

**RUGBY CITY COUNCIL MEETING MINUTES  
MONDAY, NOVEMBER 20, 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 Mayor LaRocque.

Council Members present: Zachmeier, Lotvedt, Kraft, Larson, Gannarelli and Nelson.

Council Members present by TEAMS: Brossart.

Absent was Schneibel.

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

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

The council considered the November 6, 2023, regular council minutes. There was a motion by Nelson to approve the November 6, 2023, regular council minutes as presented. Second by Kraft, all voting yes, motion carried.

The council considered the November 13, 2023, special council minutes. There was an amendment to list Gannarelli as absent and list Lotvedt as present. There was a motion by Lotvedt to approve the minutes as amended. Second by Brossart, all voting yes, motion carried.

The council considered the October 2023 Rugby Police Department report. Chief Bommersbach explained the department had 102 calls for service, 15 citations, 4 arrests, 1 vehicle accident and 10 medical assistance calls in the month of October. There was a motion by Larson to approve the October 2023 Rugby Police Department report. Second by Gannarelli, all voting yes, motion carried.

#### Portfolio Holder Reports

**Buildings:** Portfolio Holder Lotvedt explained that the Armory kitchen will be remodeled in 2024. Along with those updates, the south windows at the Armory will be replaced. He is working on finding out who owns the highway lights, and the ND DOT updating them to LED.

**Finance:** Portfolio Holder Nelson reported that the 2022 general fund levy was 93.02 mills for a total city levy of 111 mills and the 2023 general fund levy is 89.63 for a total city mill levy of 107 mills. He reminded the council that this shows the residents that the city remains fiscally responsible.

**Ordinance:** Portfolio Holder Zachmeier explained that she and Attorney Murray are looking into the ordinance regarding the on and off sale liquor tax at the request of the JDA.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Larson stated that the new Durango has arrived. They are also working on some signage.

Public Works: Portfolio Holder Kraft had nothing to report. Munyer explained that the Water Treatment Plant project is going well. They are on schedule to complete the project on time.

### Unfinished Business

Attorney Murray explained that the USDA documents that she had been working on for the 2 ½ Ave project had been submitted and accepted by the USDA. Murray explained that the ND DOT had emailed Jim Olson, AE2S, in the past that explained the DOT did not formally require the ND DOT Utility Occupancy Application Permit from the city to replace the infrastructure under Hwy 3. Murray recommended that the council have the permit complete for future reference. Lotvedt questioned if the survey of 6<sup>th</sup> St, west of Hwy 3, was missing some footage. Murray recommended to the council to consider having the 6<sup>th</sup> St area, west of Hwy 3, surveyed and replatted to help curtail future issues with this area. There was a motion by Kraft to complete a survey and replat on 6<sup>th</sup> St SW. Second by Lotvedt. LaRocque called for discussion. Nelson explained that he spoke to a DOT engineer a week ago and they had indicated the DOT would sign off on a permit if it was presented to them. Murray explained the necessity to have a survey complete, which would help clean up title issues in the future. LaRocque called for a roll call vote, all voting yes, motion carried.

### New Business

Dr. McNeff, Rugby Public School Superintendent, addressed the council regarding the street signage around the Ely Elementary School. In the past, prior to their building project, they requested additional, temporary, STOP signs. Their building project is now complete. McNeff suggested the STOP sign, on the south side of Ely Elementary, on the north side of the street may need to move west.

McNeff explained they have signs on order, DO NOT ENTER and STOP signs are a couple of the signs they have on order. McNeff described where those signs will be placed when they receive them. He explained that they would like to keep the temporary STOP signs, permanently.

Lotvedt asked if there have been any accidents involving children, around Ely Elementary, since McNeff has been superintendent. McNeff explained that they have not. Lotvedt suggested that 15 mph, slow zone, signage be placed all around the schools.

Nelson explained that student safety is the priority. He suggested School Zone STOP signs and when schools are not in session the signs could go away. LaRocque explained that to increase safety at crossings, the school can utilize school crossing guards. Nelson questioned the need for all the STOP signs in the summer when school is not in session.

LaRocque explained the history of the school requesting additional signage on the west side of Ely Elementary School. LaRocque explained that he would agree to leaving the STOP signs on the east side of the school until the school is able to get their signage up and allow everyone to get used to the new traffic flow.

Jason Gullickson, Ely Elementary Principal, addressed the council regarding seasonal safety signage. He explained that he sees the school grounds utilized very frequently, outside of school hours and days. He acknowledged the inconvenience to motorists to make additional stops.

They discussed 15 mph School Zone speed limits and 25 mph speed limits.

Chief Bommersbach explained that the STOP sign on the south side of the school, along the north side of 3<sup>rd</sup> Street, could be removed.

The council discussed the valley gutter along 2<sup>nd</sup> Street that holds water at the intersection.

LaRocque questioned McNeff as to whether the school will continue to provide crossing guards if the temporary signage stays. McNeff indicated that they would continue to do what they are doing. LaRocque asked if they would provide crossing guards in the morning during school drop off. McNeff cited that kids are being brought to them in the morning and don't have crossing guards. LaRocque explained that safety is just as important in the morning.

Chief Bommersbach will check into what is allowed for a school zone.

The council discussed the dangers of pedestrians crossing Hwy 3, west of Ely Elementary.

McNeff thanked the council for their time.

Chief Bommersbach addressed the council regarding the Back the Blue grant funding that the city received. The city received \$14,423, based on an application of five full-time officers. The intent behind the funds is retention and recruitment of law enforcement officers. The funds must be utilized by March 21, 2025. This equates to \$2,884.60 per officer. Bommersbach recommended that the current five officers each receive \$2,884.60. He believes that his current officers are going to be here for two years or more.

Kraft questioned if the funds could be held until next year and used as a bonus at that time. Murray explained that they could do that if funds are spent by March 21, 2025.

LaRocque asked if half of it could be paid out now and the other half paid out next November.

Nelson explained that the intention behind the grant was to reward those officers who have been serving their respective entities. He believes that the distribution of the grant in two payments would be beneficial. Nelson cited potential entitlement issues by distributing all the funds in one year, as officers would not receive any funds next year.

LaRocque questioned how the grant would help Chief Bommersbach the most. Giving a bonus to his officers now or splitting it between this year and next year. Bommersbach explained they have never had a “bonus” before but would like to disperse it all at once.

Kraft explained it would only be a year before the officers would receive the other half if they do split it. There was a motion by Kraft to give, the five officers, the full amount of the grant in a payment of \$1,442.30 now and again in November 2024. Second by Nelson. Roll call vote, all voting yes, motion carried.

The council considered a local permit application for the Senior Center for bingo. Murray explained the application met the legal requirements. There was a motion by Lotvedt to approve the local permit application for the Senior Center. Second by Nelson, all voting yes, motion carried.

The next meeting is scheduled for December 4, 2023, 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 8:01 p.m.

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Frank LaRocque, Mayor

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

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Approved