

ROLLA CITY COUNCIL
UNOFFICIAL MEETING MINUTES
OCTOBER 22, 2025

Mayor Kevin Juntunen called the meeting to order on October 22, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Paul Frydenlund, Deanna Counts, Clarence Booth, and Willie Fritz present. Others in attendance Valerie McCloud, City Manager, Rachael Mickelson Hendrickson, City Attorney, Sarah Fenner, Chief of Police, Damond Schemmel, and Crystal Schemmel.

Members present joined in the Pledge of Allegiance.

Mayors Minute:

I'd like to start by giving a brief update on the 2025 street projects. Our public works department is making a lot of progress with laying asphalt despite some factors out of our control such as the weather and availability of asphalt. We are still receiving asphalt at this time, but it will be coming to an end in the coming day. We will likely come short of our goal of completing all phases; however, we have been able to put the base layer of asphalt in all phases, and the second layer will be completed next summer for the couple blocks needing the second lift of asphalt in the next planned phase of infrastructure and street repair. Please know that the Public Works Department has done everything they can to complete this project in full. I am forever grateful to our public works department, and I have received many compliments from other grateful citizens recognizing the crew for their hard work and sacrificing many hours over the past five weeks, working from sunup to sundown most days and through the weekends, when it has been needed. The experience gained while completing this project has been immense and will only benefit us as we go on with future projects.

I would like to recognize Tom and Terry Hudson as without their knowledge, expertise and love of Rolla, none of these repairs would have been possible. They have sacrificed right alongside our public works crew and shared their knowledge of road construction very graciously. I am very grateful to them also and look forward to continued collaboration with infrastructure projects to come. There have also been many temporary workers over the past few weeks that have made this street repair project as well as moving our new public works office/shop to its new site a reality. It has been truly amazing watching how much can be accomplished in a short amount of time when a community of people come together. I'd like to thank the Rolla Fire Department, the Rolla Police Department and all others involved for their assistance with directing traffic as the new public works shop was moved across town. The hired movers commented to me how the community support was helpful for them to do their job and that they had not experienced such support in other communities. That was a nice compliment I wanted to pass along to all that were involved.

Keeping on the topic of thanks, I'd like to thank all that responded to the call for service and support from the Rolla Chamber of Commerce. I understand the Sip and Shop event was a huge success and the straw bale decorating contest never fails to amaze me each year. Thank you for all that participated in decorating our city for fall.

With Halloween right around the corner, I'd like to encourage everyone to take in the festivities in a safe yet fun way. The Chamber of Commerce will be hosting the annual Trunk or Treat event on Friday, October 24th from 6-7pm. The Mickelson Corn Maze and Pumpkin Patch has been in operation over the past few weeks and will continue to run through the coming weekend with the Haunted Corn Maze on Saturday, October 25th from 3-9:30pm. These events will coincide with the Rolla Fire Department & Amelia Project's Haunted House which will take place from 6-9pm on both Friday and Saturday, October 24th and 25th. Rolla will then be hosting trick or treating on October 31st. Please bring the kids out for some Halloween fun and support some really good causes.

All these events are only possible through the efforts of volunteers, and I would like to thank all that are involved. You are all working to make Rolla a more livable city and I appreciate everyone's efforts.

Motion by Frydenlund, seconded by Fritz, to approve the agenda with the addition of Liquor License Application – Mulligans On Main, Building Permit – Mulligans On Main, gaming Site Authorization – Revitalize Rolla, Clerk of Court Appointment, and Committee Meeting Dates to the New Business. All members voted "AYE". Motion carried unanimously.

Consent Agenda:

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

1. September Regular Meeting Minutes
2. October Admin Committee Minutes
3. October Police Committee Minutes
4. October 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. On roll call vote, all members voted "Aye". Motion carried unanimously.

3056	STARION BANK	\$5,204.22	60506	CITY OF ROLLA	\$60.00
3057	ND STATE TREASURER	\$298.88	60507	CLIFF RUSH	\$4,275.00
3058	CITY OF ROLLA	\$14,000.00	60508	COMPUTER PROJECTS OF IL., INC.	\$495.00
3059	AFLAC	\$481.44	60509	ELC CONCRETE LLC	\$134,032.00
3060	CNH INDUSTRIAL ACCOUNTS	\$442.97	60510	FIRE EXTINGUISHING SYSTEMS INC	\$360.90
3061	INTERNAL REVENUE SERVICE	\$7,954.18	60511	FRYDENLUND, PAUL	\$380.00
3062	INTERNAL REVENUE SERVICE	\$9,766.96	60512	GRAND FORKS UTILITY BILLING	\$44.00
3063	INTERNAL REVENUE SERVICE	\$1,893.27	60513	GUARDIAN FLEET SAFETY	\$28,813.30
3064	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	60514	GUSTAFSON OIL	\$2,297.41
3065	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	60515	HAAS TIRE	\$330.00
3066	NDPHIT	\$19,685.43	60516	HAWKINS INC	\$3,992.16
3067	OTTERTAIL POWER CO	\$534.05	60517	HIGHWAY 281 GAS & GO LLC	\$353.46
3068	OTTERTAIL POWER CO	\$6,017.09	60518	ITD	\$55.50

3069	PAYMENT SERVICE NETWORK	\$202.10	60519	LEEVERS FOODS	\$19.76
3070	STARION BANK	\$185.17	60520	LEGACY COOPERATIVE	\$579.10
3071	STARION BANK	\$15.00	60521	MALO ELECTRIC	\$552.50
3072	TURTLE MOUNTAIN COMMUNICATIONS	\$710.72	60522	MARC	\$304.60
3073	UNITED STATES POSTAL SERVICE	\$295.78	60523	MAYO CONSTRUCTION	\$117,814.20
3074	VERIZON BUSINESS	\$400.97	60524	MEARS AUTO PARTS	\$25.92
3075	VERIZON BUSINESS	\$308.53	60525	MEARS IMPLEMENT	\$22.00
3076	VERIZON CONNECT	\$63.80	60526	MUNRO ACE HARDWARE	\$1,303.66
3077	VISA	\$2,396.62	60527	MUNRO MOTOR CO	\$92.25
3078	VISA	\$438.62	60528	ND DEPT OF TRANSPORTATION 2	\$11.50
3079	VISA	\$50.00	60529	ND SEWAGE PUMP & LIFT STATION	\$4,602.50
3080	WASTE MANAGEMENT	\$27,776.86	60530	NDSWRA	\$115.00
60496	CARRINGTON HOUSE MOVING	\$32,500.00	60531	ONE CALL CONCEPTS	\$11.35
60497	BAKER, MATTHEW W	\$105.00	60532	POWERPLAN	\$282.50
60498	WELANDER, ASHLEY	\$150.00	60533	RADISSON HOTEL BISMARCK	\$227.00
60499	BUCHOLZ, DARWIN	\$280.00	60534	ROLLA WELDING	\$848.64
60500	MATHIASON, TERRY	\$385.00	60535	TERRY P HUDSON	\$18,366.00
60501	MATTSON, AARON	\$70.00	60536	TRAFFIC LOGIX	\$9,048.00
60502	SAULS, KIRK	\$400.00	60537	TUOMALA PLUMBING & HEATING	\$1,135.07
60503	ACME TOOLS	\$2,716.26	60538	TUOMALA PLUMBING & HEATING	\$41.67
60504	ATCO INTERNATIONAL	\$173.85	60539	TURTLE MOUNTAIN STAR	\$682.00
60505	BERG, DENNIS	\$1,980.00	60540	VANDAL, JARED	\$100.00
				Total	\$470,636.72

Public Comment: No one appeared to make public comment.

Committee Reports:

Administrative Committee: Deanna Counts reported on Admin meeting. *Motion by Counts, seconded by Albert to update the Employment Status section of the Employee Policy Manual to remove from the last sentence “not eligible for benefits” under Part time and Temporary or Seasonal to allow the board to decide whether a position is eligible for benefits or not. On roll call vote, all members voted “AYE”. Motion carried.* Employee evaluations will be due in November. Discussion was held regarding City Manager Position. *Motion by Albert, seconded by Counts to hire Valerie McCloud as Part Time City Manager at \$50,000.00 with Benefits as of January 5, 2026. On roll call vote, all members voted “AYE”. Motion carried.*

Police Committee: Deanna Counts reported on Police Committee meeting. There were 167 Calls for service, and 46 Citations for September. Discussed the need to hire a part-time officer to help with current officer vacation leave.

Public Works Committee: Paul Frydenlund reported on the meeting. Paul gave an update on the progress of the street project. Discussion was held regarding the recycling center. No action was taken at this time.

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

New Business:

1. **Library Board Appointments:** *Motion by Frydenlund, seconded by Counts to appoint Renee Fornelli & Abigail Gingerich to the Library Board with 3 year terms expiring August 2028. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
2. **Vacant Council Position:** *Motion by Frydenlund, seconded by Counts to appoint Damond Schemmel to the vacant City Council position with an unexpired term ending July 7, 2026. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
3. **Halloween Trick or Treating Hours:** *Motion by Albert, seconded by Frydenlund to set the trick or treating hours on October 31, 2025 in Rolla from 5:00pm-6:30pm. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
4. **Building Permit Applications – Storage Units:** Building permit applications were turned in by Christina Hunt, Darwin & Gwen Carpenter, and Fred C Wagner American Legion Post 235. These applicants had not previously applied for building permits and all had storage containers placed on residential lots prior to the current ordinance being in place. *Motion by Albert, seconded by Counts, to approve a resolution allowing Christina Hunt, Darwin & Gwen Carpenter, and Fred C Wagner American Legion building permits for storage units with a 1 year limit expiring October 22, 2026. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
5. **Building Permit – City Shop:** *Motion by Frydenlund, seconded by Counts to approve the building permit for the Rolla City Shop. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
6. **Liquor License Application – North 40:** The Council reviewed the application. Rachael let the Council know they are waiting for the surety bond. Council discussed prorating the fee. *Motion by Albert, seconded by Deanna to approve the Liquor License Application for the North 40 effective November 1, 2025 – June 30, 2026 for a prorated fee of \$833.33, upon filing the Surety Bond. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
7. **First Reading –**
 - a. **Ordinance 500 Chapter 13 Traffic Updates**
 - b. **Ordinance 500 Chapter 4 Hawkers & Peddlers Penalty**
 - c. **Ordinance 500 Chapter 6 Animals**

Motion by Frydenlund, seconded by Counts to approve the first reading of the changes for Ordinance 500 Chapter 13, Chapter 4, and Chapter 6. On roll call vote, all members voted “AYE”. Motion carried unanimously.

8. **Liquor License Application – Mulligans On Main:** The Council reviewed the application. Eric McCloud and Jade Malaterre let the Council know they are waiting for the surety bond. *Motion by Frydenlund, seconded by Albert to approve the Liquor License Application for Mulligans On Main effective November 1, 2025 – June 30, 2026 for a prorated fee of \$833.33, upon filing the Surety Bond. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
9. **Building Permit – Mulligans On Main:** The Council reviewed and discussed the submitted building permit. *Motion by Albert, seconded by Counts to approve the building permit for Mulligans On Main upon receiving payment of \$120.00. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
10. **Gaming Site Authorization – Revitalize Rolla:** The Council discussed the submitted building permit. *Motion by Booth, seconded by Alberts to approve the Gaming Site Authorization for Revitalize Rolla at Mulligans On Main. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
11. **Clerk of Court – Appointment of Lisa Tackett:** *Motion by Albert, seconded by Frydenlund to appoint Tackett as Rolla Municipal Clerk of Court. All members voted “AYE”. Motion carried unanimously.*
12. **Committee Meeting Dates –** Discussion was had regarding committee meeting dates. *Motion by Frydenlund, seconded by Booth to hold Committee Meetings every 2nd Wednesday going forward. All members voted “AYE”. Motion carried unanimously.*

On motion by Albert and unanimously approved, the meeting adjourned at 6:57 PM.

Kevin Juntunen, Mayor

Tara McDougall, City Auditor