

7:30 p.m., Wednesday, February 15, 2017, the meeting of the Rolla City Council was called to order by Council President Christopher Albertson. Council members present were Gottbreht, Sparrow and Vollmer. **Absent:** Mayor Scott Mitchell; Councilwoman Rebecca Albert and Councilman Patrick Hemmy **Others present:** Keith Benning; Jesse Berg, Moore Engineering; Public Works Director Cliff Rush; Police Chief Joseph Boehm

**Additions to the Agenda-** Animal Rescue-Keith Benning

**Consent Agenda:** January Starion bank statements submitted at the meeting.

Councilmember Vollmer moved, Councilmember Gottbreht seconded, to approve the Consent Agenda of January 18<sup>th</sup> council meeting minutes; January Financial Report; Time sheets 01/31/17 & 02/15/17; EOY Financials and Over/Under Report and Amended 2016 Budget. All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes –January 18th council meeting
- Financial Report – January including transfers
- Time Sheets- 01/31/17 PR and 02/15/17 PR
- EOY Financials; Over/Under Report; Amended 2016 Budget

**2016 OVER-UNDER REPORT - AMENDED BUDGET**

FUND	REVENUE		EXPENDITURE	
	REC. OVER	REC. UNDER	SPENT OVER	SPENT UNDER
	BUDGET	BUDGET	BUDGET	BUDGET
100 GENERAL	\$ -	\$ 25,448.76	\$ -	\$ 59,758.78
105 POLICE RESERVE	\$ -	\$ -	\$ -	\$ -
201 STREET	\$ -	\$ 29,664.77	\$ 17,403.28	\$ -
202 SOCIAL SECURITY	\$ -	\$ 4,913.73	\$ -	\$ 3,720.72
206 EMERGENCY	\$ 4.45	\$ -	\$ 752.40	\$ -
208 CEMETERY	\$ -	\$ 244.63	\$ -	\$ 2,200.00
210 RETIREMENT	\$ -	\$ 5,034.07	\$ -	\$ 3,992.75
230 CONTINGENCY	\$ -	\$ 4,726.37	\$ 7,104.23	\$ -
240 INSURANCE	\$ 6,487.47	\$ -	\$ 42,395.58	\$ -
250 CORRECTIONAL FACILITY	\$ -	\$ 869.91	\$ 1,212.57	\$ -
301 TEMP. REVENUE BOND 2013	\$ -	\$ -	\$ -	\$ -
302 TEMP. REVENUE BOND 2014	\$ -	\$ -	\$ -	\$ -
410 IMPROV. DISTRICT # 2012-1	\$ -	\$ -	\$ -	\$ -
411 IMPROV. DISTRICT 2012-2	\$ -	\$ -	\$ -	\$ -
412 IMPROV. DISTRICT 2013-1	\$ -	\$ 326,495.96	\$ -	\$ 321,574.01
413 IMPROV. DISTRICT 2014-1	\$ 1,009,682.32	\$ -	\$ 876,816.26	\$ -
414 STREET IMPRV. # 2015-1 Construction	\$ 8.41	\$ -	\$ 8.41	\$ -
501 SPECIAL RE	\$ -	\$ 116.12	\$ 95.11	\$ -
515 STREET IMPRV. # 2015-1	\$ -	\$ -	\$ 604.41	\$ -
518 SPEC ASSESS. DEF	\$ -	\$ 230.42	\$ -	\$ -
527 SEWER/LAGOON #27	\$ 7,077.72	\$ -	\$ 378,888.54	\$ -
601 WATER FUND	\$ 45,613.17	\$ -	\$ -	\$ 11,951.47
602 SEWER FUND	\$ -	\$ 3,392.95	\$ -	\$ 10,028.94
603 GARBAGE FUND	\$ -	\$ 7,574.06	\$ 3,515.45	\$ -
604 INFRASTRUCTURE FUND	\$ -	\$ 8,961.62	\$ 1,495.60	\$ -
605 WATER PROJECT FUND	\$ -	\$ 115.26	\$ -	\$ 77.76
606 WATER EMERGENCIES/EXTENSIONS	\$ -	\$ -	\$ -	\$ -
607 SWR/LAGOON PROJECT RESERVE	\$ -	\$ -	\$ -	\$ -
608 SEAL COAT DEBT SERVICE	\$ -	\$ -	\$ -	\$ 280.69
609 IMPROV. District 2012-2 RESERVE	\$ -	\$ -	\$ -	\$ -
610 IMPROV. District 2012-2 DEBT SERVICE	\$ 1,495.60	\$ -	\$ 1,495.60	\$ -
611 WTR IMPRV.# 2013-1 DEBT SERVICE	\$ 1,737.23	\$ -	\$ -	\$ 175.77
612 WTR IMPRV.# 2015-2 DEBT SERVICE	\$ -	\$ -	\$ -	\$ 8,545.77
613 WTR IMPRV.# 2013-1 RESERVES	\$ 15,063.00	\$ -	\$ -	\$ -
614 STR.IMPRV. #2015-1 DEBT SERVICE	\$ 80,638.00	\$ -	\$ 596.00	\$ -
803 FORESTRY	\$ 5,917.11	\$ -	\$ 11,871.32	\$ -
804 LIBRARY	\$ -	\$ 3,350.37	\$ -	\$ 5,767.73
805 JOB DEVELOP.	\$ 5,313.91	\$ -	\$ 8,952.12	\$ -
806 SALES TAX	\$ -	\$ 3,313.69	\$ -	\$ 8,627.42
808 PUBLIC REC	\$ -	\$ 1,141.42	\$ -	\$ -
809 CITY PROMOTION	\$ -	\$ 2,140.31	\$ -	\$ -
830 ROLLA COMMUNITY CNTR	\$ 7,423.28	\$ -	\$ 9,071.78	\$ -
836 HORIZONS PROGRAM	\$ -	\$ -	\$ -	\$ 2,000.00
TOTALS	\$ 1,186,461.67	\$ 427,734.42	\$ 1,362,278.66	\$ 438,701.81

**NOTES on Expenditures over Budget:**

Fund 100 over budget due to unbudgeted bonds and restitution; City Hall CDBG project; higher jail board expenditures  
 Fund 201 over budget due to 4th Ave SE improvement expense  
 Fund 413 over due to unbudgeted expenditures for construction project  
 Fund 527 over due to unbudgeted extra payment on revenue bonds  
 Fund 604 over budget due to increased transfer out to Fund 610 for Storm Sewer project debt service  
 Fund 610 over budget due to unbudgeted Storm Sewer project debt service  
 Funds 202, 240, 250 and 803 over due to closing funds into General Fund  
 Fund 805 and Fund 806 --over budget due to increase in grant distributions

**NOTES on Revenues:**

Fund 100 under budget due to decreased revenue sharing and fine collections  
 Fund 201 under budget due to decreased highway tax distributions  
 Fund 230 under budget due to decrease in sales tax revenue  
 Funds 413, 414, 610, 611, 613, 614 and 830 over budget due to unbudgeted revenue for funding of construction projects

CITY OF ROLLA 2016	JAN. 1, 2016	2016	2016			DEC. 31, 2016		DEC. 31, 2016
FUND	Beg. Balance	RECEIPTS	EXPENDITURES & PR	Transfers In	Transfers Out	BALANCE	INVESTMENT	INVEST. & CASH
GENERAL	\$ 129,150.73	\$ 352,354.96	\$ 487,514.55	\$ 118,984.22	\$ -	\$ 112,975.36	\$ -	\$ 112,975.36
POLICE RESERVE	\$ 4,569.41	\$ -	\$ 16,490.43	\$ 17,000.00	\$ -	\$ 5,078.98	\$ -	\$ 5,078.98
STREET	\$ 301,335.49	\$ 144,685.23	\$ 191,488.48	\$ -	\$ 264.80	\$ 254,267.44	\$ -	\$ 254,267.44
SOCIAL SECURITY	\$ 1,193.01	\$ 32,086.27	\$ 35,899.58	\$ 2,620.30	\$ -	\$ -	\$ -	\$ -
EMERGENCY	\$ 16,363.40	\$ 4.45	\$ 417.20	\$ -	\$ 335.20	\$ 15,615.45	\$ -	\$ 15,615.45
CEMETERY	\$ 26,393.72	\$ 8,157.12	\$ 6,200.00	\$ -	\$ -	\$ 28,350.84	\$ 500.00	\$ 28,850.84
RETIREMENT	\$ 1,041.32	\$ 32,965.93	\$ 36,670.19	\$ 2,662.94	\$ -	\$ -	\$ -	\$ -
CONTINGENCY	\$ 561,713.53	\$ 220,273.63	\$ -	\$ -	\$ 459,325.23	\$ 322,661.93	\$ -	\$ 322,661.93
INSURANCE	\$ 35,898.11	\$ 35,497.47	\$ 46,688.66	\$ -	\$ 24,706.92	\$ -	\$ -	\$ -
CORRECTIONAL FACILITY	\$ 2,082.48	\$ 5,830.09	\$ 4,809.95	\$ -	\$ 3,102.62	\$ -	\$ -	\$ -
WTR. IMPROV. 2013-1	\$ (4,921.99)	\$ -	\$ -	\$ -	\$ -	\$ (4,921.99)	\$ 100.04	\$ (4,821.95)
WTR PLANT IMPROV. # 2015-2	\$ -	\$ 1,105,283.13	\$ 1,105,283.13	\$ -	\$ -	\$ -	\$ 687,447.98	\$ 687,447.98
Street Improvement # 2015-1	\$ -	\$ -	\$ 8.41	\$ 8.41	\$ -	\$ -	\$ -	\$ -
SPECIAL RE	\$ 994.29	\$ 733.88	\$ 945.11	\$ -	\$ -	\$ 783.06	\$ -	\$ 783.06
Street Improvement # 2015-1	\$ 168,406.91	\$ -	\$ -	\$ 6,353.59	\$ -	\$ 174,760.50	\$ -	\$ 174,760.50
SPEC ASSESS. DEF.	\$ 204.85	\$ 1,769.58	\$ -	\$ -	\$ -	\$ 1,974.43	\$ -	\$ 1,974.43
SEWER/LAGOON #27	\$ 605,450.19	\$ 276,103.58	\$ 576,209.79	\$ -	\$ 2,625.86	\$ 302,718.12	\$ -	\$ 302,718.12
WATER FUND	\$ 140,160.08	\$ 363,487.31	\$ 195,669.41	\$ -	\$ 110,253.26	\$ 197,724.72	\$ -	\$ 197,724.72
SEWER FUND	\$ 124,372.42	\$ 119,596.95	\$ 98,871.06	\$ -	\$ 14,000.00	\$ 131,098.31	\$ -	\$ 131,098.31
GARBAGE FUND	\$ 77,874.56	\$ 232,425.94	\$ 257,515.45	\$ 14,000.00	\$ -	\$ 66,785.05	\$ -	\$ 66,785.05
INFRASTRUCTURE FUND	\$ 103,399.87	\$ 142,538.38	\$ -	\$ -	\$ 152,895.60	\$ 93,042.65	\$ -	\$ 93,042.65
WATER PROJECT FUND	\$ 13,000.00	\$ 2,055.62	\$ 114,934.74	\$ 112,879.12	\$ -	\$ 13,000.00	\$ 100,000.00	\$ 113,000.00
WATER Emerg. & Extensions	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00

SEWER/LAGOON E & E RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,880.00	\$ 176,880.00
SEAL COAT 2012 DEBT SERVICE	\$ 58,125.72	\$ -	\$ 55,918.06	\$ 53,525.00	\$ -	\$ 55,732.66	\$ -	\$ 55,732.66
IMPRV. DISTRICT 2012-2 Reserve	\$ 117,070.00	\$ -	\$ -	\$ -	\$ -	\$ 117,070.00	\$ -	\$ 117,070.00
IMPRV.DISTRICT 2012-2 Debt Serv.	\$ -	\$ -	\$ 152,895.60	\$ 152,895.60	\$ -	\$ -	\$ -	\$ -
Wtr Improv #2015-2Debt Service	\$ -	\$ -	\$ 96,737.23	\$ 96,737.23	\$ -	\$ -	\$ -	\$ -
Wtr Plant Improve #2015-2 Reserve	\$ -	\$ -	\$ 91,454.23	\$ 100,000.00	\$ -	\$ 8,545.77	\$ -	\$ 8,545.77
Street Improv. # 2015-1 Debt Service	\$ -	\$ -	\$ 80,638.00	\$ 80,638.00	\$ -	\$ -	\$ -	\$ -
Wtr Main Improv.# 2013-1 Reserve	\$ 9,696.00	\$ -	\$ -	\$ 15,063.00	\$ -	\$ 24,759.00	\$ -	\$ 24,759.00
FORESTRY	\$ 5,354.21	\$ 9,417.11	\$ 8,913.40	\$ -	\$ 5,857.92	\$ -	\$ -	\$ -
LIBRARY	\$ 14,816.13	\$ 14,199.63	\$ 11,732.27	\$ -	\$ -	\$ 17,283.49	\$ 10,000.00	\$ 27,283.49
JOB DEVELOP.	\$ 227,216.09	\$ 64,395.32	\$ 61,572.18	\$ -	\$ -	\$ 230,039.23	\$ 216,520.00	\$ 446,559.23
SALES TAX	\$ 64,180.11	\$ 41,736.31	\$ 36,372.58	\$ -	\$ -	\$ 69,543.84	\$ 26,125.00	\$ 95,668.84
PUBLIC REC	\$ 1,210.70	\$ 7,853.93	\$ 9,000.00	\$ -	\$ -	\$ 64.63	\$ 2,216.69	\$ 2,281.32
CITY PROMOTION	\$ 4,001.75	\$ 15,859.69	\$ 18,000.00	\$ -	\$ -	\$ 1,861.44	\$ -	\$ 1,861.44
ROLLA COMMUNITY CENTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,842.09	\$ 13,842.09
HORIZONS PROGRAM	\$ 9,089.18	\$ -	\$ -	\$ -	\$ -	\$ 9,089.18	\$ -	\$ 9,089.18
RCC- CASH ACCOUNT	\$ 4,273.80	\$ 22,969.92	\$ 24,121.78	\$ -	\$ -	\$ 3,121.94	\$ -	\$ 3,121.94
<b>TOTALS</b>	<b>\$ 2,863,716.07</b>	<b>\$ 3,252,281.43</b>	<b>\$ 3,822,971.47</b>	<b>\$ 773,367.41</b>	<b>\$ 773,367.41</b>	<b>\$ 2,293,026.03</b>	<b>\$ 1,233,631.80</b>	<b>\$ 3,526,657.83</b>

**Bills:**

REVITALIZE ROLLA	CITY SALES TAX GRANT	\$ 7,000.00	55927
STARION BANK	JDA	\$ 200,000.00	55928
JOB SERVICE ND	PREMIUM	\$ 165.44	55929
PAUL MUNRO	JDA- MAIN STREET IMPROV. GRANT	\$ 1,500.00	55930
AMERICAN GENERAL	WTR PLANT IMPRV # 2015-2	\$ 58,310.85	55931
BANK OF NORTH DAKOTA	JDA- FLEX PACE INTEREST BUYDOWN	\$ 3,016.52	55932
MOORE ENGINEERING	WTR PLANT IMPRV # 2015-2	\$ 8,910.90	55933
US POSTAL SERVICE	BILLING POSTAGE	\$ 140.93	55934
AFLAC	PREMIUM	\$ 433.28	55935
BOILER INSPECTION	ANNUAL INSPECTION FEE	\$ 70.00	55936
CENEX FLEET CARD	GAS - POLICE	\$ 1,307.45	55937
EDND	JDA - 2017 MEMBERSHIP	\$ 150.00	55938
FIRST STATE INSURANCE	ADD'L PREMIUM -SKIDSTEER	\$ 53.00	55939
GRAND FORKS LABORATORY	WATER TESTING	\$ 52.00	55940
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$ 2,882.28	55941
HACH	CHEMICALS	\$ 289.52	55942
HAWKINS	CHEMICALS	\$ 6,833.60	55943
HENDRICKSON TRUCKING - ROLLA	TRUCKING - ROAD SALT	\$ 922.50	55944
INFORMATION TECH. DEPT.	VPN- POLICE	\$ 62.80	55945
INFORMATION TECH. DEPT.	VPN-COURT	\$ 12.70	55946
INNOVATIVE TECHNOLOGY	JDA- WEBSITE	\$ 3,625.00	55947
LADUCER SANITATION	SERVICE	\$ 17,290.00	55948
LAKE REGION LAW ENFORCEMENT	JAIL BOARD- 4 DAYS	\$ 300.00	55949
LEEVEES FOODS	POP	\$ 68.28	55950



Councilmember Sparrow moved, Councilmember Vollmer 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 –**

Councilmember Gottbreht moved, Councilmember Sparrow seconded, to approve \$140 closing costs to be included in \$40,000 loan for skidsteer. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Gottbreht moved, Councilmember Sparrow seconded, to shut have power hut off to lagoon building. All members on roll call voted "yes". None voted "no". Motion carried.

**Duane Henry twelve month employment evaluation:** Councilmember Sparrow moved, Councilmember Gottbreht seconded, to approve a raise to \$16 per hour for Duane Henry effective upon twelve month employment date. All members on roll call voted "yes". None voted "no". Motion carried.

**Farmland Lease Ad and February 15, 2017 bid opening** Councilmember Vollmer moved, Councilmember Vollmer seconded, to accept farm land bid of \$ 25.63 per acre from Ryan Schoening. All members on roll call voted "yes". None voted "no". Motion carried.

**Police –** Proposed new radio system for law enforcement with an expected cost to the city of \$ 57,000  
Nathan Gustafson and Joseph Boehm still on administrative leave, maybe until March 6<sup>th</sup>

Councilmember Gottbreht moved, Councilmember Sparrow seconded, to pay The Attic invoice # 2296 in the amount of \$1514.50. All members on roll call voted "yes". None voted "no". Motion carried.

### **Other Committees:**

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

### **Water Treatment Plant Improvement Project # 2015-2:**

Hawkins invoice # 4016541 01/25/17 \$ 6758.60 ( submit invoice for reimbursement under project)

Installing RO system, demolished old HVAC and installing new HVAC ; expect pre-start up in 2 – 3 weeks

Councilmember Gottbreht moved. Councilmember Vollmer seconded, to approve the American General Pay Request #7 in the amount of \$ 141,852.66. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Sparrow moved, Councilmember Vollmer seconded, to submit CWSRF pay Request for Project # 2012-2 in the amount of \$ 28,177 to close out the loan. All members on roll call voted "yes". None voted "no". Motion carried.

### **Street Improvements-**

**NDLC City Government Week- April 3-7, 2017**

**Next regular city council meeting is Wednesday, March 15, 2017.**

There being no further business, Council President Albertson adjourned the meeting at 8:51 p.m.

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Christopher Albertson, Council President

ATTEST:

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Mae Murphy, City Auditor