



Monday, April 15, 2024

5:30PM CST

Directly following BOE Meeting

Devils Lake Jobs Development Authority

Devils Lake City Hall Commission Chambers

423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Approval of Minutes – March 18, 2024
- 2) Devils Lake Park District – Dockside Entertainment Center Update
- 3) FlexPace Interest Buydown Program Request – Golden Rule
- 4) RWIP Update – Mobile Career Exploration Classroom

Directly following JDA Meeting

City Commission Meeting Agenda

Devils Lake City Hall Commission Chambers

423 6th St NE, Devils Lake, 58301

Meeting Items

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Minutes – April 1, 2024

Awards and Proclamations

- 1) N/A

Public Hearings – 5:30 PM

- 1) N/A

Bid Openings – 5:30 PM

- 1) 2024 Curb, Gutter, and Sidewalk
- 2) 2024 Asphalt and Concrete Street Repair

Visitors or Delegations

**Limited to five minutes per guest, unless extended by presiding officer*

- 1) N/A

Commission Portfolios

- 1) Utility Quarterly Update
- 2) Sales Tax Quarterly Update
- 3) Investment Portfolio Update

Old Business

- 1) City Attorney Services
- 2) Air Rescue Fire Fighting Mission – City of Devils Lake & Devils Lake Regional Airport

Consent Agenda

- 1) N/A

New Business

- 1) Adjustment to Grade and Step – Assistant Fire Chief
- 2) Engineering Agreement – Highway 2 Lighting
- 3) Approval of Grant Application – Automated Sanitation Truck
- 4) Declaration of Surplus Property

Citizen Comment

- 1) N/A

Informational Items

- 1) N/A

Motion to approve payment of the list of bills as submitted.

The City of Devils Lake may convene in an executive session as provided by NDCC 44-04-19.2 to consider and discuss closed or confidential records and information, negotiating strategy or negotiating instructions as provided by NDCC 44-04-19.1, 44-04-19.2, 44-04-18.4.

Minutes of the Devils Lake Jobs Development Authority
March 18, 2024

The regular meeting of the Devils Lake Jobs Development Authority was held on March 18, 2024 with the following members present: President Moe, Jason Pierce, Dale Robbins, and Rob Hach.

Rob Hach moved to approve the minutes of the regular Jobs Development Authority meeting held on January 16th, 2024. The motion was seconded by Dale Robbins, and the motion carried unanimously.

Jason Pierce moved to approve the minutes of the regular Jobs Development Authority meeting held on February 5th, 2024. The motion was seconded by Dale Robbins, and the motion carried unanimously.

Woodland Resort PACE Interest Buydown – Brad Barth, Forward Devils Lake Executive Director, communicated that Woodland Resort would like to expand. The expansion consists of over \$5 million dollars of state, Rural Electric Coops and Bank of ND/First United Bank financing. Woodland's request is for the City JDA to provide up to \$125,000 of BND Primary Sector PACE Tourism interest buydown support. The BND PACE interest buydown payments are annual payments over a 10-year period, with the total amount to then be repaid to the City of Devils Lake JDA over a 5 year payback period with a no interest loan with monthly payments. Kyle Blanchfield, owner of Woodland Resort, presented their plans for the new building and talked a little about what events they would be able to all have there. Dale Robbins made a motion to approve Woodland Resort PACE Interest Buydown. Jason Pierce seconded the motion. The motion carried unanimously on a roll call vote.

2021 City Audit Expense Contribution – The City Administrator communicated that the JDA portion of this bill would be \$7,500. The state auditors had spent quite a bit of time reviewing the JDA loans receivables/payables, so this amount would be allocated for the time spent on that. Jason Pierce made a motion to approve the 2021 City Audit Expense Contribution. Rob Hach seconded the motion. The motion carried unanimously on a roll call vote.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION

Agenda Item: FlexPace Interest Buydown Program Request – Golden Rule

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Approve the request for up to \$100,000 in FlexPace Interest Buydown for the Golden Rule's integration and expansion with Gerell's Sports Center

Todd and Julie Mears operate three clothing stores called "The Golden Rule" in North Dakota with locations in Rolla, Bottineau, and Wahpeton. They are looking to expand to Devils Lake and integrate and expand in partnership with Gerell's Sports Center. They are requesting up to \$100,000 in interest buydown as part of the Flex Pace interest buydown program.

The request had unanimous support with a recommendation to approve from the Forward Devils Lake board members present at the executive committee meeting on April 3rd.

Attached:
- Project Scope

Gerrells Sports Center and The Golden Rule
415 – 4th Street NE
Devils Lake, ND 58301

Project Participants/Business Owners

Todd and Julie Mears own and operate three clothing stores called The Golden Rule in North Dakota. They purchased the Rolla location in 2001 and opened the Bottineau store in 2011 and Wahpeton in 2017.

The Golden Rule is a department store offering name brand footwear, clothing and accessories for the entire family with a goal of providing outstanding customer service to enhance the shopping experience.

Scope of Project

We would like to purchase Gerrells Sports Center and add more men's, ladies and kids brands to the product mix with the goal of making Gerrells Sports Center and The Golden Rule a destination store for downtown Devils Lake.

The estimated cost of the project is \$ 1.2 million dollars. We are requesting participation from Forward Devils Lake for interest buydown in a Flex Pace Loan; loan principal for our request is \$600,000.00, or half the cost of the inventory being purchased.

Project Timeline

May 1st – purchase the buildings (415 and 417 – 4th Street NE) from Scott Gerrells and partners.

May 1st – secure a long-term lease, or possibly purchase, the building located at 419 – 4th Street NE with Stan Dockter (this is the building where the hunting department is currently).

May 30th – conduct a physical count of the inventory owned by Gerrells Sports Center.

June 1st – open the doors as Gerrells Sports Center and The Golden Rule!

Todd Mears

President – Golden Rule, Inc.

Minutes of the Devils Lake City Commission
April 01, 2024

The regular meeting of the Devils Lake City Commission was held on April 01, 2024 with the following members present: President Moe, Dale Robbins, Jason Pierce, Shane Hamre and Rob Hach.

Commissioner Pierce moved to approve the minutes of the regular Commission meeting held on March 18, 2024. The motion was seconded by Commissioner Hamre, and the motion carried unanimously.

Devils Lake Planning Commission – Change in Zoning – The Devils Lake Planning Commission took action at their March 28, 2024 meeting to recommend a change in zoning for the following areas: highway commercial to neighborhood commercial for an area west of College Dr between Walnut St & 4th St NW, a table change in zoning from highway commercial to neighborhood commercial for an area on each side of 5th Ave SE between 4th St & 8th St, a change in zoning from light industrial to neighborhood commercial for an area located east of an adjoining SmileQuest Dental on 5th Ave SE, and a change in zoning from manufactured housing to residential low density for an area located at the east end of 16th St SE. Commissioner Robbins made a motion to approve the recommendation. Commissioner Hamre seconded the motion, and the motion carried unanimously on a roll call vote.

Lake Region Heritage Center – Lisa Crosby gave an update on what is going on at the Heritage Center along with the Arts Center. She mentioned the events that they have going on at each location. She also mentioned that they had a local photographer's artwork displayed at the Arts Center and a few pieces were sold, so they received commission on those. The City Administrator recommended a release of quarter 2 funds to the Lake Region Heritage Center. Commissioner Pierce made a motion to approve the release of funds for quarter 2. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Devils Lake Chamber & Tourism – Suzie Kenner gave an update on both Tourism and the Chamber. She went through the last year for Tourism and gave an update on how it all went. For the Chamber, she communicated the dates for the events that they will be having this spring/summer/fall. She also mentioned that she will be full staffed again starting in July. The City Administrator recommended a release of quarter 1 & 2 funds to the Devils Lake Chamber. Commissioner Hamre made a motion to approve the recommendation. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Hach – The City Engineer communicated that garbage pickup is still in the streets and will be until further notice. The City Assessor communicated that the board of equalization meeting will be held on Monday, April 15th at 5pm in the Commissioner Chambers.

Commissioner Hamre - The City Engineering communicated that the Utility Department is still working on the lead service line inventory. He mentioned that the homeowner can either complete this themselves or call the City Office and someone can swing by and complete it for the homeowner.

Commissioner Robbins – The City Engineer communicated that the Street Department is going to start working on street sweeping, crack sealing, and filling potholes. He also mentioned that the Engineering Department has 7.5 million dollars' worth of projects going on this year.

Commissioner Pierce – The Fire Chief communicated that there are two people who will be traveling out of state. He also mentioned that they will be having regional training and structural collapse training coming up.

The Interim Police Chief communicated that they had another new hire start and he will be attending the academy.

The City Administrator communicated that we got our bond rating from Moody's and it was confirmed to be an 8.2.

LEC Joint Powers Agreement – The City Administrator communicated that the questions from the previous meeting have been answered and he recommends approval of the agreement. Commissioner Pierce cleared up the questions from the previous meeting and mentioned that he spoke to the City Attorney who also recommends approving the agreement how it is. Commissioner Pierce made a motion to approve the LEC Joint Powers Agreement. Commissioner Hamre seconded the motion, and the motion carried unanimously.

Approval of Agreement for Aerial Mosquito Spraying – The City Engineer communicated that this agreement is for preparation for the summer season and that the agreement has to be signed and sent in by April 20th. VDCI will provide aerial mosquito control at a fee of \$3.10 per acre. In 2023, they sprayed an area of 2,900 acres. The total application cost for 2024 is estimated to be \$9,440.00 for each application. Commissioner Robbins made a motion to approve the agreement for aerial mosquito spraying. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Approval of 2024 County Blading Agreement – The City Engineer communicated that Ramsey County will blade for a sum amount of \$6,547.20. This contract will run from April 1st of the year of the contract is entered into, until October 31st of the same year. Commissioner Pierce made a motion to approve the 2024 County Blading Agreement. Commissioner Hach seconded the motion, and the motion carried unanimously.

St Improvement #79-24 Insufficient Protest – 17th St SE, 16th St SE, 8th Ave SE, 10th Ave SE – The City Engineer recommended approval of the resolution. Commissioner Hamre made a motion to approve the resolution. Commissioner Hach seconded the motion, and the motion carried unanimously.

St Improvement #79-24 Approve Plans – 17th St SE, 16th St SE, 8th Ave SE, 10th Ave SE – Commissioner Robbins made a motion to approve the resolution to approve plans for St Improvement #79-24. Commissioner Pierce seconded the motion, and the motion carried unanimously.

St Improvement #80-24 Insufficient Protest – 8th St NW, 9th St NW, 10th St NW, 11th St NW, Etc – The City Engineer recommended approval of the resolution. Commissioner Robbins made a motion to approve the resolution. Commissioner Pierce seconded the motion, and the motion carried unanimously.

St Improvement #80-24 Approve Plans – 8th St NW, 9th St NW, 10th St NW, 11th St NW, Etc – Commissioner Robbins made a motion to approve the resolution to approve plans for St Improvement #80-24. Commissioner Pierce seconded the motion, and the motion carried unanimously.

City Attorney Contract Discussion and Direction – President Moe communicated that the current city attorney has submitted his resignation effective April 30th, 2024. The City Administrator communicated that he had a conversation with the city attorney on Wednesday and he felt that it was a very good conversation. There is a request for qualifications for City Attorney services that will be advertised April 18th, 2024. Discussion continued on the topic. It was communicated that the current City Attorney may remain the City Attorney while we are advertising for a new one. Commissioner Pierce made a motion to release a request for qualifications and look into them over the next few months. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Air Rescue Fire Fighting Mission – City of Devils Lake & Devils Lake Regional Airport – The City Administrator communicated that they met with the airport authority members earlier in the day and they had a good, productive discussion on what the plan is moving forward. There will be a rundown for the full airport authority board on April 8th at their meeting. On April 15th, this will be

brought to Commission for final decision. The airport is willing to take a deferred revenue in direct proportion to the extra responsibility that the City will take on. It was communicated that there are three options: 1) Keep the status quo, 2) cover the mission with existing fire department personnel while reducing one FTE at the airport, 3) cover the mission by adding a FTE to the fire department and reducing a FTE at the airport. The volunteer fire department said they are not willing to help with this due to the extra time it would take for them. The Fire Chief gave a breakdown on everything it will take for the Fire Department to take over this task. Discussion continued on this topic. There was no action needed tonight.

Commissioner Hamre moved to approve the list of bills as submitted. The motion was seconded by Commissioner Pierce. The motion carried unanimously on a roll call vote.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION

CALL FOR BIDS

Sealed bids will be received by the Board of City Commissioners until 5:00 pm, April 15, 2024, for “2024 Curb, Gutter and Sidewalk”. Bids will be opened and publicly read at City Office, 423 6th St NE, Devils Lake, ND at 5:30 pm, April 15, 2024.

Copies of the plans and specifications are available in the office of the City Engineer, City Offices, 423 6th St NE, PO Box 1048, Devils Lake, ND, 58301.

The Board of City Commissioners reserve the right to reject any or all bids, to waive technicalities, or to award each section of the project individually, or in any combination thereof, that is deemed in the best interest of the City.

Each bid must be labeled on the outside of the envelope with the following:

1. Name of the person/firm submitting bid.
2. Must be marked “2024 Curb, Gutter and Sidewalk Bid”.
3. Bidder must include a two percent (2%) bid bond or certified check and copy of current contractor’s license with the proposal for consideration.

For legals: 3-26-24, 4-2-24, 4-9-24

CALL FOR BIDS

Sealed bids will be received by the Board of City Commissioners until 5:00 pm, April 15, 2024, for “2024 Asphalt and Concrete Street Repair”. Bids will be opened and publicly read at City Office, 423 6th St NE, Devils Lake, ND at 5:30 pm, April 15, 2024.

Copies of the plans and specifications are available in the office of the City Engineer, City Offices, 423 6th St NE, PO Box 1048, Devils Lake, ND, 58301.

The Board of City Commissioners reserve the right to reject any or all bids, to waive technicalities, or to award each section of the project individually, or in any combination thereof, that is deemed in the best interest of the City.

Each bid must be labeled on the outside of the envelope with the following:

1. Name of the person/firm submitting bid.
2. Must be marked “2024 Asphalt and Concrete Street Repair”.
3. Bidder must include a two percent (2%) bid bond or certified check, and copy of current contractor’s license with the proposal for consideration.

For legals: 3-26-24, 4-2-24, 4-9-24

UTILITY COLLECTIONS			
Through 25% of Year			
	2022	2023	2024
Water Collections	\$ 218,148	\$ 248,279	\$ 270,851
Sewer Collections	\$ 205,051	\$ 229,041	\$ 264,888
Sanitation Collections	\$ 391,211	\$ 401,484	\$ 436,160
: Special Pickups	\$ 23,322	\$ 20,325	\$ 23,145
: Landfill/Outside Tipping	\$ 17,132	\$ 12,725	\$ 18,099
: Roll-off Rental	\$ 44,514	\$ 16,550	\$ 32,123
TOTAL:	\$ 899,378	\$ 928,404	\$ 1,045,266

	2022	2023	2024	YTD % Change
				9.09%
				15.65%
				8.64%
				13.87%
				42.23%
				94.10%
				12.59%

UTILITY % OF BUDGET			
Through 25% of Year			
	2024	BUDGET	% OF BUDGET
Water Collections	\$ 270,851	\$ 1,220,000	22%
Sewer Collections	\$ 264,888	\$ 975,000	27%
Sanitation Collections	\$ 436,160	\$ 1,785,000	24%
: Special Pickups	\$ 23,145	\$ 91,000	25%
: Landfill/Outside Tipping	\$ 18,099	\$ 85,000	21%
: Roll-off Rental	\$ 32,123	\$ 189,000	17%
TOTAL:	\$ 971,899	\$ 3,980,000	24%

	2024	BUDGET	% OF BUDGET
			22%
			27%
			24%
			25%
			21%
			17%
			24%

TAX COLLECTIONS			
	Through 25% of Year		
	2022	2023	2024
State Aid	\$ 148,471.00	\$ 171,303.00	\$ 177,392.00
Sales Tax (City Only)	\$ 968,143.00	\$ 940,451.00	\$ 1,117,235.00
Highway Tax	\$ 87,372.00	\$ 92,898.00	\$ 92,279.00
Occupancy Tax	\$ 23,950.00	\$ 21,345.00	\$ 29,122.00
Restaurant Tax	\$ 67,224.00	\$ 78,311.00	\$ 91,366.00
TOTAL:	\$ 1,295,160.00	\$ 1,304,308.00	\$ 1,507,394.00

	YTD % Change
	3.55%
	18.80%
	-0.67%
	36.43%
	16.67%
	15.57%

TAX COLLECTION % OF BUDGET			
	Through 25% of Year		
	2024	BUDGET	% OF BUDGET
State Aid	\$ 177,392.00	\$ 462,500	38%
Sales Tax (City Only)	\$ 1,117,235.00	\$ 4,182,000	27%
Highway Tax	\$ 92,279.00	\$ 345,350	27%
Occupancy Tax	\$ 29,122.00	\$ 130,000	22%
Restaurant Tax	\$ 91,366.00	\$ 315,000	29%
TOTAL:	\$ 1,507,394	\$ 5,434,850	28%

	% OF BUDGET
	38%
	27%
	27%
	22%
	29%
	28%

2023 Equipment Reserve CD							65% to PD - 35% to FD		
Description	Type	Maturity Date	Amount	Rate	Frequency	January	February	March	
Bank Hapoalim B M New York BRH	CD	5/21/2024	\$ 243,000	4.85%	Semi Annual				
Capital One Natl Assn Mclean	CD	11/3/2025	\$ 244,000	4.80%	Semi Annual				
City Natl Bk Los Angeles	CD	11/24/2025	\$ 243,000	4.90%	Semi Annual				
Discover BK Greenwood Del	CD	11/30/2027	\$ 243,000	4.90%	Semi Annual				
Horizon BK Natl Assn Mich City	CD	11/8/2024	\$ 249,000	4.75%	Monthly	\$ 1,004.53	\$ 1,004.53	\$ 939.72	
UBS BK USA Salt Lake City UT	CD	11/17/2025	\$ 248,000	4.95%	Monthly	\$ 1,042.62	\$ 1,042.62	\$ 975.35	
Wells Fargo BK N A Sioux Falls	CD	11/29/2024	\$ 248,000	4.85%	Monthly	\$ 1,021.55	\$ 1,021.55	\$ 955.45	
First Citizens Community Bank	CD	11/1/2024	\$ 236,000	5.45%	At Maturity	\$ 0.69	\$ 0.93	\$ 0.81	
Interest on Credit Balance & Other					Monthly				
TOTAL YEAR TO DATE			\$ 1,954,000		TOTAL MONTHLY EARNINGS	\$ 3,069.39	\$ 3,069.63	\$ 2,871.53	
						\$ 3,069.39	\$ 6,139.02	\$ 9,010.55	

2023 WATER SOURCE REPLACEMENT FUND									
Description	Type	Maturity Date	Amount	Rate	Frequency	January	February	March	
First Wesn BK & IR Minot	CD	2/18/2025	\$ 249,000	4.50%	Monthly	\$ 951.66	\$ 951.66	\$ 890.26	
Raymond James BK Natl Assn	CD	2/18/2025	\$ 244,000	4.55%	Semi Annual		\$ 5,596.62		
Georgia BKG CO Atlanta GA	CD	2/18/2025	\$ 187,000	4.50%	Semi Annual		\$ 4,242.08		
US Treasury Note	US Treasury	2/29/2024	\$ 1,367,605	4.85%	Semi Annual		\$ 4,083.75	\$ 10,545.00	
Kilbuck SVGS BK CO OHIO	CD	3/2/2026	\$ 244,000	4.30%	Semi Annual			\$ 5,231.63	
CIBC MK USA	CD	2/24/2026	\$ 244,000	4.35%	Semi Annual		\$ 5,350.62		
MORGAN STANLEY BK	CD	2/23/2026	\$ 244,000	4.35%	Semi Annual		\$ 5,352.62		
Bank of MO PERRYVILLE	CD	2/27/2026	\$ 249,000	4.40%	Monthly	\$ 930.51	\$ 930.51	\$ 870.48	
First Merchants BK	CD	3/3/2026	\$ 244,000	4.60%	Semi Annual			\$ 5,596.62	
Ally BK Sandy Utah	CD	3/23/2026	\$ 138,000	5.05%	Semi Annual			\$ 3,474.95	
US Treasury Note	US Treasury	2/28/2025	\$ 726,000	5.00%	Semi Annual		PURCHASED		
US Treasury Note	US Treasury	2/15/2026	\$ 710,000	4.67%	Semi Annual		PURCHASED		
Interest on Credit Balance								\$ 8.32	
TOTALS						\$ 1,882.17	\$ 26,507.86	\$ 26,617.26	
TOTAL YEAR TO DATE						\$ 1,882.17	\$ 28,390.03	\$ 55,007.29	

2023 GENERAL FUND									
Description	Type	Maturity Date	Amount	Rate	Frequency	January	February	March	
Community Heritage Financial	CD	5/10/2027	\$ 249,000	4.40%	Monthly	\$ 930.51	\$ 930.51	\$ 870.48	
Univest Natl Bank	CD	5/5/2028	\$ 249,000	4.10%	Monthly	\$ 867.07	\$ 867.07	\$ 811.12	
Pinnacle Bank Nashville TN	CD	5/8/2026	\$ 244,000	4.60%	Semi-Annual				
Huntington Natl Bank Columbus	CD	5/5/2025	\$ 244,000	4.80%	Semi-Annual				
BMO Harris BK	CD	5/8/2026	\$ 244,000	4.60%	Semi-Annual				
Gulf Cap BK Houston TX	CD	5/18/2026	\$ 244,000	4.55%	Semi-Annual				
American Express Natl BK	CD	5/24/2028	\$ 26,000	4.45%	Semi-Annual				
Interest on Credit Balance						\$ 1.84	\$ 2.48	\$ 2.16	
TOTALS			\$ 1,500,000			\$ 1,799.42	\$ 1,800.06	\$ 1,683.76	
TOTAL YEAR TO DATE						\$ 1,799.42	\$ 3,599.48	\$ 5,283.24	

Agenda Item: City Attorney Services

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Consider the proposal for the current City Attorney to continue providing legal services until a new attorney is appointed

The City Attorney has expressed his willingness to continue providing legal services to the City beyond his resignation date of April 30, 2024. If the Commission would like the current City Attorney to serve in that capacity until another attorney is appointed, he is willing to do so at the current contracted rate through June 30, 2024. If the City does not have an appointed attorney by that time, the law firm's standard hourly rate would be charged for the remainder of the arrangement.

MEMORANDUM

To: Devils Lake City Commission
From: Spencer Halvorson, City Administrator/Auditor *SH*
Date: 04/12/2024
Re: ARFF Assumption and Airport Authority

Devils Lake City Commission Members,

Commissioner Pierce, Chief Bennette, and I met with the Airport Authority at their meeting on April 8th. After communicating to the full Airport Authority the City's terms for assumption of the ARFF operations, they approved and committed to the following:

1. Reducing the airport's FTE by one
2. Committing \$25,000 from their airport's operations account for one-time start-up expenses.
3. Assisting the City in applying for future grants with the FAA and other federal agencies in the effort to replace major pieces of necessary equipment (SCBA's and the ARFF truck).
4. Taking a revenue reduction from the City to compensate for the reduced personnel expenses in the airport's operating budget.

With that commitment from the Airport Authority, the City recommends assuming the ARFF mission with existing City personnel or by adding an FTE to the Fire Department.

Agenda Item: Air Rescue Fire Fighting Mission – City of Devils Lake and Devils Lake Regional Airport

Submitted By: Spencer Halvorson, City Administrator/Auditor
Nathan Bennette, Fire Chief

Staff Recommended Action: Provide feedback and direction on the information provided related to the City's efforts to assume the ARFF mission at the Devils Lake Regional Airport

There have been conversations occurring over the past year regarding the Air Rescue and Fire Fighting (ARFF) mission at the Devils Lake Regional Airport. Due to staffing challenges, certifications, and workload there have been efforts to see if the City's Fire Department would be able to take over the mission and the responsibilities associated with it. If there is a desire to see the City's Fire Department assume these responsibilities, the paths forward identified are the following:

1. Keep the Status Quo
2. Cover the mission with Existing Fire Department Personnel while reducing 1 FTE at the Airport
3. Cover the mission by adding an FTE to the Fire Department and reducing an FTE at the Airport.

Regardless of the direction the Commission wishes to take, if the City were to take over the ARFF mission, the following trainings and equipment need to be accounted for:

CONTINUAL COSTS

EMR Continual Education		700/yr
SCBA's (2 units and 2 tanks)	\$20,000 (Purchase in 2027)	\$6,666/yr for next 3 years

There is a chance that the Airport may be able to help us with grant funding from the FAA for the SCBA's.

ONE TIME STARTUP COSTS

ARFF Certification Training (onsite)	\$ 20,000
EMR Certification	\$ 1,600
SIRN Radios	\$ 3,500
TOTAL =	\$25,100

It is proposed that in negotiating with the Airport Authority, a \$25,000 commitment from them to help cover start up costs be included as part of the transition.

COVER THE MISSION WITH EXISTING FIRE DEPARTMENT PERSONNEL

Chief Bennett has attached a draft of a potential staff schedule should the City Commission choose to go in this direction. This would involve not physically staffing the fire station from 12am – 5am weekdays and 8pm to 8am on weekends.

Physical coverage of the flights, monthly/quarterly inspections, and routine training would entail 35 hours a week of responsibility. With such an adjustment to shifts and coverage, this would free up 49 working hours, with the additional 14 being used for further commercial inspections, pre-planning, and hydrant flow testing– both responsibilities the Fire Department has communicated they would like to enhance and expand upon.

It has been asserted that not physically staffing the station would negatively impact the City's Public Protection Classification and therefore our ISO rating. The City's current ISO rating is a 3 with a total of 73 points (see attached for further information on ISO criteria). After conversations with representatives from Verisk Analytics, the company that conducts the PPC assessments in North Dakota, full time staffing of the fire station or lack thereof could potentially impact anywhere from 2-5 points. An ISO rating in the 60's is a 4.

Local insurance companies have been polled as to what the impact on insurance premiums would be on a property if the ISO rating were moved from a 3 to a 4. Every insurance company is different, but feedback has ranged from an impact of 1% on the premium to \$40 on a \$250,000 residential property.

ISO Ratings and overnight staffing in comparable North Dakota communities are depicted below:

Town	ISO Rating	24/7 Physical Staffing
Williston	2	Yes
Dickinson	3	Yes
Mandan	3	Yes
Jamestown	3	No
Devils Lake	3	Yes
Valley City	4	No
Wahpeton	4	No
Watford City	5	No
Horace	5	No
Grafton	5	No

Calls for service between the hours of 12am – 5am weekdays and 8pm – 8am weekends are as follows:

DATA: 2001 to 2023

	Total Calls	% of Total Calls
100's (Fires)	924	19.6%
200's (Explosions)	12	0.3%
300's (Rescue/EMS)	864	18.3%
400's (Hazmat)	525	11.1%
500's (Service Calls)	444	9.4%
600's (Good Intent)	599	12.7%
700's (False Calls/Alarms)	1303	27.6%
800's (Severe Weather)	2	0.0%
900's (Special Incident)	44	0.9%
TOTAL:	4,717	100.0%

From data provided by the Fire Department, 9.4% of calls for service M-F occur between 12am and 5am. 32% of all calls for service would be between 12am-5am weekday and the 48 hours on the weekend. The full 48 hours on the weekend are included as Fire Department personnel would be physically at the airport during the entirety of their 12-hour weekend shift.

COVER THE MISSION BY ADDING AN FTE TO THE FIRE DEPARTMENT AND REDUCING AN FTE AT THE AIRPORT

This would involve a change in shift schedule from the current 24/72 to a 24/12/72 (attached). If this option is pursued, the 24/12/72 was a preference amongst Fire Department personnel compared to a 12/24/72 schedule.

In the effort to properly stress test the feasibility from a personnel standpoint, a new FTE could be hired anywhere from an 8A to a 10N on the grade and step scale. The new position is assumed to be hired at a 9H – halfway between the two with a full family health insurance plan. The numbers are also based on a fresh year after a 3% COLA for 2025 (reflecting what was done in 2024).

	JAN GRADE/STEP	JAN 2024 SALARY	x 6 MONTHS	JULY GRADE/STEP	JULY 2024 SALARY	x 6 MONTHS	2024 TOTAL	3% Increase
Lieutenant	9H	\$ 4,845	\$ 29,070	9I	\$ 4,942	\$ 29,652	\$ 58,722	\$ 60,483.66
Fire Chief	17G	\$ 7,570	\$ 45,420	17H	\$ 7,721	\$ 46,326	\$ 91,746	\$ 94,498.38
Fireman I	8D	\$ 4,140	\$ 24,840	8E	\$ 4,264	\$ 25,584	\$ 50,424	\$ 51,936.72
Senior Captain	12N	\$ 6,497	\$ 38,982	12O	\$ 6,627	\$ 39,762	\$ 78,744	\$ 81,106.32
Lieutenant	9C	\$ 4,220	\$ 25,320	9D	\$ 4,389	\$ 26,334	\$ 51,654	\$ 53,203.62
Lieutenant	9H	\$ 4,845	\$ 29,070	9I	\$ 4,942	\$ 29,652	\$ 58,722	\$ 60,483.66
Assistant Chief	15I	\$ 7,008	\$ 42,048	15J	\$ 7,148	\$ 42,888	\$ 84,936	\$ 87,484.08
Fire Total		\$ 39,125	\$ 234,750		\$ 40,033	\$ 240,198	\$ 474,948	\$ 489,196.44

	2025 Budget (3% Increase)	Proposal	Increase
Salaries	\$ 427,204.86	\$ 489,196.44	\$ 61,991.58
FICA (6.2%)	\$ 26,486.70	\$ 30,330.18	\$ 3,843.48
Medicare (1.45%)	\$ 6,194.47	\$ 7,093.35	\$ 898.88
Retirement (10.07%)	\$ 43,019.53	\$ 49,262.08	\$ 6,242.55
Health Insurance	\$ 106,351.62	\$ 128,105.22	\$ 21,753.60
Vacation (100%) & Sick (25%) Accrual		\$ 3,368.00	\$ 3,368.00
Overtime Budget	\$ -	\$ 7,100.00	\$ 7,100.00
	\$ 609,257.18	\$ 714,455.27	\$ 105,198.09

City Contributions to Airport	
2025 City Mill to Airport (7.5%)	\$ 89,031.50
Lot Fees Total to Airport from Gen Fund	\$ 20,833.00
	\$ 109,864.50

It would be reasonable to assert that the ARFF mission is a 30 hour/week responsibility for the City's Fire Department. In adding an additional FTE (40 hr equivalent) and the mission taking 30hr, the City should ask the Airport Authority to contribute through reduced revenue contributions from the City 75% for the additional employee. If the new employee were hired at a 9H with a full family health insurance plan, the City should seek to reduce its general fund contributions to the airport by \$78,900.

Doing so would then leave an additional \$26,300 responsibility the City would need to pick up and pay for with general fund dollars.

City Contributions to Airport (2025 Projected)	\$ 105,198.09
<u>75% (Covered by reduction in expenses)</u>	<u>\$ 78,898.57</u>
Remaining long term City obligation	\$ 26,299.52
<u>Additional Responsibility if Airport cannot pickup SCBA's</u>	<u>\$ 6,666.00</u>
Total Potential Additional Obligation	\$ 32,965.52

With the addition personnel time left over after executing the ARFF mission the Fire Department would pursue increased hydrant flow testing, commercial inspection, and preplanning operations.

ATTACHMENTS

- ISO Rating Materials
- Fire Department Overview



Devils Lake Fire Department

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Chief

Nate Bennett

Asst. Chief

Cory Meyer

ARFF Mission Proposal

Fire Department Personnel:

Fire department salaries and the number of personnel will play a huge role in determining if the department can take over the ARFF mission. With the current employees the fire department has, it would require overtime and limiting personnel's time off between shifts. With an extra full-time position in the fire department, we would be able to limit the overtime hours and still manage to cover all the flights for the ARFF mission. The schedule that we recommend running will allow us to utilize the 12-hour shift person to spread the hours out, so they are able to cover the flights. In the Administrator's report on the salaries, there is a breakdown of the different costs per schedule.

If the Fire Department got another person, it would allow us to cut down on overtime while also maintaining our current coverage, which will help us keep our ISO rating (3). Running the 12/24/48 shift with the current personnel would cause more overtime and straight pay expenses and it is cheaper to run the 24/12/72. The day shift schedule could be run with the current personnel, however, it leaves our community with periods of time where they could be delayed response times.

Training:

The ARFF mission at the airport will require the fire department to have several different levels of training and follow that up with continuing education training for several different topics. These do not include the 13 topics required by the FAA. As the fire department prepares to transition into the ARFF mission, training of personnel must be looked at to make sure all personnel are certified and able to operate within the scope of the ARFF mission. Following the FAA regulations, the Advisory Circular (AC) training must be done monthly. The other training that will be required is for airport specific training that is an addition to the ARFF mission like writing NOTUMs, doing runway checks, and airport communications, like talking to pilots.

The fire department also must provide training for the refuelers and the commercial tenants at the airport. The training that must be provided to the tenant is fire extinguisher training and fire codes training. This training will become an annual training course that will help them keep up on their requirements.

I have highlighted in blue the training that is for personnel that are getting their initial training. The initial training is a one-time cost if the personnel keep their continuing education

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training up annually. The courses highlighted in red are our courses the department will need to provide to the tenants of the airport annually.

Training Courses	Hours	Cost
ARFF Certification Training	40	\$15000 if hosted \$1500 Per person over 10
Live Burn	4	\$5000
Full Scale Exercise (3 years)	4	
EMR Certification	60	\$1600
EMR continuing Ed	16	\$8.75 Per hour
Advisory Circular Training	26	
Night Ops	12	
Fire Extinguisher Training	2	
Code training	1	

It was recommended, by the FAA, that the fire department redo the initial 40-hour ARFF course to clean up all the paperwork and start fresh. The cost of this course, if we had the person come to Devils Lake to put the class on, would cost \$15,000.00. There is another option to having the initial 40 hours here in town, however, it will require the fire department to send personnel to Minneapolis and to Williston for the initial course. Sending personnel to the two different locations is going to cost the fire department \$18,271.50 in total. The cost would include the course, travel, per-diem, and lodging. The cost for sending four personnel to Williston is \$9,786.00 and the cost of sending three personnel to Minneapolis is \$8,485.50. The cost of having the initial course brought to Devils Lake is cheaper and would also ensure all personnel are on the same page for re-certification times.

Inspections:

Inspections at the airport, in the past, have been done by the personnel doing the ARFF mission with the fire department being the Authority Having Jurisdiction (AHJ). Having been something that was done in the past the fire department has not changed that. However, the fire department has become more involved in the process and has been helping to make the final decision on different things pertaining to the fire codes and the enforcement of them. If the fire department takes over the ARFF mission we would also take over the quarterly inspections. Listed below in the table are the type of inspections that would be required, the number of those types of inspections, and the frequency of those inspections. The inspection reports must be submitted to the FAA every Quarter.

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Inspection Type	Quantity	Frequency
Structures	14	Quarterly
Private Fuel Farms	2	Quarterly
Commercial Mobile Refuelers	2	Quarterly
Commercial Refueling Islands	2	Quarterly

After talking to the FAA's airport certification person, he informed me that the inspections are less of a quarterly thing and more of every three months. Meaning if there is an inspection done in February it has to be done again in May. This means the fire department is going to have to make sure that we look at when the last ones are done and try to schedule them, so they land around the same time every year. Scheduling them for around the same time every year will help the fire department ensure nothing gets missed. Curt, who is the FAA certification person has sent us a couple of the forms they operate from to help us get our forms started. These inspections can be done through our First Due software, which will help with the record keeping of the inspections.

Schedule:

The schedule the fire department has found to work the best for the personnel and the fire department is 24 hours on, 12 hours on, 72 hours off. This schedule would be worked between five shift personnel. The reason the fire department would like to go with this schedule and number of personnel is to allow the department to cut back on overtime costs which are represented in the salaries portion of the Administrators report. This shift does not eliminate overtime, but it allows the department to keep scheduled overtime below \$10,000.00 Dollars.

The 24/12/72 allows the fire department to spread out the 12-hour shift. Meaning the person working the 12-hour shift can split their time that day to ensure that the flights are covered. If the schedule for the flights changes it may require them to cover a flight or two that is not during normal business hours. Splitting the 12-hour shift will require more administrative oversight as the person covering the flights would also come and help with fire department duties when they are not covering the flights. This will help to get more inspections, hydrant flow testing, maintenance, and trainings scheduled and completed. The 24-hour shift person will be responsible for the daily duties that are scheduled for that day, like commercial inspections, setting up training for department personnel, maintenance of equipment and facilities, or hydrant flow testing.

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The 12/24/48, schedule is going to cost more in overtime and straight pay than hiring another person to help with the new duties. This shift would also limit the time off for personnel. This could lead to burnout and has the potential for more turnover in the Fire Department. The Fire Department has a long history of retaining paid personnel and having a deep pool of institutional knowledge that new personnel and volunteers can draw from when they join the Fire Department, to lose that because of burnout would be a detriment to not only the Fire Department but also the City of Devils Lake.

The day shift appears to be the most cost-effective way for the Fire Department to take over the ARFF mission. However, there are some major concerns that come along with switching to this type of coverage. The day shift schedule will delay response times to incidents and could delay rescue operations during critical times during fires. It also has the potential to lower our ISO rating from a 3 to a 4, causing property insurance to go up. Each insurance company would be impacted differently, some might not be affected at all, while others could see an increase in property insurance. One of the insurance people I talked to said they would see about a 4% increase in private homeowner policies and 5% on commercial property policies. With the schedule the Fire Department would have to run to ensure coverage for the flights at the airport and potential flight hour changes, the uncovered hours would be from Midnight to 5:00am during the week. The weekends personnel would cover flights and be required to fill their hours at the Airport with training to ensure all the training hours are covered that are required by FAA. This would again leave the Station unmanned by paid personnel and delay response times to the citizens of Devils Lake. While researching this shift we pulled data from 2001 to the end of 2023, the numbers below reflect the call data from that time frame. The first table will show the hours of day we have calls, the days of the week, and the percentages of calls on those days.

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HOUR	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
0:00	19	16	12	16	18	8	19	108
1:00	6	9	7	16	15	10	24	87
2:00	11	15	11	12	10	11	16	86
3:00	13	14	12	10	13	18	13	93
4:00	7	9	9	8	9	11	14	67
5:00	10	10	6	18	15	12	11	82
6:00	11	19	11	14	12	21	24	112
7:00	10	24	26	18	29	21	17	145
8:00	23	33	31	45	25	40	25	222
9:00	20	43	25	32	39	35	29	223
10:00	23	32	37	32	40	52	33	249
11:00	25	43	40	51	43	50	44	296
12:00	26	37	37	25	34	34	34	227
13:00	28	33	45	43	33	34	34	250
14:00	21	58	40	54	47	40	33	293
15:00	26	51	43	39	35	42	31	267
16:00	40	57	54	47	42	48	45	333
17:00	43	45	51	41	35	49	39	303
18:00	39	46	49	42	56	37	38	307
19:00	33	37	33	37	34	24	39	237
20:00	24	27	38	29	36	35	41	230
21:00	34	23	23	27	24	26	25	182
22:00	22	28	27	27	25	24	39	192
23:00	12	13	20	20	21	26	13	125
Count of Incidents	526	722	687	703	690	708	680	4716
Percentage per day	11%	15%	15%	15%	15%	15%	14%	

The next two tables will be a breakdown of the calls during the times that we were asked to put into this study, covering from 5:00am – 12:00am and 8:00am – 5:00pm Monday through Friday. The first table is the shift the Fire Department will have to run to ensure coverage if the flights change. The second is a table that represents the shift that could be run if the flights were to never change. The problem with these shifts is that 49% of all fatalities from residential house fires happen between 11:00pm to 7:00am, this data was pulled from the FEMA website. During most of that time frame, we would have delayed response times. With safe evacuation times now at 3 minutes, delayed response times could cause the department to miss rescues that they would otherwise be there for. The Devils Lake Fire Department currently sits in the 90 – 95% in the nation for response times to call. Delayed response times will drop the department down to the 80% range.

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5:00am - 12:00am		
Calls during work hours	3211	68%
Off duty	1505	32%

8:00am - 5:00pm		
Calls during work hours	2041	43%
Off duty	2675	57%

Maintenance:

With all missions that require equipment there are maintenance costs. The table below shows the equipment, number of items, and the frequency of testing that is required for each of these items. The annual testing for most of these items can be done by fire department personnel. However, some of the testing like the five-year hydro testing for the SCBA bottles must be outsourced. The outsourcing of the bottle testing will be a cost that has to be taken into consideration when looking at the possibility of transferring the ARFF mission. Radios when switching to the siren radios will be another cost to consider. We have a good plan moving forward for bunker gear in our current equipment replacement plan. With our firefighters taking over the ARFF mission and already having bunker gear that is an expense that should no longer be required.

Equipment	Quantity	Frequency
ARFF Truck <ul style="list-style-type: none"> • Pump • Foam 	1	Yearly
SCBAs	2 – SCBA Packs with bottles 2 – Extra Bottles	Yearly for packs Every 5 Years for Bottles
Bunker gear	6	Every 10 years
Hoses	250'	Tested Yearly
Radios	1- Portable 1- Siren Mobile 1- Airport Radio	Replace for Siren Radio.

Administrative:

All the paperwork for the ARFF mission will become the responsibility of the fire department. An example of this paperwork would be the Air Carrier Flight logs. The flight logs will require fire department personnel to mark down the date of the flight, time they arrived before the flight arrived, who covered the flight, and the time when they left after the flight departed the airport. The flight log is something that will have to be submitted to the FAA monthly. Other administrative tasks that will be required by the fire department Chief and Assistant Chief will be setting policies and procedures for the ARFF personnel. The administrative tasks will be split between the Chief and Assistant Chief to ensure we get as much covered as possible. Creating new procedures is going to take time and effort on behalf of the Chief and Assistant Chief. On

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top of the policies there will be scheduling issues as people call in sick and take vacation. Training personnel for this new mission is going to be a time-consuming task as we must ensure everything is documented and recorded for the FAA. There are monthly training courses that will be required of the personnel working the ARFF mission not only during the day but there are also night operations which can be a scheduling nightmare. The schedule is set, for the fire department, by the Assistant Chief. The Assistant Chief is also responsible for several other areas of the fire department. For example, overseeing emergency operations and helping write and implement standard operating guidelines (SOG) and standard operating procedures (SOP). By taking over the ARFF mission at the airport the Assistant Chief will be tasked with building the SOGs and SOPs for the personnel to follow while operating within the ARFF mission. Both the Chief and Assistant Chief will help fill in when there are vacations and sick leave to make sure there is coverage for the flights. With that and the added responsibility of helping figure out policies it is recommended the Assistant Chief get moved from a 13-N to a 15-I. The Assistant Chiefs responsibilities, with taking over the ARFF mission, are going to increase. Building this report, the wages for the Assistant Chief have been factored in already.

In Closing:

After being asked to put together a proposal to take over the ARFF mission at the airport, the Fire Department would support two of the three options.

One, we do not take over the ARFF mission because it's too-cost prohibitive and could lead to schedules that would diminish our ability to respond to the general public in their time of need. Some of the potential schedule changes would also hinder us from completing our future goals of preventing fires through our inspections program, pre-planning, and community outreach.

Two, the Fire Department moves to a 24/12/72 shift, adds one extra position to the schedule, maintains the current coverage for the City of Devils Lake, and potentially retains the ISO rating of 3. This option will allow the Fire Department to help the airport retain its flights, complete more commercial inspections, create new and enhance current pre-plans, complete more hydrant flow testing, and continue to improve our community outreach efforts with school tours, station tours, and public education.

In the spirit of keeping the commercial flights coming to the Devils Lake community. The Fire Department would recommend option two allowing us to do the greatest amount of good for our community and the airport. The Fire Department taking over the ARFF mission will put certified firefighters in a position to protect and serve the people flying in and out of Devils Lake airport.

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Agenda Item: Adjustment of Grade and Step – Assistant Fire Chief

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Consider the adjustment in grade from a 13 to a 15 for the Assistant Fire Chief as part of the City's ARFF operations assumption

It has been asserted that with the pending assumption of ARFF responsibilities at the DL Regional Airport, a grade adjustment for the Assistant Fire Chief from a 13 to a 15 is warranted. The Fire Department's justification is included in the last page of the staff report for the ARFF item.

As the Commission considers the grade adjustment, it is important to keep a few factors in mind:

1. Additional workload alone does not necessarily support permanent increases in pay. It is the complexity of the work that needs to justify changes.
2. A structural compression issue could be created with the Assistant Chief and Chief only two grades apart. Such an adjustment would result in only a 12% difference in starting pay between the two positions, compared with the 26% currently.
 - a. The average of similar departments is 30%, with the lowest being 16%.

Attached:

- Memo From HR Consultant
- 2024 Salary Schedule

Devils Lake Fire Department Assessment

Current Structure:

- Fire Chief – Grade 17
- Asst Chief – Grade 13
- 6 Total Full-Time Positions
- 26% Difference between minimum pay range for Chief and Asst Chief

Summary comparison of fire departments in other municipalities:

- Sizes of departments vary widely; ranging from total volunteer department (for a city very comparable in size to DL) to just 2 FTE all the way up to 12 FTE and 19 PT paid staff in one department (this particular department is larger than DL but one that has been referred to in the past for comparison purposes)
- Difference between Chief and next position in rank ranges from 16% to 49% (average of 30%)

Within the city:

- Most departments within the maintain a 3-4 grade cap between the top level of leadership and the second level of leadership.

Other factors to consider:

- Work load alone doesn't necessarily support an increase in pay; technical skills required and complexity of the work must be part of the conversation.
- Most other departments in cities that are comparable in size in ND are operating with significantly less paid staff (these departments do vary widely in terms of "extra duties")

**APPROVED SALARY SCHEDULE EFFECTIVE JANUARY 1, 2024 - 3% COST OF LIVING RAISE
ELIMINATE COLUMN 'A' - ADD COLUMN 'O'
RETIREMENT CITY CONTRIBUTION MOVED TO 10.07% (PUB. SAFETY PLAN TO 10.30%)**

GRADE	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10	YR 11	YR 12	YR 13	YR 14
	4%	4%	4%	3%	3%	2%	2%	2%	2%	2%	2%	2%	2%	2%
1	2,546	2,648	2,754	2,837	2,922	2,980	3,040	3,101	3,163	3,226	3,291	3,357	3,424	3,492
2	2,699	2,807	2,919	3,007	3,097	3,159	3,222	3,286	3,352	3,419	3,487	3,557	3,628	3,701
3	2,861	2,975	3,094	3,187	3,283	3,349	3,416	3,484	3,554	3,625	3,698	3,772	3,847	3,924
4	3,033	3,154	3,280	3,378	3,479	3,549	3,620	3,692	3,766	3,841	3,918	3,996	4,076	4,158
5	3,215	3,344	3,478	3,582	3,689	3,763	3,838	3,915	3,993	4,073	4,154	4,237	4,322	4,408
6	3,407	3,543	3,685	3,796	3,910	3,988	4,068	4,149	4,232	4,317	4,403	4,491	4,581	4,673
7	3,612	3,756	3,906	4,023	4,144	4,227	4,312	4,398	4,486	4,576	4,668	4,761	4,856	4,953
8	3,828	3,981	4,140	4,264	4,392	4,480	4,570	4,661	4,754	4,849	4,946	5,045	5,146	5,249
9	4,058	4,220	4,389	4,521	4,657	4,750	4,845	4,942	5,041	5,142	5,245	5,350	5,457	5,566
10	4,301	4,473	4,652	4,792	4,936	5,035	5,136	5,239	5,344	5,451	5,560	5,671	5,784	5,900
11	4,559	4,741	4,931	5,079	5,231	5,336	5,443	5,552	5,663	5,776	5,892	6,010	6,130	6,253
12	4,833	5,026	5,227	5,384	5,546	5,657	5,770	5,885	6,003	6,123	6,245	6,370	6,497	6,627
13	5,123	5,328	5,541	5,707	5,878	5,996	6,116	6,238	6,363	6,490	6,620	6,752	6,887	7,025
14	5,431	5,648	5,874	6,050	6,232	6,357	6,484	6,614	6,746	6,881	7,019	7,159	7,302	7,448
15	5,756	5,986	6,225	6,412	6,604	6,736	6,871	7,008	7,148	7,291	7,437	7,586	7,738	7,893
16	6,102	6,346	6,600	6,798	7,002	7,142	7,285	7,431	7,580	7,732	7,887	8,045	8,206	8,370
17	6,468	6,727	6,996	7,206	7,422	7,570	7,721	7,875	8,033	8,194	8,358	8,525	8,696	8,870
18	6,856	7,130	7,415	7,637	7,866	8,023	8,183	8,347	8,514	8,684	8,858	9,035	9,216	9,400
19	7,268	7,559	7,861	8,097	8,340	8,507	8,677	8,851	9,028	9,209	9,393	9,581	9,773	9,968
20	7,703	8,011	8,331	8,581	8,838	9,015	9,195	9,379	9,567	9,758	9,953	10,152	10,355	10,562
21	8,165	8,492	8,832	9,097	9,370	9,557	9,748	9,943	10,142	10,345	10,552	10,763	10,978	11,198
22	9,357	9,731	10,120	10,424	10,737	10,952	11,171	11,394	11,622	11,854	12,091	12,333	12,580	12,832

NDDOT Contract No. 38240437
Project No. NHU-NH-3-002(179)270
PCN No. 24231

**North Dakota Department of Transportation
PRELIMINARY ENGINEERING REIMBURSEMENT AGREEMENT**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Devils Lake, North Dakota, hereinafter referred to as the City.

WHEREAS, the City agrees that NDDOT proceed with with project development activities on US Highway 2 from Gouldings Road to East of Urban Limits, NHU-NH-3-002(179)270 (24231); and;

WHEREAS, the City agrees that the project be developed in accordance with NDDOT policies and with the scope of work identified in Attachment A, attached hereto and incorporated by reference.

NOW, THEREFORE, it is agreed that NDDOT will take all necessary steps in project development to deliver an environmental document and set of design plans approved by the City, and construct the project by scheduling a bid opening at such time as funding and project completion allows.

The City agrees that should it unilaterally and voluntarily terminate this agreement by whatever means or action, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

The City further agrees that should it request or otherwise cause a material alteration to, or a reduction of the scope of the project, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

In the event the City fails to reimburse NDDOT, such failure shall constitute an assignment of funds, derived from the State Highway Tax Distribution Fund now or hereafter coming into the hands of the State Treasurer to the credit of the City, and that the State Treasurer is hereby directed to deliver and pay over to NDDOT all funds credited to the City until the total thereof equals the sum billed pursuant to this agreement.

Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.



Executed by the city of Devils Lake, at Devils Lake North Dakota, the last date below signed.

APPROVED:

CITY ATTORNEY (TYPE OR PRINT)

City of _____

SIGNATURE

NAME (TYPE OR PRINT)

DATE

SIGNATURE

*

TITLE

DATE

ATTEST:

CITY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

Executed for the North Dakota Department of Transportation by the Director at Bismarck, North Dakota, the last date below signed.

APPROVED as to substance by:

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

Paul Benning

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

Paul Benning *SH*

SS

SIGNATURE

SIGNATURE

04/10/24

DATE

DATE

DATE

*Mayor or President City Commission

CLA 17057 (Div. 38)
L.D. Approved 7-17-89; 10-23



Mike Grafsgaard – Public Works Director
Corey Erickson – Sanitation Supervisor
Wade Sharbono – Streets Supervisor
Joel Myhro – Utilities Supervisor

To: President Moe and City Commissioners

From: Michael Grafsgaard, City Engineer/Public Works Director
Corey Erickson, Sanitation Supervisor

(MEG)

Cyr

Date: April 12, 2024

Re: Automated Collection System Evaluation

This year the City budgeted \$300,000 for a rear-load garbage truck to replace an existing truck currently being used. However, prior to completing a bid package and call for bids for the new truck, the Sanitation Supervisor and I agreed that a cursory review of operations and an evaluation related to an automated collection system for residential garbage should be completed. An automated system would require purchase of a new truck that uses mechanical arms to lift and empty trash cans, new trash cans compatible with the mechanical lift arms, and mechanical "tippers" installed on the back of our current rear load trucks to allow them to dump cans, when required.

It is likely that an automated system will provide larger residential cans, 64 and 96 gallon, rather than the 32 gallon currently used. Larger cans provide more stability, are less apt to tip over on windy days, and will allow dumping of one can per residence, rather than multiple dumps of 32 gallon cans for one residence. Since nearly half of our residential customers use only one can, there is a potential that garbage volumes could increase if these customers are provided a larger can. Based on a review of our recycling program volumes, we anticipate this volume increase will be around 5% of our current waste stream. A 5% increase would cost approximately \$30,000 annually to dispose of.

Switching to an automated system will cost an estimated \$600,000-\$650,000, rather than the \$300,000 budgeted for the rear load garbage truck replacement. However, we feel the department could operate with one less employee if an automated system was used. This could save the City an estimated \$80,000 per year (when including employee pay and benefits). Finding employees to collect garbage has been a challenge in recent years, therefore being able to do more with fewer employees provides additional benefits. Based on the \$80,000 savings for the employee, it appears the automated system could offer a net \$50,000 per year overall savings for the City (\$80,000 employee savings minus \$30,000 garbage volume increase cost).

We recommend the City continue to evaluate how an automated garbage collection system could work for Devils Lake. In addition, we would like to submit a grant application to USDA to help cover initial start-up costs should the City elect to switch to an automated collection system. There is potential to receive \$50,000-\$100,000 or more if approved for grant funding.

To complete the grant application, I recommend the City Commission appoint me as the authorized representative for applying for USDA grants. I will work with USDA and City staff to complete necessary application paperwork and answer questions posed by USDA. I also recommend the City Commission support the Sanitation Department in continuing to evaluate an automated residential collection system to see if it is the best option for the City.

Agenda Item: Declaration of Surplus Property

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Declare the list of property included as surplus

Please see the attached list of property recommended to be declared surplus. Property will be disposed of through standard processes to include online auction.

Attached:

- List of Property to be declared surplus

**CITY OF DEVILS LAKE
ITEMS TO BE DECLARED SURPLUS**

PUBLIC WORKS DEPARTMENTS

<u>Item</u>	<u>VIN</u>
2013 Dodge Ram pickup	1CGRR7FP8DS637083
2011 Ford F150	1FTFX1EF9BFB64906
1982 Chevy van - blue	1GCFP22M7C3327841
Miscellaneous stormwater pumping equipment	

ASSESSING DEPARTMENT

<u>Item</u>	<u>VIN</u>
2003 Chevy Blazer	1GNDT13X73K137041
2015 Ford Explorer	1FM5K8AR2FGC07934

POLICE DEPARTMENT

<u>Item</u>	<u>VIN</u>
2008 Chevy Colorado	1GCDT29E388200550
2017 Ford Explorer Police Inceptor Vehicle	1F1115K8AR9HGB82789
Miscellaneous Jewelry	
Miscellaneous Tools	
Miscellaneous SWAT Team Equipment	

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
15-Apr-24

VENDOR	AMOUNT DUE
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AIRPORT

Benson County Farmer's Press	\$84.50
Capital One-Walmart	\$117.80
Dennis Olson	\$250.00
Double Z Broadcasting	\$500.00
Gleason Construction	\$60.00
Home of Economy	\$80.97
Klemetsrud Plumbing	\$108,189.00
Leevers	\$139.67
Lakota American	\$71.50
Midco Business	\$496.98
MDU	\$1,181.51
Nodak Electric	\$1,883.74
NDTC	\$296.91
Scott Cruse	\$525.00
Sparklight Advertising	\$1,768.00

CITY

Alex Schwab	\$76.97
Amazon Capital Services	\$970.55
Aramark	\$826.52
AT & T	\$1,502.86
Axon Enterprise	\$11,760.00
Baker & Taylor	\$618.71
Bank of ND	\$190,831.68
Bergstrom Electric	\$906.32
Bert's Truck Equipment	\$300.10
Bibliotheca	\$2,059.95
Butler Machinery	\$136.87

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
15-Apr-24

VENDOR	AMOUNT DUE
Carrot Top Industries	\$3,245.14
Caselle	\$1,464.00
Central Bussiness Systems-Advanced Business Methods	\$1,457.72
Champion Media-DL Journal	\$1,250.71
Ciox Helath	\$20.00
CivicPlus	\$2,536.60
Corporate Payment Systems	\$5,856.42
Corporate Technologies	\$450.00
David Rader	\$633.45
Duke's Car Wash	\$15.00
Ecolab	\$215.22
Farmer's Union Oil	\$17,715.15
Forum Communication	\$800.00
Gerrell's	\$2,097.30
Gessner Ironworks	\$995.40
GF Fire Equipment	\$596.25
GF Utility Billing	\$20,396.26
Guy Callender	\$420.00
Hanson Painting Service	\$14,700.00
Harold's Auto Marine & Electric Motor	\$1,948.70
Home of Economy	\$1,136.92
Information Technology Dept	\$373.35
Inteerstate Billing Service-Ironhide Equipment	\$1,076.10
JB Vending	\$220.83
Johnson Controls	\$1,092.70
Johnson Controls Fire Protection	\$789.00
Keller's Briteway	\$85.00
Klemetsrud Plumbing	\$901.73
L-Tron Corporation	\$393.75
Lake Region Corporation	\$8,492.00
Lake Region Law Enforcement Center	\$15,353.58

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
15-Apr-24

VENDOR	AMOUNT DUE
Lake Region Sheet Metal Corporation	\$266.67
Lamotte's Paint & Glass	\$6,355.49
Land Surveying Service	\$1,195.00
LEAF	\$443.91
Leevers	\$43.45
Mark's Greenhouse	\$56.00
Mark's Hwy2 Service	\$419.77
MDU	\$2,997.16
Motorola Solutions	\$6,220.00
Newsbank	\$808.00
Northland Trust Services	\$17,781.25
ND One Call	\$34.75
North Cantral Granite	\$3,352.94
NDTC	\$379.90
O'Reilly's Automotive	\$155.58
Ottertail Power Co	\$1,047.62
Overdrive	\$1,000.00
Petty Cash	\$153.49
Prairie Truck & Tractor Repair	\$371.90
Quill	\$831.39
Railroad Management Co.	\$966.04
Regents of the University of MN	\$138.00
Sandberg Tech of ND	\$56.00
Sanitation Products	\$241.22
Senior Meals & Services	\$120.00
Service Tire	\$1,034.60
Setco	\$5,772.12
State Bar Association	\$12.95
Stone's Mobile Radio	\$832.45
Toshiba Business Solutions	\$17.70
Wang's Welding & Machining	\$150.00

LIST OF BILLS FOR THE CITY OF DEVILS LAKE
15-Apr-24

VENDOR	AMOUNT DUE
Xpress Bill Pay	\$441.99
Xtreme Signs & Graphix	\$605.00
Yunker Law Firm	\$8,333.33
TOTAL LIST OF BILLS	\$495,000.06