

**RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDAY, SEPTEMBER 17, 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: Lotvedt, Nelson, Larson, Schneibel, Santjer, Reinke and Zachmeier.

Council Members present by TEAMS: Kraft.

Also, present were Mayor LaRocque, Chief Bommersbach, Officer Fjellanger, Attorney Mickelson Hendrickson (by Teams), 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 regular council minutes of September 2, 2025. There was a motion by Schneibel to approve the September 2, 2025, regular council minutes as presented. Second by Larson, all voting yes, motion carried.

Chief Bommersbach presented the August 2025 Police Report. He explained that the department had 87 calls for service, 48 citations, 10 arrests, 5 vehicle accidents and 15 medical assistance calls in the month. There was a motion by Lotvedt to approve the August 2025 Police Department report. Second by Zachmeier, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council. She explained that the board had met and approved their budget for 2025-2026. The CVB received a donation from the Daryl Kuhnenn Memorial Run, to put towards the large American flag that is replaced approximately 4 times per year. Odden cited that the cost for that is approximately \$700 per flag. The Rugby App will renew in March 2026, Odden reminded the city of the \$250 cost share. Odden has applied for additional grants to add more flowerpots to downtown next summer. She explained that she filed a complaint with the city, on behalf of the individuals that have submitted complaints to her office, regarding the appearance of some businesses along Hwy 2. Old straw bales and non-mowed lots were the complaints. The Golf Tournament went well and brought 24 teams out to the golf course. They are already making plans to expand to 30 teams next year. The annual wine walk will be held tomorrow, and the Prairie Pumpkin Patch will be open soon. There was a motion by Schneibel to approve the CVB minutes and financials. Second by Santjer, all voting yes, motion carried.

Buildings: Portfolio Holder Lotvedt explained that the city land that is rented out will be up this fall for bids again. He discussed the land that has the well heads. Currently the land is being farmed and should just be hayed. He asked if it would be legal to list bid minimums on property, to ensure the city is receiving rental rates compared to similar properties. Mickelson Hendrickson will look at the current lease and advise the council what should be changed in future lease

documents. Lotvedt explained that distressed properties continue to be an issue within the city. He would like to see the ordinance updated to help alleviate some of these issues.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier had nothing to report.

Public Safety: Portfolio Holder Kraft questioned if there was an update on the Hwy 3 project. He has concerns about permanent surfaces prior to snowfall to cross the highway. Lotvedt explained they are to begin pouring concrete, in one lane, next week. Kraft explained that Chief Bommersbach had visited the West Fargo K-9 Trainer, Disco K-9. Kraft explained that there may be a canine labrador that would meet the city's needs. There was a motion by Kraft to move forward with the West Fargo trainer and canine at the cost of \$9,500. Second by Lotvedt. Bommersbach addressed the council to explain he and Fjellanger met with Disco K-9 and believe their training and process would fit well with the city's goals. The cost to move forward with Disco K-9 and training is \$9,500. Disco K-9 would like to have the check, prior to purchasing the canine and beginning the training. Bommersbach explained that the labrador would be a single purpose dog, which would do article and human tracking as well as drug tracking. Fjellanger explained that the trainer will train the canine for two months, then the canine will be placed with Fjellanger for 1-2 weeks to bond, then Fjellanger and the canine will attend training in West Fargo for two weeks together. LaRocque called for a roll call vote, all voting yes, motion carried.

Public Works: Portfolio Holder Larson explained that they are continuing to patch streets with the dura-patcher. Monday the water tower will be inspected.

Recreation: Portfolio Holder Santjer explained that the Recreation Directors are continuing to mow the diamonds. He informed the council that Black Cat Football is still utilizing the grounds for their practices. They will look at the light pole on the grounds that is leaning the worst.

Library: Portfolio Holder Reinke explained that the library had a Human Trafficking event in September. He explained the library financials. They will be hosting an Authors Workshop in October for the public.

Food Pantry: Reinke explained that he helped with the last distribution and how smoothly the process works. The food pantry volunteers explained that the Great Plains Food Bank comes to a community every two months if individuals sign up – if the Food Pantry buys food from the Great Plains Food Bank it costs the pantry more by the time they pay the freight on the delivery

Unfinished Business:

The council considered bids received for *a tract of land commencing at a point 198 feet due West of the Southwest corner of Lot 8, Block 3 of Whites's Second Addition to the City of Rugby, Pierce County, North Dakota, as platted and of record, thence running due North a distance of 165 feet, thence due West a distance of 45.5 feet, thence due South a distance of 165 feet, thence due East a distance of 45.5 feet to a point of beginning (Also, known as Outlot 9 Section 31, Township 157, Range 72 West, to the City of Rugby, Pierce County, North Dakota).*

The first bid opened was from Larry and Lexi Vetsch in the amount of \$2,500. The second bid opened was from Clayton and Connie Aasheim in the amount of \$3,500. There was a motion by Nelson to accept the bid from Clayton and Connie Aasheim. Second by Reinke, roll call vote, all voting yes, motion carried.

The council conducted the second reading of Ordinance 466 Annual Appropriations. There was a motion by Schneibel to approve the second reading of Ordinance 466. Second by Zachmeier, roll call vote, all voting yes motion carried.

The council considered a letter to Affordable Housing Developers to support their proposed Row Home project that would be in Chalmers Addition. There was a motion by Lotvedt to approve the letter to Affordable Housing Developers. Second by Larson. Zachmeier questioned what affordable housing would consist of. Stewart explained that Affordable Housing Developers estimate the rents for a 2 bedroom to be \$740-\$1,056, depending on income, or 3-bedroom rents between \$889-\$1,207, depending on income. The target workforce is between \$ 41,500 to \$96,240 per year. Those that fall in the 50%-60% of area median income would pay the lower rent amounts while those that are in the 80% of area median income would pay the higher rent amounts. LaRocque called for a vote, all voting yes, motion carried.

The council considered a request for the city to fund a sign for Frank Peterson, City of Rugby Fallen Police Officer, along Hwy 281. There was a motion by Zachmeier to fund the sign for Fallen Police Officer Frank Peterson. Second by Reinke, roll call vote, all voting yes, motion carried.

8:02 pm Kraft left the meeting.

The council considered two applications for local permits. The first was for HAMC Auxiliary for a raffle. There was a motion by Larson to approve the HAMC Auxiliary permit. Second by Lotvedt, all voting yes, motion carried. The second application was for First Lutheran Church for a raffle. There was a motion by Nelson to approve the First Lutheran Church permit. Second by Santjer, all voting yes, motion carried.

The next meeting is scheduled for October 6, 2025, at 7:00p.m.

There being no further business to transact, or come before the council at this time, LaRocque declared the meeting adjourned at 8:04p.m.

Frank LaRocque, Mayor

Attest: Jennifer Stewart, City Auditor