

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, FEBRUARY 3, 2025 – 7:00 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: Kraft, Schneibel, Zachmeier and Larson.

Present by Teams: Lotvedt, Brossart, Nelson and Reinke.

Also present were Mayor LaRocque, Attorney Mickelson Hendrickson (TEAMS), Student Representative Hurly, Public Works Director Munyer, Chief of Police Bommersbach, and Auditor Stewart.

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

The council considered the January 15, 2025, meeting minutes. There was a motion by Kraft to approve the January 15, 2025, meeting minutes. Second by Lotvedt, all voting yes, motion carried.

The bills were reviewed by Larson and Schneibel.

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| Bills Paid Since Last Meeting of 01/06/25: | \$293,084.88 |
| 25183 B &M Laundry Service | \$132.25 |
| 25184 C & H Repair | \$145.00 |
| 25185 Computer Express | \$350.00 |
| 25186 Convention & Visitors Bureau | \$2,843.13 |
| 25188 Drive Chevrolet Rugby | \$124.51 |
| 25189 Ecolab | \$182.49 |
| 25190 Envision | \$1,046.65 |
| 25191 G & P Commercial Sales | \$501.15 |
| 25192 HACTC | \$87.00 |
| 25193 I Design | \$213.00 |
| 25194 Information Tech Dept/BND | \$127.20 |
| e-ck JP Morgan Chase Bank | \$3,877.39 |
| 25195 M. J. McGuire Co | \$117.15 |
| 25196 Minot Daily News | \$151.32 |
| 25197 NAPA | \$928.04 |
| 25198 ND Dept of Health-Chem. Div. | \$20.39 |
| 25199 ND Dept of Water Resources | \$5,097.15 |
| 25200 ND One Call Concepts | \$3.85 |
| 25201 NDTC | \$933.11 |

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| 25202 | Northern Plains Electric Coop | \$3,475.34 |
| 25203 | Otter Tail Power Company | \$13,814.25 |
| 25204 | Pierce County Tribune | \$541.20 |
| 25205 | Rugby Fire Department | \$95,000.00 |
| 25206 | Rugby Job Authority | \$38,135.03 |
| 25207 | Running Supply Inc | \$455.90 |
| 25208 | Share Corporation | \$200.31 |
| 25209 | Uniform Center | \$331.47 |
| 25210 | Valli Information Systems | \$804.63 |
| 25211 | Wellabe | \$141.00 |
| e-ck | Wex Bank | \$967.80 |
| 25212 | Workforce Safety & Insurance | \$7,351.43 |
| 25213 | Convention & Visitors Bureau | \$5,717.28 |
| ACH | Payroll Checks | \$58,803.26 |
| ACH | Social Security | \$8,877.78 |
| ACH | Medicare Taxes | \$2,076.30 |
| ACH | Payroll Taxes | \$5,236.87 |
| 25214 | AFLAC | \$430.38 |
| 25215 | AFLAC | \$1,029.89 |
| ACH | NDPERS | \$700.00 |
| ACH | NDPERS | \$9,860.09 |
| ACH | NDPERS | \$21,270.14 |
| 25216 | California State Disbursement | \$983.75 |
| Bills To Be Approved at 02/03/25 Meeting: | | \$34,522.22 |
| 25217 | Circle Sanitation | \$19,998.25 |
| 25218 | Cole Papers Inc | \$581.96 |
| 25219 | Computer Express | \$251.99 |
| 25220 | Core & Main LP | \$1,092.48 |
| 25221 | Corrpro Companies | \$975.00 |
| 25222 | Dave Jeger | \$1,300.00 |
| 25223 | First District Health Unit | \$90.00 |
| 25224 | G & P Commercial Sales | \$189.60 |
| 25225 | Hawkins | \$30.00 |
| 25226 | HESEB Unlimited | \$136.00 |
| 25227 | ND Rural Water Systems Assoc. | \$250.00 |
| 25228 | ND Sewage Pump & Lift Station | \$2,412.50 |
| 25229 | Pierce County Auditor | \$3,672.92 |
| 25230 | Rebecca Jordan | \$170.00 |
| 25231 | Rick Larson | \$303.01 |
| 25232 | Rugby Hardware Hank | \$570.68 |
| 25233 | Rugby Insurance Agency | \$300.00 |
| 25234 | Rugby Lumber | \$151.92 |
| 25235 | Rugby Service Center | \$739.79 |
| 25236 | St. Michel Furniture | \$263.22 |
| 25237 | Troy Munyer | \$283.20 |

25238 Verizon Wireless

\$759.70

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

The council considered the 2024 year-end financials, budget transfers and amendments. Stewart presented JV 896 to reserve \$26,000 for the south window installation and ADA door hardware at the Armory. JV 895 reserved \$6,500 for the police department to purchase a camera and ballistic shield. The 2024 schedule of receipts and disbursements was reviewed by the council. There was a motion by Kraft to approve the 2024 year-end financials as presented to include JV 895 & 896 as well as the schedule of receipts and disbursements. Second by Larson, 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 Zachmeier, all voting yes, motion carried.

Kelsey Siegler, City Assessor, addressed the council regarding an abatement filed by David Schneider for his property described as Lot 7 E 149' of N41' of Lot 9 Blk 6 School Addition. Dave Schneider addressed the council and requested property tax relief for the property that he is working on renovating and partially renting out. Siegler recommended the 2023 value be \$157,513 and 2024 value be \$136,540. There was a motion by Larson to approve Siegler's recommendations for the 2023 value to be \$157,513 and 2024 value be \$136,540. Second by Kraft, roll call vote, all voting yes, motion carried.

Zachary Broadwell, JDA Director, addressed the council. He introduced Ms. Hernandez, the AmeriCorps Worker, who has been hired to work as the JDA secretary. He explained that they are still working towards affordable housing. Broadwell indicated that he has appeared in Bismarck twice to advocate for affordable housing programs. He explained that the JDA extended their housing program for 2025. Broadwell presented Pierce County Food Pantry by-laws to the council. Broadwell asked that the city council not try to dictate what is in the Food Pantry by-laws, as the pantry is not a city entity and separation of powers should be maintained. There was a motion by Schneibel to approve the JDA Minutes and Financials. Second by Reinke, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt presented an estimate to replace four doors at the swimming pool in the amount of \$18,950. These doors will not be painted and Lotvedt requested an additional \$1,000 be considered to paint the doors after they are installed. There was a motion by Lotvedt to approve \$19,950 to replace and paint four doors at the swimming pool. Second by Brossart, roll call vote, all voting yes, motion carried.

Lotvedt explained that work on the diving boards will begin in the spring with the intention to be completed before the pool is filled. He explained that ramps into the Armory gymnasium will be installed soon as well.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier had nothing to report.

Personnel: Portfolio Holder Schneibel plans to have a preliminary review process ready for the next meeting.

Public Safety: Portfolio Holder Kraft briefly explained the recent incident at the Amtrak Station.

Public Works: Portfolio Holder Larson explained that the computer that is not utilized to operate the water plant should be replaced. The council reviewed an estimate from Computer Express. There was a motion by Zachmeier to purchase workstation 1 at \$1,395 and the 27" Dell Monitor for \$289. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Recreation: Portfolio Holder Brossart explained that he is working with the school to get a sports agreement for the city use of the school baseball diamond for Babe Ruth. Currently the city has an agreement with the school for the use of the city diamonds for girls softball.

Library: Reinke explained that the Holocaust exhibit has been bringing in a lot of individuals into the public library.

Nelson explained that Vonnie Degenstein has requested an additional table for the food pantry. Nelson wondered if someone could assist in obtaining this for the food pantry. Broadwell explained that the Food Pantry Board has appointed an individual, not Mrs. Degenstein, on their board to deal with this internally. The council will allow the Food Pantry Board to deal with this.

Unfinished Business:

LaRocque explained that the Back the Blue Grant funds must be expended and reported to the state by March 21, 2025. The final balance will need to be paid out with the February payroll. There was a motion by Schnieble to split the remaining balance between the four officers and pay it out. Second by Reinke, roll call vote, all voting yes, motion carried.

The council conducted the second reading of Ordinance 457, 458, 459, 460 and 461. There was a motion by Zachmeier to approve Ordinance 457, 458, 459, 460 and 461. Second by Nelson, all voting yes, motion carried.

New Business:

LaRocque explained that the Highway 3 project will be completed this summer and there will be traffic disruption in this area. The council discussed the issue of emergency response and the

railroad blocking the tracks. They discussed the need to communicate with the railroad and make sure that everyone works together during the project to ensure emergency response.

LaRocque asked Nelson if there is any imminent legislation to support natural gas expansion. Nelson indicated that they are discussing a line from Watford City to Mapleton. Nelson indicated that the best option to bring natural gas to Rugby is the Alliance Pipeline, near Towner.

The next meeting is scheduled for Wednesday, February 19, 2025- 7:00pm.

There being no further business to transact or come before the council at this time, there was a motion by Larson to adjourn the meeting. Second by Kraft, all voting yes, motion carried. Meeting adjourned at 8:03pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved