

7:30 p.m., Wednesday, May 20, 2015, following the Board of Equalization meeting, the meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Council members present were Albert, Albertson, Hemmy, Sparrow and Vollmer. Absent: Lyman Bercier

Also present: Police Chief Joseph Boehm; Brian Julius, Moore Engineering; Public works Director Dean Martin; Trenton Disrud; Gerald Krech, Rolla Chamber of Commerce and John Rosinski, Turtle Mountain Star

**Additions to the Agenda:** Consent Agenda: State Tax Commissioner Sales Tax administration contract; Public Works Committee: Trenton Disrud and Sewer Backup issue

**Consent Agenda:** Starion bank statements for March and April were presented for council review. Councilman Albertson requested the Internet Firewall replacement be handled separately.

Councilmember Albertson moved, Councilmember Albert seconded, to approve the Consent Agenda of minutes of the April 14<sup>th</sup> Board of Equalization meeting and the April 14<sup>th</sup> council meeting; April Financial Report; Time sheets for 04/30/15 and 5/15/15; Gaming Permit- Dunseith Community Betterment; Building Permit- deck, Chad Davis; Expenses for Municipal Finance Officers Institute- Bismarck; City Sales Tax grant applications- Rolla Forestry and City of Rolla street project; Transfer of \$9454 from Water Fund to Water Project Fund for water warrant interest payment; State Tax Commissioner Sales Tax administration contract. All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes: April 14<sup>th</sup> Board of Equalization meeting and April 14<sup>th</sup> council meeting
- Financial Report –April
- Time Sheets- 04/30/15 PR and 05/15/15 PR
- Building Permits- deck- Chad Davis
- Expenses for Municipal Finance Officers Institute- June in Bismarck
- City Sales Tax grant applications- Rolla Forestry and City of Rolla Street Project
- Transfer \$9454 from Water Fund to Water Project Fund for water warrant interest payment
- State Tax Commissioner sales tax administration contract

**Bills to be paid:**

MUNRO CONTRACTORS	REFUND CASHIER'S CHECK-CDBG	\$	2,340.00	54665
US POSTAL SERVICE	BILLING POSTAGE	\$	159.10	54666
ALICE STEWART	POLICE- PATCHES SEWN	\$	15.00	54667
ALLERY, COLT	POLICE-CELLPHONE /COURT	\$	60.00	54668
APPLE TIME	POLICE- BIKE WEEK	\$	547.98	54669
AT&T	POLICE - MOBILE SHARE PLAN	\$	145.64	54670
BANYON DATA SYSTEMS	UB METER SUPPORT	\$	295.00	54671
BLUE TARP FINANCIAL	STREETS- Northern Tool invoices	\$	567.75	54672
BOEHM, JOSEPH	POLICE- CELL PHONE/COURT	\$	40.00	54673
CENEX FLEET CARD	POLICE - GAS	\$	1,042.93	54674
CNH ( Rolla Imp.chg acct)	STREETS -mower repair,supplies	\$	1,653.08	54675
COAST 2 COAST	PUBLIC WORKS- DIGITAL CAMERA	\$	60.00	54676
COMPUTERS N STUFF	WATER- laptop serviced	\$	75.00	54677
DAKOTA COMMUNICATIONS	POLICE	\$	30.00	54678
DIGITAL ALLY	POLICE- VuVault Software	\$	395.00	54679
EDWARDS CONSTRUCTION	RECYCLING CENTER-door repair	\$	110.00	54680
ENVIRONMENTAL EQUIPMENT	STREETS- SWEEPER CHECK VALVE	\$	119.35	54681
ENVIRONMENTAL SAFETY INC	SEWER - DEGREASER	\$	4,716.00	54682
GATTKE EXCAVATING	DEMOLITION PER BID;clean channel	\$	4,560.00	54683
GCR TIRE CENTERS	POLICE - 4 TIRES	\$	493.72	54684
GRAND FORKS CITY	TESTING	\$	52.00	54685
GUSTAFSON, NATHAN	POLICE-CELLPHONE /COURT	\$	80.00	54686
HACH	CHEMICALS	\$	186.79	54687
HAWKINS	CHEMICALS	\$	1,194.17	54688
HENDRICKSON SALES LLP	WATER MAINTENANCE	\$	388.98	54689
INFORMATION TECH. DEPT.	VPN-POLICE	\$	162.80	54690
INFORMATION TECH. DEPT.	VPN-COURT	\$	12.70	54691
JOB SERVICE ND	CLAIMS	\$	97.11	54692
JOHNSON, PEGGY	LIBRARY - 2 DELL PCs 64 BIT	\$	975.96	54693
KIWANIS CLUB OF ROLLA	JDA- 2015 MEMBERSHIP	\$	265.00	54694
LADUCER SANITATION	SERVICE	\$	17,890.00	54695
LARSCO	WATER PLANT	\$	7,515.90	54696
LEEVERS FOODS	POP /SUPPLIES	\$	9.99	54697
MARC	SEWER/STREET SUPPLIES	\$	604.85	54698
MARTIN, DEAN	MILEAGE, PER DIEM-BISMARCK	\$	325.66	54699
MEARS AUTO PARTS	STREET- SHOP SUPPLIES	\$	48.30	54700
MEARS IMPLEMENT	STREETS- SHOP SUPPLIES	\$	158.72	54701
MUNRO ACE HARDWARE	SUPPLIES	\$	1,233.49	54702
MURPHY, MAE	NDPERS SEMINAR- BISMARCK	\$	429.54	54703
NEWMAN SIGNS	STREETS	\$	95.90	54704
NORTH CENTRAL GRAIN COOP	GAS /DIESEL	\$	1,871.19	54705
NORTH CENTRAL TIRE	PUBLIC WORKS /POLICE	\$	260.41	54706
NORTH DAKOTA ONE CALL	SERVICE	\$	6.60	54707
OHNSTAD TWICHELL PC	LEGAL FEES- IMPRV. BONDS 2015	\$	5,400.00	54708
OTTER TAIL POWER	ELECTRICITY	\$	7,318.68	54709
PREBLE MEDICAL SERVICES INC	PRE EMPLOYMENT Test re:N.Gustafson	\$	35.00	54710
RAMKOTA HOTEL	ND HEALTH DEPT Training- D.MARTIN	\$	149.40	54711
ROLETTE COUNTY	LEGAL FEES 40-2015-CR-	\$	600.00	54712
ROLETTE COUNTY ABSTRACT, INC	WTR PLANT	\$	1,525.00	54713

ROLETTE COUNTY JAIL	BOARD- 10 PERSONS	\$	1,100.00	54714
ROLLA WELDING	STREETS	\$	28.80	54715
RURAL DEVLPMT FINANCE CORP	JDA - PAYMENT #3	\$	5,118.62	54716
SCHLENOGT, KERRY	COURT CLERK CONF- G. FORKS	\$	223.90	54717
SOUTHERN SOURCE INDUSTRIES	SEWER - DEGREASER	\$	2,399.80	54718
STAPLES CREDIT PLAN	OFFICE SUPPLIES/ POLICE	\$	471.22	54719
STARION BOND SERVICE- WATER	WATER REVENUE BOND 2011	\$	9,454.00	54720
STARION FINANCIAL	PETTY CASH SLIPS	\$	52.37	54721
TASER INTERNATIONAL	POLICE	\$	118.41	54722
THEEL MOTORS	FORESTRY/PUBLIC WORKS	\$	384.99	54723
TUOMALA PLUMBING AND HEATING	SERVICE	\$	791.78	54724
TURTLE MOUNTAIN COMMUNICATIONS	TELEPHONE	\$	1,322.36	54725
TURTLE MOUNTAIN STAR	PUBLISHING/JDA/FORESTRY	\$	501.03	54726
USA BLUE BOOK	STREETS/WATER	\$	357.89	54727
VERIZON WIRELESS	PUBLIC WORKS	\$	214.87	54728
VISA	PW/POLICE/ COURT CLERK CONF	\$	395.71	54729
VOLLMER, LEANN	NDLC MARCH MADNESS	\$	304.66	54730
WESTSIDE SERVICE	CAR WASH TOKENS	\$	40.00	54731
WRIGHT, CHRIS	POLICE- CELL PHONE	\$	40.00	54732
Electronic Payments				
Payroll 941 Tax Deposit	Apr.30, 2015 Payroll	\$	4,652.64	
Payroll 941 Tax Deposit	May 15, 2015 Payroll	\$	3,692.70	
NDPERS	Def. Compensation-Apr. 30th PR	\$	700.00	
NDPERS	Def. Compensation- May 15th PR	\$	700.00	
NDPERS	BCBS- May 2015 premium	\$	5,439.78	
NDPERS	Retirement- Apr. 2015	\$	3,836.76	
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT	\$	145.86	
PAYROLL	04/30/15 PAYROLL	\$	11,375.31	
PAYROLL	05/15/15 PAYROLL	\$	9,727.60	
STARION FINANCIAL	ACH FEE & SERVICE CHG	\$	32.96	
ND CHILD SUPPORT ENFORCEMENT	4/30/15 PR DEDUCTION	\$	378.60	
ND CHILD SUPPORT ENFORCEMENT	05/15/15 PR DEDUCTION	\$	378.60	
PAYMENT SERVICES NETWORK	APRIL FEES	\$	60.45	
ND TAX COMMISSIONER	1st Qtr ND Withholding Tax	\$	1,315.19	
WESTSIDE C-STORE	replaces check 53586	\$	20.00	
ND PUBLIC FINANCE AUTHORITY	SEAL COAT BOND PAYMENT	\$	54,959.03	
ND PUBLIC FINANCE AUTHORITY	STORM SEWER BOND PAYMENT	\$	38,925.00	

### **Rolla Community Center cash account**

VENDOR NAME	DESCRIPTION	AMOUNT	CHECK #
OTTER TAIL POWER	ELECTRICITY	\$ 677.54	2167

Councilmember Albertson moved, Council member Hemmy seconded, to pay bills are read when funds are available except to hold Southern Source Industries and Environmental Safety invoices until approved by Public Works committee. All members on roll call voted "yes". None voted "no". Motion carried.

Councilmember Albertson moved, Council member Hemmy seconded, to approve estimate from Turtle Mountain Communications for the replacement of the Internet Firewall. All members on roll call voted "yes". None voted "no". Motion carried.

### **Committee Reports**

**Public Works Committee** —05/5/15 committee minutes included in packet and on file in the auditor's office. Public Works Director Dean Martin passed CDL driving test on May 1, 2015.

Councilmember Vollmer moved, Councilmember Hemmy seconded, to approve a salary increase of \$500 for Dean Martin effective upon the date he acquired a CDL. On roll call, council members voting "yes", Albert, Hemmy and Vollmer. Council members voting "no", Albertson and Sparrow. Motion carried.

Councilmember Vollmer moved, Councilmember Albertson seconded, to approve purchase of cut saw with 14" blade and walk behind cart. All members on roll call voted "yes". None voted "no". Motion carried.

H & H Coating from Devils Lake patched 36 divots on the water tower tank.

Estimate as to the cost of painting the water tower has been requested from H & H Coating.

Clean Up Week set for week of May 2<sup>nd</sup> – 9<sup>th</sup>. Same ad to be published as prior years.

Sewer Backup issues- 6<sup>th</sup> Ave NE (Buchholz) and 6<sup>th</sup> St NE(Mickelson) Councilmember Albertson moved, Councilmember Vollmer seconded, to approve payment of Tuomala invoice for cleaning of sewer main on 6<sup>th</sup> Ave NE. All members on roll call voted "yes". None voted "no". Motion carried.

Trenton Disrud--- water coming into basement- the City will work with Moore Engineering to find the source

Councilmember Albertson moved, Councilmember Vollmer seconded, to approve expenses for public works to attend workshop in Lakota and to go to Fargo to check out the vehicles at state surplus auction. All members on roll call voted "yes". None voted "no". Motion carried

Councilmember Vollmer moved, Councilmember Albertson seconded, to put orange truck out for bid. All members on roll call voted "yes". None voted "no". Motion carried. Bid deadline to be the June council meeting.

**Cemetery** – Cemetery Caretaker – Chris Belgarde hired for \$6200 for the season

**Forestry** – met on May 6<sup>th</sup>. Applied for grants from State Forestry Grant, City Sales Tax and Endowment Fund. Arbor Day celebration was held on May 13<sup>th</sup> at 2 p.m. at the Rolla school. Rolette County Commissioners have asked the Forestry Committee to assist with the planting and watering of grass for the two blocks on the south end of 4<sup>th</sup> Street NE. The Forestry committee will bill the county for time.

**Police:** Police committee met on May 18th and the minutes are on file in the city auditor's office.

Bike Safety Event scheduled for June 6<sup>th</sup>. Working on policy manual and will submit it to the city attorney to review. Police department is working with double shifts on the weekend. Looking for a pickup to be used by the dog catcher.

Councilmember Albertson moved, Councilmember Hemmy seconded, to allow the payment of police department overtime as needed to be determined by the Police Chief. On roll call, council members voting "yes", Albertson, Hemmy and Sparrow. Council members voting "no", Albert and Vollmer. Motion carried.

Councilmember Albertson moved, Council member Albert seconded, to approve the committee reports. All members on roll call voted "yes". None voted "no". Motion carried.

**City Improvement Project # 2013-1** – the project was completed last summer; warranty work to be completed this summer

Recommendation is to crack seal the area of 3<sup>rd</sup> Street NE by the hospital

**Street Improvement District # 2015-1** – Quam Construction was awarded the bid

Councilmember Albertson moved, Council member Sparrow seconded, to approve Change Order #1 on Street Improvement Project # 2015-1 to change out 21" pipe for 18" pipe and add an inlet to convey at a minimum five year rain event. All members on roll call voted "yes". None voted "no". Motion carried.

Work has begun on the project. 3<sup>rd</sup> Ave NE has a layer of black dirt that will be removed. Decision to be made on whether or not to pave the intersection of Front St NE and 3<sup>rd</sup> Ave NE

**Water Treatment Plant Improvement Project # 2015-2** - special meeting was held on May 6<sup>th</sup> at 5:30 p.m. to approve plans, discuss process and timeline.

**CDBG grants – City Hall Improvement Project** –Final \$2000 balance due after the contractor completes the corrective work. The Mayor to contact Paul Munro on removing the dirt pile and concrete chunks and do final dirt work.

**Rolla Community Center project** – Pre-construction meeting held April 14th; Construction to start once the weather warms up. Completion date is September 30, 2015.

**Chamber of Commerce Walk Wine Event-** Gerald Krech presented information on this type of event held in other cities. Looking at scheduling the event in October. The Chamber is considering a second event to be scheduled after the first of the year. The council requested the Chamber of Commerce submit an action plan for the city council to review.

**Gas Bid Opening:** Mayor Mitchell opened the bids received from North Central Grain Cooperative and Gustafson Oil. Councilmember Albert moved, Councilmember Albertson seconded, accept the gas, diesel and propane bid submitted by North Central Grain Cooperative. All members on roll call voted "yes". None voted "no". Motion carried.

**Policy Manual- Section 4.18** – consider Public Health suggestion of Tobacco Free Policy for city owned/utilized property

**Street Improvement – 4<sup>th</sup> Ave SE from Front ST SE to 3<sup>rd</sup> St SE- Gattke Excavating estimate**

Councilmember Sparrow moved, Councilmember Albert seconded, accept the \$ 82,166 estimate submitted by Gattke Excavating for improvements on 4<sup>th</sup> Ave SE. All members on roll call voted "yes". None voted "no". Motion carried.

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

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Scott Mitchell, Mayor

ATTEST:

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Mae Murphy, City Auditor