

**ROLLA CITY COUNCIL
OFFICIAL MEETING MINUTES
NOVEMBER 19, 2025**

Mayor Kevin Juntunen called the meeting to order on November 19, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Paul Frydenlund, Damond Schemmel, 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, Cliff Rush, Public Works Director, Marvin & Sue Nelson, Dawn Fitzgerald, and Rebekah Bryant.

Members present joined in the Pledge of Allegiance.

Motion by Fritz, seconded by Schemmel, to approve the agenda with the following changes: removal of Jamie Kegley, North Central Auto Fence from new business and add Public Works Assistant Superintendent Position and Jail Boarding Contract 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. October Regular Meeting Minutes
2. November Admin Committee Minutes
3. November Police Committee Minutes
4. November Public Works Committee Minutes
5. November 17, 2025 Special Meeting Minutes
6. Financial Report

Reading of the Bills: Motion by Fritz, seconded by Frydenlund, to approve the bills as funds become available. On roll call vote, all members voted "Aye". Motion carried unanimously.

Check	Vendor	Amount	Check	Vendor	Amount
3081	INTERNAL REVENUE SERVICE	\$7,101.66	60553	CORE & MAIN	\$512.59
3082	ND PUBLIC EMPLOYEES RETIRMENT	\$12,223.33	60554	DAKOTA SUPPLY GROUP	\$13,770.00
3083	UNITED STATES POSTAL SERVICE	\$293.44	60555	GRAND FORKS UTILITY BILLING	\$88.00
3084	STARION BANK	\$5,353.39	60556	GUSTAFSON OIL	\$5,983.23
3085	AFLAC	\$672.69	60557	HAAS TIRE	\$140.00
3086	INTERNAL REVENUE SERVICE	\$5,285.69	60558	HAWKINS INC	\$5,253.50
3087	ND PUB. EMPLOYEE RET. DEF. COM	\$540.00	60559	HIGHWAY 281 GAS & GO LLC	\$1,690.83
3088	NDPHIT	\$20,654.91	60560	INTERSTATE BILLING SERVICE	\$339.76
3089	NORTHERN PLAINS ELECTRIC	\$45.95	60561	INTERSTATE ENGINEERING	\$2,452.00
3090	OTTERTAIL POWER CO	\$5,929.21	60562	ITD	\$55.50
3091	OTTERTAIL POWER CO	\$558.70	60563	KIRK SAULS	\$120.00
3092	PAYMENT SERVICE NETWORK	\$217.50	60564	LEEVERS FOODS	\$29.98
3093	STARION BANK	\$185.17	60565	LEGACY COOPERATIVE	\$636.22
3094	STARION BANK	\$15.00	60566	MAYO CONSTRUCTION	\$194,010.60
3095	TURTLE MOUNTAIN COMM	\$719.45	60567	MEARS AUTO PARTS	\$132.74
3096	VERIZON BUSINESS	\$276.93	60568	MEARS IMPLEMENT	\$13.95
3097	VERIZON BUSINESS	\$308.53	60569	MIKKELSEN AG OF ROLLA	\$150.00
3098	VERIZON CONNECT	\$63.80	60570	MUNRO ACE HARDWARE	\$824.02
3099	VISA	\$442.07	60571	MUNRO MOTOR CO	\$240.94
3100	VISA	\$408.37	60572	ND RURAL WATER SYSTEMS	\$100.00
3101	VISA	\$1,783.62	60573	ONE CALL CONCEPTS	\$21.00
3102	WASTE MANAGEMENT	\$28,027.28	60574	OTTERTAIL POWER CO	\$22.49
60545	ROLETTE COUNTY	\$10,600.00	60575	RITEWAY	\$321.51

60546	ABRAHAMSON S REFRIGERATION	\$365.00	60576	SONNY & SON'S TRUCKING LLC	\$2,405.00
60547	AE2S	\$160.00	60577	TERRY MATHIASON	\$120.00
60548	ATCO INTERNATIONAL	\$196.00	60578	TERRY P HUDSON	\$16,300.00
60549	BANK OF NORTH DAKOTA	\$47,112.73	60579	TOM HUDSON PAVING INC	\$190,553.97
60550	BANYON DATA SYSTEMS	\$3,285.00	60580	TUOMALA PLUMBING & HEATING	\$583.39
60551	CLIFF RUSH	\$4,245.00	60581	WESLEY KOM	\$25.02
60552	CORE & MAIN	\$215.65	60582	MALO ELECTRIC	\$10,526.72
				Total	\$604,709.03

Public Comment: No one appeared to make public comment.

Committee Reports:

Administrative Committee: Kevin Juntunen reported on the administrative committee meeting.

Motion by Counts, seconded by Schemmel to approve a 5% salary increase for all employees effective January 1st, 2026. Discussion was held. Motion by Fritz to table 5% salary increase approval, seconded by Schemmel. On roll call vote, all members voted "AYE". Motion tabled. The Council discussed the Debt Service Payments. **Motion by Albert, Seconded by Frydenlund to approve additional debt service payments of \$10,000.00 on 2012-2 ND Public Finance Authority Loan & \$180,000.00 on 2015-2 USDA-Rural Development Loan. On roll call vote, all members voted "AYE"** Discussion was held regarding investigating a lawsuit. **Motion by Albert, seconded by Counts to approve payment of \$2,500.00 to Dakota Law Group to start the investigation on grounds for litigation against Moore Engineering. On roll call vote, all members voted "AYE".** Discussion was held regarding the leave sharing policy in the employee policy manual. **Motion by Schemmel, seconded by Counts to approve the proposed change in the leave sharing policy to remove the sentence "An employee may donate sick leave to another employee up to 4 times per year, at a maximum of 5 percent of the donating employees accrued sick leave hours each time." and replace it with "Employees may donate a maximum of 40 hours of sick leave per year." On roll call vote, all members voted "AYE".** Discussion was held on a public works bonus. **Motion by Frydenlund, seconded by Albert to approve a \$3,000.00 bonus for Cliff Rush, Public Works Director, \$500.00 bonus for Brad Ruppelius, Richard Patton, Jared Wiener, Samuel Booth, and Mike Wuori, and a \$200.00 bonus for Tom McCloud. On roll call vote, all members voted "AYE".** Discussed the storage container at the Fred C Wagner American Legion Post 235. The council had previously on October 22, 2025 given the American Legion Post 235 1 year to have the container removed. **Motion by Albert, seconded by Frydenlund to allow the American Legion Post 235 to keep the storage container permanently. On roll call vote, all members voted "AYE".**

Police Committee: Kevin Juntunen reported on Police Committee meeting. There were 150 Calls for service, and 22 Citations for October. No action was taken at this time.

Public Works Committee: Kevin Juntunen reported on the Public Works Committee meeting. No action was taken at this time.

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

Old Business:

1. Second Reading

a. Ordinance 500 Chapter 13 Traffic Updates: The council reviewed Chapter 13 Traffic Updates. **Motion by Albert, seconded by Fritz to approve the 2nd reading of Ordinance**

500 Chapter 13, excluding changes on chapter 13.12.030. On roll call vote, all members voted “Aye”. Motion carried unanimously.

- b. **Ordinance 500 Chapter 4 Hawkers & Peddlers Penalty:** The council reviewed Chapter 4 Hawkers & Peddlers Penalty.
- c. **Ordinance 500 Chapter 6 Animals:** The council reviewed Chapter 6 Animals. *Motion by Albert, seconded by Counts to approve the 2nd reading of Ordinance 500 Chapter 4 Hawkers & Peddlers Penalty and Chapter 6 Animals. On roll call vote, all members voted “Aye”. Motion carried unanimously.*

New Business:

1. **JDA – Report & New Hire Recommendation for JDA Director:** The council was updated by Dawn Fitzgerald, JDA Board President, on JDA activities. The JDA Board gave a recommendation to hire Rebekah Bryant to fill JDA Director vacancy due to resignation of Danielle Mickelson. *Motion by Frydenlund, seconded by Fritz to accept the recommendation of the JDA Board to hire Rebekah Bryant as the JDA Director as budgeted. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
2. **Local Permit – Mt Pleasant School District, Toy Bingo:** Local Permit application from Mt Pleasant School District was reviewed. *Motion by Counts, seconded by Frydenlund to approve the Local Permit Application from Mt Pleasant School District. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
3. **Local Permit – Europe Music Trip:** Local Permit application from Music Europe Trip was reviewed. *Motion by Albert, seconded by Booth to approve the Local Permit Application from Music Europe Trip. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
4. **Starion CDs - Renewal:** Motion by Frydenlund, seconded by Schemmel to approve 4 month renewal on Starion CD 5417 with 3.46% interest. *On roll call vote, all members voted “AYE”. Motion carried unanimously.*
5. **Sue Nelson – Cardboard Baler:** *Motion by Frydenlund, seconded by Albert to approve the sale of the cardboard baler to Sue Nelson for \$1.00. On roll call vote, all members voted “AYE”. Motion carried unanimously.*
6. **Public Works Assistant Superintendent:** The Council discussed creating a Public Works Assistant Superintendent to assist Cliff Rush, Public Works Director. *Motion by Albert, seconded by Schemmel to advertise internally an Exempt Public Works Assistant Superintendent Position with salary to be discussed at a later date. On roll call vote, members Fritz, Booth, and Frydenlund voted “NAY” and members Counts, Albert, and Schemmel voted “AYE”. Mayor Juntunen Voted “AYE”. Motion carried.*
7. **Rolette County Jail Boarding Contract:** The Council reviewed the Jail Board Contract submitted by the Rolette County Jail Administrator, Christina Allard. *Motion by*

Frydenlund, seconded by Fritz to approve the Jail Boarding Contract as presented effective January 1, 2026. On roll call vote, all members voted “AYE”. Motion carried unanimously.

Mayor Juntunen adjourned the meeting at 7:09 PM.

Kevin Juntunen, Mayor

Tara McDougall, City Auditor