

7:30 p.m. Wednesday June 20, 2018 the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present: Hemmy, Gottbreht, Sparrow, Vollmer, and Albertson via telephone.

Others present: Public Works Director Cliff Rush; Police Chief Nathan Gustafson; City Auditor Matt Mutzenberger; Mayor Elect, John Hardy; Council Member-Elect, Rebecca Albert; Jesse Berg, Moore Engineering; Jim Olson, AE2S; Sandra Olson; Rich Patton; Sue Nelson; Rep. Marvin Nelson; Gar Weidrich; Bryant Mueller; Rich Patton; and Larry Lenard.

Consent Agenda: May 16th City Council meeting minutes; May 2018 financial reports (including transfers); May 31 and June 15 Payroll; Rolla Daycare Building Permit; Microlap Local Permit; Wuori Building Permit; City Auditors Bond set at \$2,000,000; \$5,415,42 City Sales Tax funds to Rolette County Transit; \$15,043.00 City Sales Tax funds to Rolla Chamber of Commerce; Eddie's Food Truck Sales License.

Hemmy moved, Sparrow seconded, to approve the May 16, 2018 Consent Agenda with a correction to the motion on City Council Members' wage increase (changed from a motion to the first reading of Amendment to City Ordinance 404). Motion carried.

Reading of the Bills:

To Be Approved on 6/20/2018	LISTING	
	AS OF 6/20/18	
VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	JUNE PREMIUM	371.92
BANK OF NORTH DAKOTA	1993 WATER TREATMENT PLANT	\$31,065.92
CENEX VOYAGER FLEET	POLICE GAS	\$808.78
CHRIS PARI SIEN	WITNESS PAY	\$100.00
COMPUTOR SOLUTIONS	SIGN FOR INERT SITE	\$322.00
CUSIP SERVICES	GMEI/LEI ANNULAL FEE	\$97.00
DAVE WALLETT E	JUNE CEMETERY SERVICE	\$1,200.00
DUSTIN WADHOLM	WITNESS PAY	\$60.00
FIRST STATE INSURANCE	POLICY ENDORSEMENTS AND RENEWALS	\$28,160.38
FIRST STATE INSURANCE	BOILER AND MACHINERY RENEWAL	\$1,389.76
GATTKE EXCAVATING	GRAVEL AND BLACK DIRT	\$534.50
GRAND FORKS UTILITY BILLING	WATER TESTING	\$67.00
GUSTAFSON OIL	GAS/DIESEL/PROPANE/LP	\$857.23
HAWKINS	CHEMICALS	\$2,583.10
HENDRICKSON TRUCKING	CARDBOARD TO LDI	\$1,200.00
INFORMATION TECH. DEPT.	VPN-COURT	\$32.65
INFORMATION TECH. DEPT.	VPN- POLICE	\$25.80
JUSTIN LENOIR	WITNESS FEE	\$20.00
LADUCER SANITATION	MAY GARBAGE SERVICE	\$17,890.00
LEEVE RS	POP AND TOILET PAPER	\$42.56
LIL PRAIRIE GREENHOUSE	FLOWERS/PLANTS FOR FORESTRY	\$1,960.25
MARC	DEODORIZER/ MARKING PAINT	\$439.43
MARY JO HANNESSON	FORESTRY FLOWERS	\$70.18
MCGUIRE	2014 FORD EXPLORER REPAIR	\$764.73
MEARS AUTO PARTS	CITY HALL SUPPLIES	\$83.70
MEARS IMPLEMENT	BATTERIES, BOLTS, YOKE AND U JOINT	\$635.51
MICHAEL TODD	STREET SIGNS	\$731.70
MICROLAP	LAGOON WATER TESTING	\$158.20
MONTE HOOVER	BOND REFUND	\$30.00
MUNRO ACE HARDWARE	SUPPLIES	\$1,034.89
ND DEPARTMENT OF HEALTH	WATER TESTING	\$42.37
ND DEPARTMENT OF HEALTH	WATER LICENSE RENEWAL	\$20.00
ND DEPARTMENT OF TRANSPORTATION	DUPLICATE TITLE	\$5.00
ND SEWAGE PUMP AND LIFT STATION SERVICE	MAIN LIFT STATION SERVICE	\$3,931.10
ND STATE LIBRARY	UNRETURNED INTERLIBRARY LOANS	\$57.99
NORTH CENTRAL GRAIN COOPERATIVE	PARTS AND REPAIRS	\$597.86
NORTH DAKOTA ATTORNEY GENERAL	IMPLEMENTATION OF MARCY'S LAW	\$59.00
NORTH DAKOTA ONE CALL	MAY SERVICE	\$15.60
NORTHERN PLAINS ELECTRIC	MAY LAGOON	\$72.56

NORTHERN PLAINS RC&D	ANNUAL MEMBERSHIP	\$100.00
OTTER TAIL POWER	ELECTRICITY	\$6,159.54
ROLLA CHAMBER OF COMMERCE	SALES TAX GRANT	\$15,043.00
ROLETTE COUNTY	STATES' ATTORNEY FEES	\$200.00
ROLETTE COUNTY JAIL	INMATE HOUSING	\$5,470.00
ROLETTE COUNTY TRANSIT	SALES TAX GRANT	\$5,415.42
ROLLA DRUG	MEDICATION FOR INMATE	\$121.50
ROLLA WELDING	WTP SECURITY WINDOW	\$735.00
SDU	CHILD SUPPORT 5/31/2018	\$104.00
SDU	CHILD SUPPORT	\$104.00
SHANNON RIEKERT	BOND REFUND	\$470.00
STAPLES	OFFICE SUPPLIES	\$297.65
STAPLES	OFFICE SUPPLIES	\$149.25
STARION BANK	PETTY CASH FOR LIBRARY	\$50.00
STONES'S MOBILE RADIO	REPAIR RADIOS	
SWEENEY CONTROLS COMPANY	PUMP RELAYS	\$1,473.76
TESSMAN		\$208.95
TUOMALA PLUMBING AND HEATING	PARTS AND SERVICE	\$11.89
TURTLE MOUNTAIN COMMUNICATIONS	MAY PREMIUM	\$636.20
TURTLE MOUNTAIN COMMUNICATIONS	JUNE PREMIUM	\$638.31
TURTLE MOUNTAIN STAR	PUBLISHING AND PRINTING	\$870.75
US POST OFFICE	MAY UTILITY BILLING	\$140.00
VERIZON WIRELESS	POLICE PHONES	\$372.48
VERIZON WIRELESS	PWD PHONES	\$256.32
VISA - Kerry	OFFICE SUPPLIES	\$12.99
VISA - Matt	AMAZON PRIME/MICROSOFT	\$79.87
	total checks to approve	\$136,659.55
Electronic Payments		
Payroll 941 Tax Deposit	May 31, 2018 Payroll Tax Deposit	\$5,166.21
Payroll 941 Tax Deposit	June 15, 2018 Payroll Tax Deposit	\$6,158.23
NDPERS	Def. Compensation - May 31 PR	\$50.00
NDPERS	Def. Compensation - June 15 PR	\$50.00
NDPERS	Health Ins- June 2018	\$6,607.74
NDPERS	Retirement- May 2018	\$5,700.56
PAYROLL	05/31/18 Payroll	\$16,197.72
PAYROLL	06/15/18 Payroll	\$18,601.07
Payment Service Network	May fees	\$88.45
Dacotah Loan Pmt. - Skid Steer	May payment	\$720.27
Dacotah Loan Pmt. - 2017 Chevy	May payment	\$595.27
Starion Bank	May service charge	\$4.00
	total electronic payments to approve	\$54,773.31
	TOTAL CHECKS AND EFT	\$191,432.86
Rolla JDA		
NORTHERN PLAINS ELECTRIC	Loan Pmt. #70 - June 1, 2018	\$145.86
RURAL DEVELOPMENT FINANCE CORP.	Annual Loan Payment	\$5,118.62
VISA	Late Fee	\$5.00
	Total JDA	\$5,269.48
Rolla Community Center		
North Central Grain Cooperative	Salt Pellets	\$126.80
Ottertail Power	Utilities	\$567.17
Tuomala Plumbing	Dishwasher Repair	\$51.61
	RCC TOTAL	\$742.25

Gottbreht moved, Vollmer seconded, to pay all bills, with an adjustment deducting sales tax from the McGuire Invoice, and pulling out Stones' Mobile Radio. Motion carried.

Old Business:

Tiffany Bercier' application for a property tax abatement – no action taken.

Second reading of Amendment to City Ordinance 404, Section 2, City Council Compensation to read: Each member of the City Council, except for the Mayor, shall receive the sum of \$200 per month to be paid in arrears semi-annually, beginning in December 2018.

Gottbreht moved, Albertson seconded, to accept Moore Engineering's 2018 Water Treatment Plant Technical Service proposal. Motion carried.

Hemmy moved, Gottbreht seconded, to approve changes to the easement at the construction site of the Dollar General Store, contingent upon approval from the construction companies' engineers and the city attorney. Motion carried.

Committee Reports:

Engineering:

Albertson moved, Gottbreht seconded, to approve the City Attorney's' recommendation to pursue American General Contractors' performance bond to complete the water treatment plant project. Motion carried.

Albertson moved, Vollmer seconded, to accept Moore Engineering's proposal for engineering services on the water tower project (2015-2 Water System Improvement). Motion carried.

Vollmer moved, Gottbreht seconded, to approve Moore Engineering's preliminary plans and specifications for the water tower project, contingent upon agreement with Pipe and Tank. Motion carried (Albertson abstained).

Gottbreht moved, Vollmer seconded, to solicit and advertise for water tower project bids, based on the recommendations of the Rolla City Attorney. Motion carried.

Public Works:

Vollmer moved, Hemmy seconded, to approve Wendell Held's six-month evaluation and recommended five percent wage increase. Motion carried.

Sparrow moved, Hemmy seconded, to use proceeded from the sale of Public Works equipment to purchase a welder. Motion carried.

Gottbreht moved, Vollmer seconded, to purchase 2 fire hydrants (one for installation and one for an extra). Motion carried. Moore Engineering's Jesse Berg will investigate the possibility of using UADA grant funds to cover the cost.

Gottbreht moved, Albertson seconded, to purchase new pumps for lift stations (one for the main lift station, and two for the Shopko lift station). Motion carried.

Gottbreht moved, Albertson seconded, to repair a waterline on 1st Avenue SE and 4th Street for an estimated \$18,000 in labor and \$2,000 in supplies. Motion carried. Moore Engineering's Jesse Berg will investigate the possibility of using UADA grant funds to cover the cost.

Police:

No minutes submitted.

Administrative:

Albertson moved, Sparrow seconded, to approve City Auditor, Matt Mutzenberger's annual performance evaluation and recommended 3% salary increase. Motion carried.

Albertson moved, Gottbreht seconded, to amend Section 5.05 of the City Policy Manual, as recommended by the Administrative Committee to read: Permanent full-time employees will accrue vacation time based on a 40-hour week, and permanent part-time employees will accrue vacation time proportionally based on their regular work week, for each full month of employment. Motion carried.

Alberson seconded, Gottbreht seconded, to amend Section 5.02 Compensation – (add) all approved pay raises become effective on the next regular payroll. Motion carried.

Cemetery:

No report submitted.

Albertson moved, Sparrow seconded, to approve the committee reports. Motion carried.

New Business:

Sparrow moved, Gottbreht seconded, to accept Gustafson's Oil gas bid. Motion carried.

Vollmer moved, Gottbreht seconded, to accept Rich Patton's information technology proposal. Motion carried.

Sparrow moved, Vollmer seconded, to approve the renewal of the currant liquor licenses (Main Street; Prairie Lanes; Bilmar Dugan's; and the American Legion).

Sparrow moved, Hemmy seconded, to preliminarily approve the Viking's liquor license, provided that all of the requirements (application, surety bond, county tax receipt, and license fee) be met by the 3:30 p.m. on Friday, June 29,2018. Motion carried.

Sparrow moved, Gottbreht seconded, to allow Gar Weidrich to close part of 4th Street SE on June 30 from 6:00 a.m. to 7:00 p.m. Motion carried

The meeting adjourned at 11:11 pm.

The next scheduled meeting of the Rolla City Council is Tuesday, June 26, 2018.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 6/20/2018