

Minutes of the Devils Lake City Commission
September 18, 2023

The regular meeting of the Devils Lake City Commission was held on September 18, 2023 with the following members present: President Moe, Rob Hach, Jason Pierce, Shane Hamre, and Dale Robbins.

Commissioner Hamre moved to approve the minutes of the regular Commission meeting held on September 5, 2023. The motion was seconded by Commissioner Robbins, and the motion carried unanimously.

Public Hearing – FY 2024 Budget, Salary Plan, and Position Authorization – The City Administrator communicated that the cost of living is 3%, they will be dropping a column and adding a column on the pay scale, bonuses for full time employees will be distributed on April 1 and October 1. He also went through the sales tax allocations and the mill levy. Commissioner Hamre made a motion to approve the 2024 budget as presented. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Lisa Crosby (LRHC) & Paula Vistad – Lisa communicated that they are looking at leasing the opera house as it is sitting empty. The LRHC is looking to make that a gallery space, with workshop, educational space for art work, and a retail space for a gift shop. They met with Metroplains and there was an offer of \$1,200/month for rent. She is asking for funding in the amount of \$15,000/year for 5 years. Commissioner Hamre made a motion to give \$20,000/year for up to 5 years. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

The City Administrator communicated that we also need to release quarter 4 funds to the Lake Region Heritage Center in the amount of \$8,097. Commissioner Robbins made a motion to release the funds. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Hach – The City Engineer communicated that the Sanitation Department is working on special pickups.

Commissioner Hamre - The City Engineer communicated that there is not an update for the Utility Department.

Commissioner Robbins – The City Engineer communicated that there is not an update for the Street Department. HE also communicated that gravel is being placed on 14th Ave & 14th St NE. The water main replacement is also continuing on 2nd St.

Commissioner Pierce - The Fire Chief communicated that their open house had over 20 people. He also mentioned that people are starting to sign up for community connect.

The Police Chief communicated that there is not an update for the Police Department.

The City Administrator communicated that the Special Assessment Commission certified the specials and they will be brought to City Commission on October 16th.

The City Attorney communicated that he does not have an update.

Western/Summers Loan Guaranty Funding Plan – The City Administrator communicated a plan to pay the balance off in full out of the growth fund with a reallocation of sales tax dollars from the City's Debt Service Fund. Commissioner Hach recused himself from this. Commissioner Robbins communicated that he has not had a chance to talk to everyone he has wanted to regarding information on the sales. The total amount for the payoff is \$343, 026.57. Commissioner Hamre made a motion to not pay this. Commissioner Robbins seconded the motion. Discussion continued on the funding plan. The motion failed 3-1 on a roll call vote. Commissioner Robbins made a motion to gather more information and table this until the next meeting. Commissioner Hamre seconded the motion. The motion carried 3-1 on a roll call vote.

Resolution Setting Rates and Fees Effective January 1, 2024 – The City Administrator went through the rates and fees that will be changing effective January 1, 2024. Commissioner Hamre made a motion to approve the resolution setting rates and fees effective January 1, 2024. Commissioner Robbins seconded the motion, and the motion carried unanimously.

City Policy Manual Updates and Additions – The City Administrator communicated that there have been a few changes to the City Policy and they can be seen on the attachment. Discussion continued on the city policy manual updates and additions. Commissioner Robbins made a motion to approve the city policy manual updates and additions. Commissioner Hach seconded the motion. The motion carried 3-1 on a roll call vote.

1st Reading of Ordinance #990 – Refusal

Special Event Alcohol Permit – Ed's Bait Shop – The City Administrator communicated that Ed's Bait Shop is looking to move their liquor license to town (memorial building) for a wedding dance. Commissioner Hamre made a motion

to approve the special event alcohol permit or Ed's Bait Shop. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Renaissance Zone Authority – Appointment of Member – The City Assessor communicated that the Renaissance Zone Authority took action at their September 11, 2023 meeting to recommend the appointment of Sheri Olson, who would be filling a vacancy with the term expiring June 30, 2026.

Pay Estimate #1 – City Project 230201 Watermain Replacement 28-23 & 29-23 – The City Engineer communicated that this pay estimate is for \$283,541.76 and will be paid to Kemper Construction. Commissioner Robbins made a motion to approve Pay Estimate #1. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Release of Easement – Lake Toyota – The City Engineer communicated that as part of the project development for Lake Toyota expansion, it was determined a City utility easement covering a vacated alley in Block 1 East of Pitcher Park subdivision is in the vicinity of the proposed building improvement and would limit the expansion of the building. It appears the utility easement was never utilized for the City and is not needed. In exchange for the City to release this easement, the property owner agreed to provide an easement that covers City owned utilities that serve adjoining properties. The property owner has signed the necessary paperwork to complete the easement ended by the City. Commissioner Hamre made a motion to approve the release of easement for Lake Toyota. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Authorize Call for Bids – Snow Plow – The City Engineer communicated that after reviewing the equipment within the street department, it has been determined that additional snow removal equipment will be a better use of budgeted funds than a truck that had been budgeted for this year. The department would like an additional plow that can be used on a loader that is currently owned by the City. He is recommending authorization to call for bids for a replacement plow, with bids to be opened at the October 16th City Commission Meeting. The estimated cost of the plow is \$45,000. Commissioner Robbins made a motion to authorize call for bids. Commissioner Pierce 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 Hamre. The motion carried unanimously on a roll call vote.

SPENCER HALVORSON
CITY ADMINISTRATOR/AUDITOR

JIM MOE
PRESIDENT OF CITY COMMISSION

