

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, MARCH 6, 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, Zachmeier, Schneibel, Larson and Gannarelli.

Council Members present by TEAMS: Nelson, Brossart and Lotvedt.

Also present were Mayor LaRocque, Auditor Stewart, and Attorney Murray.

Police vehicle was added to the agenda. There was a motion by Larson to approve the agenda as amended. Second by Brossart, all voting yes, motion carried.

The council considered the February 21, 2023, meeting minutes. There was a motion by Lotvedt to approve the February 21, 2023, meeting minutes. Second by Nelson, all voting yes, motion carried.

Bills Paid Since Last Meeting of 02/06/2023: \$186,404.77

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|-----------------------------------|------------|
| ACH BND | \$1,320.00 |
| 22978 Jeremy Monroe | \$237.85 |
| 22979 Andrew Hallof | \$290.24 |
| 22980 Aqua-Pure Inc. | \$2,865.70 |
| 22981 B & J Excavating | \$1,300.00 |
| 22982 Cole Papers Inc | \$294.40 |
| 22983 Column Software | \$658.12 |
| 22984 Computer Express | \$350.00 |
| 22985 CVB | \$1,477.25 |
| 22986 CVB | \$5,318.89 |
| 22987 Dale Klein | \$35.00 |
| 22988 Ecolab | \$173.80 |
| 22989 ESRI | \$1,265.00 |
| 22990 Envision | \$1,917.79 |
| 22991 G & P Commercial Sales | \$147.50 |
| 22992 Gary Brossart | \$283.55 |
| 22993 Hawkins | \$5,802.69 |
| 22994 Info. Technology Dept | \$73.00 |
| 22995 John Deere Financial | \$1,588.25 |
| E-ck JP Morgan Chase Bank | \$1,172.71 |
| 22996 Macen Heisler | \$280.00 |
| 22997 Napa | \$136.47 |
| 22998 ND Dept. of Health | \$18.54 |
| 22999 ND Telephone Company | \$694.69 |
| 23000 Office of the State Auditor | \$340.00 |

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|-------|----------------------------|-------------|
| 23001 | Otter Tail Power Co | \$13,401.95 |
| 23002 | Railroad Man. Co. III, LLC | \$344.67 |
| 23003 | Rugby Job Authority | \$45,022.47 |
| E-ck | Wex Bank | \$1,031.40 |
| ACH | Payroll Checks | \$57,802.18 |
| ACH | Social Security | \$8,737.82 |
| ACH | Medicare Taxes | \$2,043.54 |
| ACH | Payroll Taxes \$ | 5,624.37 |
| 23004 | AFLAC | \$992.45 |
| ACH | NDPERS | \$800.00 |
| ACH | NDPERS | \$8,232.28 |
| ACH | Sanford Health / NDPERS | \$14,330.20 |

Bills To Be Approved and Paid 03/06/2023: \$66,362.73

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|-------|----------------------------|-------------|
| ACH | Merchants Bank | \$6,700.00 |
| 23005 | American Welding & Gas | \$65.87 |
| 23006 | Aqua Pure Inc | \$450.00 |
| 23007 | Bartsch Electric | \$10,000.00 |
| 23008 | Brad's Auto Svc & Towing | \$161.00 |
| 23009 | Circle Sanitation | \$20,058.00 |
| 23010 | Column Software PBC | \$83.01 |
| 23011 | Core & Main | \$2,785.96 |
| 23012 | Dakota Farms | \$70.42 |
| 23013 | David Jaeger | \$950.00 |
| 23014 | First District Health Unit | \$90.00 |
| 23015 | Harper Oil Company | \$2,575.62 |
| 23016 | Hawkins Inc. | \$1,806.51 |
| 23017 | Home of Economy | \$200.91 |
| 23018 | MEDICO Life & Health | \$141.00 |
| 23019 | ND One Call Concepts | \$6.70 |
| 23020 | Northern Plains Electric | \$3,072.67 |
| 23021 | Petty Cash | \$65.50 |
| 23022 | Pierce County Auditor | \$3,412.50 |
| 23023 | Pierce County Tribune | \$472.34 |
| 23024 | Power Plan | \$3,665.13 |
| 23025 | Precision Autobody & Glass | \$175.00 |
| 23026 | Rebecca Jordan | \$170.00 |
| 23027 | Rugby Hardware Hank | \$167.99 |
| 23028 | Rugby Insurance Agency | \$50.00 |
| 23029 | Rugby Lumber Inc | \$3,545.20 |
| 23030 | Rugby Service Center | \$1,137.78 |
| 23031 | Rugby Welding & Machine | \$24.28 |
| 23032 | Staples | \$99.82 |
| 23033 | Thompson Floor Covering | \$2,592.00 |
| 23034 | Valli Information Systems | \$750.94 |
| 23035 | Verizon Wireless | \$816.58 |

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

The council considered the monthly financial reports. Stewart reviewed the financial reports with the council. The city did receive Municipal Infrastructure Funds from the state in the amount of \$396,231.35. Nelson asked Stewart to put together a report of the last five years snow removal expenses. There was a motion by Larson to approve the cash report as presented. Second by Kraft, roll call vote, all voting yes, motion carried.

There was a motion by Schneibel to approve the expenditure and revenue reports as presented. Second by Gannarelli, roll call vote, all voting yes, motion carried.

The council considered the February 2023 Municipal Court Report. There was a motion by Lotvedt to approve the February 2023 Municipal Court Report. Second by Zachmeier, all voting yes, motion carried.

Lotvedt reported that Wade Senger, Interstate Engineering, would not be appearing before them this evening. Senger had informed him that the hospital project sewer tie in would be an 18-inch line. The new hospital property will utilize the retention pond more than previously thought. Lotvedt explained that Senger had not received an estimate from B & J Excavating yet for the city portion of the utilities to the new hospital property. Senger anticipates having that information for the next council meeting.

Convention and Visitors Bureau: Laurie Odden, Executive Director, explained to the council that she has ordered the new travel brochures that are placed in rest areas around the state. Odden explained the other advertising she has lined up for the tourism season. She reported that the kiosk, located by the Geographical Center Monument, will be updated by mid-May. Rugby is hosting a very large pool tournament the end of March at the Armory. Odden explained the expense the CVB and Chamber have to host the event. Odden asked that the council consider eliminating the Armory rental fee, of \$935, for the pool tournament as an in-kind donation towards the pool tournament event. She cited the economic impact to the community to include the occupancy at the hotels, restaurants, and community businesses. There was a motion by Kraft to waive the Armory rental fees for the Convention and Visitors Bureau, for the pool tournament March 29, 2023-April 2, 2023. Second by Larson, roll call vote, all voting yes, motion carried.

There was a motion by Schneibel to approve the CVB minutes and financials as presented. Second by Kraft, all voting yes, motion carried.

JDA: Karl Frigaard, Executive Director, addressed the council. He reported that he has found someone who can help him with Quick Books, out of Hettinger, for \$25 per hour. He explained he is trying to reconcile the JDA certificates of deposit. He stated that some of them hadn't been reconciled in 2-3 years. He reported that Leah Harper is the Chairman of the JDA board and Mathias Follman is the Vice Chair. It was determined by the council that the minutes and

financials presented were already reviewed by the council. There was a motion by Schneibel to table the JDA minutes and financials until the current ones are available. Second by Zachmeier, all voting yes, motion carried.

Schneibel presented the annual Rugby Volunteer Fire Department financials and report. He explained that in 2022 they had a total of 37 calls for service. They sent 8 men to fire school and currently have 8 men in Fire Fighter 1 Certification. Schneibel explained how the department plans to fund the SORN 20/20 radio upgrade project. The department SCBA gear (self-contained breathing apparatus) expires in 2024 and they have been setting aside funds to purchase new units. There was a motion by Larson to approve the annual Rugby Volunteer Fire Department financials and report. Second by Gannarelli. Lotvedt asked for a report of how the fire department is funded so all board members are aware how it works. Stewart will put something together for the council. LaRocque called for a vote, roll call vote, all voting yes, motion carried.

Kraft asked if Lotvedt would like more information than just financials on how the fire department and city work together. Schneibel explained the financial statements that are forwarded to the city each quarter. Kraft and Schneibel will assist in preparing a report of how the fire department is funded. Nelson asked how much the fire department pays to have a third party look at their financials. Schneibel explained it is approximately \$400 annually.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the new swimming pool pump is on order. The remodel at the Armory is still in progress. He mentioned possibly purchasing blinds for the windows. LaRocque clarified that new windows would be budgeted for in 2024, so permanent blinds would not be necessary now.

Finance: nothing to report.

Ordinance: Portfolio Holder Zachmeier explained that she had worked with Attorney Murray to update Duties of City Council Members.

Personnel: Portfolio Holder Gannarelli reported that a revised employee handbook policy 703 Corrective Action and Discipline and 705 Grievance Procedures have been reviewed by Attorney Murray. There was a motion by Gannarelli to approve employee handbook policy 703 Corrective Action and Discipline and 705 Grievance Procedures. Second by Kraft, all voting yes, motion carried.

Public Safety: Portfolio Holder Larson reported that they are still looking for a Police Officer. He would like to look into a speed radar sign coming in on Hwy 3 from the north. Bommersbach explained the benefit of the speed radar signs. Bommersbach will look into prices on additional signs.

Public Works: Portfolio Holder Kraft explained that the ND DOT is not moving forward with the Hwy 3 Storm Sewer Project this summer. The DOT has not been successful at obtaining bids for the project due to the depth of the boring required. The council discussed the inflated cost since

the project was first discussed and believe other options to deal with the stormwater runoff should be looked at. The ND DOT will be putting a mill and overlay on Hwy 3 from 4th St SW up to 1st St NW this summer. There was a motion by Nelson to contact ND DOT, Director Henke to look at alternatives to the ND DOT Hwy 3 Project as it exists today. Second by Lotvedt, all voting yes, motion carried. Nelson indicated he will visit with Ron Henke tomorrow. Kraft will work with Stewart to draft a letter as well.

Recreation: Portfolio Holder Schneibel explained that Levi Lemer has been hired as the Recreation Director for this year. He explained that the expired agreement between the city and high school for use of the ball diamonds has been forwarded to Attorney Murray to review. Schneibel would like a current agreement to ensure both parties have the same understanding.

The council reviewed and considered a Notice of Application for Change in the Point of Diversion for Larry and Carlan Slaubaugh, Permit 5130. Nelson explained that this permit does not affect the Pleasant Lake Aquafer and there is no reason to deny it. There was a motion by Schneibel to approve the Notice of Application for Change in the Point of Diversion for Larry and Carlan Slaubaugh, Permit 5130. Second by Larson, all voting yes, motion carried.

Bommersbach explained that the 2015 Ford Explorer was in a crash and has been totaled by the insurance company. He has been in contact with Guardian Fleet Safety about obtaining a new vehicle. They have indicated that late spring or early summer they would have a new Dodge Durango the city would be able to purchase. The council received written information regarding either having the insurance company keep the vehicle or if the city kept the vehicle. Bommersbach recommended that the council allow the insurance company to buy the vehicle and get the city on the list for a new Durango with Guardian Fleet Safety. There was a motion by Lotvedt to have insurance purchase the vehicle for \$10,950 and move forward with the new Durango. Second by Nelson, roll call vote, all voting yes, motion carried.

The council considered a call for gravel bids. There was a motion by Lotvedt to advertise for gravel bids as well as send out correspondence to B & J Excavating, Schneider Custom Hauling and Deplazes Redi-Mix regarding the bid solicitation. Second by Schneibel, all voting yes, motion carried.

The council conducted the first reading of Ordinance 443 Duties of Council Members. Zachmeier explained the proposed ordinance changes. There was a motion by Nelson to approve the first reading of Ordinance 443 Duties of Council Members. Second by Larson, all voting yes, motion carried.

The council considered proclamations for National School Breakfast Week, March 6-10, 2023 and Rugby's Dolly Parton Imagination Library Month, March 2023. There was a motion by Lotvedt to approve proclamations for National School Breakfast Week, March 6-10, 2023 and Rugby's Dolly Parton Imagination Library Month, March 2023. Second by Gannarelli, all voting yes, motion carried.

The council reviewed correspondence from Pierce County Local Emergency Planning Committee regarding their March 9, 2023, meeting.

The next meeting is scheduled for March 20, 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 Brossart to adjourn the council meeting. Second by Kraft, all voting yes, motion carried. Meeting adjourned at 8:10p.m.

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