

**RUGBY CITY COUNCIL MEETING MINUTES
TUESDAY, JANUARY 2, 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: Zachmeier, Gannarelli, Larson, Schneibel, and Nelson.

Council Members present by TEAMS: Brossart and Lotvedt.

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 Larson, all voting yes, motion carried.

The council considered the December 19, 2023, meeting minutes. There was a motion by Schneibel to approve the December 19, 2023, meeting minutes. Second by Zachmeier, all voting yes, motion carried.

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

Bills Paid Since Last Meeting of 12/04/2023:	\$206,503.68
23731 Aladdin Food Mgmt. Svcs LLC	\$130.00
23732 Black Mountain Software	\$16,715.00
23733 Butler Machinery Company	\$599.32
23734 Column Software PBC	\$251.16
23735 Convention & Visitors Bureau	\$1,587.29
23736 Convention & Visitors Bureau	\$5,918.72
23737 Dale Klein	\$100.00
23738 David Bednarz	\$85.15
23739 Ecolab	\$173.80
23740 First District Health Unit	\$90.00
23741 Grove's Catering	\$532.98
23742 H. E. Everson Co.	\$72.85
23743 HACTC	\$397.50
23744 Heart of America Library	\$5,071.17
23745 Information Technology Dept	\$113.40
23746 Interstate Power Systems	\$2,625.03
23747 Johnson's Plumbing	\$335.48
e-ck JP Morgan	\$869.64
23748 MARC	\$1,414.37
23749 Motorola Solutions Inc	\$1,380.00

23750	Napa Auto Parts	\$627.21
23751	ND Department of Health	\$18.54
23752	ND One Call Concepts	\$11.15
23753	ND Telephone Company	\$841.49
23754	Northern Plains Electric Coop	\$2,299.83
23755	Otter Tail Power Company	\$9,797.64
23756	Rugby Eagles	\$250.00
23757	Rugby Job Authority	\$31,637.66
23758	Rugby Park District	\$10,052.46
23759	Rugby Veterinary Service	\$231.50
23760	Scott Bommersbach	\$100.00
23761	Troy Munyer	\$100.00
23762	Uniform Center	\$21.84
23763	USA Blue Book	\$188.01
23764	Valli Information Systems	\$770.30
e-Chk	Wex Bank	\$1,274.16
ACH	Payroll Checks	\$60,352.13
ACH	Social Security	\$8,939.96
ACH	Medicare Taxes	\$2,090.82
ACH	Payroll Taxes	\$4,434.00
23765	AFLAC	\$922.10
ACH	AFLAC	\$377.28
23766	US Treasury	\$831.15
ACH	NDPERS	\$700.00
ACH	NDPERS	\$8,343.85
ACH	NDPERS	\$22,115.08
22767	State Tax Commissioner	\$712.66
Bills To Be Approved and Paid 01/02/2024:		\$91,200.32
23768	AMI Global LC	\$640.00
23769	Aqua-Pure Inc	\$5,400.00
23770	B & J Excavating Inc	\$18,249.35
23771	Circle Sanitation Inc	\$20,289.00
23772	Core & Main LP	\$766.34
23773	Dale Klein	\$604.72
23774	Daniel's Ag Service LLC	\$415.14
23775	David Jaeger	\$950.00
23776	D2KWolf	\$1,419.52
23777	Hawkins Inc	\$1,532.64
23778	Johnson's Plumbing	\$238.90
23779	M.J. McGuire Co	\$120.17
23780	Maxair LLC	\$1,918.15
23781	ND League of Cities	\$2,182.00
23782	Pierce County Auditor	\$3,583.13
23783	Pierce County Treasurer	\$1,414.57
23784	Rebecca Jordan	\$170.00

23785 Rugby Broadcasters Inc	\$31.00
23786 Rugby Hardware Hank	\$491.45
23787 Rugby Insurance Agency	\$29,596.00
23788 Rugby Lumber Inc	\$58.00
23789 Rugby Veterinary Service	\$158.50
23790 Shaine Towe	\$250.00
23791 The Computer Store	\$59.99
23792 Verizon Wireless	\$661.75

The council reviewed the monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget. Stewart updated the council on the financials. There was a motion by Nelson to approve the monthly financials to include the cash report, expenditures vs. budget and revenues vs. budget. Second by Gannarelli, roll call vote, all voting yes, motion carried.

The council considered a transfer from 5010 Water Supply & Treatment Enterprise Fund to 5015 15th Ave Water Main Extension for Hospital Fund in the amount of \$70,417.77. There was a motion by Lotvedt to approve the transfer from 5010 Water Supply & Treatment Enterprise Fund to 5015 15th Ave Water Main Ext Fund in the amount of \$70,417.77. Second by Larson, roll call vote, all voting yes, motion carried.

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

Ellen Huber, JDA Consultant, addressed the council regarding the JDA. She explained that Heart of America Medical Center is looking into contracting an optometrist, in their clinic, one to two days a week, since Dakota Eye Institute has closed their doors in the community.

Huber shared that Rugby will be featured in a docuseries titled “My Town” later this year.

Huber discussed the Student Loan Repayment Program that the JDA offers.

She explained that the JDA is helping investigate how the existing HAMC facility may be reused after they move into the new location later this fall.

She offered information regarding a proposed housing incentive program the JDA board is looking into developing. Nelson questioned what type of housing is necessary in the community. Huber explained that a combination of housing is necessary.

Gannarelli asked Huber about the proposed addition of an on-sale alcoholic beverage tax that the JDA has asked the council to consider. They discussed input from the community regarding adding this tax. Huber explained that the North Dakota Tax Department would notify the businesses required to submit the on-sale tax to the state. Should the city implement the ordinance, to add the on-sale tax, there would be a 90-day notice before the tax is collected. It was discussed that there is no way to anticipate how much revenue this would generate. They continued to have a lengthy discussion regarding the possible addition of the on-sale tax to

alcoholic beverages. Murray explained that the current city ordinance that would be amended is 3.06.010 Levied- Rate.

Nelson asked Huber if she has had conversations with the local childcare providers/facilities in the community regarding infrastructure needs that are available at the state level. She explained that she has contacted the Growing Place but has not heard back from them. She noted the short timeframe that the state had the grant application open. She suggested that the state consider a 6-month window should they open the grant application again.

There was a motion by Lotvedt to approve the JDA minutes and financials. Second by Zachmeier, all voting yes, motion carried.

Laurie Odden, Convention and Visitors Bureau Executive Director addressed the council regarding their recent activities. LaRocque asked Odden what she would do with the funds that could potentially be generated if the council were to approve the addition of the on-sale alcoholic beverage tax. Odden explained that the Geographical Center Monument is in extreme need of an update to maintain it. She explained that many things could be done with additional funds. There was a motion by Larson to approve the CVB minutes and financials. Second by Gannarelli, all voting yes, motion carried.

Portfolio Reports

Buildings/Property: Portfolio Holder Lotvedt explained that the Armory kitchen remodel will begin sometime after January 15. He commended the girls wrestling program for the work they have done on the new wrestling room in the basement of the Armory.

Finance: Portfolio Holder Nelson had nothing to report. He will be meeting with the sub-committee in January to meet with the local banks regarding the options discussed at the last council meeting.

Ordinance: Portfolio Holder Zachmeier distributed a rough draft to amend ordinance 3.06.010 Levied -Rate. They held a lengthy discussion regarding the proposed addition of on-sale alcoholic beverage tax that is under NDCC 40-57.3-01.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Larson reported that new signs have been ordered to be placed near the schools. There was a Police Officer who was assaulted while on duty.

Public Works: Portfolio Holder Kraft was absent; No report was given.

Recreation: Portfolio Holder Schneibel is waiting to see if Levi Lemer, Recreation Director, would be returning for the 2024 season.

Nelson addressed the council regarding the condition of the trailer courts in the community. He recapped that the State Department of Health and Human Services had inspected the parks this

fall. That inspection had unveiled a number of violations. Nelson explained the deadline from the Department of Health and Human Services, to remedy the violations was December 22, 2023.

Nelson and Lotvedt have contacted Gary Kirchofner, former owner of the trailer parks, regarding history and practices between the city and Kirchofner. They had worked together to keep the roadways open in the winter and on other road maintenance.

Nelson and Lotvedt spoke to the current owners of the trailer parks regarding their violations and what they still need to complete to satisfy the Department of Health and Human Services. Nelson and Lotvedt have agreed to the city taking over the road maintenance in the trailer parks with hopes that the owners would remedy the Department of Health and Human Services violations. The city would also apply for a grant from the Abandoned Auto Fund. The grant is available to municipalities, not individuals, and would cover costs for removal of abandoned vehicles and mobile homes.

Kirchofner addressed the council regarding the trailer parks. He indicated that what has been flagged by the Department of Health and Human Services needs to be done. Kirchofner explained that when he bought the courts 20+ years ago, he came to the city and asked them to maintain the roadways. He indicated that at that time the city agreed to maintain the roads. Kirchofner commended the city for the work they have done over the years to maintain the roadways in the trailer parks.

Gannarelli indicated that he wants the current trailer park owners to have some financial skin in the game. Nelson indicated that they have delinquent renters and want the city to help collect the rent; Nelson told them they need to take care of that on their own. Nelson wants them to have a local voice in the community for the tenants to be able to go to with their concerns and needs. Tenants do not have anyone local to contact currently. Nelson suggested monitoring the progress that the owner of the trailer park makes over the next months to ensure that they are remediating the violations.

Schneibel agreed that the trailer courts need to be cleaned up for the residents. He believes they need some help from the city but does not agree with micromanaging the owner of the trailer court. Schneibel cited the city history of taking residents to court to clean up their lots. He agreed with the city taking over the maintenance of the roadways of the trailer courts.

Nelson explained that the Abandoned Auto Fund, available through the state, is only available to municipalities, not to private individuals. This fund is grant money that could be utilized to remove abandoned vehicles and abandoned mobile homes in the community. There was a motion by Nelson to apply for the Abandoned Auto Fund, in the amount of \$40,000. Second by Lotvedt. Gannarelli asked who will administer this grant. Murray explained that the city would have to hire the approved vendors that the state has comprised a list of. Gannarelli expressed his concern with the lack of accountability of the owners of the trailer court.

Schneibel agrees with the city pursuing the grant funds but does not want the city to micromanage the business of the owners of the trailer park. LaRocque called for a roll call vote on the motion, all voting yes, motion carried.

The council considered the Designation of a Depository, for the Rugby Area Banks. There was a motion by Schneibel to approve Bremer Bank, Cornerstone Bank, First International Bank, First United Bank, Merchants Bank and North Star Credit Union. Second by Larson, all voting yes, motion carried.

The council considered the Pierce County, ND Multi-Hazard Mitigation Plan. There was a motion by Lotvedt to approve the Pierce County, ND Multi-Hazard Mitigation Plan. Second by Schneibel, all voting yes, motion carried.

The council considered the 2024 Rugby City Portfolio and Committee Appointments. LaRocque explained that the change is moving Kraft from the Public Works Portfolio Holder to the Public Safety Portfolio Holder and Larson from the Public Safety Portfolio Holder to the Public Works Portfolio Holder. There was a motion by Gannarelli to approve Larson as the Public Works Portfolio Holder. Second by Nelson, all voting yes, motion carried. There was a motion by Nelson to approve Kraft as the Public Safety Portfolio Holder. Second by Schneibel, all voting yes, motion carried.

The council reviewed and considered The Pierce County Tribune Advertising Agreement. There was a motion by Larson to approve the 2024 Pierce County Tribune Advertising Agreement. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council reviewed the application for a local permit for St. Therese Little Flower Catholic Church for bingo. There was a motion to approve the application for local permit for St. Therese Little Flower Catholic Church. Second by Gannarelli, all voting yes, motion carried.

The next meeting is scheduled for Wednesday, January 17, 2024, at 7:00p.m.

There being no further business to transact or come before the council at this time, there was a motion by Schneibel to adjourn the meeting. Second by Larson, all voting yes, motion carried. The meeting adjourned at 8:48p.m.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved