

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 19, 2022 at 7:30 p.m.

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

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

Mayors Minute: Mayor John Hardy took a minute to give a shout out to the Public Works and Police Department. Both departments have been working hard on snow removal and cars parked on the street inhibiting snow removal. Also, a shout out to all the private contractors and residents that have stepped up and helped out with snow removal. Thank you all for your efforts. Mayor John Hardy also wanted to notify residents and councilpersons that he does not intend to seek reelection in June. John wants to encourage people to get involved in central government and understand the energy it takes to be Mayor. By the end of his term, he will have attended around 300 meetings.

Addition to Agenda: Under New Business: JDA Director Annual Review

Consent Agenda:

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

1. December 2021 Regular Council Meeting Minutes
2. January 2022 Administration Committee Meeting Minutes
3. January 2022 Police Committee Meeting Minutes
4. January 2022 Public Works Meeting Minutes
5. Financial Report
6. January 2022 Community Center Minutes

Reading of the Bills: Discussion was had regarding the Parks Board and Public Recreation Board combining in 2018. There is a check from the Public Recreation fund to go to the Parks and Rec Board. Discussion was had about the Cenex bill and Police Officers fueling up after Gustafson Oil closes. Chief William Poitra stated he would speak to his officers. ***Motion was made to approve bills by Blake Gottbreht, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***

059893	UNITED STATES POSTAL SERVICE	12/30/2021	\$170.00
059895	BANK OF NORTH DAKOTA	1/19/2022	\$2,098.10
059896	BRADY MARTZ & ASSOCIATES PC	1/19/2022	\$12,000.00
059897	BROADCORP, KEN	1/19/2022	\$250.00
059898	CENEX FLEET CARD	1/19/2022	\$871.80
059899	CNH CAPITAL AMERICA LLC	1/19/2022	\$176.43
059900	CORE & MAIN	1/19/2022	\$978.00
059901	DEERE CREDIT, INC.	1/19/2022	\$20,081.91
059902	FIRST STATE INSURANCE	1/19/2022	\$275.00
059903	GIBBENS LAW OFFICE	1/19/2022	\$150.00
059904	GRAND FORKS UTILITY BILLING	1/19/2022	\$70.00
059905	GUSTAFSON OIL	1/19/2022	\$6,526.66
059906	HACH	1/19/2022	\$51.18
059907	HARVEY LOVEN	1/19/2022	\$433.00
059908	HAWKINS INC	1/19/2022	\$3,497.35
059909	IRONHIDE EQUIPMENT INC	1/19/2022	\$66.20

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059910	KEEGAN LOCK & KEY SERVICE	1/19/2022	\$67.50
059911	KURITA AMERICA INC.	1/19/2022	\$699.45
059912	LEEVEERS FOODS	1/19/2022	\$11.75
059913	LEGACY COOPERATIVE	1/19/2022	\$741.20
059914	MARC	1/19/2022	\$1,391.88
059915	MEARS AUTO PARTS	1/19/2022	\$149.84
059916	MICHAEL TODD	1/19/2022	\$212.47
059917	MUNRO ACE HARDWARE	1/19/2022	\$275.11
059918	MUNRO MOTOR CO	1/19/2022	\$915.09
059919	ND WATER USERS ASSOCIATION	1/19/2022	\$300.00
059920	ND LEAGUE OF CITIES	1/19/2022	\$560.00
059921	NORTHERN PLAINS ELECTRIC COOP	1/19/2022	\$77.23
059922	ND DEPT OF ENVIRON. QUALITY	1/19/2022	\$20.00
059923	OPWORKS	1/19/2022	\$3,500.00
059924	OTTERTAIL POWER CO	1/19/2022	\$7,370.55
059925	POST BOARD	1/19/2022	\$280.00
059926	PRESENTATION MEDICAL CENTER	1/19/2022	\$335.00
059927	PROUTY REMODELING	1/19/2022	\$761.99
059928	ROLLA FIRE DEPT.	1/19/2022	\$12,329.44
059929	ROLETTE COUNTY TREASURER	1/19/2022	\$3,944.58
059930	ROLETTE COUNTY TREASURER	1/19/2022	\$411.37

Committee Reports:

Administrative Committee:

1. Audit update from Auditor Erica McDougall. All requested documents are at accountants office and necessary changes have been made. No time table on finalizing 2017-2018 audit.
2. Discussion was had regarding Attorney Recruitment Program from October 2021 Regular Council Meeting with Rachael Mickelson Hendrickson. Admin Committee recommended not moving forward with Application process due to conflict at hand with Lena's Farmers Market. Rachael Mickelson Hendrickson had no objection to this. ***Rebecca Albert made a motion to Rescind her Motion made in October 2021 to approve city council moving forward with application for Attorney Recruitment Program with Rachael Mickelson, Kyle Hardy rescinded his second. No further discussion. All voted aye, motion carried. Motion to accept rescinding of the motion by Rebecca Albert and Kyle Hardy made by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***
3. Committee presented 6 month reviews for Shelby Campbell and Rebecca Hodgers, committee is recommending a 5% increase for both employees. ***Motion to approve 5% increase for Shelby Campbell retroactive to November 1, 2021 by TJ Bergsrud, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried. Motion to approve 5% increase for Rebecca Hodgers retroactive to November 1, 2021 by Kyle Hardy, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.***

Police Committee:

1. Performance Review done for Chief William Poitra, committee is recommending a 3% increase. ***Motion to approve 3% increase for William Poitra retroactive to January 1, 2022 by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***
2. Chief Poitra discussed new radars, expected delivery date in February 2022, vehicle issues, and new radios with state radio program. This needs to be coordinated with new 911 coordinator.
3. Roaming dog issue is still present, officers are aware.

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Public Works Committee:

1. Performance Review done for Public Works Director Cliff Rush, committee is recommending a 3% increase. ***Motion to approve 3% increase for Cliff Rush retroactive to January 1, 2022 by Blake Gottbreht, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***
2. New loader has been delivered, public works department has spent many hours on snow removal, and there are some mechanical issues with trucks.
3. Committee discussed option to help with snow maintenance that would be beneficial for the community. Estimates were received for a snowblower attachment for Bobcat, 74” from Ironhide Equipment for \$7,500 and 79” from Butler for \$6,950. This attachment should last at least 10 years. Discussion was had about difference in options. ***Motion to approve estimate of \$6,950 from Butler for 79” Bobcat attachment by TJ Bergsrud, seconded by Blake Gottbreht.***
4. Recycling Center Door estimate of \$7,883.72 was approved at December 15, 2021 meeting. Cliff Rush has been unable to contact Prouty to replace the door, he recommends considering new bid from Larry Haas for replacement of door and fix opening and wall and parts for an estimate of \$10,000 plus parts. This does not include keyless entry. ***Rebecca Albert made a motion to Rescind her Motion made in December 2021 to accept estimate of \$7,883.72, Blake Gottbreht rescinded his second. No further discussion. All voted aye, motion carried. Motion to accept rescinding of the motion by Rebecca Albert and Blake Gottbreht made by Hovi Mitchell, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried. Motion to approve bid from Larry Haas for \$10,000 by Rebecca Albert, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

Community Center:

1. Hovi Mitchell discussed issue with tenants on east side of building not being respectful to the building and other tenants. New rental agreements are being looked at.
2. Windows are installed and working.
3. Grant for lighting approved to move forward.
4. Ryan Wickerham is doing a great job of clearing snow at daycare and city hall this winter.

Motion to approve committee reports as presented by Blake Gottbreht, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.

Old Business:

1. Surveillance Cameras – Kyle Hardy worked with Russ Lund on camera system. Discussion was had on how system would operate, where to place cameras, funding, and monthly fee. More information will be available at next meeting.

New Business:

1. Gar Wiedrich – discussed property needs. This needs to be discussed with Planning and Zoning Committee. Discussion tabled until next month.

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2. Employee Handbook – No Smoking Policy – discussion was had about employees smoking in city vehicles and equipment. Mayor John Hardy stated that the council needs to make a point to follow state law and century code. No smoking is allowed on city property, in city vehicles, or in city equipment. Department Heads are to do a paper trail and disciplinary action with employees that do not comply with state law and century code.
3. End of Year Transfers for 2017 and 2018 – Auditor Erica McDougall presented year end transfers to be approved.
 - a. 2017 - \$3,651.19 from Special Assessment Deficit Fund 201 (518) to St Imp 2015-1 Debt Fund 614
 - b. 2017 - \$100,000.00 from Wtr Plant Imp 2015-2 Debt Fund 612 to Contingency Fund 230
 - c. 2017 - \$87,838.25 from St Imp 2015-1 Debt Fund 614 to Contingency Fund 230
2017 - \$60,000.00 from Contingency Fund 230 to General Fund 100
Motion to approve transfers for 2017 by Paula Wilkie, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.
 - d. 2018 - \$10,901.88 from General Fund 100 to Police Reserve Fund 105
 - e. 2018 - \$32,338.50 from Contingency Fund 230 to Water Fund 601
 - f. 2018 - \$96,825.99 from Contingency Fund 230 to Water Imp 2013-1 Debt 611
 - g. 2018 - \$9,696.00 from Contingency Fund 230 to Water Imp 2013-1 Reserve 613
 - h. 2018 - \$5,367.00 from Contingency Fund 230 to Water Imp 2013-1 Reserve 613
 - i. 2018 - \$56,603.47 from Contingency Fund 230 to Chip Seal 2017-1 Debt 616
 - j. 2018 - \$109,586.86 from Water Fund 601 to Water Project Fund 605
 - k. 2018 - \$14,000.00 from Sewer Fund 602 to Garbage Fund 603
 - l. 2018 - Change amount from \$156,900 to \$153,176.79 from Infrastructure Fund 604 to Impr Dist 2012-2 Debt 610 in minutes 11/2018
 - m. 2018 - \$0.29 from Seal Coat Project 2017-1 416 to St Imp 2017-1 Debt 616
 - n. 2018 - \$2,489.74 from General Fund 100 to Special Assessment City Lots 203 (501)
 - o. 2018 - \$2,710.82 from General Fund 100 to Horizons Fund 836
 - p. 2018 - \$174,760.50 from St Imp 2015-1 Spec Assess Fund 515 to Contingency Fund 230
 - q. 2018 - \$1,969.25 from Special Assessment Def 204 (518) to Sewer/Lagoon 527
 - r. 2018 - \$7,328.82 from Contingency Fund 230 to Sewer/Lagoon 527
2018 - \$10,483.30 from St Imp 2015-1 414 to St Imp 2015-1 614
Motion to approve transfers for 2018 by Blake Gottbreht, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.
4. JDA Director Annual Review – JDA Board recommends increase of 3% for Danielle Mickelson. ***Motion to approve recommendation of 3% increase for Danielle Mickelson retroactive to January 1, 2022 by Hovi Mitchell, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***
5. Resignation received from Sales Tax Committee Chairman Kevin Svingen. Council wants to thank Kevin Svingen for his many years of service. ***Motion to accept resignation of Kevin Svingen by Rebecca Albert, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***

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Meeting adjourned at 9:20 p.m.

ATTEST:

John Hardy, Mayor

Erica McDougall, City Auditor