

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, JULY 20, 2022 at 7:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Paula Wilkie, Hovi Mitchell, TJ Bergsrud, Blake Gottbreht, Eleanor Swenson, and Rebecca Hodgers
Others in attendance: Auditor Erica McDougall, Police Chief William Poitra, Public Works Director Cliff Rush, Deputy Auditor Shelby Campbell, AE2S Engineer Jim Olson, Rachael Mickelson Hendrickson, and Dennis Berg.

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

Mayors Minute: Mayor Kevin Juntunen stated that he has looked around town at the many improvements and several volunteers helping out. The new murals and Second Annual Pain Main Street project make Main Street look great! Thank you to the many individuals that helped out. Congratulations to the Rolla Chamber for another excellent Ragtop, Todd Mears and his team put a lot of effort into making this a success. The JDA Main Street Park is now complete, ribbon cutting will take place at Music on Main tomorrow evening.

Addition to Agenda: *Motion to approve the Agenda by Hovi Mitchell, seconded by Paula Wilkie.*

Consent Agenda:

Motion to approve the Consent Agenda by Blake Gottbreht, seconded by TJ Bergsrud.

1. June 2022 Regular Council Meeting Minutes
2. July 2022 Admin Committee Meeting Minutes
3. July 2022 Police Committee Meeting Minutes
4. July 2022 Public Works Committee Meeting Minutes
5. June 2022 Organization Meeting Minutes
6. Financial Report

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

060130	VOID	7/20/2022	\$0.00
060131	VOID	7/20/2022	\$0.00
060132	ADVANCED ENGINEERING & ENVIRON	7/20/2022	\$2,138.17
060133	AMERICAN LEGION	7/20/2022	\$79.00
060134	CENEX FLEET CARD	7/20/2022	\$247.27
060135	CLIFF RUSH	7/20/2022	\$1,430.00
060136	CNH CAPITAL AMERICA LLC	7/20/2022	\$413.77
060137	COMPUTER SOLUTIONS	7/20/2022	\$110.00
060138	CORE & MAIN	7/20/2022	\$5,845.60
060139	DENNIS BERG	7/20/2022	\$2,580.00
060140	ERICA MCDOUGALL	7/20/2022	\$702.13
060141	GOOSENECK IMPLEMENT	7/20/2022	\$68.94
060142	GRAND FORKS UTILITY BILLING	7/20/2022	\$70.00
060143	GUSTAFSON OIL	7/20/2022	\$2,154.23
060144	HAWKINS INC	7/20/2022	\$3,160.54
060145	INFORMATION TECHNOLOGY DEPT- P	7/20/2022	\$117.55
060146	J -N-F TOWING	7/20/2022	\$300.00
060147	LEGACY COOPERATIVE	7/20/2022	\$167.59
060148	MARC	7/20/2022	\$75.10

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060149	MEARS AUTO PARTS	7/20/2022	\$143.40
060150	MICROLAP TECHNOLOGIES	7/20/2022	\$130.19
060151	MUNRO ACE HARDWARE	7/20/2022	\$465.50
060152	ND DEPT OF ENVIRON. QUALITY	7/20/2022	\$246.28
060153	NORTH DAKOTA ONE CALL	7/20/2022	\$32.15
060154	NORTHERN PLAINS ELECTRIC COOP	7/20/2022	\$77.56
060155	OTTERTAIL POWER CO	7/20/2022	\$6,276.27
060156	OVERDRIVE	7/20/2022	\$800.00
060157	PRESENTATION MEDICAL CENTER	7/20/2022	\$102.00
060158	ROLETTE COUNTY SHERIFF OFFICE	7/20/2022	\$910.00
060159	ROLLA CHAMBER OF COMMERCE	7/20/2022	\$8,738.03
060160	ROLLA FORESTRY	7/20/2022	\$500.00
060161	ROLLA PARK BOARD	7/20/2022	\$7,909.83
060162	ROLLA PUBLIC LIBRARY	7/20/2022	\$5,000.00
060163	TUOMALA PLUMBING & HEATING	7/20/2022	\$348.11
060164	TURTLE MOUNTAIN STAR	7/20/2022	\$799.79
060165	UNITED STATES POSTAL SERVICE	7/20/2022	\$170.00
060166	WASTE MANAGEMENT	7/20/2022	\$21,363.68
060167	ABRAHAMSON S REFRIGERATION	7/20/2022	\$113.00
060168	FIRST STATE INSURANCE	7/20/2022	\$6,446.00

Committee Reports:

Administrative Committee: Rebecca Albert, City Assessor, was present to discuss Building Permit Fees. *Motion to approve \$10.00 per Building Permit, not including fences as recommended by Rebecca Albert, by Hovi Mitchell, seconded by Eleanor Swenson. No further discussion. All voted aye, motion carried.* Audit for 2017 and 2018 is still scheduled for July and August with Brady Martz. Preliminary Budget Meeting is scheduled for August 3, 2022 at 7:00 p.m. Frank Williams requested use of Eller Room for Music with kids in the area. *Motion to waive City Hall rental fees for Frank Williams for Music with Kids by TJ Bergsrud, seconded by Eleanor Swenson. No further discussion. All voted aye, motion carried.*

Police Committee: Officer Sloan presented service call report at committee meeting. Discussion was had on purchasing new siren radios as required by the state. *Motion to purchase radios for an estimated \$37,400 using ARPA funds by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.* The Ford Explorer is having electrical issues that affects communication equipment. Guardian Fleet will be looking into the issue. The Chevrolet Tahoe is also having issues with the transmission, this will be looked at by Munro Motors or Guardian Fleet. A new vehicle will be necessary in the near future. Committee discussed Surveillance cameras, would like to get project moving again. Discussion was had about the condition of a house in Rolla, grass is tall and condition inside is in bad shape. Chief Poitra will look into situation. Six month Employee Evaluation was performed for Officer Brandon Sloan and Officer Andrew Saari. Chief William Poitra requested salary increase of 5% for both officers. *Motion to approve Employee Evaluation and recommended salary increase of 5% for Officer Brandon Sloan and Officer Andrew Saari retroactive to six month anniversary by TJ Bergsrud, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.*

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Public Works Committee: Still waiting on VFD's for sewer lift. A lagoon sample was sent in, there is still an issue with a valve. Hot mix for pothole repair will be in this week, Terry Hudson is hauling mix. Discussion was had about Recycling Center hours and availability. Several residents and businesses have requested different hours or access to Recycling Center other than 8-12 Monday through Friday. Businesses are having difficulties hauling cardboard at those hours. New garage door is in at Recycling Center. Red Ford dump truck is still not in working order, need to haul somewhere to fix it. Gar Wiedrich requested research done on Utility Bill for one of his properties, account was reviewed and no issue was found. Garbage contract was discussed on which properties are included in garbage contract with Waste Management. All properties within city limits are included in current contract. Some properties outside of city limits have the option to go with the city or directly with Waste Management. Otter Tail provided an estimate for replacing Streetlight poles in Rolla. Estimated expense is \$10,000 per pole, Rolla has 44 poles and one has already fallen down. Otter Tail proposed to replace all streetlights with steel standards with new aluminum standards, LED10 fixtures, and new underground feed wire to all of them for an increase of \$1,364.60 per month on electric bill. ***Motion to accept proposal from Otter Tail with increase of \$1,364.60 per month on electric bill by TJ Bergsrud, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.***

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

Old Business:

1. Recycle Center Hours – hours have been 8-12 Monday through Friday. This seems to be working, hours will remain 8-12 Monday through Friday.

New Business:

1. DWSRF Drinking Water Program Questionnaire (Lead Service Line) information was presented by AE2S Engineer Jim Olson. Jim Olson estimated there are roughly 60 almost full lead or partial lead water lines in the city of Rolla. This questionnaire will be sent to North Dakota Department of Environmental Quality for review. Council agreed that this review needs to be done.
2. Multi Hazard Mitigation Plan with Rolette County Emergency Management agreement was presented. ***Motion to approve Multi Hazard Mitigation Plan by Blake Gottbreht, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.***
3. Proposal for Grant Administrative Services for Emergency Siren Grant (NCPC) was received by the South Central Dakota Regional Council. ***Motion to approve proposal from South Central Dakota Regional Council by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***
4. Rolette County Housing Authority – Rehab San Haven Apartment Buildings (Unit 1 & 2) – Lyman Bercier was not present for discussion.
5. Demo Permit Parcel 29-0007-29456-000, 29-0007-29457-000, 29-0007-29458-000
6. Demo Permit Parcel 29-0036-29964-000, 29-0036-29965-000

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7. Demo Permit Parcel – 29-0036-29963-000
8. Demo Permit Parcel – 29-0007-29433-000, 29-0007-29434-000, 29-0007-29435-000,
29-0007-29436-000, 29-0007-29437-000
9. Building Permit Parcel 29-0014-29660-000
10. Building Permit Parcel 29-0038-29975-030
11. Building Permit Parcel 29-0001-29016-000 (Shed)
12. Building Permit Parcel 29-0001-29016-000 (Deck)

Motion to approve all Building Permits and Demo Permits (New Business items 5, 6, 7, 8, 9, 10, 11, and 12) as presented by Blake Gottbreht, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.

Meeting adjourned at 8:39 p.m.

ATTEST:

Kevin Juntunen, Mayor

Erica McDougall, City Auditor