

**RUGBY CITY COUNCIL
REGULAR MEETING
MONDAY, OCTOBER 5, 2020– 7:30PM
COUNCIL CHAMBERS AND BY GOTOMEETING**

Council Members present: Albrecht, Lunde, Kraft, Bednarz, Berg, LaRocque and Trottier. Also present were Mayor Steinke, City Attorney Hartl and City Auditor Stewart. Absent was Longie.

Steinke called the meeting to order at 7:30 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Steinke.

Steinke added an application for Local Permit for Rugby First to the agenda. There was a motion by Kraft to approve the agenda as amended. Second by Lunde, motion carried.

The council considered the September 3, 2020 meeting minutes. There was a motion by Kraft to approve the minutes of the September 3, 2020, regular council meeting. Second by Lunde, all voting yes, motion carried.

The council considered the September 8, 2020 budget hearing meeting minutes. There was a motion by Albrecht to approve the minutes of the September 8, 2020, special budget hearing. Second by Lunde, all voting yes, motion carried.

The council considered the September 18, 2020 special meeting minutes. There was a motion by Kraft to approve the minutes of the September 18, 2020 special council meeting. Second by Berg, all voting yes, motion carried.

The council considered the September 22, 2020 special meeting minutes. There was a motion by Albrecht to approve the minutes of the September 22, 2020 special meeting. Second by Lunde, all voting yes, motion carried.

Bills Paid Since Last Meeting of 09/03/2020 \$179,141.45

20833 Goltz Farms LLC	\$7,300.00
20834 B & M Laundry	\$54.22
20835 Convention & Visitors Bureau	\$1,536.59
20836 Convention & Visitors Bureau	\$4,337.08
20837 David Bednarz	\$78.20
20838 Envision	\$1,222.67
20839 First District Health Unit	\$75.00
20840 Greg Boucher	\$198.86
20841 Hawkins	\$2,301.12
20842 Heart of America Library	\$6,293.71
20843 HESEB Unlimited	\$128.80
20844 I Design Inc.	\$158.86
20845 Jeremiah Farmer	\$100.00

20846	John B Rose	\$100.00
20847	John Deere Financial	\$127.18
E-Ck	JP Morgan Chase	\$1,494.46
20848	Leevers	\$91.20
20849	MEDICO Life Ins.	\$305.50
20850	NAPA Auto Parts	\$187.99
20851	ND Dept. of Health / Chemistry	\$18.54
20852	ND Telephone Company	\$751.31
20853	Northern Plains Electric Coop	\$3,760.67
20854	Otter Tail Power Company	\$9,644.19
20855	Pierce County Tribune	\$490.12
20856	Rugby Job Authority	\$22,761.38
20857	Rugby Lawn & Tree Care	\$1,000.00
20858	Rugby Park District	\$1,066.00
20859	Rugby Welding	\$186.85
20860	Staples	\$353.92
20861	Troy Munyer	\$149.79
20862	Valli Information Systems	\$639.01
20863	Van Diest Supply Co	\$2,854.50
20864	Verizon Wireless	\$80.02
20865	Ward County	\$517.00
E-Ck	Wex Bank	\$572.10
ACH	Payroll Checks	\$59,943.80
	Social Security	\$9,712.82
	Medicare Taxes	\$2,271.58
	Payroll Taxes	\$6,558.76
	ACH	\$18,543.16
20866	AFLAC	\$971.77
ACH	NDPERS	\$385.00
ACH	NDPERS	\$8,671.60
ACH	Sanford Health / NDPERS	\$16,083.60
20867	State Tax Commissioner	\$2,466.25
20868	Jeremiah Farmer	\$1,130.26
20869	State Tax Commissioner	\$9.17

Total Bills to be approved at 10/5/2020 Meeting \$57,119.01

20870	Advanced Engineering	\$25,867.75
20871	Aqua Pure Inc.	\$2,475.00
20872	Associated Supply Co.	\$4,762.66
20873	B & J Excavating	\$300.00
20874	Brad Radomski	\$700.00
20875	Circle Sanitation	\$211.00
20876	Core & Main LP	\$3,086.90
20877	First District Health Unit	\$75.00
20878	Home of Economy	\$119.93
20879	Interstate Billing Service	\$714.11

20880 Johnson's Plumbing	\$366.77
20881 Josey Munson	\$610.56
20882 Locators & Supplies Inc.	\$132.40
20883 MaxAirr LLC	\$969.18
20884 MeBulbs or PQL Inc.	\$435.10
20885 Michael Todd & Co	\$876.41
20886 Minot Paving Company Inc.	\$304.50
20887 NAPA	\$54.96
20888 ND One Call Concepts	\$26.50
20889 Northern Plains Electric Co-Op	\$3,249.07
20890 Northern States Supply	\$72.58
20891 Petty Cash	\$4.65
20892 Pierce County Auditor	\$3,412.50
20893 Rick Larson	\$1,200.00
20894 Robert Spallinger	\$1,642.20
20895 Rugby Broadcasters Inc.	\$81.00
20896 Rugby Farmers Union Elevator	\$123.00
20897 Rugby Hardware Hank	\$1,154.14
20898 Rugby Lumber	\$442.60
20899 Rugby Service Center	\$1,276.31
20900 Rugby Veterinary Service	\$119.80
20901 Share Corporation	\$337.24
20902 Staples Credit Plan	\$313.43
20903 Streicher's Inc.	\$238.57
20904 The Computer Store	\$179.98
20905 Uniform Center	\$335.98
20906 Verizon Wireless	\$429.26
20907 Vessco Inc.	\$417.97
Grand Total All Bills Submitted for 10/5/2020:	\$236,260.46

The bills were reviewed by the council. Bills were individually reviewed by Albrecht and Lunde. There was a motion by Albrecht to approve payment of the bills as presented. Second by Lunde, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, and Trottier-yes, motion carried.

The financials and budget amendments were reviewed by the council. Stewart presented the cash report, expenditure report and revenue report to the Council. The budget amendments were presented to the council that included an increase to revenue, Fund 1020- Buildings Capital Improvement for \$ 235.31, increase to expenditure, Fund 3540- 2009 City Wide Street Specials for \$466.08, increase to revenue, Fund 7040-Library for \$817.05. There was a motion by Albrecht to approve the financials as presented and budget amendments as follows: increase to revenue, Fund 1020- Buildings Capital Improvement for \$ 235.31, increase to expenditure, Fund 3540- 2009 City Wide Street Specials for \$466.08, increase to revenue, Fund 7040-Library for \$817.05. Second by Kraft, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie-yes, and Trottier-yes, motion carried.

The council considered the September 2020 Municipal Judges Report. There was a motion by Berg to approve the September 2020 Municipal Judges Report. Second by Trottier, all voting yes, motion carried.

Jim Olson, AE2S Project Manager, addressed the council regarding Plans and Specifications regarding the 2 ½ Ave and 6th St SE Project to be complete in 2021. This would allow AE2S to begin working on the project over the winter to ensure that the project is shovel ready in the spring. There was a motion by Bednarz to approve plans and specifications to begin on the 2 ½ Ave and 6th St SE project. Second by Trottier, roll call vote, Albrecht- yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Trottier-yes, motion carried.

Olson explained that the majority of the USDA application is complete; however they must designate a point of contact. The point of contact must be registered with USDA. Stewart is registered with USDA. There was a motion by Albrecht to designate Stewart as the point of contact for the USDA. Seconded by Lunde. Discussion was held. LaRocque questioned if Stewart would be signing off on expenditures. Olson explained that no expenses or funds would be signed off on. Steinke believes that keeping the council informed of the information Stewart is passing onto AE2S would be important. Steinke called for a vote, all voting yes, motion carried.

Olson handed out pictures of the raw water line and the repairs that have been made by B & J Excavating. This line carries water to the Water Treatment Plant from wells 3, 4, 5, 6, 8 & 9. Olson explained that at the next council meeting he plans on bring a contour map to show the 17 air valves on the 6 mile line. He would like to address air valves and their importance with the council at that time. He explained that at times farmers knock these down, which causes the valve to be inoperable. This can cause problems in the water line. Olson went on to explain that there is always air in a waterline and air valves help eliminate that air. He told the council that the cost to replace the line from the wells to the plant would be \$7-\$10,000,000. Olson addressed questions regarding the pictures of the raw water line repair that the council had.

Olson would like himself, the Mayor and City Attorney to have a meeting with McGuire regarding the sewer line under their shop. Steinke agreed. She thanked Olson for getting a surveyor out to the raw water line ground to help establish where the cities easement was, to ensure work continued to repair the water line.

Laurie Odden, Convention and Visitors Bureau, briefly addressed the council with the current happenings. Odden informed the council that the new President is Ashley Berg and Vice President is Jarett Lovcik. There was a motion by Albrecht to accept and approve the minutes and financials of the CVB. Second by Lunde, all voting yes, motion carried.

The council considered the minutes and financials of the Job Development Authority. There was a motion by Kraft to approve the minutes and financials of the JDA. Second by Bednarz, all voting yes, motion carried.

Steinke directed the council to the resignation submitted by Liz Heisey, Executive Director of the JDA. She explained the JDA board would be working that situation out next week.

The council reviewed a recommendation from the Planning and Zoning Committee regarding Outlot 557 of SE ¼ 2-156-73 for Felice Anderson Estate. The recommendation from Planning and Zoning was to approve the Outlot. There was a motion by Albrecht to approve Outlot 557 of SE ¼ 2-156-73. Second by Kraft, all voting yes, motion carried.

Recreation Committee: Chairman Berg explained that the Drain Tile Project is underway at the ball diamonds. He anticipated the project would take three weeks. Bednarz questioned Troy Munyer, Street and Sewer Supervisor, if they had done some digging with the mini excavator for the contractor today. Munyer explained that they had and the tile was tied into the existing storm drain. Bednarz instructed Munyer to keep track of how many hours the contractor puts on the mini excavator. He feels that the contractor should be billed for use of the machinery, to be discussed at the next Public Works Committee meeting.

Finance Committee: Chairman Kraft explained that they had discussed the 2021 Budget.

Ordinance Committee: Committee member Albrecht explained that they worked on the Ordinances that will be coming up later on the agenda.

Public Works Committee: Chairman Bednarz explained that they will begin picking up leaves. He discussed the 50/50 Sidewalk Program. He explained there is \$11,000 left this year to utilize for that project. He stated that since the program began 49 sidewalks have been replaced with this program.

Public Safety Committee: Committee member LaRocque explained that they had discussed parking large vehicles in residential areas. The ordinance prohibits this and the committee recommended that signage be put up to enforce the ordinance.

Bednarz questioned the burnt home on the north side of Ellery Park. Stewart explained that correspondence has been sent twice and received twice. The owner is working on it.

Building: Chairman Berg explained that they have been discussing ideas and cost to remodel the first floor of the Armory.

The Muni Code project was discussed under unfinished business. Hartl explained that the project is going slow. He explained that Ms. Monson has gone through most of the ordinance chapters. He explained some of the obstacles that the project has presented. He hopes to have the project complete by year end.

The council held the second reading of Ordinance 428- Annual Appropriations. There was a motion by Kraft to approve the second reading of Ordinance 428. Second by Albrecht, all voting yes, motion carried.

The council held the first reading of Ordinance 429- General Provisions, adding modular and manufactured homes regulations as to what zones they will be allowed as well as shipping containers. There was a motion by Albrecht to approve the first reading of Ordinance 429.

Seconded by Lunde. Discussion was held regarding the zoning that modular and manufactured home would be allowed as well as shipping containers. Steinke called for a vote, all voting yes, motion carried.

The first reading of Ordinance 430 – Definitions of Mobile Homes and or manufactured home as well as modular homes. There was a motion by Albrecht to approve the first reading of Ordinance 430- Definitions. Second by Kraft, all voting yes, motion carried.

A certificate of dedication of streets and easements was reviewed by the council. This was from property owners Gary Kirchofner, Joanne Boucher, Krystal Meester, Elmer Boucher and Anthony Schneibel, for the south portion of Parkland Trailer Court. Hartl explained that it is a dedication of streets and easements; it appeared to be in order for council consideration. There was a motion by Bednarz to accept the certificate of dedication of streets and easements as presented. Second by Lunde. LaRocque questioned if the comprehensive land use plan required the street to have curb and gutter. Hartl did not believe that a street cannot be dedicated to the public because of the comprehensive land use plan.

LaRocque questioned the benefit to the city to accept his certification of dedication. Hartl referred that answer to the committee that recommended this. Bednarz explained that the dedication of the streets was probably missed back when the original plat was filed. LaRocque questioned who is responsible if there is a water line freeze up. Hartl explained it would be the same as a residential home, which the homeowner is responsible from the main to their home. Kraft explained the first water meter is essentially free; however the second is \$250. He explained that the question of maintenance on this portion of the mobile home court has always been questioned and the city has maintained it. Steinke called for a vote. All voting yes, motion carried.

The council reviewed the Open Skating Agreement. There was a motion by Berg to approve the Open Skating Agreement. Second by Albrecht, all voting yes, motion carried.

The council considered a building permit, from Pierce County, for Gary Laughridge that is located in the second half mile of the extraterritorial zoning. There was a motion by Albrecht to approve the building permit for Gary Laughridge. Second by Kraft, all voting yes, motion carried.

Steinke presented abatement 2020-7 for a reduction in value due to appraisal. There was a motion by Berg to approve abatement 2020-7. Second by Trottier, all voting yes, motion carried.

The council reviewed correspondence from the Good Samaritan Health Services Foundation, requesting a letter of community support to replace one of the elevators in the facility. There was a motion by Albrecht to accept the certification of significant community support for the Heart of America Medical Center's elevator replacement. Second by Bednarz, all voting yes, motion carried.

Applications for Local Permit of Restricted Event Permits were reviewed for the following organizations, HAMC Auxiliary for a raffle, Little Flower CDA for a raffle and for Rugby First

for a 50/50 raffle. Hartl explained he has reviewed all the applications and they are in order for consideration by the council. There was a motion by Albrecht to approve the local permits for, HAMC Auxiliary for a raffle, Little Flower CDA for a raffle and for Rugby First for a 50/50 raffle. Second by LaRocque, all voting yes, motion carried.

The council considered the Arbor Day Proclamation for October 10, 2020. There was a motion by Kraft to approve the Arbor Day Proclamation. Second by Lunde, all voting yes, motion carried.

The council reviewed the notice to bidders for rental of city owned agricultural land. This includes a number of parcels which are crop land, hay land and pasture land. There was a motion by Albrecht to accept the notice to bidders for rental of city owned agricultural land. Second by LaRocque, all voting yes, motion carried.

Steinke thanked Liz Heisey for all of her service to the City of Rugby as the current Executive Director of the JDA and as a past City Auditor.

There being no further business to transact or come before the Council at this time, there was a motion by Albrecht to adjourn the Council Meeting. Second by Lunde all voting yes, motion carried. Meeting adjourned at 8:36p.m.

Susan Steinke, Mayor

ATTEST: _____
Jennifer Stewart, City Auditor

Date Approved