

**RUGBY CITY COUNCIL MEETING MINUTES**  
**MONDAY, JULY 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.

LaRocque administered the oath of office to the council members who were elected to office. Gary Kraft, Ward 2 Council Member, Jon Nelson, Ward 1 Council Member, Jennifer Zachmeier, Ward 4 Council Member and Lester Jay Reinke, Ward 3 Council Member were all sworn in.

Roll call was taken by LaRocque.

Council Members present: Lotvedt, Nelson, Kraft, Schneibel, Larson, Reinke and Zachmeier.

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

Absent was Council Member Brossart.

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

The council considered the June 20, 2024, meeting minutes. There was a motion by Lotvedt to approve the June 20, 2024, meeting minutes. Second by Nelson, all voting yes, motion carried.

The bills were reviewed by Larson and Zachmeier.

Bills Paid Since Last Meeting of 06/03/2024: \$280,040.82

24144 American Welding & Gas Inc	\$66.53
24145 Aqua Pure Inc	\$15,205.95
24146 B & J Excavating	\$100.00
24147 B & M Laundry	\$156.98
24148 Central Point Landfill & Transport	\$10.00
24149 Colonial Research Chemical Corp	\$4,142.41
24150 Computer Express	\$350.00
24151 Convention & Visitors Bureau	\$1,657.94
24152 Convention & Visitors Bureau	\$4,263.77
24153 David A. Schneibel Jr.	\$416.52
24154 David C. Kerlin	\$900.00
24155 Ecolab	\$182.49
24156 Envision	\$1,532.83
24157 Expressway Suites	\$266.85
24158 First District Health Unit	\$90.00
24159 H. E. Everson Co	\$30.04

24160	HACTC	\$261.00
24161	Hawkins Inc	\$6,355.81
24162	Heart of America Library	\$7,214.96
24163	Heart of America Medical Center	\$100.00
24164	HESEB Unlimited	\$127.00
24165	Home of Economy	\$1,517.36
24166	Information Technology Dept/BND	\$97.20
24167	John Deere Financial	\$681.13
e-ck	JP Morgan Chase Bank/P-Card	\$4,582.47
24168	Leevers	\$236.03
24169	Minot Daily News	\$464.88
24170	ND Department of Health	\$37.08
24171	ND Telephone Co	\$918.19
24172	Neil Lotvedt	\$90.45
24173	Nicole McIvor	\$935.00
24174	Northern Improvement Company	\$1,936.26
24175	Northern Plains Electric Cooperative	\$3,237.00
24176	Otter Tail Power Company	\$12,132.62
24177	Pierce County Tribune	\$1,350.81
24178	Precision Autobody & Glass	\$379.90
24179	Recreation Supply Company	\$375.84
24180	Rugby Farmers Union Elevator	\$160.00
24181	Rugby Greenhouse	\$349.85
24182	Rugby Job Authority	\$28,521.13
24183	Rugby Park District	\$8,610.77
24184	Share Corporation	\$668.21
24185	Stephanie Brossart	\$50.00
24186	Swanston Equipment Corp	\$7,000.00
24187	Tessman Company	\$575.80
24188	Thompson Floor Covering LLC	\$800.00
24189	Travis Risovi	\$245.00
24190	Valli Information Systems	\$769.08
e-ck	Wex Bank	\$687.73
ACH	Payroll Checks	\$98,467.02
ACH	Social Security	\$14,465.16
Ach	Medicare Taxes	\$3,382.98
ACH	Payroll Taxes	\$6,783.35
24191	AFLAC	\$430.38
24192	AFLAC	\$861.65
24193	California State Disbursement	\$453.00
24194	United States Treasury	\$831.15
ACH	NDPERS	\$825.00
ACH	NDPERS	\$9,982.21
ACH	Sanford Health / NDPERS	\$22,115.08
24195	State Tax Commissioner	\$602.97
Bills To Be Approved at 07/01/24 Meeting:		\$202,336.44

24196	Applied Concepts Inc	\$3,285.00
24197	Bonnie Berginski	\$93.58
24198	BSN Sports	\$3,555.40
24199	Caitlynn Towe	\$122.72
24200	Circle Sanitation	\$20,367.25
24201	Cole Schneibel	\$245.00
24202	David A. Schneibel, Jr.	\$638.20
24203	David Jaeger	\$1,300.00
24204	Erik Foster	\$75.00
24205	First District Health Unit	\$70.00
24206	Glenko Enterprises LTD	\$2,330.43
24207	Graymont Western Canada	\$6,397.12
24208	Guardian Fleet Safety	\$20,373.12
24209	Industrial Contracting Services	\$85,673.24
24210	Innovative Office Solutions LLC	\$7,773.10
24211	Jennifer Stewart	\$100.00
24212	Jove Risovi	\$35.00
24213	Lexipol LLC	\$3,719.99
24214	M. J. McGuire, Co	\$79.83
24215	Michael Todd & Co	\$322.33
24216	ND One Call Concepts	\$45.20
24217	Pierce County Auditor	\$3,583.13
24218	Pierce Co. Treasurer	\$794.12
24219	Pierce County Tribune	\$48.00
24220	Rachael Mickelson Hendrickson	\$213.06
24221	Recreation Supply Co	\$441.70
24222	Robert Spallinger	\$1,710.00
24223	Roughrider Mudjacking	\$5,000.00
24224	Rugby Broadcasters Inc	\$151.00
24225	Rugby Hardware Hank	\$816.32
24226	Rugby Insurance Agency	\$12,707.00
24227	Rugby Lumber	\$7,601.67
24228	Rugby Service Center	\$1,941.04
24229	Sanitation Products	\$5,885.02
24230	Schaan Oil Co	\$78.28
24231	Shaine Towe	\$87.10
24232	Taytum Risovi	\$60.00
24233	Travis Risovi	\$177.00
24234	Tucker Volk	\$60.00
24235	Van Diest Supply Company	\$3,773.00
24236	Verizon Wireless	\$607.49

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

The council considered pay applications 6 & 7 from Industrial Contracting Services, Inc. Application 6 in the amount of \$63,300 and 7 in the amount of \$22,373.24. There was a motion by Lotvedt to approve pay applications 6 & 7 from Industrial Contracting Services, Inc. Second by Larson, roll call vote, all voting yes, motion carried.

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

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

### Portfolio Reports

**Buildings/Property:** Portfolio Holder Lotvedt explained that he has provided estimates of cost for the Armory for the 2025 budget. The Armory kitchen remodel is wrapping up. He is still working on getting the eve troughs installed on the pool.

**Finance:** Portfolio Holder Nelson explained that the 2025 Budget will be worked on.

**Ordinance:** Portfolio Holder Zachmeier had nothing to report.

**Personnel:** no report.

**Public Safety:** Portfolio Holder Kraft explained that Officer Hurly will be done working for the city this week. The open position is listed. The new squad car will be in service this week, once it is delivered.

**Public Works:** Portfolio Holder Larson explained that they have been working on crack sealing and sweeping streets. They will be working on pavement repairs and curb replacements as the weather allows. The drainage from the former north Cenex lot was briefly discussed.

Nelson discussed the roadways of the south Parkland Trailer Court. Munyer explained that there is too much gravel on the roadway in this area. He explained that the road needs to be cut down so that the roadway will drain or have curb and gutter installed. Munyer explained how the end lot was built up, as it was formerly part of the slough area, causing the water to dam up.

**Recreation:** Schneibel explained that they have been trying to reschedule missed games, but the season is half over.

Munyer explained that he had a call from Jason Gullickson regarding water issues near his property. There are two culverts under the sod that are plugged. He discussed with Gullickson about removing the culverts and creating a ditch for the water to drain through. Munyer explained that this is just outside of the city limits.

Rick Larson, Planning and Zoning Chairman, addressed the Findings of Fact for Janice Pfeifer's property located at S ½ Lot 4 Block 5 Southview Estates, asking for a variance to cover more of the lot with a structure, than allowed. They discussed past litigation that indicated this lot may have been in a different zoning classification. Mickelson Hendrickson explained that the zoning variance, if granted, would be appropriate at this time until a zoning change may occur. Unless a legal judgement from the past is located, then rezoning would not be necessary. If no judgement is found, then future rezoning would be necessary. There was a motion by Larson to approve the variance for Pfeifer's property S ½ Lot 4 Block 5 Southview Estates. Second by Kraft, all voting yes, motion carried.

Larson explained the variance for Michael Houim, to plant trees, in the extraterritorial zoning of the city. The city ordinance does not address trees located in the county regarding setbacks, etc. Kraft explained that even though the property falls under city zoning, the zoning regulations do not address the property issue so a variance is not necessary at this point. Zachmeier explained that ordinances should be drafted to include extraterritorial areas that may wish to have trees planted. They discussed following Natural Resources Conservation Services guidelines and developing a new ordinance. There was a motion by Kraft to table the Houim variance until an ordinance can be drafted to address the trees. Second by Zachmeier, all voting yes, motion carried.

LaRocque asked for nominations for council president. There was a motion by Lotvedt to nominate Kraft for council president. Second by Nelson. LaRocque called for other nominations. Nelson motioned to cease nominations and cast a unanimous ballot for Gary Kraft. Second by Reinke, all voting yes, motion carried.

LaRocque asked for nominations for council vice president. There was a motion by Lotvedt to nominate Zachmeier for council vice president. Second by Kraft. There was a motion by Nelson to cease nominations and cast a unanimous ballot for Jennifer Zachmeier. Second by Larson, all voting yes, motion carried.

The council considered the portfolio and committee appointments. LaRocque explained the change of Personnel Portfolio to Council Member Schneibel. There was a motion by Lotvedt to accept the recommendation of Schneibel to the Personnel Portfolio. Second by Reinke, all voting yes, motion carried.

LaRocque explained the committee appointment of Reinke to the Library Board. There was a motion by Schneibel to approve the recommendation of Reinke to the Library Board. Second by Nelson, all voting yes, motion carried.

The council considered the Notice of Bids for Abandoned Mobile Homes. LaRocque read aloud the proposed notice. They discussed that four of the listed mobile homes had eviction judgments, by the trailer park owner, who can give the city a bill of sale prior to the removal. They discussed that the fifth mobile home's former owner is deceased.

Nelson updated the council on the follow up visit from the state inspector. Nelson noted that improvement has been made but there is still a lot of work left to be done in cleaning up the trailer courts. The date to complete the removal of the abandoned mobile homes, listed in the bid notice, is October 1, 2024. There was a motion by Schneibel to put the Notice for Bids for Abandoned Mobile Homes to be removed, out for bid. Second by Nelson, all voting yes, motion carried.

Schneibel explained that Brad Odden, Brad's Towing, had contacted him regarding the flooding at his business location. The council had photos of the flooding. Odden addressed the council explaining that when it rains heavily, the flooding at his business location occurs and the water cannot flow to the west. Odden pumps the water out each time it rains heavily. Odden explained the difficulty operating his business when flooding occurs through the middle of his property. He explained that the west property owner has a pile that blocks the flow of the water. He also indicated that he has some debris that could be removed to assist in the drainage. Odden has talked to the Pierce County Water Board, who is unable to help him. Odden is looking for assistance to come up with a better plan to move the water off his property. Lotvedt will work with Odden to come up with a solution to alleviate the flooding.

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

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 8:03p.m.

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Frank LaRocque, Mayor

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

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Approved