

ROLLA CITY COUNCIL
MEETING MINUTES
WEDNESDAY, MARCH 20, 2024 at 5:30 P.M.

Present: Mayor Kevin Juntunen, Councilpersons: Rebecca Hodgers, Dennis Berg, Clarence Booth, and Deanna Counts. Absent: Hovi Mitchell and Blake Gottbreht. Others in attendance: Cliff Rush, Public Works Director.

Mayor Kevin Juntunen called the meeting to order at 5:31 p.m. Members present joined in the Pledge of Allegiance.

Mayors Minute:

City Government week is April 1-5, 2024. In observance of City Government week, I will be going to the Rolla School and joining the 3rd and 7th grade classrooms to spend time with the students – discussing various aspects of city government and answering any questions they may have. I am inviting all the city council members to join me should their schedule allow for it.

In addition to visiting the school, we are planning some fun activities. The first activity has already started. The 3rd and 7th grade students have written essays titled “If I were mayor for a day”. The top essay writers chosen from each class will be selected to join me in calling to order the regular April full council meeting, lead us in the Pledge of Allegiance and then read their essay to the full council.

And lastly, in conjunction with City Government Week, we will be hosting a photo contest for photographers of all ages to participate in. We have asked local businesses to donate prizes for the photo contest winners and the winning photos may be used to decorate the newly renovated City Hall and Council Chamber walls. So go out and have some fun finding the perfect photo that captures an aspect of Rolla that is important to you or something that is interesting or individual to the City of Rolla.

I can't wait to see the many photos of Rolla that are submitted and look forward to spending time with the students during City Government Week.

For additional information regarding the City Government Week activities, you can call Rolla City Hall or watch the City of Rolla FaceBook page.

Additions to Agenda: *Motion by Counts, seconded by Booth to approve the agenda. On roll call vote, all members voted “AYE”. Motion carried unanimously.*

Consent Agenda:

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

1. February Regular Meeting Minutes
2. March 11, 2024 Special Meeting Minutes

ROLLA CITY COUNCIL
MEETING MINUTES
WEDNESDAY, MARCH 20, 2024 at 5:30 P.M.

3. March Admin Committee Minutes
4. March Police Committee Minutes
5. March Public Works Committee Minutes
6. Financial Report

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

2581	STARION BANK	\$7,342.74
2582	OTTERTAIL POWER CO	\$949.06
2583	UNITED STATES POSTAL SERVICE	\$244.41
2584	STARION BANK	\$15.00
2585	AFLAC	\$481.44
2586	CENEX FLEET CARD	\$236.83
2587	INTERNAL REVENUE SERVICE	\$5,990.24
2588	INTERNAL REVENUE SERVICE	\$5,995.77
2589	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00
2590	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00
2591	ND PUBLIC EMPLOYEES RETIRMENT	\$7,385.28
2593	NDPHIT	\$18,603.30
2594	NORTHERN PLAINS ELECTRIC	\$80.10
2595	OTTERTAIL POWER CO	\$691.51
2596	OTTERTAIL POWER CO	\$6,159.41
2597	PAYMENT SERVICE NETWORK	\$183.10
2598	STARION BANK	\$185.17
2599	TURTLE MOUNTAIN COMMUNICATIONS	\$703.26
2600	USDA RD	\$96,758.94
2601	VERIZON	\$63.80
2602	VERIZON	\$276.57
2603	VERIZON	\$198.98
2604	VISA	\$1,595.02
2605	WASTE MANAGEMENT	\$20,020.35
58876	BROSSART, JAMES	\$300.00
58877	MUNRO, JOSHUA	\$404.46
58878	COMPUTER SOLUTIONS	\$590.00

58879	CORE & MAIN	\$3,473.92
58880	DIANE LANGE	\$160.80
58881	FIRST STATE INSURANCE	\$129.00
58882	GIBBENS LAW OFFICE	\$975.00
58883	GUSTAFSON OIL	\$2,577.57
58884	HAWKINS INC	\$1,805.71
58885	HIGHWAY 281 GAS & GO LLC	\$42.80
58886	ITD	\$41.45
58887	JACK AND JILL	\$10.11
58888	LEGACY COOPERATIVE	\$56.17
58889	LEXIPOL	\$509.25
58890	MEARS AUTO PARTS	\$25.90
58891	MICKELSON HENDRICKSON	\$112.50
58892	MICROLAP TECHNOLOGIES	\$50.97
58893	MIDSTATES WIRELESS	\$303.21
58894	MUNRO ACE HARDWARE	\$6,137.00
58895	ND CLERKS ASSOCIATION	\$100.00
58896	ND RURAL WATER SYSTEMS ASSOC	\$25.00
58897	POWERPLAN	\$1,042.42
58898	ROLETTE COUNTY SHERIFF OFFICE	\$170.00
58899	ROLLA WELDING	\$188.26
58900	STARION BANK	\$16,955.00
58901	STARION BANK	\$76,450.00
58902	TUOMALA PLUMBING & HEATING	\$934.94
58903	TURTLE MOUNTAIN STAR	\$177.57
58904	UNIFORM CENTER	\$211.98
58905	WESTSIDE CSTORE	\$20.00
TOTAL \$289,271.27		\$289,271.27

ROLLA CITY COUNCIL
MEETING MINUTES
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Committee Reports:

Administrative Committee: Deanna Counts reported the committee had met reviewed Fraud Risk Assessment, Fraud Prevention and Investigation, Fund Balance Policy with GASB Statement #54, and Capital Asset Policy. *Motion by Counts, seconded by Berg to approve Fraud Risk Assessment, Fraud Prevention and Investigation, Fund Balance Policy with GASB Statement #54, and Capital Asset Policy. All members voted "AYE". Motion carried unanimously.* Deanna also reported that the committee had reviewed updated Lease Agreements for the Rolla Community Daycare and Nutrition United. *Motion by Counts, seconded by Booth to approve revised Lease Agreements for the Rolla Community Daycare and Nutrition United. All members voted "AYE". Motion carried unanimously.*

Police Committee: Kevin Juntunen reported on Police Committee meeting with no items elevated for council approval.

Public Works Committee: Kevin Juntunen reported on Public Works meeting with quote from Brase Drilling to replace check valves on wells 8 & 9, as well as clean screens on well 5 for less than \$5000. *Motion by Counts, seconded by Berg to approve quote from Brase Drilling to replace check valves on wells 8 & 9, as well as clean screens on well 5 for less than \$5000. All members voted "AYE". Motion carried unanimously.*

Safety & Health Committee: Dennis provided a report on letter received from Legacy Cooperative for cleanup on their property. Also discussed was cleanup on North Country Auto property and Clark Building. Progress is being made.

Motion by Counts, seconded by Booth, to accept the committee reports. All voted aye. Motion carried unanimously.

Old Business:

1. **Cemetery Caretaker** –Discussion on proposal received from Raymond Vondal in the amount of \$13,500 for Cemetery Caretaker, along with spraying for snakes for \$2000. *Motion by Berg, seconded by Counts to accept bid received from Raymond Vondal in the amount of \$13,500 for Cemetery Caretaker for the 2024 season, to include mowing and other related duties per the Cemetery Job Description. All voted aye. Motion carried unanimously.* Dennis discussed need for cemetery upkeep that needs to be done as funds allow.

New Business:


1. **First Reading to replace Ordinance #371:** The council reviewed revised Ordinance for Building Permit, replacing #371. *Motion by Counts, seconded by Berg to approve First Reading for Ordinance replacing #371 for Building Permit fees and approval of residential*

ROLLA CITY COUNCIL
MEETING MINUTES
WEDNESDAY, MARCH 20, 2024 at 5:30 P.M.

permits under 2,500 sq ft by Building Inspector and Auditor. All members voted "AYE". Motion carried unanimously.

2. **Annexation of Ottertail Subdivision:** Review of Annexation request by Ottertail Power, which was Preliminary Annexation Subdivision Plat was reviewed and approved by Rolla Planning and Zoning Committee and Sewer Line Maintenance Agreement was reviewed and approved by Ottertail Power. Will wait for Final Annexation Plat for Ottertail Subdivision from Ottertail and schedule a Public Hearing for approval.
3. **Building Permit-Dairy Queen:** Review of Building Permit for North Central Food Group, LLC for Construction of Dairy Queen Grill and Chill, Sublot B, of Lot 3, Block 1, of Swenson Addition to the City of Rolla. Rolla Planning and Zoning Committee, reviewed as a Board of Adjustment and approved an adjustment to deviate from Minimum Dimensional Standards (setbacks) as set forth in the Ordinance #310, Section III, Part G,4 for the building project located on the above-mentioned parcel. *Motion by Berg, seconded by Hodgers to approve Building Permit for North Central Food Group, LLC for construction of Dairy Queen Grill and Chill on Sublot B, of Lot 3, Block 1, of Swenson Addition to the City of Rolla. All members voted "AYE". Motion carried unanimously.*

On motion by Counts, the meeting adjourned at 6:30 PM.



Kevin Juntunen, Mayor

ATTEST:



Valerie McCloud, City Auditor