

ROLLA CITY COUNCIL  
OFFICIAL MEETING MINUTES  
WEDNESDAY, FEBRUARY 18, 2026 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on February 18, 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: Rachael Mickelson, City Attorney, Valerie McCloud, City Manager and by Zoom, Cliff Rush, Public Works Director and Tara McDougall, City Auditor.

Members present joined in the Pledge of Allegiance.

**Mayors Minute:**

Good evening,

I want to start by sharing several important reminders and a community announcement to help keep our city safe, connected, and exciting.

1. Snow removal and parked vehicles  
With a winter snow event upon us, please remove vehicles from the street during snow removal hours and snow emergencies. Cars parked on plowed streets force crews to make extra passes, slow clearings, and create hazards. Vehicles left in violation may be ticketed or towed and will delay neighborhood plowing. Plan to park off-street during snow events.
2. Pet licenses for the new year  
If you own a dog or cat, please get your 2026 pet license now. Licensing helps reunite lost pets with their families, supports public safety and vaccination tracking, and is required by city ordinance. Licenses are available at the city clerk's office and are not expensive when considering the cost of possible vet costs.
3. Primary Residence Credit (North Dakota)  
Homeowners: don't forget to apply for the North Dakota Primary Residence Credit. This credit can reduce state property tax liability for your primary residence by \$1600. Applications and instructions are available from the North Dakota Office of the Tax Commissioner — visit their website or call their office for eligibility details and filing deadlines. If you need assistance, our city clerk's office can point you to local resources.
4. 2026 Ragtop Festival planning and volunteer opportunities  
Planning has begun for the 2026 Ragtop Festival, and there is significant momentum to make this year's celebration a memorable one. The Chamber of Commerce is working to put together a celebration like nothing we have seen in many years, and a committee has been formed to plan the opening of the time capsule during the festival. Anyone who wants to get involved is welcome — if you'd like to help, please reach out to the city auditor's office or contact any Chamber of Commerce board member.

Thank you for doing your part to keep our streets clear, our pets safe, and our community vibrant. If you have questions about any of these items, contact the city clerk's or auditor's office, the Chamber, or visit our website. Stay safe and warm.

***Motion by Schemmel, seconded by Booth, to approve the agenda with the addition of 11<sup>th</sup> St SW Paving. All members voted "AYE". Motion carried unanimously.***

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**Consent Agenda:**

***Motion by Albert, seconded by Schemmel, to approve the Consent Agenda. All members voted “aye”. Motion carried unanimously.***

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

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

Chk #	Vendor	Amount	Chk #	Vendor	Amount
0001	STARION BANK	515,668.63	3180	VISA	3876.87
3152	INTERNAL REVENUE SERVICE	6536.63	1381	VISA	3062.58
3153	ND PUB. EMPLOYEE RET. DEF. COM	340.00	3182	WASTE MANAGEMENT	27,799.66
3154	ND PUBLIC EMPLOYEES RET.	8134.03	60652	FILTRONICS	27,990.50
3155	PAYMENT SERVICE NETWORK	206.50	60653	24/7 SEPTIC SERVICES	1409.00
3156	OTTERTAIL POWER CO	1085.59	60654	CLIFF RUSH	750.00
3157	UNITED STATES POSTAL SERVICE	295.78	60655	CORE & MAIN	18,437.21
3158	STARION BANK	20.00	60656	FIRST STATE INSURANCE	170.00
3159	STARION BANK	1544.83	60657	GRAND FORKS UTILITIY BUILDING	70.00
3160	STARION BANK	5366.18	60658	GREAT PLAINS STRUCTURES	4000.00
3161	AFLAC	624.72	60659	GUARDIAN FLEET SAFETY	3402.84
3162	BANK OF NORTH DAKOTA	9125.00	60660	GUSTAFSON OIL	1466.08
3163	CNH INDUSTRIAL ACCOUNTS	264.22	60661	HAWKINS INC	4462.01
3164	INTERNAL REVENUE SERVICES	5358.32	60662	HWY 281 GAS & GO LLC	166.01
3165	INTERNAL REVENUE SERIVCES	6342.50	60663	ITD	44.85
3166	ND PUB EMPLOYEE RET DEF COM	340.00	60664	LEEVEES FOODS	71.91
3167	ND PUB EMPLOYEE RET DEF COM	340.0	60665	LEGACY COOPERATIVE	1818.03
3168	ND PUBLIC EMPLOYEES RETIREMENT	7954.94	60666	LEXIPOL	556.10
3169	NDPHIT	22,386.12	60667	MALO ELECTRIC	3625.46
3170	NORTHERN PLAINS ELECTRIC COOP	89.23	60668	MARC	276.04
3171	OTTERTAIL POWER CO	912.76	60669	MERCHANTS BANK	30883.78
3172	OTTERTAIL POWER CO	7224.82	60670	MINNESOTA VALLEY TESTING LAB	673.15
3173	PAYMENT SERVICES NETWORK	218.60	60671	MT PLEASANT SCHOOL	10,000.00
3174	STARION BANK	15.00	60672	MUNRO ACE HARDWARE	18,426.72
3175	TURTLE MOUNTAIN COMMUNICATIONS	912.80	60673	MUNRO MOTOR CO	2932.13
3176	VERIZON BUSINESS	256.31	60674	ND DEPT OF ENVIRON. QUALITY	95.00
3177	VERIZON BUSINESS	172.32	60675	NSC MINERALS	4141.06
3178	VERIZON CONNECT	63.80	60676	ONE CALL CONCEPTS	3.00
3179	VISA	1.25	60677	OTTERTAIL POWER COMPANY	289.68
60678	ROLETTE COUNTY SHERIFF OFFICE	45.00	60679	ROLETTE COUNTY TREASURER	3470.79
60680	TUOMALA PLUMBING & HEATING	198.85	60681	TURTLE MOUNTAIN COMMUNICATIONS	241.00
60682	TURTLE MOUNTAIN STAR	382.72	60683	UNIFORM CENTER	19.99
60684	WILBUR ELLIS	215.08		TOTAL	\$777,273.98

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**Committee Reports:**

**Administrative Committee:** Member Counts reviewed minutes from meeting. City Government week activities were discussed, to include Essay Contest, Coloring Contest, Special Meeting at the School during April, and the having a City Council Student Representative. An ordinance to allow student member was drafted. *Motion by Counts, seconded by Fritz to approve 1<sup>st</sup> Reading of Ordinance to allow City Council Student Representative. All members voted "AYE". Motion carried unanimously.* Also discussed was monthly column in the Turtle Mountain Star, which the Mayor Juntunen would submit relevant city information for citizens. Also discussed was Collaboration meetings with JDA, Chamber of Commerce, Park Board, Public Health and others to work together on grants and planning for the 1976 Time Capsule opening. A Cell Phone and Mobile Device Policy were discussed and reviewed to set guidelines regarding work related cellular telephones and mobile devices and reimbursement of \$50/month for employees wanting to uses their personal device for work purposes. *Motion by Counts, seconded by Albert to approve Cell Phone and Mobile Device Policy for city employees. All members voted "AYE". Motion carried unanimously.* NDIRF is offering Public Sewer Back-up and Water Main Break Coverage endorsement, which was discussed. *Motion by Albert, seconded by Booth to approve NDIRF Endorsement for Public Sewer Back-up and Water Main Break coverage in the amount of \$10,000. All members voted "AYE". Motion carried unanimously.* Vacation Leave policy was discussed and the option to payout leave which is over the carryover limit. *Motion by Booth, seconded by Albert, after 5 continues years of service by an employee, to authorize payment vacation hours over the carryover limit of 240 on the employee's anniversary date, to be paid at the employees' regular rate of pay. Members Fritz, Booth, Counts, Schemmel, and Albert voted "Aye". Member Frydenlund voted "Nay". Motion carried.* NDLC Spring Conference was discussed to be held on March 18-19 in Dickinson, if employees or Council members want to attend. Due to the conflict of Regular Council Meeting, the meeting March meeting will be moved to March 16, 2026.

**Police Committee:** Member Counts reported on Police Committee meeting. There were 104 Calls for service, and 34 Citations for January. Still working on installation of cameras around town with Russ at Turtle Mountain Communications. Also discussed Impound Lot for vehicles which need to be towed. Areas need to be locked and have camera. It was decided to use the Recycling Center building at this time if impound is needed, as there is an ordinance allowing this.

**Public Works Committee:** Mayor Juntunen reported on the meeting. Wade Senger, Interstate Engineering updated the committee assessment of the Water Treatment Plant and committee recommended to go ahead with application for funding from the Department of Water Resources to cost share for Engineering needed to design plans for upgrades and improvements. Recommend approval to proceed with application to the Department of Water Resources for design plan for the Water Treatment Plant. *Motion by Booth, seconded by Schemmel to approve Interstate Engineering to submit application to DWR for design plans for the upgrades/options for the Water Treatment Plant, to include addition of new plant and renovations to the existing plant. All members voted "AYE". Motion carried unanimously.* The leak in the GSR tank on the west side of the water treatment plant has been repaired and inspection of the tank completed. Working with DEQ on adding

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treatment of Sodium Hydroxide to adjust PH levels at the plant. Sewer line was repaired on 9<sup>th</sup> Ave NE. The grant for Flex Funding for paving this year was not approved. Discussion on any street or underground water line replacement. Will look at working on a proposed project for this summer along with cost estimate.

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

**New Business:**

1. **Paul Weigand – Satisfaction of Judgement** – Full Payment of \$10,000 for tuition reimbursement was received and Satisfaction of Judgement was reviewed. ***Motion by Albert, seconded by Fritz, to approve Satisfaction of Judgement for Paul Weigand. All members voted “Aye”. Motion carried unanimously.***
2. **Second Reading of Ordinance 503 – Amendments to Chapter 13.51.080(3), (4), (5), and (6)** – ***Motion by Schemmel, seconded by Albert to approve 2<sup>nd</sup> Reading of Ordinance 503 – Amendments to Chapter 13.51.080(3), (4), (5), and (6). All members voted “Aye”. Motion carried unanimously.***
3. **JDA Deed – for Lot 11, Block 9, OTS-** ***Motion by Albert, seconded by Fritz to approve Quit Claim Deed from City of Rolla to Rolla Job Development Authority for Lot 11, Block 9, OTS, which was acquired by the City of Rolla through Tax Foreclosure process. All members voted “Aye”. Motion carried unanimously.***
4. **First Reading – Flood Plain Ordinance** – First Reading and Review of Flood Plain Ordinance for the city. ***Motion by Albert, seconded by Fritz, to approve the First Reading of Flood Plain Ordinance. All members voted “Aye”. Motion carried unanimously.***
5. **Lease Agreement – Nutrition United** – Revised Lease Agreement for Nutrition United was submitted and signed by Nutrition United. ***Motion by Albert, seconded by Booth, to approve Revised Lease Agreement with Nutrition United effective May 1, 2026. All members voted “Aye”. Motion carried unanimously.***
6. **11<sup>th</sup> ST SW Paving** – Clarence Booth presented the Council with proposed rezone and plat of D & D Subdivision and Wuori’s 1<sup>st</sup> Survey, to allow for Duplexes. Booth requested that the council consider paving the south end of the proposed area, when the remainder of 11<sup>th</sup> ST SW has the remaining 2” asphalt lift completed. The Council was receptive to the plans and directed Booth to work with Planning and Zoning for rezone of the area and subdivision plat. No further action was taken

On motion and unanimously approved, the meeting adjourned at 6:55 PM.

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Kevin Juntunen, Mayor

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Tara McDougall, City Auditor