

7:00 p.m., Monday, September 11, 2017, the special meeting of the Rolla City Council was called to order by Mayor Scott Mitchell. Present were council members Chris Albertson, Blake Gottbreht, LeAnn Vollmer, Pat Hemmy, and Jerry Sparrow.

Others present: Public Works Director Cliff Rush, and City Auditor Matt Mutzenberger.

Vollmer moved, and Sparrow seconded, to approve the 2018 Preliminary Budget, and have the first of two public meetings on Wednesday, September 20. Motion carried.

Albertson moved, Vollmer seconded, to implement a purchase order system for approving, tracking, and monitoring expenditures. Motion carried.

In addition, a subsidiary motion was made by Albertson, and seconded by Hemmy, to limit department expenditures from regular City Council meetings to regular City Council meeting, to \$500.00 without the approval of the Mayor, City Council President, or Sub-Committee Chair. Motion carried.

After discussion on how to more expeditiously approve the payment of reoccurring expenses, and still maintain council oversight between City Council meetings, it was agreed that the City Auditor should compile a list of suggested vendors for the City Council's consideration.

Albertson moved, Gottbreht seconded, to approve the bills as listed, holding out bills from Guardian Fleet Safety, Advanced Graphix, and Verizon Wireless, until such time the Council can confer with the Chief of Police. Motion carried.

To Be Approved on 09/11/2017	LISTING	
	AS OF 09/11/17	
VENDOR NAME	DESCRIPTION	AMOUNT
AFLAC	PREMIUM	\$ 433.28
AMERICAN GENERAL	WATER TREATMENT PLANT	\$ 16,915.99
BANYON DATA SYSTEMS	TRAINING	\$ 200.00
DAKOTA SUPPLY GROUP	PWD-36IN HDPE DWALL PIPE	\$ 6,496.81
GALL'S LLC	POLICE SHIRTS	\$ 298.93
GRAND FORKS LABORATORY	WATER TESTING	\$ 52.00
GUARDIAN FLEET SAFETY	LIGHTS AND AUTO START FOR 2017 FORD	\$ 7,172.44
GUSTAFSON OIL	PROPANE/GAS/DIESEL	\$ 58.33
HACH	CHEMICALS	\$ 196.27
INFORMATION TECH. DEPT.	VPN- POLICE	\$ 188.40
INFORMATION TECH. DEPT.	VPN-COURT	\$ 38.10
MATT MUTZENBERGER	TRAVEL REIMBURSEMENT	\$ 433.85
MARC	INVERTED STRP PT RED, WIPE-OUT 25#	\$ 5,286.03
MEARS AUTO PARTS	STREETS	\$ 83.70
MFOA	ANNUAL MEETING	\$ 60.00
MOORE ENGINEERING	2017 CHIP SEAL PROJECT	\$ 50,000.00
MUNRO ACE HARDWARE	SUPPLIES	\$ 642.07
ND LEAGUE OF CITIES	ANNUAL MEETING	\$ 1,020.00
NORTH CENTRAL GRAIN COOP	STREETS/POLICE/FORRESTRY	\$ 1,016.73
NORTH DAKOTA ONE CALL	STREETS	\$ 17.00
NORTHERN PLAINS ELECTRIC	LAGOON	\$ 73.54
OHNSTAD TWICHELL, P.C.	BONDING DOCUMENTS	\$ 3,000.00
OTTER TAIL POWER	ELECTRICITY	\$ 4,294.11
RITWAY	UTILITY BILL PRINTING	\$ 774.50
SPARROW, CYNDY	POLICE PATCH SEWING	\$ 30.00
SPECTRUM	JDA SUPPLIES	\$ 93.82
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 205.79
TROTTIER, JACEY	BOND REFUND RE: A LAFRANCE	\$ 500.00
TUOMALA PLUMBING AND HEATING	WATER	\$ 5,643.26
TURTLE MOUNTAIN STAR	COUNCIL MINS/JOB ADS/PROJECT ADS	\$ 761.40
US POSTAL SERVICE	UTILITY BILLS	\$ 142.00
VERIZON WIRELESS	POLICE JET PACK	\$ 612.10
VISA	OFFICE SUPPLIES	\$ 87.98
	total	\$106,828.43

Electronic Payments		
Payroll 941 Tax Deposit	August 31, 2017 Payroll Tax Deposit	\$ 5,540.25
Payroll 941 Tax Deposit	September 15, 2017 Payroll Tax Deposit	
NDPERS	Def. Compensation-August 31th PR	\$ 137.50
NDPERS	Def. Compensation-Septemner 15th PR	
NDPERS	Health Ins- Sept 2017 premium	\$ 5,049.92
NDPERS	Retirement- Aug 2017	\$ 5,093.58
NORTHERN PLAINS ELECTRIC	JDA -LOAN PMT- August 2017	\$ 145.86
PAYROLL	08/31/17 PAYROLL	\$ 15,420.96
PAYROLL	08/31/17 PAYROLL	\$ 238.44
PAYROLL	09/15/17 PAYROLL	\$ 17,223.07
STARION FINANCIAL	SERVICE CHG August 2017	
PAYMENT SERVICES NETWORK	AUGUST FEES	\$ 84.45
VERIZON	POLICE- VERIZON JETPACK PLAN	
CITY OF ROLLA	#413 SAVINGS TO #413 CHECKING	
DACOTAH BANK	2015 PICKUP LOAN PMT	
DACOTAH BANK	2017 SKIDSTEER LOAN PMT	
TURTLE MOUNTAIN COMMUNICATIONS	TELEPHONE	
ND STATE TAX COMMISSIONER	2017 2nd Qrtr ND WH TAX	
	total	\$ 48,934.03
Rolla Community Center cash account		
VENDOR NAME	DESCRIPTION	AMOUNT
Ottertail Power	Utilities	\$ 597.22
Tuomala Plumbing and Heating	Service calls	\$ 227.58
	RCC TOTAL	\$824.80

Meeting adjourned 8:22 p.m.

Scott Mitchell, Mayor

ATTEST:

Matt Mutzenberger, City Auditor

Dated 09/11/2017