

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, MARCH 20, 2023 – 7:00 PM
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: Kraft, Schneibel, Gannarelli, Larson and Zachmeier.

Council Members present by TEAMS: Lotvedt and Nelson.

Absent was Brossart.

Also present were Mayor LaRocque, Deputy Auditor Munyer, Attorney Murray, and Chief Bommersbach.

The council considered the agenda. Schneibel added the ball diamond use agreement. Zachmeier added the 2nd reading of Ordinance 443. There was a motion by Lotvedt to approve the agenda as amended. Second by Schneibel, all voting yes, motion carried.

The council considered the March 6, 2023, meeting minutes. There was a motion by Nelson to approve the March 6, 2023, meeting minutes. Second by Kraft, all voting yes, motion carried.

The council considered the February 2023 Rugby Police Department report. Chief Bommersbach explained the department had 69 calls for service, 17 citations, 6 arrests, and 20 medical assist calls in the month of February. They briefly discussed the damaged patrol vehicle and the developments made to purchase a new patrol vehicle. There was a motion by Larson to approve the February 2023 Rugby Police Department report. Second by Kraft, all voting yes, motion carried.

Wade Senger, Interstate Engineering, appeared by TEAMS regarding the B & J Excavating Bid on the 15th Ave SE Water Main Expansion. The base bid submitted was in the amount of \$134,928.77. It was discussed that the engineer estimate of cost had been \$122,029.20. There was a motion by Lotvedt to accept the B & J Excavating Bid of \$134,928.77 for the 15th Ave SE Water Main Expansion. Second by Kraft, roll call vote, all voting yes, motion carried.

Wade Senger left the meeting.

Karl Frigaard, JDA Executive Director was not present. There was a motion by Lotvedt to table the JDA minutes and financials. Second by Zachmeier, all voting yes, motion carried.

Portfolio Holder Reports

Buildings: Portfolio Holder Lotvedt explained that they are still working on the Council Chamber IT equipment. The carpet and lights have been installed.

Finance: Portfolio Holder Nelson explained that the legislature has just passed \$20 million for Emergency Snow Funds. He explained that the new legislation will look at the last four years of snow removal costs.

Ordinance: Portfolio Holder Zachmeier explained that she is working on another ordinance revision for a future meeting.

Personnel: nothing to report.

Public Safety: Portfolio Holder Larson explained that the damaged patrol car has been stripped of the city owned equipment and has been sold by the insurance company.

Public Works: Portfolio Holder Kraft explained that Gary Brossart, city employee, has been updating the GIS program that has the city utilities on it. Brossart is asking for training from AE2S. Munyer obtained an estimate from AE2S in the amount of \$2,000 to have them come here and train Mr. Brossart. Lotvedt explained that AE2S created the data base but no longer manages the city software. Dale Klein, city employee, addressed the council regarding Mr. Brossart's request for training. Brossart would like to have training to find out how the mapping program works and shortcuts that maybe possible for him to complete the task. Munyer would like to have Brossart trained. LaRocque suggested that the city have AE2S do the training. There was a motion by Kraft to get Gary Brossart administrative privileges to update the GIS mapping program and provide up to \$2,000 for training. Second by Larson, roll call vote, all voting yes, motion carried.

Recreation: Portfolio Holder Schneibel explained that the city is advertising for lifeguards and baseball coaches. He explained that the Ball Diamond Use Agreement needed to be issued again to the school. Attorney Murray explained the agreement to the council. There was a motion by Lotvedt to approve the Ball Diamond Use Agreement. Second by Schneibel, all voting yes, motion carried.

The council reviewed and considered the Planning and Zoning Findings of Fact regarding the revised Outlot 589 including Sublots 1, 2, and 3 NW1/4SW1/4 Section 12-156-76. This is in the first half-mile of extraterritorial zoning, just south of Rugby. The applicant applied for a variance because of the setback requirements in ordinance. They requested a setback of 10 feet in the rear yard for the construction of a new home/shop. Planning and Zoning approved the variance request. There was a motion by Schneibel to approve the Planning and Zoning Findings of Fact for a variance request for Outlot 589 including Sublots 1, 2, and 3 NW1/4SW1/4 Section 12-156-76. Second by Lotvedt all voting yes, motion carried.

The council considered the Park Board easement, to the city, for the installation of a water/sewer/storm sewer line to cross the walking path, for the utilities to be installed for the new hospital. There was a motion by Lotvedt, to accept the utility easement from the Park Board. Second by Larson, all voting yes, motion carried.

The Park Board has requested that they be allowed to remove and relocate trees from the easement area before construction would remove them. There was a motion by Schneibel to

allow the Park Board to remove their trees before work is completed in the easement area. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Schneibel reviewed the Rugby Volunteer Fire Department information that was provided to the council. Nelson asked if the Rugby Volunteer Fire Department is audited by the State Auditor. Schneibel explained that the Rural Fire District is audited by the State Auditor and the city bills are audited through the city's annual audit. Schneibel explained that annual reports are submitted to the Secretary of State, from the Rural Volunteer Fire Department. Schneibel explained the fire department quarterly statements to the city for expenses.

Lotvedt asked for 5 years back of the number of city calls compared to county calls. He explained that the State Auditor has been picking on fire departments around the state regarding their financials. Schneibel explained that the Gwinner Fire Department was turned in for purchasing food and alcohol with tax money. Schneibel explained that the Rugby Fire Auxiliary, a 501(c)(3), was created for any money that is not tax money. Each year the Rugby Fire Auxiliary does a calendar fundraiser, and those proceeds are held in the Auxiliary account. The Rural Fire Department has their own annual board meeting. Schneibel will provide the past years of calls to the council. Nelson thanked Schneibel for the information he provided to the council.

The council conducted the second reading of Ordinance 443 – Duties of city council members. There was a motion by Kraft to approve the second reading of Ordinance 443- Duties of city council members. Second by Schneibel, all voting yes, motion carried.

The council considered the City Government Week Proclamation, April 3-7, 2023. LaRocque read aloud the proclamation. There was a motion by Nelson to approve the City Government Week Proclamation. Second by Larson, all voting yes, motion carried.

The next meeting is scheduled for April 3, 2023, at 6:00p.m. and 7:00p.m.

There being no further business to transact or come before the council at this time, there was a motion by Nelson to adjourn the meeting. Second by Lotvedt, all voting yes, motion carried. Meeting adjourned at 8:15p.m.

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