

7:30 pm, Wednesday, October 23, 2019, the meeting of the Rolla City Council was called to order by Mayor John Hardy.

Council Members Present: Leonard Lange, Blake Gottbreht, Hovi Mitchell, Rebecca Albert, Paula Wilkie, and Kyle Hardy via telephone conference call.

Others present: Val McCloud, Alex Albert, Robert Wishark, Jason Nordmark-Turtle Mountain Star, Daryl Cameron-Police Chief, Cliff Rush-Public Works Director, and Carolynn Orey-City Auditor

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: September 18, 2019 City council council meeting
- Minutes: October 2, 2019 Special City Council Meeting Minutes
- Financial Report – September 2019
- Certify Special Assessments and delinquent accounts to taxes
- Building Permit: Ginger Gailfus
- Raffle Permit: Mount Pleasant School District
- Halloween Trick or Treat Time 5:30 p.m. – 7:00 p.m. October 31st
- Transfer \$107,000 from #604 Infrastructure to #610 Improv. Dist. 2012-2 Debt Service for Bond Payment per 2019 Budget
- City Sales Tax grant applications-Rolla Park Board \$4,489; Rolla Day Care \$15,000; Rolla JDA \$14,000; Rolla Chamber of Commerce \$5,000

Building Permit: Gina Longie – Fence: Building Permit was tabled due to incomplete building permit application.

1634	DACOTAH BANK	Skidsteer Loan #5426721	\$720.78
1635	DACOTAH BANK	2015 Pickup #5418859	\$595.27
1636	INTERNAL REVENUE SERVICE	Fed Tax WHD	\$4,959.33
		ANNUAL LOAN #32415817 PAYMENT-POLICE	
1637	STARION BANK	VEHICLES	\$16,490.43
1638	NORTHERN PLAINS ELECTRIC	JDA LOAN INTEREST PAYMENT #87	\$145.86
1639	ND CHILD SUPPORT DIVISION	re: ID# W. Poitra	\$381.60
1640	AFLAC	SEPTEMBER PREMIUM	\$167.46
	ND PUB. EMPLOYEE RET. DEF.		
1641	COM	DEFERRED COMP 0930PR	\$50.00
1642	VERIZON WIRELESS	POLICE- OCTOBER JETPACK	\$380.75
	ND PUBLIC EMPLOYEES		
1643	RETIRMENT	PERA 09/2019	\$6,189.85
	ND STATE TAX		
1644	COMMISSIONER	3RD QUARTER ND WHD TAX PAYMENT	\$1,020.44
	ND PUBLIC EMPLOYEES RET.		
1645	INS	October 2019 NDPERS Health Insurance	\$9,079.12
1646	PAYMENT SERVICE NETWORK	PSN GATEWAY FEE SEPTEMBER 2019	\$96.95
1647	STARION BANK	Service Charge 2019 September	\$4.00
	ND PUB. EMPLOYEE RET. DEF.		
1648	COM	DEFERRED COMP 1015PR	\$75.00
	ND PUBLIC EMPLOYEES RET.	K. SCHLENOGT OCTOBER HEALTH	
1649	INS	INSURANCE	\$741.02
1650	ND CHILD SUPPORT DIVISION	re: ID# W. POITRA	\$381.60
1651	INTERNAL REVENUE SERVICE	MEDICARE	\$4,988.13
1652	US POSTAL SERVICE	September 2019	\$140.00
	ND PUBLIC EMPLOYEES RET.	AUGUST 2019 NDPERS HEALTH INSURANCE	
16211	INS	CONTRIBUTION OFF	\$9.00
57648	COAST PROFESSIONAL, INC.	9/30/19 W.POITRA PAYROLL	\$210.87
		20.5 HOURS @ \$20/HOUR ON 9/10/19 - WATER	
57649	TERRY MATHIASON	PLANT LABOR	\$410.00
57650	US POSTAL SERVICE	September 2019	\$140.00
57651	OTTERTAIL POWER CO	SEWER	\$6,348.66
	NORTHERN PLAINS ELECTRIC		
57652	COOP	LAGOON ACCT # 3709000	\$77.23
57653	COAST PROFESSIONAL, INC.	10/15/19 W. POITRA PAYROLL	\$210.87
57654	FIRST STATE INSURANCE	ADD 2014 CHEVROLET AMBULANCE	\$292.00
	ADVANCED ENGINEERING &		
57655	ENVIRON	2019 General Engineering Services	\$11,018.73
		MEALS REIMBURSEMENT FOR P1 LERMS	
57656	CAMERON, DARYL L	TRAINING IN GRAND FORKS	\$63.00
		MILEAGE FOR NDLC ANNUAL CONFERENCE-	
57657	CAROLYNN OREY	BISMARCK	\$285.46
57658	CENEX FLEET CARD	POLICE - GAS	\$1,058.91
57659	CNH CAPITAL AMERICA LLC	DISCONNECT TERMINALS, SWITCH	\$6.98
57660	CORE & MAIN	FLANGES	\$803.86

57661	E L C CONCRETE LLC ENVIRONMENTAL EQUIP	REPLACE CENTER REBAR AT CORNER OF 2ND AVE SE & 3RD ST SE	\$8,826.00
57662	SERVICES	SWITCH IGNITION	\$51.90
57663	EXPRESSWAY INN FIRE EXTINGUISHING	LODGING FOR NDLC ANNUAL CONFERENCE	\$169.20
57664	SYSTEMS INC	RCC-ANNUAL INSPECTION,2 - 360 DETECTORS	\$214.90
57665	GATTKE EXCAVATING	STOCKPILED TWO LOADS OF PITRUN GRAVEL DIESEL FUEL CITY SHOP - 503 GALLONS X \$2.29 PER GAL	\$640.00
57666	GUSTAFSON OIL	6 ROCHELLE SALT SOLUTIONS, 4 PAN IND SOLN, 4 ALKALINE CYANIDE RGT	\$2,874.28
57667	HACH	FREE CHLORINE SET, AZONE 15, SODIUM BISULFITE	\$277.03
57668	HAWKINS INC INFORMATION TECHNOLOGY	AUGUST MULTIFACTOR AUTHENTICATION FEE	\$2,981.46
57669	DEPT- P	September 2019 Garbage Contract	\$95.65
57670	LADUCER SANITATION	TOILET PAPER FOR WATER PLANT	\$17,290.00
57671	LEEVERS FOODS	DISCONNECTING MOTOR AT WATER TREATMENT PLANT	\$5.99
57672	MALO ELECTRIC	PLUGS	\$75.00
57673	MEARS AUTO PARTS	DIAGNOSE BAD BATTERY RELAY ON 2015 CHEVROLET TAHOE UNIT #1342	\$88.86
57674	MIDSTATES WIRELESS	WATER TOWER REHABILITATION CONSTRUCTION ADMIN COSTS	\$208.25
57675	MOORE ENGINEERING MUNICIPAL GOVERNMENT	WEBINAR: YEAR-END PLANNING FOR AUDITORS	\$3,335.86
57676	ACADEMY	BULBS	\$30.00
57677	MUNRO ACE HARDWARE	HEATER ELEMENT FOR DEHUMIDIFIER AT WATER TREATMENT PLANT	\$855.33
57678	MUNTERS	K. SCHLENVOGT REGISTRATION FOR NDLC ANNUAL CONFERENCE	\$526.27
57679	ND LEAGUE OF CITIES ND SEWAGE PUMP & LIFT STATION	ANNUAL SERVICE CONTRACT TO 6 LIFT STATIONS	\$250.00
57680	NORMAN LAFONTAINE	RCC-	\$1,700.00
57681	NORTH DAKOTA ONE CALL	5 TICKETS X \$1.20	\$2,121.01
57682	OTTERTAIL POWER CO	RCC ELECTRIC OCTOBER 2019	\$6.00
57683	PATTON, RICH	MILEAGE FOR 2019 ANNUAL BUILDING OFFICIALS CONFERENCE	\$684.86
57684	ROLETTE COUNTY JAIL	SEPTEMBER INVOICE - 5 INMATES	\$187.06
57685	SCHLENVOGT, KERRY	MILEAGE FOR NDLC ANNUAL CONFERENCE- BISMARCK	\$3,430.00
57686	STARION BANK	PETTY CASH -POSTAGE	\$285.46
57687	STARION BOND SERVICES	2011 WATER REVENUE BOND PRINCIPAL	\$5.33
57688	THEEL MOTORS	REPLACE HEAD GASKETS, EXHAUST GASKETS, WATER PUMP ON 2014 FORD EXPLORER	\$71,161.25
57689	TM STAR	PUBLISH 9/18 MINUTES	\$2,167.77
57690	TUOMALA PLUMBING & HEATING	CARBON FILTER CART T & O	\$1,063.15
57691	UTILITY SERVICE CO. INC	FINAL PAYMENT- PAY ESTIMATE #1	\$1,799.13
57692	VERIZON WIRELESS	PUBLIC WORKS OCTOBER INVOICE	\$224,700.00
57693	VISA	AMAZON PRIME	\$254.02
57694	WALLETTE, DAVID	SEPTEMBER CEMETERY MOWING SERVICES	\$202.14
57695	WESTSIDE CSTORE	CAR WASH TOKENS	\$1,400.00
57696	VISA	LODGING FOR D. CAMERON TRAINING IN GRAND FORKS	\$30.00
57697	KEITH BENNING	2019 MUNICIPAL JUDGES CONFERENCE IN BISMARCK	\$196.00
57698	MARK C. LADUCER	PARTIAL BOND REFUND RE: K.LAFOUNTAIN PARISIEN, ALYSSA 40-2019-CR-00226 CT	\$320.46
57699	CLERK OF DISTRICT COURT	BACKHOE RENTAL 4.5 HOURS MYRON BRODERICK(BILLED TO OWNER)	\$360.00
57700	CLIFF RUSH		\$500.00
57701	Semi Month-Hourly ACH		\$405.00
57702	Semi-Monthly- Salary ACH		\$6,369.11
57703	Semi Month-Hourly ACH		\$8,514.83
57704	Semi-Monthly- Salary ACH		\$4,773.09
57705	Semi Month-Hourly ACH		\$8,806.04
57706	Semi-Monthly- Salary ACH		\$1,377.95
57707	Semi Month-Hourly ACH		\$449,158.80

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

Old Business:

Second reading of City Ordinance No. 422 Section 9

An ordinance repealing Ordinance No. 421 and enacting Ordinance No. 422 to establish and regulate a City Sales, Use and Gross Receipts Tax under the Home Rule Charter of The City of Rolla, and repealing Ordinance No. 421 relating to the Dedication of Tax Proceeds.

SECTION 9: Dedication of Tax Proceeds. It is provided that the percentages in each category shall be reviewed annually and are subject to change by the City Sales Tax Committee appointed by the Mayor and approved by the City Council.

- A. **Ten and One-Half percent (10.5%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be expended for capital improvements and infrastructure, including but not limited to frontage roads, new streets, community buildings, swimming pools, community recreation, water treatment plant, maintenance of sewer and water systems, streets, sidewalk projects, etc. as well as for promotion of the city and community events. Distribution of these funds will be based on the recommendation of the City Sales Tax Committee and upon approval of the City Council.

- B. **Seventy Five percent (75%)** of all revenues raised and collected under this ordinance shall be placed in a Contingency Reserve Fund for capital improvements and infrastructure including but not limited to water treatment plant, maintenance of water and sewer, streets, frontage roads, sidewalk projects, etc. No administrative expenses shall be deducted from this fund.

- C. **Ten and One-Half percent (10.5%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be dedicated to an economic development fund. All revenue shall be maintained in the fund to be known as the Job Development Authority Fund, separate and apart from all other funds except as provided by this section. The revenue contained in such fund shall be used for community economic development projects. Proposed projects may include assisting and promoting the expansion and maintenance of our existing firms and investigating leads for the purpose of creating new business and industry in the local community. The Job Development Authority would have the responsibility of making available low interest limited loan program, which would include capped loans and loan availability only after a firm commitment from the applicant.

- D. **Four percent (4%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be used for promotion of the City and community events through the Rolla Chamber of Commerce. All revenues shall be maintained in a fund to be known as the City Promotion and Community Events fund. Said funds shall be disbursed to the Rolla Chamber of Commerce only, upon written request by the Chamber and approval by the City Council.

Council Member Lange moved, Council Member Hardy seconded, to approve the second reading of City Ordinance #422 Section 9. All members on roll call voted “yes”. None voted “no”. Motion carried.

Tax Abatement Application-Sheryl & Ashley Aird

Council Member Albert moved, Council Member Mitchell seconded, to reject the tax abatement request by Sheryl & Ashley Aird for their property in Rolla. All members on roll call voted “yes”. None voted “no”. Motion carried.

Committee Reports

Administrative:

Discussion regarding Rolla Website. City AuditorCarolynn Orey will follow up with Rich Patton regarding updating the City website.

The City will continue to advertise for the open city assessor position until the position is filled.

City Auditor mentioned that the Employee Dress, Equipment, and Personal Appearance section of the police department manual needs to be updated. City AuditorCarolynn Orey will follow up with Police Chief Daryl Cameron to update this section of the manual.

City AuditorCarolynn Orey will present an inventory list of items that can be sold at the next administrative committee meeting.

Public Works Committee:

Discussion was held regarding the condition of the city streets. Jim Olson from AE2S commented that his firm can conduct a street assessment to evaluate the condition of the streets as well as the existing water and sewer under each street. The estimated cost of the assessment is between \$10,000 and \$30,000.

Council Member Lange moved, Council Member Wilkie seconded, to purchase replacement membranes for the Water Treatment Plant for the amount of \$51,120. All members on roll call voted “yes”. None voted “no”. Motion carried.

Council Member Albert moved, Council Member Gottbreht seconded, to purchase a utility services locator for the amount of \$4,845.18. All members on roll call voted “yes”. None voted “no”. Motion carried.

Council Member Lange moved, Council Member Gottbreht seconded, to accept Legacy Cooperative's tire replacement and installation for the ¾ ton truck in the amount of \$688.88. All members on roll call voted "yes". None voted "no". Motion carried.

Police:

Police Chief Daryl Cameron requested funding for Level 4 vests and carriers. The committee will review the 2019 budget to determine if funds are available.

Council Member Hardy moved, Council Member Wilkie seconded, to accept the proposal of the PoliceOne Online training academy with a one-time setup fee for \$250 and annual fees of \$88 per officer. All members on roll call voted "yes". None voted "no". Motion carried.

Police Chief Daryl Cameron will present a policy for comp time or straight time for officers rather than overtime at the next police committee meeting.

Police Chief Daryl Cameron will research about acquiring a K-9 for the Police Department

Library:

The unattended child policy has changed from 6 and under with responsible party to 10 and under must be with a parent, guardian or caregiver at all times.

Discussion regarding grants.

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

New Business

Clark Building – Asbestos Testing & Abatement

Discussion regarding asbestos removal in the Clark Building. Mayor John Hardy will contact Gibbens Law Office on the necessary steps to take in order to gain access to the building.

Rolette County's permission to use Local Access TV Channel

Council Member Albert moved, Council Member Mitchell seconded, to approve Rolette County using the Rolla Public Access TV Channel to air the Rolette County Commissioner meetings. All members on roll call voted "yes". None voted "no". Motion carried.

Establishing Rolla Complete Count Committee Resolution

WHEREAS, the Constitution of the United States of America requires an enumeration, or "census," of the population every 10 years; and

WHEREAS, the next decennial census of the population will be taken on April 1, 2020; and

WHEREAS, the decennial census data compiled in the 2020 Census will be used to determine the apportionment of seats in the State Legislature and the allocation of billions of dollars of federal, state and county funds for social and other programs for the next decade until the next decennial census is taken; and

WHEREAS, it is vitally important that every person in the City of Rolla, Rolette County, North Dakota, is counted in the 2020 Census; and

WHEREAS, the City of Rolla, North Dakota, will establish a Complete Count Committee that will develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and

WHEREAS, the City Auditor will have full authority to appoint government and community leaders to serve as members of the Complete Count Committee and to partner with the U.S. Census Bureau to provide training to the members of the Complete Count Committee;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rolla, North Dakota, as follows:

1. The Rolla Complete Count Committee is hereby established to develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and
2. The City Auditor of the City of Rolla, North Dakota, is hereby authorized to appoint government and community leaders to serve as members of the Rolla Complete Count Committee, to partner with the U.S. Census Bureau to provide training to the members of the Rolla Complete Count Committee, and to take all steps necessary to accomplish these purposes.
3. This Resolution shall go into effect upon approval and passage by the City Council.

Council Member Albert introduced the foregoing Resolution and moved for its adoption. The motion was duly seconded by Council Member Gottbreht. Upon vote being taken thereon, the following Council Members voted "AYE": Wilkie, Mitchell, Lange and Hardy; and the following Council Members voted "NAY": None. Absent and not voting: None.

Whereupon said motion was declared duly passed and adopted this 23rd day of October, 2019.

ATTEST:

APPROVED:

Carolynn Orey, City Auditor

John Hardy, Mayor

Winter Weather Emergency Declaration Resolution

Council Member Mitchell moved, Council Member Gottbreht seconded, to introduce and adopt the Winter Weather Emergency Declaration Resolution. All members on roll call voted "yes". None voted "no". Motion carried.

There being no further business, Mayor Hardy adjourned the meeting at 8:55 pm
The next scheduled meeting of the City Council is Wednesday, November 20 2019.

John Hardy, Mayor

ATTEST:

Carolynn Orey, City Auditor
Dated 10/28/2019