

7:30 p.m., Wednesday, February 17, 2016, the meeting of the Rolla City Council was called to order by Council President Christopher Albertson. Council members present were Albert, Bercier, Hemmy and Vollmer. Absent: Mayor Scott Mitchell and Councilman Jerry Sparrow

Others present: Acting Public Works Director Brad Ruppelius; Police Chief Joseph Boehm; Ardell Olson and Sandra Olson

Consent Agenda: January Starion bank statement and updated lodging state rate of \$ 80.10 presented at the meeting

Councilmember Hemmy moved, Councilmember Vollmer seconded, to approve the Consent Agenda of the January 20th council meeting minutes; Jan. 6th special council meeting minutes; January Financial Report; Time sheets for 01/29/16 and 02/15/16; EOY Financials and Over/Under Report and Amended 2015 Budget; 2016 Budget Transfers; Rolette County Relay for Life Raffle Permit and Joint Election Agreement- Rolette County and Rolla. All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes Jan. 20th council meeting and Jan. 6th special council meeting
- Financial Report –January- including transfers
- Time Sheets- 01/29/16 PR and 02/15/16 PR
- EOY Financials and Over/Under Report and Amended 2015 Budget
- 2016 Budget Transfers
 1. Transfer in February 2016 per budget:
 - \$17,000 from Contingency Fund #230 to Police Reserve Fund # 105
 - \$90,000 from Contingency Fund #230 to General Fund #100
 - \$53,525 from Contingency Fund #230 to Seal Coat Debt Service Fund #608
 - \$ 9,696 from Contingency Fund #230 to Water Improvement. # 2013-1 Reserve Fund # 613
 - \$ 87,000 from Contingency Fund #230 to St. Improvement. # 2015-1 Debt Service Fund # 612
 - \$14,000 from Sewer Fund # 602 to Garbage Fund # 603
 2. Transfer in February 2016 : \$ 18722.80 from Infrastructure Fund # 604 to Storm Sewer #2012-2 Debt Service Fund # 610
 3. Transfer in February 2016 per USDA- RD funding: \$ 5,367 from Contingency Fund #230 to Water Improvement # 2013-1 Reserve Fund # 613 for short lived asset reserve
- Rolette County Relay for Life Raffle Permit
- Joint Election Agreement- Rolette County and Rolla

CITY OF ROLLA 2015	JAN. 1, 2015	2015	2015			DEC. 31, 2015	DEC. 31. 2015	
FUND	Beq. Balance	RECEIPTS	EXPENDITURES & PR	Transfers In	Transfers Out	BALANCE	INVESTMENT	INVEST.&CASH
GENERAL	\$ 183,855.42	\$ 427,038.17	\$ 481,742.86	\$ -	\$ -	\$ 129,150.73	\$ -	\$ 129,150.73
POLICE RESERVE	\$ 7,661.84	\$ -	\$ 20,092.43	\$ 17,000.00	\$ -	\$ 4,569.41	\$ -	\$ 4,569.41
STREET	\$ 403,639.35	\$ 166,824.19	\$ 269,577.05	\$ 449.00	\$ -	\$ 301,335.49	\$ -	\$ 301,335.49
SOCIAL SECURITY	\$ 4,624.92	\$ 28,785.28	\$ -	\$ -	\$ 32,217.19	\$ 1,193.01	\$ -	\$ 1,193.01
EMERGENCY	\$ 16,119.96	\$ 243.44	\$ -	\$ -	\$ -	\$ 16,363.40	\$ -	\$ 16,363.40
CEMETERY	\$ 24,556.32	\$ 8,482.71	\$ 6,645.31	\$ -	\$ -	\$ 26,393.72	\$ 500.00	\$ 26,893.72
RETIREMENT	\$ 2,737.76	\$ 30,368.06	\$ -	\$ -	\$ 32,064.50	\$ 1,041.32	\$ -	\$ 1,041.32
CONTINGENCY	\$ 396,611.13	\$ 281,723.68	\$ -	\$ -	\$ 116,621.28	\$ 561,713.53	\$ -	\$ 561,713.53
INSURANCE	\$ 27,697.99	\$ 34,949.09	\$ 26,748.97	\$ -	\$ -	\$ 35,898.11	\$ -	\$ 35,898.11
CORRECTIONAL FACILITY	\$ 52.48	\$ 5,905.13	\$ 3,875.13	\$ -	\$ -	\$ 2,082.48	\$ -	\$ 2,082.48
TEMP. REVENUE BOND	\$ 2,152,810.00	\$ 370,229.47	\$ 4,559,353.45	\$ 2,036,313.98	\$ -	\$ -	\$ -	\$ -
IMPRV. DISTRICT 2012-1	\$ -	\$ 93,906.58	\$ -	\$ -	\$ 93,906.58	\$ -	\$ -	\$ -
WTR. IMPROV. 2013-1	\$ 1,296,462.64	\$ 6,263,262.00	\$ 5,299,587.27	\$ -	\$ 2,265,059.36	\$ (4,921.99)	\$ 100.00	\$ (4,821.99)
WTR.PLANT IMPROV. # 2015-2	\$ -	\$ 20,960.00	\$ 343,611.96	\$ 322,651.96	\$ -	\$ -	\$ 1,788,331.92	\$ 1,788,331.92
Street Improvement # 2015-1	\$ -	\$ 197,500.00	\$ 1,053,284.59	\$ 855,784.59	\$ -	\$ -	\$ -	\$ -
SPECIAL RE	\$ 1,099.87	\$ 740.64	\$ 846.22	\$ -	\$ -	\$ 994.29	\$ -	\$ 994.29
Street Improvement	\$ -	\$ 924,191.50	\$ -	\$ -	\$ 755,784.59	\$ 168,406.91	\$ -	\$ 168,406.91
SPEC ASSESS. DEF.	\$ -	\$ 204.85	\$ -	\$ -	\$ -	\$ 204.85	\$ -	\$ 204.85
SEWER/LAGOON #27	\$ 496,610.17	\$ 307,735.77	\$ 198,895.75	\$ -	\$ -	\$ 605,450.19	\$ -	\$ 605,450.19
WATER FUND	\$ 153,007.10	\$ 327,327.28	\$ 230,110.40	\$ -	\$ 110,063.90	\$ 140,160.08	\$ -	\$ 140,160.08
SEWER FUND	\$ 126,574.59	\$ 121,598.50	\$ 109,800.67	\$ -	\$ 14,000.00	\$ 124,372.42	\$ -	\$ 124,372.42
GARBAGE FUND	\$ 69,927.39	\$ 236,159.82	\$ 242,212.65	\$ 14,000.00	\$ -	\$ 77,874.56	\$ -	\$ 77,874.56
INFRASTRUCTURE FUND	\$ 109,945.97	\$ 144,810.96	\$ -	\$ -	\$ 151,357.06	\$ 103,399.87	\$ -	\$ 103,399.87
WATER PROJECT FUND	\$ 13,000.00	\$ 2,050.00	\$ 111,714.90	\$ 109,664.90	\$ -	\$ 13,000.00	\$ 100,000.00	\$ 113,000.00
WATER Emerg. & Extensions	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00
SEWER/LAGOON RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,880.00	\$ 176,880.00
SEAL COAT 2012 DEBT SERVICE	\$ 60,881.28	\$ -	\$ 56,255.56	\$ 53,500.00	\$ -	\$ 58,125.72	\$ -	\$ 58,125.72
IMPRV. DISTRICT 2012-2 Reserve	\$ 78,535.00	\$ -	\$ -	\$ 38,535.00	\$ -	\$ 117,070.00	\$ -	\$ 117,070.00
IMPRV.DISTRICT 2012-2 Debt Serv.	\$ 98.27	\$ -	\$ 151,455.33	\$ 151,357.06	\$ -	\$ -	\$ -	\$ -
Wtr Improvement #2015-2 Reserve	\$ -	\$ -	\$ -	\$ 9,696.00	\$ -	\$ 9,696.00	\$ -	\$ 9,696.00
Street Improvement # 2015-1 Debt	\$ -	\$ -	\$ 14,890.28	\$ 14,890.28	\$ -	\$ -	\$ -	\$ -
FORESTRY	\$ 5,147.24	\$ 4,263.42	\$ 5,556.45	\$ 1,500.00	\$ -	\$ 5,354.21	\$ -	\$ 5,354.21
LIBRARY	\$ 16,063.03	\$ 14,171.62	\$ 15,418.52	\$ -	\$ -	\$ 14,816.13	\$ 10,000.00	\$ 24,816.13
JOB DEVELOP.	\$ 163,743.77	\$ 135,950.98	\$ 68,876.37	\$ -	\$ 3,602.29	\$ 227,216.09	\$ 216,520.00	\$ 443,736.09
SALES TAX	\$ 151,174.49	\$ 53,350.29	\$ 40,609.96	\$ -	\$ 99,734.71	\$ 64,180.11	\$ 26,125.00	\$ 90,305.11
PUBLIC REC	\$ 2,678.99	\$ 8,031.71	\$ 9,500.00	\$ -	\$ -	\$ 1,210.70	\$ 2,211.04	\$ 3,421.74
CITY PROMOTION	\$ 1,720.67	\$ 20,281.08	\$ 18,000.00	\$ -	\$ -	\$ 4,001.75	\$ -	\$ 4,001.75
ROLLA COMMUNITY CENTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,828.73	\$ 13,828.73
HORIZONS PROGRAM	\$ 10,289.18	\$ -	\$ 1,200.00	\$ -	\$ -	\$ 9,089.18	\$ -	\$ 9,089.18

RCC-CASH ACCOUNT	\$ 3,461.76	\$ 44,509.25	\$ 43,697.21	\$ -	\$ -	\$ 4,273.80	\$ -	\$ 4,273.80
TOTALS	\$ 6,020,788.58	\$ 10,275,555.47	\$ 13,383,559.29	\$ 3,625,342.77	\$ 3,674,411.46	\$ 2,863,716.07	\$ 2,334,496.69	\$ 5,198,212.76

2015 OVER-UNDER REPORT - AMENDED BUDGET

FUND	REVENUE		EXPENDITURE	
	REC. OVER BUDGET	REC. UNDER BUDGET	SPENT OVER BUDGET	SPENT UNDER BUDGET
100 GENERAL	\$ 27,458.05	\$ -	\$ 35,599.17	\$ -
105 POLICE RESERVE	\$ -	\$ -	\$ 3,342.43	\$ -
201 STREET	\$ -	\$ 10,925.81	\$ 91,388.05	\$ -
202 SOCIAL SECURITY	\$ -	\$ 5,214.72	\$ -	\$ 782.81
206 EMERGENCY	\$ 243.44	\$ -	\$ -	\$ -
208 CEMETERY	\$ -	\$ 1,321.29	\$ -	\$ 2,454.69
210 RETIREMENT	\$ -	\$ 5,631.94	\$ -	\$ 3,935.50
230 CONTINGENCY	\$ 71,723.68	\$ -	\$ -	\$ 65,413.72
240 INSURANCE	\$ 5,924.09	\$ -	\$ -	\$ 2,251.03
250 CORRECTIONAL FACILITY	\$ -	\$ 1,094.87	\$ -	\$ 3,124.87
301 TEMP. REVENUE BOND 2013	\$ -	\$ -	\$ -	\$ -
302 TEMP. REVENUE BOND 2014	\$ 2,729,195.41	\$ -	\$ 2,678,532.74	\$ -
410 IMPROV. DISTRICT # 2012-1	\$ -	\$ -	\$ -	\$ -
411 IMPROV. DISTRICT 2012-2	\$ 93,906.58	\$ -	\$ 93,906.58	\$ -
412 IMPROV. DISTRICT 2013-1	\$ 6,357,268.58	\$ -	\$ 5,348,883.21	\$ -
413 IMPROV. DISTRICT 2014-1	\$ 2,523,153.35	\$ -	\$ -	\$ 590,915.90
414 STREET IMPRV. # 2015-1 Construction	\$ 1,121,334.67	\$ -	\$ 1,121,334.67	\$ -
501 SPECIAL RE	\$ -	\$ 109.36	\$ -	\$ 3.78
515 STREET IMPRV. # 2015-1	\$ 973,933.08	\$ -	\$ 805,526.17	\$ -
518 SPEC ASSESS. DEF	\$ 204.85	\$ -	\$ -	\$ -
527 SEWER/LAGOON #27	\$ 41,335.77	\$ -	\$ 2.00	\$ -
601 WATER FUND	\$ -	\$ 68,897.72	\$ -	\$ 55,775.70
602 SEWER FUND	\$ -	\$ 2,301.50	\$ -	\$ 99.33
603 GARBAGE FUND	\$ -	\$ 4,840.18	\$ -	\$ 12,787.35
604 INFRASTRUCTURE FUND	\$ -	\$ 2,189.04	\$ 4,357.06	\$ -
605 WATER PROJECT FUND	\$ -	\$ 335.10	\$ -	\$ 95.10
606 WATER EMERGENCIES/EXTENSIONS	\$ -	\$ -	\$ -	\$ -
607 SWR/LAGOON PROJECT RESERVE	\$ -	\$ -	\$ -	\$ -
608 SEAL COAT DEBT SERVICE	\$ -	\$ -	\$ -	\$ 131.94
609 IMPROV. District 2012-2 RESERVE	\$ -	\$ -	\$ -	\$ -
610 IMPROV. District 2012-2 DEBT SERVICE	\$ 4,357.06	\$ -	\$ 2,405.33	\$ -
611 WTR IMPRV.# 2013-1 DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
613 WTR IMPRV.# 2013-1 RESERVES	\$ 9,696.00	\$ -	\$ -	\$ -
614 STR. IMPRV. #2015-1 DEBT SERVICE	\$ 14,890.28	\$ -	\$ 14,890.28	\$ -
803 FORESTRY	\$ 2,863.42	\$ -	\$ 2,656.45	\$ -
804 LIBRARY	\$ -	\$ 2,878.38	\$ -	\$ 1,081.48
805 JOB DEVELOP.	\$ 76,792.04	\$ -	\$ 16,122.10	\$ -
806 SALES TAX	\$ 11,750.29	\$ -	\$ 98,744.67	\$ -
808 PUBLIC REC	\$ -	\$ 1,464.17	\$ -	\$ -
809 CITY PROMOTION	\$ 2,281.08	\$ -	\$ -	\$ -
830 ROLLA COMMUNITY CNTR	\$ 33,815.04	\$ -	\$ 62,013.21	\$ -
836 HORIZONS PROGRAM	\$ -	\$ -	\$ 1,200.00	\$ -
TOTALS	\$ 14,102,126.76	\$ 107,204.08	\$ 10,380,904.12	\$ 738,853.20

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 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 301, 302, 411, 412 and 413 over due to unbudgeted expenditures for construction projects
- Fund 805 and Fund 806 --over budget due to increase in grant distributions

NOTES on Revenues over Budget:

- Fund 100 over budget due to increased revenue sharing, fine collections, in lieu of taxes revenue , interest and police grants
- Fund 230 over budget due to increase in sales tax revenue
- Fund 527 over budget due to increased sales tax revenue
- Funds 302, 411, 412,414, 610 and 830 over budget due to unbudgeted revenue for funding of construction projects

Bills to be paid:

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
US POSTAL SERVICE	BILLING POSTAGE	\$ 156.35	55247
VISA	JDA - OFFICE SUPPLIES	\$ 146.52	55248
THE UPS STORE	POLICE- package shipping charges	\$ 71.41	55249
AFLAC	PREMIUM	\$ 127.35	55250
BANK OF NORTH DAKOTA	STORM SWR # 2012-2 INTEREST Pmt	\$ 18,722.80	55251
BOEHM, JOSEPH	POLICE- TRAINING-G. FORKS	\$ 86.91	55252
BOILER INSPECTION	CITY HALL BOILERS	\$ 80.00	55253
CENEX FLEET CARD	POLICE - GAS	\$ 1,193.40	55254
COMPUTER SOLUTIONS	STREETS- Graphics '15 Chev.Pickup	\$ 335.00	55255
COMPUTERS N STUFF	PUBLIC WORKS-JUMP DRIVE	\$ 18.95	55256
DACOTAH BANK	2015 PICKUP PMT	\$ 595.27	55257
GALLS	POLICE - HELMETS	\$ 774.48	55258
GIBBENS LAW OFFICE	LEGAL FEES	\$ 640.00	55259

GRAND FORKS CITY	TESTING	\$	52.00	55260
HAWKINS	CHEMICALS	\$	1,313.00	55261
INFORMATION TECH. DEPT.	VPN- POLICE	\$	62.80	55262
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	55263
LADUCER SANITATION	SERVICE	\$	17,890.00	55264
LARSCO	WATER PLANT-REGULATOR	\$	1,692.00	55265
MEARS IMPLEMENT	SUPPLIES	\$	2.90	55266
MITCHELL, SCOTT	PUBLIC WORKS -PLANNER	\$	26.86	55267
MUNICIPAL GOVERNMENT ACADEMY	HR WEBINAR- MM, KS, RA	\$	75.00	55268
MUNRO ACE HARDWARE	SUPPLIES	\$	206.41	55269
ND CLERKS ASSOCIATION	2016 MEMBERSHIP - KS, MM	\$	120.00	55270
NDBOA	2016 MEMBERSHIP	\$	30.00	55271
NODAK	STREETS- FUEL PUMP	\$	599.99	55272
NORTH CENTRAL GRAIN COOP	GAS	\$	2,794.65	55273
NORTHERN PLAINS ELECTRIC	LAGOON	\$	62.42	55274
OTTER TAIL POWER	ELECTRICITY	\$	6,383.76	55275
POWER PLAN OIB	STREETS- MOTOR GRADER serviced	\$	2,029.67	55276
PREBLE MEDICAL	TESTING	\$	251.00	55277
PRESENTATION MEDICAL CENTER	PRE-EMPLOYMENT TEST - R.R	\$	172.00	55278
ROLETTE COUNTY	LEGAL FEES	\$	400.00	55279
ROLLA COMMUNITY CENTER	2016 BLDG MAINTENANCE	\$	5,000.00	55280
ROLLA PARK BOARD	2016 REVENUE SHARING	\$	5,200.00	55281
SENSUS METERING SYSTEMS	AUTOREAD SUPPORT RENEWAL	\$	1,617.45	55282
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$	104.15	55283
STARION BONDS SERVICES-SEWER	SWR#27 PRINCIPAL/INTEREST PMT	\$	191,618.75	55284
STARION FINANCIAL	PETTY CASH SLIPS	\$	20.13	55285
STONES MOBILE RADIO	POLICE	\$	950.00	55286
THEEL MOTORS	STREETS/POLICE	\$	5,509.91	55287
TURTLE MOUNTAIN COMMUNICATION	TELEPHONE	\$	624.27	55288
TUOMALA PLUMBING AND HEATING	SERVICE/ SUPPLIES	\$	117.30	55289
TURTLE MOUNTAIN STAR	PUBLISHING	\$	426.72	55290
VERIZON WIRELESS	PUBLIC WORKS	\$	227.70	55291
VISA	POLICE	\$	70.00	55292
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	55293
WORKFORCES SAFETY	PREMIUM	\$	7,166.57	55294

Electronic Payments

Payroll 941 Tax Deposit	Jan. 29, 2016 Payroll	\$	4,273.71	
Payroll 941 Tax Deposit	Feb. 15, 2016 Payroll	\$	4,163.72	
NDPERS	Def. Compensation-Jan. 29th PR	\$	1,062.50	
NDPERS	Def. Compensation- Feb. 15th PR	\$	1,062.50	
NDPERS	Health Ins-Feb 2016 premium	\$	6,018.48	
NDPERS	Retirement- Jan. 2016	\$	3,705.64	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- Feb 2016	\$	145.86	
PAYROLL	01/29/16 PAYROLL	\$	11,027.40	
PAYROLL	02/15/16 PAYROLL	\$	10,506.69	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	33.08	
ND CHILD SUPPORT ENFORCEMENT	01/29/16 PR DEDUCTION	\$	395.23	
ND CHILD SUPPORT ENFORCEMENT	02/15/16 PR DEDUCTION	\$	378.60	
PAYMENT SERVICES NETWORK	JAN. FEES	\$	70.04	

Rolla Community Center cash account

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
OTTER TAIL POWER	ELECTRICITY	\$ 969.78	2193
VISA	Lamp Post Globes- 2 GLOBES	\$ 148.00	2194

Councilmember Hemmy 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 – 02/09/16 committee minutes submitted at meeting and on file in the auditor's office. Sewer lift by Shopko has been repaired and both pumps are running. Well#1 pump fixed and the meter needs to be replaced at an estimated cost of \$600.

NDDOT- US 281 city estimated share of \$10,221.01 for initial maintenance seal coat per April 23, 2013 agreement

Councilmember Albert moved, Councilmember Hemmy seconded, to sell sander for \$2000 to Derrick Hendrickson and purchase new spreader with installation by Theel Motors totaling \$5552. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Hemmy moved, Councilmember Bercier seconded, to purchase headache rack and light bar for public works pickup with installation by Theel Motors for total of \$ 1203.90. All members on roll call voted "yes". None voted "no". Motion carried.

Police: Minutes of the 02/09/16 committee meeting were submitted in the council packet and on file in auditor's office.

Councilmember Hemmy moved, Councilmember Bercier seconded, to approve committee recommendation to pay \$18.50 per hour for 9 hours for two prisoner transports by city officers. All members on roll call voted "yes". None voted "no". Motion carried.

Other Committees:

Administration Committee- Work on scheduling a public hearing the last week of March for a 7 p.m. meeting time on the future street improvement project

Election petitions deadline 4 p.m. on Friday, April 11, 2016

City Council Member (3 positions) (4 year term)
City Park Board Member (3 positions) (4 year term)

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

Street Improvement District # 2015-1: no action

Special assessment committee to schedule a meeting: Brian Julius, Moore Engineering, will contact the committee members -- Dennis Neameyer, Lowell Tupa, Alex Albert and Gibbens Law Office, city attorney.

Water Treatment Plant Improvement Project # 2015-2: Bid Opening March 3, 2016 at 1 p.m.

There being no further business, Council President Albertson adjourned the meeting at 8:35 p.m.

Christopher Albertson, Council President

ATTEST:

Mae Murphy, City Auditor