

7:30 pm, Wednesday, December 18, 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.

Others present: Sandra Olson, Valerie McCloud-Rolette County Auditor, Jim Olson-AE2S, Danielle Mickelson-JDA, Daryl Cameron-Police Chief, Cliff Rush-Public Works Director, andCarolynn Orey-City Auditor.

### Consent Agenda

Council Member Albert moved, Council Member Lange seconded, to approve the Consent Agenda.

All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes: November 20, 2019 City council council meeting
- Financial Report – November 2019
- Raffle Permit – Rolla Chamber of Commerce
- Waste Management Contract

Check	Vendor	Description	Amount
1667	INTERNAL REVENUE SERVICE	941PR 11/15/2019	\$5,057.36
1668	DACOTAH BANK	SKIDSTEER LOAN #5426721	\$720.78
1669	DACOTAH BANK	2015 Pickup #5418859	\$595.27
1670	ND PUBLIC FINANCE AUTHORITY	SEAL COAT BOND INTEREST PAYMENT	\$4,125.00
1671	INTERNAL REVENUE SERVICE	11/30/19 WITHHOLDING	\$4,900.42
1672	USDA Rural Development	INTEREST ON 2015-2 LOAN #91-09	\$44,341.05
1673	NORTHERN PLAINS ELECTRIC	JDA PAYMENT #89	\$145.86
1674	STARION BANK	Service Charge November 2019	\$3.00
1675	STARION BANK	Additional \$1 for Service Charge for November 2019	\$1.00
1676	STARION BANK	Charge Back Item NSF	\$157.03
1677	STARION BANK	Charge Back Item NSF	\$200.09
1678	ND PUB. EMPLOYEE RET. DEF. COM	DEFERRED COMP 1130PR	\$62.50
1679	ND PUBLIC EMPLOYEES RET. INS	December 2019 NDPERS Health Insurance	\$9,820.14
1680	ND PUBLIC EMPLOYEES RETIRMENT	PERA 11/2019	\$5,790.27
1681	AFLAC	NOVEMBER PREMIUM	\$167.46
1682	ND CHILD SUPPORT DIVISION	re: ID# WP	\$381.60
1683	PAYMENT SERVICE NETWORK	PSN GATEWAY FEE NOVEMBER 2019	\$191.20
1684	ND CHILD SUPPORT DIVISION	re: ID# WP	\$381.60
1685	ND PUB. EMPLOYEE RET. DEF. COM	DEFERRED COMP 1215PR	\$62.50
1686	INTERNAL REVENUE SERVICE	12/15/19 WITHHOLDING	\$6,082.72
57766	ROLETTE COUNTY RECORDER	RECORD LSS PLAT	\$20.00
57767	US POSTAL SERVICE	Utility Bills for November 2019	\$140.00
57768	TURTLE MT. COMMUNICATIONS	RECYCLING CENTER	\$635.34
57769	VERIZON WIRELESS	POLICE- DECEMBER JETPACK	\$388.00
57770	POST BOARD	Testing Fee for Paul Weigand	\$25.00
57771	ROLETTE COUNTY RECORDER	RECORD D & D SUBDIVISION PLAT	\$20.00
57772	OTTERTAIL POWER CO	SEWER	\$6,676.45
57773	ADVANCED ENGINEERING & ENVIRON	2019 General Engineering Services	\$2,889.00
57774	ATCO	Street-Meltdown II	\$158.40
57775	BADLANDS ENVIRONMENTAL	Asbestos Assessment and Lead Paint Inspection for Harris Building	\$1,820.00
57776	BANK OF NORTH DAKOTA	JDA-ROLLA SEED FLEXPACE INTEREST BUY DOWN	\$7,071.62
57777	BLUE TARP FINANCIAL, INC	PALLET JACK FOR RECYCLE CENTER	\$345.45
57778	BLUE360 MEDIA	2019 Criminal and Traffic Manual	\$70.75
57779	CNH INDUSTRIAL CAPITAL-R.IMP	1/8 COBALT Drill Bit for Army Pickup	\$11.14
57780	COMPUTER SOLUTIONS	Signage for Recycle Center	\$30.00
57781	CORE & MAIN	Magnetic Locator	\$888.00
57782	DAKOTA FIRE EXTINGUISHER	Recycling Cntr -ANNUAL SERVICE	\$457.99
57783	EDND	JDA - 2020 MEMBERSHIP	\$150.00

57784	GAFFANEYS	MAINTENANCE AGREEMENT- SHARP MX-M364	\$656.07
57785	GIBBENS LAW OFFICE	Fees for Ordinance #422	\$120.00
57786	GRAND FORKS UTILITY BILLING	Water Testing	\$67.00
57787	GUSTAFSON OIL	Police - Gas	\$2,584.43
57788	HAWKINS INC	m2 FixPro Pump	\$6,974.80
57789	HEALTH CHEMISTRY LAB	Water Testing	\$47.67
57790	INFORMATION TECHNOLOGY DEPT- P	Multifactor Authentication Fee	\$173.05
57791	INTERSTATE BILLING SERVICE	Arm Wiper, Blade Wiper for Bobcat	\$111.58
57792	JACK AND JILL	VINEGAR, PEROXIDE	\$11.53
57793	LEGACY COOPERATIVE	Windshield De-Icer	\$46.39
57794	MALO ELECTRIC	City Shop: Replace 3 Outlet Circuits	\$739.31
57795	MCGUIRE	Replace ABS Module & Disable in Vehicle DLC Adaptor in 2014 Ford Explorer	\$994.88
57796	MEARS AUTO PARTS	Shop-Splice, Return Switch	\$241.57
57797	MEARS IMPLEMENT	OIL FILTER, PAINT PENS, REDI ROD	\$68.77
57798	MICKELSON DANIELLE	Expense Voucher from Rolla to Bismarck & Rolla to Rugby	\$288.45
57799	MICROLAP TECHNOLOGIES	FedEx charges for samples to ND Health Dept	\$29.89
57800	MUNRO ACE HARDWARE	WATER-MENDERHOSE 5/8X 3/8 FM ACE HOSE REPAIR	\$124.95
57801	ND LEAGUE OF CITIES	2020 DRUG AND ALCOHOL TESTING PROGRAM FEE	\$480.00
57802	ND RURAL WATER SYSTEMS ASSOC	2020 MEMBERSHIP DUES	\$245.00
57803	ND WATER USERS ASSOCIATION	2020 Membership	\$300.00
57804	NORTH DAKOTA ONE CALL	2 Tickets @ \$1.20	\$1.85
57805	NORTHERN PLAINS ELECTRIC COOP	LAGOON ACCT # 3709000	\$77.12
57806	OTTERTAIL POWER CO	Rolla Community Center	\$789.05
57807	R & D HENDRICKSON TRUCKING LLC	Snowblower Main Street 1.5 hours	\$3,396.25
57808	ROLETTE COUNTY JAIL	November Invoice - 2 Inmates	\$796.00
57809	ROLLA CHAMBER OF COMMERCE	balance of sales tax revenue due	\$9,932.75
57810	ROLLA WELDING	Fence Pull Holder for City Cemetery	\$33.00
57811	STARION BANK	Petty Cash-Postage for US Census Bureau Documents	\$7.35
57812	THEEL MOTORS	REPLACE FRONT BRAKE PADES & RIGHT FRONT ROTORS, SPRING FOR PICKUP PLOW,OIL CHANGE AND FILTER	\$435.21
57813	TM RIFLE & PISTOL CLUB	2020 Membership-\$20 X 4 OFFICERS	\$80.00
57814	TM STAR	Request for Bids Waste Collection & Removal	\$779.09
57815	TUOMALA PLUMBING & HEATING	Wash Machine Hose, Brass Bushing, Fitting	\$26.86
57816	US POSTAL SERVICE	Annual First-Class Presort Fee	\$235.00
57817	VERIZON WIRELESS	PUBLIC WORKS DECEMBER INVOICE	\$259.02
57818	VISA	AMAZON PRIME	\$63.31
57819	WESTSIDE CSTORE	Car Wash Tokens	\$10.00
57820	STAPLES CREDIT PLAN	POLICE-ENVELOPES, AUDITOR-OFFICE SUPPLIES	\$119.43
57821	CORE & MAIN	PIPE LOCATOR WITH BAG	\$4,845.18
57822	LADUCER SANITATION	NOVEMBER 2019 GARBAGE CONTRACT, ROLL-OFF	\$17,290.00
500223e	Semi Month-Hourly ACH		\$6,033.30
500224e	Semi-Monthly- Salary ACH		\$8,879.39
500225e	Semi Month-Hourly ACH		\$8,626.69
500226e	Semi-Monthly- Salary ACH		\$9,560.75
			\$191,565.93

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

## Engineering Report

### 2020 Street and Utility Condition Assessment

Jim Olson, AE2S presented project plan options to the city council for review.

Council Member Wilkie asked Valerie McCloud what the deadline is in order to have a special assessment proposal on the ballot for the June 2020 election. Valerie stated April 1<sup>st</sup> of 2020. Jim Olson stated that he will have the final estimate before this date.

Council Member Wilkie moved, Council Member Lange seconded, to approve Task Order #2 for the amount of \$30,000. All members on roll call voted "yes". None voted "no". Motion carried.

### **2015-1 Water Improvement**

Jim Olson, AE2S approached the council with several options for using the remaining balance of the USDA Rural Development funds for the Water Treatment Plant. Jim Olson stated that the funds must be used before December 31, 2019.

Council Member Gottbreht moved, Council Member Hardy seconded, to approve the Water Tower Mixer Monitoring System for an amount not to exceed \$4,280. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Mitchell moved, Council Member Wilkie seconded, to accept OpWorks proposal for a 1 year contract to include \$6,000 setup cost with unlimited support. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Gottbreht moved, Council Member Lange seconded, to purchase a Chlorine Pump from Hawkins for the amount of \$2,424.77. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Hardy moved, Council Member Mitchell seconded, to allow the Public Works department to spend the remaining balance of the USDA Rural Development funds before the end of the year. All members on roll call voted "yes". None voted "no". Motion carried.

### **Old Business**

#### **Gattke Excavating**

Mayor Hardy stated he will provide a proposal to Theel Motors for 50% of the Gattke Excavating invoice from July for gravel on the street near Theel Motors.

### **Committee Reports**

#### **Administrative**

Annual employee evaluation was presented for Shirley Hamley. Committee recommended a wage increase to \$13.51 per hour. Council Member Albert moved to approve a wage increase for \$13.51 per hour for Shirley Hamley, seconded by Council Member Lange. All members on roll call voted "yes". None voted "no". Motion carried.

Mayor Hardy presented a 6 month evaluation and stated the Administrative Committee recommends a 5% wage increase forCarolynn Orey based on 6-month evaluation.

Council Member Lange moved to approve the requested 5% wage increase, Council Member Mitchell seconded. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Gottbreht moved, Council Member Albert seconded, for Kerry Schlenvogt to return back to previous wage effective January 1, 2020. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Albert moved, Council Member Hardy seconded, to approve Carolynn Orey's unpaid time-off requests for December 23<sup>rd</sup> through December 26<sup>th</sup> and February 10<sup>th</sup> through February 16<sup>th</sup>. All members on roll call voted "yes". None voted "no". Motion carried.

#### **Public Works Committee**

Annual employee evaluation was presented for Brad Ruppelius. Committee recommended a 3% wage increase. Council Member Albert moved to approve a 3% wage increase for Brad Ruppelius, seconded by Council Member Gottbreht. All members on roll call voted "yes". None voted "no". Motion carried.

Annual employee evaluation was presented for Duane Henry. Committee recommended a 3% wage increase. Council Member Albert moved to approve a 3% wage increase for Duane Henry, seconded by Council Member Gottbreht. All members on roll call voted "yes". None voted "no". Motion carried.

Annual employee evaluation was presented for Wendell Held. Committee recommended a 3% wage increase. Council Member Albert moved to approve a 3% wage increase for Wendell Held, seconded by Council Member Gottbreht. All members on roll call voted "yes". None voted "no". Motion carried.

### **Police**

Council Member Hardy moved, Council Member Wilkie seconded, to approve reimbursements for mileage for Officer Paul Weigand and Officer Jayde Slater's during their time at the Police Academy. All members on roll call voted "yes". None voted "no". Motion carried.

Police Chief Daryl Cameron presented a 6 month evaluation stated the Police Committee recommends a 5% wage increase for Officer Jayde Slater based on a 6 month evaluation. Council Member Lange moved to approve the requested 5% wage increase, Council Member Gottbreht seconded. All members on roll call voted "yes". None voted "no". Motion carried.

### **Library**

Library Committee Minutes from 12/10/2019 submitted and on file in the Auditor's office.

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

### **New Business**

#### **First Reading of Ordinance No. 423 Council's Compensation**

An Ordinance amending Ordinance No. 404 Section 2 and enacting Ordinance No. 423 establishing the compensation for City Council Members.

BE IT ORDAINED by the City Council of The City of Rolla, Rolette County, NORTH DAKOTA:

"Section 2. City Council Compensation. Each member of the City Council, except for the Mayor, shall receive the sum of \$150 per month to be paid in arrears semi-annually beginning January 1, 2020."

"Section 3. This Ordinance shall take effect on January 1, 2020 after final passage and approval."

Council Member Albert moved, Council Member Gottbreht seconded, to approve the first reading of City Ordinance #423 Section 2. All members on roll call voted "yes". None voted "no". Motion carried.

### **JDA Danielle Mickelson**

Danielle Mickelson from JDA presented a Quarterly Strategic Plan.

#### **Employee Policy Manual Change for Half-Day Christmas Eve Holiday**

##### 5.07 Holidays:

Permanent employees are entitled to holidays with full pay as established by the City. Holidays falling within an employee's approved vacation period shall not be considered as part of the vacation period. The employee will be allowed an extra day for vacation purposes. If it is necessary that an employee work on a holiday, such employee will receive overtime to compensate for the holiday. If a holiday falls on either a Saturday or Sunday, either the previous Friday or the following Monday will be designated the holiday. The following holidays may be granted to employees where working conditions permit:

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day (Fourth of July)
6. Labor Day
7. Veterans Day
8. Thanksgiving Day

9. Half Day Christmas Eve Day (4 hours)
10. Christmas

Council Member Albert moved, Council Member Hardy seconded, to approve the recommended City Policy Manual Change. All members on roll call voted "yes". None voted "no". Motion carried.

There being no further business, Mayor Hardy adjourned the meeting at 9:20 pm  
The next scheduled meeting of the City Council is Wednesday, January 20, 2020.

John Hardy, Mayor

ATTEST:

Carolynn Orey, City Auditor  
Dated 12/20/2019