

ROLLA CITY COUNCIL
OFFICIAL MEETING MINUTES
WEDNESDAY, JANUARY 21, 2026 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on January 21, 2026 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Willie Fritz, Damond Schemmel present. Paul Frydenlund present via zoom. Others in attendance: Sarah Fenner, Chief of Police, Cliff Rush, Public Works Director, Rachael Mickelson, City Attorney, Dawn Fitzgerald, and Rebekah Bryant, JDA Director.

Members present joined in the Pledge of Allegiance.

Mayors Minute:

2026 is officially here and new and ongoing discussions continue to be had as to how we can continue to improve the infrastructure of Rolla as well as livability and quality of life. We've welcomed multiple new businesses over the past month and that is a significant sign of growth and a strong future. There have been many discussions regarding available grants to upgrade our parks, infrastructure and to repair dilapidated buildings on our main street. All these discussions give me hope for the future of the City of Rolla.

I have a couple of reminders that come with the new year. First is to remind all pet owners that pet licensing is due annually before January 31. Historically, there have been issues with stray dogs and cats in our community and as pet owners, please keep your pets and the community safe by getting them licensed.

Secondly, the North Dakota Office of the State Tax Commissioner has opened the annual Primary Residence Credit application window through April 1, 2026. This credit offers a property tax credit of up to \$1600 to help reduce property taxes for North Dakota homeowners. This is an easy application and just takes a few minutes. Please don't delay and risk forgetting to apply.

Motion by Fritz, seconded by Schemmel, to approve the Agenda with the addition of Grants to 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. December Regular Meeting Minutes
2. January Admin Committee Minutes
3. January Police Committee Minutes
4. January Public Works Committee Minutes
5. Financial Report

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

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| Chk # | Vendor | Amount | Chk # | Vendor | Amount |
|-------|--------------------------------|-------------|-------|--------------------------------|--------------|
| 3128 | AFLAC | \$112.06 | 60624 | CLIFF RUSH | \$750.00 |
| 3129 | INTERNAL REVENUE SERVICE | \$5,410.91 | 60625 | DEPT OF ENVIORMENTAL QUALITY | \$111.20 |
| 3130 | ND PUB. EMPLOYEE RET. DEF. COM | \$340.00 | 60626 | EDWARDS CONSTRUCTION | \$23,225.00 |
| 3131 | STARION BANK | \$5,304.58 | 60627 | FEDEX | \$23.62 |
| 3132 | AFLAC | \$624.72 | 60628 | GAFFANEYS | \$656.07 |
| 3133 | CNH INDUSTRIAL ACCOUNTS | \$264.22 | 60629 | GRAND FORKS UTILITY BILLING | \$70.00 |
| 3134 | INTERNAL REVENUE SERVICE | \$5,185.58 | 60630 | GUSTAFSON OIL | \$4,749.19 |
| 3135 | JOHN DEERE FINANCIAL | \$20,081.91 | 60631 | HAAS TIRE | \$1,220.00 |
| 3136 | ND PUB. EMPLOYEE RET. DEF. COM | \$340.00 | 60632 | HAWKINS INC | \$2,459.35 |
| 3137 | ND PUBLIC EMPLOYEES RETIRMENT | \$7,450.54 | 60633 | HIGHWAY 281 GAS & GO LLC | \$1,359.44 |
| 3138 | ND STATE TREASURER | \$783.12 | 60634 | INTERSTATE BILLING SERVICE | \$180.74 |
| 3139 | NDPHIT | \$22,503.43 | 60635 | ITD | \$44.85 |
| 3140 | NORTHERN PLAINS ELECTRIC COOP | \$82.38 | 60636 | LEEVEES FOODS | \$65.44 |
| 3141 | OTTERTAIL POWER CO | \$7,042.00 | 60637 | LEGACY COOPERATIVE | \$318.48 |
| 3142 | STARION BANK | \$185.17 | 60638 | MEARS AUTO PARTS | \$320.31 |
| 3143 | STARION BANK | \$15.00 | 60639 | MICROLAP TECHNOLOGIES | \$97.53 |
| 3144 | TURTLE MOUNTAIN COMMUNICATIONS | \$710.21 | 60640 | MUNRO ACE HARDWARE | \$1,755.63 |
| 3145 | UNITED STATES POSTAL SERVICE | \$293.90 | 60641 | ONE CALL CONCEPTS | \$1.50 |
| 3146 | VERIZON BUSINESS | \$308.49 | 60642 | OTTER TAIL POWER COMPANY | \$131.84 |
| 3147 | VERIZON BUSINESS | \$262.35 | 60643 | OVERHEAD DOOR COMPANY - MINOT | \$102.00 |
| 3148 | VERIZON CONNECT | \$63.80 | 60644 | POWERPLAN | \$33.34 |
| 3149 | VISA | \$750.58 | 60645 | ROLETTE COUNTY SHERIFF OFFICE | \$680.00 |
| 3150 | VISA | \$1,144.51 | 60646 | ROLLA CHAMBER OF COMMERCE | \$11,113.99 |
| 3151 | WASTE MANAGEMENT | \$27,791.15 | 60647 | TUOMALA PLUMBING & HEATING | \$13,887.81 |
| 60620 | MT PLEASANT SCHOOL | \$15,000.00 | 60648 | TURTLE MOUNTAIN COMMUNICATIONS | \$2,448.11 |
| 60621 | JOHNSON, JOSEPH | \$135.00 | 60649 | TURTLE MOUNTAIN STAR | \$326.16 |
| 60622 | AZURES EXCAVATING | \$425.00 | 60650 | UNIFORM CENTER | \$1,286.81 |
| 60623 | BLUE360 MEDIA | \$90.95 | 60651 | WORKFORCE SAFETY & INSURANCE | \$11,561.55 |
| | | | | TOTAL | \$201,681.52 |

Committee Reports:

Administrative Committee: Mayor Juntunen reviewed minutes from meeting. The administrative committee recommends increasing the Rolla Community Daycare and Nutrition United, Inc. Lease Agreements by 10% starting May 1, 2026. *Motion by Albert, seconded by Fritz to increase rent for Rolla Community Daycare and Nutrition United, Inc. by 10% Starting May 1, 2026. Members Fritz, Schemmel, and Albert voted "Aye". Member Frydenlund abstained from voting. Motion carried.*

The administrative committee recommends the following 2025 Transfers to be approved. *Motion by Albert, seconded by Schemmel to approve 2025 Transfers. All members voted "AYE". Motion carried unanimously.*

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Transfers

| Fund | | 2025 |
|--------------------------------|--|-----------------------|
| From - OUT | To - In | Budgeted |
| Contingency (230) | General | \$209,000.00 |
| Contingency (230) | Community Center (830) | \$7,100.00 |
| Contingency (230) | Debt 2013-1 Water Imp (611) | \$55,663.00 |
| Contingency (230) | Reserve 2013-1 Water Imp(613), & 2015-2 Wat Imp Res | \$1,918.55 |
| Contingency (230) | Street Fund (201) | \$333,000.00 |
| Contingency (230) | | \$606,681.55 |
| Water (601) | General | \$60,000.00 |
| Sewer (602) | General | \$20,000.00 |
| Forestry (803) | General | \$1,000.00 |
| Infrastructure (604) | Improvement Dis 2012-2 Debt (610) | \$139,000.00 |
| Infrastructure (604) | Water Improvement 2013-1 (611) | \$27,550.00 |
| Water (601) | Water Treatment Plant (605) | \$138,500.00 |
| Water Plant Imp 2015-2(612) | Water Improvement 2013-1 (611) | \$29,500.00 |
| | | \$415,550.00 |
| | | \$1,022,231.55 |

The administrative committee recommends the following 2025 Budget Amendments to be approved.
Motion by Albert, seconded by Schemmel to approve 2025 Budget Amendments. All members voted "AYE". Motion carried unanimously.

2025 Budget Amendments

| Fund | Description | Type | Budgeted Expenditures | Actual Expenditures | Budget Amendment |
|------------|--|------|--------------------------|------------------------|-----------------------|
| 100 | General | | \$726,592.00 | \$818,683.50 | |
| | Transfers | | \$4,000.00 | \$0.00 | |
| | Subtotal | | \$730,592.00 | \$818,683.50 | \$819,000.00 |
| 201 | Highway Distribution | | \$255,965.00 | \$608,338.62 | \$608,500.00 |
| 202 | Legacy | | \$40,000.00 | \$0.00 | |
| 206 | Emergency | | \$10,000.00 | \$0.00 | |
| 208 | Cemetery | | \$13,700.00 | \$9,191.17 | |
| 230 | Contingency | | \$0.00 | \$752,850.16 | |
| | Transfers | | \$377,259.00 | \$606,681.55 | |
| | Subtotal | | \$377,259.00 | \$1,359,531.71 | \$1,360,000.00 |
| 425 | Prairie Dog | | \$165,000.00 | \$285,593.59 | \$286,000.00 |
| 501 | Special Assessments - City Lots | | \$4,500.00 | \$3,701.91 | |

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| | | | | | |
|-----|---------------------------------|-----------------|--------------|---------------------|---------------------|
| 518 | Special Assess - Deficiency | | \$5,000.00 | \$0.00 | |
| 601 | Water | | \$292,575.00 | \$336,915.80 | |
| | | Transfer Out | \$30,000.00 | \$198,500.00 | |
| | Subtotal | | | \$535,415.80 | \$535,500.00 |
| 602 | Sewer | | \$80,700.00 | \$130,585.82 | |
| | | Transfer Out | \$30,000.00 | \$20,000.00 | |
| | Subtotal | | | \$150,585.82 | \$151,000.00 |
| 603 | Garbage | | \$307,240.00 | \$354,311.39 | |
| | | Transfer Out | \$22,000.00 | \$0.00 | |
| | Subtotal | | | \$354,311.39 | \$354,400.00 |
| 604 | Infrastructure | Transfer Out | \$477,375.00 | \$166,550.00 | |
| 605 | Water Project | | \$37,265.00 | \$37,370.98 | \$37,400.00 |
| 607 | Reserve Sewer/Lagoon Proj | | \$0.00 | \$0.00 | |
| 610 | Improv Dist 2012-2 Debt Serv | | \$115,625.00 | \$115,625.00 | |
| 611 | Water Imprv 2013-1 Debt | | \$96,913.00 | \$96,913.00 | |
| 612 | Wtr Plant Improv 2015-2 Debt | | \$120,953.96 | \$271,454.29 | \$271,500.00 |
| 614 | Street Imprv 2015-1 Debt | | \$98,230.00 | \$98,395.00 | \$98,400.00 |
| 804 | Library | | \$23,900.00 | \$19,638.19 | |
| 806 | City Sales Tax | | \$60,000.00 | \$39,000.00 | |
| 809 | City Promotion | | \$20,000.00 | \$19,347.01 | |
| 830 | Rolla Community Center | | \$19,700.00 | \$52,232.54 | \$52,300.00 |

Rachael Mickelson Hendrickson updated the board on Senate Bill 2027 – Floodplain management. Rachael and Tara will work together to get a draft ready for the next meeting. Rolette County Emergency Manager provided a copy of Rolette County’s Local Emergency Operations Plan. ***Motion by Schemmel, seconded by Fritz to adopt the Rolette County Local Emergency Operations Plan. All members voted “AYE”. Motion carried unanimously.*** The North Dakota League of Cities Spring Workshop & Elected Officials Training is being held in Dickinson on March 18-19, 2026.

Police Committee: Mayor Juntunen reported on Police Committee meeting. There were 110 Calls for service, and 31 Citations for December. Working on cameras around town with Russ at Turtle Mountain Communications. Update on Paul Weigand delinquent repayment of tuition cost. They have signed an agreement. At this time, we are waiting for payment to be made by January 31st, 2026.

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Public Works Committee: Mayor Juntunen reported on the meeting. It is being recommended to order the next batch of Filter media as it takes about 8 months to have it shipped. *Motion by Schemmel, seconded by Albert to approve the purchase of filter media from Filtronics, Inc. at approximately \$60,000. All members voted "AYE". Motion carried unanimously.* Also discussed a leak in the GSR tank on the west side of the water treatment plant and updates to dump trucks.

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

New Business:

1. **JDA** – Quarterly update provided by Dawn Fitzgerald and Rebekah Bryant. Discussion on upcoming grants.
2. **2026 Bank Designation-** *Motion by Albert, seconded by Fritz, according to NDCC 21-04-05, that Starion Bank and Dacotah Bank be designated as depository of public funds for the City of Rolla. All members voted "Aye". Motion carried unanimously.*
3. **Kalix Building Permit Application** – *Motion by Albert, seconded by Schemmel to approve the Building Permit for Kalix upon receiving payment of \$803.00. All members voted "Aye". Motion carried unanimously.*
4. **Public Hearing – Ordinance 19-02-070** – *Motion by Fritz, seconded by Schemmel to approve the revised Ordinance 19-02-070. All members voted "Aye". Motion carried unanimously.*
5. **First Reading of Ordinance 503 – Amendments to Chapter 13.51.080(3), (4), (5), and (6)** – *Motion by Schemmel, seconded by Fritz to approve 1st Reading of Ordinance 503 – Amendments to Chapter 13.51.080(3), (4), (5), and (6). All members voted "Aye". Motion carried unanimously.*
6. **Municipal Judge Salary** – *Motion by Schemmel, seconded by Fritz to approve salary increase for the Municipal Judge to \$172.00/month. Members Fritz, Schemmel, and Frydenlund voted "Aye". Member Albert abstained from voting. Motion carried..*
7. **Dakota Law Group** – Received notification from Dakota Law Group will not be taking our case. A refund of \$2,500.00 was returned for a deposit made in November 2025. No action taken at this time.
8. **Grants** – Discussion was held on grants available. No action take at this time.

On motion and unanimously approved, the meeting adjourned at 7:13 PM.

Kevin Juntunen, Mayor

Tara McDougall, City Auditor