

**REGULAR RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, DECEMBER 6, 2021– 7:30PM
CITY HALL COUNCIL CHAMBERS AND BY GOTOMEETING**

Council Members present: Lotvedt, Lunde, Kraft, Berg, Brossart (by GOTOMEETING) and Trottier. Also present were Mayor Steinke (by GOTOMEETING), Attorney Hartl, Jim Olson, AE2S and City Auditor Stewart. Absent were LaRocque and Bednarz.

President Kraft called the meeting to order at 7:30 pm.

Council members recited the Pledge of Allegiance.

There was a motion by Berg to approve the agenda as presented. Second by Lunde, all voting yes, motion carried.

Roll call was taken by President Kraft.

The council considered the November 1, 2021, meeting minutes. There was a motion by Berg to approve the minutes of the November 1, 2021, regular council meeting. Second by Brossart, all voting yes, motion carried.

The council considered the November 17, 2021 special council minutes. There was a motion by Berg to approve the minutes of the November 17, 2021 special council meeting. Seconded by Lotvedt. Trottier questioned how the committee meeting is elevated to a special council meeting and how many more times this will be occurring. Trottier's concern is that every committee meeting could turn into a special council meeting. Lotvedt explained that he needed to discuss hospital information with the Public Works Committee. They discussed open meeting law and meeting notification requirements. Roll call vote, all voting yes, motion carried.

Bills Paid Since Last Meeting of 11/1/2021:	\$162,274.69
21881 American Welding & Gas	\$3,766.91
21882 B & M Laundry	\$165.94
21883 Colonial Research Chemical	\$497.57
21884 Convention & Visitors Bureau	\$1,541.91
21885 Convention & Visitors Bureau	\$2,824.97
21886 Dakota Fire Extinguishers	\$300.00
21887 David Bednarz	\$78.40
21888 Drive Chevrolet Buick Rugby	\$53.50
21889 Envision	\$3,073.00
21890 H. E. Everson Co	\$42.95
21891 Hawkins Inc.	\$2,915.82
21892 HESEB Unlimited	\$146.00
21893 Home of Economy	\$79.99
E-CK JP Morgan Chase Bank	\$988.40
21894 MARC	\$471.84
21895 Maxair LLC/Jemco	\$1,653.60
21896 Medico	\$141.00
21897 ND Department of Health	\$18.54

21898	ND League of Cities	\$630.00
21899	ND One Call Concepts	\$17.50
21900	NDTC	\$800.22
21901	Northern Plains Electric Coop	\$2,047.33
21902	Otter Tail Power Company	\$8,806.10
21903	Pierce County Tribune	\$1,655.93
21904	Precision Autobody & Glass	\$507.00
21905	Rugby Broadcasters	\$91.00
21906	Rugby Hardware Hank	\$301.36
21907	Rugby Job Authority	\$22,967.61
21908	Rugby Lions	\$3,000.00
21909	Staples Credit Plan	\$353.39
21910	Team Laboratory	\$1,945.50
21911	Tecta America Dakotas LLC	\$530.50
21912	Valli Information Systems	\$681.72
E-Ck	Wex Bank	\$774.57
ACH	ND Public Finance	\$4,816.67
ACH	Payroll	\$7,315.67
ACH	Social Security	\$992.00
ACH	Medicare Taxes	\$232.00
ACH	Payroll Taxes	\$67.08
ACH	Payroll	\$46,321.71
ACH	Social Security	\$7,329.26
ACH	Medicare Taxes	\$1,714.12
ACH	Payroll Taxes	\$4,821.57
ACH	Gary Brossart	\$11.29
ACH	AFLAC	\$950.46
ACH	NDPERS	\$650.00
ACH	NDPERS	\$8,117.87
ACH	Sanford Health	\$15,064.92
Bills to Be Approved and Paid at 12/6/2021 Meeting:		\$77,534.45
21915	Advanced Engineering	\$10,858.58
21916	Allison Leer	\$65.00
21917	American Welding & Gas	\$63.87
21918	Andrew Hallof	\$150.00
21919	B & J Excavating	\$230.00
21920	B & M Laundry	\$123.50
21921	Black Mountain Software	\$13,800.00
21922	Brad Radomski	\$700.00
21923	Brad's Auto Service & Towing	\$152.00
21924	Candy Munyer	\$150.00
21925	Circle Sanitation	\$20,038.00
21926	Core & Main LP	\$1,253.58
21927	Dale Klein	\$150.00
21928	First District Health Unit	\$75.00
21929	Gary Brossart	\$288.36

21930	H. E. Everson Co	\$47.76
21931	Home of Economy	\$217.37
21932	Interstate Power Systems Inc.	\$1,406.95
21933	Jeff Berdahl	\$150.00
21934	Jennifer Stewart	\$150.00
21935	Lake Region District Health Unit	\$100.00
21936	Leevers Foods	\$33.33
21937	MARC	\$457.79
21938	MaxAir, LLC / Jemco	\$428.96
21939	Melissa Anderson	\$150.00
21940	Mike Swanson Construction	\$14,800.00
21941	ND One Call Concepts	\$15.00
21942	ND Sewage Pump & Lift Station	\$5,394.00
21943	Pierce County Auditor	\$3,412.50
21944	Rebecca Jordan	\$340.00
21945	Rugby Auto Connection	\$107.06
21946	Rugby Farmers Union Elevator	\$24.00
21947	Rugby Greenhouse	\$59.95
21948	Rugby Hardware Hank	\$488.16
21949	Rugby Service Center	\$784.48
21950	Rugby Welding & Machine	\$3.47
21951	Staples	\$131.88
21952	Swanston Equipment Corp	\$83.31
21953	Troy Munyer	\$100.00
21954	Verizon Wireless	\$550.59

The bills were reviewed by the council. Bills were individually reviewed by Berg. There was a motion by Berg to approve payment of the bills as presented upon review by Trottier. Second by Trottier, roll call vote, Trottier- yes, Berg – yes, Brossart-yes, Bednarz- yes, Lunde-yes, Lotvedt-yes, motion carried.

The council reviewed the financial reports presented. There was a motion by Lotvedt to approve the financial reports as presented. Second by Trottier, roll call vote, Trottier-yes, Berg-yes, Bednarz-yes, Lunde-yes, Lotvedt-yes and Brossart-yes, motion carried.

The council considered the November 2021 Municipal Court Report. There was a motion by Lotvedt to approve the November 2021 Municipal Court Report. Second by Berg, all voting yes, motion carried.

The council reviewed the Convention and Visitors Bureau minutes and financials. Laurie Odden, CVB Executive Director explained that her office will be relocating to the former Cottage Floral and Gift building as of January 2022. She explained the grants that the CVB has recently awarded. There was a motion by Trottier to accept the CVB minutes and agenda. Second by Lunde, all voting yes, motion carried.

The council reviewed the JDA minutes and financials. There was a motion by Berg to approve the JDA minutes and financials. Second by Trottier, all voting yes, motion carried.

Recreation Committee: Chairman Berg explained that the Recreation Director position will be advertised this month. They will be looking to improve one diamond per year to finish them off. Brossart explained that the canal that is just west of Rugby will be cleaned out this winter. This should help keep the water table down near the ball diamonds.

Public Safety: Chief Rose explained that he understood at the meeting that Brossart and LaRocque wanted to remove the 5th officer position. Brossart confirmed that was true. Stewart reminded the council that the 2022 Budget was prepared and approved with a 5 officer Police Department. Brossart explained that they had discussed the overtime within the Police Department and compared 4 officers versus 5 officers. They will review costs at the December committee meeting.

Buildings: Brossart reported that the overhead pool door should be in this week. The fans for the pool should be in as well. They will be installed once they arrive. Lotvedt reported that the overhead door at City Hall is not working. They will be obtaining an estimate for a new door and opener.

Jim Olson, AE2S, addressed the council regarding 2 ½ Avenue. He explained that the bid opening for the project had been held on December 3, 2021. Wagner Construction was the low bid at \$5,326,728.25. Olson recommended the award be given to Wagner Construction. The council discussed the total cost of the project, beyond the construction bid. There was a motion by Lotvedt to approve the notice of award for Wagner Construction for the 2 ½ Ave project at the cost of \$5,326,728.25 contingent upon USDA approval. Second by Trottier.

Olson explained the area of the McGuire's parking lot that will be impacted by the 2 ½ Ave project. The city will need to obtain an easement from McGuire's. Currently McGuire's is asking that the city repave a portion of their property that will not be impacted by the construction. Olson passed around a map that indicated the areas that will be impacted. An area that may be impacted and an area that will not be impacted (blue on the map). The estimate of cost for the portion of the McGuire's parking lot that will not be impacted is \$19,000. The council had an extensive discussion regarding the McGuire's property and the city sewer main that runs underneath. Olson will attempt to negotiate and secure the required easement.

Kraft called for a roll call vote on the motion for Wagner construction, all voting yes, motion carried.

The council considered a contract with SUEZ for the Water Treatment Plant clarifiers. The cost of the contract is \$736,000 and will take approximately 20 weeks to build and deliver to the city. The city has been awarded a grant in the amount of \$881,000. This will be utilized towards the parts for the project. They discussed the grant reimbursement requirements. Kraft wanted to clarify that if ordering the product in 2021 does not jeopardize the utilization of the \$881,000. There was a motion by Lotvedt to sign the contract with Treatment Resources/SUEZ pending that the grant funds of \$881,000 are able to be reimbursed if the clarifier parts are ordered in

2021. Second by Berg, roll call vote, all voting yes, motion carried. Munyer asked that a washout be added to the new clarifiers. Olson will verify if that washout is included in the \$736,000.

Olson is waiting for a response to the Hwy 3 DOT project until after the holidays. Wyatt Hanson, District Engineer, has been out of the office and unable to verify with his superiors. The city is waiting to see what portions of the existing city sewer and water lines will be replaced by the State and what portion will be the city's responsibility.

Olson distributed proposed street and utility projects that correspond to the areas of sewer line that has been televised. The council had an extensive discussion regarding the sewer and water lines within the community and the condition they are in. They also discussed propriety and nonproprietary information that the city may have. Hartl explained that the city information is public information. He was unaware of any ordinance that would make sewer televising information propriety information.

The council reviewed a call for bids for propane, gasoline and diesel fuel for vehicles and equipment. There was a motion by Lunde to call for fuel bids. Second by Lotvedt, all voting yes, motion carried.

The council reviewed a proposed agreement with AE2S to implement Geographic Information Systems Platform. Phase 1 is the GIS Platform Setup in the amount of \$12,472. They also reviewed the annual fees that would be incurred. The City of Rugby budgeted in 2022 for the \$12,472. The city would need to purchase receivers, from a vendor, to allow Public Works to map future coordinates and locations of different hydrants, water, sewer and other things within the community. This is Phase I of the projects. Phase II would be considered in the 2023 budget process.

Lotvedt explained that the County Recorder and County Tax Director have lists of things on the city maps that are not correct. He questioned if the maps could be updated before the GIS is put together. It was determined that all necessary map updates should be gathered and a cost to update the maps be addressed.

Olson explained Phase II, III and IV. Kraft questioned if the GIS agreement could be addressed at the January meeting. Olson agreed that it could be.

Hartl reported that there should be a judgment ready this week from the courts in regards to the Shively home that had burnt.

The council reviewed and considered the 2022 Beer and Liquor License Renewal Applications. Hartl explained that all were in order for approval. There was a motion by Lotvedt to approve the 2022 Beer and Liquor License Renewal Applications. Second by Brossart, motion carried.

The council reviewed and considered the plat of Outlot 424 of 6-156-72. There was a motion by Trottier to approve Outlot 424 of 6-156-72. Second by Lotvedt, motion carried.

The council considered and reviewed the plat for Healthy Heights Addition. This is for the proposed new hospital location. Trottier and Lotvedt disclosed their positions with the hospital and the project to build a new hospital. Hartl believes that the disclosure of their positions and no objection from other council members they are able to vote on the plat. There was a motion by Berg to approve the plat for Healthy Heights Addition. Second by Brossart, all voting yes, motion carried.

Lotvedt questioned if the sewer line that runs under the ball diamonds should be vacuumed out and televised. Olson explained that approximately 340' from the street was already vacuumed and televised. The camera ran into the pole that was through the sewer line. This is where they stopped. The line from the street to the lagoon is 1308 total feet. The council discussed the amount of sludge in the line that could be an imminent problem. There was a motion by Lotvedt to have Pipe Detectives clean and televise the line under the ball diamonds. Second by Trottier, roll call vote, all voting yes, motion carried. Olson will contact Pipe Detectives to see how soon this can be complete.

Lotvedt questioned if the council would be agreeable to community members who play pickle ball taping off a court on the stage of the Armory. The council did not see a problem with this.

The council reviewed and considered the 2022 City Calendar. There was a motion by Lotvedt to accept the 2022 City Calendar. Second by Lunde, all voting yes, motion carried.

The council reviewed recommended changes to employee handbook policy- Introductory Statement- 705 Grievance Procedures and 339 401 Defined Benefit Plan. There was a motion by Lunde to approve the policy changes for - Introductory Statement- 705 Grievance Procedures and 339 401 Defined Benefit Plan. Second by Trottier, all voting yes, motion carried.

The council reviewed correspondence from Kris Thiel, city resident, regarding the Vetsch property located in the north portion of town. Hartl explained that the judgement issued by the court explains what items may be removed by a contract and the excluded items. The council instructed Hartl to send correspondence to Mr. Vetsch to make him aware that the city will be moving forward with cleaning up the property.

The council reviewed and considered an agreement with Pierce County Emergency Management for the Hazard Mitigation Plan. There was a motion by Lotvedt to approve the agreement with Pierce County Emergency Management for the Hazard Mitigation Plan. Second by Brossart, all voting yes, motion carried.

Special meeting December 15 at 5:00pm for the Comprehensive Land Use Plan.

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 Lunde, all voting yes, motion carried. Meeting adjourned at 9:46 p.m.

*These are unofficial minutes, subject to edits, and have not been approved by the city council.