

**RUGBY CITY COUNCIL
REGULAR MEETING
MONDAY, JUNE 1, 2020– 7:30PM
COUNCIL CHAMBERS OR BY GOTOMEETING**

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

Steinke called the meeting to order at 7:33 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Steinke.

Steinke added Pierce County correspondence to New Business. There were no additional amendments, additions or deletions to the agenda. Steinke called for a vote, all voting yes, motion carried.

There was a motion by Albrecht to approve the minutes of the May 4, 2020, regular council meeting. Second by Kraft, all voting yes, motion carried.

There was a motion by Kraft to approve the minutes of the May 13, 2020, special council meeting. Second by Bednarz, all voting yes, motion carried.

Grand total of all bills paid after 05/04/2020 meeting: \$184,657.67

ACH ND Public Finance Authority	\$51,166.67
20532 B & M Laundry	\$16.20
20533 Convention & Visitors Bureau	\$2,931.69
20534 Core & Main	\$1,971.15
20535 Envision	\$1,227.62
20536 First District Health	\$75.00
20537 John Deere Financial	\$185.20
e-ck JP Morgan	\$1,860.58
20538 MEDICO	\$141.00
20539 ND Dept. of Health/Chemistry	\$31.78
20540 NDTC	\$704.71
20541 Northern Plains Electric Coop	\$3,025.32
20542 Otter Tail Power Company	\$9,742.96
20543 Rugby Job Authority	\$19,213.41
20544 U.S. Bank/St Paul	\$450.00
20545 Uniform Center	\$338.96
20546 Valli Information Systems	\$648.62
20547 Verizon Wireless	\$80.02
20548 Wex Bank	\$403.97
20549 Post Board	\$135.00
ACH Payroll Checks	\$48,089.75
ACH Social Security	\$8,332.70

ACH Medicare Taxes	\$1,948.80
ACH Payroll Taxes	\$5,888.34
20550 AFLAC	\$938.88
20551 ND State Disbursement	\$463.00
ACH NDPERS	\$385.00
ACH NDPERS	\$7,493.74
ACH Sanford Health / NDPERS	\$15,349.92
20552 Duane Gunville Jr.	\$1,417.68

Grand Total All Bills Submitted for 06/01/2020: \$48,230.00

20553 ACME Tools	\$272.99
20554 Advanced Engineering Inc.	\$1,920.00
20555 Alex Air Apparatus	\$224.00
20556 B & J Excavating	\$2,860.00
20557 Bechtold Paving	\$1,396.88
20558 Bonnie Berginski	\$125.01
20559 Brad's Auto Service & Towing	\$381.99
20560 Circle Sanitation	\$211.00
20561 Community Service Program	\$6,000.00
20562 Core & Main LP	\$3,082.82
20563 Dave's Carpentry Service	\$1,250.00
20564 First District Health Unit	\$60.00
20565 Integrated Process Solutions	\$3,500.00
20566 Kyle or Chanelle Ratajczyk	\$75.00
20567 MARC	\$524.00
20568 Merchant's Bank	\$9,500.00
20569 Northern States Supply Inc.	\$192.49
20570 Petty Cash	\$27.66
20571 Pierce County Auditor	\$3,412.50
20572 Robert Spallinger	\$1,607.71
20573 Rugby Fire Dept.	\$5,973.65
20574 Rugby Lumber	\$1,352.71
20575 Rugby Service Center	\$610.67
20576 Team Laboratory	\$2,067.00
20577 The Computer Store	\$299.99
20578 Turtle Mountain Babe Ruth League	\$250.00
20579 Verizon Wireless	\$402.93
20580 Vessco, Inc.	\$649.00

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

The financials were reviewed by the council. Stewart gave an update of the funds through May 2020. She gave a review of the revenue and expenditure budget reports. Stewart reported that

sales tax has been higher than the same time last year. There was a motion by Kraft to approve the financials as presented. Second by Melgaard, roll call vote, Albrecht-yes, Kraft-yes, Bednarz-yes, LaRocque-yes, Melgaard-yes, motion carried.

The council considered the May 2020 Municipal Judges Report. There was a motion by Kraft to approve the May 2020 Municipal Judges Report. Second by Albrecht, all voting yes, motion carried.

The council reviewed the JDA minutes and financials. Liz Heisey, JDA Executive Director, reported that the Paycheck Protection Program was still open, more monies are available. She encouraged business to take surveys that are put out to help determine the funding that may be available due to COVID.

There was a motion by Albrecht to approve the JDA minutes and financials as presented. Second by Bednarz, roll call vote, Albrecht-yes, Kraft-yes, Bednarz,-yes, LaRocque-yes, Melgaard-yes, motion carried.

No Convention and Visitors Bureau minutes were received.

There was a motion by Albrecht to open the public hearing for the application of the Renaissance Zone Act. Second by Kraft, all voting yes, motion carried.

Heisey informed the council that the current 15 year Renaissance Zone Act, that the city was approved for in 2005 is set to expire. She informed the council that a 5 year extension is available and the city is eligible to apply for it. Heisey explained that there are over 300 eligible properties over 23 blocks in the city. There are approximately 11 target properties that are in poor shape and could be revitalized in the next 5 years. In the last 15 years 10 properties have benefited from the Renaissance Zone Act. The Renaissance Zone's objective is to revitalize the core of communities.

Kraft questioned if the availability of the Renaissance Zone could be advertised within the community to inform property owners. Heisey explained that it could be and that she would like to write letters to some of the property owners within the zone. Steinke and Kraft would like to add a question regarding the Renaissance Zone to the current building permit.

Heisey explained that the application does require letters of support from the school district and county to be filed with the state. There was a motion by Kraft to approve Resolution 2020-2 for the Renaissance Zone, pending letters of support from the school district and county, as well identify when individuals take out a building permit if the property is in the Renaissance Zone. Second by Melgaard, roll call vote, Albrecht – yes, Kraft – yes, Bednarz – yes, LaRocque – yes, Melgaard – yes, motion carried.

There was a motion by Albrecht to exit the Renaissance Zone public hearing. Second by Bednarz, motion carried.

Recreation Committee: Council member LaRocque explained that they had decided to open the swimming pool and offer baseball and t-ball this summer. Bednarz explained the pool would tentatively open June 8.

Finance Committee: Council member Kraft explained they had discussed and reviewed 2021 budget requests.

Ordinance Committee: No Meeting.

Public Works Committee: Chairman Bednarz explained that they have ordered a new John Deere lawn mower for the Street and Sewer department. The employees have been completing street repairs. He explained they are still awaiting an estimate to repair the underground issues near Pinewood Apartments.

Public Safety Committee: Council member Melgaard explained they had reviewed the police report as well as discussed purchasing portable radar signs.

Council Member Berg joined the meeting by phone.

Buildings Committee: Council member Bednarz explained that they received one bid, submitted by Brad Radomski, for Armory Caretaker. Radomski will begin July 1.

Bednarz added that the Street and Sewer Department has begun sealing streets and will continue to do so as they have time.

Bednarz questioned if anyone had heard anything about sealing the underpass and making repairs out to Hwy 2, Stewart has a call in to the DOT and is awaiting a return call.

Steinke explained she has spoken to Troy Munyer about the Building Inspector position, at least temporarily. Steinke asked Munyer, whom was in the audience, what his thoughts were about the position. He explained he would take on the duties for the same wage that the previous inspector had received which was \$450/month.

Kraft questioned Munyer if he would do the job after hours? Bednarz questioned if this would take Munyer away from his duties as Street and Sewer Supervisor. Kraft asked Munyer if the addition of the Building Inspector duties would allow him to complete his main duties. Munyer did voice his concern that it would create much more running for him during his regular duties.

Steinke would like to advertise for the position; however explained the need for someone to fill in until a qualified candidate is hired. LaRocque emphasized the importance of advertising for the position and the knowledge of building codes and ordinance interpretation. Albrecht questioned if Munyer would complete the duties on an interim basis. He agreed someone is needed immediately. Kraft explained that if Munyer was compensated it would have to be on his own time, not company time. Greg Boucher, Water Plant Supervisor, explained that if Munyer completes the Building Inspector duties, it takes away a street worker. Bednarz was concerned with the lack of time and guidance that Munyer would have for his street employees.

There was a motion by Kraft to advertise for the Building Inspector position and until filled have Munyer fulfill the duties and compensate him the \$450/month.

Bednarz and Kraft clarified that the majority of duties should be completed after hours, not on company time, if Munyer is compensated the \$450. Munyer explained that he would have to complete the job during the day, due to information he would need to gather.

LaRocque explained that the Building Inspector needs to be independent and not employed full time by the city.

Berg noted that if the council decided to pay Munyer to work after hours, that it should not concern Boucher. Boucher explained that a lot of the Building Inspector work would be done during the day. Berg explained that Munyer would be doing the work after hours and most people applying for applications work; this would be a better time to meet with them.

Kraft clarified that it has to be after hours, except for a few things that absolutely have to be done during the day.

Albrecht agreed that a Building Inspector meeting applicants in the evening would work better for the applicants.

The motion was second by Albrecht. Steinke called for discussion. Bednarz questioned if Munyer would be willing to accept one-half of the previous Building Inspectors monthly salary. Munyer suggested they appoint someone else. Steinke called for roll call vote, Albrecht – yes, Kraft – yes, Bednarz – yes, Berg – yes, LaRocque – yes, Melgaard – yes, motion carried.

Hartl recommended affirming if Munyer is still accepting the temporary position.

Steinke questioned if Munyer would accept. Steinke explained he would be temporarily on the Planning and Zoning Committee. Munyer acknowledged he would.

Steinke swore Munyer in as Building Inspector and member of Planning and Zoning Committee.

The council reviewed Resolution 2020-3 declaring the Vacation of Public Streets for the Rugby School District. Hartl explained that at the May 13, 2020 Special Council Meeting for the vacation of the street the motion was unclear that was made. Hartl explained that an easement was suggested to obtain. He clarified if the intent was to maintain any easement for the future.

Bednarz explained that when he made the motion his intent was to turn the street over to the school and it would be their responsibility to maintain the infrastructure under their property.

The balance of the council agreed that was their understanding. Hartl explained it would be appropriate for the council to consider Resolution 2020-3. Steinke questioned if Dr. McNeff, Superintendent of Rugby Public Schools, was in the same agreement. Dr. McNeff stated that he was.

There was a motion by Albrecht to approve Resolution 2020-3 declaring the Vacation of Public Streets. Second by Kraft, majority voting yes, motion carried.

Berg questioned if everything required to give the street to the school is complete. There was question as to if the recent motion should have been roll call, as it sounded like two council members had voted no.

Steinke called for a roll call vote for the motion to approve Resolution 2020-3 declaring the Vacation of Public Streets, Albrecht – yes, Kraft – yes, Bednarz – yes, LaRocque – no, Berg – yes, Melgaard – yes. Motion carried 5-1 in favor.

Steinke clarified that the resolution would be signed and the documents would be recorded and published.

The council reviewed two gaming site authorizations. Hartl explained that I.C. Dubbles and 3rd Street Station locations for Rugby Jaycees gaming were in order and could be approved. There was a motion by Kraft to approve the gaming site authorizations for I.C. Dubbles and 3rd Street Station for Rugby Jaycees. Second by Albrecht, motion carried.

Correspondence received from Pierce County was explained by Hartl to the Council. They were asking for a change in zoning near what is currently Helena Chemical. The property is within the extraterritorial zoning. The county had held a public hearing, with no opposition heard, and approved the application. The county then must allow the city 30 days to notify the county if they object to the action the county has taken. Kraft explained that Jason and Jim Brossart are adding bins and a grain dryer in the location. Hartl explained no motion was necessary unless there was an objection. The council was in agreement with the correspondence received from the county.

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 Bednarz, all voting yes, motion carried. Meeting adjourned at 8:30p.m.

ATTEST: _____
Jennifer Stewart, City Auditor

APPROVED: _____
Susan Steinke, Mayor

DATE APPROVED: _____