

ROLLA CITY COUNCIL  
OFFICIAL MEETING MINUTES  
MONDAY, MARCH 16, 2026 at 5:30 P.M.

Mayor Kevin Juntunen called the meeting to order on March 16, 2026 at 5:30 p.m. Members present: Mayor Kevin Juntunen, Councilpersons: Alex Albert, Clarence Booth, Willie Fritz, and Paul Frydenlund. Damond Schemmel absent. Others in attendance: Valerie McCloud, City Manager, Cliff Rush, Public Works Director, Sarah Fenner, Chief of Police, and Tara McDougall, City Auditor. Rachael Mickelson-Hendrickson, City Attorney, attended via zoom.

Members present joined in the Pledge of Allegiance.

**Mayors Minute:**

Good evening, neighbors and members of the Rolla City Council.

I'm pleased to remind everyone that City Government Week is coming up, April 6 through April 10. This is a wonderful chance for our community's next generation to see local government in action, learn how decisions are made, and connect with the people who serve you every day.

As part of City Government Week, the Rolla City Council will be visiting the Rolla school and conducting a council meeting on site. We look forward to meeting students, families, and teachers and showing how municipal government works firsthand.

We will also hold our "If I Were Mayor for a Day" essay contest. Selected winners will be invited to share their essays with the full council during the school visit. I can't wait to hear the students' ideas — their imagination and civic passion are inspiring and remind us why public service matters.

This year is an election year, and there are multiple ways for everyone to get involved with city government. Up for election are the mayor and municipal judge, as well as three city council seats and three park board positions. If you are interested in running, you must file the appropriate documents by April 6, 2026, at 4:00 p.m. For filing information, contact the Auditor's Office. I strongly encourage anyone interested to get involved — we need leadership in all areas to move forward as a city.

I also need to address an important public-works issue that affects every household: flushable wipes. Despite labels, these wipes do not break down like toilet paper. When flushed, they can clog pumps at our lift stations, slow flow in sewer lines, contribute to freezing and bursting pipes in cold weather, and cause sewer backups into homes and neighborhoods. Those blockages lead to costly repairs and public health risks.

Rolla has an ordinance prohibiting flushing items that should not enter the sewer system and this includes all items labeled as flushable wipes. Violations can carry fines up to \$500, and responsible parties may be required to pay for repairs. Please — do not flush wipes, paper towels, feminine products, or any non-toilet-paper items. Only flush toilet paper.

Thank you for your attention, for supporting our schools and students during City Government Week, and for helping protect our community's infrastructure. I look forward to seeing many of you at the school event for the on-site council meeting.

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***Motion by Fritz, seconded by Frydenlund, to approve the agenda. 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. February Regular Meeting Minutes
2. March Admin Committee Minutes
3. March Police Committee Minutes
4. March Public Works Committee Minutes
5. Financial Report

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

Chk #	Vendor	Amount	Chk #	Vendor	Amount
3184	STARION BANK	\$6,498.98	60690	GRAND FORKS UTILITY BILLING	\$70.00
3185	UNITED STATES POSTAL SERVICE	\$296.71	60691	GUSTAFSON OIL	\$1,866.53
3186	UNITED STATES POSTAL SERVICE	\$370.00	60692	HAWKINS INC	\$6,580.67
3187	AFLAC	\$624.72	60693	HIGHWAY 281 GAS & GO LLC	\$126.19
3188	CNH CAPITAL AMERICA LLC	\$575.53	60694	INTERSTATE BILLING SERVICE	\$128.31
3189	INTERNAL REVENUE SERVICE	\$5,756.15	60695	INTERSTATE ENGINEERING	\$7,184.66
3190	ND PUB. EMPLOYEE RET. DEF. COMP	\$340.00	60696	ITD	\$44.85
3191	NDPHIT	\$22,386.12	60697	JEREMY LONGIE	\$8,250.73
3192	NORTHERN PLAINS ELECTRIC	\$89.23	60698	LEEVEFS FOODS	\$34.24
3193	OTTERTAIL POWER CO	\$8,578.77	60699	LEGACY COOPERATIVE	\$2,246.71
3194	PAYMENT SERVICE NETWORK	\$222.05	60700	MALO ELECTRIC	\$917.50
3195	STARION BANK	\$15.00	60701	MARC	\$324.96
3196	TM COMMUNICATIONS	\$918.80	60702	MEARS AUTO PARTS	\$198.88
3197	VERIZON BUSINESS	\$172.32	60703	MUNRO ACE HARDWARE	\$1,335.20
3198	VERIZON BUSINESS	\$268.58	60704	ND CLERKS ASSOCIATION	\$100.00
3199	VERIZON CONNECT	\$63.80	60705	ND DOT	\$5.00
3200	VISA	\$1,403.16	60706	ND RURAL WATER SYSTEMS	\$100.00
3201	VISA	\$15.00	60707	ONE CALL CONCEPTS	\$1.50
3202	WASTE MANAGEMENT	\$24,925.65	60708	RITWAY	\$1,105.14
3203	INTERNAL REVENUE SERVICE	\$6,435.43	60709	STARION BOND SERVICES	\$91,245.00
3204	ND PUB. EMPLOYEE RET. DEF. COMP	\$340.00	60710	TUOMALA PLUMBING	\$6,153.54
3205	NDPERS RETIREMENT	\$8,176.51	60711	TURTLE MOUNTAIN STAR	\$494.08
60686	AE2S	\$1,141.50	60712	UNIFORM CENTER	\$335.00
60687	ATCO INTERNATIONAL	\$248.13	60713	WATERLY	\$3,500.00
60688	COMPUTER INFORMATION SYSTEMS	\$3,241.00	60714	YODER, LISA	\$285.00
60689	DAKOTA PUMP & CONTROL INC	\$11,522.81		TOTAL	\$237,259.64

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**Public Comment Period:**

Rebecca Albert appeared before the board to discuss vendor permits and the fee charged to acquire them. No action taken at this time.

**Committee Reports:**

**Administrative Committee:** Member Counts reviewed minutes from meeting. The current land lease bids are expired for SW21-162-69 64 crop acres. *Motion by Counts, seconded by Albert to call for bids for the land lease of 64 acres at SW 21-162-69. Bids will be reviewed on April 15<sup>th</sup>, 2026. All members voted "AYE". Motion carried unanimously.* Also discussed was the public recreation system tax levy under NDCC 57-15-10(13). *Motion by Frydenlund, seconded by Counts to approve Rolla City Measure #1 Public Recreation System ax Levy under NDCC 57-15-10(13) to be added to the Primary Election Ballot on June 9, 2026. All members voted "AYE". Motion carried unanimously.* A joint powers agreement between the City of Rolla and Rolette County for a joint election agreement was reviewed by the council. *Motion by Counts, seconded by Albert to approve The Joint Powers Agreement between the City of Rolla and Rolette County. All members voted "AYE". Motion carried unanimously.* The revised 2026 Lease Agreement for Rolla Community Daycare was submitted on 2/27/26 and signed by Rolla Community Daycare representative Tracy Vondall. *Motion by Frydenlund, seconded by Counts, to approve Revised Lease Agreement with Rolla Community Daycare effective May 1, 2026. All members voted "Aye". Motion carried unanimously.* Ottertail street lighting was reviewed, no action taken at this time. A parking nuisance was reviewed, no action taken. ND DOT sent a notice to the City of Rolla regarding a chip seal project on the east side of Rolla. The project is proposed to begin during the 2027 construction season.

**Police Committee:** Member Counts reported on Police Committee meeting. There were 79 Calls for service, and 31 Citations for February. Computer Information Systems submitted an invoice for \$3,241.00 for software licenses, professional services, and hardware and system software. This invoice also stated that additional maintenance and support after the 1<sup>st</sup> year will be \$400.00. *Motion by Counts, seconded by Frydenlund, to approve payment of CIS Invoice. All members voted "Aye". Motion carried.* Also discussed was the vacation policy payout for police employees. *Motion by Fritz, seconded by Frydenlund to reconsider the motion made on February 18, 2026 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. All members voted "Aye". Motion carried.* *Motion by Booth, seconded by Fritz to approve on December 31<sup>st</sup> after 3 continues years of service by an employee, hours in excess of 240 to be paid out at a rate of ½ the employees' regular rate of pay. On December 31<sup>st</sup> after 5 continues years of service by an employee, hours in excess of 240 to be paid out at the employees' regular rate of pay. All members voted "Aye". Motion carried unanimously.*

**Public Works Committee:** Mayor Juntunen reported on the public works committee meeting. No Action taken at this time.

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

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**New Business:**

- 1. 2nd Reading – Flood Plain Ordinance** – Second Reading and Review of Flood Plain Ordinance for the city. *Motion by Albert, seconded by Fritz, to approve the 2<sup>nd</sup> reading of Flood Plain Ordinance. All members voted “Aye”. Motion carried unanimously.*
- 2. Rolla Wellness Advisory Council** – Mayor Juntunen reported on the meeting held on March 9<sup>th</sup>, 2026. Present at the meeting were: Rebekah Bryant, Rolla JDA Jodie Hudson, Mt Pleasant School, Tiffany Clouse, Rolla Park Board & SMP St Kateri Hospital, Val McCloud, Rolla City Manager, Ashley Welander, Rolla Ambulance. Absent: Chris Albertson, SMP St Kateri, Barb Frydenlund, Rolette County Public Health, Darwin Bucholz, Rolla Fire Department, Kimberly Samuelson, Parkview Assisted Living. *Motion by Albert, seconded by Booth, to approve the Rolla Wellness Advisory Committee. All members voted “Aye”. Motion carried unanimously.*

On motion and unanimously approved, the meeting adjourned at 6:40 PM.

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Kevin Juntunen, Mayor

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Tara McDougall, City Auditor