

RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDY, JULY 17, 2024 – 7:00 PM
ARMORY 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 LaRocque.

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

Council Members present by Teams: Brossart and Reinke.

Also, present were Mayor LaRocque, Attorney Mickelson Hendrickson, Chief Bommersbach, Public Works Director Munyer and Auditor Stewart.

Absent were Kraft and Schneibel.

The council considered the agenda. There was a motion by Lotvedt to approve the agenda as presented. Second by Nelson, all voting yes, motion carried.

7:03pm Reinke joined the meeting by Teams.

The council considered the July 1, 2024, regular council minutes. There was a motion by Lotvedt to approve the July 1, 2024, regular council minutes as presented. Second by Larson, all voting yes, motion carried.

Chief Bommersbach presented the June 2024 police report. He explained the department had 117 calls for service, 34 citations, 9 arrests, 3 vehicle accidents and 13 medical assistance calls in the month. Bommersbach explained that the Pierce County Fair went well. They did not have any calls related to the fair this year. There was a motion by Larson to approve the June 2024 Police Department report. Second by Lotvedt, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council and explained that the monument was mud jacked. They are now looking at how to improve the appearance of the area at the monument. She is working on making the Northern Lights Tower picnic area more appealing. They are discussing obtaining an artificial Christmas Tree for Merchants Bank Park. Crazy Days will be taking place tomorrow. Odden explained the Chamber Softball Tournament went well. They had 13 teams participate this year. Odden commended Cole Schneibel and the Rugby Recreation Crew who worked hard to get the diamonds ready for the tournament. She explained the appreciation that the Chamber has for the ball diamonds and the recreation staff. The Chamber is also hosting a steak night on August 1 at the Golf Course. There was a motion by Nelson to approve the CVB Report. Second by Zachmeier, all voting yes, motion carried.

Zachary Broadwell, JDA Executive Director, explained that he is still working to attract an optometrist to Rugby. He is working on obtaining a housing study to help with housing development. The JDA Board discussed a social media plan. He is also working with local daycare facilities to address the struggles that they have. The JDA Board is looking to develop a

youth entrepreneur grant/loan program. They also approved their 2025 Budget. 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 Armory kitchen was utilized for a wedding and compliments were received regarding the update. The swimming pool will be getting gutters installed and the roofing company will cut the hole in the Armory roof to vent the kitchen plumbing at the same time.

Finance: Portfolio Holder Nelson explained that they have 2025 Budget recommendations later in the meeting for the council.

Ordinance: Portfolio Holder Zachmeier explained that the second reading of Ordinance 452 would be presented later in the meeting. Zachmeier is working with Attorney Mickelson Hendrickson to work on a tree ordinance regarding the extra-territorial zoning. The current city ordinance does not address trees outside of the city. Terry Hoffert, Pierce County Commissioner, asked why the city has not acted on the variance that was filed in the extra-territorial zoning area asking for trees to be planted. They had extensive discussion regarding the county and city handling the variance request. They discussed that future ordinance drafting should consider utilizing the NRCS (National Resources Conservation Service) guidelines.

Personnel: no report.

Public Safety: Bommersbach updated the council on some traffic signs and informed them that the new Durango is in service.

Public Works: Portfolio Holder Larson explained that the employees have been painting the streets, spraying weeds, crack sealing/filling, and both sweepers are both working and being used.

Recreation: Portfolio Holder Brossart had nothing to report.

Reinke explained that the Summer Reading Program has been a success. Last school year Little Flower School brought over their classrooms to visit the library monthly. He explained that the traveling Holocaust Exhibit will be hosted here in January/February 2025. He commended Mandie Medalen, Library Director, for her work at the library.

Unfinished Business

The council held their annexation hearing for Resolution 2024-2. The affected territory is Outlot 602 of Government Lots 1 and 2 and E1/2NW1/4 in Section 7 of Township 156 North, Range 72 West in Pierce County, North Dakota. Attorney Mickelson Hendrickson explained that the hearing is held for any protests received. The city did not receive any written protests from the landowners

of the affected territory. She explained that no action is necessary from the council. The resolution will be filed after Outlot 602 is approved.

The council considered bids received for the removal of abandoned trailer homes. The first bid was received from Dig It Up Backhoe Service Inc. in the amount of \$17,400 for each of the five trailer houses listed in the bid. Total cost \$87,000.

The second bid was received from B & J Excavating, Inc. in the amount of \$65,500 as follows: 705 Eastgate Dr \$12,500.00, 806 Eastgate Dr \$12,500.00, 602 Parkland Dr \$13,500.00, 628 Parkland Dr \$13,500.00 and \$665 Parkland Dr \$13,500.00.

The city has been awarded a grant of \$40,000 to remove these trailer houses. There was a motion by Nelson to accept the B & J Excavating, Inc. bid for 602, 628 and 665 Parkland Drive for a total of \$40,500. Second by Lotvedt, roll call vote, all voting yes, motion carried.

Nelson updated the council on the trailer court. The south Parkland area has drainage issues with the roadway. They will be looking to see what can be done to remedy these issues. They discussed having B & J Excavating, Inc. look at the elevations and possible remedies for this area. Nelson feels that the city needs to budget to put gravel on the trailer court roadways.

The council conducted the second reading of Ordinance 452 City Council Student Representative. There was a motion by Zachmeier to approve the second reading of Ordinance 452 City Council Student Representative. Second by Larson, all voting yes, motion carried. It was discussed that the term for the Student Representative would begin in September.

New Business

Nelson explained that the 2025 Budget Committee had met and is recommending a 3% COLA, the \$.35/hour annual raise and the ND Public Safety PERS for the police department employees that qualify. Stewart explained the ND Public Safety PERS. The ND Public Safety PERS would offer a higher retirement percentage contribution compared to the current ND PERS. This may help with recruitment and retention of police officers.

Nelson explained that some handicap parking and accessibility improvements for the Armory are being added into the 2025 budget. The council agreed to have the auditor move forward with these recommendations for the budget.

The council considered a petition to vacate an alley that was submitted by Adam and Twyla Bohl. Mickelson Hendrickson explained that the council needs to review the petition and verify that it is in proper form. She explained that they need to verify that there is no sewer, water main or gas or pipelines that are under this location to be vacated. It was discussed that on the subdivision plat it only specifies that the streets are dedicated to the public. LaRocque explained that not all contiguous landowners signed the petition to vacate. Mickelson Hendrickson explained that the petitioner should be notified that other owners need to sign and need to address, if the area in the petition is dedicated to the public. It was discussed that if the petitioner wishes to construct a building on the property adjacent to their lot, it will need to be documented that the parcels cannot

be separated in the future. There was a motion by Nelson that the petition would not be acted on because it is not in the proper format because it does not meet the legal requirements. Second by Lotvedt. Reinke asked what we are asking the petitioner to do. Mickelson Hendrickson explained that it is being sent back to the petitioner to have all the adjoining landowners sign the petition and determine if the area in the petition is dedicated to the public or not. She explained that it is up to their attorney to research this and let the city know. LaRocque called for a vote, all voting yes, motion carried.

Derrick Klein addressed the council regarding a request to utilize 3rd St SE directly behind his property. Currently the portion of 3rd St SE, lying south of the eastern edge of East Side Village, which is a dedicated street is occupied by tall grass and trees. Klein would like to build a garage in his backyard and utilize the platted public street to access the garage. Klein would clear out the grass and trees, at his own cost, to make the street passable so he could access his property. He also agreed to maintain the water drainage that occurs along this area. There was a motion by Lotvedt to allow Derrick Klein to clean the 3rd St SE area any way he needs to allow access to his property and maintain the water drainage along the area. Second by Nelson, all voting yes, motion carried.

The next meeting is scheduled for August 5, 2024, at 7:00p.m.

There being no further business to transact or come before the council at this time, Larson made a motion to adjourn the meeting. Second by Lotvedt, all voting yes, motion carried. The meeting adjourned at 8:31pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved