

MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF CITY COMMISSIONERS  
HELD AUGUST 16, 2016

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 Tuesday, August 16, 2016 at 12:00 P.M. with the following members present: Commissioners Ben Sander, Craig Stromme, Dale Robbins and President Richard Johnson. Commissioner Rick Morse was absent. Others present were Police Chief, Fire Chief, City Assessor, City Engineer, Public Ways Supervisor, Public Utilities Supervisor, City Auditor and City Administrator.

President Johnson said that the purpose of the meeting was to discuss the 2017 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** – State aid was decreased to \$550,000.00 and was based on the League of Cities' estimate. To make up this revenue, taxes were reallocated with \$170,000.00 more in property tax and \$200,000.00 more in sales tax.

**Transfers in** – The airport hangar was paid off in 2016. The equipment reserve for the fire truck has been depleted. The final payment will be made in the spring of 2017.

**General Fund Expenditures**

**Non-Departmental** – The amount for the human resource consultant remained the same. The amount for the IT person was increased by the 2% COLA. Discussion was held on the amount of time the City receives from the IT person, and not having immediate response time. The City had received a proposal from another company and included in the proposal was monthly computer checks. \$30,000 for software was included in the 2016 budget. State aid was decreased so the amount to the Devils Lake Park Board will also decrease. A 6% increase was added to the LEC board.

**City Commission** – Adjusted for COLA.

**Municipal Judge** – Adjusted for COLA.

**Auditing Department** – Adjusted for COLA.

**City Attorney** – Adjusted for COLA.

**Assessing Department** – Adjusted for COLA.

**Engineering Department** – Adjusted for COLA.

**City Hall** – Discussed switching some of the lights in city hall to LED.

**Police Department** – Travel and training was increased for the canine. Two squad cars were included for purchase in 2017. The grant matching expense was reduced and that amount was the amount added to travel and training. Forty thousand dollars will come from the equipment reserve for the cars.

**Fire Department** – The final payment for the fire truck is included. Discussion followed on the Fire Chief's request for increasing the fire department salaries. Based on the salary review recently done, our salary ranges are over 100%. The Fire Chief stated Wahpeton and Valley City should not have been used as comparisons since Wahpeton is all volunteers and Valley City has a one person department. He also indicated Devils Lake has other duties as assigned – nuisance, shade trade and street lights. He felt that Mandan and East Grand Forks should have been used since they are more comparable to Devils Lake's department. The City

Administrator indicated the survey was based mainly on Jamestown since Valley City and Wahpeton did not have anyone to compare to. Discussion followed on that an employee was authorized to be hired to do inspections and to help with ARFF, and the rationale for hiring another one of the employees was to do maintenance on city vehicles.

**Public Buildings** – Includes a minimal amount for insurance and maintenance.

**Advertising & Promotion** – Same as 2016.

**Weed Control** – Same as 2016 except for no new equipment.

**Planning** – This fund includes contract labor for Steve Zimmer and some money for mapping.

**Shade Tree** – About the same as 2016. Recently Shade Tree received a \$10,000.00 grant to cut down dead Dutch Elm trees. A bid was received for removing 15 of these trees for just under \$5,000.00. They will be bidding for more trees. 125 trees have been marked for removal. Discussion followed on how many trees the city crews would be able to take down the week of September 19<sup>th</sup>.

**Street Department** – Gas was increased.

**Transfers** –The amount for LRNTF may double if another officer is approved.

In summary the general fund will have a projected deficit of \$164,000.00 this year and deficit of \$ 97,000.00 in 2017. However, the reserve for the general fund is around 50%.

It was noted that Lake Region Heritage Center had requested \$22,000.00 for 2017.

Consensus of the City Commission was for the Public Utilities Supervisor to purchase the sprayer for the embankment.

The City Administrator inquired when the City Commission wanted to start considering expansion of the city hall. Discussion followed on design and conceptual drawings of different plans, the issues with the current building and public perception. Consensus of the City Commission was for the City Assessor to get conceptual drawings this year.

#### **9500 – LAKE REGION NARCOTICS TASK FORCE**

Travis Zahn from BCI reviewed the stats from previous years, the need for another officer, duties and procedures for the officers working on the Task Force and Devils Lake being the hub for drugs. The City would cover the current officer, and the counties would take over the new officer.

Commissioner Stromme moved to approve an additional \$35,265.00 for Lake Region Narcotic Task Force for an additional officer. The motion was seconded by Commissioner Sander, and the motion carried unanimously.

The recommendation from the Human Resource Consultant was reviewed. To implement the recommendation the City Administrator and Police Chief would move to a similar salary spot on the new grade.

Commissioner Stromme moved to accept the recommendation from the Human Resource Consultant to adjust the City Administrator from a Grade 18 to a Grade 21, the Chief of Police from Grade 18 to a Grade 19 and the Certified Appraiser/Inspector from a Grade 11 to a Grade 13. The motion was seconded by Commissioner Robbins. On roll call all Commissioners voted aye, and the motion carried.

The City Administrator presented the following 2017 budget summary:

1. Cost of living increase is 2%;
2. Family insurance will increase to \$1,650.00/month – \$1,320 City & \$330 employee;

3. Equipment purchases include three pickups for \$79,000.00, mower for \$11,000.00, grapple for \$18,000.00, two squad cars for \$73,000.00 and dike sprayer for \$30,000.00;
4. Sewer charges will increase from \$2.54/1,000 gallons to \$2.95/1,000 gallons- residential utility account will increase approximately \$2.00/month;
5. Budgeted \$800,000.00 in infrastructure for the west underpass;
6. Sales tax dollars have been reallocated with more going into property tax relief; and
7. Mill levy will stay the same.

Commissioner Robbins asked about the health insurance. He would like to go non-grandfathered plan with a higher deductible. It was noted the decision for the plan does not need to be made until renewal time in October.

Also discussed was that the City can give a maximum of 4 mills to the Airport. The County can give more than what they have been giving. Same with the Library, the City was at the maximum for years; whereas, the County was below their maximum.

There being no further business to come before the Commission, President Johnson adjourned the meeting at 1:15 P.M.

**LINDA LYBECK**  
**CITY AUDITOR**

**RICHARD S. JOHNSON**  
**PRESIDENT**