

**RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 20, 2024 – 7:00 PM
ARMORY COUNCIL CHAMBERS AND MICROSOFT TEAMS**

Mayor LaRocque called the meeting to order at 7:02 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Mayor LaRocque.

Council Members present: Nelson, Kraft, Schneibel, Gannarelli, and Zachmeier.

Council Members present by TEAMS: Brossart and Lotvedt.

Absent was Larson.

Also, present were Mayor LaRocque, Attorney Murray, Chief Bommersbach, and Auditor Stewart.

The council considered the agenda. There was a motion by Schneibel to approve the agenda as presented. Second by Kraft, all voting yes, motion carried.

The council considered the March 4, 2024, regular council minutes. There was a motion by Nelson to approve the March 4, 2024, regular council minutes as presented. Second by Zachmeier, all voting yes, motion carried.

The council considered the February 2024 Municipal Court Report. There was a motion by Lotvedt to approve the February 2024 Municipal Court Report as presented. Second by Kraft, all voting yes, motion carried.

The council considered the February 2024 Rugby Police Department report. Chief Bommersbach explained the department had 74 calls for service, 23 citations, 4 arrests, 2 vehicle accidents and 8 medical assistance calls in the month of February. There was a motion by Schneibel to approve the February 2024 Police Department report. Second by Gannarelli, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council. Odden explained that she has requested to be on the agenda for the second meeting of each month, as their meeting dates are usually after the first council meeting date. There was a motion by Kraft to approve the CVB minutes and financials. Second by Nelson, all voting yes, motion carried.

Zachary Broadwell, newly hired JDA Executive Director, gave the council a brief history of his past schooling and employment. Gannarelli asked if Broadwell had experience in writing grants. Broadwell explained that he has not had experience with grant writing. Gannarelli asked Ellen Huber, JDA Consultant, about her future with the JDA. Huber explained that the JDA had just entered into a contract with her through June 2025, however there is a 30-day notification clause that would allow either party to terminate the contract sooner. Nelson questioned if Huber was willing to stay on till the end of June to assist with the training and transition of Broadwell into the JDA position. There was a motion by Lotvedt to hire Zachary Broadwell as the JDA Executive Director. Second by Zachmeier. Lotvedt explained that he began his duties today. LaRocque called for a vote, all voting yes, motion carried.

LaRocque explained that Broadwell was going to begin March 26, however it was requested that he attend the JDA meeting that was held earlier today as well as a hospital meeting. LaRocque explained that his duties began today. There was a motion by Nelson to amend Broadwell's start date to March 20, 2024. Second by Lotvedt, all voting yes, motion carried.

LaRocque asked for a motion to allow Broadwell to work remotely until he can find a home to rent. There was a motion by Zachmeier to allow Broadwell to work remotely, until he finds housing. Second by Nelson, all voting yes, motion carried.

Murray explained that the council could authorize travel reimbursement for Broadwell to travel to and from Rugby, until he is relocated. Schneibel clarified if these expenses would be out of the JDA Budget instead of the City Budget. There was a motion by Lotvedt, for mileage to and from the city or any work-related travel for Broadwell from the JDA or the City until he is relocated. Second by Nelson. Gannarelli asked why the bill could not be paid by the JDA only. Murray explained that it was not technically in the JDA budget so it could be paid for by the city. Gannarelli and Schneibel expressed concern that the expense should be documented in the JDA books, not the city books. LaRocque called for a roll call vote, Brossart-yes, Zachmeier-yes, Lotvedt -yes, Gannarelli-no, Schneibel-yes, Kraft-yes, Nelson-yes, motion carried.

Ellen Huber, JDA Consultant, addressed the council regarding last month's activities at the JDA. She explained that they do have an optometry prospect. They are looking for a property that would be available to own.

Huber explained that the ND Housing Finance Agency is piloting a single-family housing incentive fund and land trusts. Huber explained that they are trying to get Rugby's application into this program quickly. The funds are intended to address the appraisal gap when purchasing a home. Huber explained they are looking to build twin homes in Chalmer's Addition.

Huber gave updates on the current hospital site redevelopment plan.

Huber explained a grant available to cities, to assist in the removal of blighted properties owned by the city, county, or non-profit organization. She then shared that the Regional Workforce Impact Program had awarded the Convention and Visitors Bureau and Little Flower Parish over \$250,000 total. The council and Huber had a lengthy discussion about the grants. They discussed the daycare shortage that is relevant in the community and across the state.

There was a motion by Lotvedt to approve the JDA report provided by Ellen Huber. Second by Gannarelli, all voting yes, motion carried. There was a motion by Lotvedt to approve the JDA minutes and financials, roll call vote, all voting yes, motion carried.

Portfolio Holder Reports

Buildings: Portfolio Holder Lotvedt explained the Armory kitchen is still being renovated. The south windows at the Armory will be replaced this summer. Lotvedt is also working on having the gutters installed at the swimming pool this summer. Schneibel asked if the doors at the recreation building have been replaced. Lotvedt explained that Wayne Schmaltz was going to

complete that. Schneibel will check to see if the doors have been replaced and if not see if Mr. Schmaltz is able to complete that this summer.

Finance: Portfolio Holder Nelson had nothing to report on the financials. Nelson explained that the grant for the Abandoned Auto Fund has been verbally approved. No official correspondence has been sent to the city yet. He explained that official notification should be delivered in the near future.

Ordinance: Portfolio Holder Zachmeier had nothing new to report.

Personnel: Portfolio Holder Gannarelli reported that the public library will be hosting Kevin Lovegreen, author of children's books, and the elementary schools will be attending. He explained other activities that the public library is involved in.

Public Safety: Portfolio Holder Kraft reported that the department issued weapons have been purchased and have arrived. The department will have to qualify with the weapons before they carry them. Roughrider Industries did an assessment of the furniture at the police department. They have not submitted an estimate for furniture to date.

Public Works: Portfolio Holder Larson and Public Works Supervisor Munyer were absent. Kraft questioned where the Lead Service Line Inventory was at yet. Stewart will follow up with Interstate and let the council know.

Recreation: Portfolio Holder Schneibel explained that Mayor LaRocque, Gannarelli and Kraft hired Cole Schneibel as Recreation Director. LaRocque commented on how well Cole Schneibel interviewed. LaRocque asked Schneibel to create a parent handbook and then he will appoint a different Recreation Portfolio Holder.

Unfinished Business

There was no unfinished business.

New Business

Murray explained the proposal from Interstate Engineering for Survey Services for the ball diamond area, prior to any sewer project being done across the ball diamonds. There was a motion by Kraft to approve and have LaRocque sign the Survey Services. Second by Lotvedt, roll call vote, all voting yes, motion carried.

The council considered Gaming Authorizations for the Rugby Jaycees for Backroads Bar, March 21, 2024- June 30, 2024, July 1, 2024-June 30, 2025, I.C. Dubbles, July 1, 2024- June 30, 2025, and 3rd Street Station July 1, 2024-June 30, 2025. There was a motion by Nelson to approve the Gaming Authorizations for the Rugby Jaycees for Backroads Bar, March 21, 2024- June 30, 2024, July 1, 2024-June 30, 2025, I.C. Dubbles, July 1, 2024- June 30, 2025, and 3rd Street Station July 1, 2024-June 30, 2025. Second by Zachmeier, all voting yes, motion carried.

The next meeting is scheduled for April 1, 2024, at 6:00p.m. & 7:00p.m.

There being no further business to transact or come before the council at this time, LaRocque declared the meeting adjourned at 8:13pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved