

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

Council Members present: Albrecht, Lunde, Kraft, Bednarz, Berg, LaRocque and Trottier. Also present were Mayor Steinke, City Attorney Hartl, Jim Olson, AE2S and City Auditor Stewart.

Mayor Steinke called the meeting to order at 7:32 pm.

Council members recited the Pledge of Allegiance.

Roll call was taken by Steinke.

There was an addition of Oath of Office for the JDA Executive Director and Ward 4 Vacancy Nomination. There was a motion by LaRocque to approve the agenda as amended. Second by Lunde, all voting yes, motion carried.

The council considered the May 3, 2021, meeting minutes. There was a motion by Albrecht to approve the minutes of the May 3, 2021, regular council meeting. Second by Kraft, all voting yes, motion carried.

Bills Paid Since Last Meeting of 5/03/2021: \$168,103.96

21428 B & J Excavating	\$560.00
21429 B & M Laundry	\$182.19
21430 Convention & Visitors Bureau	\$838.60
21431 Convention & Visitors Bureau	\$3,943.06
21432 Dakota Communications	\$1,301.75
21433 Envision	\$142.62
21434 G & P Commercial Sales	\$186.96
21435 Hawkins Inc.	\$4,312.01
21436 Home of Economy	\$468.49
21437 HR Collaborative	\$100.00
21438 Jeremiah Farmer	\$100.00
21439 John Deere Financial	\$9.75
e-ck JP Morgan	\$831.63
21440 Lathem Time Company	\$666.00
21441 Lynae D. Voeller	\$100.00
21442 Merchants Bank	\$9,500.00
21443 Mouse River Journal	\$66.00
21444 NAPA	\$34.64
21445 ND One Call Concepts, Inc.	\$36.00
21446 ND Peace Officers Association	\$40.00
21447 ND Surplus Property	\$115.00
21448 NDTC	\$671.09
21449 Northern Plains Electric Coop	\$2,810.15
21450 Northside Lounge	\$69.81
21451 Otter Tail Power Company	\$9,855.36
21452 Pierce County Tribune	\$968.46

21453	Radisson Hotel Bismarck	\$172.80
21454	Rugby Auto Connection	\$97.31
21456	Rugby Greenhouse	\$57.00
21457	Rugby Job Authority	\$15,975.16
21458	Rugby Welding & Machine	\$2,124.37
21459	Team Laboratory Chemical	\$6,550.00
21460	The Computer Store	\$8,302.00
21461	Turtle Mountain Babe Ruth League	\$250.00
21462	U-Line	\$32.10
21463	Uniform Center	\$100.99
21464	Valli Information Systems	\$629.32
e-ck	Wex Bank	\$986.17
ACH	Payroll Checks	\$52,162.80
	Social Security	\$8,210.08
	Medicare Taxes	\$1,920.10
	Payroll Taxes	\$5,089.84
21465	AFLAC	\$971.77
ACH	NDPERS	\$825.00
ACH	NDPERS	\$8,920.30
ACH	Sanford Health / NDPERS	\$16,817.28
Bills Submitted for payment 06/07/2021:		
ACH	ND Public Finance	\$50,491.67
21466	3rd Street Station	\$46.87
21467	ACME Tools	\$437.99
21468	Advanced Engineering Inc	\$161,413.21
21469	American Welding & Gas	\$2,194.07
21470	Andrew Hallof	\$150.00
21471	Applied Concepts Inc	\$305.00
21472	B & J Excavating	\$3,420.00
21473	Bonnie Berginski	\$145.60
21474	Brad Radomski	\$700.00
21475	Candy Munyer	\$150.00
21476	Circle Sanitation	\$21,025.08
21477	Core & Main LP	\$3,342.89
21478	Dale Klein	\$150.00
21479	David Kerlin	\$1,720.00
21480	Drive Chevrolet Buick Rugby	\$137.88
21481	First District Health Unit	\$165.00
21482	H. E. Everson Co	\$27.41
21483	Hawkins	\$948.68
21484	Home of Economy	\$41.21
21485	Ironhide Equipment	\$3,000.00
21486	Jeffrey Berdahl	\$150.00
21487	Jennifer Stewart	\$150.00
21488	John Deere Financial	\$65.25
21489	Johnson's Plumbing	\$2,379.04

21490 Ken Bergeron	\$9.28
21491 LaserZip	\$48.50
21492 Leever's Foods	\$214.09
21493 Lynae Voeller	\$125.00
21494 M. J. McGuire Co	\$124.96
21495 MARC	\$116.93
21496 Medico	\$188.00
21497 ND Association of Counties	\$40.00
21498 ND One Call Concepts	\$31.20
21499 ND Telephone Co	\$729.28
21500 Northern Plains Electric Coop	\$3,781.39
21501 Northern States Supply Inc	\$39.28
21502 Petty Cash	\$148.45
21503 Pierce County Auditor	\$3,412.50
21504 Pierce County Tribune	\$1,126.24
21505 Pipe Detectives	\$18,351.40
21506 Rebecca Jordan	\$170.00
21507 Robert Spallinger	\$1,580.00
21508 Rugby Broadcasters Inc/KZZJ	\$550.00
21509 Rugby Farmers Union Elevator	\$9.00
21510 Rugby Greenhouse	\$264.97
21511 Rugby Hardware Hank	\$1,186.68
21512 Rugby Lumber	\$293.25
21513 Rugby Service Center	\$934.26
21514 Sanitation Products	\$499.99
21515 Staples Credit Union	\$740.58
21516 Team Laboratory	\$1,593.50
21517 Verizon Wireless	\$548.84

The bills were reviewed by the council. Bills were individually reviewed by Albrecht and Lunde. There was a motion by Albrecht to approve payment of the bills as presented. Second by Lunde, roll call vote, all voting yes, motion carried.

Stewart explained the budget amendments for the bond refinance of the Chalmers Bonds. This is budget amendment 139. The council also considered amendment 140 for the Snow Removal Fund. There was a motion by Trottier to approve the financials as presented and budget amendments 139 and 140. Second by Lunde, roll call vote, all voting yes, motion carried.

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

Laurie Odden, Convention and Visitors Bureau Executive Director, addressed the council regarding the planters with flowers that will be hung. She explained that the flag hangers on the light poles are in the way of the flower pots, so the pots will need to be taken down when the flags go up on the light poles. Odden explained that she has an extension for a hose to clean rain

gutters, to water the flower pots. She asked if the banners that she had discovered, promoting shopping downtown Rugby, could be hung along Hwy 3 or if the council had concerns about doing this? There was a motion by Bednarz to allow Odden to hang the banners on the city light poles. Second by LaRocque, all voting yes, motion carried.

Odden explained that the July 4th parade will take place at 1:00pm. The Chamber will be hosting their annual softball tournament July 10 and 11th. There was a motion by Albrecht to approve the CVB minutes and financials. Second by LaRocque, all voting yes, motion carried.

Steinke swore in Karl Frigaard, JDA Executive Director.

The council reviewed the JDA minutes and financials. There was a motion by Albrecht to approve the JDA minutes and financials. Second by Kraft, all voting yes, motion carried.

Recreation Committee: Chairman Berg explained that registration for the summer programs had occurred in May. The pool and recreation programs are all going on now.

Finance Committee: Chairman Kraft explained that they discussed a Purchasing Policy and the possibility of changing out the downtown light poles to LED. Otter Tail had approached the committee about taking over the city owned light poles.

Ordinance Committee: Chairman Kraft explained that they discussed a Purchasing Policy.

Public Works: Chairman Bednarz explained that they had been sweeping and painting the streets, along with other items.

Building: Chairman Berg explained that they had discussed roof repairs for City Hall and the Armory.

Jim Olson, City Engineer, addressed the council regarding task order #6, for the swimming pool repairs and ventilation. He explained that the bid opening for the swimming pool project will be June 24 at 2:00pm.

Olson explained that the CDBG Souris Basin application for the Armory re-window project will be submitted before the deadline of June 26. The project total applied for is \$97,000 and the City portion is \$29,000.

He has two quotes for the Armory roof. He received them from A & R Roofing and TECTA America. He has asked TECTA America for clarification on their estimate. Olson asked the council to budget for the Armory roof for 2022. The committee will discuss this at their June meeting. The Armory roof appears to be original and City Hall was redone around 2014.

Olson explained the leak in the sewer line from the Council Chamber toilet down to the rescue bay and basement. He presented an estimate from Johnson's Plumbing Service for \$2,650 to make the repairs. Klemetsrud Plumbing, from Devils Lake, gave him an estimate of \$5,200.

There was a motion by Bednarz to hire Johnson's Plumbing to repair the sewer line for \$2,650. Second by Trottier, roll call vote, all voting yes, motion carried.

Olson explained that he has been reviewing the televised footage from the Northwest Quadrant of town that Pipe Detectives had done the end of April, first part of May. According to Olson, 9,050 lineal feet were televised. He explained the roots and soot in the lines as well as the condition of the lines to the council. He discussed the plan to repair the section of sewer line that is across the ball diamonds and has a fence pole through the sewer main. This will be repaired by the Street and Sewer employees in the near future.

Olson presented an estimate from Pipe Detectives to televise the balance of the north end of town in the amount of \$59,221. Bednarz questioned what the plan is to repair the first part, of town, that has been televised. Steinke suggested that the Finance Committee should review this, since this is not part of the 2021 budget. Kraft questioned what problems the city is having with blockages in these areas. Munyer explained that they don't necessarily have a large amount of blockages, but when they jet the lines, the roots, collapsed lines, etc. cause problems.

The water plant computer upgrade is in the works. Olson is waiting for ship date of the new computers from Integrated Process Solutions.

The application for State Water Commission funds for the replacement of the cement asbestos water line from the wells to the water treatment plant will be submitted. The State Water Commission, if the application is approved, is a 60% grant towards the entire project. They meet in August to review applications.

The tube settlers at the water treatment plant will need to be replaced. Greg Boucher, who is the plant manager, had looked into replacing the tube settlers with plate settlers. Olson informed the council that the square footage of the water plant is not large enough to install plate settlers. He has obtained estimates from Suez, for new tube settlers, to allow the council to budget for this upgrade.

Olson explained that the Hwy 3, DOT, project will be done in 2022. The council has been looking at the cost to replace the sewer lines from the north Cenex building, west out of Rugby along Hwy 3. Olson recommended that if the council is going to replace this line in the near future that it be done before the Hwy 3 project is complete, to save the city money when it comes to the street repairs. If the city does the project after the Hwy 3 project, the cost of the street repairs will be the cities. The estimated cost of the project, for the city, is \$1,700,000.

Olson has spoken to Gary Kirchofner regarding his request to install 400 feet of sewer line, west of Rugby Homes. Kirchofner would like to know if the city will install the sewer line and special assess the properties adjacent to the installation, or if he can install this himself. The Public Works committee and Finance Committees will need to discuss this.

Neil Lotvedt, former council member and city resident, explained that when the expansion of Gooseneck Equipment occurred, Gooseneck paid to have the sewer lines brought out to their property.

There was a motion by Bednarz to have Gary Kirchofner have his 400 feet of sewer line and pay for it himself, following the city specifications. Second by Trottier, all voting yes, motion carried.

Maurus Brossart, city resident, addressed the council to inquire if the weeds on the Chalmers Addition lots had been sprayed. Frigaard explained that the grass was mowed first, now they are waiting for the new growth and will spray then.

Berg addressed the council regarding the Recreation Manager salary. They did not have any applicants for the Recreation Director. Initially the committee had made the decision to pay the Recreation Manager both salaries, and then decided to speak to the entire council and obtain more opinions about what the Recreation Manager should be paid.

Kraft explained that the Recreation Manager position had been created to have adult supervision to provide direction to the Recreation Director and ensure work was being done. Bednarz explained that the work he has seen going on at the ball diamonds, with the condition of the fields, he believes things are being taken care of this year. He would like to see a salary of \$1,750 per month.

Dave Schneibel, Recreation Manager, addressed the council regarding the two position's job descriptions. He explained that the Recreation Manager has very little to do with the day to day operations of the baseball program. He explained that currently the Director duties are taking up 90% of his time. Bednarz asked Schneibel what he felt would be a fair salary. He explained he was satisfied with what the committee had originally decided and was not happy to receive the email that had withdrawn the decision of the committee to pay him \$2,350 per month.

Berg asked Schneibel if there was anyone working down there that he could promote to Recreation Director? Schneibel explained that the oldest employee is his son, which he cannot promote and be his supervisor based on city policy. The others have not been there long enough and are not old enough to have a supervisor role.

Steinke explained that this year, especially, there are extra things to do. The drain tile installation last fall had left a lot of grounds maintenance for the employees to take care of this summer. There was a motion by Albrecht to pay both salaries and pay \$2,350 per month to the Recreation Manager. Second by Bednarz, roll call vote, Albrecht-yes, Lunde-yes, Kraft-no, Bednarz-yes, Berg-no, LaRocque-no, Trottier-no, motion failed.

Kraft and Berg both agreed there should be a compromise. Schneibel explained that when he received the email, that the committee had second thoughts about the salary, he offered to sit down and discuss it with the committee. The only person that had contacted him was Bednarz.

Kraft expressed that \$1,100 is not enough to take care of everything down at the ball diamonds. There was a motion by Bednarz to pay the Recreation Manager \$1,850 per month. LaRocque expressed he wanted to discuss this. Trottier questioned Schneibel as to him covering 90% of

the Recreation Director's job duties currently. Schneibel explained that about 10% of both job descriptions overlap.

Trottier asked if these jobs can be combined. Kraft believes they can be, with an adult in the position. Kraft also explained that the Recreation Manager starts working on pieces of the program as early as February each year.

LaRocque questioned the years of experience that the current employees have. Schneibel explained that he has one that has been there for three years and two that have two years of experience and the balance are new.

Kraft questioned how many hours Schneibel is putting in each week. He estimated that he put in approximately 60 hours last week. The Recreation Manager in the past did not coach and Schneibel is coaching this year. LaRocque recommended a one-time bump of \$1,000. Bednarz explained that is not acceptable. Bednarz had tried to set up a meeting, prior to tonight, and no one responded to his email.

Kraft questioned how many months the salary is paid? When the \$1,100 salary was determined, it was for April through September. Steinke called for a second to Bednarz previous motion. It was seconded by Trottier. Steinke asked if Schneibel would accept a salary of \$1,850. He explained he would like to see \$2,000. Steinke called for a roll call vote, Albrecht-no, Lunde-no, Kraft-no, Bednarz-no, Berg-yes, LaRocque-yes, Trottier-yes, motion failed.

There was a motion by Kraft to pay the Recreation Manager \$2,000 per month for 6 months, for the 2021 season. Second by Bednarz, roll call vote, Albrecht-yes, Lunde-yes, Kraft-yes, Bednarz-yes, Berg-yes, LaRocque-no, Trottier-no, motion carried.

Berg explained that the job descriptions will need to be reviewed and rewritten by the committee for the 2022 season. Schneibel explained his interest in helping the recreation committee rewrite the job description for the next season.

The council reviewed a bid from Dave's Carpentry Service to construct two dugouts on Diamond 3. There was a motion by Berg to accept the bid received from Dave's Carpentry Service to construct two dugouts on Diamond 3. Second by Bednarz, roll call vote, all voting yes, motion carried.

Hartl explained that the Rugby Eagles is applying for a Beer License Application and a Special Event Permit to serve beer at the Pierce County Fair. Ordinance stipulates that a qualified vendor, applying for a Special Event Permit, must have a city beer license to apply and be granted a special event permit to serve beer. Hartl recommended that the city beer license application be considered prior to the special event permit. There was a motion by Albrecht to approve the city beer license for the Rugby Eagles.

Paul Niemi, Rugby Eagle's member, addressed the council regarding the requirement to obtain a city beer license to be granted a special event permit. He asked that the council allow the Rugby Eagles to obtain the special event permit, without obtaining a city beer license.

Steve Arnold, Past Rugby Eagle’s President, also addressed the council. He explained the history of the Rugby Eagles serving alcoholic beverages at the Pierce County Fair. He also explained the many ways the Rugby Eagles donates to the community. He requested that the council forego the requirement to obtain a city beer license, for the Rugby Eagles, and be allowed a special event permit for the cost of \$25. Hartl explained that the ordinance does not allow for an exception to the ordinance. LaRocque asked if the city beer license could be pro-rated. Hartl will need to review the current beer ordinance and see if a pro-ration is allowed. Berg seconded the motion, all voting yes, motion carried.

The council considered the special event permit for the Rugby Eagles. There was a motion by Kraft to approve the special event permit for the Rugby Eagles. Second by Bednarz, all voting yes, motion carried.

The council considered Gaming Authorizations for the Rugby Jaycee’s at IC Dubbles and 3rd Street Station. Hartl acknowledged the applications are in order for approval. There was a motion by Albrecht to approve the Gaming Authorizations for the Rugby Jaycee’s. Second by Berg, all voting yes, motion carried.

The council considered a purchasing policy written by the Finance and Ordinance Committees. Kraft and Albrecht both acknowledged that they support the policy. There was a motion by Trottier to approve the purchasing policy. Second by Lunde, all voting yes, motion carried.

Eric Christianson, HAMC CEO, addressed the council with an update on the new hospital project. Kraft asked Christianson to explain why a new building is feasible versus an old hospital. Christianson explained the reasons why this is.

Trottier explained that he feels that it is important that Christianson give the Council a report each month to keep them in the loop. Eventually the hospital will need to connect to city utilities when they do build.

Trottier nominated Maurus Brossart to fill the vacancy of Ward 4 council member. Steinke called for any additional nominations. There were none. Berg seconded the nomination of Maurus Brossart, all voting yes, motion carried. Steinke administered the oath of office to Maurus Brossart.

There being no further business to transact or come before the Council at this time, there was a motion by Albrecht to adjourn the Council Meeting. Second by Bednarz, all voting yes, motion carried. Meeting adjourned at 9:21p.m.

Susan Steinke, Mayor

ATTEST: _____
Jennifer Stewart, City Auditor

Date Approved