

ROLLA CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
TUESDAY, JULY 16, 2025 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on July 16, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Deanna Counts, and William Fritz present. Councilperson Paul Frydenlund absent. Others in attendance: Rebecca Albert, Valerie McCloud, City Manager, Rachael Mickelson Hendrickson, City Attorney, Sarah Fenner, Chief of Police, and Cliff Rush, Public Works Director.

Members present joined in the Pledge of Allegiance.

**Mayors Minute:**

I'd like to start by thanking the Rolla Chamber of Commerce for all the hard work they put into the Annual Ragtop Festival earlier this month. It was a fun filled three days. I hope everyone had a chance to take part in the multiple events. This week, the Chamber is continuing with their summer fun events including a second Music on Main event tomorrow and the 6<sup>th</sup> annual Turtle Mountain Motorcycle Ride will be this Saturday. All vehicles are welcome. We will be having a poker run and hi/low dice game with 100% payout. The ride will start at West Side and end at the American Legion where there will be food and drinks for the riders. I understand the Chamber is still accepting volunteers to help with the set up and tear down of the Music on Main event. If you are interested in helping contact either TJ Bergsrud or Bethany McCloud.

Rolla will be hosting Crazy Days on July 30 and 31. Dacotah Bank will be having customer appreciation days during this time as well. Come out and support our local businesses and take in some great sales.

Lastly, our public works department is making massive progress on multiple projects in town. I continue to get primarily positive feedback from the Rolla citizens regarding the many improvement projects. I appreciate everyone's support as we work to improve the conditions of our infrastructure and continue to ask for everyone's patience as we continue through the summer.

***Motion by Fritz, seconded by Counts, to approve the agenda with the addition of Recycling Center Discussion under Old Business. All members voted "AYE". Motion carried unanimously.***

**Consent Agenda:**

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

1. June Regular Meeting Minutes
  2. July 9<sup>th</sup> Special Meeting Minutes
  3. July Admin Committee Minutes
  4. July Police Committee Minutes
  5. July Public Works Committee Minutes
- Financial Report

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**Reading of the Bills: *Motion by Albert, seconded by Counts, to approve the bills as funds become available. All members voted “Aye”. Motion carried unanimously.***

Chk #	Vendor	Amount	Chk #	FIRST STATE INSURANCE	Amount
2979	STARION BANK	\$4,334.97	59387	ENVIRO EQUIP & SERVICES INC	\$148.01
2980	INTERNAL REVENUE SERVICE	\$7,084.36	59388	FIRST STATE INSURANCE	\$51,163.00
2981	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	59389	GRAND FORKS UTILITY BILLING	\$70.00
2982	ND PUBLIC EMPLOYEES RETIRMENT	\$7,869.95	59390	GUSTAFSON OIL	\$3,162.99
2983	ND STATE TREASURER	\$332.62	59391	HAAS TIRE	\$1,605.00
2984	UNITED STATES POSTAL SERVICE	\$275.36	59392	HAWKINS INC	\$5,947.18
2985	AFLAC	\$481.44	59393	HIDDEN TREASURES GREENHOUSE	\$670.00
2986	CNH INDUSTRIAL ACCOUNTS	\$116.17	59394	HIGHWAY 281 GAS & GO LLC	\$35.35
2987	INTERNAL REVENUE SERVICE	\$5,693.82	59395	INTERSTATE BILLING SERVICE	\$365.91
2988	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	59396	INTERSTATE ENGINEERING	\$1,907.00
2989	NDPHIT	\$18,694.48	59397	ITD	\$51.75
2990	NORTHERN PLAINS ELECTRIC	\$82.38	59398	LEGACY COOPERATIVE	\$1,727.03
2991	OTTERTAIL POWER CO	\$599.95	59399	MARC	\$811.81
2992	OTTERTAIL POWER CO	\$7,072.65	59400	MEARS AUTO PARTS	\$21.90
2993	PAYMENT SERVICE NETWORK	\$207.05	59401	MICKELSON HENDRICKSON	\$21,000.00
2994	STARION BANK	\$185.17	59402	MICROLAP TECHNOLOGIES	\$79.24
2995	STARION BANK	\$15.00	59403	MUNRO ACE HARDWARE	\$1,915.62
2996	TM COMMUNICATIONS	\$698.63	59404	MUNRO MOTOR CO	\$3,566.44
2997	VERIZON BUSINESS	\$276.84	59405	ND LEAGUE OF CITIES	\$1,517.00
2998	VERIZON BUSINESS	\$306.70	59406	ND SEWAGE PUMP & LIFT STATION	\$19,858.54
2999	VERIZON CONNECT	\$63.80	59407	NEWMAN SIGNS	\$930.97
3000	VISA	\$153.75	59408	ONE CALL CONCEPTS	\$11.35
3001	VISA	\$1,049.87	59409	ROLETTE COUNTY SHERIFF OFFICE	\$255.00
3002	WASTE MANAGEMENT	\$29,335.68	59410	SVETLANA LEER	\$250.00
59382	CITY OF ROLLA	\$81.80	59411	TERRY P HUDSON	\$61,660.76
59383	CLIFF RUSH	\$1,350.00	59412	TUOMALA PLUMBING & HEATING	\$476.63
59384	CULINEX	\$2,613.50	59413	TURTLE MOUNTAIN STAR	\$803.60
59385	DIXON, CHASITY	\$200.00	59414	WESTSIDE CSTORE	\$1,387.50
59386	ELC CONCRETE LLC	\$106,575.00	59415	WILBUR ELLIS	\$197.60
				Total	\$378,428.12

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**Committee Reports:**

**Administrative Committee:** Deanna Counts reported on Admin meeting. A six-month review was completed for Sam Booth. The administrative committee recommendation is to give Sam a 5% hourly pay increase. *After discussion, motion by Albert, seconded by Fritz to give Sam Booth the recommended 5% hourly pay increase retro-active to June 1<sup>st</sup>, 2025. Booth sustained from voting. Members Fritz, Counts, and Albert voted “Aye”. Motion passed.*

**Police Committee:** Deanna Counts reported on Police Committee meeting. There were 126 Calls for service, and 36 Citations this month. Quote for vehicle replacement was reviewed, but still looking at more quotes and availability. No items elevated for council approval.

**Public Works Committee:** Kevin Juntunen reported on the Public Works meeting. No items elevated for council approval.

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

**Old Business**

1. **Recycling Center** – Discussion was held on ways to keep the Recycling Center open. Booth brought on the idea of having Kalix run the Recycling Center for the City of Rolla. *Motion by Albert, seconded by Booth to continue to keep the Recycling Center closed with possibility of revisiting at a later date. On Roll call Members Fritz, Booth, and Albert voted “Aye”. Member Counts voted “Nay”. Motion carried.*

**New Business:**

1. **Public Hearing – Petition to Vacate 2<sup>nd</sup> St SW, D & D Subdivision:** Final hearing on proposed vacating: That portion of Second Avenue Southwest between Lot Nine (9) and Lot Ten (10) in Block Two (2) of the D & D Subdivision, Rolla, North Dakota, and Wuori’s First Survey, Rolla, North Dakota, that portion of the street being 60 feet wide by 240 feet long and located within the limits of City of Rolla, North Dakota. No opposition brought forward. *Motion by Albert, seconded by Counts to approve All members voted “AYE”. Motion carried unanimously.*
2. **Appoint Jennifer Delorme, Clerk of Court:** *Motion by Booth, seconded by Counts to appoint Delorme as Rolla Municipal Clerk of Court. All members voted “AYE”. Motion carried unanimously.*
3. **Public Comment Policy – Adoption of Policy:** The council reviewed the proposed Public Comment Policy. *Motion by Counts, seconded by Booth to Approve Public Comment Policy effective August 1, 2025. All members voted “AYE”. Motion carried unanimously.*

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4. **Charitable Gaming Site Authorization Policy:** The council reviewed the proposed Charitable Gaming Site Authorization Policy. ***Motion by Albert, seconded by Fritz to Approve Charitable Gaming Site Authorization Policy effective August 1, 2025. All members voted “AYE”. Motion carried unanimously.***
5. **2026 Preliminary Budget Review:** The Council reviewed the 2026 Preliminary Budget with City Manager McCloud. ***Motion by Albert, seconded by Fritz, to approve the 2026 Preliminary Budget as presented. All members voted “AYE”. Motion carried unanimously.***

Mayor Juntunen adjourned the meeting at 6:34 PM.

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Kevin Juntunen, Mayor

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Tara McDougall, City Auditor