

**RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 19, 2025 – 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, Kraft, Schneibel, Reinke, Larson, Zachmeier and Santjer.

Also, present were Chief Bommersbach, Attorney Mickelson Hendrickson (by Teams), Public Works Director Munyer, Madeline Hurly, Student Representative, and Auditor Stewart.

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

The council considered the regular council minutes of November 3, 2025. There was a motion by Lotvedt to approve the November 3, 2025, regular council minutes as presented. Second by Reinke, all voting yes, motion carried.

Chief Bommersbach presented the October 2025 Police Report. He explained that the department had 65 calls for service, 46 citations, 10 arrests, 1 vehicle accident and 13 medical assistance calls in the month. Reinke explained that Chief Bommersbach was recognized at the Heart of America Medical Center Board meeting for his efforts to save a life in June 2025. The council recognized Chief Bommersbach with a round of applause.

7:04 PM Nelson entered the meeting.

There was a motion by Schneibel to approve the October 2025 Police Department report. Second by Larson, all voting yes, motion carried.

Jody Tuchscherer, Food Pantry Board Member, addressed the council regarding the City JDA position on their board. Tuchscherer expressed the need to fill the board position with either the JDA employee or allow Pierce County Food Pantry to fill the board position with whom they choose. Tuchscherer explained that they have an individual who is willing to step up, if the city would relinquish the JDA seat. LaRocque explained that in the November 4, 2024, minutes there was a motion to have the JDA Director be a member of the Pierce County Food Pantry Board. He explained that a motion to rescind the original motion would allow the food pantry to move forward with a representative who is not the JDA Executive Director. Nelson explained that once the Food Pantry Board was organized, and now that the renovations at the Armory are complete the city would not need to have a representative on their board. There was a motion by Lotvedt to rescind the portion of the motion made by Nelson at the November 4, 2024, council meeting that the JDA Director would be a member of the “food pantry” board. Second by Zachmeier, all voting yes, motion carried.

Lotvedt reported on the JDA meeting and monthly financials. He explained that HAMC is applying for a grant for their Ambulance Building. They discussed the Chalmers Addition as well as the student loan application deadline of December 1, 2025. There was a motion by Nelson to approve the JDA minutes and financials. Second by Larson, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council. She explained that they have begun their new fiscal year. They have a new board member, Tami Ness from Cornerstone Bank. She gave an update on recent tourism conferences she has attended. The craft show will be held on November 22. Parade of Lights will be held on November 29 followed by the Lighting of the Tree. There was a motion by Lotvedt to approve the CVB minutes and financials. Second by Reinke, all voting yes, motion carried.

Buildings: Portfolio Holder Lotvedt asked that a Thank You to be sent to ND DOT for the new lighting by the hospital and through Rugby. There was a motion by Lotvedt to send ND DOT a letter thanking them for the additional lighting and the new lighting. Second by Zachmeier, all voting yes, motion carried.

Lotvedt explained that the proposed hog farm, to be located in northeast Pierce County, has received approval from the county. Lotvedt explained that All Seasons Rural Water will need to propose an agreement to the City of Rugby, as they will need additional water to provide water to the new hog farm. They discussed having Interstate Engineering assist with calculating the water plant and wells depreciation. Lotvedt explained they have been pulling carpet tiles in the Armory up for ½ court in between the busy November calendar. Lotvedt has Johnson's Plumbing pricing out two replacement boilers for the Armory.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier explained that she has been working on a minimum construction ordinance. After all the research she has determined that potential changes would limit construction on infill lots. She discussed adding a driveway requirement when building. She would also like to address barndominiums and container homes. Mickelson Hendrickson explained that the container homes will be addressed in the nuisance ordinances she is working on.

Personnel: Portfolio Holder Schneibel had nothing to report.

Public Safety: Portfolio Holder Kraft questioned if the new police officer has begun. Bommersbach explained that he began November 3.

Public Works: Portfolio Holder Larson explained that Well 5 has been having issues. The pump has burnt out. They have Interstate Engineering looking into it. Munyer explained that the well-shutting procedure may be part of the issue. They are investigating what may be causing the burn out.

Recreation: Portfolio Holder Santjer had nothing to report.

Library Board: Reinke explained that the sidewalk outside of the library has been shaved down and is much less of a trip hazard.

Food Pantry: Hurly reported that the next distribution is December 20. Volunteers are needed on December 19 to put baskets together.

There was no unfinished business.

The council reviewed the information that the Affordable Housing Developers provided to the city on November 7. Lotvedt indicated that he had left a message with Ms. Diede but had not heard back from her. Reinke explained that he will be in Dickinson on Friday, November 21 and would like approval to reach out and sit down with Ms. Diede to see if there is anything that the City Council could do to get them to reconsider the Rugby project. Zachmeier asked to address why Affordable Housing pulled out of housing development in Rugby. LaRocque read aloud the correspondence. Zachmeier explained she called Affordable Housing and explained concerns of property owners regarding the proposed construction. Reinke explained his concern with council members contacting the developers as the JDA was working with them, not the council. Nelson explained the need for housing in the community now and in the future. There was a motion by Reinke to have Mayor LaRocque write a letter to Affordable Housing to express appreciation and desire to work further with them. Second by Lotvedt, all voting yes, motion carried.

The council discussed the Pfeifer property on 6th Street SW. Reinke explained that the County now owns it as it was taken for past due taxes. Mickelson Hendrickson explained that the city could work with the county to tear down the dilapidated structure.

The council held the second reading of Ordinance 467 – Sale of Tobacco Products. There was a motion by Zachmeier to approve the second reading. Second by Lotvedt, all voting yes, motion carried.

The council considered the Planning and Zoning Findings of Fact for a conditional use permit allowing a childcare center in R-1 for Lot 11, Block 4 Sikes 2nd Addition also known as 301 4th St SE. There was a motion by Larson to approve the Planning and Zoning Findings of Fact. Second by Reinke, all voting yes, motion carried.

The council considered an application for Property Tax Exemption for New Single Family Residential Properties for Shari Brannon for a 2-year exemption. There was a motion by Lotvedt to approve. Second by Larson, all voting yes, motion carried.

The council considered the proposed 2026 City Meeting Calendar. There was a motion by Lotvedt to approve the 2026 City Meeting Calendar. Second by Larson, all voting yes, motion carried.

The council considered a local permit application for Rugby Dollars for Scholars, Rugby Sports Boosters, and Rugby Senior Center. There was a motion by Larson to approve the three local permit applications. Second by Santjer, all voting yes, motion carried.

There was no public comment.

They briefly discussed the train blocking the tracks in Rugby.

The council reviewed correspondence from Rugby Girls Wrestling, thanking the city for the use of the Armory for their practice room.

The next meeting is scheduled for December 1, 2025, at 7:00p.m.

There being no further business to transact, or come before the council at this time, there was a motion by Nelson to adjourn. Second by Kraft, all voting yes, motion carried. Meeting adjourned at 8:15pm.

Frank LaRocque, Mayor

Attest: Jennifer Stewart, City Auditor