ROLLA CITY COUNCIL
OFFICIAL MEETING MINUTES
SEPTEMBER 17, 2025

Mayor Kevin Juntunen called the meeting to order on September 17, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, and Willie Fritz present. Absent: Deanna Counts and Paul Frydenlund. Others in attendance: Katelyn Bechtold, Ottertail representative, 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 reminding all citizens that there is an open council seat up for consideration. I have received one letter of interest but will be continuing to accept letters of interest regarding the vacant seat before we decide regarding the filling of that position or waiting for the next election as that chair will be up for election at that time also. I was expecting a lot more individuals interested in serving the city council based on the recent special vote. I encourage all those that are 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.

Our public works department is preparing to complete our summer infrastructure projects. We are currently very near to lying asphalt. Please take extra caution in work zones over the next few weeks as our guys are working hard to get our streets paved. Give them room and avoid work zones if possible.

Motion by Fritz, seconded by Albert, to approve the agenda with the addition of Building Permit – NDDOT; Resignation of Clerk of Court-Appt of Clerk of Court; and 2025 Street Paving project updates and Cost share estimate to the New Business. All members voted "AYE". Motion carried unanimously.

Consent Agenda:

Motion by Albert, seconded by Fritz, to approve the Consent Agenda. On roll call vote, all members voted "aye". Motion carried unanimously.

1. August Regular Meeting Minutes
2. September Admin Committee Minutes
3. September Police Committee Minutes
4. September Public Works Committee Minutes
5. Financial Report

Reading of the Bills: ***Motion by Albert, seconded by Booth, to approve the bills as funds become available. On roll call vote, all members voted "Aye". Motion carried unanimously.***

3031	VERIZON BUSINESS	$276.81	60467	CORE & MAIN	$1,306.46
3032	UNITED STATES POSTAL SERVICE	$292.03	60468	CULINEX	$2,613.50
3033	STARION BANK	$6,903.25	60469	DAKOTA FLUID POWER, INC	$73.36
3034	AFLAC	$481.44	60470	GRAND FORKS UTILITY BILLING	$88.00
3035	CNH INDUSTRIAL ACCOUNTS	$145.62	60471	GUSTAFSON OIL	$2,551.24
3036	INTERNAL REVENUE SERVICE	$5,912.99	60472	HAAS TIRE	$140.00
3037	INTERNAL REVENUE SERVICE	$5,580.15	60473	HAWKINS INC	$3,617.70
3038	ND PUB. EMPLOYEE RET. DEF. COM	$540.00	60474	HIGHWAY 281 GAS & GO LLC	$98.46
3039	ND PUB. EMPLOYEE RET. DEF. COM	$540.00	60475	INTERSTATE BILLING SERVICE	$91.68
3040	ND PUBLIC EMPLOYEES RETIRMENT	$7,838.88	60476	ITD	$55.50
3041	NDPHIT	$19,685.43	60477	LEEVERS FOODS	$57.47
3042	NORTHERN PLAINS ELECTRIC	$82.38	60478	LEGACY COOPERATIVE	$511.42
3043	OTTERTAIL POWER CO	$5,651.88	60479	MALO ELECTRIC	$1,000.00
3044	OTTERTAIL POWER CO	$549.59	60480	MEARS IMPLEMENT	$18.95
3045	PAYMENT SERVICE NETWORK	$205.30	60481	MICROLAP TECHNOLOGIES	$97.33
3046	STARION BANK	$15.00	60482	MUNRO ACE HARDWARE	$4,482.84
3047	STARION BANK	$185.17	60483	MUNRO MOTOR CO	$82.24
3048	TURTLE MOUNTAIN COMMUNICATIONS	$822.32	60484	ND WATER USERS ASSOCIATION	$325.00
3049	VERIZON BUSINESS	$276.81	60485	ONE CALL CONCEPTS	$12.20
3050	VERIZON BUSINESS	$308.38	60486	PATTON, RICH	$168.00
3051	VERIZON CONNECT	$63.80	60487	POWERPLAN	$93.31
3052	VISA	$383.38	60488	TERRY P HUDSON	$14,588.00
3053	VISA	$952.79	60489	TUOMALA PLUMBING & HEATING	$120.00
3054	VISA	$2,544.85	60490	TUOMALA PLUMBING & HEATING	$127.98
3055	WASTE MANAGEMENT	$27,385.58	60491	TUOMALA PLUMBING & HEATING	$51.97
60463	JUNTUNEN, HALEY	$816.00	60492	TURTLE MOUNTAIN STAR	$519.52
60464	ROLLA CHAMBER OF COMMERCE	$9,434.00	60493	WILKIE'S SHEET METAL	$4,660.00
60465	AE2S	$1,250.19	60494	STARION BOND SERVICES	$1,390.00
60466	CORE & MAIN	$252.41	60495	STARION BOND SERVICES	$4,625.00
				TOTAL	$142,943.56

Public Comment: No one appeared to make public comment.

The Council held Public Hearing at this time for the 2026 Final Budget. No one appeared for the Budget Hearing. ***Motion by Albert, seconded by Booth to approve the 2026 Budget as presented. On roll call vote, all members voted "AYE". Motion carried.***

Committee Reports:

Administrative Committee: Kevin Juntunen reported on Admin meeting. Val and Tara will be working on updates to the City Emergency Operations Plan, 2026 Budget was reviewed with 3% Cap calculation, Val is working with Cody Mattson on Generator grant for lift stations, and Water Treatment Plant, which would require 15% city match. Val submitted resignation for City Manager full-time position, effective November 23rd. ***Motion by Albert, seconded by Fritz to accept resignation received from Valerie McCloud, as full-time City Manager effective November 23, 2025. On roll call vote, all members voted "AYE". Motion carried.*** Discussed changed Deputy Auditor/Clerk of Court to Full-time position.

Police Committee: Kevin Juntunen reported on Police Committee meeting. There were 194 Calls for service, and 63 Citations this month. Should be getting the Tahoe from Guardian fleet Safety next week or so. Back the Blue grant was received for retention bonuses for the 3 officers with disbursement amounts reviewed and discussed. ***Motion by Albert, seconded by Booth to approve retention bonuses for the Sarah Fenner, Wes Kom and Duane Charette as presented for the2026 Back the Blue Grant totaling $8,458.65. On roll call vote, all members voted "Aye". Motion carried unanimously.***

Public Works Committee: Kevin Juntunen reported on the meeting. Discussion on the current state of the Water Treatment Plant and problems with the Chlorination system and Filter Media. Filter media is on order, but not shipping has been held up. Will further research Interstate Engineering proposal and funding sources. Water line extension for Ottertail Power location on the south edge of town was discussed. Proposal from Lake Region Drillers to bore in the line was reviewed in the amount of $28,600 for 1,100 ft. ***Motion by Booth, seconded by Albert to contract with Lake Region Drillers to bore line to the new Ottertail maintenance office, at a cost of $28,600 for 1,100 ft of line, with Public Works to complete the hookup into the water main. On roll call vote, all members voted "Aye". Motion carried unanimously.*** Clarence Booth also discussed parking on 3rd Street NE across from the hospital, and possibly allowing parking on the east side of the street. After discussion no action was taken. Clarence also brought up 15-minute parking on Main Ave in front of Rolla Drug. No action was taken at this time.

Motion by Fritz, seconded by Albert to accept the committee reports. On roll call vote, all members voted "Aye". Motion carried unanimously.

Old Business:

1. **Second Reading: Ordinance 501-Ottertail Franchise Ordinance:** The board reviewed Ordinance 501. ***Motion by Albert, seconded by Fritz to approve Second Reading and adoption of Ordinance 501- Ottertail Franchise Ordinance with effective date of October 3, 2025. On roll call vote, all members voted "Aye". Motion carried unanimously.***

2. **Second Reading: Ordinance 502– Substandard Buildings or Structures:** ***Motion by Booth, seconded by Fritz to approve Second Reading and adoption of Ordinance 502- Substandard Buildings and Structures. On roll call vote, all members voted "Aye". Motion carried unanimously.***

New Business:

1. **Application For Local Permit – Mt. Pleasant School:** ***Motion by Albert, seconded by Booth to approve Local Permit for Mt. Pleasant. On roll call vote, all members voted "AYE". Motion carried unanimously.***

2. **NDDOT Building Permit:** Application for Building Permit for the NDDOT Storage Building and Maintenance shop was reviewed. ***Motion by Booth, seconded by Albert to***

approve Building Permit, contingent upon receipt of Permit fee. On roll call vote, all members voted "AYE". Motion carried unanimously.

3. **Resignation of Clerk of Court and appointment of Clerk of Court:** Jennifer Delorme, Clerk of Court, submitted her resignation as Clerk of Court. ***Motion by Albert, seconded by Fritz to accept resignation from Jennifer Delorme and appoint Auditor Tara McDougall as Clerk of Court. On roll call vote, all members voted "AYE". Motion carried unanimously.*** The Council then discussed filling the vacant position. ***Motion by Albert, seconded by Fritz to authorize City Auditor to hire a full-time Deputy Auditor/Clerk of Court with a salary range of $41,600-$56,160, based on experience. On roll call vote, all members voted "AYE". Motion carried unanimously.***

4. **2025 Street Paving Project – Cost Share Estimate:** The Council discussed paving project along 8th Ave NE, here easements for the street were obtained from Ginger Gailfus and Jackie and Jamie De Los Santos. The council discussed estimate cost for paving on the north side of the street for the property owners to alleviate drainage issues, with a 50/50 cost share for each property. ***Motion by Albert, seconded by Booth, to approve 50/50 cost share with Ginger Gailfus and Jackie and Jamie De Los Santos for asphalt to their cement driveway. On roll call vote, all members voted "AYE". Motion carried unanimously.***

On motion by Albert and unanimously approved, the meeting adjourned at 6:40 PM.

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Kevin Juntunen, Mayor Valerie McCloud, City Manager