIRST-CLASS PRESORT FEE	\$225.00
US POSTAL SERVICE	NOVEMBER UTILITY BILLS	\$142.00
VERIZON WIRELESS	PWD PHONES	\$280.86
VERIZON WIRELESS	POLICE JET PACK	\$592.49
VISA - Kerry	OFFICE SUPPLIES	\$850.65
	total checks to approve	\$85,865.50

Electronic Payments

Payroll 941 Tax Deposit	Nov. 30, 2017 Payroll Tax Deposit	\$4,368.87
Payroll 941 Tax Deposit	Dec. 15, 2017 Payroll Tax Deposit	\$7,260.61
NDPERS	Def. Compensation-Nov.30 PR	\$37.50
NDPERS	Def. Compensation-Dec.15 PR	\$37.50
NDPERS	Health Ins- Dec. 2017 premium	\$5,962.98
NDPERS	Retirement- Nov. 2017	\$4,445.45
PAYROLL	11/30/17 PAYROLL	\$13,050.71
PAYROLL	12/15/17 PAYROLL	\$21,676.26
PAYMENT SERVICES NETWORK	November fees	\$178.20
Dacota Loan Pmt. - Skid Steer	November Payment	\$720.78
Dacota Loan Pmt. - 2017 Chevy	November Payment	\$595.27
Starion Bank	November Service Charge	\$4.00
	total electronic payments to approve	\$58,338.13
	TOTAL CHECKS AND EFT	\$144,203.63

Rolla JDA

NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- Dec.1, 2017	\$145.86
VISA -George	Office Supplies and Postage	\$177.39
BANK OF NORTH DAKOTA	Rolla Seed Co. interest buydown	\$968.46
KIMBERELY SAMUELSON	Grant	\$800.00
	Total JDA	\$2,091.71

Rolla Community Center

Abrahamsons' Refrigeration	r and r cooler compressor	\$417.00
Ottertail Power	Utilities	707.14
	RCC TOTAL	1124.14

transfer \$4,210.47 from 2015 Water Construction Project Savings to Checking
transfer \$31,958.18 from 2015 Water Construction Project Savings to Checking

Additions to the claim listing

ND Department of Transportation	US Hwy 281 project	\$1,827.49
Northland Community Health Center	Officer Parisiean's physical exam	\$170.00
Municipal Finance Officers Association	Annual membership	\$90.00
12/15 Payroll	Correction to OT for police	\$1,045.39
12/15 Payroll	Correction to Brad Rappelius' OT	\$188.06
Internal Revenue Service 941	Correction to OT for police	\$407.93
Internal Revenue Service 941	Correction to Brad Rappelius' OT	\$49.26
Rolette County Sheriff's Office	Inmate Housing	\$1,500.00
Laducer Sanitation	November Refuse	\$17,290.00

Border States	Street Lights	\$395.62
Hach	Spadns2 fluoride Rgt.	\$127.86
Aflac	November Premium	\$371.92
Turtle Mountain Communications	December Phone Bill	\$621.62
	total additions	\$24,085.15

Albertson moved, Sparrow seconded, to pay bills as listed. Motion carried.

Old Business:

Hearing none.

Committee Reports:

Engineering

Water System Improvement 2015-2

American General Contractor's Application for Payment #15 for \$55,917.95, and Application for Payment #16 for \$101,408.38 have not been approved at this time. Wagner Construction has not requested payment. A Substantial Completion Walk-Through, scheduled for today, was cancelled due to weather and will be rescheduled for early next year.

Street Improvement 2017-1

Albertson moved, Vollmer seconded, to approve Balancing Change Order #1, decreasing the contract by \$27,647.75. Motion carried.

Sparrow moved, Gottbreht seconded, to approve Keller Paving's Contractor's Application for Payment #2 for \$26,907.71. Motion carried.

Water Main Improvements 2013-1

Albertson moved, Gottbreht seconded, to approve Balancing Change Order #1, decreasing the contract by \$265,797.43. Motion carried.

Albertson moved, Hemmy seconded, to approve Wagner Construction's Contractor's Application for Payment #6 for \$(237,172.86). Motion carried.

Public Works:

Cliff Rush noted the warranty on the Cities' payloader expires on January 19, 2018.

A part-time worker at the recycling plant has had his hours increased to 30 hours per week through the school break.

A pump at the Shopko Lift Station needs to have some check-valves replaced for an estimated \$3,900.00.

Gottbreht moved, Vollmer seconded, to replace the check-valves in pump #2 at the Shopko Lift Station. Motion carried.

Police:

K9 Policy - Postponed until January.

Hemmy moved, to have Chris Wright reimburse the city for unauthorized phone calls made while working for the city, died for lack of a second.

Albertson moved, Sparrow seconded, to authorize Acting Chief Gustafson to send an officer of his choice to taser training in January. Motion carried.

Gustafson informed the council that there are some problems with the new radios purchased from Stone's Mobil Radio; the white Explorer needs some strut work; the passenger tires that came on the 2018 Chevrolet pickup were replaced with tires that are better suited for snow, ice, gravel, and off-road; the school is requesting more patrols in the area during school hours; and there were 58 calls in November and 28, compared to 28 more serious calls so far in December.

Administrative:

Second reading of proposed change to City Ordinance 405, section 3 to read: **Regular Meetings. The City Council shall hold its regular monthly meeting on the second Wednesday of each month at the City Hall.** The City Council regularly meets on the third Wednesday of each month, as specified in the ordinance.

Cemetery:

The committee is requesting estimates for resetting headstones and repairing rodent damage, etc.

New Business:

Leslie Harris – Special Assessment concerns: referred to Special Assessment Committee for recommendation.

Albertson moved, Sparrow seconded, to use \$5,900.00 of Horizon Funds as matching funds for a grant to install an EZ ICE backyard ice rink. Motion carried.

The meeting adjourned at 9:21 pm.

The next scheduled meeting of the City Council is Wednesday, January 17, 2018.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 12/20/2017