

ROLLA CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
MONDAY, AUGUST 20, 2025 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on August 20, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Deanna Counts, Willie Fritz and Paul Frydenlund present. Others in attendance: Dustin Zupan and Caitlin Bechtold, Ottertail representatives, Rachael Mickelson Hendrickson, City Attorney, Sarah Fenner, Chief of Police, Cliff Rush, Public Works Director and Valerie McCloud, City Manager.

Members present joined in the Pledge of Allegiance.

**Mayors Minute:**

I'd like to start by expressing my gratitude for those that took the time to vote at our special election late last month. I had hoped for a better turn out on such a matter, but the message was clear for those that did vote. We will be leaving the city council size at six council members and a mayor per the public's wishes.

There is an open council seat up for consideration. If anyone is willing to dedicate their time to the City of Rolla and be considered for that seat, please submit your letter of interest to the auditor's office, city manager's office or to myself. If nobody submits interest in filling the open council position, that position would then be placed on the ballot for the next election.

I encourage all citizens to consider getting involved with the city council.

Lastly, I'd like to announce the completion of a milestone for the City of Rolla. The City of Rolla audits are officially up to date. We have completed audits for the 2023/2024 fiscal years. This opens the doors to much needed consideration for updates to infrastructure that can be now funded through grant opportunities that were previously unavailable to us. We are currently working with the city engineer to evaluate our greatest infrastructure needs, funding sources and means of moving forward with much-needed updates to the city's infrastructure. Much thanks and gratitude go to the auditor's office and city manager for their hard work to get multiple years of audits completed in just a couple years.

***Motion by Fritz, seconded by Frydenlund, to approve the agenda with the addition of Certificates of Deposit to the New 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. July Regular Meeting Minutes
2. July 23<sup>rd</sup> Special Meeting Minutes
3. July 30<sup>th</sup> Special Meeting Minutes
4. August Admin Committee Minutes

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- 5. August Police Committee Minutes
- 6. August Public Works Committee Minutes
- 7. August Forestry Committee Minutes
- 8. Financial Report

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

Check	Vendor	Amount	Check	Vendor	Amount
3003	INTERNAL REVENUE SERVICE	\$5,954.14	59419	BUCHER, DONNA	\$114.00
3004	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	59420	CLIFF RUSH	\$2,460.00
3005	ND PUBLIC EMPLOYEES RETIRMENT	\$7,791.88	59421	CORE & MAIN	\$598.40
3006	VISA	\$1,016.22	59422	CORE & MAIN	\$188.23
3007	UNITED STATES POSTAL SERVICE	\$293.44	59423	ERCK, LEON	\$84.00
3008	STARION BANK	\$5,603.04	59424	GRAND FORKS UTILITY BILLING	\$70.00
3009	AFLAC	\$481.44	59425	GROSINGER, PAULA	\$114.00
3010	BANK OF NORTH DAKOTA	\$105,312.50	59426	GUSTAFSON OIL	\$4,991.67
3011	CNH INDUSTRIAL ACCOUNTS	\$915.99	59427	HAWKINS INC	\$4,758.92
3012	INTERNAL REVENUE SERVICE	\$5,962.85	59428	HELEN RUPPELIUS ESTATE	\$800.00
3013	INTERNAL REVENUE SERVICE	\$5,809.25	59429	INTERSTATE BILLING SERVICE	\$291.63
3014	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	59430	INTERSTATE ENGINEERING	\$1,539.00
3015	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	59431	ITD	\$55.50
3016	ND PUBLIC EMPLOYEES RETIRMENT	\$7,779.58	59432	JEREMY LONGIE	\$150.00
3017	NDPHIT	\$19,685.43	60446	LAKE REGION DRILLING, LLC	\$2,500.00
3018	NORTHERN PLAINS ELECTRIC	\$82.48	60447	LEGACY COOPERATIVE	\$471.57
3019	OTTERTAIL POWER CO	\$525.37	60448	MEARS IMPLEMENT	\$397.83
3020	OTTERTAIL POWER CO	\$6,029.92	60449	MICROLAP TECHNOLOGIES	\$150.36
3021	PAYMENT SERVICE NETWORK	\$205.95	60450	MITCHELL, MARSHA	\$126.00
3022	STARION BANK	\$15.00	60451	MUNRO ACE HARDWARE	\$486.11
3023	STARION BANK	\$185.17	60452	MUNRO MOTOR CO	\$780.82
3024	TURTLE MOUNTAIN COMM.	\$699.49	60453	OFFICE OF STATE AUDITOR	\$11,255.00
3025	VERIZON BUSINESS	\$306.70	60454	ONE CALL CONCEPTS	\$26.35
3026	VERIZON CONNECT	\$63.80	60455	OVERDRIVE	\$800.00
3027	VISA	\$5,004.83	60456	POWERPLAN	\$712.38
3028	VISA	\$242.79	60457	ROLETTE COUNTY	\$950.00
3029	VISA	\$1,090.00	60458	ROLLA WELDING	\$393.00
3030	WASTE MANAGEMENT	\$27,760.88	60459	TERRY P HUDSON	\$51,742.00
59416	AE2S	\$49.97	60460	TUOMALA PLUMBING & HEATING	\$30.47
59417	ALBERT, REBECCA	\$120.00	60461	TURTLE MOUNTAIN STAR	\$492.52
59418	BARNES & NOBLE	\$745.04	60462	WIENER, JARED	\$6,435.00
				Total	\$305,317.91

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**Public Comment:** No one appeared to make public comment.

**Committee Reports:**

**Administrative Committee:** Deanna Counts reported on Admin meeting. Rachael Mickelson Hendrickson reported that the Charlesworth property is in city limits. The auditor's office received a petition to de-annex the Charlesworth property, however it did not follow century code. Rachael did provide Mr. Charlesworth with the ND Century Code. Ottertail representatives were present to answer any questions that the city council had regarding the 1<sup>st</sup> reading of the Ottertail Franchise Ordinance 501.

**Police Committee:** Deanna Counts reported on Police Committee meeting. There were 176 Calls for service, and 38 Citations this month. Sargent Kom provided the committee a quote for a 2021 Chevy Tahoe from Guardian Fleet Safety for \$39,778.20 and also a quote from Guardian fleet Safety for a Computer and Dock for \$3,252.55. ***Motion by Counts, seconded by Fritz to approve additional \$5,000.00 to purchase the 2021 Chevy Tahoe, Computer, and dock. All members voted "Aye". Motion carried unanimously.***

**Public Works Committee:** Paul Frydenlund reported on the meeting. ***Motion by Frydenlund, seconded by Booth to hire Harris Construction to deliver asphalt at up to \$150/hr per truck for 10 Trucks for the 2025 Street Project. All members voted "Aye". Motion carried unanimously.***

**Forestry Committee:** William Fritz reported on the meeting.

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

**New Business:**

1. **Legendary LLC: Revoke Liquor License:** Legendary LLC closed business on 7/30/2025. ***Motion by Frydenlund, seconded by Albert to revoke Legendary LLC liquor license. All members voted "Aye". Motion carried unanimously.***
2. **Landfill Account – Close Dacotah Bank Account:** ***Motion by Fritz, seconded by Counts to close the Landfill Account at Dacotah Bank. All members voted "AYE". Motion carried unanimously.***
3. **Application For A Local Permit – Fred C Wagner Post 235 of the American Legion:** ***Motion by Frydenlund, seconded by Fritz to approve Permit Application for a raffle to be held 4/1/2026. All members voted "AYE". Motion carried unanimously.***

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4. **Ottertail Franchise Ordinance – First Reading:** *Motion by Albert, seconded by Counts to approve the First Reading of Ottertail Franchise Ordinance 501. All members voted “AYE”. Motion carried unanimously.*
5. **Ordinance of Substandard Buildings or Structures – First Reading:** *Motion by Frydenlund, seconded by Albert to approve the first reading of Ordinance 502 Substandard Buildings or Structures. All members voted “AYE”. Motion carried unanimously.*
6. **Certificate of Deposits:** *Motion by Albert, seconded by Counts to Cash In CD 80035418. All members voted “AYE”. Motion carried unanimously.*

On motion by Albert and unanimously approved, the meeting adjourned at 6:36 PM.

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Kevin Juntunen, Mayor

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Tara McDougall, City Auditor