

ROLLA CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 18, 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: AE2S Engineer Jim Olson, Sarah Fenner, Chief of Police, Brandi Swanson, Jacie Page and Barbara Frydenlund.

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

**Mayors Minute:** I'd like to use this month's Mayor's Minute to pass on information regarding various topics going on in and around the city.

First is regarding the EPA Lead and Copper Rule. Due to upcoming changes in EPA Lead and Copper Rule, the City of Rolla is required to have an inventory of water service line composition for all homes within the City jurisdiction. In order to do that, we are asking for assistance from residents. Please watch for a letter within the next few weeks. We are asking residents to follow the instructions in the letter and provide information back to City Hall regarding the type of water line you have coming into your residence. If taking a picture of your incoming pipe does not work for you, you can call City Hall and an appointment can be made for a service representative to come to your property and identify the composite water line at no cost to you.

Also, if you'd like to make one-time online utility payments, Set up Auto Payments, or get your monthly utility bills emailed directly to you, we now have that ability on the Payment Service Network. If you no longer wish to receive a postcard in the mail each month or need assistance with setting up online payments, please let the Auditor's office know at 477-3610.

Another reminder is that all new construction, remodeling, demolition, or removal projects must have a completed and approved application before starting the project. Please contact the City Auditor's office with any questions or go to the city website for access to the building permit application.

Lastly, I'd like to let everyone know about the Homestead & Renter's Refund Property Tax Credit. Senior Citizens and individuals with disabilities may qualify for ND property tax credits. There is a link on the City of Rolla Facebook page for more information and to see if you may qualify.

**Additions to Agenda:** *Motion by Booth, seconded by Counts to add the items of Cemetery Report and 5<sup>th</sup> Ave NE Paving to the Agenda and approve the agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.*

**Consent Agenda:**

*Motion by Berg, seconded by Booth to approve the Consent Agenda. All voted aye. Motion carried unanimously.*

1. September 2023 Regular Meeting Minutes
2. October 5 2023 Special Meeting Minutes
3. September 19 2023 Special Meeting Minutes

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4. October Admin Committee Minutes
5. October Police Committee Minutes
6. October Public Works Committee Minutes
7. Financial Report
8. Cemetery Report

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

Chk #	Vendor Name	Amount
002450	INTERNAL REVENUE SERVICE	\$4,966.72
002451	ND PUB. EMPLOYEE RET. DEF.	\$452.50
002452	ND PUBLIC EMPLOYEES	\$5,523.24
002453	ND STATE TREASURER	\$693.15
002454	STARION BANK	\$15.00
002455	INTERNAL REVENUE SERVICE	\$5,217.49
002456	ND PUB. EMPLOYEE RET. DEF.	\$452.50
002459	AFLAC	\$481.50
002460	CENEX FLEET CARD	\$124.65
002461	NDPHIT	\$13,689.61
002462	PAYMENT SERVICE NETWORK	\$180.05
002463	STARION BANK	\$185.17
002464	TURTLE MOUNTAIN	\$639.23
002465	VERIZON	\$127.60
002466	VERIZON WIRELESS	\$261.25
002467	VISA	\$724.15
002468	WASTE MANAGEMENT	\$21,549.90
002469	INTERNAL REVENUE SERVICE	\$5,496.69
002470	ND PUB. EMPLOYEE RET. DEF.	\$452.50
002471	ND PUBLIC EMPLOYEES	\$5,881.17
058689	UNITED STATES POSTAL	\$242.80
058694	AE2S	\$3,085.50
058695	ARROWHEAD PRINTING	\$267.00
058696	ATCO INTERNATIONAL	\$198.80
058697	COMPUTER SOLUTIONS	\$1,145.75
058698	CORE & MAIN	\$13,577.24
058699	DEPT OF ENVIORMENTAL	\$564.03
058700	ENVIRO EQUIP & SERVICES	\$72.47
058701	FIRE EXTINGUISHING	\$284.90
058702	GIBBENS LAW OFFICE	\$150.00
058703	GRAND FORKS UTILITY	\$96.00
058704	GUSTAFSON OIL	\$1,180.91
058705	HACH	\$1,152.56
058706	HAWKINS INC	\$3,049.64
058707	HIGHWAY 281 GAS & GO LLC	\$32.10
058708	IRONHIDE EQUIPMENT INC	\$157.17
058709	JACK AND JILL	\$11.81
058710	LARRY HAAS	\$495.00
058711	LARSCO	\$3,350.00
058712	LEEVERS FOODS	\$43.24

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058713	LEGACY COOPERATIVE	\$184.28
058714	MEARS AUTO PARTS	\$49.90
058715	MICKELSON HENDRICKSON	\$562.50
058716	MICROLAP TECHNOLOGIES	\$83.13
058717	MITCHELL SLATER	\$210.00
058718	MUNRO ACE HARDWARE	\$326.08
058719	MUNRO MOTOR CO	\$8,615.88
058720	ND LEAGUE OF CITIES	\$490.00
058721	ND SEWAGE PUMP & LIFT	\$248.99
058722	NDSWRA	\$90.00
058723	ONE CALL CONCEPTS	\$28.60
058724	POST BOARD	\$45.00
058725	REBECCA ALBERT	\$439.16
058726	ROLETTE COUNTY SHERIFF	\$1,700.00
058727	TUOMALA PLUMBING &	\$4,967.94
058728	UNIFORM CENTER	\$856.00
058729	WESTSIDE CSTORE	\$20.00
TOTAL		\$115,188.45

**Engineers Report:** Jim Olson met with the board and discussed the Lead and Cooper Service Line Inventory which they have been approved and received funding from the State to assist the City of Rolla, and would like to get started with the and complete by the end of April. Jim stated that we should set up a Kick off meeting soon for the project. Discussion on the letter the city has already sent or will be sending to residents requesting pictures. Jim stated that is good and they could use the pictures to complete the inventory. Jim delivered a Jump Drive with Geomatics which was completed by AE2S. Jim discussed the Infrastructure Project and how the council wishes to proceed with the project. Preliminary Engineering Report (PER) is approximately 61% complete, and will wait until further decisions are made on how to proceed with the project. Curb, Gutter and sidewalks could be removed from the project, which would save approximately 3.4 million. If we proceed with only water and sewer cost of repaving 10-20' over the water and sewer lines, at a later date would not be covered by grant funding. Will have to wait for completion of audits funding with USDA if the city were to go with that funding source.

### Committee Reports:

**Administrative Committee:** Deanna Counts reported the committee has looked at various options to get better interest rates for Checking, savings accounts and CDs. Recommend to structure the accounts so there would be Checking Accounts, Money Market Account and move approximately 2 million into CD's to capitalize on higher interest rates. *Motion by Berg, seconded by Booth to have the Auditor and Administrative Committee work on restructuring the bank accounts at Starion Bank with Checking at 2.05% interest and a Money Market Account at 3.55% interest, with approximately \$700,000 between the accounts, and invest \$2,000,000 in CD's at an approximate rate of 5.30%. All members voted "AYE". Motion carried unanimously.*

Deanna reported that the committee has reviewed the Utility Billing, Miscellaneous Project Fee was discussed for 2024, and revision to have the fund allocated to the Infrastructure Fund for future

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projects. ***Motion by Berg, seconded by Booth to set the Miscellaneous Projects Fee on the Utility Bills as follows beginning in 2024:***

Residential	\$6	
Commercial:	\$12	(water usage up to 2,000 gallons)
Commercial:	\$22	(water usage 2,000-7,700 gallons)
Commercial:	\$32	(water usage 7,701-17,700 gallons)
Commercial:	\$42	(water usage 17,701 gallons and over)

***All members voted "AYE". Motion carried unanimously.***

The daycare lease agreement was discussed. Has been reviewed by the Daycare Board and slightly changes were implemented, including a walk-thru of the building with daycare staff to document current conditions, which was completed with Rebecca Hodgers. Brandi Swanson, Daycare Director and Jacie Page, Board member were present to answer any questions. ***Motion by Hodgers, seconded by Gottbreht to approve the current Daycare Lease Agreement. All members voted "AYE". Motion carried unanimously.***

Deanna reported that the Clark Building had been discussed and other properties, which have become a public safety hazard, and have been waiting on information from Rolette County Public Health. Barb Frydenlund, Rolette County Public Health Director was present and provided a report of numerous areas throughout the city has were deemed to be of concern from a Human Health Hazard and Public Health Nuisance and required cleanup or removal. Member Berg recommended that a committee be appointed to investigate and address the areas are of concern for public safety. Dennis Berg and Deanna Counts volunteered to be on the committee and begin addressing the Nuisance and Public safety concerns.

Deanna also reported that the Admin Committee had reviewed the option of NDPERS Retirement plan for police Officers. Police Officers could be enrolled in the Law Enforcement retirement plan, at an increased cost of 3.28% of the salary paid by the city. ***Motion by Berg, seconded by Gottbreht for City of Rolla to affirm to NDPERS that City of Rolla is formed pursuant to NDCC 40-01 and is neither a non-profit corporation nor a for profit corporation, to join the NDPERS Public Safety Defined Benefit Retirement Plan and offer the plan to all eligible employees of the City of Rolla, with an effective date of January 1, 2024. All members voted "AYE". Motion carried unanimously.***

Deanna also reported that the Admin Committee had reviewed Ordinance 407, which establishes City Sales Tax and recommended increase of Maximum Tax imposed from \$25 to \$50. Also discussed was possible increase of Sales Tax from 2% to 3% of sales. Discussion on proposals, to allocate the funds to the Infrastructure Fund for future infrastructure projects or wait until we have a project established before implementing an increase. ***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 within the City of Rolla, change the maximum tax imposed from \$25 to \$50 upon any single transaction, and allocate the funds received from the 1% increase to be dedicated to Infrastructure fund for future***

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**infrastructure improvements. On roll call vote members, Berg, Booth, Counts and Juntunen voted “AYE”. Members Gottbreht, Mitchell and Hodgers voted “NAY”. Motion carried.**

**Police Committee:** Hovi Mitchell reported the committee had met with Judge Rebecca Albert and Rachel Mickelson Hendrickson, and they requested to appoint an alternate judge for conflicts, and Dave Agnes has agreed to fill in. **Motion by Berg, seconded by Gottbreht to appoint Dave Agnes from Bottineau as Alternate Judge. All members voted “AYE”. Motion carried unanimously.** The police committee also addressed several Ordinances which needed to be reviewed with Rachel Mickelson Hendrickson. It was decided to have Rachel work with City Attorney Nathan Gibbens on Ordinances that need to be amended. There were 138 calls for service in the month of September with 31 citations. Police Chief is interviewing for open officer position. Purchase of tasers was discussed, utilizing state COVID grant money received. **Motion by Mitchell, seconded by Counts to approve purchase of tasers, at a cost of approximately \$12,000 from the State COVID Grant funds. All members voted “AYE”. Motion carried unanimously.** Officer Charette will be attending more training locally in the near future, at no cost. The committee discussed and recommend promoting Officer Wes Kom to Sargent position. **Motion by Berg, seconded by Gottbreht to promote Wes Kom to Sargent effective next pay cycle at a salary of \$45,000. All members voted “AYE”. Motion carried unanimously.** The Police Committee also has started with surveillance camera project and has received \$5000 from Revitalize Rolla and \$16,000 from City Sales Tax Committee to cover costs.

**Public Works Committee:** Blake Gottbreht reported that Jerry Larson from LARSCO has been assisting public works in water testing at the Water Plant. Water samples from two wells need to be sent in for analysis at approximately \$1500/test. **Motion by Gottbreht, seconded by Counts to proceed with testing of sample from the 2 wells, with budgeted line item funds or Prairie Dog funds if it exceeds the budget. All members voted “AYE”. Motion carried unanimously.** Cliff will be sending off lagoon samples for a final dump before winter. A load of cardboard has been shipped out. Mayo Construction will be paving the patch on Main Street this week.

**Community Center Committee:** Deanna reported that she met with Larry in regards to cleaning at the Senior Center, as there has been a complaint. There has been discussion on who’s responsibility it is for cleaning the bathroom areas at the Center, as janitorial and cleaning are responsibility of Senior Center, in the lease agreement, but Larry felt that the bathrooms are public and not the responsibility of the Senior Center in the lease agreement. Will have Shirley Hamley clean the bathrooms weekly. Also discussed was keys for the facility and who has keys, installation of flooring, which has been on hold. Will look at getting flooring installed in the bathrooms also. Grass was getting quite long, so public works cut the grass. The committee will research funding for kitchen upgrades. The committee will also look into a cleaning list for those entities that rent the rooms.

**Cemetery Report:** Dennis Berg gave a report on the Cemetery. There has been a lot of work completed this year, such as filling in badger holes, removing brush, cleaning markers, repair of stones, spraying weeds and such. There is still maintenance that needs to be completed, more brush that needs to be removed, a number of unmarked graves, ground is uneven and needs to be leveled off and several stones that are still tipped over. Dennis thanked the city for allowing him to be the caretaker for the past 3 years, but he will not be doing it in the future.

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***Motion to approve committee reports as presented by Gottbreht, seconded by Booth. All voted aye. Motion carried unanimously.***

**New Business:**

1. Barb Parisien had inquired about using the Eller Room for meetings of the Quilts of Valor at no cost for the use of the space. ***Motion by Booth, seconded by Counts to approve to allow Quilts of Valor organization to utilize the City Hall Eller Room or Senior Citizen Center at no cost for meetings or quilting activities. All voted aye. Motion carried unanimously.***
2. Public Health Hazards – already reviewed in Admin Committee report.
3. **Core+ and Main Street AMI Quote** – reviewed quote from Core and Main for replacement of Sensus Smart points, with antennas to read the meters, which would identify on a daily basis meter readings and alert to leaks, instead of ready monthly. Tabled until next month for more input from Cliff Rush, Public Works Director.
4. **City Sales Tax Committee Approved funds for Police Department:** Reviewed request from the City Sales Tax Committee to approve request for Purchase of Security Cameras for the Rolla Police Department, in the amount of \$16,000. ***Motion by Berg, seconded by Gottbreht, to approve City Sales Tax Committee requests for purchase of Security Cameras for the Rolla Police Department. All voted aye. Motion carried unanimously.***
5. **Discretionary Spending:** Hovi Mitchell brought up discussion on discretionary spending and how to get a handle on billing such as AE2S, before costs are incurred instead of after the fact, just to be proactive and control costs. It was suggested that possibly have Jim Olson attend meetings by Zoom, to cut costs. Mayor Juntunen will discuss further the Jim Olson.
6. **Paving – 5<sup>th</sup> AVE NE, east of ND Highway 30:** Clarence Booth requested that the council consider approval of funds to pave over the potholes just east of ND Highway 30, on 5<sup>th</sup> Ave NE, as potholes are becoming dangerous. Clarence informed the board that he had checked with public works and there are no water lines under this section of street, so it would not need to be tore up in the future. Discussion on an estimated cost and if NDDOT needs to be involved and approve the project as it adjoins the state highway. Will research further for future meeting.

Motion to adjourned at 8:00 p.m. by Mitchell.

ATTEST:

Kevin Juntunen, Mayor

Valerie McCloud City Auditor