

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, JANUARY 5, 2026 – 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, Kraft, Schneibel, Larson, Reinke, Santjer, and Zachmeier.

Present by Teams: Lotvedt.

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

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

The council considered the December 17, 2025, meeting minutes. There was a motion by Schneibel to approve the minutes as presented. Second by Zachmeier, all voting yes, motion carried.

The bills were reviewed by Reinke and Larson.

Bills Paid Since Last Meeting of 12/01/2025: \$408,528.99

25922	A & C Tire, Truck Repair & Tow	\$268.10
25923	Adrian Simpson	\$100.00
25924	American Welding & Gas	\$70.86
25925	Andrew Hallof	\$100.00
25926	B & M Laundry Service	\$146.27
25927	Blue 360 Media LLC	\$14.05
25928	Brad's Auto & Towing	\$123.00
25929	Computer Express	\$1,945.00
25930	Convention & Visitors Bureau	\$2,352.77
25931	Convention & Visitors Bureau	\$5,101.26
25932	Ecolab	\$182.49
25933	Envision	\$1,811.68
25934	Hawkins Inc	\$714.02
25935	Heart of America Library	\$3,041.53
25936	Information Technology Dept	\$213.20
25937	John Deere Financial	\$1,963.87
e-ck	JP Morgan	\$3,601.60

25938	Leevers Foods	\$11.90
25939	Minot Daily News	\$467.22
25940	ND Department of Transportation	\$205,797.45
25941	ND One Call Concepts	\$18.00
25942	ND Telephone Company	\$930.66
25943	Newman Signs	\$134.68
25944	Northern Plains Electric Coop	\$3,221.28
25945	Otter Tail Power Company	\$9,353.61
25946	Petty Cash	\$119.97
25947	Rachael Mickelson Hendrickson	\$378.00
25948	Rugby Job Authority	\$23,168.62
25949	Rugby Park District	\$9,611.88
25950	Rugby Service Center	\$1,966.09
25951	Running Supply Inc	\$244.23
25952	Valli Information Systems	\$1,002.13
25953	Wellabe	\$293.75
e-Ck	Wex Bank	\$128.45
ACH	December -25	\$69,297.26
ACH	Social Security	\$10,249.40
ACH	Medicare Taxes	\$2,397.06
ACH	Payroll Taxes	\$5,016.41
25954	AFLAC	\$494.62
25955	AFLAC	\$1,034.88
ACH	NDPERS	\$800.00
ACH	NDPERS	\$10,670.98
ACH	NDPERS	\$28,242.96
ACH	California State Disbursement Unit	\$787.00
25957	State Tax Commissioner	\$940.80
Bills To Be Approved at 01/05/2026 Meeting: \$97,115.35		
25958	American Welding & Gas	\$71.92
25959	AMI Global LLC	\$640.00
25960	Aqua Pure Inc	\$3,097.55
25961	B & J Excavating Inc	\$1,296.83
25962	Brad's Auto Service	\$720.00
25963	Butler Machinery Company	\$4,459.80
25964	Circle Sanitation Inc	\$20,363.25
25965	Core & Main LP	\$1,041.74
25966	Dakota Farms	\$62.17
25967	David Jaeger	\$1,300.00
25968	HACTC	\$380.00
25969	Harper Oil Co	\$3,720.40
25970	Hawkins	\$90.00
25971	Integrated Process Solutions	\$4,905.25
25972	Jeccica Fjellanger	\$310.07
25973	M.J. McGuire Co	\$243.93
25974	Minot Daily News	\$620.10

25975	Municipal Finance Officers Assn.	\$120.00
25976	NDDOT	\$1,791.19
25977	ND League of Cities	\$2,281.00
25978	Northern Testing	\$110.00
25979	Pierce County Auditor	\$3,765.33
25980	Pierce County Treasurer	\$1,331.78
25981	Rebecca Jordan	\$170.00
25982	Rugby Broadcasters	\$36.00
25983	Rugby Hardware Hank	\$202.90
25984	Rugby Insurance Agency	\$31,716.00
25985	Rugby Lumber	\$29.50
25986	Rugby Service	\$2,335.05
25987	Rugby Veterinary Service	\$1,343.00
25988	Running Supply Inc	\$746.85
25989	Schaan Oil Co	\$66.33
25990	Uniform Center	\$1,597.86
25991	Verizon Wireless	\$1,649.55
25992	Walker's Lawncare LLC	\$4,500.00

The council considered the monthly bills. There was a motion by Larson to approve the monthly bills. Second by Reinke, 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. They also reviewed the Old National year-to-date interest. There was a motion by Kraft to approve the financials as presented. Second by Santjer, roll call vote, all voting yes, motion carried.

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

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that he is working on estimates for boiler replacement at the Armory.

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: Portfolio Holder Kraft explained that the ad for firetruck bids is posted. Bommersbach explained that the new stop signs on the south end of Country Road at the east and west frontage roads have been installed. They discussed the STOP sign on north Highway 3 and 1st St NW, just north of the underpass.

Public Works: Portfolio Holder Larson explained that the department is waiting for the pump for Well 5 to be replaced. Munyer has been working on the year end water reporting that is required by the state.

Recreation: Portfolio Holder Santjer explained that we have confirmed that employees aged 16 and older are able to operate lawn mowers. Santjer explained this will help the Recreation Director keep the mowing done at the diamonds this summer.

Library Board: Reinke explained that the library will be livestreaming the June 13 TED Talk regarding the Founding Fathers. They will be hosting a puzzle building contest. Their annual mitten tree was successful.

Food Pantry: Nelson explained that 125 boxes were delivered for Christmas this year.

Unfinished Business

There was no unfinished business.

New Business

The council considered the designation of depositories. The institutions included are Old National Bank, Cornerstone Bank, First International Bank, First United Bank, Merchants Bank, North Star Credit Union. There was a motion by Nelson to approve all institutions. Second by Reinke, roll call vote, all voting yes, motion carried.

The council considered an advertising agreement with the Pierce County Tribune for 2026. There was a motion by Larson to approve the 2026 advertising agreement. Second by Santjer, roll call vote, all voting yes, motion carried.

The council considered a local permit application for Rugby Panther Volleyball. There was a motion by Schneibel to deny the permit as the dates/events selected are already permitted to Dollars for Scholars. Second by Nelson, all voting yes, motion carried.

There was no public comment.

The next council meeting is scheduled for January 21, 2026, at 7:00pm.

The council reviewed an invitation from the Rugby Fire Department to attend their annual meeting January 16, 2026, beginning at 6:30pm.

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 Kraft, all voting yes, the meeting adjourned. The meeting adjourned at 8:09p.m.

Frank LaRocque, Mayor

Attest:

Jennifer Stewart, City Auditor