

Minutes of the Devils Lake City Commission
November 6, 2023

The regular meeting of the Devils Lake City Commission was held on November 6, 2023 with the following members present: President Moe, Rob Hach, Jason Pierce, and Dale Robbins.

Commissioner Robbins moved to approve the minutes of the regular Commission meeting held on October 16, 2023. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Public Hearing Approve Subdivision – The Tips – The Devils Lake Planning Commission took action at their October 26, 2023 meeting to recommend approval for the final subdivision plat for The Tips contingent on drainage approval from the County and Township. Commissioner Hach motioned to approve the Public Hearing for The Tips Subdivision. Commissioner Robbins seconded the motion, and the motion carried unanimously.

DLPS Superintendent – Need Clooten communicated that DLPS is looking at building an Ag building at the high school. They have a \$1.2 million matching grant with the state and if they do not use the funds, they will take it back. He communicated that they are looking for financial assistance. They would need one instructor for this, and he mentioned that there are 13 graduating this year, so he is hopeful that they will be able to get one. The City Administrator communicated that if we wish to contribute to this, we will have to reduce the amount going into the reserve fund and put it towards this project if they can get \$500,000 from private sectors are reached. The City Administrator communicated that this will be an action item at a future meeting.

Commissioner Hach – The City Engineer communicated that there is not an update for the Sanitation Department. The City Assessor communicated that he did not have an update.

Commissioner Hamre - The City Engineer communicated that in December of 2021 the Commission awarded a bid for a 2021 utility van that met state requirement. He mentioned that they ordered it, but it was not available. Devils Lake Cars currently has a 2023 utility van that meets all the requirements. The City Attorney communicated that the cleanest way is to rebid since there is a price difference or it can be declared an emergency, and the bid can be accepted now. The 2023 Utility Van would cost \$50,716.00. Commissioner Robbins made a motion for an emergency purchase. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Robbins – The City Engineer communicated that there is not an update for the Street Department. For Engineering, he communicated that projects are starting to wrap up as the weather is getting cooler. Asphalt will not be put down this year for patches on 2nd St.

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

The Police Chief communicated that there is a taxicab company that is looking at coming to town. He mentioned that chemical testing is an unnecessary hurdle and plans on working with the City Attorney to revise this. He did mention that they will still need to have the inspections, markings, and proper insurance. President Moe communicated that the Chief Knowski will be resigning from his position May 1, 2024 and he was thanked for his service over the past 6 years.

The City Administrator communicated that they are going to start talking with the department heads about equipment/technology replacement plans and will bring to a future meeting. He also communicated that the City is looking to create a Job Development Authority board, which would be the City Commission. With this, we would open a separate bank account and pay anything that states JDA through this account.

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

President Moe communicated that there will be two (2) town hall meetings held at the Fire Department on November 15, 2023 at 2:00pm and another on November 16, 2023 at 6:30pm. Everyone is welcome and encouraged to attend.

Agreement to Install & Maintain Columbarium in the Devils Lake Cemetery – Gilbertson Funeral Home – The City Engineer communicated that Gilbertson Funeral Home will be leasing a small piece of land in the Cemetery, which is just west of the maintenance building. Gilbertson Funeral Home is proposing a 3 wall Columbarium and would include 168 niches. Gilbertson Funeral Home will be providing all materials for improvements and Public Works will mow the grass around the area, but snow removal will be done by Gilbertson Funeral Home. They will also be responsible for all the maintenance, sales of niches, and record keeping for the Columbarium. If the lease is not renewed after 40 years, the Columbarium will become property of the City. President Moe asked if there would be markers for Veterans. Stephanie communicated that all niches will be Bronze so the marker can be added onto the niche. Commissioner Pierce made a motion to approve the agreement to install and maintain the Columbarium. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

ICS Deposit Placement Agreement Bremer Bank – The City Administrator communicated that this agreement is to setup an ICS account with Bremer Bank that will place our required FDIC deposit under the umbrella of the banks FDIC insurance. The City will receive a full .05% interest increase. There are other ND Municipalities that are switching to this structure. Commissioner Hach made a motion to approve the ICS Deposit Placement Agreement with Bremer Bank. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Authorize Call for Bids – Sidewalk Snow Removal – The City Engineer communicated that the City's snow removal policy requiring City residents to clean snow from their sidewalks has been adjusted to allow City forces or the City's contractor to remove the snow and bill the property owner for sidewalks that have not been cleared within the allotted time following a snow event. Commissioner Pierce made a motion to authorize call for bids for sidewalk snow removal. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Create Street Improvement District 79-24 – The City Engineer communicated that Street Improvement District 79-24 needs to be created as the 17th St SE, 16th St SE, and 8th Ave SE project is complete and we will need to special assess these properties in 2024. Commissioner Pierce made a motion to create Street Improvement District 79-24. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Approval of Purchase of Davis Flats Property – The City Engineer communicated that the City is going to be purchasing a large low-lying area adjacent to the City Airport and wastewater treatment system. The City has an easement to utilize a portion of this low-lying area for wastewater storage/treatment, but has not done so the last several years. The City Engineer is recommending the City Commission to approve signing the attached Outlot 44-0052. Commissioner Robbins made a motion to approve the recommendation to sign Outlot 44-0052. Commissioner Pierce seconded the motion, and the motion carried unanimously. He also recommended that the City Commission approve the purchase agreement and agreement concerning real property. The purchase agreement provides \$300 per acre for 415.80 acres, for a total purchase price of \$124,740. Commissioner Pierce made a motion to approve the purchase agreement and the agreement concerning real property. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote. Once the City Attorney completes title review, he can schedule a closing with the property owner for completing the quit claim deed. Commissioner Pierce made a motion to approve the review and approval from the City

Attorney. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

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