

7:30 p.m., Wednesday, January 21, 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 Sparrow. Absent: Councilwoman Vollmer.

Also present: Acting Police Chief Chris Wright. Officer Joseph Boehm, Officer Colt Allery, Public Works Director Dean Martin; Brian Julius of Moore Engineering and John Rosinski, Turtle Mountain Star

Consent Agenda: Councilmember Albertson moved, Councilmember Albert seconded, to approve the Consent Agenda of the December 17th council meeting minutes and the December 3rd special meeting minutes; December Financial Report; Transfer of funds; Time sheets for 12/31/14 and 1/15/15; ND Dept. of Health Chemistry Laboratory Contract; Application for Tax Abatement-Brandon Elick- house removed; Raffle Permit- Rolette County Relay for Life; Starion Bond payment of \$ 2,358,765.94 for temporary revenue bonds of 2013 and to pay the bills, except hold payment to Dakota Communications for \$ 12,450.75 and Electronic Communications for \$ 3602.00 pending review and approval of Police Committee, as read when funds become available. All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes: Dec. 17th council meeting and Dec. 3rd. special meeting
- Financial Report –December- included budgeted transfers of \$18,000 from Sewer Fund # 602 to General Fund # 100 and \$9000 from General Fund # 100 to Garbage Fund # 602 along with partial reimbursement of \$ 551,535.40 from Storm Sewer Fund #411 to Water Improvement Fund # 412 for reimbursement to funds used to cover Hazard Mitigation grant costs.
- Transfer between Funds in January: \$53,300 From the Contingency Fund #230 to Seal Coat Debt Service Fund # 608 for annual debt service payment; \$ 38,535 from the Contingency Fund # 230 to Improvement District #2012-2 Reserve Fund # 609 for require reserve and \$ 73,500 from Infrastructure Fund # 604 to Storm Sewer Dist.# 2012-2 Debt Service Fund # 610 for debt service (2nd half of budgeted transfer to be acted on in June or July)
- Time Sheets- 12/31/14 PR and 1/15/15 PR
- ND Department of Health Chemistry Laboratory Contract
- Tax abatement- Brandon Elick- house removed
- Raffle Permit- Rolette County Relay for Life
- Reading of Bills

US POSTAL SERVICE	BILLING POSTAGE	\$	162.32	54409
ALCO	RESTITUTION	\$	140.69	54410
KEVIN SVINGEN	RESTITUTION	\$	183.87	54411
SHANELL AZURE	RESTITUTION	\$	102.25	54412
ELIZABETH OSMAN	RESTITUTION	\$	100.00	54413
JORDAN DIONNE	BOND REFUND	\$	150.00	54414
VISA	JDA -office supplies/CEF	\$	229.49	54415
DEBORA BERCIER	BOND REFUND	\$	300.00	54416
WANDA FALCON	BOND REFUND	\$	250.00	54417
YOUNGERMAN, GEORGE	JDA - travel expenses	\$	87.62	54418
WHITE HOUSE BOUTIQUE	JDA - grants	\$	4,102.95	54419
WAGNER CONSTRUCTION	#2013-1 Pay Request #2	\$	657,846.43	54420
AFLAC	PREMIUM	\$	262.81	54421
ALLERY, COLT	POLICE-CELLPHONE /COURT	\$	120.00	54422
AMERICAN LEGION	FLAGS	\$	156.00	54423
AT&T	POLICE - MOBILE SHARE PLAN	\$	145.64	54424
BOEHM, JOSEPH	POLICE- CELL PHONE	\$	40.00	54425
CENEX FLEET CARD	POLICE - GAS	\$	867.95	54426
COMPUTERS N STUFF	REPAIRS	\$	59.95	54427
DAKOTA COMMUNICATIONS	POLICE	\$	12,450.75	54428
DAKOTA SUPPLY GROUP	WATER	\$	1,501.23	54429
EDND	JDA- 2015 MEMBERSHIP	\$	150.00	54430
ELECTRONIC COMMUNICATIONS	POLICE	\$	3,602.00	54431
ENVIRONMENTAL SAFETY INC	SEWER	\$	3,585.60	54432
GALLS	POLICE- UNIFORMS	\$	114.72	54433
GIBBENS LAW OFFICE	LEGAL FEES	\$	370.00	54434
GOLDSTAR PRODUCTS INC	SEWER - DEGREASER	\$	344.57	54435
GRAND FORKS CITY	TESTING	\$	52.00	54436
HAWKINS	CHEMICALS	\$	1,005.87	54437
HENDRICKSON RURAL ROUTE SERVICE	CITY HALL- HAND RAIL	\$	983.33	54438
HERC-U-LIFT	MAINTENANCE	\$	635.71	54439
INFORMATION TECH. DEPT.	VPN-POLICE	\$	162.80	54440
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	54441
INFRATECH	SEWER LINES TELEVISED	\$	900.00	54442
JOB SERVICE ND	CLAIMS re: D. GUNVILLE	\$	2.64	54443
LADUCER SANITATION	SERVICE	\$	16,990.00	54444
LEEVERS FOODS	POP/SUPPLIES	\$	85.54	54445
MAGUIRE	POLICE	\$	221.37	54446
MARTIN, DEAN	COURT SERVICES FEE 01/06/15	\$	20.00	54447
MEARS AUTO PARTS	STREETS/HALL SUPPLIES	\$	234.05	54448
MEARS IMPLEMENT	MAINTENANCE	\$	24.97	54449
MUNRO ACE HARDWARE	SUPPLIES	\$	459.14	54450
MUNTERS	WATER	\$	326.70	54451
MURPHY, MAE	MILEAGE PER DIEM- RUGBY	\$	72.85	54452

ND CLERKS ASSOCIATION	2015 MEMBERSHIP- MM & KS	\$	120.00	54453
ND LEAGUE OF CITIES	2015 DRUG TESTING/ WEBINARS	\$	2,070.00	54454
ND MUNICIPAL JUDGES ASSOCIATION	2015 MEMBERSHIP - A.J.	\$	25.00	54455
ND SEWAGE & LIFT STATION	SERVICE CALLS/ PARTS	\$	743.05	54456
ND WATER AND POLLUTION CONF	2015 CONF.MARTIN &.RAVNAAS	\$	60.00	54457
NDMFOA	2015 MEMBERSHIP - MM & KS	\$	60.00	54458
NEWMAN SIGNS	STREETS	\$	2,702.21	54459
NORTH CENTRAL GRAIN COOP	GAS /PROPANE	\$	4,346.56	54460
OTTER TAIL POWER	ELECTRICITY	\$	6,976.15	54461
RICH PATTON	LIBRARY- computer service	\$	80.00	54462
ROLETTE COUNTY	STATES ATTY LEGAL FEES	\$	800.00	54463
ROLETTE COUNTY JAIL	BOARD-24 PERSONS NOV/DEC 2014	\$	4,650.00	54464
ROLETTE COUNTY TREASURER	CITY SPECIALS	\$	846.22	54465
ROLLA CHAMBER OF COMMERCE	2015 MEMBERSHIP	\$	135.00	54466
ROLLA DRUG	WATER SUPPLIES	\$	7.83	54467
ROLLA IMPLEMENT	MAINTENANCE	\$	71.93	54468
SENSUS METERING SYSTEMS	SENSUS SYSTEM SUPPORT	\$	1,570.34	54469
STARION FINANCIAL	PETTY CASH SLIPS	\$	99.80	54470
THEEL MOTORS	POLICE	\$	50.70	54471
TURTLE MOUNTAIN COMMUNICATIONS	TELEPHONE	\$	616.61	54472
TURTLE MT RIFLE & PISTOL CLUB	POLICE - 4 OFFICERS	\$	80.00	54473
TURTLE MOUNTAIN STAR	PUBLISHING	\$	554.14	54474
UNIFORM CENTER	POLICE	\$	960.00	54475
US POSTAL SERVICE	STAMPS	\$	128.40	54476
VERIZON WIRELESS	PUBLIC WORKS	\$	228.85	54477
VISA	STREETS/ COURT	\$	790.07	54478
WESTSIDE SERVICE	CAR WASH TOKENS	\$	20.00	54479
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00	54480

Electronic Payments

Payroll 941 Tax Deposit	Dec. 31, 2014 Payroll	\$	6,572.70	
Payroll 941 Tax Deposit	Jan. 15, 2015 Payroll	\$	3,596.86	
NDPERS	Def. Compensation-Dec. 31st PR	\$	625.00	
NDPERS	Def. Compensation- Jan. 15th PR	\$	625.00	
NDPERS	BCBS-Jan. 2014 premium	\$	4,717.46	
NDPERS	Retirement- Dec. 2014	\$	3,740.64	
NDPERS	Retirement-R.Belgarde Nov.2014 .	\$	20.66	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86	
PAYROLL	12/31/14 PAYROLL	\$	15,521.57	
PAYROLL	01/15/15 PAYROLL	\$	9,579.39	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	34.28	
ND CHILD SUPPORT ENFORCEMENT	12/31/14 PR DEDUCTION	\$	378.60	
ND CHILD SUPPORT ENFORCEMENT	01/15/15 PR DEDUCTION	\$	378.60	
ND STATE TREASURER	ND Tax 4th Qtr Withholding	\$	1,472.45	
PAYMENT SERVICES NETWORK	DECEMBER FEES	\$	56.70	

Rolla Community Center cash account

VENDOR NAME	DESCRIPTION		AMOUNT	CK #
LEEVERS	SUPPLIES	\$	6.26	2154
OTTER TAIL POWER	ELECTRICITY	\$	1,066.27	2155
SECRETARY OF STATE	ANNUAL REPORT FEE	\$	10.00	2156
TUOMALA PLUMBING	REPAIRS	\$	133.01	2157

Committee Reports

Public Works Committee —1/06/1514 committee minutes and PWD report included in packet and on file in the auditor's office. Bid to be advertised for construction of wood fence at water treatment plant with bids to be opened at the February 18, 2015 council meeting. Public works is working on getting Well#1 repaired by In-Control estimate of \$ 4042. An estimate of \$ 10,700 to insulate the back part of the city shop with spray foam. Jeremy Horning submitted his resignation for the part time recycling/inert position. Munters to be here on January 27th to startup the dehumidifier at the water treatment plant.

Bid estimates submitted from Lundseth Plumbing and Heating and Kemper Construction Company. Councilmember Albert moved, Councilmember Albertson seconded, to accept Kemper bid estimate of \$ 21,000-\$26,000 for replacement of piping to help repair the water plant. On roll call, all council members voted "yes". None voted "no". Motion carried.

Councilmember Hemmy moved, Councilmember Albertson seconded, to approve purchase not to exceed \$700 total for public works winter wear, with preference to Rolla businesses. On roll call, all council members voting "yes", Albert, Albertson, Hemmy and Sparrow. Councilman Bercier voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Sparrow seconded, to advertise for demolition and disposal of abandoned garage by June 1, 2015 with bid opening at the February 18, 2015 council meeting. On roll call, all council members voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Hemmy seconded, to approve expenses for the training of our people to attend the 29th Annual Water Expo Feb. 11th-13th; ND Rural Water Systems Association seminar in Rugby on Feb. 19th and ND Water and Pollution Control Conference- March/April with public works to schedule so not all staff is out of town at the same time. On roll call, all council members voted "yes". None voted "no". Motion carried.

Police: Police committee met on January 13th and minutes were included in the council packet and are on file in the city auditor's office.

Councilmember Albertson moved, Councilmember Hemmy seconded, to pay \$150 for each additional shifts picked up while the Police Department is understaffed, retroactive to December 2014. On roll call, all council members voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Councilmember Bercier seconded, to approve salary increase for Police effective January 1, 2015 in the amount of \$2000 for Chief of Police; \$ 2000 for Police Sergeant; \$4000 for Patrol Officer that lives in town and \$2000 for Patrol Officer than lives out of town. On roll call, all council members voting "yes", Albertson, Bercier, Hemmy and Sparrow. Councilwoman Albert voted "no". Motion carried

2015 Wage increases: Councilmember Albertson moved, Councilmember Bercier seconded, to accept the employee relations committee recommendations for employee wages as submitted retroactive to January 1, 2015. On roll call, all council members voted "yes". None voted "no". Motion carried.

1. Acting Police Chief – Chris Wright \$42,000
2. Police Officer Joseph Boehm \$39,000 annual salary
3. Police Officer Colt Allery \$37,000 annual salary
4. City Auditor- Mae Murphy \$42,000 annual salary
5. Deputy Auditor – Kerry Schlenvogt \$ 15 per hour
6. City Judge- Andrew Johnson \$ 7878.24 annual salary
7. Terry Gable – Recycling \$10.50 per hour
8. City Building Inspector- Scott Chase \$ 3600 annual salary
9. Janitor - Shirley Hamley \$ 9.75 per hour
10. Public Works Director- Dean Martin \$ 36,750 annual salary
11. Public Works – Gary Ravnaas \$ 15 per hour
12. Public Works – Brad Ruppelius \$ 15 per hour

Councilmember Albertson moved, Councilmember Hemmy seconded, to approve the committee reports. On roll call, all council members voted "yes". None voted "no". Motion carried.

City Improvement Project # 2012-2

City Improvement Project # 2013-1 – Moore Engineering- Brian Julius

Street Improvement District # 2015-1 - (Park Drive, Munro Drive)

Councilmember Bercier introduced the resolution and moved its adoption, Councilmember Sparrow seconded, to accept plans and specifications prepared by Moore Engineering, Inc. for Street Improvement District # 2015-1. On roll call, all council members voted "yes". None voted "no". Resolution adopted.

Councilmember Sparrow introduced the resolution and moved its adoption, Councilmember Albertson seconded, to authorize Moore Engineering to prepare bidding documents for Street Improvement District # 2015-1 with the purpose of obtaining bids to perform the street improvement work. On roll call, all council members voted "yes". None voted "no". Resolution adopted

Water Treatment Plant Improvement: Public Hearing was held on Oct. 22nd at 7 p.m.

Councilmember Albertson moved, Councilmember Sparrow seconded, to approve the polls for the special city election to be open from 10 a.m. to 7 p.m. on Tuesday, February 24, 2015. On roll call, all council members voted "yes". None voted "no". Motion carried.

Councilmember Albert moved, Councilmember Albertson seconded, to approve the pay for poll workers at \$9.00 per hour for the greeter and poll workers that do not attend training; \$ 10.25 per hour for poll workers that attend the election board training. On roll call, all council members voted "yes". None voted "no". Motion carried.

CDBG grants – City Hall Improvement Project – discussion held on partial payment of project to contractor. Issue tabled to February 18th council meeting

Rolla Community Center project – administrative contract; applied for extension; expect to bid in the spring

Next meeting will be Wednesday, February 18, 2015.

There being no further business, Mayor Mitchell adjourned the meeting at 10:11 p.m.

Scott Mitchell, Mayor

ATTEST:

Mae Murphy, City Auditor