

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 2023 at 5:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Hovi Mitchell, Rebecca Rodgers, Dennis Berg, Clarence Booth, Blake Gottbreht and Deanna Counts. Others in attendance: Sarah Fenner, Chief of Police, Cliff Rush, Public Works Director, Duane Charette, and Jessica Dryer.

Mayor Kevin Juntunen called the meeting to order at 5:30 p.m.

Mayors Minute:

I'd like to start tonight's meeting by congratulating the North Prairie Cougars on winning the 2023 North Dakota State 9-man football championship. Not only did you win the championship, but you also represented yourselves, your schools and the communities of Rolla and Rolette with sportsmanship, dignity and pride. For that I am forever grateful. Thank you to the student-athletes, coaches, and parents for their hard work, dedication, and sacrifices. It was fun watching the team grow, improve and mature over the season into the championship team that you have become.

As many of you may have learned from last month's council meeting or through word of mouth, the city of Rolla is undertaking an effort to clean up the city and make it increasingly more inviting to others and ourselves. In the spirit of cleaning up the city, the city administrative staff along with the help of the public works employees have begun a project to spruce up city hall. Thank you to Val and Cliff for organizing and undertaking painting the Eller Room, entrance and bathrooms so far. I understand there is much more to come in giving city hall a much-needed facelift.

Also, I'd like everyone to know that Dennis and Deanna have started contacting businesses and/or residents regarding cleanliness and safety issues in Rolla. If either of them contacts you, please listen to them and let's all do our part to make Rolla a more cleanly and safer place for everyone.

With the changing of the season and winter weather on the horizon, I'd like to remind everyone who is parking on city streets that it is not the public works employees' responsibility to shovel your car out of the snow should you be parked on the street when snow removal is being completed. It is your responsibility as the owner of the vehicle to remove your vehicle from the street prior to snow removal so that the snow can be removed efficiently and safely. Please do not call the city offices or public works employees demanding them to remove snow from around your car.

Lastly, in an effort to clean up Rolla of the abandoned dog issue we have been having, you may have noticed our law enforcement officers detaining abandoned dogs and taking them to the animal rescue. Rolla does have an ordinance requiring all dogs within the city limits to be licensed. Law Enforcement officers will begin issuing citations to owners of these animals at large going forward. You can get your dog licenses at the auditor's office at city hall.

There are many ways to clean up our town to make it a more livable and safer community. Let's all do our part.

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Additions to Agenda: *Motion by Gottbreht, seconded by Mitchell to add the items of Booth Building Permit and Building Permit Process to the Agenda and approve the agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.*

Consent Agenda:

Motion by Mitchell, seconded by Counts to approve the Consent Agenda. All voted aye. Motion carried unanimously.

1. October 2023 Regular Meeting Minutes
2. November Admin Committee Minutes
3. November Police Committee Minutes
4. November Public Works Committee Minutes
5. Financial Report

Reading of the Bills: *Motion by Gottbreht, seconded by Hodgers, to approve the bills. Members Booth, Counts, Gottbreht, Counts, Mitchell voted Aye to approve bills. Member Berg voted Nay. Motion passed.*

Check #	Vendor Name	Amount
002472	NORTHERN PLAINS ELECTRIC	\$78.10
002473	VERIZON WIRELESS	\$198.94
002474	OTTERTAIL POWER CO	\$5,646.47
002475	CENEX FLEET CARD	\$79.42
002476	OTTERTAIL POWER CO	\$509.71
002477	STARION BANK	\$15.00
002478	STARION BANK	\$2,000,000.00
002479	AFLAC	\$481.44
002480	INTERNAL REVENUE SERVICE	\$4,902.34
002481	ND PUB. EMPLOYEE RET. DEF. COM	\$452.50
002482	INTERNAL REVENUE SERVICE	\$56.70
002483	STARION BANK	\$190,752.20
002484	ROLLA JDA	\$9,754.89
002485	INTERNAL REVENUE SERVICE	\$5,769.53
002486	ND PUB. EMPLOYEE RET. DEF. COM	\$452.50
002487	ND PUBLIC EMPLOYEES RETIRMENT	\$5,957.69
002488	CENEX FLEET CARD	\$203.85
002489	ND DEPT OF ENVIRON. QUALITY	\$211.00
002490	NDPHIT	\$13,689.61
002491	NORTHERN PLAINS ELECTRIC	\$78.20
002492	PAYMENT SERVICE NETWORK	\$175.40
002493	STARION BANK	\$185.17
002494	TURTLE MOUNTAIN COMMUNICATIONS	\$567.50
002495	USDA RD	\$44,184.83
002496	VERIZON BUSINESS	\$198.94
002497	VERIZON WIRELESS	\$276.54
002498	VISA	\$2,174.32
002499	WASTE MANAGEMENT	\$19,672.67
058730	OLYMPIC SALES	\$501.67
058731	UNITED STATES POSTAL SERVICE	\$241.59
058732	DACOTAH BANK	\$6,081.67
058733	AE2S	\$1,058.00
058734	BANK OF NORTH DAKOTA	\$47,112.73
058735	BANYON DATA SYSTEMS	\$3,210.00
058736	CLIFF RUSH	\$3,040.00

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058737	CNH INDUSTRIAL ACCOUNTS	\$264.02
058738	CORE & MAIN	\$1,518.48
058739	GRAND FORKS UTILITY BILLING	\$18.00
058740	GUSTAFSON OIL	\$2,440.25
058741	HACH	\$113.94
058742	HAWKINS INC	\$3,252.93
058743	INTERSTATE BILLING SERVICE	\$245.75
058744	JACK AND JILL	\$21.30
058745	JESSIE MICKELSON	\$100.00
058746	LEEVEERS FOODS	\$7.94
058747	LEGACY COOPERATIVE	\$207.94
058748	MAYO CONSTRUCTION	\$3,112.50
058749	MEARS AUTO PARTS	\$59.88
058750	MICKELSON HENDRICKSON	\$562.50
058751	MICROLAP TECHNOLOGIES	\$283.57
058752	MIDSTATES WIRELESS	\$620.00
058753	MUNRO ACE HARDWARE	\$582.85
058754	MUNRO MOTOR CO	\$644.10
058755	ND SEWAGE PUMP & LIFT STATION	\$1,306.25
058756	ND WATER USERS ASSOCIATION	\$300.00
058757	ONE CALL CONCEPTS	\$20.45
058758	PATTON, RICH	\$51.25
058759	POWERPLAN	\$240.72
058760	ROLETTE COUNTY SHERIFF OFFICE	\$2,040.00
058761	SVETLANA LEER	\$328.16
058762	Terry P Hudson	\$350.00
058763	TURTLE MOUNTAIN STAR	\$1,316.63
058764	UNITED STATES POSTAL SERVICE	\$310.00
	TOTAL	\$2,388,290.53

Committee Reports:

Administrative Committee: Deanna Counts reported the committee had met and discussed City Hall makeover, which the Auditor's Office and Public Works have been starting to include painting, patching walls, etc. The goal is to also replace flooring, ceiling tiles, insulation if needed. Val will look at Energy Conservation Grant application for lighting and windows, and possibly insulation for the City Hall and Community Center. Also discussed was utility billing for vacant lots, for services other than water and sewer when structures have been removed. Will have city attorney also review the process.

Police Committee: Hovi Mitchell reported the committee had an update from Russ Lund on the cameras, which are getting installed. There were 141 calls for service, and 31 citations. Guardian Fleet is delivering the 2022 Chevy Pickup, which has had equipment installed. Back the Blue grant has been received and will research best use of the funds. Chief Fenner has recommended hiring Seth Smith as the fourth officer, Seth will need to attend the academy in January with the 2-year city Education agreement. Discussion on new hire. ***Motion by Mitchell, seconded by Counts to hire Seth Smith effective December 1, 2023 on a part-time basis at starting salary of \$19/hour for Field Training, and transition to full-time in January when he starts training at the Academy, with a signed Education Agreement. On roll call vote, all members voted "AYE". Motion carried unanimously.*** Hovi also reviewed estimate for new Chevy Silverado from Munro Motors, in the amount of \$56,625. This was tabled to do more research on available funding and total cost estimate to include equipment.

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Public Works Committee: Blake Gottbreht reported on committee meeting from Nov 7th. Water samples have been sent in from well #8 & 9, a fire hydrant was replaced at 105 Munro Dr., met with Jim Olson regarding Lead and Cooper water line surveys. A water leak was discovered at Well #9, we are on the list to get this fixed. Rachel Takela, Rural Water will assist the city with Water Protection plan for our wells. Public Works have started draining Cell #3 & 4 at the lagoon, ND Sewage and Lift did the yearly maintenance on the lift stations, and the manhole cover by the school was replaced. Recycling Center – 52 bales of cardboard were shipped out and the overhead door was repaired. Six month Evaluation for Jered Weiner was reviewed, and Cliff Rush, Public Works Director requested 5% salary increase. *Motion by Gottbreht, seconded by Mitchell to approve 5% salary increase for Jered Weiner, effective the next pay period. All members voted “AYE”. Motion carried unanimously.*

Safety & Health Committee: Dennis Berg reported on contacts that Deanna Counts and he have made with properties noted in the Public Health report from October, that needed to be cleaned up. Not all properties have been cleaned up yet, but they are hopeful that the property owners will remove trash, rubble, and public health nuisances. Dennis and Deanna will continue to address the areas with follow-up visits or calls. They are also looking at options for disposal of tires and other items that cannot go in the trash.

Motion by Gottbreht, seconded by Booth, to accept the committee reports. All voted aye. Motion carried unanimously.

Old Business:

1. **Core+ and Main Street AMI Quote** for Smartpoints, and radio antenna to auto read smartpoints. Cliff said the biggest concern with the smartpoints, is that they have a 15 year lifespan and all of the current smartpoints could quit functioning and it takes 1-2 years to get new ones. *After further discussion, motion by Gottbreht, seconded by Mitchell to proceed with purchase of 550 smartpoints at a cost of approximately \$110,000 using Prairie Dog Fund. All members voted “AYE”. Motion carried unanimously.*

New Business:

1. **Library Board Appointments:** *Motion by Berg, seconded by Gottbreht, to appoint Barb Hallaway and Lori Weidemann to replace Brad Nash and Carolyn Heller on the Library Board effective immediately, with an unexpired term ending June, 2026. All voted aye. Motion carried unanimously.*
2. **Amended Ordinance #407 Review- City Sales Tax** – The Council reviewed amended Ordinance #407 to reflect increase from 2% to 3% on city sales and increase the maximum limit from \$25 to \$50, with the additional funds generated to go to the Infrastructure Fund. Berg stated that his intention would be to generate funds to be dedicated towards Infrastructure Improvements of Water, Sewer, and streets in the future, so that there would be funds available

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when a project is started. Mitchell indicated that she would like to have a Project identified to have the funds be directed to before increasing the rate. Members also expressed concern over timeframe of the increase in sales tax, so it isn't indefinitely. Dennis stated the he may have been premature on his motion to increase the sales tax and made a motion to rescind his motion to amend the Ordinance #407 from October 18th. There was not a second to his motion, so the motion died. Booth requested that the council members review their concerns over the amended draft and bring back to the next meeting, so we can get it correct. The board opted to table action until the next meeting.

3. **Application for Local Permit: *Motion by Gottbreht, seconded by Booth to approve local gaming permit for Mt. Pleasant School District and Presbyterian Church. All voted aye. Motion carried unanimously.***

4. **City Sales Tax Committee Approved funds for City Hall Renovations:** Reviewed request from the City Sales Tax Committee to approve request for City Hall Renovations in the amount of \$15,000. *Motion by Mitchell, seconded by Deanna, to approve City Sales Tax Committee requests for \$15,000 for City Hall Renovations. All voted aye. Motion carried unanimously.*

5. **State Flex Funding for Street Improvements.** Discussion on the application for State Flex Funding for Street Improvements, which needs to be submitted by Dec 31, 2023 for funding for projects in 2024-25. Paving for the majority of the streets would not be ready during 24-25, because of the water and sewer lines that need to be replace first. Cliff and Val will look at the plans to identify streets that could possibly be submitted for this application that would be ready for paving in 2024-25, and bring back to the council in December for approval.

6. **Building Permits – Clarence Booth: *Motion by Gottbreht, seconded by Mitchell to approve Building Permit for Clarence Booth for construction of a Drive thru window at this retail business, pending approval by building inspector. All voted aye. Motion carried unanimously.***

7. **Building Permit Process:** Clarence Booth requested to review the Building Permit Process to allow City Auditor and Building Inspector to approve Building Permits, without going to full council for approval. Discussion on the process. The board will review ordinance at the next meeting.

Motion to adjourned at 7:24 p.m. by Booth.

ATTEST:

Kevin Juntunen, Mayor

Valerie McCloud City Auditor