

Minutes of the Devils Lake City Commission  
January 2, 2024

The regular meeting of the Devils Lake City Commission was held on January 2, 2024 with the following members present: President Moe, Jason Pierce, Dale Robbins, and Shane Hamre.

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

Devils Lake Park District – Release of Obligated Funds – Kale Stromme, Christy Remmick, and Dennis Nybo gave an update on Dockside Entertainment. Christy went through the progress that has/is happening, when they plan to open their doors, and mentioned that the rates and fees will be on the website soon. The City Administrator recommended the release of funds in the amount of \$250,000 Quality of Life Investment. Commissioner Pierce made a motion to release the funds in the amount of \$250,000. Commissioner Robbins seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Hach – The City Engineer communicated that there is not an update for the Sanitation Department. The City Assessor communicated that the primary residence tax credit is open and can only be filled out online. He also mentioned that he sent out homestead tax credit letters and that is also open.

Commissioner Hamre - The City Engineer communicated that the Utility Department will be working on service line inventories.

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 the Fire Department is on track for the fishing derby. They are also working on their year-end report and will get that to the Commission once complete.

The Police Chief communicated that the Police Department just had 3 life saving events, in which the officers are awarded for.

The City Administrator communicated that the December 2023 finance report will be given in February 2024. He also mentioned that he will have investment reports at the next meeting.

The City Attorney communicated that he is working on the JPA and JDA agreements. He also mentioned that they are moving forward with the junk ordinance.

Line of Credit – Airport Authority – The City Administrator communicated that there is a large amount due in vendor payments that are related to the apron/taxiway project and terminal expansion to be paid. It is recommended that the City approve and extend the line of credit net of financial resources incorporated with the City to \$6,000,000.00 so the City can remit payment to those vendors. In addition, it is also recommended that the City levy a 3% interest charge per day on this revolving line of credit moving forward, until the last reimbursement from the federal government for the terminal expansion and apron/taxiway project are received or by action of the City Commission. Commissioner Robbins made a motion to approve the recommendations. Commissioner Pierce seconded the motion. Commissioner Hamre recused himself. The motion carried unanimously on a roll call vote.

2<sup>nd</sup> Reading – Ordinance #993 Franchise Agreement Renewal with Montana Dakota Electric Utilities – Commissioner Hamre recused himself. Commissioner Robbins made a motion to approve the 2<sup>nd</sup> Reading of Ordinance #993. Commissioner Pierce seconded the motion, and the motion carried unanimously.

Adjustment to Rates and Fees – Sanitation Compactor Rates – The City Administrator communicated that there was an oversight in the recommendation to adjust the inert landfill compactor rate. Normally the inert landfill compactor rate is 2x the normal per cubic yard charge for inert waste (\$8 in 2024). The recommendation is to adjust the inert landfill compactor from \$14 to \$16 per cubic yard. Commissioner Pierce made a motion to approve the recommendation. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

Law Enforcement Center Deed – The City Attorney communicated that there are four deeds that need to be executed to transfer the property to the LEC. With that, there will be a new joint powers agreement. The only updates to the deeds will be the date. He is working with the County chairman on execution of the deeds. The City and the County have to sign the same deed, so they are coordinating signatures. Commissioner Hamre made a motion to approve law enforcement center deeds. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Assistant Engineer Grade and Step Adjustment – The City Engineer communicated that a review of all city positions is scheduled for 2024, however recent information prompted him to request the City human resource consultant

to review the grade associated with the Assistant City Engineer. He communicated that the Assistant City Engineer position was created in 2019 after the employee passed his professional engineer exam and became a licensed engineer. This position was previously a Grade 13 non-exempt (hourly) position. He communicated that the current Assistant City Engineer is an extremely talented and dedicated employee with a diverse skill set that serves the City very well. The talent and work ethic that he brings has allowed the City Engineering Department to average over \$2 million in construction projects that last five years and generated approximately \$350,000 annually for the general fund. After talking to the City's human resource consultant, pay for Engineers with similar experience in our area averages \$105,000 per year. With a goal of being near 95% of market, the pay should be \$99,750 per year. It is recommended that the City Commission adjust the pay grade of the assistant city engineer position to a Grade 16/18 and adjust the pay for the current Assistant City Engineer from the current 15L (\$7,437/month) to and 18H (\$8,183/month) effective January 1<sup>st</sup>. The employee will also be eligible for a step increase in July as outlined in the City policy manual. Commissioner Robbins made a motion to approve the recommendation. Commissioner Hamre seconded the motion. The motion carried unanimously on a roll call vote.

Designate Depositor for City Funds – The City Administrator communicated that NDCC 21-04-13 states that the City governing body, at a regular meeting in January of each even-numbered year, shall designate depositories of public funds which meet the pledge of security requirements. The current designated depositor of City funds is Bremer Bank in Devils Lake. The recommendation is the City maintain its banking relationship with Bremer Bank. Commissioner Pierce made a motion to approve the recommendation. Commissioner Robbins seconded the motion, and the motion carried unanimously.

Pay Estimate #5 – City Project 230201 Watermain Replacement 28-23 & 29-23 – The City Engineer communicated that this pay estimate is for \$17,071.20 paid to Kemper Construction. Commissioner Hamre made a motion to approve pay estimate #5. Commissioner Pierce seconded the motion. The motion carried unanimously on a roll call vote.

Commissioner Robbins moved to approve the list of bills as submitted, holding Scott Cruse until approved at the next Commission Meeting. 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**