

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, FEBRUARY 15, 2023 at 7:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Blake Gottbreht, Paula Wilkie, TJ Bergsrud, Eleanor McCloud, and Rebecca Hodgers. Absent: Hovi Mitchell.

Others in attendance: Auditor Erica McDougall, Police Chief William Poitra, Public Works Director Cliff Rush, AE2S Engineer Jim Olson.

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

Mayors Minute: Mayor Kevin Juntunen took a moment to give recognition to the Northern Lights Wrestling team for their Championship Performance in the Region 3 Dual Wrestling Tournament and Northern Lights Wrestling Coach Ryan Mitchell for being named Region 3 Coach of the Year! Much deserved. Best of luck to the wrestlers and coaches as they participate in the state tournament this coming weekend and thank you for representing our community so well, good job.

Addition to Agenda: None *Motion to approve the Agenda by TJ Bergsrud, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.*

Consent Agenda:

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

1. January 2023 Regular Council Meeting Minutes
2. February 2023 Admin Committee Meeting Minutes
3. February 2023 Police Committee Meeting Minutes
4. February 2023 Public Works Committee Meeting Minutes
5. February 2023 Rolla Community Center Meeting Minutes
6. Financial Report

Reading of the Bills: *Motion was to approve bills when funds become available by TJ Bergsrud, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.*

060379	MUNRO MOTOR CO	1/25/2023	\$42,610.00
060380	ND DEPT OF TRANSPORTATION	1/25/2023	\$6.50
060381	ND DEPT OF TRANSPORTATION	1/25/2023	\$6.50
060382	UNITED STATES POSTAL SERVICE	1/31/2023	\$63.00
060383	UNITED STATES POSTAL SERVICE	1/31/2023	\$186.00
060384	UNITED STATES POSTAL SERVICE	1/31/2023	\$11.00
060385	24/7 SEPTIC SERVICE	2/15/2023	\$400.00
060386	A1 EVANS SEPTIC SERVICE	2/15/2023	\$500.00
060387	AE2S	2/15/2023	\$3,574.50
060388	CENEX FLEET CARD	2/15/2023	\$491.03
060389	CNH INDUSTRIAL CAPITAL-R.IMP	2/15/2023	\$371.80
060390	FIRST STATE INSURANCE	2/15/2023	\$683.00
060391	GAFFANEYS	2/15/2023	\$656.07
060392	GIBBENS LAW OFFICE	2/15/2023	\$300.00
060393	GRAND FORKS UTILITY BILLING	2/15/2023	\$70.00
060394	GUSTAFSON OIL	2/15/2023	\$7,054.08
060395	HAWKINS INC	2/15/2023	\$2,067.26
060396	INFORMATION TECHNOLOGY DEPT- P	2/15/2023	\$85.80
060397	KIWANIS CLUB OF ROLLA	2/15/2023	\$275.00

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060398	LEGACY COOPERATIVE	2/15/2023	\$1,701.02
060399	LEXIPOL	2/15/2023	\$395.52
060400	MEARS AUTO PARTS	2/15/2023	\$49.87
060401	MIDSTATES WIRELESS	2/15/2023	\$959.00
060402	MUNRO ACE HARDWARE	2/15/2023	\$243.09
060403	ND DEPT OF TRANSPORTATION	2/15/2023	\$5.00
060404	ND DEPT OF TRANSPORTATION	2/15/2023	\$5.00
060405	ND SEWAGE PUMP & LIFT STATION	2/15/2023	\$10,635.00
060406	NORTHERN PLAINS ELECTRIC COOP	2/15/2023	\$78.10
060407	NORTHLAND COMM. HEALTH-NCHC	2/15/2023	\$330.00
060408	POLICE CHIEF ASSOCIATION OF ND	2/15/2023	\$200.00
060409	ROLETTE COUNTY SHERIFF OFFICE	2/15/2023	\$850.00
060410	ROLLA DRUG	2/15/2023	\$44.86
060411	SENSUS METERING SYSTEMS	2/15/2023	\$1,949.94
060412	SLOAN, BRANDON	2/15/2023	\$482.89
060413	TURTLE MOUNTAIN STAR	2/15/2023	\$275.72
060414	UNITED STATES POSTAL SERVICE	2/15/2023	\$190.00
060415	WASTE MANAGEMENT	2/15/2023	\$21,559.00

Committee Reports:

Administrative Committee: Audits will begin after 2023 tax season, Jim Olson met with Brady Martz last week, updated start date for audit on October 9, 2023. Retirement contributions for 2019 needed some cleanup and corrections are being made, emails or text messages that are sent to council members should not be replied to as this would constitute a meeting, respond individually to the sender if needed. Midwest Assistance Planning was on site working on water, sewer, and garbage reports, Brian Day suggested changing combining funds to cleanup financials. If the city wants to evaluate the water or sewer rates, Midwest Assistance Planning can provide this as a free service. Siren grant environmental survey is in process, locations have been selected for two sirens.

Police Committee: Trackers will be installed within the next couple weeks, quote for new and refurbished tasers were received as the department has three on hand and more are needed, issues with software for body cameras is getting fixed, Chief Poitra and Officer Sloan will be doing equipment inventory for the department. Officer Sarah Fenner has accepted part time position and will start when equipment arrives. Discussion was had about purchasing new or refurbished vehicle computers for the police department, more information is needed. Guardian Fleet is four weeks out for outfitting new police pickup. Committee has agreed to list Auditor Erica McDougall as the additional administrator for Post Board.

Public Works Committee: Brase Well Drilling is performing maintenance on well 4 pump, they are looking at another well that needs general maintenance as well. Request to pay for Tuomala Plumbing bill for a plugged sewer was received, committee deemed bill is home owners responsibility. Inert site needs to be burnt, plugged sewer main by 31 plex was fixed, street lights on Main Street are burnt out, Ottetail is waiting for light bulbs. Bobcat trading program through Iron Hide Equipment was discussed, committee recommends forgoing this option at this time. Engineer Jim Olson discussed street and utility project phases, maps, descriptions, and estimated price of a 3, 4, or 5 phase project were reviewed by council. Jim Olson requested plan from council on which phase city should move

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forward with, Jim Olson recommended 3 Phase due to the fact that the more phases for the project, the more mobilization costs. In order to complete the Preliminary Engineering Report, council needs to decide phases. Jim Olson said the Engineers Opinion of Cost is very close to where the market is at right now. With phasing this project, amount may be different per phase depending on contractor bids. Blake Gottbreht asked about grant funds available and what city has to pay for this project. USDA grants are roughly 55% USDA Grant, 45% city portion depending on median income, population, and other factors. Discussion was had on financing the project via special assessments, utility bill increases, and State Revolving Fund loan. Nothing can move forward until Preliminary Engineering Report is complete. TJ Bergsrud brought up that residents have asked about how this project will be funded and if property taxes will be increasing. More discussion is needed about funding options.

Motion to do 3 Phase Street and Utility Improvement Project by TJ Bergsrud, seconded by Blake Gottbreht. No further discussion. Roll Call vote: Ellie McCloud, Paula Wilkie, TJ Bergsrud, Blake Gottbreht, and Rebecca Hodgers voted aye, none voted nay. Motion carried. Jim Olson met with Brady Martz to discuss Audit, city is on the schedule for October 9, 2023. Discussion was had on what was done with previous accountant on 2017-2018 audit, as this was not finished before that accountant resigned. Auditor Erica McDougall was asked about cleanup work and timeline of events after switching to Brady Martz, as far as Erica McDougall was aware, all cleanup work for 2017 and 2018 was complete. In October 2021, information collected from previous auditing firm was sent to Brady Martz. Over October and November of 2021, Brady Martz reviewed this information and asked Erica to redo the data entry for 2017 and 2018 as there were too many errors. Erica McDougall completed this task in December 2021. Due to tax season, Brady Martz was unable to review new information and the city was put on the schedule later that year. Due to turnover in personnel at Brady Martz, the firm was not able to finish audit for 2017 and 2018. Erica worked with the Bismarck office to finalize capital asset report and debt report. Accountant Tyson Schatz resigned his position with Brady Martz in mid-December 2022, and the city was moved to the Grand Forks office. Mayor Kevin Juntunen verified this as he has had conversations with the previous accountant and the new accountant. Council discussed Street Survey that was approved in March 2021 using Prairie Dog Funds, this survey is not yet completed by AE2S. Last month, council discussed lights out on water tower and contract with H&H Coatings. ***Motion to approve contract with H&H Coatings to replace lights on water tower for \$4,625 by Blake Gottbreht, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.***

Rolla Community Center: Fargo Glass & Paint looked at doors at the Community Center, quote was received to fix issues with 3 doors. Sales Tax Committee approved fixing doors using Sales Tax funds. Committee discussed issues with doors and windows on lower level of daycare. Rolla Community Center Board made motion to disband the Rolla Community Center Board as the council created a Rolla Community Center Committee to oversee building.

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

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Old Business: None

New Business:

1. Rolla Community Center Committee Appointment – Damond Schemmel and Deanna Counts expressed interest in joining committee. ***Motion to appoint Damond Schemmel and Deanna Counts to the Rolla Community Center Committee by TJ Bergsrud, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.***
2. City Hall Eller Room exterior door – quote received from Fargo Glass & Paint to replace exterior door in Eller Room of city hall. ***Motion to replace Eller Room door for \$9541.00 using ARPA funds by TJ Bergsrud, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.***

Motion to adjourned at 9:28 p.m. by Blake Gottbreht.

ATTEST:

Kevin Juntunen, Mayor

Erica McDougall, City Auditor