

**RUGBY CITY COUNCIL
REGULAR MEETING
MONDAY, AUGUST 3, 2020– 7:30PM
COUNCIL CHAMBERS**

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

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

Council members recited the Pledge of Allegiance.

Roll call was taken by Steinke.

There was a motion by Albrecht to approve the agenda as presented. Second by Kraft, all voting yes, motion carried.

There was a motion by Lunde to approve the minutes of the July 6, 2020, regular council meeting. Second by Albrecht, all voting yes, motion carried.

Grand total of all bills paid after 07/06/2020 meeting: \$101,790.79

20679	A-1 Evans Septic Service	\$320.00
20680	B & M Laundry	\$141.91
20681	BSN Sports, LLC	\$1,512.68
20678	Convention & Visitors Bureau	\$3,918.94
20682	Convention & Visitors Bureau	\$1,381.16
20683	Hawkins	\$2,627.34
20684	HAMC	\$15.99
20685	I Design, Inc.	\$113.00
E-CK	JP Morgan Chase Bank NA	\$2,131.10
20686	Kathy Schuchard	\$80.00
20687	Lexipol, LLC	\$2,966.00
20688	NAPA Auto Parts of Rugby	\$178.40
20689	ND Dept of Health - Chemistry	\$18.54
20690	Northern Improvement Co	\$631.80
20691	Otter Tail Power Company	\$12,264.30
20692	Rec Supply Co	\$51.96
20693	Rugby Job Authority	\$23,795.40
20694	Rugby Welding & Machine	\$300.63
20695	State Tax Commissioner	\$43.52
20696	Valli Information Systems	\$648.05
20697	Verizon Wireless	\$80.02
20698	P.O.S.T. Board	\$25.00
E-CK	Wex Bank	\$546.67
ACH	Payroll Checks	\$82,945.10
	Social Security	\$12,929.98
	Medicare Taxes	\$3,023.98
	Payroll Taxes	\$8,804.74

20699	AFLAC	\$938.88
ACH	NDPERS	\$385.00
ACH	NDPERS	\$7,605.80
ACH	Sanford Health / NDPERS	\$14,310.00

Total Bills to be approved at 8/3/2020 Meeting \$69,467.07

20700	MaxAir Sales & Service/Jemco	\$1,044.92
20701	Acme Tools	\$169.00
20702	Advanced Engineering	\$6,463.50
20703	Aqua Pure Inc.	\$3,161.05
20704	Bechtold Paving, Inc.	\$3,740.00
20705	Bonnie Berginski	\$204.70
20706	Brad Radomski	\$700.00
20707	Brad's Auto Service & Towing	\$84.00
20708	Circle Sanitation	\$18,465.75
20709	Core & Main LP	\$797.91
20710	Corrpro Companies Inc.	\$820.00
20711	Dakota Fire Extinguisher Inc.	\$74.96
20712	David Bednarz	\$149.50
20713	Deplazes Redi-Mix	\$871.00
20714	Erik or Elaine Sveet	\$466.08
20715	First District Health Unit	\$235.00
20716	G & P Commercial Sales	\$102.74
20717	H. E. Everson Co	\$64.43
20718	Integrated Process Solutions	\$1,125.00
20719	Job Service ND	\$480.30
20720	John Rose	\$200.00
20721	JS Wholesale & Vending	\$305.70
20722	Leevers	\$1,044.02
20723	MARC	\$895.68
20724	MeBulbs or PQL Inc.	\$293.51
20725	ND League of Cities	\$130.00
20726	Northern States Supply Inc.	\$29.98
20727	Petty Cash	\$4.65
20728	Pierce County Auditor	\$3,412.50
20729	Pierce County Treasurer	\$901.03
20730	Portraits By Misti	\$85.00
20731	Precision Autobody & Glass	\$2,547.78
20732	Rick Larson	\$4,600.00
20733	Robert Spallinger	\$1,453.22
20734	Rugby Broadcasters	\$196.00
20735	Rugby Fire Dept.	\$4,347.70
20736	Rugby Hardware Hank	\$890.22
20737	Rugby Homes & RV Center	\$24.50
20738	Rugby Insurance Agency	\$5,939.00
20739	Rugby Lumber, Inc.	\$166.40

20740 Rugby Service Center	\$896.61
20741 Rugby Veterinary Service	\$119.80
20742 Scott Bommersbach	\$200.00
20743 Staples	\$21.46
20744 Team Laboratory Chemical Corp	\$396.00
20745 Turtle Mountain Babe Ruth League	\$319.00
20746 Verizon Wireless	\$1,872.39
Grand Total All Bills Submitted for 08/03/2020:	\$ 171,257.86

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

The financials were reviewed by the council. Stewart presented the cash report, expenditure report and revenue report to the Council. There was a motion by Albrecht to approve the financials as presented and a budget amendment reducing Fund 2010 Highway Distribution by \$19,458 and reducing Fund 1000 State Aid by \$22,132 and reducing Fund 5060 2019 Highway 3 Project by \$300,000. Second by LaRocque, 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 July 2020 Municipal Judges Report. There was a motion by Berg to approve the July 2020 Municipal Judges Report. Second by Bednarz, all voting yes, motion carried.

Jim Olson, AE2S, addressed the council regarding the Scope and Fee Proposal for the Armory. He explained that the proposal is for upgrades to the Armory. Olson explained that the proposal would also be used to apply for grant funding for improvements to the Armory. Kraft explained that there are many things to be done at the Armory and to apply for grants it is important that we have this complete. Steinke explained the windows (in the classroom) are rotted and are in need of repair, regardless of the Scope and Fee Proposal. Olson explained that air conditioning, ADA accessibility, fire suppression, etc. are all important upgrades that need to be completed.

There was a motion by Kraft to accept the Scope and Fee Proposal for the Armory from AE2S in the amount of \$31,800. Second by Lunde, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie-yes, Trottier-yes, motion carried.

Olson gave an update on the 2 ½ Ave- 6th Street televising project. He explained that Kemper, a Minot company, had the lowest bid at \$8,970, and could arrive on site the earliest. They began televising lines today. Olson explained that Kemper will finish televising the lines on Wednesday, this week. Olson described some of the discoveries that had been made already with the televising of the lines. The pipe is not in good condition over all. They have seen cracked, flattened and pipe with tree roots or holes in it, so far. Olson explained that the end result of Kempers work will be on a flash drive, for viewing by the Council. This will allow them to view what is going on in the lines.

Olson gave an update on the manhole project as well as distributed paper copies to council members. The council reviewed the Manhole Assessment, prepared by AE2S.

Liz Heisey, JDA Executive Director, gave the board an update on new and existing business in the last month as well as programs that are available due to COVID-19. Heisey explained Economic Resilience Grant that will be available tomorrow. She explained that she has been gathering data for site selectors looking to locate to Rugby. She anticipates hearing back on the application of the Partners in Planning Grant. The Rugby Job Development Authority has been nominated for a North Dakota Main Street Award. Award winners will be announced soon.

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

Renaissance Zone Committee: Steinke explained that this is a new, re-established committee. The committee will be working on policy for the committee. LaRocque explained that they have had two applications for the Renaissance Zone.

Recreation Committee: Chairman Berg explained that the committee discussed improvements that will be needed at the recreation grounds. The Babe Ruth team traveled to the State Tournament and finished 6th Place.

Finance Committee: Chairman Kraft explained that they have been busy working on the 2021 Budget.

Ordinance Committee: Chairman Kraft explained they have discussed storage containers, vehicles for hire as well as modular and manufactured homes.

Public Works Committee: Chairman Bednarz explained that they have hired a Water Plant Operator. The frontage road project is complete.

Buildings Committee: Chairman Berg explained they discussed the Armory and Pool.

Public Safety Committee: LaRocque explained they had discussed some bushes/shrubs on 4th St that exceeded the corner height requirements. Attorney Hartl sent a letter to the property owners regarding this. They have reached out to Troy Munyer, Street & Sewer Supervisor, about cutting those down to meet ordinance. Munyer will have this complete. Munyer explained that there are other places in town that should be addressed as well regarding corner views. LaRocque explained that signage for truck traffic in town was discussed.

There was no unfinished business.

The Council held the first reading of Ordinance 426- Purchasing Procedures. This involves the competitive bid threshold. There was a motion by Albrecht to accept the first reading of Ordinance 426- Purchasing Procedures. Second by Kraft, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie- yes, Trottier-yes, motion carried.

The Council held the first reading of Ordinance 427- Vehicles for Hire – repeal. The Ordinance Committee reviewed Chapter 4.36 Vehicles for hire, and determined that the entire ordinance was very out of date and un-necessary. They do not want to limit, nor control what types of vehicle ride services may be offered in the community. There was a motion by Albrecht to accept the first reading of Ordinance 427-Vehicles for Hire. Seconded by Kraft. Discussion was held. Berg questioned if the committee was looking to make it difficult for someone to offer a ride service. Kraft clarified that it was intended to allow anyone to offer a ride service, within the city, without any license or fees from the city. Steinke called for a vote, all voting yes, motion carried.

The Council considered Resolution No. 2020-4: 2021 Enterprise Fund Rates and Fees. Kraft explained that in 2016 the City of Rugby had a water and sewer rate study complete. Since then, the city has been increasing rates, each year, based on information from the rate study. This was necessary because Rugby had not been increasing water rates in the past. Increasing rates is necessary to help build funds for water and sewer to make improvements to current water and sewer lines in the future. Generating enterprise funds allows the city to apply for funding, and confirm that the city has the ability to pay debts back, to complete water and sewer line replacements and maintenance.

Trottier questioned how studies such as the Water and Sewer Rate Studies align with the Job Development Authority. Steinke explained that the rate studies are used by the JDA as a tool when businesses are being recruited to locate to Rugby. Heisey explained economic development and the scope that it encompasses. She also clarified that when the current city rate study was complete; she was City Auditor at that time.

Lunde questioned Heisey if she typically attends city committee meetings. Heisey explained she is on the All Seasons Rural Water Users Board. She also explained that as the Economic Development Director she attends committee meetings. She explained her role distributing and passing out COVID-19 information for current local businesses. Steinke explained that it was important to have Heisey relaying information to local business and helping those complete applications for programs.

Lunde questioned if Heisey was instrumental in reaching out to Home of Economy to attract them to Rugby. Heisey explained that she did not play that role, however she helped them find property tax incentives when they chose to locate to Rugby.

Albrecht explained that for businesses looking to relocate or open, the JDA Office is a wealth of information for businesses. Heisey explained some of the programs and tools the JDA offers to business within the community and those moving to Rugby. Lunde thanked Heisey for all she does. Heisey suggested that Lunde view the JDA website. Kraft explained that council is questioned many times as to why the city has a JDA. He explained that being able to defend the JDA is important as a council member.

There was a motion by Albrecht to approve Resolution No. 2020-4: 2021 Enterprise Fund Rates and Fees. Second by Kraft, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie-yes, Trottier-yes, motion carried.

The council considered a proclamation for American Wind Week, August 9-15, 2020. There was a motion by Albrecht to approve the proclamation for American Wind Week, August 9-15, 2020. Second by Bednarz, all voting yes, motion carried.

The council considered the Preliminary 2021 Budget. Stewart reviewed the 2021 Preliminary Budget with the council. Trottier questioned if Stewart enjoyed her work. She indicated that she does. Trottier thanked her for her work. There was a motion by Kraft to approve the Preliminary 2021 Budget as presented. Second by Trottier, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie-yes, Trottier-yes, motion carried.

The council considered applications for Local Permits for Northern Lights Lions, Rugby Sports Boosters and Village Arts. Attorney Hartl indicated he had reviewed the three applications and they were all in order. There was a motion by Berg to approve the applications for Local Permit for Northern Lights Lions, Rugby Sports Boosters and Village Arts. Second by Lunde, all voting yes, motion carried.

The council considered a Renaissance Zone Application for Brad Wangler and Derick Welk doing business as Rugby Properties, LLC. Lunde questioned if they were building east of McGuires on the vacant lot. Kraft questioned if this was all the lots on the south side of the property. Steinke explained it was. There was a motion by Albrecht to accept the Renaissance Zone Application for Brad Wangler and Derick Welk doing business as Rugby Properties, LLC. Legal description is Lots 3, 7 & 8 Seveum's Sub-Division. Second by Kraft, all voting yes, motion carried.

The Recreation Committee is requesting that the Council consider approval of transferring funds from the General Fund to the Recreation Fund, in the amount of \$9,443 to offset the balance of the Drain-Tile Project for the recreation grounds. Currently the estimate of cost to complete the drain-tile is \$38,843. The Recreation Budget has \$29,400 currently available, but is short \$9,443 and would like to complete the project this fall. Berg explained that other projects are necessary to complete down at the recreations grounds but until the drainage is addressed those projects cannot be complete. There was a motion by Trottier to transfer funds from the General Fund to the Recreation Fund, in the amount of \$9,443 to offset the balance of the Drain-Tile Project for the recreation grounds. Second by Lunde, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-yes, Longie-yes, Trottier-yes, motion carried.

Steinke reviewed the correspondence received, special meetings and reminders.

There being no further business to transact or come before the Council at this time, there was a motion by Longie to adjourn the Council Meeting. Second by Bednarz, all voting yes, motion carried. Meeting adjourned at 8:54p.m.

Susan Steinke, Mayor

ATTEST: _____
Jennifer Stewart, City Auditor

Date Approved