

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, FEBRUARY 16, 2022 at 7:30 p.m.

Present: Mayor John Hardy, Councilpersons: TJ Bergsrud, Rebecca Albert, Blake Gottbreht. Absent: Kyle Hardy, Paula Wilkie, Hovi Mitchell. 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 congratulate the wrestling team and wish them luck at the North Dakota Class B State Wrestling Tournament in Fargo. Eleven wrestlers qualified for state this year, which is, by far, the most wrestlers this community has had go to state. Thank you to the coaches, parents, and athletes for this achievement. Scholastically, within the school, the Junior High team went to math counts. Jenna Rosinski place 1<sup>st</sup> this year. Ian McCloud also received 2<sup>nd</sup> place in the spelling bee. A big shout out to the kids in the school system for their achievements. Congratulations to the girls basketball program this past year, the season ended last night and there were many good performances throughout the season.

**Addition to Agenda:** Under Committee Reports – Library Report and under Public Works Report – North Dakota Sewage Pump and Lift Station Service Agreement

**Consent Agenda:**

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

1. January 2022 Regular Council Meeting Minutes
2. February 2022 Administrative Committee Meeting Minutes
3. February 2022 Police Committee Meeting Minutes
4. February 2022 Public Works Meeting Minutes
5. Financial Report
6. February 2022 Community Center Minutes
7. Special meeting – Administrative Committee Budgetary 2/9/2022 Minutes
8. Special meeting – Executive Grievance Committee Findings 2/11/2022 Minutes
9. Special Meeting – Executive Administrative Committee Meeting 2/11/2022 Minutes
10. Planning and Zoning Committee 2/16/2022 Minutes
11. December 2021 Rolla JDA Minutes

**Reading of the Bills:** Bills were reviewed by council. ***Motion was made to approve bills when funds become available by Blake Gottbreht, seconded by Rebecca Albert. No further discussion. All voted aye, motion carried.***

059943	POST BOARD	1/20/2022	\$200.00	
059944	POST BOARD	1/20/2022		\$90.00
059945	BUTLER MACHINERY CO	2/4/2022		\$6,950.00
059946	CNH CAPITAL AMERICA LLC	2/16/2022		\$244.91
059947	EDWARDS CONSTRUCTION	2/16/2022		\$9,900.00
059948	FIRST STATE INSURANCE	2/16/2022		\$79.00
059949	GIBBENS LAW OFFICE	2/16/2022		\$75.00
059950	GIBBENS LAW OFFICE	2/16/2022		\$290.00
059951	GRAND FORKS UTILITY BILLING	2/16/2022		\$70.00
059952	GUSTAFSON OIL	2/16/2022		\$3,932.96

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059953	HARLOWS	2/16/2022	\$80.23
059954	HAWKINS INC	2/16/2022	\$2,292.15
059955	INFORMATION TECHNOLOGY DEPT- P	2/16/2022	\$117.55
059956	INTERSTATE BILLING SERVICE	2/16/2022	\$873.17
059957	MUNRO, JOSHUA	2/16/2022	\$202.23
059958	VOID	2/16/2022	0.00
059959	LEGACY COOPERATIVE	2/16/2022	\$671.16
059960	MEARS AUTO PARTS	2/16/2022	\$83.70
059961	MUNRO ACE HARDWARE	2/16/2022	\$47.97
059962	MUNRO MOTOR CO	2/16/2022	\$3,981.50
059963	ND SEWAGE PUMP & LIFT STATION	2/16/2022	\$4,075.54
059964	NORTHERN PLAINS ELECTRIC COOP	2/16/2022	\$77.12
059965	NORTH DAKOTA ONE CALL	2/16/2022	\$1.95
059966	OTTERTAIL POWER CO	2/16/2022	\$9,695.75
059967	JOHN DEERE FINANCIAL	2/16/2022	\$331.90
059968	ROLETTE COUNTY SHERIFF OFFICE	2/16/2022	\$140.00
059969	STAPLES CREDIT PLAN	2/16/2022	\$227.99
059970	SENSUS METERING SYSTEMS	2/16/2022	\$1,949.94
059971	STARION BANK	2/16/2022	\$181.54
059972	TURTLE MOUNTAIN STAR	2/16/2022	\$315.27
059973	RDO EQUIPMENT CO - MINOT	2/16/2022	\$449.31
059974	WORKFORCE SAFETY & INSURANCE	2/16/2022	\$3,637.67
059975	WASTE MANAGEMENT	2/16/2022	\$19,598.99

### Committee Reports:

#### Administrative Committee:

1. An employee grievance was received and handled by the Administrative Committee.
2. Rolla JDA has discussed removing financials from the city office. Recommendation from the Administrative Committee is to table discussion until next month. ***Motion to table discussion on separating JDA financials from City Auditors Office by Rebecca Albert, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

#### Police Committee:

1. Report was provided by Chief William Poitra after the meeting, issues with stray dogs were discussed, radars are still delayed, and Chief William Poitra will work with new 911 Coordinator on radios.

#### Public Works Committee:

1. Larry Haas has fixed the door at the Recycling Center.
2. Ford truck transmission is still having issues.
3. ND Rural Water System representative Nathan Olmstead attended Public Works meeting to discuss backflow system needed in water works to prevent chemicals and waste from flowing back into the water system. Cliff Rush and Erica McDougall will work together on Appendix A & D. Municipal buildings will need to be done first. ND Rural Water System provided a sample ordinance to committee for review.
4. Performance Review done for Ryan Wickerham, committee is recommending an increase in part-time hourly wage from \$9.20 to \$10.00 per hour. Ryan Wickerham has primarily worked at the Recycling Center but is also helping with cleaning sidewalks and street maintenance. Discussion was had to apply some of his wage to the street fund. ***Motion to approve recommendation by committee to increase in part-time hourly wage to \$10.00 per hour for***

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***Ryan Wickerham by Rebecca Albert, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***

5. Clarification was needed regarding Ordinance 348 water shut off fee of \$25.00 as listed under 7.0215. City Attorney Nathan Gibbens reviewed the Ordinance, and his opinion is that water can be shut off for \$25.00, this would end the water charge for that property.
6. North Dakota Sewage Pump and Lift Station Wastewater Pumping Station Service Agreement was reviewed. Annual cost is \$1,700.00. ***Motion to approve North Dakota Sewage Pump and Lift Station Wastewater Pumping Station Service Agreement as presented with cost of \$1,700.00 by Blake Gottbreht, seconded by Rebecca Albert. No further discussion. All voted aye, motion carried.***
7. Recycling Center is still having issues with improper dumping. Rebecca Albert worked with Ryan Wickerham at the Recycling Center to clean up some areas that needed maintenance. Rebecca Albert discussed the many issues with how items are being brought to the recycling center. Her recommendation is to temporarily close the Recycling Center to any items except boxes until this issue is resolved. Discussion was had on only accepting cardboard at the recycle center. Decision was made to close door at Recycling Center and only accept cardboard until March 16, 2022.

### Library

1. The library held a special meeting to hire Kristi Haadem as a temporary part-time employee for the Library with a part-time hourly wage of \$10.50. This will not affect the Library budget. ***Motion to hire Krist Haadem following Employee Manual requirements as a temporary part-time employee with a part-time hourly wage of \$10.50 by Rebecca Albert, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

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

### Old Business:

1. Water Shut off Fee – discussed in Public Works Committee report.
2. Surveillance Cameras – nothing to report. ***Motion to table discussion on Surveillance Cameras by Rebecca Albert, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***
3. Gar Wiedrich property – Planning and Zoning Commission provided minutes from a meeting on February 16, 2022. Recommendation for the proposed plat for the “Edwards Addition” to the City of Rolla be approved.
  - a. Legal Description for Lot 1, Block 1 (Document No. 21942): The following real property lying and being in the County of Rolette, State of North Dakota, and described as follows to-wit: That part of the NW1/4SE1/4 of Section 17, in Township 162 North, of Range 69 West of the 5<sup>th</sup> P.M., being in the West Rolla Addition to the City of Rolla, North Dakota, and included within the following boundaries, to-wit: Beginning at a point on the North right-of-way line of State Highway No. 5 and located 30 feet Northeasterly of the Southeast Corner of Lot 1 of Neameyer’s Subdivision, according to

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the official plat thereof on file and of record in the office of the Register of Deeds of Rolette County, North Dakota; thence North 35 degree 36' West a distance of 200 feet; thence at right angles Southwesterly a distance of 30 feet' thence at right angles Southeasterly a distance of 200 feet to intersection with said right-of-way line; thence at right angles Northeasterly along right-of-way line of said highway a distance of 30 feet to said point of beginning; subject to mineral reservations of record.

- b. Legal Description for Lot 1, Block 2 (Document No. 42751): The following real property lying and being in the County of Rolette and State of North Dakota, and described as follows, to-wit: That part of the NE1/4SW1/4, and part of the NW1/4SE1/4, part of the SW1/4ND1/4, North of Highway No. 5 & 281, Sec. 17, Twp. 162, Rge. 69, being in the West Rolla Addition to the City of Rolla, North Dakota, and included within the following boundaries, to-wit: beginning at a point on the North R-O-W line of State Highway No. 5 and located 160 ft. ND of the SE corner of lot 1 of Neameyer's Subdivision; thence N 35 degrees 36' West a distance of 300 ft.; thence at right angles SW a distance of 70 ft., thence at right angles SE a distance of 300 ft. to intersection with said R-O-W line, thence at right angles NE along R-O-W line of said highway a distance of 70 ft. to said point of beginning, in Rolette County. Said Parcel "A" containing 20,688 square feet, more or less. Subject to any easements or reservations of record.
- c. ***Motion to approve recommendation by Planning and Zoning Commission to change the above description to Edwards Additon by Rebecca Albert, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

**New Business:**

1. Officer Roberto Cantu Part-Time hourly wage – Chief William Poitra requested hiring Officer Roberto Cantu as a part-time hourly employee to cover shifts in March. Discussion was had regarding wage. ***Motion to hire Roberto Cantu following Employee Manual requirements as a temporary part-time employee with a part-time hourly wage of \$19.00 was made by TJ Bergsrud, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***
2. Eller Room Rent – current rate is \$25.00 per day. Discussion was had regarding rate and cleaning expense for the Eller Room. ***Motion was made to set rental rate for the Eller Room to \$50.00 per day by Rebecca Albert, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

Meeting adjourned at 8:15 p.m.

ATTEST:

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John Hardy, Mayor

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Erica McDougall, City Auditor

