

Minutes of the Devils Lake City Commission  
November 20, 2023

The regular meeting of the Devils Lake City Commission was held on November 20, 2023 with the following members present: President Moe, Rob Hach, Jason Pierce, and Shane Hamre.

Commissioner Hamre moved to approve the minutes of the regular Commission meeting held on November 6, 2023. The motion was seconded by Commissioner Hach, and the motion carried unanimously.

Bid Opening – Sidewalk Snow Removal – The City Administrator opened one (1) bid from Dakota Wash Master in the amount of \$4,493.75 for sidewalk snow removal. The City Engineer recommended award to Dakota Wash Master. Commissioner Pierce made a motion to approve the recommendation. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Hach – The City Engineer communicated that the Sanitation Department will be doing a double route on Friday, due to being closed for Thanksgiving. The City Assessor communicated that he did not have an update.

Commissioner Hamre - The City Engineer communicated that there is not an update for the Utility Department.  
Commissioner Hamre made a comment that the community is commenting on the recycling and how they are doing a great job.

Commissioner Robbins – The City Engineer communicated that there is not an update for the Street Department or the Engineering Department.

Commissioner Pierce – The Fire Chief communicated that their go live date for the new software will hopefully be January 1, 2024.  
Commissioner Pierce asked the City Attorney about the JPA agreement with the LEC. The City Attorney commented that he was ok with everything the LEC attorney has sent, and the next thing will be finalizing the JPA agreement.  
Commissioner Pierce also made a motion to have Friday, the day after Thanksgiving, off for all City employees. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

The Police Chief communicated that the Police Department received the Back the Blue Grant in the amount of \$28,387.00. He communicated that the funds will be used by giving the sworn officers (19 of them) a one-time retention bonus in the amount of \$1,388.79/officer. The remaining dollars will be used for

recruitment and signing bonuses. Commissioner Pierce made a motion to approve the use of these funds. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

The City Administrator communicated that the healthcare roundtables went good with the community, and they had a good number of people participating at each one. He also communicated that the Jobs Development Authority resolution will be at the meeting on December 18<sup>th</sup> and explained to the Commission exactly how that process is going to work.

The City Attorney communicated that he does not have an update. He mentioned that he will follow up with Nate on the nuisances and that we need to discuss who is responsible for each process.

Maintenance Certification for Urban Projects – The City Engineer communicated that this certification states that the city is properly maintaining the projects that had federal aid for construction. Commissioner Hach made a motion to approve the certification agreement for urban projects. Commissioner Hamre seconded the motion, and the motion carried unanimously.

Request to Purchase Lot in Roundhouse Subdivision – The City Assessor communicated that a letter was received requesting the purchase of lot 1, block 9 of the roundhouse subdivision. He recommended approval of the purchase of this lot for \$2,000 in addition to any outstanding special assessments. Commissioner Pierce made a motion to approve the request to purchase the lot in the roundhouse subdivision. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

Pay Estimate #2 – Curb, Gutter, and Sidewalk – The City Engineer communicated that this pay estimate is for work done in the amount of \$25,888.75 paid to Elshaug Concrete. Commissioner Hamre made a motion to approve pay estimate #2 for curb, gutter, and sidewalk. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Change Order #1 – City Project 230201 Watermain Replacement 29-23 – The City Engineer communicated that this change order is for three (3) “gate valve & box 6in” to be installed along 2<sup>nd</sup> St NE from 11<sup>th</sup> Ave NE to 12<sup>th</sup> Ave NE. It is also for a section of existing 6” cast iron water main running along 10<sup>th</sup> Ave NE from 2<sup>nd</sup> St NE to 3<sup>rd</sup> St NE was burst and replaced with 8” PE pipe and tied into the existing 8” gate valve at 3<sup>rd</sup> St NE that was recently replaced. The total cost of the change order is \$32,461.00. Commissioner Hamre made a motion to approve change order #1 – city project 230201 watermain replacement 29-23. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Pay Estimate #3 – City Project 230201 Watermain Replacement 28-23 & 29-23 – The City Engineer communicated that this pay estimate is for work done in the amount of \$454,394.88 paid to Kemper Construction. Commissioner Hamre made a motion to approve pay estimate #3 – city project 230201 watermain replacement 28-23 & 29-23. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Change Order #1 – 14<sup>th</sup> St NE & 14<sup>th</sup> Ave NE – The City Engineer communicated that this change order is for shoulder preparation that was performed, but not included in the plans. The total increase is \$4,653.63. Commissioner Pierce made a motion to approve change order #1 – 14<sup>th</sup> St NE & 14<sup>th</sup> Ave NE. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

Site Certification Match Program with Ottertail Power – Brad Barth, Forward Devils Lake Executive Director, communicated that Ottertail Power Company reached out to see if the City of Devils Lake/Forward Devils Lake would be interested in an industrial site park certification. Brad requested up to \$10,000 be allocated towards the City participation. Commissioner Hamre made a motion to approve the site certification match with Ottertail Power Company. Commissioner Hach seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Pierce 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**