

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

Council Members present by TEAMS: Brossart.

Council Members absent, none.

Also, present was Mayor LaRocque, Attorney Murray, 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 November 20, 2023, meeting minutes. There was a motion by Lotvedt to approve the November 20, 2023, meeting minutes. Second by Kraft, all voting yes, motion carried.

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

Murray explained the bill submitted by herself for title work on the 2 ½ Ave project. There was a brief discussion regarding the title work. The bill was approved with the balance of the bills previously.

Wade Senger, Interstate Engineering, joined the meeting by Teams. He gave an update on the Water Treatment Plant project.

Bills Paid Since Last Meeting of 11/06/2023: \$233,139.94.

23652 B & M Laundry	\$186.79
23653 Brad's Auto Service & Towing	\$1,023.00
23654 Colonial Research Chemical	\$3,285.28
23655 Column Software PBC	\$201.24
23656 Computer Express	\$350.00
23657 Convention & Visitors Bureau	\$3,654.55
23658 Convention & Visitors Bureau	\$6,310.89
23659 David Bednarz	\$85.15
23660 Drive Chevrolet Rugby	\$145.78
23661 EcoLab	\$173.80
23662 Envision	\$710.04
23663 Information Technology Dept	\$97.20
23664 Interstate Power Systems	\$163.05
E-Ck JP Morgan Chase Bank	\$1,182.50

23667	Karla Harmel	\$84.83
23668	M. J. McGuire Company	\$46,035.00
23669	ND Department of Health	\$18.54
23670	ND Telephone Co	\$896.49
23671	ND Water Users Association	\$300.00
23672	Otter Tail Power Company	\$8,823.84
23673	Precision Autobody	\$209.00
23674	Radisson Hotel Bismarck	\$100.30
23675	Rugby Insurance Agency	\$194.00
23676	Rugby Job Authority	\$34,102.96
23680	Valli Information Systems	\$767.50
23681	Wellabe	\$305.50
E-Ck	Wex Bank	\$1,246.85
ACH	ND Public Finance Authority	\$2,816.67
23682	Jeccica Fjellanger	\$3,043.60
23683	Jeremy Monroe	\$1,442.30
23684	Scott Bommersbach	\$1,442.30
23685	Sean Hurly	\$1,442.30
23686	Travis Lafferty	\$1,442.30
ACH	Payroll Checks	\$61,323.86
ACH	Social Security	\$9,101.42
ACH	Medicare Taxes	\$2,128.60
ACH	Payroll Taxes	\$5,372.75
23687	AFLAC	\$922.10
ACH	AFLAC	\$377.28
ACH	NDPERS	\$700.00
ACH	NDPERS	\$8,815.30
ACH	Sanford Health / NDPERS	\$22,115.08
Bills To Be Approved and Paid 12/04/2023:		\$5,445,690.29.
WIRE	US Bank	\$5,030,190.63
23688	Adrian Simpson	\$250.00
23689	American Welding & Gas	\$4,445.30
23690	Andrew Hallof	\$250.00
23691	Aqua-Pure Inc	\$450.00
23692	Arntson, Stewart, Wegner, PC	\$9,577.11
23693	B & J Excavating	\$1,200.00
23694	Butler Machinery Company	\$11,338.76
23695	Candy Munyer	\$250.00
23696	Circle Sanitation	\$20,327.00
23697	Column Software	\$550.68
23698	Computer Express	\$350.00
23699	Core & Main LP	\$3,274.12
23700	Dale Klein	\$150.00
23701	David Jaeger	\$950.00
23702	Ferguson Waterworks	\$15,613.85

23703	First District Health	\$90.00
23704	Gary Brossart	\$150.00
23705	Glenko Enterprises	\$2,414.13
23706	Graymont Western Canada, Inc	\$5,942.33
23707	Harper Oil Co	\$5,833.83
23708	Hawkins	\$2,037.46
23709	Home of Economy	\$1,069.61
23710	Industrial Contracting Services	\$74,280.98
23711	Jennifer Stewart	\$150.00
23712	Kathleen Murray	\$8,325.00
23713	Leevers Foods	\$34.00
23714	M. J. McGuire Co	\$117.71
23715	Melissa Anderson	\$250.00
23716	Petty Cash	\$64.00
23717	Pierce County Auditor	\$3,412.50
23718	Power Plan	\$2,327.68
23719	Rebecca Jordan	\$170.00
23720	Rugby Broadcasters	\$31.00
23721	Rugby Fire Department	\$1,746.42
23722	Rugby Hardware Hank	\$352.11
23723	Rugby Lumber Inc	\$432.79
23724	Rugby Service Center	\$787.14
23725	Rugby Veterinary Service	\$486.00
23726	Schaan Oil Co	\$170.41
23727	Sean Hurly	\$193.09
23728	Uniform Center	\$1,727.96
23729	Valuations Northwest	\$125.00
23730	Verizon Wireless	\$661.75

The council reviewed the 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 Schneibel, roll call vote, all voting yes motion carried.

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

Lotvedt explained that the JDA is still looking to find an optometrist to serve the community. They are looking into grants to assist the hospital for the future demolition of the current HAMC site. The student loan applications will be reviewed this week. The JDA will be closing on the sale of two Chalmers Addition lots later this month.

Nelson questioned how much of the \$30,000 for Rural by Choice is already obtained. Lotvedt explained that Kevin Leier, Vice President of the Rugby Economic Development Corporation, was working on the funding.

There was a motion by Lotvedt to approve the JDA minutes and financials as presented. Second by Larson, all voting yes, motion carried.

Laurie Odden, CVB and Chamber Executive Director addressed the council regarding the docuseries. Odden is working with Leier and they have raised \$20,000 of the \$30,000 that is necessary. Odden confirmed that they are moving forward with this, and the funding should be in place by the time it is put together in early 2024. It is scheduled to air in October 2024.

Odden reported that the November craft show had 377 attendees. The Parade of Lights was held last weekend. LaRocque asked if the Parade of Lights date could be moved, as people are out of town on Thanksgiving weekend. Odden will ask her committee about the date in the future. There was a motion by Schneibel to approve the CVB minutes and report. Second by Gannarelli, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt reported that the kitchen remodel will occur in early 2024. He explained that the kitchen at the Armory is currently not licensed by the North Dakota Health Department. The council discussed that the kitchen, currently, is not utilized for food prep, but is only utilized to plug in roasters or rinse things off. The kitchen is necessary to have because the Armory is the community emergency shelter. If the kitchen was to be licensed, there would be many more regulations regarding the number of stainless-steel sinks, hand washing sinks, and other regulations set forth by the North Dakota Health Department. They discussed future events that may be held and determined that licensing the kitchen was not something they wanted to do at this time. There was a motion by Lotvedt to move forward with the Armory kitchen, not being utilized as a prep kitchen and not requesting a license from the North Dakota Department of Health. Second by Zachmeier, roll call vote, all voting yes, motion carried.

Lotvedt asked Wade Senger, Interstate Engineering, for an update on the 6th Street Survey Project. Senger explained that they plan to be onsite this week for the field work.

Nelson explained that the mobile home parks in town have been inspected by the state and issued corrections. The corrective action deadline is December 15. Scott Kramer is the owner of the mobile home parks in Rugby. Nelson was contacted by the North Dakota Health Department and Mr. Kramer is looking for assistance from the city to help clean up the abandoned vehicles in the parks. He is also looking for assistance to remove mobile homes in disrepair for disposal. He also asked for assistance for road repair. Nelson explained that Kramer's estimate for gravel for the roadways was \$2860.00. Nelson indicated that Public Works would attempt to blade the roadways this week due to the nice weather conditions. In the winter the city has provided snow removal and has bladed roads in the past.

Murray explained that the abandoned vehicle issue may be something the city could help with. She briefly explained a process to discard abandoned vehicles. Larson indicated that the county

owns a trailer house in the trailer park that is abandoned and in disrepair. Nelson explained a grant program that political subdivisions can apply for to dispose of abandoned vehicles.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier explained the 2nd reading of Ordinance 447 will occur later in the meeting. Zachmeier explained that she received information from the Job Development Authority regarding on-sale liquor tax. Murray and Zachmeier have not officially met to review this information yet. Murray wants to research the history and why this tax was not approved when they approve the other restaurant and lodging tax. This could potentially add a 1% tax to on-sale liquor. They discussed the current taxes that are collected by the city. Zachmeier and Murray will investigate it and bring a draft to council when it is ready.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Larson had nothing to report.

Public Works: Portfolio Holder Kraft explained the water plant project is moving along. They plan to run the completed train next week and make sure everything is working.

Recreation: Portfolio Holder Schneibel had nothing to report.

Mayor LaRocque opened the fuel bids received.

1. Envision submitted a bid for gasoline and diesel at the pump, from the C-Store, for \$.03 discount per gallon, gasoline and diesel delivered from the bulk truck for \$.10 discount per gallon, from the daily price, propane for \$.15 discount per gallon from the daily price from 1/1/24-12/31/24.
2. Harper Oil submitted a bid for gas, diesel, and fuel oil for \$.10 discount per gallon, from the daily price, on all products from 1/1/24-12/31/24.
3. Schaan Oil submitted a bid for gas for \$.03 discount per gallon, from the daily price, beginning on 1/1/2024-12/31/24.

There was a motion by Lotvedt to approve all three fuel bids. Second by Nelson, roll call vote, all voting yes, motion carried.

The council conducted the second reading of Ordinance 447 Service Pipe Regulations. There was a motion by Zachmeier to approve the second reading of Ordinance 447 Service Pipe Regulations. Second by Larson, all voting yes, motion carried.

Gary Laughridge, a citizen, addressed the council regarding his property west of Rugby. He explained his request for city sewer service. Laughridge explained that in his development, Prairie View Estates, on the east side of town, have utilized a pressurized sewer system for four

homes. Lotvedt explained that each of the homeowners in Prairie View Estates had their own lift station.

Senger explained that pressurized systems are common in Europe and Minnesota. These are utilized where there are a lot of elevation changes. Each property has a miniature version of a larger lift station, that eventually feeds to the manhole and the gravity fed system. Senger suggested that a future line in the area west of town would need to run east and tie into the main near the Envision C-Store.

Laughridge explained that he has contacted about 60% of the property owners that are west of the C-Store. Lotvedt asked if the property owners would be willing to have their property annexed into the City of Rugby.

Laughridge asked if the city provided engineering fees for a project of this magnitude. Lotvedt explained that the city would hire their own engineer. There would be costs associated with a sewer project. Laughridge estimates that approximately 11,000 feet of sewer would be necessary.

Murray explained that 75% of the owners of the territory proposed to be annexed would have to agree.

Senger explained that the USDA would require any existing business with private sewer lines to hook into the sewer main when their existing system would fail.

Laughridge and the council continued to discuss the proposed future sewer developments west of Highway 3 and North and South of Highway 2. Senger explained that other cities have annexed property and installed sewer mains. Costs for this were recovered with special assessments.

Nelson asked if funding proposals could be looked at this winter. Senger agreed that SRF loan funding and USDA grant funding may be options. The USDA grant deadline is near August each year. The council agreed that any sewer expansion would require the property involved to be annexed into the city limits.

The council considered a 2024 application for a new alcoholic beverage license for Home Town Liquor LLC. Mary Klein addressed the council regarding the application. She will be purchasing the property from the current owner. Originally January 15, 2024, was set as the closing date. Klein has been asked to close on the property December 22, 2023. Murray explained when the city would be able to issue an alcoholic beverage license depending on the closing date and year the license is issued for. LaRocque explained that the council could approve her license as of January 15, 2024. There was a motion by Schneibel to approve the 2024 alcoholic beverage license for Home Town Liquor, LLC, effective January 15, 2024. Second by Kraft, all voting yes, motion carried.

Murray explained that the applications for the 2024 Alcoholic Beverage renewal were in order for approval. There was a motion by Nelson to approve the 2024 Alcoholic Beverage renewal applications as presented. Second by Nelson, all voting yes, motion carried.

The council reviewed correspondence from the North Dakota Department of Transportation regarding a future project to replace lighting along the highway through Rugby. This is an LED lighting upgrade. There is no cost to the community for this project. Nelson explained that there is no real concern or involvement for the city.

The council conducted the first reading of Ordinance 448: Annual Appropriations. There was a motion by Larson to approve the first reading of Ordinance 448: Annual Appropriations. Second by Schneibel, all voting yes, motion carried.

The second reading will need to be held prior to the end of the year. The council determined they will move their regular meeting from December 18 to Tuesday, December 19, 2023, at 7:00pm.

The council considered a local permit application for Barton Sportsman Club. There was a motion by Nelson to approve the local permit application for Barton Sportsman Club. Second by Larson, all voting yes, motion carried.

The council reviewed correspondence from Rugby Public Schools regarding their Professional Pathway Day to be held on December 7 at 11:30am-1:00pm. LaRocque appointed Nelson to represent the city at this meeting.

The city holiday party will be held on December 15, 2023, at 6:00pm at the Rugby Eagles Club.

The next meeting is scheduled for Tuesday, December 19, 2023, at 7:00p.m.

There being no further business to transact or come before the council at this time, there was a motion by Lotvedt to adjourn the meeting. Second by Kraft, all voting yes, motion carried. The meeting adjourned at 8:41p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved