

RUGBY CITY COUNCIL MEETING MINUTES
THURSDAY, JUNE 20, 2024 – 7:00 PM
ARMORY COUNCIL CHAMBERS AND MICROSOFT TEAMS

Vice President Schneibel called the meeting to order at 7:00 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Schneibel.

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

Also, present were Vice President Schneibel, Attorney Mickelson Hendrickson, Chief Bommersbach, Public Works Director Munyer and Auditor Stewart.

Absent were Kraft and LaRocque.

The council considered the agenda. There was an addition of the WSI Grant Furniture Proposal. There was a motion by Gannarelli to approve the agenda as amended. Second by Zachmeier, all voting yes, motion carried.

The council considered the June 3, 2024, regular council minutes. There was a motion by Nelson to approve the June 3, 2024, regular council minutes as presented. Second by Lotvedt, all voting yes, motion carried.

Chief Bommersbach presented the May 2024 police report. He explained the department had 98 calls for service, 38 citations, 4 arrests, 7 vehicle accidents and 18 medical assistance calls in the month of May. The department lead the Little Flower School Marathon and did traffic control and May 10 officers read to preschoolers at the public library and showed them the patrol vehicles. They also participated in the Mental Health Walk held at Ely Elementary. There was a motion by Larson to approve the May 2024 Police Department report. Second by Brossart, all voting yes, motion carried.

Matt Schimetz, ND BCI, addressed the council regarding a drug task force agent funding request for \$12,500. The entities involved would be Bottineau County, McHenry County, Pierce County and the City of Rugby. Schimetz noted that Bottineau County has already committed to \$25,000 for 2025. Schmitz explained the funding request is for the salary and benefits for the position. The agent would be deputized in all four counties. Schimetz noted that Rolette County would also be included in the group. The focus of the position would be drug investigations and crimes. He explained that memorandums of understanding would be required of all entities involved and must be signed yearly. It was discussed that the state will not provide funding for the salary. The state does have funds available for equipment, which can be applied for once the MOU's are signed. Schimetz explained the possibility of the City of Rugby being the fiduciary for the position. The employee would be a city employee and be paid by the city. The employee would be supervised by Schimetz. He explained that Rolette County is offering office space and evidence room at their Courthouse. Sheriff Josh Seigler explained that \$100,000 is the goal for funding to cover salary and benefits. Schimetz explained the working relationship that the state has with the tribal law enforcement. There was discussion with Schimetz and the council regarding the need for this type of position, expectations and annual funding. Seigler explained

that he is budgeting \$20,000 for the task force position. There was a motion by Lotvedt to budget up to \$20,000 for a task force position. Second by Nelson, roll call vote, all voting yes, motion carried.

Schneibel asked for a motion to support the city as the fiduciary of the task force. There was a motion by Lotvedt to support Auditor Stewart having the fiduciary responsibility for the task force. Second by Nelson, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council and explained the grants that have been recently approved by the Chamber/CVB. Odden recently attended a Souris Basin Regional Planning Meeting to work on workforce attraction. She explained that My Town filmed for three days last month. Creative Treatment was here and did filming and will be back for another day or two in the future. She explained that she is looking to update the 8 picnic tables at the Northern Lights tower as they are showing their age. The North Dakota Water Board had a tour of Rugby and the surrounding area. She updated the council on the recent mud jacking done at the Geographical Center Monument. Odden explained that Public Works Director Munyer took time out of his day, to clean off the monument after the work was completed. There was a motion by Gannarelli to approve the CVB Report. Second by Zachmeier, all voting yes, motion carried.

Zachary Broadwell, JDA Executive Director, explained he is still talking to prospective optometrists about opening a practice in Rugby. The JDA board is looking at completing a housing study for the community and is still working on housing construction opportunities to develop Chalmers Addition. Nelson asked what the cost of equipment for an optometry clinic would cost. Broadwell explained that \$300,000 would be an estimate for new equipment and possibly \$50,000 for used equipment. There was a motion by Lotvedt to approve the JDA minutes and financials as presented. Second by Brossart, all voting yes, motion carried.

Portfolio Holder Reports

Buildings: Portfolio Holder Lotvedt explained that the south side of the pool was mud jacked to help with the runoff.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier did not have anything new to report.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: no report.

Public Works: Portfolio Holder Larson explained hydrants are being flushed, weeds sprayed and patching cracks and holes in the streets.

Recreation: Portfolio Holder Brossart had nothing to report.

Unfinished Business

Nelson gave the council an update on the trailer park. He explained that he did go around and identify the homes that should be listed on the request for proposal for removal. He indicated that the state inspector would be out next week to inspect the two parks.

The council considered the furniture proposal from Innovative Office Supply, in the amount of \$15,546.20, for the police department workforce safety grant. This had previously been tabled, a couple of months ago, to obtain a second bid from Rough Rider Industries. Rough Rider Industries has not provided a bid. There was a motion by Lotvedt to approve the Innovative Office Supply bid for police department office furniture. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The council conducted the first reading of Ordinance 452 City Council Student Representative. There was a motion by Zachmeier to approve the first reading of Ordinance 425 City Council Student Representative. Second by Brossart, all voting yes, motion carried.

New Business

The council reviewed 2025 Budget Departmental Requests for the Armory, Fire Department, Police Department, and annual advertising schedule. They had a brief discussion about these items. Stewart explained that the ND Public Safety Retirement is being looked into for the police officers. This would help recruit and retain police officers.

The council considered a request from Attorney Mickelson Hendrickson for an increase in her salary. She requested a monthly retainer of \$1,350.00 for 8 hours of work. Travel time to and from Rugby would not be counted in the 8 hours. After the first 8 hours each month the additional hours would be billed at \$125.00 per hour. She would continue to bill the city mileage for trips to and from Rugby at the state rate. There was a motion by Zachmeier to approve the request for a monthly retainer of \$1,350.00 for 8 hours of work. Travel time to and from Rugby would not be counted in the 8 hours. After the first 8 hours each month the additional hours would be billed at \$125.00 per hour. She would continue to bill the city mileage for trips to and from Rugby at the state rate. Effective July 1, 2024. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council considered Resolution 2024-3 – 2025 Enterprise Fund Rates and Fees. There was a motion by Nelson to approve Resolution 2024-3 – 2025 Enterprise Fund Rates and Fees. Second by Brossart, roll call vote, all voting yes, motion carried.

The council considered an application for a local permit or restricted event permit for the Rugby Sports Boosters. There was a motion by Larson to approve the local permit application for the Rugby Sports Boosters. Second by Lotvedt, all voting yes, motion carried.

The council reviewed correspondence regarding the annual LEPC meeting to be held on June 27, 2024, at 8:00am.

The next meeting is scheduled for July 1, 2024, at 7:00p.m.

There being no further business to transact or come before the council at this time, Nelson made a motion to adjourn the meeting. Second by Zachmeier, all voting yes, motion carried. The meeting adjourned at 8:22pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved