

7:30 p.m., Wednesday, September 20, 2017, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albertson, Hemmy, Gottbreht, Sparrow, and Vollmer.

**Others present:** Public Works Director Cliff Rush; Police Chief Joseph Boehm; George Youngerman, JDA; Amy Warnke-Stromsodt, ND Community Endowment; City Auditor Matt Mutzenberger; Brian Julius, Moore Engineering; John Rosinski, Turtle Mountain Star; Becky Albert, Alex Albert, Sandra Olson, Dennis Neameyer, Jim Langseth, and Leonard Lange.

**Consent Agenda:** Approve minutes from the August 16<sup>th</sup> regular council meeting, August 30<sup>th</sup> special council meeting, and September 11<sup>th</sup> special council meeting; August and September financial reports (including transfers); Becky Sheridan's evaluation and raise; and Gary Dawson's demolition permit.

Albertson moved, Gottbreht seconded, to approve the September 20, 2017 Consent Agenda. Motion carried.

**Job Development Authority:**

Amy Warnke-Stromsodt gave a presentation to the council on the North Dakota Community Endowment fund.

Reading of the Bills:

To Be Approved on 09/20/2017	LISTING		
	AS OF 09/19/17		
VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
ADVANCED GRAPHICS	POLICE CAR GRAPHICS	\$ 1,920.00	56334
AFLAC	AUGUST PREMIUM	\$ 433.28	56308
AFLAC	SEPTEMBER PREMIUM	\$ 402.60	56354
AMERICAN GENERAL	WATER TREATMENT PLANT	\$ 16,915.99	56306
BANYON DATA SYSTEMS	TRAINING	\$ 200.00	56309
CENEX FLEET CARD	POLICE GAS	\$ 960.10	56335
DAKOTA SUPPLY GROUP	PWD-36IN HDPE DWALL PIPE	\$ 6,496.81	56311
EBERLINE SERVICES	WATER TESTING	\$ 253.20	56336
GALL'S LLC	POLICE SHIRTS	\$ 298.93	56312
GRAND FORKS LABORATORY	WATER TESTING	\$ 52.00	56313
GUARDIAN FLEET SAFETY	LIGHTS AND AUTO START FOR 2017 FORD	\$ 7,172.44	56314
GUSTAFSON OIL	GAS	\$ 208.40	56337
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$ 58.33	56315
HACH	CHEMICALS	\$ 196.27	56316
HAWKINS	CHEMICALS	\$ 1,860.97	56338
HEALTH CHEMISTRY LAB	WATER TESTING	\$ 16.48	56339
INFORMATION TECH. DEPT.	VPN- POLICE	\$ 188.40	56317
INFORMATION TECH. DEPT.	VPN-COURT	\$ 38.10	
KINETIC LEASING	GRADER LEASE PMT	\$ 15,240.00	56355
LADUCER SANITATION	GARBAGE DISPOSAL	\$ 17,290.00	56356
MATT MUTZENBERGER	TRAVEL REIMBURSEMENT	\$ 433.85	56304
MARC	INVERTED STRP PT RED, WIPE-OUT 25#	\$ 5,286.03	56318
MEARS AUTO PARTS	CLEANING SUPPLIES AND MISC.	\$ 97.00	56340
MEARS AUTO PARTS	STREETS	\$ 83.70	56319
MFOA	ANNUAL MEETING	\$ 60.00	56301
MOORE ENGINEERING	2017 CHIP SEAL PROJECT	\$ 50,000.00	56305
MUNRO ACE HARDWARE	PAINTING SUPPLIES	\$ 35.97	56341
MUNRO ACE HARDWARE	SUPPLIES	\$ 642.07	56320
NEAMEYER BODY SHOP	STROBE LIGHT ON POLICE CAR	\$ 481.33	56343
NELSON AUT CENTER	2017 POLICE INTERCEPTOR	\$ 22,286.30	56344
ND LEAGUE OF CITIES	ANNUAL MEETING	\$ 1,020.00	56321
ND LIBRARY ASSOCIATION	CONVENTION REGISTRATION	\$ 295.00	56342
ND MOTOR VEHICLH	TITLE FEE	\$ 11.50	56357
NORTH CENTRAL GRAIN COOP	STREET SWEEPER REPAIR	\$ 66.35	56345
NORTH CENTRAL GRAIN COOP	STREETS/POLICE/FORRESTRY	\$ 1,016.73	56322
NORTH DAKOTA ONE CALL	STREETS	\$ 17.00	56323
NORTHERN PLAINS ELECTRIC	LAGOON	\$ 73.54	56324
OHNSTAD TWICHELL, P.C.	BONDING DOCUMENTS	\$ 3,000.00	56325
OTTER TAIL POWER	ELECTRICITY	\$ 4,294.11	56326
PREBLE MEDICLE	PRE-EMPLOYMENT SCREENING	\$ 130.00	56346
RITWAY	UTILITY BILL PRINTING	\$ 774.50	56327



The Verizon and Guardian Fleet Safety bill that were held out from the September 11<sup>th</sup> special council meeting were reviewed and approved by the Mayor to be paid.

Dave Walette withdrew his name from consideration to fill the vacant city council position.

#### **Committee Reports:**

##### **Engineering:**

Discussion on Moore Engineering's estimate on a \$45,000 GIS project was tabled, and the mayor stated he would like additional estimates from other Engineering firms.

Albertson motioned, Sparrow seconded to pass a resolution confirming assessments and directing certification and levy.

WHEREAS, the governing body of the City of Rolla, North Dakota (the "City") has received the Assessment List attached hereto as Exhibit B from the Special Assessment Commission levying special assessments for the cost of improvements for STREET IMPROVEMENT DISTRICT NO. 2015-1 which Assessment List was duly adjusted and confirmed at the Special Assessment Commission held on August 22, 2017; and

WHEREAS, this governing body has previously reviewed the Assessment List and has heard and determined the appeals filed by the persons aggrieved by the determination of the Special Assessment Commission as set forth on Exhibit A attached hereto at the City's September 20, 2017 special meeting.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Assessment List as attached hereto and marked Exhibit C is hereby in all things approved and confirmed.
2. That the City Auditor is hereby directed to forthwith certify the Assessment List noted as Exhibit C and File the same in the office of the City Auditor.
3. That the City Auditor is hereby directed to annually certify said special assessment installments with interest as above specified to the Rolette County Auditor for extension on the tax lists of the City as required by law.

Resolution carried.

Gottbreht moved, Hemmy seconded, to approve the Contractors' Application for Payment No. 1, to Keller Paving for \$384,833.93 for the 2017 Chip Seal Project. Motion carried.

Albertson moved, Vollmer seconded, to approve the Contractor's Application for Payment No. 14, to American General Contractors', Inc. for \$62,195.62 for the Water Treatment Plant Project. Motion carried.

##### **Public Works:**

Ryan Wickerham's last day with the department will be September 15. Requistes and ad be placed in the Turtle Mountain Star for a part-time, 20-hour Public Works position.

##### **Police:**

Chief Boehm continues to have conversations with the City of St. John about providing service to their community. St John has some interest, and is looking at it s financial position. Perhaps a joint council meeting between Rolla and St. John could be arranged in the future.

##### **Administrative:**

Auditor mentioned the importance of sub-committee meeting minutes to the record.

Sparrow moved, Albertson seconded, to move the City Council meeting to the second Wednesday of the month, as requested by the Auditor. Motion carried. The Council will continue to meet on the third Wednesday until arrangement and preparations can be made to officially move the meeting.

The second public budget hearing could be scheduled as early as Thursday, September 28, but because many of the Council members and city staff will be away at a conference, it will be scheduled for Monday, October 2 at 5:00 pm.

Albertson moved, Vollmer seconded, to approve a list of regular reoccurring expenses that the City Auditor is authorize to pay each month, and provide documentation at the council meeting. Motion carried.

**Cemetery:**

City Sales Tax approved \$14,375.00 to fund an archway project at the City Cemetery.

Sparrow moved, Gottbreht seconded, to proceed with the cemetery project with the approved City Sales Tax funds. Motion carried.

**Old Business:**

No old business.

**New Business:**

Sandra Olson's building permit for a drive-up window at Prairie Lanes was approved.

Meeting adjourned at 9:04 pm.

**The next scheduled meeting of the City Council is Wednesday, October 18, 2017.**

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger-City Auditor  
Dated 09/20/2017

5:00 p.m., Monday, October 2, 2017, the second 2018 Budget Public Hearing of the City of Rolla was opened by City Auditor, Matt Mutzenberger.

**Others present:**

Councilmember LeAnn Vollmer.

The 2018 City Budget was presented for public review.

Closed at 5:15 pm

ATTEST:

Matt Mutzenberger-City Auditor  
Dated 10/2/2017