

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, FEBRUARY 2, 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: Nelson, Kraft, Schneibel, Larson, Reinke, and Zachmeier.

Present by Teams: Lotvedt.

Absent: Santjer.

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

The council considered the agenda. Nelson asked to add Rural Health Transformation to the agenda. Larson added Vacant Lot Maintenance to the agenda. There was a motion by Nelson to approve the agenda as amended. Second by Reinke, all voting yes, motion carried.

The council considered the January 21, 2026, meeting minutes. There was a motion by Schneibel to approve the minutes as presented. Second by Lotvedt, all voting yes, motion carried.

The bills were reviewed by Nelson and Zachmeier.

Bills Paid Since Last Meeting of 01/05/2026: \$251,966.69

25993	A & C Tire, Truck Repair & Towing	\$343.30
25994	American Welding & Gas	\$4,647.54
25995	B &M Laundry Service	\$71.23
25996	Bartsch Electric	\$8,620.00
25997	Brad's Auto Service & Towing	\$1,169.20
25998	Catalis PWE LLC	\$2,240.00
25999	Colonial Research Chemical Corp	\$275.47
26000	Computer Express	\$350.00
26001	Convention & Visitors Bureau	\$3,260.23
26002	Convention & Visitors Bureau	\$5,173.24
26003	Ecolab	\$182.49
26004	Envision	\$891.79
26005	Graymont LLC	\$8,083.96
26006	H. E. Everson	\$5,250.07
26007	HACTC	\$570.00
26008	Information Technology Dept	\$213.20
26009	Interstate Engineering	\$192.00

26010	Jenna Sime	\$65.00	
26011	John Deere Financial	\$369.98	
26012	Johnson's Plumbing	\$98.00	
e-check	JP Morgan Chase Bank	\$8,009.40	
26013	MARC	\$2,308.57	
26014	ND Dept of Health-Chemistry Div.	\$20.39	
26015	ND Dept of Water Resources	\$13,216.50	
26016	NDTC	\$932.83	
26017	Northern Plains Electric Coop	\$3,554.70	
26018	Otter Tail Power Company	\$15,069.74	
26019	Rugby Job Authority	\$33,747.78	
26020	Valli Information Systems	\$934.81	
26021	Wellabe	\$141.00	
e-check	Wex Bank	\$64.00	
26022	Workforce Safety & Insurance	\$6,277.06	
ACH	Payroll Checks	\$65,832.20	
ACH	Social Security	\$9,800.48	
ACH	Medicare Taxes	\$2,292.04	
ACH	Payroll Taxes	\$5,119.37	
26024	AFLAC	\$494.62	
26025	AFLAC	\$1,034.88	
ACH	NDPERS	\$825.00	
ACH	NDPERS	\$11,194.66	
ACH	NDPERS	\$28,242.96	
ACH	California State Disbursement	\$787.00	
Bills To Be Approved at 02/02/2026 Meeting:			\$490,599.52
26026	Alex Air Apparatus Inc	\$1,381.00	
26027	CNH Industrial Accounts	\$46.98	
26028	Circle Sanitation	\$20,223.75	
26029	Computer Express	\$150.00	
26030	Dave Jeger	\$1,300.00	
26031	First District Health Unit	\$180.00	
26032	Hawkins	\$1,902.06	
26033	Jeccica Fjellanger	\$87.12	
26034	Johnson's Plumbing	\$903.89	
26035	Lexipol LLC	\$544.50	
26036	M. J. McGuire Co	\$221.09	
26037	Minot Daily News	\$234.78	
26038	ND Department of Transportation	\$48,024.40	
26039	ND Envelope Co	\$187.60	
26040	ND Sewage Pump & Lift Station Svc	\$1,400.00	
26041	Pierce County Auditor	\$3,765.33	
26042	RDO Equipment	\$161,000.00	
26043	Rebecca Jordan	\$170.00	
26044	Rugby Broadcasters	\$36.00	
26045	Rugby Greenhouse	\$63.00	

26046	Rugby Hardware Hank	\$305.20
26047	Rugby Insurance Agency	\$250.00
26048	Rugby Lumber	\$557.84
26049	Rugby Veterinary Service	\$530.00
26050	Running Supply Inc	\$333.43
26051	Shaine Towe	\$231.43
26052	Spencer Manufacturing Inc	\$245,000.00
26053	Verizon Wireless	\$700.12
26054	Vessco, Inc	\$870.00

The council considered the monthly bills. There was a motion by Zachmeier to approve the monthly bills. Second by Nelson, 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 Old National year-to-date interest. There was a motion by Larson to approve the financials as presented. Second by Zachmeier, roll call vote, all voting yes, motion carried.

Stewart reviewed the 2025-year end cash report, expenditure vs. budget and revenue vs. budget. There was a motion by Reinke to approve the 2025-year end reports as presented. Second by Kraft, roll call vote, all voting yes, motion carried.

Stewart reviewed the proposed 2025 Budget Amendments as specified on budget transfer document 163. The cash transfers from the General Fund to the Building Fund for the Armory Reserve, for projects, in the amount of \$29,500 on JV 952, and cash transfer from General Fund to the Equipment Reserve Fund, to reserve funds for purchases that were not completed in 2025 in the amount of \$27,300, JV 953. The council reviewed the 2025 schedule of receipts and disbursements. There was a motion by Lotvedt to approve all budget transfers, cash transfers, and the year-end summary as presented. Second by Larson, roll call vote, all voting yes, motion carried.

Stewart explained the 24-month CD that will term on February 20. The CD was established to put towards a firetruck purchase. With the current commitment to purchase a firetruck, it is recommended that the city not renew the CD. There was a motion by Lotvedt not to renew the 24-month CD, to have available to pay off the firetruck. Second by Nelson, roll call vote, all voting yes, motion carried.

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

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt will be working on ordinances regarding properties and is still working on the boiler replacement estimates.

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 explained that the K9 training is going well.

Public Works: Portfolio Holder Larson reported that they have been working on maintenance items.

Library Board: Reinke explained some important events going on at the library this month.

Unfinished Business

There was no unfinished business.

The council considered the Planning and Zoning Finding of Fact regarding proposed Ordinance 468 & 469.

The council opened the public hearing for ordinance amendments to R-1 & R-2 Zoning.

Lotvedt proposed recommendations to these ordinances. Brian Hoffart, JDA Executive Director, addressed the council regarding the wording of the two proposed ordinances. He was concerned with the verbiage of the ordinances prohibiting types of homes that may be constructed in the community. He explained the need for homes to be constructed in the community and by restricting specific types of homes would create more of a need for housing. Specifically, barndominiums and shipping containers. He recommended the city consider clarifying current building code ordinances instead.

Mickelson Hendrickson explained to the council the options that they have. She clarified that the current proposal is in front of the council as previously they did not give more specific details as to how to proceed with the ordinance revision. She explained the variance procedures that are available. She explained that any changes to the current proposed wording would require the council to send it back to Planning and Zoning to consider first.

Aimee Lehman, city resident, addressed the council regarding the proposed ordinances. She explained the different types of siding and homes. She explained different community regulations and what types of homes they allow to be constructed. Different types of building materials were discussed.

The council had a lengthy discussion regarding different types of homes and what regulations they may want in ordinance. They discussed the current ordinance that prohibits shipping containers being placed in R-1, R-2, R-3, & R-4.

There was a motion by Kraft to close the hearing. Second by Nelson, all voting yes, motion carried.

There was a motion by Zachmeier to not approve or adopt the Planning and Zoning Findings of Fact for Ordinance 468 & 469. Second by Schneibel, all voting yes, motion carried.

New Business

Mickelson Hendrickson explained the first reading of Ordinance 470 Dangerous Buildings. There was a motion by Zachmeier to approve the first reading of Ordinance 470 Dangerous Buildings. Second by Lotvedt, all voting yes, motion carried.

Mickelson Hendrickson explained the correspondence received from William Hartl, Attorney on behalf of Kimberlee Sattler regarding her special assessment for mowing. Mickelson Hendrickson provided her recommendation and draft correspondence in response to the request. The council agreed that the special assessment mowing charge is still owed. There was a motion by Lotvedt to submit the correspondence response as presented by Mickelson Hendrickson. Second by Reinke, all voting yes, motion carried.

Reinke proposed a resolution to support public safety in response to current national issues. They had a lengthy discussion regarding this topic. There was a motion by Reinke to approve the resolution. LaRocque called for a second, three times and the motion failed for lack of a second.

Nelson explained the Rural Health Transformation funds that North Dakota received and how the state will invest and dispense the funds. He will be hosting a local meeting regarding the initiative in the near future.

Larson distributed a list of utility customers that have vacant lots and are charged for utility maintenance fees. There was a brief discussion regarding the water rate structure and the reason the charges have been applied. There was a motion by Schneibel to table the utility maintenance fees to gather more information. Second by Kraft, all voting yes, motion carried.

There was no public comment.

The next council meeting is scheduled for Tuesday, February 17, 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 8:49p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor