

REGULAR RUGBY CITY COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 1, 2021– 7:30PM
CITY HALL COUNCIL CHAMBERS AND BY GOTOMEETING

Council Members present: Lotvedt, Lunde, Kraft, Bednarz, LaRocque, Brossart (by GOTOMEETING) and Trottier. Also present were Mayor Steinke, Jim Olson, AE2S and City Auditor Stewart. Absent were Berg and Attorney Hartl.

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

Council members recited the Pledge of Allegiance.

Roll call was taken by Steinke.

Steinke removed Hemp from the agenda. There was a motion by LaRocque to approve the agenda as amended. Second by Bednarz, all voting yes, motion carried.

Erik Christianson, HAMC CEO, addressed the council. He distributed a brochure with information about the current facility and the need to construct a new facility. He explained that the hospital board has decided to move forward with a 25 bed hospital. This will allow for 18 swing bed, long term care beds out of the 25 bed hospital. Christianson cited strong assisted living and basic care facilities to help out with this. Christianson explained some of the structure options that the steering committee is looking at to keep total costs at 35 million dollars.

7:38pm Kraft joined the meeting.

Christianson explained the current costs to operate long term care. He explained that the cost associated with contract employees and the cost base reimbursements are not profitable for the current hospital. Christianson encouraged the council to attend the hospital steering committee meetings that meet biweekly on Wednesday evenings.

Dr. Michael McNeff, Superintendent Rugby Public Schools, addressed the council regarding the schools proposal to add onto Ely Elementary. He explained the proposal and the future goal of the school district.

Trottier questioned if the school would require more or less staff if the proposed addition were to move forward. McNeff explained that staffing would remain the same.

Lotvedt questioned how long the bonds would extend out. McNeff explained that it would be 15-20 years. He explained that the 2010 high school levy will be paid off next year.

McNeff left the meeting.

The council considered the October 4, 2021, meeting minutes. There was a motion by Trottier to approve the minutes of the October 4, 2021, regular council meeting. Second by Kraft, all voting yes, motion carried.

The council considered the October 14, 2021 special council minutes. There was a motion by Lotvedt to approve the minutes of the October 14, 2021 special council meeting. Second by Brossart, all voting yes, motion carried.

The council considered the October 20, 2021 special council minutes. There was a motion by Kraft to approve the minutes of the October 20, 2021 special council meeting. Second by Bednarz, motion carried.

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| Bills Paid Since Last Meeting of 10/4/2021: | \$133,284.77 |
| 21830 B & M Laundry | \$148.72 |
| 21831 Convention & Visitors Bureau | \$560.95 |
| 21832 Convention & Visitors Bureau | \$3,774.71 |
| 21833 David Bednarz | \$75.60 |
| 21834 Envision | \$641.47 |
| 21835 Glenko Enterprises | \$2,136.79 |
| 21836 I Design | \$122.60 |
| 21837 James Rocheleau | \$30.00 |
| 21838 John Deere Financial | \$1,188.70 |
| E-ck J. P. Morgan / P-Card | \$1,666.89 |
| 21839 Medico | \$141.00 |
| 21840 MuniCode | \$2,990.00 |
| 21841 ND Envelope Co | \$188.25 |
| 21842 ND Telephone Co | \$1,716.85 |
| 21843 Northern Plains Elec. Coop | \$2,885.02 |
| 21844 Otter Tail Power Company | \$9,141.37 |
| 21845 Pierce County Tribune | \$416.57 |
| 21846 Precision Auto Body & Glass | \$1,420.00 |
| 21847 Rugby Insurance Agency | \$105.00 |
| 21848 Rugby Job Authority | \$21,409.28 |
| 21849 Rugby Welding & Machine | \$84.00 |
| 21850 Staples | \$370.84 |
| 21851 State Tax Commissioner | \$253.58 |
| 21852 Susan Steinke | \$165.76 |
| 21853 Team Lab | \$689.50 |
| 21854 The Computer Store | \$265.95 |
| 21855 Valli Information Systems | \$676.46 |
| E-ck Wex Bank | \$841.01 |
| 21856 Yvonne Hagen | \$525.00 |
| ACH Payroll Checks | \$42,797.21 |
| ACH Social Security | \$6,733.16 |
| ACH Medicare | \$1,574.66 |
| ACH Payroll Taxes | \$4,171.50 |
| 21857 AFLAC | \$950.46 |
| ACH NDPERS | \$650.00 |
| ACH NDPERS | \$7,445.71 |
| ACH Sanford Health / NDPERS | \$14,330.20 |
| Bills to Be Approved and Paid at 11/1/2021 Meeting: | \$118,872.76 |
| 21858 Advanced Engineering | \$12,285.50 |
| 21859 Andrew Hallof | \$263.36 |
| 21861 B & J Excavating Inc. | \$17,675.00 |
| 21862 Bartsch Electric LLC | \$54,498.94 |

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| 21863 | Brad Radomski | \$700.00 |
| 21864 | Brad's Auto Service & Towing | \$50.00 |
| 21865 | Chamber of Commerce | \$75.00 |
| 21866 | Circle Sanitation Inc. | \$20,385.00 |
| 21867 | Core & Main | \$1,122.75 |
| 21868 | First District Health Unit | \$75.00 |
| 21869 | Interstate Power Systems Inc. | \$1,248.97 |
| 21870 | Johnson's Plumbing | \$54.35 |
| 21871 | ND Chiefs of Police Association | \$150.00 |
| 21872 | Orr Auctioneers Inc. | \$1,389.93 |
| 21873 | Petty Cash | \$20.00 |
| 21874 | Pierce County Auditor | \$3,412.50 |
| 21875 | Platinum Measurement LLC | \$170.00 |
| 21876 | Robert Spallinger | \$2,585.00 |
| 21877 | Rugby Farmers Union Elevator Co | \$33.50 |
| 21878 | Rugby Service Center | \$767.35 |
| 21879 | Steve's Trucking Inc. | \$1,360.02 |
| 21880 | Verizon Wireless | \$550.59 |

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

The council reviewed the financial reports presented. There was a motion by Bednarz to approve the financial reports as presented. Second by LaRocque, roll call vote, Trottier-yes, LaRocque-yes, Bednarz-yes, Kraft-yes, Lunde-yes, Lotvedt-yes and Brossart-yes, motion carried.

The council considered the October 2021 Municipal Court Report. There was a motion by Kraft to approve the October 2021 Municipal Court Report. Second by Kraft, all voting yes, motion carried.

The council reviewed the Convention and Visitors Bureau updates and agenda. There was a motion by LaRocque to accept the CVB minutes and agenda. Second by Trottier, all voting yes, motion carried.

The council reviewed the JDA minutes and financials. Trottier questioned if the Directors Report, which included travel and contact information, could be more detailed in the future. Karl Frigaard, Executive Director, agreed to give more detail in the future. There was a motion by Kraft to approve the JDA minutes and financials. Second by Bednarz, all voting yes, motion carried.

Recreation Committee: LaRocque explained that they had met with representatives from the Girls Softball to utilize the grounds in the spring. The school has now agreed to fund the sport. They reviewed job descriptions for the Recreation Director and Manager positions. They had discussed fall grounds work and the future grounds improvements. The committee had agreed to

have Mariah Yoder drag the diamonds this fall until freeze up. Lotvedt has looked at the recreation building roof and believes that the city employees can patch the roof up.

Finance Committee: Chairman Kraft explained they had met with Park Board members regarding the state aid the city receives. They are looking into the cost to record all incoming calls to City Hall. The committee discussed the proposed Phase III of Water Plant renovations.

Ordinance Committee: Chairman Kraft informed the council they had discussed a mandatory use ordinance for water and sewer services that will need to be implemented to comply with the USDA grant. They discussed a subdivision improvement ordinance and the beer and liquor ordinance to address special events within the city limits.

Public Works: Chairman Bednarz explained that they are currently having communication issues with Well 6. They are working on grading 7th Ave. They will be interviewing an applicant for the open water operator position. They recently purchased a box scraper. The equipment is serviced for winter and ready for the first snowfall.

Public Safety: Chairman LaRocque explained that they reviewed the police report, police job descriptions and discussed Police Officer applicants.

Buildings: Lotvedt explained that the council needs to look at an ADA compliant council chamber. Lotvedt suggested that the Armory classroom be considered for this. An ADA compliant restroom would need to be installed. He explained the renovations that would be necessary in the classroom. Brossart explained that Mike Swanson had bid \$80,500 for operational windows or \$6,000 less for stationary windows. They discussed the need for lights, flooring, and air handling. Trottier questioned the agreement with the public school and the deficiencies of the ADA restrooms. Lotvedt explained that the public school was very aware that the restrooms in the Armory are not ADA compliant. LaRocque asked if any of the discussed Armory renovation is in the 2022 budget; it is not.

There was a motion by Kraft to investigate and budget accordingly to remodel the Armory classroom for a council Chamber and add an ADA compliant restroom. Second by Bednarz, all voting yes, motion carried.

Lotvedt explained that Fargo Glass will be repairing the front door of City Hall. He requested a copy of the roofing contract for the Armory. Olson will send that to Lotvedt.

Bednarz explained that he has had some complaints on the cleanliness of the Armory. The committee will address this.

Personnel: LaRocque explained that the committee had suggested some changes in the employee handbook. They will review those in November and then forward to the Council for a final approval.

Jim Olson addressed the Council regarding the grant funds of \$881,000 from the State Water Commission. He explained that the material cost is \$736,000 and installation is approximately

\$600,000. The State Water Commission grant must be accepted within 60 days. Trottier clarified that \$881,000 is a maximum that represents 60% of the cost. There was a motion by Lotvedt to accept the grant from the State Water Commission in the amount of \$881,000. Second by Bednarz, roll call vote, all voting yes, motion carried.

Olson has been in contact with Wyatt Hanson, DOT District Engineer, regarding the replacement of all utilities that will be impacted by the upcoming Hwy 3 DOT project. Hanson explained that 2nd, 3rd, and 4th Streets should be covered by the State. Hanson told Olson that 400' west of the north Cenex the city sewer is approximately 15' deep and will not be impacted, so the DOT has not agreed to replace the utilities under that 400'. Hanson is still working on the final details and will let Olson know when a final decision is made.

Olson explained that the 2 ½ Ave Project is now eligible to be put out for bid. The bid will be put in the paper this week. Bids will be opened December 3, 2021 at 11:00A.M.

The council considered the 2021 Comprehensive Land Use Plan. Lotvedt explained that the 2014 Comprehensive Land Use Plan has a lot of capital improvements included in it that he does not want the city to forget about. He wants the 2014 capital improvements to be carried forward. There was a motion by Lotvedt to accept and approve the 2021 Comprehensive Land Use Plan. Second by Trottier, all voting yes, motion carried.

The council discussed the importance of the capital improvements and the possibility of updating the capital improvements in the 2014 plan.

Lotvedt addressed the projects that the city currently has in the works. They discussed the progress of the projects. They discussed the water and sewer rate study that is currently in the works as well as the future water and sewer line replacements that will be looked at in the future.

Trottier asked that Lotvedt's project list be sent back to the committee's to reinforce the need for the projects. Trottier is looking to prioritize the projects based on the available funds and then back to council.

The council reviewed an engagement letter from Arntson Stewart Wegner PC, for bond council, for the USDA 2 ½ Ave project bonds. There was a motion by Lotvedt to approve the engagement letter from Arntson Stewart Wegner PC. Second by Trottier, motion carried.

The council considered the proposed redistricting of city wards. Option 3, drawn up by the County Auditor, meets the requirements set by law. There was a motion by Trottier to approve Option 3 of the city wards. Second by Lotvedt, all voting yes, motion carried.

The council considered a call for fuel bids. There was a motion by Kraft to approve the call for fuel bids. Second by LaRocque, all voting yes, motion carried.

The council considered Resolution 2021-5 Setting the Auditor Bond Limit. There was a motion by Lotvedt to approve Resolution 2021-5 Setting the Auditor Bond Limit. Second by Trottier, all voting yes, motion carried.

The council considered Local Permit Applications for Rugby Sports Boosters and Little Flower School PTO. There was a motion by Brossart to approve the Local Permit Applications for Rugby Sports Boosters and Little Flower School PTO. Second by LaRocque, all voting yes, motion carried.

There being no further business to transact or come before the Council at this time, there was a motion by Bednarz to adjourn the Council Meeting. Second by Kraft, all voting yes, motion carried. Meeting adjourned at 8:52 p.m.

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

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