

ROLLA CITY COUNCIL
REGULAR MEETING
MINUTES
WEDNESDAY, SEPTEMBER 21, 2022 at 7:30 P.M.

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

Others in attendance: Auditor Erica McDougall, Police Chief William Poitra, Public Works Director Cliff Rush, City Engineer Jim Olson, Rachael Mickelson Hendrickson, Richard Patton, Brad Ruppelius, Alex Albert, Rebecca Albert, and Todd Mears.

Mayor Kevin Juntunen called the meeting to order at 7:51 p.m.

Mayors Minute: Mayor Kevin Juntunen took a moment to commend the character of Rolla in response to the disaster of the American Legion Cabin. Everyone is rallying together in support, several fundraisers are going on to help rebuild the Legion Cabin. Also, the JDA is having the Black Tie Gala on October 1 to raise money for the American Legion Cabin.

Addition to Agenda: Transfer of Alcoholic Beverage License and Building Permit under New Business. *Motion to approve the Agenda with additions by Blake Gottbreht, seconded by TJ Bergsrud.*

Consent Agenda:

Motion to approve the Consent Agenda by Hovi Mitchell, seconded by Eleanor McCloud.

1. August 2022 Regular Council Meeting Minutes
2. September 2022 Admin Committee Meeting Minutes
3. September 2022 Police Committee Meeting Minutes
4. September 2022 Public Works Committee Meeting Minutes
5. September 2022 Rolla Community Center Minutes
6. Financial Report

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

060207	ACME TOOLS	9/21/2022	\$308.99
060208	ADVANCED ENGINEERING & ENVIRON	9/21/2022	\$4,473.98
060209	BRADY MARTZ & ASSOCIATES PC	9/21/2022	\$7,400.00
060210	CENEX FLEET CARD	9/21/2022	\$546.60
060211	CLIFF RUSH	9/21/2022	\$1,456.00
060212	CNH CAPITAL AMERICA LLC	9/21/2022	\$757.75
060213	CORE & MAIN	9/21/2022	\$1,477.32
060214	DENNIS BERG	9/21/2022	\$2,580.00
060215	ENVIRONMENTAL EQUIP SERVICES	9/21/2022	\$2,371.68
060216	GRAND FORKS UTILITY BILLING	9/21/2022	\$96.00
060217	GUSTAFSON OIL	9/21/2022	\$1,612.84
060218	HACH	9/21/2022	\$1,269.26
060219	HAWKINS INC	9/21/2022	\$2,651.95
060220	HIGHWAY 281 GAS & GO LLC	9/21/2022	\$100.00
060221	INFORMATION TECHNOLOGY DEPT- P	9/21/2022	\$104.30
060222	LEGACY COOPERATIVE	9/21/2022	\$60.69
060223	MALO ELECTRIC	9/21/2022	\$242.49
060224	MEARS AUTO PARTS	9/21/2022	\$83.70
060225	MICROLAP TECHNOLOGIES	9/21/2022	\$43.55
060226	MUNRO ACE HARDWARE	9/21/2022	\$278.92

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060227	MUNRO MOTOR CO	9/21/2022	\$273.10
060228	ND DEPT OF ENVIRON. QUALITY	9/21/2022	\$180.08
060229	ND SAFETY COUNCIL	9/21/2022	\$335.00
060230	NDSWRA	9/21/2022	\$90.00
060231	NORTH DAKOTA ONE CALL	9/21/2022	\$20.80
060232	NORTHERN PLAINS ELECTRIC COOP	9/21/2022	\$77.66
060233	OTTERTAIL POWER CO	9/21/2022	\$5,936.80
060234	ROLETTE COUNTY	9/21/2022	\$1,137.70
060235	ROLETTE COUNTY SHERIFF OFFICE	9/21/2022	\$350.00
060236	STAPLES CREDIT PLAN	9/21/2022	\$412.94
060237	STARION BOND SERVICES	9/21/2022	\$9,000.00
060238	SVETLANA LEER	9/21/2022	\$1,160.49
060239	Terry P Hudson	9/21/2022	\$960.00
060240	TKA REPAIR LLC	9/21/2022	\$463.26
060241	TUOMALA PLUMBING & HEATING	9/21/2022	\$330.91
060242	TURTLE MOUNTAIN STAR	9/21/2022	\$38.00
060243	TURTLE MOUNTAIN STAR	9/21/2022	\$406.60
060244	UNITED STATES POSTAL SERVICE	9/21/2022	\$170.00
060245	WASTE MANAGEMENT	9/21/2022	\$21,044.78

Committee Reports:

Administrative Committee: 2017-2018 Audit pushed back, waiting to hear when auditing firm will add city to schedule. Quote received from UTMA for new phone system at City Hall, current system is extremely old and needs to be replaced. Emergency siren grant is still in process, police radios have been ordered, and discussion about adding a Capital Equipment reserve fund for future purchases of equipment was discussed. *Motion to approve quote from UTMA to replace phone system at City Hall for up to \$4,300 using APRA funds by Paula Wilkie, seconded by Eleanor McCloud. No further discussion. All voted aye, motion carried.*

Police Committee: Officer Animikig Laverdure resigned effectively immediately. *Motion to accept Officer Animikig Laverdure's resignation by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.* Department is now looking for another officer and requesting overtime until fully staffed. *Motion to approve overtime until fully staffed following budget constraints for Rolla Police Department by TJ Bergsrud, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.* Some cold weather gear needs to be purchased for department. Discussion was had about setting up workout equipment in the basement of city hall for the Rolla Police Department use. LESO inventory was sent back to the state as it is no longer needed.

Public Works Committee: Fire hydrants will be flushed soon, gate valve was installed at Harris Court, this will hopefully fix freeze up issue experienced at Harris Court, Burn permit is needed to burn inert center, and there has been some discussion on On Call time for public works employees. A motion from March 2018 was reviewed by council. No changes will be made for On Call time. Recycle Center has been requested to be open on some Saturdays. Staff is needed onsite to maintain center and prevent theft and dumping of unacceptable items. Exhaust filter replacement on street sweeper fixed issue street sweeper was having. Discussion was had about Nuisance lawns in town, ordinance needs to be followed to charge owners for mowing. Engineer Jim Olson presented information on street project. Request was made by AE2S to perform a Preliminary Engineer Report

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for around \$30,000. This is needed to start grant process to do street project and expense may be recouped with grant funding. This report is good for 12 months. Costs to do streets is increasing. Discussion was had on the Preliminary Engineer Report, council will review this option after 2017-2018 audit is complete.

Rolla Community Center Committee: Discussion was had on rent increase, new Rental Agreements need to be drawn up by RCC Committee for each renter. Application was presented to Sales Tax Committee to redo flooring, paint, and doors at Community Center.

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

Old Business:

1. NDPHIT Renewal Increase – Motion was made at August 2022 Regular Council Meeting to add tiers for Health Insurance. Quote from NDPHIT was received, adding tiers would increase cost of health insurance for city and employees. *Paula Wilkie moved to rescind motion and Hovi Mitchel moved to rescind second motion to approve Option 3 as presented and adding tiers. No further discussion. All voted aye, motion carried. Motion to approve Option 3 without tiers for new budget year 2023 by Paula Wilkie, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*

New Business:

1. Building Permit (Demo) – Parcel 29-0038-29975-040, Building Permit – Parcel 29-0001-29016-000, Addition: Building Permit – Parcel 29-0002-29248-000 & 29-0008-29489-000: *Motion to approve Building Permits for Parcel 29-0038-29975-040, 29-0001-29016-000, 29-0002-29248-000, and 29-0008-29489-000 by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*
2. CDBG Grant Emergency Siren – Contract for Professional Services: *Motion to approve contract with South Central Dakota Regional Council for Grant Administrative Services by Hovi Mitchell, seconded by Blake Gottbreht. No further discussion. All voted aye, motion carried.*
3. Committee Meeting Schedule: Discussion was had on committee meetings schedule. Council Meeting is the third Wednesday of each Month.
 - a. Administrative Committee: Tuesday, 8 days before council meeting at 12:00
 - b. Police Committee: Tuesday, 8 days before council meeting at 5:00
 - c. Public Works Committee: Tuesday, 8 days before council meeting at 5:30
4. Alcoholic Beverage Ordinance – draft was reviewed by council. Changes were recommended and draft will be reviewed at meeting next month.

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5. Addition: Alcoholic Beverage License Transfer: Request was received to transfer Alcoholic Beverage License from Bilmar Motel to Luna's Foodwagon. Discussion was had. ***Motion to approve Alcoholic Beverage License transfer from Bilmar Motel to Luna's Foodwagon by Rebecca Hodgers, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.***

Meeting adjourned at 9:52 p.m.

ATTEST:

Kevin Juntunen, Mayor

Erica McDougall, City Auditor