

**RUGBY CITY COUNCIL MEETING MINUTES
WEDNESDAY, APRIL 17, 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 Mayor LaRocque.

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

Also, present were Mayor LaRocque, Attorney Murray, Chief Bommersbach, Public Works Director Munyer and Auditor Stewart.

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

The council considered the April 1, 2024, regular council minutes. There was a motion by Nelson to approve the April 1, 2024, regular council minutes as presented. Second by Zachmeier, all voting yes, motion carried.

The council considered the April 1, 2024, tax equalization minutes. There was a motion by Nelson to approve the April 1, 2024, tax equalization minutes as presented. Second by Lotvedt, all voting yes, motion carried.

The council considered the March 2024 Rugby Police Department report. Chief Bommersbach explained the department had 97 calls for service, 25 citations, 5 arrests, 2 vehicle accidents and 21 medical assistance calls in the month of March. They discussed ATVs in the city limits and the ordinance regarding such. There was a motion by Schneibel to approve the March 2024 Police Department report. Second by Kraft, all voting yes, motion carried.

Laurie Odden, CVB Executive Director, addressed the council. Odden explained that new Rugby brochures are out and being placed at the rest areas around the state. The Northern Lights Kiosk will be opened May 1. My Town will be in Rugby to film May 21-23. Odden explained that Helen White, JLG, had looked at the monument and is working on ideas for repair. The council considered the CVB minutes and financials. There was a motion by Schneibel to approve the CVB minutes and financials. Second by Larson, all voting yes, motion carried.

Zachary Broadwell, JDA Executive Director, addressed the council regarding his first month on the job. There was discussion about how to attract an optometrist to the community. There was discussion regarding the search for a suitable location to house an optometry clinic in the future. The council considered the JDA minutes and financials. There was a motion by Lotvedt to approve the JDA minutes and financials. Seconded by Gannarelli, all voting yes, motion carried.

Portfolio Holder Reports

Buildings: Portfolio Holder Lotvedt explained that the new doors in the Armory are being installed in the southeast part of the building. The kitchen remodel is still in process. Lotvedt explained that he has been approached about extending the city limits near Gooseneck Equipment to the south and east. Murray explained the process for annexation. Nelson brought up the issue of electrical service for the proposed area. Northern Plains Electric Co-operative currently would service the area, however if it is annexed Otter Tail Power serves the city. Nelson has set up a meeting for next Thursday with the two electric companies. Lotvedt explained that the property owners need to know if the city is willing to allow them to tie onto the city sewer main. It was discussed that the council could pass a resolution for annexation, or the landowners could petition the city for annexation. There was a motion by Nelson to support the project tying into the city wastewater system and annexation at the appropriate time. Second by Kraft. Murray recommended that the landowner speak to the contiguous landowners prior to the next meeting. LaRocque called for a roll call vote, all voting yes, motion carried.

Finance: Portfolio Holder Nelson had nothing to report.

Ordinance: Portfolio Holder Zachmeier explained that they are looking at master plumber ordinances that date back to 1959 for revision.

Personnel: Portfolio Holder Gannarelli had nothing to report.

Public Safety: Portfolio Holder Kraft explained that the patrol Durango will be picked up by Guardian Fleet this week to have equipment installed. Chief Bommersbach explained the need for a replacement radar device for a patrol car. There was a motion by Kraft to purchase a new radar. Second by Schneibel, roll call vote, all voting yes, motion carried.

Public Works: Portfolio Holder Larson explained that a walk through of the water plant had occurred last week and Interstate Engineering is developing a punch list of items that need to be completed. The new variable frequency drives for the speed of the mixer, at the water plant, are complete. Munyer explained that Aqua Pure representatives have been on site assisting in training and fine tuning the settings at the water plant. The city is still looking for one more employee for the water department.

Recreation: Portfolio Holder Schneibel explained that registration dates will be set for the first week in May. Uniforms need to be ordered sooner this year to get them here in June instead of early July. Earlier registration will help with this. The pool is looking for lifeguards.

Unfinished Business

Nelson explained that the city has received a Notice of Subaward for the Abandoned Auto Fund to assist in removal of abandoned mobile homes in the city. Nelson explained that soliciting requests for proposal from 3 vendors is preferable. They discussed the potential of the mobile home court owners installing new mobile home units at some point. This is still in the preliminary stages. It was discussed that the city will need to know how many mobile homes the city is looking to remove and who the homes are registered to. Once this has been determined the request for proposal can be drafted. Murray recommended that the police department photograph and

document the abandoned trailers in the mobile home parks. LaRocque suggested that every trailer in the courts be documented. Bommersbach acknowledged that his department could take care of this. They continued to discuss the abandoned trailers and having them signed over to the city prior to removing them. There was a motion by Schneibel to accept the \$40,000 Abandoned Auto Fund Grant. Second by Nelson, roll call vote, all voting yes, motion carried.

The council considered the Planning and Zoning Finding of Fact for Scott England's property. Larson explained that the variance request was to cover over 40% of the lot compared to the ordinance allowing 40% of the lot to be covered by structures. There was a motion by Larson to approve the variance request for Scott England's property. Second by Lotvedt, all voting yes, motion carried.

New Business

Zachmeier explained the proposed Ordinance 450-Job Development Director. Murray explained that there have been questions regarding the appointment and removal of positions. She explained the proposed new ordinance. Schneibel questioned why the JDA Director is now an appointed position. He explained that other JDA directors are hired by the JDA Board of Directors. Murray explained that according to the home rule charter, the position is appointed. They discussed that every four years the JDA Director, like the Chief of Police, Auditor and Attorney are appointed by the mayor. They continued to discuss the proposed ordinance. There was a motion by Zachmeier to approve the first reading of Ordinance 450- Job Development Director. Second by Lotvedt. Kraft explained that after serving on the JDA Board of Directors for several years, he hopes that the council is not trying to micromanage the JDA. He explained that the technicality of the ordinance should be the extent to which the council is involved in the JDA. LaRocque called for a roll call vote, Brossart -yes, Zachmeier-yes, Gannarelli-yes, Larson-yes, Schneibel-no, Kraft-yes, Nelson-yes, and Lotvedt-yes, motion carried.

Zachmeier explained the proposed Ordinance 451 – Powers and duties of city job development authorities. There was a motion by Zachmeier to approve the first reading of Ordinance 451 – Powers and duties of city job development authorities. Second by Brossart. Sara Radomski, JDA Board Member, addressed the council regarding the ordinance. Radomski asked for clarification of the JDA Advisory Board. Murray explained that the JDA must have the council review the JDA financials due to the council fiduciary responsibility. It was discussed that the council should not micromanage the JDA or the advisory board. Kraft explained that in the number of years he has been on council, they may ask for clarification on a few things with the JDA but typically approve the JDA reports as they are received. Lotvedt explained that if the term “advisory” board upsets the JDA Board, then the term should be changed. Lotvedt commended the current JDA Board for all of their work for the community. Murray clarified that the current board is doing a great job. Leah Harper, JDA Board President, believes that this causes more confusion than previously. She discussed the chain of command for the JDA Director. Zachmeier explained that nothing changed in how the JDA Director reports to the JDA Board.

Ellen Huber, Community Matters LLC Consultant to the JDA, addressed the council regarding the “advisory” board's authority to approve things. She believes that any decisions by the “advisory” board would then need to be formally approved by the council to be valid. She expressed her

concern with the timeliness of the official action should this be the case. Zachmeier explained that this is not the case. Gannarelli questioned who the supervisor for the JDA Executive Director is. Huber questioned if an interest buy down was approved by the JDA Board, would the final approval need to come from the council? She questioned the difference between committee and authority. Lotvedt explained that “advisory” is the wrong term. He explained that as a council they do not want to be involved in the JDA. Huber asked if the council wants the JDA Board to have decision making authority or if they want the final decisions to be made by the city council. Kraft cannot recall a time when the council has made a decision for the JDA. Kraft suggested that the wordage be revised in the proposed ordinance. They continued to discuss the proposed ordinance. Schneibel called for the question. Zachmeier made a motion to withdraw her motion. Second by Schneibel, all voting yes, motion carried.

The council considered gaming site authorizations for Rugby Amateur Hockey Association for Lee’s Bar and Dakota Farms locations. There was a motion by Larson to approve the gaming site authorizations for Lee’s Bar and Dakota Farms. Second by Lotvedt, all voting yes, motion carried.

The council considered a letter of support for Otter Tail Power Company. There was a motion by Schneibel to approve the letter of support for Otter Tail Power Company. Second by Kraft, all voting yes, motion carried.

The council considered the Recreation Portfolio Holder to change from Schneibel to Brossart. There was a motion by Lotvedt to approve Brossart as the Recreation Portfolio Holder. Second by Larson, all voting yes, motion carried.

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

There being no further business to transact or come before the council at this time, Larson made a motion to adjourn the meeting. Second by Nelson, all voting yes, motion carried. The meeting adjourned at 9:19pm.

Frank LaRocque, Mayor

Attest: _____
Jennifer Stewart, City Auditor

Approved