

7:30 p.m., Wednesday, August 19, 2015, 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: Albertson

Others present: Brian Julius, Moore Engineering; Police Chief Joseph Boehm; Public Works Director Dean Martin; Marvin Nelson; Alex Albert; Dennis Neameyer; Dennis Berg; George Youngerman, JDA Executive Director; Officer Colt Allery and John Rosinski, Turtle Mountain Star

Agenda Additions: Consent agenda-Expenses for ND Building Officials Fall Seminar; Employee Manual Changes

**Consent Agenda:**

North Central Grain Cooperative Building permit to be handled separate from the Consent Agenda.

Councilmember Bercier moved, Councilmember Albert seconded, to approve the Consent Agenda of minutes of the July 15<sup>th</sup> council meeting; July Financial Report; Time sheets for 07/31/15 and 8/14/15; Raffle Permit- Mt. Pleasant School; Expenses for NDLC Annual Conference in Fargo; Mahlum Goodhart 2013 federal audit engagement letter and revised 2014 audit engagement letter; and Expenses for ND Building Officials Fall Seminar in Medora.

All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: July 15<sup>th</sup> council meeting
- Financial Report –July
- Time Sheets- 07/31/15 PR and 08/14/15 PR
- Raffle Permit- Mt. Pleasant School
- Expenses for NDLC Annual Conference- September
- Mahlum Goodhart 2013 federal audit engagement letter and revised 2014 audit engagement letter
- Expenses for ND Building Officials Fall Seminar

Councilmember Vollmer moved, Councilmember Bercier seconded, to approve the Building Permit- North Central Grain Cooperative- fertilizer storage building, contingent on them getting private septic tank and adequate water supply for fire protection. On roll call, voting “yes” Albert, Bercier and Vollmer. Voting “no”, Hemmy, Sparrow and Mitchell. Tie vote.

Mayor Scott Mitchell moved, Councilmember Hemmy seconded, to approve the Building Permit- North Central Grain Cooperative- fertilizer storage building, allowing a private septic tank and rural water service contingent on the hooking up to city water and sewer system when available. On roll call, voting “yes” Albert, Hemmy and Sparrow. Voting “no”, Bercier and Vollmer. Motion carried.

(Note: The Mayor’s vote was questioned at this meeting by Councilman Bercier and City Auditor Murphy. This issue was addressed at the 08/26/15 special council meeting. A new motion on 08/26/15 passed to approve the building permit.)

**Bills to be paid:**

HR COLLABORATIVE	HR seminar- G.Forks- C.A. and M.M.	\$	80.00	54876
TERRY HABERSTROH	BOND REFUND	\$	40.00	54877
QUAM CONSTRUCTION	St Imprv. 2015-1 Pay Request #2	\$	230,788.85	54878
US POSTAL SERVICE	BILLING POSTAGE	\$	160.48	54879
ALCO	RESTITUTION	\$	80.00	54880
LANCE JOHNSON	RESTITUTION	\$	40.00	54881
LUTHERAN SOCIAL SERVICES	RESTITUTION	\$	995.50	54882
JOB SERVICE ND	PREMIUM DUE	\$	10.47	54883
AFLAC	PREMIUM -July & August	\$	254.70	54884
ALICE STEWART	POLICE- PATCHES SEWN	\$	30.00	54885
ALLERY, COLT	POLICE-CELLPHONE	\$	40.00	54886
AT&T	POLICE - MOBILE SHARE PLAN	\$	147.64	54887
BANK OF NORTH DAKOTA	STM SWR WARRANT	\$	94,660.30	54888
BOEHM, JOSEPH	POLICE- CELL PHONE	\$	80.00	54889
CENEX FLEET CARD	POLICE - GAS	\$	1,137.93	54890
CNH ( Rolla Imp.chg acct)	STREETS -supplies	\$	520.84	54891
COMPUTER SOLUTIONS	CEMETERY - 2 SIGNS	\$	90.00	54892
DAKOTA SUPPLY GROUP	WATER MAINTENANCE	\$	391.51	54893
DIAMOND VOGEL	STREETS	\$	596.40	54894
EDWARDS CONSTRUCTION	WELL HOUSE ACCESS ROOF	\$	275.00	54895
FIRST INSURANCE	PREMIUM	\$	379.00	54896
GATTKE EXCAVATING	FINAL PMT 4th Ave SE;TRUCKING	\$	34,111.00	54897
GIBBENS LAW OFFICE	LEGAL FEES	\$	500.00	54898
GRAND FORKS CITY	TESTING	\$	52.00	54899
GUSTAFSON OIL	RECYCLING - PROPANE/GAS-POLICE	\$	97.00	54900
GUSTAFSON, NATHAN	POLICE-CELLPHONE	\$	100.00	54901
HAWKINS	CHEMICALS	\$	1,307.28	54902
INFORMATION TECH. DEPT.	VPN-COURT & POLICE	\$	75.50	54903
KEMPER CONSTRUCTION CO	WATER PLANT	\$	602.95	54904
KEVLOTT TESTING SERVICES	DRUG TESTING-pre-employment	\$	27.50	54905
LADUCER SANITATION	SERVICE	\$	17,890.00	54906
LAKE REGION LAW ENFORCEMENT	BOARD- 2 persons	\$	375.00	54907
LEEVEES FOODS	POP /SUPPLIES	\$	144.29	54908
MARY JO HANNESSON	FORESTRY	\$	159.15	54909
MEARS AUTO PARTS	STREETS	\$	238.19	54910
MEARS IMPLEMENT	STREETS	\$	17.90	54911

MUNRO ACE HARDWARE	SUPPLIES	\$	525.44	54912
MURPHY, MAE	HR SEMINAR- GRAND FORKS	\$	389.26	54913
MYLES BURNELLS	POLICE- TRANSPORT TO RUGBY	\$	125.00	54914
NDBOA	FALL SEMINAR REG. re:S.CHASE	\$	200.00	54915
ND SAFETY COUNCIL	2016 MEMBERSHIP	\$	200.00	54916
ND SEWAGE PUMP & LIFT STATION	SEWER LIFT SERVICE CALLS	\$	1,948.50	54917
ND SURPLUS PROPERTY	POLICE	\$	30.00	54918
ND WATER AND POLLUTION	MANUALS- WATER MAINTENANCE	\$	200.00	54919
NORTH CENTRAL GRAIN COOP	GAS /DIESEL	\$	1,382.60	54920
NORTH DAKOTA ONE CALL	SERVICE	\$	13.20	54921
NORTHERN PLAINS RC&D	2015 MEMBERSHIP	\$	100.00	54922
OTTER TAIL POWER	ELECTRICITY	\$	5,875.85	54923
PREBLE MEDICAL SERVICES INC	TESTINGS/ CLINIC FEE	\$	193.00	54924
PRESENTATION MEDICAL CENTER	EMPLOYMENT PHYSICAL re:BRAD R.	\$	253.00	54925
ROLETTE COUNTY JAIL	BOARD - 10 persons	\$	2,050.00	54926
ROLETTE COUNTY	LEGAL FEES	\$	1,100.00	54927
ROLLA WELDING	SHOP SUPPLIES	\$	20.87	54928
SCHLENOGT, KERRY	HR Seminar-Minot,PERDIEM	\$	135.70	54929
SPECTRUM	OFFICE SUPPLIES	\$	60.98	54930
STARION BOND SERVICES	Swr#27 IMPROV. BONDS WARRANT	\$	6,488.75	54931
STARION FINANCIAL	PETTY CASH SLIPS	\$	10.42	54932
SWEENEY CONTROLS COMPANY	WATER PLANT service call	\$	1,791.90	54933
TECTA AMERICA DAKOTAS LLC	CITY HALL roof repair per quote	\$	2,491.00	54934
THEEL MOTORS	STREETS -'98 Chev. Belt/pully replaced	\$	157.89	54935
TUOMALA PLUMBING AND HEATING	SERVICE	\$	1,001.26	54936
TURTLE MOUNTAIN COMMUNICATIONS	PUBLISHING	\$	1,342.57	54937
TURTLE MOUNTAIN STAR	PUBLISHING	\$	169.56	54938
USA BLUE BOOK	STREETS-52Cx Locator	\$	831.05	54939
VERIZON WIRELESS	PUBLIC WORKS	\$	227.12	54940
VISA	POLICE	\$	1,876.07	54941
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	54942
WOUNDED WARRIORS GUIDE SERVICE	MISC. J.S. 4/22/15 & 8/12/15 mtgs	\$	20.00	54943
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	60.00	54944
ROLETTE COUNTY JAIL	BOARD- JULY-25 PERSONS	\$	6,975.00	54945
NDWPCC	REGISTRATION re:DEAN MARTIN	\$	175.00	54946
NEAMEYER BODY SHOP	ADD'L WATER LINE DUG IN	\$	1,275.00	54947

#### Electronic Payments

Payroll 941 Tax Deposit	July 31, 2015 Payroll	\$	4,957.67	
Payroll 941 Tax Deposit	August 14, 2015 Payroll	\$	4,282.40	
NDPERS	Def. Compensation-July 31st PR	\$	700.00	
NDPERS	Def. Compensation- August 14th PR	\$	875.00	
NDPERS	Health Ins- August 2015 premium	\$	6,850.08	
NDPERS	Retirement- July 2015	\$	3,960.74	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86	
PAYROLL	07/31/15 PAYROLL	\$	14,325.31	
PAYROLL	08/14/15 PAYROLL	\$	11,515.61	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.68	
ND CHILD SUPPORT ENFORCEMENT	07/31/15 PR DEDUCTION	\$	378.60	
ND CHILD SUPPORT ENFORCEMENT	08/14/15 PR DEDUCTION	\$	378.60	
PAYMENT SERVICES NETWORK	JULY FEES	\$	63.70	

#### **Rolla Community Center cash account**

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
CITY OF ROLLA	INSURANCE	\$ 458.35	2174
OTTER TAIL POWER	ELECTRICITY	\$ 640.05	2175
TUOMALA PLUMBING AND HEATING	REPAIRS	\$ 130.08	2176

Councilmember Vollmer moved, Councilmember Bercier 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** —08/10/15 committee minutes included in packet and on file in the auditor's office.

Councilmember Hemmy moved, Councilmember Sparrow seconded, to ask for RFP's for comprehensive map for city water and sewer. All members on roll call voted "yes". None voted "no". Motion carried. Public Works committee to work on details needed for the RFP's.

Councilmember Hemmy moved, Councilmember Sparrow seconded, to pay the \$1275 Neameyer Body Shop invoice for the extra cost to find the water line. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Hemmy moved, Councilmember Vollmer seconded, to approve the Quam Construction estimate of \$ 5225 to fix the lift station by Shopko. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Vollmer moved, Councilmember Sparrow seconded, to approve the expenses to send at least one Public Works employee to the October conference of the NDWPCC. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Bercier moved, Councilmember Hemmy seconded, to approve the Gattke Excavating quote of \$65 per load of clay. All members on roll call voted "yes". None voted "no". Motion carried.

**Street Improvement – 4<sup>th</sup> Ave SE from Front ST SE to 3<sup>rd</sup> St SE-** Gattke Excavating has completed the street repair

**Police:** Police committee to meet on August 10<sup>th</sup>. Chief Boehm's six month employment evaluation to be completed at the next Police committee meeting.

**Other Committees:**

JDA – George Youngerman submitted a packet of information to each councilmember on the history of the JDA grants and projects.

Councilmember Hemmy moved, Councilmember Sparrow seconded, to approve paying \$800 to Curt Bonn to train 2 people in six months to manage the city website, or \$1200 to train for a year. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Sparrow moved, Councilmember Vollmer seconded, to approve the policy manual change for random drug testing of only the public works and police. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albert moved, Councilmember Vollmer seconded, to approve the committee reports. All members on roll call voted "yes". None voted "no". Motion carried.

**City Improvement Project # 2013-1 –** ; warranty work completed this month; curb was replaced as needed; still some landscaping & asphalt work to be done; worked on curb stops

Councilmember Sparrow moved, Councilmember Hemmy seconded, to request the city engineering firm contact Wagner Construction on the Theel Motors bill as to if they are paying it or submit change order on project and City pay Theel Motors. All members on roll call voted "yes". None voted "no". Motion carried

**Street Improvement District # 2015-1 –** expect paving to start the first or second week in September

Special assessment committee to schedule a meeting: Brian Julius, Moore Engineering, will contact the committee members -- Dennis Neameyer, Lowell Tupa, Alex Albert and Gibbens Law Office, city attorney.

**Water Treatment Plant Improvement Project # 2015-2 –** Plans and drawings are being worked on. Will schedule a meeting with the Public Works committee. Expect to bid in October.

**CDBG grants – Rolla Community Center project –.** Completion date is September 30, 2015. The contractor has completed shingling the roof. Sidewalk replacement to begin soon. Project payment signed by Mayor Mitchell.

**NDDOT –**Marvin Nelson presented information from the discussion with Mark Nelson and Grant Levi, NDDOT. The NDDOT Safety Division would like to meet with the city in the future.

**2016 Budget:** Councilmember Bercier moved, Councilmember Sparrow seconded, to approve the 2016 preliminary budget. On roll call members voting "yes" Bercier, Sparrow and Vollmer. Members voting "no", Albert and Hemmy. Motion carried.

**Special council meeting on the Budget to be held August 26<sup>th</sup> at 5:30 p.m.**

Hemmy moved, Sparrow seconded, to approve paying \$800 to Curt Bonn to train two people in six months to manage the city website, or \$1200 to train for a year. All voted "yes". Motion carried.

There being no further business, Mayor Mitchell adjourned the meeting at 9:52 p.m.

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor