

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, AUGUST 17, 2022 at 7:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Paula Wilkie, Hovi Mitchell, Blake Gottbreht, Eleanor (Swenson) McCloud, and Rebecca Hodgers. Absent: TJ Bergsrud  
Others in attendance: Auditor Erica McDougall, Rachael Mickelson Hendrickson, John Rosinski, Sam Booth.

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

**Mayors Minute:** Mayor Kevin Juntunen took a moment to recognize the Rolla Community Endowment Fund Committee and the Rolla Fire Department for catering the meal at the JDA Main Street Park. \$100,000 was raised and matched by the Larson Family of Starion Bank. Thank you to all that participated in the fundraising and celebration.

**Addition to Agenda:** Rebecca Hodgers requested addition of Public Meeting Broadcast System under new business item 7. *Motion to approve the Agenda with addition by Blake Gottbreht, seconded by Eleanor McCloud.*

**Consent Agenda:**

*Motion to approve the Consent Agenda by Hovi Mitchell, seconded by Blake Gottbreht.*

1. July 2022 Regular Council Meeting Minutes
2. August 2022 Admin Committee Meeting Minutes
3. August 2022 Police Committee Meeting Minutes
4. August 2022 Public Works Committee Meeting Minutes
5. August 3, 2022 Preliminary Budget Meeting Minutes
6. August 2022 Rolla Community Center Minutes
7. Financial Report

**Reading of the Bills:** *Motion was made to approve bills when funds become available by Blake Gottbreht, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*

060169	ABRAHAMSON S REFRIGERATION	8/17/2022	\$1,696.00
060170	ADVANCED ENGINEERING & ENVIRON	8/17/2022	\$2,261.70
060171	ATCO	8/17/2022	\$119.80
060172	CENEX FLEET CARD	8/17/2022	\$546.60
060173	CNH CAPITAL AMERICA LLC	8/17/2022	\$413.77
060174	DENNIS BERG	8/17/2022	\$2,580.00
060175	GIBBENS LAW OFFICE	8/17/2022	\$375.00
060176	GRAND FORKS UTILITY BILLING	8/17/2022	\$70.00
060177	GUSTAFSON OIL	8/17/2022	\$5,313.78
060178	HAWKINS INC	8/17/2022	\$80.00
060179	INFORMATION TECHNOLOGY DEPT- P	8/17/2022	\$104.30
060180	INTERSTATE BILLING SERVICE	8/17/2022	\$295.42
060181	J -N-F TOWING	8/17/2022	\$300.00
060182	LEEVERS FOODS	8/17/2022	\$10.98
060183	LEGACY COOPERATIVE	8/17/2022	\$99.51
060184	LEXIPOL	8/17/2022	\$384.00
060185	MAYO CONSTRUCTION	8/17/2022	\$11,634.70
060186	MEARS AUTO PARTS	8/17/2022	\$59.90
060187	MEARS IMPLEMENT	8/17/2022	\$7.39
060188	MICROLAP TECHNOLOGIES	8/17/2022	\$67.53

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060189	MUNRO ACE HARDWARE	8/17/2022	\$36.96
060190	MUNRO ACE HARDWARE	8/17/2022	\$284.60
060191	ND LEAGUE OF CITIES	8/17/2022	\$1,396.00
060192	ND SEWAGE PUMP & LIFT STATION	8/17/2022	\$11,120.00
060193	NORTH DAKOTA ONE CALL	8/17/2022	\$11.70
060194	NORTHERN PLAINS ELECTRIC COOP	8/17/2022	\$77.66
060195	OLYMPIC SALES	8/17/2022	\$506.34
060196	OTTERTAIL POWER CO	8/17/2022	\$6,185.99
060197	ROLETTE COUNTY SHERIFF OFFICE	8/17/2022	\$770.00
060198	ROLLA DAYCARE	8/17/2022	\$583.64
060199	ROLLA SCHOOL	8/17/2022	\$10,000.00
060200	Terry P Hudson	8/17/2022	\$4,605.00
060201	TKA REPAIR LLC	8/17/2022	\$225.00
060202	TUOMALA PLUMBING & HEATING	8/17/2022	\$846.32
060203	TURTLE MOUNTAIN STAR	8/17/2022	\$70.06
060204	WASTE MANAGEMENT	8/17/2022	\$22,622.57
060205	WESTSIDE CSTORE	8/17/2022	\$10.00
060206	UNITED STATES POSTAL SERVICE	8/17/2022	\$170.00

### Committee Reports:

**Administrative Committee:** 2017-2018 Audit is in progress, committee discussed budget, utility billing rates, building permit fees. Auditor Erica McDougall has requested an increase in wage for the Deputy Auditor. Shelby Campbell started in May 2021 and is performing all tasks asked of her. The current wage for this position is \$15.75 per hour. Discussion was had about wage increase and budget. *Motion to increase Deputy Auditor's wage to \$18.00 per hour effective immediately by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*

**Police Committee:** Rolette County Sheriff Deputy Mitch Slater presented Verizon Connect GPS for tracking police vehicles. This would add \$20.00 per month per vehicle to the Verizon bill. The Ford Explorer was fixed by Guardian Fleet. Citations were reviewed by committee, some officers have not issued citations, Police Chief William Poitra will be discussing this with those officers.

**Public Works Committee:** Chlorine scales are not working properly, will look at possible warranty. Wells 8 and 9 were dry last year and are not fully functioning, public works is working on issue. There are issues with the gate valve and check valve at the Theel lift. Estimate to fix both is \$14,424. 106.10 tons of asphalt was used to fix pot holes. Discussion was had on moving part time employee to full time in the public works department, will need to review budget constraints and necessity. Street sweeper needs to be repaired, estimate is \$4,000. VFD at Water Treatment Plant went down, a new VFD was located and installed, estimate for part is \$3,300. *Motion to utilize ARPA funds to fix the Lift, Street Sweeper, and VFD at Water Treatment Plant for up to \$25,000 by Paula Wilkie, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*

**Rolla Community Center Committee:** Fargo Glass and Paint looked at door, mechanism needs to be changed. Some work needs to be done to the building, quotes have been requested. Discussion was had about rent and increases in the near future. Hovi Mitchell suggested where to request funds for

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building project. Mowing at the Community Center has been neglected this year, Public Works department will mow next year.

***Motion to approve committee reports as presented by Hovi Mitchell, seconded by Eleanor McCloud. No further discussion. All voted aye, motion carried.***

**Old Business:**

**New Business:**

1. August 11, 2022 Planning and Zoning Minutes
  - a. Board Changes – ***Motion to accept resignation of James Bucher and appoint Scott Gailfus to the Planning and Zoning Commission by Blake Gottbreht, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.***
  - b. Keegan Addition – Planning and Zoning Commission was presented with a property to be platted called the Keegan Addition. The New Description for the Keegan Addition to the City of Rolla, a subdivision of a portion of the SE ¼ of Section 17, Township 162 N., Range 69 W. of the 5<sup>th</sup> P.M. in the county of Rolette, North Dakota. ***Motion to approve Keegan Addition plat to the City of Rolla as recommended by the Planning and Zoning Commission by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***
2. Rolla Job Development Authority Oath of Office – Luke Weston: ***Motion to appoint Luke Weston to the Job Development Authority Board by Rebecca Hodgers, seconded by Eleanor McCloud. No further discussion. All voted aye, motion carried. Motion to appoint Brad Nash to the Job Development Authority Board by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***
3. NDPHIT Renewal Increase – Discussion was had on increases presented by NDPHIT for health insurance. ***Motion to approve Option 3 as presented and adding tiers by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.***
4. Bar Closing Time – Request was made by Sam Booth to follow state guidelines to close bars at 2:00 AM. Discussion was had. Auditor Erica McDougall will work to modify ordinances to allow later closing time.
5. Building Permit – Parcel 29-0022-29795-000 ***Motion to approve building permit for parcel 29-0022-29795-000 by Blake Gottbreht, seconded by Eleanor McCloud. No further discussion. All voted aye, motion carried.***
6. Building Permit – Parcel 29-0001-29062-000 ***Motion to approve building permit for parcel 29-0001-29062-000 by Blake Gottbreht, seconded by Eleanor McCloud. No further discussion. All voted aye, motion carried.***
7. Addition: Public Meeting Broadcast System – There have been issues with Access Channel and video of council meetings. Discussion was had on adding Zoom with Owl to post meetings live on Facebook. ***Motion to purchase Owl and laptop for \$1,500.00 and update Zoom***

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*subscription by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*

Meeting adjourned at 9:01 p.m.

ATTEST:

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Kevin Juntunen, Mayor

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Erica McDougall, City Auditor