

**RUGBY CITY COUNCIL MEETING MINUTES  
MONDAY, MARCH 4, 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: Schneibel, Kraft, Nelson, Larson, Gannarelli, and Zachmeier.

Council Members present by TEAMS: Lotvedt and Brossart.

Council Members absent: none.

Also present was Mayor LaRocque, Attorney Murray (by Teams), 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 Zachmeier, all voting yes, motion carried.

The council considered the February 21, 2024, meeting minutes. There was a motion by Schneibel to approve the February 21, 2024, meeting minutes. Second by Kraft, all voting yes, motion carried.

The bills were reviewed by Larson and Gannarelli.

Bills Paid Since Last Meeting of 02/05/2024: \$202,141.88

ACH	Merchants Bank	\$6,616.16
ACH	Bank of ND	\$970.00
23871	B & J Excavating	\$965.00
23872	B & M Laundry Service	\$128.63
23873	Column Software	\$173.16
23874	Computer Express	\$350.00
23875	Convention & Visitors Bureau	\$3,426.91
23876	Convention & Visitors Bureau	\$6,400.94
23877	Dale Klein	\$25.00
23878	Ecolab	\$173.80
23879	Envision	\$1,699.27
23880	Ferguson Waterworks	\$91.64
23881	First District Health Unit	\$90.00
23882	HACTC	\$261.00
23883	Information Technology Dept	\$97.20
e-ck	JP Morgan Chase Bank	\$2,286.18
23884	MARC	\$1,961.48
23885	ND Court Clerks Association	\$100.00
23886	ND Dept of Env. Quality	\$100.00
23887	ND Telephone Company	\$824.17

23888	Northern Plains Electric Coop	\$2,591.65
23889	Northern States Supply Inc	\$510.09
23890	Otter Tail Power Co	\$12,349.48
23891	Railroad Management Co. III, LLC	\$379.14
23892	Rick Larson	\$546.88
23894	Rugby Job Authority	\$48,504.58
23895	Sunny 101.9/KBTO FM	\$798.00
23896	USA Blue Book	\$414.11
23897	Valli Information Systems	\$771.98
23898	Vessco	\$2,124.00
23899	Wellabe	\$152.75
e-ck	Wex Bank	\$747.59
ACH	February-24	\$54,319.88
ACH	Social Security	\$8,453.38
ACH	Medicare Taxes	\$1,977.02
ACH	Payroll Taxes	\$4,313.90
23900	AFLAC	\$1,066.48
23901	AFLAC	\$442.64
23902	AFLAC	\$266.62
23903	AFLAC	\$110.66
23904	AFLAC	\$922.10
ACH	NDPERS	\$700.00
ACH	NDPERS	\$8,329.90
ACH	Sanford Health / NDPERS	\$21,270.14
23905	Dale Klein	\$3,338.37
Bills To Be Approved and Paid 03/04/2024:		\$50,656.74
23906	American Welding & Gas	\$66.53
23907	Aqua-Pure Inc	\$2,140.20
23908	Brad's Auto Svc & Towing	\$215.00
23909	Circle Sanitation	\$19,956.25
23910	Computer Express	\$24.99
23911	Core & Main	\$1,857.86
23912	Credit Bureau of Bismarck	\$40.00
23913	David Jaeger	\$1,300.00
23914	Environmental Equipment & Svc	\$8,497.90
23915	Harper Oil Company	\$2,124.80
23916	Hawkins Inc	\$2,620.50
23917	Home of Economy	\$278.27
23918	Interstate Engineering	\$857.50
23919	M.J.McGuire Co.	\$120.17
23920	Municipal Finance Officers Assoc	\$90.00
23921	ND League of Cities	\$30.00
23922	Petty Cash	\$49.39
23923	Pierce County Auditor	\$3,583.13
23924	Power Plan	\$943.64

23925	Rebecca Jordan	\$170.00
23926	Rick Larson	\$102.50
23927	Rugby Broadcasters Inc	\$106.00
23928	Rugby Hardware Hank	\$335.57
23929	Rugby Insurance Agency	\$1,710.00
23930	Rugby Service Center	\$1,646.42
23931	Verizon Wireless	\$661.83
23932	Workforce Safety & Insurance	\$1,128.29

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

The council considered a reimbursement request from Richard Larson for his annual water operator license fee of \$102.50. There was a motion by Gannarelli to approve reimbursement request to Richard Larson in the amount of \$102.50. Second by Nelson, roll call vote, Lotvedt-yes, Nelson-yes, Kraft-yes, Schneibel-yes, Larson-abstain, Gannarelli-yes, Zachmeier-yes and Brossart-yes, motion carried.

The council reviewed the February monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget. Stewart updated the council on the financials. 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 Kraft, roll call vote, all voting yes, motion carried.

### Portfolio Reports

**Buildings/Property:** Portfolio Holder Lotvedt explained that the Armory kitchen remodel is still underway.

**Finance:** Portfolio Holder Nelson had nothing to report. Schneibel asked Nelson if anything had been done regarding the committee to discuss where the city holds their funds amongst the city financial institutions. Nelson explained that they had not met.

**Ordinance:** Portfolio Holder Zachmeier explained that the final reading of Ordinance 449 will be later in the meeting.

**Personnel:** Portfolio Holder Gannarelli explained that the library has hired a maintenance employee.

**Public Safety:** Portfolio Holder Kraft explained that the police department has secured a WSI Ergonomics Grant, up to \$10,000, for furniture upgrades. The grant is a 75%-25% grant. Chief Bommersbach has obtained an estimate for new furniture from Innovative in the amount of \$15,546.20. The city would be responsible for full payment up front and then would be eligible for reimbursement, up to \$10,000. Nelson suggested they obtain an estimate from Rough Rider Industries as well. There was a motion by Nelson to table the Innovative estimate until the April 1, 2024, council meeting, unless they receive an estimate from Rough Rider Industries sooner. Second by Schneibel, all voting yes, motion carried.

Public Works: Portfolio Holder Larson explained that the second train of the water plant project is up and running. There are a few punch list items to complete yet. Larson and LaRocque explained that the North Dakota DOT had met with city officials to discuss the Hwy 3 Underpass Project. DOT hopes to bid the project in the fall of 2024 for construction in 2025. They plan to open trench the project currently. Nelson explained the city share estimate is \$900,000. The project would run from Hwy 3/ 1<sup>st</sup> St SW to Hwy 3/4<sup>th</sup> St SW. DOT has been planning this project since 2018.

Recreation: Portfolio Holder Schneibel reported that they have two applicants for the Recreation Director. He would like interviews to be done this week if possible. Schneibel explained that one of the applicants is a relative of his and he does not want to be part of the interviews. Kraft, Gannarelli and LaRocque will interview the candidates.

The council conducted the final reading of Ordinance 449- Levied-Rate. Mike Nichols, Dakota Farms Manager, addressed the council questioning if an extra 1% would be added to his liquor sales. It was explained that 1% would be added to the on-sale alcoholic beverage sales. Laurie Odden explained that the state charges 7% on alcohol sales. There was a lengthy discussion regarding the additional 1%. If the final reading is passed, it would be published March 9, 2024, and forward to the state. If the state receives the published ordinance before April 1, 2024, it will become effective with the tax department as of July 1, 2024. Nichols was directed to the North Dakota State Tax Commissioners Office. There was a motion by Lotvedt to approve the final reading of Ordinance 449- Levied-Rate. Second by Kraft. Roll call vote, Nelson-yes, Lotvedt-yes, Kraft-No, Schneibel-yes, Larson-yes, Gannarelli-no, Zachmeier-yes and Brossart-yes, motion carried.

The council considered a call for gravel bids. There was a motion by Larson to approve the call for gravel bids. Second by Schneibel, all voting yes, motion carried.

The council considered an application for local permit for a raffle. There was a motion by Lotvedt to approve the application for local permit for a raffle for First Lutheran Church. Second by Gannarelli, all voting yes, motion carried.

The council considered proclamations for National School Breakfast Week and Imagination Library. There was a motion by Kraft to approve the National School Breakfast Week and Imagination Library proclamations. Second by Nelson, all voting yes, motion carried.

The council reviewed correspondence from the USDA regarding the Civil Rights Compliance Review.

The next meeting is scheduled for Wednesday, March 20, 2024, at 7:00p.m.

There being no further business to transact or come before the council at this time, LaRocque declared the meeting adjourned. The meeting adjourned at 7:42p.m.

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Frank LaRocque, Mayor

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

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Approved