

ROLLA CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 16, 2023 at 7:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Hovi Mitchell, Rebecca Rodgers, Dennis Berg, Clarence Booth, Blake Gottbreht and Deanna Counts. Others in attendance: Public Works Director Cliff Rush, AE2S Engineer Jim Olson, Danielle Mickelson, JDA Director, Rachel Mickelson Hendrickson, Alex Albert and Sarah Fenner, Chief of Police.

Mayor Kevin Juntunen called the meeting to order at 7:30 p.m.

Mayors Minute: I'd like to start this month's Mayor's Minute by acknowledging how fall is quickly approaching. The nights are becoming cooler, harvest dust will soon be in the air, and for many of us, our children or grandchildren will be headed back to school.

With that being said, I'd like to remind everyone to be vigilant when driving by the school, especially in the morning and mid-afternoon hours as our young ones will be walking to school or getting on and off school buses.

I'd also like to wish the best to the North Prairie Cougar student athletes as they are preparing to return to the court and gridiron to showcase their talents and provide us with loads of entertainment.

I encourage everyone to come out and support the local student athletes this Friday night as North Prairie Football team takes the field for their home opener.

Additions to Agenda: *Motion by Booth, seconded by Gottbreht to add the item of Dacotah Bank Signers to the Agenda and approve the agenda. 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. July, 2023 Regular Council Meeting Minutes
2. July 27, 2023 Special Meeting Council Minutes
3. July 31, 2023 Special Meeting Council Minute
4. August 2023 Admin Committee Meeting Minutes
5. August 2023 Police Committee Meeting Minutes
6. August 2023 Public Works Committee Meeting Minutes
7. June Library Board Minutes
8. August 2023 Audit Oversight Meeting Minutes
9. August 2023 Community Center Minutes
10. Financial Report

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Reading of the Bills: Motion by Berg, seconded by Counts, to remove AE2S Billing for further discussion, and approve the remaining bills when funds become available. All voted aye. Motion carried unanimously.

58613	24/7 SEPTIC SERVICE	8/16/2023	\$1,300.00
58614	ABRAHAMSON	8/16/2023	\$214.00
58615	BANYON DATA SYSTEMS	8/16/2023	\$400.00
58616	CENEX FLEET CARD	8/16/2023	\$221.74
58617	CNH INDUSTRIAL	8/16/2023	\$434.95
58618	CORE & MAIN LP	8/16/2023	\$2,381.45
58619	DIANA LANGE	8/16/2023	\$281.65
58620	FIRST STATE	8/16/2023	\$132.00
58621	GIBBENS LAW OFFICE	8/16/2023	\$100.00
58622	GUSTAFSON OIL	8/16/2023	\$1,509.03
58623	H&H COATINGS, INC	8/16/2023	\$4,625.00
58624	HACH	8/16/2023	\$917.87
58625	HAWKINS, INC	8/16/2023	\$5,680.23
58626	HIGHWAY 281 GAS &	8/16/2023	\$13.23
58627	INFORMATION	8/16/2023	\$107.40
58628	JACK AND JILL	8/16/2023	\$124.57
58629	JEREMY LONGIE	8/16/2023	\$325.00
58630	KURITA AMERICA INC.	8/16/2023	\$1,414.56
58631	LARSCO	8/16/2023	\$2,550.00
58632	LEEVERS FOODS	8/16/2023	\$35.53
58633	LEGACY COOPERATIVE	8/16/2023	\$185.02
58634	MARC	8/16/2023	\$3,348.81
58635	MEARS AUTO PARTS	8/16/2023	\$185.39
58636	MEARS IMPLEMENT	8/16/2023	\$27.80
58637	MUNRO ACE	8/16/2023	\$432.18
58638	MUNRO MOTOR CO	8/16/2023	\$2,131.00
58639	NARTEC, INC	8/16/2023	\$193.82
58640	ND SEWAGE PUMP &	8/16/2023	\$450.00
58641	NORTH DAKOTA ONE	8/16/2023	\$21.55
58642	NORTHERN PLAINS	8/16/2023	\$78.50
58643	ROLETTE COUNTY	8/16/2023	\$1,755.00
58644	TERRY P HUDSON	8/16/2023	\$1,575.00
58645	TUOMALA PLUMBING &	8/16/2023	\$2,218.02
58646	TURTLE MOUNTAIN	8/16/2023	\$1,123.66
58647	VERIZON	8/16/2023	\$63.80
58648	WM CORPORATE	8/16/2023	\$10,017.71
58649	A-1 EVANS SEPTIC	8/16/2023	\$1,000.00
58651	CLIFF RUSH	8/16/2023	\$1,501.00
			\$49,076.47

The board then addressed the item of Clark Building under New Business. Danielle Mickelson, JDA Director appeared before the board to discuss Brownsfield Grant program. Danielle informed the board that the Clark Building did have an Asbestos Assessment completed back in May, 2021 which was paid for by Art Tuomala. Ownership of the building was discussed, as the last deed of Record in the Recorder's Office is the City of Rolla, but a deed was provided to Art Tuomala back in 1995, which is on record in the City Council Official Minutes, but Mr. Tuomala has never recorded the deed, but has paid the taxes on the parcel. The Brownsfield Grant program would provide funding for asbestos abatement, but only if it is owned by public entity. Discussion on the legal owner of the building and whether the city should be involved in the asbestos abatement. The council will consult city attorney in regards to legal owner and condemnation process.

Engineers Report: Jim Olson met with the board and discussed pros and cons with moving forward with the Infrastructure project at this time, versus waiting for Audits to be completed. There are many

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steps for the Infrastructure Project and recommended that we continue to make progress on them, while working on the Audits. Funding sources for the project were discussed, which could include SRF (State Revolving Fund), USDA, State Water Commission, Sales Tax Revenues, and Special Assessments. Also discussed was the Geomatics, which is now completed, and Preliminary Engineering Report (PER) for the project, which is 60% complete. The Council requested that AE2S proceed with completing the PER and submit billing. Questions in regards to billing from AE2S were discussed, which included charges for the past several months for Audit Committee services, which were possibly not approved by the entire City Council. The council felt there should not be any further charges of this nature, as the new staff in the Auditor's Office have taken over to do these duties. No further action was taken.

Committee Reports:

Administrative Committee: Deanna Counts reported that changes to vacation leave policy is still being reviewed. Auditor's Office full-time staff is in place and getting new computers up and running. Working on Clerk of Court duties and files and Tracy Davis is providing training. Working on identifying issues with utility billing. NDPHIT proposal for Health Insurance for 2024, included an increase of 9.77%. ***Motion by Booth, seconded by Gottbreht to approve Health Insurance increase of 9.77% with NDPHIT. On roll call vote, all members voted "AYE". Motion unanimously carried.*** Also discussed, was the resignation of Municipal Judge Keith Benning and Rachel Mickelson, Attorney had met with the committee with interest in serving as the City Prosecutor. Rachel was present and informed the council, that would be interested in the City Prosecutor position at a rate of \$225/hour. She would be available for City trials, but could also be available for all city court dates to make sure everything is done correctly. Rachel would also work with the Police Officers, Judge and review present case files to assure that everything is in order at no cost, and would only charge for actual court time. ***After discussion, motion by Hodgers, seconded by Booth to hire Rachel Mickelson Hendrickson as City Prosecuting Attorney at a rate of \$225/hour. On roll call vote, members Booth, Counts, Gottbreht, Mitchell, Hodgers and Juntunen voted "AYE". Member Berg voted "NAY". Motion carried.***

Police Committee: Mitchell reported that they are working with Rolette County Sheriff's department on dispatch access city Police trackers for better response. Val updated the committee on possible funding from the state for cameras or technology improvements, which would not be available until next year. Berg will continue to solicit funding for surveillance cameras. Officer Fenner will be utilizing local consultant to assist with admin and evidence destroying. Officer Charette has been working on post board hours and gun qualifications.

Public Works Committee: Gottbreht reported that the committee discussing street project town hall meeting, funding, phasing or bidding the whole project. H & H Coating was here and installed the lights on the water tower, Jerry Larson helped out at the water plant a couple of days, there was a water line issue at Tyler Hudson's, which was a broken pipe under the basement floor. DEQ performed an

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inspection and are waiting for the report. Will be flushing hydrants the remainder of the month. There was sewer backing up in several resident's basements, and they had to use 24/7 Septic Service to pump out manholes and A-1 Evans to jet the main lines. Not sure if they are going to get the potholes filled this year, as they are short-handed. The AC unit is out at the Water Treatment Plant, and needs to be replaced. ***Motion by Gottbreht, seconded by Mitchell to accept bid from Tuomala Plumbing in the amount of \$4,534 for 24K Mini split Heat Pump. On roll call vote, all members voted "AYE". Motion carried unanimously.***

Audit Oversight Committee: Hodgers reported that Val gave update on 2017 Audit documents are being submitted to Brady Martz, so they have them for the October 9th Audit. Discussion on discrepancy on bank reconciliations. Possible sales tax increase was discussed. Petitions for State Auditor have been submitted.

Community Center Committee: Bid for installation of new flooring was received in the amount of \$5,250. Will check with Munro's on original quote. Will meet with City Sales Tax Committee for possible funding for paint and flooring. Looking for another person to be on the Committee if anyone is interested.

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

New Business:

1. Resignation of Keith Benning, Municipal Judge. ***Motion by Mitchell, seconded by Booth to accept resignation of Keith Benning. All voted aye. Motion carried unanimously.***
2. Municipal Judge Appointment: Discussion on appointment of Municipal Judge. ***After discussion, motion by Booth, seconded by Hodgers, to appoint Rebecca Albert to the unexpired term of Municipal Judge, until the next regular election in June, 2024, at the same pay of \$150.00/Court Appearance to be effective immediately. All voted aye. Motion carried unanimously.***
3. Town Hall Meeting – Infrastructure Project, reschedule date, agenda, survey: Discussion and approval of agenda items. Town Hall meeting will be held September 19th at 7 PM, in the Eller Room, City Hall. Public notice will be placed in the Turtle Mountain Star, Facebook and City Website, with public survey also to be published.
4. Audit Committee dissolution: Discussion on whether the Audit Committee is needed any longer or should it be dissolved at this time. ***After further discussion, motion by Berg, seconded by Gottbreht to dissolve the Oversight Audit Committee in October, as long as the 2017 Audit is going okay. All voted aye. Motion carried unanimously.***
5. Rolla Planning and Zoning Committee Minutes: Recommend approval of Proposed Conditional Use Permit for Rolla Legion Post 235, to build new Headquarters and meeting building on Lots 7 & 8 Comstock's 2nd Addition, City of Rolla. ***Motion by Berg, seconded by Gottbreht to approve Conditional Use Permit for Rolla Legion Post 235, to build new***

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Headquarters and Meeting Building on Lots 7 & 8 Comstock's 2nd Addition, City of Rolla. All voted aye. Motion carried unanimously.

6. Building Permit Application – Rolla Development Corporation- Fence to enclose playground for daycare. ***Motion by Berg, seconded by Gottbreht to approve Building Permit for Rolla Development Corp for construction of fence for daycare playground. All voted aye. Motion carried unanimously.***
7. Rolla Daycare Lease Agreement: Discussion on the Rolla Daycare Lease Agreement, which was revised earlier this year but, with staff turnover has not been finished. Requested changes by Rolla Daycare were reviewed by the Council. Further clarification was needed, so the Auditor will work with City Attorney on final adjustments, and bring back to the September meeting.
8. Signers at Dacotah Bank: The council discussed signers on city accounts at the various banks. ***Motion by Mitchell, seconded by Gottbreht, to add Valerie McCloud, Tara McDougall, Kevin Juntunen and Blake Gottbreht, and remove John Hardy and Erica McDougall as authorized signers on all accounts at Dacotah Bank and Starion Bank. All voted aye. Motion carried unanimously.***

Motion to adjourned at 10:30 p.m. by Gottbreht.

ATTEST:

Kevin Juntunen, Mayor

Valerie McCloud, City Auditor