

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, MARCH 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: Nelson and Schneibel.

Present by Teams: Lotvedt, Zachmeier and Brossart

Absent were Kraft, Reinke and Larson

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

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

The council considered the February 19, 2025, meeting minutes. There was a motion by Lotvedt to approve the February 19, 2025, meeting minutes. Second by Nelson, all voting yes, motion carried.

The bills were reviewed by Nelson and Schneibel.

Bills Paid Since Last Meeting of 02/03/25: \$204,018.69		
ACH	BND (Bank of ND)	\$550.00
25239	American Welding & Gas	\$3,234.58
25240	Aqua-Pure Inc	\$450.00
25241	B & M Laundry Service	\$61.45
25242	Brad's Towing	\$474.00
25243	Coffee Cottage	\$66.27
25244	Computer Express	\$350.00
25245	Convention & Visitors Bureau	\$2,053.06
25246	Convention & Visitors Bureau	\$5,475.62
25247	Dalton Darby	\$500.00
25248	Ecolab	\$182.49
25249	Envision	\$1,355.26
25250	First District Health Unit	\$90.00
25251	H. E. Everson	\$48.00
25252	Information Technology Dept	\$127.20
25253	Innovative Office Solutions	\$267.50
25254	Int'l Assoc of Chiefs of Police	\$220.00

25255	John Deere Financial	\$64.93
25256	Johnson's Plumbing	\$5.95
e-ck	JP Morgan Chase Bank	\$1,742.27
25257	MARC	\$1,970.68
25258	Mike Swanson Construction	\$5,383.00
25259	Minot Daily News	\$753.48
25260	NAPA	\$258.48
25261	ND Court Clerk's Association	\$100.00
25262	ND Dept of Health	\$20.39
25263	ND One Call Concepts	\$1.50
25264	ND Telephone Company	\$934.92
25265	Northern Plains Electric Coop	\$3,406.23
25266	Otter Tail Power Co	\$13,488.18
25267	Pierce County Tribune	\$228.40
25268	Power Plan	\$9.25
25269	Railroad Management Co. III, LLC	\$417.05
25270	Rugby Broadcasters Inc	\$126.00
25271	Rugby Job Authority	\$38,259.55
25272	Runnings	\$511.72
25273	Schock's Safe & Lock	\$543.15
25274	Uniform Center	\$298.99
25275	Valli Information Systems	\$802.41
25276	Wellabe	\$141.00
e-ck	Wex Bank	\$1,039.00
ACH	Payroll Checks	\$61,628.27
ACH	Social Security	\$9,522.78
ACH	Medicare Taxes	\$2,227.10
ACH	Payroll Taxes	\$5,816.59
ACH	NDPERS	\$700.00
ACH	NDPERS	\$10,972.31
ACH	NDPERS	\$23,312.66
25277	AFLAC	\$430.38
25278	AFLAC	\$1,029.89
25279	State Disbursement Unit	\$1,383.00
25280	California State Disbursement Unit	\$983.75
Bills To Be Approved at 03/03/25 Meeting:		\$49,849.44
25281	B & J Excavating	\$5,385.09
25282	Circle Sanitation	\$19,960.25
25283	Computer Express	\$2,034.00
25284	Convention & Visitors Bureau	\$250.00
25285	David Jaeger	\$1,300.00
25286	Hawkins Inc	\$1,179.20
25287	Johnson's Plumbing	\$287.24
25288	Lance Liedman	\$20.00
25289	M.J.McGuire Co.	\$277.22

25290 ND Sewage Pump & Lift Station	\$11,580.85
25291 Petty Cash	\$114.00
25292 Pierce County Auditor	\$3,672.92
25293 Rebecca Jordan	\$170.00
25294 Rugby Broadcasters Inc	\$36.00
25295 Rugby Hardware Hank	\$177.74
25296 Rugby Service Center	\$860.34
25297 Running Supply Inc	\$617.16
25298 Schaan Oil Co	\$145.23
25299 Stryker Sales	\$900.00
25300 Verizon Wireless	\$882.20

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

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

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the ramps into the Armory gymnasium will be installed soon. He explained that the work on the diving boards at the pool will begin soon and the pool doors have been ordered.

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: no report.

Public Works: Munyer explained that they have had a few water line breaks in the recent weeks.

Nelson indicated that a second round of the “Back the Blue” grant is working through legislation currently.

Recreation: Portfolio Holder Brossart explained that he will be setting up interviews for the Recreation Director position. He informed the council that the ball diamond agreements have been executed by the school and city.

Unfinished Business

Schneibel reviewed the proposed changes to employee handbook policy 204, 214 and the new policy 412 with the council. They reviewed and discussed the employee performance evaluation form changes and newly created salary adjustment request form. Mickelson Hendrickson recommended leaving language in the first paragraph of policy 204, that was proposed to be removed. There was a motion by Nelson to approve the proposed changes, keeping the language recommended by Mickelson Hendrickson in policy 204, and additions as well as the changes and additions to the two forms. Second by Lotvedt, all voting yes, motion carried.

Schneibel will meet with supervisors and portfolio holders to review and discuss the evaluation process.

New Business:

The council considered the call for gravel and sand bids. There was a motion by Lotvedt to call for gravel and sand bids. Second by Brossart, all voting yes, motion carried.

The council reviewed and considered the Emergency Response Plan. LaRocque explained that this plan is required by the USDA, whom the city had a loan with for the 2 ½ Ave Project. There was a motion by Lotvedt to approve the 2025 Emergency Response Plan. Second by Nelson, all voting yes, motion carried.

Gianna Hernandez, JDA AmeriCorps worker, was introduced to the council.

LaRocque read aloud correspondence received from the Pierce County Food Pantry thanking the council for the renovated space in the Amory.

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

There being no further business to transact or come before the council at this time, there was a motion by Nelson to adjourn the meeting. Second by Schneibel, all voting yes, motion carried. Meeting adjourned at 7:31pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor