

7:35 pm, Wednesday, April 15, 2020, the meeting of the Rolla City Council was called to order by Mayor John Hardy.

Council Members Present via video conference (Zoom) Leonard Lange, Blake Gottbreht, Hovi Mitchell, Rebecca Albert, Kyle Hardy and Paula Wilkie.

Others present via video conference (Zoom): Sandra Olson, Paul Munro, Dennis Neameyer, Scott Mitchell, Danielle Mickelson – JDA Director, John Rosinski-TM Star, Jim Olson – AE2S, Cliff Rush-Public Works Director, Bryant Mueller – Mueller Bar (via telephone).

Others present:Carolynn Orey – City Auditor

Absent: Daryl Cameron – Police Chief

Mayor Hardy requested to add the Oath of Appointment for Scott Mitchell and Dennis Neameyer to the beginning of the meeting.

Appointment of Special Assessment Committee

Mayor Hardy appointed the following residents to the Special Assessment Committee beginning their term on April 15, 2020: Dennis Neameyer for a term ending on 4/1/2023, LeAnn Vollmer for a term ending on 4/1/2025, and Scott Mitchell for a term ending on 4/1/2027.

Council Member Albert moved, Council Member Hardy seconded, to confirm the appointments to the Special Assessment Committee. All members on roll call voted “yes”. None voted “no”. Motion carried.

Consent Agenda

Council Member Lange moved, Council Member Mitchell seconded, to approve the Consent Agenda. All members on roll call voted “yes”. None voted “no”. Motion carried.

- Minutes: March 18, 2020 City Council meeting
- Financial Report – March 2020
- Demo Permit: JDA – Former Harris Building
- Building Permit: Leslie Harris - Addition
- Gas Bid Deadline: May 20, 2020 at 2:00 p.m.
- Clean Up Week – May 15-25, 2020

Reading of the Bills

DACOTAH BANK \$595.27; DACOTAH BANK \$720.78, USDA Rural Development \$96,747.49, VERIZON WIRELESS \$385.33,ND CHILD SUPPORT DIVISION \$381.60, AFLAC \$255.74,ND PUB. EMPLOYEE RET. DEF. COM \$62.50, INTERNAL REVENUE SERVICE \$4,031.08,ND PUBLIC EMPLOYEES RETIREMENT \$5,762.74, ND STATE TAX COMMISSIONER \$1,003.48,NORTHERN PLAINS ELECTRIC \$145.86, STARION BANK \$4.00, ND PUBLIC EMPLOYEES RET. INS \$9,820.14, PAYMENT SERVICE NETWORK \$100.20,FIRE EXTINGUISHING SYSTEMS INC \$224.90, STAPLES CREDIT PLAN \$600.99, CENEX FLEET CARD \$761.87,Clerk of District Court \$1,000.00, AZURE, HARVEY \$500.00, STARION BANK \$11,259.95, TURTLE MT. COMMUNICATIONS \$617.07, US POSTAL SERVICE \$142.50, VISA \$256.67, BANYON DATA SYSTEMS \$364.00,CORE & MAIN \$330.21, GIBBENS LAW OFFICE \$11,234.34, GLOBAL SAFETY NETWORK \$147.90, GRAND FORKS UTILITY BILLING \$67.00,GUSTAFSON OIL \$987.18, HACH \$138.76, HAWKINS INC \$3,050.05, HEALTH CHEMISTRY LAB \$13.24, INFORMATION TECHNOLOGY DEPT- P \$100.65, JACK AND JILL \$25.11,LEGACY COOPERATIVE \$129.03, MALO ELECTRIC \$1,037.96, MARC \$284.72, MEARS AUTO PARTS \$25.90, MICROLAP TECHNOLOGIES \$30.69, MUNRO ACE HARDWARE \$152.96, NORTHERN PLAINS ELECTRIC COOP \$77.34, OTTERTAIL POWER CO \$7,169.60, PRESENTATION MEDICAL CENTER \$3,292.00, STARION BOND SERVICES \$96,213.75, THEEL MOTORS \$47.29,TM STAR \$556.68, TUOMALA PLUMBING & HEATING \$505.84, VERIZON WIRELESS \$326.33, VISA \$780.60, WESTSIDE CSTORE \$81.76, WM CORPORATE SERVICES, INC \$17,798.70, STARION BANK \$8.25,Semi Month-Hourly ACH \$4,834.42, Semi-Monthly- Salary ACH \$9,240.75,Semi Month-Hourly ACH \$5,513.83,Semi-Monthly- Salary ACH \$7,813.22

Council Member Albert moved, Council Member Lange seconded, to pay bills as submitted. All members on roll call voted “yes”. None voted “no”. Motion carried.

Engineer Report:

Street Improvement District No. 2020-1, Sanitary Sewer District No. 2020-1, and Water Improvement District 2020-1:

Mayor Hardy stated that the public hearing for the Street Improvement, Water Improvement, and Sanitary Sewer Improvement is postponed until further notice due to COVID-19.

Resolution Creating and Defining the Boundaries for Street Improvement District No. 2020-1

Council Member Gottbreht introduced the following motion and moved its adoption.

A Resolution Creating and Defining the Boundaries for Street Improvement District No. 2020-1

BE IT RESOLVED by the governing body of the City of Rolla, North Dakota (the "City"), as follows:

1. There is hereby created STREET IMPROVEMENT DISTRICT NO. 2020-1 (the "District") of the City, pursuant to and for the purpose of making an improvement of the type specified in North Dakota Century Code Chapter 40-22, to consist of, but not limited to, city-wide street, curb, and gutter improvements and the acquisition of any necessary rights-of-way in connection therewith, as well as all other items of work and materials which are necessary or reasonably incidental to the completion of the improvement; the improvement to be made in accordance with the plans and specifications.
2. The District, as herein described, is of such size and form as to include all properties which in the judgement of this governing body, after consultation with the engineer planning the improvement, will be benefited by all or a portion of the improvement. The District shall include the lots, tracts and parcels of land situated within the Corporate Limits of the City of Rolla, Rolette County, North Dakota and shown on the map attached thereto as Attachment 1 and with the legal description of the area being set forth on Attachment 2 hereto.
3. The cost of the improvement, or a portion thereof, as may be determined from time to time by this governing body in its resolutions or ordinances, shall be paid by special assessments assessed against lots, tracts, and parcels of land within the District in amounts proportionate to and not exceeding the benefits derived from the improvement. Pursuant to NDCC Section 40-22-16, a portion of the cost of the improvement may be paid from revenues and user charges
4. The City Auditor, City Attorney, Mayor and other officers designated by the City are authorized to coordinate the project and provide for financing the cost thereof with the project engineer and bond counsel.

The motion for the foregoing resolution was seconded by Council Member Hardy, and on roll call the following council members voted "yes": Albert, Wilkie, Mitchell, Lange, Gottbreht and Hardy. None voted "no". Resolution adopted.

Dated and adopted this 15th day of April 2020.

Attest:

John Hardy, Mayor

Carolynn Orey, City Auditor

Resolution Creating and Defining the Boundaries for Water Improvement District No. 2020-1

Council Member Mitchell introduced the following motion and moved its adoption.

A Resolution Creating and Defining the Boundaries for Water Improvement District No. 2020-1

BE IT RESOLVED by the governing body of the City of Rolla, North Dakota (the "City"), as follows:

1. There is hereby created WATER IMPROVEMENT DISTRICT NO. 2020-1 (the "District") of the City, pursuant to and for the purpose of making an improvement of the type specified in North Dakota Century Code Chapter 40-22, to consist of, but not limited to, city-wide watermain and hydrant replacements and the acquisition of any necessary rights-of-way in connection therewith, as well as all other items of work and materials which are necessary or reasonably incidental to the completion of the improvement; the improvement to be made in accordance with the plans and specifications.
2. The District, as herein described, is of such size and form as to include all properties which in the judgement of this governing body, after consultation with the engineer planning the improvement, will be benefited by all or a portion of the improvement. The District shall include the lots, tracts and parcels of land situated within

the Corporate Limits of the City of Rolla, Rolette County, North Dakota and shown on the map attached thereto as Attachment 1 and with the legal description of the area being set forth on Attachment 2 hereto.

3. The cost of the improvement, or a portion thereof, as may be determined from time to time by this governing body in its resolutions or ordinances, shall be paid by special assessments assessed against lots, tracts, and parcels of land within the District in amounts proportionate to and not exceeding the benefits derived from the improvement. Pursuant to NDCC Section 40-22-16, a portion of the cost of the improvement may be paid from revenues and user charges
4. The City Auditor, City Attorney, Mayor and other officers designated by the City are authorized to coordinate the project and provide for financing the cost thereof with the project engineer and bond counsel.

The motion for the foregoing resolution was seconded by Council Member Albert, and on roll call the following council members voted "yes": Albert, Wilkie, Mitchell, Lange, Gottbreh and Hardy. None voted "no". Resolution adopted.

Dated and adopted this 15th day of April 2020.

Attest:

John Hardy, Mayor

Carolynn Orey, City Auditor

Resolution Creating and Defining the Boundaries for Sanitary Sewer Improvement District No. 2020-1

Council Member Lange introduced the following motion and moved its adoption.

A Resolution Creating and Defining the Boundaries for Sanitary Sewer Improvement District No. 2020-1

BE IT RESOLVED by the governing body of the City of Rolla, North Dakota (the "City"), as follows:

1. There is hereby created SANITARY SEWER IMPROVEMENT DISTRICT NO. 2020-1 (the "District") of the City, pursuant to and for the purpose of making an improvement of the type specified in North Dakota Century Code Chapter 40-22, to consist of, but not limited to, sewermain and lift station improvements and the acquisition of any necessary rights-of-way in connection therewith, as well as all other items of work and materials which are necessary or reasonably incidental to the completion of the improvement; the improvement to be made in accordance with the plans and specifications.
2. The District, as herein described, is of such size and form as to include all properties which in the judgement of this governing body, after consultation with the engineer planning the improvement, will be benefited by all or a portion of the improvement. The District shall include the lots, tracts and parcels of land situated within the Corporate Limits of the City of Rolla, Rolette County, North Dakota and shown on the map attached thereto as Attachment 1 and with the legal description of the area being set forth on Attachment 2 hereto.
3. The cost of the improvement, or a portion thereof, as may be determined from time to time by this governing body in its resolutions or ordinances, shall be paid by special assessments assessed against lots, tracts, and parcels of land within the District in amounts proportionate to and not exceeding the benefits derived from the improvement. Pursuant to NDCC Section 40-22-16, a portion of the cost of the improvement may be paid from revenues and user charges
4. The City Auditor, City Attorney, Mayor and other officers designated by the City are authorized to coordinate the project and provide for financing the cost thereof with the project engineer and bond counsel.

The motion for the foregoing resolution was seconded by Council Member Gottbreh, and on roll call the following council members voted "yes": Albert, Wilkie, Mitchell, Lange, Gottbreh and Hardy. None voted "no". Resolution adopted.

Dated and adopted this 15th day of April 2020.

Attest:

John Hardy, Mayor

Carolynn Orey, City Auditor

Resolution Directing Preparation of Engineer’s Preliminary Report and Cost Estimate

Council Member Gottbreht introduced the following motion and moved its adoption.

A Resolution Directing Preparation of Engineer’s Preliminary Report and Cost Estimate

BE IT RESOLVED by the governing body of the City of Rolla, North Dakota (the “City”), as follows:

1. The governing body of the City of Rolla has created STREET IMPROVEMENT DISTRICT NO. 2020-1, SANITARY SEWER IMPROVEMENT DISTRICT NO. 2020-1 & WATER IMPROVEMENT DISTRICT NO. 2020-1.
2. The engineer planning the improvement is hereby authorized and directed to prepare a report as to the general nature, purpose and feasibility of the proposed improvement to be made in and for the District, an estimate of the probable cost of the work therein.
3. The report shall contain (i) a separate statement of the estimated cost of the work for which proposals must be advertised and (ii) a separate statement of all other items of estimated cost not included under (i) which are anticipated to be included in the cost of the improvement to be specially assessed against benefited property.

The motion for the foregoing resolution was seconded by Council Member Mitchell, and on roll call the following council members voted “yes”: Albert, Wilkie, Mitchell, Lange, Gottbreht and Hardy. None voted “no”. Resolution adopted.

Dated and adopted this 15th day of April 2020.

Attest:

John Hardy, Mayor

Carolynn Orey, City Auditor

Resolution Approving Engineer’s Preliminary Report and Directing Preparation of Detailed Plans and Specifications for Street Improvement District No. 2020-1, Sanitary Sewer Improvement District No. 2020-1, & Water Improvement District No. 2020-1

Council Member Hardy introduced the following motion and moved its adoption.

A Resolution Approving Engineer’s Preliminary Report and Directing Preparation of Detailed Plans and Specifications for Street Improvement District No. 2020-1, Sanitary Sewer Improvement District No. 2020-1, & Water Improvement District No. 2020-1

BE IT RESOLVED by the governing body of the City of Rolla, North Dakota (the “City”), as follows:

1. The governing body having received the engineer’s report as to the general nature, purpose and feasibility of the proposed improvement in and for STREET IMPROVEMENT DISTRICT NO. 2020-1, SANITARY SEWER IMPROVEMENT DISTRICT NO. 2020-1 and WATER IMPROVEMENT DISTRICT NO. 2020-1, this report is hereby approved and the same shall be forthwith filed in the office of the City Auditor and shall remain on file in the City Auditor’s office subject to inspection by anyone interested therein.
2. The engineer planning the improvement is hereby authorized and directed to prepare detailed plans and specifications for construction of the improvement.

The motion for the foregoing resolution was seconded by Council Member Gottbreht, and on roll call the following council members voted “yes”: Albert, Wilkie, Mitchell, Lange, Gottbreht and Hardy. None voted “no”. Resolution adopted.

Dated and adopted this 15th day of April 2020.

Attest:

John Hardy, Mayor

Carolynn Orey, City Auditor

Jim Olson, AE2S asked for Council approval to move forward with the design phase for Street Improvement District No. 2020-1, Sanitary Sewer District No. 2020-1, and Water Improvement District No. 2020-1.

Council Member Lange moved, Council Member Albert seconded to allow Advanced Engineering to move forward with the design engineering phase for this project. All members on roll call voted "yes". None voted "no". Motion carried.

Old Business

Building Permit: Paul Munro

Council Member Lange moved, Council Member Gottbreht seconded to approve the building permit and easement for Paul Munro. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Albert asked whether the easement will affect the performance of the lift station on the property. Paul Munro stated he has been in contact with Cliff Rush, Public Works Director and the easement will not affect the performance of the lift station.

Special Assessments: Paul Munro

Discussion was held regarding the special assessments at the former Shopko Building and Munro Contractors. Discussion was tabled until the May 20, 2020 City Council Meeting.

Prairie Lanes Liquor License

Council Member Gottbreht moved, Council Member Mitchell seconded to extend the liquor license for Prairie Lanes until June 30, 2020. All members on roll call voted "yes". None voted "no". Motion carried.

Liquor License Fees

Mayor Hardy read a letter from Bryant Mueller asking Council to consider a reduction on beer and liquor licenses for 2020 due to the financial impact from COVID-19.

Bryant Mueller addressed his concerns about liquor license fees while bars are closed per Governor Burgum's executive orders. Also, Brian stated that liquor license fees were reduced in the past due to decreased violent activity in bars.

Council Member Hardy moved to allow City of Rolla businesses who hold a beer or liquor license to pay the minimum fee per North Dakota Century Code for one year starting July 1, 2020, seconded by Council Member Lange. On roll call Council Members: Gottbreht, Hardy, Lange, Mitchell and Wilkie voted "yes". Council Member Albert voted "no". Motion Carried.

Committee Reports

Administrative

Mayor Hardy is working with Public Works Director, Cliff Rush to purchase and install a new drop box at City Hall for correspondence, utility and court payments that would be available to the public.

Police Committee

Mayor Hardy stated that Police Chief Daryl Cameron has conducted interviews to fill the vacant police officer position.

Public Works Committee

The inert site will be open one day a week on Saturdays from 10:00 a.m. to 3:00 p.m.

Cemetery

A bid for summer grounds worker was opened by Mayor Hardy. The timeframe covered by the bids was May to September. The bid was from Lisa and Randy Rogers family for \$1,400.00 per month totaling \$7,000.00.

Council Member Lange moved, Council Member Mitchell seconded, to accept the bid from Lisa and Randy Rogers family from May to September 2020, as the cemetery grounds workers for the bid amount of \$1,400.00 per month, totally \$7,000.00. All members on roll call voted "yes". None voted "no". Motion carried.

New Business

Danielle Mickelson-JDA Quarterly Report

Danielle Mickelson from JDA discussed the Quarterly Strategic Plan.

Paul Weigand – Small Claims Court

Mayor Hardy stated that the City will be moving forward with small claims court due to Paul Weigand's breach of employment contract.

Update on City Parks

Mayor Hardy stated that the Rolla Park Board has closed the City playgrounds but small gatherings of no more than 10 people can be held at the City Park until further notice.

There being no further business, Mayor Hardy adjourned the meeting at 9:58 p.m.

The next scheduled meeting of the City Council is Wednesday, May 20, 2020 at 7:30 p.m.

John Hardy, Mayor

ATTEST:

Carolynn Orey, City Auditor
Dated 04/21/2020