

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, OCTOBER 20, 2021 at 7:30 p.m.

Present: Mayor John Hardy, Councilpersons: TJ Bergsrud, Kyle Hardy, Rebecca Albert, Paula Wilkie, Hovi Mitchell; Absent: Blake Gottbreht. Others in attendance: City Auditor Erica McDougall, Public Works Director Cliff Rush, Police Chief William Poitra, Engineer from AE2S Jim Olson.

Mayor Hardy called the meeting to order at 7:30 p.m.

Mayors Minute: Mayor John Hardy took a minute to congratulate JDA Director Danielle Mickelson on her award for Governor's Choice Economic Developer of the Year. This award is for an individual who has made a positive contribution to a community. Mayor John Hardy also thanked Jaden Juntunen for building the GaGa Ball pit at the school. Jaden worked hard on building the pit and putting it together for the Eagle Scout Program and the kids are really enjoying it! Congratulations Jaden on moving forward with your Eagle Scouts degree.

Addition to Agenda:

1. Recycling Center – Old Business
2. Surveillance Cameras – Old Business

Consent Agenda:

Motion to approve Consent Agenda by Kyle Hardy, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.

1. September 2021 Regular Council Meeting Minutes
2. October 2021 Administration Committee Meeting Minutes
3. October 2021 Police Committee Meeting Minutes
4. October 2021 Public Works Meeting Minutes
5. Budget Minutes from September 15, 2021
6. Financial Report
7. Community Center Minutes

Reading of the Bills: Mayor John Hardy discussed the AE2S bills presented. There were some concerns with the itemized billing on services provided by Engineer Jim Olson and staff at AE2S. Some items pointed out by Mayor John Hardy were charges for monthly council meetings, 4 hours at \$196.00 per hour plus mileage, dropping O&M Manuals off at water treatment plant for 4 hours at \$196.00 plus mileage, different mileage rates charged per person, 2019 and 2020 year end transfer charges by Karla Harmel that were not completed, and hours billed by two other employees related to water treatment plant. Jim Olson said he will dig into concerns with billing. *Motion was made to approve bills by Hovi Mitchell, seconded by Rebecca Albert. No further discussion. All voted aye, motion carried.*

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|--------|--------------------------------|------------|-------------|
| 001926 | TURTLE MOUNTAIN COMMUNICATIONS | 10/5/2021 | \$612.78 |
| 001927 | VERIZON WIRELESS | 10/12/2021 | \$383.24 |
| 001928 | PAYMENT SERVICE NETWORK | 10/4/2021 | \$95.70 |
| 001929 | NORTHERN PLAINS ELECTRIC | 10/1/2021 | \$145.86 |
| 001930 | VISA | 10/20/2021 | \$2,248.13 |
| 001932 | VISA | 10/25/2021 | \$583.73 |
| 059782 | ADVANCED ENGINEERING & ENVIRON | 10/20/2021 | \$14,218.99 |

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| 059783 | AJS TS & ENGRAVING | 10/20/2021 | \$128.40 |
| 059784 | ATCO | 10/20/2021 | \$136.25 |
| 059785 | CENEX FLEET CARD | 10/20/2021 | \$219.33 |
| 059786 | CNH INDUSTRIAL CAPITAL-R.IMP | 10/20/2021 | \$271.49 |
| 059787 | COMPUTERS N STUFF | 10/20/2021 | \$125.00 |
| 059788 | CORE & MAIN | 10/20/2021 | \$458.32 |
| 059789 | ERICA MCDUGALL | 10/20/2021 | \$112.00 |
| 059790 | FIRE EXTINGUISHING SYSTEMS INC | 10/20/2021 | \$239.90 |
| 059791 | FIRST STATE INSURANCE | 10/20/2021 | \$480.00 |
| 059792 | GRAND FORKS UTILITY BILLING | 10/20/2021 | \$70.00 |
| 059793 | HACH | 10/20/2021 | \$1,065.19 |
| 059794 | HAWKINS INC | 10/20/2021 | \$13,008.48 |
| 059795 | INFORMATION TECHNOLOGY DEPT- P | 10/20/2021 | \$97.30 |
| 059796 | JEREMY LONGIE | 10/20/2021 | \$605.00 |
| 059797 | KURITA AMERICA INC. | 10/20/2021 | \$1,125.48 |
| 059798 | LEGACY COOPERATIVE | 10/20/2021 | \$810.36 |
| 059799 | MALO ELECTRIC | 10/20/2021 | \$1,677.19 |
| 059800 | MALO ELECTRIC | 10/20/2021 | \$915.06 |
| 059801 | MARTIN, CARRIE | 10/20/2021 | \$25.00 |
| 059802 | MCGUIRE | 10/20/2021 | \$1,221.78 |
| 059803 | MEARS AUTO PARTS | 10/20/2021 | \$165.39 |
| 059804 | MFOA | 10/20/2021 | \$30.00 |
| 059805 | MICROLAP TECHNOLOGIES | 10/20/2021 | \$179.60 |
| 059806 | MVTL LABORATORIES, INC | 10/20/2021 | \$888.50 |
| 059807 | MUNRO ACE HARDWARE | 10/20/2021 | \$367.12 |
| 059808 | MUNRO MOTOR CO | 10/20/2021 | \$1,855.59 |
| 059809 | NDBOA | 10/20/2021 | \$30.00 |
| 059810 | NORTH DAKOTA ONE CALL | 10/20/2021 | \$6.25 |
| 059811 | NORTHERN PLAINS ELECTRIC COOP | 10/20/2021 | \$77.12 |
| 059812 | OTTERTAIL POWER CO | 10/20/2021 | \$6,167.02 |
| 059813 | RAMKOTA HOTEL | 10/20/2021 | \$345.60 |
| 059814 | ROLLA CHAMBER OF COMMERCE | 10/20/2021 | \$8,886.15 |
| 059815 | TURTLE MOUNTAIN STAR | 10/20/2021 | \$45.55 |
| 059816 | TUOMALA PLUMBING & HEATING | 10/20/2021 | \$2,064.34 |
| 059817 | VERIZON WIRELESS | 10/20/2021 | \$271.61 |
| 059818 | VICTOR LUNDEEN COMPANY | 10/20/2021 | \$117.21 |
| 059819 | WASTE MANAGEMENT | 10/20/2021 | \$19,021.10 |
| 059820 | WESTSIDE CSTORE | 10/20/2021 | \$55.00 |
| 059821 | WILLIAM POITRA | 10/20/2021 | \$112.00 |
| 059822 | UNITED STATES POSTAL SERVICE | 10/20/2021 | \$170.00 |

Engineering Report: AE2S Engineer Jim Olson discussed work at the water treatment plant completion. The Department of Environmental Quality acknowledgement is that they agreed with plans submitted August 6, 2021 and change over is going well. No USDA funding until Audit is handled. Jim Olson will handle questionnaire with USDA so funding options remain available.

Committee Reports:

Administrative Committee:

1. Discussion about Audit and status of Auditing Firm Brady Martz
2. Auditor Erica McDougall attended the Auditors Conference in September and received good information about audits, funding, and requirements of the position.
3. Dacotah Bank requested information to put together options for the city including interest rates and checking account benefits.
4. Mayor John Hardy presented the 6 month review for Erica McDougall and requested a 5% increase retroactive to 8/1/2021. **Motion to approve increase of 5% retroactive to 8/1/2021 by**

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Rebecca Albert, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.

Police Committee:

1. New vehicle was delivered to Rolla. Pat O'Malley will work on decals over the next week.
2. Three years ago there was an issue with a misplaced wallet by city staff. Police Committee is recommending paying \$100.00 to individual whose wallet was lost to replace lost items.
3. Officer Paul Weigand submitted resignation effective October 28, 2021. Auditors office will review garnishment options for loan. ***Motion to accept resignation by Paul Weigand by TJ Bergsrud, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
4. Police Department will be back down to a three person staff at end of month, Chief William Poitra will look at hiring for vacant position.

Public Works Committee:

1. A public works employee experienced an off the job injury. Doctors recommendation is limited weight and desk duty. Public Works Director Cliff Rush will move this employee to water treatment plant.
2. Cam Mickelson with Lena's Market approached committee about utility bill. Committee reviewed information and decided to credit late fees of \$104.11 and water charge of \$261.00 since water is located in basement of neighboring building. Going forward at owners expense, the water can be capped off. Cam Mickelson was in agreement and will notify office of changes going forward. ***Motion to approve credit \$104.11 in late fees and water charge of \$261.00 as recommended by Public Works Committee by Paula Wilkie, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
3. Mayor John Hardy also discussed property owned by Rick Hendrickson and Laura Hendrickson. These properties have not used water, sewer, and garbage for several years. Ordinance needs to be reviewed to go forward with these property concerns. These bills need to be submitted to taxes by end of October, Mayor John Hardy will make final decision before end of month and notify Auditors office of any changes.
4. Fred and Rhea Decoteau attended meeting to discuss property where house burned down. Utility Bill is charging as normal without garbage. Public Works Committee recommended waiving water, sewer, and garbage starting 3/1/2021 until home is replaced. ***Motion to approve waiving water, sewer, and garbage only effective 3/1/2021 for Fred and Rhea Decoteau at this property as recommended by Public Works Committee by Rebecca Albert, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
5. Fred and Rhea Decoteau water service to this property is through a neighboring home. Options for water service at this property are to reconnect to current service provided with approval of neighboring home owner, or connect to main line north of the property at owners expense. Fred and Rhea will look at options.
6. Water Treatment Plant Task Order 6 was discussed. Proposal was received by AE2S last month for \$10,500, another proposal has been received from Filtronics for \$995.00 for Gas Conversion. Public Works Director Cliff Rush says both proposals are comparable to one another and sent quote from AE2S to Filtronics for review. AE2S quote included only

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consulting fees. Discussion was had about two quotes. ***Motion to accept proposal from Filtronics for \$995.00 for services to implement sodium hydroxide at water treatment plant as recommended by Public Works Committee by Kyle Hardy, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***

7. Public Works Department will do snow removal for Community Center this winter and look at filling pot holes.
8. New loader will be coming soon, due to the current supply chain issue, the loader has been delayed and expected delivery is now mid November.

Street Improvement Committee: No Meeting

Motion to approve committee reports by Hovi Mitchell, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.

Old Business:

1. Ordinance 450 was reviewed by council at the first reading. ***Motion to approve first reading of Ordinance 450 by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.***
2. Ordinance 451 was reviewed by council at the first reading. ***Motion to approve first reading of Ordinance 451 by Paula Wilkie, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
3. Recycling Center was added to old business. Discussion was had about several issues at the recycling center regarding roll off dumpsters. Blake Gottbreht is still researching options on chain linked fence to put roll off dumpsters outside. According to Mayor John Hardy, the issue at hand has to do with personal integrity for nonresidents using the recycling center.
4. Rebecca Albert discussed option for a Surveillance Center for town. Discussion was had about necessity, costs, and budget of putting cameras in place. Rebecca Albert and Kyle Hardy will gather more information.

New Business:

1. Rachel Mickelson discussed program for attorneys to take residency in rural communities through the Attorney Recruitment Program. If application is approved, Rachel Mickelson could work with city with Municipal Court, as a Prosecutor or oversight of court proceedings, and with Ordinances. Discussion was had about rate and annual hours covered by program. Hovi Mitchell asked if Nathan Gibbens could remain City Attorney if the city moved forward with this application, the application does not designate required role for attorney so current city attorney could remain in that role. The application process will require involvement with the Auditors Office and Mayor. Paula Wilkie also offered to help with the process. ***Motion to approve city council moving forward with application for Attorney Recruitment Program with Rachel Mickelson by Rebecca Albert, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
2. Building Permit – Fred and Rhea Decoteau submitted a building permit for a manufactured house on a 4 foot crawl space on pillars and a slab. Discussion was had among council. ***Motion***

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to approve building permit for Fred and Rhea Decoteau for a manufactured house on parcel 29-0010-29571-000 was made by Rebecca Albert, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.

3. Building Demolition Permit – Rolette County submitted a Demolition Permit to take down the Old Jail and Sheriff’s Residence. *Motion to approve demolition permit for Rolette County for the Old Jail and Sheriff’s Residence on parcel 29-0038-29975-013 was made by Kyle Hardy, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*
4. Cemetery Upkeep letter from Dennis Berg was reviewed by council. Dennis Berg discussed many things that need to be done to keep the cemetery up, such as fixing and adjusting tombstones, weed maintenance, and maintenance of trees and bushes. Dennis Berg suggested reviewing Ordinance on requirements of city for the cemetery. Dennis Berg felt embarrassed by condition of the cemetery last spring. Mayor John Hardy stated that Dennis Berg did a great job taking care of the cemetery this summer. Discussion was had about a cleanup day for the cemetery next year for community involvement. Paula Wilkie stated that Dennis Berg went above and beyond what was asked of him and it was much appreciated. Council will review ordinances as requested.

Meeting adjourned at 9:40 p.m.

ATTEST:

John Hardy, Mayor

Erica McDougall, City Auditor