

Minutes of the Devils Lake City Commission
May 1, 2023

The regular meeting of the Devils Lake City Commission was held on May 1, 2023 with the following members present: President Moe, Rob Hach, Dale Robbins, and Jason Pierce.

Commissioner Pierce moved to approve the minutes of the regular Commission meeting held on April 17, 2023. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

2023 Arbor Day Proclamation – President Mot read through the Arbor Day Proclamation. Commissioner Pierce motioned to proclaim May 18, 2023 as Arbor Day. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Nodak Electric – Steve Breidenbach and Matthew Marshall gave the City Commission a presentation on why a franchise fee would be beneficial for the Lake Region area. They went through a presentation on the territory Nodak covers, how to cooperative works, and their relationship to Minnkota Power. Their official request was for the City Commission to consider letting Nodak Electric seek a franchise agreement or a limited franchise agreement from the City of Devils Lake. Discussion continued on this topic. President Moe communicated that looking into it further would be beneficial for the City. The City Administrator communicated that we will continue having conversations with both providers and there will be a 1st reading at a future meeting regarding this.

Commissioner Pierce – The Fire Chief communicated that a couple of guys just got back from FDIC. He also mentioned that they are starting the transition into the new software and hope to have it up and running in July. Commissioner Pierce communicated that there is a Ramsey County Fair Board meeting that he will be attending and giving an update at the next meeting.

Commissioner Robbins – The City Engineer communicated that the street department are working on pothole patching. They also have the street sweeper out. He communicated that there is not an update for the Engineering department.

Commissioner Hach – The City Engineer communicated that the sanitation department has a budget for a new chasee for the residential garbage truck. He asked for authorization to call for bids. Commissioner Robbins motioned to authorize the call for bids. Commissioner Hach seconded the motion, and the motion carried unanimously. Special pickups are also continuing this week.

Special pickups will be in the alley, but regular garbage pickup is still on the streets until further notice. The City Assessor communicated that he will be sending out letters on all of the properties that he plans to assess this year. This will be from 7th St NE to Walnut St E and east of College Dr. He is hoping to get those done in June, July, and August.

The City Engineer communicated that the City of Devils Lake received a certificate of achievement for satisfying the requirements for the safe water drinking act. He thanked the utility department for all of the work they put in to make this happen.

The Police Chief communicated that they had two guys graduate from the Law Enforcement Leadership course.

The City Administrator communicated that House bill 1040 – ND PERS will be a new contribution plan effective for new hires in 2025. He communicated that we currently allocate more than the minimum, so we will continue to monitor that.

The City Attorney communicated that he is working on the initial drafts of a couple ordinances. He will also have a proposal for a refusal ordinance at the next commission meeting. He mentioned that they are waiting on the County for the LEC.

CAD/RMS Final Approval – The City Administrator communicated that this is our yearly contribution to the annual subscription. Commissioner Pierce motioned to approve the CAD/RMS Final Approval. Commission Hach seconded the motion, and the motion carried unanimously.

Budget Amendment 23-01 – Completed Construction Project Payoffs – The City Administrator communicated that this was noted in the capital improvement plan. We need to clear off some of the projects with internal transfers. Commissioner Pierce motioned to approve the budget amendment 23-01. Commissioner Hach seconded the motion, and the motion carried unanimously.

Project Financing Intergovernmental Agreement with Park District – the City Administrator communicated that this is a follow up item from the last meeting. The amortization schedule is attached to the agenda. He mentioned that this is substantial savings. Commissioner Pierce motioned to approve the intergovernmental agreement with the park district. Commissioner Robbins seconded the motion. The motion passed unanimously on a roll call vote.

Authorization to Issue \$1.5 million in US Treasuries/CD's – General Fund – The City Administrator communicated that we have significant cash reserve in our general fund that we can use to take advantage of higher interest rates.

Commissioner Robbins motioned to approve the authorization to issue \$1.5 million in US Treasuries/CD's from the general fund. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Renaissance Zone Project 25-DL – The City Assessor communicated that the Devils Lake Renaissance Zone Authority took action at their meeting on April 25th to recommend City Approval of a project remodel at 125 4th St SW to resume use as a movie theatre. Commissioner Robbins motioned to approve the recommendation. Commissioner Pierce seconded the motion, and the motion carried unanimously.

1st Reading of Domestic Fowl Ordinance – The City Assessor went through the domestic fowl ordinance. The City Administrator communicated that this is the first reading, so it will be brought to the next meeting as well.

Temporary Employee Pay Scale – The City Engineer communicated that that he recently was at a ND Job Service job fair and he visited with various employers. He was made aware that local fast food establishments are paying \$19/hour for new hires that are 18 years and older. He determined that we need to adjust our pay scale to attract and keep the part time help that we have. He attached a temporary employee classification and salary schedule that would be effective May 1, 2023. Commissioner Pierce motioned to approve the temporary employee pay scale pending the update. Commissioner Hach seconded the motion

Contract for Collection of City Sales, Use and Gross Receipts Taxes – Office of State Tax Commissioner – The City Administrator communicated that this is a renewal of our sales tax collection with the State Tax Commissioners Office. Commissioner Pierce motioned to approve the renewal. Commissioner Robbins seconded the motion, and the motion carried unanimously.

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

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION