

7:30 p.m., Wednesday, July 15, 2015, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Albertson, Bercier, Hemmy, Sparrow and Vollmer.

Others present: Adam Underwood, Moore Engineering; Police Chief Joseph Boehm; Public Works Director Dean Martin; Dennis Berg; Michelle Fritz, North Central Planning Council and John Rosinski, Turtle Mountain Star

Consent Agenda: Building permits for Bruce Cahill and Rolla Park Board to be handled separate from the Consent Agenda.

Councilmember Albertson moved, Councilmember Vollmer seconded, to approve the Consent Agenda of minutes of the June 5th special council meeting and the June 17th council meeting; June Financial Report; Time sheets for 06/30/15 and 7/15/15; Raffle Permit- American Legion and Liquor License –Mena Matevska-Bilmar; All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: June 5th special council meeting and June 17th council meeting
- Financial Report –June
- Time Sheets- 06/30/15 PR and 07/15/15 PR
- Raffle Permit- American Legion
- Liquor License – Mena Matevska- Bilmar

Building Permits- Bruce Cahill-garage and Rolla Park Board-campsite:

Councilmember Vollmer moved, Councilmember Albertson seconded, to approve the building permit for Bruce Cahill contingent upon it being in compliance with zoning regulations. All members on roll call voted “yes”. None voted “no”. Motion carried.

Discussion held on the building permit from the Rolla Park Board to construct four additional RV sites. Councilmember Albertson moved, Councilmember Bercier seconded, to deny the building permit for Rolla Park Board All members on roll call voted “yes”. None voted “no”. Motion carried.

Bills to be paid:

MOORE ENGINEERING	St Imprv. Pay Request #1	\$	125,917.58	54801
NUTRITION UNITED	City Sales Tax Grant per 6/17/15 mtg	\$	9,195.00	54802
QUAM CONSTRUCTION	St Imprv. 2015-1 Pay Request #1	\$	125,963.51	54803
US POSTAL SERVICE	BILLING POSTAGE	\$	163.43	54804
SANDRA THOMAS	BOND REFUND	\$	500.00	54805
HR COLLABORATIVE	SEMINAR REGISTRATION - KERRY S.	\$	40.00	54806
VOIDED	VOIDED	\$	-	54807
VOIDED	VOIDED	\$	-	54808
MUNRO CONTRACTORS	BALANCE -CITY HALL CDBG	\$	2,000.00	54809
ST JOHN SCHOOL	RC REC BLDG-6/17/15 sales tax grant	\$	3,180.00	54810
AFLAC	PREMIUM	\$	127.35	54811
ALICE STEWART	POLICE- patches sewn on shirts	\$	15.00	54812
ALLERY, COLT	POLICE-CELLPHONE /Court/Mileage	\$	233.17	54813
AT&T	POLICE - MOBILE SHARE PLAN	\$	147.64	54814
BLUE TARP FINANCIAL	STREETS- Northern Tool invoices	\$	229.00	54815
BOEHM, JOSEPH	POLICE- CELL PHONE & MILEAGE	\$	40.00	54816
BRAD RUPPELIUS	MILEAGE- LAKOTA SEMINAR	\$	117.88	54817
CENEX FLEET CARD	POLICE - GAS	\$	1,384.03	54818
CNH (Rolla Imp.chg acct)	STREETS -supplies	\$	804.15	54819
COAST 2 COAST	POLICE - Trail camera	\$	150.00	54820
DIAMOND VOGEL	STREETS	\$	980.55	54821
EDWARDS CONSTRUCTION	WTR PLANT FENCE per accepted bid	\$	5,230.00	54822
ENVIRONMENTAL SAFETY INC	SEWER - DEGREASER	\$	1,195.20	54823
FIRST STATE INSURANCE	INSURANCE	\$	20,547.00	54824
GATTKE EXCAVATING	PARTIAL PMT 4th Ave SE/TRKING	\$	52,280.00	54825
GCR TIRE CENTERS	POLICE	\$	645.40	54826
GRAND FORKS CITY	TESTING	\$	52.00	54827
GUSTAFSON OIL	RECYCLING - PROPANE	\$	21.29	54828
GUSTAFSON, NATHAN	POLICE-CELLPHONE	\$	60.00	54829
VOIDED	VOIDED	\$	0.00	54830
HAWKINS	CHEMICALS	\$	1,006.87	54831
INFORMATION TECH. DEPT.	VPN-POLICE	\$	162.80	54832
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	54833
JONES LAW OFFICE	LEGAL FEES	\$	350.00	54834
KEEGAN LOCK AND KEY SERVICE	POLICE-door adjusted for lock repair	\$	25.00	54835
KINETIC LEASING	SWEEPER LEASE PAYMENT	\$	18,010.00	54836
KJ EXCAVATING & HEATING	SEWER JET	\$	1,800.00	54837
LADUCER SANITATION	SERVICE	\$	17,890.00	54838
LEEVERS FOODS	POP /SUPPLIES	\$	87.94	54839
LIBRARYWORLD INC	LIBRARY-ANNUAL SUBSCRIPTION	\$	439.00	54840
LIL PRAIRIE GREENHOUSE	FORESTRY - PLANTS	\$	50.00	54841
MARC	SUPPLIES	\$	80.21	54842
MINOT DAILY NEWS	JDA - ADVERTISING	\$	90.00	54843
MUNRO ACE HARDWARE	SUPPLIES	\$	3,196.92	54844
MURPHY, MAE	MFOI-BISMARCK & AUDIT FIRM	\$	328.56	54845
ND HEALTH DEPT	WATER- D. MARTIN RENEWAL	\$	10.00	54846

NDIRF	INSURANCE	\$	3,090.60	54847
ND SOLID WASTE & RECYCLING	2015 MEMBERSHIP	\$	60.00	54848
NOAH SWENSON	CONTRACT LABOR - MOWING	\$	24.00	54849
NORTH CENTRAL GRAIN COOP	GAS /DIESEL	\$	675.29	54850
NORTH CENTRAL TIRE	POLICE	\$	60.00	54851
NORTH DAKOTA ONE CALL	SERVICE	\$	22.00	54852
OLYMPIC SALES	BALING WIRE	\$	387.97	54853
OTTER TAIL POWER	ELECTRICITY	\$	5,310.30	54854
PREBLE MEDICAL SERVICES INC	TESTINGS/ CLINIC FEE	\$	476.00	54855
RAMADA - BISMARCK	MFOI	\$	298.80	54856
ROLETTE COUNTY	LEGAL FEES & CULVERT	\$	519.60	54857
ROLLA CHAMBER OF COMMERCE	SALES TAX FUNDS	\$	10,000.00	54858
ROLLA DRUG	STREETS - supplies	\$	10.12	54859
ROLLA FIRE DEPARTMENT	CITY SALES TAX - 3rd ANNUAL PMT	\$	10,000.00	54860
ROLLA WELDING	WATER	\$	66.04	54861
SCHLENOGT, KERRY	MFOI- BISMARCK-MILEAGE,PERDIEM	\$	315.90	54862
SHOTWELL FLORAL	FORESTRY - FLOWERS	\$	1,729.99	54863
SOUTHERN SOURCE INDUSTRIES	SEWER - DEGREASER	\$	2,399.76	54864
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$	330.68	54865
STARION FINANCIAL	PETTY CASH SLIPS	\$	30.15	54866
SUE NELSON	FORESTRY- PEAT LITE	\$	106.95	54867
TUOMALA PLUMBING AND HEATING	SERVICE	\$	541.12	54868
TURTLE MOUNTAIN STAR	PUBLISHING	\$	570.41	54869
VERIZON WIRELESS	PUBLIC WORKS	\$	227.25	54870
VISA	POLICE- SEMINAR re:J.BOEHM	\$	224.40	54871
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	54872
WHITE HOUSE BOUTIQUE	JDA STOREFRONT IMPRV. GRANT	\$	571.60	54873
WILBUR ELLIS ROLLA	WATER MAINTENANCE	\$	11.00	54874
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00	54875

Electronic Payments

Payroll 941 Tax Deposit	June 30, 2015 Payroll	\$	6,598.54	
Payroll 941 Tax Deposit	July 15, 2015 Payroll	\$	4,575.24	
NDPERS	Def. Compensation-June 30th PR	\$	700.00	
NDPERS	Def. Compensation- July 15th PR	\$	700.00	
NDPERS	Health Ins- July 2015 premium	\$	6,262.80	
NDPERS	Retirement- June 2015	\$	4,346.51	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86	
PAYROLL	06/30/15 PAYROLL	\$	19,583.21	
PAYROLL	07/15/15 PAYROLL	\$	12,074.96	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.92	
ND CHILD SUPPORT ENFORCEMENT	06/30/15 PR DEDUCTION	\$	378.60	
ND CHILD SUPPORT ENFORCEMENT	07/15/15 PR DEDUCTION	\$	378.60	
PAYMENT SERVICES NETWORK	JUNE FEES	\$	67.20	
ND STATE TAX COMMISSIONER	2nd Qtrr ND Withholding Tax	\$	1,321.36	

Rolla Community Center cash account

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
ABRAHAMSON REFRIGERATION	SERVICE	\$ 1,193.61	2170
LARRY HAAS	INSTALLED DOOR CLOSURE	\$ 90.00	2171
MUNRO ACE HARDWARE	REPAIRS- DOOR CLOSURE	\$ 335.00	2772
OTTER TAIL POWER	ELECTRICITY	\$ 552.86	2173

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 —07/7/15 committee minutes included in packet and on file in the auditor's office. Continuing to Patch potholes in the streets. Getting burn permit signed and ready to mail out tomorrow. The culvert at Front Street NE and 3rd Avenue NE to be dug in tomorrow. Gary Ravnaas resigned effective July 3, 2015.

Councilmember Sparrow moved, Councilmember Hemmy seconded, to hire Mitchell Cavanaugh at \$12 per hour plus benefits for full time public works position and require CDL to be obtained in two years. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Vollmer seconded, to allow Public Works committee to approve Quam Construction cost estimate to dig down and find and repair crack at lift station by Shopko. All members on roll call voted "yes". None voted "no". Motion carried.

Street Improvement – 4th Ave SE from Front ST SE to 3rd St SE- Gattke Excavating is approximately 60% complete

City Hall – roof repair was done on Monday, July 13th by TectaAmerica

Police: Police committee to meet on July 16th. Police department policy manual updated and submitted to council for review

Councilmember Albertson moved, Councilmember Bercier seconded, to approve the Police Policy Manual as presented with an effective date of two weeks from today. All members on roll call voted "yes". None voted "no". Motion carried.

Other Committees:

Committee re-organization – Public Works, Police and Administration will have two council members and the Mayor on the committee.

Councilmember Albertson moved, Councilmember Sparrow 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 3rd 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 for total construction cost of \$ 820,434.

Councilmember Albertson moved, Councilmember Sparrow seconded, to approve Quam Construction Change Order #2 of an increase of \$ 16,599 and Pay Request #2 on the Street Improvement Project # 2015-1 for \$ 230,788.85. 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, met with Public Works Director Dean Martin on Tuesday, June 30th along with LeAnn Vollmer, Scott Mitchell and Mae Murphy to walk through the water treatment plant improvements. Work continues on the plans and specifications for the project. Looking at the possibility of replacing the well houses with vaults.

CDBG grants – City Hall Improvement Project – Final \$2000 balance due approved as the contractor completed the corrective work. Michelle Fritz, North Central Planning Council, brought the close out paperwork to the 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.

2016 Budget : Committees budgets worksheets distributed to members. Completed budgets to be returned to city auditor by August 12th.

There being no further business, Mayor Mitchell adjourned the meeting at 8:50 p.m.

Scott Mitchell, Mayor

ATTEST:

Mae Murphy, City Auditor