

ROLLA CITY COUNCIL
MEETING MINUTES
WEDNESDAY, FEBRUARY 21, 2024 at 5:30 P.M.

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

Mayor Kevin Juntunen called the meeting to order at 5:31 p.m. Members present joined in the Pledge of Allegiance.

Mayors Minute:

First, I'd like to congratulate the Northern Lights Wrestling Team for their very successful season, placing second in the state dual tournament. Also, congratulations to former Rolla council member, Ryan Mitchell, for being named coach of the year for the second time. Thank you to all the wrestlers, coaches and parents for your dedication to the sport and the community.

Second, just a quick reminder to all homeowners to apply to the state tax commissioner for the Primary Residence Tax Credit. It is easy to apply online and applications are due by March 31, 2024. I believe there is a link on the city Facebook page.

Additions to Agenda: *Motion by Booth, seconded by Counts to approve the agenda with the amendments of Planning and Zoning Committee appointment, Temporary PT police officer appointment, Audit Update, and Chlorine smell in water. On roll call vote, all members voted "AYE". Motion carried unanimously.*

Consent Agenda:

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

1. January Regular Meeting Minutes
2. January 31, 2024 Special Meeting Minutes
3. February 7, 2024 Special Meeting Minutes
4. February Admin Committee Minutes
5. February Police Committee Minutes
6. February Public Works Committee Minutes
7. Financial Report
- 8.

Reading of the Bills: *Motion by Booth, seconded by Hodgers, to approve the bills. All members voted Aye. Motion carried unanimously.*

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Check #	Vendor	Amount	Check #	Vendor	Amount
2548	INTERNAL REVENUE SERVICE	\$6,124.12	58841	ATCO INTERNATIONAL	\$200.46
2549	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	58842	AXON ENTERPRISE INC	\$11,876.80
2550	ND PUBLIC EMPLOYEES RETIRMENT	\$6,697.53	58843	GAFFANEYS	\$656.07
2551	CITY OF ROLLA	\$10,000.00	58844	GIBBENS LAW OFFICE	\$840.00
2552	ROLLA COMMUNITY CENTER	\$8,623.46	58845	GRAND FORKS UTILITY BILLING	\$70.00
2553	NORTHERN PLAINS ELECTRIC	\$78.30	58846	GUSTAFSON OIL	\$4,057.04
2554	STARION BANK	\$15.00	58847	HAWKINS INC	\$2,342.71
2555	STARION BANK	\$4,190.38	58848	ITD	\$103.20
2556	UNITED STATES POSTAL SERVICE	\$246.04	58849	JACK AND JILL	\$38.94
2557	OTTERTAIL POWER CO	\$822.08	58850	LEEVERS FOODS	\$23.98
2558	AFLAC	\$481.44	58851	LEGACY COOPERATIVE	\$64.98
2559	BANK OF NORTH DAKOTA	\$11,500.00	58852	MALO ELECTRIC	\$18,000.00
2560	CENEX FLEET FUELING	\$490.83	58853	MALO ELECTRIC	\$1,085.07
2561	CNH INDUSTRIAL ACCOUNTS	\$583.46	58854	MALO ELECTRIC	\$4,181.92
2562	DELUXE BUSINESS FORMS	\$588.92	58855	MARC	\$2,949.76
2563	INTERNAL REVENUE SERVICE	\$5,390.73	58856	MEARS AUTO PARTS	\$39.89
2564	INTERNAL REVENUE SERVICE	\$76.50	58857	MFOA	\$40.00
2565	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	58858	MICKELSON HENDRICKSON	\$506.25
2566	NDPHIT	\$15,869.73	58859	MICROLAP TECHNOLOGIES	\$69.61
2567	OTTERTAIL POWER CO	\$7,216.74	58860	MINNESOTA VALLEY TESTING LABS	\$1,137.00
2568	PAYMENT SERVICE NETWORK	\$189.60	58861	MUNRO ACE HARDWARE	\$895.56
2569	STARION BANK	\$185.17	58862	MUNRO MOTOR CO	\$116.57
2570	TURTLE MOUNTAIN COMMUNICATIONS	\$550.87	58863	NORTHERN PLAINS ELECTRIC	\$1.80
2571	VERIZON	\$63.80	58864	OLYMPIC SALES	\$540.07
2572	VERIZON BUSINESS	\$276.57	58865	ONE CALL CONCEPTS	\$5.20
2573	VERIZON BUSINESS	\$198.98	58866	POWERPLAN	\$358.84
2574	VISA	\$942.75	58867	ROLETTE COUNTY SHERIFF OFFICE	\$4,175.00
2575	VISA	\$95.00	58868	SENSUS	\$1,949.94
2576	VISA	\$748.98	58869	TUOMALA PLUMBING & HEATING	\$667.85
2577	WASTE MANAGEMENT	\$21,385.49	58870	TUOMALA PLUMBING & HEATING	\$76.87
2578	INTERNAL REVENUE SERVICE	\$5,747.11	58871	TURTLE MOUNTAIN STAR	\$904.04
2579	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00	58872	UNIFORM CENTER	\$162.00
2580	ND PUBLIC EMPLOYEES RETIRMENT	\$7,133.38	58873	WORKFORCE SAFETY & INSURANCE	\$4,844.87
58839	ROLLA FIRE DEPT.	\$12,333.35	58874	OFFICE OF STATE AUDITOR	\$30,200.00
TOTAL					\$223,673.60

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Committee Reports:

Administrative Committee: Deanna Counts reported the committee had met reviewed updated Building Permits and Ordinance 371, establishing and updated rate schedule, and proposal from the Building Inspector and Auditor for recommendation to streamline approval of Residential Building Permits less than 2500 sq ft, by the Building Inspector and Auditor, and all other Building Permits will be submitted to City Council for approval. ***Motion by Counts, seconded by Berg to approve revised Ordinance for Building Permits, previously 371, and also approve recommendation from Building Inspector and City Auditor, to approve Residential Building Permits of less than 2500 sq ft to be approved at the discretion of the Building Inspector and City Auditor and all other permits to be submitted to City Council for approval. All members voted "AYE". Motion carried unanimously.***

The Admin Committee also submitted a Resolution to Dissolve the Rolla Community Center Committee for consideration by the Council, with duties transferred to the Administrative Committee. ***Motion by Counts, seconded by Berg to approve the following Resolution to Dissolve Rolla Community Center Committee***

WHEREAS, the Rolla City Council formed the Rolla Community Center Committee, on November 16, 2022, to oversee the Rolla Community Center building, located at 111 6th Ave NE, Rolla and renter(s) with an effective date of January 1, 2023, with three committee members, Rebecca Hodgers, Rolla City Council, Deanna Counts and Damond Schemmel.

WHEREAS, the Administrative Committee of the Rolla City Council and the City Auditor, also oversee such functions as lease agreements, rental payments, and building maintenance, of the building and tenants,

NOW, THEREFORE BE IT RESOLVED THAT, the Rolla Community Center Committee created on November 16, 2022, and effective January 1, 2023 shall be dissolved, effective March 1, 2024 and all functions of the committee will be transferred to the Administrative Committee of the Rolla City Council, which will include overseeing Rolla Community Center tenant(s), building and property owned by the City of Rolla,

Lease Agreements, which shall be reviewed annually in the month of April, subject to City Council approval,

Financial decisions which shall be submitted to the Rolla City Council for approval,

Property and building concerns must be submitted in writing to the Rolla City Auditor's office for administrative review, and in the case of an emergency, contact information for each committee member will be provided to the tenant(s),

The Administrative Committee will provide monthly reports to the City Council,

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The Administrative Committee shall consist of the Mayor, two City Council Members, and the City Auditor. All members voted "AYE. Motion carried unanimously.

Police Committee: Kevin Juntunen reported on Police Committee. The Police Committee had discussed pay increase for Sarah Fenner and Wes Kom, after 6 month evaluation. It was determined that Wes Kom had received his pay increase of 5% in June, 2023. *Motion by Berg, seconded by Counts to approve pay increase for Sarah Fenner of 5%, retroactive to December 21, 2023. All members voted "AYE". Motion carried unanimously.*

Public Works Committee: No items elevated for council consideration.

Safety & Health Committee: Dennis provided a report on all of the contacts he has made for addressing nuisance complaints. Dennis has made some progress and will continue to work on getting the properties cleaned up.

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

Old Business:

- 1. Second 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 Booth, seconded by Counts, to approve the 2nd Reading of Amended Ordinance #407. The Council took public comments at this time. Todd Mears appeared before the board in opposition to the revised ordinance and increase in Sales Tax, he addressed concerns of others paying for the problems of our community and did not feel the money generated would address the needs for the infrastructure in the city and the city should look at special assessments to fund the project. The council discussed the sales tax increase and also the needs to move forward with infrastructure projects, which will need many sources of funding such as grants, special assessments, sales tax, etc. to complete these projects. After much consideration, members Counts, Booth and Juntunen voted "AYE" and members Hodgers and Berg voted "NAY". Motion carried.*
- 2. Second Reading: Updated ordinances, 278, 339, 410 and 415.** *Motion by Counts, seconded by Berg to approve Second Reading of Ordinance replacing 278 relating to Disorderly Conduct and loitering, Ordinance replacing 339 and 381 relating to parking of motor vehicles, Ordinance 410 relating to use of child restraint devices and safety belts, and Ordinance 415 relating to unlawful possession of marijuana paraphernalia. All Members voted "AYE". Motion carried unanimously.*

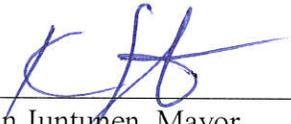
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3. **ND League of Cities – Spring Conference and Elected Official Training.** The council discussed attending the Spring Conference. *Motion by Berg, seconded by Counts to approve travel expense for Mayor Juntunen, Deana Counts, Tara McDougall and Valerie McCloud. All Members voted “AYE”. Motion carried unanimously.*

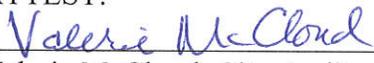
New Business:

1. **Bid Opening-Rolla Siren Replacement:** The council opened a bid received from Federal Signal to remove existing siren and replacement with two FSC Model 2001-130 sirens and antennas for the City of Rolla, in the amount of \$88,373.38. Estimated cost was \$77,250, with administrative fee to be paid to South Central Dakota Regional Council in the amount of \$7,500. *Motion by Berg, seconded by Counts, to accept the bid received from Federal Signal to replace existing siren and with two FSC Model 2001-130 sirens for the City of Rolla, in the amount of \$88,373.38, with matching funds from CDBG in the amount of \$75,000 and remaining city ARPA funds. All members voted “AYE”. Motion carried unanimously.*
2. **Joint Election Agreement:** Review of Joint Election Agreement between Rolette County and Rolla City for 2024 City General Election. *Motion by Counts, seconded by Hodggers to approve Joint Election Agreement with Rolette County. All members voted “AYE”. Motion carried unanimously.*
3. **Building Permit-Dairy Queen:** Will present at the next meeting.
4. **Planning and Zoning Committee Appointment:** *Motion by Booth, seconded by Counts to appoint Kevin Juntunen to replace Ron Disrud on the City Planning and Zoning Committee effective immediately. All members voted “AYE”. Motion carried unanimously.*
5. **Temporary Part-time police officer:** Sarah Fenner, Police Chief requested to hire Ann Millerbrand, as temporary part-time police officer while she is on maternity leave. *Motion by Berg, seconded by Booth to approve to hire Ann Millerbrand, as temporary part time officer to assist during Sarah Fenner’s maternity leave in April, with rate of pay to be determined by the Police Committee. All members voted “AYE”. Motion carried unanimously.*
6. **Audit Update:** Mayor Juntunen updated the council that the ND State Auditor’s have started working on the 2017-18 audit and were here last week to gather information. They are expected to wrap up the audit in March sometime, and then will be ready to move on to the 2019-20 audit. A progress bill in the amount of \$30,200 from the State Auditor was presented. *Motion by Berg, seconded by Counts to approve payment of \$30,200 to the ND State Auditor. All members voted “AYE”. Motion carried unanimously.*
7. **Water Update- Chlorine Smell:** Rebecca Hodggers inquired about the continued chlorine smell she has noticed with the water and complaints from residents. Cliff stated that as requested last month, residents were to contact him so he could go take a water sample at their house or business, and he has not had any calls and tests from the plant and various locations around town are normal. The council directed that any complaints should be addressed to Cliff Rush, Public Works Director so the issue can be dealt with properly.

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Kevin Juntunen, Mayor

ATTEST:


Valerie McCloud, City Auditor