

**REGULAR RUGBY CITY COUNCIL MEETING MINUTES  
MONDAY, FEBRUARY 7, 2022– 7:30PM  
CITY HALL COUNCIL CHAMBERS AND BY GOTOMEETING**

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

Mayor Steinke called the meeting to order at 7:30 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Mayor Steinke.

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

The council considered the January 3, 2022, meeting minutes. There was a motion by Kraft to approve the minutes of the January 3, 2022, regular council meeting. Second by Trottier, all voting yes, motion carried.

The council considered the January 19, 2022, 1:00PM special council minutes. There was a motion by Bednarz to approve the minutes of the January 19, 2022, 1:00PM special council meeting. Seconded by LaRocque, all voting yes, motion carried.

Bills Paid Since Last Meeting of 01/3/2022: \$213,510.59

21993 Mike Swanson Construction	\$27,896.40
22007 American Welding & Gas Inc.	\$63.87
22008 B &M Laundry Service	\$122.80
22009 Billi Warcken-Lamoure Co. Clerk	\$100.00
22010 Brady Martz & Associates PC	\$14,636.78
22011 Butler Machinery Company	\$81.26
22012 Coffee Cottage Café	\$36.64
22013 Convention & Visitors Bureau	\$5.49
22014 Convention & Visitors Bureau	\$2,819.62
22015 Dakota Farms	\$46.58
22016 Envision	\$1,375.75
22017 First District Health Unit	\$75.00
22018 G & P Commercial Sales	\$73.97
22019 Glenko Enterprises Ltd	\$2,213.85
22020 H. E. Everson Co	\$252.96
22021 Home of Economy	\$1,142.75
22022 John Deere Financial	\$477.08
E-CK JP Morgan Chase Bank	\$622.32
22023 Leever's Foods	\$61.59
22024 Modern Marketing	\$87.45
22025 NAPA	\$505.55
22026 ND Dept of Health/Chemistry	\$18.54

22027	ND Municipal Judges Assoc.	\$25.00
22028	ND One Call Concepts	\$2.50
22029	NDTC	\$825.96
22030	Northern Plains Electric Coop	\$3,127.68
22031	Otter Tail Power Company	\$14,251.03
22032	Pierce County Tribune	\$1,001.72
22033	Rugby Farmers Elevator	\$126.00
22034	Rugby Fire Department	\$10,207.63
22035	Rugby Job Authority	\$31,375.77
22036	Rugby Welding & Machine	\$592.25
22037	Sanitation Products Inc.	\$500.00
22038	Staples Credit Plan	\$145.66
22039	State Water Commission	\$4,476.30
22040	Valli Information Systems	\$708.79
E-Ck	Wex Bank	\$1,370.03
ACH	Payroll Checks	\$51,872.45
ACH	Social Security	\$8,143.04
ACH	Medicare Taxes	\$1,904.42
ACH	Payroll Taxes	\$5,504.90
22041	AFLAC	\$950.46
22042	Ingenuity RM, LLC	\$706.79
ACH	NDPERS	\$725.00
ACH	NDPERS	\$8,227.42
ACH	NDPERS	\$14,023.54
Bills To Be Approved and Paid 2/7/2022:		\$149,389.98
22043	Advanced Engineering	\$47,798.85
22044	Allison Leer	\$97.50
22045	American Welding & Gas	\$63.87
22046	Aqua-Pure Inc.	\$7,034.50
22047	Austin Dibble	\$70.00
22048	B & J Excavating	\$45.00
22049	B & M Laundry Service	\$123.50
22050	Brad Radomski	\$700.00
22051	Brad's Auto Service & Towing	\$537.95
22052	Circle Sanitation	\$19,948.00
22053	Colonial Research Chemical Corp	\$401.46
22054	Core & Main LP	\$1,730.00
22055	Corrpro Companies Inc.	\$860.00
22056	Dakota Farms	\$66.71
22057	Dale Klein	\$148.59
22058	First District Health Unit	\$75.00
22059	Graymont Western Canada Inc.	\$5,115.38
22060	H. E. Everson Inc.	\$111.14
22061	Harper Oil Company	\$2,173.60
22062	Hartl Law Office	\$6,259.80
22063	HESEB Unlimited	\$57.00

22064	Home of Economy	\$89.00
22065	Interstate Billing Service	\$1,142.45
22066	Johnson's Plumbing	\$1,047.95
22067	MARC	\$970.71
22068	Merchants Bank	\$6,700.00
22069	Municode	\$6,545.58
22070	NAPA	\$188.52
22071	ND One Call Concepts Inc.	\$3.20
22072	Petty Cash	\$81.96
22073	Pierce County Abstract Company	\$1,000.00
22074	Pierce County Auditor	\$3,412.50
22075	Pierce County Tribune	\$1,357.36
22076	Power Plan	\$750.52
22077	Productivity Plus	\$13.90
22078	Railroad Management Co III LLLC	\$313.34
22079	RDO Trust	\$22,000.00
22080	Rugby Broadcasters, Inc.	\$91.00
22081	Rugby Greenhouse	\$61.95
22082	Rugby Hardware Hank	\$402.12
22083	Rugby Service Center	\$1,221.59
22084	Rugby Veterinary Service	\$144.00
22085	Staples	\$569.35
22086	Troy Munyer	\$290.24
22087	Verizon Wireless	\$550.35
22088	Workforce Safety & Insurance	\$7,024.54

The bills were reviewed by the council. Bills were individually reviewed by Kraft and Bednarz. There was a motion by Kraft to approve payment of the bills as presented. Second by Bednarz, roll call vote, all voting yes, motion carried.

The council reviewed the financial reports as presented. There was a motion by LaRocque to approve the financial reports as presented. Second by Brossart, roll call vote, all voting yes, motion carried.

The council reviewed and considered the 2020 Audit. There was a motion by Bednarz to approve the 2020 Audit as presented. Second by Kraft, roll call vote, all voting yes, motion carried.

The council reviewed and considered the 2021 year-end financial summary. Stewart reviewed the summary and explained the deficits for the year. There was a motion by Kraft to approve the 2021 year-end financial summary. Second by Trotter, roll call vote, all voting yes, motion carried.

The council considered the January 2022 Municipal Court Report. There was a motion by Kraft to approve the January 2022 Municipal Court Report. Second by Brossart, all voting yes, motion carried.

The council reviewed the Convention and Visitors Bureau minutes and financials. Laurie Odden, Executive Director, addressed the council. She informed the council that they have successfully relocated to their new office. They recently held the Farmers and Ranchers appreciation supper and it was a success. She has three new garbage cans arriving this week, for downtown, along the sidewalks in the business district.

7:40p.m. Lotvedt joined the meeting by GOTOMEETING.

She explained that they have signed up for the Living Local App. This will be available for many entities to utilize. Trottier questioned how the CVB Board functions without the city council representative attending. Odden appreciates the input from the city council representative. Trottier suggested the Mayor consider appointing a new city council representative to the CVB Board. There was a motion by LaRocque to approve the CVB minutes and financials. Second by Trottier, all voting yes, motion carried.

The council reviewed the JDA minutes and financials. There was a motion by Kraft to approve the JDA minutes and financials. Seconded by Bednarz, motion carried.

Recreation Committee: LaRocque explained that they are looking to hire a Director and have had no applicants to date.

Finance Committee: Chairman Kraft explained that they had discussed water and sewer rates.

Public Works: Chairman Bednarz explained that they have recently had a water break in Northwest Rugby. As they repaired that a second break occurred just down the line from the repair. That too has been repaired. Bednarz mentioned that the valves to shut the water off in the broken line did not work. He is looking into a machine to help locate water breaks. LaRocque, Trottier and Bednarz all agree that the Special Council meetings that have been held instead of a Public Works Committee meeting need to end. They wish to resume the Public Works Committee meetings once again.

Public Safety: LaRocque explained that the city is looking to fill the open officer position.

Buildings: Brossart gave an update on the swimming pool project.

Jim Olson, AE2S, addressed the council regarding the mapping updates agreement. Olson explained the two options listed in the agreement. Steinke would like to see AE2S doing the research for the project, instead of city employees. The difference in cost for the city to do research for the map project versus AE2S is \$1,000. There was a motion by Bednarz to approve the Map Update project for \$4,000. Second by LaRocque, roll call vote, all voting yes, motion carried.

The council considered a GIS implementation proposal for \$12,472. This is Phase I of the project. There was a motion by LaRocque to approve the GIS implementation at \$12,472. Second by Trottier, roll call vote, all voting yes, motion carried.

Olson explained that he plans on having a pre-construction meeting for the 2 ½ Ave project the end of March. He believes heavy equipment will begin arriving early this spring. He has contacted a company that utilizes ground penetrating radar to obtain an estimate for them to locate the old gas tanks on the McGuires property. The cost for this is \$5,300.

Olson explained that on January 24, 2022, he and Mayor Steinke had met with ND DOT regarding the Hwy 3 Project. ND DOT is unsure if the project on the North- South Hwy 3 will break ground this year. ND DOT is unsure on the time frame and who will pay for what.

Olson addressed correspondence he received from Council Member Lotvedt regarding the gate valves in the city water system. Lotvedt also commented on the correspondence.

The council considered approving a request to accept bids to demolish the Shively house in the spring. There was a motion by Bednarz to publish the request for bids to demolish the Shively home. Second by Kraft, motion carried.

Bednarz explained that the deadlines for the Vetsch property to be cleaned up have come and gone. He would like to see the city put it out on bids for the clean-up of the property and have it completed. There was a motion by Bednarz to put the Vetsch property clean-up out to bids. Second by Trottier, Lotvedt voting nay and Brossart abstaining, motion carried.

The council considered the Planning and Zoning finds of fact for the platting of Prairie View Estates 2<sup>nd</sup> Addition, Healthy Heights Addition parking variance and parking variance for Rugby Public School District. Lotvedt questioned if the easement for the Rugby Public School District had been obtained. It has been drawn up and recorded. Steinke cited that it was not completely clear if utilities were included in the easement, but would be discussed later.

There was a motion by Kraft to approve the Prairie View Estates 2<sup>nd</sup> Addition plat. Second by Bednarz, all voting yes, motion carried.

There was a motion by Kraft to approve the variance request for Heart of America Medical Center for parking spaces. Second by LaRocque, all voting yes, motion carried.

There was a motion by LaRocque to approve the variance request for Rugby Public Schools parking variance. Second by Trottier, all voting yes, motion carried.

The council considered the ND Sewage Pump Contract in the amount of \$1,400. There was a motion by Bednarz to approve the contract with ND Sewage Pump in the amount of \$1,400. Second by Trottier, all voting yes, motion carried.

The council considered resolution 2022-1 Enterprise Fund Rates. Stewart explained the increases in water and sewer rates compared with the current rates. The council discussed the lack of water in the city lagoons. There was a motion by Lotvedt to approve resolution 2022-1 Enterprise Fund Rates. Second by Brossart, roll call vote, Kraft-yes, Bednarz-yes, Lotvedt-yes, Brossart-yes, LaRocque-yes, Trottier-no, motion carried.

8:42p.m. Attorney Hartl joined the meeting by GOTOMEETING.

The council considered an application for Local Permit for the Rugby Dollars for Scholars. Hartl explained that the application was in order for consideration by the council. There was a motion by Trottier to approve the application for Local Permit for the Rugby Dollars for Scholars. Second by LaRocque, all voting yes, motion carried.

There being no further business to transact or come before the Council at this time, there was a motion by LaRocque to adjourn the Council Meeting. Second by Trottier, all voting yes, motion carried. Meeting adjourned at 8:43 p.m.

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

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