

**RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDAY, DECEMBER 17, 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: Nelson, Kraft, Schneibel, Larson, Zachmeier and Santjer.

Council Members present by Teams: Lotvedt.

Absent: Reinke

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

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

The council considered the regular council minutes of December 1, 2025. There was a motion by Nelson to approve the December 1, 2025, regular council minutes as presented. Second by Zachmeier, all voting yes, motion carried.

Chief Bommersbach presented the November 2025 Police Report. He explained that the department had 64 calls for service, 23 citations, 6 arrests, 3 vehicle accidents and 14 medical assist calls in the month. There was a motion by Kraft to approve the November 2025 Police Department report. Second by Larson, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council. She reported that the Craft Show had 457 attendees. The Parade of Lights was the Saturday after Thanksgiving. They have added additional decorations to the Merchants Bank Park area for the Holiday Season. They are hosting free matinees each Saturday until Christmas at the Lyric. There was a motion by Schneibel to approve the CVB minutes and financials. Second by Larson, all voting yes, motion carried.

There was a motion by Zachmeier to approve the hire of Brian Hoffart as the Executive Director for the Job Development Authority. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Brian Hoffart, JDA Executive Director, addressed the council regarding his relocation back to Rugby earlier this year. He explained his commitment to serving the community and working together to bring success to the JDA and community.

Lotvedt explained that the JDA had unanimously approved hiring Mr. Hoffart as the director. He explained that the Lyric Theater had been put out for bids and the Friends of the Lyric was the only bid received and unanimously accepted. He explained that three board members' terms were

up, and all agreed to continue serving the board for an additional term. There was a motion by Larson to approve the JDA minutes and financials. Second by Kraft, all voting yes, motion carried.

Buildings: Portfolio Holder Lotvedt explained there had been an issue with snow removal of the sidewalk at the Armory, as students were parking along the sidewalk. He explained they will be monitoring this with the next snow event. Lotvedt explained that the city needs to update or replace the boiler system at the Armory. Currently two of the five are working. He anticipates that 2-3 would replace all 5. Estimate of cost is \$61,000. Lotvedt is still working on a solid plan and anticipates replacing them in Summer 2026.

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 questioned Munyer and Bommersbach about their plan for all the ice currently on the streets. Munyer explained that he is spreading salt and sand. He explained that the mixture is heavy on the salt. Kraft asked if the STOP signs on the frontage road at Country Road have been installed. They have not yet.

Public Works: Portfolio Holder Larson explained they are working on snow and ice removal.

Recreation: Portfolio Holder Santjer had nothing to report.

The council considered the 2024 Audit. There was a motion by Schneibel to approve the 2024 Audit. Second by Kraft, roll call vote, all voting yes, motion carried.

Joel Berg, Rugby Fire Chief, addressed the council regarding a future fire truck replacement purchase. Berg explained that there is a new truck that would be ready in October 2026 and he would like the city to consider purchasing it. Berg explained that the current build time for a new fire truck is 18-24 months. This truck will be ready in October. The city would need a letter of intent signed and submitted to Spencer Manufacturing, Inc. that would need to be committed to a binding contract by January 23, 2026. This would allow the city the required time to solicit bids before moving forward with a specific manufacturer. There was a motion by Lotvedt to approve the letter of intent to Spencer Manufacturing. Second by Santjer, all voting yes, motion carried.

The council considered a call for bids for a fire truck. Schneibel explained that it would need to advertise for three consecutive weeks. There was a motion by Schneibel to approve the call for bids. Second by Larson, all voting yes, motion carried.

Lotvedt made a motion to give the full-time staff a personal day, in lieu of a Christmas Party, to be utilized by December 31, 2025; use to be determined by the department supervisor. Second by Nelson, roll call vote, all voting yes, motion carried.

The council considered the Planning and Zoning Finding of Fact for Bradley Grove, just south of Rugby. The outlot plat met all the specifications. There was a motion by Kraft to approve the finding of fact for Bradley Grove. Second by Larson, all voting yes, motion carried.

The council considered application for local permits for St. Therese Little Flower Catholic Church, Rugby SWAT Wrestling and Rugby Booster Club. All were in order for consideration. There was a motion by Kraft to approve all three applications for local permits. Second by Zachmeier, all voting yes, motion carried.

There was no public comment.

The next meeting is scheduled for January 5, 2026, at 7:00p.m.

The council briefly discussed parking around the elementary school.

There being no further business to transact or come before the council at this time LaRocque declared the meeting adjourned at 7:48pm.

Frank LaRocque, Mayor

Attest: Jennifer Stewart, City Auditor