

ROLLA CITY COUNCIL  
OFFICIAL 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
6. 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