

ROLLA CITY COUNCIL  
OFFICIAL MEETING MINUTES  
WEDNESDAY, JULY 17, 2024 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on July 17, 2024 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Rebecca Hodgers, Deanna Counts, Clarence Booth, Paul Frydenlund, and Alex Albert present. Others in attendance: Cliff Rush, Public Works Director, Tara McDougall, Deputy Auditor and William Fritz. Members present joined in the Pledge of Allegiance.

**Mayors Minute:**

I'd like to start tonight's announcements with a notice to all citizens regarding the inert site for dumping grass and tree clippings. We have been taking many calls regarding the gate being locked and I just want to let everyone know that it is state law that the gate must be locked unless manned by an employee of the city. We are currently working on addressing this issue to make the inert site available to citizens for dumping and we will get a schedule of available times when we can. Please have patience with us right now as Cliff and the public works crew are busy patching streets and then will be moving into a big infrastructure and street paving project on 1st Avenue by the school.

I'd like to give a shout out to the Rolla Chamber of Commerce for all the hard work, planning and scheduling of the Ragtop festivities. It seemed to be a well-attended series of events and I thank all that were involved for their efforts.

I'd also like to mention a couple more Chamber events coming up this week. There will be the second Music on Main event tomorrow night. The music will be starting at 6 pm I believe. Bring the family out and enjoy a night of music and community on Rolla's Main Ave. Then Saturday is the 5th annual Chamber sponsored motorcycle ride will take place. We will be registering at 9 am with the ride beginning at 10 am from Westside C Store. The ride will be returning to Rolla that evening with a meal served by the Chamber at the Main Street Saloon.

Summer has finally arrived so come on out and enjoy all the festivities Rolla has to offer.

**Additions to Agenda:** American Legion Liquor License Application and Interstate Engineering Preliminary Engineering Agreement. *Motion by Counts, seconded by Hodgers to approve the agenda with the additions. On roll call vote, all members voted "AYE". Motion carried unanimously.*

**Consent Agenda:**

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

1. June Regular Meeting Minutes
2. July 2<sup>nd</sup> Special Meeting Minutes
3. July Admin Committee Minutes
4. July Police Committee Minutes
5. July Public Works Committee Minutes
6. Financial Report

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**Reading of the Bills: Motion by Counts, seconded by Frydenlund, to approve the bills. All members voted Aye. Motion carried unanimously.**

Check #	Vendor	Amount
2682	STARION BANK	\$4,323.54
2683	INTERNAL REVENUE SERVICE	\$5,940.27
2684	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00
2685	ND PUBLIC EMPLOYEES RETIRMENT	\$7,312.99
2686	AFLAC	\$481.44
2687	CENEX FLEET CARD	\$432.24
2688	CNH INDUSTRIAL ACCOUNTS	\$380.62
2689	INTERNAL REVENUE SERVICE	\$4,484.60
2690	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00
2691	ND STATE TREASURER	\$453.10
2692	NDPHIT	\$16,793.16
2693	NORTHERN PLAINS ELECTRIC	\$80.50
2694	OTTERTAIL POWER CO	\$5,807.44
2695	OTTERTAIL POWER CO	\$518.74
2696	PAYMENT SERVICE NETWORK	\$188.00
2697	STARION BANK	\$185.17
2698	STARION BANK	\$15.00
2699	TURTLE MOUNTAIN COMMUNICATIONS	\$680.95
2700	UNITED STATES POSTAL SERVICE	\$248.07
2701	VERIZON BUSINESS	\$200.98
2702	VERIZON BUSINESS	\$276.51
2703	VERIZON CONNECT	\$63.80
2704	VISA	\$1,009.62
2705	VONDAL, RAYMOND	\$2,700.00
2706	WASTE MANAGEMENT	\$23,358.36
58996	24/7 SEPTIC SERVICE	\$300.00

58997	AE2S	\$964.17
58998	CORE & MAIN	\$1,316.10
58999	EDWARDS CONSTRUCTION	\$13,065.00
59000	FIRST STATE INSURANCE	\$40,890.00
59001	GUARDIAN FLEET SAFETY	\$44,679.27
59002	GUSTAFSON OIL	\$1,940.44
59003	HAWKINS INC	\$1,510.22
59004	HIDDEN TREASURES GREENHOUSE	\$260.00
59005	INTERSTATE BILLING SERVICE	\$88.39
59006	ITD	\$51.60
59007	JONES LAW OFFICE	\$500.00
59008	LEEVERS FOODS	\$93.60
59009	LEGACY COOPERATIVE	\$46.40
59010	MARC	\$2,968.72
59011	MICKELSON HENDRICKSON	\$299.93
59013	ND DEPT OF TRANSPORTATION 2	\$11.50
59014	ND LEAGUE OF CITIES	\$1,495.00
59015	ND SEWAGE PUMP & LIFT STATION	\$5,088.19
59016	ROLETTE COUNTY SHERIFF OFFICE	\$340.00
59017	ROLLA CHAMBER OF COMMERCE	\$9,323.15
59018	TUOMALA PLUMBING & HEATING	\$174.01
59019	TURTLE MOUNTAIN STAR	\$227.68
59020	UNIFORM CENTER	\$212.96
59021	WILLIAM HARTL	\$300.00
59022	FIRST STATE INSURANCE	\$10,671.00
59023	MUNRO ACE HARDWARE	\$669.10
	TOTAL	\$214,551.53

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**New Business:**

1. **Lead and Cooper Inventory Update:** Tara McDougall, Deputy Auditor reported on Lead and Cooper Inventory from AE2S. ND Department of Environmental Quality had contracted with AE2S to complete Category A inventory, which included Records Review, Public Survey, Review of results, GIS LCRR Map and submission to NDDEQ. This has been completed and submitted to NDDEQ. The next step is Category B, which is On site verification and eventually lead pipe replacement. At this time Tara reported that 622 homes still need to be verified, and we can request assistance from NDDEQ to verify these, or we can assist by sending someone into homes to verify lines and take pictures, which AE2S could assist by providing an app to use to document. Also, Rolla could request funding from NDDEQ for lead pipe replacement. *After much discussion, motion by Albert, seconded by Booth to submit request for funding to NDDEQ for replacement of 25 Lead water lines in the city. All members voted Aye. Motion carried unanimously. Motion by Frydenlund, seconded by Albert to request assistance from NDDEQ for Category B verification of lead water lines. All members voted Aye. Motion carried unanimously.*

**Old Business:**

2. **Appointment to fill vacant 4-year Council position, not filled from the June Primary Election.** *Motion by Counts, seconded by Booth to appoint William Fritz to the vacant 4-year City Council Position. All members voted Aye. Motion carried unanimously.*

**Committee Reports:**

**Administrative Committee:** Deanna Counts reviewed minutes from meeting. Recommendation to update signers on the Starion Accounts removing Blake Gottbreht, and adding Deanna Counts. *Motion by Frydenlund seconded by Albert to update signers on Starion Accounts adding Deanna Counts, and removing Blake Gottbreht. All members voted Aye. Motion carried unanimously.* Kevin also updated the Council on progress with the 2019-20 Audit, which should be completed in the next week or two. Also reviewed was Cost Proposal for this Audit from the ND State Auditor's Office.

**Police Committee:** Deanna reported on Police Committee meeting. No items elevated for council approval.

**Public Works Committee:** Kevin Juntunen reported on the meeting. Water Treatment plant quote from Interstate Engineering was reviewed for Preliminary Engineering Services in the amount of \$16,500 and recommended approval. Also discussed was Main lift station problems, and electrical outage at the School Lift station on Friday, July 12<sup>th</sup>. Cliff is working on getting state approval to implement city landfill at the inert site, instead of utilizing roll-off dumpsters. At this time, until the landfill location would be approved and ready the committee decided to keep the roll-off dumpsters at the Recycling Center. A Bid was received in the amount of \$850 for 1986 Chevrolet 1.5 ton pickup

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from Terry Hudson. *Motion by Booth, seconded by Frydenlund to accept bid from Terry Hudson for purchase of 1986 Chevrolet 1.5 ton pickup. All members voted Aye. Motion carried unanimously.*

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

**New Business:**

2. **2025 Preliminary Budget Review:** The Council reviewed the 2025 Preliminary Budget with Auditor McCloud. *Motion by Frydenlund, seconded by Booth, to approve the 2025 Preliminary Budget and levy as presented. All members voted "AYE". Motion carried unanimously.*
3. **City Gas Purchases:** The council discussed gas purchases for city equipment. It has been several years since bids have been received for gas purchases. *Motion by Frydenlund, seconded by Hodgers, to approach city gas vendors to see if they would participate in providing 10 cents discount off pump price for city gas/diesel purchases, and rotate the use of purchases to the participating vendors. All members voted "AYE". Motion carried unanimously.*
4. **City Sales Tax Request** – City Sales Tax Committee had reviewed and recommended approval of Application from Fred C Wagner American Legion post in the amount of \$5,000 for tables and chairs for new structure. *Motion by Booth, seconded by Albert to approve. All members voted "AYE". Motion carried unanimously.*
5. **Liquor License Application:** Applications for Liquor License was received from Fred C Wagner American Legion Post for Club License. *Motion by Frydenlund, seconded by Albert to approve application received for the upcoming year for Fred C Wagner American Legion Post for Club Liquor License. All members voted "AYE". Motion carried unanimously.*
6. **Interstate Engineering –Preliminary Engineering for Water Treatment Plant:** *Motion by Booth, seconded by Counts to approve Preliminary Engineering agreement for Water Treatment Plant review of existing data and to make recommendations of the treatment system based on water quality and treatment efficiencies. All members voted "AYE". Motion carried unanimously.*

On motion and unanimously approved, the meeting adjourned at 8:41 PM.

ATTEST:

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Kevin Juntunen, Mayor

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Valerie McCloud, City Auditor