

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 3, 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, Schneibel, Larson, Reinke, Santjer, and Zachmeier.

Absent was Kraft.

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

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 October 15, 2025, meeting minutes. There was a motion by Schneibel to approve the October 15, 2025, meeting minutes. Second by Larson, all voting yes, motion carried.

The bills were reviewed by Lotvedt and Nelson.

Bills Paid Since Last Meeting of 10/06/2025: \$174,887.53

25805	ATCO International	\$420.05
25806	B & M Laundry Service	\$104.33
25807	Bechtold Paving	\$2,407.00
25808	Chamber of Commerce	\$125.00
25809	Convention & Visitors Bureau	\$2,426.16
25810	Convention & Visitors Bureau	\$8,108.43
25811	EcoLab	\$182.49
25812	First District Health Unit	\$70.00
25813	HACTC	\$380.00
25814	Houim Contracting & Tree Svc	\$700.00
E-Ck	J. P. Morgan / P-Card	\$4,709.86
25815	KDL Construction LLC	\$4,700.00
25816	Leo Adam	\$246.23
25817	Minot Daily News	\$384.54
25818	Napa Auto Parts	\$46.97
25819	ND One Call Concepts	\$45.85
25820	ND Telephone Co	\$996.03
25821	Northern Plains Electric Coop	\$3,715.11
25822	Otter Tail Power Company	\$10,115.03

25823	Radisson Hotel Bismarck	\$113.50
25824	Rugby Insurance Agency	\$588.00
25825	Rugby Job Authority	\$28,166.60
25826	USA Blue Book	\$323.06
25827	Valli Information Systems	\$858.80
25828	Verizon Wireless	\$720.03
25829	Wellabe	\$258.50
E-Ck	Wex Bank	\$319.58
25830	Yvonne Hagen	\$412.50
ACH	Payroll Checks	\$50,929.72
ACH	Social Security	\$7,703.16
ACH	Medicare	\$1,801.58
ACH	Payroll Taxes	\$4,536.68
25831	AFLAC	\$494.62
25832	AFLAC	\$1,034.88
ACH	NDPERS	\$800.00
ACH	NDPERS	\$8,860.56
ACH	Sanford Health / NDPERS	\$1,379.94
ACH	Sanford Health / NDPERS	\$24,915.74
ACH	California State Disbursement	\$787.00

Bills To Be Approved at 11/03/25 Meeting: \$106,589.36

25833	Aqua-Pure Inc	\$450.00
25834	Brad's Auto Service & Towing	\$625.00
25835	Brandjord Chevrolet	\$1,858.12
25836	Circle Sanitation Inc	\$20,604.25
25837	Computer Express	\$206.97
25838	Core & Main	\$390.41
25839	David Jaeger	\$1,300.00
25840	Deplazes Red-Mix	\$440.00
25841	First District Health Unit	\$90.00
25842	Hawkins Inc	\$90.00
25843	I Design Inc	\$213.00
25844	ND Department of Transportation	\$64,080.97
25845	ND Envelope Company	\$197.45
25846	Pierce County Auditor	\$3,672.92
25847	Post Board	\$45.00
25848	Rebecca Jordan	\$170.00
25849	Robert Spallinger	\$3,260.00
25850	Rugby Broadcasters	\$126.00
25851	Rugby Hardware Hank	\$333.15
25852	Rugby Lumber	\$202.98
25853	Rugby Public School Dist. #5	\$1,200.00
25854	Rugby Service Center	\$2,342.28
25855	Running Supply Inc	\$1,299.61
25856	Swanston Equipment Corp	\$2,400.00

25857 Travis Lafferty Jr \$271.13
25858 Verizon Wireless \$720.12

The council considered the monthly bills. There was a motion by Nelson to approve the monthly bills. Second by Lotvedt, 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. They also reviewed the Bremer year-to-date interest. Stewart explained a proposed transfer from the 5060 Infrastructure Fund to the 5022 Ball Diamond Sewer Fund in the amount of \$54,246.78. There was a motion by Nelson to transfer \$54,246.78 from the 5060 Infrastructure Fund to the 5022 Ball Diamond Sewer Fund. Second by Reinke, roll call vote, all voting yes, motion carried. There was a motion by Lotvedt to approve the financials as presented. Second by Santjer, roll call vote, all voting yes, motion carried.

The council considered the October Municipal Court Report. There was a motion by Schneibel to approve the October Municipal Court Report as presented. Second by Zachmeier, all voting yes, motion carried.

Deb Goven addressed the council regarding the Chalmers Addition development. Goven claimed that residents of Chalmers Addition, at time of purchase, were told that this would be a nicer neighborhood and will gradually fill in. Goven explained that if any of the current residents knew that Affordable Housing was going to come along, none of them would have bought and built homes in Chalmers Addition. Goven stated that rental homes based on income will change their neighborhood. She believes it is unfair to the current residents, who have bought and built in Chalmers Addition, to have income-based housing in the neighborhood. Goven claimed that other subdivisions in the community do not have rental properties in them. She questioned why the newest development in Rugby would have rental properties in it. Goven explained that she has contacted Affordable Housing regarding the proposed row home project.

Linda Childress, Chalmers Addition resident, addressed the council regarding the setbacks, etc. that Affordable Housing would have to follow. She also had concerns about the lift station handling the addition of Row Homes. Lotvedt assured her that the lift station in Chalmers Addition is sufficient should the row homes be built. Childress questioned how the income requirement for occupying the row home would be determined if four occupants were to live there. Affordable Housing would have to be asked to clarify that question. Childress explained her concern of people parking on the street, causing snow blockages on the street.

Brian Beaver, Chalmers Addition resident, questioned if the JDA is targeting hospital contract employees. Beaver explained that most contracts are 13 weeks, so if Affordable Housing requires a 1-year lease contract workers would not be eligible. Lotvedt explained that this is ideal for someone who is new to Rugby and starting work at the hospital, for a place to live until they decided to find a home to purchase. Beaver questioned the economic viability of the Affordable Housing project. Schneibel explained that Beaver had good questions, but at this point they are premature as Affordable Housing hasn't come to the council yet.

Reinke expressed his thoughts about creating affordable housing in the community to help employers.

Craig Zachmeier, Chalmers Addition resident, addressed the council regarding the concerns of the Chalmers Addition residents. Lotvedt explained the history of the JDA trying to get structures built in Chalmers Addition – it wasn't feasible for developers – Affordable Housing is where the JDA is at to get twin homes built.

Stephen Goven, Chalmers Addition resident, addressed the council questioning the curb appeal in Chalmers Addition. He wants rows of trees planted in Chalmers Addition. He went on to question all the open lots in the trailer park. He suggested people move in trailers and live there. He questioned why there were not any speed limit signs in Chalmers Addition. Larson explained that the speed limit in town is 25 mph unless otherwise posted. He claimed that the Chalmers residents are the ones putting a lot of money into the community by paying taxes and buying groceries. Jennifer Zachmeier explained that the twin home design is not the issue, it is the income-based rentals, and transient housing that is the issue. LaRocque questioned why this was the assumption. He suggested that a retired couple who doesn't want to deal with owning a home could end up renting from Affordable Housing.

LaRocque and Bommersbach discussed installing speed limit signs in the Chalmers Addition.

Lotvedt explained that in the initial Chalmers Addition plan the lots selected were planned to have twin homes on them. Directly behind the four selected lots are apartment buildings. He explained that this is zoned R-2. He also pointed out that the location of these lots is 550' away from any of the current residential properties in Chalmers Addition.

Jennifer Zachmeier explained that she had told the former JDA Executive Director that she was against any income-based housing, as Chalmers Addition is the newest portion of Rugby.

Mickelson Hendrickson explained to the council the options for rezoning any of the Chalmers Addition. She explained that it is not possible to change ordinance or zoning and restricting "renting."

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt was looking for volunteers to pick up and put down carpet tiles in the Armory in the month of November. The history of the Armory carpet tiles and regulations that the past council has set were discussed. He explained that Rural Water may need an additional 30,000-60,000 gallons of water per day, if a proposed hog farm receives approval. Lotvedt will have initial discussions with Rural Water to determine what a proposal for council to consider may look like. Lotvedt and Munyer had looked at the air relief valves that are under the farmland that Ken Mattern farms. Interstate Engineering has suggested adding three feet of soil in those areas to ensure the valves are not damaged by farming practices.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Mickelson Hendrickson explained that the city does not have an ordinance to regulate the sale of tobacco to a minor. The first reading of the proposed ordinance will be held later in the meeting.

Personnel: Portfolio Holder Schneibel had nothing to report.

Public Works: Portfolio Holder Larson explained that the department is sweeping streets and flushing sewers.

Recreation: Portfolio Holder Santjer is still working on what to do with the light poles at the recreation complex. Lotvedt will reach out to B & J Excavating and see what they might be able to help the city with.

Library Board: Reinke questioned the 50/50 Sidewalk Program. Stewart will forward the information over to the library to consider for their sidewalk. He explained that the library will have a replica of the Declaration of Independence on display next year for a few months.

Unfinished Business

The council reviewed the bids for city owned agricultural land that were received. LaRocque opened the bids as follows:

1. McGuires, parcel 951800B in the amount of \$1,200 per year.
2. Joe Bohl, parcel 1931002, 64 acres, \$25 per acre, parcel 1956001, 73 acres, \$25 per acre, and parcel 199501, 20 acres, \$25 per acre.
3. Mark Ostrem, parcel 2694010, 4.9 acres, \$50 per acre, parcel 2694020, 10.3 acres, \$50 per acre.
4. Yvette Rozmarynowski, parcel 951800-A, 7.4 acres, \$25 per acre, 2684000, 18 acres, \$32 per acre.
5. Jeccica Fjellanger, parcel 2684000, 18 acres, \$25 per acre.
6. Doug Schneider, parcel 2679000, 42.1 acres, \$60 per acre, 2694030, 9.6 acres, \$55 per acre, 2694040, 26.5 acres, \$52 per acre.
7. Chris Fedje, parcel 2679000, 42.1 acres, \$85 per acre.

There was a motion by Schneibel to accept the bids from McGuires, parcel 951800B in the amount of \$1,200 per year, Joe Bohl, parcel 1931002, 64 acres, \$25 per acre, parcel 1956001, 73 acres, \$25 per acre, and parcel 199501, 20 acres, \$25 per acre, Yvette Rozmarynowski, parcel 951800-A, 7.4 acres, \$25 per acre, Mark Ostrem, parcel 2694010, 4.9 acres, \$50 per acre, parcel 2694020, 10.3 acres, \$50 per acre, Doug Schneider, 2694030, 9.6 acres, \$55 per acre, 2694040, 26.5 acres, \$52 per acre. Second by Lotvedt, roll call vote, all voting yes, motion carried.

There was a motion by Schneibel to accept the bid from Chris Fedje, parcel 2679000, 42.1 acres, \$85 per acre. Second by Nelson, roll call vote, all voting yes, motion carried.

There was a motion by Schneibel to accept the bid from Yvette Rozmarynowski, 2684000, 18 acres, \$32 per acre. Second by Nelson, roll call vote, all voting yes, motion carried.

There was a brief discussion regarding the two hay land parcels that did not receive bids. There was a motion by Nelson to put parcel 2677003 and 2679010 out for bids, to be opened at the December 1, 2025, meeting. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council did not receive any bids for the property clean-up of Larry Vetsch's. Mickelson Hendrickson explained the city could go in and clean up the property, however they are not allowed to keep anything that is removed from the property and could bill the property owner for clean up. Larry Vetsch, property owner, addressed the council. Vetsch explained that he has been aggressively working on cleaning up the property in the last couple of weeks. He intends to continue to clean up the property. LaRocque explained that if it is not cleaned up before City Wide Clean Up in the spring, the city will come in and finish it. Vetsch acknowledged that he understood the deadline.

The council discussed the Pfeifer property on 6th Street, that has the basement wall collapsing. Previously the city had written a letter to Mr. Pfeifer about demolishing the structure. Mickelson Hendrickson explained that due to back taxes, the County now owns the property. She suggested a council member speak to the county commissioners and see what they are going to do with it. Reinke will attend the meeting tomorrow and speak to the county commissioners.

The council conducted the first reading of Ordinance 467- Sale of tobacco products and electronic smoking devices. There was a motion by Zachmeier to approve the first reading of Ordinance 467- Sale of tobacco products and electronic smoking devices. Second by Schneibel, all voting yes, motion carried.

The council reviewed the Back the Blue information. The city has received \$14,097.70, from the 2025 House Bill 1193, which is one time grant funding to assist in local law enforcement recruitment and retention. Chief Bommersbach asked that the council pay for this in two installments, as in the past. One half would be paid out in November 2025 and the second half paid out in November 2026, to the current five police officers. There was a motion by Nelson to distribute the balance over two years, paying half in November 2025 and the second half in November 2026, to the current five police officers. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The council considered a call for bids for fuel for 2026. There was a motion by Schneibel to accept bids for the 2026 fuel contracts. Second by Larson, all voting yes, motion carried.

The council considered a local permit application for the Rugby FCCLA Chapter for a raffle. There was a motion by Nelson to approve the local permit application for the Rugby FCCLA Chapter for a raffle. Second by Lotvedt, all voting yes, motion carried.

There was no one present to offer public comment.

The council reviewed correspondence from the ND DOT regarding a chip seal along Hwy 2 & 3 in 2026. Munyer has contacted DOT and asked them to include the frontage road by Envision C-Store and the North tennis court. It is likely they will include this.

The council reviewed correspondence from Pierce County Planning and Zoning regarding a conditional use permit variance request for construction of an 80 x 152 cold storage building. There was a motion by Lotvedt to approve the request. Second by Nelson, all voting yes, motion carried.

The next meeting is scheduled for Wednesday, November 19, 2025- 7:00p.m.

There being no further business to transact or come before the council at this time, LaRocque declared the meeting adjourned. The meeting adjourned at 8:48p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor