

Unofficial Minutes

7:30 p.m. Wednesday May 16, 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.

Others present: Public Works Director Cliff Rush; Police Chief Nathan Gustafson; City Auditor Matt Mutzenberger; Kent Ritterman and Jesse Berg, Moore Engineering; Jim Olson, AE2S; Truman and Sandra Olson; Seth and Tiffany Bercier; Rich Patton; Rebecca Sheridan; and Dan Vollmer.

Consent Agenda: April 18th City Council meeting minutes; April 2018 financial reports (including transfers); April 30 and May 15 Payroll; Designate Turtle Mountain Star as official newspaper; Main Street Saloon Gaming Site Authorization; Rolette County building permit; Spring clean-up week (May 18-25); Dave Wallette's cemetery caretaker bid; 2017 Annual Drinking Water Report; and the Viking Inn's Gaming Site Authorization.

Albertson moved, Hemmy seconded, to approve the May 16, 2018 Consent Agenda. Motion carried.

Reading of the Bills:

To Be Approved on 5/16/2018	LISTING	
	AS OF 5/16/18	
VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	APRIL PREMIUM	371.92
AFLAC	MAY PREMIUM	371.92
CENEX VOYAGER FLEET	POLICE GAS	\$807.60
CNH INDUSTRIAL CAPITAL	AUTO PARTS	\$30.22
DAVE WALLETTTE	MAY CEMETERY SERVICE	\$1,200.00
GIBBENS LAW	REVIEW WATER CONTRACTS	\$240.00
GRAND FORKS ENVIRONMENTAL LAB	WATER TESTING	\$67.00
GUSTAFSON OIL	GAS/DIESEL/PROPANE/LP	\$3,422.90
HAWKINS	CHEMICALS	\$2,713.37
HEALTH CHEMISTRY LAB	WATER TEST	\$42.37
INFORMATION TECH. DEPT.	VPN-COURT	\$58.65
INFORMATION TECH. DEPT.	VPN- POLICE	\$88.60
JOB SERVICE	CLAIMS: D. GUNVILLE AND J. OLSON	\$4.63
KEEGAN LOCH AND KEY	SERVICE CALL AND KEYS	\$60.00
LADUCER SANITATION	APRIL GARBAGE SERVICE	\$17,290.00
LEEVERS	POP, WTP OPEN HOUSE, TP, MISC.	\$164.97
MARC	SPRAY PAINT	\$93.54
MARK MILLER	FORESTRY TREES AND MILEAGE	\$347.13
MCGUIRE	2014 FORD EXPLORER REPAIR	\$81.70
MEARS AUTO PARTS	SHOP SUPPLIES	\$3.00
MEARS IMPLEMENT	BATTERY, FILTERS, BOLTS AND WASHERS	\$294.23
MUNRO ACE HARDWARE	SUPPLIES	\$105.90
ND LEAGUE OF CITIES	WEBINAR	\$25.00
ND PUBLIC FINANCE AUTHORITY	BOND PAYMTNT FOR 2017 CHIP SEAL	\$95,739.25
ND PUBLIC FINANCE AUTHORITY	BOND PAYMENT FOR 2012 STORM SEWER	\$45,000.00
NORTH CENTRAL GRAIN COOPERATIVE	PARTS AND REPAIRS	\$237.34
NORTH DAKOTA ONE CALL	APRIL SERVICE	\$6.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$72.34
OTTER TAIL POWER	ELECTRICITY	\$6,056.10
PREBLE MEDICAL SERVICES	DRUG COLLECTION/CLINIC FEE	\$96.00
QUESTELL, REBECCA	CONFERENCE REIMBERSEMENTS	\$42.00
RADISSON HOTEL BISMARCK	CLERK OF COURT CONVENTION	\$167.40
ROLETTE COUNTY JAIL	HOUSING	\$1,150.00
ROLLA WELDING	HOLY PLATE	\$45.90
SCHLENOGT, KERRY	CONFERENCE REIMBERSEMENTS	\$305.78
SCHLENOGT, KERRY	CONFERENCE REIMBERSEMENTS	\$305.78
SDU	CHILD SUPPORT	\$104.00
SDU	CHILD SUPPORT	\$104.00
STARION BANK	PETTY CASH	\$86.90
THEEL MOTORS	FORESTRY - S-10 SERVICE	\$104.45
TUOMALA PLUMBING AND HEATING	PARTS AND SERVICE	\$231.30

TURTLE MOUNTAIN COMMUNICATIONS	APRIL PREMIUM	\$610.63
TURTLE MOUNTAIN STAR	PUBLISHING AND PRINTING	\$434.38
US POST OFFICE	APRIL UTILITY BILLING	\$140.00
VERIZON WIRELESS	POLICE	\$371.39
VERIZON WIRELESS	PWD PHONES	\$263.04
VISA - Kerry	OFFICE SUPPLIES	\$284.34
VISA - Matt	CHEMICALS FOR WTP	\$3,603.85
WESTSIDE C STORE	CAR WASH TOKENS	\$20.00
	total checks to approve	\$183,466.82
Electronic Payments		
Payroll 941 Tax Deposit	April 30, 2018 Payroll Tax Deposit	\$5,128.52
Payroll 941 Tax Deposit	May 15, 2018 Payroll Tax Deposit	\$5,083.35
NDPERS	Def. Compensation - April 30 PR	\$50.00
NDPERS	Def. Compensation - May 15 PR	\$50.00
NDPERS	Health Ins- May 2018	6607.74
NDPERS	Retirement- April, 2018	\$5,392.86
NDPERS	Retirement Adjustment	\$3,018.83
PAYROLL	04/30/18 Payroll	\$15,890.39
PAYROLL	05/15/18 Payroll	\$15,894.67
Payment Service Network	April fees	\$83.70
Dacotah Loan Pmt. - Skid Steer	April payment	\$720.78
Dacotah Loan Pmt. - 2017 Chevy	April payment	\$595.27
Starion Bank	April service charge	\$4.00
	total electronic payments to approve	\$58,520.11
	TOTAL CHECKS AND EFT	\$241,986.93
Rolla JDA		
BANK OF NORTH DAKOTA	Interest Buy Down - Paul Munro	\$3,223.56
MINOT DAILY NEWS	Advertising	\$100.00
NORTHERN PLAINS ELECTRIC	Loan Pmt. #69 - May 1, 2018	\$145.86
TUTRLT MOUNTAIN STAR	Grants Available advertising	\$72.80
VISA		
	Total JDA	\$3,542.22
Rolla Community Center		
Ottertail Power	Utilities	\$742.25
	RCC TOTAL	\$742.25
Transfers		
\$36,662.10 from 413 Savings to 413 Checking		
\$1,000.00 from RCC Savings to RCC Checking		
\$48,396.53 from 201 to 616		
\$49,410.85 from 230 to 616		
\$111,000.00 601 to 605		
\$40,500.00 605 to 610		
\$96,825.99 230 to 611		
\$101,568.13 515 to 614		
\$90,000.00 230 to 617		

Albertson moved, Sparrow seconded, to pay bills as listed. Motion carried.

Old Business:

Third Reading of amendments to City Ordinance 348:

Section 7.0210 Water Service – Construction of – Maintenance of by Owner to read **The cost of original installation of all plumbing between the main and any service devices maintained by the property owner and all extensions made to such plumbing, as well as all repairs, shall be borne entirely by the property owner, although such plumbing and services as well as the meters shall at all reasonable times be subject to inspection by duly authorized representatives of the municipality. Any repairs found to be necessary by such representatives shall be made promptly, or the municipality will discontinue service.**

The property owner is responsible for the water service lateral which connects their property to the water main in the street. The connection to the water main is a part of the water service lateral and is also the property owner’s responsibility. The property owner is required to fix any improper connections.

All services shall be constructed by licensed plumbers at the property owner’s expense, and each service shall be maintained and repaired by the property owner. Services heretofore acquired by the issuance of special assessment warrants and assessed against the property, or which may be acquired in the future in like manner, shall likewise be maintained by the property owner. Services means the service line running from the point of connection with the city main to the property owner’s premises.

Section 7.0301 Purpose and Definitions to read **It is the purpose of this article to provide ordinances regulating the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and to provide penalties for violations thereof, in the City of Rolla, North Dakota.**

Sewer Main Line is defined as a utility pipe that carries wastewater from a property’s sewer lateral to the lagoon, via a sewer force or gravity main.

Sanitary Sewer Lateral is defined as a pipe that carries wastewater from a property to the sanitary sewer main line in the street. Every property receiving sewer service from the City has at least one sanitary sewer lateral.

Section 7.0309 Sewer Service – Construction of – Cost- Maintenance of by Owner to read

- 1. The property owner is responsible for the sanitary sewer lateral which connects their property to the sanitary sewer main in the street. The connection to the sewer main is a part of the sewer lateral and is also the property owner’s responsibility. The property owner is required to fix any improper connections, such as roof drains, downspouts, driveway drains, foundation drains, or sump pumps, connected directly to the sanitary sewer.**
- 2. The cost of original installation, as well as repairs, shall be borne entirely by the property owner.**
- 3. The property owner is responsible for the maintenance and repair of the sanitary sewer lateral.**

Vollmer moved, Albertson seconded, to approve the amendments to City Ordinance 348. Motion carried unanimously.

Moore Engineering’s 2018 Water Treatment Plant Technical Service proposal will be considered at the June 20th meeting of the city council.

Albertson moved, Sparrow seconded, to reimburse the Rolla Park Board, up to \$5,900 for an ice skating rink (use remaining Horizons funds). Motion carried.

Committee Reports:

Engineering:

Vollmer moved, Gottbreht seconded, to accept Keller Paving's Change Order #2 on the 2017-1 Street Improvement Project, increasing the contract by \$1,312.50, and adding 12 days to the contract. Motion carried.

Albertson motioned, Hemmy seconded, to approve Rolla City Attorney, Michelle Gibbens' option #2 – to write a letter to American General Contracting explaining the cities' planned course of action for final payment on the water treatment plant contract. AE2S Water Treatment Plant Performance Coaching proposal will be considered at the June 20th meeting of the city council.

Public Works:

Committee minutes and Directors' reports submitted.

Police:

No minutes submitted.

Hemmy moved, Albertson seconded, to order new phones for the police department (Verizon contract allowed for four free upgrades). Motion carried.

Hemmy moved, Albertson seconded, to purchase four tools to unlock car doors. Motion carried.

Sparrow moved, Hemmy seconded, to purchase four new police badges at \$80.00 each. Motion carried.

Administrative:

Administrative Committee did not meet in May.

Amend Section 5.06 if the City Policy Manual as recommended by the Administrative Committee to read: Permanent full-time employees will accrue sick leave at the rate of 8 hours, and permanent part-time employees will accrue sick leave at a proportional rate, for each full month of employment.

Amend the second sentence of Section 5.08 of the City Policy Manual -Retirement, to reflect the correct employer and employee contributions to read: Employees meeting the 20/20 rule shall contribute 5% of their gross wages, and the Employer shall contribute 10.26% of the employee's gross wage to the employees' retirement plan in accordance with the cities' PERS agreement.

Albertson moved, Vollmer seconded to amend sections 5.06 and 5.08 as recommended by the Administrative Committee. Motion carried.

Albertson moved, Gottbreht seconded, to consolidate the Rolla Community Center bank accounts with the cities' primary bank account. Motion carried.

Cemetery:

No report submitted.

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

New Business:

Open sealed bids for Used Public Works Department equipment.

2004 Chevy Pickup	Jerry Sparrow	\$400.00
2025 JD Tractor w/Loader	Duane Henry	\$1,000.00
Old Sweeper	Truman Olson	\$31.00
Old Redi-Mix Truck	Mike Johnson	\$515.00
Old Disk	Joe Boehm	\$255.00
2 Wheel Trailer	Jerry Sparrow	\$125.00
Old Sweeper for Loader	Derrick Hendrickson	\$264.00

Vollmer moved, Hemmy seconded, to authorize Rich Patton to work with Turtle Mountain Communications to identify and propose possible solutions to the cities' information technology issues. Motion carried.

Gas Bids - an add will be placed in the newspaper for city gas bids, and local merchants should also be invited to bid.

Tiffany Bercier – Application for a property tax exemption. No action taken (need more information).

First 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.

The meeting adjourned at 9:58 pm.

The next scheduled meeting of the City Council is Wednesday, June 20, 2018.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 5/16/2018