

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, OCTOBER 2, 2023– 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, Gannarelli, Kraft, Zachmeier, Brossart, and Larson.

Council Members present by TEAMS: none.

Council Members absent, none.

Also present was Mayor LaRocque and Auditor Stewart. Attorney Murray was absent.

The council considered the agenda. There was an addition of a Local Permit Application for Dollars for Scholars. There was a motion by Schneibel to approve the agenda as amended. Second by Kraft, all voting yes, motion carried.

The council considered the September 18, 2023, special meeting minutes. There was a motion by Nelson to approve the September 18, 2023, special meeting minutes. Second by Larson, all voting yes, motion carried.

The council considered the September 18, 2023, meeting minutes. Schneibel explained that one of the speakers was identified as Dana Odden and it should have read Dana Lemar. There was a motion by Schneibel to amend the September 18, 2023, meeting minutes to read Dana Lemar. Second by Brossart, all voting yes, motion carried.

Bills Paid Since Last Meeting of 9/07/2023:

23511 B & M Laundry	\$42.88
23512 C & H Repair	\$339.00
23513 Civic Plus LLC	\$1,813.78
23514 Column Software PBC	\$56.16
23515 Computer Express	\$3,677.00
23516 Convention & Visitors Bureau	\$2,677.37
23517 Convention & Visitors Bureau	\$5,807.10
23518 EcoLab	\$173.80
23519 First District Health Unit	\$140.00
23520 Glenko Enterprises	\$2,416.32
23521 Graymont Western Canada	\$5,935.22
23522 Heart of America Library	\$3,141.66
23523 I Design	\$1,054.50
23524 Information Technology Dept	\$81.00
E-CK JP Morgan Chase	\$2,816.98

23525	John Deere Financial	\$38.81
23526	Johnson's Plumbing	\$1,202.00
23527	Napa Auto Parts	\$93.45
23528	ND Dept of Health / Chemistry	\$203.91
23529	ND One Call Concepts	\$31.20
23530	ND Telephone Co	\$896.23
23531	Otter Tail Power Company	\$8,409.77
23532	Pierce County Treasurer	\$108.88
23533	Post Board	\$25.00
23534	Rugby Job Authority	\$34,685.33
23535	Rugby Lawn & Tree	\$1,200.00
23536	Rugby Park District	\$3,486.95
23537	U. S. Bank St Paul	\$21,600.00
23538	Uniform Center	\$231.99
23539	Valli Information Systems	\$769.33
23540	Wellabe	\$329.00
E-Cl	Wex Bank	\$1,454.16
ACH	Payroll Checks	\$62,464.95
ACH	Social Security	\$9,333.04
ACH	Medicare Taxes	\$2,182.74
ACH	Payroll Taxes	\$5,168.15
23541	AFLAC	\$992.45
ACH	NDPERS	\$700.00
ACH	NDPERS	\$8,390.57
23542	Unites States Treasury	\$831.15
23543	State Tax Commissioner	\$742.45
Bills To Be Approved and Paid 10/02/2023:		
23544	Advanced Engineering	\$76.50
23545	Brad's Auto Svc & Towing	\$264.00
23546	C'Mon Inn - Grand Forks	\$441.00
23547	Circle Sanitation	\$20,448.00
23548	Core & Main LP	\$10,001.45
23549	David Bednarz	\$85.15
23550	David Jaeger	\$950.00
23551	First District Health Unit	\$90.00
23552	Harper Oil Co	\$90.00
23553	Hawkins Inc	\$4,643.14
23554	Industrial Contracting Services	\$49,275.00
23555	M. J. McGuire Co	\$100.09
23556	MARC	\$1,002.87
23557	Petty Cash	\$230.03
23558	Pierce County Auditor	\$3,412.50
23559	POST Board	\$90.00
23560	Rebecca Jordan	\$170.00
23561	Robert Spallinger	\$1,480.00
23562	Rugby Broadcasters/KZZJ	\$121.00

23563 Rugby Hardware Hank	\$335.62
23564 Rugby Lumber	\$119.95
23565 Rugby Service	\$832.02
23566 Schaan Oil	\$444.02
23567 Sean Hurly	\$231.87
23568 Share Corporation	\$2,209.41
23569 Spartan Firearms	\$450.00
23570 Team Lab	\$2,073.50
23571 Verizon Wireless	\$729.43

The bills were individually reviewed by Nelson and Lotvedt. There was a motion by Lotvedt to approve the bills as presented. Second by Nelson, roll call vote, all voting yes, motion carried.

Wade Senger, Interstate Engineering, explained the pay request for Industrial Contracting Services in the amount of \$49,275.00. He explained that they had been onsite, at the water treatment plant, for approximately two weeks. They anticipate the water treatment clarifier replacement project will be completed in two to three months. There was a motion by Lotvedt to approve the payment to Industrial Contracting Services in the amount of \$49,275.00. Second by Kraft, roll call vote, all voting yes, motion carried.

The council considered the monthly financial reports. The council reviewed the cash report. Stewart explained that the city has received reimbursement from the SIRN 20/20 program for the police radios. There was a motion by Nelson to approve financials as presented. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council considered the September 2023 Municipal Court Report. There was a motion by Kraft to approve the September 2023 Municipal Court Report. Second by Larson, all voting yes, motion carried.

Lotvedt explained that the JDA has an offer on two lots, which is contingent on a zoning change from R-2 to C-2. They continue working on optometry recruiting. They are looking at a possible Renaissance Zone expansion, on-sale liquor tax and different options to market Chalmers lots. There was a motion by Lotvedt to approve the JDA minutes and financials. Second by Brossart, all voting yes, motion carried.

Laurie Odden, Executive Director CVB/Chamber, addressed the council and explained that the CVB/Chamber fiscal year had begun October 1. Odden explained the staffing issues that the Northern Lights Inn was having. The kiosk is still waiting to be finished up. Odden explained that the Customer Service Workshop was being held tomorrow at AgCountry Farm Credit. The Fun Pianos event is scheduled for November 3, with Balta Bar catering the meal. The craft show is scheduled for November 11. She also noted that the annual Parade of Lights is November 25.

Odden informed the council that she had received notice from Rachel Nadeau, that her organization has decided to not partner with the CVB/Chamber to host a pool tournament in March. Odden explained that her boards do not feel they have the manpower or means to tackle a pool tournament alone, so there will not be one in March. LaRocque asked for a motion to

approve Odden's report. There was a motion by Schneibel to approve the CVB report. Second by Larson, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt reported that the water treatment plant project is underway. He had spoken to A & R Roofing regarding the gutters on the swimming pool. They hope to have those installed soon.

Finance: Portfolio Holder Nelson explained that the County Budget meeting will be held at 10:00am on October 3. Kraft questioned if the question regarding the request for proposals for banking had been answered. Stewart explained that she has not received a reply from legal counsel.

Ordinance: Portfolio Holder Zachmeier had nothing to report.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Larson reported that they will be putting a set of tires on the F-150. They have one speed limit sign up by McGuires. They will be setting up a second one near the redi-mix plant soon.

Public Works: Portfolio Holder Kraft explained that the water treatment plant project was going well. He questioned how involved the city needs to be with the streets by Ely Elementary, to make sure the curbs and drainage flow. Lotvedt explained what has been discussed with the contractors and school officials so far. He believes that the city will need to keep on top of this until the project is complete to ensure that the drainage, etc. is correct.

Kraft asked Stewart to explain the procedure for water shut off for non-payment of bills. Stewart explained that initially the occupant receives a bill, giving them till the 10th of the month to make payment. The occupant receives a bill the next month, which shows the past due amount and the current amount due, giving them till the 10th of the month to make payment. If payment is not received the second month, letters are mailed out to the occupant allowing them another 7 days to make payment or contact City Hall to set up payment arrangements.

If there is not a response to the correspondence, a door hanger is put out by the Public Works Department, and they receive anywhere from 24 - 48 hours to make payment, or their water will be turned off. Stewart explained how the office works with individuals to set up payment arrangements, etc. The goal is to have individuals contact the city and to keep their water on if possible. Once the shut off time has come, a \$50 fee for disconnect is assessed to the occupant water account.

LaRocque asked Munyer how long it takes Public Works to shut off water when they receive the notice from City Hall. Dale Klein, Public Works employee, explained that it is usually that afternoon.

Recreation: Portfolio Holder Schneibel had nothing to report.

Unfinished Business

The council reviewed a revised cost for a 2024 Chevrolet Silverado, with an amount due of \$33,670.64. Munyer had gone back to Drive Chevrolet after the last meeting and a rebate of \$2,500 was applied to the balance due. The city would be trading in a 2013 Chevrolet Silverado, with a trade in allowance of \$20,000. Originally, a 2022 model was ordered, but not received and a 2024 model was received. The 2022 budget had \$28,000 set aside for the purchase. The difference from the set aside from the 2022 budget is \$5,670.64. There needs to be a budget amendment for the balance due that was not previously set aside. There was a motion by Kraft to accept the offer from Drive Chevrolet for the 2024 Chevrolet Silverado, trading in the 2013 Chevrolet Silverado in the amount of \$33,670, with a budget amendment from 5020-434700-650 in the amount of \$5,670.64 to cover the balance of the purchase price that was not set aside in 2022. Second by Larson, roll call vote, all voting yes, motion carried.

Schneibel explained that he had spoken to the Hockey Association regarding the contract for open skating. The Hockey Association has agreed to sponsor open skating, without any participation from the city. Schneibel explained that in turn the Hockey Association expects the city to continue to budget the money, that would have been used to rent ice time, for the current recreation programs. There was a motion by Schneibel to turn open skating over to the Hockey Association. Second by Lotvedt, all voting yes, motion carried.

New Business

The council considered a Local Permit application for Rugby Ducks Unlimited. LaRocque explained that Attorney Kara Brinster, acting on behalf of Attorney Murray, reviewed and found it in order for consideration by the council. There was a motion by Kraft to approve the Local Permit Application for Rugby Ducks Unlimited, for October 11 at 3rd St Station. Second by Brossart, all voting yes, motion carried.

The council considered a Local Permit application for Dollars for Scholars. LaRocque explained that the application was not reviewed by the city attorney as it was turned in late this afternoon. LaRocque also noted spaces on the application that needed to be completed. There was a motion to approve the Local Permit for Dollars for Scholars, upon review and approval of the city attorney. Second by Nelson, all voting yes, motion carried.

The next meeting is scheduled for Monday, October 16, 2023, at 7:00p.m.

Nelson reminded the council that the next Pierce County Hazard Mitigation Meeting would be held Thursday, October 5 at the Fox Auditorium at HAMC. It will be held from 6:30pm – 9:30pm.

There being no further business to transact or come before the council at this time, there was a motion by Lotvedt to adjourn the council meeting. Second by Larson, all voting yes, motion carried. The meeting was adjourned at 7:46p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved