

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 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: Public Works Director Cliff Rush, AE2S Engineer Jim Olson, Rebecca Albert, Municipal Judge, Sarah Fenner, Chief of Police, and Richard Marcellais

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

Mayors Minute: I'd like to start this month's Mayor's Minute by thanking all that attended last night's Town Hall Meeting. For those that did not or could not attend, I would like to say our first town hall meeting was productive due to the hard work of the council members as well as input from the people that attended. I would like to extend my gratitude to all that provided thoughts, ideas and options to bring an infrastructure project to Rolla. A project of the magnitude we are talking about will require the input and participation of more than just the council; it will take the whole community to work together to improve the city.

As last night's meeting closed, I left with a feeling of optimism; not thinking "if" a project can be done but "how" we can get the job done. As discussed last night, I look forward to working with the JDA to promote our infrastructure project and hope to have discussions with other entities such as the Chamber of Commerce and others possible too as this project will not only have a positive impact our households, but it will also positively impact on our businesses, commerce and help to bring additional businesses to Rolla.

As we move forward with planning and discussing ways to make the infrastructure project a reality, I encourage all citizens to get involved in whatever way they can. Reach out to a council member, attend future town hall meetings, or fill out the survey available at city hall regarding your thoughts on the infrastructure project.

As one person reminded me at last night's meeting, Rolla is the hub of Rolette County and western Towner County. We need to preserve this hub not only for the residents of this city, but for everyone in nearby communities that depend on us for shopping, entertainment and leisure activity.

Additions to Agenda: *Motion by Booth, seconded by Gottbreht to add the item of Peter Hamley Residence to the Agenda and approve the agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.*

Consent Agenda:

Motion by Berg, seconded by Booth to approve the Consent Agenda. All voted aye. Motion carried unanimously.

1. August 2023 Regular Meeting Minutes
2. September Admin Committee Minutes
3. September Police Committee Minutes

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

4. September Public Works Committee Minutes
5. September Audit Committee Minutes
6. Financial Report

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

002429E	VERIZON	\$189.36
002431E	INTERNAL REVENUE SERVICE	\$5,541.54
002432E	ND PUB. EMPLOYEE RET. DEF. COM	\$37.50
002433E	ND PUBLIC EMPLOYEES RETIRMENT	\$4,965.46
002434E	OTTERTAIL POWER CO	\$6,026.03
002435E	BANK OF NORTH DAKOTA	\$102,625.00
002436E	STARION BANK	\$15.00
002438E	INTERNAL REVENUE SERVICE	\$4,923.95
002439E	ND PUB. EMPLOYEE RET. DEF. COM	\$452.50
002440E	NDPHIT	\$13,658.87
002441E	OTTERTAIL POWER CO	\$5,181.37
002442E	PAYMENT SERVICE NETWORK	\$166.00
002443E	STARION BANK	\$185.17
002444E	TURTLE MOUNTAIN COMMUNICATIONS	\$555.34
002445E	VERIZON	\$568.07
002446E	WASTE MANAGEMENT	\$31,866.22
002447E	AFLAC	\$205.16
002448E	VISA	\$1,571.58
002449E	ROLLA JDA	\$6,553.04
058653	UNITED STATES POSTAL SERVICE	\$202.00
058657	24/7 SEPTIC SERVICE	\$200.00
058658	AE2S	\$46,394.75
058659	ASHLEY WELANDER	\$288.90
058660	BANYON DATA SYSTEMS	\$200.00
058661	CITY OF ROLLA	\$362.18
058662	CNH INDUSTRIAL ACCOUNTS	\$826.83
058663	DENNIS BERG	\$7,740.00
058664	GIBBENS LAW OFFICE	\$800.00

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

058665	GRAND FORKS UTILITY BILLING	\$97.23
058666	GUSTAFSON OIL	\$1,650.85
058667	HACH	\$537.00
058668	HAWKINS INC	\$3,645.29
058669	JOB SERVICE OF ND	\$223.47
058670	LEGACY COOPERATIVE	\$116.66
058671	MALO ELECTRIC	\$4,017.72
058672	MARC	\$119.00
058673	MEARS AUTO PARTS	\$111.90
058674	MICHAEL FREDERICK	\$85.00
058675	MUNRO ACE HARDWARE	\$471.10
058676	MUNRO MOTOR CO	\$2,081.10
058677	ND DOT MOTOR VEHICLE DIV	\$30.00
058678	NORTHERN PLAINS ELECTRIC	\$78.40
058679	NORTHLAND HEALTH CENTERS	\$225.00
058680	ONE CALL CONCEPTS	\$14.30
058681	OVERDRIVE	\$800.00
058682	ROLLA CHAMBER OF COMMERCE	\$8,956.88
058683	STARION BOND SERVICES	\$8,075.00
058684	SVETLANA LEER	\$300.00
058685	TUOMALA PLUMBING & HEATING	\$5,893.88
058686	TURTLE MOUNTAIN STAR	\$1,071.81
058687	UNIFORM CENTER	\$513.90
058688	WESTSIDE CSTORE	\$10.00
	TOTAL	\$281,427.31

The board then began the Public Hearing for the 2024 Preliminary Budget. ***Motion by Berg to approve the 2024 Preliminary Budget, seconded by Counts. All voted aye. Motion carried unanimously.***

The council then heard from Richard Marcellais regarding a water bill with excess water fees because of a tenant that left the water running. ***Motion by Berg to deny waiving water fees, seconded by Booth. All voted aye. Motion carried unanimously.***

Engineers Report: Jim Olson met with the board and discussed the outcome of the Town Hall Meeting held the night prior. Jim gave the board a handout with preliminary numbers. They discussed

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

focusing on just the underground. Jim gave an estimate for water and sewer only for the whole city, \$8,671,704.14. He stressed that project timelines are vital and stopping the project now to wait for audits to be completed would result in increased construction costs. Jim discussed various items that need to be completed for the infrastructure project to continue. They discussed three different options to continue, 1. City wide project, 2. Three phase project, 3. Underground only, Streets later. Jim pointed out that funding agencies will want to see a readiness to proceed. They discussed what their options are with the different funding agencies and what is covered by each. Jim would like to come back with more answers on funding.

Committee Reports:

Administrative Committee: Deanna Counts reported the committee recommends an update to the vacation leave policy. The current vacation policy reads:

Each regular full-time employee, depending on the employee's length of service, earns vacation pay. Vacation may be accrued but not used until after successful completion of the 6-month introductory period. Beginning with the seventh month of employment, vacation can be taken by the employee. An employee may accumulate up to 240 hours of vacation pay to carry over from one calendar year to the next. Hours in excess of 240 on December 31st are lost. Vacation time must have advance approval from the supervisor if three (3) or more concurrent days are taken.

0 months 24 months of service 3.34 hours per month
25 months 84 months of service 6.66 hours per month
85 months 120 months of service 10 hours per month
121 months 180 months of service 12 hours per month
181 months 240 months of service 14 hours per month
241+ months of service 16 hours per month

All earned vacation pay is payable to the employee upon resignation, termination or retirement.

The recommended update would change as follows:

Each regular full-time employee, depending on the employee's length of service, earns vacation pay. Vacation may be accrued but not used until after successful completion of the 6-month introductory period. Beginning with the seventh month of employment, vacation can be taken by the employee. An employee may accumulate up to 240 hours of vacation pay to carry over from one calendar year to the next. Hours in excess of 240 on December 31st are lost. Vacation time must have advance approval from the supervisor if three (3) or more concurrent days are taken.

0-12 months of service 3.34 hours per month (1 year; 40.08 hours per year; 1 week)
13-60 months of service 6.66 hours per month (2-5 years; 79.92 hours per year; 2 weeks)
61-84 months of service 10 hours per month (5-7 years; 120 hours per year; 3 weeks)
85-120 months of service 12 hours per month (7-10 years; 144 hours per year; 3.6 weeks)
121-180 months of service 14 hours per month (10-15 years; 168 hours per year; 4.2 weeks)

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

181+ months of service 16 hours per month (15+ years; 192 hours per year; 4.8 weeks)

All earned vacation pay is payable to the employee upon resignation, termination or retirement.

Motion by Gottbreht, seconded by Berg to approve the recommended change of vacation leave policy in the employee handbook effective January 1, 2024. On roll call vote, all members voted "AYE". Motion unanimously carried.

The next item on the Administrative committee agenda was the CD Investments. Currently the city council reviews and approves CD renewals. Discussed giving the Auditor's office the approval to renewal CD's with the institution with the best interest rates. ***Motion by Berg, seconded by Counts to approve giving the Auditors permission to review and approve CD renewals. On roll call vote, all members voted "AYE". Motion unanimously carried.***

The board discussed the Clark building. The board wanted a new deed completed and filed at the Rolette County Courthouse to replace the original that was never filed when purchased.

The daycare lease agreement was discussed. The board discussed the liability insurance. It was agreed the city would bill the liability insurance annually. They would like the revisions presented before the next council meeting on October 18th and have a lease signed by October 31st. Different issues and concerns were discussed in regards to the expense of the community center.

A request from Municipal Judge Rebecca Albert was presented. Albert would like to attend the Municipal Judges Conference in Bismarck in October. The conference is free, but mileage, meals, and hotel would total \$395.51. ***Motion by Booth, seconded by Mitchell to approve expenses to attend Judges Conference. On roll call vote, all members voted "AYE". Motion unanimously carried.*** The board agreed Judge Albert may hold court twice a month at no additional cost, no motion made. Rebecca Albert also requested to be appointed to the Forestry Committee. ***Motion by Mitchell, seconded by Gottbreht to appoint Albert to the Forestry Committee. On roll call vote, all members voted "AYE". Motion unanimously carried.***

Police Committee: Mitchell reported that they are working on the camera update. The board reviewed a citizen complaint that was determined to be civil. Reported there was 167 calls for service and 43 citations in the month of August. The updated delivery date of the Police Pickup is now November. An order of mace was placed with Uniform Center. The police Tahoe and Explorer need new batteries. ***Motion by Berg, seconded by Gottbreht to approve purchase of batteries. On roll call vote, all members voted "AYE". Motion unanimously carried.*** Chief Deputy Sheriff, Mitchell Slater, has put in around 7 hours completing various computer, cleaning, and administrative tasks. Taser quotes have been received. It has been strongly suggested to get away from the refurbished tasers they currently have. Taser 7 comes in at \$11,876.80 and these can be traded in at a later date when new ones need to be purchased. Taser 7 matches the Rolette County models so the city would be able to attend their recertification training which is required every 2 years. No motion made at this time.

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

Public Works Committee: Mayor Juntunen reported there are funds in the repairs and maintenance line of the Water Fund for a A/C unit previously approved for the water treatment plant. Blake Gottbreht reported the guys have finished flushing hydrants and two will need to be replaced. There has been some issues with pressure loss, Ward Heidbreder from ND Rural Water came up to help check water pressure. It was found by Ward we are in average range for pressure. Committee discussed All Seasons Water out of Bottineau potentially buying water from the city. Working on an issue with media filter. Hawkings doing scale and corrosion control test on the finished water. Malo Electric installed VFD at main lift station. Guys working on fixing fence around the lagoon when they have time. Dug up and replaced sewer service line for Marvin Timmerman. A truck will be picking up a load of cardboard on October 13th. Guys have been blading some gravel streets. Mayo Construction will be here in October to pave on main street. General maintenance on a John Deere mower. Valerie McCloud and Cliff Rush have been working together to find grants or funding to put up or purchase a new shop. Bid proposal presented from Core & Main for supplies to have on hand to make water and sewer repairs. ***Motion by Mitchell, seconded by Gottbreht to accept bid from Core & Main in the amount of \$13,452.49 pending the availability of Prairie Dog Funds . On roll call vote, all members voted “AYE”. Motion carried unanimously.*** Cliff presented a quote from Core & Main for Core+ Main Street AMI. This system would allow the office to read meters and be notified of high water usage right away in the Auditor’s office. The system would require new smart points. The current smart points are needing to start being replaced in the next year. \$197,942.37 is the quote given from Core & Main and it would require an additional annual software expense. No action taken at this time.

Audit Oversight Committee: Rebecca Hodggers reported that Jim Olson requested to receive a confirmation that he was assigned to be on this committee. Mayor Juntunen assured him he is a member of the committee as voted upon by the full council. Rebecca discussed dismantling of the audit committee. If the committee does not appear to be necessary after October 9th, she suggested the committee remain a committee but meet in 6 months to review Brady Martz progress. Therefore, there will be no October meetings. The audit will be done online not onsite. Val reported everything is ready to send to Brady Martz with the exception of some JDA minutes. She has all of 2018 ready for audit and is almost complete with 2019. Dan Cox from the State Auditor’s office requested information regarding the need for the audit. Valerie will respond to his request. They discussed \$68,000 that is unaccounted for on the books. Val explained the different scenarios that could be causing the unbalanced funds. Brady Martz will likely see the discrepancy and could get the issue resolved if it is just a bookkeeping error.

Motion to approve committee reports as presented by Gottbreht, seconded by Counts. All voted aye. Motion carried unanimously.

New Business:

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

1. City Council Vice President: ***Motion by Booth, seconded by Gottbreht to appoint Dennis Berg as City Council Vice President. Gottbreht, Mitchell, Booth, Counts voted aye to approve. Hodgers voted aye to oppose. Motion carried.***
2. Town Hall Meeting Discussion: Discussion on how the Town Hall meeting went on October 19th, 2023.
3. Building Permit Process: Request application, building inspector review, return to have review by council, approve or deny, issue permit if approved. If building is occurring without application or approval ask board member or have police department notify owner of building permit process. Provide owner with the building permit application.
4. Building Permit – Dan & Jerri Pederson
5. Building Permit – Richard Marcellais
6. Building Permit – American Legion Post
7. Building Permit – Bryan Davis
8. Building Permit – Russell & Tracy Maxon
Motion to approve Pederson, Marcellais, American Legion Post, & Maxon building permit applications by Gottbreht, seconded by Berg. All voted aye. Motion carried unanimously. Motion to approve Davis building permit application contingent upon completing application and building inspector approval by Gottbreht, seconded by Hodgers. All voted aye. Motion carried unanimously.
9. Discussion coming in early for meeting: Mayor Juntunen asks if available come in to the meeting half hour early (5PM) to go over bills.
10. Discussion committee spending authority: discussion regarding spending limits for department heads. Currently \$1,000.00 purchase within your budget. ***Motion by Booth to allow Mayor to approve a purchase between \$1,000.00-\$2,500.00 along with the department head without council approval as long as the funds are in your budget, seconded by Gottbreht. All voted aye. Motion carried unanimously.***
11. Discussion buying down debt.
12. Appointment of two to Sales Tax Committee: ***Motion by Gottbreht, seconded by Berg to appoint Hovi Mitchell and Kevin Juntunen to Sales Tax Committee. All voted aye. Motion carried unanimously.***
13. PWD – Core+ Main Street AMI & LARSCO Quote: Core+ discussed during public works committee report. Gottbreht explained the quote from LARSCO. They will perform pilot testing on wells to better streamline treatment process. ***Motion by Gottbreht, seconded by Mitchell to approve LARSCO quote and pay with Prairie Dog funds. All voted aye. Motion carried unanimously.***
14. Peter Hamley Building: Dennis Berg had discussions with neighbors to a building belonging to Peter Hamley. The board would like the city attorney to enforce an ordinance to condemn a building. Dennis will get a list from Rolette County Public Health of properties that need to be in compliance.

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 5:30 P.M.

Motion to adjourned at 8:18 p.m. by Mitchell.

ATTEST:

Kevin Juntunen, Mayor

Tara McDougall, City Deputy Auditor