

ROLLA CITY COUNCIL
OFFICIAL MEETING MINUTES
NOVEMBER 19, 2025

Mayor Kevin Juntunen called the meeting to order on December 17, 2025 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Damond Schemmel, Deanna Counts, Clarence Booth, and Willie Fritz present. Member Paul Frydenlund absent. Others in attendance Jodie Hudson, Stacie Carlson, Sue Nelson, Cameron Mickelson, Rachael Mickelson Hendrickson, City Attorney, Sarah Fenner, Chief of Police, Cliff Rush, Public Works Director.

Members present joined in the Pledge of Allegiance.

Mayors Minute:

I'd like to start with some reminders to the citizens of Rolla. As we all have seen, our seasons have changed and we are well into winter. With that comes snow removal and needing to be mindful of our parking ordinance. During snow removal days, no cars are to be parked on the streets between the hours of 8 am and 6 pm, and on Main Avenue between the hours of 2 am and 6 am. This ordinance is for the safety of our citizens and public works employees and for the efficiency of their labor. This ordinance will be enforced by the Rolla City Police at their discretion and is punishable by a \$100 fine. Please be mindful of the parking ordinance and thank you to those that already are.

Next, I'd like to wish everyone a Merry Christmas and a Happy New Year. I hope everyone is having a great holiday season thus far. I would like to thank the Rolla Chamber of Commerce for their work to keep the Christmas spirit going in Rolla with all that they have done for including the Winter Warm Up Day and the Chamber scratch offs that are a hit every Christmas. I understand there are some big winning tickets still available to good luck to everyone still shopping in Rolla. Thank you to the Rolla Fire Department for their Christmas Festival also. The decorated trees in your big windows are so beautiful each year.

Lastly, I'd like to reflect on the past year as this is likely the last time we will meet as a council this year. 2025 has been an unprecedented year for the City of Rolla. When I took over the position of Mayor of Rolla, I knew we had a tight budget to work with and the only way to improve the city would be to become more efficient with what we have, and we have made significant progress in that area. We have put together a group of city employees that are working together to be more efficient in their duties to create more progress for the city than I have ever imagined. I am forever grateful to all the city employees and the work they do. We now have a municipal court that is efficient and not losing money. Our police force has become more efficient with a smaller crew, and we have much improved outcomes as crime is down and for those committing crimes, they are caught and held accountable in our court. This year, our auditors have brought us back into compliance and for the first time in years, we are able to apply for grant dollars to support the many infrastructure issues that have had to go neglected for many years. Then there is our public works department that probably pulled off one of the greatest in-house infrastructure projects in the history of Rolla. We have learned a lot about the City of Rolla this past year and how we can streamline our efforts to be more efficient in all areas of the city and get the results we need moving forward. None of this could have happened without all the

employees of the city and our current city council. I just want to personally thank all of you. I cannot wait to see what we can accomplish in 2026 and beyond.

Motion by Schemmel, seconded by Counts, to approve the agenda with the following changes: remove Rolette County Sheriff on Call Pay from the new business & add Recycling Center Fees 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. November Regular Meeting Minutes
2. December Admin Committee Minutes
3. December Police Committee Minutes
4. December Public Works Committee Minutes
5. Financial Report

Reading of the Bills: Motion by Albert, seconded by Counts, to approve the bills as funds become available. On roll call vote, all members voted “Aye”. Motion carried unanimously.

| Chk # | Search Name | Amount | Chk # | Search Name | Amount |
|-------|--------------------------------|--------------|-------|-------------------------------|--------------|
| 3103 | INTERNAL REVENUE SERVICE | \$8,425.47 | 60588 | COMPUTER SOLUTIONS | \$1,335.00 |
| 3104 | ND PUB. EMPLOYEE RET. DEF. COM | \$540.00 | 60589 | CORE & MAIN | \$2,121.05 |
| 3105 | ND PUBLIC EMPLOYEES RETIREMENT | \$9,608.27 | 60590 | FILTRONICS | \$35,135.50 |
| 3106 | UNITED STATES POSTAL SERVICE | \$295.78 | 60591 | FIRST STATE INSURANCE | \$667.00 |
| 3107 | STARION BANK | \$4,973.49 | 60592 | GRAND FORKS UTILITY BILLING | \$70.00 |
| 3108 | USDA RD | \$180,000.00 | 60593 | GUSTAFSON OIL | \$752.11 |
| 3109 | USDA RD | \$44,341.56 | 60594 | HAWKINS INC | \$2,127.08 |
| 3110 | AFLAC | \$560.63 | 60595 | HIGHWAY 281 GAS & GO LLC | \$924.58 |
| 3111 | CNH INDUSTRIAL ACCOUNTS | \$404.60 | 60596 | ITD | \$55.50 |
| 3112 | INTERNAL REVENUE SERVICE | \$5,949.74 | 60597 | JACK AND JILL | \$267.39 |
| 3113 | ND PUB. EMPLOYEE RET. DEF. COM | \$340.00 | 60598 | JARED WIENER | \$2,885.00 |
| 3114 | NDPHIT | \$20,654.91 | 60599 | LAKE REGION DRILLING, LLC | \$32,240.00 |
| 3115 | NORTHERN PLAINS ELECTRIC | \$82.38 | 60600 | LEEVEES FOODS | \$41.94 |
| 3116 | OTTERTAIL POWER CO | \$6,169.44 | 60601 | LEGACY COOPERATIVE | \$278.34 |
| 3117 | OTTERTAIL POWER CO | \$709.25 | 60602 | MCDUGALL, TARA | \$132.00 |
| 3118 | PAYMENT SERVICE NETWORK | \$292.20 | 60603 | MEARS AUTO PARTS | \$341.38 |
| 3119 | STARION BANK | \$15.00 | 60604 | MEARS IMPLEMENT | \$59.95 |
| 3120 | STARION BANK | \$185.17 | 60605 | MFOA | \$40.00 |
| 3121 | TURTLE MOUNTAIN COMMUNICATIONS | \$703.31 | 60606 | MICROLAP TECHNOLOGIES | \$136.08 |
| 3122 | VERIZON BUSINESS | \$85.21 | 60607 | MUNRO ACE HARDWARE | \$1,020.25 |
| 3123 | VERIZON BUSINESS | \$308.53 | 60608 | MUNRO MOTOR CO | \$302.26 |
| 3124 | VERIZON CONNECT | \$63.80 | 60609 | ND DEPT OF ENVIRON. QUALITY | \$183.52 |
| 3125 | VISA | \$2,483.30 | 60610 | ND LEAGUE OF CITIES | \$650.00 |
| 3126 | VISA | \$410.09 | 60611 | ND SEWAGE PUMP & LIFT STATION | \$354.52 |
| 3127 | WASTE MANAGEMENT | \$28,027.28 | 60612 | ONE CALL CONCEPTS | \$6.90 |
| 60583 | DAKOTA LAW GROUP | \$2,500.00 | 60613 | OTTER TAIL POWER COMPANY | \$61.36 |
| 60584 | ALBERT, REBECCA | \$16.17 | 60614 | ROLLA CHAMBER OF COMMERCE | \$150.00 |
| 60585 | BANK OF NORTH DAKOTA | \$2,159.78 | 60615 | ROLLA DRUG | \$6.98 |
| 60586 | BLUE360 MEDIA | \$90.95 | 60616 | TERRY P HUDSON | \$1,290.00 |
| 60587 | BRAD RUPPELIUS | \$128.99 | 60617 | TKA REPAIR LLC | \$578.30 |
| 60588 | COMPUTER SOLUTIONS | \$1,335.00 | 60618 | TUOMALA PLUMBING & HEATING | \$15,908.94 |
| 60589 | CORE & MAIN | \$2,121.05 | 60619 | TURTLE MOUNTAIN STAR | \$436.76 |
| | | | | Total | \$421,084.99 |

Public Comment: No one appeared to make public comment.

Committee Reports:

Administrative Committee: Deanna Counts reported on the administrative committee meeting. No action was taken at this time.

Police Committee: Deanna Counts reported on Police Committee meeting. There were 126 Calls for service, and 50 Citations for November. No action was taken at this time.

Public Works Committee: Kevin Juntunen reported on the Public Works Committee meeting.

Motion by Schemmel, seconded by Booth to approve Cliff to purchase a new water supply pump. On roll call vote, all members voted "AYE". Motion carried unanimously. Motion by Albert, seconded by Counts to approve brakes repair on Ford Dump Truck. On roll call vote, all members voted "Aye". Motion carried unanimously.

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

Old Business:

1. **2026 Employee Pay Increase:** *Motion by Booth, Seconded by Schemmel to approve a 5% pay increase or a \$1.25/hour increase, which ever is better for the individual employee. On roll call vote, all members voted "Aye". Motion carried unanimously.*
2. **Public Works Assistant Superintendent – Position & Salary:** Discussion was held regarding the exempt position. *Motion by Booth, Seconded by Schemmel to approve a \$5,000/year increase to whomever internally is hired. On roll call vote, members Booth, Counts, Albert, and Schemmel voted "Aye". Member Fritz voted "Naye". Motion passed.*
3. **Bonus:** Discussion was held regarding bonuses. *Motion by Albert, seconded by Counts to approve a \$85,000.00 annual salary starting January 1, 2026 for Cliff Rush. On roll call vote, all members voted "Aye". Motion carried unanimously.* The board discussed the bonuses approved in November. *Motion by Albert, Seconded by Booth to approve \$300.00 bonus for Tom McCloud. On roll call vote, all members voted "Aye".*

New Business:

1. **Rural Catalyst Grant Application for Mt Pleasant School Playground Fun' Raisers:** Stacie Carlson and Jodie Hudson requested permission to utilize the City of Rolla on the Rural Catalyst Grant Application as the qualifying entity. *Motion by Schemmel, seconded by Counts to allow the Mt Pleasant School Playground Fun' Raisers to use the City of Rolla on the Rural Catalyst Grant Application. On roll call vote, all members voted "AYE". Motion carried unanimously.*
2. **JDA Board – 3 positions expiring: Paula Munro, Brad Nash, & Bethany McCloud:** *Motion by Fritz, seconded by Counts to reappoint Paula Munro, Brad Nash, & Bethany*

McCloud to the JDA Board. On roll call vote, all members voted "AYE". Motion carried unanimously.

3. **Liquor License – Name change for Viking Inn:** The Viking Inn changed their name to Viking Bar LLC. *Motion by Schemmel, seconded by Fritz to approve the Liquor License Application for Viking Bar LLC. On roll call vote, all members voted "AYE". Motion carried unanimously.*
4. **City Sales Tax Committee – Rolla School Playground Fun' Raisers Application:** *Motion by Fritz, seconded by Counts to approve \$15,000.00 grant to Mt Pleasant School Playground Fun' Raisers from the City Sales Tax Committee. On roll call vote, all members voted "AYE". Motion carried unanimously.*
5. **CD 5416:** Discussion on maturing CD 5416. *Motion by Counts, seconded by Schemmel to cash in CD5416, that includes funds for the water plant (612), at Starion Bank, when it matures. Will look at reinvesting funds in January. All members voted Aye. Motion carried unanimously.*
6. **Water Charges:** The Council discussed a resolution to clarify water charges. *Motion by Albert, seconded by Booth to approve a resolution that each residential home or commercial business will be charged a minimum water use charge even if the water is turned off. On roll call vote, all members voted "AYE". Motion carried.*
7. **Recycling Center Fees:** Clarence Booth, Cameron Mickelson, & Sue Nelson appeared to request the City of Rolla to apply a recycling fee on all residential and commercial property for 1 year. *Motion by Schemmel, seconded by Fritz to approve adding a \$1.00/month charge on residential property and a \$5.00/month on commercial property for a period of 1 year and then to be reevaluated at that time. 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