

7:30 p.m. Wednesday July 18, 2018 the meeting of the Rolla City Council was called to order by Mayor John Hardy. Council members present: Blake Gottbreht, Rebecca Albert, and Hovi Mitchell. Absent: Pat Hemmy and Kyle Hardy.

Others present: Police Chief, Nathan Gustafson; City Auditor, Matt Mutzenberger; Jesse Berg, Moore Engineering; Jim Olson, AE2S; Karla Harmel, AE2S/Nexus; and John Rosinski, Turtle Mountain Star.

Mitchell moved, Albert seconded, to approve the meeting agenda. Motion carried.

Consent Agenda: June 20th City Council meeting minutes; June 26 City Council Organizational meeting; 2018 financial reports (including transfers); June 29 and July 15 Payroll; Gladue Building Permit; Ouellette Building Permit; Dawson Building Permit; Knutson Building Permit; Mickelson Building Permit; City Auditors' Resignation; Dollar General Easement; and City Council Committee Assignments.

Gottbreht moved, Mitchell seconded, to approve the July 18, 2018 Consent Agenda. Motion carried.

Reading of the Bills:

BILLS

| VENDOR NAME | DESCRIPTION | AMOUNT |
|-----------------------------------|-------------------------------------|---------------------|
| BRODART | CD CASES | \$214.05 |
| CENEX VOYAGER FLEET | JUNE POLICE GAS | \$937.42 |
| CHRIS PARI SIEN | JUNE 26th WITNESS PAY | \$20.00 |
| CITY OF ROLLA | BOND REVOCATION | \$500.00 |
| CNH CAPITAL | SHOP SUPPLIES | \$3.49 |
| COAST TO COAST | RETIREMENT PLAQUES/GIFT FOR JUDGE | \$247.00 |
| CYNDY SPARROW | PLOICE UNIFORM ALTERATIONS | \$50.00 |
| DAKOTA SUPPLY GROUP | METER PACKAGE AND WATER PARTS | \$21,466.41 |
| DAVE WALLETT E | JULY CEMETERY SERVICE | \$1,200.00 |
| ELC CONCRETE | STREET PATCH | \$2,000.00 |
| ELK RIVER PIPELINE SERVICES | FIRE HYDRANTS | \$8,000.00 |
| GIBBENS LAW OFFICE | LEGAL FEES | \$990.00 |
| GOOSENECK IMPLEMENT | PITMAN | \$37.55 |
| GRAND FORKS UTILITY BILLING | WATER TESTING | \$67.00 |
| GUILBERT, SHAWNDA | BOND REFUND | \$500.00 |
| GUSTAFSON OIL | GAS/DIESEL/PROPANE/LP | \$934.85 |
| HACH | CHEMICALS | \$659.31 |
| HAWKINS | CHEMICALS | \$1,878.48 |
| HEALTH CHEMISTRY LAB | WATER TESTING | \$103.58 |
| INFORMATION TECH. DEPT. | VPN-COURT | \$32.65 |
| INFORMATION TECH. DEPT. | VPN- POLICE | \$25.80 |
| INTERSTATE ENGINEERING | LOCATE AND/OR PIN PLOTS | \$3,000.00 |
| JOB SERVICE OF NORTH DAKOTA | UNEMPLOYMENT REIMBURSEMENT | \$16.02 |
| JUSTIN LENOIR | JUNE 26th WITNESS FEE | \$20.00 |
| KEEGAN LOCK AND KEY | PARTS AND SERVICE | \$231.35 |
| KINETIC LEASING | TYMCO STREET SWEEPER | \$18,010.00 |
| LADUCER SANITATION | JUNE GARBAGE SERVICE | \$17,290.00 |
| LEEVERS | CANDY AND CLEANING SUPPLIES | \$68.06 |
| MARC | LIFT STATION CLEANER/BOWL CLEANER | \$1,520.21 |
| MEARS AUTO PARTS | AUTO SUPPLIES | \$275.08 |
| MIKKELSON AGGREGATE | RECYCLED ASPHALT-MILLINGS | \$1,126.00 |
| MUNRO ACE HARDWARE | SUPPLIES | \$249.52 |
| ND LIBRARY ASSOCIATION | FALL CONFERENCE | \$210.00 |
| ND MUNICIPAL JUDGES' ASSOCIATION | 2018 MEMBERSHIP | \$25.00 |
| NORTH CENTRAL GRAIN COOPERATIVE | PARTS AND REPAIRS | \$161.72 |
| NORTH DAKOTA INSURANCE DEPARTMENT | 2018 STATE FIRE AND TORNADO | \$3,645.54 |
| NORTH DAKOTA ONE CALL | JUNE SERVICE | \$24.00 |
| NORTHERN PLAINS ELECTRIC | JUNE ELECTRIC - LAGOON | \$72.66 |
| OTTER TAIL POWER | ELECTRICITY | \$5,264.29 |
| PREBLE MEDICAL | SPECIMEN COLLECTION | \$40.00 |
| ROLETTE COUNTY SHERIFF'S OFFICE | JUNE HOUSING | \$4,760.00 |
| ROLLA CHAMBER OF COMMERCE | SEMI-ANNUAL MILL LEVY DISTRIBUTIONS | \$5,745.56 |
| ROUGH RIDER INDUSTRIES | 96" x 48" SIGN | \$421.56 |
| SANDE ELECTRIC | INSTALL OUTLET | \$290.72 |
| SDU | CHILD SUPPORT 6/29/2018 | \$104.00 |
| SDU | CHILD SUPPORT 7/15/2018 | \$104.00 |
| STARION FINANCIAL | PETTY CASH | \$82.63 |
| STONES'S MOBILE RADIO | REPAIR RADIOS | \$888.56 |
| THEELS | FIX A/C LEAK | \$530.58 |
| TUOMALA PLUMBING AND HEATING | PARTS AND SERVICE | \$217.20 |
| TURTLE MOUNTAIN STAR | PUBLISHING AND PRINTING | \$63.70 |
| US POST OFFICE | JUNE UTILITY BILLING | \$140.00 |
| VERIZON WIRELESS | POLICE PHONES | \$374.32 |
| VERIZON WIRELESS | PWD PHONES | \$262.68 |
| VISA - Kerry | AMAMZON PRIME | \$12.99 |
| VISA - Matt | MICROSOFT/LIBRARY BOOKS/CDS | \$199.75 |
| WESTSIDE C STORE | CAR WASH TOKENS | \$20.00 |
| | total checks to approve | \$105,335.29 |

Electronic Payments

| | | |
|--------------------------------|--------------------------------------|---------------------|
| Payroll 941 Tax Deposit | June 29, 2018 Payroll Tax Deposit | \$6,675.25 |
| Payroll 941 Tax Deposit | July 15, 2018 Payroll Tax Deposit | \$5,041.55 |
| Job Service of North Dakota | Unemployment Reimbursement | \$16.02 |
| NDPERS | Def. Compensation - June 29 PR | \$50.00 |
| NDPERS | Def. Compensation - July 15 PR | \$50.00 |
| NDPERS | Health Ins- July 2018 | \$8,165.56 |
| NDPERS | Retirement- June 2018 | \$6,332.95 |
| PAYROLL | 06/29/18 Payroll | \$21,526.41 |
| PAYROLL | 07/15/18 Payroll | \$15,424.19 |
| ND Tac Commissioner | 2018 Q2 State Tax Withholding | \$1,204.31 |
| Payment Service Network | June fees | \$89.20 |
| Dacotah Loan Pmt. - Skid Steer | June payment | \$720.78 |
| Dacotah Loan Pmt. - 2017 Chevy | June payment | \$595.27 |
| Starion Bank | June service charge | \$4.00 |
| | total electronic payments to approve | \$59,220.24 |
| | TOTAL CHECKS AND EFT | \$164,555.53 |

Rolla JDA

| | | |
|------------------------------|------------------------------|-----------------|
| ECONOMIC DEVEL. ASSOC. OF ND | 2018 Conference Registration | \$80.00 |
| NORTHERN PLAINS ELECTRIC | Loan Pmt. #71 - July 1, 2018 | \$145.86 |
| YOUNGERMAN, GEORGE | Expense Reimbursement | \$135.16 |
| | Total JDA | \$361.02 |

Rolla Community Center

| | | |
|-----------------|------------------|-----------------|
| Ottertail Power | Utilities | \$562.78 |
| | RCC TOTAL | \$562.78 |

Albert moved, Gottbreht seconded, to pay all bills. Motion carried.

Old Business:

Third 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.

Albert moved, Gottbreht seconded, to approve the amendment. Motion carried.

Committee Reports:**Engineering:**

Gottbreht moved, Albert seconded, to approve Wagner Construction's Application for Payment No.4-Final, for \$13,185.40. Motion carried.

Albert moved, Gottbreht seconded, to allow Moore Engineering to give a Notice to Proceed in the Spring of 2019 with the Water Tower Rehab Project. Motion carried.

Public Works:

Albert moved, Gottbreht seconded, to purchase four fire hydrants from Elk River Pipeline Services for \$8,000. Motion carried.

Police:

Committee report submitted.

Administrative:

Committee report submitted.

2019 Preliminary Budget Submitted.

Mitchell moved, Alberts seconded, to approve the 2019 Rolla City Preliminary Budget. Motion carried.

Cemetery:

No report submitted.

Forestry:

No report submitted.

Library:

No report submitted.

Gottbreht moved, Mitchell seconded, to approve the committee reports. Motion carried.

New Business:

Gottbreht moved, Albert seconded, to remove Scott Mitchell, Chris Albertson, Matthew Mutzenberger, and Kerry Schlenvogt on all bank accounts, and that John Hardy, Blake Gottbreht, and Kerry Schlenvogt are authorized on behalf of the City of Rolla to open, sign, endorse, withdrawal, and transfer funds on deposit accounts with Starion Bank and Dacotah Bank, requiring two signatures on all transactions. Motion carried.

Albert moved, Mitchell seconded, that persons interested in serving on the Rolla City Council submit an application in writing to Rolla City Hall by July 31, 2018. Motion carried.

The meeting adjourned at 8:39 pm.

The next scheduled meeting of the Rolla City Council is Wednesday, August 15, 2018.

John Hardy, Mayor

ATTEST:

Matt Mutzenberger-City Auditor
Dated 7/18/2018