

**RUGBY CITY COUNCIL MEETING MINUTES  
MONDAY, AUGUST 5, 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: Lotvedt, Nelson, Schneibel, Larson, Reinke and Zachmeier.

Council Members present by TEAMS: Brossart.

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

Absent was Council Member Kraft.

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

The council considered the July 17, 2024, meeting minutes. There was a motion by Lotvedt to approve the July 17, 2024, meeting minutes. Second by Brossart, all voting yes, motion carried.

The bills were reviewed by Lotvedt and Nelson.

Bills Paid Since Last Meeting of 07/01/2024: \$235,486.22

24237	A-1 Evans Septic Service	\$400.00
24238	American Welding & Gas	\$4,240.86
24239	Aqua-Pure Inc	\$1,777.56
24240	B & M Laundry	\$132.25
24241	Badger Daylighting Corp	\$3,949.08
24242	BSN Sports LLC	\$3,886.18
24243	Comfort Inn Bismarck	\$577.80
24244	Computer Express	\$350.00
24245	CVB	\$1,199.39
24246	CVB	\$5,200.65
24247	David A. Schneibel, Jr.	\$313.76
24248	EcoLab	\$182.49
24249	Environmental Equip	\$778.94
24250	Envision	\$642.45
24251	G & P Commercial Sales	\$136.08
24252	H. E. Everson Co.	\$670.92
24253	Hawkins Inc	\$1,656.74
24254	Home of Economy	\$643.46

24255	Houim Contracting & Tree Svc	\$590.00
24256	Information Technology Dept	\$97.20
24257	John Deere Financial	\$267.50
e-ck	JP Morgan Chase Bank NA	\$3,089.75
24258	Leevers Foods	\$357.98
24259	Minot Daily News	\$613.86
24260	ND Dept of Health - Chemistry	\$20.39
24261	ND Dept of Water Resources	\$6,845.10
24262	ND Telephone Company	\$897.51
24263	NDLTAP-UGPTI	\$50.00
24264	Northern Plains Electric Coop	\$3,523.98
24265	Otter Tail Power Company	\$11,595.92
24266	Power Plan	\$575.00
24267	Pierce County Tribune	\$675.30
24268	Rachael Mickelson Hendrickson	\$144.72
24269	Rebecca Jordan	\$170.00
24270	Rugby Job Authority	\$18,638.01
24271	Share Corporation	\$703.22
24272	Souris Basin Planning Council	\$450.00
24273	St. Michel Furniture Inc	\$1,075.35
24274	State Tax Commissioner	\$120.21
24275	USA Blue Book	\$872.42
24276	Valli Information Systems	\$769.35
24277	Wellabe	\$152.75
e-ck	Wex Bank	\$823.70
ACH	Payroll Checks	\$94,147.69
ACH	Social Security	\$14,206.90
ACH	Medicare Taxes	\$3,322.60
ACH	Payroll Taxes	\$7,170.91
24278	Sean Hurly	\$2,807.63
24279	AFLAC	\$430.38
24280	AFLAC	\$861.65
ACH	NDPERS	\$825.00
ACH	NDPERS	\$9,287.55
ACH	Sanford Health / NDPERS	\$22,115.08
24281	California State Disbursement	\$453.00
Bills To Be Approved at 08/05/24 Meeting:		\$184,029.74
24282	A-1 Evans Septic Svc	\$300.00
24283	American Welding & Gas	\$66.53
24284	Aqua-Pure Inc	\$450.00
24285	B & J Excavating Inc	\$8,467.00
24286	Brad's Auto Service & Towing	\$696.00
24287	BSN Sports	\$1,007.10
24288	Circle Sanitation	\$20,379.25
24289	Cole Anderson	\$70.00
24290	Computer Express	\$350.00

24291	Dakota Fire Extinguishers	\$373.58
24292	David A Schneibel Jr	\$237.76
24293	David Jaeger	\$1,300.00
24294	Deplazes Redi-Mix & Const.	\$647.50
24295	First District Health Unit	\$90.00
24296	Glenko Enterprises	\$2,372.85
24297	Graymont Western	\$6,402.25
24298	H. E. Everson Co. Inc	\$599.35
24299	Hartley's School Buses	\$7,767.98
24300	Hawkins Inc	\$1,482.82
24301	Home of Economy	\$284.61
24302	Interstate Engineering	\$27,055.82
24303	Jeccica Fjellanger	\$200.00
24304	Jeremy Monroe	\$200.00
24305	Johnson's Plumbing	\$70.90
24306	Joran Jundt	\$70.00
24307	Jove Risovi	\$25.00
24308	Leevers Foods	\$311.36
24309	M. J. McGuire, Co	\$1,362.94
24310	Minot Daily News	\$918.06
24311	NDDOT	\$77,078.70
24312	ND One Call Concepts	\$51.00
24313	ND Peace Officers Assoc	\$40.00
24314	Paula Ebach	\$201.00
24315	Petty Cash	\$83.98
24316	Pierce County Auditor	\$3,583.13
24317	Portraits by Misti	\$140.00
24318	Precision Autobody & Glass	\$7,164.92
24319	Rebecca Jordan	\$170.00
24320	Robert Spallinger	\$1,840.00
24321	Rugby Broadcasters Inc	\$241.00
24322	Rugby Hardware Hank	\$663.70
24323	Rugby Ins Agency	\$26.00
24324	Rugby Lumber, Inc.	\$352.90
24325	Rugby Service Center	\$1,674.68
24326	Rugby Veterinary Services	\$456.00
24327	Sanitation Products	\$810.00
24328	Schaan Oil Co	\$105.06
24329	Sean Hurly	\$200.00
24330	Swanston Equipment Corp	\$3,470.00
24331	Tailyr Bush	\$105.00
24332	Travis Risovi	\$152.00
24333	Verizon Wireless	\$712.01
24334	Yvonne Hagen	\$1,150.00

The council considered the monthly bills. There was a motion by Lotvedt to approve the monthly bills as presented. Second by Nelson, 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. Stewart presented budget amendment 157 for 1000-480200-731, Back the Blue, in the amount of \$7,212.00. The amendment was necessary because the grant was received from the state after the 2024 budget was finalized. Budget amendment 158 for Fund 2060- Recreation, decreased by \$6,100.00 due to the Hockey Association taking over open skating. When the 2024 budget was prepared, these expenses were budgeted for and the change of the Hockey Association taking over the duties occurred after budgeting was complete. Budget amendment 159 included amendments to fund 7240 ARPA in the amount of \$90,848.96 and fund 2020 Asset forfeiture in the amount of \$1,638.00. The increase in the budget for the ARPA funds was due to projects in 2023 not being complete and funds were not budgeted in 2024. The increase in the budget for the Asset Forfeiture funds was due to a purchase in 2023 that was not made until 2024 and the funds were not budgeted in 2024. There was a motion by Nelson to approve the monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget as well as budget amendments 157, 158 & 159, as presented. Second by Reinke, roll call vote, all voting yes, motion carried.

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

Wade Senger, Interstate Engineering, addressed the council regarding the bids received for the baseball field sewer main replacement. He explained that the engineers estimate of cost was \$353,844. Two bids were received. The first one was from Bohlman Trenching in the amount of \$361,246.90. The second one was from Wagner Construction in the amount of \$519,110.00. Senger explained that the city has contingency funds with the USDA in the amount of \$35,384, and would need to utilize these funds, since both bids are over the engineers estimate. Senger informed the council about the past projects he has completed with Bohlman Trenching. There was a motion by Nelson to award the bid to Bohlman Trenching, for the baseball field sewer main replacement project. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Mickelson Hendrickson explained that previously the council determined that they needed to pursue quiet title action for property located at the ball diamond complex. She explained that 4<sup>th</sup> St SW, west of Hwy 3, is not owned by the city. She asked the council if they wished to include that in the quiet title action. Interstate Engineering would need to plat the street. There was a motion by Lotvedt to bring 4<sup>th</sup> St SW, west of Hwy 3, to be platted and included in the quiet title action. Second by Larson, roll call vote, all voting yes, motion carried.

Mickelson Hendrickson explained that in Schmaltz 1<sup>st</sup> Addition, there is a portion of the east - west alleyway that is not platted. There was a motion by Nelson to have the alleyway in Schmaltz First Addition platted and included in the quiet title action. Second by Schneibel, roll call vote, all voting yes, motion carried.

### Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the roofers will be here soon to put a vent in the roof for the Armory kitchen and the pool gutters are going to be installed soon. They are looking at replacing the diving boards at the pool in the future.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier explained that Mickelson Hendrickson will be drafting a tree ordinance. Mickelson Hendrickson asked the council as to what they would like to see in the ordinance. Reinke shared his research on what typical default set back requirements for trees are. The average default setback seemed to be 100'. The council agreed that a 100' setback would be appropriate.

Personnel: Portfolio Holder Schneibel had nothing to report.

Public Safety: no report.

Public Works: Portfolio Holder Larson explained that they have been spraying weeds, sweeping streets, pouring new curbs and painting the streets. Nelson commended Munyer for his efforts blading the trailer court roadways.

Recreation: Portfolio Holder Brossart explained that the recreation programs are wrapping up and the fundraiser done this year raised approximately \$3,300. They are currently working on painting the bathrooms and building picnic tables. Brossart commended Cole Schneibel for the work he did this year as the Recreation Director. Brossart explained that the health inspection at the pool has initiated the need to update the diving boards.

The council reviewed and considered the 2025 Preliminary Budget. Stewart reviewed the preliminary budget information with the council. The 2025 Budget includes a 3% salary increase as well as enrollment in the NDPERS Public Safety Retirement for Peace Officers. The total levy increase compared to last year is \$18,724 more than last year. They discussed the current reserves/set-aside funds and the proposed amounts. There was a motion by Nelson to approve the 2025 Preliminary Budget. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Mickelson Hendrickson explained information regarding the petition to vacate that was discussed at the last meeting. She explained that the alley was never dedicated to the public on the subdivision plat and that the city cannot consider a petition to vacate. The attorney for the property owners requesting the petition to vacate has indicated that they are working to have the owner of said alleyway deed the property as necessary.

The council held the first reading of Ordinance 453 Annual Appropriations. There was a motion by Lotvedt to approve the first reading of Ordinance 453 Annual Appropriations. Second by Larson, roll call vote, all voting yes, motion carried.

Vonnie Degenstein, Pierce County Food Pantry Director, addressed the council regarding her retirement and closure of the program, since she has not found anyone to take it over, at the end of 2024. The council thanked her for her years of service. Nelson explained that he would like to see the food pantry continue in 2025 and to try to find someone to take it over.

The council considered an application for local permit for the Daryl Kuhnhenh Memorial Ride. There was a motion by Schneibel to approve the application for local permit for the Daryl Kuhnhenh Memorial Ride. Second by Larson, all voting yes, motion carried.

The council reviewed correspondence received from the Heart of America Library.

The next meeting is scheduled for Wednesday, August 21, 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 Brossart to adjourn the meeting. Second by Lotvedt, all voting yes, motion carried. Meeting adjourned at 8:16p.m.

\_\_\_\_\_  
Frank LaRocque, Mayor

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

\_\_\_\_\_  
Approved