

ROLLA CITY COUNCIL
UNOFFICIAL MEETING MINUTES
MONDAY, NOVEMBER 25, 2024 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on November 25, 2024 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Deanna Counts, Willie Fritz, and Paul Frydenlund present. Member Rebecca Hodgers absent. Others in attendance: Sarah Fenner, Chief of Police, and Cliff Rush, Public Works Director.

Members present joined in the Pledge of Allegiance.

Mayors Minute:

I have just one basic reminder or announcement to begin tonight's meeting pertaining to the changing weather and street parking.

Last winter, we took a more assertive approach to reminding citizens of Rolla about City Ordinance 339 regarding parking on city streets.

With the current weather situation and coming winter months, I am asking for the citizens of Rolla's cooperation to mind the city laws regarding parked vehicles on the city streets. The part I'm mostly focused on is parking during snow removal times. Ordinance 339 reads, "During snow removal operation, no motor vehicles are to be parked on a residential street or avenue between the hours of 8 am and 6 pm. No cars are to be parked on Main Ave between the hours of 1 am and 6 am."

This will greatly help the public works department to clear the snow quickly, safely and efficiently at the least expense to the city and the citizens. This is just another way we can all work together to make Rolla a more livable city.

I thank everyone for your cooperation in this matter.

Additions to Agenda:

3. Library Board member resignation and temporary part-time staff
4. City Christmas Party

Motion by Fritz, seconded by Counts, to approve the agenda. On roll call vote, all members voted "AYE". Motion carried unanimously.

Consent Agenda:

Motion by Frydenlund, seconded by Albert, to approve the Consent Agenda. All voted aye. Motion carried unanimously.

1. October Regular Meeting Minutes
2. November Admin Committee Minutes
3. November Police Committee Minutes

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4. November Public Works Committee Minutes
5. Financial Report

Reading of the Bills: Motion by Fritz, seconded by Booth, to approve the bills as funds become available. All members voted Aye. Motion carried unanimously.

Ck #	Search Name	Amount	Ck #	Search Name	Amount
2784	STARION BANK	\$6,892.27	59136	CORE & MAIN	\$2,263.98
2785	UNITED STATES POSTAL SERVICE	\$281.01	59137	DEPT OF ENVIORMENTAL QUALITY	\$64.09
2786	AFLAC	\$481.44	59138	FIRE EXTINGUISHING SYSTEMS INC	\$344.90
2787	CENEX FLEET FUELING	\$696.74	59139	FIRST STATE INSURANCE	\$871.00
2788	CNH INDUSTRIAL ACCOUNTS	\$383.76	59140	GIBBENS LAW OFFICE	\$1,206.00
2789	INTERNAL REVENUE SERVICE	\$4,388.01	59141	GRAND FORKS UTILITY BILLING	\$70.00
2790	INTERNAL REVENUE SERVICE	\$34.52	59142	GUSTAFSON OIL	\$2,716.58
2791	INTERNAL REVENUE SERVICE	\$4,692.27	59143	HAWKINS INC	\$3,744.07
2792	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00	59144	HIGHWAY 281 GAS & GO LLC	\$1,304.33
2793	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00	59145	ITD	\$31.45
2794	NDPHIT	\$16,793.16	59146	JUNTUNEN, BETTY LOU	\$250.00
2795	OTTERTAIL POWER CO	\$6,090.30	59147	LEEVEFS FOODS	\$25.68
2796	OTTERTAIL POWER CO	\$479.18	59148	LEGACY COOPERATIVE	\$788.60
2797	PAYMENT SERVICE NETWORK	\$190.50	59149	MALO ELECTRIC	\$1,826.40
2798	STARION BANK	\$15.00	59150	MARC	\$2,682.41
2799	STARION BANK	\$185.17	59151	MAYO CONSTRUCTION	\$2,061.25
2800	TURTLE MOUNTAIN COMMUNICATIONS	\$626.30	59152	MEARS AUTO PARTS	\$59.83
2801	VERIZON BUSINESS	\$216.30	59153	MICKELSON HENDRICKSON	\$187.50
2802	VERIZON BUSINESS	\$276.81	59154	MICROLAP TECHNOLOGIES	\$36.83
2803	VERIZON CONNECT	\$63.80	59155	MUNRO ACE HARDWARE	\$1,247.09
2804	VISA	\$665.33	59156	MUNRO MOTOR CO	\$1,146.57
2805	VISA	\$340.08	59157	ND SEWAGE PUMP & LIFT STATION	\$7,225.00
2806	VISA	\$819.00	59158	ND WATER USERS ASSOCIATION	\$300.00
2807	WASTE MANAGEMENT	\$20,748.66	59159	OFFICE OF STATE AUDITOR	\$15,727.90
59123	FEDERAL SIGNAL CORP - SSG	\$1,246.08	59160	ONE CALL CONCEPTS	\$27.00
59124	MUNRO MOTOR CO	\$49,755.00	59161	PIPE DETECTIVES	\$8,617.15
59125	DACOTAH BANK	\$6,081.67	59162	POSTMASTER	\$350.00
59126	ND DEPT OF TRANSPORTATION 2	\$10.00	59163	POWERPLAN	\$2,975.83
59127	DACOTAH BANK	\$300.00	59164	ROLETTE COUNTY SHERIFF OFFICE	\$170.00
59128	MALO ELECTRIC	\$153.75	59165	Terry P Hudson	\$12,836.00
59129	FEDERAL SIGNAL CORP - SSG	\$850.75	59166	TUOMALA PLUMBING & HEATING	\$717.90
59130	24/7 SEPTIC SERVICE	\$200.00	59167	TURTLE MOUNTAIN STAR	\$175.68
59131	ATCO INTERNATIONAL	\$164.26	59168	WESTSIDE C-STORE	\$15.00
59132	BANK OF NORTH DAKOTA	\$47,112.73	59169	SOUTH CENTRAL DAKOTA REGIONAL	\$8,900.00
59133	BANYON DATA SYSTEMS	\$3,210.00	59170	TURTLE MOUNTAIN STAR	\$42.00
59134	CLIFF RUSH	\$3,900.00	59171	POST BOARD	\$45.00
59135	COMPUTER SOLUTIONS	\$395.00	TOTAL \$260,921.87		

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Committee Reports:

Administrative Committee: Kevin Juntunen reviewed minutes from meeting. Nuisance updates were provided, the 2019-20 Audit has been completed and recommended Audit Adjustments for 2017-20 were reviewed. Val advised that there will probably be some adjustments when the 2021-22 Audit is complete and requested to wait and do the adjustments once those amounts are completed. ***Motion by Albert, seconded by Counts to have the Auditor complete audit adjustments for 2017-2022, as recommended by the State Auditor's Office. All members voted Aye. Motion carried unanimously.***

The Admin Committee also reviewed several ordinances with Rachel Mickelson Hendrickson. ***Motion to approve revised Ordinances with Midco and Turtle Mountain Communications for Franchise operations of communications systems in the City of Rolla. All members voted Aye. Motion carried unanimously.***

Police Committee: Deanna Counts reported on Police Committee meeting. There were 155 Calls for service, and 9 Citations this month. Continuing to work with Russ Lund on cameras. Black Chevrolet pickup needs to have the powering steering fixed at a cost of about \$2,700. ***Motion by Counts, seconded by Albert to approve repairs as stated above. All members voted Aye. Motion carried unanimously.***

Public Works Committee: Paul Frydenlund reported on the meeting. Rolette County Water Resource Board has hired Terry Hudson to cleanout drains outside of city limits. Northeast and south of Water Treatment Plant areas have been completed at this time. Will discuss cost-share after the project is complete. The Committee met with Josh Munro who requested extension of water lines west side of town to Munro Contractor's building, with an estimated cost of \$60,000, which he would share in the cost at 50%. ***Motion by Albert, seconded by Booth to approve purchase of materials for the project from Core & Main, up to \$35,000. All members voted Aye. Motion carried unanimously.***

Cliff has been working on problems with the tower mixer, and was just replaced this week due to faulty mixer. Costs associated with this will be sent to Cleanwater1, who supplied the mixer. Pipe Detectives completed video of approximately 3500 ft, and found some manholes that need to be sealed on the west side of town. Inert site is now ready and will start utilizing this week, with Recycling Center now only having recyclables materials. Sam Booth was hired as Full-time Public Works Technician and has started employment. Discussion on possibility of acquiring State Highway Department shop. Will continue to research options for a city shop if this does not work out.

Motion by Fritz, seconded by Counts to accept the committee reports. All members voted Aye. Motion carried unanimously.

New Business:

1. **1st Reading Franchise Ordinance – Midcontinent Communications and Turtle Mountain Communications: Motion by Frydenlund, seconded by Counts to approve 1st Reading of revised ordinances for Midcontinent Communications and Turtle Mountain**

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Communications for Franchise agreement to construct, operate, and main communications services within the boundaries of Rolla. All members voted Aye. Motion carried unanimously.

2. **Lead and Cooper Line Replacement Facility Plan-Funding Updates:** The board reviewed replacement of Lead Water lines in the city with funding through DWSRF and also Environmental Justice Grant. *Motion by Frydenlund, seconded by Fritz, also approve AE2S to submit application to Environmental Justice Grant for replacement of Lead water lines, with an estimated cost of \$2,000 to AE2S for grant submission. All members voted Aye. Motion carried unanimously. Motion by Albert, seconded by Counts to approve Rolla City Category D Facility Plan for Lead Service lines, with a timeline of February, 2025 for Project Bid, April, 2025 for Project Construction and, Summer 2027 for Project Completion, with City using City Sales Tax revenues for city cost share of the project. All members voted Aye. Motion carried unanimously.*
3. **Library Board Member resignation and part-time staff:** Diana Lange informed the board that Bill Fisher, was moving and requested to appoint Renee Fornelli to replace Bill on the board. *Motion by Counts, seconded by Fritz to approve resignation of Bill Fisher and appointment of Renee Fornelli to the Library Board for an unexpired term ending June 30, 2025. All members voted Aye. Motion carried unanimously.* Diana also requested to hire Roberta Mathiason, as a temporary part-time employee to fill in when Shayla Yoder is gone this winter or during vacations. *Motion by Albert, seconded by Frydenlund to approve hiring Roberta Mathiason at \$10/hour as temporary part-time employee. All members voted Aye. Motion carried unanimously.*
5. **City Christmas Party** – The council discussed employee Christmas Party. Will have the Auditor arrange details for a Christmas Party.

On motion and unanimously approved, the meeting adjourned at 7:05 PM.

Kevin Juntunen, Mayor

Valerie McCloud, City Auditor