

5:30 p.m., Wednesday, May 18, 2016, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Bercier, Hemmy, Sparrow and Vollmer. Absent: Councilman Albertson ( was present at end of meeting where noted on motions)

Others present: Sandra Olson, Ardell Olson, Public Works Director David Gunville, Jr; Russell Dionne, Randall Rogers, Police Chief Joseph Boehm

**Agenda Additions:** Building Permit- Mark/Bethany McCloud- widen driveway; Board of Adjustment; Lagoon Project #27 Extra Bond Payment; Transfer of \$6812.63 from Water Fund to Water Project Fund for interest payment; Sgt. Chris Wright's evaluation; Transfer \$ 132,677.20 from Infrastructure Fund to Storm Sewer #2012-2 Debt Service Fund and Transfer per 2016 Budget \$100,000 from Contingency Fund to Water Improvement Project Debt Service Fund

**Consent Agenda:** April Starion bank statements were submitted at the meeting.

Building permit application from Nan Azure-shed pulled out of Consent Agenda to be checked out by Mayor Mitchell and Councilwoman Vollmer.

- Councilmember Albert moved, Councilmember Sparrow seconded, to approve the Consent Agenda of the April 12<sup>th</sup> council meeting minutes; April 12<sup>th</sup> Board of Equalization meeting minutes; April Financial Report; Timesheets for 04/30/16 and 05/15/16; Building Permits- Tom McCloud-patio; Otter Tail Power- rebuild substation; Mark/Bethany McCloud-widen driveway; Gaming Authorization- Munich Area Development; Bank of ND ACH Authorization for bond payments; Transfer of \$6812.63 from Water Fund to Water Project Fund for interest payment and Transfer \$ 100,000 (partial amount per 2016 Budget) from Infrastructure Fund to StormSwr#2012-2 Debt Service Fund. All members on roll call voted "yes". None voted "no". Motion carried.
  - Minutes April 12<sup>th</sup> council meeting and April 12<sup>th</sup> Board of Equalization meeting
  - Financial Report –April
  - Time Sheets- 04/30/16 PR and 05/15/16 PR
  - Building Permits- Tom McCloud-patio; Otter Tail Power – rebuild substation; Mark/Bethany McCloud- widen driveway
  - Gaming Authorization – Munich Area Development
  - Bank of ND ACH Authorization for bond payments
  - Transfer of \$ 6812.63 from Water Fund to Water Project Fund for water warrant interest payment
  - Transfer \$ 100,000 Contingency Fund to Water Improvement Project Debt Service Fund
  - Transfer \$ 132,677.20 from Infrastructure Fund to StormSwr#2012-2 Debt Service Fund

**Bills to be paid:**

ROBERTA NADEAU	BOND REFUND	\$	500.00	55415
US POSTAL SERVICE	BILLING POSTAGE	\$	146.88	55416
JOB SERVICE OF ND	CLAIMS	\$	472.73	55417
BANK OF NORTH DAKOTA	JDA- NorthBorderSeed- FlexPace	\$	2,134.69	55418
AFLAC	PREMIUM	\$	221.85	55419
APPLE TIME INC	POLICE	\$	555.37	55420
BANK OF NORTH DAKOTA	JDA - re: PAUL MUNRO	\$	3,481.36	55421
BANYON DATA SYSTEMS	UB METER DEVICE/VAULT	\$	464.00	55422
BURSINGER DRILLING	WATER	\$	1,905.12	55423
CENEX FLEET CARD	GAS - POLICE & PUBLIC WORKS	\$	1,365.52	55424
CHIEF	POLICE- SUPPLIES	\$	88.22	55425
CNH ( Rolla Imp.chg acct)	STREETS	\$	274.98	55426
COMPUTERS N STUFF	JDA- SERVICE	\$	30.00	55427
DACOTA BANK	2015 PICKUP PMT	\$	595.27	55428
FILTRONICS	WTR Plant Expansion Project	\$	30,006.00	55429
GALLS	POLICE - SUPPLIES	\$	448.38	55430
GIBBENS LAW OFFICE	LEGAL FEES	\$	440.00	55431
GRAND FORKS LABORATORY	WATER TESTING	\$	52.00	55432
GUSTAFSON OIL	PROPANE	\$	17.00	55433
GUSTAFSON, NATHAN	COURT	\$	20.00	55434
H & H COATINGS INC	WATER TOWER HANDRAIL	\$	16,920.00	55435
HACH	CHEMICALS	\$	201.20	55436
HACTC	JAIL BOARD- 2 PERSONS	\$	300.00	55437
HAWKINS	CHEMICALS/CYLINDERS	\$	989.87	55438
HOLIDAY INN - FARGO	CLERK CONFERENCE-K.S.	\$	160.20	55439
INFORMATION TECH. DEPT.	VPN- POLICE	\$	62.80	55440
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	55441
LADUCER SANITATION	SERVICE	\$	17,890.00	55442
LARSCO	WATER PLANT	\$	143.13	55443
MARC	Lift Station Cleaner; Hand Cleaner.	\$	1,967.57	55444
MARION TRUCKING	GRAVEL	\$	2,854.28	55445
MEARS AUTO PARTS	SUPPLIES	\$	337.82	55446
MEARS IMPLEMENT	SUPPLIES	\$	47.95	55447
MICROLAP TECHNOLOGIES	FED EX CHGS-LAGOON	\$	38.56	55448
MINOT DAILY NEWS	JDA - PROGRESS AD	\$	90.00	55449
MITCHELL, SCOTT	EXP -BISMARCK for '86 Pickup	\$	424.23	55450

MUNRO ACE HARDWARE	SUPPLIES	\$	497.12	55451
MURPHY, MAE	HR CONF.- mileage/per diem	\$	291.48	55452
ND SURPLUS PROPERTY	86 PICKUP and DUMP TRUCK	\$	4,180.00	55453
NEAMEYER BODY SHOP	REPAIR EXPLORER 1340	\$	286.35	55454
NODAK STORE	SHOP - BIT SET	\$	44.59	55455
NORTH CENTRAL GRAIN COOP	GAS	\$	1,804.15	55456
NORTH DAKOTA ONE CALL	STREETS	\$	5.00	55457
NORTHERN IMPROVEMENT CO.	OMEGA MIX	\$	804.78	55458
NORTHERN PLAINS ELECTRIC	LAGOON	\$	67.13	55459
OTTER TAIL POWER	ELECTRICITY	\$	5,687.08	55460
POWER PLAN OIB	STREETS	\$	265.30	55461
PREBLE MEDICAL	PRE-EMPLOYMENT- C. POITRA	\$	40.00	55462
PRESENTATION MEDICAL CENTER	POLICE- TESTING	\$	42.80	55463
RAMADA- BISMARCK	HR CONF.- MM & KS	\$	320.40	55464
ROLETTE COUNTY	LEGAL FEES - 2 CASES	\$	400.00	55465
ROLETTE COUNTY SENIOR MEALS	JDA - ROLLA CEF	\$	45.00	55466
ROLLA WELDING	STREETS	\$	40.64	55467
RURAL DEVL P. FINANCE CORP	JDA- NOTE PAYABLE pmt #4	\$	5,118.62	55468
SCHLENOGT, KERRY	HR & CLERK CONF.expenses	\$	614.50	55469
STARION FINANCIAL	PETTY CASH SLIPS	\$	9.82	55470
STONES MOBILE RADIO INC	POLICE- TAHOE 1343 reset button	\$	109.86	55471
TUOMALA PLUMBING AND HEATING	WATER SUPPLIES	\$	202.71	55472
TURTLE MT COOMUNICATIONS	TELEPHONE - 2 months	\$	1,267.52	55473
TURTLE MOUNTAIN STAR	PUBLISHING/JDA - 2 MONTHS	\$	784.36	55474
VERIZON WIRELESS	PUBLIC WORKS	\$	219.69	55475
VISA	POLICE & STREETS & HALL	\$	1,675.44	55476
WORKFORCE SAFETY & INSURANCE	PREMIUM ASSESSMENT	\$	250.00	55477

Electronic Payments

Payroll 941 Tax Deposit	Apr.30, 2016 Payroll	\$	5,063.86	
Payroll 941 Tax Deposit	May 15, 2016 Payroll	\$	4,619.67	
NDPERS	Def. Compensation-Apr. 30th PR	\$	1,140.00	
NDPERS	Def. Compensation- May 15th PR	\$	1,140.00	
NDPERS	Health Ins-May 2016 premium	\$	6,018.48	
NDPERS	Retirement- April 2016	\$	4,617.37	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- May 2016	\$	145.86	
PAYROLL	04/30/16 PAYROLL	\$	12,639.17	
PAYROLL	05/15/16 PAYROLL	\$	11,913.11	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.32	
ND CHILD SUPPORT ENFORCEMENT	04/30/16 PR DEDUCTION	\$	315.50	
PAYMENT SERVICES NETWORK	APRIL FEES	\$	76.45	
CITY OF ROLLA	Wtr Plant Project Svgs to Checking	\$	275.40	
ND PUBLIC FINANCE AUTHORITY	SEAL COAT BOND PAYMENT	\$	55,296.53	
ND PUBLIC FINANCE AUTHORITY	STORM SEWER BOND PAYMENT	\$	39,462.50	

**Rolla Community Center cash account**

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
FIRE EXTINGUISHING SYSTEMS INC	ANNUAL INSPECTION	\$ 204.90	2200
MUNRO ACE HARDWARE	CONG. FLOORING AND GLUE	\$ 1,857.50	2201
OTTER TAIL POWER	ELECTRICITY	\$ 639.64	2202

Councilmember Hemmy moved, Councilmember Albert seconded, to pay bills are read when funds are available. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

**Committee Reports**

**Public Works Committee –** Order ADA compliant water fountain for replacement at city hall. Water break at Melvin Juntunen's is the homeowner's responsibility. The cost of repairs for the water break at Rebecca Leonard's property on 1<sup>st</sup> St NE to be shared by the City. The City to pay for the saddle, 75% of the gravel and 50% of the labor. The water line and shut off is homeowner responsibility.

Mayor Mitchell will contact TectaAmerica for roofing requirements needed for the city hall roof

Councilmember Vollmer moved, Councilmember Sparrow seconded, to approve Brad Ruppelius to attend ND Rural Water Systems Association water training at Lakota on June 7<sup>th</sup>. All members on roll call voted "yes". None voted "no". Motion carried.

City of St. John -Notice of Application for permit to divert and appropriate water

Councilmember Bercier moved, Councilmember Hemmy seconded, to increase work hours to 30 hours a week for thirty days for Russell Dionne and Randall Rogers. Council members on roll call voting "yes", Bercier and Hemmy. Council members voting "no" Albert, Sparrow and Vollmer. Councilman Albertson was absent. Motion failed.

Councilmember Vollmer moved, Councilmember Hemmy seconded, to approve order of side dump load of omega mix to be delivered by Hendrickson Trucking or Gattke Excavating. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

Jarvis Bonn- driveway/ curb stop issue – Brian Julius, Moore Engineering, will look at it tonight

**Police:** Mayor Mitchell will check on labor laws for the Police department. Still need to have post holes dug for the gun range gate. Calib Poitra was hired on 05/06/2016 as police officer. Colt Allery's last day of work was 04/24/2016.

Sgt. Chris Wright's evaluation – to the police committee

**Other Committees:**

Administrative Committee 5-10-16 The administrative committee met to discuss the city's budgetary situation. If present trends continue, the city will see a \$120,000 income shortfall. The shortfall will result in utilizing at least \$20,000 in reserves.

As a result of the budgetary constraints, the Administrative Committee recommends changing the amount of department supervisor spending without approval to \$500. The Mayor may approve up to \$1500. Any amount above \$1500 will require full council approval.

Councilmember Bercier moved, Councilmember Albert seconded, to change the spending limits per the administrative committee recommendation of department supervisor spending without approval up to \$500, the Mayor may approve up to \$1500 and any amount above \$1500 will require full council approval. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

Councilmember Vollmer moved, Councilmember Sparrow seconded, to approve the City Sales Tax grant applications of City Sales Tax grant applications: Rolla Library \$1000, Rolla Forestry \$1000 and Rolla Fire Department \$10,216 in 2016 and \$10,216 in 2017. Council members voting "yes" Bercier, Hemmy, Sparrow and Vollmer. None voted "no". Councilwoman Albert "abstained" as she serves on the Library Board and the Forestry Committee and acted as requesting authority on both applications. Councilman Albertson was absent. Motion carried.

**Reminder-----Election on June 14, 2016** - City Council Member (3 positions) (4 year term) ----- City Park Board Member (3 positions) (4 year term); and Publishing Minutes Measure

**Gas Bid Opening:** Mayor Mitchell opened the bids received from Gustafson Oil and North Central Grain Cooperative.

Councilmember Sparrow moved, Councilmember Vollmer seconded, to award the gas, diesel bid to North Central Grain Cooperative and award the propane bid to Gustafson Oil. Council members voting "yes" Sparrow and Vollmer. Council members voting "no", Albert, Bercier and Hemmy. Councilman Albertson was absent. Motion failed.

Councilmember Bercier moved, Councilmember Albert seconded, accept the low bid submitted by Gustafson Oil for gas, diesel and propane. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

**Ordinance # 418 Blair First Survey**

Councilmember Vollmer introduced Ordinance # 418 Blair First Survey Annexation and moved for the second reading.

AN ORDINANCE TO ANNEX CERTAIN TERRITORY AND TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF ROLLA, COUNTY OF ROLETTE, STATE OF NORTH DAKOTA. PURSUANT TO THE PROVISIONS OF NDCC 40-51.2

An Annexation Resolution was adopted by the City Council of the City of Rolla on August 18, 2010 resolving to annex the property described in the Resolution.

BE IT HEREBY RESOLVED that the City of Rolla annex the following described real estate:

That part of the southwest quarter (SW ¼) of Section 17, in Township 162 North, Range 69 West of the Fifth Principal Meridian, Rolette County, North Dakota, described as follows:

Commencing at the southwest section corner of said Section 17; thence N0°09'08"W along the west line of said SW ¼ of Section 17, 296.46 feet to a point on the tangent of a curve; thence N54°41'08"E, along said curve tangent 846.78 feet to the spiral to curve point (ST); thence S35°18'52"E, 100.00 feet to the southeasterly Right-Of Way Line of North Dakota Highway No. 5; thence N54°41'08"E, along the said Highway Right-Of Way Line 76.28 feet to the Point of Beginning (POB); thence S87°03'44"E, 137.00 feet; thence N77°56'00"E, 155.00 feet; thence N54°41'08"E, 150.00 feet; thence N35°18'52"W, 146.00 feet to a point on the southeasterly Highway Right-Of Way Line of North Dakota Highway No. 5; thence N54°41'08"E along the said Highway Right-Of Way Line 448.44 feet to the southwesterly corner of the Holmes tract; thence S35°20'02"E, 600.00 feet to the southeasterly corner of the Feyereisen First Survey; thence S54°41'08"W, 848.44 feet; thence N35°20'02"W, 600.00 feet to the Point of Beginning.

Said tract comprising of 10.70 acres, more or less.

The described property is shown on the Plat of Blair First Survey .

Councilmember Albert seconded. Members on roll call voting "yes", Albert, Bercier, Hemmy, Sparrow and Vollmer. Councilman Albertson was absent. Motion carried.

**Ordinance # 419 Pine 2<sup>nd</sup> Addition Annexation**

Councilmember Bercier introduced Ordinance # 419 Pine 2<sup>nd</sup> Addition Annexation and moved for the second reading.

AN ORDINANCE TO ANNEX CERTAIN TERRITORY AND TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF ROLLA, COUNTY OF ROLETTE, STATE OF NORTH DAKOTA. PURSUANT TO THE PROVISIONS OF NDCC 40-51.2

An Annexation Resolution was adopted by the City Council of the City of Rolla on April 12, 2016 resolving to annex the property described in the Resolution.

BE IT HEREBY RESOLVED that the City of Rolla annex the following described real estate:

A plat in the Southwest Quarter of the Northwest Quarter of Section 09, Township 162 North, Range 69 West of the 5<sup>th</sup> principal meridian, within the City of Rolla, Rolette County, North Dakota.

The described property is shown on the Plat of Pine 2<sup>nd</sup> Addition.

Councilmember Vollmer seconded. Members on roll call voting "yes", Albert, Bercier, Hemmy, Sparrow and Vollmer. Councilman Albertson was absent. Motion carried.

**Water Treatment Plant Improvement Project # 2015-2:** Contract #1 in the amount of \$ 1,958,606.37 from American General Contractors ; Contract #2 in the amount of \$ 383,958 from Wagner Construction.

Councilmember Vollmer moved, Councilmember Bercier seconded, to not suspend the contract with Wagner Construction Contract #2 and table it. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

Councilmember Vollmer moved, Councilmember Albert seconded, approve purchase of water meters and mxu units for wells for \$ 8,469.20 from Dakota Supply Group. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

Councilmember Hemmy moved, Councilmember Sparrow seconded, approve Moore Engineering invoice # 12718 in the amount of \$ 32,285.50. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

**Street Improvements-** no action

**Board of Adjustment-** Board recommendation to allow the conditional use permit for day care business for Brandi and Stephen Swanson only at the location of E 66' of S 164' of Lot 2, Block 2, McIntyres 1<sup>st</sup> Addition (213 5<sup>th</sup> Avenue NE) and a copy of day care license to be submitted to the city office.

Councilmember Albert moved, Councilmember Sparrow seconded, to allow the conditional use permit for day care business for Brandi and Stephen Swanson only at the location of E 66' of S 164' of Lot 2, Block 2, McIntyres 1<sup>st</sup> Addition (213 5<sup>th</sup> Avenue NE) as per the recommendation of the Board of Adjustment. All members on roll call voted "yes". None voted "no". Councilman Albertson was absent. Motion carried.

**Sewer Lagoon #27 – extra bond payment-** 30 day notice required to call bonds – notify Mike Manstrom, Dougherty & Co

Councilmember Sparrow moved, Councilmember Hemmy seconded, to make pre-payment of \$380,000 on the Sewer Lagoon Project #527 Series 2012 Bonds All members on roll call voting "yes", Albert, Albertson, Bercier, Hemmy, Sparrow and Vollmer. None voted "no". Motion carried.

**Committee Reports:** Councilmember Sparrow moved, Councilmember Albert seconded, to approve the committee reports. All members on roll call voted "yes". None voted "no". Councilman Albertson was present. Motion carried.

There being no further business, Mayor Mitchell adjourned the meeting at 9:37 p.m.

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor