

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF CITY COMMISSIONERS  
HELD JULY 8, 2020

Pursuant to due call and notice thereof, a special meeting of the Board of City Commissioners for the City of Devils Lake, North Dakota was held at the City Offices on Wednesday, July 8, 2020 at 12:00 P.M. with the following members present: Commissioners Dale Robbins, Rob Hach, Shane Hamre and President Richard Johnson. Commissioner Jacob Volk was absent. Others present were the Public Utilities Supervisor, Sanitation Supervisor, City Engineer, City Auditor, and City Administrator.

President Johnson said that the purpose of the meeting was to discuss the 2021 Preliminary City Budget.

The City Administrator reviewed the revenues and expenditures for the Special Revenue Funds, the Debt Service Funds, the Trust and Agency Funds, the Enterprise Funds, and the Lake Region Narcotics Fund.

**SPECIAL FUNDS – 2000 ACCOUNTS**

**2003 – City Share of Special Assessments** – This fund includes the City's share of different projects. 2021 will be the last year of payments.

**2006 – Emergency** – Balance cannot exceed 5 mills.

**2008 – Cemetery Fund** – Budget is similar to current year. The fund has been running a short fall the last few years.

**2010 – Temporary Employees Fund** – Each department may hire their own employees instead of pooling employees.

**2012 – Equipment Reserve** – This is for replacement of equipment. Discussion was held on transferring the Eagle Bend money to embankment or Creel lift.

**2021 – Special Assessment on City Property** – The special assessment has been paid off, and the funds can be moved to the general fund.

**2030 – Penalty & Interest on Special Assessments** – These funds can be used for the City's share of a project.

**2033 – Infrastructure** – Money has been budgeted for the road in the Industrial Park.

**2034 – Economic Development** – Seven percent is allocated for this fund. The amount given to Forward Devils Lake is \$50,000 with the remainder going to the Growth Fund.

**2042 – Asset Forfeiture Buy Fund** – Funds came from seized assets.

**DEBT SERVICE FUNDS – 5000 ACCOUNTS**

**5001 – Special Assessment Deficiency** – This fund is to help balance debt service payments; however, there are no deficiencies in the bond funds. The balance can be transferred to the general fund.

**5005 – Non-Bonded Debt Service** – This fund is used to cover small projects which are not bonded. The assessments from the projects funded go back into this account.

**5101 - Sewer Separation #1** – This fund can be used for sewer projects. Only a couple of assessments are left to collect. Might want to consider adding a fee for storm sewer on the utility bill.

**5476 - SRF Bonds 2010**- This fund is for the local share of the embankment raise. Five percent of the sales tax dollars is used to repay the bond.

**5480 - Refunding Bonds of 2014** – This tax increment district is for Agassiz. The City could refinance this bond next year and include 16<sup>th</sup> St SE and 17<sup>th</sup> St SE.

**5481 – Sales Tax Bond of 2015** – Funds were used for the Cenex project and the watermain project for various areas. Nine percent of sales tax is used to repay this bond.

**5482 – Refunding Bonds of 2015** – Funds were used for the Cenex project and the watermain project for various areas. The fund includes the tax increment district for the Cenex area.

**5483 – Definitive Improvement Warrant 2017** – This infrastructure loan was used for the apartment building at Mauve. It finances itself now, and there are still plans for a 2<sup>nd</sup> building. The TIF may be retired early.

**5484 - Sales Tax Revenue Bond 2017** – This infrastructure loan is being used for the west via duct and will be repaid with sales tax.

**5485 – Refunding Bonds of 2017** – This infrastructure loan was used for various street projects.

**5486 –Sales Tax Revenue Bond 2019** – This infrastructure loan was used for the City’s share of the downtown project.

**5488 – Refunding Improvement Warrant of 2019** – This is another infrastructure loan and was used for the assessed share of the downtown project.

**5489 – Refunding Improvement Bond 2020** – This is the new bond which refinanced the 2011 and 2013 bonds.

**5490 – Landfill Closure Debt Service** – Funds were transferred to the reserve account.

#### **TRUST AND AGENCY FUNDS– 8000 ACCOUNTS**

**8006 – Parking Authority** – The City assesses for maintenance of the downtown parking lots.

**8008 – City Beautification** – This fund is used for Christmas decorations, flowers and banners.

**8009 – Devils Lake Historical Preservation** – Small amount of funds are available from a previous state grant.

**8010 – Job Development Authority** – Three mills are allocated for this fund. The amount for Forward Devils Lake is for operating expenses.

**8011 – Self Insurance Fund** – The projection is for the family insurance premium to increase to \$2,100/month.

**8013 – Lake Region Growth Fund** – The amount for loan buy downs will decrease.

**8015 – Airport Hangar** –The City receives \$1000/month from the current tenant for rent of the hangar.

**6001 – WATER DEPARTMENT** – The water source replacement fee was moved to here from Fund 6006.

**WATER DISTRIBUTION - HAMAR WELLS – WATER TREATMENT PLANT** – Discussion was held on selling water to NRWD. Equipment purchases budgeted are leak detection equipment for \$18,000, Scada update for \$35,000, mower for \$12,000 and high service pump for \$40,000.

**TRANSFERS** – The water source replacement fee would be transferred to Fund 6006.

**6002 – SEWER DEPARTMENT** – Similar to this year. Discussion followed on raising the rate \$.10 to \$3.30/1000 gallons.

**SEWER OPERATIONS – STORM SEWER – SEWAGE TREATMENT – EMBANKMENT** - Budgeted items include \$28,000 to epoxy the main lift, \$28,000 to reline manholes, \$20,000 for upper part of harvester, 2 mowers and a dump trailer. Discussion followed on adding a utility truck for \$65,000.

**6003 – SANITATION DEPARTMENT** – The Sanitation Supervisor stated the employee at a grade 1 is retiring in 2020, and he would like to change the position to a grade 5. It was at a grade 1 since the employee did not have a driver's license.

**INERT DISPOSAL** – Similar to this year.

**TRANSFER STATION** – Similar to this year.

**6006 – WATER SOURCE REPLACEMENT** – Funds can be used for water projects. The watermain project being done in 2020 is being paid for from this fund.

**9500 – LAKE REGION NARCOTICS TASK FORCE** – Similar to this year.

The next budget meeting is scheduled for Wednesday, July 29, 2020 at 12:00 P.M.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 1:35 P.M.

**LINDA LYBECK  
CITY AUDITOR**

**RICHARD S. JOHNSON  
PRESIDENT**