

**RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, MAY 1, 2023– 7:00 PM
COUNCIL CHAMBERS AND MICROSOFT TEAMS**

Council President Kraft called the meeting to order at 7:00 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by President Kraft.

Council Members present: Gannarelli, Larson, Lotvedt, Schneibel, Brossart, Kraft, Nelson, and Zachmeier.

Council Members present by TEAMS: none.

Absent was LaRocque.

Also present were Attorney Murray and Auditor Stewart.

The application for Gaming Site Authorization for Rugby Jaycee’s and estimate from B & J Excavating was added to the agenda. There was a motion by Schneibel to approve the agenda as amended. Second by Larson, all voting yes, motion carried.

The council considered the April 17, 2023, meeting minutes. There was a motion by Lotvedt to approve the April 17, 2023, meeting minutes. Second by Brossart, all voting yes, motion carried.

Bills Paid Since Last Meeting of 04/03/2023: \$165,389.77

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|------------------------------------|------------|
| 23108 American Welding & Gas | \$65.87 |
| 23109 Aqua-Pure Inc | \$450.00 |
| 23110 Associated Supply Co | \$9,510.63 |
| 23111 ATCO International | \$531.00 |
| 23112 B & M Laundry | \$85.75 |
| 23113 Cole Papers | \$57.28 |
| 23114 Column Software PBC | \$801.26 |
| 23115 Convention & Visitors Bureau | \$2,080.30 |
| 23116 Convention & Visitors Bureau | \$4,464.86 |
| 23117 EcoLab | \$173.80 |
| 23118 Envision | \$1,163.10 |
| 23119 Gary Brossart | \$83.84 |
| 23120 H. E. Everson | \$289.82 |
| 23121 Home of Economy | \$441.85 |
| 23122 Information Technology Dept | \$73.00 |
| 23123 John Deere Financial | \$327.78 |
| E-Ck JP Morgan Chase | \$2,031.44 |
| 23124 Leever's Foods | \$10.37 |
| 23125 Macen Heisler | \$210.00 |
| 23126 MEDICO Life Ins | \$141.00 |
| 23127 NAPA Auto Parts | \$308.18 |
| 23128 ND Dept of Health/Chemistry | \$50.32 |

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|-------|---------------------------------|-------------|
| 23129 | ND Peace Officers Assoc (NDPOA) | \$40.00 |
| 23130 | ND Telephone Co | \$792.81 |
| 23131 | Northern Plains Electric Coop | \$3,151.18 |
| 23132 | Otter Tail Power Company | \$13,646.91 |
| 23133 | Pierce County Tribune | \$367.14 |
| 23134 | Rugby Job Authority | \$21,639.28 |
| 23135 | Rugby Service Center | \$995.04 |
| 23136 | Tiffany Fly | \$30.43 |
| 23137 | Valli Information Systems | \$766.28 |
| E-Ck | Wex Bank | \$1,145.92 |
| ACH | Payroll Checks | \$55,772.85 |
| ACH | Social Security | \$8,405.04 |
| ACH | Medicare Taxes | \$1,965.68 |
| ACH | Payroll Taxes | \$5,240.52 |
| 23138 | AFLAC | \$992.45 |
| ACH | NDPERS | \$800.00 |
| ACH | NDPERS | \$8,369.28 |
| ACH | Sanford Health / NDPERS | \$15,371.58 |
| 23139 | Karl Frigaard | \$2,545.93 |

Bills To Be Approved and Paid 05/01/2023: \$119,291.01

| | | |
|-------|------------------------------|-------------|
| 23140 | Aqua-Pure, Inc | \$4,537.50 |
| 23141 | Brad's Auto Service & Towing | \$599.00 |
| 23142 | Circle Sanitation | \$20,064.00 |
| 23143 | Computer Express | \$350.00 |
| 23144 | Dale Klein | \$349.36 |
| 23145 | David Jaeger | \$950.00 |
| 23146 | First District Health Unit | \$90.00 |
| 23147 | Johnson's Plumbing Inc | \$48.95 |
| 23148 | Otter Tail Power Co | \$979.80 |
| 23149 | Petty Cash | \$93.99 |
| 23150 | Pierce County Auditor | \$3,412.50 |
| 23151 | Robert Spallinger | \$225.00 |
| 23152 | Rugby Broadcasters | \$29.75 |
| 23153 | Rugby FFA Chapter | \$256.40 |
| 23154 | Rugby Fire Department | \$10,583.31 |
| 23155 | Rugby Lumber Inc | \$30.75 |
| 23156 | Schaan Oil Co | \$190.20 |
| 23157 | Team Laboratory Chemical | \$2,410.50 |
| 23158 | Traffic Logix Corp | \$6,621.00 |
| 23159 | U. S. Bank | \$65,165.63 |
| 23160 | Verizon Wireless | \$618.29 |
| 23161 | Westlie Motor Co | \$260.08 |
| 23162 | Yvonne Hagen | \$1,425.00 |

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

The council considered the monthly financial reports. Stewart reviewed the cash report, expenditure vs. budget and revenue vs. budget financial reports with the council. There was a motion by Schneibel to approve the cash report, expenditure vs. budget and revenue vs. budget financial reports as presented. Second by Brossart, roll call vote, all voting yes, motion carried.

The council considered the April 2023 Municipal Court Report. There was a motion by Larson to approve the April 2023 Municipal Court Report. Second by Brossart, all voting yes, motion carried.

JDA: The council reviewed the JDA minutes and financials. There was a motion by Lotvedt to approve the JDA minutes and financials. Second by Zachmeier, roll call vote, all voting yes, motion carried.

Nelson joined the meeting at 7:06pm.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt asked Zachmeier if she had an estimate for the information technology for the Council Chambers at the Armory. She explained the estimate to the council members. The Computer Store estimate totaled \$8,198.00. Zachmeier explained that the Owl would be an additional \$1,100.00. Schneibel questioned what the threshold for obtaining more than one bid was. It was discussed that any purchase over \$2,500, the city would need to solicit two informal bids. Lotvedt explained that they had attempted to obtain a second bid from Computer Express, but they did not want to bid for the job. Schneibel explained his past experience with the Computer Store. They discussed that the speaker system would need to be ADA compliant. There was a motion by Lotvedt to accept the Computer Store estimate totaled at \$8,198.00 for the Council Chamber information technology. Second by Schneibel. The council continued to discuss the necessary items for the speaker system. Kraft called for a roll call vote, Zachmeier-yes, Brossart-yes, Schneibel-no, Lotvedt-yes, Nelson-yes, Larson-yes, Gannarelli-yes, motion carried.

Lotvedt explained that the council table will be modified by Brossart. Brossart explained that it will take about a week to get it together. Lotvedt explained that once Zachmeier gets the Computer Store installation set up City Hall should be notified so they can get NDTC to install the service line for the internet and phone.

Kraft questioned if the carpet tiles that are put on the Armory floor would be cleaned. Lotvedt explained that he has cleaned three tiles and wants to try cleaning more of them when it can be done outside.

Finance: nothing to report.

Ordinance: Portfolio Holder Zachmeier explained that the first reading of two revisions is coming up under new business.

Personnel: nothing to report.

Public Safety: Portfolio Holder Larson explained that they are working on cleaning up the trailer courts in town. Larson and Murray discussed specific issues that need to be addressed as well as trailers that have gone back to the County for taxes.

Public Works: Portfolio Holder Kraft explained that AE2S will be coming out to close out the 2 ½ Ave Project. He explained that they are using an excel spreadsheet to document what they are working on and getting done. They have been out patching potholes around town. Kraft asked if anyone knew when the state would be doing the overlay on Hwy 3 between 4th St SW and 1st St SW. Nelson recommended they have a conference call with the NDDOT to confirm when this will be done.

Recreation: Portfolio Holder Schneibel explained that registration will be coming up and things are moving forward as the recreation season gets closer. The picnic shelter is still under construction but is moving along.

Unfinished Business

Lotvedt explained that the hospital waterline needs one or two valves added to the project. Lotvedt recommended that B & J Excavating be allowed to forego a bond on this project and in turn have a contingency for one or two valves in the line, to ensure shut offs are in the right place if something happens and the hospital would always have water. Lotvedt made a motion to approve the contract for B & J Excavating for the waterline without a performance bond but with a contingency for one or two valves that Public Works will want to have on the line. Second by Nelson, roll call vote, all voting yes, motion carried.

Lotvedt explained that he and Mayor LaRocque had discussions with the Department of Environmental Services regarding the Public Water Systems Lead Service Line Inventory. It was explained that if they partner with an engineering firm, there is a grant program to pay for the engineering fees. The engineering firm would also make an application for the grant program dollars on behalf of the city. Kraft explained that Interstate Engineering will be partnering with APEX to get the inventories done in a timely manner and the grant funds will pay for this work. There was a motion by Larson to hire Interstate Engineering to complete the lead service line inventory and have the council prepare a resolution. Second by Brossart, roll call vote, all voting yes, motion carried.

New Business

The council conducted the first reading of Ordinance 444 Beer License and Ordinance 445 Liquor License. There was a motion by Schneibel to approve the first readings of Ordinance 444 Beer License and Ordinance 445 Liquor License. Second by Lotvedt, all voting yes, motion carried.

Lotvedt explained that there was an incident at the Armory where unsupervised children damaged city property. Lotvedt wants the city to install cameras at the Armory to monitor activity in the Armory. The council discussed the history of the Armory and how the use has been monitored. Lotvedt explained all the changes that are going on at the Armory right now and what is planned for the 2024 budget. There was a motion by Lotvedt to investigate putting cameras in the Armory. Second by Zachmeier, all voting yes, motion carried.

The council considered proclamations for Arbor Day, Police Week and EMS Week. There was a motion by Lotvedt to approve the proclamations for Arbor Day, Police Week and EMS Week. Second by Nelson, all voting yes, motion carried.

The council considered a Local Permit Application for Pierce County 4-H. There was a motion by Schneibel to approve the Local Permit Application for Pierce County 4-H. Second by Larson, all voting yes, motion carried.

The council considered Gaming Site Authorizations for Rugby Amateur Hockey Association, locations at Lee's Bar and Dakota Farms. There was a motion by Larson to approve Gaming Site Authorizations for Rugby Amateur Hockey Association, locations at Lee's Bar and Dakota Farms. Second by Brossart, all voting yes, motion carried.

The council considered Gaming Site Authorizations for Rugby Jaycee's, locations at IC Dubbles and 3rd Street Station. Murray explained that the IC Dubbles application does not indicate the number of Twenty-One tables. Kraft explained they have always had one table. There was a motion by Lotvedt to approve the IC Dubbles Gaming Site Authorization for the Rugby Jaycee's with one Twenty-One table. Second by Schneibel, all voting yes, motion carried.

There was a motion by Nelson to approve the Gaming Site Authorization for Rugby Jaycee's location, 3rd Street Station. Second by Schneibel, all voting yes, motion carried.

The council considered an estimate from B & J Excavating to connect the new hospital retention pond to the city storm sewer line. Lotvedt explained how the retention pond drainage will work. The estimate was in the amount of \$143,193.54. There was a motion by Nelson to approve the B & J Excavating estimate in the amount of \$143,193.54 to connect the new hospital retention pond to the city storm sewer. Second by Larson, roll call vote, all voting yes, motion carried.

The council reviewed correspondence from Rugby Chamber and CVB.

The next meeting is scheduled for April 17, 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 Zachmeier, all voting yes, motion carried. Meeting adjourned at 8:16p.m.

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