

ROLLA CITY COUNCIL
MEETING MINUTES
WEDNESDAY, JANUARY 17, 2024 at 5:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Hovi Mitchell, Rebecca Hodggers, Dennis Berg, Clarence Booth, Blake Gottbreht and Deanna Counts. Others in attendance: Sarah Fenner, Chief of Police, Cliff Rush, Public Works Director.

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

Mayors Minute:

I have just a few announcements to start tonight's meeting.

First, I'd like to thank the Public Works department for the timely work they completed maintaining the water treatment plant last week and the residents of Rolla for doing their part to conserve and reduce water usage during that time. As usual, Cliff and his department did an amazing job completing their maintenance with no hardship or water shortages placed upon the citizens. For that, I am forever grateful.

Second, I'd like to remind all dog owners of Rolla that the 2024 dog licenses are available for sale at the Auditor's Office in City Hall. Fees and additional information are available on the city Facebook page, or you can call the auditor's office.

And Last, is just a reminder to watch the City of Rolla, ND Facebook page for any announcements or reminders pertaining to the city.

With this being our first regular council meeting of 2024, I'd like to make a slight change to the way we start our meetings. Once I call the meeting to order, I'd like the auditor to facilitate a roll call and announce a quorum. Once a quorum is announced, we will pledge our allegiance to the flag of the United States of America and then we will go into announcements and the agenda.

So, council members and all in attendance at tonight's meeting, please join me in the Pledge of Allegiance.

Additions to Agenda: *Motion by Gottbreht, seconded by Booth to approve the agenda with the amendment of review of several Ordinances being reviewed by the City Attorney. On roll call vote, all members voted "AYE". Motion carried unanimously.*

Consent Agenda:

Motion by Mitchell, seconded by Counts to approve the Consent Agenda. All voted aye. Motion carried unanimously.

1. December Regular Meeting Minutes
2. January Admin Committee Minutes
3. January Police Committee Minutes
4. January Public Works Committee Minutes
5. Financial Report

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Reading of the Bills: Motion by Berg, seconded by Counts, to approve the bills. All members voted Aye. Motion carried unanimously.

Check	Vendor	Amount
002527E	ND STATE TREASURER	\$649.67
002528E	STARION BANK	\$15.00
002531E	PEACE OFFICER STANDARDS TRAINING BOARD	\$45.00
002532E	AFLAC	\$481.44
002533E	CNH INDUSTRIAL ACCOUNTS	\$75.72
002534E	INTERNAL REVENUE SERVICE	\$5,210.26
002535E	POWER PLAN OIB	\$20,081.91
002536E	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00
002537E	NDPHIT	\$15,869.73
002538E	NORTHERN PLAINS ELECTRIC	\$78.30
002539E	OTTERTAIL POWER CO	\$5,282.19
002540E	PAYMENT SERVICE NETWORK	\$181.45
002541E	STARION BANK	\$185.17
002542E	TURTLE MOUNTAIN COMMUNICATIONS	\$552.43
002543E	VERIZON	\$63.80
002544E	VERIZON BUSINESS	\$198.98
002545E	VERIZON BUSINESS	\$276.54
002546E	VISA	\$2,167.40
002547E	WM CORPORATE SERVICES, INC	\$20,829.44
058804	KATELYN E DAVIS	\$35.00
058805	24/7 SEPTIC SERVICE	\$1,200.00
058806	AE2S	\$215.00
058807	ARROWHEAD PRINTING	\$18.00
058808	COMPUTER SOLUTIONS	\$600.00
058809	CORE & MAIN	\$471.23
058810	FIRST STATE INSURANCE	\$30.00
058811	GRAND FORKS UTILITY BILLING	\$140.00
058812	GUARDIAN FLEET SAFETY	\$21,995.11
058813	GUSTAFSON OIL	\$2,730.20
058814	HAWKINS INC	\$9,131.50
058815	HIGHWAY 281 GAS & GO LLC	\$90.00
058816	JACK AND JILL	\$73.69
058817	K & D FIREARMS	\$628.44
058818	KIWANIS CLUB OF ROLLA	\$275.00
058819	LARSCO	\$1,374.94
058820	LEEVEFS FOODS	\$47.94
058821	LEGACY COOPERATIVE	\$39.98
058822	MALO ELECTRIC	\$10,925.01
058823	MITCH SLATER	\$360.00
058824	MUNRO ACE HARDWARE	\$10,180.25
058825	ND MUNICIPAL JUDGES ASSOC.	\$25.00
058826	ND SEWAGE PUMP & LIFT STATION	\$3,361.00

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058827	ONE CALL CONCEPTS	\$1.30
058828	OPWORKS	\$3,500.00
058829	RITEWAY	\$228.97
058830	RODNEY OSTBY	\$25.00
058831	ROLETTE COUNTY	\$3,875.25
058832	ROLETTE COUNTY SHERIFF OFFICE	\$340.00
058833	ROLLA CHAMBER OF COMMERCE	\$11,478.57
058834	STARION BANK	\$0.00
058835	TERRY MATHIASON	\$230.00
058836	TUOMALA PLUMBING & HEATING	\$1,587.88
058837	TURTLE MOUNTAIN COMMUNICATIONS	\$5,363.00
058838	UNIFORM CENTER	\$320.00
058839	ROLLA FIRE DEPT.	\$12,333.35
TOTAL		\$176,015.04

Committee Reports:

Administrative Committee: Deanna Counts reported the committee had met reviewed Credit Card policy, it was recommended to update the policy to have the City Auditor, Chief of Police and Public Works Director to each have a card issued to their department for use as necessary. *Motion by Gottbreht, seconded by Mitchell to approve updating the Personnel Policy Manual to reflect the changes to the City Credit Card Policy Guideline. All members voted "AYE". Motion carried unanimously.* The committee also reviewed 2023 Year End Expenditures, budgeted vs actual, and recommended the approval of budget amendments. Motion by Mitchell, seconded by Counts to approve the following budget amendments:

Fund	Description	Budgeted Expenditures	Actual Expenditures	Budget Amendment
100	General	\$603,290.00	\$710,783.47	
	- Investments	\$0.00	\$2,496,491.66	
	- Transfers	\$0.00	\$19,092.00	
	Subtotal		\$3,226,367.13	\$3,226,370.00
201	Highway Distribution	\$234,600.00	\$222,321.87	
202	Legacy	\$0.00	\$0.00	
206	Emergency	\$0.00	\$0.00	
208	Cemetery	\$15,800.00	\$13,105.63	
230	Contingency	\$0.00	\$689,104.50	\$689,200.00
419	Street Improvement 2020-1	\$0.00	\$23,704.01	\$23,705.00
423	PER Report 2023	\$0.00	\$5,476.50	\$5,480.00
425	Prairie Dog	\$0.00	\$247,909.28	\$247,910.00
426	ARPA	\$0.00	\$22,778.00	\$22,780.00
601	Water	\$280,410.00	\$223,181.42	
	- Transfers	\$37,960.00	\$131,520.00	

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	Subtotal		\$354,701.42	\$354,705.00
602	Sewer	\$70,600.00	\$57,812.00	
	- Transfers	\$0.00	\$52,000.00	
	Subtotal		\$109,812.00	\$109,815.00
603	Garbage	\$280,690.00	\$289,708.43	
	- Transfers	\$0.00	\$44,000.00	
	Subtotal		\$333,708.43	\$333,710.00
604	Infrastructure	\$127,000.00	\$261,500.00	\$261,500.00
605	Water Project	\$37,960.00	\$37,947.67	
610	Improv Dist 2012-2 Debt Serv	\$115,250.00	\$115,250.00	
611	Water Imprv 2013-1 Debt	\$96,913.00	\$96,913.00	
612	Wtr Plant Improv 2015-2 Debt	\$91,454.28	\$90,797.56	
	- Transfers	\$0.00	\$51,500.00	
	Subtotal		\$142,297.56	\$142,300.00
614	Street Imprv 2015-1 Debt	\$102,215.00	\$102,305.00	\$102,305.00
804	Library	\$14,800.00	\$20,199.61	\$20,200.00
806	City Sales Tax	\$22,329.44	\$70,329.44	\$70,330.00
809	City Promotion	\$19,000.00	\$8,956.88	
830	Rolla Community Center	\$16,000.00	\$24,957.29	\$25,000.00

All voted aye. Motion carried unanimously.

The Admin Committee had also discussed the possibility of eliminating the Rolla Community Center Committee and reassigning the duties of this committee to the Admin Committee, as many of the Community Center duties fall to the Auditor, such as lease agreements, repairs, rental policies, keys, cleaning, etc. This would allow committee can manage all functions and duties of the Community Center. Will check the city attorney in regards to how to properly proceed with this change.

Police Committee: Kevin Juntunen reported on Police Committee that there were 126 calls for service and 19 Citations in December. Working with Nathan Gibbens about updating Parking, Disorderly Conduct, Seatbelt and Child Restraint Ordinance changes. Seth Smith has started Field Training, as Academy starts February 12th. Waiting on tasers to arrive and then will have training locally on the tasers. Rental space agreement with the county is going well.

Public Works Committee: Blake Gottbreht reported on Public Works Committee. Discussed at length the Recycling Center and proposal from Becky Albert. The committee is recommended to proceed with Keyless entry at the Recycling Center so all residents and business owners would have access at anytime, and will still keep with center open Tuesday-Saturday from 8 am – 12 pm. Cliff will implement the changes and provide signage on the door, ASAP.

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Safety & Health Committee: Dennis reported that letters were sent out to owners that needed to cleanup their property and they have received no response. Dennis asked that the Nuisance Ordinance be reviewed or followed for enforcement to make sure the properties get cleaned up as requested. Will keep working on getting resolution to nuisance properties that need cleanup and will review ordinance at the next meeting if no response to the letters. Discussion on several of the properties, that are in violation such as the Clark Building. Mayor Juntunen will contact the owners. Will look at the Nuisance Ordinance for the next meeting.

Motion by Counts, seconded by Gottbreht, to accept the committee reports. All voted aye. Motion carried unanimously.

Old Business:

1. **Clark Building** – Mayor Juntunen will contact the owners on plans to address the concerns.
2. **City Hall Window Replacement Project** – Review of quote for window replacement at the city hall. City Sales Tax Committee has authorized up to \$10,000 for the project.
Motion by Mitchell, seconded by Counts to authorize up to \$20,000 utilizing ARPA funds for the City Hall Window replacement project. All voted aye. Motion carried unanimously.

New Business:

1. **First Reading: Amended Ordinance #407 Review- City Sales Tax** –The Amended Ordinance 407 changes the rate from 2% to 3% tax to be imposed upon gross receipts of retailers within the City of Rolla, changes the maximum tax imposed from \$25 to \$50 upon any single transaction, and Section 9, removes the review by the City Sales Tax Committee, and adds to allocate the 1/3 of total revenues received to be dedicated to the Infrastructure fund, to be used for water, sewer and paving improvements, and Section 11, adds an effective date of June 1, 2024, with an expiration date of June 1, 2027, unless extended by the current city council. *Motion by Mitchell, seconded by Booth, to approve the 1st Reading of Amended Ordinance #407, with correction of a typo. Members Mitchell, Berg, Booth, and Counts voted “AYE”. Members Gottbreht and Hodgers voted “NAY”. Motion carried.*
2. **Energy Conservation Grant Award-Rolla Community Center:** Review of Grant for Energy Conservation for the Rolla Community Center, which will include replacement of lights with LED and removal of windows and patio door on the lower level of the Daycare, and replacement with 2 windows and a walk-in door, the total project cost is \$17,246.92 and grant is for 50% or \$8,623.46. *Motion by Berg, seconded by Gottbreht, to approve Energy Conservation Program Grant Agreement for the Rolla Community Center in the amount of \$8,623.46. All voted aye. Motion carried unanimously.*

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3. **City Sales Tax Committee Applications – City Hall - Window Replacement, and Rolla Community Center – cost share – Energy Conservation Grant – Lighting and Windows:** Review of applications which were approved by the City Sales Tax Committee for City Hall Window Replacement and Community Center – Energy Conservation Grant. The Sales Tax Committee approved \$8,623.46 for the Community Center Project and up to \$10,000 for the City Hall Window Replacement project. *Motion by Gottbreht, seconded by Counts to approve the request from the City Sales Tax Committee to transfer funds to these projects. All voted aye. Motion carried unanimously.*
4. **Fred C Wagner Legion- Local Permit Application:** *Motion by Gottbreht, seconded by Hodgers to approve Local Permit for raffle for Fred C Wagner Legion. All voted aye. Motion carried unanimously.*
5. **Designation of Depositories and review of Pledge of Securities:** The reviewed designation of Starion Bank and Dacotah Bank as depositories of city funds and pledge of securities submitted by each entity. *Motion by Mitchell, seconded by Gottbreht, to designate Dacotah Bank and Starion Bank as depositories of city funds and approve pledge of securities as submitted. All voted aye. Motion carried unanimously.*
6. **Review of Performance Evaluations:** The Council reviewed Performance evaluations completed for city employees. The council will review policy for performance evaluations going forward as to when they are completed. No action taken.
7. **ND League of Cities – Spring Conference and Elected Officials Training:** The Council discussed ND League of Cities Spring Conference and Elected Official Training, and will see who wants to attend and approve costs at the next meeting.
8. **City Auditor’s Certification:** Discussion on the City Auditor Certification through the ND League of Cities. Will go ahead with training and certification for Deputy Auditor McDougall.
9. **Review of Ordinance 278, 339, 410 and 415.** Hovi Mitchell reviewed the revised Ordinances, which have been reviewed by Nathan Gibbens, City Attorney and Rachel Mickelson-Hendrickson, City Prosecutor. Ordinance #278 – Disorderly Conduct, # 339 – parking, #410 – Child Restraint and # 415 Marijuana. These ordinances have been revised to be in the North Dakota Century Code and state law. Discussion on the revisions. Will get clarification on several items in the revisions for the next meeting.

Motion by Mitchell to adjourn at 7:08 p.m.

ATTEST:

Kevin Juntunen, Mayor

Valerie McCloud, City Auditor