

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, JANUARY 6, 2025 – 6:00 PM
ARMORY COUNCIL CHAMBERS AND MICROSOFT TEAMS**

Mayor LaRocque called the meeting to order at 6:00 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by LaRocque.

Council Members present: Nelson, Larson, Reinke and Zachmeier.

Present by Teams: Lotvedt, Brossart.

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

Absent were Kraft and Schneibel.

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

The council considered the December 17, 2024, meeting minutes. There was a motion by Lotvedt to approve the December 17, 2024, meeting minutes. Second by Larson, all voting yes, motion carried.

The bills were reviewed by Larson and Reinke.

Bills Paid Since Last Meeting of 12/2/2024: \$474,503.81

25100	Adrian Simpson	\$100.00
25101	Andrew Hallof	\$100.00
25102	Aqua-Pure Inc	\$450.00
25103	B & J Excavating Inc	\$14,917.87
25104	B & M Laundry Service	\$193.70
25105	Bohlman Trenching	\$257,346.47
25106	Brad's Auto & Towing	\$766.00
25107	Butler Machinery Company	\$5,802.90
25108	Christopher or Carrie Lowman	\$350.00
25109	Central Point Landfill & Transport	\$50.00
25110	Coffee Cottage	\$94.91
25111	Computer Express	\$350.00
25112	Convention & Visitors Bureau	\$1,041.25
25113	Convention & Visitors Bureau	\$4,633.06
25114	Ecolab	\$182.49
25115	Envision	\$724.85
25116	First District Health Unit	\$90.00

25117	H. E. Everson Co.	\$40.67
25118	HACTC	\$87.00
25119	Heart of America Library	\$2,927.27
25120	High Plains Equipment / Rugby	\$1,050.00
25121	Information Technology Dept	\$127.20
25122	Jeremy Monroe	\$456.60
25123	John Deere Financial	\$2,028.94
e-ck	JP Morgan	\$2,866.06
25124	Lexipol, LLC	\$518.55
25125	Minot Daily News	\$761.28
25126	ND Department of Health	\$20.39
25127	ND Department of Transportation	\$322.97
25128	ND One Call Concepts	\$21.85
25129	ND Rural Water Systems Assoc.	\$295.00
25130	ND Telephone Company	\$956.77
25131	Northern Plains Electric Coop	\$3,179.81
25132	Otter Tail Power Company	\$11,634.68
25133	Petty Cash	\$72.70
25134	Pierce County Auditor	\$1,984.00
25135	Power Plan	\$389.41
25136	Rachael Mickelson Hendrickson	\$72.36
25137	Rebecca Jordan	\$170.00
25138	Rick Larson	\$304.40
25139	Rugby Job Authority	\$23,544.09
25140	Rugby Park District	\$9,655.42
25141	Running Supply Inc	\$1,008.39
25142	Scott Bommersbach	\$754.31
25143	Uniform Center	\$336.98
25144	Valli Information Systems	\$805.18
25145	Valuations Northwest Inc	\$125.00
25146	Wellabe	\$141.00
e-Ck	Wex Bank	\$904.83
25147	Napa Auto Parts	\$93.98
ACH	Payroll Checks	\$66,076.28
ACH	Social Security	\$9,967.12
ACH	Medicare Taxes	\$2,331.04
ACH	Payroll Taxes	\$5,915.89
25148	AFLAC	\$430.38
25149	AFLAC	\$1,029.89
ACH	NDPERS	\$800.00
ACH	NDPERS	\$9,876.18
25150	California State Dis. Unit	\$983.75
ACH	NDPERS	\$21,270.14
25151	State Tax Commissioner	\$972.55

Bills To Be Approved at 01/06/25 Meeting:	\$122,075.15
25152 Acme Tools	\$639.00
25153 Aqua Pure Inc	\$1,126.80
25154 B & J Excavating Inc	\$887.50
25155 Bohlman Trenching	\$43,482.41
25156 Circle Sanitation Inc	\$20,188.25
25157 Colonial Research Chemical Corp	\$5,049.81
25158 David Jaeger	\$1,300.00
25159 H. E. Everson Co.	\$95.45
25160 Harper Oil Co	\$2,278.50
25161 Hawkins	\$1,263.04
25162 Johnsons Plumbing	\$301.47
25163 M.J. McGuire Co	\$384.52
25164 MaxAir LLC	\$1,782.79
25165 Minot Daily News	\$191.10
25166 Municipal Finance Officers Assn.	\$120.00
25167 NDDOT	\$680.78
25168 ND League of Cities	\$2,247.00
25169 Pierce County Auditor	\$3,672.92
25170 Pierce County Treasurer	\$1,328.15
25171 Portraits By Misti	\$75.00
25172 Power Plan	\$346.50
25173 Precision Autobody & Glass	\$756.00
25174 Rachael Mickelson Hendrickson	\$72.36
25175 Rebecca Jordan	\$170.00
25176 Rugby Broadcasters Inc	\$31.00
25177 Rugby Hardware Hank	\$600.92
25178 Rugby Insurance Agency	\$30,867.00
25179 Rugby Service	\$1,200.97
25180 Schaan Oil Co	\$264.31
25181 Travis Lafferty	\$11.65
25182 Verizon Wireless	\$659.95

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

Jacob Fandrich and Wade Senger of Interstate Engineering both joined the meeting by Teams. Fandrich presented pay application 2 for Bohlman Trenching for the Ball Diamond Sewer Project in the amount of \$43,482.41. He explained that the sewer line work was completed and in the spring the restoration of the property will be completed. There was a motion by Lotvedt to approve pay application 2 for Bohlman Trenching for \$43,482.41. Second by Nelson, roll call vote, all voting yes, motion carried.

6:05 pm, Fandrich and Senger left the meeting.

The council considered the monthly financials that included the cash report, expenditures vs. budget, and revenues vs. budget. Stewart explained the cash balances to a few of the funds. She informed the council that the transfer of funds from Merchants to Bremer have occurred and the other accounts that were hanging out there had been closed and deposited in Bremer as well.

Stewart explained the cash transfers documented as journal vouchers 861, 862, 887, and 888. 861 closed the REAP account and transferred \$8.00 to the General Fund. 862 closed the Grant account and transferred \$159.27 to the General Fund. 887 transferred money from 5010 and 5020 in the amount of \$39,000 from each fund and \$36,000 from the 5060 fund to the 2 ½ Ave USDA Loan Fund. 888 transferred money from the 5020 fund in the amount of \$18,335.16 to the 5022 Baseball Sewer Main Project Fund.

Stewart explained budget amendment documents 160 and 161. There was a motion by Larson to approve the monthly financials as presented. Second by Zachmeier, roll call vote, all voting yes, motion carried. There was a motion by Nelson to approve the cash transfers documented as journal vouchers 861, 862, 887, and 888. Second by Lotvedt, roll call vote, all voting yes, motion carried. There was a motion by Larson to approve the budget amendments, documented on budget transfer 160 and 161. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The council considered the December Municipal Court Report. There was a motion by Reinke to approve the December Municipal Court Report as presented. Second by Larson, all voting yes, motion carried.

Zachary Broadwell, JDA Director, addressed the council. Broadwell informed the council that Affordable Housing, from Dickinson, intends to build rowhomes in Rugby. He noted that they have hired a high school senior as an administrative assistant for the JDA. He explained that the Johnson Clinic has been deeded back to the Heart of America Medical Center. Broadwell elaborated on the student loan program and entrepreneur program approvals. He explained that the JDA board has approved \$250 towards the Living Local App. There was a motion by Lotvedt to approve the JDA minutes and financials. Second by Nelson, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the west gymnasium entrances at the Armory need to have doors installed to help with the noise in the west hallway since moving the food pantry to this area of the Armory. The council reviewed and considered an estimate from Rugby Lumber for two sets of doors for a total of \$3,650. There was a motion by Lotvedt to approve the estimate from Rugby Lumber for the doors at a cost of \$3,650.00. Second by Reinke, roll call vote, all voting yes, motion carried.

Lotvedt explained that the wall padding in the Armory gymnasium, along the west side under the basket is crumbling and needs to be replaced. He also recommends adding 12 feet of padding along the stage, under the basketball hoop area. The quote is for 36 feet of padding for the stage, so an updated quote would be needed to see how much 12 feet would reduce the cost. There was

a motion by Larson to approve the estimate from BSN, for padding, with the stage portion being only 12 feet. Second by Lotvedt, roll call vote, Nelson-yes, Larson-yes, Lotvedt-yes, Reinke-no, Zachmeier-yes, Brossart-yes, motion carried.

Lotvedt explained that Public Works is working on painting the new food pantry space, and Bartsch Electric is working on installing lighting. Nelson explained that initially when the city council approved to move forward and renovate space, they requested a written succession plan for the pantry. He explained that the Food Pantry Board will be working on this written plan to submit to the city before they move in.

Finance: Portfolio Holder Nelson explained that the 2023 Audit was approved by the State Auditors Office. Stewart updated the council on the transfer of funds to the new banking institution and the amount of interest that accrued in less than one month.

Ordinance: Mickelson Hendrickson explained that the city will need to add some ordinances to allow for municipal court to hear certain cases. She will work on a draft of these additional ordinances for consideration at the next council meeting. Adding these will allow the city to cite these offenses and collect the fines in connection with the offense.

Personnel: no report.

Public Safety: no report.

Public Works: Portfolio Holder Larson explained that they completed a service line water break that was a lead line. The line was replaced with copper. Larson explained that Troy Munyer, Public Works Director, has attained his Level 3 Water Treatment certification, which puts the City of Rugby in full compliance with the requirements of our Water Treatment Plant.

Recreation: Portfolio Holder Brossart had nothing to report.

Library: Reinke reported that the Americans and the Holocaust Exhibit at the Heart of America Public Library begins on January 13. He explained that many schools from around the state will be transporting students here to view the exhibit.

Unfinished Business:

Nelson reported that the trailer courts still have abandoned homes that could be removed. Nelson suggested the city apply for the Abandoned Auto Fund to remove more homes. Stewart will see if there is state funding left for this biennium.

The council conducted the first reading of Ordinance 457- Maximum Tax – Repeal. There was a motion by Zachmeier to approve the first reading of Ordinance 457- Maximum Tax- Repeal. Second by Lotvedt, all voting yes, motion carried.

New Business:

The council considered the Designation of a Depository, for the Rugby Area Banks. There was a motion by Nelson to approve Bremer Bank, Cornerstone Bank, First International Bank, First United Bank, Merchants Bank and North Star Credit Union. Second by Larson, all voting yes, motion carried.

The council reviewed and considered the ND DOT Agreement for the Hwy 3, underpass project. The total estimated cost for the project is \$9,085,536.08. The estimated city portion of this is \$936,522.50. There was a motion by Nelson to approve the ND DOT Agreement. Second by Reinke, roll call vote, all voting yes, motion carried.

The council reviewed and considered The Pierce County Tribune Advertising Agreement. There was a motion by Larson to approve the 2025 Pierce County Tribune Advertising Agreement. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The next meeting is scheduled for Wednesday, January 15, 2025- 7:00pm.

The council reviewed the correspondence received from the Rugby Fire Department regarding their annual meeting to be held on January 17, 2025.

There being no further business to transact or come before the council at this time, there was a motion by Nelson to adjourn the meeting. Second by Larson, all voting yes, motion carried. Meeting adjourned at 7:07pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved