

Unofficial Minutes

7:30 p.m. Wednesday March 21, 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; Mark Sweeney, Moore Engineering; Jim Olson, AE2S.

**Consent Agenda:** Minutes from February 21<sup>st</sup> City Council meeting; February 2018 financial reports (including transfers); February 28 and March 15 Payroll; Hire Dustin Wadholm as Police Officer at a starting salary of \$40,000; Hire Noah Swenson as a 20 hour per week Recycling Center worker for \$8.00 per hour; Rolette County Relay for Life raffle permit application.

Sparrow moved, Vollmer seconded, to approve the March 21, 2018 Consent Agenda. Motion carried. Council President Albertson abstained.

Reading of the Bills:

**To Be Approved on 3/21/2018**

**LISTING  
AS OF 3/20/18**

<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
AFLAC	FEBRUARY PREMIUM	\$371.92
AFLAC	MARCH PREMIUM	\$371.92
ATCO INTERNATIONAL	NITRILE GLOVES	\$72.00
AMERICAN GENERAL CONTRACTORS	APPLICATION 15 AND 16	\$117,326.30
CENEX VOYAGER FLEET	POLICE GAS	\$1,101.37
CNH INDUSTRIAL CAPITAL	AUTO PARTS	\$1.00
DR. MARY'S BOOKS	BOOK PURCHASE	\$15.45
DORENE MALATERRE	BOND REFUND RE: V. MUNOZ JR.	\$500.00
GALL'S	POLICE UNIFORMS	\$279.94
GATTKE EXCAVATING	WATER REPAIRS	\$2,800.00
GIBBENS LAW	ATTORNEY FEES	\$660.00
GRAND FORKS ENVIRONMENTAL LAB	WATER TESTING	\$67.00
GUSTAFSON OIL	GAS/DIESEL/PROPANE/LP	\$1,602.17
HACH	CHEMICALS	\$401.77
HAWKINS	CHEMICALS	\$1,101.90
HEALTH CHEMISTRY LAB	WATER TEST	\$11.77
INFORMATION TECH. DEPT.	VPN-COURT	\$26.00
INFORMATION TECH. DEPT.	VPN- POLICE	\$62.80
JAMIESON WILKIE	BOND REFUND: L. LATTERGRASS	\$900.00
JOB SERVICE OF NORTH DAKOTA	INTEREST	\$1.14
LADUCER SANITATION	FEBRUARY GARBAGE SERVICE	\$17,290.00
LEEVERS	POP FOR POP MACHINE	\$67.96
MEARS AUTO PARTS	SHOP SUPPLIES	\$122.80
MINKOTA	SHREDDING SERVICE	\$280.00
MOORE ENGINEERING	PROJECT SERVICES	\$32,000.00
MUNRO ACE HARDWARE	SUPPLIES	\$98.11
NORTH CENTRAL GRAIN COOPERATIVE	POLICE REPAIRS	\$420.14
NORTHERN PLAINS ELECTRIC	LAGOON	\$73.21
NORTHERN TOOL AND EQUIPMENT	1 YEAR ADVANT	\$39.99
NORTHLAND COMMUNITY HEALTH CENTER	PRE-EMPLOYMENT PHYSICAL	\$123.00
OTTER TAIL POWER	ELECTRICITY	\$1,065.13
OTTER TAIL POWER	ELECTRICITY	\$6,990.83
POST BOARD	JUSTIN LENOIR'S POLICE LICENSE	\$45.00
POST BOARD	CANDIDATE'S PYSCH EVALUATION	\$135.00
POWER PLAN	PARTS AND SERVICE	\$1,318.98
PRESENTATION MEDICAL CENTER	DRUG SCREENING	\$70.00
	L. HARRIS SPECIAL ASSESSMENT	
ROLETTE COUNTY	ADJ.	\$1,080.47
ROLETTE COUNTY SHERIFF'S OFFICE	HOUSING	\$1,100.00
ROLLA CHAMBER OF COMMERCE	2018 MEMBERSHIP DUES	\$150.00
SHANNON OUELLETTE	BOND REFUND: J. WILKIE	\$505.00
	LOAN PAYMENT FOR POLICE	
STARION BANK	RADIOS	\$11,259.95
STARION BOND SERVICE	BOND PAYMENTS DUE	\$92,440.50
THEEL MOTOR	PARTS FOR SCRAPER	\$80.22
TURTLE MOUNTAIN COMMUNICATIONS	FEBRUARY TELEPHONE	\$616.75
TURTLE MOUNTAIN COMMUNICATIONS	MARCH PREMIUM	\$616.49
TUOMALA PLUMBING AND HEATING	PARTS AND SERVICE	\$91.36
TURTLE MOUNTAIN RIFLE & PISTOL CLUB	ANNUAL MEMBERSHIP	\$80.00

TURTLE MOUNTAIN STAR	PUBLISHING	\$258.58
US POST OFFICE	FEBRUARY UTILITY BILLING	\$140.00
VERIZON WIRELESS	POLICE	\$369.46
VERIZON WIRELESS	PWD PHONES	\$276.32
VISA - Kerry	OFFICE SUPPLIES	\$271.39
VISA - Matt	COMPUTORS and TM STAR AD.	\$3,230.27
VISA - Kerry	AMAZON PRIME/FINANCE CHARGE	\$13.45
VISA - Matt	MS OFFICE/FINANCE CHARGE	\$75.69
WENDELL HELD	MILEAGE FOR WATER EXPO	\$321.01

total checks to approve \$300,791.51

**Electronic Payments**

Payroll 941 Tax Deposit	Feb. 28, 2018 Payroll Tax Deposit	\$5,391.68
Payroll 941 Tax Deposit	March 15, 2018 Payroll Tax Deposit	\$5,772.50
NDPERS	Def. Compensation - Feb. 28 PR	\$37.50
NDPERS	Def. Compensation - March 15 PR	\$37.50
NDPERS	Health Ins- March, 2018	\$5,962.98
NDPERS	Retirement- Feb., 2018	\$4,801.36
PAYROLL	02/28/18 Payroll	\$16,966.24
PAYROLL	03/15/18 Payroll	\$17,971.53
Payment Service Network	February fees	\$86.20
Dacotah Loan Pmt. - Skid Steer	February payment	\$720.78
Dacotah Loan Pmt. - 2017 Chevy	February payment	\$595.27
Starion Bank	February service charge	\$4.00
USDA RD	2013-1 Water Main Improvement pmt.	\$96,913.00

total electronic payments to approve \$155,260.54

**TOTAL CHECKS AND EFT \$456,052.05**

**Rolla JDA**

NORTHERN PLAINS ELECTRIC	Loan Pmt. #67 - March 1, 2018	\$145.86
VISA - GEORGE YOUNGERMAN	HOTEL EXPENSE	164.14
	Total JDA	<b>\$310.00</b>

**Rolla Community Center**

Ottertail Power	Utilities	\$1,056.52
	<b>RCC TOTAL</b>	<b>\$1,056.52</b>

**Transfers**

\$137,326.30 413 Savings to 413 Checking

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

**Old Business:**

First 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.**

Annual raises for Public Works Director, Cliff Rush; Municipal Judge, Andrew Johnson; and Office Assistant, Rebecca Questell.

Sparrow moved, Albertson seconded, to approve a 3% raise to Public Works Director Cliff Rush and Judge Andrew Johnson, retroactive to January 1, 2018. Motion carried.

Albertson moved, Gottbreht seconded, to approve Rebecca Questells' annual evaluation and 3% raise, effective on her March 16 anniversary. Motion carried.

## **Committee Reports:**

### **Engineering**

#### Water System Improvement 2015-2

Albertson moved, Hemmy seconded, to conditionally approve Sweeney Controls Company invoice #STDINV1313844 for \$3,463.59 upon receiving evidence of discussion, awareness, and/or approved change order. Motion carried.

#### Street Improvement 2017-1

Albertson moved, Gottbreht seconded, to approve Balancing Change Order #3, increasing the contract by \$16,543.00. Motion carried.

Gottbreht moved, Vollmer seconded, to approve Wagner Construction's Contractor Application for Payment #3 for \$36,662.10. Motion carried.

**Public Works:**

Cliff Rush informed the council the Skidsteer needs to go to Devils Lake for repair .

**Police:**

K9 Policy – Not moving forward at this time due.

Gustafson informed the council that there are some problems with a control panel for the lights in the 2018 Silverado. A new panel has been purchased for \$800 (a reconditioned one was \$650).

**Administrative:**

Sue Nelson filed a complaint about the City Auditor with the committee - the matter has been referred to the City Attorney.

Three clarifications to the City Policy Manual have been recommended to the City Council (the underlined words and sections are the proposed amendments):

**COMPENSATION**

All permanent employees may receive a salary increase up to 3% after their first year of employment, and thereafter on their anniversary date. All permanent employees before the effective date of this policy will have a January 1 anniversary date. After the first full year of employment, all employees will be reviewed annually for wage increase eligibility before January 1, regardless of their hire date.

**HOLIDAYS**

Permanent employees are entitled to holidays with full pay at a proportional rate, based on the employee's average work day as established by the City.

**SCHEDULED ON CALL TIME**

Employees on call on a holiday, Saturday, or Sunday will receive on-call compensation calculated as 4 hours overtime. To qualify for additional overtime compensation, an employee must work in excess of the 4 hours they are being compensated for. For example: if you punch in for one hour, you will be paid for 4 hours of overtime. If you punch in for 5 hours, you will be paid for 5 hours of overtime.

Albertson moved, Sparrow seconded, to approve the recommended City Policy changes. Motion carried.

**Cemetery:**

No report.

**New Business:**

PaceButler – Purchase old cell phones.

Albertson moved, Gottbreht seconded, to donate the Cities' old cell phones to a non-profit organization, with the exception of an old Police Department iPhone for security reasons, which is to be destroyed. Motion carried.

CD Renewals.

Bids were solicited from Starion Bank and Dacotah Bank. Starion Bank offered the best rate on six month CDs.

Albertson moved, Vollmer seconded, to renew two CDs at 1.10% for six months with Starion Bank – one for \$113,000 as a water reserve, and the second for \$176,880 as a sewer reserve, with Mayor Mitchell and Council President Albertson as authorized signers on the accounts. Motion carried.

Building Inspector applicant

Albertson moved, Sparrow seconded, to hire Rich Patton as Building Inspector at a monthly salary of \$300. Motion carried.

2018 Clerk of Court Conference

Albertson moved, Vollmer seconded, to authorize Clerk of Court, Kerry Schlenvogt to attend. Motion carried.

**The meeting adjourned at 9:14 pm.**

**The next scheduled meeting of the City Council is Wednesday, April 18, 2018.**

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor  
Dated 3/21/2018