

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, OCTOBER 7, 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 Brossart.

Also present were Mayor LaRocque, Attorney Mickelson Hendrickson, Chief of Police Bommersbach, Public Works Director Munyer, Auditor Stewart, and Student Representative Madeline Hurly.

Absent were Zachmeier and Kraft.

The council considered the agenda. LaRocque added the Baseball Field Sewer Main Project to the agenda. There was a motion by Larson to approve the agenda as amended. Second by Brossart, all voting yes, motion carried.

The council considered the September 18, 2024, meeting minutes. There was a motion by Schneibel to approve the September 18, 2024, meeting minutes. Second by Reinke, all voting yes, motion carried.

The council considered the September 18, 2024, Budget Hearing meeting minutes. There was a motion by Lotvedt to approve the September 18, 2024, Budget Hearing meeting minutes. Second by Brossart, all voting yes, motion carried.

The bills were reviewed by Lotvedt and Brossart.

Bills Paid Since Last Meeting of 09/03/2024: \$344,975.05

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|------------------------------------|------------|
| 24389 A & R Roofing Co | \$4,800.00 |
| 24390 Aqua-Pure Inc | \$450.00 |
| 24391 B & M Laundry | \$193.70 |
| 24392 Civic Plus LLC | \$975.00 |
| 24393 Computer Express | \$172.00 |
| 24394 Convention & Visitors Bureau | \$2,565.79 |
| 24395 Convention & Visitors Bureau | \$6,014.48 |
| 24396 Daryl's Refrigeration LLC | \$2,300.00 |
| 24397 EcoLab | \$182.49 |
| 24398 Envision | \$608.17 |
| 24399 Glenko Enterprises | \$2,344.42 |
| 24400 Graymont Western Canada | \$6,435.63 |
| 24401 H. E. Everson Co | \$66.61 |

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| 24402 | Harper Oil Co | \$2,392.68 |
| 24403 | Heart of America Library | \$4,688.57 |
| 24404 | Information Technology Dept | \$127.20 |
| 24405 | Jeremy Monroe | \$489.15 |
| 24406 | John Deere Financial | \$200.80 |
| 24407 | Johnson's Plumbing | \$1,115.14 |
| E-Ck | JP Morgan Chase | \$3,090.97 |
| 24408 | Leevers Foods | \$122.77 |
| 24409 | Minot Daily News | \$272.22 |
| 24410 | Napa Auto Parts | \$270.87 |
| 24411 | ND Dept of Health / Chemistry | \$224.30 |
| 24412 | NDDOT | \$110,788.59 |
| 24413 | ND One Call Concepts | \$43.50 |
| 24414 | ND Telephone Co | \$890.59 |
| 24415 | Northern Plains Electric Coop | \$3,801.17 |
| 24416 | Otter Tail Power Company | \$11,542.35 |
| 24417 | Petty Cash | \$177.31 |
| 24418 | Power Plan | \$759.09 |
| 24419 | Radisson Hotel Bismarck | \$99.80 |
| 24420 | Rugby Broadcasters | \$31.00 |
| 24421 | Rugby Farmers Union Elevator | \$35.00 |
| 24422 | Rugby Greenhouse | \$63.00 |
| 24423 | Rugby Hardware Hank | \$490.97 |
| 24424 | Rugby Job Authority | \$28,180.00 |
| 24425 | Rugby Lawn & Tree | \$1,300.00 |
| 24426 | Rugby Park District | \$9,466.81 |
| 24427 | Rugby Service Center | \$1,387.66 |
| 24428 | Runnings | \$499.59 |
| 24429 | Sanitation Products | \$550.00 |
| 24430 | U. S. Bank St Paul | \$15,225.00 |
| 24431 | Valli Information Systems | \$808.58 |
| 24432 | Wellabe | \$141.00 |
| E-Ck | Wex Bank | \$1,202.24 |
| ACH | Payroll Checks | \$64,963.07 |
| ACH | Social Security | \$9,747.22 |
| ACH | Medicare Taxes | \$2,279.62 |
| ACH | Payroll Taxes | \$5,136.74 |
| 24433 | AFLAC | \$430.38 |
| 24434 | AFLAC | \$1,029.89 |
| ACH | NDPERS | \$800.00 |
| ACH | NDPERS | \$9,550.10 |
| ACH | NDPERS | \$21,270.14 |
| 24435 | California State Disbursement | \$453.00 |
| 24436 | Unites States Treasury | \$831.15 |
| 24437 | State Tax Commissioner | \$897.53 |
| Bills To Be Approved at 10/07/24 Meeting: | | \$86,438.71 |

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| 24438 | American Welding & Gas | \$66.53 |
| 24439 | Aqua-Pure Inc | \$1,900.00 |
| 24440 | B & M Laundry | \$24.30 |
| 24441 | Brad's Auto & Towing | \$1,117.50 |
| 24442 | Circle Sanitation | \$20,529.25 |
| 24443 | Cole Papers | \$200.04 |
| 24444 | Colonial Research Chemical Corp | \$4,315.10 |
| 24445 | Core & Main LP | \$114.82 |
| 24446 | David Jaeger | \$1,300.00 |
| 24447 | Deplazes Redi-Mix & Const. | \$531.70 |
| 24448 | First District Health Unit | \$160.00 |
| 24449 | H. E. Everson Co | \$5.90 |
| 24450 | Hawkins Inc | \$2,118.42 |
| 24451 | Innovative Office Solutions | \$8,563.81 |
| 24452 | Jeremy Monroe | \$100.00 |
| 24453 | Johnson's Plumbing | \$5.00 |
| 24454 | Maurus Brossart | \$208.36 |
| 24455 | Minot Daily News | \$562.38 |
| 24456 | ND Department of Transportation | \$13,039.37 |
| 24457 | ND Depart. of Water Resources | \$7,066.05 |
| 24458 | ND One Call Concepts | \$49.50 |
| 24459 | Newman Signs | \$2,947.73 |
| 24460 | Northern Plains Electric Co-Op | \$3,381.84 |
| 24461 | Pierce County Auditor | \$3,583.13 |
| 24462 | Rachael Mickelson Hendrickson | \$144.72 |
| 24463 | Rebecca Jordan | \$170.00 |
| 24464 | Rick Larson | \$3,800.00 |
| 24465 | Robert Spallinger | \$1,595.00 |
| 24466 | Rugby Broadcasters Inc | \$31.00 |
| 24467 | Rugby Hardware Hank | \$547.00 |
| 24468 | Rugby Lumber | \$399.92 |
| 24469 | Rugby Service | \$1,199.68 |
| 24470 | Running Supply Inc | \$217.80 |
| 24471 | Sanitation Products | \$1,417.24 |
| 24472 | Schaan Oil | \$87.20 |
| 24473 | State Tax Commissioners | \$124.32 |
| 24474 | Team Lab Chemical | \$3,572.50 |
| 24475 | Verizon Wireless | \$659.60 |
| 24476 | Wellabe | \$282.00 |
| 24477 | Yvonne Hagen | \$300.00 |

The council considered the monthly bills. There was a motion by Lotvedt to approve the monthly bills excluding check 24464. Second by Larson, roll call vote, all voting yes, motion carried.

There was a motion by Lotvedt to approve bill 24464. Second by Schneibel, roll call vote, Lotvedt -yes, Nelson-yes, Schneibel- yes, Reinke-yes, Larson-abstain, and Brossart-yes. Motion carried.

The council considered the monthly financials that included the cash report, expenditures vs. budget, and revenues vs. budget. There was a motion by Brossart to approve the monthly financials as presented. Second by Nelson, roll call vote, all voting yes, motion carried.

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

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that they are looking at relocating the food pantry within the Armory. Lotvedt explained that the current food pantry director had addressed the council a few months ago and explained that she was going to be retiring and closing the food pantry at the end of 2024. Since then, the food pantry director has stated that she wants to continue with the food pantry. Lotvedt explained that if the city is going to upgrade electrical and cut a door through the brick wall for the new food pantry space, a written succession plan should be provided to the city before the investment is made. Nelson explained that Stacey Atkinson is interested in continuing the food pantry. There was also talk that the Great Plains Food Bank would be ending its stops in Rugby at the end of 2024. Since then, Nelson has spoken to the Great Plains Food Bank and they are able to continue food distribution to Rugby in 2025 if the city maintains the food pantry.

Lotvedt explained that the city is looking at a cost of \$5,000-\$10,000 to update the new food pantry space. Nelson explained that currently the food pantry is solely owned by Vonnie Degenstein. Moving forward, the food pantry should operate under a non-profit organization, not be managed by one individual. If Degenstein isn't willing to turn over the current food pantry non-profit, a new one should be established. Nelson explained that books kept in a software program would be helpful to allow for more than one set of eyes to view and manage the books. There was a motion by Nelson that upon a written letter of agreement between the current food pantry owner to transition ownership and assets to a new organization, the City of Rugby would spend up to \$10,000 to refurbish a new Armory space for the food pantry. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Lotvedt explained that the carpet tiles were cleaned and look much better. He suggested that a budget for 10 new tiles a year may be appropriate.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: no report.

Personnel: Portfolio Holder Schneibel explained that two employee handbook revisions will be discussed later in the meeting.

Public Safety: no report.

Public Works: Portfolio Holder Larson explained that two valves in town are leaking, and they will be dug up and repaired as time allows. The clear well will be cleaned next week. They discussed putting the Case IH Tractor and mower on the Orr Auction to get rid of it. The state requires the city to mow the lagoon and banks. The city has discussed purchasing a bat wing mower. Mickelson Hendrickson explained that a resolution would need to be approved this evening if they wish to sell the Case IH Tractor and mower at a public auction.

There was a motion by Lotvedt to approve a resolution to sell the Rouse-Case 9-foot sickle mower, 2005 Case IH DX45 Tractor and mower at 7.5% commission, with a minimum bid on the tractor at \$10,000. Second by Nelson, roll call vote, all voting yes, motion carried.

Recreation: Portfolio Holder Brossart explained he has been working on the grounds.

Unfinished Business

Nelson explained that all five mobile homes, that were set for destruction, have been removed. The owners of the trailer parks were in town last week. Lotvedt and Zachary Broadwell, JDA Executive Director, both met with the owners last week. Nelson asked the city to sweep the gravel streets in the trailer court. Nelson suggested that Northgate be swept, due to the number of trees and leaves in that area. They will reach out to Otter Tail Power to see if streetlights could be installed in the trailer parks. Nelson suggested that the city apply for a grant for the trailer park's playground equipment. Lotvedt referred to the city ordinance that requires the mobile home parks to have a park. Larson recommended that the ordinance be changed and remove the park requirement since there is a park one block from the west trailer court. Nelson explained the owners of the park would like to have the streets paved in the future. Lotvedt explained that they cannot use recycled asphalt.

Nelson explained that the mobile home park owners need to hire an onsite manager. The current company who manages the property is in Minnesota. Nelson asked if the council would consider putting an ad out for a local onsite manager on their behalf. The council discussed the requests of the mobile home park owners over the last year and their concerns with the mobile home park owners' lack of skin in the game.

Mickelson Hendrickson addressed the council regarding the baseball diamond sewer project contract. She reviewed the contract, and the ownership of the grounds is not cleared up, as the city has not started quiet title action as of yet. She explained the concerns with the contract that she had. She explained that once she has the survey of the property from the engineer, she can begin the quiet title work. There was a motion by Lotvedt to proceed with, the possibility of someone else owning the property, the baseball diamond sewer project contract. Second by Brossart, roll call vote, all voting yes, motion carried.

New Business:

The council conducted the first reading of Ordinance 455 Parking prohibited in specified places. There was a motion by Schneibel to approve the first reading of Ordinance 455. Second by Reinke, all voting yes, motion carried.

Schneibel explained that employee handbook policy 302 and 339 needed to be amended to fit the retirement plan updates that were approved by the council at an earlier meeting. The council considered the amendments to these policies. There was a motion by Schneibel to approve the employee handbook policy amendments to 302 and 339. Second by Larson, all voting yes, motion carried.

LaRocque read aloud the draft Bid on Checking Account Interest and Other Services to the council. There was a motion by Nelson to proceed with the bid. Second by Lotvedt. Stewart explained that the bid will be published for three weeks, and personal correspondence will be sent to all Rugby banking institutions on the city list of depositories. LaRocque called for a roll call vote, all voting yes, motion carried.

The next meetings are scheduled for Wednesday, October 16, 2024- 7:00pm Council Meeting.

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 Larson, all voting yes, motion carried. Meeting adjourned at 8:13p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved