

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF CITY COMMISSIONERS  
HELD AUGUST 18, 2014

Pursuant to due call and notice thereof, a special meeting of the Board of City Commissioners for the City of Devils Lake, North Dakota was held at the City Offices on Monday, August 18, 2013 at 11:30 A.M. with the following members present: Commissioners Tim Heisler, Craig Stromme, Dale Robbins, Rick Morse and President Richard Johnson. None were absent. Others present were Fire Chief, Police Chief, City Assessor and City Administrator.

President Johnson said the purpose of the meeting was to discuss the 2015 Preliminary City Budget.

The City Administrator reviewed with the Commission a copy of the revenues and expenditures for the General Fund.

**1000 – GENERAL FUND**

**General Fund Revenue** – Property taxes increased due to the decrease in allocations to other funds. Sales tax was increased 3%. The state aid was based on the League of Cities' estimate. The municipal judge fines and costs were decreased based on revenues so far this year.

**Transfers in** – The last payment on the Lemna building was made in 2014. Project A/L/E was decreased because the embankment raise should be completed in 2014. A/L/E was based on completing \$750,000 in projects.

**General Fund Expenditures**

**Non-Departmental** – The amount for Tanya remained the same. The amount for Shanks was increased by the 2% COL. The Mayor Committee on Handicap was allocated 1 mill. The RSVP was increased due to the raise in rent. The LRHC requested an increase from \$18,000 to \$22,000. Lisa Zimmerman, Executive Director of LRHC, discussed the use of funds for additional help and for COL. George Zenk stated LRHC receives .25 mills from the County. He also reviewed a bill for the legislature that would allow them to apply to the State Historical Society for grant money. The City Administrator doubled the amount for the LEC board. Discussion followed on the LEC board and on how the LEC was able to offer a reduced rate over the years due to the profitability of the federal juvenile program which has now ended. There has been discussion of the LEC rates going from \$30/day to market rate which is \$60-\$65/day. Also discussed were the cost of housing at the LEC being \$58/day, no longer having the deduction for the work release, and the unfunded mandates. Commissioner Stromme indicated he would not be able to make the LEC meeting on Wednesday, and indicated he would like to appoint another Commissioner to act as his alternate for the meeting. Consensus of the Commission was to appoint Commissioner Robbins as an alternate for the LEC meetings.

**City Commission** – Wages were increased by the 4% COL.

**Municipal Judge** – The payroll expenses have been increased due to treating the judge as an employee for payroll taxes. Discussion followed on the 2013 audit in regards to the municipal court, on the outstanding receivables, on the municipal clerk, and on the number of order-to-show causes, warrants and arrests.

**Auditing Department** – Same as this year.

**City Attorney** – Salary was adjusted for the 2% COL.

**Assessing Department** – Same as this year. Since the general fund will have a surplus in 2014, the City Administrator requested purchasing a different vehicle.

**Engineering Department** – Same as this year.

**City Hall** – Cleaning was increased because the contract went up in July 2014. Discussion followed on the plans for the vacant lot next door and on having the City Assessor get preliminary numbers for a commission chamber.

**Police Department** – Dollars were moved from education & training to in-state travel. The budget includes one vehicle.

**Fire Department** – Pay for the volunteers was moved from volunteer services to temporary salaries. Payroll taxes will be impacted a little.

**Street Department** – Gas was increased.

**Transfers out** – All the money for the fire truck was transferred in 2014.

**Summary:**

A surplus of \$227,000 is estimated for 2014, the general fund is forecasted to break about even for 2015. Mills will decrease by 6.2 to 95.6 mills. The 2015 year is the first time in five years that the City has raised property taxes.

The City Administrator reviewed the salary schedule. The 4% COL was changed to 2% and 2% was added to steps L and M which were at 0%. This would give senior employees a raise. The City Administrator recommended hiring a consultant to prepare a comprehensive salary survey. In comparison to Jamestown the big difference is in the health insurance.

Consensus of the Commission was to move forward with the three salary recommendations.

The Police Chief requested the addition of a canine unit. The unit would cost \$17,000 for training, travel, tools and overtime. The canine officer would receive 1 hour/day comp for days off for caring for the drug dog. The Commission will take this under consideration.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 12:47 P.M.

**LINDA LYBECK  
CITY AUDITOR**

**RICHARD S. JOHNSON  
PRESIDENT**