

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, APRIL 6, 2026 – 7:00 PM
ARMORY COUNCIL CHAMBERS AND MICROSOFT TEAMS**

Mayor LaRocque called the meeting to order at 7:00 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by LaRocque.

Council Members present: Lotvedt, Nelson, Zachmeier, Larson, Reinke, Schneibel, and Kraft.

Absent: Santjer.

Also, present were Mayor LaRocque, Public Works Director Munyer, Chief Bommersbach, Attorney Mickelson Hendrickson, and Auditor Stewart.

The council considered the agenda. There was a motion by Lotvedt to approve the agenda as presented. Second by Nelson, all voting yes, motion carried.

The council considered the March 18, 2026, meeting minutes. There was a motion by Schneibel to approve the minutes as presented. Second by Zachmeier, all voting yes, motion carried.

Chad Duchscher, Rugby Chamber of Commerce Member, addressed the council regarding a summer event they are planning. He explained that they are looking to have a display of cars on Main Ave and adjacent streets July 2 from 5pm – 9pm. Too Old To Stand will play from 6pm – 8pm and the event is free to the public. Duchscher requested closing streets to park up to 250 cars for the event. Mickelson Hendrickson explained that any liquor establishments would need to have a Special Event Permit for alcohol sales to walk onto the public street/sidewalk, during the event. Bommersbach explained that one police officer would be needed to ensure that only 21 or older are consuming alcohol. The cost per hour for the officer is \$75. The estimated cost is \$300-\$400. The streets would be blocked off from Main Ave, just south of the tracks down to 3rd or 4th Street and a block east and west of Main Ave. It would depend on the number of cars that show up. There was a motion by Nelson to have the city pay for the cost of the officer for the event. Second by Zachmeier, roll call vote, all voting yes, motion carried.

Matthew Schimetz, Northland Narcotics Task Force, addressed the council regarding the annual update and potential new hire for the Task Force Officer. Schimetz explained that the Sheriffs and Chiefs of Police involved in the Task Force interviewed a candidate for the open position. The officer is extremely qualified for the position. Currently the applicant is employed with the railroad as a police officer. He spends many days on the road with his current position. He would be relocating to Belcourt from the Fargo area. Schimetz asked that the council consider approving a starting salary of \$60,000. Currently the hiring range is \$52,000-\$54,000. The applicant has a master's degree and is currently pursuing his doctorate. The current cash balance in the task force fund is over \$60,000. The salary adjustment would not be a financial burden, as the position has

been vacant since July 2025. There was a motion by Schneibel to adjust the task force applicant position to \$60,000 annual salary. Second by Larson, roll call vote, all voting yes, motion carried.

Schimetz explained that in 2025 the Northland Narcotics Task Force handled 39 criminal cases, 17+ arrests, 98 dose units of fentanyl, 14 grams of fentanyl powder, 240 hydrocodone pills, 10+ grams of marijuana, 400 grams of methamphetamine, and miscellaneous other opiates. They seized over \$581,000 in cash. There was a motion by Nelson to approve the NN Task Force Annual report. Second by Kraft, all voting yes, motion carried.

The bills were reviewed by Larson and Reinke.

Bills Paid Since Last Meeting of 03/02/2026: \$508,239.40

26108	American Welding & Gas	\$70.86
26109	Aqua-Pure Inc	\$450.00
26110	B & M Laundry Svc	\$104.33
26111	Bessette Motors	\$51,100.00
26112	Brad's Auto Service & Towing	\$1,106.00
26113	Convention & Visitors Bureau	\$792.74
26114	Convention & Visitors Bureau	\$3,720.17
26115	Core & Main LP	\$1,583.50
26116	Dakota Fire Extinguisher	\$795.05
26117	Ecolab	\$182.49
26118	Envision	\$884.45
26119	H. E. Everson	\$12.97
26120	HACTC	\$100.00
26121	Harper Oil Company	\$180.00
26122	Heart of America Library	\$34,579.67
26123	Information Technology	\$213.20
26124	John Deere Financial	\$221.36
e-check	JP Morgan	\$3,689.91
26125	Leavers Foods	\$17.00
26126	MARC	\$1,563.00
26127	Mike Swanson Construction	\$37,200.00
26128	Minot Daily News	\$778.44
26129	Motorola Solutions	\$7,783.20
26130	ND Dept of Health Div. of Chemistry	\$20.39
26131	ND Dept of Environmental Quality	\$495.00
26132	ND Telephone Co	\$921.51
26133	Northern Plains Electric Coop	\$3,521.26
26134	Otter Tail Power Co.	\$16,051.66
26135	Peace Garden Peace Officer Assoc.	\$50.00
26136	Pierce County Clerk of Court	\$110.00
26137	Pierce County Tribune	\$165.83
26138	Rebecca Jordan	\$170.00
26139	Rugby Insurance Agency	\$1,561.00
26140	Rugby Job Authority	\$35,123.25

26141	Rugby Park District	\$9,307.61
26142	Rugby Service Center	\$1,810.84
26143	Running Supply Inc	\$164.89
26144	Shaine Towe	\$125.93
26145	Stone's Mobile Radio	\$100.00
26146	U.S. Bank St. Paul	\$157,600.00
26147	Valli Information Systems	\$1,128.64
26148	Wellabe	\$152.75
e-check	Wex Bank	\$105.52
ACH	March-26	\$71,122.86
ACH	Social Security	\$10,446.08
ACH	Medicare Taxes	\$2,443.08
ACH	Payroll Taxes	\$4,666.06
26149	AFLAC	\$494.62
26150	AFLAC	\$1,034.88
ACH	NDPERS	\$825.00
ACH	NDPERS	\$11,341.88
ACH	Sanford Health / NDPERS	\$28,242.96
ACH	CA Disbursement Unit	\$787.00
26151	State Tax Commissioner	\$1,020.56
Bills To Be Approved at 04/06/2026 Meeting: \$75,332.54		
26152	Adrian Simpson	\$250.75
26153	American Welding & Gas	\$66.69
26154	Aqua Pure Inc	\$450.00
26155	B & J Excavating	\$1,800.00
26156	Brad's Auto Service & Towing	\$549.50
26157	Circle Sanitation	\$20,259.25
26158	Computer Express	\$91.98
26159	Core & Main	\$9,275.56
26160	David Jaeger	\$1,300.00
26161	First District Health	\$90.00
26162	Graymont LLC	\$7,917.14
26163	H. E. Everson Co	\$218.63
26164	Harper Oil Company	\$3,340.80
26165	Hawkins	\$50.00
26166	Jeccica Fjellanger	\$82.89
26167	Johnson's Plumbing Inc	\$423.40
26168	M. J. McGuire, Co.	\$924.41
26169	Minot Daily News	\$237.90
26170	Motorola Solutions	\$7,132.60
26171	NAPA Auto Parts	\$206.63
26172	ND One Call Concepts	\$3.90
26173	ND Peace Officers Assoc - Working Committee	\$300.00
26174	Otter Tail Power Co	\$206.17
26175	Pierce County Auditor	\$3,765.33
26176	Precision Autobody & Glass	\$452.40

26177	Rebecca Jordan	\$170.00
26178	Rugby Airport Authority Treasurer	\$6,916.86
26179	Rugby Broadcasters Inc	\$36.00
26180	Rugby Hardware Hank	\$379.38
26181	Rugby Insurance Agency	\$1,759.50
26182	Rugby Lumber Inc	\$392.69
26183	Rugby Service Center	\$2,370.14
26184	Running Supply, Inc	\$587.38
26185	Share Corporation	\$562.99
26186	St Michel Furniture	\$96.30
26187	U. S. Bank St. Paul	\$575.00
26188	Verizon Wireless	\$700.12
26189	Water Smith Inc	\$1,237.50
26190	Wellabe	\$152.75

The council considered the monthly bills. There was a motion by Lotvedt to approve the monthly bills. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The council considered the monthly financials that included the cash report, expenditures vs. budget, and revenues vs. budget. There was a motion by Larson to approve the financials as presented. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The council reviewed the March municipal court report. There was a motion by Kraft to approve the March municipal court report. Second by Zachmeier, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the Emergency Responder SIRN 20/20 radio upgrades will require that a new communications tower be installed near Rugby. Currently they are looking at city property, however, Lotvedt is hopeful that a private landowner will be contacted by the state to build the radio tower on. If not, the city does have property that would be suitable. The tower would be 300' with guidewires.

One of the renters of city farmland has asked if a hopper bin could be placed on the rental property for the duration of his lease. Mickelson Hendrickson suggested liability concerns and removal of the hopper bin be addressed in an addendum to the original contract. Mickelson Hendrickson will draft an amendment for the next meeting.

Lotvedt explained that the municipal court will need to become a court of record as of July 1, 2026. Lotvedt presented the equipment that the state has recommended for a total cost of \$1,616. This would be compliant with the state requirements. There was a motion by Lotvedt to purchase the municipal court recording equipment for \$1,616. Second by Nelson, roll call vote, all voting yes, motion carried.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier had nothing to report.

Personnel: Portfolio Holder Schneibel had nothing to report.

Public Safety: Portfolio Holder Kraft had nothing to report.

Public Works: Portfolio Holder Larson reported that they are working on spring street maintenance. Bartsch Electric is working on the VFD for Well 5.

Library Board: Reinke explained the reading program for adults this summer.

Unfinished Business

The council considered the gravel bids received. LaRocque opened the bids. The first bid from Volk Excavating was for Class 5 Gravel at \$22.00 per yard and Washed Sand at \$25.00 per yard. The second bid from B & J Excavating was for Class 5 Gravel at \$20.00 per yard and Washed Sand at \$25.00 per yard. The third bid received was from Deplazes Redi-Mix for Class 5 Gravel at \$22.00 per yard and Washed Sand at \$24.00 per yard. There was a motion by Nelson to approve all three bids received. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council conducted the second reading of Ordinance 473 Rules of City Council. There was a motion by Schneibel to approve the second reading of Ordinance 473. Second by Reinke, all voting yes, motion carried.

The council reviewed a draft ordinance – proposed Ordinance 474 regulating parking in front yards. There was an extensive discussion regarding the ordinance and impermeable surface requirements. They discussed different situations around town and current residents' situations. They discussed giving the public an opportunity to address the council at their May 4, 2026, council meeting. They determined the proposed ordinance will be posted on the City of Rugby Facebook page and give residents the opportunity to voice their opinions for or against the ordinance at the May 4 meeting.

New Business

The council considered a proclamation for City Government week, April 6-10, 2026. There was a motion by Lotvedt to approve the proclamation for City Government week. Second by Kraft, all voting yes, motion carried.

The council considered a local permit application for Rugby Public Schools. Mickelson Hendrickson explained that Rugby Public Schools is not a non-profit organization and would not be eligible. There was a motion by Lotvedt to deny the local permit for Rugby Public Schools. Second by Schneibel, all voting yes, motion carried.

The council considered the local permit application for Good Samaritan Health Services Foundation for a raffle and 50/50 raffle as well as Pierce County Racing Association for a raffle. There was a motion by Schneibel to approve the Good Samaritan Health Services Foundation

application for a raffle and 50/50 permit as well as the Pierce County Racing Association raffle permit. Second by Nelson, all voting yes, motion carried.

There was no public comment.

The council received correspondence from the Barbara Kuntz family.

The next council meeting is scheduled for Wednesday, April 15, 2026, at 7:00pm.

There being no further business to transact or come before the council at this time, LaRocque declared the meeting adjourned. The meeting adjourned at 8:26p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor