

7:30 pm, Wednesday, September 18, 2019, the meeting of the Rolla City Council was called to order by Mayor John Hardy.

Council Members Present: Leonard Lange, Blake Gottbreht, Hovi Mitchell and Paula Wilkie

Council Members Absent: Rebecca Albert, Kyle Hardy

Others present: Daryl Cameron-Police Chief, Cliff Rush-Public Works Director, andCarolynn Orey-City Auditor

Consent Agenda

Council Member Lange moved, Council Member Wilkie seconded to approve the Consent Agenda.

All members on roll call voted "yes". None voted "no". Motion carried.

- Minutes: August 21, 2019 City council meeting
- Financial Report – August 2019
- Building Permit: Stephanie Allery
- Building Permit: Rolette County Public Health

Chk# 001614	BANK OF NORTH DAKOTA ND CHILD SUPPORT	WASTEWATER REV BOND 2012 PRINC	\$96,875.00
Chk# 001615	DIVISION ND PUB. EMPLOYEE RET.	re: ID # W. Poitra	\$381.60
Chk# 001616	DEF. COM INTERNAL REVENUE	DEFERRED COMP 8/31/19	\$37.50
Chk# 001617	SERVICE NORTHERN PLAINS	941PR083119 JDA LOAN INTEREST PAYMENT	\$5,086.58
Chk# 001618	ELECTRIC	#86	\$145.86
Chk# 001619	DACOTAH BANK	SKIDSTEER LOAN #5426721	\$720.78
Chk# 001620	DACOTAH BANK ND PUBLIC EMPLOYEES	2015 Pickup #5418859 AUGUST 2019 NDPERS HEALTH	\$595.27
Chk# 001621	RET. INS ND PUBLIC EMPLOYEES	INSU JULY & AUGUST INSURANCE	\$7,278.78
Chk# 001622	RET. INS	ADJUST	\$1,482.04
Chk# 001623	AFLAC PAYMENT SERVICE	AUGUST PREMIUM PSN GATEWAY FEE AUGUST	\$167.46
Chk# 001624	NETWORK	2019	\$96.45
Chk# 001625	VERIZON WIRELESS	POLICE-SEPTEMBER JETPACK	\$400.71
Chk# 001626	STARION BANK	Service Charge 2019 August	\$4.00
Chk# 001627	STARION BANK ND PUBLIC EMPLOYEES	\$0.01 DEPOSIT CORRECTION W. POITRA AUGUST HEALTH	\$0.01
Chk# 001628	RET. INS ND PUBLIC EMPLOYEES	INSURA September 2019 NDPERS HEALTH	\$1,791.34
Chk# 001629	RET. INS ND PUBLIC EMPLOYEES	I	\$9,079.12
Chk# 001630	RETIRMENT ND PUBLIC EMPLOYEES	PERA 07/19	\$5,435.45
Chk# 001631	RETIRMENT ND PUBLIC EMPLOYEES	PERA 08/2019	\$5,657.01
Chk# 001632	ND CHILD SUPPORT DIVISION	re: ID# W Poitra	\$381.60
Chk# 001633	ND PUB. EMPLOYEE RET. DEF. COM	DEFERRED COMP 0915PR	\$50.00
Chk# 016934	INTERNAL REVENUE SERVICE	Fed Tax WHD	\$5,791.96
Chk# 057599	US POSTAL SERVICE	Utility Bills for August 2019	\$140.00
Chk# 057600	GIBBENS LAW OFFICE	Initial Abstract Update	\$50,578.88
Chk# 057601	DACOTAH BANK COAST PROFESSIONAL, INC.	John Deere Pmt 2019 2 of 2 08/31/19 W. POITRA PAYROLL	\$7,873.37
Chk# 057602	LIBRARYWORLD INC	Library-Annual Renewal 09/2019	\$210.87
Chk# 057603	TURTLE MT.		\$450.00
Chk# 057604	COMMUNICATIONS	PHONE SERVICES	\$630.52
Chk# 057605	ROLETTE COUNTY COAST PROFESSIONAL, INC.	SHARE OF SLATER VEST 9/15/19 W. POITRA PAYROLL	\$900.00
Chk# 057606	ADVANCED ENGINEERING &		\$210.87
Chk# 057608	BANK OF NORTH DAKOTA	2019 General Engineering Servi	\$2,398.99
Chk# 057609	BILL'S SERVICE	JDA - ROLLA DRUG	\$5,057.72
Chk# 057610	CENEX FLEET CARD	424 FLUID	\$492.00
Chk# 057611	CNH CAPITAL AMERICA LLC	POLICE-GAS	\$930.82
Chk# 057612	CORE & MAIN LP	FUSE FOR SWEEPER	\$3.99
Chk# 057613	ENVIRONMENTAL EQUIPMENT	BOLTS,FLANGES	\$5,731.12
Chk# 057614	FILTRONICS	LIQUID LEVEL SENSOR	\$72.92
Chk# 057615	GALL'S LLC	REMAINING BALANCE OF MEDIA LOA	\$25,336.20
Chk# 057616	GRAND FORKS UTILITY BILLING	2 LED FLASHLIGHT HOLDERS	\$21.22
Chk# 057617		Water Testing	\$67.00

Chk#	Company Name	Description	Amount
Chk# 057618	GUARDIAN FLEET SAFETY	MILEAGE & DIAGNOSIS FOR 2015	
Chk# 057619	GUSTAFSON OIL	C	\$252.00
		SNL DUANE	\$481.51
		1 LB AZONE 15, 1 LB	
Chk# 057620	HAWKINS, INC	HYDROFLUOS	\$2,288.12
Chk# 057621	HEALTH CHEMISTRY LAB	WATER TESTING	\$447.26
		INFORMATION	
Chk# 057622	TECHNOLOGY DEPT	STATE EXCHANGE EMAIL, VPN,	
		ACT	\$69.85
Chk# 057623	KINETIC LEASING	Interest-'07 JD 770D Motor Gra	\$15,240.00
Chk# 057624	LADUCER SANITATION	August 2019 Garbage Contract	\$17,890.00
		TOILET PAPER FOR RECYCLE	
Chk# 057625	LEEVEES FOODS	CENTE	\$93.56
		HYD. ENDS, HOSES FOR LAWN	
Chk# 057626	LEGACY COOPERATIVE	MOWE	\$172.66
Chk# 057627	MEARS AUTO PARTS	FLOOR DRY	\$150.70
Chk# 057628	MUNRO ACE HARDWARE	LAVA ROCK	\$762.55
		NORTH CENTRAL	
Chk# 057629	PLANNING	3rd Payment of 3 Payments-CDBG	\$3,333.34
Chk# 057630	NORTH DAKOTA ONE CALL	7 TICKETS @ \$1.20	\$7.85
		NORTHERN PLAINS	
Chk# 057631	ELECTRIC COOP	LAGOON ACCT #3709000	\$77.56
Chk# 057632	OTTERTAIL POWER CO	WHEAT SCULPTURE	\$7,564.79
		COATING & WELDING	
Chk# 057633	PIPE & TANKS LLC	INSPECTION-W	\$38,154.36
Chk# 057634	ROLETTE COUNTY JAIL	AUGUST INVOICE - 4 INMATES	\$1,120.00
Chk# 057635	STAPLES CREDIT PLAN	POLICE-PRINTER INK	\$163.78
		PETTY CASH-POLICE CAR	
Chk# 057636	STARION BANK	TOKENS	\$49.55
Chk# 057637	STARION BOND SERVICES	\$940,000 Imprv.Bonds of 2015-I	\$11,075.00
		POLICE- REPLACE 2015	
Chk# 057638	THEEL MOTORS	CHEVROLET	\$499.55
		PUBLISH 8/5 SPECIAL MEETING	
Chk# 057639	TM STAR	MI	\$356.25
		TUOMALA PLUMBING &	
Chk# 057640	HEATING	CEMENT WELD, CLEANER	\$297.36
		PUBLIC WORKS SEPTEMBER	
Chk# 057641	VERIZON WIRELESS	INVOICE	\$258.78
Chk# 057642	VISA	BOOKS FOR LIBRARY	\$162.20
		AUGUST CEMETERY MOWING	
Chk# 057643	DAVID WALLETTTE	SERVICE	\$1,400.00
		CONVERT FILTER 2 TO	
Chk# 057644	LARSCO	REACTION VESSEL	\$5,145.00
Chk# 057645	TM COMMUNICATIONS	PHONE SERVICES	\$740.61
		U.S. WATER SERVICES,	
Chk# 057646	INC	3 FILTER CARTRIDGES	\$695.34
Chk# 057647	CORE & MAIN LP	GASKETS, BOLTS, NUTS	\$345.52
Chk#			
500210E	Semi Month-Hourly ACH		\$6,626.82
Chk#			
500211E	Semi-Monthly- Salary ACH		\$8,743.04
Chk#			
500212E	Semi Month-Hourly ACH		\$9,311.52
Chk#			
500213E	Semi-Monthly- Salary ACH		\$7,975.89
			\$384,517.33

Council Member Gottbreht moved, Council Member Mitchell seconded, to pay bills as submitted. All members on roll call voted "yes". None voted "no". Motion carried.

Old Business:

2020 Budget

Council Member Wilkie moved, Council Member Mitchell seconded, to approve the 2020 Final Budget for the City of Rolla, North Dakota for the calendar year beginning January 1, 2020 and ending December 31, 2020. All members on roll call voted "yes". None voted "no". Motion carried.

First reading of City Ordinance No. 422 Section 9

An ordinance repealing Ordinance No. 421 and enacting Ordinance No. 422 to establish and regulate a City Sales, Use and Gross Receipts Tax under the Home Rule Charter of The City of Rolla, and repealing Ordinance No. 421 relating to the Dedication of Tax Proceeds.

SECTION 9: Dedication of Tax Proceeds. It is provided that the percentages in each category shall be reviewed annually and are subject to change by the City Sales Tax Committee appointed by the Mayor and approved by the City Council.

- A. **Ten and One-Half percent (10.5%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be expended for capital improvements and infrastructure, including but not limited to frontage roads, new streets, community buildings, swimming pools, community recreation, water

treatment plant, maintenance of sewer and water systems, streets, sidewalk projects, etc. as well as for promotion of the city and community events. Distribution of these funds will be based on the recommendation of the City Sales Tax Committee and upon approval of the City Council.

- B. **Seventy Five percent (75%)** of all revenues raised and collected under this ordinance shall be placed in a Contingency Reserve Fund for capital improvements and infrastructure including but not limited to water treatment plant, maintenance of water and sewer, streets, frontage roads, sidewalk projects, etc. No administrative expenses shall be deducted from this fund.
- C. **Ten and One-Half percent (10.5%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be dedicated to an economic development fund. All revenue shall be maintained in the fund to be known as the Job Development Authority Fund, separate and apart from all other funds except as provided by this section. The revenue contained in such fund shall be used for community economic development projects. Proposed projects may include assisting and promoting the expansion and maintenance of our existing firms and investigating leads for the purpose of creating new business and industry in the local community. The Job Development Authority would have the responsibility of making available low interest limited loan program, which would include capped loans and loan availability only after a firm commitment from the applicant.
- D. **Four percent (4%)** of all revenues raised and collected under this ordinance, less administrative expenses, shall be used for promotion of the City and community events through the Rolla Chamber of Commerce. All revenues shall be maintained in a fund to be known as the City Promotion and Community Events fund. Said funds shall be disbursed to the Rolla Chamber of Commerce only, upon written request by the Chamber and approval by the City Council.

SECTION 10: Saving Clause. Should any section, paragraph, sentence, clause or phrase of the ordinance be declared unconstitutional or invalid for any reason, the remainder of the ordinance shall not be affected thereby.

SECTION 11: Effective Date of Ordinance. This ordinance is in force and takes effect from and after its passage and publication as provided by law, but not prior to **January 1, 2020**.

Council Member Gottbreht moved, Council Member Mitchell seconded, to approve the first reading of City Ordinance #422. All members on roll call voted "yes". None voted "no". Motion carried.

Engineer Reports:

Emergency Sanitary Sewer Replacement Dist. No. 2018-1

Council Member Gottbreht moved, Council Member Lange seconded, to approve final invoice for Moore Engineering in the amount of \$1,679.07. All members on roll call voted "yes". None voted "no". Motion carried.

Water Improvement District No. 2013-1

Council Member Gottbreht moved, Council Member Lange seconded, to approve the Utility Service Co. Final Pay Request in the amount of \$224,700. All voted "yes". None voted "no". Motion carried.

Council Member Mitchell moved, Council Member Lange seconded, to approve the final invoice for Moore Engineering in the amount of \$3,335.86. All voted "yes". None voted "no". Motion carried.

Committee Reports

Administrative:

Council Member Lange moved, Council Member Gottbreht seconded to approve the Library grant application to digitize historical documents throughout Rolette County. All voted "yes". None voted "no". Motion carried.

Discussion regarding Wage scales and overtime.

Discussion regarding 2020 Census.

The City will continue to advertise for the open tax assessor position until the position is filled.

Public Works Committee:

Director report and committee report submitted.

Police:

Police Officer Jayde Slater graduated from the Police Academy on August 23rd. Police Officer Paul Weigand will start the Police Academy on September 30th.

Discussion regarding vehicle repairs.

Discussion regarding compensation for officers who are called in on regularly scheduled days off. Administrative Committee will discuss overtime for the police department.

Discussion regarding phones. Mayor stated that City Auditor Carolynn Orey and Police Chief Daryl Cameron are working on activating the current Police Department iPhones.

Library:

No Report Submitted.

Forestry:

Committee report submitted. The next scheduled meeting will be March 2020.

Cemetery:

Committee report submitted.

Council Member Lange moved, Council Member Gottbreht seconded, to approve the committee reports. All members on roll call voted "yes". None voted "no". Motion carried.

New Business

Tax Abatement Application for Sheryl & Ashley Aird

Council Member Gottbreht moved, Council Member Lange seconded to table discussion until next city council meeting. All members on roll call voted "yes". Motion carried.

Starion Bond Services

Council Member Lange moved, Council Member Mitchell seconded, to approve the Paying Agent and Registrar's formal agreement. All members on roll call voted "yes". Motion carried.

Police Officer Overtime Request

Council Member Lange moved, Council Member Wilkie seconded, to approve seven hours of overtime at time and a half for Paul Weigand due to working on regularly scheduled day off. All members on roll call voted "yes". None voted "no". Motion carried.

Move October 16th City Council Meeting to October 23rd

Council Member Gottbreht moved, Council Member Lange seconded, to move the October 16th City Council meeting to October 23rd. All members on roll call voted "yes". None voted "no". Motion carried.

Leave of Absence Request for Kerry Schlenvogt and Carolynn Orey

Council Member Lange moved, Council Member Gottbreht seconded, to approve Kerry Schlenvogt's vacation request for November 12 through November 15. All members on roll call voted "yes". None voted "no". Motion carried.

Council Member Lange moved, Council Member Gottbreht seconded, to approve Carolynn Orey's unpaid time-off request for September 26 and 27. All members on roll call voted "yes". None voted "no". Motion carried.

Request for Dues for NPRC & D

Discussion regarding \$50 annual membership dues for NPRC & D. No action taken.

There being no further business, Mayor Hardy adjourned the meeting at 8:30pm

The next scheduled meeting of the City Council is Wednesday, October 23 2019.

John Hardy, Mayor

ATTEST:

Carolynn Orey, City Auditor
Dated 09/23/2019