

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 18, 2022 at 7:30 P.M.

Present: Mayor John Hardy, Councilpersons: Paula Wilkie, Rebecca Albert, Hovi Mitchell, Blake Gottbreht, Kyle Hardy. Absent: TJ Bergsrud.

Others in attendance: Auditor Erica McDougall, Deputy Auditor Shelby Campbell, Police Chief William Poitra, Library Director Diana Lange, JDA Director Danielle Mickelson, TM Star Jason Nordmark, Rachael Mickelson Hendrickson, Rebecca Hodggers, Nathan Neameyer, Lyman Bercier, and Casey Sovo.

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

Mayors Minute: Mayor John Hardy took a minute to recognize the graduating class of 2022 at Rolla High School and graduates in town that go to area schools. Congratulations graduates, and remember where you came from as you go into the next phase of life. I am hopeful that they will come back to the area in the future. Rolla School has been named the recipient of a huge donation for a fitness center. There was tremendous effort by the Elementary School to receive a grant of \$100,000. Congratulations! More to come on this grant next month.

Addition to Agenda:

Consent Agenda:

Hovi Mitchell requested to move items 7 and 8 under new business after Library Report, no objections.

Motion to approve the Consent Agenda by Kyle Hardy, seconded by Blake Gottbreht.

1. April 2022 Regular Council Meeting Minutes
2. April 2022 Tax Equalization Meeting Minutes
3. May 2022 Admin Committee Meeting Minutes
4. May 2022 Police Committee Meeting Minutes
5. May 2022 Public Works Committee Meeting Minutes
6. Rolla JDA Special Meeting April 26, 2022
7. Rolla JDA Minutes April 28, 2022
8. Rolla JDA By-Laws
9. Financial Report

Reading of the Bills: AE2S bill was not paid last month for services related to Harris Court. Auditor Erica McDougall explained credit situation on bill. ***Motion was made to approve bills, including AE2S bill, when funds become available by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***

060048	JOHNSON CONSTRUCTION	5/5/2022	\$150.00
060049	ACCREDITED SECURITY	5/18/2022	\$599.00
060050	AMERICAN LEGION	5/18/2022	\$100.00
060051	BANK OF NORTH DAKOTA	5/18/2022	\$2,637.44
060052	BRAD RUPPELIUS	5/18/2022	\$360.52
060053	CENEX FLEET CARD	5/18/2022	\$242.70
060054	CLIFF RUSH	5/18/2022	\$812.50

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060055	CNH CAPITAL AMERICA LLC	5/18/2022	\$331.28
060056	COMPUTER SOLUTIONS	5/18/2022	\$155.00
060057	ENVIRONMENTAL EQUIP SERVICES	5/18/2022	\$78.13
060058	ERICA MCDUGALL	5/18/2022	\$245.70
060059	FIRE EXTINGUISHING SYSTEMS INC	5/18/2022	\$239.90
060060	FIRST STATE INSURANCE	5/18/2022	\$30.00
060061	GIBBENS LAW OFFICE	5/18/2022	\$659.62
060062	GRAND FORKS UTILITY BILLING	5/18/2022	\$70.00
060063	GUSTAFSON OIL	5/18/2022	\$7,344.72
060064	HACH	5/18/2022	\$722.12
060065	HAWKINS INC	5/18/2022	\$1,404.82
060066	HIGHWAY 281 GAS & GO LLC	5/18/2022	\$73.23
060067	INFORMATION TECHNOLOGY DEPT- P	5/18/2022	\$117.55
060068	INTERSTATE BILLING SERVICE	5/18/2022	\$1,134.30
060069	LARRY HAAS	5/18/2022	\$4,701.50
060070	LEGACY COOPERATIVE	5/18/2022	\$379.12
060071	MALO ELECTRIC	5/18/2022	\$6,693.32
060072	MEARS AUTO PARTS	5/18/2022	\$296.35
060073	MIDSTATES WIRELESS	5/18/2022	\$3,238.42
060074	MUNRO ACE HARDWARE	5/18/2022	\$255.34
060075	NORTH DAKOTA ONE CALL	5/18/2022	\$6.50
060076	NORTHERN PLAINS ELECTRIC COOP	5/18/2022	\$77.45
060077	OTTERTAIL POWER CO	5/18/2022	\$7,008.87
060078	PETTY CASH	5/18/2022	\$100.00
060079	R & D HENDRICKSON TRUCKING LLC	5/18/2022	\$1,450.00
060080	ROLETTE COUNTY SHERIFF OFFICE	5/18/2022	\$210.00
060081	ROLLA JDA	5/18/2022	\$1,950.00
060082	RURAL DEVLPMT.FINANCE CORP	5/18/2022	\$5,118.54
060083	SVETLANA LEER	5/18/2022	\$210.76
060084	TUOMALA PLUMBING & HEATING	5/18/2022	\$59.75
060085	TURTLE MOUNTAIN STAR	5/18/2022	\$406.76
060086	UNITED STATES POSTAL SERVICE	5/18/2022	\$170.00
060087	WASTE MANAGEMENT	5/18/2022	\$19,307.17

Committee Reports:

Administrative Committee: Updated Employee Manual was reviewed by council. *Motion to approve 2022 Employee Manual by Rebecca Albert, seconded by Paula Wilkie. Discussion was had.* Motion was retracted by Rebecca Albert, second was retracted by Paula Wilkie. Three modifications were made under retirement, vacation, and holiday leave. *Motion to approve 2022 Employee Manual starting June 1, 2022 with agreed modifications by Rebecca Albert, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.* Auditor Erica McDougall clarified an approved change in the salary for Municipal Judge, this will begin on July 1, 2022.

Police Committee: Discussion was had about gas filling by officers not utilizing the location with the accepted gas bid. A verbal warning was placed in all officers files regarding this discussion. No officers are currently trained with the intoxilizer. Chief William Poitra is having issues getting officers signed up for training as training spots fill up quickly. Discussion was had about why City Officers are dispatched to incidents out of town and staying at those locations. Chief William Poitra will look into situation.

Public Works Committee: Discussion was had regarding Harris Court water issues. AE2S Engineer Jim Olson suggested insulating pipes. Tuomala Plumbing and Heating disagrees that insulating pipes

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will fix issue. Previous City Engineer Ron Disrud has discussed the history of this issue with Mayor John Hardy and Public Works Director Cliff Rush. A shut off valve was installed by Harris Court to force water to loop around 6 blocks, the water was able to increase in temperature 5 to 9 degrees while underground and prevented freeze up when entering homes in Harris Court. Discussion was had, public works has been asked to proceed with shutting off valve. A water pump is needed for the sewer. Quote was received by North Dakota Sewage Pump and Lift Station for \$10,770.00 for replacement pump. Currently, there is no backup pump if one goes out and one pump is having issues. ***Motion to purchase new pump from North Dakota Sewage Pump and Lift Station for \$10,770 by Paula Wilkie, seconded by Rebecca Albert. No further discussion. All voted aye, motion carried.*** Street sweeper is going around town, recycle center door is installed and working well, and discussion was had on pot hole repairs this summer.

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

Old Business:

New Business:

1. Official Newspaper of municipality as designated per NDCC 40-01-09: The official newspaper as chosen by the electors of the county shall be the official newspaper of the municipality in which it is published, and such official notices and legal publications as the municipality is required to publish by law shall be published therein. In municipalities where the official newspaper is not published, the governing body of the municipality, annually by resolution at its first meeting in May, or as soon thereafter as practicable, shall designate a newspaper published in the municipality, or if there is not one published, then it shall designate a newspaper which is circulated in the municipality, as the official newspaper of the municipality, including park districts therein, for the publication of notices and legal publications, including legal notices and official statements of the school districts embracing or encompassed by the municipality. ***Motion to designate Turtle Mountain Star as official newspaper by Kyle Hardy, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***
2. Annual Drinking Water Quality Report – Consumer Confidence Report (CCR) is completed and will be available at Auditor’s Office and online at www.ndrolla.com.
3. City Sales Tax Committee Member appointees and JDA request for funds – Mayor John Hardy discussed resignation of three members: James Bucher, Scott Mitchell, and Kevin Svingen. The City of Rolla appreciates the long term service of these members on the committee. Mayor John Hardy presented appointees for the City Sales Tax Committee: John Hardy, Robert Senger, Alayna Pederson, David Berginski, and Michael Mickelson. ***Motion to approve appointees presented by Blake Gottbreht, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.*** Other members of the committee are Paula Wilkie, Cheryl Bonn, Loie Tupa, and Lisa Neameyer. A request for disbursement of funds was received by Rolla

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JDA for \$1,950.00. This request was approved for up to \$14,000.00 for the Walking Path Project in 2019. Funds will be disbursed this month.

4. Cemetery Committee – City cemetery cleanup date is set for June 8, 2022 at 10:00 am. ***Motion to approve bid received from Dennis Berg for \$12,900.00 for 2022 year as recommended by the Cemetery Committee by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.*** Discussion was had about issue with 5 tombstones tipped over in the past week, Dennis Berg is asking for the public’s help in finding these individuals.
5. Lyman Bercier – San Haven building and grant – Mayor John Hardy briefly discussed USDA grant application by Rolette County Housing Authority.
6. Library – Director Diana Lange discussed activities going on at the library, including summer reading program, watercoloring, robots, and arts and crafts day. She has applied for five grants, all were approved for various items such as Makerspace, cabinets for library, supplies, and a book barn for outside of city hall. Goal is to increase outreach for the library and get more community involvement.
7. Rolla JDA Minutes from April 28, 2022 – JDA Director Addendum was approved by JDA Board and City Council in Employee Policy Manual. The JDA Board presented a Resolution Recommendation for approval to the City Council. ***Motion to change administrative expenses for the Rolla JDA to zero effective July 1, 2022 by Hovi Mitchell, seconded by Blake Gottbreht.*** Discussion was had. Motion was retracted by Hovi Mitchell, second was retracted by Blake Gottbreht.

JDA Board Resolution Recommendation:

- a. The Rolla Job Development Authority Board of Directors recommends opening a checking account in the name of the Rolla Job Development Authority, as per JDA Bylaws, the signers on the checking account will be the current Chairman, Executive Director, and Treasurer. Two signatures will be required on each transaction. This account will be opened at a financial institution to be determined by the JDA Board of Directors.
- b. Effective July 1, 2022, the JDA Board also recommends changing the rate for the “Administrative Expenses” listed in Ordinance 422 to zero for the Job Development Authority Fund, and that the City of Rolla Auditor’s Office will no longer complete the financials for the JDA. The Auditor’s Office will continue to deposit City Sales Tax dollars into the JDA account as required by Century Code.
- c. Also, as part of the recommendation, the JDA does not wish to be charged a phone bill from Turtle Mountain Communications. Payroll will continue to be done through the Auditor’s Office and payment from the Rolla JDA Fund will be done each pay period.

Motion to approve JDA Board Resolution Recommendation as presented by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.

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8. Rolla JDA By-Laws – Discussion was had about By-Laws. Paula Wilkie stated that City Sales Tax dollars are used to fund the JDA and requested to see quarterly financials instead of annual financials. ***Motion to approve Rolla Job Development Authority By-Laws with change in Financial Review by City Council from annually to quarterly by Kyle Hardy, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***
9. Building Permit – Parcel 29-0010-29593-000 ***Motion to approve building permit for Parcel 29-0010-29593-000 by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***
10. Building Permit – Parcel 29-0028-29868-010 ***Motion to approve building permit for Parcel 29-028-29868-010 by Blake Gottbreht, seconded by Kyle Hardy. No further discussion. All voted aye, motion carried.***
11. Building Permit – Parcel 29-0015-29696-000 ***Motion to approve building permit for Parcel 29-0015-29696-000 by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***
12. Building Permit Fee – Current base rate for permit is \$25.00. Auditor Erica McDougall discussed possible increase in rates, this would require an ordinance change.
13. CDBG Grant Siren Update – Auditor Erica McDougall discussed the Emergency Siren grant through North Central Planning Council. Grant Administrative Services Proposals were requested from three Regions. No proposals were submitted.

Meeting adjourned at 9:11 p.m.

ATTEST:

John Hardy, Mayor

Erica McDougall, City Auditor