

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Hovi Mtichell, Rebecca Hodggers, Dennis Berg, Clarence Booth and Deanna Counts. Absent: Blake Gottbreht. Others in attendance: Public Works Director Cliff Rush, AE2S Engineer Jim Olson, Rachel Hendrickson, Becky Albert, Tara McDougall, and John Rosinski, Turtle Mountain Star.

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

**Mayors Minute:** I'd like to start this month's Mayor's Minute by acknowledging and thanking Susan Westin and all the volunteers that took part in the 3<sup>rd</sup> Annual Paint Main Street Event! Your work looks very nice, and I would just like to pass on my gratitude for all that you and the rest of the volunteers do to make Rolla look great.

Next, I'd like to remind everyone of the Music on Main event coming up tomorrow evening. Flashback will be taking the stage around 5 pm so come out and enjoy the evening by listening to some music and gathering with friends.

Last, but not least, I'd like to invite everyone to come out June 29<sup>th</sup> through July 1<sup>st</sup> for Rolla's 135<sup>th</sup> Birthday and the annual Ragtop Festival. This year's fun will start with youth baseball on Thursday, continue Friday with a golf tournament, art show and Music on Main, and Saturday will start with a 5K fun run, and continue with the Ragtop Parade and car show. There will also be a youth tractor pull, a matinee, an all-school reunion with school tours and it all ends with music in the park. All this and much more fun for all ages.

**Additions to Agenda:** Executive Session regarding Rebecca Hodggers potential Settlement, Cemetery Committee Report and Gingerich Building Permit. *Motion by Mitchell, seconded by Booth to add these items to the Agenda. On roll call vote, all members voted "AYE". Motion carried unanimously. Motion by Berg, seconded by Mitchell to approve the amended agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.*

*Motion by Counts, seconded by Berg to enter Executive Session at 7:35 PM, according to NDCC 44-04-19.1, for attorney consultation with City's Attorney David Phillips, regarding a potential settlement in the lawsuit brought by Rebecca Hodggers against the City of Rolla in ND State Court Case No. 40-2022-CV-00034. On roll call vote, members Mitchell, Booth, Berg, Counts voted "AYE". Member Hodggers abstained. Motion carried unanimously. Member Hodggers left the meeting at this time along with members of the public.*

### Executive Session

The Executive Session ended at 7:48 PM. The Council reconvened in regular session with members, Mitchell, Berg, Booth, Counts and Hodggers present. Mayor Juntunen presiding. Others in attendance:

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

Public Works Director Cliff Rush, AE2S Engineer Jim Olson, Rachel Hendrickson, Becky Albert, Tara McDougall, and John Rosinski, Turtle Mountain Star.

Motion by Mitchell, seconded by Booth to authorize the Mayor to sign the settlement agreement regarding the lawsuit brought by Rebecca Hodgers against the City of Rolla in ND District Court, Case #40-2022-CV-00034. ***On roll call vote, members Mitchell, Booth, Berg, Counts voted "AYE". Member Hodgers abstained. Motion carried unanimously.***

**Consent Agenda:**

***Motion by Mitchell, seconded by Hodgers to approve the Consent Agenda. All voted aye. Motion carried unanimously.***

1. April, 2023 Regular Council Meeting Minutes
2. May 2023 Regular Council Meeting Minutes
3. May 24, 2023 Special Meeting Council Minutes
4. June 1, 2023 Special Meeting Council Minutes
5. June 2023 Admin Committee Meeting Minutes
6. June 2023 Police Committee Meeting Minutes
7. June 2023 Public Works Committee Meeting Minutes
8. June 2023 Community Center Meeting Minutes
9. June 2023 Audit Oversight Meeting Minutes
10. Financial Report

**Reading of the Bills: *Motion by Berg, seconded by Booth, to approve the bills when funds become available. All voted aye. Motion carried unanimously.***

58535	US POSTAL SERVICE	\$197.00	01-Jun-23
58536	ADVANCED ENGINEERING &	\$17,589.13	21-Jun-23
58537	AMERICAN LEGION	\$721.70	21-Jun-23
58538	BANK OF NORTH DAKOTA	\$33,163.43	21-Jun-23
58539	CENEX FLEET CARD	\$432.54	21-Jun-23
58540	CLIFF RUSH	\$3,289.00	21-Jun-23
58541	CNH INDUSTRIAL ACCOUNTS	\$71.67	21-Jun-23
58542	DAKOTA FIRE EXTINGUISHER	\$550.17	21-Jun-23
58543	DENNIS BERG	\$5,222.60	21-Jun-23
58544	DEPT OF ENVIORNMENTAL QUALITY	\$13.24	21-Jun-23
58545	DIANA LANGE	\$152.95	21-Jun-23
58546	EASTWEST BOOKS	\$69.97	21-Jun-23
58547	FIRST STATE INSURANCE	\$48,697.00	21-Jun-23
58548	GRAND FORKS UTILITY BILLING	\$52.00	21-Jun-23
58549	GUSTAFSON OIL	\$4,404.25	21-Jun-23
58550	HAAS TIRE OTR & AG Service LLC	\$115.00	21-Jun-23
58551	HAWKINS, INC	\$2,229.60	21-Jun-23
58552	ITD	\$200.80	21-Jun-23

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

58553	LAKESIDE SURVEILLANCE LOCK & K	\$856.82	21-Jun-23
58554	LEEVERS FOODS	\$17.13	21-Jun-23
58555	LEGACY COOPERATIVE	\$857.52	21-Jun-23
58556	LIL' PRAIRIE GREENHOUSE	\$1,209.25	21-Jun-23
58557	MEARS AUTO PARTS	\$157.79	21-Jun-23
58558	MUNRO ACE HARDWARE	\$596.06	21-Jun-23
58559	MUNRO MOTOR CO	\$871.94	21-Jun-23
58560	ND SEWAGE PUMP & LIFT STATION	\$2,125.00	21-Jun-23
58561	ND RURAL WATER SYSTEMS ASSOCIA	\$260.00	21-Jun-23
58562	NORTHERN PLAINS ELECTRIC	\$78.40	21-Jun-23
58563	POWERPLAN	\$136.61	21-Jun-23
58564	PRESENTATION MEDICAL CENTER	\$50.00	21-Jun-23
58565	ROLETTE COUNTY SHERIFF OFFICE	\$2,295.00	21-Jun-23
58566	TERRY P HUDSON	\$640.00	21-Jun-23
58567	TUOMALA PLUMBING & HEATING	\$33.50	21-Jun-23
58568	TURTLE MOUNTAIN STAR	\$847.14	21-Jun-23
58569	VERIZON	\$160.52	21-Jun-23
58570	WM CORPORATE SERVICES, INC	\$19,146.35	21-Jun-23
58571	WESTSIDE C-STORE	\$60.00	21-Jun-23
58572	ROLLA CHAMBER OF COMMERCE	\$5,000.00	23-Jun-23
58573	ROLLA FORESTRY	\$1,000.00	23-Jun-23
58574	MT PLEASANT SCHOOL	\$10,000.00	23-Jun-23
58575	US POSTAL SERVICE	\$197.00	29-Jun-23
	TOTAL PAYMENTS	\$163,768.08	

### Committee Reports:

**Administrative Committee:** Updates were provided for the Auditor's Office interim functions by Interim Auditor McCloud. Discussion on filling permanent positions of Auditor and Deputy. Recommended by committee to hire Valerie McCloud as Auditor and Tara McDougall as Deputy on a full-time, permanent basis. Discussion on part-time clerks and the possibility of keeping that position at this time. *Motion by Mitchell to keep the part-time clerks in the Auditor's Office for 27.5 hours/week for 6 months at \$17/hour. Seconded by Booth. On roll call vote, members Mitchell, Booth, Hodgers, Counts voted "AYE". Member Berg voted "NAY". Motion carried unanimously. Motion by Mitchell, seconded by Counts to hire Valerie McCloud, as full-time permanent Auditor at an annual salary of \$72,500/year, with 2 weeks vacation leave, and waive the 6 month probationary increase of 5%. On roll call vote, all members voted "AYE". Motion carried unanimously. Motion by Mitchell, seconded by Counts to hire Tara McDougall, as Deputy Auditor with an annual salary of \$57,300/year with 2 weeks of vacation leave and waive the 6 month probationary increase of 5%, with the start time to be determined. On roll call vote, all members voted "AYE". Motion*

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

*carried unanimously. Motion by Mitchell, seconded by Hodggers to authorize purchase of two computers for the Auditor's Office, at approximately \$710 each, to be paid out of the Auditor's Computer line item. On roll call vote, all members voted "AYE". Motion carried unanimously.*

**Police Committee:** Report that Wes Kom be removed from Probationary period at this time. *Motion by Mitchell, seconded by Berg to remove Wes Kom from probationary period and authorize 6 month pay increase. On roll call vote, all members voted "AYE". Motion carried unanimously.* New police vehicle is getting striping and equipment. Looking at contract with Rolette County Sheriff's Office for office space and computer use. Interviews were held for Chief of Police. *Motion by Booth, seconded by Berg, to hire Sarah Fenner as Chief of Police with a starting salary of \$50,000, contingent on revision of Handbook section: Employment of Relatives and Personal Relationships. On roll call vote, all members voted "AYE". Motion carried unanimously.* Berg is working with Russ Lund on getting estimate for surveillance cameras, possibly 10, around town to assist law enforcement efforts. Also looking for residents or business owners to have cameras installed on home/business also and utilize internet to assist with the cameras. Dennis will research funding of this.

**Public Works Committee:** Have had another water main leak. Looking at keyless entry for the Recycling Center to limit non-city residents from utilizing the center without paying. Business owners would be provided code for Keyless Entry to the building. Becky Albert also volunteered to work at the Recycling Center to allow use of the building by city residents, or make sure non-residents have paid for use. *Motion by Berg, seconded by Booth allow extended hours for the Recycling Center to be open with Becky Albert to volunteer to supervise during these hours and purchase keyless entry system for the Building. On roll call vote, all members voted "AYE". Motion carried unanimously.*

**Community Center Committee:** New flooring and paint is planned and are looking for a contractor. Will plan on fundraisers in the future to defray costs for building upkeep.

**Audit Oversight Committee:** Discussion on petition to the State Auditor to have the office get caught up on the delinquent audits. Will still work the Brady Martz on 2017 Audit, with goal to have records by the end of August. Continue with petition for State Auditor's office to complete remaining Audits. Auditor's Office will begin working the 2017 Audit as soon as possible.

*Motion to approve committee reports as presented by Booth, seconded by Counts. All voted aye. Motion carried unanimously.*

**Old Business:** The board reviewed the Annual Salaries. Action was tabled until the next meeting.

**Engineer's Report:** Jim Olson, AE2S met with the council and discussed the 3-Phase Plan for Street and Infrastructure improvement, along with Preliminary Engineering Report. Jim informed the board that the Special Assessment process should be started by appointing a Special Assessment Committee

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

of at least 3 residents, and schedule a Public Meeting for feedback from city residents regarding the project. Funding of the project was discussed, which will include USDA grant, loan and special assessments. Other funding sources were discussed. ***Motion by Booth, seconded by Mitchell, to create a special Assessment district for Phase 1 Infrastructure Project, located on the NE part of the city. On roll call vote, all members voted "AYE". Motion carried unanimously. Motion by Hodggers, seconded by Counts to hold a Public Town Hall meeting on August 16<sup>th</sup> at 6 PM regarding the Phase 1 Infrastructure project for public feedback. On roll call vote, all members voted "AYE". Motion carried unanimously.***

**Old Business:**

1. Salary Approval: ***Motion by Mitchell, seconded by Counts to approve Salary Schedule, with amendments to reflect changes to the Auditor, Deputy Auditor, Chief of Police salaries as approved today, and Public Works 1 position at an hourly rate of \$18/hour. All voted aye, motion carried.***
2. Brady Martz – Engagement Letter: ***Motion by Hodggers, seconded by Mitchell to approve Brady Martz Engagement Letter for the 2017 Audit and authorize Mayor Juntunen to sign. On roll call vote, all members voted "AYE". Motion carried unanimously.***

**New Business:**

1. Application for Alcoholic Beverage License – The Club Bar: ***Motion by Mitchell, seconded by Hodggers to approve. No further discussion. All voted aye, motion carried.***
2. Application for Alcoholic Beverage License – Luna’s: ***Motion by Booth, seconded by Mitchell to approve contingent upon accurate completion of application, name, and address. No further discussion. All voted aye, motion carried.***
3. Building Permits – Trenton Disrud: ***Motion by Mitchell, seconded by Counts to approve Trenton Disrud building permit. All voted aye, motion carried. Robert Monette: Motion by Mitchell, seconded by Booth to approve Robert Monette building permit. All voted aye, motion carried.***
4. SMP Health-St Kateri - Raffle Permit: ***Motion by Mitchell, seconded by Booth to approve raffle permit contingent upon completion of dates of activity. All voted aye, motion carried.***
5. 2024 Preliminary Budget Review: Valerie McCloud went over the budget process for the new members on the board. Board discussed making transfers from 2022. Board will meet again on July 17<sup>th</sup> to review.
6. Employee Handbook Review: ***Motion by Booth, seconded by Hodggers to make changes to the employee handbook per Attorney Nathan Gibbens recommendation. All voted aye, motion carried. Motion by Mitchell, seconded by Berg to approve the acknowledgement of the personal relationship between Sarah Fenner, Chief of Police, and Wesley Kom, Police Officer in the Police Department. All voted aye, motion carried.***
7. City Sales Tax Committee Requests: ***Motion by Mitchell, seconded Counts to approve \$5000.00 to the Rolla Chamber of Commerce for 135<sup>th</sup> Ragtop Celebration & \$1000.00 to***

ROLLA CITY COUNCIL  
REGULAR MEETING  
MINUTES  
WEDNESDAY, JUNE 21, 2023 at 7:30 P.M.

*Rolla Forestry Committee for the purchase and maintenance of flower pots and hanging baskets located on main street. All voted aye, motion carried.*

8. Gingrich Building Permit: *Motion by Booth, seconded by Hodgers to approve Gingrich building permit contingent upon completion of application.*

Motion to adjourned at 11:33 p.m. by.

ATTEST:

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Kevin Juntunen, Mayor

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Valerie McCloud, Interim City Auditor