

7:30 p.m., Wednesday, September 16, 2015, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Albertson, Bercier, Hemmy and Vollmer. Absent: Jerry Sparrow

Others present: Dennis Berg; Sandra Olson; Ardell Olson; Police Officer Nathan Gustafson ; Greg Semenko, Jane Berger and Shawn Kuntz from NDDOT.

Agenda Additions: Olson building permit; ND DOT

**Public Hearing on 2016 Budget** - Councilmember Albertson moved, Councilmember Bercier seconded, to approve the 2016 Final Budget for the City of Rolla, North Dakota for the calendar year beginning January 1, 2016 and ending December 31, 2016. On roll call, all council members voted “yes”. None voted “no”. Motion carried. The following is the statement of expenditures in the City of Rolla, North Dakota.

GENERAL FUND EXPENDITURES	\$ 548,779.00	
POLICE RESERVE	\$ 16,490.43	
SOCIAL SECURITY	\$ 37,000.00	
CEMETERY	\$ 8,400.00	
EMPLOYEE PENSIONS	\$ 38,000.00	
CONTINGENCY FUND	\$ 457,588.00	
INSURANCE	\$ 29,000.00	
CORRECTIONAL FACILITY	\$ 6,700.00	
CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 850.00	
AIRPORT AUTHORITY	\$ 18,854.44	
ROLLA FIRE DEPT RESERVE/EQUIPMENT	\$ 31,820.00	
FORESTRY	\$ 2,900.00	
LIBRARY	\$ 17,500.00	
JOB DEVELOPMENT AUTHORITY	\$ 46,200.00	
CITY SALES TAX	\$ 45,000.00	
CITY PROMOTION/COMMUNITY EVENTS	\$ 18,000.00	
PUBLIC RECREATION	\$ 9,000.00	
		\$ 1,332,081.87
STREET AND ALLEY FUND	\$ 174,350.00	
WATER FUND	\$ 320,500.00	
SEWER FUND	\$ 122,900.00	
GARBAGE FUND	\$ 254,000.00	
INFRASTRUCTURE FUND	\$ 151,400.00	
		\$ 1,023,150.00
WATER IMPROVEMENT PROJECT # 2013-1	\$ 321,574.01	
WATER PLANT IMPROVEMENT # 2015-2	\$1,333,750.00	
SEAL COAT #2012-1 DEBT SERVICE	\$ 56,198.75	
SEWER/LAGOON # 27 DEBT SERVICE	\$ 197,321.25	
STORM SEWER # 2012-2 DEBT SERVICE	\$ 151,400.00	
WATER IMPROVEMENT #2013-1 DEBT SERVICE	\$ 98,087.00	
WATER IMPROVEMENT #2013-1 Replacement	\$ 5,367.00	
WATER PROJECT DEBT SERVICE	\$ 115,012.50	
WATER PLANT IMPR. # 2015-2 DEBT SERVICE	\$ 100,000.00	
STREET IMPROVEMENT # 2015-1 Debt Service	\$ 80,042.00	
		\$ 2,458,752.51
ROLLA COMMUNITY CENTER	\$ 15,050.00	
HORIZONS PROGRAM	\$ 2,000.00	
		\$ 4,831,034.38

**Consent Agenda:** Councilmember Albertson moved, Councilmember Vollmer seconded, to approve the Consent Agenda of minutes of the August 19<sup>th</sup> council meeting and August 26<sup>th</sup> special city council meeting; August Financial Report; Time sheets for 08/31/15 and 9/15/15; Demolition Permits- North Central Grain Cooperative and Rolla Development Corporation; Replacement of copier; Halloween Trick or Treat Time 5:30 p.m. – 7 p.m. on October 31<sup>st</sup>. All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: August 19<sup>th</sup> and August 26<sup>th</sup> council meetings
- Financial Report –August- including transfer from Fund #604 to Fund #610 for Debt Service
- Time Sheets- 08/31/15 PR and 09/15/15 PR
- Demolition Permits- North Central Grain Cooperative and Rolla Development Corporation
- Replacement of copier
- Halloween Trick or Treat Time 5:30 p.m. – 7 p.m. October 31<sup>st</sup>

**Bills to be paid:**

US POSTAL SERVICE	BILLING POSTAGE	\$	161.37	54948
DUGAN'S BOTTLE SHOP	RESTITUTION	\$	10.50	54949
AFLAC	PREMIUM -2 months	\$	254.70	54950
ALLERY, COLT	POLICE-CELLPHONE	\$	40.00	54951
AT&T	POLICE - MOBILE SHARE PLAN	\$	152.32	54952
BOEHM, JOSEPH	POLICE- CELL PHONE /COURT	\$	80.00	54953
BORDER STATES ELECTRIC SUPPLY	2 STREET LIGHT HEADS	\$	364.24	54954
CENEX FLEET CARD	POLICE - GAS	\$	1,099.74	54955
CNH (Rolla Imp.chg acct)	STREETS -supplies	\$	493.94	54956
COMPUTERS N STUFF	LABOR-install Windows 10 Auditor's pc	\$	147.50	54957
DIAMOND VOGEL	STREETS	\$	523.35	54958
FLASH PRINTING	JDA- ROLLA CEF	\$	80.14	54959
GRAND FORKS CITY	TESTING	\$	52.00	54960
GUSTAFSON, NATHAN	POLICE-CELLPHONE	\$	40.00	54961
HAWKINS	CHEMICALS	\$	70.00	54962
INFORMATION TECH. DEPT.	VPN- POLICE	\$	62.80	54963
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	54964
KEEGAN LOCK & KEY SERVICE	LIBRARY STOREROOM rekeyed	\$	66.00	54965
KINETIC LEASING	'07 JD MOTOR GRADER LEASE PMT	\$	15,240.00	54966
LADUCER SANITATION	SERVICE	\$	17,290.00	54967
LEEVEES FOODS	POP /SUPPLIES	\$	48.29	54968
MEARS AUTO PARTS	STREETS/POLICE	\$	40.24	54969
MICROLAP	FEDEX SHIPPING FEES	\$	127.40	54970
MOORE ENGINEERING	WTR PLANT #2015-2 engineering fees	\$	239,910.00	54971
MUNRO ACE HARDWARE	SUPPLIES	\$	266.23	54972
NORTH CENTRAL GRAIN COOP	GAS /DIESEL	\$	992.01	54973
NORTH DAKOTA ONE CALL	SERVICE	\$	14.30	54974
NORTHERN IMPROVEMENT CO	STREETS- OMEGA MIX	\$	3,202.26	54975
OTTER TAIL POWER	ELECTRICITY	\$	4,894.50	54976
PEGGY JOHNSON	LIBRARY BOOKS	\$	384.41	54977
PREBLE MEDICAL SERVICES INC	TESTINGS/ CLINIC FEE	\$	211.00	54978
PRESENTATION MEDICAL CENTER	PRE-EMPLOYMENT PHYSICAL-M.C.	\$	244.00	54979
PUBLIC SAFETY CENTER	POLICE SUPPLIES	\$	109.56	54980
R & D HENRICKSON TRUCKING	CONTRACT LABOR	\$	2,515.00	54981
ROLETTE COUNTY ABSTRACT	JDA - ABSTRACT # 10031	\$	215.00	54982
ROLETTE COUNTY	LEGAL FEES & CULVERT	\$	619.60	54983
ROLLA WELDING	SHOP SUPPLIES	\$	224.20	54984
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$	416.91	54985
STARION BOND SERVICES	REV. BOND PMTS	\$	14,890.28	54986
STARION FINANCIAL	PETTY CASH SLIPS	\$	15.21	54987
SWEENEY CONTROLS COMPANY	WATER PLANT service calls	\$	3,327.15	54988
TUOMALA PLUMBING AND HEATING	SERVICE	\$	271.71	54989
TURTLE MT COMMUNICATIONS	TELEPHONE	\$	723.68	54990
VERIZON WIRELESS	PUBLIC WORKS	\$	216.62	54991
VISA	POLICE	\$	76.40	54992
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	54993
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00	54994

Electronic Payments

Payroll 941 Tax Deposit	August 31, 2015 Payroll	\$	4,508.53
Payroll 941 Tax Deposit	Sept. 15, 2015 Payroll	\$	4,739.65
NDPERS	Def. Compensation-Aug. 31st PR	\$	875.00
NDPERS	Def. Compensation- Sept. 15th PR	\$	875.00
NDPERS	Health Ins- Sept. 2015 premium	\$	5,431.20
NDPERS	Retirement- August 2015	\$	3,998.58
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86
PAYROLL	08/31/15 PAYROLL	\$	12,700.30
PAYROLL	09/15/15 PAYROLL	\$	12,752.00
STARION FINANCIAL	CHECK REORDER	\$	558.41
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.68
ND CHILD SUPPORT ENFORCEMENT	08/31/15 PR DEDUCTION	\$	378.60
ND CHILD SUPPORT ENFORCEMENT	09/15/15 PR DEDUCTION	\$	538.20
PAYMENT SERVICES NETWORK	AUGUST FEES	\$	63.95

**Rolla Community Center cash account**

VENDOR NAME	DESCRIPTION		AMOUNT	CHECK
ELC CONCRETE LLC	CONCRETE -FRONT ENTRYWAY	\$	2,772.00	2177
MUNRO CONTRACTORS inc	RCC- Local Share-Shingling	\$	17,513.00	2178
OTTER TAIL POWER	ELECTRICITY	\$	577.48	2179

Councilmember Albertson moved, Councilmember Albert 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** – 09/08/15 committee minutes included in packet and on file in the auditor's office. Will flush hydrants the end of September and first part of October. Fixed problems at the water plant that occurred over Labor Day weekend and Sweeney Controls to look into the problem.

Fall Clean Up Week in the City of Rolla is scheduled for October 5<sup>th</sup> -12<sup>th</sup>.

**Police:** Minutes of the 09/16/15 committee report were submitted at the council meeting.

Councilmember Vollmer moved, Councilmember Albertson seconded, to approve a five percent pay raise upon satisfactory six month employment evaluation as per the policy manual for Joseph Boehm. All members on roll call voted "yes". None voted "no". Motion carried.

### Other Committees:

Administrative committee- by the end of the year each committee is to updated employee performance evaluation forms to include job descriptions

JDA – Councilman Chris Albertson submitted a copy of the letter to JDA Executive Director George Youngerman requesting information on the JDA activity for the past ten years. Dennis Berg spoke on the value of economic development.

Councilmember Albertson 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** – Theel Motors bill- the contractor to pay Theels for the street repair

**Street Improvement District # 2015-1** – Paving is completed. Brian Julius, Moore Engineering, will be to Rolla at the end of the month to go over quantities and will present pay requests at the October council meeting.

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 being worked on. Will schedule a meeting with the Public Works committee.

### CDBG grants –

**Rolla Community Center project** –. Completion date is September 30, 2015. The contractor has completed shingling the roof. Sidewalk replacement is completed.

**NDDOT** – Greg Semenko, Jane Berger and Shawn Kuntz presented information concerning the pedestrian issue on the west side of Rolla. NDDOT has been to Rolla twice to assess the traffic/pedestrian issue. Discussion held on the concern for pedestrian safety. An option is to posting signs stating " Expect Pedestrians" .

There being no further business, Mayor Mitchell adjourned the meeting at 8:52 p.m.

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor