

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

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

Others in attendance: Auditor Erica McDougall, Police Chief William Poitra, Public Works Director Cliff Rush, and AE2S Engineer Jim Olson.

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

Mayors Minute: Mayor Kevin Juntunen took a moment to recognize and thank the Public Works Director Cliff Rush and his team for the fine job they've been doing handling the winter storms and cleaning the streets. The Public Works Department performs many tasks that many of us would not want to do ourselves. This department does not get near enough recognition. Thank you to Cliff and the rest of the Public Works team. I want to remind residents to be courteous during snow events and remove parked vehicles so streets can be cleaned as quickly and efficiently as possible. Lastly, I would like to spread a littler cheer and wish a Merry Christmas and Happy New year to the citizens of the City of Rolla and city employees.

Addition to Agenda: None *Motion to approve the Agenda by TJ Bergsrud, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried.*

Consent Agenda:

Motion to approve the Consent Agenda by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.

1. November 2022 Regular Council Meeting Minutes
2. December 2022 Admin Committee Meeting Minutes
3. December 2022 Police Committee Meeting Minutes
4. December 2022 Public Works Committee Meeting Minutes
5. December 2022 Rolla Public Library Minutes
6. Financial Report

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

060311	ADVANCED ENGINEERING & ENVIRON	12/21/2022	\$2,189.50
060312	BANK OF NORTH DAKOTA	12/21/2022	\$5,223.31
060313	BRADY MARTZ & ASSOCIATES PC	12/21/2022	\$6,400.00
060314	CLIFF RUSH	12/21/2022	\$2,900.00
060315	CNH INDUSTRIAL CAPITAL-R.IMP	12/21/2022	\$202.78
060316	CORE & MAIN	12/21/2022	\$1,513.09
060317	DIANA LANGE	12/21/2022	\$70.83
060318	FIRST STATE INSURANCE	12/21/2022	\$593.00
060319	GIBBENS LAW OFFICE	12/21/2022	\$150.00
060320	GRAND FORKS UTILITY BILLING	12/21/2022	\$70.00
060321	GUSTAFSON OIL	12/21/2022	\$7,891.45
060322	HAWKINS INC	12/21/2022	\$1,124.49
060323	INFORMATION TECHNOLOGY DEPT- P	12/21/2022	\$104.30
060324	LEGACY COOPERATIVE	12/21/2022	\$133.37

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060325	MARC	12/21/2022	\$3,641.08
060326	MEARS AUTO PARTS	12/21/2022	\$143.40
060327	MINNKOTA ENVIROSERVICES, INC	12/21/2022	\$170.18
060328	MOTOROLA SOLUTIONS	12/21/2022	\$50,656.80
060329	MUNRO ACE HARDWARE	12/21/2022	\$730.40
060330	MUNRO MOTOR CO	12/21/2022	\$179.68
060331	NORTH DAKOTA ONE CALL	12/21/2022	\$5.40
060332	NORTHERN PLAINS ELECTRIC COOP	12/21/2022	\$77.34
060333	OTTERTAIL POWER CO	12/21/2022	\$7,154.04
060334	PATTON, RICH	12/21/2022	\$150.85
060335	PETTY CASH	12/21/2022	\$94.93
060336	ROLETTE COUNTY TREASURER	12/21/2022	\$4,404.85
060337	SVETLANA LEER	12/21/2022	\$852.86
060338	TUOMALA PLUMBING & HEATING	12/21/2022	\$784.14
060339	TURTLE MOUNTAIN STAR	12/21/2022	\$876.88
060340	UNITED STATES POSTAL SERVICE	12/21/2022	\$186.00
060341	WASTE MANAGEMENT	12/21/2022	\$19,698.64

Committee Reports:

Administrative Committee: 2017 & 2018 audits are being worked on now, things are progressing with an expected late fall completion of 2019 & 2020. Brady Martz auditor offered to write a letter stating status of Audit for USDA and other grants for the city. Police ride along waiver was discussed with City Attorney, as well as the Rolla Community Center Lease Agreement. The Emergency Siren Grant is still moving forward and Utility Billing rates were discussed at the meeting. A notice was received pertaining to a request for settlement related to claim by Ryan Wickerham. Discussion was had by council. ***Motion to reject Ryan Wickerham requested settlement by TJ Bergsrud, seconded by Paula Wilkie. Roll call vote was done: Paula Wilkie and TJ Bergsrud voted aye, Hovi Mitchell, Rebecca Hodggers, and Kevin Juntunen voted nay. Motion failed.*** Mayor Kevin Juntunen requested more information on breakdown of settlement before next council meeting. Email was received from Rebecca Hodggers and Rebecca Albert regarding consistency and accountability in Business Office Hours and work hours for Auditor Erica McDougall. Open Business Office Hours are Monday through Friday from 9 to 3. Emails were deemed not credible as did not date specific dates and times in emails at what time Auditors Office was not open. Reviews were completed for Deputy Auditor Shelby Campbell and Shirley Hamley. ***Motion to approve 3% increase for Deputy Auditor Shelby Campbell effective January 1, 2023 by Hovi Mitchell, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried. Motion to approve increase to \$15.00 per hour for Shirley Hamley effective January 1, 2023 by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.***

Police Committee: Officer Sloan is going to Leadership Training in 2023, newly hired Wesley Kom is going to Police Academy in January 2023, and Police Chief William Poitra is going to intoxicilizer training. Reviews were done on William Poitra and Brandon Sloan. ***Motion to approve 3% increase for Brandon Sloan effective January 1, 2023 by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried. Motion to approve 3% increase for William Poitra***

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effective January 1, 2023 by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.

Public Works Committee: Water Tower lights are burnt out, working with KLM out of Minnesota to replace lights, contact was made with Ben Brase Well Drilling to pull two wells next summer, Resident had a water leak, resident will be billed for the extra water. Rich Patton passed water test, need to verify increase for passing this test. Discussion was had about the Preliminary Engineering Report, Jim Olson was present to discuss specifics. This report needs to be done before street project can start. No PER Report was done in 2020, as council was waiting for public vote approval. Information is needed on Ballot Box Bylaws for amount to stay under before project goes to the ballot box. Jim Olson recommends using the radio and smaller meetings to discuss project with Rolla residents. *Motion to move forward with Preliminary Engineering Report using Prairie Dog Funds for estimated \$30,000 cost by Hovi Mitchell, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.* Jim Olson reached out to Bismarck regarding CO2 shortages, more information to come. Ryan Wickerham is working to get pile of boxes down at the Recycle Center. Reviews were done for Cliff Rush, Brad Ruppelius, Rich Patton, and Ryan Wickerham. *Motion to approve 3% increase for Cliff Rush effective January 1, 2023 by TJ Bergsrud, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried. Motion to approve 3% increase for Brad Ruppelius, Rich Patton, and Ryan Wickerham effective January 1, 2023 by Paula Wilkie, seconded by Hovi Mitchell. No further discussion. All voted aye, motion carried.*

Rolla Community Center Committee: One person is needed to complete committee, notice will be posted on Facebook for anyone with interest.

Rolla Public Library Board: Library use is trending upwards based off of statistics done by Director Diana Lange. Diana Lange is also applying for more grants to have more projects through the Library as well. Reviews were done on Diana Lange and Throy Haadem. *Motion to approve 3% increase for Throy Haadem effective January 1, 2023 by TJ Bergsrud, seconded by Paula Wilkie. No further discussion. All voted aye, motion carried. Motion to approve increase to \$14.00 per hour for Diana Lange effective January 1, 2023 by Paula Wilkie, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*

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

Old Business:

1. Alcoholic Beverage Ordinance 455 – Second Reading: *Motion to approve second reading of Ordinance 455 Alcoholic Beverages by Hovi Mitchell, seconded by Rebecca Hodgers. No further discussion. All voted aye, motion carried.*

New Business:

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1. Building Permit – Parcel 29-0006-29415-000 – *Motion to approve Building Permit for Parcel 29-0006-29415-000 by Paula Wilkie, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*
2. Rolla Community Center Committee Appointments - *Motion to appoint Rebecca Hodgers and Eleanor McCloud to the Rolla Community Center Committee for the City of Rolla by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*
3. Interest Free Checking Account for CDBG Grant Funds – *Motion to open an interest free checking account at Starion Bank for CDBG Grant Funds with signers Kevin Juntunen, Erica McDougall, and Blake Gottbreht by Hovi Mitchell, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*
4. Utility Billing Rates for 2023 – *Motion to increase fee of Street Lights by \$3.00 per month effective January 1, 2023 by Hovi Mitchell, seconded by Paula Wilkie. Paula Wilkie, Hovi Mitchell, and TJ Bergsrud voted aye, Rebecca Hodgers voted nay, motion carried.* Utility Billing Rates were discussed by council. *Motion to approve Utility Billing Rate Schedule as presented with increase of \$3.00 for Street Lights by Paula Wilkie, seconded by TJ Bergsrud. No further discussion. All voted aye, motion carried.*

UB MONTHLY RATE SCHEDULE: 2023

WATER:

MINIMUM – 2000 GALLONS: \$21.75
\$.007 PER GALLON OVER MINIMUM

WATER IMPROVEMENT: \$19.00

SEWER: \$15.00

SEWER INFRASTRUCTURE:

RESIDENTIAL: \$18.00
BUSINESS: \$10.00, \$20.00, \$30.00, \$40.00

GARBAGE:

RESIDENTIAL TOTE: \$27.50
RESIDENTIAL EXTRA TOTE: \$9.00
RESIDENTIAL 2 EXTRA TOTES: \$18.00
COMMERCIAL TOTE: \$30.00
COMMERCIAL SURCHARGE: \$3.50
RECYCLE CENTER: \$1.00
MULTI-FAMILY: \$27.50 X NUMBER OF UNITS
DUMPSTER:
2 YARD – 1 PICKUP PER WEEK: \$50.00
3 YARD – 1 PICKUP PER WEEK: \$75.00
4 YARD – 1 PICKUP PER WEEK: \$100.00
6 YARD – 1 PICKUP PER WEEK: \$150.00
4 YARD – 2 PICKUPS PER WEEK: \$165.00

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6 YARD – 2 PICKUPS PER WEEK: \$300.00

8 YARD – 2 PICKUPS PER WEEK: \$390.00

STREETLIGHTS

RESIDENTIAL: \$7.00

COMMERCIAL: \$8.00

MISCELLANEOUS PROJECTS: \$5.00 +

Meeting adjourned at 9:14 p.m.

ATTEST:

Kevin Juntunen, Mayor

Erica McDougall, City Auditor