

ROLLA CITY COUNCIL
UNOFFICIAL MEETING MINUTES
MONDAY, MARCH 17, 2025 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on March 17, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Deanna Counts, and Paul Frydenlund present. Member Willie Fritz and Rebecca Hodgers absent. Others in attendance: Richard Mower and Darrel, Waste Management, Malique Trumbo, Wes Kom, Police Sargeant, and Cliff Rush, Public Works Director.

Members present joined in the Pledge of Allegiance.

Mayors Minute:

I want to start tonight by announcing that our 2021-2022 Audits are complete, and we are beginning to send information to the state auditors for the 2023-2024 audit. This is a huge victory for the City of Rolla.

With the completion of the 2021-2022 audit, we have achieved one of my first goals as the mayor, to bring the City of Rolla back into compliance with the audits. Over the past two years, with the support of many people dating back to the audit committee, that was initially formed for this very reason, to the many hours of labor that our city auditors have completed, we have achieved compliance with the state. I just want to send a heartfelt thank you to everyone that has supported this process, and I want you all to feel good that we are making progress with putting the City of Rolla back into operating shape.

With the audits in compliance, we can now start taking a more aggressive approach to identifying, maintaining and fixing infrastructure that we have not been able to obtain the financial support needed until now.

My only other announcement is regarding the celebration of City Government Week which will be April 7th through the 11th. In observance of City Government Week, we are hosting an essay contest for Rolla students to participate in titled, "If I Were Mayor for a Day" and we will be having a special meeting at the school on April 9th at 12:30 pm where we will be presented with topics by students to discuss with them. I look forward to sharing the excitement of City Government Week with our local students and I invite all who can attend to do so also.

Motion by Albert, seconded by Frydenlund, to approve the agenda with the addition of Lift Station Repairs under New Business. All members voted "AYE". Motion carried unanimously.

Consent Agenda:

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

1. February Regular Meeting Minutes

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2. March Admin Committee Minutes
3. March Police Committee Minutes
4. March Public Works Committee Minutes
5. 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.

Chk #	Vendor	Amount	Chk #	Vendor	Amount
2880	PAYMENT SERVICE NETWORK	\$202.05	59263	MERCHANTS BANK	\$30,883.78
2881	STARION BANK	\$15.00	59264	CORE & MAIN	\$1,912.83
2882	STARION BANK	\$185.17	59265	FIRST STATE INSURANCE	\$87.00
2883	VERIZON BUSINESS	\$276.84	59266	GRAND FORKS UTILITY BILLING	\$70.00
2884	VERIZON BUSINESS	\$199.41	59267	GUSTAFSON OIL	\$2,140.46
2885	STARION BANK	\$6,094.13	59268	HAWKINS INC	\$1,588.15
2886	UNITED STATES POSTAL SERVICE	\$275.79	59269	INTERSTATE BILLING SERVICE	\$2,648.18
2887	AFLAC	\$481.44	59270	ITD	\$51.75
2888	CNH INDUSTRIAL ACCOUNTS	\$316.93	59271	LEGACY COOPERATIVE	\$2,088.63
2889	INTERNAL REVENUE SERVICE	\$4,814.43	59272	LEXIPOL	\$317.76
2890	ND PUB. EMPLOYEE RET. DEF. COM	\$565.00	59273	MALO ELECTRIC	\$429.91
2891	NDPHIT	\$20,676.38	59274	MEARS AUTO PARTS	\$118.88
2892	NORTHERN PLAINS ELECTRIC	\$82.18	59275	MEARS IMPLEMENT	\$79.95
2893	OTTERTAIL POWER CO	\$1,064.93	59276	MICKELSON HENDRICKSON	\$56.25
2894	OTTERTAIL POWER CO	\$7,062.94	59277	MUNRO ACE HARDWARE	\$178.21
2895	PAYMENT SERVICE NETWORK	\$204.55	59278	MUNRO MOTOR CO	\$1,338.00
2896	STARION BANK	\$185.17	59279	OFFICE OF STATE AUDITOR	\$14,386.52
2897	STARION BANK	\$15.00	59280	ONE CALL CONCEPTS	\$2.35
2898	TURTLE MOUNTAIN COMMUNICATIONS	\$756.99	59281	POWERPLAN	\$428.94
2899	VERIZON BUSINESS	\$276.84	59282	SOUTH CENTRAL DAKOTA REGIONAL	\$100.00
2900	VERIZON BUSINESS	\$223.41	59283	STARION BOND SERVICES	\$75,650.00
2901	VERIZON CONNECT	\$63.80	59284	STARION BOND SERVICES	\$16,730.00
2902	VISA	\$2,191.65	59285	TUOMALA PLUMBING & HEATING	\$183.24
2903	VISA	\$19.99	59286	TURTLE MOUNTAIN COMMUNICATIONS	\$3,922.16
2904	WASTE MANAGEMENT	\$21,569.92	59287	TURTLE MOUNTAIN STAR	\$302.64
TOTAL					\$223,515.53

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Committee Reports:

Administrative Committee: Deanna Counts reviewed minutes from meeting. Discussion on youth Dart League at Legendary Dart Bar, Malique Trumbo appeared before the council with a request to start a Youth Dart League at the Legendary Dart Bar, possibly on Sunday afternoons. Discussion on the request and whether current ordinance and state law allows youth to be present in the bar. Malique has a limited Restaurant License, but does not have kitchen or grill. Tabled action on request to get further information from the City Attorney. Community Center needs Range for the shared kitchen space. Quote was received for a electric 6-burner range, with a cost of \$3,550 with shipping, with Nutrition United willing to cost-share at 50%. ***Motion by Counts, seconded by Albert to approve purchase of Electric 6 burner Range from Webstaurant, at an approximate cost of \$3,550 to be cost shared with Nutrition United at 50% with each paying \$1,780. All members voted "Aye". Motion carried unanimously.***

City Government week was discussed and will have an essay contest with the Mt. Pleasant school 3rd and 7th grade students and hold a special City Council meeting at the school on April 9th at 12:30 PM.

2021-22 Audit is complete and Audit adjustments have been made for the 2017-22 years. Need to make one more adjustment for March Bank Reconciliation and Fund-to-Fund transfers to close accounts that are in the negative and no longer active. ***Motion by Frydenlund, seconded by Albert to approve the adjustment to accounts for March Bank Reconciliation to zero cash difference and approve fund to fund transfers as on file in the City Auditors office. All members voted "Aye". Motion carried unanimously.***

Rachel Mickelson-Hendrickson met with the committee regarding several ordinance updates.

Office furniture for Auditor's office was approved with an estimated cost of \$1,000.

Police Committee: Deanna Counts reported on Police Committee meeting. There were 131 Calls for service, and 29 Citations this month. 2018 Chevy Silverado motor is out with an estimated cost to repair of \$12,000, and will look at replacing or trade both older vehicles. Wes and Sarah bring cost estimates back to the council for review. Office has been completed but will keep evidence locker at the Sheriff's Office.

Public Works Committee: Kevin Juntunen reported on the meeting. MXU's are being installed, and are nearly complete at this time. Discussions with Tom & Terry Hudson on 2025 infrastructure projects were discussed with cost estimate for 3 phases and map for approximately \$966,790 and approximately 20,000 square yards of street, which would include milling asphalt, replacing approximately 2' of fill with gravel and paving, in July or August of this year. ***After further discussion motion by Frydenlund, seconded by Albert to proceed with 2025 Street Paving Project with approximately 20,000 sq yards, for the 3 phase project at an approximate cost of \$967,000 to be paid from the Contingency Fund. All members voted "Aye". Motion carried unanimously.***

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Cemetery maintenance contract came in approximately \$7000 higher than last year, so the committee discussed purchasing a mower and hiring PT staff to assist with mowing instead of contracting for this year. Also discussed was the need to hire approximately 2-3 temporary workers for the summer to assist with mowing, paving project, lead/copper line project and cemetery mowing. ***Motion by Booth, seconded by Albert to approve hiring 3 temporary staff for the summer to assist with the mowing and various projects. All members voted “Aye”. Motion carried unanimously.***

The committee discussed need to replace two New Holland mowers and 1 John Deere mower. ***Motion by Albert, seconded by Counts to call for bids for sale of 2 New Holland and 1 John Deere mower. All members voted “Aye”. Motion carried unanimously.*** The committee recommended to purchase a 72” mower for city mowing ditches, and a smaller 48-52” mower to use at the Cemetery. ***After discussion, motion by Frydenlund, seconded by Albert to purchase Gravely PT372 at a cost of \$12,633.74 to be paid out of the Street Equipment and Gravely HD52 mower to be paid out of Cemetery Fund, both from Ironhide Equipment of Devils Lake. All members voted “Aye”. Motion carried unanimously.***

Motion by Albert, seconded by Booth to accept the committee reports. All members voted “Aye”. Motion carried unanimously.

New Business:

1. **Waste Management Contract**-Richard Mower and Darrel, Waste Management attended the meeting to discuss 3-year contract extension, with the option of another 3-year extension. Updated rates were discussed, which would go into effect on May 1, 2025. ***Motion by Frydenlund, seconded by Booth to proceed with contract with Waste Management for garbage services for 3 years, with option of another 3 years upon mutual consent. All members voted “AYE”. Motion carried unanimously.***
2. **Transfer of Liquor License - Legendary Dart Bar for Special Event**– The Transfer of Liquor License for Rolla Library Special Event on Friday March 28th was cancelled, but the council discussed amending ordinance to allow for Transfer of Liquor License for license holder to have a special event permit without having to close their main location.
3. **Booth, Inc. Building Permit** – Review of Building permit from 2023 for Booth, Inc. for residential structure on N ½ Lots 10-11, Block 13, OTS which has not been completed yet. ***Motion by Frydenlund, seconded by Counts to approve extension of permit for construction in 2025. All members voted “Aye”. Motion carried unanimously.***
4. **Lease Agreements – Rolla Community Daycare and Nutrition United**- ***Motion by Albert, seconded by Counts to approve lease agreements for the upcoming year, effective May 1, 2025 for the Rolla Community Daycare and Nutrition United. All members voted “Aye”. Motion carried unanimously.***

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5. **Shopko Lift Station – Repairs:** Cliff reviewed estimate from ND Sewage and Pump for repairs to the Shopko Lift Station, which is only operating on 1 pump currently. ***Motion by Albert, seconded by Booth to approve estimate for repairs from ND Sewage and Pump for the Shopko Lift Station in the amount of \$12,855 to remove and replace 2 gate valves and \$1,000 to jet the lines to cleanout debris. All members voted “Aye”. Motion carried unanimously.***

On motion and unanimously approved, the meeting adjourned at 7:25 PM.

Kevin Juntunen, Mayor

Valerie McCloud, City Auditor