

**RUGBY CITY COUNCIL MEETING MINUTES  
MONDAY, APRIL 1, 2024 – 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, Lotvedt, Kraft, Schneibel, Larson, Gannarelli and Zachmeier.

Council Members present by TEAMS: Brossart.

Also present was Mayor LaRocque, Attorney Murray, Chief of Police Bommersbach, Public Works Director Munyer 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 March 20, 2024, meeting minutes. There was a motion by Schneibel to approve the March 20, 2024, meeting minutes. Second by Larson, all voting yes, motion carried.

The bills were reviewed by Zachmeier and Nelson.

Bills Paid Since Last Meeting of 03/04/2024: \$764,112.84

|       |                                  |             |
|-------|----------------------------------|-------------|
| 23933 | ATCO International               | \$531.00    |
| 23934 | B & M Laundry Svc                | \$67.18     |
| 23935 | Cole Papers Inc                  | \$786.12    |
| 23936 | Colonial Research Chemical Corp  | \$2,037.34  |
| 23937 | Computer Express                 | \$350.00    |
| 23938 | Convention & Visitors Bureau     | \$1,189.92  |
| 23939 | Convention & Visitors Bureau     | \$2,853.64  |
| 23940 | Dakota Fire Extinguisher         | \$998.51    |
| 23941 | Ecolab                           | \$173.80    |
| 23942 | Envision                         | \$779.61    |
| 23943 | Flexible Pipe Tool Company       | \$678.40    |
| 23944 | H. E. Everson                    | \$275.29    |
| 23945 | Heart of America Library         | \$48,476.18 |
| 23946 | I Design                         | \$955.00    |
| 23947 | Information Technology Dept      | \$97.20     |
| 23948 | Integrated Process Solutions     | \$1,050.00  |
| 23949 | Jennifer Stewart                 | \$103.05    |
| 23950 | Johnson's Plumbing Inc           | \$5,759.23  |
| e-ck  | JP Morgan                        | \$3,689.35  |
| 23951 | Minot Daily News                 | \$140.40    |
| 23952 | ND Dept of Environmental Quality | \$37.08     |
| 23953 | ND One Call Concepts             | \$2.60      |
| 23954 | ND Telephone Co                  | \$827.87    |

|   |                                   |              |
|---|-----------------------------------|--------------|
| 23955                                     | Northern Plains Electric Coop     | \$2,933.81   |
| 23956                                     | Northern States Supply Inc        | \$9.12       |
| 23957                                     | Otter Tail Power Co.              | \$12,810.78  |
| 23958                                     | Peace Garden Peace Officer Assoc. | \$50.00      |
| 23959                                     | Pierce County Tribune             | \$715.80     |
| 23960                                     | Rugby Farmers Union Elevator      | \$20.00      |
| 23961                                     | Rugby Fire Dept                   | \$7,879.75   |
| 23962                                     | Rugby Job Authority               | \$37,988.23  |
| 23963                                     | Rugby Park District               | \$9,218.89   |
| 23964                                     | Sanitation Products               | \$1,502.64   |
| 23965                                     | Spartan Firearms                  | \$6,175.00   |
| 23966                                     | U. S. Bank                        | \$526,600.00 |
| 23967                                     | Valli Information Systems         | \$772.21     |
| 23968                                     | Wellabe                           | \$129.25     |
| e-ck                                      | Wex Bank                          | \$477.06     |
| ACH                                       | Payroll Checks                    | \$56,293.21  |
| ACH                                       | Social Security                   | \$8,402.02   |
| ACH                                       | Medicare Taxes                    | \$1,965.00   |
| ACH                                       | Payroll Taxes                     | \$4,042.49   |
| 23969                                     | AFLAC                             | \$266.62     |
| 23970                                     | AFLAC                             | \$110.66     |
| 23971                                     | AFLAC                             | \$861.65     |
| 23972                                     | CA Disbursement Unit              | \$453.00     |
| ACH                                       | NDPERS                            | \$700.00     |
| ACH                                       | NDPERS                            | \$8,246.25   |
| ACH                                       | Sanford Health / NDPERS           | \$2,115.08   |
| 23973                                     | US Treasury                       | \$831.15     |
| 23974                                     | State Tax Commissioner            | \$684.40     |
| Bills To Be Approved and Paid 04/01/2024: |                                   | \$69,504.92  |
| 23975                                     | Brad's Auto Service & Towing      | \$125.00     |
| 23976                                     | Circle Sanitation                 | \$19,950.25  |
| 23977                                     | Coffee Cottage Café               | \$63.72      |
| 23978                                     | Community Service Program         | \$6,000.00   |
| 23979                                     | Core & Main LP                    | \$3,826.12   |
| 23980                                     | David Jaeger                      | \$1,300.00   |
| 23981                                     | First District Health Unit        | \$90.00      |
| 23982                                     | Flexible Pipe Tool Company        | \$115.20     |
| 23983                                     | Glenko Enterprises                | \$2,349.75   |
| 23984                                     | Graymont Western Canada           | \$6,394.55   |
| 23985                                     | Harper Oil Company                | \$2,464.90   |
| 23986                                     | Interstate Engineering            | \$14,074.46  |
| 23987                                     | Johnson's Plumbing                | \$87.95      |
| 23988                                     | MARC                              | \$3,478.07   |
| 23989                                     | ND Department of Transportation   | \$245.25     |
| 23990                                     | ND League of Cities               | \$200.00     |
| 23991                                     | Pierce County Auditor             | \$3,583.13   |

|       |                          |            |
|-------|--------------------------|------------|
| 23992 | Power Plan               | \$45.32    |
| 23993 | Rebecca Jordan           | \$170.00   |
| 23994 | Rugby Broadcasters       | \$31.00    |
| 23995 | Rugby Hardware Hank      | \$22.95    |
| 23996 | Rugby Lumber Inc         | \$463.48   |
| 23997 | Rugby Service Center     | \$1,052.78 |
| 23998 | Rugby Veterinary Service | \$436.00   |
| 23999 | Schaan Oil Co            | \$200.22   |
| 24000 | Scott Engeland           | \$123.05   |
| 24001 | Sensus                   | \$1,949.94 |
| 24002 | Verizon Wireless         | \$661.83   |

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

The council reviewed the March monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget. There was a motion by Larson to approve the monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget. Second by Gannarelli, roll call vote, all voting yes, motion carried.

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

### Portfolio Reports

**Buildings/Property:** Portfolio Holder Lotvedt explained that the Armory kitchen remodel is still underway. Lotvedt explained that last year the swimming pool had to be shut down because of an unacceptable water test. He presented the Pool Equipment Proposal from Aqua Pure for pool chemical equipment. The proposal outlined equipment for the main pool as well as the baby pool. There was a motion by Lotvedt to approve up to \$22,000 for pool equipment upgrades, for chemical equipment, that are determined necessary. Second by Nelson. Roll call vote, all voting yes, motion carried.

**Finance:** Portfolio Holder Nelson had nothing to report regarding the financials. He explained that he is still speaking to the trailer court owners trying to find someone he could hire to clean up the grounds. He explained the city is waiting for official word from the State regarding the Abandoned Auto Fund Grant. This grant would allow the city to hire an approved scrap dealer to remove abandoned trailer homes from the city.

**Ordinance:** Portfolio Holder Zachmeier explained that they are working on ordinance revisions but have nothing ready for council consideration.

**Personnel:** Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Kraft explained that when school is out, they will be working on the stop sign arrangement around Ely. LaRocque asked that the radar sign by McGuire be moved further south on Hwy 3. Kraft explained that when the trains are blocking the tracks in Rugby, citizens should call dispatch to log the train blockages. LaRocque explained that the link to log the train blocking the tracks will be added to the city website for citizens to utilize as well.

Public Works: Portfolio Holder Larson explained that Aqua Pure has been up at the water plant helping adjust the plant for the last week.

Recreation: Portfolio Holder Schneibel explained they will be working on hiring coaches.

The council considered the gravel bids received. The city received two bids. LaRocque opened the bids. The first bid, B & J Excavating, was for Class 5 Gravel at \$16.50 per yard and Washed Sand at \$25.00 per yard. The second bid, Deplazes Redi-Mix was for Class 5 Gravel at \$22.00 per yard and Washed Sand at \$24.00 per yard. There was a motion by Lotvedt to approve both bids as presented. Second by Larson, roll call vote, all voting yes, motion carried.

The council considered the City Government Week Proclamation, April 1-5, 2024. There was a motion by Kraft to approve the City Government Week Proclamation. Second by Gannarelli, all voting yes, motion carried.

The council considered an application for a local permit for the Pierce County 4-H Council. There was a motion by Lotvedt to approve the Pierce County 4-H Council application for local permit. Second by Schneibel, all voting yes, motion carried.

The next meeting is scheduled for Wednesday, April 17, 2024, at 7:00p.m.

Nelson expressed condolences to the Munyer family on the loss of their mother on behalf of the Council.

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 Larson, all voting yes, meeting adjourned at 7:33p.m.

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Frank LaRocque, Mayor

Attest: \_\_\_\_\_  
Jennifer Stewart, City Auditor

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Approved