

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

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

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:** This month I'd liked to give some much deserved recognition to the North Prairie Boys and Girls basketball teams, both had a very successful season. Thank you to the players, coaches, and parents for your hard work, dedication, and all of the top level entertainment you provided for our community this year. I'd also like to mention that the Rolla Chamber of Commerce was meeting tonight to discuss the 135<sup>th</sup> celebration of Rolla at this years Rag Top Festival. And I'd like to welcome anyone who would like to volunteer or get involved in any way to contact Todd Mears or other Chamber members if you're interested. And lastly, with last weekends snow event, I'd like to thank those that have already moved their cars for street cleaning, and for those that haven't moved their cars, please move your cars so the public works department can continue working on snow removal from town. Again, I'd like to thank Cliff Rush and his public works department for their hard work the past few days and cleaning the streets so quickly and efficiently.

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

**Consent Agenda:**

*Motion to approve the Consent Agenda by Paula Wilkie, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.*

1. February 2023 Regular Council Meeting Minutes
2. March 2023 Admin Committee Meeting Minutes
3. March 2023 Police Committee Meeting Minutes
4. March 2023 Public Works Committee Meeting Minutes
5. March 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.*

060416	A1 EVANS SEPTIC SERVICE	3/15/2023	\$500.00
060417	AE2S	3/15/2023	\$15,766.00
060418	CHARBONNEAU, BENNETT	3/15/2023	\$100.00
060419	CNH INDUSTRIAL CAPITAL-R.IMP	3/15/2023	\$125.75
060420	GRAND FORKS UTILITY BILLING	3/15/2023	\$70.00
060421	GUSTAFSON OIL	3/15/2023	\$3,339.73
060422	HACH	3/15/2023	\$879.07
060423	HAWKINS INC	3/15/2023	\$1,236.03
060424	HENDERSON, KARRIE	3/15/2023	\$100.00

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060425	INFORMATION TECHNOLOGY DEPT- P	3/15/2023	\$85.80
060426	INTERSTATE BILLING SERVICE	3/15/2023	\$526.43
060427	J & F TOWING	3/15/2023	\$60.00
060428	LEEVEERS FOODS	3/15/2023	\$14.88
060429	LEGACY COOPERATIVE	3/15/2023	\$387.15
060430	MARC	3/15/2023	\$165.42
060431	MEARS AUTO PARTS	3/15/2023	\$153.65
060432	MICROLAP TECHNOLOGIES	3/15/2023	\$35.22
060433	MINNKOTA ENVIROSERVICES, INC	3/15/2023	\$170.18
060434	MUNRO ACE HARDWARE	3/15/2023	\$85.10
060435	NORTHERN PLAINS ELECTRIC COOP	3/15/2023	\$78.00
060436	OLYMPIC SALES	3/15/2023	\$566.92
060437	TUOMALA PLUMBING & HEATING	3/15/2023	\$627.84
060438	TUOMALA PLUMBING & HEATING	3/15/2023	\$510.21
060439	TURTLE MOUNTAIN COMMUNICATIONS	3/15/2023	\$3,398.10
060440	TURTLE MOUNTAIN STAR	3/15/2023	\$287.55
060441	TURTLE MOUNTAIN STAR	3/15/2023	\$38.00
060442	WASTE MANAGEMENT	3/15/2023	\$21,540.71
060443	WESLEY KOM	3/15/2023	\$4,480.20
060444	WORKFORCE SAFETY & INSURANCE	3/15/2023	\$5,042.80

### Committee Reports:

**Administrative Committee:** Auditor Erica McDougall presented committee with Audit Checklist that was reviewed with Accountant, quote from Black Mountain Software, and AE2S invoice were reviewed, more detail is needed from AE2S regarding General Engineering Services listed on invoices. Discussion was had with Engineer Jim Olson on invoices. Discussion was had on forming an Audit Committee, Rebecca Hodgers and Ellie McCloud offered to be on the Audit Committee. Rebecca Hodgers suggested that Engineer Jim Olson join the committee, Jim Olson cited his relationship with the accounting firm as a reason to be part of the committee and stated that he brought a lot to the table to be on committee. Paula Wilkie pushed back on having Jim Olson on committee. Kevin Juntunen also offered to be on the Audit Committee. Rebecca Hodgers offered to chair the committee. ***Motion to form Audit Committee with Rebecca Hodgers, Ellie McCloud, Kevin Juntunen, and Jim Olson by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***

**Police Committee:** Body cams have been fixed, Officer Sarah Fenner has been put on the schedule as a part-time officer, committee recommends promoting Officer Brandon Sloan to Sergeant with salary increase to \$45,000. ***Motion to promote Officer Brandon Sloan to Sergeant with salary of \$45,000 by Blake Gottbreht, seconded by Ellie McCloud. No further discussion. Motion carried.*** Discussion was had about vehicle maintenance logs, new computer quote from Guardian Fleet for around \$22,340 for four computers, docking station, setup, and printers. Option to trade one police vehicle for computers, will discuss more next month. Trackers for vehicles are not installed yet. Email from States Attorneys office regarding Officers not receiving email correspondence from the States Attorneys office. Officer Levi Lafountain submitted application to the Rolla Police Department. ***Motion to hire Officer Levi Lafountain as a part-time officer for \$20.00 per hour by Blake Gottbreht, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.***

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**Public Works Committee:** Well 4 is up and running. Discussion on Lead and Copper Rule with a deadline of October 24, 2024, city needs to inventory all water hookups and curb stops to see if the water line is lead. Engineer Jim Olson discussed grant funding available for Lead Water Line Inventory project, needs approval tonight to work with AE2S on Lead Service Line Inventory assistance. *Motion to approve Application for Lead Service Line Inventory Assistance with AE2S by Blake Gottbreht, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.* There have been some issues with sewer lines freezing, lines have been snaked and jetted and are now working. City of Rolla Inert Waste Disposal Site and Compost Site Operation Plan and Guideline was presented to council. *Motion to approve Inert Waste Disposal Site and Compost Site Operation Plan and Guideline by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.* Cliff Rush recommends hiring Jay Haas to work part time to help with snow removal. *Motion to hire Jay Haas as a part-time public works employee for \$18.00 per hour by Blake Gottbreht, seconded by Ellie McCloud. No further discussion. All voted aye, motion carried.*

**Rolla Community Center:** Community Center lease and rent rates was reviewed by City Council. *Motion to approve Rolla Community Center Lease Agreement and lease rates of \$600 per month for Rolla Daycare and \$550 per month for Nutrition United starting May 1, 2023 by Ellie McCloud, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*

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

**Old Business: None**

**New Business:**

1. Rolette County Emergency Management: ND Multi-Hazard Mitigation Plan – *Motion to approve ND Multi-Hazard Mitigation Plan with Rolette County by Paula Wilkie, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*
2. Building Permit – Legacy – *Motion to approve building permit for Legacy Coop by Blake Gottbreht, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*
3. Land Lease – Bids Received – 3 bids were reviewed by City Council for 66.33 USDA Crop Acres. *Motion to accept bid from Dillion Slaubaugh for Land Rent for \$51.00 per acre for three years by Blake Gottbreht, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.*
4. City Hall Rental Rates – The rental rate for the Eller Room at Rolla City Hall is currently \$50.00. Discussion was had about rate increase. *Motion to set rent for Eller Room at \$100.00 per day by Paula Wilkie, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*

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5. Review Home Rule Charter – City Council reviewed Home Rule Charter and amendment done in 2012 allowing increase of 3% per year per Ballot Measure passed on June 12, 2012 city election.

Motion to adjourn at 9:31 p.m. by Paula Wilkie.

ATTEST:

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Kevin Juntunen, Mayor

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Erica McDougall, City Auditor