

Minutes of the Devils Lake City Commission  
October 16, 2023

The regular meeting of the Devils Lake City Commission was held on September 16, 2023 with the following members present: President Moe, Rob Hach, Shane Hamre, and Dale Robbins.

Commissioner Hamre moved to approve the minutes of the regular Commission meeting held on September 18, 2023. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Bid Opening – Snowplow – The City Administrator opened one (1) bid from Butler Machinery in the amount of \$40,525.00. Commissioner Robbins made a motion to pass the bid to the Engineering department for review. Commissioner Hamre seconded the motion, and the motion carried unanimously.

Commissioner Hach – The City Engineer communicated that the Sanitation Department has completed special pickups and the Sanitation Supervisor is working on numbers to compare to last year. The City Assessor communicated that he did not have an update.

Commissioner Hamre - The City Engineer communicated thanked the Utility Department for helping work on the 2<sup>nd</sup> St watermain replacement. He also communicated that docks will be pulled out this week/early next week.

Commissioner Robbins – The City Engineer communicated that the Street Department is starting to prepare for winter. For the Engineering Department, he communicated that the snowplow bid meets all the specifications that it needed to. He recommended the award to Butler Machinery. Commissioner Robbins made a motion to approve the recommendation. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

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

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

The City Administrator communicated that at the next City Commission meeting there should be a game plan with Gilbertson Funeral Home on the columbarium in the Devils Lake Cemetery. He also communicated that we are working with Bremer Bank on gaining the most interest on our accounts and we should have something on that for the next meeting as well.

The City Attorney communicated that there will be a joint meeting between the City, County, and the LEC regarding the property and the JPA. He also mentioned that they have sent out a second notice on junk nuisances.

President Moe communicated that they have a roundtable with Senator Hoeven and one of the CEO's from CHI St Alexius regarding the hospital. He mentioned that they took a tour of the hospital and they all saw concerns, and all agreed that it is in need of improvement. He communicated that there will be another roundtable with Senator Hoeven and he will let the Commissioners know when that is going to happen.

MidState Volunteer Program – Brenda Bergsrud gave an update on what Midstate Volunteering does and how it helps out the community. She mentioned that many universities are now requiring a professional letter for volunteer hours, in which MidState provides them as long as they are qualified for it. She also mentioned that they help the elderly people in the community get up and out of their house once they are retired so that they keep themselves busy. Commissioner Hach made a motion to approve the funding, which is \$500.00/month. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

Pay Estimate #2 – City Project 230201 – Water Main Replacement 28-23 & 29-23 – The City Engineer communicated that this pay estimate is for \$266,409.60 and will be paid to Kemper Construction. Commissioner Hamre made a motion to approve pay estimate #2. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Resolution Vacating Property Set Aside for Public Use – The City Assessor communicated that the said property is an unnamed street lying southerly and adjacent to Lots 1-11, of which Lots 3-9 have been previously vacated, Block E, First Addition to Riggin Acres, Ramsey County, North Dakota. Ownership of said vacated property shall be evenly distributed to adjacent property owners. Commissioner Hach made a motion to approve the resolution. Commissioner Hach seconded the motion, and the motion carried unanimously.

Urban Area Boundary – The City Engineer communicated that there were several updates requested by the NDDOT that must occur to accommodate the identified changes in population, highway classification, and urban planning. To accommodate this request, the City has made several changes to the Urban Area Boundary. The Urban Area defines potential development and future roadways adjacent to the City. Once this boundary is updated and approved, the City will be updating the functional classification designations for the City's roadways. Commissioner Robbins made a motion to approve the

urban area boundary. Commissioner Hach seconded the motion, and the motion carried unanimously.

Certification of Special Assessments – The City Administrator gave an update on the Special Assessments that need to be certified.

- 2022-2023 Curb, Gutter and Sidewalk – Commissioner Hamre made a motion to certify 2022-2023 Curb, Gutter and Sidewalk. Commissioner Hach seconded the motion, and the motion carried unanimously.
- 2023 Parking Assessment – Commissioner Robbins made a motion to certify 2023 Parking Assessment. Commissioner Hach seconded the motion, and the motion carried unanimously.
- 2023 Miscellaneous – Commissioner Hach made a motion to certify 2023 Miscellaneous. Commissioner Hamre seconded the motion, and the motion carried unanimously.
- Street Imp #77-21 – Commissioner Robbins made a motion to certify Street Imp #77-21. Commissioner Hach seconded the motion, and the motion carried unanimously.
- Street Imp #78-22 – Commissioner Hamre made a motion to certify Street Imp #78-22. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Budget Amendment 23-07 City Server Replacement – The City Administrator communicated that the servers for the City were installed in 2016 and they will have reached their end of life at the end of this October. He communicated that the new servers will have an estimated useful life of 5-7 years. He mentioned that City budgets \$15,000 every year for computer upgrades but does normally does not spend nearly the full amount. \$15,000 was budgeted for 2023 and therefore staff is requesting and recommending approval of budget amendment 23-07. Commissioner Robbins made a motion to approve budget amendment 23-07. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

2<sup>nd</sup> Reading Ordinance 991 – Cooperative Purchasing Agreement for Procurement of Equipment and Resources – Commissioner Robbins made a motion to approve Ordinance 991. Commissioner Hach seconded the motion, and the motion carried unanimously.

2<sup>nd</sup> Reading Ordinance 992 – Snow Removal and Street Maintenance – Commissioner Hamre made a motion to approve Ordinance 992. Commissioner Hach Seconded the motion, and the motion carried unanimously.

Bridgette Cavallo mentioned she came to a Commission meeting about a year ago asking about some statues and President Moe communicated that they are being prepped to go to the VFW. She also expressed concerns with snow

removal and how mounds at the end of their driveways are difficult to move. The City Assessor communicated that he would talk to her about this.

Quarter 3 Sales Tax and Utility Billing YTD Information

September 2023 Finance Report

Commissioner Hamre 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**