

**RUGBY CITY COUNCIL MEETING MINUTES  
WEDNESDAY, AUGUST 2, 2023– 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: Gannarelli, Larson, Lotvedt, Schneibel, Brossart, Nelson, and Zachmeier.

Council Members present by TEAMS: none.

Council Members absent: Kraft.

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

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

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

Bills Paid Since Last Meeting of 7/6/2023:	\$286,147.73
23354 A-1 Evans Septic Service	\$500.00
23355 Aqua-Pure Inc	\$6,677.70
23356 B & M Laundry	\$222.05
23357 Brad's Auto Service & Towing	\$101.00
23358 Cole Anderson	\$50.00
23359 Column Software PBC	\$1,005.17
23360 Computer Express	\$350.00
23361 Convention & Visitors Bureau	\$2,372.41
23362 Convention & Visitors Bureau	\$5,204.68
23363 Cooper Bonebrake	\$91.70
23364 Drake Anamoose Summer Rec	\$100.00
23365 EcoLab	\$173.80
23366 Envision	\$866.50
23367 First District Health Unit	\$70.00
23368 HITS, Inc	\$350.00
23369 Information Technology-BND	\$73.00
23370 Interstate Engineering Inc	\$2,704.00
e-ck Job Service North Dakota	\$4,688.00
23371 John Deere Financial	\$42.99
e-ck JP Morgan Chase Bank NA	\$2,394.52
23372 Kiefer Fritz	\$70.00
23373 Knoxilla Studio	\$371.33
23374 M. J. McGuire Co	\$67.98

23375	Macen Heisler	\$120.00
23376	Maisie Gault	\$91.70
23377	ND Dept of Health - Chemistry	\$566.71
23378	ND Dept of Water Resources	\$7,217.25
23379	ND One Call	\$37.70
23380	ND Sewage Pump & Lift St Svc	\$1,400.00
23381	ND Telephone Company	\$1,110.28
23382	Northern Plains Electric Coop	\$4,448.62
23383	Northern States Supply	\$73.37
23384	Otter Tail Power Company	\$10,791.05
23385	Pierce County Clerk of Court	\$329.00
23386	Pierce County Tribune	\$144.00
23387	Rebecca Jordan	\$170.00
23388	Rugby Job Authority	\$29,440.87
23389	Rugby Lawn & Tree Care	\$600.00
23390	State Tax Commissioner	\$127.07
23391	Stone's Mobile Radio Inc	\$42,588.27
23392	Taytum Risovi	\$100.00
23393	Valli Information Systems	\$764.27
23394	Wagner Construction	\$15,317.87
23395	Wayne's Construction	\$300.00
e-ck	Wex Bank	\$1,321.87
ACH	Payroll Checks	\$89,476.32
ACH	Social Security	\$13,021.88
ACH	Medicare Taxes	\$3,045.46
ACH	Payroll Taxes	\$6,510.14
23396	AFLAC	\$992.45
ACH	NDPERS	\$600.00
ACH	NDPERS	\$8,019.77
ACH	Sanford Health / NDPERS	\$18,874.98
Bills To Be Approved and Paid 8/2/2023:		\$63,910.70
23397	A-1 Evans Septic Service	\$400.00
23398	AE2S	\$4,232.50
23399	American Welding & Gas	\$65.87
23400	Circle Sanitation	\$20,423.00
23401	Column Software PBC	\$959.40
23402	Computer Express	\$350.00
23403	Dakota Fire Extinguishers	\$93.60
23404	David Jaeger	\$950.00
23405	First District Health Unit	\$90.00
23406	Hartley's School Buses	\$8,300.94
23407	Hawkins Inc	\$3,159.74
23408	Jacob Ripplinger	\$150.00
23409	Jeremy Johnston	\$400.00
23410	Killoran Trucking & Brokerage	\$6,008.75

23411	Lexipol, LLC	\$3,509.42
23412	MARC	\$1,955.30
23413	ND Envelope Company	\$239.90
23414	Pierce County Auditor	\$3,412.50
23415	Power Plan	\$768.56
23416	Rebecca Jordan	\$170.00
23417	Recreation Supply Company	\$1,110.18
23418	Robert Spallinger	\$1,000.00
23419	Rugby Broadcasters Inc	\$144.75
23420	Rugby Hardware Hank	\$454.48
23421	Rugby Lumber, Inc.	\$1,157.89
23422	Rugby Service Center	\$1,159.23
23423	Rugby Veterinary Services	\$572.00
23424	Schaan Oil Co	\$457.85
23425	Share Corporation	\$471.47
23426	Tucker Volk	\$50.00
23427	Verizon Wireless	\$618.37
23428	Sanitation Products	\$1,075.00

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

The council reviewed and discussed the AE2S bill. They discussed the walk through of the project and the costs billed for that. They had a lengthy discussion about the final completion and warranty of the project. There was a motion by Schneibel to pay AE2S in the amount of \$4,232.50. Second by Gannarelli. Lotvedt questioned if the council could stipulate that they receive no additional bills from AE2S. Gannarelli asked if the city is being doubled billed. They discussed that if the final completion is being considered that the project should be wrapped up. Murray suggested sending correspondence to AE2S to explain that the project is complete, and we don't expect to have any additional bills. They continued to discuss past billing and the 2 ½ Ave contract. Stewart explained the June billing from AE2S and where it fell in the contract categories. Lotvedt suggested that Attorney Murray draft correspondence to AE2S to tell them that we are done with their services. Schneibel amended his motion to approve the \$4,232.50 payment to AE2S and have Attorney Murray draft correspondence to AE2S stating that other than any charges from Abigail Ritz, there should be no additional charges to the Construction Services account. Second by Gannarelli, roll call vote, Brossart-yes, Zachmeier-yes, Gannarelli-yes, Larson-yes, Schneibel-yes, Nelson-No, and Lotvedt-yes, motion carried.

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

The council reviewed correspondence from North Star Community Credit Union regarding the city's inactive account with them. Stewart explained that this account had been set up for the

2009 Street Project. The current balance is \$13.43. Stewart suggested that the account be closed, and the funds be placed in the general fund. There was a motion by Lotvedt to close the North Star Credit Union account with the amount of \$13.43 and put the funds in the General Fund at Merchants Bank. Second by Zachmeier, roll call vote, all voting yes, motion carried.

The city has a CD with Bremer Bank – flood control that will mature on August 16, 2023. The highest rate currently offered is 5% with Bremer Bank for 13 months. There was a motion by Lotvedt to renew the CD with Bremer Bank at 5% for 13 Months. Second by Nelson, roll call vote, all voting yes, motion carried.

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

Lotvedt explained that the JDA is still in search of a director. They have hired Ellen Huber, Community Matters as a consultant for the next 5 months at a rate of \$5,000 per month. She will assist with giving the JDA direction. There was a motion by Lotvedt to approve the JDA minutes and financials as presented. Second by Brossart, roll call vote, all voting yes, motion carried.

The council reviewed the 2024 JDA Preliminary Budget. Stewart reviewed the budget with the council. There was a motion by Lotvedt to approve the 2024 JDA Preliminary Budget. Second by Zachmeier, roll call vote, all voting yes, motion carried.

### Portfolio Reports

**Buildings/Property:** Portfolio Holder Lotvedt reported that the Armory floor has been refinished and is open again for public use. NDTC will be in town next week to install the Armory cameras. The school has moved the desks out of the west hallway and the new two-year contract is signed and in order.

**Finance:** Portfolio Holder Nelson explained that the budget committee met twice. The 2024 Budget has been completed and will be reviewed at this meeting.

**Ordinance:** Portfolio Holder Zachmeier explained she will be looking at outdated and obsolete ordinances that may need to be repealed.

**Personnel:** Portfolio Holder Gannarelli had nothing to report.

**Public Safety:** Portfolio Holder Larson reported that one of the new radar signs is up and will be operational soon. They have hired a new officer.

**Public Works:** Public Works Director Munyer explained that they have been sweeping streets, spraying streets, painting buildings, and dealing with pool and well issues. He explained that

Well 9 had water blowing off the relief valve. They are still investigating what might be wrong with the pump.

The Hwy 3 mill and overlay has been completed. The city has a pile of millings from that project.

Nelson questioned if Well 9 is necessary for daily operation. Munyer explained that they run four wells at one time, so it is not necessary.

Nelson asked if the manhole covers on Hwy 3 were raised before the mill and overlay. Munyer explained that the company milled down to the manholes.

Munyer reported that the company had hit the stop sign on Hwy 3 North. He was told that they would replace it. Munyer explained that it is bent and could be pushed over very easily.

Larson asked why Munyer uses four wells. Larson explained that he when he worked at Public Works, they only ran three wells. Munyer explained that it is possible that a valve is shut off somewhere, as they need to run four to generate 1,200 gallons per minute. When the crop comes off the fields Munyer's departments will look at the valves on the lines.

There was a motion by Nelson to replace the stop sign at 1<sup>st</sup> Street and Hwy 3 North. Second by Larson, all voting yes, motion carried.

Recreation: Portfolio Holder Schneibel explained the baseball program has wrapped up. Softball will be wrapping up in the next week. The pool will be wrapping up in August. They received a letter from Laurie Odden, Rugby Chamber of Commerce, thanking the recreation employees for their assistance during their annual tournament. He has also received many compliments regarding the grounds and dugouts.

### Unfinished Business

Attorney Murray asked if any council members had any additional concerns regarding the 2 ½ Ave Project. Murray explained that if the final completion is being approved, the past issues with the Rita Neigum property, South Town Apartments, and Marge Heilman's property should be added to the punch list.

Stewart explained that Ms. Heilman had delivered an invoice to City Hall for a sprinkler system repair from a company from Devils Lake. It was found that Ms. Heilman had contacted the business herself and had them repair her sprinkler system. Stewart had forwarded that invoice to both Wagner Construction and AE2S when Ms. Heilman delivered it to City Hall. She has not received a response from either.

Munyer explained that the quality of the black dirt, used in the 2 ½ Ave Project, was not good, as it was full of rocks. He would like that noted in the correspondence regarding the Final Completion.

There was a motion by Lotvedt to have Attorney Murray draw up correspondence for Final Completion regarding the punch list items as discussed, seeding, weed control, black dirt, Rita Neigum, South Town Apartments and Marge Heilman. Second by Nelson, roll call vote, all voting yes, motion carried.

Stewart reviewed the 2024 Preliminary Budget with the Council. Stewart and the council discussed several items within the 2024 Preliminary Budget. The total amounts levied for the following funds: General \$862,760, approximately 93 mills, Public Recreation \$55,662, approximately 6 mills, Snow Removal \$19,800, approximately 2.13 mills, Heart of America Public Library \$55,000, approximately 5.93 mills, and Job Development Authority \$36,800, approximately 3.97 mills. The 2023 Budget levied \$838,368 or \$24,392 less than the Preliminary 2024 Budget. Lotvedt explained his satisfaction with the minimal increase in the General Fund. Stewart explained that the 2024 Preliminary budget includes a 3% COLA increase, \$.35 per hour annual raise, 1% State Required Employer Retirement Contribution, and the increase in cost of the NDPERS Sanford Health insurance, paid by the city.

There was a motion by Nelson to approve the 2024 Preliminary Budget as presented. Second by Schneibel, roll call vote, all voting yes, motion carried. The 2024 Budget Hearing will be September 18, 2023, at 6:00pm.

#### New Business

Jeff Stewart, Rugby Park District Board Member, addressed the council regarding a request, by a citizen, to install a sidewalk on the south side of the swimming pool, between the east high school parking lot and 3<sup>rd</sup> Ave SE. The Park District is looking to have a 5' x 213' sidewalk installed at a total cost of \$10,000. Mr. Stewart asked if the city would consider paying 50% of the cost to create a safe walkway for the public, that is already being utilized as a walkway. They discussed the history of the use of this area by students and children during the school year and summer season. Mr. Stewart explained that the school has offered to maintain and clear the sidewalk should it be installed. Lotvedt explained that he has spoken to Dr. McNeff, Rugby Public School Superintendent, and they are short funds to pay a 1/3 of the cost of the sidewalk. There was a motion by Schneibel to pay 50% of the sidewalk cost, \$5,000. Second by Lotvedt, roll call vote, Brossart-yes, Zachmeier-yes, Gannarelli-yes, Larson-abstain, Schneibel-yes, Nelson-yes, and Lotvedt-yes, motion carried.

Mr. Stewart thanked the council for their financial assistance for this project.

Munyer addressed the council regarding correspondence received from Tonia Dosch, Park District President regarding the proposed Jaycee's Splashpad. He explained that the water line serving the Jaycees Park is 1 inch and the sewer line is 2 inches. Schneibel explained that after his review of the correspondence that Candance Berg, Lake Region District Health Unit, refers to the city as needing to address many items regarding the proposed splashpad. Schneibel questioned why the council hasn't discussed this prior if they need to answer all these questions. Mr. Stewart explained that the Park District's conversations with Lake Region District Health Unit have never implied that the city would be part of this installation and maintenance. Ms.

Berg is implying this in her email to Ms. Dosch. LaRocque explained this is a Park District responsibility.

The council considered an application for local permit for the Dollars for Scholars. There was a motion by Larson to approve the Dollars for Scholars application for local permit. Second by Brossart, all voting yes, motion carried.

The next meeting is scheduled for Monday, August 7, 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 Nelson to adjourn the council meeting. Second by Larson, all voting yes, motion carried. Meeting adjourned at 9:04p.m.

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