

7:30 p.m., Wednesday, October 18, 2017, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present: Hemmy, Gottbreht, Sparrow, and Vollmer. Absent: Albertson.

Others present: Public Works Director Cliff Rush; Police Chief Joseph Boehm, Officer Nathan Gustafson; Officer Cory Poitra; City Auditor Matt Mutzenberger; Dan Portlock and Jesse Berg, Moore Engineering; Becky Albert; and Sandra Olson.

Consent Agenda: Approve minutes from the September 20th Special Assessment meeting; September 20th Public Budget meeting; September 20th City Council meeting; September/ and October financial reports (including transfers); Terry Sarkilahi's Demolition Permit; Trick or Treat hours (October 31, 5:30-7:00pm); Matt Mutzenberger's unpaid time-off request for November 9 and 10; Charitable Permit application for the Rolla 4th of July Committee; Appointment of Josh Munro to the Rolla Job Development Authority Board of Directors; Lorain Larson's Building Permit (Cherly Parslow, poa).

Sparrow moved, Vollmer seconded, to approve the October 18, 2017 Consent Agenda. Motion carried.

Reading of the Bills:

To Be Approved on 10/18/2017

**LISTING
AS OF 10/13/17**

VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	SUPPLEMENTAL INSURANCE	\$402.60
AMERICAN GENERAL	WATER TREATMENT PLANT	\$62,195.62
BANYON DATA SYSTEMS	INVOICING MODULE	\$195.00
CENEX FLEET CARD	POLICE GAS	\$997.84
CLUTE OFFICE EQUIPMENT	CITY OF ROLLA STAMP	\$37.50
GALL'S LLC	SERVING SINCE PIN	\$25.00
GATTKE ESCAVATING	GRAVEL AND TRENCHING	\$6,948.00
GREEN CAT SERVICES	FERTILIZER AT CEMETERY	\$375.00
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$1,232.11
HAWKINS	CHEMICALS	\$1,906.73
HEALTH CHEMISTRY LAB	WATER TESTING	\$369.58
HENDRICKSON TRUCKING	MIXED RECYCLING	\$2,100.00
HENDRICKSON TRUCKING	SPRING FLOODING	\$2,760.00
HENDRICKSON TRUCKING	SEWER VAC TRUCK SERVICES	\$4,240.00
INFORMATION TECH. DEPT.	VPN-COURT	\$13.30
INFORMATION TECH. DEPT.	VPN- POLICE	\$62.80
JOHNSON, ANDREW	EXPENSE REIMBURSEMENTS	\$484.80
KIWANIS	2018 CITY/JDA MEMBERSHIP	\$550.00
KELLER PAVING	CHIP SEAL PROJECT	\$384,833.93
LADUCER SANITATION	GARBAGE DISPOSAL	\$17,890.00
LEEVERS	POP and SUPPLIES	\$92.77
MEARS AUTO PARTS	STREETS/WATER/POLICE	\$284.49
MEARS IMPLEMENT	TOOLS AND SUPPLIES	\$102.85
MINOT DAILY NEWS	JDA - HOMETOWN 2 x 3	\$100.00
MUNRO ACE HARDWARE	SUPPLIES	\$309.07
ND LEAGUE OF CITIES	ANNUAL MEETING	\$225.00
ND SEWAGE PUMP & LIFT	ANNUAL SERVICE CONTRACT	\$2,230.00
NORTH CENTRAL GRAIN COOP	STREETS/POLICE/FORRESTRY	\$288.65
NORTH COUNTRY AUTO	REPLACE BLOWER MOTOR	\$80.70
NORTH DAKOTA ONE CALL	STREETS	\$7.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$73.65
OTTER TAIL POWER	ELECTRICITY	\$4,076.08
PERSONNEL CONCEPTS	POSTERS FOR WTP	\$20.90
POWERPLAN	SERVICE CALL - 544K	\$1,994.80
ROLETTE COUNTY JAIL	PRISONER FEES	\$2,400.00
RUSH, CLIFF	BACKHOE RENTAL	\$1,755.00
SPECTRUM	OFFICE SUPPLIES	\$50.26
STARION BOND SERVICE	INTEREST PAYMENTS ON BONDS	\$12,235.50
STONES MOBILE RADIO	POLICE RADIOS	\$50,335.41
TUOMALA PLUMBING AND HEATING	PARTS	\$134.95
TURTLE MOUNTAIN COMMUNICATION	SEPTEMBER PHONE	\$630.16
TURTLE MOUNTAIN STAR	MINUTES, HEARING, ADS	\$3,556.99
US POSTAL SERVICE	UTILITY BILLS	\$142.00
VERIZON WIRELESS	PWD PHONES	\$238.15
VERIZON WIRELESS	POLICE JET PACK	\$1,207.39

VISA - Matts	HOTEL-FARGO	\$88.51
VISA - Kerrys	OFFICE SUPPLIES	\$110.02
	total checks to approve	\$570,390.11

Electronic Payments

Payroll 941 Tax Deposit	Sept. 29, 2017 Payroll Tax Deposit	\$5,073.14
Payroll 941 Tax Deposit	Oct. 13, 2017 Payroll Tax Deposit	\$5,040.47
NDPERS	Def. Compensation-Sept. 29 PR	\$137.50
NDPERS	Def. Compensation-Oct.13th PR	\$137.50
NDPERS	Health Ins- Oct 2017 premium	\$5,049.92
NDPERS	Retirement- Sept 2017	\$5,360.53
ND TAX COMMISSIONER	3rd Quarter ND Withholding	\$1,541.27
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- Oct. 1, 2017	\$145.86
PAYROLL	09/29/17 PAYROLL	\$14,203.97
PAYROLL	10/13/17 PAYROLL	\$15,059.84
PAYMENT SERVICES NETWORK	September fees	\$84.45
Dacota Loan Pmt. - Skid Steer	September Payment	\$720.78
Dacota Loan Pmt. - 2017 Chevy	September Payment	\$595.27
Starion Bank	Monthly Service Charge	\$4.00
	total electronic payments to approve	\$53,154.50
	TOTAL CHECKS AND EFT	\$623,544.61

Rolla Community Center cash account

VENDOR NAME	DESCRIPTION	AMOUNT
Ottertail Power	Utilities	512.04
FIRE EXT. SYSTEMS	inspection and maint.	\$204.90
	RCC TOTAL	716.94

9/25/2017 - transfer 62,195.62 from 2015 Water Construction Project to Checking

Gottbreht moved, Hemmy seconded, to pay bills as listed. Motion carried.

Committee Reports:

Engineering:

Dan Portlock gave a report on the water treatment plant; the water continues to improve, and start-up is getting closer.

Jesse Berg informed the council that there is \$207,000 of work to complete the project, a substantial completion date of 8/1/2017, and a final completion date of 8/31/17, meaning that the contractor is open to liquid damages being assessed for \$154,000. A letter to American General Contracting will be drafted by the City Attorney.

Of the three quotes submitted and discussed by the Council, Gottbreht moved, and Vollmer seconded, to approve quote #3 for a spectrophotometer. Motion carried.

There was discussion on the quality of the current Chip-Seal Street project, and Moore Engineering shared those concerns, and planned to share them with the contractors.

Public Works:

There was discussion of Hendrickson dumping a sewer truck at the City Lagoon, selling excess street chips to Rolla residents, and a long-term project public meeting.

Sparrow moved, Gottbreht seconded, to hire Patrick LaRocque for the part-time Recycling Center/Public Works Position for \$8.25 per hour. Motion carried.

Sparrow moved, Hemmy seconded, to create a fourth Public Works Position, and offer it to Wendell Held for \$18.00 per hour. Motion carried.

Police:

Chief Boehm submitted a request for vacation for 10/1/17 through 10/13/17. Hemmy motioned, Vollmer seconded to accept request. Motion carried.

Sparrow moved, Hemmy seconded, to approve Sergeant Wright's request for 40 hours of overtime compensation. Motion carried.

Mayor Mitchell asked Chief Boehm if he would like to offer his resignation at that time, and Chief Boehm declined.

Mitchell moved, Gottbreht seconded, to terminate Chief Boehm's employment with the City. Mitchell called for a roll call vote: Gottbreht 'I', Hemmy 'Ney', Sparrow 'I', Vollmer 'I', and Mitchell 'I'. Motion carried.

Administrative:

Beginning in December, the City Council meetings will be held on the second Wednesday of each month.

Cemetery:

There was discussion on purchasing additional land for future needs of the community.

Dakota Fence will begin work on the cemetery archway in two to three weeks.

Hemmy is looking into power raking the cemetery this fall.

The cemetery was recently sprayed for weeds and fertilized, and some skunks were captured and removed.

Hemmy moved, Gottbreht seconded, to approve the Committee reports. Motion carried.

Old Business:

Purchase a scanner for Rolla Municipal Court (as required by the ND Court system). Sparrow motioned, seconded by Hemmy. Motion carried.

Authorize the purchase of computer equipment for the Auditor's office and Public Works Department for \$5,000. Sparrow motioned, seconded by Hemmy. Motion carried.

New Business:

There was some discussion on issuing a Certificate of Occupancy for the new County Jail. Such a certificate has not been issued in many years, and because it is a County project, it may be problematic. No action was taken.

Vollmer moved, Gottbreht seconded, to hire Dougherty & Company LLC to serve as the Cities' Dissemination Agent for \$500 the first year, and \$350 the following year. Motion carried.

The meeting adjourned at 9:01 pm.

The next scheduled meeting of the City Council is Wednesday, November 15, 2017.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 10/18/2017