

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 20, 2023 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, Jim Olson, AE2S, and Becky and Alex Albert.

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

Mayors Minute:

I'd like to start tonight's meeting with a public service announcement. The city is continuing to work at cleaning up Rolla and making Rolla a safer community. Part of keeping Rolla clean and safe is enforcing the current City Ordinance pertaining to parking. Regarding parking a motor vehicle on Main Avenue, it is unlawful to leave your vehicle parked for more than 24 hours. Regarding parking a motor vehicle on all other city streets, it is unlawful to leave your vehicle parked for more than 72 hours. Regarding parking during snow removal operations, it is unlawful to leave any motor vehicles parked on city streets between the hours of 8 am and 6 pm and 1 am and 6 am for Main Avenue. Please take note of these ordinances. The city council has met with Rolla Police Chief, Sarah Fenner and verbalized support for her to begin issuing citations for anyone violating the city ordinance relating to parking.

Next, I'd like to share my gratitude first for the Chamber of Commerce for the work they have done to create a festive Christmas season in Rolla. Thank you to the Rolla businesses that took part in the scratch off tickets and donated prizes, and thank you to the chamber for donating the Rolla Bucks. I have heard a lot of nice compliments on the new tickets this year as well as the parade of lights. I'd also like to thank the Rolla Volunteer Fire Department for all the work they did to create a winter wonderland for the children of our community. It was a large undertaking and I understand due to the overwhelming support and turnout, they plan to do it again next year.

In the spirit of looking forward to next year, I'd like to give credit where credit is due. This past year has been challenging in many ways for the City of Rolla and I am asked frequently how the city is doing. My most common response is there remains a lot of work to do, but the city is in a much better spot going into 2024 than it was going into 2023. Despite the many challenges still facing the city of Rolla, I feel morale is on the rise. 2023 brought many changes from council members to administrative staff, law enforcement officers and the entire municipal court staff. All these changes have brought much success already this year and I have no reason to not believe the successes will continue to come in 2024. The challenges the city continues to face are not near as daunting when we have competent individuals willing to work together for the betterment of the city and that is how I feel about our city leaders, administrators and employees. As we move into 2024, may we continue to work towards making Rolla a more livable community for all of us and the generations to come.

Lastly, I'd like to wish everyone a very Merry Christmas and a Happy New Year. May we all be blessed with the gifts and promises of Christmas on that Holy Day and throughout the new year.

Additions to Agenda: *Motion by Berg, seconded by Gottbreht to approve the agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.*

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Consent Agenda:

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

1. November Regular Meeting Minutes
2. December 4th – Special Meeting Minutes
3. December Admin Committee Minutes
4. December Police Committee Minutes
5. December Public Works Committee Minutes
6. December Community Center Minutes
7. December Library Board Minutes
8. Financial Report

Reading of the Bills: *Motion by Booth, seconded by Counts, to approve the bills. Members Booth, Counts, Gottbreht, Counts, Mitchell voted Aye to approve bills. Member Berg voted Nay. Motion passed.*

2501e	OTTERTAIL POWER CO	\$5,607.88
2502e	STARION BANK	\$6,545.72
2503e	STARION BANK	\$15.00
2504e	STARION BANK	\$6,233.77
2505e	OTTERTAIL POWER CO	\$0.06
2506e	CITY OF ROLLA	\$31,000.00
2507e	AFLAC	\$481.38
2508e	CENEX FLEET CARD	\$121.30
2509e	CNH INDUSTRIAL ACCOUNTS	\$317.07
2510e	INTERNAL REVENUE SERVICE	\$14,117.04
2511e	ND PUB. EMPLOYEE RET. DEF. COM	\$905.00
2512e	NDPHIT	\$13,689.61
2513e	NORTHERN PLAINS ELECTRIC	\$78.20
2514e	OTTERTAIL POWER CO	\$6,300.18
2515e	PAYMENT SERVICE NETWORK	\$265.20
2516e	PEACE OFFICER STANDARDS	\$45.00
2517e	TURTLE MOUNTAIN COMMUNICATIONS	\$558.41
2518e	VERIZON BUSINESS	\$603.04
2519e	VISA	\$2,282.56
2520e	WM CORPORATE SERVICES, INC	\$20,943.05
58765	ND POST	\$45.00
58766	US POSTAL SERVICE	\$242.00
58767	FILTRONICS	\$20,075.00

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58768	24/7 SEPTIC SERVICE	\$900.00
58769	BANK OF NORTH DAKOTA	\$4,784.24
58770	CITY OF ROLLA	\$15,000.00
58772	CORE & MAIN LP	\$2,315.39
58773	DEPT OF ENVIORNMENTAL QUALITY	\$116.52
58774	FILTRONICS	\$20,075.00
58775	FIRST STATE INSURANCE	\$313.00
58776	GIBBENS LAW OFFICE	\$300.00
58777	GRAND FORKS UTILITY BILLING	\$70.00
58778	GUSTAFSON OIL	\$5,569.94
58779	HAWKINS, INC	\$160.05
58780	HIGHWAY 281 GAS & GO LLC	\$10.70
58781	KURITA AMERICA INC.	\$1,054.80
58782	LAUREL LANGAN	\$150.00
58783	LEEVEERS FOODS	\$43.04
58784	LEGACY COOPERATIVE	\$45.00
58785	LIL' PRAIRIE GREENHOUSE	\$1,000.00
58786	LOOKOUT BOOKS	\$33.98
58787	MARC	\$3,221.24
58788	MEARS AUTO PARTS	\$98.90
58789	MICKELSON HENDRICKSON LAW	\$76.50
58790	MICROLAP TECHNOLOGIES	\$41.18
58791	MIKKELSEN AGGREGATES LLC	\$190.00
58792	MINNESOTA VALLEY TESTING LABS	\$539.00
58793	MUNRO ACE HARDWARE	\$2,780.31
58794	ONE CALL CONCEPTS	\$3.90
58795	PEACE OFFICER STANDARDS	\$150.00
58796	ROLETTE COUNTY SHERIFF OFFICE	\$255.00
58797	SVETLANA LEER	\$840.00
58798	TUOMALA PLUMBING & HEATING	\$571.97
58799	TURTLE MOUNTAIN STAR	\$589.00
58800	WESTSIDE C-STORE	\$132.00
		\$191,902.13

Engineers Report: Jim Olson, AE2S met with the board to discuss progress on Lead and Cooper Inventory, which AE2S has a grant from the state to assist the city with administration of the project. AE2S is working with the Auditor's Office on the project and will be sending out letters, and publications in the paper, social media etc. to get input from city residents on completing inventory in their home. Mayor Juntunen expressed concern if the city would be responsible for any services, if the state funds received for the project were not enough to complete the project. Jim confirmed that the

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city would not be responsible if that were the case. All residents are required to provide pictures of water lines to confirm if they are lead or copper.

Committee Reports:

Administrative Committee: Deanna Counts reported the committee had met and discussed employee compensation, and requested to go away from Performance Evaluation raises, but instead implement Cost of Living increase, and also do a pay study, after the first of the year. Also discussed was implementing a Pay schedule, to include a base pay and increases for years of service/longevity. Discussion on proposal. *Motion by Berg, seconded by Booth to approve a 3% Cost of Living Increase for all employees effective 1/1/2024, which was included in the budget. Discussion on performance raises for this year and who should get this raise. All members voted "AYE". Motion carried unanimously.* Further discussion on Performance Evaluations and raises, and revision of policy or not to continue. Annual performance evaluations will be completed and submitted for next meeting, along with any probationary performance evaluations due. The committee also discussed Part-time clerk in the Auditor's Office. *Motion by Berg, seconded by Booth to continue utilizing Ginger Gailfus, Part-time Auditor Clerk on an as needed basis for the next 6 months. All members voted "AYE". Motion carried unanimously.* The committee received notice of resignation of Shirley Hamley, as part-time janitor, and reviewed revised Job Description for the position with Auditor's Office and Library doing more cleaning within their respective office. *Motion by Booth, seconded by Berg to approve hiring PT Janitor with revised Job Description, for 5-6 hours per week at \$12/hour, with Auditor to fill position with Shayla Yoder or another interested individual. All members voted "AYE". Motion carried unanimously.* Energy Conservation Grant Award was reviewed for City Hall Lighting project, which was recommended to approve using \$14,462 match with ARPA funds. *Motion by Berg, seconded by Booth to approve Energy Conservation Grant Award for City Hall Lighting, using \$14,462 match with ARPA Funds. All members voted "AYE". Motion carried unanimously.* The Committee also presented estimates for replacement of windows at the City Hall. Will research grant opportunities on window replacement and bring back to the council.

Police Committee: Hovi Mitchell reported on Police Committee that there were 89 calls for service and 15 Citations in November. Working on parking violations using stickers. Hovi is contacting Nathan Gibbens about status of ordinance changes. Seth Smith is set up with a limited license and will start with Field training in January, as Academy starts February 12th. New vests cam in for the new officers. NetMotion was set up for all officers, which will run approximately \$56/month. Hovi is working on revising Educational Agreement for Seth Smith. Sarah's computer is up and running in her unit, so they are equipped with 3 in car computers. Will research auctioning off old vehicles. Discussion on Back the Blue Grant received for the Rolla Police Department, in the amount of \$11,538. *Motion by Berg, seconded by Mitchell, to approve payment to Chief Fenner and Sergeant Wes Kom of \$2,500 each, and Ferdinand Charette \$1,000 for retention bonuses, and \$500 Sign-on bonus to Seth Smith when he starts Full-time. All members voted "AYE". Motion carried unanimously.*

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Public Works Committee: Blake Gottbreht reported on Public Works Committee. Filter Media has not yet shipped, Cliff has talked with Ben Brase about drilling wells. Discussed Recycling Center proposal from Becky Albert, and other employee options to keep to building open more. The Committee reviewed two proposals for NDDOT Flex Fund applications, for paving Front Street from Main Ave to Hwy 30, and also 1st Ave NE from 4th St to 5th St. Discussion on proposals to pave both street segments . *Motion by Berg, seconded by Gottbreht to approve submission of NDDOT Flex Fund applications with a local cost share of 20%, for 1st Ave NE, from 4th St – 5th ST, as first priority and Front Street SE, from Hwy 30 to 1st Ave NE as second priority. All members voted “AYE”. Motion carried unanimously.* Also reviewed were estimates for replacing water and sewer lines for 1st Ave NE. Cliff will get clarification on the estimates and bring back to the committee.

Community Center Committee: Rebecca reported on Community Center committee meeting. Working on quotes for constructions projects, from Tyler Edwards and Jarred. A lock on the Senior Citizen door is not working properly, and needs to be fixed. Discussion on signage for use of the kitchen, when renting the facility. Refrigerators in common area should have locks on them. Discussion on keys, and the Auditor’s Office should be in charge of the keys and have a form to be signed when keys are issued.

Library Board: Deanna Counts reported on Library Board meeting in December. Financials were reviewed, along with statistics for October and November, which increased usage and also 6 art classes that were held. No fundraisers are planned, but might look at doing another Escape Room event in the spring. Diana reported on activities, and new policies from the state, which were reviewed and approved. Author Denise Lajimodiere will be here next year.

Safety & Health Committee: Dennis reported that they have continued to contact property owners and have sent follow-up letters requesting cleanup of property. 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.

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

Old Business:

1. **Amended Ordinance #407 Review- City Sales Tax** – The Council discussed the amended Ordinance #407 to reflect increase from 2% to 3% on city sales and increase the maximum limit from \$25 to \$50, with the additional funds generated to go to the Infrastructure Fund. *After further discussion, motion by Berg, seconded by Booth to rescind the amended Ordinance #407 approved in October 18, 2023. All voted aye. Motion carried unanimously. Motion by Berg, seconded by Booth to Amend Ordinance 407 to change the rate from 2% to 3% tax to be imposed upon gross receipts of retailers*

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within the City of Rolla, change the maximum tax imposed from \$25 to \$50 upon any single transaction, and Section 9, remove review by the City Sales Tax Committee, and add 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, add an effective date of June 1, 2024, with an expiration date of June 1, 2027, unless extended by the current city council. Members Booth, Berg, Counts, Mitchell and voted "AYE". Members Gottbreht and Hodgers voted "NAY". Motion carried unanimously.

2. **Clark Building** - Clarence discussed Clark Building and interest from Tuomala to deed the property back to the City of Rolla, which there is a possible local contractor to do the Asbestos Abatement. Discussion on the building. Will get more information on quotes, before proceeding further.

New Business:

1. **Becky Albert – Recycling Center:** Becky Albert requested the Council consider a plan for the Recycling Center, which would reduce cost to citizens of Rolla by not allowing non-city residents to utilize the building and dump in the roll-off dumpsters without first paying for usage. The plan includes installation of a keyless entry to allow business owners to access the building anytime, keeping the door closed with the exception of when Becky would volunteer on Wednesday and Saturday to open the building for 3-4 hours to residents and would request verification from residents to affirm they are city resident, and anyone else would have to come to the City Hall and make payment and have a receipt to use roll-off dumpsters. Discussion on the proposal, with some council members not totally in favor of the idea. Other options discussed were removing dumpsters totally, having them in a fenced in area outside of the building, and having residents make an appointment with the current staff to use roll-off. The council requested that the Public Works Committee come back to the Council next month with a proposal. No action taken.
2. **Rolla Airport Authority authorization to use City Federal Tax ID#:** *Motion by Mitchell, seconded by Gottbreht that Rolla Airport Authority, is authorized to use the Rolla City Federal Tax ID #45-6002151, as a sub entity for the City of Rolla. All voted aye. Motion carried unanimously.*
3. **Audit Update:** Auditor McCloud updated the Council on State Auditor's Office schedule, which we will be starting the 2017-18 Audit in January-February timeframe.
4. **2023 Year End Transfers:** The council reviewed 2023 year end transfers with Auditor McCloud. *Motion by Berg, seconded by Mitchell to approve year end transfers as follows:*

From	To	
Contingency (230)	Highway Distribution (201)	\$75,000.00

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Contingency (230)	Debt 2013-1 Water Imp (611)	\$55,663.00
Contingency (230)	Reserve 2013-1 Water Imp(613)	\$9,696.00
Contingency (230)	Hwy Distribution Fund (201)	\$75,000.00
General	Cemetery (208)	\$3,250.00
Water (601)	General	\$30,000.00
Sewer (602)	General	\$30,000.00
Garbage (603)	General	\$22,000.00
Infrastructure (604)	Improvement Dis 2012-2 Debt (610)	\$115,250.00
Infrastructure (604)	Water Improvement 2013-1 (611)	\$11,750.00
Water (601)	Water Treatment Plant (605)	\$37,960.00
Water Plant 2015-2(612)	Water Improvement 2013-1 (611)	\$51,500.00

All voted aye. Motion carried unanimously.

Motion by Booth to adjourn at 7:50 p.m.

ATTEST:

Kevin Juntunen, Mayor

Valerie McCloud City Auditor